

State of Iowa
1958

IOWA DEPARTMENTAL RULES 1958

Containing

The permanent rules and regulations of general application promulgated by
the state departments to January 1, 1958



CHARLES W. BARLOW
CODE EDITOR

WAYNE A. FAUPEL
DEPUTY CODE EDITOR

PUBLISHED BY THE
STATE OF IOWA

UNDER AUTHORITY OF CHAPTER 14, CODE 1958

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." (See page following.) Where rules have been omitted by the editor there is a notation indicating where such rules may be obtained.

This volume includes the rules and regulations of the departments filed with the secretary of state prior to January 1, 1958.

December, 1957

THE EDITOR.

PUBLICATION OF DEPARTMENTAL RULES

Section 14.3 of the Code 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 asI.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.”

TABLE OF CONTENTS

	Page
Accountancy Board	1
Agriculture Department	5
Architectural Examiners	28
Banking Department	29
Barber Examiners	191
Blind, Commission for.....	34
Chiropody Examiners	194
Chiropractic Examiners	195
Commerce Commission	44
Comptroller	81
Conservation Commission	82
Cosmetology Examiners	196
Dental Examiners	200
Embalmer Examiners	206
Employment Security Commission	86
Engineering Examiners	101
Fair Board, State	103
Health Department, State	115
Highway Commission	219
Insurance Department	219
Iowa Development Commission	222
Labor Bureau	222
Law Library	228
Liquor Control Commission	229
Medical Examiners	212
Medical Library	231
Merit System Council	231
Mine Inspectors	250
Nurse Examiners	251
Optometry Examiners	215
Osteopathic Examiners	217
Pharmacy Department	251
Plumbing Code	145
Public Instruction Department	253
Public Safety Department.....	294
Real Estate Commission	372
Regents, State Board	373
Social Welfare Department	387
Tax Commission	412
Treasurer of State	502
Vocational Education	502
Watchmaking Examiners	559

IOWA

DEPARTMENTAL RULES

1958

BOARD OF ACCOUNTANCY

I. THE BOARD

[Sections 1 to 7, inclusive, relate to the duties of the board.]

II. ANNUAL REGISTRATION

Section 8. Fees. Registration fees, payable annually in December, shall be:

For each certified public accountant or public accountant in practice, \$10.00.

For each certified public accountant or public accountant not in practice, \$5.00.

For each firm, assumed, associate or corporate name, \$5.00.

For applicants who qualify and are registered after July 1 of any year, the fee for the remainder of that year shall be one-half of the annual fee.

Section 9. Individuals. Any person desiring to engage in the public practice of accountancy in the state of Iowa must secure from the Board of Accountancy a certificate to practice before entering upon such practice. The certificate shall be good through December 31 of the year in which issued. Thereafter, in December of each year, each practitioner must secure an authorization to practice during the immediately ensuing year.

Any person holding a valid and unrevoked certificate as a certified public accountant granted under the laws of this state will be entitled to registration with this board to engage in the practice of public accountancy as a "Certified Public Accountant"; and may use the abbreviation, "C. P. A." in connection with his name. Any person holding a valid and unrevoked certificate as a public accountant granted under the laws of this state will be entitled to registration with this board to engage in the practice of public accountancy as a "Public Accountant" under that designation and no other.

A certificate to practice shall be issued only to the holder of a certificate as certified public accountant (or as public accountant), issued by this state, and only after the applicant has filed with the board a declaration of his intention to practice, together with the annual fees required by law, and

has filed with the auditor of state his bond in the sum of \$5,000.

Failure to secure a certificate to practice in any year shall not disqualify a person previously registered from securing a certificate to practice in a future year, provided such person has paid to the Board of Accountancy the sum of \$5.00 for each full year during the time he has not been in practice.

Section 10. Partnerships. Any partnership practicing accountancy in this state may use the designation of and practice as certified public accountants under a firm name, only if all the members thereof are holders of certified public accountants' certificates granted under the laws of this state, and have received certificates to practice from the Iowa Board of Accountancy. Any partnership may use the designation of and practice as public accountants under a firm name in this state, only if all the members of such partnership are duly registered as public accountants or certified public accountants, and have received from this board certificates to practice as such.

Section 11. Firm, associate, assumed or corporate names. All practitioners, who, in connection with the practice of accountancy, make use of a firm, associate, assumed or corporate name, shall register the same at the time of making application for registration, but certificates to practice shall be issued only in the names of individuals, and only firms whose members are all certified public accountants shall use such designation in connection with the use of such firm names, provided, however, that hereafter no corporation shall be allowed to practice public accounting in this state unless incorporated therefor prior to April 13, 1929.

Partnership, firm, assumed or associate names shall be registered only when all members thereof are holders of certificates as certified public accountants, or as public accountants, issued by the Iowa Board of Accountancy.

No firm, assumed, associate or corporate name shall include the name of any individual not interested in the ownership of the firm, except that in

the case of the purchase of a going practice from a predecessor firm the purchaser shall have the right to continue the use of the predecessor firm name as provided in the contract of purchase; and no firm, associate, assumed, or corporate name shall be registered under the designation "Certified Public Accountants" unless all of the individuals whose names are included in such firm, associate, assumed or corporate name are or have been the holders of certificates as certified public accountants; provided, however, that nothing in this section shall be construed to prohibit the use of any firm, associate, assumed, or corporate name established prior to April 6, 1929.

III. EXAMINATIONS

Section 12. Qualifications of applicants. In order to be eligible to take the examination for a certificate as a certified public accountant, an applicant must:

- (a) Be over twenty-one years of age, and
- (b) Be a resident of the state of Iowa, and
- (c) Be a citizen of the United States, or have duly declared his or her intention of becoming such citizen, and
- (d) Be of good moral character, and
- (e) Be a graduate of a high school having at least a four-year course of study, or, in the opinion of the board, have an equivalent education, or pass a preliminary examination to be given by the board at least thirty days before the regular examination, and
- (f) Be a graduate of a college or university commerce course with a major in accounting, and have had at least one year's experience as a staff accountant in the employ of a practitioner entitled to registration by the Iowa Board of Accountancy.

The applicant's claim to college or university credits must be confirmed by an official transcript of credits issued by the institution in question. To establish a major in accounting, the applicant's transcript(s) must reveal a minimum of eighteen semester hours (or its equivalent in quarter hours) in accounting courses in advance of the elementary year course. In recognizing college and university credits, the Iowa Board of Accountancy adheres to the standards on which recognition of such credits would be granted by the institutions of higher learning under the jurisdiction of the Iowa state board of education. Credit obtained for work done in business colleges, in correspondence schools, in "extension universities", or in comparable organizations (all of which are characteristically operated for profit) is not "college or university credit".

In lieu of the college or university course and the one year's experience set forth above, the applicant may substitute three years continuous practical experience as a public accountant or as a staff accountant, or three years continuous employment as a field examiner under a revenue agent in charge of the income tax bureau of the treasury department of the United States, or as a field examiner in the auditor's, banking, or insurance departments of the state of Iowa.

Section 13. Time and place for filing applications. Each candidate must file with the secretary of the board a written application on a form which will be furnished by the secretary on request. The

application must be filed not less than forty-five days prior to the date set for examination and must be accompanied by a certified check, post-office money order, or bank draft for the required examination fee. [Amendment filed January 17, 1956]

Section 14. Examination fee. The statutory examination fee is \$25. If the applicant is conditioned on account of failure in one or more subjects, as provided in section 16, he may have two opportunities to complete his examination in the failed subject(s) without further payment of fee except that he will be required to pay any additional expense which is occasioned solely by his re-examination in the failed subject(s). In no case shall the examination fee be refunded, unless, in the discretion of the board, the applicant shall be deemed ineligible for the examination.

Section 15. Time and place and notice of examinations. Examinations will be held at least once each year in May or November, or both, at the discretion of the board. Notice of the time and place of the examination will be advertised by the board for not less than three consecutive days in each of three daily newspapers published in the state of Iowa, the last publication to be not less than sixty days prior to such examination. Similar notice will be mailed to each candidate whose application to take the examination shall have been filed with the board, and approved by a majority of the members thereof.

Section 16. Subjects and requirements. Examinations will be held in the following subjects: (1) Theory of accounts, (2) practical accounting, (3) auditing, (4) commercial law, (5) taxation, and (6) general commercial knowledge. In the several sessions of the examination, these subjects may be combined in any manner deemed proper by the board. The time required for the entire examination will ordinarily be two and one-half days, unless otherwise prescribed by the board, with one-half day devoted to each of the major subjects, theory of accounts, auditing, and commercial law, and two half-days devoted to the major subject, practical accounting. If the candidate passes the examination in practical accounting or if he passes any two of the three examinations in theory of accounts, auditing, and commercial law, he may be conditioned and may complete his examination in the failed subject or subjects at either or both of the next two succeeding examinations. If he is successful in passing the examination in the failed subject(s) at either of the subsequent examinations indicated, he shall be deemed to have passed the entire examination and shall be entitled to receive the certificate. If the candidate fails to remove his condition in the specified time, his credits shall lapse and he shall be required to sit for the examination in all subjects at his next examination thereafter.

Section 17. Conduct of examinations. Examinations may be conducted in co-operation with the American Institute of Accountants or set independently by the Iowa Board of Accountancy. When examinations are conducted in co-operation with the American Institute of Accountants, they will be held simultaneously with those held in other states co-operating with the institute.

Each candidate will receive from the secretary (or from his representative) a numbered identification card and envelope. Before commencing his examination, the candidate will sign his name and indicate his address on this card which will then be sealed in the envelope and returned to the examiner in charge. Thereafter, the candidate will be known in the examination by his identification number and he shall place this number on every sheet containing computations for or answers to the examination questions. Under no circumstance shall a candidate place his name, initials, or any identifying mark other than his assigned number on any of his examination papers. Failure to comply with this rule shall be deemed misconduct sufficient for rejecting the candidate's papers.

If any candidate shall bring into the examination room any books, printed or written matter of a character tending to assist the applicant, or shall exchange any information or assistance with another applicant, any such action will be considered misconduct and shall be sufficient cause for rejecting his papers.

All supplies necessary for the examination will be furnished by the board, and, after use, shall remain the property of the board. Answers in all examinations must be presented on blanks furnished by the board and must be completed within the time allotted for each paper by the board.

All examinations shall be in writing. The writing may be in ink or in pencil and must be legible. The board will not be responsible for the misconstruing of any writing which may be difficult to decipher.

The examination questions are the property of the board, but may be retained by the candidate with the board's permission.

The secretary will communicate in writing to each candidate the decisions reached by the board in his case, and shall state the grade received by the candidate on each paper or subject. In no event will any information concerning a candidate's answers be given to anyone other than the candidate himself nor will any of the candidate's papers be accessible for inspection at any time or by any persons except members of the board.

Three years after an examination the answers will be destroyed in a manner determined by a majority of the board.

Section 18. Certificates. A certificate shall be issued only after a candidate's examination performance has received the approval of this board through the affirmative votes of a majority of its members.

IV. REGISTRATION OF FOREIGN CERTIFICATES

Section 19. Qualification for issuance. The board is empowered to register the holders of unrevoked certified public accountants' certificates granted by other states or of equivalent certificates granted by the recognized authority of foreign countries, provided:

(a) That the applicant is a citizen of the United States, or has declared his or her intention of becoming such.

(b) That the applicant holds a valid and unrevoked certificate as a certified public accountant or an equivalent thereof, issued under the laws of any state or territory of the United States or the

District of Columbia, or one issued by the governmental authority of a foreign nation (hereinafter called state), showing that the holder thereof has complied with the laws of such state.

(c) That the requirements for a certificate as a certified public accountant or its equivalent in the state which has granted it to the applicant are, in the opinion of the board, equivalent to those established by the laws of Iowa and the rules of this board for the issuance of a certificate as a certified public accountant.

(d) That the applicant received his certificate as a certified public accountant or its equivalent of the state with which reciprocity is requested, as a result of a regular written examination held within said state, or

(e) That the applicant shall have been in continuous practice thereunder for at least seven years prior to the date of application, and

[Filed November 19, 1954]

(f) That the state issuing the original certificate extends similar privileges to certified public accountants of Iowa and on the same terms.

Section 20. Applications for registration certificates. Each application for a registration certificate must be made on an official form to be furnished by the board on request, and must be accompanied by:

(a) Official or certified copies of the laws of the state in which the applicant obtained his certificate as a certified public accountant, and of the rules and regulations of the Board of Examiners of such state, in effect both at the time he took the examination and at the date of application.

(b) An official statement from the Board of Examiners of such state to the effect that the applicant's certificate is in full force and effect and unrevoked, and that he is in good standing.

(c) An official statement from the Board of Examiners of such state that such board extends similar privileges to certified public accountants of Iowa and on the same terms.

(d) A certified check, post-office money order, or bank draft for the required fee of \$25.00.

Each application will be considered on its merits. The board specifically reserves the right to dispose of any application in such manner as, in its judgment, is warranted by the evidence, in the given case. In the event that an application is denied, the entire fee of \$25 will be refunded by the board to the applicant.

V. TEMPORARY ACCOUNTING ENGAGEMENTS

Section 21. Nonregistered certified public accountants. The holder of a certified public accountant's certificate, granted by another state, who has neither office nor legal address in the state of Iowa, may practice in this state in connection with temporary engagements incident to his professional practice in the state of his domicile, provided he shall file, at least five days before commencing work for his client, with the Board of Accountancy and with the auditor of state the written appointment of a registered practitioner of this state, accompanied by a power of attorney, upon whom legal service may be had in all matters which may arise from such temporary professional accounting engagements, to act as his agent. The appointment

of an agent may be temporary to cover a single engagement, in which case the application must state the name and address of the client for whom work is to be done, or the appointment may be made permanent by so designating in the application. If a permanent agent is appointed, the appointee must advise both the board and the auditor of state, in writing, at the time each assignment is begun, of the name and address of the client and the name and address of such permanent agent.

VI. REVOCATION OR SUSPENSION OF CERTIFICATES AND REGISTRATIONS

Section 22. Grounds for revocation. The certificate of any certified public accountant or public accountant, issued by the state of Iowa, shall be revoked and any certificate to practice shall be cancelled if the holder or registrant:

- (a) Shall be convicted of a felony, or
- (b) Shall be convicted of any lesser offense involving dishonesty or fraud, or
- (c) Has been principal or accessory to the issuance or certification of false or fraudulent financial or related statements, or
- (d) Has obtained registration and a certificate to practice or either by means of false statements or misrepresentation.

Section 23. Grounds for suspension. The certificate of any certified public accountant or public accountant or any certificate to practice issued by the state of Iowa may be suspended upon proof that the holder thereof has been guilty of unprofessional or unethical conduct in connection with the practice of accountancy. Such suspension shall be for such period of time not exceeding one year, as, in the discretion of the board shall be deemed appropriate.

Section 24. Hearings. Written notice of the cause of such contemplated action and bill of particulars thereof, and the time and place for the hearing thereon, will be mailed to the holder of such certificate or to such registrant at his or her last known address at least twenty days prior to the date fixed for such hearing.

The board may adjourn such hearing from time to time, upon the request of the party charged, for the purpose of a fair hearing, and the certificate holder shall have the right to be represented by counsel.

All hearings, as herein provided, shall be before the full board and a two-thirds vote of the members thereof shall be required before any cancellation, revocation, or suspension shall be ordered.

Section 25. Failure to pay annual fees. The failure to pay any of the annual fees herein provided on or before December 31st of each year shall result in the automatic cancellation of the certificate to practice and may be cause for the suspension of the certificate held by any certified public accountant or public accountant. The certificate to practice so cancelled and the certified public accountant or public accountant certificate so suspended shall not be reinstated until all fees provided by law have been paid together with the amount of such default or arrears.

VII. RULES OF PROFESSIONAL CONDUCT

Section 26. Rules of professional conduct:

1. The preparation and certification of exhibits, statements, schedules or other forms of accountancy work containing an essential misstatement of fact or omission therefrom of such a fact as would amount to an essential misstatement or a failure to put prospective investors or creditors on notice in respect of an essential or material fact not specifically shown in the statements themselves shall be cause for such disciplinary action as the Board of Accountancy may impose under the provisions of law upon proper presentation of proof that such misstatement was either willful or the result of such gross negligence as to be inexcusable.

2. No practitioner shall certify to any statements, accounts, exhibits, schedules, or other results of accounting engagements which have not been verified entirely under his own supervision or that of a member of his firm or staff, or that of a practitioner duly registered with the Iowa Board of Accountancy or with a similar board in another state or in a foreign country.

3. No registered practitioner shall render or offer to render professional service, the fee for which shall be contingent upon his findings and the results thereof, except such income tax work as is permitted by the committee on enrollment and disbarment of the treasury department on a contingent fee basis.

4. Competitive bidding is deemed to be detrimental to the interests of the public and the accounting profession. No registered practitioner shall at any time knowingly, directly or indirectly, enter into bidding for any type of professional service whatsoever, in competition with other accountants. Competitive bidding is hereby defined as bidding for work on any basis in competition with other accountants.

5. No practitioner, while duly registered to practice, shall engage in any business or occupation conjointly with that of a public accountant which in the opinion of the Board of Accountancy is incompatible or inconsistent therewith.

6. No duly registered practitioner shall directly or indirectly allow or agree to allow a commission, brokerage or other participation by the laity in the fees or profits of his professional work, nor shall he accept directly or indirectly from the laity any commission, brokerage or other participation for professional or commercial business turned over to others as an incident of his services to clients.

7. No practitioner shall allow any person to practice accountancy in his name who is not a practitioner duly registered with the Board of Accountancy or who is not in his employ on a regular compensation.

7a. No practitioner shall operate any branch office unless he shall have in charge of such branch office a duly registered practitioner, resident of the community wherein such branch office is located.

[Filed January 17, 1956]

8. No practitioner duly registered with the Board of Accountancy shall directly or indirectly solicit the clients or encroach upon the business of another

registered practitioner, but it is the right of any practitioner to give proper service and advice to those asking such service or advice.

9. No practitioner shall directly or indirectly offer employment to an employee of a fellow practitioner duly registered with the Board of Accountancy without first informing said fellow practitioner of his intent. This rule shall not be construed to prevent negotiations with any one who of his own initiative or in response to public advertisement shall apply to such registered practitioner for employment.

10. No registered practitioner shall advertise his or her professional attainments or service through the mails, in the public prints, by circular letters or by other written word except that a practitioner may cause to be published in the public prints what is technically known as a card. A card is hereby defined as an advertisement of the name, title (such as C. P. A. or public accountant), class of service, and address of the advertiser, without any further qualifying word or letters, or in the case of announcement of change of address or personnel of firm, the plain statement of the fact for the publishing of which the announcement purports to be made. Cards permitted by this rule when appearing in newspapers shall not exceed two columns in width and three inches in depth; when appearing in magazines, directories, and similar publications, cards shall not exceed one-fourth page in size. This rule shall not be construed to inhibit the proper and

professional dissemination of impersonal information or the properly restricted circulation of firm bulletins containing staff personnel and professional information.

Nothing in this rule, or in rule 8, shall be construed to prohibit the making in the public press or through the mails (or both) of a single announcement, otherwise conforming to the rules of the board, of an individual's or firm's initial opening of a practice office in a city or town.

11. The mailing by registered practitioners of circulars, letters, pamphlets, or other printed or written matter to persons not clients of such registered practitioners which contain no direct solicitation of employment but which do include the name and a description of the practice and address of such registered practitioner, or the distribution to persons not clients of the registered practitioner, of circulars or pamphlets advertising any business, educational, or social institution, or organization, which circular or pamphlet contains a card or advertisement of the practice of such registered practitioner, shall be construed as advertising under this rule.

12. No practitioner duly registered with the Board of Accountancy shall use any letters as the abbreviation of any words constituting a title or description of accountancy qualifications in conjunction with his name except the abbreviation C. P. A., which may be used only by certified public accountants.

DEPARTMENT OF AGRICULTURE

DIVISION OF ANIMAL INDUSTRY

RULES AND REGULATIONS FOR THE CONTROL OF CONTAGIOUS DISEASES OF LIVESTOCK

REGULATION 1

Section I—General. A. No animal, including poultry or birds of any species, that is affected with or that has recently been exposed to any infectious, contagious, or communicable disease or originates from a quarantined area, shall be imported into the state until written permission for such importation is obtained from the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines 19, Iowa.

B. All livestock imported into the state shall be accompanied by an official health certificate and a permit where required which must be attached to the waybill or shall be in the possession of the driver of the vehicle or of the person in charge of the livestock, if moved on foot.

C. All animals covered by these regulations originating from public stockyards or which may be assembled at public stockyards from various sources of unknown origin shall be required to meet regulations.

D. A copy of the approved official health certificate shall be forwarded to the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines 19, Iowa, before the arrival of the livestock.

E. Who may inspect: Accredited, licensed, graduate veterinarians who are approved by the livestock sanitary official of the state of origin and

veterinarians in the employ of the United States Bureau of Animal Industry.

F. Requirements for the exhibition of livestock may be secured by contacting the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines 19, Iowa.

Section II—Official Health Certificate. A. An official health certificate is a legible record covering the requirements of the state of destination, accomplished on an official form from the state of origin, and approved by the state livestock sanitary official of the state of origin and issued by a licensed graduate accredited veterinarian who is approved by the proper livestock sanitary official of the state of origin.

B. The health certificate shall contain the names of, and addresses of the consignor and the consignee, with an accurate description or identification of the livestock, and shall also indicate the health status of the animals involved including results of required tests as well as dates of vaccination, if any. Health certificates shall be void after thirty (30) days.

C. All agglutination tests for Brucellosis which are intended for movement into Iowa shall be made in the state-federal laboratory, or a laboratory recognized by the livestock sanitary official of the state of origin.

Section III—Special Permits. A. Requests for special permits must be directed to the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines 19, Iowa, giving such information as number and species of animals, origin of shipment, the consignee and destination. Requests for permits for cattle must contain sex of animals.

B. All animals entering the state under special permit shall be consigned to a definite legal resident of Iowa.

C. All special permits are void fifteen (15) days after date of issue.

Section IV—Owners And Operators. A. Owners and operators of railway cars, trucks and other conveyances are forbidden to move any livestock into or within the state or through the state except in compliance with the provisions set forth in the regulations.

B. Owners and operators of railway cars, trucks and other conveyances used for the movement of livestock into Iowa for feeding, breeding or dairy purposes shall be required to have such cars, trucks and other conveyances thoroughly cleaned and disinfected before animals are loaded.

C. Owners and operators of railway cars, trucks and other conveyances that have been used for the movement of any livestock infected with or exposed to any infectious, contagious, or communicable disease shall be required to have such cars, trucks, and other conveyances thoroughly cleaned and disinfected under official supervision, before further use is permissible for the transportation of livestock.

Livestock

General rules under Sections I, II, III, and IV apply to all subsequent sections.

Section V—Cattle

Tuberculosis—a. Cattle for dairy or breeding purposes may be imported into the state providing they are identified as originating from accredited tuberculosis-free herds all animals of which were negative to the last tuberculin test and applied within one year. Such shipments shall be accompanied by a health certificate showing the date of the last test and the accredited herd certificate number.

b. Cattle not of the above status shall have proved negative to a tuberculin test applied within thirty (30) days prior to entry.

Brucellosis—a. Cattle for dairy or breeding purposes may be imported into the state providing they are identified as originating from accredited brucellosis-free herds all animals of which were negative to the last agglutination test and applied within one year. Such shipments shall be accompanied by a health certificate showing the date of the last test and the accredited herd certificate number.

b. Cattle for dairy or breeding purposes may be imported into the state providing they are negative to the agglutination test for brucellosis applied within thirty (30) days of the date of entry. Such tests shall be made in the state-federal laboratory or a laboratory recognized by the livestock sanitary official of the state of origin.

Vaccinates—a. Cattle vaccinated by a veterinarian under state-federal supervision with *Brucella-abortus* vaccine between the ages of six and eight months will be admitted into Iowa during a period of eighteen (18) months following date of vaccination without a negative test when accompanied by an official health certificate stating date of vaccination and approved by the livestock sanitary official of the state of origin.

b. Official health certificates must include: (a) Proper identification. (b) Complete description. (c) Herd status relative to brucellosis infection. (d) Age at time of vaccination. (e) Date of vaccination. (f) Age at time of importation.

Feeder Cattle—Steers may enter the state for feeding and grazing purposes when accompanied by a special permit and an official health certificate. Steers shall be subject to quarantine for immediate test for tuberculosis unless they are kept separate and apart from dairy and breeding cattle.

Female range or semirange cattle of recognized beef type under *eighteen months* of age may enter the state for feeding or grazing purposes, under quarantine, for a period not to exceed twelve months from date of entry provided they are accompanied by a special permit and official health certificate. Such cattle to be maintained separate and apart from all other dairy and breeding cattle on the premises.

Cattle remaining under quarantine at the end of the twelve-month period shall be consigned direct to slaughter or submitted to the agglutination test for brucellosis and the tuberculin test for tuberculosis. Any cattle which show a reaction in any dilution to the agglutination test or react to the tuberculin test must be shipped to slaughter immediately.

Female range or semirange cattle of recognized beef type *over eighteen months* of age may enter the state under the following conditions:

1. If such cattle are accompanied by a health certificate which states they have been submitted to the test for tuberculosis and brucellosis within thirty (30) days prior to date of entry and are negative to both tests.

2. A permit may be secured for the shipment of such cattle to be released to an accredited veterinarian of the purchaser's designation for immediate tests for tuberculosis and brucellosis.

3. Short-term feeding. Cows may come into the state under strict quarantine for a period of ninety (90) days provided a special permit is obtained and a feeder's affidavit is signed by purchaser. Within ninety (90) days such cattle shall be consigned direct to slaughter or submitted to the agglutination test for brucellosis and the tuberculin test for tuberculosis. Such cattle must be kept separate and apart from dairy and breeding cattle. Any cattle which show a reaction in any dilution to the agglutination test or react to the tuberculin test must be shipped to slaughter immediately.

Springer heifers and cows or heifers and cows with calves are classed as breeding cattle and are not to be included under the ninety (90) day feeder permit.

7

Steers may enter the state of Iowa from public stockyards where federal inspection is maintained when accompanied by a federal certificate of inspection stating they have been inspected and found free from all infectious, contagious and communicable diseases.

Cattle for immediate slaughter consigned to a recognized slaughtering center or a public stockyard where federal inspection is maintained may enter the state without a health certificate or a negative test to tuberculosis and brucellosis but they shall be considered under quarantine in said stockyard until released for slaughter.

Section VI—Dogs. All dogs entering the state of Iowa for any purpose, except performing dogs to be within the state for a limited period, must be accompanied by a certificate of health, issued by an approved veterinarian stating that they have not been exposed to rabies and are free from symptoms of any communicable disease and that they have been vaccinated with rabies vaccine not over six months prior to date of entry.

Section VII—Goats. Goats for dairy and breeding purposes may enter the state provided they are accompanied by a certificate of health showing negative tests to tuberculosis and brucellosis within thirty (30) days of date of entry. The health certificate shall contain a full description of each animal giving age, color and markings.

Goats for immediate slaughter consigned to a recognized slaughtering center or public stockyard where federal inspection is maintained may enter the state without a health certificate or a negative test to tuberculosis and brucellosis and shall be considered as under quarantine until slaughtered.

Section VIII—Horses, Mules and Asses. A. These animals may be imported into the state when accompanied by an official health certificate issued by a licensed graduate veterinarian stating they have been given a careful clinical inspection and have been found to be free from symptoms of any infectious, contagious, or communicable disease.

B. No health certificate will be required for horses or mules owned by the United States Government or horses which are consigned to any race track or entering the state temporarily for exhibition purposes.

Section IX—Sheep. A. Sheep imported into the state of Iowa or from public stockyards at Sioux City except for immediate slaughter, must be accompanied by an official health certificate, certifying that sheep have been inspected and found free from scabies or any contagious, infectious or communicable disease, and that the sheep have been dipped in a permitted dip for scabies within ten (10) days immediately preceding date of shipment under supervision of an inspector of the federal Bureau of Animal Industry, United States Department of Agriculture or by an approved veterinarian. If they have not been dipped they must be so routed as to be dipped under federal supervision before entering the state of Iowa or leaving the Sioux City stockyards at Sioux City, Iowa, except as provided by a special permit from the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines 19, Iowa.

B. Permits—Feeder lambs may be imported into the state under quarantine for feeding purposes provided a special permit is first secured from the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines, 19, Iowa, and they are accompanied by a health certificate indicating that they are free from scabies and all other contagious, infectious and transmittable diseases.

Permits may be issued allowing sheep to be dipped at destination under the supervision of an accredited veterinarian, or placed under quarantine for not less than sixty (60) days following date of entry subject to inspection by an accredited veterinarian and if found free from scabies and all other contagious, infectious and transmittable diseases may be released.

Sheep for immediate slaughter consigned to a recognized slaughtering center or public stockyard where federal inspection is maintained may enter the state without a health certificate.

[Filed July 23, 1954]

Section X—Swine. A. Healthy swine for feeding or breeding purposes may be imported into the state when accompanied by a health certificate issued by a licensed graduate veterinarian indicating that the animals are free from all contagious, infectious and transmittable disease and have been vaccinated by a veterinarian with anti-hog cholera serum and virus not less than thirty (30) days prior to date of entry.

Healthy swine which have been vaccinated by a licensed graduate veterinarian when not less than eight (8) weeks of age with one of the vaccines recognized by the Chief of the Bureau of Animal Industry for the prevention of hog cholera not less than thirty (30) days and not more than twelve months may enter the state when accompanied by a health certificate issued by a veterinarian stating the above as facts.

[Filed June 3, 1955]

B. Swine from public stock yards for purposes other than immediate slaughter may be imported or brought into the state only when shipped in compliance with the regulations of the United States Bureau of Animal Industry, and when such shipments are made within twenty-four (24) hours after immunization and dipping provided a permit has been obtained from the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines 19, Iowa. Such shipments must be held in quarantine at destination for at least thirty (30) days.

C. Permits. A permit must be secured from the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines 19, Iowa, to move hogs into the state under quarantine regulations, for feeding or breeding purposes, without having been immunized for hog cholera before shipment, if accompanied by proper health certificate and loaded in cleaned and disinfected cars or trucks to be vaccinated immediately at destination with anti-hog cholera serum and virus or one of the modified live virus vaccines recognized by the Chief, Bureau of Animal Industry for the prevention of hog cholera which the producer or manufacturer recommends an adequate dose of

anti-hog cholera serum, at the expense of the owner, by a licensed graduate veterinarian, who shall also issue a quarantine on the hogs for thirty (30) days from date of vaccination.

D. Immediate Slaughter. Healthy swine may be imported into the state when consigned directly to a recognized public stock yard or a slaughtering establishment, or slaughtering center that is approved and designated by the Bureau of Animal Industry, United States Department of Agriculture and the Chief, Division of Animal Industry, Iowa Department of Agriculture, Statehouse, Des Moines 19, Iowa.

E. Swine imported under any of the methods mentioned above shall not be unloaded in public stock yards or pens enroute. All special permits and health certificates shall be attached to the waybill, or if transported by truck shall be in possession of the truck driver.

REGULATION 2

Section I. Whenever the Chief of Division of Animal Industry shall have knowledge of an outbreak of any contagious, infectious, or communicable disease among domestic animals in the state, he shall take such action as he deems necessary for the prevention and suppression of such disease, and is authorized to establish, enforce, and maintain such quarantine regulations as he may deem necessary and for such purpose is authorized and empowered to call to his assistance any peace officer to aid him in the prosecution and performance of his duties.

Section II. Whenever notice is given to the trustees of a township or to a local board of health, that animals are suspected of being affected with or having been exposed to any contagious, infectious, or communicable disease they may impose such restrictions as deemed necessary to prevent the spread of the disease. It shall be the duty of such township trustees or local boards to immediately notify the Chief of Division of Animal Industry.

REGULATION 3

Section I. An animal must be considered as "exposed" when it has stood in a stable with, or been in contact with any animal known to be affected with a contagious, infectious, or transmissible disease; or if placed in a stable, yard, or other enclosure where such diseased animal or animals have been kept unless such stable, yard, or other enclosure has been thoroughly cleaned and disinfected after containing animals so affected.

REGULATION 4

Section I. No attenuated or live culture vaccine or virus shall be sold or offered for sale at retail except to a licensed veterinarian of this state, nor shall it be administered to any livestock or poultry except by a licensed veterinarian of the state of Iowa. This does not apply to the sale of and administration of virulent hog-cholera virus when sold to and administered by valid permit holders for its use on hogs owned by themselves on their own premises.

REGULATION 5

Section I. No person owning or having the care or custody of any animal affected with glanders

or farcy, or which there is reason to believe is affected with said disease, shall lead, drive, or permit such animal to go on or over any public grounds, unenclosed lands, street, road, public highway, lane, or alley; or permit such animal to drink at any public watering trough, pail, or spring, or keep such diseased animal in any enclosure in or from which such diseased animal may come in contact with, or in proximity to, any animal not affected with such disease.

Section II. Whenever any animal affected with glanders dies or is destroyed the carcass of such animal shall be burned immediately.

As glanders is transmissible to human beings great care must be exercised in handling diseased animals or carcasses.

Section III. It shall be the duty of the Chief of Division of Animal Industry to maintain quarantine on all animals affected with glanders until such animals have been destroyed by consent of the owner or otherwise, and carcasses disposed of in accordance with section 2 of this regulation and the premises where the same have been kept thoroughly cleaned and disinfected.

Section IV. In suspected cases of glanders and farcy the most efficient field test is the intrapalpebral mallein test, and as valuable aids to diagnosis the mallein Strauss' agglutination and precipitation tests shall be recognized.

REGULATION 6

Section I. Upon the appearance of an outbreak of blackleg on any premises all calves and yearlings on the premises should be promptly immunized. All carcasses of animals dead of blackleg must be burned intact without removal of the hide. Such carcasses may be disposed of by removal within twenty-four hours by the operator of a regularly licensed rendering plant, or his employees. In the event that the owner of any animal dead from blackleg neglects or refuses to make such disposition of the carcass or carcasses as indicated above, then in such cases the disposal shall be handled in accordance with section 5 of Regulation 23 of these rules and regulations.

REGULATION 7

Section I. It shall be the duty of any city or local board of health or township trustees whenever notice is given of animals being affected with rabies, glanders, scabies, hog cholera, or any contagious or infectious disease or having been exposed to the same, to promptly notify the Chief of Division of Animal Industry.

Section II. Whenever rabies is known to exist in any community it shall be the duty of all owners of dogs or other exposed animals to immediately confine such dogs or animals securely to prevent them from spreading the infection should they develop the disease.

Section III. When quarantine is established in any community on account of the existence of rabies all dogs not confined or muzzled shall be promptly destroyed.

REGULATION 8

Section I. Whenever the Chief of Division of Animal Industry shall have knowledge of any horses, cattle, sheep, or swine affected with scabies or mange it shall be his duty to place such animals in quarantine and require owners to dip such animals at such intervals and in such dips as the case may require.

REGULATION 9

Section I. The Secretary of Agriculture hereby recommends that all private and farm premises shall be cleaned up between April 15 and May 15 of each year by removing all litter, manure, cobs, and other waste accumulations; such products being spread upon the land as fertilizer or burned, that the health of the people and the livestock may be protected from any contagion or infection that may have existed on the premises. On any premises where any infectious or communicable diseases may have been known to exist, a thorough disinfection shall be required after cleaning.

All municipal officers, township trustees, county agents, inspector of the Bureau of Animal Industry, physicians, and veterinarians in Iowa are requested to use their influence in advising and assisting the people in carrying out the provisions of this rule.

Barns, stables, hog and poultry houses: First, sweep ceilings, walls, and floors removing all cobwebs, dust and litter; then clean out all manure, litter, hay and fodder from mangers and floors, scraping all permanent feed boxes, mangers, walls and floors. Finally, thoroughly spray ceilings, walls, partitions, feed boxes, and mangers with a three percent solution of compound cresol U.S.P.

Pens and yards: Remove all manure, litter, cobs, and other waste material; then thoroughly spray with a three percent solution of compound cresol U.S.P. and scatter lime over floors and yards.

REGULATION 10

Section I. It shall be the duty of the Chief of Division of Animal Industry to supervise the disinfection of all buildings, stalls, and pens at the state fairgrounds just prior to the opening of such fair and to supervise the disinfecting daily of hog pens and such other enclosures as he may deem necessary.

Section II. It shall be the duty of all secretaries of all county fairs or exhibitions of livestock in the state of Iowa, excepting the Iowa State Fair, to supervise the disinfecting of all buildings, stalls, and pens prior to the opening of such county fair or exhibition of livestock and to disinfect hog pens and all such enclosures as he may deem necessary, daily, during such fairs and exhibitions.

REGULATION 11

Section I. All cattle and swine presented for exhibition at the Iowa State Fair, or any fair or exhibition within the state of Iowa, will be considered under quarantine and not eligible for showing until the owner or agent presents the proper health certificate stating the animals comply with the following rules and regulations. Official health certificates must be presented to and approved by the veterinary inspector in charge of the fair or exhibition before time of showing.

Section II. A. All female cattle and bulls shall be identified as originating from herds, all animals of which were negative to the last tuberculin test and applied within one year. If such cattle are not of this classification, they shall have proved negative to a tuberculin test applied within sixty (60) days prior to the opening date of such fairs or exhibition before time of showing.

B. All breeding and dairy cattle over six months of age must have passed a negative test for Bang's disease (brucellosis) within sixty (60) days prior to the opening date of the fair, except such cattle as originate in herds designated and certified by the proper livestock sanitary authorities of the state of origin as Bang's disease (brucellosis) accredited herds. The blood samples must have been drawn by a licensed accredited veterinarian and tested by an approved laboratory and certified to by the livestock sanitary official of the state of origin.

C. Steers need not be tested but must be accompanied by a health certificate showing them to be free from symptoms of infectious and contagious diseases as determined by a clinical inspection.

D. Vaccinates—Calves vaccinated against Bang's disease (brucellosis) between the ages of four and eight months with Brucella-abortus vaccine strain number nineteen (19) and were negative to an agglutination test within twenty (20) days prior to date of vaccination, will be accepted without additional test up to thirty-eight months of age, provided said vaccination was applied and blood sample drawn by a licensed accredited veterinarian and properly reported by him. The agglutination test on these blood samples must have been made by a recognized laboratory.

Calves vaccinated against Bang's disease (brucellosis) between the ages of four and eight months with Brucella-abortus vaccine strain number nineteen (19) and without the benefit of a pretest, will be accepted without additional test up to twenty-four (24) months following date of vaccination, provided said vaccination was applied by a licensed accredited veterinarian and properly identified and reported by him.

All such cattle vaccinated after July 4, 1947, must be identified with a regulation tattoo mark.

Section III. All swine must be accompanied by a certificate showing that they have been immunized with anti-hog cholera serum and hog cholera virus not less than twenty-one (21) days or when serum alone is used not more than fifteen days prior to the opening date of such fair or exhibition.

Swine accompanied by a health certificate stating that they have been vaccinated by a licensed graduate veterinarian with any of the vaccines recognized by the Chief, U. S. Bureau of Animal Industry, Washington, D. C., for the prevention of hog cholera, not less than twenty-one days nor more than twelve months will be eligible to enter any fair or exhibition.

[Filed June 3, 1955]

REGULATION 12

Section I. All railroad and transportation companies are hereby required to provide for proper drainage of all stockyards, pens, alleyways, and chutes, and to clean and disinfect the same between April 15 and May 15 of each year, and at such other

times as may be deemed necessary. All expense incurred for the disinfecting and supervision of same must be paid by the railroad company. The Chief of Division of Animal Industry, shall enforce this rule.

Section II. It is hereby ordered by the state of Iowa, Secretary of Agriculture that all cars or vehicles that have been used for conveying any animal or animals that have been found to have suffered or are suffering from any contagious or infectious diseases must be cleaned and disinfected thoroughly before leaving the yards where such animal or animals have been unloaded within the state of Iowa.

Section III. All stock cars and trucks used for hauling livestock (cattle, horses, sheep, and swine) for feeding, breeding, or stock purposes into the state of Iowa must be cleaned and disinfected before such shipments of livestock are loaded.

All railroad and transportation companies shall comply with this rule.

REGULATION 13

Section I. The term "quarantine" shall be construed to mean the perfect isolation of all diseased or suspected animals from contact with other animals as well as the exclusion of other animals from yards, stables, enclosures, or grounds where suspected or diseased animals are or have been kept.

REGULATION 14

Section I. The Department of Agriculture hereby authorizes and directs the Chief of Division of Animal Industry to co-operate with the Bureau of Animal Industry, United States Department of Agriculture, in all regulations for the prevention, control, and eradication of contagious and infectious diseases among domestic animals in the state of Iowa.

REGULATION 14-A

Section I. All places where two or more assemble their livestock such as stockyards or sale pavilions, or other assembling places where livestock is bought and sold for purposes of other than immediate slaughter; whether by private sale or public auction or on a commission basis, wholly or in part; when not under federal supervision must be under state supervision, and shall comply with the requirements set forth below.

The management of all livestock community sales, corporations, or associations as designated above must make application for permit to conduct such sales.

Section II. A. All swine handled through sale barns whether sold at public auction or private sale and whether sold on sale day or other day of the week shall comply with this regulation. If a consignment of swine is made to the sale and the animals are unloaded and the owner does not sell, the same rules in regard to vaccination apply whether or not a change of ownership occurs.

B. All hogs known to have been exposed to hog cholera, anthrax, infectious enteritis or swine erysipelas, shall not be allowed to be sold at such sale. No pigs with arthritis or swollen joints, bull nose, or rhinitis, shall be permitted to sell unless

of market size in which case they may sell as market hogs.

C. When a community sale and a market buying business are operated from the same location, the market hogs not going through the auction ring may be handled without compliance with the above requirements, provided, however, the market buyer shall complete a weekly sworn statement and deliver it to the veterinary inspector of said sale barn, showing that no hogs have been sold for feeding or breeding purposes. Hogs may be sold only for immediate slaughter. If such market buyers wish to make other disposition of any animals, they must conform to the same regulations that cover stock handled through community sale barns.

D. No hogs shall be sold at any sale barn that have been subjected to injection of Erysipelothrix Rhusiopathiae Vaccine (Erysipelas Live Culture) unless such injection was administered more than thirty days previous to the sale.

Section III. Before any hogs are sold through a sale barn, the management or the auctioneer must state the vaccination status of hogs advising the kind of vaccination used and whether vaccinated by a veterinarian or by the owner.

No hogs vaccinated with anti-hog cholera serum and virus less than twenty-one (21) days shall be sold through any community sale or sales barn.

Hogs vaccinated by a licensed graduate veterinarian with anti-hog cholera serum and virus more than twenty-one (21) days will be eligible for sale if accompanied by a certificate of vaccination.

Hogs vaccinated by a licensed graduate veterinarian with any of the vaccines recognized by the Chief, Bureau of Animal Industry, for the prevention of hog cholera, more than twenty-one days and not more than twelve months, may sell through a sale barn provided they are accompanied by a vaccination certificate issued by the veterinarian.

Owner Vaccinates—Hogs that have been vaccinated with anti-hog cholera serum and virus more than twenty-one (21) days by a layman permit holder may sell through a sale barn provided they are accompanied by a notarized statement showing permit number and date of vaccination.

Hogs vaccinated by the owner with any of the nonvirulent vaccines recognized by the Chief, Bureau of Animal Industry, for the prevention of hog cholera not less than twenty-one days nor more than twelve months, may sell through a sale barn provided they are accompanied by a notarized statement showing type and kind of vaccine, serial number of vaccine and date hogs were vaccinated.

[Filed June 3, 1955]

Section IV. All hogs not consigned direct to slaughter or for serum production as described in Sections VI and VII of Regulation 14-A which are not accompanied by a valid certificate or notarized statement of vaccination must be vaccinated by a veterinarian before leaving the sale premise with anti-hog cholera serum and virus or with modified live virus vaccine provided it is of the type that the producer or manufacturer recommends an adequate dose of anti-hog cholera serum to be used therewith.

When hogs are vaccinated with anti-hog cholera serum and virus, or with any of the vaccines per-

mitted to be used in the sale barn, they must be moved to the premise of the purchaser within twenty-four (24) hours and held under quarantine for at least twenty-one (21) days.

Swine imported from some other state to be sold at the sale barn as not vaccinated must be accompanied by the special permit issued by the Division of Animal Industry. [Filed July 23, 1953, issued June 26, 1953.]

Section V. Sows which appear to be within three weeks of farrowing and stags may be released at the discretion of the Veterinary Inspector with serum alone vaccination. No certificate of this vaccination shall be furnished the purchaser. Boars if castrated before they leave the sale barn may be released the same as stags. Boars may be released with vaccination on slaughter affidavit, when in the judgment of the veterinary inspector in charge, they are consigned direct to slaughter. Baby pigs obviously not over twenty-one days old may be handled through sale without double vaccination, but must receive serum alone treatment before being released. [Filed July 23, 1953, issued June 26, 1953.]

Section VI. Pigs to be used for serum production may be released to a buyer who is registered with the Iowa Department of Agriculture, Division of Animal Industry, without vaccination by signing a notarized affidavit furnished by this department. Affidavits must be executed according to instructions set out on forms. Hogs so released shall not be diverted en route. If shipped interstate a permit must be obtained from the state veterinarian of the state to which shipment is consigned.

Section VII. Hogs which appear to be in condition for slaughter may be released by the veterinary inspector for immediate shipment to a federally licensed yard or packer. The affidavit form furnished by the Division of Animal Industry must be completed in full showing the commission firm or packer to whom shipment will be made and signed and sworn to by the purchaser.

Section VIII. All cattle originating outside the state of Iowa offered for sale shall comply with all laws and regulations governing the importation of such livestock as set forth in Regulation 1, section V.

Native Iowa cattle shall pass inspection by the inspector in charge as being healthy and free from disease.

All affidavits and health certificates which are required on imported cattle sold at sale barns shall be completed and mailed to the Chief, Division of Animal Industry, Iowa Department of Agriculture, within forty-eight hours following the sale.

Section IX. Sheep will be permitted to be handled through livestock community sales barns only in accordance with requirements deemed necessary by this department to control the spread of contagious and infectious diseases.

Section X. All sheep sold through sale barns between April 1 and November 1 of each year, except as provided for in paragraph 4 below, shall be dipped under veterinary supervision before being released from the sale barn. [Filed July 23, 1953, issued June 26, 1953.]

A proper solution of benzene hexachloride or some suitable preparation thereof is recommended for dipping.

If facilities are available to maintain the solution at proper temperature, a recognized solution of lime and sulphur, or nicotine sulphate (Black Leaf 40) may be used. (It must be borne in mind, however, that the animal must be immersed for one minute for exposure and two minutes if an infection is present.)

Fat lambs and other sheep being sold to go to market for slaughter may be released without dipping provided the purchaser signs the required affidavit stating they are going direct to market for slaughter. All such sheep are to be properly branded with two K's at least four (4) inches in height on the side by means of red branding paint.

This same requirement shall be in effect on any sheep sold from trucks by managers of the sale barns, regardless of whether they are unloaded in the yards. The sale barn veterinarians have the power to quarantine immediately all sheep in such trucks as suspicious of being infected with or exposed to scabies.

All sheep, which upon arrival at the yards, showing evidence of scabies shall be dipped in proper solution of benzene hexachloride or some suitable preparation thereof and returned to place of origin or some satisfactory premises under quarantine for sixty (60) days, at which time they shall be inspected by a licensed accredited veterinarian and if found free from scabies and all other infectious, contagious or communicable diseases may be released. Such sheep may also be released to go direct to slaughter, but must be branded as provided for in paragraph 4 of this order.

Those sale barns not having proper dipping facilities or satisfactory spraying equipment shall discontinue handling sheep until proper equipment has been installed or this order revoked.

Section XI. All livestock community sales shall be under the supervision of the Chief, Division of Animal Industry, Des Moines 19, Iowa, and under the direct supervision of the veterinarian appointed to examine all livestock that is offered for sale. *Said veterinarian shall prohibit the sale of any animals that are in his opinion diseased OR THAT WOULD IN ANY WAY BE DETRIMENTAL TO THE LIVESTOCK INDUSTRY.* He shall issue all quarantines for livestock being sold from such yards; also, supervise the cleaning and disinfecting of such yards following sales. The fees for such work shall be paid by the management of such sales yards.

Section XII. All fees for the inspection of livestock, vaccination of hogs, or the testing of cattle for tuberculosis or Bang's disease sold at such sales shall be collected by the management of such sales at the time of settlement for the livestock.

REGULATION 15

BRUCELLOSIS REGULATIONS

[Filed November 26, 1957]

I. Definitions As Used In These Regulations:

A. "Department" means the Iowa Department of Agriculture, State Capitol Building, Des Moines, Iowa.

B. "Federal Office" means the Animal Disease Eradication Division, Agricultural Research Service, United States Department of Agriculture, 501 Iowa Building, Des Moines, Iowa.

C. "Brucellosis" means the disease of brucellosis in animals.

D. "Brucellosis Test" means the blood serum agglutination test for brucellosis, applied in accordance with a technique approved by the Department.

E. "B.R.T." means brucellosis ring test as applied to milk and cream, and used as a presumptive test for locating possible brucellosis infected herds according to a technique approved by the Department.

F. "Brucellosis Test Classification" means the designation of animals tested by the brucellosis test classifying them as negative, suspects or reactors according to the following diagnostic tables:

(1) Official Vaccinates:

Dilutions			Diagnosis
1:50	1:100	1:200	
—	—	—	Negative
+	—	—	Negative
+	+	—	Suspect
+	+	+	Reactor

(2) Non-vaccinated Animals:

Dilutions			Diagnosis
1:50	1:100	1:200	
—	—	—	Negative
+	—	—	Suspect
+	+	—	Reactor
+	+	+	Reactor

G. "Veterinarian" means a graduate of an approved veterinary school who is licensed and registered to practice Veterinary Medicine in this state.

H. "Under Official Supervision" is the term applied to any herd following control plans "A", "B" or "C", and the owner of which has signed the State-Federal Cooperative Agreement.

II. Control Plans for Brucellosis.

In order to be recognized as being under a control plan for brucellosis it will be necessary for owners of cattle to sign an agreement form prescribed by the department designating one of the following plans:

PLAN A—Test annually of all cattle more than eight months of age, except steers, spayed heifers and official calfhood vaccinates until thirty months of age, slaughter all reactors with indemnity payments as provided by State and Federal regulations. All reactors to be hot iron branded on the left jaw with the letter "B" at the time the test is completed. Official calfhood vaccination to be optional with the herd owner.

PLAN B—Test annually all cattle more than eight months of age, except steers, spayed heifers and official calfhood vaccinates until thirty months of age. All reactors are to be identified by hot iron brand on the left jaw with the letter "B" and with an ear tag in the left ear, and the herd quarantined on the farm. No reactors may be held more than three years. If a calfhood official vaccinate reacts, the animal may be retested within sixty days

at the owner's expense. Official vaccination of all female calves between the ages of four and eight months.

PLAN C—Official vaccination of all female calves between the ages of four and eight months. The herd must be composed entirely of official vaccinates.

Owners who follow either Plan "B" or "C" may change to Plan "A" by compliance with the requirements of Plan "A" and be eligible for indemnity providing the herd has passed one complete herd test with disposal without indemnity of any reactors disclosed.

III. Certified Brucellosis-Free Herd.

In order to qualify a herd of cattle as brucellosis free, and receive a certificate evidencing same, the owner thereof shall comply with the following requirements:

A. A Certified Brucellosis-Free Herd. Tests on herds in which reactors have been disclosed shall be made at intervals of not more than sixty days until all evidence of infection has been eliminated. These tests shall include all animals over six months of age, except steers, spayed heifers and officially vaccinated animals not over thirty months of age. A herd may be certified as brucellosis-free when it has passed at least three consecutive tests, with the first clean test and the certifying test not less than twelve months apart. Where there is no evidence of infection on the first test, a herd may be certified as brucellosis-free when it has passed one additional clean test conducted not earlier than six months nor more than one year from the date of the first test. Where the milk test is employed, herds may be certified as brucellosis-free with a minimum of three negative milk tests conducted at intervals of from four to six months and followed by a clean blood test within thirty days of the last milk test (BRT). All recertification of herds shall be based on the annual negative blood test.

B. Additions to Certified herds.

1. To certified herds:

- a. From herds with equal status.
- b. From once tested clean herds. (1) Calf vaccinated animals up to thirty months of age on certificate of vaccination—over thirty months if negative; or (2) nonvaccinated animals on evidence of negative retest not less than sixty days from date of negative herd test.

2. To once tested clean herds:

- a. From herds with equal or superior status.
- b. From other herds, (1) calfhood vaccinated animals up to thirty months of age on certificate of vaccination; over thirty months, if negative; (2) nonvaccinated animals if tested negative, then segregated and retested negative in not less than sixty days.

C. The owner or veterinarian shall make a request to the Chief, Division of Animal Industry for certification, or recertification, for a brucellosis-free herd when the required tests are completed.

IV. Restraining Animals.

To facilitate the vaccination, taking of blood sample or identifying animals as reactors, it shall be the duty of the owner to confine the animals in a suitable enclosure and to restrain the

individual animal in a manner sufficient to permit the veterinarian to perform any of the services required under laws and regulations of Iowa.

V. Quarantines.

A. Bovine animals classified as reactors shall be quarantined on the premise and not permitted to mingle with other cattle until disposed of for slaughter under a permit issued by the Department or its authorized agent.

B. All bovine animals comprising a herd operating under control Plan A shall be quarantined when one of its members has been classified as a reactor, such quarantine to remain in effect until two consecutive negative brucellosis tests, thirty to sixty days apart have been made. No animals of such a herd may be moved or sold except to slaughter under permit issued by the Department or its authorized agent except that the Department in hardship cases may permit the movement of such animals other than to slaughter with quarantines remaining in effect at the new location, together with any new animals with which they may commingle.

C. Owners of animals tested for brucellosis shall hold the entire herd on the premises until the results of the test are determined.

D. Notice of quarantine shall be delivered in writing by the Department or its authorized agent to the owner or caretaker of all cattle quarantined. A report of such quarantine shall also be filed with the Department as prescribed.

E. All suspects to the brucellosis test disclosed in herds operating on Plan A or Plan B shall be quarantined and subjected to a retest. Suspects shall be subjected to two tests, thirty to sixty days apart. Unless subsequent tests show the animal to be a reactor the animal may be released from quarantine.

VI. Identification of Bovine Animals.

A. Identification tag—Every veterinarian, in conjunction with the testing of any bovine animal for brucellosis or the vaccination of any such animal shall insert an identification tag of the type approved by the Department in the right ear of each animal which is not so identified; provided that in the case of an animal registered with a purebred association, the registry or tattoo number assigned to the animal by such association may be used for identification in lieu of an identification tag.

B. Official Vaccinates—(Defined by Law)—All official vaccinates must be given an identification tag in the right ear, and in addition must be tattooed or branded in accordance with Chapter 164, Iowa Code.

C. Reactor Identification—Bovine reactor cattle eight months of age or over shall be permanently branded with a hot iron on the left jaw with the letter "B" not less than two inches nor more than three inches high and shall also be tagged in the left ear with a reactor identification tag approved by the Department within fifteen days of the date on which they were disclosed as reactors. This section shall not apply to official calfhood vaccination as defined in section 164.1

of the 1954 Code of Iowa. Such vaccinates need not be branded if they react to the brucellosis test until thirty months of age.

VII. Cleaning and Disinfection.

After any disclosure of reactors to the brucellosis test, and following their disposal for slaughter, the owner of such cattle shall be required to clean and disinfect all barns and premises in which said cattle have been held. Such cleaning and disinfection shall be done in accordance with instructions and with a disinfectant approved by the Department.

VIII. Disposal of Reactors.

A. Reactor cattle disclosed in herds operating under Plan A shall be tagged and branded within fifteen days of the date the blood samples were taken. In accordance with Iowa law, an additional thirty days will be allowed for slaughter.

B. All reactors shall be disposed of for slaughter only in plants operating under federal meat inspection or slaughtering establishment approved by the Department and must be accompanied by a shipping permit ADE 1-27 issued by an accredited veterinarian.

C. No cattle shall be disposed of through public sales or sales barns.

IX. Brucellosis Tests and Reports.

A. All brucellosis tests conducted at state-federal expense must be tested at the state-federal Laboratory, Ames, Iowa.

B. The Department shall approve a veterinarian as eligible to conduct brucellosis tests, provided he has submitted to and has successfully passed a course of training and instruction provided by the Department. The Department shall specify the standards for maintaining such approval.

C. All brucellosis tests conducted by a veterinarian must be reported to the Department, on forms prescribed, within seven days following completion of such tests. A copy of such tests shall also be given to the herd owner by the veterinarian.

D. Reports of vaccination shall be rendered by the veterinarian within thirty days in compliance with the regulation. It is from the information on these reports that the owner of the cattle will receive recognition as being under official supervision.

X. Suspect Animals Designated As Reactors.

A. A nonvaccinated animal classified as a suspect on two consecutive brucellosis tests no sooner than thirty nor longer than sixty days apart may be reclassified as a reactor by the veterinarian obtaining the blood sample, provided the herd of origin contains reactors.

B. A nonvaccinated animal classified as a suspect on the brucellosis test may be reclassified as a reactor by the veterinarian obtaining the blood sample provided that such an animal is known to have aborted and is from a herd containing reactors.

C. Animals so designated in Sections IIA and B will be eligible for indemnity in accordance with the laws and regulations governing same.

XI. Indemnity Not Allowed.

A. No indemnity shall be paid unless the test was previously authorized by proper state and/or federal authority.

B. No indemnity may be paid on an animal which was vaccinated when it was more than eight months of age.

C. No indemnity may be paid for calves positive to the agglutination test unless eight months of age or over.

D. No indemnity may be paid as a result of a test of an official vaccinate less than thirty months of age.

E. No indemnity may be paid upon reactors unless they are tagged, branded and slaughtered according to the state and federal regulations.

F. No indemnity may be paid upon cattle entering the state of Iowa which have not met the requirements for entry as breeding or dairy cattle.

G. No indemnity can be paid on reactors owned by the state or county.

H. No indemnity may be paid on unregistered reactor bulls, steers or spayed heifers.

I. No indemnity will be paid for brucellosis reactors when known reactors have been held on the premises for more than thirty days from the date on which they were tagged and branded.

J. No indemnity will be paid when infected premises have not been cleaned and disinfected to the satisfaction of the Department in such a manner as to prevent the further spread of the disease.

K. No indemnity will be paid if the claimant has failed to comply with any of the requirements of these regulations.

L. No indemnity will be paid on brucellosis reactors disclosed in a herd unless a state-federal co-operative agreement has been signed by the owner prior to conducting the brucellosis test.

M. No indemnity will be allowed unless all animals comprising the herd, both beef and dairy type, have been subjected to a brucellosis test conducted at the state-federal Laboratory.

N. No indemnity will be paid on any reactors unless they are slaughtered in a plant operating under federal meat inspection and accompanied by a shipping permit ADE 1-27 issued by an accredited veterinarian.

XII. Area Testing.

A. Counties shall be tested in the order that valid petitions are received unless the Department shall decide that it is not expedient to make the tests in that order.

B. All provisions of the regulations as promulgated under authority of 164.2 of the Iowa Code are also in effect for counties designated as under area testing.

C. An area may be declared Modified Certified Brucellosis-Free by the application of two milk tests not less than six months apart, together with a blood test of all milk reacting herds and such other herds as are not included in the milk test. The number of reactors (exclusive of officially calf vaccinated animals under thirty months of age) must not exceed one percent of the cattle and the herd infection must not exceed five percent. Infected herds shall be quarantined until they have passed at least two consecutive blood tests not less than sixty days apart.

D. If testing as outlined in XII C above reveals an animal infection rate of more than one percent, but not over two percent, and a retest of the infected herds applied; within one hundred twenty days discloses not more than one percent animal infection in not over five percent of the herds, the area may then be certified.

E. If the test of an area as outlined under XII C results in more than two percent reactors, or if a retest of infected herds as under XII C does not qualify the area for certification, it shall be necessary to make a complete area retest.

F. Recertification. Areas may be recertified with the application of semiannual milk tests, follow-up blood tests of milk reacting herds, and blood tests at three year intervals on 20 percent of all herds not included in the milk test, if the incidence of infection does not exceed one percent of the cattle and five percent of the herds under test.

G. If testing as outlined under XII F reveals an animal infection rate of more than one percent, but not over two percent and a retest of the infected herds applied within one hundred twenty days discloses not more than one percent animal infection in not over five percent of the herds, the area may then be certified.

H. Any area not qualifying for recertification under the provisions of XII G shall be required to reestablish its certified status through testing procedures as outlined under XII C.

I. The report of suspicious ring test of any herd shall be cause for a brucellosis test to be made.

J. The report of negative ring test will exempt a herd from brucellosis test unless such herd is due a test because of previous infection.

K. Milk producing herds missed on more than one regularly scheduled ring test will be required to have a brucellosis test made.

REGULATION 16

Section 1. Tuberculin tests adopted by the Department of Agriculture are:

1. The subcutaneous or "Thermal" Test.
2. The intradermic or "Skin" Test.
3. The ophthalmic or "Eye" Test.

Section II. The intradermic tuberculin test will be accepted provided it has been applied by a regularly employed state or federal veterinarian, an accredited veterinarian, or by an approved veterinarian when endorsed by the authorities of the state of origin, provided the observations be made at the 72nd hour.

Section III. The intradermic test is hereby adopted for area tuberculosis eradication work.

Section IV. The ophthalmic test will not be accepted as an official test except when applied in combination with either the subcutaneous or intradermic test.

Section V. All tuberculin tests must be made within thirty (30) days of date of shipment.

Section VI. All certificates of health must show the number of cattle included in the test, the name of the owner, and the post-office address.

Section VII. All cattle not identified by registration name and number shall be identified by a proper metal tag bearing a serial number, attached to the right ear.

Section VIII. No cattle shall be imported into the state of Iowa except in accordance with Regulation 1, section V.

Section IX. All herds of breeding cattle in counties that are under state and federal supervision for the eradication of tuberculosis in which reactors have been found may be held in quarantine until they have passed a negative tuberculin test.

All cattle that react to the tuberculin test, as well as those which show physical evidence of tuberculosis shall be marked for identification by branding with the letter "T" not less than two or more than three inches high on the left jaw and to the left ear shall be attached a metal tag bearing serial number and the inscription "REACTOR".

Section X. All untested steer cattle shall be handled and maintained as a separate unit from the breeding cattle (which means they shall be quarantined, watered, and fed apart from breeding cattle).

Section XI. Female cattle, the products of which are intended for family use, may be tuberculin tested without being denied the use of the same pastures and the same watering troughs as steers in feeding. This does not apply to female cattle, the products of which are handled commercially; neither does it apply where the feeding cattle are other than steers. Cows kept under such conditions cannot be sold for any purpose other than slaughter without being subjected to an additional tuberculin test.

Section XII. Certificates and test charts must be made to conform with United States Bureau of Animal Industry regulations governing the interstate movement of cattle; the original must be attached to the waybill, and a copy forwarded to the Chief of Division of Animal Industry, Iowa Department of Agriculture, Des Moines 19, Iowa.

Section XIII. A. Reactors to the tuberculin test brought in for immediate slaughter must be consigned to a slaughtering establishment having federal inspection and must be transported thereto in accordance with section V, Regulation 7, of B. A. I. Order No. 309.

B. When it is found on slaughter that animals are affected with tuberculosis, the Chief, Division of Animal Industry may order an immediate investigation, and if deemed advisable have all breeding cattle on the premises from which the tubercular animals originated, tested for tuberculosis.

C. When cattle within the state of Iowa are sold under sale contract to pass a sixty (60)- or ninety (90)-day tuberculin test and have failed to pass the same, before being returned to the original owner the party wishing to return such animal or animals shall first obtain a permit from the Chief, Division of Animal Industry, Iowa Department of Agriculture, to do so.

D. When cattle are sold out of the state of Iowa under sale contract to pass a sixty (60)- or ninety

(90)-day tuberculin test and failing to pass the same, before being returned to the original owner, the party wishing to return such animal or animals shall first furnish a tuberculin test chart showing the reaction, giving the date of reaction and proving to the satisfaction of the Chief, Division of Animal Industry, that such animals are reactors.

REGULATION 17

Section I. The rules adopted by the Iowa Department of Agriculture governing the establishment of tuberculosis-free accredited herds and accredited areas or units in Iowa will be applied to such herds, and areas or units in co-operation with the Bureau of Animal Industry, United States Department of Agriculture.

Section II. A tuberculosis-free accredited herd is one which has been tuberculin tested by the subcutaneous method, or any other test approved by the Bureau of Animal Industry, under the supervision of the Iowa Department of Agriculture and the United States Department of Agriculture, or a veterinary inspector employed by the state in which co-operative tuberculosis eradication work is being conducted jointly by the United States Department of Agriculture and the state. Further, it shall be a herd in which no animal affected with tuberculosis has been found upon two annual or three semiannual tuberculin tests, as above described, and by physical examination.

Section III. The entire herd, or any cattle in the herd, shall be tuberculin tested or retested at such time as is considered necessary by the federal and state authorities.

Section IV. No herd shall be classed as an accredited herd, in which tuberculosis has been found by the application of the test as referred to in section II, until such herd has been successfully subjected to two consecutive tests with tuberculin applied at intervals of not less than six months, the first interval dating from the time of removal of the tuberculous animals from the herd.

Section V. No cattle shall be presented for the tuberculin test which have been injected with tuberculin within sixty days immediately preceding or which have at any time reacted to a tuberculin test.

Section VI. Prior to each tuberculin test satisfactory evidence of the identity of the registered animal shall be presented to the inspector. Any grade cattle maintained in the herd, or associated with the animals of the herd, shall be identified by a tag, or other marking, satisfactory to the state and federal officials.

Section VII. All removals of cattle from the herd, either by sale, death, or slaughter, shall be reported promptly to the said state or federal officials, giving the identification of the animal, and if sold, the name and address of the person to whom transferred. If the transfer is made from the accredited herd to another accredited herd the shipment shall be made in only cleaned and disinfected cars. No cattle which have not passed a tuberculin test approved by the state and federal officials shall be allowed to associate with the herd.

Section VIII. All milk and other dairy products fed to calves shall be that produced by an accredited herd, or if from outside or unknown sources it shall be pasteurized by heating to not less than 150 degrees Fahrenheit for not less than twenty minutes.

Section IX. All reasonable sanitary measures and other recommendations by the state and federal authorities for the control of tuberculosis shall be complied with.

Section X. Cattle from an accredited herd may be shipped interstate on certificate obtained from the office of the Chief, Division of Animal Industry or from the office of the Bureau of Animal Industry without further tuberculin test, for a period of one year, subject to the rules and regulations of the state of destination.

Section XI. All cattle which react to the tuberculin test and for which the owner desires indemnity, as provided by statute, must be removed immediately from the cattle barn, lots, and pastures where other cattle are being kept.

The barn or place where reacting cattle have been housed or kept shall be thoroughly cleaned and disinfected immediately.

Feed places and floors must be cleared of all hay and manure and scraped clean.

All loose boards and decayed woodwork should be removed, and when deemed necessary, and requested by the veterinarian, must be accomplished before it will be considered that the place has been properly cleaned and disinfected.

The feeding places, troughs, floors and partitions near the floor should be washed and scoured with hot water and lye.

Section XII. Strict compliance with these methods and rules shall entitle the owner of tuberculosis free herds to a certificate, "TUBERCULOSIS-FREE ACCREDITED HERD", to be issued by the United States Department of Agriculture, Bureau of Animal Industry and the Division of Animal Industry, Iowa Department of Agriculture, said certificate shall be good for one year from date of test, unless revoked at an earlier date.

Section XIII. Failure on the part of the owners to comply with the letter or spirit of these methods and rules shall be considered sufficient cause for immediate cancellation of the co-operative agreement with them by the state and federal officials.

REGULATION 18

Section I. In accordance with the provisions of chapter 165, Code of Iowa, 1950, the Iowa Department of Agriculture shall have control of the sale, distribution, and use of all tuberculin used in the state and shall formulate regulations for its distribution and use. Only such persons as are authorized by the department, inspectors of the B.A.I., and regularly licensed practicing veterinary surgeons of the state of Iowa shall be entitled to administer tuberculin to any animal included within the meaning of this act.

Section II. No person, firm, or corporation shall sell or distribute tuberculin to any person or per-

sons in the state of Iowa except under the following conditions:

A. That the person or persons are legally authorized to administer tuberculin.

B. That all sales of tuberculin shall be reported to the Secretary of Agriculture on proper forms, which forms may be obtained from the Chief, Division of Animal Industry.

C. Reports of all sales and distribution of tuberculin in the state of Iowa shall be made in triplicate; the original copy to be delivered with the tuberculin to the person obtaining same; the duplicate to be forwarded to the Chief, Division of Animal Industry, Des Moines 19, Iowa; and the triplicate copy to be retained by the manufacturer or distributor. All reports shall be made within sixty (60) days from date of sale.

REGULATION 19

Section I. When hogs upon any farm or premises within the state of Iowa are sick or show symptoms of cholera, it shall be the duty of the owner or person having supervision of such hogs to immediately report same to the Chief, Division of Animal Industry. Upon receiving such notice the Chief, Division of Animal Industry shall promptly investigate the case. If cholera is present the regular quarantine card shall be posted and the owner or person having supervision of the hogs so diseased will be required:

1. To shut up his sick hogs or confine them under cover away from all carriers of infection.

2. To vaccinate the herd.

3. To burn all dead hogs within twenty-four hours, intact, or he may dispose of same by turning such dead hogs over to a licensed rendering plant, within twenty-four hours. Failure of the owner or his agent to dispose of the carcasses of hogs as outlined above, will be cause for the disposal of same in accordance with section V, Regulation 23.

4. To clean and disinfect the hog houses, pens and yards where infected hogs have been and to disinfect daily that part of the premises where sick hogs are being kept under cover. When satisfied that the herd has recovered from the disease the remaining hogs may be given their freedom on the premises and the part of premises where the sick hogs have been kept shall be cleaned and disinfected.

Section II. All hogs within the state of Iowa immunized by the double or simultaneous method against hog cholera shall be held intact for a period of not less than twenty-one (21) days from date of vaccination.

REGULATION 20

Section I. A person, firm, company, or corporation before selling or offering for sale within the state any anti-hog-cholera serum and hog-cholera virus, shall first make application to the Department of Agriculture for permission.

Section II. Said application shall give the name of said person, firm, company, or corporation with their place or places of business.

Section III. No anti-hog-cholera serum and hog-cholera virus shall be sold or offered for sale or

use or be used in this state which has not been produced at a plant holding a valid United States government license for the manufacture and sale of same.

Section IV. Any person, firm, company, or corporation operating under permit issued by the Department of Agriculture that sells or distributes or is responsible for the sale or distribution of any anti-hog-cholera serum and hog-cholera virus, if the same should cause any sickness in hogs, shall promptly investigate the complaint and report the result to the Chief, Division of Animal Industry, Des Moines 19, Iowa. Until such action is taken by such person, firm, company, or corporation, and a report made as required, their license or permit may be suspended or cancelled by the Secretary of Agriculture.

Section V. All anti-hog-cholera serum and hog-cholera virus and all serum and toxins which may be injuriously affected by exposure to light and to high temperature, must be stored in a dark, cool chamber or refrigerator at a temperature not to exceed fifty-five degrees Fahrenheit.

All dealers in the state of Iowa or in any place under the jurisdiction of the state of Iowa shall keep such products protected from light and under refrigeration until sold or otherwise disposed of.

Section VI. Permanent daily records of the course of the preparation, of tests for purity and potency and of methods of preservation of virus, serum, toxins shall be kept by each licensed establishment whether it is a dealer or manufacturer producing such products in the state of Iowa, on a form satisfactory to the Chief, Division of Animal Industry, or a duly authorized representative of the Secretary of Agriculture; and also a record shall be kept by each establishment and by each manufacturer, showing the sale, shipment, or other disposition of anti-hog-cholera serum or hog-cholera virus.

Section VII. Each true container of anti-hog-cholera serum and hog-cholera virus prepared for sale, exchange, or shipment by any licensed establishment within the state of Iowa, or imported into the state, shall bear a trade label as hereinafter directed.

Section VIII. No container of anti-hog-cholera serum and hog-cholera virus shall bear a label unless or until the product contained therein shall have been prepared in compliance with these regulations and found not to be worthless, contaminated, or harmful.

Section IX. No person shall apply or affix or cause to be applied or affixed, any trade label, stamp, or mark on any container of anti-hog-cholera serum or hog-cholera virus prepared or received in a licensed establishment except in compliance with these regulations. Suitable tags or labels of a distinct design shall be used for identifying all anti-hog-cholera serum and hog-cholera virus.

Section X. Each trade label, stamp, or trade mark shall show the federal license number and the permit number issued by the state.

Section XI. Each trade label, stamp, or mark shall bear a serial number affixed by the manufacturer by which the product can be identified with the records of preparation.

Section XII. Each trade label, stamp, or mark shall bear a return date affixed by the producer of same. The date shown shall be the date after which the manufacturer does not guarantee the product to be of full strength and potency.

Section XIII. On the trade label, stamp, or mark affixed to the true container of hog-cholera virus, in addition to the statements required by the preceding sections, the following must be prominently placed and lettered: Caution: Burn Virus container and all unused contents.

REGULATION 21

Section I. Any person, not a registered veterinarian, applying for a permit to use hog-cholera virus must furnish to the Secretary of Agriculture a certificate from a recognized institution certifying that such person has taken proper course of instruction and is qualified to safely use hog-cholera virus whereupon the Secretary of Agriculture shall issue a permit to such person to use hog-cholera virus on his own hogs upon his own premises.

REGULATION 22

Section I. No person, firm or corporation shall engage in the business of disposing of the bodies of dead animals without first obtaining a license to do so in the manner and upon the terms and conditions provided in chapter 167, Code of Iowa, 1950.

Section II. Any person who shall obtain from any other person the body of any animal for the purpose of obtaining the hide, skin, or grease from such animal in any way whatsoever, shall be deemed to be engaged in the business of disposing of dead animals.

Section III. Any person desiring to engage in the business of disposing of the bodies of dead animals by cooking or otherwise shall file with the Department of Agriculture of the state of Iowa an application for license.

Section IV. Such applicant shall at the time he files such application pay to the Department of Agriculture the sum of \$100.00.

Section V. If the Secretary of Agriculture shall find that such applicant is a responsible and reliable person, and capable of conducting properly such business, and that the place where such business is to be conducted is a suitable and sanitary place, he shall issue to such applicant a certificate to that effect.

Section VI. Such applicant shall file such certificate with the Department of Agriculture and shall pay said department the sum of \$100.00 for a license to conduct such business.

Section VII. Every person operating under a license issued by the Department of Agriculture shall pay, annually, for the renewal of such license the sum of \$100.00.

Section VIII. Plans of disposal plant, either in blue print or detail drawing shall be filed with the Iowa Department of Agriculture. All tanks, vats, pipes, drains, valves, etc., shall be shown in detail. A separate drawing or blueprint of the covered or underground portion of the construction shall be included with these plans. Any alteration in construction that is to be made shall be approved by the department before construction is undertaken.

Section IX. No place shall be deemed suitable or sanitary for disposing of the bodies of dead animals unless it conforms to the following specifications:

A. The building must be provided with concrete or cement floors or some other nonabsorbent material and provided with good drainage and be thoroughly sanitary.

B. All cooking vats or tanks shall be air-tight; except where proper escapes or vents are required for live steam used in cooking.

C. Steam shall be so disposed of as not to cause unnecessary annoyance or create a nuisance.

D. Such place shall be so situated, arranged, and conducted as not to interfere with the comfortable enjoyment of life and property of the citizens of this state.

E. No liquid wastes, either from the process or from washings, shall be discharged into any stream, watercourse, or on the surface of the ground.

F. All sewage from washing of floors, wagons, trucks, and all liquid wastes from the rendering process shall be disposed of by:

1. Evaporation.

2. Sterilized by boiling.

3. Through a series of septic tanks proven adequate to handle and render nonpathogenic the quantity of material discharged at maximum capacity of the plant. The disposal plan for carrying out the above process shall be submitted to the department for approval before it is installed.

Section X. Conveyances for transporting carcasses of animals must be provided with water-tight bed or tank not less than twenty-four (24) inches in depth; all metal or metal-lined and water-tight at least four (4) inches above the general level of the bottom of box or bed; endgate to be of metal or metal-lined, hinged at the bottom of box or bed and fastened firmly at top when closed; endgate to be provided with an effect on the inside to fit snugly over the end of the bed.

Section XI. All trucks used for transporting carcasses of dead animals on the highways must be owned and operated by a licensed disposal plant, except as provided for in section XII. The name and address and license number of the plant shall be painted on both sides of the truck in letters not less than four (4) inches high and in a color in definite contrast to the body color of the truck.

Section XII. In cases where licensed disposal plants have employees operating trucks in other cities or towns, they must operate under the name of the licensed disposal plant by which they are employed, and this applies to all advertisements and listings.

Section XIII. Tarpaulins—No disposal plant truck shall be moved on the highway without having a tarpaulin which is adequate to cover the bed of the truck and anything contained therein. If any carcass is contained in the truck or the truck has not been thoroughly cleaned, such tarpaulin must be in place covering the bed of the truck and its contents. Such tarpaulin must have no holes through which flies can pass.

Section XIV. Whenever a vehicle or person in charge thereof, or his assistant, has been upon any premises for the purpose of removing the carcass of any animal, or where animals are dead or dying, before such vehicle can be taken upon a public highway or upon other premises and before leaving the premises of the rendering plant on each trip the wheels of such vehicles, and the shoes or boots of all persons having been upon such infected premises, shall be disinfected thoroughly with any disinfectant of prescribed strength recommended by the Bureau of Animal Industry as a disinfectant, preferably cresol compound, three percent, or a 1-1000 solution of bichloride of mercury. Facilities and materials for disinfection shall be carried on truck at all times.

Section XV. The carcass of no animal which dies or which has been killed on account of being affected with anthrax may be handled by a disposal plant. In case through error or otherwise, an anthrax carcass is brought into a disposal plant, the plant and its trucks shall be placed under quarantine immediately on the premises of the disposal plant. And said quarantine shall remain in effect until such cleaning and sterilizing of the plant, equipment and any by-products including hides that the department may deem necessary, has been completed.

Section XVI. If a committee, composed of a member of the Division of Animal Industry, a member of the Dairy and Food Division, and representatives of the state board of health, and local board of health, after investigation finds that the location or management of any rendering plant interferes with the health, comfort and enjoyment of life or property, the department will consider such finding sufficient grounds for the withholding or suspending of a license.

Section XVII. It will be necessary for the management of each rendering or processing plant to spray the inside of each building, including the doors, windows, and screens, as well as all trucks used in transporting the bodies of dead animals, with an approved and effective fly control agent every thirty days beginning the first of April and continuing through the month of October.

Section XVIII. Chapter 167.19, Code of Iowa, Penalty—The violation of any of the provisions of this chapter or any rule adopted thereunder by the Department shall be punishable by a fine of not less than five dollars nor more than one hundred dollars or by imprisonment in the county jail not more than thirty days.

REGULATION 23

Section I. All carcasses of animals dead or which have been killed on account of being infected with anthrax must be burned within twenty-four hours intact without removal of the hide, together with

all contaminated flooring, mangers, feed racks, watering troughs, buckets, bedding, litter, soil, and utensils. In case such flooring, mangers, feed racks, watering troughs, buckets, stanchions, etc., that have been contaminated are constructed of metal and cement or other fireproof material, they shall be disinfected thoroughly with cresolis comp., U.S.P., or any reliable disinfectant recommended by the B.A.I., Chief of Division of Animal Industry, or a regularly qualified veterinarian. In the event the owner or his agent neglects or refuses to make such disposition of the carcasses of animals dead from anthrax within twenty-four hours, as stated above, then in such cases the disposal of the same shall be handled in accordance with section V of this regulation.

Section II. All carcasses of hogs dead of cholera must be burned within twenty-four hours intact, or they may be disposed of within twenty-four hours to the operator of a licensed rendering plant or his employee. In the event that the owner or his agent neglects or refuses to make such disposition of the carcass or carcasses of hogs dead of cholera, then the disposal of same shall be handled in accordance with section V of this regulation.

Section III. All carcasses of animals dead from noncommunicable diseases, may be either burned within twenty-four hours, or such carcasses may be disposed of within twenty-four hours by the operator of a licensed rendering plant or his employee. In the event that the owner or his agent neglects or refuses to make such disposition of the carcass or carcasses, then the disposal of same shall be handled in accordance with the provisions of section V of this regulation.

Section IV. All persons are strictly forbidden to throw the carcass of any animal into any river, stream, lake, or pond, or to bury the carcass of any animal near any stream, or tile drain. Such carcasses if dead of noncommunicable disease, if not disposed of to a rendering plant, must be buried six feet below the surface of the ground, in accordance with the preceding ruling of this section.

Section V. When the owner of any animal, dead from any cause, neglects or refuses to make proper disposition of the carcasses of such animals it shall be the duty of the township trustees or local board of health to supervise the disposal of such carcasses.

AMENDMENT OF APRIL 9, 1952
ANTHRAX CONTROL

Repealed May 8, 1953.

REGULATION 24

Section I. On and after June 1, 1953 it shall be unlawful for any person, firm, partnership or corporation to feed garbage, including all waste material, by-products of a kitchen, restaurant, stock yards, hotel, or slaughter house, every refuse accumulation of animal, fruit, or vegetable matter, liquid or otherwise to animals, unless such garbage has been heated to a temperature of two hundred twelve degrees (212°) Fahrenheit for thirty (30) minutes.

Nothing in this requirement shall apply to an individual who feeds to his own animals only the garbage obtained from his own household.

Section II. Before any person shall process any public or commercial garbage for swine, a license must be obtained from the Iowa Department of Agriculture, Division of Animal Industry.

Section III. Application blanks to obtain license for processing garbage may be secured from the Iowa Department of Agriculture, Division of Animal Industry, Statehouse, Des Moines, Iowa.

Section IV. The license fee for each processing plant shall be fifty (\$50.00) dollars annually, payable on or before September 1.

Section V. Upon receipt of the application and license fee the department will inspect the premise and the physical property on which the applicant proposes to conduct such business.

The representative of the department making the inspection shall file a report of his findings.

Section VI. The cooking of raw garbage for the purpose of feeding to animals shall be in a plant or boiler located not less than 100 feet from any pen, lot, or other enclosure in which animals are kept.

Section VII. Garbage to be fed to swine in the state of Iowa shall be cooked or heated to 212° F. for thirty (30) minutes by one or more of the following methods:

- A. Wet steaming or boiling in open vat.
- B. Dry steaming or boiling in a jacketed kettle.
- C. Steaming in pressure cylinder.
- D. Steam boilers.
- E. Direct heating over an open fire.

Accurate recording thermometers shall be used regardless of the manner of cooking. Daily cooking records are to be kept and available to the department for a period of at least six months after processing.

Section VIII. The boilers or containers in which such raw garbage intended for animal feed is cooked or heated must be kept in a clean and sanitary condition at all times.

All containers used for storage of raw garbage shall be constructed and kept in such a manner that rodents or animals shall not have access to them.

Section IX. All trucks, vehicles and containers used for the transportation of raw garbage to cooking plants shall be constructed of or lined with impervious material which does not permit the escape of any fragments of garbage or of liquids and the garbage shall be covered.

Section X. All garbage cooking plants for processing raw garbage for the purpose of feeding animals, shall be situated and operated in such a manner as not to interfere with the comfortable enjoyment of life and property of the citizens of Iowa.

Adopted this 24th day of April, 1953, to be effective June 1, 1953.

REGULATION 25

Section I. On and after January 1, 1956 all swine which have been fed raw garbage, as defined in paragraph 3, section 163.26 of chapter 163 of the 1954 Code of Iowa, shall be placed under quarantine and held in strict isolation from other animals.

Section II. Swine shall not be moved from the premise until a period of thirty days has elapsed from date the quarantine is issued, and they have been inspected by a state or a federally employed veterinarian who will issue a shipping form known as ADE-1-27 for the movement of the swine direct to a federally inspected packing plant for slaughter and special processing.

Section III. Swine referred to in section I and section II which have developed the disease known as Vesicular Exanthema prior to or following the issuance of the quarantine, may be moved to a licensed rendering plant for processing under the direction of the Iowa Department of Agriculture.

Section IV. Any vehicle used for the movement of swine referred to in section I, section II and section III, shall be thoroughly cleaned and disinfected before leaving premise where swine have been delivered.

Section V—Penalty. Violations of these regulations shall be punishable as provided for in section 163.29 of chapter 163 of the 1954 Code of Iowa.

[Filed December 22, 1955]

DAIRY AND FOOD DIVISION

FOOD RULES

As authorized by chapter 159, chapter 189, chapter 190 and chapter 210, of the 1950 Code of Iowa, the Secretary of Agriculture, in order to enforce and carry out the provisions of the law regulating, buying, selling or dealing in food, has established the following rules pertaining to same:

Rule 1. In the case of loaf bread where the plain or stock wrapper is used an insert slip, three by six inches, may be used, provided it is so placed as to be plainly visible through the wrapper, and the printing thereon must have the approval of the department.

Rule 2. Unwrapped bread retailed at its place of manufacture is not considered by the department as food sold in package form, but it must be labeled as to its net weight either with a placard or on the container. All bread sold outside of its place of manufacture must be wrapped.

Rule 3. Benzoate of soda, in quantities not exceeding 1/10 of 1 percent, may be added to foods. The addition of benzoate of soda shall be plainly stated on the label of each package.

Rule 4. The department rules that a quart of strawberries shall weigh at least 20 ounces, with a reasonable tolerance of not more than one ounce under, when the quart box is well filled.

Rule 5. The word "Ham", except when prefixed by a word or words indicating the thigh of some other animal, shall be considered as applied only to the thigh of a hog prepared for food, and must not be used in connection with the sale of a pork shoulder.

Rule 6. The state Department of Agriculture adopts the standards proclaimed by the United States Department of Agriculture pertaining to meats and meat products.

Rule 7. All metal ice cream containers in addition to being thoroughly washed, must be lined with a parchment paper liner before being filled.

DRESSINGS FOR FOODS RULES
[Filed September 2, 1952]

Under the authority contained in chapter 190, Code of Iowa, 1950, the Secretary of Agriculture, in order to conform to Federal Food and Drug standards under Title 21, Chapter 1, Part 25, "Dressings for Foods", prescribes the following rules pertaining to same:

Rule 1. French Dressing.—French dressing is the separable liquid food or the emulsified viscous fluid food prepared from and containing not less than 35 percent by weight of edible butter oil or vegetable oil and one or both of the acidifying ingredients specified in paragraph (a) hereof. One or both of the optional emulsifying ingredients specified in paragraph (b) hereof may be added provided, however, that the quantity thereof shall be not more than 0.75 percent by weight of the finished french dressing. It may be seasoned or flavored with any one or more of the ingredients specified in paragraph (c) hereof.

(a) Acidifying ingredients:

- (1) Any vinegar or any vinegar diluted with water, or any such vinegar or diluted vinegar mixed with the additional optional acidifying ingredient, citric acid, but in any such mixture the weight of citric acid is not greater than 25 percent of the weight of the acids of the vinegar or diluted vinegar calculated as ascectic acid. For the purpose of this paragraph, any blend of two or more vinegars is considered to be a vinegar.
- (2) Lemon juice or lime juice or both or any such juice in frozen, canned, concentrated, or dried form, or any one or more of these diluted with water.

(b) Optional emulsifying ingredients:

- (1) Gum acacia (also called gum arabic), carob bean gum (also called locust bean gum), guar gum, gum karaya, gum tragacanth, extract of Irish moss, pectin, propylene glycol ester of alginic acid, sodium carboxymethylcellulose, or any mixture of two or more of these.
- (2) Liquid egg yolks, frozen egg yolks, liquid whole eggs, frozen whole eggs, or any one or more of these with liquid egg white or frozen egg white. For the purpose of this paragraph, the quantity of egg-yolk-containing ingredients is calculated as the weight of the egg-yolk-solids contained therein.

(c) Seasoning or flavoring:

- (1) Salt.
- (2) Sugar, dextrose, corn sirup, invert sugar sirup, nondiastatic maltose sirup, glucose sirup, honey. The foregoing sweetening ingredients may be used in sirup or dried form.
- (3) Mustard, paprika, other spice, or spice oil or spice extract.
- (4) Monosodium glutamate.

- (5) Any suitable, harmless food seasoning or flavoring (other than imitations).
- (6) Tomato paste, tomato puree, catsup, sherry wine.

Rule 2. Mayonnaise Dressing.—Mayonnaise dressing is the emulsified semi-solid food prepared from edible butter oil or vegetable oil; one or both of the acidifying ingredients specified in paragraph (a) of Rule 1, except that if under (1) thereof vinegar diluted with water is used, it shall be to an acidity, calculated as ascorbic acid, of not less than 2½ percent by weight, and if an ingredient or ingredients specified under (2) thereof be used diluted with water, it shall be to an acidity, calculated as citric acid, of not less than 2½ percent by weight; and one or more of the egg-yolk-containing ingredients specified under paragraph (b) (2) of Rule 1. Mayonnaise dressing may be seasoned or flavored with any one or more of the seasonings and flavoring ingredients specified in paragraph (c) of Rule 1, except that no turmeric or saffron is used and no spice oil or spice extract is used which imparts to the dressing a color simulating the color imparted by egg yolk, and except (6) thereof.

Rule 3. Salad Dressing.—Salad dressing is the emulsified semisolid food prepared from edible butter oil or vegetable oil; one or both of the acidifying ingredients specified in paragraph (a) of Rule 1; one or more of the egg-yolk-containing ingredients specified in paragraph (b) (2) of Rule 1, and a cooked or partly-cooked starchy paste prepared with a food starch, tapioca flour, wheat flour, rye flour, or any one or more of these; in the preparation of such starchy paste water may be added. One or more of the optional emulsifying ingredients specified in (1) of paragraph (b) of Rule 1 may be added. Salad dressing may be seasoned or flavored with any of the ingredients specified in paragraph (c) of Rule 1, except that no turmeric or saffron is used and no spice oil, spice extract, or any other seasoning or flavoring is used which imparts to the salad dressing a color simulating the color imparted by egg yolk, and except (6) thereof.

Rule 4. Labeling of Dressings.—When the additional optional acidifying ingredient as authorized in paragraph (a) of Rule 1 is used, the label shall bear the statement "Citric acid added" or "With added citric acid" and where an optional emulsifying ingredient specified in (1) of paragraph (b) of Rule 1 is used, the label shall bear the statement "..... added" or "With added", the blank being filled with the common name or names of the emulsifying ingredient or mixture of the emulsifying ingredients used. The statement showing the optional ingredients present shall conspicuously appear preceding or following the name of the dressing without intervening written, printed or graphic matter.

These regulations shall become effective on October 1, 1952.

EGG RULES

As authorized by chapter 159, and chapter 196 of the 1950 Code of Iowa, the Secretary of Agriculture, in order to enforce and carry out the provisions of the law regulating the buying, selling, or dealing in

eggs, has established the following rules pertaining to the same:

Rule 1. All eggs must be candled before settled for, excepting eggs which have been properly candled and held in cold storage. This prohibits the buying or selling of eggs straight or case count.

Rule 2. All cold storage eggs offered for sale at retail must be labeled "Cold Storage Eggs" either on the container or by card on the eggs in black letters on white background, letters to be not less than one-inch in height.

Rule 3. Eggs unfit for food must be removed daily unless broken into a container and denatured.

Rule 4. Any person buying eggs from the producer for resale and advancing not more than 80 percent of their value before the eggs are candled, will not be considered as violating Rule 1; provided such eggs are subsequently candled and all bad eggs are deducted before final settlement, and a complete record is kept of each individual transaction as required by the department.

Rule 5. The department rules that when an advance payment is made in the buying of eggs before candling, from producers, the following record, open for inspection, shall be kept by the buyer; the name and address of the seller, the date of purchase, total eggs bought, the price paid, date and place of candling, of deductions made, date and amount of final settlement.

DAIRY RULES

As authorized by chapter 159 and section 189.2, subsection 2, and section 192.14 of the 1950 Code of Iowa, the Secretary of Agriculture, in order to enforce and carry out the provisions of the law relating to dairying, has established the following rules pertaining to same:

Rule 1. The department recognizes the Babcock test, ~~as an approved method of testing milk or cream for milk-fat.~~ ^{and approved}

Rule 2. The following makes of guaranteed test bottles and pipettes are approved by the department for universal use in Iowa: the Nafis, the Kimball, and the Wagner. All test bottles should be graduated to the half point.

Rule 3. All persons using the Babcock test shall retain within the premises an exact copy of all transactions and all appliances where the Babcock test is used, as well as samples of all milk and cream tested, properly labeled so that a representative of the department by testing said samples with said appliances can check the cream bought with the cream on hand and thereby verify the test given in each transaction, both copies and cream samples must be held until 6:00 P.M. of the second day following the application. When Sundays or legal holidays intervene, the samples shall be held one additional day. When considered necessary, the department may require any sample held for a longer period.

Rule 4. All stations shall be equipped with test bottles graduated to the half point and all cream testing should be read to the half point.

Rule 5. The examination for a tester's license must be approved by the department.

Rule 6. When cream stations are conducted in connection with a produce house, garage, oil station, barber shop, tire shop, cigar factory, shoe repair shop, harness shop, or other businesses that have objectionable odors or material contaminating factors, the stations must be partitioned off by a dust-proof tight wall, with outside light and ventilation.

Rule 7. No common carrier or other person shall transport any crate of poultry or similar dirt distributing packages on top of milk or cream cans.

Rule 8. The handling of hides, furs, live poultry or other articles that might contaminate are prohibited in cream rooms, or any room where food is prepared or handled.

Rule 9. In case where a flavor is added to a milk or skimmed milk drink or compound, it is not considered by the department as violating section 190.5 of the 1950 Code, when the fat of said flavor does not exceed one-half of one percent of the whole and said compound is labeled as required by section 189.11 of the 1950 Code of Iowa.

COMMERCIAL FEEDS

Rule 1. The definitions and standards for commercial feeds adopted by the Association of Feed Officials are hereby adopted for the enforcement of the commercial feed law.

STATE ENTOMOLOGIST

Issued in accordance with the provisions as set forth in section 267.6 of the Iowa Crop Pest Act, chapter 267, Code of Iowa, 1950, and filed with the county auditors of the various counties of the state as required under the provisions of the Code.

Address all correspondence to
STATE ENTOMOLOGIST
Station A, Ames, Iowa
Rules and Regulations

Relative to Nursery Inspection and Distribution
of Nursery Stock

Rule 1. Nursery stock is defined as cultivated or wild woody plants such as all kinds of fruit trees and vines, forest or shade trees, evergreens, ornamental shrubs and vines; all kinds of berry plants including strawberry plants, flowering bulbs and corms; roots or rooted herbaceous plants to be used for ornamental purposes; fruit pits, nuts and other seeds of fruit, forest and ornamental trees and shrubs; and such other plants and parts thereof which are to be offered for sale in other states where Iowa inspection and certificate coverage of such plants or parts is required as a condition of entrance therein.

Rule 2. Person is defined as any individual, or combination of individuals, corporation, company, society, association, or partnership, institution or public agency.

Rule 3. A nurseryman is a person who grows or propagates nursery stock for sale or distribution.

Rule 4. A nursery is any grounds or premises on or in which nursery stock is propagated or grown

for sale or distribution, including any grounds or premises on or in which nursery stock is being fumigated, treated, stored or packed for sale or movement.

Rule 5. A dealer is any person, not a grower or propagator of nursery stock, who obtains nursery stock for the purpose of sale or distribution, said nursery stock usually being kept on hand so delivery or partial delivery may be made at the time of sale.

Rule 6. An agent, or salesman, is a person who has authority to represent a nurseryman, dealer, or another agent in soliciting wholesale or retail orders for nursery stock, but who keeps no nursery stock on hand for advertising or display purposes or for delivery at the time an order is taken.

Rule 7. No nursery stock shall be brought into the state or transported or offered for sale or transportation within the state unless such shall have first been inspected and found free of any seriously injurious insect pest or plant disease.

Rule 8. Every shipment, car, package, bag, box, carton or parcel of nursery stock brought into the state or transported or offered for sale or transportation in the state must carry firmly attached thereto a tag bearing a copy of the shipper's current valid certificate of inspection or certifying that the stock has been inspected by a duly authorized inspector and found free of seriously injurious insects and plant diseases. If for any reason the shipment requires a federal inspection certificate or tag, the same must also be attached.

Rule 9. Every out-of-state nurseryman or dealer who ships nursery stock into the state of Iowa must file with the State Entomologist of Iowa a signed copy of his current valid certificate of inspection. This, together with the payment of either a fee of \$10.00 or a fee equivalent to that charged by his state to out-of-state nurserymen and dealers, shall entitle him to an out-of-state certificate as shown herewith. The State Entomologist of Iowa shall determine which fee shall be paid.

STATE OF IOWA
DEPARTMENT OF AGRICULTURE
OFFICE OF THE STATE ENTOMOLOGIST

Number..... Station "A", Ames, Iowa, 19.....
OUT-OF-STATE CERTIFICATE

This certifies that..... of.....
(name) (address)
..... has filed a certificate of inspection with the State Entomologist of Iowa, stating that nursery stock has
(his, her, their, its)

been duly inspected for the season of 19....., and found to be apparently free from dangerously injurious insect pests and plant diseases.

Permission is hereby granted to the above named nursery to ship nursery stock into the state of Iowa for the year ending September 1, 19....., provided that all rules and regulations of any federal quarantine, as well as those of the state of Iowa, governing the movement of such stock into Iowa, are complied with.

This certificate expires September 1, 19...., but may be revoked for cause.

Secretary of Agriculture State Entomologist

Rule 10. Notwithstanding the provision of rule 9, the State Entomologist may enter into reciprocal agreements with the responsible officers of other states whereby the required out-of-state certificate may be granted to nurserymen and dealers of such states without the payment of the required fee, provided Iowa nurserymen are permitted to ship nursery stock into such states without having to pay a fee for a certificate granting that privilege; and provided, further, that the State Entomologist shall find that such other states before issuing their certificates require inspections equal to those required under the Iowa law.

Rule 11. The State Entomologist may also enter into reciprocal agreements with the responsible officers of other states under which certified nursery stock may be sold and shipped into the state by nurserymen and dealers of such states without furnishing bond, special permit tags of all kinds, filing of special invoices, fumigation of stock, special inspection at time of shipment or any other special inspection other than that required for the issuance of the regular form of certificate of inspection, signing of special statements concerning the location of stock or any requirement other than the filing of the certificate of inspection.

Rule 12. All shipments of nursery stock coming into the state as well as intrastate shipments are subject to inspection in transit or at destination at the option of the inspector, and if found infested with any dangerously injurious insect pest or plant disease, may be returned to the consignor, treated, destroyed or otherwise disposed of as the inspector may deem advisable and direct. In case return to the consignor or treatment is ordered same shall be at the expense of the consignor.

Rule 13. The inspection of nurseries shall be made annually or oftener if the nature of the stock is such as to require inspection more frequently or if certain clean-up measures are recommended and further inspection is needed as a consequence.

Rule 14. If deemed advisable by the State Entomologist, any nurseryman or dealer must give references satisfactory to the State Entomologist as to his integrity and moral character before a certificate shall be issued to him.

Rule 15. Nursery stock lined out or heeled in and held over after the spring delivery season for nursery stock is over shall not be offered for sale or transportation without reinspection and certification. The usual inspection fee shall be paid for such inspection and certification.

Rule 16. Nursery stock purchased in other states and shipped into this state, as well as stock purchased within the state, received under a recognized certificate may be reshipped by Iowa nurserymen or dealers under their own certificate.

Rule 17. Iowa nurserymen and dealers may, if deemed advisable by the State Entomologist, be re-

quired to furnish a complete list of names of firms or individuals, together with their addresses, from whom they receive nursery stock.

Rule 18. Growers of greenhouse plants, hardy herbaceous perennials, bulbs or tubers of flowering plants, or other plants, who wish to make shipments into states requiring that an inspection certificate accompanying such plants must make application for inspection services before such certificate can be issued. The same rules and fees shall apply here as for inspection of nursery stock.

Rule 19. Each applicant for inspection, if the stock is found satisfactory, shall upon the payment of the required fee be granted a certificate of the form shown below. All certificates are valid up to the first of September following date of issue, the certificate year dating from September 1 to September 1, even though the inspections often must be made during the summer months preceding the date of issuance of the certificate.

STATE OF IOWA
DEPARTMENT OF AGRICULTURE
OFFICE OF THE STATE ENTOMOLOGIST
Number..... Station "A", Ames, Iowa, 19....

CERTIFICATE OF NURSERY INSPECTION
This certifies that the nursery premises and the growing nursery stock consisting of.....

(general nursery stock—evergreens, strawberries, raspberries, ornamental shrubs, etc.)
.....and belonging to.....
have been inspected by a duly authorized nursery inspector as provided by "The Iowa Crop Pest Act"—Chapter 267, Code of Iowa, 1950.

Permission is hereby granted to the above named nursery to sell and ship (1) stock of his own growing which upon inspection has either been found apparently free from dangerously injurious insect pests and plant diseases, or if infested or diseased, has been treated as prescribed by this office, and (2) stock obtained from other sources approved by this office, provided that a tag on which a copy of this certificate has been printed, is attached to each package, bale, box or carload lot shipped or delivered.

This certificate applies only to stock which has been officially inspected for the year ending September 1, 19...., and expires on that date, but may be revoked by the State Entomologist at any time for cause.

Secretary of Agriculture State Entomologist

Rule 20. Dealers in nursery stock shall secure a dealer's certificate from the State Entomologist under which to carry on their business within the state. For the purposes of this regulation each separate place of business whether owned or operated by an individual, firm or corporation shall be considered as distinct and operate under its own certificate. In the case of a system of chain stores or chain nurseries each store or nursery shall obtain a dealer's certificate from the State Entomologist for the conduct of the nursery business in such store or nursery. The fee for each dealer's certificate shall be \$5.00.

Rule 21. Each applicant for a dealer's certificate shall be required to subscribe to the following affirmation:

NURSERY DEALER'S AFFIDAVIT

State of Iowa }
County of..... } ss

I, of State of Iowa, dealer in nursery stock being duly sworn, declare that I grow no nursery stock for sale myself at and that I will buy and sell only stock which has been inspected and certified by a duly authorized nursery inspector in the state where the stock is grown. I have purchased or expect to purchase only nursery stock which has been inspected for the year ending September 1, 19...., from

I further agree that, if during the said year, I obtain nursery stock from any parties other than those named above, I will give written notice of such purchase to the State Entomologist of Iowa, and will not sell or otherwise dispose of such stock without his written consent to do so.

Subscribed and sworn to before me by the said, this day of 19.....

Notary Public in and for County of.....

Rule 22. The certificates granted dealers shall be of the form shown below and shall be valid from date of issue to the following September 1.

STATE OF IOWA
DEPARTMENT OF AGRICULTURE
OFFICE OF THE STATE ENTOMOLOGIST

Number..... Ames, Iowa,, 19.....

DEALER'S CERTIFICATE

This certifies that of (name) having made affidavit (address)

to buy and sell only nursery stock which has been inspected and certified in accordance with the provisions of "The Iowa Crop Pest Act," Chapter 267, Code of Iowa, 1950, and to file with the State Entomologist a complete list of all sources from which he desires to procure stock for reselling, is authorized to sell and ship nursery stock as a dealer; provided that a tag on which a copy of this certificate has been printed is attached to each package, box or other container in which shipment is made.

This certificate expires September 1, 19...., but may be revoked sooner for cause.

Secretary of Agriculture State Entomologist

Rule 23. If deemed advisable by the State Entomologist, each applicant for a dealer's certificate shall furnish a written recommendation of one banker, one business man and three nurserymen and must satisfy the State Entomologist as to his business honesty, and integrity.

Rule 24. Individuals, firms or corporations who are offering nursery stock for sale at nursery grounds, stores, roadside stands, public market places or any other place shall keep in view of the public the proper kind of certificate showing they have the right to be offering nursery stock for sale. If a grower of nursery stock, a signed copy of the certificate of inspection should be on display. If a dealer, the proper form of dealer's certificate must be in evidence; and if an agent or salesman, the proper certificate of the nurseryman or dealer represented as well as his credentials to act as agent or salesman for the same must be in evidence.

Rule 25. Railroad and express companies, postal systems, bus lines and any other public carriers of any kind whatsoever are prohibited from accepting for shipment, nursery stock not bearing a proper certificate of inspection. If the shipper, when notified that certificate is lacking, does not supply same the said companies or officials shall report said fact to the State Entomologist of Iowa, giving name and address of the party offering said stock for shipment.

See sections 267.13 and 267.14 of Iowa Crop Pest Act.

Rule 26. Out-of-state nurserymen or dealers who have their orders filled by Iowa nurserymen and shipped directly to their customers and want the stock to go out as their shipment will be required to take out a dealer's license with their address as that of nursery where orders are filled and have attached to each shipment a tag bearing a copy of the certificate. Otherwise the shipment must have attached to it the grower's certificate of the nursery filling the order and the stock represented as belonging to them.

Rule 27. Any nurseryman or dealer advertising nursery stock for sale in Iowa should give in his advertisement the number of the certificate under which he is operating in the state of Iowa.

Rule 28. Quarantine regulations, either state or federal, will take precedence over the above regulations in regard to any nursery plant or class of plants affected by them.

Rule 29. Certificates issued to nurserymen or dealers are nontransferable and are for the exclusive use of the one to whom they are issued.

Each and every form of these may be revoked by the State Entomologist at any time.

STATE APIARIST
Regulations

The following regulations are issued under authority of section 266.19 of the 1950 Code of Iowa, known as the Foulbrood Law of Iowa.

Regulation 1. The following are designated as area clean-up counties: (as per sec. 266.17, Code of Iowa, 1950) Allamakee, Black Hawk, Boone, Buchanan, Butler, Cerro Gordo, Crawford, Dallas, Delaware, Dubuque, Fayette, Floyd, Fremont, Greene, Humboldt, Ida, Johnson, Kossuth, Lee, Linn, Marion, Mitchell, Monona, Montgomery, Muscatine, Osceola, Palo Alto, Pocahontas, Polk, Pottawattamie, Powe-

shiek, Scott, Shelby, Story, Washington, Webster, Winneshiek, and Wright.

No bees on combs, used beekeeping equipment or appliances, shall be moved into any such area unless accompanied by a permit by the State Apiarist.

Regulation 2. The following are designated as area clean-up counties: (as per sec. 266.13, Code of Iowa, 1950) Allamakee, Black Hawk, Boone, Buchanan, Butler, Cerro Gordo, Crawford, Dallas, Delaware, Dubuque, Fayette, Floyd, Fremont, Greene, Humboldt, Ida, Johnson, Kossuth, Lee, Linn, Marion, Mitchell, Monona, Montgomery, Muscatine, Osceola, Palo Alto, Pocahontas, Polk, Pottawattamie, Poweshiek, Scott, Shelby, Story, Washington, Webster, Winneshiek, and Wright.

All bees owned, leased or operated in these areas shall be in hives with movable frames, permitting ready examination for the purpose of determining the presence of disease.

**WEIGHTS AND MEASURES
RULES AND REGULATIONS**

As authorized by chapter 93, Acts of the Fifty-third General Assembly [Ch. 215, C. '50] the Secretary of Agriculture, in order to clarify and carry out the provisions of the law relating to weights and measures, has established the following rules and regulations pertaining to same:

All tolerances and specifications for the Weights and Measures Division were adopted from the U.S. Bureau of Standards Handbook H.44 published September 1949.

Rule 1. The term "sensibility reciprocal" is defined as to the weight required to move the position of equilibrium of the beam, pan, pointer, or other indicating device of a scale, a definite amount.

Rule 2. A platform scale is a scale having a load receiving platform carried on multiplying levers which transmit the load to the beam or other reading element, such platform having four or more lines of support comprised of bearings which rest directly upon knife edges in the multiplying levers. The tolerances to be allowed in excess or deficiency on all platform scales shall not be greater than the values shown in the following table:

MAINTENANCE TOLERANCES FOR LARGE-CAPACITY SCALES, EXCEPT LIVESTOCK, COAL-MINE, VEHICLE, AND FREIGHT SCALES, WHEEL-LOAD WEIGHERS, AND RAILWAY TRACK SCALES.

Known Test Load	Tolerance on Ratio Test	Tolerance on Weighbeam reading-face and unit-weight indications
Pounds	Ounces	Ounces
99 or less	1/2	1
100 to 199, incl.	2	2
200 to 299, incl.	3	4
300 to 399, incl.	4	6
400 to 499, incl.	5	8
500 to 599, incl.	7	10
600 to 799, incl.	8	12
Pounds		
800 to 999, incl.	11	1
1000 and over	3/4 lb. per 1000 lbs.	1 lb. per 1000 lbs.

Rule 3. T.2.3.2. For livestock, coal-mine, vehicle, and freight scales. Basic maintenance tolerances for livestock, coal-mine, and vehicle scales, and for scales used exclusively in determining charges for freight transportation, on under-registration, shall be 1 1/2 pounds per 1,000 pounds of test load on ratio tests and 2 pounds per 1,000 pounds of test load on weighbeam reading-face, and unit-weight indications; basic acceptance tolerance shall be one-half the basic maintenance tolerances.

Rule 4. Class "A" scales include scales of the portable platform type; and also scales of the dormant type which are installed inside of a building having side walls and roof, which protect the scale from weather effects and from sudden changes of temperature.

Class "B" scales include scales of the railroad track and motor truck type and also scales of the dormant type which are not installed inside of a building and which are exposed to weather effects and sudden changes of temperature.

Rule 5. A Counter Scale is a scale of any type which is especially adopted on account of its compactness, light weight, moderate capacity, and arrangements of parts for use upon a counter or table. The tolerance on all counter scales shall be as follows:

Load	Tolerance with Removable Weights	Tolerance on Beam or Reading-Face
Pounds	Ounces	Ounces
1	1/16	1/16
2	1/16	1/8
4	1/8	3/16
5	1/8	3/16
6	1/8	3/16
8	1/4	3/8
10	1/4	3/8
12	1/4	3/8
15	5/16	1/2
16	5/16	1/2
20	5/16	1/2
24	3/8	1/2
25	3/8	1/2
30	3/8	5/8
40	7/16	3/4
50	1/2	3/4

Rule 6. A Spring Scale is a scale in which the weight indications depend upon the change of shape or dimensions of an elastic body or system of such bodies.

A Computing Scale is a scale which, in addition to indicating the weight, indicates the total price of the amount of commodity weighed for a series of unit prices and must be correct in both its weight and value indications.

All computing scales shall be equipped with weight indicators and charts on both the dealer's and customer's sides.

Tolerances for both the spring scale and the computing scale shall not be greater than that for counter scales.

Rule 7. The Automatic Grain Scale is one so constructed with a mechanical device that a stream

of grain flowing into its hopper can be checked at any given weight, long enough to register said weight and dump the load. The garner above the scale should have at least three times the capacity of the scale to insure a steady flow at all times.

T.1.2.2. On Automatic-Indicating Scales. On a particular scale, the maintenance tolerances applied shall be not smaller than one-fourth the value of the minimum reading-face graduation; the acceptance tolerances applied shall be not smaller than one-eighth the value of the minimum reading-face graduation.

Rule 8. Motor Truck Scales are scales built by the manufacturer for the use of weighing commodities transported by motor truck.

Rule 9. Livestock Scales are scales which are constructed with stock racks, or scales which are being used to weigh livestock.

Rule 10. Grain Dump Scales are scales so constructed that the truck may be unloaded without being moved from the scale platform.

The above-mentioned scales must be approved by the department. This approval being based upon blueprints and specifications submitted for this purpose.

Rule 11. In the construction of a scale pit, the pit walls must be of reinforced concrete. The floor shall be constructed of materials that can be kept well drained and as dry as possible at all times. The scale footings shall be at least 12 inches below the frost line.

There shall be an approach at each end of the scale of not less than 10 feet, and said approach shall be of reinforced concrete on a level with the scale deck.

Rule 12. Pitless scales may be installed on a temporary basis, not to exceed four months, and said scale shall be placed on concrete footings. Said specifications for same being furnished by the scale manufacturer.

Rule 13. Master scale test weights used by scale repair men for checking scales after being overhauled must be sealed by the Department of Agriculture, Division of Weights and Measures, as to their accuracy once each year. Said weights after being sealed are to be used only as master test weights.

Rule 14. S.1. Design.

S.1.1. General.—A scale shall be of such materials and construction that (a) it will support a load of its full nominal capacity without developing undue stresses or deflections, (b) it may reasonably be expected to withstand normal usage without undue impairment of accuracy or the correct functioning of parts, and (c) it will be reasonably permanent in adjustment.

S.1.2. Stability of Indications.—A scale shall be capable of repeating with reasonable precision its indications and recorded representations. This requirement shall be met irrespective of repeated manipulation of any scale element in a manner duplicating normal usage, including (a) displace-

ment of the indicating elements to the full extent allowed by the construction of the scale, (b) repeated operation of a locking device, and (c) repeated application or removal of unit weights.

S.1.3. Interchange or Reversal of Parts.—Parts which may readily be interchanged or reversed in the course of normal usage shall be so constructed that their interchange or reversal will not materially affect the zero-load balance or the performance of the scale. Parts which may be interchanged or reversed in normal field assembly shall be (a) so constructed that their interchange or reversal will not affect the performance of the scale or (b) so marked as to show their proper positions.

S.1.4. Pivots.—Pivots shall be made of hardened steel, except that agate may be used in prescription scales, and shall be firmly secured in position. Pivot knife-edges shall be sharp and straight.

Rule 15. S.2.3. Weighbeams.—All weighbeams or dials must be placed on concrete footings and reinforced steel I-beams; concrete or I-beams must be of sufficient thickness or strength to assure rigid footing for beam stands or dial.

Rule 16. Whenever a scale is equipped with a beam box, the beam uprights, shelf and cap must be made of channel irons or I-beams. The box covering the weighbeam may be constructed of wood or other material.

Rule 17. The steelyard, or beam rod, must be connected directly to the nose iron on the transverse lever on all motor truck and livestock scales.

Rule 18. The amount of weight indicated on the beam, dial, or other auxiliary weighing attachments, shall not exceed the factory-rated capacity of the scale, and said capacity shall be stamped on the butt of the beam (fractional bar is not included).

If auxiliary attachment is used, the amount of the auxiliary attachment must be blocked from the beam.

S.2.3.1. Normal Position.—The normal balance position of the weighbeam of a beam scale shall be horizontal.

S.2.3.2. Travel.—The weighbeam of a beam scale shall have equal travel above and below the horizontal. The total travel of the weighbeam of a beam scale in a trig loop or between other limiting stops near the weighbeam tip shall be not less than the minimum travel shown in table 2; when such limiting stops are not provided, the total travel at the weighbeam tip shall be not less than 8 per cent of the distance from the weighbeam fulcrum to the weighbeam tip.

TABLE 2.—MINIMUM TRAVEL OF WEIGHBEAM OF BEAM SCALE BETWEEN LIMITING STOPS

Distance from weighbeam fulcrum to limiting stops	Minimum travel between limiting stops
Inches	Inch
12 or less	0.4
13 to 20, incl.	.5
21 to 40, incl.	.7
Over 40	.9

S.2.3.3. Poise Stop.—Except on a steelyard with no zero graduation, a shoulder or stop shall be provided on each weighbeam bar to prevent a poise from traveling and remaining back of the zero graduation.

S.2.4.3. Pawl.—A poise on a notched weighbeam bar shall have a pawl with a rounded tip which will seat the poise in a definite and correct position at any notch, wherever in the notch the pawl is placed, and hold it there firmly and without appreciable movement. That dimension of the top of the pawl which is transverse to the longitudinal axis of the weighbeam shall be equal to the corresponding dimension of the notches.

S.4. Marking.—A scale equipped with unit weights or with which counter-poise weights are intended to be used shall be conspicuously marked with a statement of its nominal capacity.

Effective January 1, 1950, a small capacity uncompensated spring scale shall be conspicuously marked to show that the scale is illegal for use in the retail sale of foodstuffs other than fruits and vegetables.

Rule 19. S. 55. Provision for Sealing Coin Slot.—Provision shall be made on a person weigher for applying a lead-and-wire seal in such a way that insertion of a coin in the coin slot will be prevented.

Rule 20. R. 10. Stock Racks.—A livestock scale shall be equipped with a suitable enclosure, fitted with gates as required, within which livestock may be held on a scale platform; this rack shall be securely mounted on the scale platform and adequate clearances shall be maintained around the outside of the rack.

Rule 21. R. 11. Lengthening of Platforms.—The length of the platform of a vehicle scale shall not be increased beyond the manufacturer's designed dimension except when the modification has been approved by competent scale-engineering authority, preferably that of the engineering department of the manufacturer of the scale, and by the weights and measures authority having jurisdiction over the scale.

Rule 22. R. 15. Accessibility for Testing Purposes.—A large capacity scale shall be so located, or such facilities for normal access thereto shall be provided that the test weights of the weights and measures official, in the denominations customarily provided, and in the amount deemed necessary by the weights and measures official for the proper testing of the scale, may readily be brought to the scale by customary means; otherwise it shall be the responsibility of the scale owner or operator to supply such special facilities, including necessary labor, as may be required to transport the test

weights to and from the scale, for testing purposes, as required by the weights and measures official.

Rule 23. R. 16. Assistance in Testing Operations.—If the design, construction or location of a large-capacity scale is such as to require a testing procedure involving special accessories and/or an abnormal amount of handling of test weights, such accessories and/or needed assistance in the form of labor shall be supplied by the owner or operator of the scale, as required by the weights and measures official.

Rule 24. D.1.3. Beam Scale.—One on which the weights of loads of various magnitude are indicated solely by means of one or more weighbeam bars either alone or in combination with counterpoise weights.

Rule 25. D.1.5. Spring Scale.—An automatic indicating scale in which the counterforce is supplied by an elastic body or system of such bodies, the shape or dimensions of which are changed by applied loads. A "compensated" spring scale is one equipped with a device intended to compensate for changes in the elasticity of the spring or springs resulting from changes in temperature, or one so constructed as to be substantially independent of such changes; an "uncompensated" spring scale is one not so equipped or constructed. A "Straight-face" spring scale is one in which the indicator is affixed to the spring without intervening mechanism and which indicates weight values on a straight graduated reading-face. (The use in a scale of metal bands or strips in lieu of pivots and bearings does not constitute the scale a "spring" scale.)

Rule 26. D.3.1. Weighbeam or Beam.—An element comprising one or more bars equipped with movable poises.

Rule 27. D.1.13. Livestock Scale.—For purposes of the application of requirements for SR, tolerances and minimum graduations, a scale having a nominal capacity of 6,000 pounds or more and used primarily for weighing livestock standing on the scale platform. (An "animal scale" is a scale adapted to weighing single heads of livestock.)

Rule 28. Tolerances on Petroleum Products Measuring Devices.—All pumps or meters at filling stations may have a tolerance of not over 5 cu. in. per five gallons, minus or plus. All pumps or measuring devices of a larger capacity shall not exceed 50 cu. in., minus or plus, on a 100 gallon test. Add additional $\frac{1}{2}$ cu. in. tolerance per gallon over and above a 100 gallon test.

Rule 29. Meters which are found to be incorrect and meters that can take further adjustment, said meter shall be adjusted and rechecked and sealed. If the seal is broken other than by a state inspector for repairs the Department of Agriculture shall be notified of same.

ARCHITECTURAL EXAMINERS

[Filed January 31, 1956]

EXAMINATIONS

1. Examinations shall be in two classes known as Senior and Junior Class Examinations.

2. The Iowa State Board of Architectural Examiners approves and adopts the Syllabus of the National Council of Architectural Registration Boards as outlined and covered under their Circular of Advice Number 3-53, "The Standard N.C.A.R.B. Examinations."

3. ELIGIBILITY.

(a) A person to be eligible for admission to the Junior Examinations shall be a graduate of a five-year course in an accredited school of architecture which has been accredited by the National Architectural Accrediting Board and shall have had not less than three years diversified practical experience in the offices of practicing architects of approved standing.

(b) Applicants for admission to the Junior Examinations lacking the requirements set out in (a) above will be judged by the board on their individual merits after the applicant has submitted his application, accompanied by a Council Record, through the National Council of Architectural Registration Boards; however, in no case will graduates from non-accredited schools be admitted to examinations before they have had at least five years practical experience in the offices of practicing architects of approved standing.

(c) All applicants for the Junior Examinations shall, before final approval for admission to the examinations, appear before the board for personal interview.

(d) All personal interviews shall be conducted by the board at its regular meeting preceding the meeting next held for conducting examinations.

4. SUPPLEMENTALS. Applicants for registration to practice architecture in Iowa on the basis of a transfer of credits obtained by examinations for registration in their home state, before graduation or, within a period of three years after graduation shall appear before the examining board and submit to the following supplemental examinations:

(a) Graduates of an Accredited School of Architecture; for oral examinations with exhibits and such other examinations as may be prescribed by the board.

(b) Graduates of nonaccredited schools of architecture; such supplemental written examinations as

the board may deem necessary to bring their examination credits up to the equivalent of the Iowa examinations.

5. SYNOPSIS JUNIOR CLASS. The following is a synopsis of the Junior Examinations with values and passing requirements:

Examination A—Academic and Practical Training*

Value 100 points. Passing 75 points.

Examination B—Personal Audience*

Value 100 points. Passing 75 points.

Examination C—History and Theory of Architecture.

Value 100 points. Passing 75 points. Time: 3 hours.

Examination D—Site Planning.

Value 100 points. Passing 75 points. Time: 5 hours.

Examination E—Architectural Design.

Value 200 points. Passing 150 points. Time: 12 hours.

Examination F—Building Construction.

Value 100 points. Passing 75 points. Time: 3 hours.

Examination G—Structural Design.

Value 100 points. Passing 75 points. Time: 5 hours.

Examination H—Professional Administration.

Value 100 points. Passing 75 points. Time: 3 hours.

Examination I—Building Equipment.

Value 100 points. Passing 75 points. Time: 5 hours.

(*N.C.A.R.B. Examinations only)

6. SYNOPSIS SENIOR CLASS. The following is a synopsis of the Senior examinations with values and passing requirements:

Examination J—General Cultural Education.

Value 100 points. Passing 75 points.

Examination K—Technical Training.

Value 100 points. Passing 75 points.

Examination L—Record in Practice and Professional Relationships.

Value 100 points. Passing 75 points.

Examination M—Exhibits and Oral Discussion.

Value 300 points. Passing 225 points.

Appearance: Appear before examining body with complete sets of plans and specifications for at least three different examples of candidate's executed work, plus any sketches or photographs desired.

7. FEES. Examination fees shall be as provided in section 118.11, Code of Iowa.

8. EXAMINATION FOR CHANGE OF RATING. If a registered architect by exemption wishes to take the examination he may do so by making an application on the regular form and no extra fee will be required for the first trial examination.

DEPARTMENT OF BANKING

PRESCRIBING CERTAIN RULES AND REGULATIONS

By virtue of the authority granted the Superintendent of Banking by sec. 524.10, Code of 1954, which section provides that the Superintendent of Banking shall have the power to adopt and promulgate such rules and regulations not inconsistent with the law, as in his opinion will be necessary to properly and effectively carry out and enforce his duties and powers of general control, supervision and direction of all banks incorporated under the laws of Iowa, and the execution of the laws of this state relating to banks and banking, and with the advice and approval of the State Banking Board, the Superintendent of Banking does hereby order, declare and publish the rules and regulations prescribed relating to the administration and enforcement of the banking law. Any such rules and regulations may be altered in the future as need may justify and warrant.

These rules and regulations shall supersede and modify all similar rules and regulations heretofore prescribed by the superintendent, and all communications and opinions of the superintendent, or his employees, inconsistent therewith, and shall become effective on the 8th day of March, 1954. [Filed April 12, 1954.]

Done at Des Moines, Iowa, this 8th day of March, 1954.

CERTAIN RULES AND REGULATIONS

1.1 New Bank Organization—There must be reasonable assurance that there is sufficient volume of business in the contemplated locality to insure and maintain a successful new bank. A careful reading of chapters 526, 527 and 528 of the Iowa Banking Law is definitely recommended.

1.2 Application—The application and associated forms shall consist of the following, copies of which may be obtained from the Banking Department:

- (a) "Application to organize a bank".
- (b) "Information required in support of application".
- (c) "Financial statement".

1.3 Capital Structure—(a) Your attention is directed to sec. 528.1 of the Code.

(b) When the banking premises are to be leased and funds are to be expended for leasehold improvements, or where there is to be an expenditure for banking premises and any and all necessary equipment, the proposed amount to be expended together with a plan of charge-off or prepayment of such cost, shall be submitted to the superintendent for approval before the required capital structure itself is approved by him.

1.4 Investigation Expense—To reimburse the Department of Banking for any cost of investigations that it may make or cause to be made upon its behalf, a fee at the rate of \$50.00 per day plus expenses shall be promptly paid to the Department of Banking upon demand by it. No such fee shall be for less than \$100.00.

1.5 Articles of Incorporation—The articles of incorporation and associated forms shall consist of the following, copies of which may be obtained from the Banking Department. They are articles that have been approved and are acceptable to the Federal Reserve System, the Federal Deposit Insurance Corporation and the State of Iowa.

- (a) "Articles of Incorporation".
- (b) "Amendment to Articles of Incorporation".
- (c) "Certificate of Renewal".
- (d) "Schedule A".
- (e) "Schedule A2".
- (f) "Schedule B".
- (g) "Oath of Directors".

- (h) "Notice of Special Meeting of the Stockholders".

2.1 Management—Directors' Responsibility—The Board of Directors of each bank chartered under the laws of Iowa shall in its administration of the affairs of the bank, observe and conform to well-established rules of sound banking. The board is directly responsible to the Superintendent of Banking for full compliance with such rules. Non-salaried directors are entitled to a fair fee for attendance at meetings of directors if voted by the stockholders in annual meeting and approved by the Superintendent of Banking. Directors serving on committees appointed by the Board of Directors at its annual meeting may receive reasonable fees for attending such duties.

2.2 Maintain Complete Records of Minutes of All Meetings—It is essential to a well managed bank that such records be complete and include the record of the vote of the Board of Directors upon subjects considered by it, among which are compensation of officers and staff, sec. 528.5; authorization of loans to officers and directors, sec. 528.6; limitations on loans, sec. 528.14; examining committee reports, sec. 528.17; authority for members of staff to engage in other business for remuneration, sec. 528.86; consideration of the reports of examiners, and important communications from supervising agencies. Disregard of any of the foregoing sections of the Code will be considered as causing or contributing to an unsafe or unsound condition. The minutes of such meetings are also of historic value. Minutes shall be signed by the Secretary of the Board and approval, at a subsequent meeting, certified over the signature of the President or other officer presiding.

2.3 Appointment of Committees—The statute provides for the appointment of an examining committee whose quarterly reports shall be considered by the Directors and their action recorded in the minutes. Sec. 528.17 and 528.19.

2.4 A Prudent Dividend Policy—Build a strong capital structure from accumulated earnings.

2.5 A Conservative Policy of Operating Expenses—The directors shall review the expenses at each monthly board meeting and record action taken.

2.6 Supervise All Loans—All loans should be well secured and sufficiently liquid to meet requirements of deposit liability. Lend only on security you know to borrowers you know and whose ability to service the loan and repay you know. A vote of approval or disapproval of loans made shall be recorded at each monthly meeting of the board.

2.7 Supervise All Investments—All purchases and sales of bonds shall be under the direction of the Board of Directors or an investment committee appointed by the board. A vote of approval or disapproval of all bond transactions shall be recorded at each monthly meeting of the board.

2.8 Adopt a Fair Schedule of Fees for Services Rendered—There are many services which banks perform free or for a nominal fee, which sound practice dictates should now be put on an adequate fee basis. The fee should be sufficient to cover the cost of the service and also contribute toward the overhead expense of the bank.

A careful review of fees now in vogue may suggest instances where increases should be made to keep pace with the increased cost of operation caused by higher salaries, wage and hour restrictions, higher federal taxes, deposit insurance, and other factors beyond the control of the board.

Each customer should support the cost of his own account and each community should support its own bank. Banks sell services to the community under rights granted by charter from the state of Iowa. Banks maintain many facilities which are available to customers for the use of which the beneficiary should pay. The franchise under which the bank operates entitles it to be remunerated for the use of these facilities, many of which are available locally only through the bank. Successful acceptance of a fair service schedule requires only that its reasonableness be clearly and sincerely presented. It has been demonstrated that patrons willingly pay the reasonable cost of services well performed and generally prefer to pay than accept gratuitous service.

2.9 Elect Officers and Appoint Members of the Clerical Staff—Only such persons as are of unimpeachable character and known to be worthy of trust and confidence, and who are capable of assuming the required responsibilities and duties should be elected or appointed to positions in an Iowa bank. Remunerate them in accordance with their ability, loyalty and the responsibility assumed. Require each of them to take vacations each year. They are on the firing line and through their daily contact with the customers of the bank reflect its policies of friendliness and service. Any officer or staff member who proves unworthy of confidence should be promptly dismissed.

2.10 Internal Safeguards—Dual control of the assets of the bank, and the maintenance of adequate permanent records, is only fair to those who carry the responsibility. Rotation of work in the bank enables more than one employee to become familiar with the various duties. These precautions add to the efficiency of the staff and are excellent deterrents from any tendency to become irregular in habits or practice. Along with

eternal vigilance they will keep the record of the staff members clean and promote the standing of the institution in the community.

3.1 Banking Premises — Furniture — Fixtures — Equipment—These should not exceed an amount that is greater than 25 percent or in no event shall they exceed an amount greater than 35 percent of the total capital structure and should be liberally depreciated each year by a sum not smaller than that which may be annually deductible for federal income tax purposes.

4.1 Loans and Investments of Bank Funds Including Trust Funds—All loans and investments of bank funds shall comply with the limitations and provisions of all applicable sections of the state banking laws. Among them, attention is directed to the limitations set out in sections 528.6 - 7 - 8 - 9 - 10 - 12 - 13 - 14 - 15; as well as to the provisions of section 526.25 wherein certain forms of general investments are listed; and to section 682.23 wherein certain forms of investments for trust funds are listed; as well as to sections 682.24 - 25 - 26 - 27 - 28 further governing the investment of trust funds; attention is also called to the investment provisions of section 526.28 and 526.29 wherein limitations may be prescribed from time to time as conditions may warrant by the Superintendent pursuant to authority granted in section 524.10.

5.1 Surety Coverage—Adequate coverage shall be maintained in an amount under any schedule that may be recommended by the Insurance Committee of the American Bankers Association; or by the Federal Deposit Insurance Corporation; or by the Department of Banking under any schedule that it may set up in the future.

6.1 Donations and Gifts—Neither shall be made by any bank unless and until first authorized by the stockholders at a duly called annual or special meeting.

7.1 Miscellaneous Operations—Records—Suitable books and records shall be kept to reflect all of the transactions of the bank in its true financial condition.

7.2 Bond Investment Records—(a) The management shall retain original invoices of purchases and sales as a part of the records of the bank available for review by examiners.

(b) A permanent record shall be maintained of all securities bought and sold showing date of purchase, sale, coupon rate, maturity, par value, description of the security, from whom purchased, to whom sold, selling price, and if, when and where pledged or deposited for safekeeping.

(c) Unlisted securities shall be supported by full credit information.

7.3 Credit Information—Complete credit files shall be maintained which shall include all available pertinent current credit information in addition to properly executed financial statements of borrowers.

(a) Those whose credit line with the bank exceeds \$500 whether unsecured, secured by endorsement or by chattel mortgage shall be required to furnish financial statements.

(b) Where the credit of an endorser is a factor as a basis of credit, such credit information as to such endorser is necessary, though where the endorser is a person of financial standing well known to the members of the Board of Directors a statement signed by three of its members estimating his worth may be accepted in lieu of a financial statement.

(c) Financial statements are not current unless they are as of a date less than one year past.

Current financial statements and pertinent credit information are not only valuable to the bank management but are prerequisites to an intelligent appraisal by examiners. Frank and complete credit files will save much time of the bank management and of the examiners.

7.4 Liability Ledger—A complete record of each borrower's loans and repayments shall be maintained in a permanent liability ledger. Such an auxiliary ledger is of inestimable assistance to the management and to the examiners who come into the bank to appraise its assets.

7.5 Real Estate Loans—Whether running to the bank directly or pledged as collateral, shall be supported by:

(a) A written appraisal of the property signed by not less than two persons qualified as to real estate values in the community where the property is located (preferably by members of the Board of Directors) showing date of appraisal, amount of loan, description of the property, prior liens, and value of improvements.

(b) Abstract of title showing the recording of the mortgage and of the assignment of the mortgage when applicable.

(c) Evidence that taxes are current.

(d) Attorney's opinion.

(e) Where applicable, policies of insurance covering fire and windstorm risks with proper loss payable clauses attached.

7.6 Loans Secured by Collateral—Where certificates of stock or other registered securities are pledged as collateral, files shall include:

(a) Certificate duly endorsed in ink or accompanied by stock power signed in ink.

(b) If the collateral is registered in the name of one other than the maker or endorser, signed authority from the owner of the collateral permitting the hypothecation.

7.7 Loans Made to Corporations—These shall be supported by a certified copy of a resolution of the board of directors of the corporation authorizing the borrowing by the officer or officers signing on behalf of the corporation, and such resolution shall cite the provisions of the corporation's articles and/or bylaws that grants authority to such officers.

7.8 Loans Made to Partnerships—Unless all partners sign the note, these shall be supported by a declaration by the partners showing the composition of the partnership and the proportion of ownership of each partner.

7.9 Cash Items—A permanent daily record of all cash items held over from the previous day's business, including any checks that would have caused

an overdraft if not so carried, shall be maintained and made available to the Department's examiners. Clearing house items on banks in the same town held for clearance the following day need not be itemized.

7.10 Overdrafts—(a) An overdraft should be granted only in extreme cases and at no time shall the aggregate amount of overdrafts exceed \$1 for each \$1,000 of total deposits.

(b) The total of each day's overdrafts shall be shown on the general ledger.

(c) All checks shall be charged to the proper account the day honored and there shall be maintained a permanent daily record of all overdrafts created.

7.11 Safe Deposit Boxes—Section 528.65, Code of Iowa, provides for limitation of liability by adoption of proper lease contracts. Safe deposit insurance is also available. Both are important for proper protection of the bank.

(a) Banks shall not retain keys to any safe deposit box leased to a customer.

7.12 Charged-off Assets — Recoveries — Compromises or Abandonments—Every bank shall not only keep the actual items themselves available, but also shall maintain a current, permanent and complete record of all charged-off assets; such records shall fully show the amount of any recoveries and cite any authority of Directors to compromise any such assets or to abandon them.

8.1 Act of 1951 General Assembly Requires Drafting Rules and Regulations—With respect to the foregoing Rules and Regulations, as well as with respect to the following Rules and Regulations on the operation of bank offices, we quote from Chapter 51, pp. 82, 83 and 84 (House File 606), Acts of the 54th General Assembly, approved April 11, 1951 (Chapter 17A, Code, 1954), and becoming operative as law on July 4, 1951:—

"Wherever in the statutes any administrative agency is empowered to make rules and regulations, said agency shall proceed as follows:" [Memo: Your careful reading of such Chapter 51 (Chapter 17A, Code, 1954) is suggested]:

Such proposed rules and regulations must be submitted to the Attorney General and when approved by him, a copy is filed in the office of the Secretary of State who shall furnish a copy to the Code Editor; such rules and regulations shall then be assembled in a special volume known as the "IOWA DEPARTMENTAL RULES" and sold and distributed by the Superintendent of Printing in the same manner as Codes and Session Laws.

8.2 Superintendent of Banking Authorized to Make Rules and Regulations—As stated in the introductory paragraph of these Banking Department departmental rules and regulations, the Superintendent of Banking (Sec. 524.10 of the Code) "shall be the head of the Banking Department of Iowa and shall have general control, supervision and direction of all banks and trust companies incorporated under the laws of Iowa and shall be charged with the execution of the laws of this state relating to banks and banking. . . . He shall have power to adopt and promulgate such rules and

regulations as in his opinion will be necessary to properly and effectively carry out and enforce the provisions of this section."

8.3 Bank Offices Authorized But Branch Banking Prohibited (Sec. 528.51)—A careful reading of section 528.51 is suggested. The following portion is exceedingly important.

The first sentence of that section reads as follows:—"No banking institution shall open or MAINTAIN ANY BRANCH BANK." That sentence prohibits BRANCH BANKING in Iowa. The second sentence of section 528.51 authorizes and entirely pertains to the operation of "bank offices":

"However, as may be authorized by and subject to the jurisdiction of the banking department any banking institution may establish an office for the sole and only purpose of receiving deposits and paying checks and performing such other clerical and routine duties not inconsistent with this section."

It thus will be noted that just two things are specifically set out in the bank office law which a bank office can do, they are: (a) for the sole and only purpose of "receiving deposits", and (b) for the sole and only purpose of "paying checks". Such bank office law goes on to authorize what may be called a category of general services but not specifying them. But what those general services may be is carefully hedged by the following language which definitely precludes the operation of a bank office getting into the field of "branch banking". We quote: "and performing such other clerical and routine duties not inconsistent with this section." If any doubt arises with respect to any such clerical or routine duty that any bank might wish to perform through its bank office, it is suggested that such matter be submitted to the Department of Banking for a ruling.

8.4 Some Specific Rules and Regulations—Referendum Letter Dated December 31, 1953—No rules and regulations pertaining to bank offices would be complete without reference being made to the Banking Department's referendum letter dated December 31, 1953, addressed to all Iowa banks operating bank offices, asking for their suggestions pursuant to the drafting of these "bank office" rules and regulations. All such banks were given until January 25, 1954, to make their replies. A number of helpful suggestions were received and have been included in these revised rules and regulations relating to the operation of bank offices.

Now, therefore, pursuant to the injunction set out in paragraph 8.1 above, and to bring about general uniformity in the operation of bank offices throughout the state, and also to bring about a strict compliance with the provisions and legislative intent to prevent and avoid branch banking in this state as enjoined in section 528.51 of the Code, the Superintendent of Banking with the advice and counsel of the other members of the state banking board, does hereby prescribe and promulgate the following rules and regulations governing the operation of bank offices in this state by state incorporated banks, and calls attention to the first sentence of the "bank office law" which when that law became effective March 19, 1931, reenacted the same prohibition of a pred-

ecessor Iowa law against "branch banking" by saying "no banking institution shall open or maintain any branch bank":

(a) No bank chartered under the laws of this state may operate any bank office without first obtaining a certificate authorizing such bank to do so, from the State Banking Department and issued pursuant to these rules and regulations.

(b) No loan or extension of credit shall be made or renewed except by the bank itself. All such extensions of credit authorized by the bank to be extended through a bank office, shall be under the exclusive control and direction of the bank, and all original records evidencing such extensions of indebtedness and other original records relating to such credit shall be established and maintained at the bank and nowhere else. All notes, evidencing indebtedness to the bank, shall when paid by the borrower be delivered or mailed by the bank direct to the borrower.

(c) Further, all records of depositors' accounts serviced through any such bank office shall be prepared and maintained, including all actual checks, at the bank and nowhere else. Duplicate records of such accounts, if desired for convenience, may be kept available at any such bank office. Statements of checking accounts and cancelled vouchers must be delivered direct to the depositor by the bank and from no other place.

(d) No bank shall permit its bank office to maintain a separate account with any correspondent bank; nor permit such office to draw drafts against any such correspondent bank. Cashier's checks of the bank, rather than bank drafts, may be issued at a bank office as authorized by the bank itself; such authority also being duly recorded in the minutes of such bank.

(e) Bank offices shall remain open for business at least two hours each business day, legal holidays excepted.

(f) Any bank operating a bank office shall use the following form whenever and wherever designating the name of the office on all its office records, including checks, window and door signs, letter heads and in any advertising of any kind whatsoever:

_____Office
 _____Bank
 _____, Iowa

8.5 Amending Rules and Regulations—As need may arise these rules and regulations too may be revised and amended and when done appropriate advice given, like rules and regulations pertaining to other Iowa banking laws.

8.6 Examiners Instructed to Report Violations—New Certificates—All state bank examiners are instructed to report any violations of, or any unauthorized deviations from these rules and regulations and any such violation or deviation shall forthwith cancel upon notice from the department of banking, the certificate under which such bank has operated its bank office or offices. The operation of bank offices in this state is henceforth presumed to conform with these revised rules and regulations and all such certificates issued prior to the effective date of these revised rules and regulations shall now be promptly returned to

the department of banking for cancellation and a new certificate issued accordingly to conform with these revised Rules and Regulations.

8.7 Violations—Penalty Severe—Any violations of section 528.51, Iowa's anti-branch bank law, an act that also authorizes bank offices, are subject to the penalties set out in section 528.53 of the Code reading as follows:

528.53 Violations. Any corporation violating sections 528.47 to 528.52, inclusive, shall forfeit its charter at the suit of the attorney general, and said corporation, its officers, directors, and agents, shall be punished by a fine of not less than five hundred dollars, or imprisonment of not less than two years in the penitentiary, or by both such fine and imprisonment, at the discretion of the court.

(Memo: Duly confirmed in an Opinion dated De-

ember 11, 1953, of the office of the Iowa Attorney General)

8.8 Your Co-operation Deeply Appreciated—The Superintendent of Banking and the State Banking Board earnestly request the continued strict compliance with the provisions of the Iowa bank office law (Section 528.51 of the Code) and promulgate the foregoing rules and regulations as a helpful guide to all Iowa banks that now and that may in the future operate bank offices in Iowa. Your co-operation to better carry out the legislative intent of the Iowa bank office law, like that of all of the other Iowa banking laws, will be deeply appreciated.

8.9 Specimen Copy of "Application for Certificate to Operate a Bank Office"—Copies of this application form may be obtained from the State Banking Department:

1M: Rev. 4-54
FB-C-2218

APPLICATION FOR CERTIFICATE TO OPERATE A BANK OFFICE

_____, 19____

Superintendent of Banking
State of Iowa, Department of Banking
Des Moines, Iowa

Dear Sir:

On behalf of our bank and pursuant to authority granted by our Board of Directors, duly recorded in the minutes of our Board meeting held on _____, 19____, this application is herewith submitted to you and to the STATE BANKING BOARD for permission to open and operate a BANK OFFICE at _____, in _____ County,

Iowa. The members of our Board have, as also duly recorded in said minutes, carefully read Section 524.10, Section 528.51 and Section 528.53 of the Code of Iowa, as well as the RULES AND REGULATIONS of the Department of Banking pertaining to the operation of BANK OFFICES, and thereupon have authorized the undersigned to herewith state that said Board agrees to faithfully abide by such laws and any other banking laws appertaining and by such rules and regulations, fully cognizant that any violation of, or unauthorized deviation from them, shall be cause for immediate cancellation by the Department of Banking of any such Certificate to operate a bank office that may be granted to our Bank.

Yours very truly,

Bank

_____, Iowa

By _____
President Cashier

8.10 Specimen Copy of "Certificate to Operate a Bank Office."

Office Certificate No. _____

Bank No. _____

STATE OF IOWA
DEPARTMENT OF BANKING
CERTIFICATE TO OPERATE A BANK OFFICE

Its application dated _____, 19____, having been duly received and favorably acted upon by the STATE BANKING BOARD, authority is hereby given to the

located at _____, County of _____

State of Iowa, to operate an office at _____, County of _____, State of Iowa, in accordance with Section 528.51 and Section 528.53 of the Code of Iowa; and in conformity with the RULES AND REGULATIONS of the DEPARTMENT OF BANKING drawn pursuant to Section 524.10 of the Code of Iowa, and which RULES and REGULATIONS are on file in the office of the Iowa Secretary of State and which now appear or which will hereafter appear in the IOWA DEPARTMENTAL RULES as required by Chapter 51 of the Acts of the 54th General Assembly, 1951. (Chapter 17A, Code of Iowa, 1954.)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, at the City
of Des Moines, Iowa, this _____ day of
_____, A.D. 19____

Superintendent of Banking

Deputy Superintendent of Banking

(To be on display in the office authorized)

9.1 Conclusion—All state bank examiners have been instructed to give assistance whenever their aid is requested or needed to help all of our state banks to faithfully follow out these revised rules and regulations that have been approved by the office of the Iowa attorney general and have been placed on file with the Iowa secretary of state

to be later included with the rules and regulations of other departments of the state government in the book of IOWA DEPARTMENTAL RULES as required by the foregoing-mentioned chapter 51 of the Acts of the 54th Iowa General Assembly (Chapter 17A, Code, 1954).

COMMISSION FOR THE BLIND

State Plan for Business Enterprise Program for
the Blind Under the Provisions of Public
Law 124—79th Congress

- | | |
|--|---|
| <p>Section 1 Legal basis for conduct of business enterprises program</p> <p>1.1 Commission for the Blind</p> <p>1.2 Concerning further Legislation</p> | <p>3.2 Location of Vending Stands</p> <p>3.3 Establishment of Business Enterprises</p> <p>3.4 Articles Sold</p> <p>3.5 Licensing of Operators</p> <p>3.6 Policies and Procedures</p> <p>3.7 Stand Supervision</p> |
| <p>Section 2 Organization of the Business Enterprise Program</p> <p>2.1 Staff of the Business Enterprise Program</p> <p>2.2 Relation between the Business Enterprise Program and the Commission</p> <p>2.3 Chart</p> <p>2.4 Amendments</p> | <p>Section 4 Utilization of Public Agencies or Private Nonprofit Corporations serving the Blind</p> |
| <p>Section 3 Management, Control and Operation of the Program</p> <p>3.1 Standards for Locating Vending Stands</p> | <p>Section 5 Operating Program Personnel</p> <p>5.1 Personnel Rules and Regulations</p> <p>5.2 Personnel for Management and Control of the Business Enterprise Program</p> <p>5.3 Qualifications for Personnel</p> <p>5.4 In-Service Training</p> |

- Section 6 Business Enterprises Operators**
- 6.1 Selection of Operators
 - 6.2 State Licensing Agency
 - 6.3 Policies and Procedures Regarding Working Relations between the Commission and the Operators
- Section 7 Fiscal Provisions**
- 7.1 Inventories on Stands
 - 7.2 Inventory of Equipment Purchased
 - 7.3 Source of Funds
 - 7.4 Commission
 - 7.5 Supporting Documents
 - 7.6 Records Relating to Vending Stand Trust Fund
 - 7.7 Records of Program Proceeds
 - 7.8 Disbursing Procedure
 - 7.9 Rate of Depreciation
 - 7.10 Right, Title and Interest in Equipment
 - 7.11 Marking of Equipment
 - 7.12 Accounting of Proceeds
 - 7.13 Type of Markers to be used
 - 7.14 Disposal of Equipment
 - 7.15 Recording Proceeds from Sale of Equipment
 - 7.16 Methods of Disposal
- Section 8 Reporting Procedures**
- 8.1 Reports

Introduction

The Iowa Commission for the Blind submits to the Office of Rehabilitation, Federal Security Agency, the following plan for the business enterprise program for the blind and agrees to administer this program in accordance with the provisions of the federal act.

This plan is prepared in accordance with the federal regulations governing federal reimbursement for one half necessary expenditures for acquisition of vending stands and other equipment to be controlled by the commission for the use of blind persons, pursuant to the Labor—Federal Security Appropriation Act, 1946. If changes in this plan are contemplated, they will be presented as amendments to the plan when the commission is convinced that such amendments are desirable or necessary.

Various Iowa laws are the legal basis for the administration of the program in the state.

[Sections 1.0 and 2.0 relate to internal operation of the department]

3.0 Management, Control and Operation of the Program

3.1 Standards for Locating Vending Stands: Locations for vending stands and other business enterprises in the program will be selected in accordance with such standards as the director may find necessary.

A. Each location for the enterprise shall be selected only after the commission has determined that the establishment of an enterprise at that particular location will contribute to the maximum development of economic opportunities for the blind and will provide for the most productive utilization of program assets.

B. The determination of the commission shall be made only upon the basis of established criteria and after an evaluation of all relevant facts disclosed and recorded as a result of a comprehensive survey of the particular location.

C. The criteria established by the commission for the evaluation of locations of enterprises shall take into consideration such factors as population, traffic, composition, continued availability and type of premises, potential return upon investments and other applicable items.

3.2 Location of Vending Stands (Internal Operation)

3.3 Establishment of Business Enterprises: The business enterprises established will include only such manufacturing, servicing, selling and agricultural activities as are best adapted to the most effective utilization of the skills and aptitudes of blind persons and will be limited to such types as are set forth in the plan materials.

3.4 Until feasible, types of business fields for blind labor will be limited to the operation of vending stands. The articles sold shall be adapted to the location of the stand and in general shall consist of confectionary, tobacco, cigarettes, cigars, packaged goods such as cookies, potato chips, etc., picture postal cards, razor blades, souvenirs and novelties, cold drinks on certain stands, magazines, newspapers, seasonal cards and booklets, small leather novelties, also other articles which the trade might ask for and which would be feasible.

The location of the stand will determine the types of articles to be sold and shall be the best obtainable, consisting of nationally known brands, or good local products.

3.5 Vending Stands in Federal Buildings: Vending stands in federal buildings shall be established under the program only where the operators thereof have been licensed by the designated state licensing agency and shall be managed, controlled, and operated by the state agency only in accordance with the provisions of the Randolph-Sheppard Act, the regulations promulgated thereunder and the regulations of the business enterprise program for the blind.

3.6 Policies and Procedures: Such policies and procedures for the supervision of operations will be adopted as are necessary to assure the establishment and maintenance of working relations between the state agency and the operators to protect and foster their economic and social welfare.

3.7 Stand Supervision

A. Purchase of Goods (Internal Operation)

B. Patterns and Designs for Stands (Internal Operation)

C. Selections of Operators

The commission will select the operators for the program in accordance with such standards and in such manner as the director may find necessary to assure the operation of the program, selecting blind persons who are in need of such occupational opportunities and who are qualified for the work through vocational rehabilitation.

D. The reports of the operators will be submitted weekly on forms supplied by the commission.

E. A monthly report is made to the operator on form enclosed.

F. Any proceeds derived, directly or indirectly, by the commission shall be retained by or for the benefit of the commission in a separate continuing account, the funds of which shall be subject to disbursement under the control and at the direction of the commission for such purposes only and in such manner as the director may approve, including such purposes as the payment of a pro rata share of the necessary managerial and supervisory and operating expenses and the preservation and replacement of program assets.

G. When the sales exceed \$75.00 a day, a visually handicapped assistant must be employed.

H. Supervisory calls will be made once every two weeks.

4.0 Utilization of Public Agencies or Private Non-Profit Corporations Serving the Blind

(This section is not applicable to the Commission for the Blind as stand operation is strictly the business of the commission.)

5.0 Operating Program Personnel

5.1 (5.1 through 5.5—Internal Operation).

6.0 Business Enterprises Operators

6.1 The operators for the program will be selected only in accordance with such standards and in such manner as the director may find necessary.

Operators shall be selected who are in need of such occupational opportunities and who are qualified therefore through vocational rehabilitation by proper guidance and counseling, and training, either on the job or by instruction in specialized courses.

The eligibility requirements established for the selection of operators shall consist of the following:

A. Between 21 and 65 years of age.

B. Physical stamina necessary to meet the demands of the job.

C. Six months continuous residence in the state immediately prior to his application.

D. A minimum of an eighth grade education or its equivalent.

E. A working knowledge of business management and general business transactions gained in his experience.

F. Have need of such economic opportunities as the job will supply.

G. Skilled in the orderly conduct of a business, in good salesmanship, in ability to get on with people, ability to get about by himself, and shall have initiative.

H. Neat appearance, courteous, honest, pleasant manner and ambition.

6.2 The commission is the designated licensing agency under the Randolph-Sheppard Act for placing blind persons as operators of vending stands in federal buildings and follows the procedure outlined by the federal agency in securing the locations, securing consent of the custodian of the building, etc., in selecting the operator, and making an agreement with the operator according to the federal requirements.

6.3 Such policies and procedures will be adapted governing the working relations between the

commission and the operators as the director may determine to be necessary.

A. The basic relationship of the commission to the operator is founded upon the understanding that the commission considers the stand a business enterprise for which the operator is responsible to the commission. The business belongs to the commission.

1. The commission will not do central buying. The stand supervisor will advise the operator on the types of merchandise which he is to sell and also upon the suppliers from whom he will purchase. Only the best merchandise shall be sold.

2. The commission requires of the operator that he pay cash for his supplies and does not extend credit.

3. The assistants whom he employs must be approved by the commission and if possible, they shall be visually handicapped persons.

4. The vending stand shall be in operation during the hours the building in which it is located is open for business. If this exceeds eight hours a day, arrangements will be made with the operator for times during which the stand may be closed.

5. The operator may be removed, suspended or demoted for mismanagement, dishonesty, nonconformance to commission rules and undesirable appearance and attitude.

B. 1. The commission cannot extend the privilege of vacation with pay to the operator since he is not a state employee. He may take as much as two weeks vacation and have as many as thirty days sick leave if he arranges for a suitable person to operate the stand in his absence. He shall be responsible for paying the person substituting out of his own earnings.

2. If the operator has any complaints or questions in connection with his removal, suspension, demotion, or operation of the vending stand, he shall be entitled to a hearing before the commission.

3. The commission as a state agency can carry no insurance of any kind; and since the operator is not a state employee, there is no way in which he may become eligible for retirement benefits.

4. The commission will collect 3 per cent of the gross sales of the stand, with the balance paid to the operator. The commission cannot guarantee a minimum dollar amount to the individual operators. It is felt that if a location is well selected and the operator is efficient, such a guarantee is not necessary.

5. Upon the removal by death or voluntary withdrawal of the operator, an inventory will be taken immediately by the supervisor. If there are any funds or stock remaining after all amounts owed to the commission have been paid, the funds or stock will be turned over to the operator or his heirs.

C. The operator shall agree:

1. To perform faithfully and to the best of his ability the necessary duties in connection with the operation of the vending stand in accordance with the standards prescribed by the commission.

2. That the paramount right, title and interest to all vending stand equipment is vested in the commission.
3. To take no action which would impair such paramount right, title and interest.
4. To furnish such reports as the commission may require, which shall include a weekly report.

The commission shall agree:

1. To furnish supervision in the operation of the stand.
2. To pay for depreciation and alterations.
3. To supply forms for reports to the operators and to prepare and submit to the operator a monthly report, make necessary deductions and issue checks due for the balance.
4. To advise on the purchase and attractive display of merchandise.

7.0 Fiscal Provisions

- 7.1 (7.1 and 7.2—Internal Operation)
- 7.3 The Source of Funds: All funds used to meet the costs of management, control and operation of the program will come either from state funds or the proceeds of the stands.
- 7.4 A rate of 3 percent on the gross sales will be charged the operator for the supervision of the operation, upkeep, and depreciation of the stand.
- 7.5 Supporting Documents (Internal Operation)
- 7.6 (7.6 through 7.11—Internal Operation)
- 7.12 Any proceeds derived, directly or indirectly, by the commission from the operations of the program shall be retained by or for the benefit of the commission in a separate continuing account, the funds of which shall be subject to disbursement, under the control and at the direction of the commission, for such purposes only and in such manner as the director may approve, including such purposes as the payment of a pro rata share of the necessary managerial, supervisory and operating expenses, the expansion of the program and the preservation and replacement of program assets.
- 7.13 (7.13 through 7.16—Internal Operation)

8.0 Reporting Procedures (Internal Operation)

8.1 Reports (Internal Operation)

AGREEMENT BETWEEN THE COMMISSION FOR THE BLIND AND THE OPERATOR OF A VENDING STAND WITH A STATEMENT OF REGULATIONS AND POLICIES OF THE COMMISSION

The basic relationship of the commission to the operator is founded upon the understanding that the commission considers the stand a business enterprise for which the operator is responsible, just as he would be for a private enterprise. He is not a state employee and therefore is not entitled to vacations or sick leave. He may take as much as two weeks vacation and have as many as thirty days sick leave a year if it can be arranged to have a suitable person operate the stand in his absence. He will be responsible for paying the substitute out of his own earnings.

The operator will buy his own supplies and shall confer with the supervisor on the merchandise he shall be permitted to sell and also upon the merchants from whom he shall purchase.

The operator shall pay cash for his supplies and shall not extend credit.

The assistants whom he employs must be approved by the commission and if possible they shall be visually handicapped.

The charge to be made by the commission on the earnings of the stand will be three per cent of the net gross sales. This charge is to take care of depreciation, repairs and upkeep of the stand.

The vending stand shall be in operation during the hours the building in which it is located is open for business. If this exceeds eight hours a day, arrangements will be made with the operator for times during which the stand may be closed.

The operator agrees:

- a. To perform faithfully and to the best of his abilities the necessary duties in connection with the vending stands in accordance with the standards prescribed by the commission.
- b. That the paramount right, title and interest to all vending stand equipment is vested in the commission.
- c. To take no action which would impair such right, title and interest.
- d. He shall submit weekly reports, and each four weeks shall submit a report along with a money order, check or bank draft for the amount of his net earnings which includes the commission's charge and also his payment on cigarette license and stock if they have been advanced by the commission. The amount due him after the commission charges are deducted will be returned to him.

The operator may be removed, suspended or demoted for mismanagement, dishonesty, nonconformance to commission rules, and undesirable appearance and attitude. If the operator has any complaints or questions in connection with his removal, suspension, demotion, or operation of the vending stand, he shall be entitled to a hearing before the commission.

The commission agrees to pay for maintenance and stand repairs.

The commission will assist the operator with respect to:

- a. Keeping accounts by supplying forms for keeping daily accounts.
- b. Will advise concerning making attractive displays of merchandise and keeping the location attractive.
- c. Will advise on any problem which may arise.
- d. The commission will advance money for cigarette license which shall be paid back by monthly payments and also for the original stock which will be paid back by monthly payments, if the operator desires this service of the commission.

.....
Operator of Vending Stand	Director Commission for the Blind
.....
Date	Date
.....
Place	Place

PLAN OF ADMINISTRATION OF THE PROGRAM FOR
REHABILITATION OF THE BLIND
IOWA STATE COMMISSION FOR THE BLIND

- Section 1 Agency for Administration
1.1 Designation of Commission for the Blind
1.2 Criteria of Blindness
- Section 2 Eligibility
2.1 Responsibility for Determination
2.2 Residence and Age Requirement
2.3 Criteria of Eligibility for Vocational Rehabilitation
2.4 Criteria of Eligibility for Specific Services
2.5 Nondiscrimination
2.6 Classes of Individuals to be Rehabilitated
2.7 War-disabled Civilians and Civil Employees of the U. S.
2.8 Hearings on Applicant's Appeal
- Section 3 Case Finding
- Section 4 Case Diagnosis
4.1 Scope of Diagnosis
4.2 Basis of Diagnosis
4.3 Medical Diagnosis
4.4 Vocational Diagnosis
- Section 5 Recording of Case Data
- Section 6 Confidential Information
6.1 Rules and Regulations
6.2 Use and Exchange of Information
- Section 7 Rehabilitation Plan for the Individual
7.1 Formulation of the Plan
7.2 Content of Plan
7.3 Client's Participation and Approval
7.4 Conditions for Undertaking the Plan
7.5 Trainee Co-operation
- Section 8 Services
8.1 Scope of Services
8.2 Counseling and Guidance
8.3 Placement
- Section 9 Facilities
9.1 Type of Facilities
9.2 General Standards
9.3 Standards for Hospitals
9.4 Standards for Persons Providing Physical Restoration Services
9.5 Standards for Facilities Providing Specialized Training or Other Services
- Section 10 Economic Need
10.1 Establishment of Need
10.2 Determination of Financial Requirements
10.3 Consideration of Resources
10.4 Standards for Supplementation
10.5 Uniform Application and Equitability of Standards
- Section 11 Personnel Administration
- Section 12 Administrative Organization
- Section 13 Fiscal Administration
13.1 Exclusion of Capital Expenditure for Administration
13.2 Source of Funds
13.3 Custody of Federal Funds
13.4 Disbursement Procedure

Section 14 Maximum Fees for Services

- 14.1 Training
14.2 Maximum Fees for Physical Restoration
14.3 Hospitalization
14.4 Prosthetic Devices

Section 15 Compensation Schedule

Section 16 Reimbursement from Federal Funds

Section 1.0 Agency for Administration

1.1 Designation of Commission for the Blind. The commission for the blind is authorized by state law, chapter 93, Code of Iowa 1946, to rehabilitate the blind.

1.2 Criteria of Blindness. The commission accepts the following definition of blindness, used by the Department of Public Welfare, in determining eligibility for rehabilitation services, "vision not more than 20/200 central visual acuity in the better eye with correcting glasses, or a field defect, in which the peripheral has contracted to an extent that the widest diameter of visual field subtends at an angular distance of no greater than 20 degrees."

Individuals whose central visual acuity is 20/200 or less, but who do not fall within the definition of blindness, will be referred to the Vocational Rehabilitation Division.

Section 2.0 Eligibility

2.1 Responsibility for determination. The commission for the blind assumes responsibility for determination of the eligibility of individuals for vocational rehabilitation and of the nature and scope of vocational rehabilitation services to be provided such individuals; and such responsibility will not be delegated to any other agency or individual not of the agency staff.

2.2 Residence and Age Requirement. Six months residence immediately previous to his application is required to establish eligibility for rehabilitation services. However, if applicant has resided in the state less than six months with evident intention of becoming a permanent resident, he may be accepted by agreement with the agency for the blind of the state of his previous residence. Six months residence is the legal voting requirement.

2.3 Criteria of Eligibility for Vocational Rehabilitation. Eligibility for vocational rehabilitation will be determined upon the basis of two basic conditions and the existence of a physical or mental disability (1) the existence of blindness as defined in section 1.2, according to the examination of an approved ophthalmologist (2) the impairment constitutes a substantial handicap to employment.

2.4 Criteria of Eligibility for Specific Services. The following criteria are established for determination of eligibility of clients for the following services:

1. Physical restoration services: a person is eligible for physical restoration services when he has a physical or mental condition which is static or slowly progressive which can be corrected or substantially modified within a reasonable length of time, when the service is necessary for the individual's satisfactory occupational adjustment; the prognosis of life and employability are favorable.

2. Rehabilitation Training and Training Materials:

(a) The individual has the mental and physical capacity to acquire a skill that will enable him to be employed in an occupation commensurate with his ability.

(b) Training materials and supplies when necessary to carry on the training program.

3. Transportation, Occupational Licenses and Customary Occupational Tools and Equipment:

(a) An individual may be provided with transportation in connection with securing medical or psychological examination, physical restoration, training or placement and a companion may be transported at rehabilitation expense if the disabled individual cannot travel alone.

(b) An individual is eligible for occupational licenses and customary occupational tools and equipment, within the definition of the law, when such services are necessary for employment.

4. Maintenance:

(a) An individual may be provided maintenance in an amount not to exceed the actual cost during services of diagnosis, physical restoration, training and placement, when necessary. When no other source is available, maintenance may be provided for a short time following training and prior to the time that income is adequate for self support.

(b) Individuals are eligible for physical restoration, transportation other than for diagnostic, guidance and placement purposes, occupational licenses, customary occupational tools and equipment, training materials and maintenance, on the basis of financial need.

2.5 Nondiscrimination. The commission observes the principle that sex, race or color will not justify inequality in the determination of eligibility and in the provision of necessary rehabilitation.

2.6 Classes of Individuals to be Rehabilitated. The commission makes rehabilitation services available only to such classes of blind individuals who, through such rehabilitation services, may be made employable, or more so. Individuals who are severely disabled or homebound are not excluded.

2.7 War-disabled Civilians and Civil Employees of the U. S. The commission accepts for vocational rehabilitation under the state plan any individual certified by the federal director as a war-disabled civilian or a civilian employee of the U. S. disabled in the performance of his duty, who is a resident of the state or who chooses the state as and for his residence. Any necessary rehabilitation services, other than maintenance, will be made available to such individuals without consideration of the individual's financial need.

2.8 Hearings on Applicant's Appeal. If an applicant is aggrieved by any action or inaction on the part of the counselor to whom the case has been assigned, the counselor shall inform the applicant of his right to a hearing before the members of the commission. He shall set forth his complaints in writing and, with a request for a hearing, submit them to the director of the commission, who in turn will present them to the members of the commission immediately. The commission, within five days of the presentation of the case, will notify the individual in writing of the time for the hearing. The client shall appear in person and present his case to the commission. He may present witnesses to testify in his behalf. The counselor shall

also be present to answer any questions which may arise. After hearing all testimony, the commission shall take the evidence under consideration and notify the client within five days after the hearing, of the decision. The decision of the commission shall be final.

Section 3.0 Case Finding (Internal operation solely)

Section 4.0 Case Diagnosis

4.1 Scope of Diagnosis. The case diagnosis constitutes a comprehensive study of the client, including a medical as well as a vocational diagnosis of the individual.

4.2 Basis of Diagnosis. The case diagnosis in each case will be based on pertinent information, including the individual's health and physical status, intelligence, educational background and achievements, vocational aptitudes and interests, employment experience and opportunities and personal and social adjustment.

4.3 Medical Diagnosis. (a) As a basis for determination of eligibility and formulation of the individual's rehabilitation plan the commission provides for competent medical diagnosis, including an eye examination and a general medical examination in every case and where reasonably necessary to a decision in doubtful cases, the diagnosis is, if at all practicable, to be secured from a recognized specialist in the specific fields indicated by the general diagnosis. The diagnosis is accompanied by recommendations as to the means and methods of restoration and by a statement of any physical or mental limitations that may exist.

(b) Medical reports in lieu of securing new medical examinations are accepted from reliable sources, such as aid to the blind, university hospitals and doctors on the accredited lists, which can be relied upon to provide sound information.

(c) Minimum procedures routinely required in the general medical diagnosis are a determination of the physical and mental abilities and limitations of the individual, including laboratory reports on blood serological and urinalysis. All medical and eye reports must be approved by the ophthalmologist and medical consultant.

(d) The policies governing hospitalization for diagnosis are the same as those of Vocational Rehabilitation Division. Recommendations are made by the medical consultant and usually three days is the extent of hospitalization and in no case exceeds ten days.

4.4 Vocational Diagnosis. The methods of the vocational diagnosis include (1) counseling interviews with the client; (2) such reports as may be needed, including, when necessary, in the individual case, reports from schools, employers, social agencies and others; and (3) psychological information substantiating the determination of eligibility where such eligibility is based on the existence of mental retardation.

Section 5.0 Recording of Case Data

The commission maintains a case record for each client which includes pertinent case information containing as a minimum, "the basis for determination of eligibility, the basis justifying the plan of

services, and the reason for closing each case, together with a justification of the closure."

Section 6.0 Confidential Information

6.1 Rules and Regulations. The commission maintains such rules and regulations as are necessary to assure that all information as to personal facts and circumstances of applicants or clients given or made available to the agency, its representatives or employees in the course of administration of the vocational rehabilitation program, including lists and names and addresses and records of agency evaluation, will be held to be confidential.

6.2 Use and Exchange of Information. (a) The use of such information and records will be limited to purposes directly connected with the administration of the vocational rehabilitation program and may not be disclosed, directly or indirectly, other than in the administration of the program, unless the consent of the client to such release has been obtained either expressly or by necessary implication.

Release of information to employers in connection with the placement of the rehabilitation client may be considered as release of information in connection with the administration of the rehabilitation program.

(b) Such information may be released to other welfare agencies or programs from whom the client has requested certain services under circumstances from which his consent may be presumed, provided such agencies have adopted regulations which will assure that the information will be held confidential and will be used only for the purposes for which it is provided.

(c) All such information is the property of the commission and may be used only in accordance with the agency's regulations.

(d) The commission has adopted such procedures and standards as are necessary to (1) give effect to its regulations, (2) assure that all clients and interested persons are informed of the confidential nature of rehabilitation information, and that a copy of the commission's regulations is available to them, and (3) assure the adoption of such office practices and equipment as will assure the adequate protection of the confidential nature of the records.

Section 7.0 Rehabilitation Plan for the Individual

7.1 Formulation of the Plan. The commission formulates an individual plan of rehabilitation for each eligible client to whom rehabilitation services are to be furnished. The plan is formulated on the basis of an evaluation of all data secured through the case diagnosis.

7.2 Content of Plan. The plan for the individual sets forth the services necessary to accomplish the client's vocational rehabilitation, the way in which these services will be provided, the estimated costs of the services and the rehabilitation objective.

7.3 Client's Participation and Approval. The individual plan is formulated with the client's participation and approval. The plan provides for all rehabilitation services necessary to accomplishment of the client's vocational rehabilitation.

7.4 Conditions for Undertaking the Plan. The basic conditions to the undertaking of the in-

dividual plan will be (1) the belief of the commission that when concluded it will satisfactorily achieve the individual's vocational rehabilitation; and (2) that all services to be provided will be carried to completion provided, however, that the commission will exercise its discretion in relation to the termination or revision of the individual's plan when for any reason it becomes evident that the above underlying conditions will not be met.

7.5 Trainee Co-operation. The commission requires good conduct, regular attendance and the co-operation of the trainee. These requirements are secured by (1) advising the trainee at the beginning of the program just what is expected of him to obtain the objective of his training, (2) explaining to him that the training program will continue only if he does his part, (3) informing him that periodic progress reports will be made to the commission, (4) the counselor carefully supervising the program and counseling with the trainee if progress reports indicate conditions are not satisfactory; and (5) maintaining friendly relations with the training agency and particularly with the immediate instructor.

Section 8.0 Services

8.1 Scope of Services. (a) All necessary vocational services, including counseling, physical restoration, training and placement will be made available in the individual case to the extent necessary to achieve vocational rehabilitation.

(b) The commission assumes responsibility for providing short periods of medical care for acute conditions arising in course of rehabilitation which, if not cared for, would constitute a hazard to the achievement of the rehabilitation objective.

(c) Duration of training; the rehabilitation training provided in an individual case will be limited to the amount of such training necessary to fit the client for his vocational objective.

8.2 Counseling and Guidance. (a) Systematic counseling and guidance for the benefit of each individual is provided from acceptance to completion of all services included in the rehabilitation plan.

(b) Service reports: adequate reports are obtained at reasonable intervals from training and other service agencies as to the progress of rehabilitation services in each case.

8.3 Placement. (a) The commission assumes responsibility for placement, direct or indirect, of all eligible individuals receiving rehabilitation services. If, however, circumstances arise which make it impossible to reach the rehabilitation objective, complete records of all proceedings will be made indicating reasons for closure of the case as far as rehabilitation services are concerned.

(b) Because of the severity of the handicap of blindness and the continuous adjustments which are necessary in employment, a long period of post-placement supervision is given to insure that placement has been successfully effected.

Section 9.0 Facilities

9.1 Type of Facilities. In providing rehabilitation services to individuals the commission uses any type of facility for diagnosis, physical restoration and training places which best meets the

needs of the individual. These facilities include public or private workshops and rehabilitation centers for the blind, colleges and universities, technical vocational schools, tutors, individuals for personal adjustment such as home teachers, specialized training schools, dentists, physicians, clinics, business offices and industrial plants for employment training, hospitals, nursing homes, prosthetic appliances.

9.2 General Standards. The commission uses the same standards in selecting facilities for rehabilitation services as does vocational rehabilitation. Only those facilities are used which meet standards indicating that the services offered are of high quality. Indications of these standards are accreditation, approval or certification by a recognized agency, if such exists, use of the facility by other public agencies; reputation and community standing, or a survey of the division to determine adequacy of (1) professional and technical qualifications of personnel, (2) quantity and quality of equipment and quarters; (3) scope and completeness of services including guarantee of materials and workmanship in artificial appliances.

9.3 Standards for Hospitals. The Commission for the Blind uses the standards for approved hospitals as does the Division of Vocational Rehabilitation, according to the approved agreement between the two agencies.

9.4 Standards for Persons Providing Physical Restoration Services. (a) Persons providing physical restoration are selected on a basis of high professional standards.

(b) Medical diagnosis and medical treatment are provided only by physicians licensed to practice medicine and surgery and who are otherwise qualified by training and experience to perform the specific services required. Dental diagnosis and dental treatment are provided by dentists who are licensed to practice dental surgery and are otherwise qualified by training and experience to perform the specific dental services required. Ophthalmologists are selected from the approved list of the State Department of Social Welfare. The client is given a choice from this list.

(c) The commission determines which of the services required by an individual are specialty services and services so determined are rendered by physicians found by the agency, in consultation with the state medical consultant, to be qualified to perform the designated services.

(d) Standards established for the selection of specialists for specialized services are as follows:

1. Certification by the appropriate American medical specialty board.

2. Fulfillment of the training and experience requirements for admission to examination by such boards.

3. In the absence or shortage of such specialists, others who are recognized as being qualified in the specialty may be utilized upon the advice of the medical consultant after conferring when indicated with members of the professional advisory committee.

(e) Standards established for selection of persons who provide physical therapy and occupational therapy are the same as are set forth in the following agreement with vocational rehabilitation:

AGREEMENT FOR CO-OPERATION
BETWEEN THE
IOWA STATE BOARD FOR VOCATIONAL EDUCATION
AND THE
IOWA COMMISSION FOR THE BLIND

In order to reduce the cost and to make more efficient the operation of the vocational rehabilitation program in Iowa, the Iowa State Board for Vocational Education and the Iowa Commission for the Blind enter into the following agreement of co-operation for the provision of physical restoration services to disabled individuals eligible for vocational rehabilitation:

1. **Joint Use of Facilities and Personnel**—The Commission for the Blind will secure technical advice in physical restoration from the professional advisory committee and from the technical physical restoration personnel employed by the State Board for Vocational Education. The Commission for the Blind will use the same physical restoration facilities and will follow the standards, policies, procedures, and rates of payment for the provision of medical, surgical, psychiatric, and hospital care and other physical restoration services adopted by the State Board for Vocational Education.

2. **Responsibility for Case Supervision**—The responsibility for the planning and supervision of all cases referred by the Commission for the Blind to the technical physical restoration personnel employed by the state board shall remain the responsibility of the Commission for the Blind from inception to closure, as set forth in the approved state plan.

3. **Interagency Reimbursement**—At present the Commission for the Blind will make no reimbursement to the State Board for Vocational Education for the use of technical physical restoration personnel. Physical restoration services for clients agreed upon through consultation with the technical restoration personnel of the State Board for Vocational Education will, after approval by the appropriate official of the Commission for the Blind, be paid for from funds of the Commission for the Blind.

4. **Submission of Plan Amendments**—All plan amendments relating to provision of physical restoration services or to technical physical restoration personnel will be approved by both the State Board for Vocational Education and the Commission for the Blind since such amendments will affect both agencies.

5. **Duration of Agreement**—This agreement shall remain in full force and effect until ninety days after either party hereto shall have served upon the other written notice of intention to alter or terminate the provisions hereof.

9.5 Standards for Facilities Providing Specialized Training or Other Services. (a) It is the general practice of the commission to utilize the facilities of accredited or approved colleges, universities, trade or commercial schools.

(b) Tutors are selected on the basis of adequate training and experience in the field in which instruction is to be given.

On-the-job training: Though few opportunities are offered for this type of training, selections are

made of those agencies which have adequate facilities and equipment, with personnel who have patience and skill in instructing blind persons and a willingness to promote their abilities.

Personal Adjustment Training: the commission utilizes the skills of the home teacher in adjustment and orientation training. The six weeks summer training course conducted by the commission is a valuable source of training. Centers for the blind outside the state, whose standards are recognized as adequate for G. I. training, have been utilized.

(c) The commission utilizes the psychiatric and psychological testing facilities of recognized universities and colleges. The University of Iowa has been the main source for testing.

Section 10.0 Economic Need

10.1 The commission establishes the client's economic need prior to provision of services conditioned on need, which include occupational tools and equipment and licenses, transportation (for other than diagnostic guidance or placement), training books and supplies and maintenance. Financial need of war-disabled civilians or civil employees of the U. S. is considered only when maintenance is provided. Information showing his financial requirements and his resources is obtained either directly from the client or from the department of social welfare. If the client is a minor, this information is obtained from his parents or guardian. If additional information appears to be necessary, it will be obtained from reliable sources. In the case of a client receiving AB no further investigation is required to establish his financial need.

10.2 Determination of Financial Requirements. The commission maintains a written standard measuring the financial need of the individual for normal living requirements. In establishing this standard, the list of basic items allowed in the administration of aid to the blind is referred to, but the allowances are higher in order to provide a standard of living much more adequate than the subsistence level and in keeping with current prices in the community where the trainee lives. Adaptations of this standard are applied to cover special needs accompanying designated types of disabilities. In addition, this standard will be adapted to meet the need for short periods of medical care for acute conditions arising during the course of vocational rehabilitation.

10.3 Consideration of Resources. The commission in determining the economic circumstances of the individual identifies all consequential resources actually available to the individual, however derived. These resources consist of (1) current income, including any benefit to which the individual may be entitled by way of pension, compensation, or insurance, as well as by services in kind, or remuneration in the case of on-the-job training, actually available to the client and (2) capital assets, including both real and personal property.

The commission has established policies whereby the commission provides certain defined resources of the client need not be used in his vocational rehabilitation program, consisting of (1) reasonable amounts of capital assets, including both real and personal property not constituting current income, and (2) resources of any type needed to meet the

following: (a) obligations for support of dependents, including only persons in the home for whom he has assumed responsibility and other persons for whose support he is legally responsible according to a standard established by the commission to measure the amount in which this obligation is recognized; (b) obligations which the client is required by legal process to pay which, if not recognized, would constitute a substantial obstacle of his vocational objective.

In evaluating resources of the client, only those resources which are actually available to him for use during the period of his rehabilitation services will be taken into account.

The total consequential resources actually available to the client, minus capital assets disregarded and minus the amounts needed to meet obligations in accordance with applicable policies, constitute his resources available for rehabilitation services planned for the individual.

10.4 Standards for Supplementation. In each case the amount of supplementation is the amount by which the individual financial requirements (as determined by the established standard for measuring normal living requirements) plus the cost of services to be purchased, exceed his resources available for the rehabilitation services planned. In case there are no client resources available, the entire cost is assumed by the commission.

10.5 Uniform Application and Equitability of Standards. The commission establishes written standards and policies which are uniformly applied and provide for equitable treatment of all individuals. The commission staff is provided with written standards and instructions with training and supervision in their use necessary to achieve uniformity in their use in applying standards and policies.

Instructions as to monetary amounts for measuring the individual's normal living requirements and for recognizing obligations for support of dependents and disregarding capital assets are included. The standards and policies pertaining to establishment of financial requirements and consideration of resources will provide for equitable treatment of all individuals.

Section 11.0 Personnel Administration (Internal Operation)

Section 12.0 Administrative Organization (Internal Operation)

Section 13.0 Fiscal Administration

13.1 Exclusion of Capital Expenditures for Administration. No portion of any federal money paid to the state under the Act will be applied directly or indirectly to the purchase, preservation, erection, or repair of any building or buildings, or for the purchase or rental of any land for administration purposes. However, federal funds may be expended for rental of office space for administration purposes within the federal limitations.

13.2 Source of Funds. The legislature makes a biennial appropriation which is allocated to the commission on a yearly basis. The federal grants are made quarterly to the state treasurer. The law specifically states that the commission may receive federal funds. It does not state that gifts and donations may be received.

13.3 Custody of Federal Funds. The State Treasurer will receive and provide for custody of all federal funds paid to the state under the act, subject to requisition or disbursement thereof by the commission, for plan purposes.

13.4 Disbursement Procedures. The commission funds are allocated quarterly by the comptroller from the annual state appropriation. Allocations for specific amounts deemed necessary for the needs of the quarter are made, but provision is also made for reallocation within the quarter. An unexpected balance in a quarterly allocation reverts to the annual appropriation and may not be used until reallocated. Because the commission operates an industrial business the yearly balance does not revert to the general fund of the state but is retained in the commission funds unless some unusual condition arises, such as the appropriation of a deficiency budget, where the balance does revert to the general fund at the end of the biennium. A separate vending stand trust fund is maintained and the biennium balance does not revert.

Federal funds are allocated for rehabilitation purposes in quarterly or special grants by the federal director for use in meeting the commission budget required. Federal funds are expended in accordance with the state plan and federal requirements. Federal funds do not revert to the general state fund at the close of the biennium but are held in the treasurer's office for disbursement by the commission.

Financial obligations against state funds may be incurred by members of the commission or by the director who is delegated by the commission to incur such obligations. The director incurs all the financial obligations against the federal funds. The president of the commission signs all official authorizations for disbursement.

The claims for state and federal rehabilitation services for an individual client are included in one voucher for which authorization has been filed with the bookkeeper. The separation of federal and state rehabilitation claims is made by entry in the federal cash receipts and disbursements in the journal. All accounts are preaudited by the bookkeeper before being sent to the State Comptroller.

Section 14.0 Maximum Fees For Services

14.1 Training (a) In no case will the amount paid a training facility exceed the rate published by that facility for the type of training purchased or in the case of facilities not having published rates, the amount paid the facility will not exceed the amount paid to the facility by other public agencies for similar services.

(b) When facilities are utilized which have no published rates, or from which other public agencies do not purchase similar services, such as on-the-job training, in vending stand, home industries, etc.,

tuition rates shall be agreed upon according to the type of training, skills of instructor, length of time of training program, amount of supervision necessary, wages, if any, paid by the employer. Not more than \$20.00 a week shall be paid for on-the-job training and \$1.00 per hour for tutorial instructions.

Travel costs of tutors may be reimbursed according to federal regulations.

(c) The commission will maintain such information as is necessary to justify the rates of payments made to training facilities.

14.2 Maximum fees for physical restoration services (other than hospitalization and prosthetic devices) and medical examinations. The commission, by agreement with the Vocational Rehabilitation Division, maintains the same fee schedules as vocational rehabilitation.

14.3 Hospitalization. (a) Payments made for days of hospital care are made at inclusive per diem rates as defined in the regulations, and shall not exceed the average per diem cost for hospitalization as computed by the reimbursable cost method promulgated by the federal director, except that services at the Iowa State University Hospitals may be purchased at rates not in excess of the average of per diem rates established by all hospitals being used by the Iowa division. The Iowa State University Hospital is a state hospital with rates established by legal authority.

(b) The reasonableness of the cost of such items as blood donors, x-rays, anesthesia, appliances, casts, drugs and supplies, not purchased or provided by the hospital for which the hospital has made no expenditures during the accounting period and which, therefore, are not covered by the inclusive rates will be determined by the charges made for such services to the general public and will not exceed the amount paid by other public agencies for other services.

14.4 Prosthetic Devices. In no case will the amount paid for prosthetic devices exceed the published rates for such devices or, if there are no published rates, the amount paid for such devices shall not exceed the amount generally paid by other public agencies operating in the state, for such devices.

Information will be maintained necessary to justify the rates of payments for prosthetic devices.

Section 15.0 Compensation Schedule (Internal Operation)

Section 16.0 Reimbursement From Federal Funds

The commission will request federal reimbursement under the federal Act and regulations for necessary costs of administration, for necessary guidance and placement cost and for necessary costs incurred in providing vocational rehabilitation services to eligible individuals.

COMMERCE COMMISSION

[Formerly Board of Railroad Commissioners]

RULES OF PRACTICE

Promulgated under authority of the Code, Section 474.5

Rule 1. Sessions of Board. a. The board of railroad commissioners of Iowa shall be considered in session at the office of the said board in Des Moines, Iowa, at all times; and at any time that a quorum of the said board shall be present shall be considered a session for considering petitions, informal complaints, applications and other communications, and also for considering and acting upon any business of the commission other than complaints.

b. There shall be held regular sessions at the office of the board in Des Moines during the week, commencing on the first Tuesday of each month, except in the months of July and August, for considering and hearing and acting upon informal complaints.

c. There shall also be held at its office in Des Moines regular sessions of the board, commencing on the second Tuesday of each month, except in the months of July and August, for the hearing, considering and acting upon formal complaints and contested cases.

d. Special sessions may be held at other times at the office of the board at Des Moines and at other places in this state when dates for the same shall have been set by the said commission, or at any other time when the entire board is present.

e. Sessions of the board to revise or change classifications, and schedules of rates wherein notice is required by publication in two weekly newspapers as required by law, shall be held twice each year on the first Tuesday in April and October. If any day designated for any of the sessions shall fall upon an election day or legal holiday then the same shall be held upon the second succeeding day thereafter.

Rule 2. Informal Complaints. Informal complaints are those presented to the commission which may be taken up by the commission and adjusted by correspondence through the secretary without requirement of service of notice or fixing any special date for hearing. But if such action fails to result in the adjustment of the informal complaint to the satisfaction of all parties thereto, then the said secretary shall refer the matters to the commerce counsel for investigation by him and presentation to the board for its determination of the issues involved. If, in the judgment of the board, it seems necessary, or if either party to the said matter makes a written request for the same, a hearing of said matters shall be held before the board at its office in Des Moines at one of its regular sessions as hereinbefore provided. In the event that such formal hearing is desired, a formal complaint shall be prepared by the party complaining or by the commerce counsel, and same shall be filed and proceedings had as provided for formal complaints.

Rule 3. Formal Complaints. All complaints other than those defined as informal complaints must be by petition printed or written, or partly printed and partly written, setting forth briefly the facts claimed to constitute a violation of the law and the relief demanded, and which complaint must be filed by a party in interest and may be filed by any person in his own behalf or in behalf of a class of persons similarly situated, or a firm, corporation, association, or any mercantile, agricultural or manufacturing society or any body politic or municipal organization, and in which complaint the name of the carrier or carriers complained against must be stated in full and the address of the petitioner, and if presented by an attorney, with the name and address of the attorney or counsellor, which must appear upon the petition. The complainant must furnish as many copies of the petition as there may be parties complained against to be served, and four additional copies for the use of the commission and commerce counsel.

Rule 4. Service of Notice. The commission will cause a copy of the petition or complaint to be served upon defendant railway company or companies with notice to satisfy or answer the same at the regular session for such hearings, and as stated in said notice. It may be served personally or by mail in the discretion of the commission, and such service of notice must be had and served twenty days prior to the next regular session of the board for the hearing of formal complaints and contested matters, provided said petition shall be filed twenty days before said date. If not, then such notice must be served twenty days prior to the next succeeding regular session.

Rule 5. Answers. The carrier or carriers complained against must answer such complaint at least five days before the first day of the session of which due notice has been given, unless further time shall be granted by the commission for the filing of such answer. The answers must be filed with the secretary of the commission at its office in Des Moines. The answer must specifically admit, deny, or otherwise answer all material allegations of the petition and also briefly set forth the affirmative grounds relied upon to support such answer. If the defendant shall make satisfaction before answering, a written statement thereof must be filed both by the complainant or petitioner and the carrier or carriers complained against.

Rule 6. Demurrer. Any defendant who deems the petition of complaint insufficient to show a breach of legal duty may, instead of answering, demur thereto. And in such case the facts stated in the petition will be deemed admitted. A copy of the demurrer must at the same time be filed with the secretary of the commission. The filing of the answer, however, will not be deemed an admission of the sufficiency of the petition. Nor will the ruling on the demurrer be considered as a final

adjudication of the questions raised by the demurrer; and no petition shall be held sufficient, on account of the failure to demur thereto, but a motion to dismiss for insufficiency may be made at the hearing.

Rule 7. Amendments. Amendments to any petition or answer to any proceeding or investigation may be allowed by the commission at its discretion.

Rule 8. Extension of Time. Extension of time may be granted upon the application of any party to a proceeding at the discretion of the commission.

Rule 9. Service of Papers. The notice or other papers which are required to be served upon the adverse party or parties may be served personally or by mail and when any party has appeared by attorney, such service upon the attorney shall be deemed proper service upon the party.

Rule 10. Stipulations. The parties to any proceeding or investigation before the commission may, by stipulation in writing filed with the secretary, agree upon the facts or any portion thereof involved in the controversy, which stipulation shall be regarded as evidence on the hearing.

Rule 11. Formal Hearings. a. The complaint or petition shall be heard at the office of the commission in Des Moines unless otherwise ordered. The witnesses may be examined orally before the commission, their testimony taken down and filed in the case, or depositions may be taken upon the notice as prescribed for the taking of depositions in the district courts of this state, and upon any stipulation made and upon documentary evidence pertinent to the questions at issue. The complainant must establish the facts alleged to constitute a violation of the law or entitle him to the relief prayed, unless the defendant admits the same or fails to answer the petition, or where the burden of proof is by statute placed upon the defendant. In case of a failure to answer, the commission will take such proof of the facts as may be deemed proper and reasonable. Oral arguments may be had by the parties with right to the commission to limit the time thereof and either party may have the right to furnish briefs, and if briefs are filed they must be either printed or typewritten, and copies thereof served upon the opposite party, and such briefs filed within the time fixed by the commission.

b. In all contested cases the petitioner will open and close the case. Each party to the hearing will be allowed to introduce such evidence as is admissible under the general rules of evidence in the district courts of the state of Iowa and such other evidence as in the judgment of the commission may be pertinent, material and admissible and in the hearing of such cases the commission will be governed by the rules and practice which obtains in the district courts of the state of Iowa, so far as the same are applicable and as herein provided.

Rule 12. Rehearings. Applications for reopening a case after final submission, or for rehearing after decision made by the commission, must be by pe-

tion, and must state specifically the grounds upon which the application is based. If such application be to reopen the case for further evidence, the nature and purpose of such evidence must be briefly stated, and the same must not be merely cumulative. If the application be for a rehearing, the petition must specify the findings of fact and conclusions of law claimed to be erroneous, with a brief statement of the grounds of error; and when any decision, order, or requirement of the commission is sought to be reversed, changed, or modified on account of facts and circumstances arising subsequent to the hearing, or of consequences resulting from compliance with such decision, order, or requirement which are claimed to justify a reconsideration of the case, the matters relied upon by the applicant must be fully set forth.

Rule 13. Transcripts of Record. The testimony in hearings before this board shall be taken by a shorthand reporter appointed by the board. The said shorthand notes shall be translated into longhand only on direction of the board of railroad commissioners, and such shorthand notes, extension or translation of the same, together with all exhibits offered in evidence, shall be filed with and become a part of the record. The board does not furnish copies of such extension or translation of said notes, or exhibits, but in the event that either party shall desire a copy thereof, the same will be furnished by the reporter, on application, at a rate not exceeding the legal rates authorized by law.

Rule 14. Subpoenas. Subpoenas shall be issued by the secretary of this board under seal of the board at the request of either party to any complaint or hearing, requiring the attendance of witnesses or the production of evidence, as provided by statute.

Rule 15. Information Furnished. The secretary of the commission will, upon request, furnish information from the files of the commission as will conduce to the proper presentation of facts material to the controversy, and the commerce counsel will, upon request, advise any party as to the form of petition, answer or other paper necessary to be filed in any case.

**RULES AND REGULATIONS
APPLICABLE TO CONSTRUCTION AND
OPERATION OF ELECTRIC SUPPLY AND
COMMUNICATION LINES**

See Code ch. 489

Rule E-1. Safety Rules for the Installation and Maintenance of Electric Supply and Communication Lines. Under the provisions of chapter 383, The Code 1939, and in the exercise of powers therein conferred, the Iowa State Commerce Commission on the 20th of February, 1942, adopted the National Bureau of Standards Handbook H32, "Safety Rules for the Installation and Maintenance of Electric Supply and Communication Lines," comprising Part 2 and the Grounding Rules of the Fifth Edition of the National Electric Safety Code, and by reference made a part hereof, as standard minimum requirements for the installation and maintenance of overhead and underground electric supply and com-

munication lines in the state of Iowa, insofar as the commission has jurisdiction; and matters not coming within the provisions of these rules, or to which these rules cannot be made applicable shall be given separate consideration by the commission.

Rule E-2. Rules Covering Electric Supply Systems and Matters Relating Thereto. Under the provisions of chapter 489, The Code 1946, and in the exercise of powers therein conferred, the Iowa State Commerce Commission effective on May 25, 1950, adopted rules "Covering Electric Supply Systems and Matters Relating Thereto," General Order No. E-123, annexed hereto and made a part hereof; and any matter not coming within the provisions of these rules, or to which these rules cannot be made applicable shall be given separate consideration by the commission.

Rule E-3. Petition for Franchise. A petition for franchise to construct, operate and maintain an electric supply line, outside the corporate limits of cities and towns, for the transmission, distribution, use and sale of electric current, shall set forth the following:

(1) The name of the individual, company, corporation, city or town asking for the franchise.

(2) The principal office or place of business of the petitioner.

(3) The starting points, routes and termini of the proposed lines, accompanied by copies of two (2) maps or plats showing such details.

(4) A general description of the public or private lands, highways, and streams over, across or along which any proposed line will pass.

(5) General specifications as to materials and manner of construction.

(6) The maximum voltage to be carried over each circuit.

Common Use Construction—Where two or more electric supply lines are to occupy the same highway, all electric supply circuits shall be attached to the same or common line of poles unless the Iowa State Commerce Commission authorizes construction of separate pole lines.

Rule E-4. Petitions for Authority to Increase the Operating Voltage or Attach an Additional Electric Supply Circuit. A. No individual, company, corporation, city or town shall increase the operating voltage of an existing electric supply circuit, or attach an additional electric supply circuit to an existing electric supply line, for the transmission, distribution, use and sale of electric current for lighting, power and heating purposes, which is located upon public highways or grounds outside the corporate limits of cities and towns in the state, without first procuring from the Iowa State Commerce Commission a certificate granting authority for this improvement.

B. Any individual, company or corporation authorized to transact business in the state, including cities and towns, may file a verified petition asking for authority to increase the operating voltage of an existing electric supply line, or to attach an additional electric supply circuit to an existing electric supply line, for the transmission, distribution, use and sale of electric current for

lighting, power and heating purposes outside the corporate limits of cities and towns in the state.

The petition shall set forth the following:

(1) The name of the individual, company, corporation, city or town asking for the certificate.

(2) The principal office or place of business of the petitioner.

(3) A general description of the public or private lands, highways, and streams over, across or along which the existing electric supply line is located.

(4) Two (2) maps on which shall be shown the starting point, route and terminus of the proposed improvement. These maps shall show the same information as is required on maps with a petition for franchise, as is provided in this order.

(5) General specifications as to the material used in the existing electric supply line and materials which will be used in constructing the proposed improvement and the manner of construction.

(6) The maximum voltage carried over the existing electric supply circuit and the maximum voltage to be carried over the proposed improvement.

(7) The name and address of the individual, company, corporation, city or town to whom the franchise was granted to construct, operate and maintain the existing electric supply line and the date when the franchise was issued.

Rule E-5. Maps To Be Filed With Petition. Maps accompanying a petition shall be drawn to a scale of one inch per mile, must be of a permanent nature and shall show the following:

(1) The starting point, route and terminus of the proposed electric supply line.

(2) Highways shall be indicated by single solid line.

(3) The side of a section which is not bounded by a highway shall be indicated by a single broken line.

(4) The number of each section.

(5) Township and range numbers shall be indicated on each side of the map.

(6) The margin or side of the highway on which the proposed electric supply line will be located.

(7) The voltage of the proposed electric supply line shall be designated, and in a petition for franchise where the proposed line will be constructed with more than one circuit, the voltage of each circuit shall be designated.

(8) Fractional miles of proposed electric supply line shall be indicated by scale.

(9) The boundary limits of villages and subdivisions of land as platted, and the corporate limits of cities and towns shall be indicated on the maps.

(10) The margin or side of the highway on which electric supply and communication lines are located that will be paralleled or crossed by the proposed electric supply line, and the location of all railroad rights of way, which will be crossed or paralleled in close proximity thereto, by the proposed electric supply line.

(11) The number of (a) communication wires which will be crossed, paralleled by or in joint use with the proposed electric supply line, with the name and address of the owners of such communication lines; (b) electric supply lines, stating the operating voltage of each circuit, which will be crossed or paralleled by the proposed electric sup-

ply line, with the name and address of the owners of such electric supply lines; and (c) the name and address of the owners of railroad rights of way which will be crossed or paralleled in close proximity by the proposed electric supply line.

Rule E-6. Notice to Owners of Land and Others. Where a petition for a franchise to erect, operate and maintain an electric supply line for the transmission, distribution, use and sale of electric current, seeks to use lands other than highways (except where easements have been acquired) petitioner shall, in addition to statutory notice of hearing, give notice in writing of the time and place of such hearing to the owners of record and the parties in possession of the lands, by registered United States mail, addressed to their last known address, which notice shall be mailed at least twenty (20) days prior to the date set for hearing in the petition. And not less than five (5) days prior to the date of hearing, the petitioner shall file with the Iowa State Commerce Commission post-office receipt for registered article bearing its registry number showing mailing of said notice as provided herein.

Rule E-7. Notice of Construction, Major Operating or Circuit Change of an Electric Supply Line.

Advance Notice. A. Each individual, company, corporation, city or town filing a petition with the Iowa State Commerce Commission for a franchise to construct, operate and maintain an electric supply line shall give notice in writing, accompanied by a map showing the route of the proposed electric supply line to interested parties who will be involved in a crossing or parallel on the same highway or in close proximity thereto. One copy of each letter of notification or a written statement showing the name, address and date of letter, shall accompany the petition when it is filed with the Iowa State Commerce Commission.

B. In a situation where an additional electric supply circuit is to be added, or the operating voltage is to be increased on an existing electric supply line, or major operating or circuit change is to be made on an existing electric supply line, a written notice and map shall be given to all interested parties at the time when the petition for authority to make such an improvement is filed with the Iowa State Commerce Commission.

Advance Notice on Deferred Construction. In a situation where a proposed electric supply line is not constructed within six (6) months from the date of granting the franchise or the additional circuit is not attached or the voltage is not increased on an existing electric supply line within six (6) months from the date of granting the certificate for such an improvement, then the party holding the franchise or certificate shall again notify in writing all interested parties not more than sixty (60) days and not less than seven (7) days before construction will start on the improvement.

Rule E-8. Reporting Accidents. A. Any person, company, corporation, city or town operating electric supply lines which are located outside the corporate limits of cities and towns, shall report in writing to the Iowa State Commerce Commission,

all accidents to employees or other persons resulting in fatalities or second and/or third degree burns involving several areas or an extensive area of the body surface caused by contact with energized parts of an electric supply line, and fatal accidents and/or fractures, dislocations or internal injuries resulting from a fall or from other cause, and such written report shall indicate the following information:

(1) The name, address and age of the person or persons involved in the accident.

(2) The time and place where the accident occurred.

(3) The cause of the accident in detail.

(4) The name of the individual, company, corporation, city or town operating the electric supply line.

B. A written report of the accident shall be filed in the office of the Iowa State Commerce Commission within forty-eight (48) hours of the time the accident occurred.

Rule E-9. Joint Use Lines Supporting Electric Supply and Communication Circuits. In situations where the Iowa State Commerce Commission has jurisdiction and it is mutually agreeable between both the electric supply and communication companies, communication circuits may be attached to electric supply lines, provided an agreement in writing signed by an authorized representative of the communication company has been filed with the electric supply company to the effect that the communication company will comply with the rules of the National Electrical Safety Code covering joint use construction applicable to the situation, or situations, covered in said written agreement.

Rule E-10. Operation and Co-ordinative Methods Applicable to Electric Supply Systems.

1. *General.* A. These general rules for operating, co-ordination and co-operation shall supplement the National Bureau of Standards Handbook H32 "Safety Rules for the Installation and Maintenance of Electric Supply and Communication Lines," comprising Part 2 and the grounding rules of the fifth edition of the National Electrical Safety Code adopted by the Iowa State Commerce Commission, February 20, 1942, as standard minimum requirements for the installation and maintenance of overhead and underground electric supply and communication lines in the state of Iowa, insofar as the commission has jurisdiction.

B. The means of avoiding or reducing inductive effects such as are outlined below shall be applied in each case in so far as is practicable for the sufficient reduction of inductive interference. In case the parties of interest shall, in any case, fail to agree upon the application of these means to a specific case the matter shall be referred to the Iowa State Commerce Commission.

2. *Location of Lines.* A. Location of Electric Supply Lines. (1) Electric supply lines and communication lines shall be located on opposite sides of the highway and separated as far as practicable within highway limits. When electric supply and communication lines are located on private rights of way the horizontal separation shall, if practicable, be of such distance that no structure conflict will be created. In the event it is not practicable to

obtain such a separation when these lines are on private rights of way and the parties involved can reach an agreement with regard to the conflict or joint use of poles, no further action is necessary. In the event no agreement can be reached the matter shall be referred to the Iowa State Commerce Commission.

(2) Electric supply lines shall be constructed on one side of the highway so that the other side of the highway may be used by communication lines, except as otherwise approved by the Iowa State Commerce Commission.

(3) Crossings from side to side of a highway should be avoided as far as practicable.

B. Recommended Location of Communication Lines. (1) It is recommended that communication companies furnish pertinent data regarding new construction and major improvements of communication lines to companies operating electric supply lines involved in crossings, conflicts and inductive exposures.

(2) Communication lines should be constructed on one side of the highway so that the other side of the highway may be used by electric supply lines.

(3) Crossing from side to side of a highway should be avoided as far as practicable.

3. Avoidance of Parallels. The route of a proposed electric supply line shall be selected, where reasonable and practicable, so as to avoid creating parallels with long distance communication lines, even though this will necessitate a reasonable increase in the initial construction cost of the electric supply line.

4. Relocating a Communication Line. When an electric supply line is to be constructed in a location occupied by a communication line, the expense of relocating the communication line shall be borne by the electric supply company. The electric supply company shall not be required to pay any part of the used life of the communication line, but shall pay only the net nonbetterment expense of relocating the communication line.

5. Apportionment of Expenses. The expense to be paid by an electric supply company whose line is, or will be, involved in a crossing, conflict, parallel or inductive exposure with a communication line, in order to reduce a hazard or inductive interference (except for changes to be made in a ground return telephone circuit to mitigate inductive interference) shall be in accordance with the rules of the Iowa State Commerce Commission; but in case the parties involved cannot agree as to the expense which should be paid by the electric supply company then the same shall be referred to the Iowa State Commerce Commission for determination.

6. Definitions. For the purpose of these rules, the following terms are used with meanings as given in these definitions:

Inductive Co-ordination. The location, design, construction, operation and maintenance of electric supply and communication systems in conformity with harmoniously adjusted methods which will prevent inductive interference.

Physical Co-ordination. The location, design, construction, operation and maintenance of electric supply and communication systems in conformity

with harmoniously adjusted methods which will prevent physical interference.

General Co-ordinative Methods. Those methods reasonably available for general application to electric supply or communication systems which contribute to physical and inductive co-ordination without specific consideration to the requirements for individual exposures.

Specific Co-ordinative Methods. Those additional methods applicable to specific situations where general co-ordinative methods are inadequate.

Inductive Exposure. A situation involving electric supply and communication circuits where the conditions are such that inductive co-ordination must be considered.

Inductive Interference. An effect due to the inductive influence of an electric supply system, the inductive susceptiveness of communication system, and the inductive coupling between the two systems, of such character and magnitude as to prevent the communication system from rendering satisfactory and economical service.

Inductive Influence. Those characteristics of an electric supply circuit with its associated apparatus that determine the character and intensity of the inductive field which it produces.

Inductive Susceptiveness. Those characteristics of a communication circuit with its associated apparatus that determine the extent to which its operation may be affected by inductive influence.

Coupling. The interrelation of electrical circuits by electric or magnetic induction, or both, or by conduction through a common earth path, or by combinations thereof.

Physical Exposure. A situation involving electric supply and communication facilities where the conditions are such that physical co-ordination must be considered.

Physical Interference. A condition arising from the physical relationship of electric supply and communication facilities which by reason of the possibility of contacts or conduction between the respective facilities, or by reason of their proximity, prevents the safe and economical operation of either system.

Conflicts or Conflicting Construction. Situations where two separate pole lines parallel each other in close proximity under conditions defined more specifically in the National Electrical Safety Code.

Discontinuity. A point at which there is an abrupt change in the physical relations of electric supply and communication circuits or in electrical constants of either circuit.

Transpositions are not rated as discontinuities, although technically included in the definition, because of their application to co-ordination.

Transposition. A transposition is an interchange of the position of conductors of a circuit between successive lengths.

Metallic Communication Circuit. A metallic communication circuit is a circuit in which the current flows in adjacent metallic conductors and ground connections are not used except through relatively high impedances for protection or signaling.

Ground-Return Circuit. A ground-return circuit is a circuit which has a metallic conductor between two

points and the circuit is completed through the ground or earth.

Parallel. Parallel means a situation where an electric supply line and a communication line follow substantially the same route and create an inductive exposure, but the horizontal separation between these lines is of sufficient distance so that no conflict is created.

Interested Parties. Interested party means any individual, company, corporation, city, town or railroad company operating electric supply lines, communication lines or line of railroad tracks which will be involved in a crossing, parallel, inductive exposure or conflicting situation on the same highway or in close proximity thereto or upon private rights of way on account of the construction of a proposed electric supply line or a major change in construction or operating features of an existing electric supply line.

GENERAL CO-ORDINATIVE METHODS

7. *Residual Currents and Voltages.* Residual currents returning in the earth or by remote metallic paths, and residual voltages, shall be limited as far as practicable.

Unsymmetrical loads, which give rise to such residual currents and voltages, shall be avoided as far as practicable.

8. *Discontinuities.* Discontinuities shall be limited to the number required by the conditions.

9. *Insulation.* The insulation of electric supply lines and equipment shall be in accordance with good modern practices.

10. *Operating and Switching.* In all switching operations, care shall be taken to limit the production of transient disturbances.

Care shall be taken to avoid re-energizing a faulted circuit at normal voltage an excessive number of times even if done in order to locate or clear the fault. This does not preclude reclosing a circuit breaker several times immediately following a circuit breaker operation.

11. *Connections.* Care should be taken to avoid contact resistance which might increase the inductive influence.

12. *Lines.* A. In order to limit the residual currents and voltages arising from line unbalances, the resistance, inductance, capacitance and leakage conductance of each phase conductor of a circuit in any section shall be as nearly equal as practicable to the corresponding quantities in the other phase conductors in the same section.

Induction motors and generators shall be selected so that their harmonic voltages and currents, as far as practicable, will not increase the inductive influence of the system to which they are connected. Care should be taken in the selection and use of rotating machinery to obtain, as far as necessary and practicable, electrical balance.

B. *Rectifiers, Arc Furnaces and Other Apparatus.* Rectifiers, arc furnaces and other apparatus which distort the voltage or current wave form of an electric supply circuit involved in an inductive exposure, shall be equipped when and as necessary and practicable with suitable auxiliary apparatus to mitigate such distortion.

C. *Capacitors.* When capacitors are connected to an electric supply circuit or circuits, consideration shall be given to their location and effect on power system influence in an inductive exposure.

D. *Transformers.* In order that the wave form of voltage and current may be affected as little as practicable by transformers, such apparatus shall be so designed as not to require operation at excessive magnetic densities. In the installation, connection and operation of transformers, care shall be taken to avoid the use of normal voltages in excess of rating that would result in excessive magnetizing currents.

Where a three-phase electric supply circuit is connected to the wye-connected windings of transformers with grounded neutral, or to wye-connected auto-transformer with grounded neutral, consideration shall be given to the use of stabilizing windings (tertiary) or other suitable means for adequately limiting the triple harmonic components of residual currents and voltages.

Care shall be taken that the individual units in each bank of transformers, operated with a grounded neutral and connected to a three-phase supply circuit are substantially alike as to electrical characteristics and that they are similarly connected.

E. *Circuit Breakers.* Each circuit breaker controlling the supply of electric energy to transmission circuits shall have all of its poles arranged for gang operation, except when arranged for rapid opening and reclosing of a single phase to clear a phase to ground fault.

These circuit breakers shall be automatic for short-circuits between phases and, in the case of systems operating with a grounded neutral, from phase to ground. They shall be of a type which will disconnect the faulty circuit in as short a time as practicable.

F. *Protective Apparatus.* Protective apparatus shall be such that it will not unnecessarily add to transient disturbances and shall, as far as practicable, avoid or limit such transient disturbances.

G. *Ground Connection* (except those employed as return in connection with electric traction systems). Ground connections if employed on apparatus connected to electric supply circuits, shall be made at balanced or neutral points. This precludes the use of ground return electric supply circuits.

SPECIFIC CO-ORDINATIVE METHODS

The specific practices which follow are to be used, in so far as may be necessary and practicable, in situations requiring inductive or physical co-ordination, in addition to the general practices.

It is not intended that all of these practices should be applied in any specific case. In each instance that practice or those practices shall be selected, which, in combination with the methods that are to be applied to the communication facilities, will afford the best engineering solution.

The conductivity of a multi-grounded neutral conductor of an electric supply circuit shall be adequate for the load which it is required to carry. The conductivity of a multi-grounded neutral conductor of a single phase electric supply circuit shall not be less than sixty per cent (60%) of that of the phase conductor with which it is associated.

In no case shall the resistance of such neutral conductor exceed three and six-tenths (3.6) ohms per mile. (This does not modify the mechanical strength requirements for conductors as provided in the National Electrical Safety Code.)

In an inductive exposure involving communication or signal circuits and equipment where the controlling frequencies are three-hundred sixty (360) cycles or lower, the neutral conductor shall have the same conductivity as the phase conductor with which it is associated.

Some of the methods and means for limiting unbalance in lines are described below:

A. Configuration. Where there is a choice between two or more configurations of a circuit or a group of circuits, that configuration shall, where practicable, be chosen which will provide the superior balance.

B. Phase Arrangement. Certain phase arrangements of multiple circuit lines that are especially effective in reducing the inductive influence shall, where practicable, be employed.

C. Transpositions. The capacitances and inductances of the phase conductors of a circuit shall be suitably balanced by transpositions, as far as necessary and practicable.

D. Branch Circuits. Where branch circuits employing less than the total number of phases are to be used, they shall, where practicable, be so planned as not to give rise to excessive residual current returning in the earth or by remote metallic paths, or to excessive residual voltages. Distributing the branch circuits among the phases of the main circuit so as to obtain as nearly as practicable equality of their lengths and loads throughout the main circuit, will aid in accomplishing this result.

13. Three-Phase, Four-Wire Circuits With Multi-Grounded Neutral. On three-phase, four-wire circuits with multi-grounded neutral, single-phase and open-wye loads shall be limited in size and distributed among the phases to limit, as far as necessary and practicable, the unbalanced load current.

14. Overhead Ground Wires. Where overhead ground wires are to be installed on electric supply lines, consideration shall be given to the utilization of such kind and size of wire as will aid in providing the most satisfactory co-ordination. Frequently those characteristics which are beneficial from a co-ordination standpoint, during abnormal conditions on the electric supply line have adverse effects during normal operating periods. Therefore, the relative importance of both normal and abnormal effects must be considered in each installation.

15. Apparatus. A. Rotating Machinery. Synchronous machines shall be specified and selected so as to have a wave form in which the harmonic components are limited as far as practicable.

Where three-phase generators having grounded neutrals are to be connected either directly or through wye-wye connected transformer banks to three-phase electric supply circuits, means shall be used to suppress triple harmonics as far as necessary and practicable.

16. Lines. A. Configuration. Where physical and economic conditions permit a choice of configuration of electric supply circuits within inductive ex-

posures, the configuration selected shall be such as to most effectively limit the inductive influence.

B. Co-ordinated Transpositions. Where co-ordinated transpositions are necessary to reduce inductive influence electric supply circuits shall be transposed within the inductive exposure. Such transpositions shall be located and installed so as to obtain the best practical co-ordination, due consideration being given to existing transpositions throughout the electrical supply and communication circuits.

17. Apparatus. A. Wave Shape. Special means and devices for reducing the amplitude of harmonic voltages and currents on electric supply systems involved in inductive exposures shall be used where necessary and practicable.

B. Circuit Breakers. Electric supply circuits involved in physical or inductive exposures shall be equipped with automatic circuit breakers or their equivalent.

C. Fuses. In the higher voltage distribution systems, consideration should be given to the use of fuses where branch lines leave the main line.

18. Current Limiting Devices. Consideration shall be given to the use of current limiting devices in either the line wires or the neutral-to-ground connection of electric supply circuits.

19. Shielding. Consideration shall be given to the installation of shield wires in inductive exposures. In order to obtain the full benefit of such shield wires, they must be effectively grounded at both ends of the exposures and at frequent intervals within the exposures.

20. Branch Circuits. Consideration should be given to the isolation of branch circuits consisting of less than the total number of phases of the main circuit by means of transformers, when such main or branch circuits are involved in inductive exposures.

RULES AND REGULATIONS APPLICABLE TO MOTOR CARRIERS, TRUCK OPERATORS AND CONTRACT CARRIERS

Rules MT-1 to MT-13 inclusive are applicable to Motor Carriers, Truck Operators and Contract Carriers under authority of Chapters 325, 326 and 327, the Code 1950, as amended.

Rule MT-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 51, Laws of the Fifty-fourth General Assembly.

Rule MT-2. Motor carriers authorized to operate under chapter 325 as amended, truck operators authorized to operate under chapter 327, as amended, and contract carriers authorized to operate under chapter 327 as amended, 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 MT-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, copartnership, 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 MT-4. Each motor carrier, 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 325 and/or 327, the Code 1950, as amended by the 54th General Assembly, with respect to the motor trucks used in furnishing motor carrier service and/or truck operator service and/or contract carrier service, under a motor carrier certificate and/or 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 MT-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 MT-6. Certificates of Insurance. Certificates of insurance filed with commission for motor carriers, truck operators and contract carriers in lieu of insurance policies written for the limits as prescribed by chapters 325 and 327, the Code 1950, as amended by the 54th General Assembly shall be in accordance with forms prescribed by the commission.

Rule MT-7. Insurance Binders. Binders filed to comply with the insurance requirements of sections 325.26 and 327.15, the Code 1950, as amended, 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 MT-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, 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 the correct number of the policy. Specific coverage under a policy may be cancelled when the notice of cancellation includes that information.

Rule MT-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 MT-10. Surety Bond. In case a motor carrier, truck operator or contract carrier desires to file a surety bond to comply with the requirements of 325.26 and/or 327.15, Code of Iowa, 1950, as amended, the commission will, upon request, prescribe the form of such bond.

Rule MT-11. Policies, Certificates and Bonds to Remain on File. Insurance policies, certificates of insurance and surety bonds filed with this commission by motor carriers, 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 MT-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 to a distance of fifty (50) feet and in a color in contrast to the background, the following:

MOTOR CARRIER—PASSENGER CARRYING MOTOR VEHICLES

Marking for all passenger carrying motor vehicles:

- (a) Name of motor carrier.
- (b) "Ia. C. C.—Cert....." (See Note)

MOTOR CARRIER—FREIGHT CARRYING MOTOR VEHICLES

Marking for motor trucks, trailers and semitrailers:

- (a) Name of motor carrier.
- (b) Address of motor carrier.
- (c) "Ia. C. C.—Cert....." (See Note)

Marking for tractor trucks:

- (a) "Ia. C. C.—Cert....." (See Note)

Note: For instance, if a motor carrier holds certificate No. 500, this line would be completed to read, "Ia. C. C.—Cert. 500".

TRUCK OPERATOR AND CONTRACT CARRIER MOTOR TRUCKS

Marking for trucks, trailers or semitrailers:

- (a) Name of truck operator or contract carrier.
- (b) Address of truck operator or contract carrier.
- (c) "Ia. C. C. P.—....." (See Note)

Marking for Tractor Trucks:

- (a) "Ia. C. C. P.—....." (See Note)

Note: For instance, if permit number is 500, this line would be completed to read, "Ia. C. C. P-500" when painted on the equipment.

Rule MT-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.

Rules Nos. MT-14 to MT-46, inclusive, are applicable only to motor carriers under authority of chapters 325 and 326, as amended.

MOTOR CARRIER APPLICATION

Rule MT-14. Application for 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 MT-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 "Iowa State Commerce Commission". Any unused balance of a deposit will be refunded to the applicant. [Amendment filed September 24, 1957]

Rule MT-16. 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 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 that the cost of publication has been paid.

Rule MT-17. Placing Motor Vehicles in Service. When placing any motor vehicle in service the motor carrier shall pay the compensation tax thereon or secure travel order therefor, as required by chapter 326, the Code 1950, as amended, and shall furnish the commission a complete description of such motor vehicle on the forms prescribed for that purpose.

Rule MT-18. Reserve Equipment. Sufficient reserve equipment shall be maintained by all motor carriers to insure the reasonable maintenance of established routes and fixed time schedules.

SERVICE—STARTING OF, INTERRUPTION OF, OR SUSPENSION OF

Rule MT-19. Must Start Operating Within Thirty 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 MT-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 MT-21. Suspension of Service. Suspension of service for a period of five (5) consecutive days without notice to the commission shall be deemed a forfeiture of all operating rights.

Rule MT-22. Exceptions and Limitations in Certificate of Convenience and Necessity. 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 MT-23. Time Schedules 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 shall be furnished when requested by the commission.

No motor carrier shall change 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 kept posted in a conspicuous place, easily accessible to public inspection, 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.

Rule MT-24. Tariffs and Classifications. Governing the construction and filing of tariffs, schedules, and classifications 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 con-

form 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 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 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 ($\frac{5}{8}$) inch, without any printing thereon must be allowed at the binding edge of each tariff and supplement.

(b) All tariffs and supplements 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 that 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. Instructions 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 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 of 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 classifications, 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 bases, 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) Table 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.

Table 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 the mileages 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 truckload 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 and 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 except 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 reduction.

▲ 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 MT-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 same as shown on the bill of lading within ten days after collection from the consignee.

Rule MT-26. Compensation Tax. Chapter 326, the Code of 1950, as amended, provides for the payment of a tax by motor carriers as compensation for the use by motor carriers of the highways. The said chapter also provides that such compensation tax shall be paid on or before the first day of January in each year; provided, however, the same may be paid in equal quarterly installments which shall be due on the first day of January, April, July and October of each year. The annual compensation tax for the given gross weight of each motor vehicle or combination of tractor and semitrailer or trailer is provided for by section 326.2 of said chapter 326, as amended.

On or before the first of January in each year, each motor carrier shall furnish the commission, on form prescribed and furnished by it for that purpose, a complete description of all motor vehicles to be operated in motor carrier service and for which compensation tax is to be assessed, including the date each such motor vehicle is to be placed in service. The compensation tax is due on or before the date each such motor vehicle, or any additional equipment, is placed in service and unless paid when due it becomes delinquent and subject to the penalty or penalties by law provided.

If compensation tax is not to be paid for a subsequent quarter, carrier shall complete and file with the commission, on or before the first day of the subsequent quarter, Ia. C. C. Form No. 34 as an application for cancellation of tax assessed.

The additional tax and penalty or penalties thereon incurred by reason of the increase of the gross weight of any motor vehicle or combination of tractor and semitrailer or trailer for which compensation tax has been paid becomes due and payable for the quarter within which the gross weight was increased.

Receipts will be issued for compensation tax paid and must be displayed in container furnished for that purpose in a conspicuous place in the driver's compartment of the motor vehicle described in the receipt.

Rule MT-27. Identification Plate. An identification plate will be issued for each motor vehicle for which the compensation tax has been paid and such identification plate must be displayed in a conspicuous place to the front of the motor vehicle for which it is issued. Identification plates are not transferable from one vehicle to another.

Rule MT-28. Refund of Tax Paid. Motor carriers may make application to the commission for exemption from payment of compensation tax on

any motor vehicle retired from motor carrier service or for the refund of any quarterly payment made on such motor vehicle for any quarter or quarters subsequent to the quarter year in which the motor vehicle was last operated. No refund will be made of any portion of a quarterly payment when the motor vehicle was operated at any time during that quarter.

Rule MT-29. Travel Orders. Section 326.10 chapter 326, the Code 1950, as amended, provides that a motor carrier shall be exempt from the payment of compensation tax on such motor vehicles as he uses only occasionally in motor carrier service, upon obtaining from the commission a travel order for each twenty-four (24) hour period in which each motor vehicle is operated in motor carrier service. The said section provides that travel orders shall be three (\$3.00) dollars for motor vehicles with a gross weight of twelve (12) tons or less and five (\$5.00) dollars for motor vehicles with a gross weight in excess of twelve (12) tons.

The commission will issue travel orders for such twenty-four (24) hour periods as it may deem necessary for their proper and convenient use.

Travel orders will be issued in triplicate and all three copies must be completed when prepared for use. The original copy will be retained by the motor carrier, the duplicate or gummed copy pasted on the lower right-hand corner of the windshield of the motor vehicle described in such travel order, and the triplicate or postcard copy must be mailed to the commission on the same date the travel order is prepared for use. The gummed copy placed upon the windshield of the motor vehicle shall remain there during its effective period, after which it shall be promptly removed.

When travel order is completed for use it shall contain all of the information called for by such travel order and shall have the day, month and year punched on the margin thereof. The spaces provided under the heading "State and License No." must be completed to show the name of the state in which the motor vehicle was registered and the registration number.

The operation of a motor vehicle without a properly completed travel order displayed in the manner prescribed is a misdemeanor.

Travel orders will be issued in such quantities as is desired, upon proper application by the motor carrier on the form prescribed.

Rule MT-30. Annual Reports. 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 MT-31. 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 MT-32. Inside Lights. All motor vehicles used in the transportation of passengers and having a covered top or top up, shall maintain a light or lights of not less than two (2) candlepower 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 MT-33. Nonskid Tire Chains. Every motor vehicle shall at all times carry a set of nonskid tire chains which shall be kept in good condition, and which shall be applied to the rear wheels of said vehicle when the condition of the roads or streets require their use.

Rule MT-34. 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 MT-35. Every motor carrier who acts as a driver shall comply with all requirements of the law applying to drivers.

Motor carriers shall see that all prospective drivers are familiar with the provisions of chapter 325, the Code 1950, as amended, all other laws applying to motor carriers and these rules and regulations, before being allowed to operate a motor vehicle.

No driver or operator of any motor vehicle used in the transportation of passengers shall carry on any unnecessary conversation with passengers or collect fares or make change while the vehicle is in motion, nor shall such driver or 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 of 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 MT-36. Explosives, Acids and Inflammable Articles Not To Be Carried. No motor carrier shall knowingly suffer or permit to be carried in any motor vehicle transporting passengers, any high explosive, acid or inflammable liquid or article.

Rule MT-37. 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 MT-38. Doors on Passenger Vehicles. Every motor vehicle used for transporting pas-

sengers shall be equipped with an exit door at the side and 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. But in case of vehicles equipped with cross seats and with unobstructed exit door on the right side, the seats will not be considered an obstruction provided there is one exit door on the left side back of the driver's seat.

GENERAL

Rule MT-39. Certificates—Authority Granted By. No passenger motor carrier shall transport freight other than newspapers, nor shall any freight motor carrier transport passengers, unless specifically authorized by the commission to do so. Freight 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 to passengers.

Rule MT-40. No passenger motor 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.

Freight in limited amounts, transported by motor carriers of passengers, by reason of authority issued by the commission, is considered to be express. Minimum insurance limits on express which motor carriers of passengers may transport, as authorized, shall be \$1,000.00.

Rule MT-41. 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.

Rule MT-42. Sale, Transfer, Lease or Assignment of Certificate. Application for the commission's approval of a proposed sale, transfer, lease or assignment of a 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, semitrailer 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 transaction.

Rule MT-43. 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 MT-44. 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.

Rule MT-45. 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 sections 479.99 and 479.100, the Code 1950, as amended.

Rule MT-46. Interstate Carriers. Chapters 325 and 326, the Code 1950, as amended, together with the rules and regulations thereunder adopted by the commission insofar as may be applicable, govern carriers affording services of a strictly interstate character.

Application for a certificate covering such an operation shall be made upon forms prescribed. 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 MT-15 and MT-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 Commission and the rules and regulations thereunder adopted.

All interstate carriers shall register with this Commission all motor vehicles to be used by said carriers within the State of Iowa and shall file and maintain with this Commission the appropriate liability and cargo insurance policy or policies or proper certificate (s) of liability and cargo insurance, covering said motor vehicles used within the State of Iowa in accordance with Rules MT-4 and MT-5, et seq., supra. Carriers from states having reciprocity agreement with Iowa shall be given a compliance receipt for each vehicle registered showing proper insurance in force. Each initial receipt shall cover from date of compliance until December 31 in the year the initial compliance receipt is issued, and thereafter shall be for the period of January 1 through December 31. Compliance receipts applicable thereto shall be carried in the cab of each vehicle and displayed in the manner prescribed in Rule MT-50.

Rules MT-47 to MT-52 inclusive are applicable to truck operators and contract carriers under authority of Chapter 327, as amended. [Amendment filed September 24, 1957]

TRUCK OPERATOR OR CONTRACT CARRIER APPLICATION

Rule MT-47. 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.

Rule MT-48. Annual Permit Fee. Application for a permit shall be accompanied by a remittance in an 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 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.

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 two of this rule.

Rule MT-49. Permit To Issue. Permit and receipt for fee. Permit to operator and receipt for the annual fee will be issued upon the filing of proper application, *insurance policy, policies, certificate of insurance or surety bond, *tariff and the payment of the annual permit fee. (*Cargo insurance and tariff not required of contract carriers.)

Rule MT-50. Manner of displaying a receipt. The holder of a permit will be furnished a container for the fee receipt, or compliance receipt, for each motor vehicle used within the State of Iowa and shall place said container, with the current fee receipt, or compliance receipt, in a conspicuous place within the cab of the motor truck.

[Filed September 24, 1957]

Rule MT-51. Equipment Changes or Additions. Placing trucks in service. Before placing any additional motor truck 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 registration of equipment, factory number, engine number and year built. (See rule MT-48.)

Rule MT-52. Holders of interstate permits. (a) Truck operator and contract carrier permits shall be granted to all applicants residing in states having reciprocity agreements with this state upon registration with the Commission by the applicant of all equipment to be used within the State of Iowa. Said applicant shall also file and maintain an appropriate policy or policies of liability and cargo insurance or certificate(s) of liability and cargo insurance covering said items of equipment used within the State of Iowa as provided in Rules MT-4 and MT-5, et seq. Said permits shall be for a period from the time of application until December 31 of the year in which application is made, and thereafter from January 1 through December 31.

(b) A truck operator or contract carrier residing in a state with which Iowa has reciprocity agreement, shall be issued a compliance receipt for each motor vehicle registered with this Commission, which receipt shall be renewed by the Commission each year providing insurance requirements are in order. (See Rule MT-50).

(c) Rule MT-53 shall apply only to truck operators operating in intrastate commerce under authority of Chapter 327, as amended, and shall not apply to holders of permits operating strictly in interstate commerce.

[Filed September 24, 1957]

TARIFFS AND CLASSIFICATIONS

Rule MT-53. 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. 11. 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 numbers 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 (show 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. 11, or successive issues 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 agents.

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 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 motor vehicle operated. All tariffs must be kept available for public inspection or examination at all reasonable times.

MISCELLANEOUS RULES AND FORMS

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.

RECEIPT FOR FREIGHT

Rule MT-54. Receipt. Every truck operator shall issue a receipt 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.
- (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 except as noted.

Receipts shall be numbered consecutively, there shall be one copy carried with cargo, one for consignor, one for consignee and one to be kept by 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 three years, subject to inspection by commission representatives at any time.

Rule MT-55. Complaints on rates. All complaints filed with this Commission against truck operators, alleging violation of effective tariffs, shall contain the following information.

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

(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 MT-56. Permits issued to contract carriers. Contract carrier permits to be issued shall be limited in accordance with the application filed. Application for additional authority shall be filed with the Commission in the form prescribed.

[Filed December 29, 1955]

Rule MT-57. A common carrier of passengers requesting self-insurance shall: make application in writing, file a balance sheet for the calendar year immediately preceding the current year, file balance sheets for each quarter of the current year up to and including the full quarter preceding the application.

Rule MT-58. Upon authorization by the Commission, a self-insured shall file with the Commission balance sheets within thirty days after the close of each quarter, during the period of self-insurance.

Rule MT-59. 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 MT-60. The applicant shall file with the Commission a surety bond in the penal sum of one thousand dollars.

Rule MT-61. After receipt and consideration of the items and information required by Rules MT-57, MT-58, MT-59 and MT-60 the Commission may authorize a common carrier of passengers to self-insure.

Rule MT-62. The Commission shall have the right to cancel self-insurance at any time it may deem necessary.

[Rules MT-57—MT-62, filed August 27, 1957]

SAFETY AND SERVICE
RULES PRESCRIBING MINIMUM CLEAR-
ANCES APPLICABLE TO TRACKS,
STRUCTURES, FIXTURES, AND
OTHER APPURTENANCES
OF RAILROADS

GENERAL RULES AND DEFINITIONS (400)

Rule CL-1. Scope and Application. The following rules prescribe minimum track centers, and minimum horizontal and vertical clearances applicable to tracks, structures, fixtures, and other appurtenances of railroads. The term "railroad" includes steam railroads and electric interurban railroads. These rules apply to all new construction of tracks, bridges, buildings and other structures and facilities adjacent to the tracks of railroads, carried on after date on which these rules become effective. Nothing herein contained prohibits any railroad from constructing its tracks, bridges, buildings and other structures with clearances greater than required by these rules. Where conditions apparently make it impracticable to comply with these rules, application for permission to maintain reduced clearances should be made to the commission in accordance with the directions given in "Procedure" hereof.

Rule CL-2. General Requirements. The vertical and horizontal clearances herein prescribed are for tangent tracks and tracks where the tops of the rails are at the same level, and shall not be less than those shown:

Where one rail is elevated above the other, compensation shall be made so that the minimum vertical and horizontal clearances herein prescribed shall be maintained, the vertical clearances being taken from the top of the higher rail, and the horizontal clearances being measured perpendicularly to a line that passes through the center line of the track and which is perpendicular to the face of the ties.

If the alignment is curved, the horizontal clearance shall be so increased as to provide for the overhanging and the tilting of a car 85 feet long, 60 feet between centers of trucks, and 14 feet high, allowance being made for super-elevation of outer rail.

The distance from top of rail to top of tie shall be taken as 8 inches.

Rule CL-3. Warning Signs Required. At all overhead freight loading platforms, awnings, canopies, coal chutes, ore tipples, entrances to warehouses, shop buildings and similar structures, where the vertical clearance is less than twenty-two (22) feet, and at all high freight loading platforms where the horizontal clearance is less than eight (8) feet, warning signs must be erected as a caution to employees.

Rule CL-4. Location and Lettering of Warning Signs. Warning signs for use at places having reduced clearances shall be placed in conspicuous positions, with black letters and border upon a

white background. The sign will be of either of two kinds; vertical or horizontal. It shall have thereon the words "NO CLEARANCE". The vertical sign shall not be less than 48" x 6", and the horizontal not less than 36" x 6". Letters thereon shall be 3" high, 2" wide, with $\frac{5}{8}$ " stroke, reading top to bottom on the vertical sign and left to right on the horizontal sign.

Rule CL-5. Printed Rules. The railroads shall promulgate a printed rule prohibiting employees from riding on the tops or sides of cars while in motion at points where rule CL-3 requires the maintenance of warning signs.

STEAM RAILROADS

TRACK CENTERS (510)

Rule CL-6. Main Tracks. The distance from the center line of any main track to the center line of an adjacent main track, both used exclusively for passenger service, shall be not less than thirteen (13) feet; if freight cars are handled on either or both tracks, the distance between the center lines of such tracks shall be not less than fourteen (14) feet.

Rule CL-7. Tracks Adjacent to Main Tracks. (a) Except as to ladder tracks, the distance from the centerline of any main track to the center line of any adjacent subsidiary track shall be not less than fifteen (15) feet.

(b) The distance from the center line of any main track to the center line of any adjacent ladder track in which switches are operated mechanically, shall be not less than fifteen (15) feet; in ladder tracks where switches are not operated mechanically, not less than seventeen (17) feet.

Rule CL-8. Subsidiary Passenger Tracks. (a) Except as to ladder tracks the distance between the center lines of any two subsidiary passenger tracks shall be not less than thirteen (13) feet.

(b) Any pair of subsidiary tracks used solely for passenger service may have centers less than thirteen (13) feet provided the center lines of any track, adjacent to either side of such pair of tracks, is located not less than thirteen (13) feet therefrom.

Rule CL-9. Subsidiary Freight Tracks. (a) Except as to ladder tracks the distance between the center lines of subsidiary freight tracks shall be not less than thirteen (13) feet six (6) inches.

(b) Team Tracks. Any two adjacent tracks, commonly known as a pair of team tracks, with a driveway on one side thereof, may have track centers less than thirteen (13) feet six (6) inches. If a third track is constructed adjacent to such pair of tracks its track center must be not less than thirteen (13) feet six (6) inches from the center line of the nearest track.

(c) Track System with High Platform Adjacent Thereto. Any system of two or more tracks at freight houses, warehouses, wharves, or similar structures, used exclusively for handling freight to or from high platforms located on one or both sides thereof may have its track centers less than thirteen (13) feet six (6) inches, provided that at least

two tracks in any such system shall have centers not less than this distance.

Rule CL-10. Ladder Tracks. (a) The distance from the center line of any subsidiary track to the center line of any adjacent ladder track where the switches are operated mechanically, shall be not less than fifteen (15) feet; where the switches are not operated mechanically, not less than seventeen (17) feet.

(b) The distance between the center lines of two adjacent parallel ladder tracks where the switches in both are operated mechanically, shall be not less than seventeen (17) feet; where the switches in either or both are not operated mechanically, not less than nineteen (19) feet.

STRUCTURAL CLEARANCES (520)

Rule CL-11. Bridges. (a) Bridges Supporting Main Tracks or Subsidiary Freight Tracks. The clearances of all bridges supporting main tracks or subsidiary freight tracks shall be as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail; thence horizontally four (4) feet; thence downward at an angle to a point sixteen (16) feet above the top of rail and eight (8) feet laterally distant from the center line of track; thence downward to a point four (4) feet above the top of rail and eight (8) feet laterally distant from the center line of track; thence downward on an angle to a point level with the top of rail and five (5) feet six (6) inches laterally distant from the center line of track.

(b) Bridges Spanning Main Tracks or Subsidiary Freight Tracks. The clearance of all bridges spanning main tracks or subsidiary freight tracks shall be as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail; thence horizontally four (4) feet; thence downward at an angle to a point twenty (20) feet above the top of rail and eight (8) feet laterally distant from the center line of track; thence downward to a point level with the top of rail and eight (8) feet laterally distant from the center line of track.

Rule CL-12. Buildings and Miscellaneous Structures. (a) Structures Adjacent to Main Tracks. Except as otherwise specified the clearances between main tracks and buildings or other structures adjacent thereto shall be as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail the vertical clearance line shall extend thence horizontally each way to points eight (8) feet from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(b) Structures Adjacent to Subsidiary Passenger Tracks. Except as otherwise specified the clearances between subsidiary passenger tracks and buildings or other structures adjacent thereto shall be as follows:

Tracks outside of buildings: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail, the vertical clearance line shall extend thence horizontally each way to points seven (7) feet six (6) inches from the center line of track, from which points the horizontal clearance

lines shall extend vertically downward to points level with the top of rail.

Tracks entering buildings: Beginning at a point in the center line of track at such a height as will be most practicable for the height of equipment handled on such tracks the vertical clearance line shall extend thence horizontally each way to points seven (7) feet from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(c) Structures Adjacent to Subsidiary Freight Tracks. Except as otherwise specified the clearances between subsidiary freight tracks and buildings or other structures adjacent thereto shall be as follows:

Tracks outside of buildings: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail the vertical clearance line shall extend thence horizontally each way to points eight (8) feet from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

Tracks entering buildings such as warehouses, freight houses, coaling stations, elevators and similar structures: Beginning at a point in the center line of track at such a height as will be most practicable for equipment handled on such tracks the vertical clearance line shall extend thence horizontally each way to points (7) feet from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(d) Engine Houses, Shop Doors, Car Sheds, Etc. The clearances at the entrances of engine houses, shop doors, car sheds, etc., shall be as follows: Beginning at a point in the center line of track at such a height as will be most practicable for the height of equipment using the buildings; thence horizontally each way to points six (6) feet, six (6) inches from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(e) Coal Tipples, Ore Tipples, Stone Crushers, Etc. The clearances of all subsidiary tracks passing through or underneath coal tipples, ore tipples, stone crushers or similar overhead structures shall be as follows: Beginning at a point in the center line of track at such a height as will be most practicable for the height of equipment handled on such tracks, the vertical clearance line shall extend thence horizontally each way to points seven (7) feet from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

Rule CL-13. Awnings and Canopies. (a) Awnings and Canopies at Main Tracks. Awnings and canopies spanning main tracks or supported at the sides of main tracks shall have clearances as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail, the vertical clearance line shall extend thence horizontally each way to points eight (8) feet from the center line of track, from which points the hori-

zontal clearance lines shall extend vertically downward to points level with top of rail.

(b) Awnings and Canopies at Subsidiary Passenger Tracks. Awnings and canopies spanning subsidiary passenger tracks or supported at the sides of such tracks, shall have clearances as follows: Beginning at a point in the center line of track at such a height above the top of rail as will be most practicable for the height of equipment handled on such tracks, the vertical clearance line shall extend thence horizontally each way to points seven (7) feet six (6) inches from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(c) Awnings and Canopies at Subsidiary Freight Tracks. Except as otherwise specified awnings and canopies spanning subsidiary freight tracks or supported at the sides of such tracks shall have clearances as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail; thence horizontally four (4) feet to a point; thence diagonally to a point sixteen (16) feet above the top of rail and eight (8) feet laterally distant from the center line of track; thence vertically downward to a point level with the top of rail; except that awnings and canopies at freight houses and freight loading platforms may be constructed inside of the above limits up to not less than five (5) feet six (6) inches from the center line of the track and not less than seventeen (17) feet above the top of rail.

Rule CL-14. Overhead Loading Platforms. All tracks (except main, passing, ladder, or other open thoroughfare tracks) spanned by overhead platforms used for icing or other loading purposes, may have vertical clearances less than twenty-two (22) feet, provided such platforms or structures are so constructed as to open upward or outward by means of counterweights or other devices and thus provide clearances required by rules CL-12 (b) and CL-12 (c) at times when cars are being handled over the tracks served by such platforms.

Rule CL-15. High Freight Platforms. The faces or edges of high platforms for handling freight to or from cars on subsidiary tracks shall not exceed five (5) feet eight (8) inches from the center lines of such tracks, except when such platforms have horizontal clearances of eight (8) feet from such tracks.

Rule CL-16. Low Platforms. Platforms not higher than eight (8) inches above the top of rail may be constructed and maintained with faces not less than five (5) feet one (1) inch from the center line of an adjacent track. Platforms less than four (4) inches above the top of rail may be constructed and maintained with faces not less than four (4) feet six (6) inches from the center line of an adjacent track.

Rule CL-17. Switch Stands. (a) Main Tracks. Main track switch stands exceeding two (2) feet ten (10) inches in height and not exceeding four (4) feet in height shall have horizontal clearances of not less than eight (8) feet from the center line of an adjacent track to the nearest part of the switch stand above the base of rail; and not less

than eight (8) feet three (3) inches when the switch stand exceeds four (4) feet in height.

(b) Subsidiary Tracks. Subsidiary track switch stands exceeding two (2) feet ten (10) inches in height and not exceeding four (4) feet in height shall be not less than seven (7) feet six (6) inches from the center line of an adjacent track to the nearest part of the switch stand above the base of rail; and not less than eight (8) feet when the switch stand exceeds four (4) feet in height.

Rule CL-18. Low Switch Stands, Dwarf Signals, Signal Apparatus, Etc. Switch stands not exceeding two (2) feet ten (10) inches in height, dwarf interlocking signals not exceeding two (2) feet eight (8) inches in height, interlocking switch machines, pipe lines and other signaling apparatus, the third rail and its supports for the electric operation of trains, and guard rails of all kinds may be installed and maintained between or adjacent to tracks regardless of the clearance lines hereinbefore specified.

Rule CL-19. Penstocks and Water Tanks. (a) Penstocks. The distance from the nearest part of a penstock above the top of rail to the center line of an adjacent main track, passing track or subsidiary freight track shall be not less than eight (8) feet; and to the center line of an adjacent subsidiary passenger track other than a passing track, not less than seven (7) feet six (6) inches; except that penstock bases not exceeding four (4) feet above top of rail may have nearest part not less than seven (7) feet six (6) inches from center line of track.

(b) Water Tanks. The distance from the nearest part of a water tank to the center line of any adjacent track shall be not less than nine (9) feet.

Spouts in raised position shall have minimum clearances as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail; thence horizontally four (4) feet; thence downward at an angle to a point sixteen (16) feet above the top of rail and eight (8) feet laterally distant from center line of track; thence vertically downward to a point level with the top of rail and eight (8) feet laterally distant from center line of track.

Rule CL-20. Semaphore and Color Light Signals. The distance from the nearest part above the top of rail of a semaphore or color light signal, other than a dwarf signal, to the center line of an adjacent track, shall be not less than eight (8) feet.

Rule CL-21. Poles, Posts and Signs. The face of all telegraph, telephone, trolley, or other poles, whistle posts, mile posts, posts for signal bridges, whipcords, crossing gates, highway crossing bells, and all other signs, signals or devices not otherwise provided for in these rules, shall be not less than eight (8) feet from the center line of adjacent tracks. No part of any sign or appurtenance attached to such poles or posts shall be less than eight (8) feet from the center line of an adjacent track, between the top of rail and a point seventeen (17) feet above.

Rule CL-22. Fences. To prevent persons from crossing railroad tracks at unauthorized places in the immediate vicinity of passenger stations fences

not more than four (4) feet above the top of rail may be maintained between tracks.

Rule CL-23. Mail Cranes. The distance from the center line of the main track to the nearest part of the mail crane with the arms extended for the mail pouch shall be not less than six (6) feet three (3) inches.

Rule CL-24. Building Materials or Supplies. No building materials or supplies of any kind shall be piled nearer to any track than nine (9) feet from the center line thereof, except materials for immediate use, which may be placed not nearer than seven (7) feet six (6) inches from the center line of track.

ELECTRIC RAILROADS

TRACK CENTERS (610)

Rule CL-25. Main Tracks. The distance from the center line of any main track to the center line of an adjacent main track, both used exclusively for passenger service, shall be not less than thirteen (13) feet; where freight cars are handled on either or both tracks, the distance between the center lines of such tracks shall be not less than fourteen (14) feet.

Rule CL-26. Tracks Adjacent to Main Tracks. (a) Except as to ladder tracks, the distance from the center line of any main track to the center line of any adjacent subsidiary track shall be not less than fifteen (15) feet.

(b) The distance from the center line of any main track to the center line of any adjacent ladder track in which switches are operated mechanically shall be not less than fifteen (15) feet; in ladder tracks where switches are not operated mechanically, not less than seventeen (17) feet.

Rule CL-27. Subsidiary Passenger Tracks. (a) Except as to ladder tracks the distance between the center lines of any two adjacent subsidiary passenger tracks shall be not less than thirteen (13) feet.

(b) Any pair of subsidiary tracks used solely for passenger service may have centers less than thirteen (13) feet provided the center line of any track adjacent to either side of such pair of tracks is located not less than thirteen (13) feet therefrom.

Rule CL-28. Subsidiary Freight Tracks. (a) Except as to ladder tracks, the distance between the center lines of any two subsidiary freight tracks shall be not less than thirteen (13) feet six (6) inches.

(b) Team Tracks. Any two adjacent tracks, commonly known as a pair of team tracks, with a driveway on one side thereof, may have track centers less than thirteen (13) feet six (6) inches. If a third track is constructed adjacent to such pair of tracks its track center must be not less than thirteen (13) feet six (6) inches from the center line of the nearest track.

(c) Track System with High Platforms Adjacent Thereto. Any system of two or more tracks at freight houses, warehouses, wharves, or similar structures, used exclusively for handling freight to or from high platforms located on one or both sides thereof may have its track centers less than

thirteen (13) feet six (6) inches, provided that at least two tracks in any such system shall have centers not less than this distance.

Rule CL-29. Ladder Tracks. (a) The distance from the center line of any subsidiary track to the center line of any adjacent ladder track where the switches are operated mechanically shall be not less than fifteen (15) feet; where the switches are not operated mechanically, not less than seventeen (17) feet.

(b) The distance between center lines of two adjacent ladder tracks where the switches in both are operated mechanically shall be not less than seventeen (17) feet; where the switches in either or both are not operated mechanically, not less than nineteen (19) feet.

STRUCTURAL CLEARANCES (620)

Rule CL-30. Bridges. (a) Bridges Supporting Main Tracks or Subsidiary Freight Tracks. The clearances of all bridges supporting main tracks or subsidiary freight tracks shall be as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail; thence horizontally four (4) feet; thence downward at an angle to a point sixteen (16) feet above the top of rail and eight (8) feet laterally distant from the center line of track; thence downward to a point four (4) feet above the top of rail and eight (8) feet laterally distant from the center line of track; thence downward at an angle to a point level with top of rail and five (5) feet six (6) inches laterally distant from the center line of track.

(b) Bridges Spanning Main Tracks or Subsidiary Freight Tracks. The clearances of all bridges spanning main tracks or subsidiary freight tracks shall be as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail; thence horizontally four (4) feet; thence downward at an angle to a point twenty (20) feet above the top of rail and eight (8) feet laterally distant from the center line of track; thence downward to a point level with the top of rail and eight (8) feet laterally distant from the center line of track. The vertical clearance of bridge shall be such that the trolley contact wire may be maintained at a minimum vertical height of twenty-two (22) feet from top of rail. In such a case the clearance line of the structure shall extend four (4) feet horizontally from center line of track at the maximum height; thence downward at an angle so as to intersect a point twenty (20) feet above the top of rail and eight (8) feet laterally distant from center line of track; and thence follow the clearance line previously designated.

Rule CL-31. Buildings and Miscellaneous Structures. (a) Structures Adjacent to Main Tracks. Except as otherwise specified the clearances between main tracks and buildings or other structures adjacent thereto shall be as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail the vertical clearance line shall extend thence horizontally each way to points eight (8) feet from the center line of track from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(b) Structures Adjacent to Subsidiary Passenger Tracks. Except as otherwise specified the clearances between subsidiary passenger tracks and buildings or other structures adjacent thereto shall be as follows:

Tracks outside of buildings: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail, the vertical clearance line shall extend thence horizontally each way to points seven (7) feet six (6) inches from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with top of rail.

Tracks entering buildings: Beginning at a point in the center line of track at such a height as will be most practicable for the height of equipment handled on such tracks the vertical clearance line shall extend thence horizontally each way to points seven (7) feet from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(c) Structures Adjacent to Subsidiary Freight Tracks. Except as otherwise specified the clearances between subsidiary freight tracks and buildings or other structures adjacent thereto shall be as follows:

Tracks outside of buildings: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail, the vertical clearance line shall extend thence horizontally each way to points seven (7) feet six (6) inches from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with top of rail.

Tracks entering buildings such as warehouses, freight houses, elevators and similar structures: Beginning at a point in the center line of track at such a height as will be most practicable for equipment handled on such tracks the vertical clearance line shall extend thence horizontally each way to points seven (7) feet from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(d) Engine Houses, Shop Doors, Car Sheds, Etc. The clearances at the entrances of engine houses, shop doors, car sheds, etc., shall be as follows: Beginning at a point in the center line of track at such a height as will be most practicable for the height of equipment using the buildings; thence horizontally each way to points six (6) feet six (6) inches from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(e) Coal Tipples, Ore Tipples, Stone Crushers, Etc. The clearances of all subsidiary tracks passing through or underneath coal tipples, ore tipples, stone crushers or similar overhead structures shall be as follows: Beginning at a point in the center line of track at such a height as will be most practicable for the height of equipment handled on such tracks, the vertical clearance line shall extend thence horizontally each way to points seven (7) feet from the center line of track, from which points horizontal clearance lines shall extend vertically downward to points level with the top of rail.

Rule CL-32. Awnings and Canopies. (a) Awnings and Canopies at Main Tracks. Awnings and canopies spanning main tracks or supported at the sides of main tracks shall have clearances as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail; the vertical clearance line shall extend thence horizontally each way to points eight (8) feet from the center line of track; from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(b) Awnings and Canopies at Subsidiary Passenger Tracks. Awnings and canopies spanning subsidiary passenger tracks or supported at the sides of such tracks, shall have clearances as follows: Beginning at a point in the center line of track at such a height above the top of rail as will be most practicable for the height of equipment handled on such tracks, the vertical clearance line shall extend thence horizontally each way to points seven (7) feet six (6) inches from the center line of track, from which points the horizontal clearance lines shall extend vertically downward to points level with the top of rail.

(c) Awnings and Canopies at Subsidiary Freight Tracks. Except as otherwise specified awnings and canopies spanning subsidiary freight tracks or supported at the sides of such tracks shall have clearances as follows: Beginning at a point in the center line of track twenty-two (22) feet above the top of rail; thence horizontally four (4) feet to a point; thence diagonally to a point sixteen (16) feet above the top of rail and eight (8) feet laterally distant from the center line of track; thence vertically downward to a point level with the top of rail; except that awnings and canopies at freight houses and freight-loading platforms may be constructed inside of the above limits up to not less than five (5) feet six (6) inches from the center line of the track and not less than seventeen (17) feet above the top of rail.

Rule CL-33. Overhead Loading Platforms. All tracks (except main, passing, ladder or other open thoroughfare tracks) spanned by overhead platforms used for icing or other loading purposes, may have vertical clearances less than twenty-two (22) feet, provided such platforms or structures are so constructed as to open upward or outward by means of counterweights or other devices and thus provide clearances required by rule CL-31 at times when cars are being handled over the tracks served by such platforms.

Rule CL-34. High Freight Platforms. (a) The faces or edges of high platforms for handling freight to or from cars on subsidiary tracks shall not exceed five (5) feet eight (8) inches from the center line of such tracks, except when such platforms have horizontal clearances of eight (8) feet from such tracks.

(b) Where railroads use a passenger type of car for handling freight to or from high platforms, the clearances between the faces of such cars and the edges or faces of such platforms shall not exceed four (4) inches, except when such platforms have horizontal clearances of eight (8) feet from such tracks.

Rule CL-35. Low Platforms. Platforms not higher than eight (8) inches above the top of rail may be constructed and maintained with faces not less than five (5) feet one (1) inch from the center line of an adjacent track. Platforms less than four (4) inches above the top of rail may be constructed and maintained with faces not less than four (4) feet six (6) inches from the center line of an adjacent track.

Rule CL-36. Switch Stands. (a) **Main Tracks.** Main track switch stands exceeding two (2) feet ten (10) inches in height and not exceeding four (4) feet in height shall have horizontal clearances of not less than eight (8) feet from the center line of an adjacent track to the nearest part of the switch stand above the base of rail; and not less than eight (8) feet three (3) inches when the switch stand exceeds four (4) feet in height.

(b) **Subsidiary Tracks.** Subsidiary track switch stands exceeding two (2) feet ten (10) inches in height and not exceeding four (4) feet in height shall be not less than seven (7) feet six (6) inches from the center line of an adjacent track to the nearest part of the switch stand above the base of rail; and not less than eight (8) feet when the switch stand exceeds four (4) feet in height.

Rule CL-37. Low Switch Stands, Dwarf Signals, Signal Apparatus, Etc. Switch stands not exceeding two (2) feet ten (10) inches in height, dwarf interlocking signals not exceeding two (2) feet eight (8) inches in height, interlocking switch machines, pipe lines, and other signaling apparatus, the third rail and its supports for the electric operation of trains, and guard rails of all kinds may be installed and maintained between or adjacent to tracks regardless of the clearance lines hereinbefore specified.

Rule CL-38. Semaphore or Color Light Signals. The distance from the nearest part above the top of rail of a semaphore signal post, other than a dwarf signal, to the center line of an adjacent track shall be not less than eight (8) feet.

Rule CL-39. Poles, Posts and Signs. The faces of all telegraph, telephone, trolley or other poles, whistle posts, mile posts, posts for signal bridges, whipcords, crossing gates, highway crossing bells, and all other signs, signals or devices not otherwise provided for in these rules, shall be not less than eight (8) feet from the center line of an adjacent track. No part of any sign or appurtenance attached to such poles or posts shall be less than eight (8) feet from the center line of an adjacent track, between the top of rail and a point seventeen (17) feet above same.

Rule CL-40. Fences. To prevent persons from crossing railroad tracks at unauthorized places in the immediate vicinity of passenger stations, fences not more than four (4) feet above the top of rail may be maintained between tracks.

Rule CL-41. Building Materials or Supplies. No building materials or supplies of any kind shall be piled nearer to any track than nine (9) feet from the center line thereof, except materials for immediate use, which may be placed not nearer than seven (7) feet six (6) inches from the center line of track.

Rule CL-42. When No Permission for Construction Is Necessary. Except as may be required by law or by order of the commission, it will not be necessary, previous to new construction of tracks or appurtenances, for any railroad company to obtain permission for such changes or alterations nor will it be necessary to obtain permission to operate on such tracks, provided the track centers and clearances at such tracks or appurtenances conform to rules contained herein.

Rule CL-43. When Permission for Construction Is Necessary. When conditions in any particular case make it impracticable to comply with the foregoing rules, or for good reason variation therefrom is desired, application may be made to this commission for permission to construct and maintain such tracks or appurtenances with clearances less than are herein provided.

Rule CL-44. Essentials of Application. The application for such permission shall be submitted in triplicate by the railroad company, or jointly by the railroad company and the owner of property when the track or appurtenance is upon private property. Each application must be accompanied by a plan showing the location of the proposed track or appurtenance and the clearances which it is desired to maintain; the name of the company or companies making the application; a description, the location and the reasons for varying from clearance rules; asking for approval of specified clearances set forth in petition; and asking that a date for hearing be fixed and interested parties be notified, in the event the commission deems a hearing of the petition necessary; said petition shall be signed by petitioner or petitioners.

Rule CL-45. Approval of Application. If the commission approves application without a formal hearing, a duplicate of the application will be returned to the petitioner duly certified by the secretary of the commission.

Rule CL-46. Hearing. When deemed necessary by the commission, a formal hearing will be held upon any application to maintain clearances less than those herein prescribed. Due notice of the time and place of such hearing will be given interested parties. An order will issue after hearing, approving, or disapproving the requested clearances.

RULES STANDARDS AND INSTRUCTIONS FOR INSTALLATION, MAINTENANCE AND REPAIR OF INTERLOCKING OR OTHER SAFETY DEVICES TOGETHER WITH RECOMMENDED PRACTICES FOR THE INSTALLATION, MAINTENANCE AND REPAIR OF AUTOMATIC BLOCK SIGNAL SYSTEMS, TRAFFIC CONTROL SYSTEMS, AUTOMATIC TRAIN STOP, TRAIN CONTROL AND CAB SIGNAL SYSTEMS.

Rule INTL-47. Under the provisions of sections 478.33 to 478.36, inclusive, Code of Iowa, 1950, and in the exercise of powers therein conferred, the Iowa State Commerce Commission adopted, effective February 15, 1951, rules pertaining to submission and approval of plans covering changes in interlocking plants or other safety devices including requirement for the filing of quarterly interlocking reports

by railroad companies, such report forms by reference made a part hereof; and further adopted rules of the Interstate Commerce Commission entitled "Rules, Standards and Instructions for installation, maintenance and repair of automatic block signal systems, interlocking traffic control systems, automatic train stop, train control, and cab signal systems and other similar appliances, methods and systems", effective October 1, 1950, and by reference made a part hereof, as minimum requirements for the installation, maintenance and repair of interlocking and safety devices in the state of Iowa, in so far as the Iowa State Commerce Commission has jurisdiction; and matters not coming within the provisions of these rules or to which these rules cannot be made applicable shall be given separate consideration by the commission.

The portion of the rules of the Iowa State Commerce Commission is as follows:

Rule INTL-48. Physical Changes, Reconstruction, Rehabilitation or Discontinuance. No interlocking plant or other safety device where railroads cross each other or at a junction or at a drawbridge shall be reconstructed or rehabilitated nor discontinued in whole or in part nor shall any changes be made which involve change in type of system or appliances, or alters the functional operation of apparatus, the location of signals, the aspects displayed by signals, the location of interlocking stations, or which involve or result in change from track arrangement, except upon securing approval from the commission.

Rule INTL-49. Submission of Applications. (a) An application should be filed for each project involving: The discontinuance, in whole or in part, of interlocking plants or other safety devices, or

Any change in interlocking or other safety device which involves change in type of system or appliances, or alters the functional operation of apparatus, the location of signals, the aspects displayed by signals, the location of interlocking stations, or which involves or results from change in track arrangement.

(b) An application may be submitted in the form of a letter describing the nature of the proposal (a copy of information as submitted to the Interstate Commerce Commission may be submitted in lieu of a specifically prepared description of proposal) same to be accompanied by a print, sketch, or other descriptive matter.

(c) When detailed plans, such as locking sheet, dog chart, circuit plans (excepting manipulation chart), are available, they shall be filed for approval.

(d) In the preparation of plans, the graphical symbols and circuit nomenclature, preferably those approved by the Association of American Railroads, Signal Section, shall be used.

Rule INTL-50. Approval of Plans. (a) All submitted plans must show the approval of each of the interested railroad companies.

(b) If the preliminary plan, sketch or print is satisfactory, or if, in the judgement of the commission, modifications are necessary, the plan will be approved accordingly. The detailed plans, furnished either at the time of application or at a later date, will be likewise approved. One copy of plans will

be retained by the commission and other approved copies returned to the maintaining company.

(c) Approvals will be effective for a period of one year. If the work is not started within that period a new approval must be obtained.

(d) The commission may investigate and determine the matters involved in each application with or without formal hearing.

Rule INTL-51. Upon completion of changes immediate advice shall be furnished this commission by the maintaining company or the one in charge of said changes. An inspection will be made by the commission of changes as soon thereafter as is convenient. Changes shall be carried on in accordance with provisions of 136.326.

Upon completion of a new interlocking or other safety device, advice shall be furnished this commission preferably not less than three days in advance of time when protection is ready for inspection. The commission will endeavor to have the protection inspected at the time of its completion but if unable to do so it will authorize the railroad company in charge to place the protection in conditional service subject to future inspection.

Conditional service shall mean that all units and other apparatus involved be connected and operated from the control point for a period of not less than twenty-four hours, unless otherwise specified. During conditional service all trains shall come to a full stop at the governing signal, regardless of its indication, and shall not proceed until proper signal indication is received.

Rule INTL-52. Certificate of Authority. A certificate of authority for the operation of the protection and the passage of trains thereover without first having stopped will be issued to each of the interested railroad companies after inspection by the commission, if the protection is satisfactorily installed and is in accordance with the approved plans.

Rule INTL-53. Modification of Rules, Standards and Instructions. The commission reserves the right to modify any of the provisions of these rules in any specific case or otherwise when in the commission's opinion, public interest or safety will be better served by so doing.

Any party or parties desiring to make any departure from these rules and regulations, or believing them unreasonable or inadequate may file a written petition with the commission, whereupon the commission will take such action as may seem to it proper.

Rule INTL-54. Abandonment or Permanent Removal. Whenever protection is permanently taken out of service the commission must be notified immediately. Under such a circumstance, train movements will be governed by the usual precautions prescribed by statute, governing train movements over and across railroad grade crossings, junctions, and drawbridges. (Sec. 478.31, Code of Iowa, 1950)

Rule INTL-55. Interlocking Reports. A report for each authorized protection shall be filed quarterly with the commission by the railroad company in charge of the maintenance of said protection. The report shall be filed on a prescribed form

adopted by the commission. It shall be filed within thirty days after the end of the quarter year for which the report is made.

REQUISITES FOR HIGHWAY RAILROAD CROSSING SIGNALS

Rule HGC-56. In the exercise of powers conferred by statutes relating to highway grade crossing protective devices, the Iowa State Commerce Commission by Order dated December 28, 1934, adopted flashing light and flashing light with rotating stop banner type signals as standards for installation at highway railroad grade crossings in the state of Iowa and subsequently on April 23, 1938, by order additionally adopted the wigwag type signal as one of the standards, providing therein that requisites would be adopted covering signal types, such requisites being adopted August 23, 1938, including plan entitled "Highway Crossing Signal Standards—Iowa", said plan by reference made a part hereof. Requisites read as follows:

Rule HGC-57. Aspects. [Detailed drawings of various crossing signals may be obtained from the Iowa Commerce Commission]

Rule HGC-58. Location. (a) At least one signal shall be located upon each side of the track or tracks and on the right-hand side of the highway as viewed by traffic approaching the crossing. The signals shall normally be located not less than eight (8) feet or more than fifteen (15) feet from the gauge line of the nearest rail of the railroad and not less than six (6) feet or more than twelve (12) feet from the right-hand edge of the pavement or traveled way. The dimensions given are to the center of the mast.

(b) Additional signals or lamp unit assembled may be required where local conditions warrant.

Rule HGC-59. Operating Time. (a) On through tracks, automatically controlled crossing signals shall be arranged to provide not less than twenty (20) seconds warning for the fastest train approaching the crossing from either direction.

(b) Unless otherwise provided, passing, siding, and switch tracks shall be provided with short crossing track circuits extending preferably not less than one hundred (100) feet beyond highway in both directions.

Rule HGC-60. Operating Power. (a) Two (2) sources of power shall be provided for the operation of crossing signals.

Rule HGC-61. Circuits. (a) All single and/or multiple track not in existing signal territory shall have full crossing protection obtained by the staggering of rail insulation at the crossing and by means of shunt connections of the interlocking relays or equivalent arrangement.

(b) All single track within existing signal territory and all multiple track in signal territory in municipalities shall have full protection obtained by means of short track circuits over the crossing.

(c) The short track circuit, on multiple track operations in the country and when within existing signal territory, may be omitted where the likeli-

hood of back up or reverse movements over the crossing is remote.

Rule HGC-62. Lamp Units. (A) Flashing Light:

(1) Lamp units (Center of lens), unless otherwise specified, shall be located not less than seven (7) feet ten (10) inches, and not more than nine (9) feet above the surface of the highway.

(2) Signal lights shall shine in both directions along the highway, and shall be mounted horizontally two (2) feet six (6) inch centers. Lamp units shall be arranged in pairs, back to back, and shall be open at the front and be designed, so that the door will move to the side or downward. Peep holes may be used.

(3) Lamp units shall be equipped with mountings providing ready adjustment in all directions with positive locking for such adjustments.

(4) Lamp units shall be provided with hoods not less than twelve (12) inches in length and with backgrounds twenty (20) inches in diameter. Hoods and backgrounds shall be painted black.

(5) Lamp units shall have lenses or roundels, red in color, not less than eight and three-eighth (8 $\frac{3}{8}$) inches in diameter for both front and rear indications. Transmission values, based on A. A. R., Signal Section, standard scale, shall be 220 to 300.

(6) The beam spread shall be not less than ten (10) degrees each side of the axial beam under normal conditions. This beam spread is interpreted to refer to the point at the angle mentioned where the intensity of the beam is fifty (50) per cent of the axial beam under normal conditions.

(B) Wigwag:

(1) Center of lens, unless otherwise specified, shall be located not less than seven (7) feet ten (10) inches and not more than nine (9) feet above the surface of the highway.

(2) Signal light(s) located in wigwag banner disc shall shine in both directions along the highway. The light(s) shall light only at the extremes of the swing of banner, producing an aspect of flashing lights spaced thirty (30) inches apart. An auxiliary light shall be provided to light automatically in case of failure of normal light(s). As an alternate a double filament type bulb having an auxiliary filament of longer rated life than main filament may be used in signals having individual lamp units and reflectors for each direction.

In case the banner fails to make its initial movement from the vertical position, provision shall be made in the wigwag mechanism to insure that the light(s) in the banner will illuminate when current is applied.

(3) A metal framework shall encompass the banner at its extreme positions affording a balanced outline reasonably in keeping with stationary lights with backgrounds.

(4) The size and painting of disc shall be substantially in accordance with A. A. R. S. S. Drawing 1553. The use of the word "STOP" on the disc is optional, but when used a mask must be provided to hide it when the disc is in a vertical position. Crystal lenses with light back of them or reflector buttons may be used in the word "STOP."

(5) Lamp units shall have lenses, red in color, not less than six and three-eighths (6 $\frac{3}{8}$) inches in diameter for indication in both directions along the

highway. Transmission values based on A. A. R. Signal Section, standard scale, shall be 220 to 300.

(6) The beam spread shall be not less than ten (10) degrees each side of the axial beam under normal conditions. This beam spread is interpreted to refer to the point at the angle mentioned where the intensity of the beam is fifty (50) per cent of the axial beam under normal conditions.

Rule HGC-63. Flashes. (A) Flashing Light:

(1) Lights (in pairs) shall flash alternately. The number of flashes for each light per minute shall be thirty (30) minimum and forty-five (45) maximum.

(B) Wigwag:

(1) The number of cycles per minute shall be thirty (30) minimum and forty-five (45) maximum. Movement from one extreme to the other and back constitutes a cycle.

Rule HGC-64. Range. (A) Flashing Light:

(1) The effective range of flashing lights equipped with ten (10) volt, ten (10) watt lamps, or equivalent, burning at rated voltage shall be not less than fifteen hundred (1500) feet under bright sunlight conditions with the sun at or near the zenith. This requirement applies to both front and rear indications.

(B) Wigwag:

(1) The signal light, when disc is at either end of cycle, shall have a range at night of fifteen hundred (1500) feet.

Rule HGC-65. Signs. (a) The "Railroad Crossing" sign shall normally be in accordance with A. A. R. S. S. Drawing 1642.

(b) The "Number of Tracks" sign shall normally be in accordance with A. A. R. S. S. Drawing 1645.

Rule HGC-66. Bells. (a) If local conditions at a crossing warrant, one or more gong type bells may be used. Bell shall operate independently of remainder of mechanism, excepting where bell operates as an integral part of a wigwag mechanism.

Rule HGC-67. Signs. (a) A reflector button sign "STOP ON RED SIGNAL" shall be provided for signals shown at Figures 1 and 3 of attached drawings.* Such sign shall be in accordance with A. A. R. S. S. Drawing 1646. It shall be displayed toward highway traffic approaching the near side of crossing.

*See drawing No. 1646.

APPLICABLE ONLY TO FLASHING LIGHT WITH ROTATING DISC

Rule HGC-68. Signs. (a) The "stop" sign shall be octagonal in shape, twenty-four (24) inches across the flats, suitably formed of sheet steel, and have the word "STOP" in reflector buttons per details of drawing attached.

Rule HGC-69. Mechanism. (a) The "stop" sign shall be returned to, and held, in a stop position perpendicular and at right angles to the center line of the highway by the force of gravity and shall be moved to, and held, in a clear position parallel to the center line of the highway by the application of electrical energy.

(b) The mechanism shall be arranged to rotate the "stop" sign about its vertical axis from its stop position to its clear position through an angle of

ninety (90) degrees against the force of gravity, retaining it in that position as long as electrical energy is supplied and to cause it to return to its stop position by the force of gravity when through the failure of any part or circuit the electrical energy is cut off. The parts shall be locked in their stop and clear positions against any force applied from without the mechanism case.

(c) The "closed circuit" principle shall be made fundamental in the detailed design of all parts of the operating mechanism and in its control and operation.

**APPLICABLE TO TYPE UNDER 1—(d)
FLASHING LIGHT-AUTOMATIC GATE TYPE SIGNALS**

Rule HGC-70. (a) Signals consisting of a combination of flashing light signals and automatic gates shall when indicating the approach of a train present toward the highway the appearance of swinging red light or lights and of horizontal arm or arms extending over the traveled roadway, a sufficient distance to cover the lane or lanes used by traffic approaching the crossing.

(b) Flashing light signals shall meet the requirements shown in these requisites as applying to such signals excepting that "STOP ON RED SIGNAL" sign need not be provided.

(c) The automatic gate arms when not indicating the approach or presence of a train, shall not obstruct or interfere with highway traffic.

(d) The automatic gate arms shall be mounted on posts or housings containing the arm operating mechanisms. The posts or housings shall be located not less than three (3) feet from right-hand edge of pavement or traveled way.

(e) The design of the gate operating mechanisms, as far as practicable, shall be such as to insure proper operation during unfavorable weather conditions, and in case of power failure the gate arm shall assume the horizontal position across the roadway.

(f) The mechanisms shall be so designed that if the arms, while being raised or lowered, strike or foul an object they will readily stop, and on removal of the obstruction shall assume the position corresponding with the control apparatus. The gate arms shall be so arranged that if a vehicle is on the crossing with the gates lowered it may proceed off the crossing.

(g) Circuits for operation of the signals shall be so arranged that flashing lights, gate arm lights, and bell (if bell is used) will start to operate not less than twenty (20) seconds before the fastest train reaches the crossing and will operate between three (3) and five (5) seconds before the automatic gates start to descend. Gates shall reach full horizontal position before the arrival of the fastest train operated over the crossing and remain down until the rear of the train has cleared the crossing.

(h) In addition to the requirements of paragraph (g), the circuits for the operation of the signals shall be so arranged that the flashing lights, gate arm lights, and bell will operate at any time gate arm is in a position to interfere with highway traffic, regardless of whether or not a train is approaching the crossing.

(i) Each gate arm extending over the roadway shall have three (3) red lights, shining in both directions along the highway, so positioned as to in-

sure, as far as possible, that no vehicle or vehicles standing within the limits of the traffic lane or lanes approaching the crossing can obscure all three lights from the view of drivers of following vehicles. The light nearest the tip of each arm shall burn steadily, and the other two lights on each arm shall flash alternately in unison with the flashing lights on the roadside signal mast.

(j) The bottom of gate arms, when in the horizontal position, shall not be less than three (3), nor more than four (4) feet above the crown of the roadway.

(k) The gate arms shall be painted on both sides with alternate diagonal stripes of white or aluminum and black.

(l) In each black stripe of each gate arm on the approach side only, there shall be a diagonal row of not less than three (3) crystal or colorless reflector lenses, not less than one-half ($\frac{1}{2}$) inch in optical diameter, to reflect the headlight beams of approaching motor vehicles.

(m) Details of the signals, gates, operating mechanisms and control circuits shall be in accordance with A. A. R. recommended practice.

(n) The gate arms shall operate uniformly, smoothly, and complete all movements without rebound or slap and be securely held when in the raised position.

(o) Each individual gate post shall be provided with independent operating mechanism, and housing to be of sufficient size to allow ready inspection, adjustment and repairs.

(p) The highway traffic lanes in the vicinity of the crossing shall be distinctly marked. The marking and maintenance thereof will be provided by authorities having jurisdiction of the particular highway.

APPLICABLE TO ALL TYPES OF SIGNALS

Rule HGC-71. Painting. (a) Metal parts shall be painted in accordance with A. A. R. Signal Section requirements, and unless otherwise specified will be finished with white or aluminum.

Rule HGC-72. Foundations. (a) Foundations shall be substantially in conformity with A. A. R. Signal Section Drawing 1107. They shall be level, and set parallel to track except where alignment of apparatus requires otherwise. Dimensions are for level and solid ground.

Rule HGC-73. Material and Workmanship. (a) All material and workmanship shall be first class in every respect, and every signal installation in all its details shall be constructed and installed to the satisfaction of the Iowa State Commerce Commission.

Rule HGC-74. Deviations. (a) The commission reserves the right to make such deviations from these requisites as may appear just and proper under the circumstances, it being understood however, that there will be no change in uniformity of standard aspects in these variations.

RULES FOR THE REPORTING OF RAILWAY ACCIDENTS IN THE STATE OF IOWA

Rule RYA-75. In the exercise of powers conferred in section 474.46, Code of Iowa, 1950, con-

cerning the furnishing of immediate notice by railroad companies relating to loss of life or personal injuries occurring in connection with railroad accidents in the state of Iowa, the Iowa State Commerce Commission adopted "Rules for the Reporting of Railway Accidents in the State of Iowa" effective November 1, 1932, together with a form for the reporting of said accidents, by reference made a part hereof.

Rule RYA-76. Monthly Reports. The monthly reports of railway accidents (including rail failures causing train accidents) should be made on forms provided by this commission or on forms identical therewith in arrangement, size, color and weight of paper. The forms provided, which are of four kinds, are designated as Forms V. T. R. and F. This commission has adopted "Rules Governing Monthly Reports of Railway Accidents", 1922 Revision, issued by the Interstate Commerce Commission, Bureau of Standards, and such rules shall govern in the monthly reports of railway accidents to this body.

Rule RYA-77. Immediate Report. [See §474.46, Code of 1950]

The form provided for the purposes of immediate report is form C. which is furnished by this commission. Upon the occurrence of any train or train service accident involving serious injury or loss of life, except to trespassers, this form should be filled out and immediately returned. The completed form C. report will be returned regardless of the fact that telegraphic report has been made as outlined in rule RYA-78 below.

Rule RYA-78. Telegraphic Report. In addition to the provisions of rule RYA-77 above, immediate report by telegraph or other equal facility should be made as directed for the following classes of accidents:

(A) Collisions. A collision is a violent impact of a train, locomotive, or car with some other train, locomotive, or car while both are on rails. Accidents, however, in which cars, not in suitable condition to withstand common train usage, that, when coupled in trains, may be damaged through ordinary train movements, should be classified as miscellaneous train accidents and not as collisions. Rear-end, head-on, side or raking and railroad grade crossing collisions should be reported by telegraph in all cases where death or serious injury results, except to trespassers, also in cases where damage to railway property amounts to more than \$150.00, including the cost of clearing wreck. Collisions involving yard service need only be reported where death or serious injury results.

(B) Derailments. Derailments of all classes should be reported where reportable casualties result, excepting to trespassers. Other derailments than those involving yard service should be reported where the damage to railway property exceeds \$300.00, including the cost of clearing wreck. Particularly such derailments as those involving defects in tracks, bridges, switches, signals or other defects in roadway, or such as are the result of malicious intent or tampering, should be reported.

(C) Locomotive Boiler Accidents. All locomotive boiler accidents are reportable by telegraph, which

involve serious injury or loss of life, except to trespassers.

(D) Other Accidents. 1. Accidents to persons on moving cars or locomotives resulting from coming in contact with any structure or fixture above or at the side of track.

2. Accidents to employees in train service due to defective equipment, parts or appurtenances.

This report will be made where death or serious injury results from cause set out above, except to trespassers.

Rule RYA-79. Serious Injury. The interpretation of serious injury shall mean: (A) Injury to an employee sufficient to incapacitate him from performing his ordinary duties for more than three days in the aggregate during the ten days immediately following the accident. This rule applies to employees on duty, and others classed as not on duty, but does not apply to employees classed as passengers or trespassers.

(B) Injury to a person other than an employee if the injury is sufficient, in the opinion of the reporting officer, to incapacitate the injured person from following his customary vocation or mode of life for a period of more than one day. This rule applies also to employees classed as passengers or trespassers.

Rule RYA-80. General Application. There may be from time to time accidents which result from causes other than those listed above and which the commission may desire to investigate. The reporting of such accidents must necessarily be left to the judgment of the reporting officer, and if he feels that the accident is such as this body would wish to investigate he will immediately report by telegraph or other equal facility. The desire is to have reported all accidents, whether or not they involve injuries or death, which are due to causes that are worthy of investigation.

RULES GOVERNING MONTHLY REPORT OF RAILWAY ACCIDENTS

Rule RYA-81. In the exercise of powers conferred by statutes relating to the reporting of railway accidents the Iowa State Commerce Commission adopted rules of the Interstate Commerce Commission, Bureau of Statistics, 1922 Revision, effective January 1, 1922, entitled "Rules Governing Monthly Reports of Railway Accidents" together with reporting forms required in connection therewith, the rules and reporting forms by reference made a part hereof, as requirements for the monthly report of railway accidents occurring on railroads operated in the state of Iowa, insofar as the commission has jurisdiction; and matters not coming within the provisions of these rules or to which these rules cannot be made applicable shall be given separate consideration by the commission.

NOTICE FORM RELATING TO ABANDONMENT OF A RAILWAY STATION, REMOVAL OF A DEPOT OR THE DISCONTINUANCE OF A STATION OR AGENCY

Rule SA. Under the provisions of sections 474.15, 474.16 and 474.17, Code of Iowa, 1950, and in the exercise of powers therein conferred, the Iowa State Commerce Commission on the first day

of June, 1951, revised and readopted an order dated June 18, 1937, prescribing form of notice for posting at railroad stations where a railroad company proposes to abandon a railway station or to remove a depot or to discontinue a station or agency. Rules are provided as follows:

Rule SA-82. Form of notice, by reference made a part hereof, adopted effective June 28, 1937, was readopted.

Rule SA-83. A requirement that a railroad company before proceeding with the abandonment of a station or the discontinuance of services thereat shall file a written request with the Iowa State Commerce Commission of its intention and request authority to post notices; also providing that notices not be posted until authority is received.

Rule SA-84. A requirement that the railroad company upon the completion of posting of notices shall file with the Iowa State Commerce Commission a copy of notice with affidavit form completed.

Rule SA-85. A requirement that the date named for abandonment or discontinuance of service shall be at least five (5) days later than the final date for the filing of objections; also that not less than fifteen days will be allowed for the filing of objection with the Iowa State Commerce Commission.

Rule SA-86. A requirement making the provisions of order equally applicable to proposed discontinuance of railway express agency services.

ADOPTION OF REGULATIONS CONCERNING NOTIFICATION TO THE PUBLIC, THE FILING OF OBJECTIONS AND PROCEDURE RELATING TO PROPOSED ABANDONMENT OR PERMANENT CURTAILMENT OF TRAIN SERVICE.

Rule TS-87. In the exercise of powers conferred by statutes relating to train service the Iowa State Commerce Commission adopted resolution dated March 30, 1948, prescribing form of notice for posting at railroad stations in Iowa where not more than one such train is now or hereafter operated on a daily or less than daily schedule. Rules are provided as follows:

Rule TS-88. Form of notice, by reference made a part hereof, adopted effective April 10, 1948.

Rule TS-89. A requirement that a railroad company before proceeding with the abandonment or permanent curtailment of described train service shall file a written request with the Iowa State Commerce Commission of its intention; requesting authority to post notices; and further providing that notice allow a period of fifteen (15) days for the filing of objections with the Iowa State Commerce Commission.

Rule TS-90. A requirement that proposed changes may become effective, if no objections are filed, on the twenty-fifth (25th) day after posting of notice; otherwise the same services previously furnished the public shall be continued until after determination by the Iowa State Commerce Commission.

Rule TS-91. A requirement that the railroad company, upon the completion of posting of no-

tices shall file with the Iowa State Commerce Commission a copy of notice with affidavit form completed.

Rule TS-92. A finding that the provisions of resolution do not apply where abandonment of railroad line has been permitted; and that the adoption of resolution in no manner affects present procedure of the Iowa State Commerce Commission in the handling of complaints relating to train services where the number of trains is greater than described in resolution.

Rule TS-93. The cancellation of the provisions of a resolution of the Iowa State Commerce Commission adopted January 30, 1943; provided however, that the cancellation of said resolution shall in no manner affect the right of the Iowa State Commerce Commission to request information deemed by it advisable and proper in connection with the handling of matters relating to train service.

RULES AND REGULATIONS RELATING TO PIPE LINES IN IOWA

Rule PL-94. Compliance. No pipe line company shall hereafter commence the construction or operation of a pipe line without first having complied with the provisions of said Chapter 105, Acts of the 45th General Assembly in Special Session.

Every pipe line company owning or operating a pipe line on March 24, 1934, shall comply with the provisions of said chapter on or before July 1, 1934.

Rule PL-95. Amendments to Rules and Regulations. Any amendment to these rules and regulations, unless otherwise provided herein, shall apply in the same manner to companies holding permits at the time the amendment becomes effective as it applies to companies thereafter issued permits under this chapter or laws which may be hereafter enacted by the General Assembly.

Rule PL-96. Rules and Regulations (General Application). These rules and regulations are subject to such changes and modifications as the commission from time to time may deem advisable and to such exceptions as may be considered just and reasonable in individual cases.

Any party or parties desiring to make any departure from these rules and regulations or believing them unreasonable or inadequate may file a written petition with the commission, whereupon the commission will take such action as may seem to it proper.

Rule PL-97. Definitions. Terms not defined will be understood to have their usual meanings.

(1) "Permit" as used in these rules shall refer to the operating certificate issued for the construction and operation of a pipe line.

(2) "Consent" as used in these rules shall mean the agreement between the railroad company or the highway authority having control of a highway and the pipe line company for longitudinal construction of a pipe line on railroad right of way or public highway or for the construction of a pipe line on said property at other than at an approximate right angle to the railroad track or to the highway.

(3) The phrase as used in these rules and regulations—"longitudinally on, over or under"—shall be interpreted as meaning in a general lengthwise direction of the public highway or railroad right of way, or at other than an approximate right angle thereto.

Rule PL-98. Routing—General Application. Due to the fact that petition will at times be made prior to the specific determination of the most practical details of location, the route of pipe line as finally constructed may be subject to some deviation from the contemplated route of the petition. In order to make allowances for reasonable deviation, this commission, in such instances, will insert in the publication notice a statement to the effect that deviation will be permitted of one (1) mile on either side of the route as published. Should it be necessary, in the construction of the pipe line, to deviate more than one (1) mile on either side of the route line as petitioned for and published, the pipe line company shall cease work at that point and not again proceed until petition has been made to this commission, route published, hearing held and permit issued to cover the alternate route, which shall be all that part outside of the one (1) mile deviation zone.

Specific routing should be furnished whenever it is consistently possible to do so. If the line has been placed prior to the adoption of these rules, then statement to that effect should be made at the time of filing for petition.

Rule PL-99. Petition for Permit. Petition for a permit to operate a pipe line or lines shall be made to the Board of Railroad Commissioners of the state of Iowa, Des Moines, Iowa, upon the forms prescribed for that purpose, which will be furnished upon request. All such petitions must be typewritten.

The petition for a permit to construct, operate and maintain pipe line or lines requires the filing of Exhibits "A", "B", "C", "D", "E", and "F".

Exhibit "A". This exhibit shall contain a type-written description of the route over which the pipe line proposes to pass. The description, in most instances, will necessarily be more or less generalized but should include a legal description of preferably each quarter section of land crossed, the township and range, the general direction of the proposed route of pipe line through same, whether on private or public property, public highway or railroad right of way, a description of the topography of the land, and such other information as is deemed pertinent. The description of route of line should be specific and detailed where circumstances permit.

Example of description allowing deviation of line:

Beginning at a point on the north (N) line of the northwest (NW) quarter of section one (1), township, Range, of the P.M., thence in a general southwesterly (SWLY) direction on private property across the northwest (NW) quarter of section one (1); the northeast (NE) and southeast (SE) quarters of section two (2); the northeast (NE), northwest (NW), and southwest (SW) quarters of section eleven (11), to a point on the south (S) line of said section eleven (11), thence south (S) across the west (W) half

of section fourteen (14), adjacent to and parallel with the west (W) line of said section fourteen (14), being a distance of approximately three and one-half (3½) miles, all in township, Range, of the P. M., County, Iowa.

Example of description definitely locating line:

Beginning at a point located one thousand feet (1,000') east (E) of the northwest (NW) corner of section one (1), township, Range, of the P. M., and extending in a southwest (SW) direction on private property across sections one (1), two (2) and eleven (11), to a point fifty feet (50') east (E) of the southwest (SW) corner of said section eleven (11), thence south (S) across section fourteen (14), adjacent to and parallel with the west (W) line of said section, to a point fifty feet (50') east (E) of the southwest (SW) corner of said section, a total distance of three and three-tenths (3.3) miles all in township, Range, of the P. M., County, Iowa.

Exhibit "B". The routing of the pipe line shall be shown as accurately as is consistent on county maps of Iowa. The maps shall have a scale of not less than one inch to one mile but shall be preferably made to a larger scale. When the line is of considerable length strip maps will be acceptable. Two copies of map shall be filed for each county or two copies of complete strip maps.

Exhibit "C". A prescribed form is issued covering specific information desired in the matter of engineering specifications, materials used in construction and their strength, general manner of construction, etc. In lieu of certain information required therein, blue print copies may be filed showing standard specifications of materials used or standard construction plans.

Exhibit "D". This exhibit shall consist of the filing of one of the following instruments to insure payment of damages in the sum of not less than \$50,000.00, which may be legally recovered against the pipe line company and growing out of operation of pipe lines in this state.

- (1) A schedule showing property in the state of Iowa, other than pipe lines.
- (2) A surety bond, with surety satisfactory to this commission.
- (3) Security satisfactory to this commission; same to be held as a guaranty for payment of damages.
- (4) Satisfactory attested proofs of solvency and financial ability to pay damages.

Exhibit "E". This exhibit shall contain consent of public highway authority or railroad company where the pipe line will be placed longitudinally on, over or under such property or at other than an approximate right angle to the railroad tracks or to the highway. All consents for such construction shall be obtained in duplicate and one copy filed with the petition.

Should the exact and specific route be uncertain at the time of making petition, then a statement should be made by the pipe line company to the effect that all such consents will be obtained prior to construction and will be furnished to the commission immediately after obtaining them.

Forms will be furnished to provide additional information desired in the matter of longitudinal construction on highway and railroad right of way.

Exhibit "F". This exhibit shall contain a statement of number of occupied residences which will be passed by pipe line at a distance of less than 300 feet therefrom, excepting those passed at a less distance where line is located in public highway, or on railroad right of way, and that consent of property owner will be obtained and filed with this commission where the pipe line passes such occupied residences at a less distance than 300 feet therefrom.

Rule PL-100. Publication of Notice of Hearing. When a petition for a permit is received accompanied by proper exhibits and attachments, it will be placed on the docket for hearing and the applicant will be advised of the time and place for hearing. The applicant will also be furnished with copies of the official notice of hearing which he will cause to be published once every week for two (2) consecutive weeks in some newspaper of general circulation in each county through or in which the proposed line or lines will pass. The last publication of said notice must be made NOT LESS THAN TEN (10) 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 receipts from each newspaper showing that the cost of publication has been paid.

Rule PL-101. Permits. After the commission has made a finding that permit should be granted, a temporary or a permanent permit will be issued.

Where the routing of the line has not been definitely established a temporary permit will be issued on the route as published, subject to deviation. Such permit will be issued with the provision that as soon as the routing has been definitely determined and that before construction is commenced, this commission will be notified and given an opportunity to inspect the final proposed routing of the line and make such changes as are deemed advisable in such routing to assure continuity of service and safety to persons and property.

A permanent permit will be issued where the routing of the line is definitely established. This may be done either after the finding of the commission after hearing, or at such time as the line has been placed under the provisions of a temporary permit and resurvey furnished of the line as constructed.

Rule PL-102. Expiration of Permit. A permanent permit will expire twenty-five (25) years from the date of issue, unless otherwise limited.

Pipe lines on which a permit is hereafter granted and which are not constructed within a period of two (2) years from the date of permit will be considered as having the permit revoked at the expiration of the two (2) year period if such lines are not then constructed. Application for an extension of time may be made to the commission prior to the expiration date of permit, setting forth all reasons for not having constructed the line within the two (2) year period, and requesting additional time. The commission will consider the application and may grant such additional time as

deemed advisable or it may deny an extension of time.

Rule PL-103. Extensions. A petition for a permit for an extension of a pipe line or lines shall take the same form and procedure as that filed in an original petition.

Rule PL-104. Sale of Permit. A permit for a pipe line shall not be sold until the sale has been approved by the commission.

Rule PL-105. Transfer of Permit. The transfer of a permit for a pipe line before the construction of the line is completed in whole or in part may be made but shall not be effective until the pipe line company to which it was issued shall file in the office of the commission a notice in writing giving the date of transfer and the name and address of the transferee.

Rule PL-106. Construction Inspection Fee. After a finding has been made after hearing that permit should be granted and before same is issued, or as hereinafter provided, the applicant company shall pay to this commission a construction inspection fee of fifty cents (\$0.50) per mile of pipe line or fraction thereof for each inch of diameter of said lines located in Iowa.

The amount of such fee will be certified to the applicant company and shall then be due and payable.

Rule PL-107. Annual Inspection Fee. Each pipe line company shall pay an annual inspection fee in the sum of twenty-five cents (\$0.25) per mile of pipe line or fraction thereof for each inch of diameter of such line located in Iowa. This fee shall be payable for the calendar year in advance and before January first of each year. The amount of the fee will be certified to the pipe line company before January first of each year or as hereinafter provided.

Rule PL-108. Fees—General. The construction and annual inspection fees will be collected for the year in which the line is applied for, providing permit is issued in that year. Such fees will be collected on the basis of approximate mileage listed in the petition. After a resurvey has been completed and submitted to the commission, fees will then be collected or refunded as the case may be, on adjusted mileage.

The annual inspection fee for the year 1934 will be certified on or after March 24, 1934, on all lines holding or granted permits in accordance with chapter 105. Construction inspection fee will be certified on all pipe lines which have not heretofore paid such fee.

The pipe line company shall make remittance covering fees by check payable to the "Iowa State Commerce Commission."

Rule PL-109. Crossings — Highway — Railroad. This commission has adopted minimum specifications for the construction of a pipe line under railway tracks, primary roads and secondary roads. These specifications are to apply as minimum requirements unless the pipe line company is specifically authorized by the commission to make exceptions thereto in some particular case. Construc-

tion of a higher grade than minimums provided herein will be acceptable, but such other grades shall be submitted to this commission for approval prior to construction.

Rule PL-110. Resurvey. Where the route of the pipe line is not definitely and specifically determined in the petition, a resurvey of the line shall be made by the company as soon as the construction is completed and the exact route of the line submitted to the commission, together with the exact mileage to the tenth of a mile.

Rule PL-111. Accidents. Immediate report shall be made of any accident arising from, or in connection with the operation of a pipe line or any device, apparatus, or equipment, which accident results in the injury of any person or the damage of any property. Such report shall give a full and complete detail of the accident; cause; party or parties responsible, if any; weather conditions; names and addresses of persons injured or killed and extent of injuries; time and place of accident; names and addresses of witnesses, if any; and any other pertinent information.

No report need be made of an accident which incapacitates an employee from performing his ordinary duties for less than one day in the aggregate during the ten days immediately following the accident; to any person other than an employee if incapacitated for a period of less than one day; or in property damage of less than One Hundred Dollars (\$100.00) including the cost of repair.

The initial or immediate report shall be made by telegraph within twelve hours after accident, giving the outstanding characteristics of the accident. A complete detailed report by mail will be made as soon as all information is available.

Rule PL-112. Inspection and Defects. Chapter 105, Acts of the 45th General Assembly in Special Session, [ch. 490, C. '50] provides that this commission shall have general supervision of all pipe lines and shall from time to time examine the construction, maintenance and condition of such lines and any apparatus, device or equipment used in connection therewith to determine if same is unsafe or dangerous. A duly appointed representative of this commission shall have authority, during reasonable hours of the day, to enter upon the premises of any pipe line company operating in this state for the purpose of making inspection and/or such tests as are deemed advisable. All tests shall be made in company with a representative of the pipe line company.

Rule PL-113. Construction, Operation and Maintenance. Until such time as full and complete rules have been adopted by this commission to govern the construction, operation and maintenance of pipe lines and all equipment used as a necessary part of the operation of such lines, such lines and equipment shall be constructed, operated and maintained in accordance with accepted good practice.

Rule PL-114. Blueprints showing requirements of construction where pipe lines pass under railroad tracks, primary and secondary highways, together with forms used in connection with applications for a permit for the construction of a pipe line, are by reference made a part of these rules.

STATISTICAL DIVISION

ACCOUNTING RULES AND REGULATIONS

Rule S1. Commission's Adoption of Interstate Commerce Commission Accounting Rules and Regulations. Class I, II, and III steam railways, railway bridge companies, railway terminal companies, electric interurban railways, Railway Express Agency, Inc., The Pullman Company, class I freight and passenger motor carriers shall adhere to the accounting rules and regulations as prescribed by the Interstate Commerce Commission relating to system and/or Iowa operations.

Rule S2. Accounting Rules Applicable to Class II Freight and Passenger Motor Carriers. (a) Single entry accounting shall be used regarding daily records that should be kept on operating and non-operating revenues, operating expenses and operating statistics deemed necessary by the commission.

(b) Revenues are to be entered each day as earned, not once a week or only when collections are made. Rents and interest income should be entered on the day received.

(c) Operating expenses should be entered daily except salaries that are paid weekly or monthly, rents paid monthly, and interest paid. Depreciation charges are to be entered in operating expenses on the 15th of each month; and when equipment is retired, such charges cease to be an operating expense. Depreciation may be charged only during the period equipment or facilities are actually being used in connection with operation authorized by this commission.

(d) Freight motor carriers shall keep daily records on pounds carried and truck and/or tractor miles operated, on system and within the state of Iowa, separately.

(e) Passenger motor carriers shall keep daily records on passengers carried, bus miles operated and motor passenger miles revenue, on system and within the state of Iowa, separately.

(f) Revenues earned within the state of Iowa should include all intrastate revenues and a mileage prorate of interstate revenues.

(g) Individual equipment records must be kept showing description, cost, monthly depreciation and mileage records.

(h) Records should be kept on the accrual basis, so that at the end of each calendar year, licenses, insurance, etc., paid for in advance may be carried in prepayment accounts, on financial statement, and not shown as an expense in the year it is not used.

(i) Records are to be set up and kept beginning at the time operations commence and at no time shall daily entries be more than five (5) days in arrears. Such records must be kept intact and open for inspection by our representatives at any time. Daily records, for one calendar year or any portion thereof, shall not be destroyed before three (3) years, after the close of such calendar year.

(j) Other records may be kept in addition to these prescribed by the commission, but in no instance shall any class II motor carrier fail to keep daily records as prescribed under this rule.

FILING MOTOR CARRIER ANNUAL REPORTS WITH IOWA STATE COMMERCE COMMISSION

Rule S3. Instructions Relating to Filing Annual Report Forms by Class II Motor Carriers. (a) An-

nual report form must be filled out in duplicate and one copy, duly verified and sworn to before a notary public or someone authorized to administer oaths, filed with the office of the Iowa State Commerce Commission, Des Moines, Iowa, on or before February 28 of the year following that for which annual report is filed.

(b) Every annual report must, in all particulars, be complete in itself; and reference to the return of former years should not be made to take the place of required entries.

(c) If it be necessary or desirable to insert additional statements, typewritten or other, in a report; they should be legibly made on durable paper, and, wherever practicable, on sheets not larger than a page of the annual report form. Inserted sheets should be securely attached, preferably at the inner margin; attachment by pins or clips is insufficient.

(d) All entries in the report form should be taken from the motor carrier's daily record, and must be made in permanent black ink, except those of a contrary or unusual character, which should be in red ink.

(e) Each motor carrier must make its annual report to this commission in duplicate, retaining one copy in its files for reference in case correspondence, with regard to said report, becomes necessary. For this reason two (2) copies of the report form are furnished to each motor carrier concerned.

(f) If for any reason, a motor carrier is unable to complete and file its report on or before February 28, the commission may extend the time fixed for filing said report upon request and proper showing.

(g) Failure to file said annual report may be considered by the commission as just cause for revocation of certificate.

(h) The year means the calendar year ending December 31 of the year for which the report is made; or, in case the report is made for a shorter period than one year, it means the close of the period covered by the report within the calendar year for which the report is made.

(i) Should the entire authority granted a motor carrier be transferred to another carrier, or revoked, a report covering the current operations during such calendar year, or portion thereof, must be completed and filed with this office not later than thirty (30) days after the commission's order of transfer or revocation.

RULES AND REGULATIONS GOVERNING THE OPERATION OF BONDED WAREHOUSES

[Amendments filed Jan. 30, 1956]

Rule No. W-1. Application of Rules and Regulations. These rules and regulations are subject to such changes and modifications as the commission may from time to time deem advisable and to such exceptions as may be considered just and reasonable in individual cases.

Rule No. W-2. Types of Products to be Warehoused. Products to be warehoused shall be divided into two general types or classes as follows:

A. Bulk grain.

B. Agricultural and farm consumable products other than bulk grain.

For the purpose of storage, grain processed for

seed purposes shall be classed as an agricultural product other than bulk grain.

Rule No. W-3. Application for License. Application for a license to operate as a bonded warehouseman under the Iowa Bonded Warehouse Law shall be made to the commission on forms prescribed for that purpose, which will be furnished to prospective applicants upon request. All such applications should be typewritten and all information must be furnished as required by section 543.5 of said Bonded Warehouse Law.

Rule No. W-4. Warehouse License. A warehouse license shall specify the type and quantity of products which may be stored in a licensed warehouse. A license may be issued authorizing the storage of either or both general types or classes of products to be warehoused provided the warehouse or warehouses described in the application is or are found to be suitable for the proper and safe storage of the product or products intended to be stored therein.

No storage unit shall be considered suitable for the storage of bulk grain unless the warehouseman has available the necessary equipment and space to properly turn and condition the grain to be stored therein or unless said storage unit is properly equipped with approved means of keeping the grain, to be stored therein, from going out of condition.

Warehouse licenses are nontransferable.

Rule No. W-5. Amendment of License. Section 543.8 of the Iowa Bonded Warehouse Law provides that the commission is authorized upon its own motion, or upon receipt of written application, to amend any license previously issued by it, to change or modify the provisions as to type and quantity of agricultural products which may be stored in the warehouse or warehouses in respect to which the license was originally issued. No warehouse license shall be amended to cover change in name of the warehouseman.

Rule No. W-6. Extension and Renewal of Warehouse License. A warehouse license shall terminate on the 30th day of June next after the date of issuance. However, a warehouse license may be kept in continuous force and effect by the warehouseman filing a proper application for renewal prior to the date of termination. A warehouse license which has terminated may be reinstated by the commission upon receipt of proper application filed by the warehouseman, provided that such application is filed within ninety days from the date of termination of the warehouse license.

Rule No. W-7. Bonds (Amended effective July 1, 1952.) Bonds filed with the commission shall be on forms prescribed and furnished by the commission. The amount of bond required to be filed in connection with the storage of bulk grain shall be as follows:

a. For intended storage of bulk grain in any quantity less than twenty thousand bushels the minimum amount of the bond shall be six thousand dollars (\$6,000.00) plus one thousand dollars (\$1,000.00) for each two thousand bushels or fraction thereof in excess of twelve thousand bushels up to a total of twenty thousand bushels.

b. For intended storage of bulk grain in any quantity not less than twenty thousand bushels and not more than fifty thousand bushels the minimum amount of the bond shall be ten thousand dollars (\$10,000.00) plus one thousand dollars (\$1,000.00) for each three thousand bushels or fraction thereof in excess of twenty thousand bushels up to a total of fifty thousand bushels.

c. For intended storage of bulk grain in any quantity not less than fifty thousand bushels and not more than seventy thousand bushels the minimum amount of the bond shall be twenty thousand dollars (\$20,000.00) plus one thousand dollars (\$1,000.00) for each four thousand bushels or fraction thereof in excess of fifty thousand bushels up to a total of seventy thousand bushels.

d. For intended storage of bulk grain in any quantity not less than seventy thousand bushels the minimum amount of the bond shall be twenty-five thousand dollars (\$25,000.00) plus one thousand dollars (\$1,000.00) for each five thousand bushels or fraction thereof in excess of seventy thousand bushels.

The amount of bond to be filed in connection with the storage of agricultural and farm consumable products other than bulk grain shall be determined in accordance with the provisions of section 543.13 of the Iowa Bonded Warehouse Law.

Bonds shall be so written as to indemnify storage in the facilities of the warehouseman as described in the particular warehouse license held by the warehouseman.

The amount of bond prescribed in this rule is the minimum that will be accepted by the commission. However, a bond in a higher amount may be filed by the warehouseman if he deems it advisable in the carrying on of his warehouse business.

Rule No. W-8. Insurance. Each warehouseman licensed by this commission, or operating under a temporary permit, shall keep fully insured, for its current market value, against loss by fire, inherent explosion or windstorm, all agricultural products in storage in his warehouse and all agricultural products which have been deposited temporarily in his warehouse pending storage or for purpose other than storage. Such insurance shall be carried in an insurance company or companies authorized to do business in this state and shall be provided by and carried in the name of the warehouseman. Each policy providing such coverage must have attached thereto an Iowa bonded warehouse endorsement form as prescribed by the Iowa State Commerce Commission.

As evidence of such insurance coverage having been provided, a certificate of insurance form as prescribed by the Iowa State Commerce Commission, shall be filed with this commission.

Not more than one policy shall be included on any one certificate of insurance and where one policy provides coverage for two or more locations (towns) a separate certificate of insurance shall be executed for each location (town) shown on said policy.

The amount of insurance shown on a certificate of insurance shall be the total amount provided by the particular policy and for the particular location for which such certificate is executed.

Rule No. W-9. Notice to Commission. The commission shall be notified at once in the following cases:

In all cases of loss or damage to storage or to licensed storage facilities.

In case of death of individual or any member of partnership operating a bonded warehouse.

In case of change of ownership of a bonded warehouse.

In case of change in name under which a bonded warehouse is operated.

Rule No. W-10. Issuance of Warehouse Receipts. (Amended effective March 11, 1952.) For all agricultural products that become storage in a warehouse licensed by this commission, receipts shall be issued by the warehouseman conducting such warehouse. Such receipts must be signed by the warehouseman or his authorized agent and shall be countersigned by the Secretary of the commission. The original receipt shall be issued to the depositor of the commodity placed in storage and a copy of such receipt shall be immediately filed with the commission.

Bulk grain deposited with a licensed warehouseman with instructions to hold for further instructions, or with instructions for any other disposition, may be retained by him in a licensed warehouse for a period of ten days or more provided that any retention for a period of more than nine consecutive days, shall, commencing with the tenth day, be deemed to be a retention for storage pending other disposition of the bulk grain and provided further that not later than the tenth day from date of deposit of the bulk grain such licensed warehouseman shall issue warehouse receipts therefor. Provided however that in each instance of a deposit of grain by the United States government or any subdivision or agency thereof, a period of thirty days shall be permitted in each instance where a period of ten days is above specified, and action which is specified above to be taken on the tenth day shall be taken on the twenty-ninth day.

Any grain, which has been received at any bonded warehouse and for which the actual sale price is not fixed and payment made therefor within ten days after the receipt of said grain, is construed to be grain held in storage within the meaning of the Iowa Bonded Warehouse Law and warehouse receipts shall be issued therefor not later than the tenth day after the receipt thereof.

The weight and number of bushels to be shown on a warehouse receipt issued on bulk grain shall be the weight and number of bushels of grain actually placed in storage including dockage and/or foreign material.

Test weight, moisture and any other grade factors pertinent to determining grade shall be shown on warehouse receipts issued on bulk grain, under the heading "Remarks".

Not more than one commodity or grade or value of commodity shall be shown on a warehouse receipt.

If a warehouse receipt is intended to be a nonnegotiable receipt it shall state, in the space provided therefor on the face of the receipt, that the goods received will be delivered to the depositor or any other specified person.

If a warehouse receipt is intended to be a negotiable receipt it shall state, in the space provided

therefor on the face of the receipt, that the goods will be delivered to the bearer, or to the order of any person named in such receipt.

Rule No. W-11. Form of Warehouse Receipt. Warehouse receipt forms shall be of a size 7 inches in width by 8¼ inches in length and shall be printed in not less than triplicate. The original receipt shall be white in color and the weight of the paper used shall not be less than 20 pound base. The commission's copy of the receipt shall be pink in color and the weight of the paper used shall be not less than 16 pound base. The paper used for both original receipt and the commission's copy shall not be lower in quality than number one sulphite.

Receipts issued for bulk grain shall be in a form prescribed by the Iowa State Commerce Commission.

Receipts issued for agricultural and farm consumable products other than bulk grain shall be in a form prescribed by the Iowa State Commerce Commission.

Rule No. W-12. Cancellation of Receipts. Upon delivery of commodity represented by a warehouse receipt, the original receipt must be cancelled upon the face thereof by the warehouseman or his authorized agent. The original receipt must then be forwarded to the office of the commission to be stamped with the commission's cancellation stamp, after which the receipt will be returned to the warehouseman.

If only a portion of commodity represented by a negotiable warehouse receipt is delivered, that warehouse receipt must be cancelled by the warehouseman and a new receipt issued covering the balance of commodity remaining in storage.

No commodity represented by an outstanding negotiable warehouse receipt shall be delivered until such outstanding receipt is returned to the warehouseman.

No warehouse receipt shall be cancelled by the warehouseman until the commodity represented by such receipt has been removed from storage.

No original warehouse receipt shall be destroyed until same has been cancelled by the commission.

Original warehouse receipts voided by the warehouseman for any reason shall be immediately forwarded to the commission for cancellation.

When a warehouse license is cancelled or otherwise terminated all unused warehouse receipts under such license shall be surrendered to the Commission for cancellation.

Rule No. W-13. Lost Receipt. If a warehouse receipt is lost or destroyed, a duplicate may be issued in accordance with the provisions of section 543.20 of the Iowa Bonded Warehouse Law. However, if the product represented by the lost or destroyed receipt is to be removed from storage, a release may be procured from the person to whom the receipt was issued, on a form provided by the commission for that purpose. The release, in duplicate, must then be forwarded to the office of the commission for cancellation in the same manner as provided for original receipts.

The indemnity bond to be required by the warehouseman before issuing a duplicate receipt in accordance with the provisions of section 543.20 must

be in a form that will fully protect all rights under the missing original receipt and shall be in an amount not less than the full market value of the commodity covered by such missing receipt at the time the duplicate receipt is issued.

Rule No. W-14. Storing of Commodities. Bulk grain in storage shall be leveled off in such manner that the amount of grain in the storage facility may be readily determined.

Other than bulk grain storage shall be stored in such a manner that it can be readily inspected and the amount and kind thereof determined.

Rule No. W-15. Storage on Hand to Cover Outstanding Receipts. A warehouseman must at all times have sufficient commodities in his licensed warehouse facilities to cover all outstanding warehouse receipts. A warehouse receipt shall be considered as outstanding until returned to and cancelled by the warehouseman.

Rule No. W-16. Monthly Statements. A statement shall be prepared at the close of business at the end of each calendar month and filed with the commission by the tenth of the month following. This statement shall be on a form prescribed by the commission, which will be furnished to the warehouseman upon request. A statement must be filed for each calendar month regardless of whether or not the warehouseman has commodities in storage.

Rule No. W-17. Tariffs. Each warehouseman, at the time of making application for a warehouse license, shall file a tariff with the commission and publish the same in accordance with the provisions of section 543.28, the Code, 1950. Such tariff shall be on a form prescribed by the commission, which forms will be furnished to the applicant upon request. Such tariff containing rates to be charged for storage, delivery, and conditioning of stored products shall be furnished in duplicate to the commission. After being properly numbered and dated by the commission, one copy of the tariff will be returned to the applicant for publication. Publication of the tariff shall be made by posting the same in a conspicuous place at the place of business of the applicant.

Rule No. W-18. Amending Tariff. Tariffs may be amended by the licensed warehouseman by filing a new tariff with the commission and publishing the same in the same manner as outlined for an original tariff. Such amended tariff shall contain rates to be charged for the storage, delivery and conditioning of all commodities to be stored by the warehouseman. Upon the effective date of the amended tariff the previous tariff shall be considered void and cancelled in its entirety.

Rule No. W-19. Posting of Licenses and Tariffs. Warehouse licenses, weigher and/or grader licenses and tariffs shall be posted in a conspicuous place at the warehouseman's place of business and in such manner as to be protected from damage or effacement.

Rule No. W-20. Rates. Rates charged by a warehouseman for storage, conditioning and delivery of agricultural products shall be those contained in the effective tariff filed with the Commission in

accordance with the provisions of section 543.28, the Code, 1950.

Rule No. W-21. Identification of Licensed Storage Units. Each storage unit and/or building licensed under the Iowa Bonded Warehouse Law shall have painted thereon, an identifying letter or numeral or both, assigned by the commission. These identifying letters or numerals shall be painted in a conspicuous place on the storage unit and/or building.

Identifying letters or numerals on a storage unit or building must remain legible as long as the unit or building continues as a licensed storage facility.

Rule No. W-22. Maintenance of Storage Facilities. All licensed storage facilities shall be maintained in such manner as to be suitable for the proper and safe storage of the particular product or products to be stored therein. Safe and adequate means of ingress and egress to the various storage units of the warehouse shall be provided and maintained by the warehouseman.

Storage units having entrance over 20 feet above ground or floor level and not in excess of 50 feet above such ground or floor level shall be equipped with a fixed ladder or safe and adequate lift. If equipped with fixed ladder, such ladder shall have side rails and rungs, these rungs to be spaced not to exceed one foot centers and there shall be sufficient space between ladder rung and face of structure to permit safe foot-hold. Storage units having entrance over 50 feet above ground or floor level shall be equipped with safe and adequate lift.

Walkways, lifts and ladders shall be kept clean and free of grain and other matter which might endanger the safety of persons using same.

Any storage facility which fails to meet these requirements will be called to the attention of the warehouseman. Failure of the warehouseman to place such facility in a suitable condition within a reasonable length of time will result in said facility being eliminated from coverage by the warehouse license.

RULES AND REGULATIONS APPLICABLE TO LIQUID TRANSPORT CARRIERS

[Filed July 1, 1957]

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, The Code 1954, as amended.

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, copartnership, 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 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 regula-

tions, with limits required by Senate File 167 [Ch 171] of the 57th General Assembly [Ch 327A of the Code], with respect to the motor trucks 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 a 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 of insurance policies written for the limits as prescribed by Senate File 167 [Ch 171] of the 57th General Assembly [Ch 327A of the Code], shall be in accordance with forms prescribed by the Commission.

Rule LC-6. Insurance binders. Binders filed to comply with the insurance requirements of Senate File 167 [Ch 171] of the 57th General Assembly [Ch 327A of the Code], 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 Senate File 167 [Ch 171] of the 57th General Assembly [Ch 327A of the Code], 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.

LIQUID TRANSPORT CARRIER

Rule LC-11. Manner of Marking Equipment. Before placing any equipment in service there shall be painted on each side of the equipment, or on

some suitable material securely placed on each side of such equipment, in letters and figures large enough to be easily read to a distance of fifty (50) feet and in a color in contrast to the background, the following:

Marking for Trucks, Trailers or Semitrailers:

- (a) Name of liquid transport carrier
- (b) Address of liquid transport carrier
- (c) "Ia. C.C. L.C....." (See Note)

Marking for Tractor Trucks

- (a) "Ia. C.C. L.C....." (See Note)

Note: For instance, if permit number is 500, this line would be completed to read "Ia. C.C. L.C. 500," when painted on the equipment.

Any motor vehicle covered by this Section transporting a flammable liquid shall, in addition to other marking required by these rules, be marked on each side and the rear with the word "Flammable" in letters not less than 8 inches high.

Any liquid transport carrier covered by this Chapter transporting a liquid that shall be considered by the Commission to be dangerous to the general public shall, in addition to other markings required by these rules, be marked on each side and the rear with the word "Danger" in letters not less than 8 inches high and thereafter a description of the cargo carried.

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. 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 deposits 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.

PUBLICATION OF NOTICE OF HEARING

Rule LC-14. 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 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 that the cost of publication has been paid.

SALE, TRANSFER, LEASE OR ASSIGNMENT
OF CERTIFICATE

Rule LC-15. 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 parties interested, and filed at least ninety (90) days prior to the proposed effective date.

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

Rule LC-16. The applicants 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 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. Interstate carrier. Senate File 167 [Ch 171] of the 57th General Assembly [Ch 327A of the Code], together with the Rules and Regulations thereunder adopted by the Commission insofar as may be applicable, govern carriers affording services of a strictly interstate character.

Application for a certificate covering such an operation shall be made upon forms prescribed. 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 12, 13, and 14 of these Rules and Regulations may be disregarded when application is submitted. Applicant must first have complied with the Motor Carrier Act, administered by the Interstate Commerce Commission and Rules and Regulations thereunder adopted.

Interstate carriers shall file certificates of insurance as provided for by Section 5 of Senate File 167 [Ch 171] of the 57th General Assembly [Ch 327A of the Code].

Rule LC-18. 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 Senate File 167 [Ch 171] of the 57th General Assembly [Ch 327A of the Code], all other laws applying to liquid transport carriers and these rules and regulations, before allowing them to operate a motor vehicle.

Rule LC-19. 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 or not driving or assuming any other responsibility while traveling, each driver must be

given at least eight (8) consecutive hours off duty after arrival at destination, during which period he shall be considered as off duty.

(b) Driving Time: The terms "drive," "operate," and "driving time" include all time spent on a moving vehicle and any interval not in excess of ten minutes in which the driver is on duty and not on a moving vehicle. EXCEPT the terms "drive," "operate," and "driving time" do not include certain travel time under the exceptions in Section (a) of this Rule.

Rule LC-20. Drivers Daily Log. Every liquid transport carrier shall require that a driver's daily log shall be made in duplicate by every driver employed or used by it and every driver who operates a motor vehicle shall make such log. Such log shall be in the form below.

INSTRUCTIONS FOR THE USE OF
DRIVER'S DAILY LOG

Rule LC-21. Drivers and liquid transport carriers will be held responsible for the proper maintenance of the daily logs. Drivers shall keep the log current to the time of the last change of duty status. Failure to make logs, failure to make required entries therein, falsification of entries, or failure to file logs with the liquid transport carrier will make both the driver and the carrier liable to prosecution.

Rule LC-22. The driver shall forward each day the original log to his home terminal. If the services of a driver are used by more than one carrier during a calendar day, the driver shall furnish each motor carrier a copy of his log for the entire day. In such case the log shall indicate the name of each carrier served by the driver during that day.

Rule LC-23. The original logs shall be retained by the liquid transport carrier for a period of one year. Duplicate copies of the logs are the driver's personal records and are to be kept for a period of one month in the possession of the driver while he is on duty.

Rule LC-24. The time standard in effect at the driver's home terminal shall be used. The log shall be prepared, maintained, and submitted, for a 24-hour calendar day beginning at midnight.

Rule LC-25. All entries shall be made by the driver except that the name and main office address of the liquid transport carrier may be printed or otherwise entered by an authorized representative of the carrier. The name of the liquid transport carrier shall be that for which the driving is performed. In case of the driver of a leased vehicle, the name shown shall be that of the liquid transport carrier performing the transportation.

Rule LC-26. The driver shall certify to the correctness of the log by signing his name in full.

Rule LC-27. In addition to the identification of the carrier and the driver's signature, the entries shall indicate:

(a) The month, day, and year for which the log is prepared.

DRIVER'S DAILY LOG

(One calendar day — 24 hours)

ORIGINAL—File each day at home terminal.
 DUPLICATE—Driver retains in his possession for one month.

I certify these entries are true and correct: _____ (Vehicle or state license number)

(Month) _____ (Day) _____ (Year) _____ (Total mileage today) _____

(Name of Carrier) _____ (Driver's signature in full) _____

(Main Office Address) _____ (Home Terminal Address) _____

	MID-NIGHT											NOON											Total Hours
	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	
1: OFF DUTY																							
2: SLEEPER BERTH																							
3: DRIVING																							
4: ON DUTY (Not Driving)																							
REMARKS																							

Check the time and enter name of place you reported and were released from work and when and where each change of duty occurred.

FROM: _____ TO: _____

(Starting point or place) USE TIME STANDARD AT HOME TERMINAL (Destination or turn around point or place)

(b) The total mileage traveled during the calendar day covered by the log.

(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 emer-

gency 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 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.

Rule LC-28. Qualifications of Drivers. 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 limitations 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 accordance with Rule LC-28 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 qualifications or age requirements than prescribed in this Rule.

[Filed July 1, 1957]

Rule LC-29. (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.

[Filed July 2, 1957]

STATE COMPTROLLER

RULES FOR AUDITING CLAIMS

All vouchers and claims required by law to be audited by the State Comptroller should conform to the following rules:

Rule 1. All claims shall be typewritten, written in ink or with indelible pencil, and be itemized and sworn to by the claimant. Approval of the claim shall be certified thereon by the head of the department or his deputy, or chairman of the board or

commission or its executive officer. Claims shall show in the space provided therefor reference to the appropriation or allocation from which the claim is payable.

Rule 2. Claims for personal property sold, or services rendered to the state, should have the original invoices attached whenever possible to do so.

Rule 3. Claims for personal property sold or services rendered to the state shall be deemed pre-

sented for payment when filed or received by the department whose approval thereof is required under rule 1, notwithstanding any delay by the department in forwarding same with its approval to the comptroller.

Rule 4. When compensation is fixed on an annual or monthly basis and services rendered cover less than a full month, compensation is to be made on the basis of a thirty-day month. [Effective November 15, 1951.]

Rule 5. Officers and state employees shall be allowed hotel and meal expenses when required to travel outside of the city or town of their residence or official domicile, but in no event shall the amount thereof exceed \$8.00 per day in this state. When by reason of dining car, meals and berth on Pullman exceed the per diem same will be allowed if approved by the head of the department. Name of hotel where expense is incurred must be given, and receipt submitted. Charges for breakfast will not be allowed when claimant leaves his residence or domicile after 7:00 A. M. Hotel and meal expense is not limited outside the state but should be reasonable. It is the duty of the heads of departments to authorize only such amounts as are justified by nature of the travel. Hire of conference room.—When necessary to engage a conference room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved by the head of the department.

This rule does not apply to elective officers.

[Filed October 31, 1955]

Rule 6. Officials and employees continuously employed at the seat of government or at an official domicile will not be allowed subsistence expense. Officers and employees whose residence is elsewhere than the official domicile will not be allowed any expense at such residence or for traveling between residence and official domicile.

Rule 7. The place of official domicile or residence should be shown on the claim in addition to the place where expense is incurred, the nature of employment, and by whom ordered.

Rule 8. Where an employee works at one place for one week or more, he shall be allowed expense

for lodging the weekly or monthly rate, receipt to be submitted. [Effective November 15, 1951.]

Rule 9. Federal tax exemption certificates should be used in connection with the purchase of transportation or on any article that has federal tax. Any payment of such tax will be deducted from claim.

Rule 10. The statutory allowance of seven cents per mile for use of private automobile in state business shall include all expense of automobile. Authorized use of private automobile on out-of-state trips shall be at the rate approved by the state car dispatcher. [Effective November 15, 1951.]

Rule 11. The hire of special conveyance will be allowed only when no public or regular means of transportation are available, or when such public or regular means of transportation cannot be used advantageously, in which case receipt therefor should accompany claim, or its absence satisfactorily explained.

Rule 12. Telegraph or long distance telephone calls expense shall show that same was on official business, and between what points and parties. When calling a state officer or department, send telegrams collect and reverse telephone calls as it is much easier for department to deduct federal tax.

Rule 13. Pullman fare and dining car meals should be charged under the heading "Hotel expense". Railroad or bus fare and automobile mileage or expense should be charged under the heading "Transportation".

Rule 14. All charges for necessary stenographic or typewriter service, rental of typewriter machine in connection with preparation of official reports or correspondence, clerical assistance, hire of conference room for state business and other expense should be charged under the heading "Miscellaneous" and will be allowed if approved by the head of department, and if clearly, fully and satisfactorily explained and receipts for same are attached to claim. [Effective November 15, 1951.]

Rule 15. It is the duty of department heads and executive officers of boards and commissions to keep expenditures at the lowest reasonable amount in connection with expense incurred by reason of public service.

CONSERVATION COMMISSION

The state conservation commission, under authority granted in section 109.39 of the Code issues, from time to time, temporary administrative orders altering open seasons, bag limits, and possession limits on fish, game and fur-bearing animals. Copies of these orders may be obtained by addressing the Conservation Commission, State Office Building, Des Moines, Iowa.

ADMINISTRATIVE ORDER NO. 158

The State Conservation Commission of Iowa on its own motion does hereby order and declare that under and pursuant to the power and authority of said Section 109.39 aforesaid, a closed fishing season is hereby established in Rock Creek Lake,

Jasper County; and Creston Lake, Union County; for the calendar year 1952 and thereafter, unless otherwise altered or amended by process of law.

Dated August 20, 1952
(Filed August 20, 1952)

See administrative order No. 197.

ADMINISTRATIVE ORDER NO. 168

The State Conservation Commission of Iowa on its own motion, does hereby order and declare that under and pursuant to the power and authority of Section 109.39, aforesaid, that Lake Geode, Des Moines and Henry Counties; Lake Darling, Washington County; Nine Eagles Lake, Decatur County, and Cold Springs Lake, Cass County, are hereby open to fishing during the open season as established by law commencing at 5:00 o'clock a.m., June 14, 1953, subject to regulations that apply to all other inland waters of the State.

Dated June 17, 1953
(Filed June 18, 1953)

ADMINISTRATIVE ORDER NO. 169

The State Conservation Commission, on its own motion does hereby order and declare under and pursuant to the power and authority of the Act known as Senate File 18, aforesaid, that in all waters of the state legally open to fishing it shall be permissible to take carp, buffalo, dogfish, gar, quillback, and gizzard shad by the use of spear or bow and arrow from the first day of May to and including the 31st day of October in each year between the hours of sunrise and sunset.

[Filed June 25, 1953]

ADMINISTRATIVE ORDER NO. 197

The State Conservation Commission of Iowa on its own motion, does hereby order and declare that under and pursuant to the power and authority of Section 109.39, Code 1954, that Green Valley Lake in Union County and Rock Creek Lake in Jasper County are hereby open to fishing during the open season as established by law commencing at 5:00 o'clock a.m., May 30, 1955, subject to regulations that apply to all other inland waters of the state.

[Filed April 5, 1955]

ADMINISTRATIVE ORDER NO. 208

The State Conservation Commission of Iowa, on its own motion, does hereby order and declare that under and pursuant to the power of said section 109.39, Code of Iowa 1954, that the following schedule of seasons, catch limits, bag limits, possession limits and size limits shall be in effect for the following lakes:

Little Spirit Lake	Dickinson County
Iowa Lake	Emmet County
Tuttle (Okamanpedan) Lake	Emmet County
Burt (Swag) Lake	Kossuth County
Iowa Lake	Osceola County

This order shall become effective as of January 1, 1956. [See table below]

This Administrative Order supersedes Administrative Order No. 178 as it affects these lakes.

[Filed October 13, 1955]

ADMINISTRATIVE ORDER NO. 227

Section 1. WHEREAS, in a recent decision captioned Cecil J. Nelson, et al. v. State Conservation Commission of the State of Iowa and Bruce F. Stiles, State Conservation Director, et al. by the District Court in and for Dickinson County the first paragraph of Section 111.4, Code of Iowa 1954, has been declared unconstitutional and that said decision was based on the rule laid down by our Supreme Court in Witke v. State Conservation Commission, 1953, 244 Iowa 261, 56 N.W.2d 582, which stated that: ". . . all persons have a right to use the navigable waters of the state so long as they do not interfere with their use by other citizens,"; and

Sec. 2. WHEREAS, construction of any pier, wharf, sluice, piling, wall, fence, obstruction, building or erection of any kind over the lands and navigable waters of the state by one citizen may and frequently does obstruct and interfere with the free use and enjoyment, of such lands and waters occupied by said structures, by other citizens; and

Kind of Fish	Open Season	Daily Catch Limit	Possession Limit*	Minimum Length
Walleye Pike	May 12-Feb. 15	6	6	None
Northern Pike or Pickerel	May 12-Feb. 15	3	3	None
Sunfish, Bluegill	No closed season	15	30	None
White Bass	May 12-Feb. 15	15	30	None
Catfish	May 12-Feb. 15	8	8	None
Smallmouth and Largemouth Bass	May 26-Nov. 30	5	5	None
Yellow Perch	No closed season	15	30	None
Crappies	No closed season	15	30	None
Bullheads, Carp	No closed season	None	None	None
Suckers, Redhorse	No closed season	None	None	None
Sheepshead, Buffalo	No closed season	None	None	None
Burbot, Dogfish and Garfish	No closed season	None	None	None

*Not to exceed more than thirty (30) fish of all kinds in the aggregate, except that the aggregate possession limit shall

not apply to fish named in this table on which there is no daily catch limit.

Sec. 3. WHEREAS, in accordance with the provisions of the second paragraph of Section 111.4, Chapter 111, Code of Iowa 1954, it shall be the duty of the Conservation Commission to adopt and enforce rules and regulations governing and regulating the building or erection of any pier, wharf, sluice, piling, wall, fence, obstruction, building or erection of any kind on or over state-owned lands or water under the jurisdiction of the Commission; and

Sec. 4. WHEREAS, the Commission may order the removal thereof of any such pier, wharf, sluice, piling, wall, fence, obstruction, building or erection of any kind when in the judgment of said Commission it will be for the best interest of the public; and

Sec. 5. NOW THEREFORE, the State Conservation Commission on its own motion does hereby order and declare under and pursuant to the power and authority of Section 111.4, Chapter 111, Code of Iowa 1954, that no person, association, or corporation shall build or erect any pier, wharf, sluice, piling, wall, fence, obstruction, building or erection of any kind upon or over any state-owned land or water under the jurisdiction of the State Conservation Commission without first obtaining from such Commission a written permit.

[Filed September 4, 1956]

See also sec. 111.4 of the Code.

ADMINISTRATIVE ORDER NO. 232

The State Conservation Commission, on its own motion does hereby order and declare under and pursuant to the power and authority of Sections 109.39 and 109.100, Chapter 109, Code of Iowa 1954, aforesaid, that all state waters shall be closed to the taking of mussels, except that mussels may be taken from the following streams during the dates designated for each stream:

Mississippi River—entire length—June 15, 1957 to June 15, 1958.

Missouri River—entire length—June 15, 1957 to June 15, 1958.

Des Moines, Cedar, Iowa, Wapsipinicon, Turkey and Shellrock Rivers—see temporary orders.

[Filed December 20, 1956]

ADMINISTRATIVE ORDER NO. 234

The State Conservation Commission, on its own motion does hereby order and declare under and pursuant to the power and authority of Section 109.39, aforesaid, that for the period from March 1, 1957 to March 1, 1958, the open seasons, daily catch limits and possession limits for fishes be as follows:

INLAND WATERS OF THE STATE					BOUNDARY WATERS
Kind of Fish	Open Season	Daily Catch Limit	Possession Limit*	Minimum Length or Weight	Mississippi and Missouri Rivers and Inland Waters of Lee County
Sheepshead, Redhorse, Suckers, Gizzard Shad, Carp, Buffalo, Quillback, Gar, Dogfish, Chub, Sunfish, Bluegill	Continuous	None	None	None	Same as inland waters
Rock Sturgeon, Paddlefish	Continuous	15	30	5 lb.	Same as inland waters
Sand Sturgeon	Continuous	15	30	1 lb.	Same as inland waters
Bullheads	Continuous	25	50	None	Same as inland waters except no catch or possession limit
Crappie, Yellow Bass, Silver Bass, Warmouth Bass, Rock Bass, Perch	Continuous	15	30	None	Same as inland waters
Trout—All species	Continuous	8	8	None	Same as inland waters
Minnows	Continuous	None	None	None	Same as inland waters
Frogs (except bullfrogs)	May 11-Nov. 30	4 doz.	8 doz.	None	Same as inland waters
Bullfrogs (Rana Catesbeiana)	May 11-Nov. 30	1 doz.	1 doz.	None	Same as inland waters
Catfish (except bullhead)	Continuous	8	16	None	Continuous open season with no catch or possession limit
Walleye, Sauger	May 11-Feb. 15	5	10	None	Same as inland waters except continuous open season
Northern Pike	May 11-Feb. 15	3	6	None	Same as inland waters except continuous open season
Smallmouth Bass, Largemouth Bass	May 25-Feb. 15	5	10	None	Same as inland waters except continuous open season

No daily catch and possession limit on bullheads in West Okoboji, East Okoboji, Spirit, Hottes, Marble, Upper Gar, Lower Gar and Minnewashta Lakes in Dickinson County; High and Ingham Lakes and Cunningham Slough in Emmet County; Lost Island Lake in Palo Alto County and Crystal Lake in Hancock County.

*Not to exceed more than fifty (50) fish of all kinds in the aggregate, except that this aggregate possession limit shall not apply to fish in this table on which there is no daily catch limit.

Where waters are located within the confines of state, city, municipal parks, etc., fishing will be permitted only when such areas are open to the public.

This order shall not apply to commercial fishing.

[Filed January 17, 1957]

ADMINISTRATIVE ORDER NO. 236

The State Conservation Commission, on its own motion does hereby order and declare under and pursuant to the power and authority of Section 109.39, aforesaid, that the open season for the commercial take of paddlefish and sand sturgeon in the Mississippi River be from April 10, 1957 to April 10, 1958.

[Filed April 17, 1957]

ADMINISTRATIVE ORDER NO. 237

The State Conservation Commission, on its own motion does hereby order and declare under and pursuant to the power and authority of Section 109.39, aforesaid, that the daily catch limit on walleye and sauger pike taken from the Mississippi River be eight (8) for each species and the possession limit for walleye and sauger pike taken from the Mississippi River be sixteen (16) for each species.

[Filed April 29, 1957]

ADMINISTRATIVE ORDER NO. 238

The State Conservation Commission of Iowa on its own motion does hereby order and declare that under and pursuant to the power and authority of said Section 109.39, Chapter 109, Code of Iowa 1954, aforesaid, a closed fishing season is hereby established in Lake Macbride, Johnson County; and Viking Lake, Montgomery County, for the calendar year 1957 and thereafter, unless otherwise altered or amended by process of law.

[Filed July 2, 1957]

[ORDER FILED NOVEMBER 7, 1957]

Pursuant to authority vested in this Commission by the provisions of Sections 109.6, 111.47 and 107.24, Code of Iowa 1954, the following rules and regulations are hereby adopted:

1. All fish and game lands are established as game management areas and blinds and decoys are prohibited on such areas between the hours of 6:30 p.m. and 5:00 a.m., except as otherwise provided by regulations of the Conservation Commission.

2. On Brown Slough in Lucas County waterfowl hunters are required to draw for blinds set up by

the Commission and all waterfowl hunting is prohibited in the area except from assigned blinds. Each waterfowl hunter using an assigned blind shall pay a fee in the amount of one (1) dollar per day.

3. On Lake Odessa in Louisa County blinds and decoys are prohibited on the area from a period thirty (30) minutes after sunset to forty-five (45) minutes before sunrise.

ADMINISTRATIVE ORDER NO. 248

[Filed November 14, 1957]

The State Conservation Commission, on its own motion does hereby order and declare under and pursuant to the power and authority of Sections 109.39 and 109.100, Chapter 109, Code of Iowa 1954, that all state waters shall be closed to the taking of mussels, except that mussels may be taken from the following streams during the dates designated for each stream:

Mississippi River—entire length—June 15, 1958 to June 15, 1959.

Missouri River—entire length—June 15, 1958 to June 15, 1959.

Des Moines River—entire length, except (a) that portion of the East fork from the bridge of Highway No. 3 at Dakota City to the junction known as the "Forks" in Section 19 of Beaver Township, in Humboldt County and (b) the Des Moines River from the bridge at Kalo in Section 17, Otho Township, Webster County to the bridge at Lehigh in Section 12, Burnside Township, Webster County—June 15, 1958 to November 30, 1958.

Cedar River—entire length, except (a) that portion of the river from the power dam at Charles City in Floyd County to the power dam in Nashua in Chickasaw County—June 15, 1958 to November 30, 1958.

Iowa River—entire length, except (a) that portion of the river from the dam at Steamboat Rock in Hardin County to the bridge on Highway No. 57 in Hardin County east of Eldora and (b) from the bridge on Highway No. 14 in Marshalltown to the west Tama County line—June 15, 1958 to November 30, 1958.

Wapsipinicon River—entire length, except (a) that portion of the river from the dam in Independence in Buchanan County to the dam at Quasqueton in Buchanan County—June 15, 1958 to November 30, 1958.

Turkey River—entire length, except (a) that portion of the river from the town of Elgin in Fayette County to the State dam at Elkader in Clayton County—June 15, 1958 to November 30, 1958.

Shellrock River—entire length, except (a) that portion of the stream from the bridge on Highway No. 14 at Greene in Butler County to the dam at Heery Woods State Park near Clarksville in Butler County—June 15, 1958 to November 30, 1958.

EMPLOYMENT SECURITY COMMISSION

Rule 1—Cash Value of Board and Room. Section 96.19(13) of the Act provides that "Wages means all remuneration payable for personal services, including commissions and bonuses and the cash value of all remuneration payable in any medium other than cash. The reasonable cash value of remuneration payable in any medium other than cash, shall be estimated and determined in accordance with rules prescribed by the commission."

The commission accordingly prescribes:

(a) If board, lodging, or any other payment in kind, considered as payment for services performed by a worker, is in addition to or in lieu of (rather than a deduction from) money wages, the commission shall determine or approve the cash value of such payment in kind, and the employer shall use these cash values in computing contributions due under the law.

(b) Where a cash value of board and lodging furnished a worker is agreed upon in any contract of hire, the amount so agreed upon shall, if more than the rates prescribed herein, be deemed the value of such board and lodging.

(c) Unless and until in a given case a rate for board and lodging is determined by the commission, board and lodging furnished in addition to money wages shall be deemed to have not less than the following values:

Meals per week	\$5.00
Meals per day	1.00
Meals per meal:	
Breakfast25
Dinner35
Supper40
Lodging per week	3.00
Lodging per day50

Rule 2—Establishing the Value of a Truck Driver's Personal Services in Cases Where He Furnishes His Own Truck. The wages of a truck driver who furnishes his own truck to be used in his employer's business, and whose remuneration includes wages for personal services as well as the cost and operation and the rental value of his truck, shall, in the absence of an agreement be determined as follows:

The value of that part of the total remuneration received which is to be considered wages for personal services, shall in no event be less than the prevailing wage scale in the locality where the truck driver has his base of operations for similar services of a truck driver operating the same size and type of truck.

If there is no prevailing wage in the locality in which the truck driver has his base of operations, the wages of a truck driver shall be 55% of the total remuneration received from his employer when using a truck having a load capacity of 2 tons or less, 50% of the total remuneration received from his employer when using a truck having a load capacity of over 2 tons and not more than 3½ tons; and 40% of the total remuneration received from his employer when using a truck having a load capacity of over 3½ tons.

If the commission finds upon a showing made before it by interested parties, that the determination of the wages of such a truck driver on the

basis of the percentages of the total remuneration received, as above provided, would be unreasonable or arbitrary, then the commission may set by special rule the value of the wages of the truck driver or truck drivers involved in the particular case.

RULES ON APPEAL PROCEDURE—(RULES 3, 4 AND 5)

Section 96.6(6) of the Iowa Employment Security Law provides, among other things, that:

"The manner in which disputed claims shall be presented, the reports thereon required from the claimant and from employers, and the conduct of hearings and appeals shall be in accordance with rules prescribed by the commission for determining the rights of the parties, whether or not such rules conform to common law or statutory rules of evidence and other technical rules of procedure . . ."

The commission accordingly prescribes:

Rule 3—Appeals and Appeal Tribunals. A. The presentation of appealed claims. (1) A party appealing from a decision or order of a deputy shall file a notice of appeal with the Iowa Employment Security Commission at the administrative office in Des Moines, or at any public employment service office.

(2) Upon the scheduling of a hearing on an appeal, notices of hearing shall be mailed to claimants and the parties interested in the decisions or order of the deputy which is being appealed at least 7 days before the date of hearing specifying the place and time of hearing.

B. Disqualifications of members of appeal tribunals. (1) No member of an appeal tribunal shall participate in the hearing of any appeal in which he has an interest. Challenges to the interest of any member of an appeal tribunal shall be heard and decided by the commission.

C. Hearing of appeal. (1) All hearings shall be conducted informally in such manner as to ascertain the substantial rights of the parties. All issues relevant to the appeal shall be considered and passed upon. The claimant and any other party to an appeal before an appeal tribunal may present such evidence as may be pertinent. Where a party appears in person, the members or member of an appeal tribunal shall examine such party and his witnesses, if any, and may cross-examine the witnesses of any opposing parties. The appeal tribunal, with notice to the parties of the time and place thereof, may take such additional evidence as it deems necessary.

(2) The parties to an appeal, with the consent of the appeal tribunal, may stipulate the facts involved in writing. The appeal tribunal may decide the appeal on the basis of such stipulation, or, in its discretion, may set the appeal down for hearing and take such further evidence as it deems necessary to enable it to determine the appeal.

(3) The members or member of appeal tribunals, during the conduct of any hearing, may indicate to the reporter portions of evidence which they wish transcribed to aid them in preparing their findings of fact and decision.

D. Adjournments of hearings. (1) The chairmen of the appeal tribunals shall use their best judg-

ment as to when adjournments of a hearing shall be granted in order to secure all the evidence that is necessary and to be fair to the parties.

(2) If either party fails to appear at the first hearing, the appeal tribunal may adjourn the hearing to a later date, or, if a decision is made, may reopen the same within 10 days upon good cause being shown.

E. The determination of appeals. (1) Following the conclusion of hearing of an appeal the appeal tribunal shall, within 7 days, announce its findings of fact, decision with respect to the appeal, and the reasons therefor, provided that the commission may, upon proper showing by the appeal tribunal, extend this time. The decision shall be in writing, signed by the members of the appeal tribunal, and filed with the commission.

(2) If a decision of an appeal tribunal is not unanimous, the decision of the majority shall control. The minority may file a dissent from such decision setting forth the reasons why it fails to agree with the majority.

(3) Copies of all decisions and the reasons therefor shall be mailed by the appeal tribunal to the claimant, to all other parties to the appeal, and to the deputy.

Rule 4—Appeals to the Commission. A. The presentation of an appeal to the commission. (1) A party appealing from a decision of an appeal tribunal shall file a notice of appeal with the Iowa Employment Security Commission at the administrative office in Des Moines or at any public employment office.

(2) Upon the scheduling of a hearing on an appeal, notices of hearing shall be mailed at least 7 days before the date of hearing, specifying the place and time of hearing, to the claimant and to all other parties interested in the decision of the appeal tribunal which is being appealed.

B. Hearing of appeals. (1) Except as provided in rule 4 (D) for the hearing of appeals removed to the commission from an appeal tribunal, all appeals to the commission may be heard upon evidence in the record made before the appeal tribunal, or the commission, to enable it to determine an appeal, may direct the taking of additional evidence before it.

(2) In the hearing of an appeal on the record, the commission may limit the parties to oral argument, or the filing of written argument, or both. If, in the discretion of the commission, additional evidence is necessary to enable it to determine the appeal, the parties shall be notified by the Iowa Employment Security Commission as provided in rule 4 (A) (2) of the time and place such evidence shall be taken. Any party to any proceeding in which testimony is taken may present such evidence as may be pertinent to the issue on which the commission directed the taking of evidence.

(3) The commission, in its discretion, may remand any claim or any issue involved in a claim to an appeal tribunal for the taking of such additional evidence as the commission may deem necessary. Such testimony shall be taken by the appeal tribunal in the manner prescribed for the conduct of hearings on appeals before appeal tribunals. Upon the completion of the taking of evidence by an appeal tribunal pursuant to a direction of the com-

mission, the claim or the issue involved in such claim shall be returned to the commission for its decision thereon.

C. The hearing of appeals by the commission on its own motion. (1) Within 10 days following a decision by an appeal tribunal, and in the absence of the filing, by any of the parties to the decision of the appeal tribunal, of a notice of appeal to the commission as provided for in rule 4 (A), the commission, on its own motion, may order the parties to appear before it for a hearing on the claim or any issue involved therein.

(2) Such hearing shall be held only after 7 days' notice mailed to the parties to the decision of the appeal tribunal, and shall be heard in the manner prescribed in rule 4 (B), for the hearing of appeals by the commission.

D. The hearing of appeals by the commission on cases ordered removed to it from any appeal tribunal. (1) The proceeding on any claim before an appeal tribunal ordered by the commission to be removed to it shall be presented, heard and decided by the commission in the manner prescribed in rule 3 (C), (D) and (E) for the hearing of claims before an appeal tribunal.

E. The determination of appeals. (1) Following the conclusion of a hearing on an appeal, the Iowa Employment Security Commission shall announce its findings of facts and decision with respect to the appeal. The decision shall be in writing, signed by the members of the commission who heard the appeal and shall be duly filed in the offices of the commission. It shall set forth the findings of fact of the commission with respect to the matters appealed and its decision.

(2) If a decision of the commission is not unanimous, the decision of the majority shall control. The minority may file a dissent from such decision setting forth the reasons why it fails to agree with the majority.

(3) Copies of all findings and decisions shall be mailed by the commission to the claimant and to the other parties to the appeal before the commission.

RULE 5 AS AMENDED AUGUST 15, 1953
[Filed August 13, 1953]

Rule 5—General Rules for Both Appeal Stages. (As amended August 15, 1953; Filed August 13, 1953.)

A. Payment of witnesses. (1) Witnesses subpoenaed for any hearing before any appeal tribunal or the commission shall be paid witness and mileage fees by the Iowa Employment Security Commission in accordance with the following schedule: Witnesses shall receive for each day's attendance \$3; and in all cases 7 cents per mile for each mile actually traveled.

B. Orders for supplying information from the records of the commission. (1) Orders for supplying information from the records of the Iowa Employment Security Commission to a claimant or his representative to the extent necessary for the proper presentation of a claim shall issue only upon application therefor.

C. Representation before appeal tribunals and the commission. (1) Any individual may appear for himself in any proceeding before any appeal tribunal

and the commission. Any partnership may be represented by any of its members or a duly authorized representative. Any corporation or association may be represented by an officer or a duly authorized representative.

(2) Any party may appear by an attorney at law or his duly authorized agent.

D. Inspection of decisions of appeal tribunals and the commission. (1) Decisions of appeal tribunals and the commission shall be kept on file at the administrative office of the Iowa Employment Security Commission at Des Moines, Iowa, and shall be open for inspection.

(Effective as amended August 15, 1953.)

Rule 7—Rule Establishing the Manner in Which Benefits Shall be Charged Against the Accounts of Several Employers for Whom an Individual Performed Services in Employment in the Same Calendar Quarter. Section 96.7(3, a) of the Iowa Employment Security Law provides that: “. . . The commission shall by general rules prescribe the manner in which benefits shall be charged against the accounts of several employers for whom an individual performed employment during the same calendar quarter.”

The commission accordingly prescribes: Where an individual has been employed by two or more employers during the same period, benefits payable to such individual by reason of such employment shall be charged against the accounts of such employers, against whose accounts the maximum charges hereunder have not previously been made, in accordance with the following:

When wage records filed with the commission by employers show that the individual has been employed by two or more employers during the same calendar quarter, but wage records do not indicate that employment within the quarter has been consecutive, then the benefits paid to such eligible individual shall be apportioned and charged against the accounts of such employers in direct ratio to the wage credits established on the basis of the wages earned by such individual in insured work for such calendar quarter. The method of apportionment for charge-back purposes shall be on the basis of the ratio of wage credits earned by such individual in insured work for such employers in such calendar quarter or quarters bears to the ratio of total wage credits earned by such individual in insured work from all such employers in such calendar quarter or quarters.

Rule 8—Defining “Canning Season” and providing for the furnishing by employers of certain dates in regard thereto. A “canning season” as contemplated by Senate File 19, [Chapter 80] 56th G.A., [Section 96.3(7) of the Code], shall be defined as the period during which fresh perishable fruits or vegetables are being processed, and in addition thereto, preparatory and cleanup periods of four days prior to, and four days subsequent to, said processing period.

Each employer engaged in the processing of perishable fresh fruits or vegetables, shall, when requested by the Iowa Employment Security Agency, furnish such agency with respect to any canning season the date on which such processing period began and the date on which such processing period ended.

Such employer shall, with respect to a claimant, furnish such agency the date, or dates, if more than one period, on which such claimant first began to work for such employer during the claimant's base period, and the date or dates on which such claimant last worked for such employer.

[Filed June 27, 1955]

Rule 9—All interstate and intrastate benefit claimants shall make such personal efforts to find work as are customarily made by persons in the same occupation who are genuinely interested in obtaining employment.

The phrase, “efforts to find work,” does not mean haphazard application for work with a fixed number of employers. It means that the claimant shall use the facilities and methods which are normally used in his occupation when seeking work.

Information concerning the facilities and methods that are available to an individual interstate claimant and such claimant's use of such facilities shall be transmitted to the liable state.

Appropriate specific action by any claimant, including action supplementing the efforts of the Employment Service to find work for him, will be required if any one of the following conditions exist:

(a) The area in which he resides is not within the service radius of a full-time employment office, or

(b) He is seeking suitable work in an occupation in which jobs are normally filled through channels other than the State Employment Service, such as jobs which are usually filled through trade unions or professional societies, or

(c) The employment prospects in the claimant's occupation in the area where he is claiming are sufficiently favorable to justify an opinion by the local office that personal efforts by the claimant to find work have reasonable probability of success.

As the claimant's length of unemployment increases and he has been unable to find work in his customary occupation, he may be required to seek work in some other occupation in which job openings exist or, if that does not seem likely to result in his employment, he may be required to accept counseling for possible retraining or a change in occupation.

Regulation 6—Records to Be Kept by the Employer. Section 96.11(7) provides that: “Each employing unit shall keep true and accurate work records, containing such information as the commission may prescribe.”

In compliance with the above provision the commission prescribes that the following information shall be kept:

A. 1. Each employing unit having employment performed for it shall maintain records to show the information hereinafter indicated. Such records shall be kept in such form and manner that it will be possible from an inspection thereof to obtain the facts necessary to determine the eligibility of each employee as to his rights to benefits.

2. Such records shall be open to inspection and be subject to be copied by the commission and its authorized representatives at any reasonable time. Such records shall be kept for a period of five years after the calendar year in which the remuneration to which they relate was paid, or if not paid was due.

B. Such records shall show with respect to each employee unless the commission has ruled that his services do not constitute employment:

1. Name of worker.
2. Social security account number.
3. Date on which employee was hired, rehired, or returned to work after a temporary layoff, and the date separated from work and the reason therefor.
4. Scheduled hours except for workers without a fixed schedule of hours, such as those working outside of the employer's establishment in such a manner that the employer has no definite knowledge of their working hours.
5. Total wages paid for employment in each pay period and the date of payment. For all pay periods ending in each quarter show separately:

- (a) (1) Money wages.
- (2) The cash value of other remuneration.

(b) Any special payment for services such as wages in lieu of notice, bonuses, gifts, prizes, show separately:

- (1) Money payments.
- (2) Other remuneration and the nature of such payments.

(c) Amounts paid to employees as allowance or reimbursement for traveling and other business expenses, and the amounts of such expenditures actually incurred and accounted for by him.

6. The state or states in which his services are performed; and if any of such services are performed outside of this state and are not incidental to the service within the state, his base of operations (or if there is no base of operations then the place from which such services are directed or controlled) and his residence (by state), and the name of the county in Iowa in which services were performed.

7. When the pay period covers services performed both in employment and in excluded work, show the hours and wages for employment under this Act and also hours and wages for excluded work.

8. For determining the worker's eligibility for partial benefits:

(a) Wages earned by weeks as provided for in regulation 201-C (2).

(b) Whether any week was in fact a week of less than full-time work.

(c) Time lost, if any, by each worker due to his unavailability for work showing days and weeks in which such loss of time occurred.

C. Such records should show the total number of employees who performed service during each day.

Regulation 7—Reports. Section 96.11(7) provides that: “. . . The commission may require from any employing unit any sworn or unsworn reports, with respect to persons employed by it, which the commission deems necessary for the effective administration of this chapter . . .”

The commission accordingly prescribes:

A. Each employing unit shall make such reports at such times as the commission may require, and shall comply with the instructions printed upon any report-form issued by the commission pertaining to the preparation and return of such report.

B. Any individual or employing unit, not already an employer, who fulfills the conditions with respect to becoming an employer, shall immediately give notice to the commission of that fact. He shall set forth in such notice his name and address and the name and address of the business.

C. Any employer who terminates his business for any reason whatsoever, or transfers or sells all or a substantial part of the assets of his organization, trade or business to another, or changes the trade name of such business or address thereof, shall, within 10 days after such termination, transfer, or change of name or address, give notice in writing to the commission of that fact. He shall set forth in such notice the former name and address of the business, the new name and address, the name of any new owner, and his own name and present address.

Regulation 8—Definition of Wages for Employment During a Calendar Quarter. Unless the context otherwise requires, terms used in rules, regulations, interpretations, forms, and other official pronouncements issued by the commission shall have the following meanings:

A. Wages paid include both wages actually received by the worker and wages constructively paid. Wages are constructively paid when they are credited to the account of or set apart for a worker without any substantial restriction as to the time or manner of payment or conditions upon which payment is to be made and must be made available to him so that they may be drawn upon by him at any time, and their payment brought within his own control and disposition, although not then actually reduced to possession.

B. Wages payable means wages earned, including wages earned and paid as well as wages earned and unpaid. [See section 96.19(10, a and b)]

Regulation 12-A—Identification of Workers Covered by the Iowa Employment Security Law. 1. Each employer shall ascertain the federal social security account number of each worker employed by him in employment subject to the Iowa Employment Security Law.

2. The employer shall report the worker's federal social security account number in making any report required by the Iowa Employment Security Commission with respect to the worker.

3. If any employer has in his employ a worker engaged in employment who does not have an account number, such employer shall request the worker to show him a receipt issued by an office of the social security board acknowledging that the worker has filed an application for an account number. The receipt shall be retained by the worker. In making any report required by the Iowa Employment Security Commission with respect to such a worker, the employer shall report the date of issue of the receipt, its termination date, the address of the issuing office, and the name and address of the worker exactly as shown in the receipt.

4. If a worker fails to report to the employer his correct federal social security account number or fails to show the employer a receipt issued by an office of the social security board acknowledging that he has filed an application for an account number, the employer shall inform the worker that regu-

lation 106 of the Bureau of Internal Revenue, United States Treasury Department, under the federal Insurance Contribution Act provides that:

a. Each worker shall report to every employer for whom he is engaged in employment, his federal social security account number and his name exactly as shown on the account number card issued to him by the social security board.

b. Each worker who has not secured an account number shall file an application for a federal social security account number on form SS-5 of the Treasury Department, Bureau of Internal Revenue. The application shall be filed on or before the seventh day after the date on which the worker first performs employment for wages, except that the application shall be filed on or before the date the worker leaves the employ of his employer if such date precedes such seventh day. Copies of form SS-5, "Application for a Social Security Account Number" can be secured at the field office of the social security board nearest the worker's place of employment or the local post office.

c. If, within 14 days after the date on which the worker first performs employment for wages for the employer, or on the day on which he leaves the employ of the employer, whichever is the earlier, the worker does not have a federal social security account number, and has not shown the employer a receipt issued to the worker by an office of the social security board acknowledging that he has filed an application for an account number, the worker shall furnish the employer an application on form SS-5, completely filled in and signed by the worker. If a copy of form SS-5 is not available, the worker shall furnish the employer a written statement, signed by the worker, of the date of the statement, the worker's full name, present address, date and place of birth, father's full name, mother's full name before marriage, worker's sex and color, and a statement as to whether the worker had previously filed an application on form SS-5 and, if so, the date and place of such filing. Furnishing the employer with an executed form SS-5, or statement in lieu thereof, does not relieve the worker of his obligation to make an application on form SS-5 as required in paragraph "b."

5. The employer shall inform the worker, in instances in which the information is pertinent, that in accordance with the regulation 106 of the Bureau of Internal Revenue, United States Treasury Department:

a. Any worker who has lost his federal social security account number card may secure a duplicate card by applying at the field office of the social security board nearest the worker's place of employment.

b. Any worker may have his account number changed at any time by applying to a field office of the social security board and showing good reason for a change. Any worker whose name is changed by marriage or otherwise, or who has stated incorrect information on form SS-5, should report such change or correction to a field office of the social security board. Copies of the form OAAAN-7003, "Employee's Request for Change in Records," for making such reports may be obtained from any field office of the social security board or the central office of the Iowa Employment Security agency or a local employment office.

c. Any worker who has more than one social security account number shall report all numbers to the field office of the social security board nearest the worker's place of employment or to a local employment office.

6. If the worker fails to comply with the requirements enumerated under 4 above, the employer shall execute a form SS-5, "Application for a Social Security Account Number," or statement, signed by the employer setting forth as fully and as clearly as practicable the worker's full name, his present or last known address, date and place of birth, father's full name, mother's full name before marriage, the worker's sex and color, and a statement as to whether an application for an account number has previously been filed by the worker, and if so, the date and place of such filing. This statement or the executed form SS-5 signed by the employer, shall be attached to any report required by the Iowa Employment Security Commission with respect to such a worker.

Regulation 20—Contributions by Employers. Section 96.7(1, a) of the Iowa Employment Security Law provides that: "... contributions shall become due and be paid to the commission for the fund at such time and in such manner as the commission may prescribe . . ."

The commission accordingly prescribes:

A. Contributions shall become due and be payable quarterly on the last day of the month next following the calendar quarter for which the contributions have accrued. Contributions with respect to the calendar year 1936 became due and payable on April 30, 1937. Provided that if the commission finds that the collection of any contributions from a particular employer will be jeopardized by delay they may declare such contributions due and payable as of the date of the finding.

B. Upon written request filed with the commission before the due date of any contribution, the commission may, for good cause shown, grant an extension in writing of the time for payment of such contribution and the due date, but (1) no extension shall exceed thirty days, and (2) no extension shall postpone payment beyond the last day for filing tax returns under the federal Unemployment Tax Act. If an employer who has been granted an extension fails to pay his contribution on or before the termination of the period of such extension, interest shall be payable from the original due date as if no extension had been granted.

C. The first contribution payment of any employing unit which elects, with the written approval of such election by the commission, to become an employer, or to have nonsubject services performed for it deemed employment, shall become due and payable on the last day of the month next following the close of the calendar quarter in which the conditions of becoming an employer by election are satisfied, and shall include contributions with respect to all wages paid for employment occurring on and after the date stated in such approval (as of which such employing unit becomes an employer), up to and including the calendar quarter in which the conditions of becoming an employer by election are satisfied.

D. The first contribution payment of an employer who becomes newly liable for contributions in any

year because of employment performed for him within such year or because of employment on his work in his usual trade, occupation, profession or business performed for a contractor or subcontractor shall become due and payable on the last day of the month next following that quarter wherein occurred the 20th calendar week, during the calendar year within which a total of four or more workers were employed on any one day. The first payment of such an employer becoming liable in the course of a calendar year shall include contributions with respect to all wages paid for employment from the first day of the calendar year.

[Amendment filed October 8, 1957]

E. The first contribution payment of an employer who becomes newly liable for contributions in any year in any other manner shall become due and be payable on the last day of the month next following the quarter wherein such individual or employing unit became an employer. The first payment of such an employer shall include contributions with respect to all wages paid for employment for such individual or employing unit since the first day of the calendar year.

Regulation 29—Accrual of Interest. Section 96.14(1) provides, among other things, that: “. . . provided that the commission may prescribe fair and reasonable regulations pursuant to which such interest shall not accrue with respect to contributions required . . .”

The commission accordingly prescribes:

A. In those cases in which the commission finds that a genuine controversy exists or has existed regarding an employing unit's liability for contributions on all or a part of its employees and the case has been resolved against such employing unit, then no interest will accrue from the date of such controversy between the commission and the employing unit until thirty days after the decision of the commission requiring the payment of contributions.

B. Interest shall not accrue with respect to contributions required from an employer based upon wages for employment in those cases in which the employer's liability is based solely upon the provisions of section 96.19(6, g) of the Iowa Employment Security Law until thirty days after determination of his liability under the federal Unemployment Tax Act.

C. Interest shall not accrue in those cases where the commission finds that, as a matter of equity and good conscience, the employer should not be required to pay interest.

Regulation 33—Definition of Wages with Respect to Retirement, Sickness, Death, Etc. Funds. The term wages shall not include:

The amount of any payment made to, or on behalf of, an employee under a plan or system established by an employer which makes provision for his employees generally or for a class or classes of his employees (including any amount paid by an employer for insurance or annuities, or into a fund, to provide for any such payment), on account of (A) retirement, or (B) sickness or accident disability or (C) medical and hospitalization expenses in connection with sickness or accident disability, or (D) death, provided the employee (i) has not the option to receive, instead of provision for such death bene-

fit, any part of such payment or, if such death benefit is insured, any part of the premiums (or contributions to premiums) paid by his employer, and (ii) has not the right, under the provisions of the plan or system or policy of insurance providing for such death benefit, to assign such benefit, or to receive a cash consideration in lieu of such benefit either upon his withdrawal from the plan or system providing for such benefit or upon termination of such plan or system or policy of insurance of his employment with such employer.

Regulation 34—Employers' Payments to Persons Performing Military Services. The term wages shall not include cash payments, or the cash value of other remuneration, made voluntarily and without contractual obligation to, or in behalf of, an individual for periods during which such individual is in active service or training as a member of the national guard, or the military or naval forces of the United States, including the organized reserves.

Regulation 36—Defining “Week” as Used in Section 96.19(6, a). Section 96.19(14) defines the word “week” and provides: “‘Week’ means such period, or periods, of seven consecutive calendar days ending at midnight, or as the commission may by regulations prescribe.”

The commission accordingly prescribes that the word “week” as used in section 96.19(6, a) refers to a calendar week and not to a flexible week.

Regulation 200—Separation Notices. A. Separation notices required when the separation is such that no disqualification is involved.

(1) Each employer shall deliver to each worker when separated from his employment with such employer permanently or for an indefinite period, or for an expected duration of seven days or more, when such separation is under conditions which, in the opinion of the employer, would not disqualify the worker from receiving benefits, a copy of “Information For Workers,” form IESC 200. This notice shall be delivered to the worker at the time of separation if possible, or if such delivery be impossible or impracticable it shall be mailed to such worker's last known address.

B. Separation notices required under conditions which may disqualify a worker from receiving benefits.

(1) Whenever a worker is separated from his employment permanently or for an indefinite period, or for an expected duration of seven days or more, for any reason defined in section 96.5 of the Iowa Employment Security Act which, in the opinion of the employer may disqualify him from receiving benefits, the employer shall within seven days after such separation notify the Iowa Employment Security Commission of such separation on form IESC 203, notice of separation. The employer shall also deliver to such worker a copy of such notice at the time of separation if possible, or if delivery is impossible or impracticable he shall mail a copy of such notice to the last known address of such worker.

C. Notice of total unemployment due to a strike, lock-out or other labor dispute.

(1) In cases of total unemployment due to a strike, lock-out or other labor dispute, the employer shall, within three days after such total unemploy-

ment, file with the Iowa Employment Security Commission, in lieu of any other notice, a notice on form IUC 215. The notice shall set forth: (a) the existence of such dispute and the approximate number of workers affected; and (b) the names of the workers ordinarily attached to the department or the establishment where unemployment is caused by a strike, lock-out or other labor dispute.

D. Mass separation notice.

(1) The term mass separation means a separation permanently or for an indefinite period for an expected duration of 7 or more days at or about the same time and for the same reason of 100 or more workers employed in a single establishment.

(2) In cases of mass separation, the employer shall file with the public employment office nearest the worker's place of employment, form IUC 214, setting forth such information as is required thereby. This form shall be filed not later than 24 hours after such separation.

Regulation 201—Claims for Benefits for Total and Partial Unemployment. A. Claims and registrations for benefits for total unemployment. (1) Any individual claiming benefits or waiting period credits for total unemployment shall report in person at the public employment office most accessible to him and shall there (a) register for work; and (b) file a claim for benefits.

(2) In order to establish eligibility for benefits or for waiting period credits for weeks of total unemployment, the claimant shall (a) continue to report in person at intervals of not less than one week on a designated day of the week, and at a particular hour of the day, when so directed, or at intervals of less than one week, and at a particular hour, when directed to do so by a representative of the Iowa Employment Security Commission, at a public employment office at which he registered for work and filed his claim for benefits; and (b) file at such office on his regular reporting day, and at a designated hour, if so directed, his continued claim for benefits.

(3) The Iowa Employment Security Commission, for reasons found to constitute good cause for any individual's inability to report to the public employment office at which he filed his claim for benefits and registered for work, may permit such individual to report to any other employment office maintained as a part of a state-controlled system of public employment offices in this state.

(4) The Iowa Employment Security Commission, for reasons found to constitute good cause for any individual's failure to appear at the time specified for reporting to the public employment office, may accept a continued claim from such individual effective as of the first day of his week of total unemployment if such continued claim is filed within seven days following the date specified for his reporting.

(5) Claims for benefits for total unemployment shall set forth (a) that the individual claims benefits; (b) that he registers for work; and (c) such other information as is required thereby. The claim for benefits for total unemployment shall constitute both the individual's registration for work and his claim for benefits, or waiting period credits.

(6) Continued claims for benefits for total unemployment shall set forth (a) that the individual

continues his claim for benefits; (b) that he is totally unemployed; (c) that he registers for work; (d) that since he last registered for work he has performed no service and earned no wages, except as indicated; and (e) such other information as is required thereby. The continued claim for benefits for total unemployment shall constitute both the individual's registration for work and his claim for benefits or waiting period credits.

(7) For the week which immediately precedes an individual's re-employment under conditions which no longer render him eligible for benefits or waiting period credits (total or partial), such individual may file, in person or by mail, a report of his total unemployment and supplementary earnings received for such week in the form of a signed statement, providing that such individual at the beginning of the week for which the claim is made (a) registered for work, (b) filed a claim or continued claim for benefits or waiting period credits.

B. Claims and registrations for individuals located in areas served only by itinerant service. (1) In order to claim benefits or waiting period credits for total unemployment any individual located in an area served only by the itinerant service of the Iowa State Employment Service, shall report in person to such itinerant service at the time and place designated by the commission at the first available opportunity therefor, and shall (a) register for work, (b) file a claim for benefits with such service pursuant to the provisions of regulation 201-A (1) and (5).

(2) In order to establish eligibility for benefits or for waiting period credit for weeks of total unemployment during a continuous period of total unemployment, the claimant shall (a) continue to report on the date specified for reporting to such service, and (b) file continued claims for benefits pursuant to the provisions of regulation 201-A (2), (3), (4) and (6).

C. Definitions. (1) "Regular job" as referred to in section 6, chapter 86, Acts of the Fifty-first General Assembly, shall mean a job with an employer with whom the individual has a continuous attachment during a given claim period. Attachment will ordinarily have reference to the individual who has been employed and expects to continue in the employ of the employer for a considerable period—a month, six weeks or longer.

(2) **Week of partial unemployment.** With respect to a partially unemployed individual whose wages are paid on a weekly basis, a week of partial unemployment shall consist of his pay period week; with respect to a partially unemployed individual whose wages are not paid on a weekly basis, but the amount the claimant has earned during any seven consecutive days period or periods within such pay period can be determined and such information furnished to the commission, a week of partial unemployment shall consist of a calendar week or such other seven consecutive days period within the pay period as may be found appropriate under the circumstances and prescribed by the commission.

D. Registration and filing of Claims for Partial Unemployment. (1) A claim for benefits filed by an individual in person at any local employment office in this state or with an authorized itinerant agent of the commission on form IUC 211, shall constitute such individual's notice of unemployment, registra-

tion for work and claim for benefits or waiting period credit, with respect to each week of partial unemployment covered by the claim provided that such claim is filed not later than four weeks after the individual receives, through his employer or through the commission, appropriate notice of his potential eligibility for partial benefits as to any such week of partial unemployment.

(2) Any individual claiming benefits or waiting period credit for weeks of partial unemployment not in a benefit year shall file his claim in person at any local employment office in this state or with an authorized itinerant agent of the commission on form IUC 211. On the filing of a valid claim for benefits, the benefit year of such individual will begin with the day with respect to which the claim is filed, provided that such claim is filed not later than four weeks after the individual receives, through his employer or through the commission, appropriate notice of his potential eligibility for partial benefits as to any such weeks of partial unemployment.

(3) A continued claim for partial benefits filed by an individual in person at any local employment office in the state or with an authorized itinerant agent of the commission, shall constitute such individual's notice of unemployment, registration for work and claim for partial benefits or waiting period credit, with respect to each week of partial unemployment covered by the claim provided that, such continued claim is filed not later than four weeks after the individual receives, through his employer or through the commission, appropriate notice of his potential eligibility for partial benefits as to any such week of partial unemployment.

(4) Any partially unemployed individual who fails with good cause to file a claim for partial benefits or waiting period credit shall be permitted to file such claim with respect to any week of partial unemployment at any time up to thirteen weeks following the close of the actual or potential benefit year in which such claim period falls, provided such claim is filed within one week after the individual is appropriately notified of his potential eligibility for partial unemployment. Failure to file a claim for partial benefits or waiting period credit as provided in these regulations shall be deemed to be for good cause if due to failure on the part of the employer to comply with the requirements relating to participation in the initiation of a claim, verification or other requirements relating to partial unemployment, to coercion or intimidation exercised by the employer to prevent the prompt filing of a claim for partial benefits or waiting period credit, or to failure by the commission to discharge its responsibilities under the law and these regulations.

E. Employer Responsibility in the Initiation of Claims for Partial Unemployment Benefits. (1) Each employer, not later than seven days immediately following the close of any week in which he has furnished any individual in his employ less than three days' work, or in which he works less than sixty per cent of his full-time week if he is working on a part-time basis, and in which such individual earns wages which are less than his full-time wages for such week, shall complete and deliver to such individual a notice that he is potentially eligible for benefits. This notice shall be a claim for

partial unemployment compensation benefits on form IUC 211.

(2) The employer may elect to use in lieu of form IUC 211 a payroll by-product, if the pay period of the employer coincides with the week or weeks of partial unemployment claimed, providing that the payroll by-product appropriately notifies the worker of his potential right to partial unemployment benefits, and contains:

(a) Information necessary to establish the identity of the employer and claimant,

(b) The pay period week covered,

(c) The total amount of earnings in each such pay period week,

(d) The following certification (individual or rubber stamped), "I certify that the above amount represents reduced earnings in a week of less than full-time work because of lack of work."

(e) Signature of employer (individual or facsimile),

(f) The date such payroll by-product was delivered to the worker.

(3) Upon filing of a first claim for partial benefits for a benefit year the commission shall promptly notify each worker named therein of his potential rights to partial benefits and shall notify his employer of such worker's partial earnings limit and benefit year ending date. Upon receipt of such notice, each employer shall record the partial earnings limit and the benefit year ending date on his payroll records.

F. Employer's Verification of Partial Unemployment. (1) After an employer has been notified of a partial earnings limit (a worker's weekly benefit amount, plus \$3), and current benefit year ending date of any worker in his employ, such employer, until otherwise notified, shall, immediately after the end of any pay period within which there were weeks in which the worker earned less than his weekly benefit amount, plus \$3, and in any case not later than thirty days after the end of the first week of partial unemployment occurring within such pay period (as provided for in regulation 201 E (1)) which began within such benefit year and for which such worker's earnings fall below such partial earnings limit because of lack of work in such week, furnish each such worker a joint low earnings report and claim for partial unemployment compensation benefits (individual) form IUC 211, setting forth the information required therein; or

(2) The employer may elect to use in lieu of form IUC 211 a payroll by-product in conformity with the provisions of regulation 201-E (2).

(3) Upon request by the commission an employer shall complete and return to the commission form IUC 213, request for employer's individual earnings report with respect to any individuals named on such form for the purpose of verifying earnings reported by the individual to the commission.

G. Mass Partial Unemployment. (1) The term "Mass Partial Unemployment" means a reduction of hours to less than full-time work at the same time and for the same reason for 25 or more partially unemployed individuals customarily employed in a single establishment.

(2) When mass partial unemployment occurs the employer, not later than seven days immediately following the close of any pay period during which

mass partial unemployment occurred in any week and in any case not later than thirty days after the end of the first week of partial unemployment occurring within such pay period, shall complete and mail or deliver to the nearest public employment office of the Iowa Employment Security Commission a joint low earnings report and claim for partial unemployment compensation benefits (Mass, Form IUC 212), covering each week of partial unemployment occurring in any such pay period. This requirement shall remain effective with respect to each pay period in any benefit year of any individual unless the employer is otherwise notified by the Iowa Employment Security Commission.

(3) Upon receipt of form IUC 212 covering initial mass partial unemployment, the Iowa Employment Security Commission will immediately notify on form IUC 211 each individual listed on form IUC 212 that he is potentially eligible for partial unemployment compensation benefits and that he may file a claim for such benefits as provided in regulation 201-D.

(4) The employer or employing unit may elect to use in lieu of form IUC 212, form IUC 211 or payroll by-product as provided in regulation 201-E.

H. Employer Records. (1) Each employer shall keep his payroll records in such form that it would be possible from an inspection thereof to determine with respect to each worker in his employ who may be eligible for partial benefits:

(a) Wages earned, by weeks, as provided for in regulation 201-C (2).

(b) Whether any week was in fact a week of less than full-time work.

(c) Time lost, if any, by each such worker due to his unavailability for work.

Regulation 202—Definition of Week of Total Unemployment and Week of Disqualification. A. Week of total unemployment. (1) An individual's week of total unemployment shall consist of the seven consecutive days period beginning with the day of total unemployment on which he registered in person at a public employment office except as provided in regulation 202 (2), (3) and (4).

(2) A week of total unemployment of an individual located in an area served only by an itinerant service of the Iowa State Employment Service shall consist of the seven consecutive days period beginning with the first day of such individual's total unemployment, provided that such individual registered in person with such itinerant service at the first available opportunity following the commencement of his total unemployment.

(3) A week of total unemployment of an individual who failed so to register on the first day of his total unemployment, or at the first available opportunity therefor, as hereinabove provided, for reasons found by the Iowa Employment Security Commission to constitute good cause for such failure to register, shall consist of a seven consecutive day period beginning on the first day of such individual's total unemployment provided that such individual registered in person at a public employment office within a period of seven days after such first day of total unemployment.

(4) A week of total unemployment of any individual affected by a mass separation, strike, lock-out or other labor dispute with respect to which

arrangements are made for group reporting by the employer as provided for in regulation 200 (C) and regulation 200 (D) (1) and (2), shall consist of the seven consecutive day period beginning with the first day of his total unemployment, provided that notice thereof is filed by the individual within seven days next following his first day of total unemployment, or at the end of his period of unemployment if the duration thereof is less than 14 days.

B. Week of Disqualification.

(1) With respect to acts and periods of disqualification under section 96.5 of the Iowa Employment Security Law which occur or commence before any week of total or partial unemployment as defined in regulation 202 (A) (1), (2), (3), (4) and regulation 201 (C) (2) has commenced, week means the calendar week in which the disqualifying act or event occurs.

Regulation 203—Payment of Benefits to Interstate Claimants. (As amended July 1, 1953; Filed June 18, 1953.)

1. The following regulation shall govern the Iowa Employment Security Commission in its administrative co-operation with other states adopting a similar regulation for the payment of benefits to interstate claimants.

2. Definitions. As used in this regulation, unless the context clearly requires otherwise:

(a) "Interstate Benefit Payment Plan" means the plan approved by the Interstate Conference of Employment Security Agencies under which benefits shall be payable to unemployed individuals absent from the state (or states) in which benefit credits have been accumulated.

(b) "Interstate claimant" means an individual who claims benefits under the unemployment insurance law of one or more liable states through the facilities of an agent state. The term "interstate claimant" shall not include any individual who customarily commutes from a residence in an agent state to work in a liable state unless the Iowa Employment Security Commission finds that this exclusion would create undue hardship on such claimants in specified areas.

(c) "State" includes Alaska, Hawaii, the District of Columbia, Puerto Rico, and the Virgin Islands.

(d) "Agent state" means any state in which an individual files a claim for benefits from another state.

(e) "Liable state" means any state against which an individual files, through another state, a claim for benefits.

(f) "Benefits" means the compensation payable to an individual, with respect to his unemployment, under the unemployment insurance law of any state.

(g) "Week of unemployment" includes any week of unemployment as defined in the law of the liable state from which benefits with respect to such week are claimed.

3. Registration for Work

(a) Each interstate claimant shall be registered for work, through any public employment office in the agent state when and as required by the law, regulations, and procedures of the agent

state. Such registration shall be accepted as meeting the registration requirements of the liable state.

(b) Each agent state shall duly report, to the liable state in question, whether each interstate claimant meets the registration requirements of the agent state.

4. Benefit Rights of Interstate Claimants

(a) If a claimant files a claim against any state, and it is determined by such state that the claimant has available benefit credits in such state, then claims shall be filed only against such state as long as benefit credits are available in that state. Thereafter, the claimant may file claims against any other state in which there are available benefit credits.

For the purposes of this regulation, benefit credits shall be deemed to be unavailable whenever benefits have been exhausted, terminated, or postponed for an indefinite period or for the entire period in which benefits would otherwise be payable, or whenever benefits are affected by the application of a seasonal restriction.

(b) The benefit rights of interstate claimants established by this regulation shall apply only with respect to new claims filed on or after July 5, 1953.

5. Claims for Benefits

(a) Claims for benefits or waiting-period shall be filed by interstate claimants on uniform interstate claim forms and in accordance with uniform procedures developed pursuant to the Interstate Benefit Payment Plan. Claims shall be filed in accordance with the type of week in use in the agent State. Any adjustments required to fit the type of week used by the liable state shall be made by the liable state on the basis of consecutive claims filed.

(b) Claims shall be filed in accordance with agent-state regulations for intrastate claims in local employment offices, or at an itinerant point, or by mail.

(i) With respect to claims for weeks of unemployment in which individual was not working for his regular employer, the liable state shall, under circumstances which it considers good cause, accept a continued claim filed up to 1 week, or one reporting period, late. If a claimant files more than one reporting period late, an initial claim must be used to begin a claim series and no continued claim for a past period shall be accepted.

(ii) With respect to weeks of unemployment during which an individual is attached to his regular employer, the liable state shall accept any claim which is filed within the time limit applicable to such claims under the law of the agent state.

6. Determinations of Claims

(a) The agent state shall, in connection with each claim filed by an interstate claimant, ascertain and report to the liable state in question such facts relating to the claimant's availability for work and eligibility for benefits as are readily determinable in and by the agent state.

(b) The agent state's responsibility and authority in connection with the determination of interstate claims shall be limited to investigation and reporting of relevant facts. The agent state shall not refuse to take an interstate claim.

7. Appellate Procedure

(a) The agent state shall afford all reasonable co-operation in the taking of evidence and the holding of hearings in connection with appealed interstate benefit claims.

(b) With respect to the time limits imposed by the law of a liable state upon the filing of an appeal in connection with a disputed benefit claim, an appeal made by an interstate claimant shall be deemed to have been made and communicated to the liable state on the date when it is received by any qualified officer of the agent state. (Effective as amended July 1, 1953.)

Regulation 204-A—Interstate Claims, Based on Combined Wage Credits. A. The following regulation adopted under section 96.20(2) of the Iowa Employment Security Law, shall govern the Iowa Employment Security Commission in its administrative co-operation with other states subscribing to the interstate plan for combining wage credits, hereinafter called the plan.

B. Purpose of the Plan. The plan is adopted to establish a system whereby unemployed workers not eligible for benefits in any one state may, through combining of wages in more than one state, become eligible for benefits.

C. Definitions. The terms used in this regulation, unless the context clearly requires otherwise, have the meaning defined in regulation 203 (Payment of Benefits to Interstate Claimants). In addition:

1. A participating state means a state which has subscribed to the plan.

2. Combined wage claimant means a claimant who has earnings in covered employment in more than one participating state but who, at the time he files his claim, is not eligible to receive benefits under the general provisions of the Unemployment Compensation Law of the state in which he files such claim or of any other state which is operating under the interstate benefit payment plan.

3. Transferring state means a participating state which transfers to the "paying state" a record of wages, any part of which is used by the paying state to determine the benefit rights of a combined-wage credit claimant.

4. The paying state is the state in which the claim has been filed.

D. Claims for Benefits. A claim for benefits or waiting period shall be filed by a combined-credit claimant in the same manner as by a claimant whose entire benefit rights exist in the paying state.

E. Determination of Claims Requiring Combination of Wages. 1. Benefit rights of a combined-credit claimant, as to whom this state is the paying state, shall be calculated the same as for an intrastate claimant; but there shall be included in such calculation all those wages reported by any other (transferring) state which fall within the base period of this (paying) state.

2. Any wages reported by this state as a transferring state, if used as a basis for the determination of benefits in another (paying) state, shall be unavailable for determining or paying benefits directly under the Iowa Employment Security Law, except to the extent that wages are usable for re-determination purposes.

3. The benefit year, base period, qualifying wages, benefit rate and duration of benefits under

the Unemployment Compensation Law of the paying state shall be the benefit year, base period, qualifying wages, benefit rate and duration of benefits applicable to a combined-wage claimant. A combined-wage claimant's rights shall be determined by the paying state after combining all wages reported as currently available for the payment of benefits to the paying state by transferring states that such claimant earned during the base period of the paying state with his wages earned, if any, in the paying state during said base period. All other applicable provisions of the Unemployment Compensation Law and rules and regulations of the state agency of the paying state shall be applicable to a combined-wage claimant.

4. The Iowa Employment Security Commission will, with respect to any combined-credit claimant:

(a) Promptly request each participating state in which the claimant has worked in the base period of the paying state to furnish a report on the claimant's wages for covered employment during the base period of the transferring state and on his current eligibility under the law of such state.

(b) When acting as transferring state, report promptly, on form IB-4A, on request of any participating state: (1) the claimant's wages for covered employment during the applicable base period of this state; (2) the amount of any such wages which are available for benefit payment purposes; (3) the current eligibility of the claimant based on the wages thus reported.

(c) When acting as paying state, send to each transferring state a copy of its initial determination, together with a statement explaining the apportionment of benefits between the states.

(d) When acting as paying state, send to the claimant a copy of its initial determination, noting his rights to appeal.

(e) When acting as paying state, send to each transferring state a quarterly statement of the benefits chargeable to said state. Each such charge shall bear the same ratio, to the total benefits paid to the combined-credit claimant by the paying state, as his wages, reported by the transferring state and used in the paying state's determination, bear to the total wages used in said determination.

(f) As soon as practicable after receipt of a quarterly statement under paragraph (e), reimburse the paying state accordingly.

F. Exception to Combining Credits. A claimant's wages shall not be combined, despite any other provision of this regulation, in case the paying state finds that he would be wholly ineligible for benefits based on his combined credits. In that event, his separate credits shall be returned, and reinstated, in each state involved. The provisions of the interstate benefit payment plan shall apply to such claimant.

G. A claimant's wages shall no longer be combined if the paying state finds that he has become eligible for benefits under its Unemployment Compensation Law.

H. Termination of Combining Wages. Combining of wages terminates upon the termination of the benefit year in the paying state or at such time as redetermination of benefit rights becomes necessary under the law of the paying state.

I. Relation to Interstate Benefit Payment Procedures. Whenever this regulation applies it shall

supersede any inconsistent provisions of regulation 203, on interstate benefit payment procedures; and shall control the disposition of the claim.

Regulation 204-B—Interstate Claims, based on the Extended Interstate Plan for Combining Wages.

A. The following regulation adopted under Section 96.20-2 of the Iowa Employment Security Law shall govern the Iowa Employment Security Commission in its administrative co-operation with other states subscribing to the Extended Interstate Plan for Combining Wages, hereinafter called the Extended Plan.

B. Purpose of the Extended Plan. The Extended Plan is adopted to establish a system whereby unemployed workers having sufficient base-period wages to qualify for less than maximum annual unemployment insurance benefits in one or more participating states, and insufficient base period wages to qualify for benefits in one or more other participating states, may increase the benefits to which they are entitled, by combining wages in one of the states in which they have sufficient base period wages with base period wages in all states in each of which they have insufficient wages.

C. Definitions. The terms used in this regulation, unless the context clearly requires otherwise, have the meaning defined in regulation 203 (Payment of Benefits to Interstate Claimants).

In addition:

1. State Agency. The employment security agency of any of the states of the United States of America, of the District of Columbia, or of the Territories of Alaska and Hawaii.

2. Participating State. A state which has subscribed to the Extended Interstate Plan for Combining Wages.

3. Extended-Combined-Wage Claim. A claim filed under the Extended Interstate Plan for Combining Wages.

4. Extended-Combined-Wage Claimant. A claimant who has filed an extended-combined-wage claim.

5. Extended Interstate Plan for Combining Wages. An interstate agreement which establishes a system whereby unemployed workers having sufficient base-period wages to qualify for less than maximum annual benefits in one or more participating states, and insufficient base period wages to qualify for benefits in one or more other participating states, may increase the benefits to which they are entitled, by combining wages in one of the participating states in which they have sufficient base-period wages with base-period wages in all participating states in each of which they have insufficient wages.

6. Paying State. A participating state, chosen by the claimant, in which he has qualifying wages which entitle him to less than maximum annual benefits, and in which his benefit rights have not been terminated.

7. Transferring State. A participating state in which the claimant has insufficient wages to qualify for benefits, and which transfers to the paying state a record of the claimant's wages currently available in such state for the payment of benefits, any part of which is used by the paying state to determine the extended-combined-wage claimant's benefit rights under the Extended Plan.

D. Filing Extended-Combined-Wage Claim. Claims for benefits shall be filed by an extended-combined-wage claimant under the Extended Plan in the same manner as by any other claimant who is claiming benefits under the employment security law of the paying state. If claims are filed in some state other than the paying state, the interstate benefit payment procedures shall be followed.

E. Payment of Benefits. Benefits under the Extended Plan shall be paid initially to an extended-combined-wage claimant from the unemployment insurance fund, and, in accordance with the benefit formula of the paying state, to the same extent as if all transferred wages were wages under the law of the paying state.

F. Claimant's Election to Combine Wages. The Extended Plan is based on a claimant's voluntary election to combine wages. Such an election, once made, is final except in those cases in which the determination of the paying state indicates that the claimant cannot combine wages under the Extended Plan.

Under the Extended Plan, wage combining is open only to claimants who are qualified in the paying state for less than its maximum potential annual benefits. An extended-combined-wage claimant under the Extended Plan, who is independently eligible in each of two or more participating states, may combine base-period wages in only one participating state of monetary eligibility with base period wages in all other participating States having base periods which overlap in which the extended-combined-wage claimant has less than qualifying wages.

G. Determination of Extended-Combined-Wage Claims. 1. Under the Extended Plan the paying state, in determining an extended-combined-wage claimant's benefit rights, shall include all of the claimant's base period wages reported by the transferring state as currently available for the payment of benefits which are for periods which are common to the base periods of both states.

2. Wages which have been reported by a transferring state, and which have been used as the basis for a determination of benefits by the paying state, shall be unavailable for determining or paying benefits under the employment security law of the transferring state or of any other state.

3. The benefit year, base period, qualifying wages, benefit rate, and duration of benefits under the employment security law of the paying state shall be the benefit year, base period, qualifying wages, benefit rate, and duration of benefits applicable to a claimant under the Extended Plan.

4. All other applicable provisions of the employment security law and rules and regulations of the paying state shall be applicable to a claimant under the Extended Plan.

H. Reports. Each participating state, with respect to any extended-combined-wage claimant under the Extended Plan, shall use forms approved by the committee, and:

1. When acting as paying state, shall promptly request each participating state in which the extended-combined-wage claimant has worked in the base period of the paying state to furnish a report on the extended-combined-wage claimant's wages for covered employment during that portion of the base period of the transferring state that is com-

mon to the base period of the paying state, and on his current eligibility under the employment security law of such transferring state.

2. When acting as a transferring state, shall report promptly on request of any participating state the following:

a. The extended-combined-wage claimant's wages for covered employment during that portion of the base period of the transferring state that is common to the base period of the paying state;

b. The amount of any such wages which are available for benefit payment purposes;

c. The current eligibility of the extended-combined-wage claimant under the employment security law of the transferring state.

3. When acting as paying state, shall send to each transferring state a copy of the initial determination notice after combining wages, together with an explanatory statement.

4. When acting as a paying state, shall furnish the extended-combined-wage claimant with a copy of its initial determination.

5. When acting as paying state, shall send to each transferring state a quarterly statement of benefits chargeable to each such transferring state. Each such charge shall be for only the difference between the amount payable to the extended-combined-wage claimant under the employment security law of the paying state before wage combining and the amount actually paid to the extended-combined-wage claimant. If there are two or more transferring states, such charges shall be prorated among the transferring states in proportion to the wages that were transferred by each of such transferring states.

I. Reimbursement of Paying State. A transferring state, as soon as practicable after receipt of a quarterly statement, as set forth in Item H 5 above, shall reimburse the paying state accordingly.

J. Exception to Combining Wages. A claimant's wages shall not be combined, notwithstanding any other provision of this Extended Plan, if the paying state finds that the extended-combined-wage claimant's potential benefit rights would not be increased by combining. Wages reported by the transferring state(s), in such event, shall be returned to and reinstated by such transferring state(s).

K. Whenever this regulation applies, it shall supersede any inconsistent provisions of Regulation 203 or Regulation 204-A, on interstate benefit payment procedures, and shall control the disposition of the claim.

[Filed. December 29, 1955]

Regulation 205—Employer Elections to Cover Multi-state Workers. 1. The following regulation shall govern the Iowa Employment Security Commission in its administrative co-operation with other states subscribing to the interstate reciprocal coverage arrangement, hereinafter referred to as "the arrangement."

2. Definitions. As used in this regulation, unless the context clearly indicates otherwise:

(a) Jurisdiction means any state of the United States, the District of Columbia, Alaska, Hawaii, or, with respect to the federal government, the coverage of any federal unemployment compensation law;

(b) Participating jurisdiction means a jurisdiction whose administrative agency has subscribed

to the arrangement and whose adherence thereto has not terminated;

(c) Agency means any officer, board, commission or other authority charged with the administration of the unemployment compensation law of a participating jurisdiction;

(d) Interested jurisdiction means any participating jurisdiction to which an election submitted under this regulation is sent for its approval; and "interested agency" means the agency of such jurisdiction;

(e) Services "customarily performed" by an individual in more than one jurisdiction means services performed in more than one jurisdiction during a reasonable period, if the nature of the services gives reasonable assurance that they will continue to be performed in more than one jurisdiction or if such services are required or expected to be performed in more than one jurisdiction under the election.

3. Submission and Approval of Coverage Elections under the Interstate Reciprocal Coverage Arrangement.

(a) Any employing unit may file an election, on form RC-1, to cover under the law of a single participating jurisdiction all of the services performed for him by any individual who customarily works for him in more than one participating jurisdiction.

Such an election may be filed, with respect to an individual, with any participating jurisdiction in which (1) any part of the individual's services are performed; (2) the individual has his residence; or (3) the employing unit maintains a place of business to which the individual's services bear a reasonable relation.

(b) The agency of the elected jurisdiction (thus selected and determined) shall initially approve or disapprove the election.

If such agency approves the election, it shall forward a copy thereof to the agency of each other participating jurisdiction specified thereon, under whose unemployment compensation law the individual or individuals in question might, in the absence of such election, be covered. Each such interested agency shall approve or disapprove the election, as promptly as practicable; and shall notify the agency of the elected jurisdiction accordingly.

In case its law so requires, any such interested agency may, before taking such action, require from the electing employing unit satisfactory evidence that the affected employees have been notified of, and have acquiesced in, the election.

(c) If the agency of the elected jurisdiction, or the agency of any interested jurisdiction, disapproves the election, the disapproving agency shall notify the elected jurisdiction and the electing employing unit of its action and of its reasons therefor.

(d) Such an election shall take effect as to the elected jurisdiction only if approved by its agency and by one or more interested agencies.

An election thus approved shall take effect, as to any interested agency, only if it is approved by such agency.

(e) In case any such election is approved only in part, or is disapproved by some of such agencies, the electing employing unit may withdraw its election within ten days after being notified of such action.

4. Effective Period of Elections.

(a) Commencement. An election duly approved under this regulation shall become effective at the beginning of the calendar quarter in which the election was submitted, unless the election, as approved, specifies the beginning of a different calendar quarter.

If the electing unit requests an earlier effective date than the beginning of the calendar quarter in which the election is submitted, such earlier date may be approved solely as to those interested jurisdictions in which the employer had no liability to pay contributions for the earlier period in question.

(b) Termination. (1) The application of an election to any individual under this regulation shall terminate, if the agency of the elected jurisdiction finds that the nature of the services customarily performed by the individual for the electing unit has changed, so that they are no longer customarily performed in more than one participating jurisdiction. Such termination shall be effective as of the close of the calendar quarter in which notice of such findings is mailed to all parties affected.

(2) Except as provided in subparagraph (1), each election approved hereunder shall remain in effect through the close of the calendar year in which it is submitted, and thereafter until the close of the calendar quarter in which the electing unit gives written notice of its termination to all affected agencies.

(3) Whenever an election under this regulation ceases to apply to any individual, under subparagraph (1) or (2), the electing unit shall notify the affected individual accordingly.

5. Reports and Notices by the Electing Unit.

(a) The electing unit shall promptly notify each individual affected by its approved election, on the form RC-2 supplied by the elected jurisdiction, and shall furnish the elected agency a copy of such notice.

(b) Whenever an individual covered by an election under this regulation is separated from his employment, the electing unit shall again notify him, forthwith, as to the jurisdiction under whose unemployment compensation law his services have been covered. If at the time of termination the individual is not located in the elected jurisdiction, the electing unit shall notify him as to the procedure for filing interstate benefit claims.

(c) The electing unit shall immediately report to the elected jurisdiction any change which occurs in the conditions of employment pertinent to its election, such as cases where an individual's services for the employer cease to be customarily performed in more than one participating jurisdiction or where a change in the work assigned to an individual requires him to perform services in a new participating jurisdiction.

OLD-AGE AND SURVIVOR INSURANCE SYSTEM

Administered by
IOWA EMPLOYMENT SECURITY
COMMISSION

Regulation No. 1—Accrual of Interest. Section 6 provides that: "Sec. 6. Taxes unpaid on the date on which they are due and payable as prescribed by the commission, shall bear interest at the rate of one-half of one per centum per month from and after such date until payment plus accrued interest is received by the commission, provided that the commission may prescribe fair and reasonable regulations pursuant to which such interest shall not accrue with respect to taxes required. Interest collected pursuant to this section shall be paid into the old-age and survivors' fund. . . ."

The commission accordingly prescribes:

Interest shall not accrue with respect to taxes unpaid by the employer on the date they are due and payable as prescribed by the commission in those cases in which a question has been raised with the commission as to whether any part or all of the services on which such taxes are based constitutes covered employment, until such time as the commission finally determines any part or all of such services to be in employment.

Regulation No. 2—Overpayment and Underpayment of Tax. Section 9 (b) provides that: "Sec. 9 (b). If more or less than the correct amount of tax imposed by this Act is paid with respect both to the tax and the amount to be deducted, adjustments shall be made without interest, in such manner and at such times as may be prescribed by regulations made under this Act."

The commission accordingly prescribes:

In the event the employer pays taxes for any quarter in excess of the amount of tax actually due and owing, the commission shall give notice of such overpayment to the employer and such overpayment shall apply as a credit against the tax for the following quarter.

In the event such employer does not pay the full amount of the tax, or in the event such employer fails to report all of its employment for any quarter, the commission shall require the payment of such additional taxes and interest and shall proceed to collect such additional taxes and interest in the manner prescribed by law. The employer shall file such additional and supplemental reports as the commission may require when directed to do so by the commission.

Regulation No. 3—Collection and Payment of Tax. Section 12 (a) and (b) provides: "Sec. 12. (a) The taxes deducted from the wages of the employee by the employer shall be matched by the employer making the deduction and shall be forwarded to the commission for recording and deposited with the state treasurer to the credit of the old-age and survivors' fund.

"(b) Method of Collection and Payment—Such taxes as deducted by the employer shall be paid in such manner, at such times and under such conditions, either by copies of payrolls or other methods necessary or helpful in securing proper identifica-

tion of the taxpayer, as may be prescribed by the commission."

The commission accordingly prescribes:

Each employer on or before the 15th day of the month immediately following the end of each quarter shall file with the commission a report on a form to be prescribed by the commission showing the name, social security account number and amount of earnings of each of its employees during such quarter.

Each employer's taxes shall be due and payable at the time such reports are filed and shall be delinquent and bear interest from and after the 15th day of the month immediately following the end of the quarter.

Regulation No. 4—Election of Coverage. Section 20 (c) (1) provides, among other things, that: ". . . Provided, that such excepted political subdivision may by election come under the provisions of this Act in accordance with the regulations prescribed by the commission."

Section 21 provides: "Any political subdivision or the instrumentalities thereof not covered by this Act may become subject hereto by application to the commission for such coverage on all or that part of its employees that are not covered by this Act and by complying with the regulation prescribed by the commission."

The commission accordingly prescribes:

Any political subdivision or the instrumentalities thereof not covered under the Iowa Old-Age and Survivor Insurance System by virtue of section 20 (c) (1) may elect to become so covered by filing with the commission its election on IOASI form No. 3, and upon approval of such election by the commission shall, as of the date stated in such approval, become subject to said Act to the same extent as all other "employers" as defined by said Act.

Regulation No. 5—Court Reporters' Taxable Salaries. Section 97.23 of the Code provides: "Rules and Regulations. The commission shall have full power and authority to make rules and regulations and to establish procedures, not inconsistent with the provisions of this chapter. . . ."

Section 97.45 defines wages as: ". . . all remuneration for employment, including the cash value of all remuneration paid in any medium other than cash; except that such terms shall not include—'that part of the remuneration which, after remuneration equal to \$3,000 has been paid to an individual with respect to employment during any calendar year after 1945, is paid to such individual with respect to employment during such calendar year.'"

Court reporters are frequently employed by a judge who holds court in the several counties comprising a judicial district. Under the law pertaining to the compensation of court reporters, such situation results in an overpayment of the tax by both the employer and employee, as each county is required to pay the tax on the first \$3,000 of salary paid by such county to such reporter. To avoid such resulting overpayment,

The commission accordingly prescribes:

Each court reporter employed in a district comprising several counties shall keep an accurate

record of the salary paid him by the various counties of his district. When he has been paid a total salary of \$3,000 by the several counties in the district, he shall certify to the county auditor of each county of the district on a form approved by the commission to the effect that he has been paid the maximum \$3,000 taxable salary for said year, and thereafter the various county auditors shall be authorized to discontinue the withholding and payment of any further or additional tax during such calendar year.

IOWA PUBLIC EMPLOYEES RETIREMENT
SYSTEM

ADMINISTERED BY
IOWA EMPLOYMENT SECURITY COMMISSION
[Filed November 2, 1953]

Rule No. 1—Rule Establishing the Method of Payment of Refund of Accumulated Contributions of a Deceased Member.

Chapter 72, Acts of the 55th General Assembly, [ch 97B, Code 1954] provides that a "beneficiary" means a person or persons entitled to receive benefits at the death of a member payable under the System, designated in writing by the member and filed with the Commission, or if no such designation is in effect at the time of death of the member or if no person so designated is living at that time, then the beneficiary shall be the estate of the member.

"(a) Payment to legal representative.—Where there is no designation of beneficiary in effect at the time of death of member, payment will be made to the legal representative of such estate.

"(b) Payment to relative of deceased.—Where it appears reasonably certain that a legal representative has not been and will not be appointed or where a legal representative has been discharged, a verified application listing the surviving spouse and all heirs at law may be filed by a relative of the deceased member by blood, marriage, or adoption, and payment made to such applicant on behalf of the estate if the requirement of paragraph (c) of this section is met.

"(c) Consent of relatives to payment.—Payment of benefits or refunds due at the death of a member may be made to the applicant provided for in paragraph (b) if verified statements are submitted to the Commission by the spouse of the deceased member and the members of the group of relatives closest in kinship to the deceased stating that the application listing the spouse and all heirs at law falling under paragraph (b) is the correct list of the spouse and heirs at law and consenting to the payment of said death benefit or refund to the applicant for distribution as determined by the following groupings:

- (1) Children and children of deceased children;
- (2) Parents;
- (3) Brothers and sisters and children of deceased brothers and sisters;

(4) All other relatives by blood or adoption, the closeness of relationship being determined according to the law of the domicile of the deceased insured individual."

(Effective October 30, 1953)

Rule No. 2—Rule establishing the method of the recomputation of benefits based on re-employment after retirement.

Recomputation of benefits as provided under Iowa Public Employees' Retirement System section 97B.48, Code 1954, based on re-employment after retirement, will not be made more often than once in every twelve months period.

[Filed September 8, 1954]

IOWA EMPLOYMENT SECURITY COMMISSION
ADMINISTRATION OF F.O.A.B.

[Filed November 20, 1953]

FOAB Rule No. 1—A Rule Providing for the Accrual of Interest.

WHEREAS section 404.1255 (a), Regulations No. 4 of the Secretary of Health, Education and Welfare provides that interest on delayed quarterly wage reports resulting from the failure of a political subdivision to forward its report and pay its tax to the Commission in time to permit the Commission to file a completed consolidated wage report and a completed contribution return is one-half of one percent for each calendar month or part of a calendar month after the due date of the contributions, and

WHEREAS Section 18 of Chapter 73, Acts of the 55th General Assembly provides:

"The state agency shall make and publish such rules and regulations, not inconsistent with the provisions of this Act, as it finds necessary or appropriate to the efficient administration of the functions with which it is charged under this Act, and the state agency shall comply with regulations relating to payments and reports as may be prescribed by the Federal Security Administrator."

And, WHEREAS the Commission must collect the interest from the political subdivisions that are delinquent in filing reports and in payment of the tax,

The Commission accordingly prescribes:

Federal Old-Age and Survivor Insurance taxes unpaid by the date on which they are due and payable, which said due date is hereby established as the 15th of the month following the end of the quarter, shall bear interest at the rate of one-half of one percent for each calendar month or fraction of a calendar month after such date until payment plus accrued interest is received by the Commission.

Any Federal Old-Age and Survivor Insurance tax penalties resulting from failure of the political subdivision to pay its tax when due shall be recovered by the Commission from such political subdivision.

(Effective November 20, 1953)

ENGINEERING EXAMINERS

(Amendments filed October 14, 1952,
March 16, 1953, and January 19, 1954)

Rule No. 1—Professional Engineering Examinations: (a) Before any applicant may be permitted to appear for examination, a digest of his training and experience must be submitted to the Board for approval. No one will be admitted to the examination in the professional subject (branch) until he has had the full amount of training required by law. This restriction will not apply to the examination in fundamentals.

[Filed October 18, 1954]

(b) For those who have attended college, a certified abstract of the college educational record shall be filed with each application for registration or transmitted direct by the college registrar.

[Filed March 15, 1955]

(c) At each examination, one day shall be devoted to questions on fundamentals in all branches of engineering and one day shall be devoted to examination on professional subjects. An applicant who qualifies under 1-a or 2-a, Section 114.14 of the Code and who has had ten or more years of qualifying experience may, upon his written request, be excused from taking the written fundamentals examination. If he is excused, he will be required to appear for a thorough oral examination. His performance on this oral examination will be graded carefully and this grade will be used to help determine his final average.

(Filed January 19, 1954)

(d) In the examination in fundamentals, questions will be asked which will generally require knowledge of mathematics, including algebra, advanced algebra, logarithms, plane and solid geometry, trigonometry, and analytical geometry, differential and integral calculus and differential equations; applied science, including physics, mechanics, statics, dynamics, hydraulics, thermodynamics, electricity, electromagnetism and chemistry; materials of construction, including resistance of materials, steel, reinforced concrete, masonry construction and timber construction; elements of structural design, including stress analysis, beams, slabs, columns, girders, trusses, foundations, retaining walls, unit stresses and graphic statics; elements of mechanical design, including power, heating, ventilation, prime movers, mechanical transmission and water power; electrical design, including laws of electricity, electrical equipment, direct and alternating circuits, types and characteristics of motors and generators; engineering administration, including engineering economics, contracts, specifications, professional practice and professional ethics; and other subjects commonly taught in the regular approved engineering curriculum.

[Filed June 15, 1956]

(e) The fundamental examination will generally be given in two parts, one part will generally be given with books and a part without books.

(f) Practical experience in professional engineering work to be considered of a grade and character

satisfactory to the board shall be such as to require the application of engineering principles in the practical solution of engineering problems. This work shall predicate a knowledge of engineering mathematics, physical and applied sciences, properties of materials, and the fundamental principles of engineering design. It shall be of such nature as to develop and mature the applicant's engineering knowledge and judgment.

(g) The final rating of an applicant shall be determined by the following:

Personality, having to do with character, evidence of a general engineering interest and executive ability; 10 percent of total rating.

Experience (nature and extent); 15 percent of total rating.

Written examination in fundamentals; 35 percent of total rating. (Oral examination in fundamentals, 30 percent, and 20 percent on engineering experience, personality, character and executive ability when oral examination is taken.)

Examination in principles of good practice, consisting of a certain number of questions in writing, depending upon the branch of engineering taken; 40 percent of total rating with written fundamental examination and 50 percent of total rating when oral fundamental examination is given. The candidate must make a grade of at least 60 percent on this portion of the examination.

A final rating of 70 percent shall be considered a passing grade.

(h) An applicant who fails to make a final rating of 70 percent in an examination will be required to take (when he appears for re-examination) those portions of the examination that are, in the opinion of the board, necessary to establish his competence. A candidate who fails in his first examination will be examined a second time under the original fee if he appears for examination within a two-year period after the date of the first examination. A candidate who fails in two examinations will not be permitted to appear for another examination until he can show that he has had an additional two years of qualifying experience acceptable to the board. (Filed January 19, 1954).

(i) All applicants shall be notified of two consecutive engineering board meetings after their application is filed with the secretary.

(j) The examinations are usually held in the Statehouse, Des Moines.

(k) Sample examination questions will be given out only to those applicants who have filed their application and paid the examination fee.

[Filed January 25, 1956]

Rule No. 2—Practice of Engineering Pending Examination; Residents: Any person approved for examination under rule No. 1-a and having made formal application to the Iowa State Board of Engineering Examiners for registration before beginning such work in the state of Iowa shall be allowed to practice not more than 90 days before completing said registration, and the Board of

Engineering Examiners shall arrange to hold called meetings of the said board for examination of applicants at such periods as will enable the applicants to secure said examinations within the time limit above mentioned. The above 90-day limit rule is for the convenience of both client and practicing engineer and shall not be available to any person who commences to practice or offers his services as a professional engineer before making formal application and qualifying for examination under rule No. 1-a.

Rule No. 3—Photograph: A photograph of the applicant shall appear upon the application form.

Rule No. 4—Duplicate Certificate: An extra charge of two dollars (\$2) shall be made for issuing duplicate certificates to any registered engineer.

Rule No. 5—Land Surveying Examination: Candidates for registration as land surveyors must have six years of engineering and land surveying experience, of which one to four years may have been secured by the completion of satisfactory college work in civil engineering and surveying.

Land surveying comprises all or any combination of the following practices:

(a) The making of such observations and measurements as will determine the relative position of points, areas, structures or natural objects on the earth's surface, or related thereto.

(b) The surveying of areas:

(1) For their correct determination and description and for conveyancing.

(2) For the establishment or reestablishment of land boundaries.

(3) For the platting of lands and subdivisions.

(4) For the setting of reference or other monuments to perpetuate such observations, measurements and surveys.

(c) The preparation of land descriptions used in conveyancing.

Observations or measurements, made exclusively for geological or landscaping purposes and not involving the determination of any property line, do not constitute land surveying within the meaning of this rule, but may be considered as surveying which is a part of civil engineering practice.

Rule No. 6—Examination for Land Surveying only: (a) All applicants for examination in land surveying will have to meet the requirements of two days of written examination. This will consist of one day of fundamentals and one day of land surveying practice. Those who have passed the fundamentals portion of the examination for professional engineer will not be required to take the land surveying fundamentals [Read Rule 1(c) for exceptions]. The land surveying examinations are usually given during the regular two-day examination period for professional engineers.

[Filed October 18, 1954]

(b) Candidates must know how the original surveys were conducted. They must know the rules governing the restoration of obliterated corners. They must be able to re-establish lost corners. They must have had enough actual experience in land surveying work to make them familiar with the

proper methods of retracing the original surveys. This experience cannot be gained in school or from reading books. It must be secured in the field.

(c) Candidates must know what discrepancies to expect in retracement work and how to use evidence in the restoration of obliterated land lines and corners. They must understand the laws governing riparian rights, accretions, adverse possession. They must also be familiar with the ethics of the engineering profession.

Rule No. 7—Land Surveying By Professional Engineers: Attention is called to section 114.17, Code of Iowa, 1950, which specifically forbids practice of land surveying by the holder of a professional engineering certificate "unless specifically so stated in the certificate".

Rule No. 8 (Filed March 16, 1953)—Registration in Iowa for Those Registered in Other States: An engineer, registered in any state, who seeks registration in Iowa shall make application for such registration to the board on prescribed forms. The information submitted with that application, together with such information which the board obtains from boards in the state, or states, where he has obtained registration shall be used as evidence of qualification for registration in Iowa. The board will require that the qualifications for registration in the state in which applicant is registered shall not be lower than those specified by the Iowa law (Section 114.20).

Rule No. 9—Preliminary Examinations for College Seniors (Engineers-in-Training): Examination in fundamentals will be offered to Iowa residents or to others graduating from accredited engineering courses. Examinations may be taken during or shortly after the final term at convenient times to be fixed by the board. These fundamental examinations are designed primarily to accommodate students in Iowa engineering colleges and Iowa residents attending other engineering colleges.

Appropriate certificates will be issued to those successfully passing the examinations. Such certificates will not be construed as licenses to practice, but will be evidence of qualification as "Engineer-in-Training". The holder, upon showing that requirements as to experience and training have been met, will be eligible to complete his professional registration by final examination.

The regular examination fee of fifteen dollars (\$15) will be due at the time of this preliminary examination.

Rule No. 10: Whereas, section 114.14, Code of Iowa, 1950, provides that "no person shall be eligible for registration as a professional engineer, or land surveyor, who is not of good character and reputation". Therefore, to give effect to the above clause the board submits this Code of Ethics for the guidance of practicing engineers.

It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any professional engineer or surveyor:

1. To act for his clients in professional matters otherwise than as a faithful agent or trustee, or to accept any remuneration other than his stated charges for services rendered his clients.

2. To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of another engineer or surveyor.

3. To attempt to supplant another engineer or surveyor after definite steps have been taken towards his employment.

4. To compete with another engineer or surveyor for employment by the use of unethical methods.

5. To review the work of another engineer or surveyor for the same client, except with knowledge or consent of such engineer or surveyor, or unless the connection of such engineer or surveyor with the work has been terminated.

6. To advertise in self-laudatory language, or in any other manner derogatory to the dignity of the profession.

IOWA STATE FAIR BOARD

GENERAL RULES

1. The Iowa State Fair management reserves to its board the final right to interpret these rules and regulations and settle and determine all matters, questions and differences in regard thereto, or otherwise arising out of, connected with or incidental to the fair.

2. All entries must be filed with the secretary on the date determined by the Iowa State Fair Board and printed in the premium list.

3. All entries must be made on the printed forms, which may be obtained free from the secretary.

4. In the event of conflict of general and special rules, the latter will govern.

5. Premiums paid will be as determined by the Iowa State Fair Board and printed in the premium book.

6. The time of judging in all departments shall be as determined by the Iowa State Fair Board and published in the premium list.

7. Should any individual enter an animal or article in a name other than that of a bona fide owner or attempt to perpetuate a fraud by misrepresenting any fact, the entry thus made shall not be allowed to compete for or receive any premium. In case of question as to the age of an animal the superintendent shall appoint an expert, whose decision shall be final.

8. Exhibits which have been erroneously entered may, at the discretion of the secretary and superintendent of the department be transferred to their proper class previous to the judging. If such classes have been judged, they shall not be rejudged.

9. All animals must be entered in the name of the owner and must have been owned by him not less than 30 days prior to the opening day of the fair.

10. No additional entries in the livestock departments will be accepted after the official catalog has been published.

11. Substitution of animals entered for reasons satisfactory to the management of the Fair will be permitted prior to the opening day of the Fair, providing the animal to be substituted was owned by the exhibitor 30 days prior to the opening day of the Fair. All requests for substitution of this kind and the reasons therefor, together with name, date of birth and registry number of the animal substituted, shall be approved by the superintendent of the department and filed in writing with the secretary.

12. No animal can be entered or exhibited as pure bred unless the same has been recorded in the recognized book of record for its respective breed, and exhibitors must produce certificates of registry at the request of the superintendent in charge any time during the Fair.

13. All entry fees, stall and pen rent, space rentals and concession fees shall be as determined by the Iowa State Fair Board and printed in the premium book.

14. No refunds for stall fees or pen rent will be made unless cancellation is made before cataloging.

15. Exhibitors must keep the space in the rear of their stalls and pens and all alleyways clear and clean. All litter must be thrown where indicated by the superintendent and his assistants.

16. Exhibitors must keep their stalls open and stock uncovered from 8:00 a.m. to 6:00 p.m. each day of the Fair.

17. Rules governing the health of all animals shown at the Iowa State Fair will be as determined by the department of animal industry and published in the premium book.

18. The composition of all exhibits shall be determined by the Iowa State Fair Board.

ADMISSIONS

1. All admissions to the Iowa State Fair shall be as determined by the Iowa State Fair Board and printed in the premium book.

2. The morning round-up will start from the camp ground fence each morning at 6:00 a.m. and will include all of the grounds and buildings west of the camp ground fence.

3. All persons remaining in this portion of the grounds over night must provide themselves with tickets for the following day.

4. No pass-out or return checks will be issued for the outside gates.

5. Campers will be required to pay the regular admission fees when entering the main portion of the grounds through these gates.

FORAGE

1. No delivery of feed other than for the forage department will be permitted within the grounds after the opening day of the Fair. Exhibitors will be permitted to bring into the grounds only a limited amount of feed, hay or straw, and the management reserves the right to refuse admission of such if in their judgment there is an excessive amount.

The space in the barns is for exhibition purposes and not for storage of feed. This rule will be strictly enforced.

PLACING AND RELEASING OF EXHIBITS

1. Time of placement and release of exhibits will be as determined by the Iowa State Fair Board and printed in the premium book.

SPECIAL PREMIUMS

1. The Iowa State Fair Board is pleased to list special premiums in the premium list, but will not be responsible for their payment or delivery unless they are in the hands of the secretary by the opening day of the Fair.

2. Special prizes will not be accepted for classes that do not conform to the regular classifications of the department in which they are offered unless for reasons satisfactory to the executive committee and the superintendent of the department in which they are offered.

3. Specials are limited to money prizes or articles of intrinsic value.

PAYMENT OF PREMIUMS

1. Premiums in the open livestock departments will be paid at a time determined by the Iowa State Fair Board and printed in the premium book. Premiums in other departments will be paid as soon after the close of the Fair as possible.

AWARDS

1. Where there is only one exhibitor in a class, the first prize, if merited, will be awarded. Where there is competition, all prizes may be awarded so far as there are worthy entries. Where animals or articles are not worthy of first prize, judges may, at their discretion, award a prize or prizes of such grade as the animals or articles deserve.

2. No animal will be awarded a prize unless promptly brought into the show ring with catalog number attached when class is called. Animals entered and not brought into the ring at the proper time, unless excused by the superintendent, will be charged double the regular stall or pen fee.

3. The following ribbon colors will be used in designating awards, except in show horse department:

COLORS FOR AWARDS

Champion.....	Royal Purple
Reserve Champion.....	Lavender
First.....	Blue
Second.....	Red
Third.....	White
Fourth.....	Pink
Fifth.....	Yellow
Sixth.....	Dark Green
Seventh.....	Light Green
Eighth.....	Tan
Ninth.....	Gray
Tenth and over.....	Light Blue

PROTESTS

1. The Iowa State Fair Board will not consider a protest, complaint or appeal based upon the statement that a judge or judges are incompetent.

2. Where a protest is made as to the eligibility of an animal or article to compete in any class, it

must be made in writing and filed with the secretary before 12:00 noon of the day following the one on which the class was shown, accompanied by a \$20 cash deposit. The deposit will be forfeited if the protest is not sustained.

TRAFFIC

1. Fast driving within the grounds is strictly prohibited. The superintendent of public safety is instructed to deal severely with any person or persons violating this rule. The board or executive committee may prohibit the running of automobiles on any street within the grounds whenever, in their opinion, it become dangerous or to facilitate the handling of traffic.

2. Under no consideration will automobiles be allowed to park around the buildings, or in any open parked space in the central part of the grounds.

3. Taxicabs will be required to park at one of three stations designated for that purpose, along the north side of Grand Avenue, south of the grandstand, southwest of the grandstand and north of the triangle.

INSPECTION OF LIVESTOCK

1. All animals presented for exhibition at the Iowa State Fair shall be subject to examination by the chief of division of animal industry before entering the fairgrounds, and to daily inspection during the exhibition. Should any animal be found to be affected with any contagious, infectious or communicable disease, it shall immediately be removed to a place of quarantine.

GROUPS AND BUILDINGS

1. Parties owning buildings upon the state fairgrounds must notify the secretary thirty (30) days prior to the opening of the Fair as to whether they desire to occupy the same or not, and if so, make arrangements with the superintendent of the department for such occupancy. Failure to comply with the provisions of this rule will cause the forfeiture of the use of such building or buildings to the Fair management.

2. Any party or parties, firm or corporation owning buildings or material upon the state fairgrounds without lease, or whose lease has expired, who shall fail to remove same upon the order of the board within the time specified, shall forfeit all claim thereto, and the Fair management may take charge of and remove same, charging expense attached thereto to the owner or owners thereof, which expense or claim must be paid before material is released to the owner.

ADVERTISING

1. The distribution of handbills or other advertising matter is strictly prohibited, and no tacking or posting of advertising bills, cards, etc., will be permitted on any of the buildings, telephone poles or elsewhere. Exhibitors may advertise and distribute from their booth or exhibit only.

EXHIBIT SPACE

1. Space assigned and not occupied before 12:00 o'clock noon the first preparation day of the Fair will be forfeited.

ELECTRIC LIGHT AND POWER

1. Charges for electric power and labor for installation will be as determined by the Iowa State Fair Board and printed in the premium book.

CONCESSIONS AND PRIVILEGES

1. All dining halls, lunch booths and refreshment stands must be substantial in structure and neat in appearance. They must be supplied with wholesome food and pure, honest goods and sold at reasonable prices.

2. All concessionaires shall cause to be posted in a conspicuous manner, at the front or entrance of place of business, a sign showing the price to be charged for meals, lunches, drinks or other articles of food offered for sale. They shall also keep displayed in plain view of the public their concession contract number which will be furnished by the superintendent of the concession department.

3. All dining halls and places where regular meals or plate lunches are served must be screened.

4. No officer or employee in any department of the Fair shall have any concession, or any interest or connection with any concession operated at the Fair.

NEWSPAPER SUBSCRIPTION SOLICITORS

1. Soliciting subscriptions for any newspaper or periodical will be permitted only upon the written request of the publisher or manager, mailed to the secretary ten days prior to the opening of the Fair, which requests must contain the name of the publication, privilege desired and the name of solicitors who have been continuously employed for a period of three weeks preceding date of application.

2. Solicitors must be gentlemanly, courteous and honest in their dealings with the public and are absolutely prohibited from using any form of merchandise, animal, article or ticket for future drawings or as a gift or inducement to influence subscriptions under a penalty of expulsion from the grounds and forfeit of cash deposit herein provided for.

3. The publisher or solicitor will be required to make a cash deposit of fifty dollars (\$50) with the secretary or superintendent assigning space, as a guarantee that these rules will be complied with. In case there is no violation of the rule, the sum will be refunded.

INDUSTRIAL AND MACHINERY DEPARTMENT

1. No loudspeaker, amplifier, radio or other sound device can be used on the exhibit space, unless the sound or amplification is confined to the inside of the tent occupied by the exhibitor.

2. Space contracted for cannot be assigned, sublet or otherwise disposed of without the consent of the superintendent of the machinery department.

VARIED INDUSTRIES BUILDING

1. Demonstration of gasoline engines will be permitted in this building and on promenade surrounding building if propelled by electric motors.

2. Exhibitors will be permitted to build booths on space assigned them. The management recommends that the back wall be built between columns

approximately 8 feet high, and the partitions between booths may be built with a section extending out not more than 8 feet from the back wall and not higher than the back wall, with balance of partition to front of space not over 42 inches high. The back wall and partition between exhibit spaces must be finished on both sides. If the exhibitors have booths or back panels built for exhibition purposes at other shows or fairs, they may be used on this space. The use of highly inflammable material in the construction of booths, such as corrugated or crepe paper or bunting, will not be permitted.

3. Signs in this building should be hung with the bottom of same 10 feet above the exhibition floor. The suggested size is 3 feet in width and not to exceed 14 feet in length, which will hang and show effectively between the steel columns across the back of each space.

4. No loudspeaker, amplifier, radio or other sound device can be used on the exhibit space.

5. No parking of automobiles or house trailers in exhibit space will be permitted.

6. No prison-made goods will be accepted for exhibition either in building or outside space.

SPEED DEPARTMENT

1. Rules of the U. S. Trotting Association to govern unless otherwise specified. The Iowa State Fair Board reserves the right to (1) reject any entry, (2) change order of program, (3) declare off any event or heat on account of either condition of track or unfavorable weather.

HORSE DEPARTMENT

1. **4-H Club Colts**—Colts entered in the 4-H Club classes may also be entered in the corresponding open classes by payment of a \$2.00 open entry fee for each exhibitor, and entry is made on regular open class entry blanks on or before the closing of open entries. Stall fees must also accompany entries, the same as regular open class entries. Colts entered in the open classes, and stall fees paid, will not have additional stall fees deducted from 4-H premiums if certified by the horse superintendent.

2. **Ownership of Animals**—Unless otherwise specified, to be eligible for competition, whether singly or in groups, animals must be the bona fide property of and owned by the exhibitor at the time entries close. Registry or transfer certificate showing exhibitor to be the owner must be presented upon demand.

3. **Unnamed entries** will not be accepted in the individual classes. Animals to compose a competitive group need not be named at the time entries are made, but must be entered in individual classes and catalog number of each animal given to ring clerk when group is shown. Sires in "get of sire" and dams in "produce of dam" classes to be named at time of making entry.

4. **Animals shown as bred** by exhibitor must be so recorded with the record association. Those bought in dam cannot be shown as bred by exhibitor.

5. The date for computing age of all entries in the horse department shall be January 1. Colts foaled prior to January 1 must be entered in the

class a year older than those foaled the following spring.

6. The judges will discriminate severely against animals that have hereditary or transmissible defects or unsoundness, such as bog or bone spavin, ringbone, curb (when accompanied by curby hock), cataract, stringhalt and roaring. All questions concerning soundness of animals will be referred to a competent veterinary surgeon.

7. No animal shall be awarded a prize unless removed from its stall and exhibited, with catalog number attached, in the show ring. Animals not exhibited when called out by the ring steward or superintendent, unless especially excused, will be charged \$5 per day for use of stalls or removed from the grounds, as the management may decide. Catalog stall cards will be furnished by the superintendent and must be tacked on the stalls where the animals are kept.

8. Only first and second prize winners in their respective classes shall be eligible to compete for champion and reserve champion prizes, and no second prize animal shall be entitled to rank above reserve in a champion class. All first prize animals will be required to show in champion classes unless excused by the proper officials. Exhibitors of first prize animals that fail to meet this requirement will forfeit, at the discretion of the officials, all or a portion of prizes awarded.

9. A feature of the horse show of special interest and educational value is furnished by the parades of the various breeds in the pavilion at the evening shows, from 8:00 to 10:00 p.m. Due notice will be given of the time and place of forming these parades. Any exhibitor failing to promptly comply with the call of the ring steward or the superintendent will forfeit all or such portion of the prizes awarded to him as the management of the Fair may see fit to withhold, and the exhibitor may be barred from further showing during the Fair.

10. Exhibitors are expected to obey the call promptly in producing their stock, when instructed to do so. Stock must be in the ring at the scheduled time, or within five minutes after the class is called, and it will be taken for granted that any person failing to comply with this rule is not a competitor for the premiums offered. Exhibitors will show their animals at such times and places as may be directed and shall furnish such information concerning their stock as may be required by the superintendent, and in case of refusal to obey this rule any or all premiums will be forfeited and the exhibitor barred from showing. The superintendent may exclude from competition exhibitors who fail or refuse to comply with any or all rules and regulations.

11. No alterations in stalls permitted unless permission of the executive committee is given. No partitions or pens back of stalls for colts will be permitted. Exhibitors should order two stalls for mare and foal.

SHOW HORSE DEPARTMENT

1. Unnamed entries will not be accepted.

2. Exhibitors showing in the Iowa classes only may take horses out if so desired. They must, however, be off the grounds before 7:00 a.m. the day following their showing. Exhibitors showing in only

one class may bring their horses the day shown and take them home after the show if they wish to do so.

3. All horses awarded a prize must be sound for the purpose or class in which they are shown.

4. Due consideration will be given to size and development, but breed type and quality will not be subordinated to size in making awards.

5. All Iowa first and second prize winners will be required to show in Iowa championship classes, unless excused by superintendent. Balance of winners may compete if their owners so elect. Exhibitors that fail to meet this requirement will forfeit all, or a portion, of prizes awarded, at the discretion of the management.

6. Exhibitors are expected to obey the call promptly in producing their stock when instructed to do so. Stock must be in the ring at the scheduled time, and it will be taken for granted that any person failing to comply with the rule is not an exhibitor for the premium offered. Exhibitors will show their animals at such times and places as may be directed and shall furnish such information concerning their stock as may be required by the superintendent, and in case of refusal to obey this rule any or all premiums will be forfeited and the exhibitor barred from showing. The superintendent may exclude from competition exhibitors who fail or refuse to comply with any or all rules and regulations.

7. Exhibitors must keep their stalls sufficiently open so visitors may see the stock from 8:00 a.m. to 6:00 p.m. during each day of the exhibition. All exhibitors shall decorate their stalls in an attractive manner.

8. Exhibitors must keep the space in the rear of their stalls clear and clean; and all litter must be thrown where indicated by the superintendent or his assistants.

9. No alterations in stalls permitted unless permission of the executive committee is given. No partitions or pens back of stalls for colts will be permitted. Exhibitors should order two stalls for mare and foal.

10. All entries must remain in line in the show ring until ribbons have been awarded, unless otherwise ordered.

11. All animals competing must be entered in the name of their bona fide owners or their duly authorized agents.

12. The age of each horse will be computed from the first day of January in the year in which it was foaled.

13. Special care should be taken that the measurement of horses is correctly stated on the entry blanks and that they are entered in the proper class as to height, as in the case of a wrong entry in any class the animal will be disqualified from taking a prize in such class. Horses will be measured by the judges, from whose decision there is no appeal. This measurement will hold good in all competition during the show.

14. When one horse of a pair is not exceeding half an inch over or under the height prescribed, the other being within the limit, the pair shall not be disqualified. But the horse which is not within the prescribed limit shall not be eligible in any single harness class other than those to which it is entitled to enter on exact measurements.

15. All horses must be shown in the shoes in which they come to the show, and no horse's shoes may be changed except for reasons satisfactory to the management and with its consent. The use of shoes of excessive thickness for the purpose of increasing the height of a horse will not be allowed, and a horse shod in this manner will be disqualified. No toe weights will be allowed.

16. Animals under 14-2 will not be allowed to show in any of the saddle and harness horse classes.

17. All protests in show horse and pony classes must be made in writing and accompanied by a deposit of \$20 which will be forfeited if protest is not sustained. Such protest must state plainly the cause of complaint or appeal, and must be filed with the secretary within twelve hours after close of show. No complaint or appeal based upon the statement that the judge or judges are incompetent will be considered by the board.

18. Where a protest is to be made against the competition of an animal in any class, notice of same should be filed with the superintendent of the department before the class is passed upon, that the judges may be instructed to place a reserve award, that premiums may be properly distributed in the event of the protest being sustained.

SHETLAND PONY DEPARTMENT

1. All ponies shown in the breeding classes must be duly registered with the American Shetland Pony Club, or application made in that club and recognized. All ponies are to be 46 inches or under in height and are to be shown with full mane and tail. Ponies in the breeding classes (hand classes) are to be judged on a basis of 60 percent for conformation and type; 40 percent for action, way of going and manners. In the model classes ponies are to be judged on conformation and type only. Tack may or may not be used in hand classes according to exhibitor's discretion. Tack will not be used in model classes. Shoeing is optional. All ponies are subject to measurement by management.

2. Unnamed entries will not be accepted.

3. Ownership of Animals—Unless otherwise specified, to be eligible for competition, whether singly or in groups, animals must be the bona fide property of and owned by the exhibitor at the time entries close. Registry or transfer certificate showing exhibitor to be the owner must be presented upon demand.

4. Unnamed entries will not be accepted in the individual classes. Animals to compose a competitive group need not be named at the time entries are made, but must be entered in individual classes and catalog number of each animal given to ring clerk when group is shown. Sires in "get of sire" and dams in "produce of dam" classes to be named at time of making entry.

5. The age of each pony will be computed from the first day of January in the year in which it was foaled.

6. No pony shall be awarded a prize unless removed from its stall and exhibited, with catalog number attached, in the show ring. Ponies not exhibited when called out by the ring steward or superintendent, unless especially excused, will be charged \$5 per day for use of stalls or removed from the grounds, as the management may decide. Cata-

log stall cards will be furnished by the superintendent and must be tacked on the stalls where the animals are kept.

7. Only first and second prize winners in their respective classes shall be eligible to compete for champion and reserve champion prizes, and no second prize animal shall be entitled to rank above reserve in a champion class. All first prize animals will be required to show in champion classes unless excused by the proper officials. Exhibitors of first prize animals that fail to meet this requirement will forfeit, at the discretion of the officials, all or a portion of prizes awarded.

8. Ponies entered in performance classes must be shown. However, if sick or injured, they may be excused by presentation of a veterinary's certificate to the management by 12:00 noon the day the class is to be held. Ponies not showing and not officially excused will cause exhibitor to forfeit all premium money won. See rule regarding stake fees for entries in stake.

9. Stake fees—All stake fees must be paid in full by 10:00 a.m. on the day shown. Ponies, to be eligible for a stake, must have been entered and shown in at least one performance class prior to the stake. They may be entered in the stake class August 1 without penalty imposed in preceding paragraph.

10. Exhibitors must keep their stalls sufficiently open so visitors may see the stock from 8:00 a.m. to 6:00 p.m. during each day of the exhibition. All exhibitors shall decorate their stalls in an attractive manner.

11. Exhibitors must keep the space in the rear of their stalls clear and clean; and all litter must be thrown where indicated by the superintendent or his assistants.

12. No alterations in stalls permitted unless permission of the executive committee is given. No partitions or pens back of stalls for colts will be permitted. Exhibitors should order two stalls for mare and foal.

13. All entries must remain in line in the show ring until ribbons have been awarded, unless otherwise ordered.

14. All protests in show horse and pony classes must be made in writing and accompanied by a deposit of \$20 which will be forfeited if protest is not sustained. Such protest must state plainly the cause of complaint or appeal, and must be filed with the secretary within twelve hours after close of show. No complaint or appeal based upon the statement that the judge or judges are incompetent will be considered by the board.

15. Where a protest is to be made against the competition of an animal in any class, notice of same should be filed with the superintendent of the department before the class is passed upon, that the judges may be instructed to place a reserve award, that premiums may be properly distributed in the event of the protest being sustained.

CATTLE DEPARTMENT

1. 4-H Club and F.F.A. Heifers: Heifers entered in the 4-H Club or F.F.A. classes may also be entered in the corresponding open classes by payment of a \$2 open entry fee for each exhibitor, and entry is made on regular open class entry blanks on or

before the closing of open entries. Stall fees must also accompany entries, the same as regular open class entries. Heifers entered in the open classes, and stall fees paid, will not have additional stall fees deducted from 4-H premiums, if certified by the cattle superintendent.

2. Ownership of Animals: Unless otherwise specified to be eligible for competition, whether singly or in groups, animals must be the bona fide property of and owned by the exhibitor at the time entries close. Registry or transfer certificate showing exhibitor to be the owner, must be presented upon demand. Animals owned in partnership may be entered in all classes, to which they are eligible, in one partner's name, but must be shown under the same ownership in each class. The entry must carry a footnote showing the actual ownership of the animal as appearing upon the herd book records.

3. Unnamed entries will not be accepted in individual classes. Animals to compose a competitive group need not be named at time entries are made, but must be entered in individual classes and catalog number of each animal given to ring clerk when group is shown. Sire in "get of sire" and dams in "produce of cow" classes to be named at time of making entry.

4. Animals shown as bred by exhibitor must be so recorded with the record association. Those bought in dam cannot be shown as bred by exhibitor. Animals bred by a member of a firm or partnership shall be considered as bred by the firm or partnership.

5. Bulls thirty-six months old or over to be eligible to show must have dropped to his service during the twelve months preceding the show one or more living calves. Cows forty-two months old or over to be eligible to show must have produced a calf carried to maturity within eighteen months preceding the show. In the **Beef Breeds** no calf dropped after March 31 of the current year shall be eligible to compete in any class (this does not apply to the Aberdeen Angus division). In the **Dairy Breeds** no calf dropped after February 28 of the current year shall be eligible to compete in any class.

6. Exhibitors are expected to obey the marshal promptly in producing their stock when instructed to do so. Stock must be in the ring within ten minutes after the class is called, and it will be taken for granted that any person failing to comply with this rule is not a competitor for the premiums offered. Exhibitors must show their animals at such times and places as directed, and furnish such information concerning their stock as may be required by the superintendent. In case of refusal to obey this rule any or all premiums will be forfeited and the exhibitor barred from showing.

7. No animal will be awarded a prize unless removed from its stall and exhibited, with catalog number attached, in the show ring. Animals not exhibited when called out by the ring steward or superintendent, unless specially excused, will be charged \$4 per head for the use of stalls or be removed from the grounds, as the management may decide. Catalog stall cards will be furnished by the superintendent and must be displayed above the stalls where the animals are kept.

8. A feature of the cattle show of special interest and educational value is furnished by the parades of the various breeds in the pavilion at the evening shows at 8:00 to 10:00 p.m. Due notice will be given of the time and place of forming these parades. Any exhibitor failing to promptly comply with the call of the ring steward or superintendent will forfeit all, or such portion of the prizes awarded to him, as the management of the Fair may see fit to withhold, and the exhibitor may be barred from further showing during the Fair.

9. Milking Out: In the Milking Shorthorn, Red Poll and all dairy cattle classes milking out of cow classes in the ring may be required.

10. Any artificial means of removing or remedying physical defects or conformation in exhibition animals, such as lifting or filling under the skin, will be considered as fraud and deception. All animals giving evidence of such treatment will be barred from exhibition at the Iowa State Fair and at all fairs holding membership in the International Association of Fairs and Expositions.

DAIRY BREEDS

Special Rules

1. The dates for both bulls and females are shown in each class. All dates are inclusive.

2. Get of Sire: Group to consist of four animals, either sex, the get of the sire, at least one to be two years of age or older. Not more than two bulls can be shown. Sire must be named. Each exhibitor is limited to one entry sired by the same bull. Get need not be owned by exhibitor.

3. Junior Get of Sire: Group to consist of four animals under two years of age, none of which have freshened, either sex, the get of one sire, not more than two can be bulls. Must be bred by exhibitor. Sire must be named and each exhibitor is limited to one entry sired by the same bull. Junior get need not be owned by exhibitor.

4. Produce of Dam: Group to consist of two animals any age, either sex the produce of the cow. The dam must be named. Each exhibitor is limited to one entry from the same dam.

5. Dairy Herd: Group to consist of four cows over two years that have all calved at least once, all to be owned by exhibitor. Each exhibitor is limited to one entry.

6. Best Three Females: Any age. Must be bred and owned by exhibitor. Each exhibitor is limited to one entry.

7. Iowa District Herds: District herd shall consist of eight animals, one bull any age, two females, two years old or over, three females under two years and two other females any age. All animals shall be owned by persons within an established district as set up by the state breed association. Cattle must be owned by not less than three exhibitors with no exhibitor furnishing more than three animals, and all animals in which a breeder owns a partnership interest will be counted in these three.

8. The owners of animals making up the district herd must have exhibited cattle at their respective breed shows. The individual animals need not have been exhibited there, however.

9. All animals entered in the district herd must be entered and shown in the open individual classes and must be exhibited under their respective owners' names. Such entries will be stalled with the rest of the exhibitor's herd and stall rent paid by him. District groups are invited and encouraged to enter additional cattle in the open classes but entries must be made in the individual exhibitor's name.

10. The president or secretary of the district association must make entry of district herds with the secretary on the date designated by the Iowa State Fair Board and must name the person who will be in charge at the State Fair, which person shall name the animals that shall constitute the herd after arrival at the Fair.

SPECIAL PRIZES FOR HERDSMEN

1. Special prizes will be awarded in this department to the herdsmen. A committee named by the superintendent of the department will make inspections to determine the award, the period covered for inspection to be designated by the Iowa State Fair Board. Judges will take into consideration the following: (1) Orderliness and cleanliness of stalls and animals. (2) Promptness in having stalls cleaned by 8:00 a.m. (3) Systematic and neat arrangements of traps, feed and forage. (4) Personal appearance of herdsmen and helpers. (5) Observance of all rules and regulations. (6) Co-operation with officials in promoting the show and showings.

SWINE DEPARTMENT

1. **4-H Club and F.F.A. Pigs**—Breeding class pigs entered in the 4-H Club or F.F.A. classes may also be entered in the corresponding open classes by payment of a \$1 open entry fee for each exhibitor, and entry is made on regular open class entry blanks on or before the closing of open entries. Pen fees must also accompany entries, the same as regular open class entries. Pigs entered in the open classes, and pen fees paid, will not have additional pen fees deducted from 4-H premiums, if certified by the swine superintendent. Market pigs can only be entered in the open if they are placed in the blue award group and payment of fifty cents per pig made with the 4-H swine superintendent at the time designated by the Iowa State Fair Board.

2. **Ownership of Animals**—Unless otherwise specified, to be eligible for competition, whether singly or in groups, animals must be the bona fide property of and owned by the exhibitor on or before July 30 of the year exhibited. Registry or transfer certificate showing the exhibitor to be the owner must be presented upon demand.

3. Individuals or firms will be permitted to show not to exceed two animals in each class, and no animal may be entered or exhibited in more than one breed.

4. Unnamed entries will not be accepted in the individual classes.

5. Animals shown as bred by exhibitor must be so recorded with the record association. Those bought in dam cannot be shown as bred by exhibitor.

6. **Pedigrees**—No animal can be entered or exhibited as pure bred unless the same has been recorded in the recognized books of record for its respective breed, and exhibitors must produce cer-

tificates of registry at the request of the superintendent in charge any time during the Fair.

7. No animal will be passed upon by the judge or awarded a premium whose attendant does not carry and show proper catalog number for class exhibiting. Animals not exhibited when called out by the ring steward or superintendent, unless specifically excused, will be charged \$6 for the use of pens or removed from the grounds, as the management may decide.

8. Each exhibitor will be required to furnish feed and water troughs and must store all feed and equipment in feed aisles between pens. Pens must be cleaned before 7:00 a.m. each day, and all litter deposited at a place to be designated by the superintendent of the department, but under no consideration will litter be permitted to be deposited on either west, north or east outside fronts of the swine barn.

9. Mature and senior yearling sows shall have farrowed and suckled a litter. Junior yearling sows shall have farrowed and suckled a litter or show ample evidence of carrying a litter at time of exhibition.

10. **Standard Swine Classification**—Ages will be as set by the Iowa State Fair Board.

MARKET BARROWS—SPECIAL RULES

1. Barrows must have been farrowed on or after date set by the Iowa State Fair Board.

2. Exhibitors will be permitted to show not to exceed two individuals or two groups in their respective classes.

3. Only pure bred barrows may be exhibited in the breed classes, and the names and registry numbers of their sire and dam must be given on the entry blank. Cross bred and grade barrows must have been sired by a registered boar whose name and registration number, with the name and address of his owner, must be given on the entry blank. This rule will positively be enforced.

4. First prize barrows and pens within each breed will compete for breed championships. First prize barrows and pens will compete for weight championships. Weight champions will compete for grand championships.

5. All 4-H Club and F.F.A. market pigs placing in a blue ribbon group may compete in their corresponding open market barrow classes, providing they are eligible under the rules as to weight, pedigree, etc. Entry must be made with the superintendent of the swine department on or before the date set by the Iowa State Fair Board, accompanied by an entry fee of fifty cents per head.

6. General rules governing entries in the regular swine classes will apply also to market barrows. In case the general rules conflict with the special rules, the latter shall govern.

7. Competition limited to residents of Iowa.

SHEEP DEPARTMENT

1. **4-H Club and F.F.A. Lambs**—Breeding class lambs entered in the 4-H Club or F.F.A. classes may also be entered in the corresponding open classes by payment of a \$1 open entry fee for each exhibitor, and entry is made on regular open class entry blanks on or before the closing of open entries. Pen fees must also accompany entries, the same as regu-

lar open class entries. Lambs entered in the open classes, and pen fees paid, will not have additional pen fees deducted from 4-H premiums, if certified by the sheep superintendent.

2. **Ownership of Animals**—Unless otherwise specified, to be eligible for competition, whether singly or in groups, animals must have been owned by one individual or previous existing firm at least thirty days prior to the Fair. The date stamp of the registry association will determine date of ownership. Registry certificate or transfer, showing exhibitor to be the owner, must be presented upon demand.

3. Individuals or firms may make as many entries as they wish, but will be limited to two awards in the individual classes and one award in each group class.

4. Animals to compose a competitive group need not be named when making the entries, but must be entered in individual classes and catalog number for each animal given to ring clerk when group is shown.

5. All exhibition animals must be recorded and wear the association ear tag at the time of showing. Failure on the part of an exhibitor to furnish sufficient evidence that his sheep are eligible under this rule, to the satisfaction of the superintendent or judge, will disqualify all animals whose breeding is held in doubt.

6. Animals shown as bred by exhibitor must be so recorded with the record association. Those bought in dam cannot be shown as bred by exhibitor.

7. **Graded Flock** shall consist of one ram, any age, one ewe two years or over, one ewe one year, under two, and one ewe lamb under one year.

8. **Breeder's Young Flock** shall consist of one ram under two years, two ewes, one year under two, and two ewes, under one year, all bred and owned by exhibitor.

POULTRY DEPARTMENT

1. Entry tags will not be mailed after date designated by the Iowa State Fair Board but will be retained in the secretary's office on the grounds, where they may be called for.

2. All fees for coops must in all cases accompany the entries.

3. All birds must be marked by numbered leg bands and the number must appear upon the entry blanks and shipping tags.

4. Entries may be made by mail or in person, but in all cases the number of birds, name of exhibitor and band number must be plainly stated on the entry blank. Additional entry blanks will be furnished by the secretary upon request. Any misrepresentation made by the exhibitors in regard to their stock will forfeit their rights and privileges. Shipping tags will be mailed to all exhibitors. These tags must be attached to the coops in which the birds are shipped.

5. All expenses for transportation must be prepaid by the owner.

6. All birds will be cooped in coops furnished by the management.

7. Feed for poultry will be furnished by the management and competent assistants will have charge of the feeding.

AGRICULTURAL DEPARTMENT

1. Entries in this department are limited to residents of Iowa, and all products must have been grown within the state by the exhibitor. Affidavit to that effect must be given when demanded by the superintendent.

2. Exhibitors in this department will be limited to one entry in each class, and only one entry can be made from any one farm.

3. All entries in this department must be the product of the current year, except as otherwise provided. All samples of corn must have been grown in Iowa by the exhibitor during the previous year. The judges are instructed to reject all entries which show any indication of not having been produced during the previous year. The same sample of corn cannot be exhibited in more than one class.

4. No ear of corn in any sample may have more than one per cent of its grains missing. All samples must be in their natural condition at both butts and tips of ears.

5. Clipped oats and barley will be excluded from competition.

6. The arrangements of exhibits will be directed by the supervisor and will be classified wherever possible.

7. Exhibitors must not change their exhibits, or any part thereof, after the hour designated for the same to be in place; a violation of this rule to work the forfeiture of any and all premiums won in this department by said exhibitor.

8. For the exhibit of field corn and individual farm exhibits, the state is divided into three districts, viz: Northern, Central and Southern.

INDIVIDUAL FARM EXHIBITS

1. The products exhibited in this division must have been grown on the individual farms exhibiting and the farm must be entered in the proper district. Affidavit as to the facts must be made by the exhibitor when demanded by the superintendent or judge.

2. The amount of money to be divided pro rata according to the score in each district, will be on a basis decided by the Iowa State Fair Board for each exhibit that qualifies. If not more than two exhibits qualify in a district, the maximum amount awarded each will not be more than comparable scores in the district having the most entries.

3. An exhibit must score 60 points or better to be eligible for premium money. The amount of money prorated in a district will be based on the number of individual farm exhibits competing from that district and will be prorated on total scores of the exhibits within the district.

4. Samples exhibited in this division will be barred from showing in other classes. All decorations considered in scoring must be made from agricultural products.

5. The size of booth allotted to each individual farm exhibit will be as follows: Eight feet wide, seven feet high above shelving and six feet deep. The dividing partitions slope from six feet at the bottom to one foot at the top. This will give for exhibition purposes the back wall, eight by seven feet, and as much of the partition wall as may be deemed advisable to use. In addition to this wall space, each booth is supplied with four twelve-inch shelves.

6. This exhibit is to be educational and must consist of products produced upon the individual farm exhibiting, keeping in mind the basis of judging as shown by the score card.

7. "Best Maintained Individual Farm Booths" will be determined by the condition in which the booth as a whole is kept for the duration of the Fair, particular attention being paid to perishable products, which must be replaced with fresh specimens when starting to deteriorate. All or part of the premium money may be withheld on any booth which is not maintained in a neat, attractive condition. All decorations considered in scoring must be made from agricultural products.

8. The following scale of points will be used in judging the Individual Farm Exhibits:

	Points
Quality of products.....	30
Overall arrangement.....	30
Educational value.....	20
Adaptability of products.....	20
	<hr/>
Total.....	100

HORTICULTURAL DEPARTMENT

1. Entries in this department are limited to residents of Iowa, and all products must have been grown within the state, by the exhibitor. Affidavit to this effect must be given when demanded by the superintendent.

2. The state is divided into three districts for classifying apples. Fruits from one district cannot compete for premiums in other districts.

3. Only one entry can be made in each class by an exhibitor or from the same garden or orchard. Duplicates must be provided for all collections, except district collections.

4. To make entry in the optional classes, list the correct optional class number, on the entry blank, as many times as there are varieties to be shown, following each class number by the name of a variety. This permits the exhibitor to win more than one premium in optional classes on worthy varieties.

5. Exhibitors may replace with fresh specimens any exhibits that show a tendency to spot or decay at any time during the Fair, except when the judge is working on the class in which they are entered. The superintendent shall have the right to remove from exhibition any exhibit, or any part thereof, which is unsightly, or which needs to be removed for the space required by new classes.

6. As the products exhibited are designed to be educational, it is expected that exhibitors will cooperate with the management by giving all possible information to visitors. This is the place to learn more about varieties and the growing, packing and marketing of horticultural crops.

7. The arrangement of exhibits will be directed by the supervisor and will be classified wherever possible.

8. In all cases, a plate shall consist of the following number of specimens: Apples, 5; crab apples, 8; pears, 5; peaches, 5; grapes, 4 bunches; plums, 12; strawberries, 1 level pint box. Any plate that does not contain the correct number of specimens will be excluded from competition.

9. Where two or more varieties are listed together in one class, this means that one variety or all have not been exhibited the past two or more years. Judge as a sweepstake class.

10. The judges will consider the following points in placing the various classes:

(a) Accuracy of name is required and any variety incorrectly named may, at the discretion of the management, be reclassified or excluded from competition.

(b) Plate classes of apples will be judged by the following scores:

	Points
Form	15
Size	15
Uniformity	20
Color	20
Condition	30
	<hr/>
Total	100

11. Judges may withhold premiums from unworthy exhibits.

12. Exhibitors shall not handle any exhibits or material, other than their own, unless permission is secured from the superintendent.

FLORICULTURAL DEPARTMENT

1. Except as otherwise stated, entries open to garden clubs, other groups or individuals.

2. Individuals, groups or clubs are limited to one entry in each class except in the gladiolus division, and any premium may be withheld at the discretion of the judge.

3. Use of artificial plant material or nature faking will disqualify any exhibit.

4. The superintendent shall have the right to remove or exclude from the hall, at any time, any exhibit or part thereof which is unsightly.

5. Where color is mentioned, unless the exact shade is specified, all shades or varieties coming under the major color compete together. In mixed colors the one predominating shall classify.

6. Same containers and accessories cannot be used twice in succession in same group of arrangements.

7. A large arrangement must be at least twenty-four inches high.

APIARY DEPARTMENT

1. Entries limited to residents of Iowa. Exhibitors are limited to one entry in each class.

3. The arrangement of exhibits will be directed by the superintendent and will be classified wherever possible.

4. Any premium may be withheld at the discretion of the judge.

5. All honey and beeswax exhibits must be the product of the exhibitor's apiary this season.

6. Exhibitors must provide adequate ventilation for live bees in observation hives.

7. Exhibits will be disqualified if they do not comply with the classifications.

8. Apiary products cannot be sold during the Fair. Exhibitors wishing to sell their products must pay the regular concession fees.

CULINARY DEPARTMENT

1. Entries in this department limited to women who must be residents of Iowa.

2. All articles entered in this department must be strictly homemade and the work of one who does not sell her products. All products exhibited in jars, etc., must have been canned since January 1 of the previous year. All articles that do not comply with this rule will be disqualified.

3. Exhibitors are limited to one entry in each class.

4. Not more than ten cakes may be entered by any one exhibitor.

5. Unless otherwise specified the use of pans, plates, trays, mirrors, paper doilies, wax paper, etc., on or in which to exhibit bread, cake, cookies and doughnuts is strictly prohibited. The management suggests all baked articles be placed on heavy corrugated boards covered with plain white paper one inch larger than pan in which product was baked.

6. Canned products should be displayed in regulation pint or quart jars. Two-quart and one-half pint jars, tall slender jars or bottles are not acceptable. Jelly must be entered in regular jelly glass.

7. Any premium may be withheld at the discretion of the judge.

8. Exhibitors will not be permitted to enter the display case.

9. The management will use diligence to insure the safety of articles after their arrival and placement, but in no case will they be responsible for any loss or damage that may occur.

10. Except on popcorn balls, taffy, peanut brittle and butterscotch candy, wrapping must be removed from all articles before they are delivered to the superintendent.

11. Cookies, doughnuts and candy should be arranged on double paper plates.

TEXTILE DEPARTMENT

1. Entries in this department will be limited to residents of Iowa.

2. Exhibitors are limited to one entry in each class, except work other than named.

3. Any premium may be withheld at the discretion of the judge.

4. Those who teach or sell their work shall be considered professionals and can not exhibit in any class. This rule to apply throughout the department.

5. All textiles, including quilts and rugs, will be judged by the following score: General appearance, 30 per cent; newness of design and material, 30 per cent; suitability to occasion, 10 per cent; individuality, 10 per cent; neatness, 20 per cent.

IOWA ART SALON

1. Entries are limited to residents of Iowa.

2. Exhibits must be delivered or shipped (charges prepaid) to the Secretary's Office in the Administration Building at the Iowa State Fairgrounds, Des Moines, Iowa.

3. Work previously accepted at the Iowa Art Salon cannot be entered again.

4. Work must be original (not copied) and completed within the past five years.

5. All works, including drawings and prints, must be framed.

6. An exhibitor will be awarded but one premium in any class.

7. An exhibitor may receive the first premium in any regular class only twice. An artist who has won such premium may enter a work in the same class for a "Purchase Prize" only. If a work is for sale, the tag should be plainly marked "For Purchase Prize." Any artist exhibiting is eligible for this prize.

(The work secured through the "Purchase Prize" will be turned over to the superintendent of public instruction to be used as part of a loan exhibit for Iowa high schools.)

8. Not more than four entries may be made and not more than two in any one class.

9. First, second, third and fourth prize winners in each class will be awarded medals.

10. No single piece of sculpture may weigh more than 150 pounds.

11. Exhibitors who will be unable to call for their exhibits the last day of the Fair must have them packed so they can be returned by express collect, otherwise they will be left at the secretary's office at the Fairgrounds to be called for. All Des Moines entries must be called for, preferably in the following week.

12. The artist is unrestricted as to subject matter, and premiums will be awarded by the judge solely on the basis of artistic excellence.

PHOTOGRAPHIC SALON

1. Entries open to the world. No entry fee required.

2. Composition and exposure must be the work of the exhibitor, but the developing and finishing may be done by anyone.

3. Exhibitors will be permitted to enter not to exceed twelve prints, not more than four of which may be entered in any one class.

4. An exhibitor will not be awarded more than one premium in any one class.

5. Prints may be of any photographic process, black and white or toned and color. No crayon or oil tinted prints will be accepted.

6. Photos must be delivered or shipped, charges prepaid, to the secretary's office in the Administration Building at the Fairgrounds, Des Moines, Iowa.

7. The judge will pass on all photos entered, but only those accepted will be hung.

8. The judge will not award premiums to unworthy exhibits. It is the intention of the management that no premium or distinction of any kind shall be given to exhibits that are not deserving.

9. First, second and third prize winners in each class will be awarded ribbons. All prints hung will be awarded the Iowa State Fair Salon label.

10. Competition for sweepstakes and reserve sweepstakes limited to first and second prize winners in each class.

11. All photos not called for at close of Fair will be returned by express collect. Do not send postage for their return. Photos entered by Des Moines residents should be called for by the week following the Fair as these cannot be sent by express.

RURAL FAMILY LIVING

1. Counties make application to exhibit to Extension Service, Iowa State College, Ames, Iowa.
2. A committee will determine the 18 counties selected to exhibit, in an effort to have all major phases of the year's program on display. These counties will be notified of their selection.
3. Each exhibit must represent a part of the home economics program offered through the extension service of Iowa State College or women's activities in co-operation with county farm bureaus.
4. The county will be responsible for having exhibit in place on designated time and for general upkeep of the booth during the entire fair.
5. Each county must have an informed person, other than the county extension home economist, responsible for the exhibit during the entire fair.
6. The amount of money will be divided pro rata for each exhibit that qualifies. The minimum will be \$50 per county. Any additional amount will be prorated in accordance with information supplied giving itemized list of expenses for the exhibit. (The extension service will furnish each county with a cost sheet form.)

BABY HEALTH DEPARTMENT

1. Entries limited to babies whose parents are residents of Iowa.
2. A \$2 entry fee is required in this department and must accompany entry. This is not an examination fee, and will not be refunded unless withdrawal of entry is made before catalog is compiled. Entries must be made with the secretary by mail, or by parents or guardians in person on entry blank furnished. All information requested on this form must be given at the time entry is made.
3. Babies will not be examined unless regularly entered.
4. Notice of the time and place for examination will be mailed to all whose entries are accepted and no examinations will be made on days other than specified. Examination will start at 8:00 a.m. each day.
5. No child suffering from any acute or constitutional disease may be entered. Eruptions, sore throat or fever will exclude any child.
6. Premiums in each class of this department will consist of specially designed medals; gold medals for first, silver medals for second, third and fourth. Highest scoring boy and girl in each section will be awarded silver cups; grand and reserve grand champions will be awarded loving cups. Names will be engraved free of charge.
7. Premiums will be awarded at the time set by the Iowa State Fair Board and printed in the premium list.

FARMERS AND AMATEUR HORSESHOE PITCHING TOURNAMENT

1. Residents of Iowa and neighboring states who have not won premium money totaling more than \$50 in horseshoe pitching tournaments during any calendar year for the last three years will be eligible to compete.

2. Contestants entering the tournament must report to the manager of the tournament at the State Fair horseshoe courts at the time set by the Iowa State Fair Board and printed in the premium list.

3. No entry fee will be charged.

4. All games will be played on the State Fair horseshoe courts at the time set by the Iowa State Fair Board and printed in the premium list.

5. The tournament will be divided into divisions as follows:

Farmers Division—Entries are limited to actual farmers, members of their families who reside at home and work on the farm and men employed on farms on a monthly basis.

Open Division—Horseshoe pitchers not eligible to enter the farmers division may compete in this division.

Junior Division—Open to any boy under 18 years of age as of August 31 of the current year.

6. The rules of the National Horseshoe Pitchers' Association will govern competition. The officials shall decide any points which are not covered by the National rules, or where such rules do not apply. Games will be pitched on official 40 ft. courts, with shoes not exceeding 2½ pounds in weight, 7½ inches in length and 7 inches in width. Calks and body of shoes shall not exceed one and one-sixteenth inches in height over all. The opening between the heel calks shall not exceed 3½ inches, inside measurement. Said opening shall not be more than 9/16 inch measurement from a straight edge placed across the heel calks. No projection shall be allowed ahead of calk on inner circle of shoe. Height of pegs, 12 inches above the clay surface, with a 3-inch incline toward the opposite stake. Pitchers will not be permitted to stand on the clay, but must stand on the cement slab which is 18 inches in width by 6 feet in length and 18 inches from the peg. Points to be scored as follows: Ringers, 3; double ringers, 6; closest shoe, 1, which must be within 6 inches of the peg.

7. All contestants will pitch 100 shoes in a qualifying round on dates and at a time set by the Iowa State Fair Board and printed in the premium book. The high 12 in each division will qualify for the finals. Scores made in the qualifying rounds will be posted at the horseshoe courts and it will be the responsibility of each contestant to inform himself as to whether or not he is eligible to compete in the finals. Finals in the Junior Division and in the Farmers and Open Divisions will start at a time set by the Iowa State Fair Board and printed in the premium book. The 12 persons in each division who qualify for the finals will play a round robin tournament. Each contestant will pitch one 50-point game with every other contestant in his division. The contestants winning the most games in the round robin tournaments will be declared champions of their divisions. Ties in the number of games won will be decided by pitching 100 shoes, excepting in ties occurring for first place, in which case the winner of two out of three 50-point games will be given the championship. Champions of the three divisions will compete in a straight elimination tournament for the grand championship. Matches to consist of two out of three 50-point games.

OLD FIDDLERS' CONTEST

1. Open to any person fifty years of age or over.
2. The location and time of the contest will be as set by the Iowa State Fair Board and printed in the premium list.
3. All music played must be old-time music in the general acceptance of the term, and must be played by ear or from memory. In other words, note playing is barred.
4. Five minutes' time will be allowed each contestant and he may play as many selections as he wishes, provided they come inside the time limit. He can choose his own selections, and they may be named or not, as he may desire.
5. One accompanist is allowed, which may be either organ, guitar, banjo or violin, at the option of the contestant, but not more than one accompanist may be used. Contestants must furnish their own accompanist.
6. Position on the program will be decided by number.

RABBIT DEPARTMENT

1. All entry fees must accompany entries or entry will not be accepted.
2. The Iowa State Fair Board will not be responsible in case of fire or theft, accidents or providential destruction. However, every precaution will be taken to eliminate any danger of mistakes in the show room and the return of stock.
3. No animal showing symptoms of disease of any kind will be admitted to the show room. Any animal in an unacceptable condition will be given proper care and returned to the exhibitor.
4. All stock must be permanently and legibly earmarked.
5. There must be five or more of a breed shown in order to be eligible for special prizes for Best of Breed or Best Opposite Sex offered by the Iowa State Fair Board.
6. All specials open to the world unless otherwise stated.
7. Ribbons will be awarded to fifth place.
8. An exhibitor must have four entries to be eligible for display award.
9. Display points to count as follows: First, 6; second, 4; third, 3; fourth, 2; fifth, 1; multiplied by the number in class.
10. No substitute will be allowed except in the same class, breed and sex.
11. Fur classes provided for: Normal colored, Normal white and Rex fur.
12. All specimens may compete only in classes entered.
13. No rabbit may be entered in fur or Rex fur unless entered in regular class.
14. Absolutely no breeding allowed in show room.
15. All rabbits must be entered in the name of the bona fide owner.
16. Any person interfering with the judge or judging in any way will have his exhibits disqualified, without refund of entry fees or any premium awarded previous to the disqualification.
17. All exhibits must be shown in their natural condition. Any violation of this rule shall exclude such specimen from competition and result in the withholding of any premium award.

TEAM PULLING CONTEST

RULES

1. Horses may be kept on the grounds by paying a stall fee set by the Iowa State Fair Board and published in the premium book.
2. All competing teams will be weighed immediately before going to the pulling paddock and in the condition in which they are ready for pulling. Teams will be weighed only once. Any horse found tampered with will be barred from pulling. At the close of the contest each day, all competing teams that win prizes will be re-examined and measured at the horse barn and all winning teams must remain until this record is completed.
3. A rest period of at least five minutes will be allowed between each pull.

WEIGHT CLASSIFICATIONS

1. Teams weighing less than 2,800 pounds, and not over 15.2 in height, measured from top of shoes.
2. Teams weighing 2,800, under 3,200 pounds, and not over 16 hands in height, measured from top of shoes.
3. Teams weighing 3,200 pounds and over or teams not eligible to other classes.

ELIGIBILITY

1. Horses or mules, pure bred, grade, or unknown, are entitled to enter and may be stallions, mares or geldings.
2. No horse will be permitted to pull in more than one class in any contest regardless of its weight or height.
3. Horses must have been the bona fide property of the contestant or contestants at least 30 days before the contest. Partnership or dual ownership will be permitted providing the horses were the property of the entrants 30 days before the contest. In case of a partnership or dual ownership the teams must be entered in the names of both owners.

LENGTH OF OFFICIAL PULL

1. The official pull or distance shall be a continuous forward movement for twenty-seven and one-half feet. Pulls of a shorter distance shall not be used except to determine winners when two or more teams fail to pull the full distance of twenty-seven and one-half feet.

STARTING

1. Drivers must furnish their own helpers for hitching, and hooking to machine, who are their employees while participating in contest.
2. Lunging the team into the load at the start will not be permitted.
3. Not more than one man will be allowed to stand at the heads of the animals while they are being hitched. He may help to the extent of leading the horses or mules forward slightly until tugs and cable are taut, but must step away, leaving the animals in a standing position, before the start; but this help, if given, shall count against the driver's horsemanship.
4. If the animals get out of control, and lunge at the start, the judges shall stop them, but said pull shall count as one of three official trials.

ORDER OF TESTS

1. The first test will be with such a load as any good pulling team in the class may be expected to

move. The load after the initial pull may be increased as the judges may require. A team will be given a total of three trials to move any load the full distance. In case two or more teams fail to pull the set load the full distance the teams may be placed in the order of the longest actual distance pulled.

DYNAMOMETER

1. The apparatus used in these tests shall be a constant resistance dynamometer as designed and patented by the Agricultural Engineering Section of the Iowa Experiment Station, Ames, Iowa. The point of hitch of the doubletree must not be less than twelve inches from the road surface.

CONDITIONS OF TESTS

1. Drivers must ride on and drive from the seat provided; in no case will they be permitted to ride or lead any horse, or walk beside the team. Lines must be held reasonably taut, one in each hand, while team is pulling; slackening or "pushing on" the lines, so that they hang loose, while pair is pulling, voids pull from that point on.

2. The drivers or helpers are not permitted to carry whips or to punish the animals in any way, nor to use electric buzzers, or any other device to frighten the animals at any time during the contest, whether pulling or awaiting their turn.

3. Interference from the side lines will void that particular pull. It may be taken over.

4. A competent man selected by the judges must watch the teams that are awaiting their turn to pull, and if any whipping, punching, prodding or punishing of animals is observed by him, he shall report same to the judges, who may warn the offender or disqualify him from further participation in the contest; but the team may remain in if the owner selects a new driver or helper to take the place of the one disqualified.

EQUIPMENT

1. Harnesses must be furnished by the contestant and may be any type of harness or collar, except that weighted collars or special weights of any kind on any part of the horse are forbidden. Bandages, boots or artificial aids of any kind will not be allowed on any horse while pulling.

2. Hitching with cross tugs is prohibited.

3. Bridles may be either open face or blind bridles, but no change therein may be made after the contest starts.

4. In case any part of a harness breaks during a pull, and the team is stopped, the pull will count as one trial and the distance measured. If, however, the eveners, cable or any part of the dynamometer breaks during a pull, unless caused by lunging, the trial will not be counted against the team but the distance traveled will be measured and can be used in determining the final rating of the team.

JUDGING AND SCORING

1. Horses and drivers are subject to the control of the judges throughout the contest period. Awards will be made on a basis of 100 per cent for pulling capacity, but in event of a tie between teams the time required to cover a certain distance while exerting the maximum pull, which is taken with a stop watch, may be considered in making a final decision.

2. State championships are awarded only to teams pulling load full distance; in case of tie, time shall govern the decision.

DRIVERS

1. Horses may be driven by any driver designated by the owner and owners may change drivers at any time, providing such change be communicated to the judges at or before time of starting. Each driver shall continue from start to finish, unless excused by the judges. If excused, another may be designated by the owner with approval of the judges.

2. Owners and their agents are forbidden to coach, pace, instruct, or convey information to contesting drivers after the start of any pull until its conclusion, but may communicate with the drivers between test pulls.

BOYS' AND GIRLS' 4-H CLUB DEPARTMENT

1. All rules governing the operation of the Boys' and Girls' 4-H Club Department will be as submitted by the extension service of Iowa State College and printed in the premium list.

F.F.A. DEPARTMENT

1. All rules governing the F.F.A. Department shall be as recommended by the division of vocational agriculture and printed in the premium list.

STATE DEPARTMENT OF HEALTH

RULES AND REGULATIONS FOR THE CONTROL OF COMMUNICABLE DISEASES

LIST OF REPORTABLE DISEASES

These diseases are required by rules and regulations of the state of Iowa to be reported:

Actinomycosis
Anthrax
Ascariasis
Botulism
Brucellosis (Undulant Fever)
Chickenpox (Varicella)

Cholera
Coccidioidomycosis (Coccidioidal Granuloma, "Valley Fever")
Conjunctivitis, Acute Infectious (Of the newborn, not including Trachoma)
Dengue
Diphtheria
Dysentery, Amebic (amebiasis)
Dysentery, Bacillary (Shigellosis)
Encephalitis, Infectious (lethargic and nonlethargic)
Favus
Filariasis (Mumu)
Food infections and poisonings

German Measles (Rubella)
 Glanders
 Gonorrhoea
 Hemorrhagic Jaundice (Icterohemorrhagic Spirochetosis, Weil's Disease)
 Hepatitis, Infectious (Acute Catarrhal Jaundice)
 Hookworm Disease (Ancylostomiasis)
 Impetigo Contagiosa
 Influenza
 Kerato Conjunctivitis, Infectious (Superficial Punctate Keratitis, Numular Keratitis)
 Leprosy
 Lymphogranuloma Venereum (inguinale) and Climatic Bubo
 Malaria
 Measles (Rubeola)
 Meningococcus Meningitis (Cerebrospinal Fever)
 Mumps (Infectious Parotitis)
 Paratyphoid Fever
 Pediculosis (Lousiness)
 Plague, Bubonic, Septicemic, Pneumonic
 Pneumonia, Acute Lobar
 Poliomyelitis
 Psittacosis
 Puerperal Infection (Puerperal Septicemia)
 Rabies
 Rat-Bite Fever (Sodoku)
 Relapsing Fever
 Rheumatic Fever
 Ringworm
 Rocky Mountain Spotted Fever
 Scabies
 Scarlet Fever
 Schistosomiasis
 Septic Sore Throat
 Smallpox (Variola)
 Syphilis
 Tetanus
 Trachoma
 Trichinosis
 Tuberculosis, other than Pulmonary
 Tuberculosis, Pulmonary
 Tularemia
 Typhoid Fever
 Typhus Fever
 Whooping Cough (Pertussis)
 Yaws (Frambesia)
 Yellow Fever

Sec. I. Local Board of Health. 1—Organization.

The local board of health shall consist:

- a. In cities and towns, of the mayor, health physician and members of the city or town council.
- b. In townships or counties, of members of the board of township trustees or of the county board of health.

2—*Minimum Requirements.* It is hereby declared by the Iowa State Department of Health that these rules and regulations are to be the minimum requirements for the safeguarding of the public health within this state. Health officials have no discretionary powers to lessen these requirements but may increase them to fit attendant circumstances.

3—*Power to Make Additional Rules.* Local boards of health are authorized and empowered by law to make such additions, provided they are not in con-

flict with these rules and regulations and are not contrary to the best public health practice.

4—*Reports Required.* Every physician and the parents, guardian, school teacher or householder where a case of communicable or reportable disease exists, should report the case.

5—*Health Officer to Examine.* The local boards of health upon receiving a report of a communicable disease from a person who is not a licensed physician should give an order to the local health officer to visit and examine the case reported. The health officer should examine the person suspected of having the disease and make a report to the local board of health with his recommendations.

6—*Investigation of Reports.* Whenever it is reported that a suspected case of reportable disease exists or that a person has reason to believe that a case exists, the local board of health shall have the report investigated by its health officer and adequate means should be provided for the protection of the public.

7—*General Duties of Health Officer.* Section 2236, Code of 1931. The health officer shall be the executive officer of the local board in all matters pertaining to the public health, the control of communicable diseases, disposal of refuse and night soil, and the pollution of wells and other sources of water supply. He shall recommend to the local board the proper measures to be taken for the abatement of unhealthful conditions and for the preservation of the public health. He shall give attention to reports of cases of reportable diseases, impose and terminate isolation. He shall keep a record of cases reported to him (name, age, sex, address, birthplace, occupation, school or place of employment of the person reported to be ill, the name of the person making the report, the date of receipt by him of the report, the date of transmission of the report to the State Department of Health, the date of isolation, the date of release from isolation, the termination of the case and source of infection if known) in a book kept for the purpose. He shall forward reports of cases to the district health office in accordance with rules and regulations of the State Department of Health.

Sec. II. Communicable Diseases. A. List of Reportable Diseases (See preface).

1. *Acute Rheumatic Fever.* This disease, although not included among the communicable diseases hereinafter considered, is reportable in Iowa.

Sec. III. Occupational or Industrial Diseases.
 A. *Definition.* An occupational or industrial disease is any affliction which results from exposure to a harmful substance or condition in industry.

B. *Harmful Substances.* The harmful substances which make an industrial health hazard are classified as follows:

1. Dusts
2. Gases, vapors, fumes, mists
3. Solids and liquids
4. Infective materials

C. *Harmful Conditions.* The harmful conditions which make an industrial health hazard are classified as follows:

1. Excessive heat, cold, or moisture
2. Excessive light

3. Compressed air
4. Confined air
5. Confined positions (nerve and muscle strain and fatigue; the "occupational neuroses")
6. Eye and ear strain
7. Irritation of the skin

D. *List of Reportable Diseases.* The following occupational or industrial diseases are declared to be reportable:

1. Silicosis
2. Silicatosiis
3. Poisoning by phosphorus or its compounds
4. Poisoning by cyanide or any of its compounds
5. Carbon monoxide poisoning
6. Poisoning by chlorine, ammonia, sulphur dioxide or any irritating gas
7. Poisoning by hydrogen sulphide or any other sulphide
8. Poisoning by benzol or nitro-, hydro-, hydrocy-, and amido- derivatives of benzene (dinitrobenzol, aniline, and others)
9. Poisoning by formaldehyde or its preparations
10. Poisoning from methyl chloride, carbon tetrachloride or any organic halide or solvent
11. Poisoning from volatile petroleum products (gasoline, benzine, naphtha, etc.)
12. Poisoning by wood alcohol
13. Chrome ulceration (nasal and skin)
14. Poisoning by sulphuric, hydrochloric or any other acid
15. Poisoning by nitrous fumes
16. Epithelioma (skin or eye) due to pitch, tar, bitumen, mineral oil, or paraffin, or any compound, product, or residue of any of these substances
17. Poisoning from lead, zinc or brass, cadmium, mercury, arsenic, manganese or any of their compounds
18. Radium poisoning or disability due to radioactive properties of substances or Roentgen rays (X-rays)
19. Metal fume fever (zinc fume fever, brass founders' ague, brass chills)
20. Conjunctivitis and retinitis due to electro- and oxyacetylene welding or other radiant energy
21. Tenosynovitis or bursitis
22. Dermatitis (infection or inflammation of the skin on contact surfaces due to oils, cutting compounds or lubricants, dusts, liquids, solids, gases, vapors, or fumes)

Sec. IV. Reporting. A. *Method.* The method of reporting notifiable diseases is set forth in the accompanying diagram.

Whole-time County Health Service. When residence of a case is in a county that provides whole-time health service, all reports whether from urban or rural areas should reach the office of the county health service, where a permanent record is kept.

City Clerk's Office or City Health Officer's Office. When residence of the patient or family concerned is in a county seat or other city prepared to keep a record of communicable disease prevalence, physicians are requested to report cases to the office of the city clerk or of the city health officer, where a permanent record should be kept. Cases may be reported by telephone, by card or by personal communication.

Report cards, received or transcribed from the permanent record, are mailed daily to the State Department of Health. These cards carry the franking privilege and require no postage.

District Health Service. All reports from towns and rural areas of counties comprising the district should be forwarded daily to the office of the district health service or to the State Department of Health.

State Department of Health and the United States Public Health Service. Weekly and monthly morbid-ity summaries are forwarded from the State Department of Health to the Surgeon General of the United States Public Health Service.

B. *Special Reports.*

1. *Tuberculosis, Occupational Disease.*

(a) Cases of tuberculosis should be reported by name and not by initials only.

(b) For reporting tuberculosis and occupational disease, special cards or forms are obtainable from the State Department of Health, district and county health offices, which are to be filled out and submitted directly to the department.

2. *Venereal Diseases.* Promptly after the first examination or treatment of any person with syphilis, gonorrhoea or other venereal disease, the attending physician should mail to the State Department of Health a report giving initials or name and date of birth of the patient, age, sex, color, marital condition, occupation, name of the disease, probable source of infection and duration of the disease.

3. *Epidemic Diseases.* Outbreaks or cases and suspected cases of typhoid fever, undulant fever, bacillary dysentery, meningococcus meningitis, pneumonia, Rocky Mountain spotted fever, septic sore throat, gastro-enteritis, typhus fever, Weil's disease may be reported to district and county health services or directly to the State Department of Health.

4. *Who Should Report.*

(a) Chief responsibility for reporting rests upon physicians and health officers.

(b) In the absence of an attending physician, nurses should report to the health officer such case or cases as come under their observation.

(c) In the absence of an attending physician, any superintendent, teacher, parent or other person should report to the health officer such case or suspected case of which he has knowledge.

5. *Printed Report Cards and Forms.* Printed cards and forms for reporting of communicable and occupational diseases are obtainable from district, county and city health offices and from the State Department of Health.

Sec. V. Isolation. A. *Communicable Disease Control a Co-operative Matter.* The control of communicable disease can be accomplished only in so far as people generally co-operate whole-heartedly in abiding by the restrictive rules. The latter should not be regarded so much as laws, but as detailed instructions whereby one can practice the Golden Rule in matters of this kind.

B. *The Breadwinner.* The breadwinner may be allowed to live in the house and attend to his work when the health officer is satisfied of the following conditions:

1. That the patient can be isolated so that the

breadwinner need not and does not come in contact with him.

2. That the breadwinner in the course of his occupation does not handle food including milk, designed for public consumption.

3. That the breadwinner does not come in contact with groups of children.

4. That the breadwinner if the disease be small-pox, gives assurance of existing immunity by evidence of successful vaccination or revaccination within seven years, or as the result of a known, previous attack of the disease.

5. That the breadwinner, if the disease be diphtheria or scarlet fever, give evidence of immunity and of freedom from being a carrier of the germs of these diseases.

C. Moving a Person Under Isolation. Inasmuch as the restrictions placed about a communicable disease, are imposed by authority of the State Department of Health and local boards of health, the removal of a patient from one place to another requires the prior approval of these bodies.

1. If such removals are within a single health jurisdiction, only the permit of the local health officer is required.

2. If transfer to another health jurisdiction within the state is desired, there must be secured:

(a) The permit of the local health officer where the case now is.

(b) The permit of the local health officer to whose jurisdiction the transfer is proposed.

(c) The permit of the State Commissioner of Health to effect the transfer.

3. If the transfer is to another state, the three permits mentioned are required for Iowa, and the latter two from the state concerned.

D. On a Dairy Farm. As long as there is a case of typhoid fever, dysentery (amebic or bacillary), scarlet fever, septic sore throat or similar disease on a dairy farm, no dairy products of any kind may be sold except with the written approval of the State Department of Health or its representative in the district or county health office. Approval for the retail sale or delivery of raw dairy products will not be granted except under the following conditions:

1. That the person handling the dairy products has not been in contact with the case within the period of incubation of the disease concerned.

2. That the milk utensils do not go into the house under isolation, nor into any shed, kitchen or other similar structure attached to such house.

3. That the milk utensils can be sterilized in a building separate from the house that is under isolation.

The dairy products may be handled by some person known not to have been exposed to the disease for which the premises are under isolation.

When the health officer is satisfied that the condition will be as stated above, he should report the fact to the district or county health officer or to the State Department of Health with a request for approval for the sale of dairy products from the isolated area. The name of the owner and location of the dairy should be given in the health officer's letter. Upon receipt of the approval, the health officer may give permission for the sale of dairy products from the area under isolation.

E. Isolation of Patient and Contacts With Infectious Hepatitis. The isolation period of a patient with Infectious Hepatitis is extended to cover the period of clinical illness.

If gamma globulin or an equally effective prophylactic treatment is available, teachers, food handlers and others in close contact with the case shall receive same before returning to work or school.

F. Isolation of Patient With Ringworm of Scalp. A child with ringworm of the scalp may remain in school provided that he is under medical care and that all the hair is covered by a suitable covering.

G. Regulations Regarding Contacts of Scarlet Fever and Beta Hemolytic Streptococcus Infections. Contacts of a case of beta hemolytic streptococcus infections may return to school or work as food handlers, etc., 48 hours after receiving a prophylactic dose of penicillin.

[Filed September 22, 1954]

Sec. VI. Placards. Sample placards, cards and literature for use when homes or premises are isolated for certain communicable diseases, are available on request from the office of the district or county health services concerned, or from the State Department of Health.

Sec. VII. Disinfection. A. Concurrent Disinfection.

1. Discharges from infected eyes, ears, nose, throat and skin lesions may be collected on sterile cotton, gauze or paper and burned.

2. Bed and body linen should, when soiled, be placed in a container, with water containing a weak solution of a disinfectant such as lysol (about four ounces to a gallon of water). Soiled linen should be further treated by boiling, after which it may be washed with other laundry.

3. Fingers of the attendant should be kept away from the mouth while caring for the patient. Frequent washing of hands is indicated.

4. Special precautions need to be exercised in the care of patients with typhoid fever, paratyphoid fever and dysentery.

B. Terminal Disinfection. When careful attention is given to the patient during the course of illness (concurrent disinfection), need for terminal disinfection is lessened greatly.

1. Floors, woodwork, furniture and other articles in the room occupied by the patient may be disinfected with use of soap and water, fresh air or sunlight.

Sec. VIII. Quarantine. Any person ill with tuberculosis who neglects or refuses to obey the restrictions imposed by the State Department of Health or local health officers in matters relating to the protection of others from said disease shall be placed under isolation and quarantine in suitable quarters and shall not leave such quarters until danger of infection to others no longer exists.

In all other cases of infectious tuberculosis the respective boards of health or health officers shall enforce isolation and quarantine of infectious tuberculosis patients as circumstances may require to protect the health of others.

A quarantine sign shall be posted at the entrance of the quarters or building where such patient is under isolation and quarantine.

Quarantine signs shall be in the following form:

QUARANTINE
TUBERCULOSIS
EXISTS ON THESE PREMISES

Health Officer

[Amendment filed December 6, 1957]

Sec. IX. Poliomyelitis. It may be noted in the article under poliomyelitis no quarantine is recommended, however, the Iowa state law requires that a case of poliomyelitis be quarantined for 14 days from onset, and that family contacts be quarantined for 14 days dating from date of last contact with the infectious case.

Sec. X. Fumigation. Fumigation with gaseous disinfectants, following infectious diseases, is neither required nor recommended. Fumigation with vapors such as formaldehyde and sulphur has long been regarded as useless by health authorities. Experiments have shown that these gases in larger amounts destroy insects and animals but not bacteria.

Sec. XI. Funerals. Communicable diseases such as diphtheria, scarlet fever and meningitis are regarded as being spread from person to person through transfer of the causative germ (through speech, coughing, sneezing) from the throat of the living, infected individual (patient or carrier) to others who are susceptible.

It is improbable that a dead body plays any part in transmitting disease to people in the same room or building. A possible exception to the foregoing statement might be the body of a patient who had died of smallpox in the severe form; the hazard of exposure in such instance would be limited to the embalmer or person who actually handled the body and who was not known to be immune through successful vaccination and revaccination.

Regulations with reference to funerals are as follows:

Recommendations and regulations pertaining to funerals when death is attributed to communicable diseases including diphtheria, encephalitis, meningococcus meningitis (cerebro-spinal fever), poliomyelitis (infantile paralysis), scarlet fever and smallpox, are as follows:

1. In consideration of the fact that a dead body ordinarily plays no part in the spread of infection or of communicable disease, a hermetically sealed casket should not be required.

2. Persons who have been in the isolated area may be released from isolation for the purpose of accompanying the body to a funeral home, church or cemetery, provided that they:

(a) Use a separate car or means of conveyance;
(b) Remain in separate room or separate from the public and avoid nearness to others in attendance;

(c) Return to the area of isolation and remain there until premises are released from isolation.

3. When death is caused by meningitis of above-mentioned type, scarlet fever, diphtheria, poliomye-

litis, or smallpox, the casket should remain closed when service is held indoors.

(a) Special arrangements may be made for members and relatives of the immediate family to view the remains prior to the funeral service.

Sec. XII. Closing of Schools. On the outbreak of an epidemic, there is often a popular demand that the schools be closed. This is based upon the belief that infection may spread among the children in attendance. It is noteworthy, however, that health authorities and the rules and regulations of state departments of health in general omit any recommendations that schools be closed. The reasons for this are:

(1) Children in schools are under more careful disciplinary control than they are in their homes. With effective supervision by the health officer and with the aid of a trained and experienced community nurse, in co-operation with school officials and the pupils themselves, the children are safer at school than outside.

(2) Closure of schools is futile, unless all susceptible children are forbidden to leave their own yards. Permitting them to roam the streets, to attend the moving picture theatres, churches, social gatherings, or to indulge in unsupervised group play, may be much more dangerous from the standpoint of interchanging infection, than if they were under the discipline of the school room.

(3) Past experience has shown that the mere closing of the schools has had little or no effect upon the progress of epidemic diseases. Unless, therefore, a community is prepared to declare a complete and rigid embargo upon all susceptible children of school age, isolating them universally to the limits of their own yards and absolutely forbidding them to play with children of other families, the schools, ordinarily, should not be closed.

(4) School boards, parent-teacher groups and other sponsoring agencies should concentrate on such efforts, year by year, as will assure immunity of children against diphtheria, smallpox and other infectious diseases for which specific preventive measures are available.

Parents are urged to confer with the attending physician and to have children immunized against preventable diseases, early in life.

Sec. XIII. Carriers. Carriers may be those developing the disease (incubatory carriers), those who are convalescent from the disease (convalescent carriers) or those who discharge germs for years or throughout life (chronic carriers). They also may be contact carriers, resulting from direct contact with infection.

Any person who has been determined to be a carrier of the germs of amebic dysentery, bacillary dysentery, typhoid fever or paratyphoid fever shall be subject to the special supervision of the State Department of Health. Every physician and health officer should report such carriers to the State Department of Health immediately upon their discovery.

RECOGNITION OF TYPHOID CARRIERS

It is estimated that at least 2 percent of those who recover from an attack of typhoid fever be-

come chronic carriers and continue to discharge typhoid organisms in the bowel (or bladder) discharges throughout the remainder of life.

The most opportune time to discover a typhoid carrier, is during and immediately following the period of convalescence. These rules and regulations require that every typhoid fever patient show evidence of freedom from a bacillus carrier state, before being released.

Two specimens of the bowel discharges and of the urine, secured at an interval of not less than 24 hours and preferably one week, should be collected in feces and urine containers and forwarded promptly to the state hygienic laboratory. Care should be taken that not larger than a pea-sized portion of fecal matter be transferred to the bottle which contains a 30 percent solution of glycerine. (When not in use, feces and urine containers should be kept under constant refrigeration.)

Should typhoid bacilli persist in the bowel (or bladder) discharges, additional specimens should be forwarded to the laboratory at intervals of one to two months. An individual who continues to show the presence of typhoid organisms in the bodily discharges a year after recovery from typhoid fever, is classed as a chronic typhoid carrier.

Typhoid carriers are the chief source of infection in connection with active (sporadic or multiple) cases of typhoid fever. Specimens from suspected carriers should be obtained in the same manner as for release following recovery.

Information relative to a typhoid carrier is regarded as confidential.

Books. The danger of infection from books has been exaggerated. Books which have not been

handled by a person ill with a communicable disease need not be suspected. Books actually handled by a patient with diphtheria, scarlet fever, or any disease of like nature may be treated as follows:

1. Books in a grossly soiled condition should be burned.

2. Books not obviously soiled may be kept out of circulation for three weeks. They should be identified in such a manner that they will not become mixed with other books. Exposure to sunlight and diffuse daylight, with books open and upright will aid in killing germs.

A typhoid carrier may return to work after two successive negative stools and urine specimens taken not less than 24 hours apart and not less than 14 days following cessation of antibiotic therapy.

[Filed September 22, 1954]

Sec. XIV. Approved Premarital and Prenatal Blood Testing Laboratories as authorized by section 140.3 of the 1954 Code of Iowa.

The Iowa State Board of Health also approves the following laboratories for the purpose of performing serologic tests for syphilis in accordance with premarital requirements; Laboratories of all State and Territorial Health Departments; Laboratories of the United States Public Health Service; Army, Navy, Marine Corps, the Health Department Laboratories of New York City and the District of Columbia. Blood tests are to be accepted from the Central Laboratories of the Provinces of Canada and premarital certificates may be signed by licensed physicians of Canada.

[Filed September 22, 1954]

NO.	NAME OF LABORATORY	ADDRESS OF LABORATORY	PERSON IN CHARGE	TESTS APPROVED
<i>Cedar Rapids—Linn County</i>				
1	Mercy Hospital Laboratory	835 6th Avenue S.E.	R. E. Weland, M.D.	Kline—V.D.R.L.
2	St. Luke's Hospital Laboratory	1026 "A" Avenue N.E.	Francis C. Tucker, M.D.	Kline—V.D.R.L.
<i>Charles City—Floyd County</i>				
31	Cedar Valley Hospital	1700 E. Clark	Emmet V. Ayers, M.D.	V.D.R.L.
<i>Council Bluffs—Pottawattamie County</i>				
3	Council Bluffs Clinic Laboratory	532 First Avenue	Sydney A. Cohen, M.D.	Kline—V.D.R.L.
4	Mercy Hospital Laboratory	420 E. Washington Avenue	A. S. Rubnitz, M.D.	Mazzini—V.D.R.L.
<i>Des Moines—Polk County</i>				
5	The Anna T. A. Glomset Laboratory	2932 Ingersoll	D. A. Glomset, M.D.	V.D.R.L.
6	U.S. Veterans Hospital Laboratory	30th and Euclid	T. E. Corcoran, M.D.	V.D.R.L.
7	Mercy Hospital Laboratory	5th and Ascension	F. C. Coleman, M.D.	Kline—V.D.R.L.
8	The Medical Laboratory	310 Bankers Trust Building	R. F. Birge, M.D.	Kline—V.D.R.L.
27	Iowa Lutheran Hospital Laboratory	716 Parnell	Julius S. Weingart, M.D.	V.D.R.L.
28	Iowa Methodist Hospital Laboratory	1200 Pleasant	Robert C. Dunn, M.D.	V.D.R.L.

<i>Dubuque—Dubuque County</i>		
9 Laboratory of Medical Associates	1200 Main Street	Wayne A. Johnston, M.D. Kline—V.D.R.L.
10 Finley Hospital Laboratory	Allison Place	E. T. Thorsness, M.D. Kline—V.D.R.L.
<i>Fort Dodge—Webster County</i>		
11 Lutheran Hospital Laboratory	Lutheran Hill	Charles J. Baker, M.D. Mazzini, Kahn—V.D.R.L.
12 St. Joseph's Mercy Hospital Laboratory	723 South 17th Street	Herbert Kersten, M.D. V.D.R.L.
<i>Iowa City—Johnson County</i>		
13 State Hygienic Laboratory	Medical Laboratories Building	I. H. Borts, M.D.
25 U.S. Veterans' Hospital Laboratory	Iowa City	Kenneth Cross, M.D. V.D.R.L.
30 Mercy Hospital Laboratory	Iowa City	E. J. Boyd, M.D. V.D.R.L.
<i>Mason City—Cerro Gordo County</i>		
14 Laboratory of Harold N. Morgan	12 Brick & Tile Building	Harold M. Morgan, M.D. Kline—V.D.R.L.
15 Laboratory of Park Hospital	102 N. Washington Avenue	L. R. Woodward, M.D. Kline—V.D.R.L.
16 St. Joseph's Mercy Hospital	180 Beaumont Drive	George T. Joyce, M.D. V.D.R.L.—Mazzini
<i>Oskaloosa—Mahaska County</i>		
17 Mahaska County Hospital Laboratory	1229 C. Avenue, East	C. R. Phelps, M.D. Kline—V.D.R.L.
<i>Ottumwa—Wapello County</i>		
18 Physician's Clinical Laboratories	211 E. Second Street	C. R. Phelps, M.D. Kline—V.D.R.L.
26 Ottumwa Hospital Laboratory	1001 E. Pennsylvania	C. R. Phelps, M.D. Kline—V.D.R.L.
<i>Sioux City—Woodbury County</i>		
19 St. Joseph's Mercy Hospital	2101 Court Street	Arne Knutsen, M.D. Kolmer, Kline—V.D.R.L.
20 Sioux City Laboratory	City Hall—6th & Douglas	C. P. McHugh, M.D. Kolmer, Kline—V.D.R.L.
21 Methodist Hospital Laboratory	29th and Douglas	A. C. Starry, M.D. Kahn, Kolmer, Kline—V.D.R.L.
22 Lutheran Hospital Laboratory	2714 Pierce Street	A. C. Starry, M.D. Kline—V.D.R.L.
23 St. Vincent's Hospital Laboratory	624 Jones	A. C. Starry, M.D. Kahn, Kolmer, Kline—V.D.R.L.
<i>Waterloo—Black Hawk County</i>		
29 Black Hawk Co. Red Cross Blood Center	Waterloo	V. I. Sciscent, M.D. Kahn
<i>Omaha, Nebraska</i>		
24 Omaha Regional Blood Center	2549 Farnam Street	George L. Clark, M.D. Kline—V.D.R.L.

XV. Treatment of Infant eyes.

As authorized by section 140.36 of the 1954 Code of Iowa, the Iowa state Department of Health approves the following ophthalmia prophylactic solution for newborn infants' eyes:

1. One percent silver nitrate from unopened wax ampules in each conjunctival sac followed by normal saline flush or
2. Penicillin ointment in the strength of not less than 100,000 units per gram or
3. Erythromycin of not less than 5 milligrams per gram of ointment.

[Filed September 22, 1954]

XVI. Reporting of Maternal Deaths.

All maternal deaths shall be reported to the Division of Maternal and Child Health of the state Department of Health within 48 hours.

A maternal death is any death occurring while a woman is pregnant or any death of a woman within six months of delivery. This includes deaths resulting from abortions, ectopic pregnancies and all deaths during pregnancy, childbirth, puerperium or deaths from complications of childbirth.

[Filed September 22, 1954]

SUMMARY OF RULES PERTAINING TO THE INCUBATION PERIOD
 Period of Communicability, Period of Isolation (a), Placarding and Quarantine (b)
 of Eleven Common Communicable Diseases

DISEASE	Incubation Period	Period of Communicability	Isolation (a) Period for Patient	Placarding of Homes	Quarantine (b) of Home Contacts
DIPHTHERIA	2 to 5 days	Usually 2 weeks	Minimum 16 days from onset and until 2 negative cultures	Yes until released from isolation	Children and adults (food handlers, teachers) during isolation may live elsewhere, with release after negative culture
MEASLES	10 days, from exposure to onset 13-15 days, from exposure to rash	Minimum 9 days, from 4 days before, to 5 days after rash	Minimum Until 5 days after appearance of rash	Yes for isolation period; may institute by mail	Exclusion of susceptible children and teachers from public, for 14 days from last exposure, when practicable
MENINGITIS (Meningococcus)	2 to 10 days	During course of disease and until causative germ is absent	Minimum 14 days from onset	Yes until the 14th day after onset	None — Exclude children and teachers from public during isolation, or until 10 days after segregation from case
POLIOMYELITIS	7 to 14 days	Shortly before onset and during first week or two of the disease	Minimum 14 days from onset of prodromal symptoms	Yes until the 14th day after onset	Children, teachers, food handlers. Exclude from public until 14 days after last exposure
SCARLET FEVER	2 to 7 days	Usually until 2 weeks from onset	Minimum 14 days from onset	Yes until the 14th day after onset	Exclusion of children, food handlers, teachers from public until 7 days after last exposure
SMALLPOX	8 to 16 (21) days	From onset to disappearance of scabs	Minimum 14 days from onset	Yes until the 14th day after onset	Vaccinate all contacts within 24 hours after first exposure and observe; otherwise isolate 13 days
TYPHOID FEVER	3 to 38 days, usually 7 to 14 days	From prodromal symptoms until release specimens are free from E. typhi	Until 2 successive stool specimens prove negative	Yes while communicable	None, but urge prompt immunization of susceptible contacts
WHOOPING COUGH	7 to 16 days	From early catarrhal period and until 3 weeks after onset of spasmodic cough or "whoop"	Minimum 21 days from onset of "whoop"	Yes until 21st day of "whoop"; may institute by mail	Exclusion of nonimmune children from public for 14 days after last exposure
CHICKENPOX	14 to 21 days	From 6 to 10 days after onset	Minimum 10 days from onset	Yes when practicable; may institute by mail	None—but rule out smallpox
MUMPS	12 to 26 days	From 1 to 3 days before onset, until swelling has gone	Until swelling is gone	Yes when practicable; may institute by mail	None
GERMAN MEASLES	14 to 21 days	From 4 to 7 days after catarrhal symptoms	Minimum 5 days	No	None

(a)—"Isolation" describes the limitation put upon the movement of the known sick or "carrier" individual.
 (b)—"Quarantine" describes the limitation put upon exposed or "contact" individuals in the household.

HOSPITALS AND RELATED INSTITUTIONS

OFFICIAL NOTICE

The rules and regulations governing the licensing of hospitals have been prepared and promulgated by the Iowa State Department of Health, together with the Hospital Licensing Board, in accordance with the provisions of chapter 91, Acts of the 52nd General Assembly. [Ch. 135B, C., '50] The Hospital Licensing Board approved these rules and regulations as of June 30, 1948, which are applicable to all hospitals in the state of Iowa, as defined in the Act.

CONTENTS

	Regulation		Regulation
Anesthesia Storage	14	Laundry	17
Building Design, Equipment and Maintenance....	8	Licensing	3
Building Plans and Specifications.....	7	Separate license required	
Classification of Hospitals and Compliance with		License not required	
Regulations	2	Posting of license	
General Hospital		Medical Staff	4
Specialized Hospital or Sanatorium		Medicines	22
Contagious Disease Hospital	34	Storage and labelling	
Control of Infection	23	Narcotics—storage and labelling	
Control of infectious, contagious and com-		Refrigeration of biologicals, etc.	
municable diseases		Nervous and Mental Disease Hospital	33
Segregation and isolation of patients		Nursing Staff	4
Visiting hours		Responsibility and function of staff	
Definitions		Registration in Iowa	
Hospital	1	Superintendent or director of nursing service	
Medical Staff		Supervisors and head nurses	
Registered Nurse		Application for employment	
Dietary Department of Hospital.....	20	Nonprofessional workers	
Dietitian		Nursing care of the patient	
Dietary departments not supervised by trained		Personnel policies	
dietitian		Registered nurse on duty	
Food provided patients and employees.....		Obstetric Service	30
Emergency and Out-patient Services.....	28	Location and arrangement of obstetric and	
Fire Prevention	24	newborn services	
Food Service	19	Labor and delivery room facilities	
Floors		Newborn nursery, suspect nursery, and pro-	
Walls and ceilings		vision for isolation	
Doors and windows		Labor and delivery room services	
Lighting		Care of the newborn	
Ventilation		Formulary	
Toilet facilities		Reporting of children born out of wedlock.....	
Water supply		Patient Care Facilities	21
Lavatory facilities		Beds	
Construction of utensils and equipment		Bedside furniture	
Cleaning and bactericidal treatment of equip-		Linen	
ment and utensils		Individual equipment	
Storage and handling of utensils and equip-		Hot water bags	
ment		Restraints	
Disposal of wastes		Signals	
Refrigeration		Unit separation	
Wholesomeness of food and beverage.....		Storage of personal belongings	
Storage and serving of food and beverage....		Pediatric Services	31
Miscellaneous		Penalty and Enforcement	35
Ice		Pharmacy	25
Milk and milk products		Plumbing	12
Food-handling employees—health certificates...		Radiology	26
Disposal of waste		Records	5
Governing Board	4	Medical records	
Hand-washing facilities	18	Admission records	
Heating and ventilation	9	Death records	
Incineration	16	Birth records	
Laboratory Service	27	Narcotic records	
		Reports to State Department of Health	6
		Annual reports	
		Communicable disease reports	
		Screens for windows	15
		Sewage disposal	11
		Sterilizing equipment	13
		Surgical departments and divisions	29
		Surgery, location, equipment, instruments and	
		personnel	
		Surgical beds and wards	
		Pathology examination service	
		Tuberculosis Hospitals	32
		Validity of Rules and Regulations	36
		Visiting and visiting hours	23
		Water supply	10

Regulation 1

A. Definitions as used in these regulations:

1. *Hospital*: A hospital shall mean a place which is devoted primarily to the maintenance and operation of facilities for the diagnosis, treatment, or care over a period exceeding twenty-four hours of two or more nonrelated individuals suffering from illness, injury, or deformity, or a place which is devoted primarily to the rendering over a period exceeding twenty-four hours of obstetrical or other medical or nursing care for two or more nonrelated individuals, or any institution, place, building or agency in which any accommodation is primarily maintained, furnished, or offered for the care over a period exceeding twenty-four hours of two or more nonrelated aged or infirm persons requiring or receiving chronic or convalescent care and shall include sanatoriums, rest homes, nursing homes, boarding homes, or other related institutions within the meaning of this Act. Provided, however, nothing in this Act shall apply to hotels or other similar places that furnish only food and lodging, or either, to their guests. "Hospital" shall include, in any event, any facilities wholly or partially constructed or to be constructed with federal financial assistance pursuant to Public Law 725-79th Congress, approved August 13, 1946.

2. *Medical staff*: The medical staff of a hospital shall be defined as an organized body composed of all licensed physicians who are appointed to the staff of a hospital by its governing board.

3. *Registered nurse*: A registered nurse shall be a person from an accredited school of nursing and registered in the state of Iowa.

Regulation 2

A. Classification of hospitals and compliance with regulations:

1. *Classification*: For the purpose of administering the hospital licensing law, all institutions subject to licensure shall be classified in the following manner:

a. *General hospital*: Any institution providing hospital care, including general medical, surgical, or maternity care and treatment.

b. *Specialized hospital or sanatorium*: Any institution providing specialized care and treatment, e.g. tuberculosis, pediatrics, mental diseases, orthopedics, etc.

2. *Compliance requirements for each classification*:

a. *General hospitals*: Any hospital classified as a general hospital shall comply with all of the general regulations for hospitals, and they shall comply with regulations pertaining to specialized services, insofar as such specialized services are provided in the hospital.

b. *Specialized hospitals and sanatoriums*: Specialized hospitals and sanatoriums shall comply with all general regulations for hospitals and all regulations pertaining to such specialized services as are provided by the hospital, sanatorium, or institution.

Regulation 3

A. License:

1. *Separate license required*: Separate license shall be required for each hospital even though more than one is operated under the same management.

Separate license is not required for separate buildings on the same grounds.

2. *License not required*: The following are not deemed to come within the meaning of the hospital licensing law and shall not be required to obtain a license thereunder:

a. Any institution for well children, day nursery and child care center, foster boarding homes or houses and homes for handicapped children. However, such institutions as have a dual function, including nursing and/or medical care, and care of the sick are required to be licensed.

b. Homes, houses, or institutions for aged persons which limit their functions to board and room and provide no medical or nursing care and house no bed-ridden persons.

c. Dispensary or first-aid stations maintained for the care of employees, students, customers, members of any commercial or industrial plant, educational institution or convent.

3. *Posting of license*: The license shall be conspicuously posted on the premises.

GENERAL REGULATIONS FOR
THE ADMINISTRATION OF HOSPITALS

Regulation 4

A. Governing board:

1. The governing board, or the owner, or the person or persons designated by the owner as the governing authority shall be the supreme authority in the hospital, responsible for the management, control, and appointment of the medical staff and functioning of the institution subject to the laws of the state of Iowa. The governing board shall appoint a medical staff which shall consist of one or more licensed physicians who shall be responsible to the governing authority for the clinical and scientific work of the hospital.

B. Medical staff:

1. A roster of medical staff members shall be kept, and a copy of said roster shall be reported annually to the State Department of Health.

2. All hospitals shall have one or more licensed physicians designated for emergency call service at all times.

C. Nursing staff:

1. The department of nursing shall be organized to provide complete and efficient nursing care to each patient, and the authority, responsibility and function of each nurse shall be clearly defined.

2. All nurses employed in a hospital who practice nursing as a graduate or registered nurse shall be legally licensed in Iowa to practice their profession, or shall obtain such license at the next examination.

3. There shall be a superintendent or director of nursing service who shall be a competent well-trained person with administrative and executive ability, and shall be a graduate nurse and registered in the state of Iowa, or shall obtain such license at the next examination or by reciprocity.

4. Supervisors and head nurses shall have had preparation courses and/or experience commensurate with the responsibility of the specific assignment.

5. Applications for employment as a registered nurse shall be submitted, in writing, to the person responsible for nursing personnel, and each application shall contain accurate information as to

the education, training, experience, personal background of each applicant. A complete physical examination, including indicated X-ray and laboratory examinations, shall be required at the time of employment and at regular intervals thereafter.

6. All nonprofessional workers performing patient care service shall be under the supervision of a registered nurse. Their duties shall be defined and they shall be instructed in all duties assigned to them. At the time of employment, a complete physical examination, including X-ray of chest and laboratory examinations, shall be required, and at regular intervals thereafter.

7. Nursing care shall be that amount of professional and nonprofessional care essential to provide proper treatment for the well-being and the recovery of the patient.

8. Policies, procedures, rules, and regulations with which each employee shall be familiar shall be established for the administrative and technical guidance of the personnel of the hospital.

9. Personnel absent from duty because of any disease in a communicable stage shall be excluded from duty in the hospital until examined by a physician designated for that purpose.

10. There shall be at least one registered nurse on duty or on call at all times.

Regulation 5

A. Records:

1. *Medical records:* Accurate and complete medical records shall be written for all patients and signed by the attending physician; these shall be filed and stored in an accessible manner in the hospital and in accordance with the statute of limitations.

2. *Hospital records:*

a. *Admission records:* A register of all admissions to the hospital shall be kept in accordance with Iowa law, sections 144.22, 144.23 and 144.24.

b. *Death records:* A register of all deaths in the hospital shall be kept, including all information required on a standard certificate.

c. *Birth records:* A register of all births in the hospital shall be kept, including all information required on a standard certificate.

d. *Narcotic records:* Narcotic records shall be maintained in accordance with the laws and regulations pertaining thereto.

Regulation 6

A. Reports to the State Department of Health:

1. *Annual reports:* Annual report shall be filed with the State Department of Health within three months after termination of each fiscal year on forms furnished by same. The reports shall include: Total number of admissions during year, total number discharged during year, total number of deaths during year, bed capacity, average percentage of bed occupancy, total patient days, average length of stay, number of major operations, number of minor operations, number of autopsies, complete maternity statistics as required by the state Department of Health, and a report of any changes in the physical plant within the past year.

2. *Communicable disease report:* The hospital or institution shall co-operate with the attending phy-

sician in the reporting of all reportable diseases occurring or being treated within the hospital or institution to the proper authorities, as provided by the laws of Iowa and the rules and regulations of the Iowa State Department of Health.

BUILDING AND CONSTRUCTION

Regulation 7

A. Plans and specifications for new hospital construction:

1. Hospitals shall be licensed by the State Department of Health, when the following requirements have been fulfilled:

a. In locating an institution, the local zoning restrictions shall be obtained from the local civil authorities.

b. New hospitals shall be so located that they are free from undue noises from railroads, freight yards, main traffic arteries, schools and children's playgrounds.

c. The site shall be free from smoke, foul odors, and dust from nearby industrial plants.

d. Hospitals must be served by good roads, kept passable at all times of the year.

2. When construction is contemplated, either for new buildings, additions to existing buildings or material alterations to existing buildings, the preliminary plan or sketch shall be submitted in duplicate to the state Department of Health for review and approval, preferably before the preparation of working drawings in accordance with chapter 91, Acts of the 52nd General Assembly [Ch. 135B, C., '50].

a. Complete construction plans and specifications for the building or remodeling hereafter shall be submitted to the state Department of Health in triplicate for review and approval before construction begins, and shall be in accordance with all the applicable laws, rules and regulations and local municipal codes in accordance with chapter 91, Acts of the 52nd General Assembly [Ch. 135B, C., '50].

b. Plans and specifications for any new hospital additions to an existing hospital, or structural change of an existing hospital, shall show that every consideration has been given to features of design that are necessary to insure efficient care of the patient and protection of patients from any material or human source of infection, such as the segregation of various hospital departments, the room arrangements in these departments, and the sanitary features of the heating, lighting, ventilating, and plumbing facilities.

c. The plans and specifications for the design and construction of a new hospital, or addition to an existing hospital, or major structural change in an existing hospital, shall be in accordance with all the applicable laws, rules and regulations and local municipal codes; the sanitary facilities, including the system of water supply, plumbing, sewerage, garbage, refuse disposal, and equipment shall be selected, constructed, and installed in accordance with existing laws and regulations pertaining to environmental sanitation; and features of design and arrangement shall be in substantial accordance with recognized standards for hospitals.

d. Plans and revisions shall be certified by an engineer or architect licensed to practice in the state of Iowa or eligible for licensure in Iowa.

Regulation 8

A. Design, equipment, and maintenance of the physical plant:

1. The hospital structure and its component parts and facilities shall be kept in good repair and maintained with consideration for the safety and comfort of the patient.

2. Walls, floors, and ceilings shall be constructed of materials and maintained to permit frequent cleaning or disinfection necessary for the safe care of patients.

3. Beds must be spaced so as to provide adequate room for nursing procedures and to prevent the transmission of infection. The following allowances of floor space are minimum:

Single patient rooms—100 sq. ft.

Multiple rooms or wards—80 sq. ft. per bed

Pediatric beds or cribs—40 sq. ft. per bed

Full term nursing bassinets—20 sq. ft. per bassinet

4. Doors to patients' rooms shall be wide enough to permit the removal of any occupied bed used in the rooms. Where it is not practical to widen the corridors and the doors of the individual rooms, the state fire marshal may accept in lieu thereof, mattresses which have been equipped with two straps on each side and one on each end. These straps, which are to be used as hand grips, shall be substantially fastened to the mattress and of sufficient strength so that the patient may be easily removed from the beds and transported to the outside.

5. Vision panels shall be required in all double acting doors.

6. Each patient's room shall have at least one window opening to the outside to permit ventilation and a source of natural light.

7. No room shall be used for the bed care of patients which can only be reached by passing through another patient's room.

8. There shall be space and facilities for the proper storage of all drugs, supplies, linen, and equipment.

9. Every room, including storerooms, hallways, and others, shall have sufficient artificial light to make all parts clearly visible and to permit efficient performance of all necessary work.

10. All utility rooms shall be provided with lighting and ventilation and necessary plumbing.

11. Safe emergency lighting facilities shall be provided and distributed, so as to be readily available to personnel on duty at all times.

12. An adequate number of stairways shall be provided with handrails and shall be of size and design permitting the removal of patients on a stretcher.

13. There shall be more than one means of egress leading to the outside of the building from each floor. Egresses are to be located as near to opposite ends of the building as practical.

ENVIRONMENTAL SANITATION

Regulation 9

A. Heating and ventilating:

1. The heating plant shall be adequate to maintain a cold weather temperature of 70° F. through-

out the building and a higher temperature where required.

2. Kitchens, bathrooms, and service rooms shall be so located and ventilated by window or mechanical means to prevent offensive odors from entering patients' rooms and the public halls.

Regulation 10

A. Water supply:

1. The water shall be obtained from a municipal water supply or from a private supply system, the location, construction, and operation of which is acceptable to the state Department of Health.

2. The water shall be distributed to conveniently located taps and fixtures in the building.

3. Hot water shall be available at sinks and lavatories at all times.

Regulation 11

A. Sewage disposal:

1. Sewage shall be discharged into a municipal sewerage system where such a system is available, otherwise the sewage shall be collected, treated and disposed of in an independent sewerage system which complies with standards of design and operation approved by the state Department of Health.

Regulation 12

A. Plumbing:

1. All plumbing shall be installed and maintained in accordance with the Iowa State Plumbing Code.

2. Adequate toilet, lavatory, and bath facilities shall be provided on each floor where patients are cared for in the institution.

3. Cross connections, back siphonage defects, and, particularly, water operated suction apparatus are prohibited.

Regulation 13

A. Sterilizing equipment:

1. Adequate facilities shall be provided for the sterilization of utensils, instruments, supplies, and water in accordance with the needs of the patients treated. The facilities shall be carefully maintained and routinely checked to assure continuous efficiency.

2. Adequate facilities with proper safeguards shall be provided for the preparation, storage, and dispensing of sterile equipment and supplies.

Regulation 14

A. Anesthesia storage:

1. Hospitals using anesthetic gases, capable of exploding under certain conditions of concentration, humidity, etc., shall take all reasonable precautions to avoid explosion hazards in storage or in use.

Regulation 15

A. Screens:

1. Screens shall be provided for any outside or inside aperture which could transmit any insect vector carrying infectious material in jeopardy to the welfare and safety of patients. All screen doors shall be equipped with self-closing devices.

Regulation 16

A. Incineration:

1. Incineration facilities shall be provided for the disposal of infected dressings, surgical and obstetrical wastes and other similar materials.

Regulation 17**A. Laundry:**

1. The hospital shall make provisions for the proper cleansing of linen and washable goods. Where linen is sent to an outside laundry, the hospital shall be responsible for the effectiveness of cleansing methods used and the proper care of contaminated linens.

Regulation 18**A. Hand-washing facilities:**

1. There shall be hand-washing facilities throughout the institution, within or conveniently located with regard to every patient's room or patient caring service. Hand-scrubbing sinks or lavatories, foot pedal preferred, shall be provided in operating, delivery, and labor rooms, nurseries, examining and treatment rooms, dietary facilities, toilet rooms, and rooms used for the isolation of patients. Hand-scrubbing sinks shall be designed to make it possible to wash the hands without break in technique. The use of a common towel is prohibited.

Regulation 19**A. Food service:**

1. *Floors:* The floors of all rooms in which food or beverage is stored, prepared, or served, or in which utensils are washed shall be of such construction so as to be easily cleaned, shall be smooth, and shall be kept clean and in good repair. The floors shall be composed of such material as to constitute a minimal hazard when wet or greasy.

2. *Walls and ceilings:* Walls and ceilings of all rooms shall be kept clean and in good repair. All walls and ceilings of rooms in which food or beverage is stored or prepared shall be finished in light color. The walls of all rooms in which food or beverage is prepared or utensils are washed shall have a smooth, washable surface up to the level reached by splash or spray.

3. *Doors and windows:* When flies are prevalent, all openings into the outer air shall be effectively screened and doors shall be self-closing, unless other effective means are provided to prevent the entrance of flies.

4. *Lighting:* All rooms in which food or beverage is stored or prepared, or in which utensils are washed shall be well lighted.

5. *Ventilation:* All rooms in which food or beverage is stored, prepared, or served, or in which utensils are washed shall be well ventilated. A system of forced air ventilation shall be used in the cooking area.

6. *Toilet facilities:* Every hospital shall be provided with adequate and conveniently located toilet facilities for its employees engaged in food handling. Toilet rooms shall not open directly into any room in which food, beverage, or utensils are handled or stored. The doors of all toilet rooms shall be self-closing. Toilet rooms shall be kept in a clean condition, in good repair, and well lighted and ventilated. Hand-washing signs shall be posted in each toilet room used by employees.

7. *Water supply:* Running water under pressure shall be easily accessible to all rooms in which food is prepared or utensils washed.

8. *Lavatory facilities:* Adequate and convenient hand-washing facilities shall be provided within the kitchen area or adjacent to kitchen area, in-

cluding hot and cold running water, soap, and approved sanitary towels and shall be readily accessible to employees. The use of a common towel is prohibited.

9. *Construction of utensils and equipment:* All multi-use utensils, cases, counters, shelves, tables, refrigerating equipment, sinks and other equipment or utensils used in connection with the operation of the food service shall be so constructed so as to be easily cleaned and shall be kept in good repair. Utensils containing or plated with cadmium or lead shall not be used, provided, that solder containing lead may be used for jointing.

10. *Cleaning and bactericidal treatment of utensils and equipment:*

a. All equipment including cases, counters, shelves, tables, refrigerators, stoves, hoods, and sinks shall be kept clean and free from dust, dirt, insects, and other contaminating material. All cloths used by maids, chefs, and other employees shall be clean. Single-service containers shall be used only once.

b. All multi-use eating and drinking utensils shall be thoroughly cleaned and effectively subjected to an approved bactericidal process after each usage. All multi-use utensils used in the preparation or serving of food and beverage shall be thoroughly cleansed and effectively subjected to an approved bactericidal process immediately following the day's operation. Drying cloths, if used, shall be clean and shall be used for no other purpose.

c. No article, polish or other substance containing any cyanide preparation or other poisonous material shall be used for the cleansing or polishing of utensils.

11. *Storage and handling of utensils and equipment:* After bactericidal treatment utensils shall be stored in a clean, dry place protected from insects, dust, and other contamination; and shall be handled in such a manner as to prevent contamination as far as practicable. Single-service utensils shall be purchased only in sanitary container, shall be stored therein in a clean, dry place until used, and shall be handled in a sanitary manner.

12. *Disposal of wastes:* All wastes shall be properly disposed of, and all garbage and trash shall be kept in suitable receptacles in such manner as not to become a nuisance.

13. *Refrigeration:* All readily perishable food and beverage shall be kept at or below 40 degrees F. except when being prepared or served. All refrigerators shall be provided with thermometers.

14. *Wholesomeness of food and beverage:* All food and beverage shall be clean, wholesome, free from spoilage, and prepared so as to be safe for human consumption. Milk and fluid milk products shall be served in the individual original containers in which they are received from the distributor or from a bulk container equipped with an approved dispensing device. This requirement shall not apply to cream, which may be served from the original bottle or from a dispenser approved for such service.

15. *Storage and serving of food and beverage:* All food and beverage shall be so stored, and served as to be protected from dust, insects, vermin, depredation, and pollution by rodents, unnecessary handling, droplet infection, overhead leakage, and other contamination. Foods shall be properly cleaned

before storage. All means necessary for the elimination of flies, roaches, and rodents shall be used.

16. *Cleanliness of employees:* All employees shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling of food, beverage, utensils, or equipment. Employees shall not expectorate or use tobacco in any form in rooms in which food is prepared.

17. *Miscellaneous:* The premises of all hospitals shall be kept clean and free of litter or rubbish. None of the operations connected with the food service shall be conducted in any room used as living or sleeping quarters. Adequate lockers or dressing rooms shall be provided for employees' clothing and shall be kept clean. Soiled linens, coats, and aprons shall be kept in containers provided for this purpose.

18. *Ice:* All ice used in contact with food or beverage shall be safe in quality, meeting state Department of Health standards for drinking water. It shall be handled and dispensed in a sanitary manner. No ice used for human consumption shall be stored in proximity to an area where wastes are disposed.

19. *Milk and milk products:* There shall be a safe supply of milk, cream and milk products for human consumption. Where pasteurized or Grade A raw milk is not available, condensed, evaporated, or dried milk shall be used.

20. *Food-handling employees:*

a. *Health certificates:* The hospital or institution shall require a medical certificate, given by a reputable physician, for every person handling food in the hospital, stating as the result of a physical examination, and the indicated laboratory procedure that the employee is free from an infectious or communicable disease in a communicable stage, or a carrier of disease, and is physically and mentally able to perform his duties. Such certificate shall be renewed at least once yearly.

b. No person suffering from any infectious or contagious disease or who is a disease carrier shall be employed in the hospital.

21. *Disposal of waste:* Suitable facilities shall be provided for storage, collection and disposal of garbage at frequent intervals in a manner which does not create a nuisance, will not permit the transmission of contagious diseases, or provide a breeding place for flies.

Regulation 20

A. Dietary department of the hospital:

1. *Dietitian:* The dietary department should be under the supervision of a trained dietitian or a person skilled in the handling, preparation and serving of foods and the supervision and management of food handlers.

2. *Dietary departments not supervised by a trained dietitian:* In hospitals where a trained and qualified dietitian is not employed, the services of a trained dietitian or a nutritionist available to the community, or a nutrition consultant of the state Department of Health shall be obtained periodically to consult with the personnel of the dietary department on the storing, preparing, and serving of food and the planning of menus.

3. *Food provided patients and employees:* Food provided patients or employees shall fulfill all the

requirements of a diet selected and prepared in accordance with accepted nutritional standards of the National Research Council. The duties of both the skilled and unskilled employees shall be assigned so that these requirements are fulfilled.

Regulation 21

A. Facilities and equipment for patient care: Hospital equipment shall be selected, maintained, and used in accordance with the needs of the patients.

1. *Furnishings, supplies, and equipment:*

a. *Bed:* A hospital bed with suitable mattress, pillows and necessary coverings shall be provided for each patient. After the discharge of each patient, the bed and room furnishings shall be thoroughly cleansed.

b. *Bedside furniture:* There shall be a chair and bedside table for each patient, unless clinically contraindicated.

c. *Linen:* A supply of towels, wash cloths, bath blankets and all other linen which comes directly in contact with the patient shall be provided as needed for each individual patient. No such linen shall be interchangeable from one patient to another before being properly cleansed or laundered.

d. *Individual equipment:* Individual bedpans, wash basins and mouth wash cups shall be provided for each patient. This equipment shall be properly cleansed and stored. Individual thermometers shall be supplied and disinfected before each use.

2. *Hot water bags:* Hot water bags shall be of the proper temperature to protect against burning, and shall be covered before being placed in a bed. Any electrical heating appliance used for patient care shall be carefully checked periodically.

3. *Restraints:* Restraints shall be applied only when they are necessary to prevent injury to the patient or to others, and shall be used only when alternative measures are not sufficient to accomplish their purposes. There must be a written order signed by the attending physician approving the use of restraints either at the time they are applied or as soon thereafter as possible. Careful consideration shall be given to the methods by which they can be speedily removed in case of fire or other emergency.

4. *Signals:* Means of signaling nurses shall be provided within easy reach of all patients confined to bed.

5. *Screens:* Screens or curtains shall be provided in wards or semiprivate rooms in order to secure privacy of each patient.

6. *Storage space:* There shall be satisfactory storage space for clothing, toilet articles, and other personal belongings of patients and all articles shall be marked or identified.

Regulation 22

A. Storage of medicines:

1. All medicines, poisons, and stimulants kept in a nursing service division shall be plainly labeled and stored in a specially designated medicine cabinet, closet or storeroom, and made accessible only to authorized personnel. The cabinet for drugs shall be well illuminated.

2. Narcotics must be securely locked at all times and accessible only to persons in charge.

3. All medications which cannot be reused with safety shall be discarded when orders have been discontinued or patient has been dismissed.

4. There shall be adequate refrigeration for biologicals and such drug products as require refrigeration.

Regulation 23

A. Control of infectious, contagious, and communicable diseases: In hospitals accepting communicable disease patients, there shall be facilities and proper procedures for the prevention and control of infectious, contagious, and communicable diseases, and the hospital and its staff shall provide for compliance with the rules and regulations for the control of communicable diseases as provided by the state Department of Health.

1. *Segregation*: There shall be facilities and proper arrangement of departments, rooms, and patients' beds to provide for the prevention of cross-infections and the control of infectious, contagious and communicable diseases.

a. The maternity and newborn infant services shall be segregated from other services, so as to avoid transmission of infections, and there shall be provisions for removal of infectious maternity or newborn cases to a location where proper isolation can be carried out.

b. There shall be facilities for the isolation or segregation of unclean or infectious medical or surgical cases, and there shall be facilities and proper procedures for the cleansing of rooms and surgeries, immediately following the care of an infectious or contagious case.

c. Segregation of infectious cases shall include policies for the medical, nursing, and lay staffs, providing for proper isolation technique in order to prevent cross-infection between patients, departments and services in the hospital.

d. In planning new hospitals or additions to existing hospitals, there shall be complete separation of obstetrical and surgical services; also, there shall be one or more rooms for contagion, according to the size of the hospital and the needs of the community. Rooms planned for isolation of patients shall have adjoining lavatory and toilet facilities isolated from the rest of the hospital.

2. *Visitors*: The governing authority of the hospital shall establish proper policies for the control of visitors to all services in the hospital in accordance with hospital practice.

a. Maternity hospitals and maternity departments: In maternity hospitals and maternity departments, not more than two visitors in addition to the husband shall be permitted to a patient during visiting hours, and no visitors under fourteen (14) years of age shall be permitted beyond the lobby of a maternity hospital or the visitors' waiting rooms of a maternity department.

b. Whenever babies are shown to visitors there must be a complete separation by a glass window.

c. Visitors with colds or any other apparent signs of infection shall be excluded from the hospital.

Regulation 24

A. Fire prevention and safety:

1. Facilities and construction shall be in accordance with rules and regulations of the state and local fire authorities, and shall be so certified by the local authority.

2. There shall be at least one piece of first aid fire fighting equipment on each floor of every hos-

pital building. Where special hazards exist the type of fire fighting equipment recommended by the state fire marshal shall be used.

3. Fire extinguishers shall be inspected periodically and recharged; the date of check shall be registered on the tag attached to extinguisher.

4. A system of warning occupants and attendants of fire shall be provided. The type, location, device and central point shall be determined by the local fire authority or the state fire marshal.

5. All employees shall be instructed in the fire prevention facilities of the institution, use of fire-fighting apparatus, and the methods of removing patients from the building. A person within the institution shall be designated to give these instructions and to be responsible for evacuating patients in case of fire.

6. All parts of the heating system shall be constructed and maintained so as to eliminate fire hazards. Metal and asbestos protection must be provided for all steam pipes and hot water pipes when placed nearer than two (2) inches from woodwork.

7. Laundry chutes and dumb-waiter shafts shall be lined with fireproof materials and have close fitting doors. No shaft shall terminate in the attic.

8. Elevator shafts shall be enclosed with fireproof material. There shall be no open grille work in new construction.

9. Plain lettered red exit lights shall be located at fire exits on each floor and shall be kept burning between sunset and sunrise.

10. All exit doors shall open outward.

Regulation 25

A. Pharmacy service:

1. The pharmacy operating in connection with a hospital shall comply with regulation 22, and shall comply with the provisions of the pharmacy law requiring registration of drug stores and pharmacies, and the regulations of the Iowa state board of pharmacy examiners.

2. In all hospitals with a pharmacy or drug room, this service shall be under the complete supervision of a pharmacist licensed to practice in the state of Iowa.

Regulation 26

A. Radiology service:

1. There shall be safe X-ray equipment and competent operators in the hospital, or available for the hospital's use in the immediate community, sufficient for radiography, fluoroscopy, and the development of films.

2. Adequate protection for the patients, the operators, and nearby personnel shall be provided.

Regulation 27

A. Laboratory service:

1. Sufficient laboratory and pathological facilities shall be provided in the hospital, or arrangements made with nearby hospitals or laboratories, to provide these services in accordance with the needs of the patients treated in the hospital.

2. Minimum laboratory facilities for urinalysis and blood counts shall be provided in every hospital.

3. All laboratory services shall be under the supervision of a physician, preferably a clinical pathologist.

Regulation 28

A. Emergency and out-patient services:

1. All hospitals shall provide space and facilities for emergency care and treatment, including the administration of blood or blood plasma and intravenous medication, facilities for the control of bleeding, the emergency splinting of fractures, and for the administration of oxygen and anesthesia. Competent personnel shall at all times be available or on call for the care of emergencies.

Regulation 29

A. Surgical departments: Hospitals providing for the surgical care of patients shall provide an operating room or rooms, graduate nursing personnel, modern surgical equipment in good repair to assure safe and aseptic treatment of all surgical patients, and to protect all clean or elective surgical patients from cross-infection.

1. *Surgery location and equipment:*

a. There shall be at least one room provided for surgery in all hospitals providing surgical care.

b. The operating room shall have impervious floors and washable walls.

c. There shall be satisfactory means of illumination of the operating field, as well as general illumination. Safe and adequate auxiliary lighting shall also be provided.

d. Minimum facilities for sterilization (sub-sterilizing) shall be provided in close proximity to the operating room.

2. *Surgical beds and wards:*

a. In hospitals providing care for surgical patients, provisions shall be made for the setting aside of surgical beds, and the arrangement shall be in a manner such as to protect elective and clean surgical cases from cross-infection from unclean or infectious surgical cases.

3. *Pathology examination service:*

a. It shall be the policy of all hospitals providing services for surgical care to have available facilities for the pathological examination of tissue specimens, either on the premises or by arrangement through affiliation, or other means, with a competent pathological laboratory.

Regulation 30

A. Obstetric service: All general or specialized hospitals providing for the obstetrical care of maternity patients shall be properly organized and equipped to provide accommodations for mothers and newborn infants; the supervision of the maternity department shall be under the direction of a qualified registered nurse; there shall be accommodations for the isolation of infected cases; there shall be facilities and quarters for a formulary for newborn infants providing for equipment, personnel, and food-handling apart from the possibility of cross-infection from adult patients, or chemical poisons, particularly, boric acid in powder or solution.

1. *Location and arrangement of obstetric and newborn services:* Obstetric and newborn services shall be so located and arranged so as to provide for complete protection of mothers and newborn infants from infection and from cross-infection from patients in other services in the hospital.

a. *Labor and delivery room facilities:* Room or rooms shall be set aside for the use of maternity patients for labor and delivery, and every precaution shall be taken to prevent the housing of patients with an infectious, contagious, or communicable disease; recognized policies shall be established for the thorough and complete cleansing of such rooms after care of a patient with an infectious condition. Proper nursing techniques shall be carried out by personnel assigned to the obstetrical service to insure safe care within this area.

b. *Newborn nursery, suspect nursery, and provisions for isolation:* There shall be exclusive rooms for the care of newborn infants and provisions for a suspect nursery for infants suspected of a contagious, infectious, or communicable disease; there shall be provisions for the complete isolation of infants with a known infectious, contagious, or communicable disease. Newborn and older infants admitted from the outside shall not be cared for in the normal newborn nursery.

2. *Labor and delivery room services:* The number of rooms for labor and delivery and the technical equipment for these rooms shall be commensurate with the needs of the hospital; there shall be in all hospitals facilities and supplies for the treatment, including the administration of plasma to maternity patients suffering from shock or hemorrhage.

3. *Care of the newborn:*

a. In all hospitals providing maternity care, or care of the newborn infant, there shall be nursing personnel exclusively assigned to the service, and proper facilities to provide for segregation of newborn infants, control of the spread of diseases of the newborn, particularly epidemic diarrhea and impetigo, facilities for care of the premature infant, including incubators. Necessary policies and procedures shall be established to insure safe care.

b. In every hospital providing care of maternity patients and care of the newborn, there shall be at least one premature care incubator of a design approved by the state Department of Health.

4. *Formulary:* In every hospital providing care for the newborn, there shall be space set aside for a formulary providing for the storage, handling and preparation of infant formulas apart from food provided to adult patients. No drugs or other extraneous substances shall be kept in the formulary.

5. *Reporting of children born out of wedlock:* Children taken from the hospital by persons other than their own parent or parents, and referrals for child placement or adoption shall be in accordance with the laws and the rules and regulations of the state department of social welfare.

Regulation 31

A. Pediatric services: All hospitals providing pediatric care shall be properly organized and equipped to provide adequate service.

1. A hospital providing care for children shall have registered nursing personnel commensurate with the needs of the hospital and the size of the service.

2. Hospitals providing pediatric care shall have proper facilities for the caring of children apart from the services for adult patients. Apart from the newborn nursing service, there shall be proper facilities and procedures for the isolation of chil-

dren with infectious, contagious, or communicable diseases.

Regulation 32

A. Tuberculosis hospitals:

1. Any hospital or sanatorium primarily intended for the reception, diagnosis, care, and treatment of tuberculosis cases shall be considered a tuberculosis hospital or sanatorium, and shall conform to all the requirements set forth in the foregoing standards and regulations for general hospitals and special hospitals, except that maternity facilities need not be provided as part of the tuberculosis hospital service if provision is made for adequate prenatal care at the institution, and arrangements are made for the delivery, post-partum care of the mother, and the care of the infant at some available licensed hospital that does provide maternity service.

2. The professional staff shall be personnel especially qualified in the diagnosis and treatment of tuberculosis.

3. All patients diagnosed or suspected of having tuberculosis shall be segregated from the noninfectious patients in the hospital.

4. The use of infectious disease precautions (isolation technique) shall be established for the protection of the patients, hospital personnel, and visitors, and the necessary instruction given to patients, personnel and visitors to insure this procedure.

5. Personnel employed at tuberculosis hospitals shall have a complete physical examination which shall include skin tests with tuberculin, and a chest X-ray at the start of service of employment, and annually thereafter, unless indicated at shorter intervals.

Regulation 33

A. Nervous and mental disease hospitals:

1. Any nervous and mental disease hospital operating as a nervous and mental disease hospital, must be devoted primarily to the care of mental cases, have a staff of professional personnel especially qualified in the diagnosis and treatment of mental illnesses.

2. Hospitals admitting mental patients shall be under the direction of a well-qualified physician who is experienced in psychiatry.

3. There shall be in attendance at all times a registered nurse with special training or experience in the care of mental patients.

4. Nervous or mental patients shall be admitted to mental hospitals in accordance with the commitment laws of Iowa.

5. Patients should be grouped according to age, degree of activity, kind and duration of mental illness. Children under 16 years of age, alcoholics and/or drug addicts, patients with favorable prognosis shall be segregated, as well as patients with tuberculosis or other communicable diseases.

6. Facilities for isolation as recommended by the attending physician shall be provided.

7. Rules and regulations pertaining to general hospitals are applicable to mental hospitals; except that maternity facilities need not be provided as part of the mental hospital service if provision is made for adequate prenatal care of the mother, and the care of the infant at some available licensed hospital that does provide maternity service.

Regulation 34

A. Contagious disease hospital:

1. Any contagious disease hospital operating as a contagious disease hospital, which is not primarily a tuberculosis hospital, shall conform to all the requirements and facilities which will insure adequate care for the patients served.

Regulation 35

A. Penalty and enforcement:

1. See chapter 91, Acts of the 52nd General Assembly, sections 14, 15 and 16.

Regulation 36

A. Validity of rules and regulations:

1. If any provision of these rules and regulations or the application thereof to any person or circumstances shall be held invalid, such validity shall not affect the provisions or application of these regulations which can be given effect without the invalid provision or application, and to this end the provisions of these regulations are declared to be severable.

LICENSING OF NURSING HOMES AND CUSTODIAL HOMES

[Filed October 30, 1957]

[Effective November 1, 1957]

Promulgated under authority of Sections 135.11 and 135C.14 of the Code.

DIVISION II

Section 1. Definitions

1.1 Department—Shall mean the State Department of Health.

1.2 Nursing Home—See Section 135C.1 of the Code.

1.3 New Nursing Home—Shall mean one erected as a nursing home after the effective date of the Rules and Regulations or one converted to nursing home use after the effective date of the Rules and Regulations.

1.4 Custodial Home—See Section 135C.1 of the Code.

1.5 New Custodial Home—Shall mean one erected as a custodial home after the effective date of the Rules and Regulations or one converted to custodial home use after the effective date of the Rules and Regulations.

1.6 Alcoholism—Shall mean the excessive or prolonged use of alcoholic liquors, which has become a habit, with the resultant disturbances of the digestive or nervous systems.

1.7 Drug Addiction—Shall mean the excessive or prolonged use of narcotic drugs for the comfort such indulgence affords, when there is no illness or other legitimate reason for such practice and when the habit is not broken by the user.

1.8 Communicable Disease—Shall mean that period during the stage of certain diseases when the disease can be transmitted from one person to another. The period of communicability of the disease

shall be found in the Rules and Regulations for the Control of Communicable Disease, published by the Department.

1.9 Mental Illness—For the purpose of this Act, shall mean a condition which makes the person dangerous or potentially dangerous to himself or others and requires the general use of restraints.

1.10 Ambulatory Patient—Able to walk or move about without the aid of another individual or a mechanical device such as a wheelchair.

1.11 Custodial Care—Shall be defined as the provision of one or more of the following personal services:

a. Bathing and personal cleanliness, including shaving, care of hair, feet and nails.

b. Supervision to insure that proper clothing is worn in accordance with the weather.

c. Supervision of recreational and routine activities on or off the premises.

d. Tray service if unable to go to the dining room.

e. Temporary nursing service for short illness and relatively minor ailments.

f. Supervision of all medicines and drugs in the home except those in which the physician signifies in writing that the resident is mentally and physically capable of handling the medication.

1.12 Qualified Nurse—Shall mean a currently licensed Iowa registered nurse or a currently licensed Iowa practical nurse.

1.13 Chairfast Patient—A patient who because of mental or physical condition is unable to bear his weight even with the aid of a mechanical device or another individual.

1.14 Bedfast Patient—A patient who is continuously in bed because of mental or physical disability and requires 24-hour nursing care.

1.15 Nursing Care—For the purpose of this Act, nursing care shall mean a planned program of service which meets the physical and emotional needs of the patient, is supervised or administered by a qualified nurse and includes those services which a patient normally cannot do for himself, such as bedbath, treatment, medication, nutrition and rehabilitation.

1.16 For the purpose of this Act, the use of the words "shall" and "must" indicate those standards which are mandatory. The words "should" and "could" indicate those standards which are recommended.

Section 2. Admission Policies

2.1 Acutely ill patients shall be transferred to the nearest general hospital unless a physician indicates in writing that the patient may be cared for satisfactorily in present accommodations. Such authorization shall be preserved with the patient's record.

2.2 No home shall admit more patients than the number of beds for which it is licensed. There shall be no more beds erected than is stipulated on the license.

2.3 No child less than five years of age shall be admitted to a home licensed under this Act. Homes which offer care to children at least five years of age and less than sixteen years of age shall provide separate segregated facilities. See Appendix A.

Section 3. Administration and Staff Policies

3.1 There shall be some one person in charge of the home at all times. This person may be the owner or manager of the home or a person designated for the purpose who is qualified to assume the management and operation of the home and who is at least twenty-one years of age and not more than seventy years of age.

3.2 Whenever possible, personnel shall be employed for specific duties within the home.

3.3 Hours of work, vacation time, pay allowance and duties shall be established at the start of employment. The agreement shall be in writing and signed by both parties.

3.4 Health certificates for all personnel, including the operator, shall be available for inspection. A Medical Certificate, given by a reputable physician, for every person caring for patients or handling food, stating as a result of a physical examination, chest x-ray and indicated laboratory procedure, that the employee or person is free from any infectious or communicable disease in a communicable stage, or a carrier of disease and is physically and mentally able to perform his duty. Such certificate shall be renewed at least once annually. No person suffering from infectious or contagious disease or who is a carrier shall be employed in a nursing home.

3.5 It is recommended that nursing home operators or administrators attend the educational institutes.

Section 4. Personnel

4.1 General Qualifications:

a. Persons employed in the home shall have sufficient experience and qualifications to perform the type of work for which they have been employed.

b. The nurse employed to supervise nursing service shall be a qualified nurse as defined in these Regulations.

c. All nursing service personnel employed in the home shall be at least eighteen years of age and not more than seventy years of age, of at least average intelligence and of good character.

d. Persons employed for nursing service shall have had training as nurse aides or have had experience as nurse aides unless there is an in-service training program under the supervision of a qualified nurse.

e. Persons in charge of meal planning and food preparation shall have had special training in the work or have had experience in home management.

f. All persons employed in the home shall have a genuine liking and understanding of the aged and chronically ill.

g. All persons employed in the home shall be in good physical and mental health.

h. No person who is an habitual user of narcotics, drugs or alcoholic liquors shall be employed in the home.

i. No person with a communicable, contagious or infectious disease shall be employed in the home.

4.2 Medical Supervision:

a. Every patient in the home shall be under the medical supervision of a physician legally licensed to practice medicine in Iowa.

b. Each patient shall be allowed free choice of a physician. The physician shall visit the patient as necessary to assure adequate medical care, each patient shall be visited at least once every three months.

c. Arrangements shall be made with a physician to be available for emergencies in the home in case the patient's own physician cannot be reached.

d. Each patient shall have a complete physical examination immediately before admission to the home or within a week after admission. A record of the examination, signed by the physician making the examination, shall be a part of the patient's medical record.

4.3 Nursing Supervision and Staffing:

a. A qualified nurse shall be employed to supervise the nursing service in all nursing homes.

1. In homes with a licensed bed capacity of 14 or less, the nurse shall be on duty for a minimum number of hours equivalent to one hour per week, per bed (licensed bed capacity) and on recall for duty when not on regular assignment.

2. In homes with a licensed bed capacity of 15 to 50, the nurse shall be on duty at least 40 hours per week and on recall for duty when not on regular assignment.

3. In homes with a licensed bed capacity of 51 to 100, a nurse shall be on duty at least an aggregate of 80 hours per week, with one nurse on recall when not on regular assignment.

4. In homes with a licensed bed capacity of over 100, a nurse shall be on duty at least an aggregate of 120 hours per week, with one nurse on recall when not on regular assignment.

5. Recommended duty hours for qualified nurses are 7:00 a.m. to 3:30 p.m., but the actual hours should be during the period of the most concentrated nursing care.

6. After June 1, 1959, in homes of a licensed bed capacity of less than 15 beds there shall be at least one qualified nurse on duty 40 hours a week, and on recall when not on regular assignment.

7. After June 1, 1959, in homes with a licensed bed capacity of 15 to 50, a nurse shall be on duty at least 80 hours per week with one nurse on recall when not on regular assignment.

8. After June 1, 1959, in homes with a licensed bed capacity of 51 to 100, a nurse shall be on duty at least 120 hours per week, with one nurse on recall when not on regular assignment.

9. After June 1, 1959, in homes with a licensed bed capacity of over 100, a nurse shall be on duty at least 160 hours per week, with one nurse on recall when not on regular assignment.

b. The above person or persons need not be employed if the operator of the home meets the professional qualifications and spends the required time in the home.

c. A qualified nurse shall be employed to relieve the supervising nurse on holidays, vacation, sick leave, days off and absences or when not available for call for 12 hours or more.

d. The Department may require more than one qualified nurse or additional night coverage commensurate with the needs of the patients.

e. There shall be at least one person up and dressed during the night; the person shall be capable of rendering nursing service.

f. Nursing service for female patients shall be provided by female personnel.

Section 5. Patient Policies

5.1 Patient Care:

a. All medications and treatments shall be administered by a nurse or a qualified person. Oxygen shall be administered only on direct order of a physician and under the 24-hour supervision of a qualified nurse.

b. The nurse shall take care of all in-dwelling catheters but shall not initiate catheterization.

c. Intravenous injections of any type shall not be administered in any institution defined in these regulations except in an emergency and then only when supervised or administered by a physician or authorized registered nurse.

d. Each patient shall be given proper personal attention and care or supervision of care, including skin, nails, hair and oral hygiene in addition to specific care ordered by the physician.

e. Each patient who is physically able shall be up and out of bed for at least a brief period each day, unless the physician has written an order for him to remain in bed.

f. Patients shall have clean clothing as needed to present a decent appearance, to be free of odors and to be comfortable.

g. Treatments shall be carried out according to the physician's order, using acceptable nursing techniques to safeguard the patient, minimize discomfort and obtain the physician's objective. No treatments shall be given without the physician's written orders.

h. Each patient shall have a minimum monthly shampoo and weekly complete bath. Patients who are bedfast shall have a complete sponge bath at least every other day.

i. Patients who are bedfast shall have their body position changed several times a day.

j. Patients who are incontinent shall have partial baths each time the bed or clothing is soiled. The soiled or wet linen and clothing shall be replaced with clean, dry ones.

k. Rubber or plastic covers shall be used to protect the pillows and mattresses. The protecting covers shall be cleaned often to prevent odor. Patients shall be protected from direct contact with rubber or plastic covers by the use of cotton draw sheets.

l. Special attention and care shall be given to the skin of bedfast patients so that pressure sores (bed sores) will not occur.

m. Patients shall be encouraged to leave their rooms and use the recreational facilities of the home as much as possible.

n. One or more bedrooms shall be available for use of patients, ill, indisposed or in need of isolation.

o. Sexes shall be separated by means of separate wings, floors or rooms, except in cases of husband and wife. Rooms shall be so arranged that it will not be necessary for a patient to pass through rooms of the opposite sex to reach toilet facilities or other areas of the home.

5.2 Restraints:

a. Restraints are to be applied only as a measure to prevent the patient who is mentally disturbed or

unmanageable from harming himself or other patients and then only after other measures have proven unsuccessful.

b. There shall be a written order signed by the attending physician approving the use of restraints either at the time they are applied to the patient or in the case of emergency, within 24 hours after they have been applied. No such orders shall be valid for more than 48 hours.

c. The form of restraint used shall not be painful to or in any way physically harm the patient.

d. Patients shall not be kept behind locked doors. If it becomes necessary to confine a patient in his room, a half door or screen door with a hook shall be used.

e. If a patient becomes disturbed and unmanageable, he shall be removed from the home within a period of time not exceeding five days. During the disturbed state, a patient shall receive management for same only under the direction of a physician. If the patient does not respond to treatment provided by the physician within the five-day period, necessary legal proceedings shall be initiated for the removal of the patient from the home.

5.3 Patient Privileges:

a. Patients shall be allowed individual freedom to attend the church of their choice, movies, go for walks and engage in other outside activities as long as they are physically and mentally able.

b. Visiting shall be permitted; a patient's friends or relatives shall have access to the home for visiting purposes.

c. Reasonable visiting hours may be established by the operator. If visiting hours are established they shall be posted in a conspicuous place.

d. A patient's pastor shall be permitted to visit him at all reasonable hours. Privacy for consultation, communion or for interviews with other professional people as necessary shall be the privilege of every patient.

e. There shall be written agreement between the nursing home operator and each patient, relative to the cost of care. The agreement shall be signed by the operator and the patient or by the patient's legal representative.

f. The operator shall not refuse to discharge or transfer a patient when the physician, family, patient or legal guardian requests such a discharge or transfer. The attending physician should be consulted or notified in all cases of discharge or transfer.

Section 6. Records

6.1 Personnel:

a. A record shall be maintained for each employee, setting forth the following information:

- Name and address of employee
- Social Security number of employee
- Date of birth
- Date of employment
- Experience and education
- References (names and addresses of three)
- Position in the home
- Date of discharge or resignation
- Reason for discharge or resignation

b. A record of the employee's physical examination shall be kept on file in the home.

6.2 Financial:

a. Financial records shall be established and maintained showing amounts and sources of income and expense.

b. A record of all sums received shall be kept up to date and available for inspection by duly authorized persons.

6.3 Patient Records:

a. Admission Record: The operator shall keep a permanent admission record on all patients admitted to the home. The following information shall be recorded:

- Date of admission and discharge
- Name and address of patient
- Birthdate, marital status of patient
- Financial responsibility
- Church affiliation
- Physician's name, telephone number and address
- Undertaker's name, telephone number and address
- Name and address of nearest relative or friend
- Name, address and telephone number of person to be notified in an emergency
- Admission diagnosis
- Discharge diagnosis

b. Record of physical examination: This record to be filled out when the physician makes the admission physical examination. The following information shall be recorded and signed by the physician making the examination:

- Patient's name, sex, age
- Present complaint
- Record of physical examination
- Diagnosis

c. Doctor's Orders: All orders for treatment and medication shall be written by the physician or verbal or telephone orders given by the physician may be written by the nurse but shall be signed by the physician; no treatments or medicines shall be given without a physician's order.

d. Nurse's Record: A permanent record shall be kept for each patient by the nurse. The record shall include the following information:

- Date, time and dosage of each medication administered
- Date and time of all treatments and dressings
- Date and time of physician's visit
- Record of all pertinent factors pertaining to the patient's condition
- Record of all accidents to the patient in the home
- Date and time of discharge or death

e. Narcotic Record:

1. All narcotics prescribed for patients in a nursing home shall be handled in the manner required by the Harrison Narcotic Law which includes keeping them in a special narcotics cabinet under lock and key at all times, and with the written record of usage and with written authorization and order for use by a doctor.

2. Unused supply of narcotics, upon the death or discharge of patient for whom prescribed, shall be returned to the physician and a signed receipt obtained by the nursing home operator.

f. Death Record: The death record shall include the following information:

- Name, age, sex and race of deceased
- Date and time of death
- Physician's name and address

Immediate cause of death

Name and address of relative or friend notified of death

Name and address of undertaker receiving the body
Signatures of the physician and undertaker

6.4: Reports:

a. An annual report shall be made to the Department regarding operating data during the preceding year (January 1 to January 1). Forms will be furnished and mailed for this purpose.

b. Any occurrence of food poisoning, outbreak of epidemic, contagious disease or any other unusual occurrence shall be immediately reported by telephone or telegram to the Department or to the nearest health officer and shall be followed by a written report.

c. The nursing home license shall be surrendered to the Department on change of ownership, name or location of the nursing home, death of the licensee or in case of ceasing to operate as a nursing home.

d. Change from a licensed nursing home to a custodial home shall be made by return of the nursing home license to the Department and filing an application for a custodial home license within the licensing year.

e. A field visit memorandum indicating violations and recommendations signed by the inspector and the administrator or person in charge of the home shall be left in the home at the time of the inspection.

Section 7. Furnishings and Equipment**7.1 Communication:**

a. Every home shall have at least one telephone within the building and such additional telephones as are required to summon help promptly in case of emergency. A telephone shall be provided for the use of patients in the home.

b. Every home shall be located on an all weather road which is kept open for traffic at all times.

7.2 Bedrooms:

a. Each patient shall be provided with a bed. A standard single or twin bed, substantially constructed and in good repair. Rollaway beds, metal cots or folding beds are not acceptable. Beds shall have head and foot boards. Adjustable hospital beds are desirable for bed patients.

b. Each bed shall be equipped with the following:
A clean spring in good repair

A clean, comfortable, well constructed mattress approximately 5 inches thick and standard in size for bed.

Clean, comfortable pillows of average bed size
Moisture proof covers and sheets as necessary to keep the mattress and pillows dry and clean

c. Each patient shall have a bedside table or its equivalent with compartment or drawer to accommodate personal possessions.

d. There shall be a comfortable chair, either a rocking chair or arm chair, per patient bed.

e. There shall be a chest of drawers or a bureau with drawers for the patient's clothing. In multiple rooms drawer space shall be assigned each patient.

f. There shall be a wardrobe or a closet in each patient room. In multiple rooms, closet or wardrobe space shall be assigned each patient.

g. There shall be a nurse call system or call bells provided for each patient.

h. Reading lamps or bed lamps are recommended for each patient bed.

i. Bed screens or curtains shall be supplied in semi-private or multibed rooms to insure privacy for patients.

j. Window shades and curtains shall be clean, attractive and maintained in good repair.

k. Bedrooms shall be of size to allow a minimum of eighty (80) square feet of floor space in single-bed rooms. Multiple-bed rooms shall be of a size to provide a minimum of sixty (60) square feet per bed, seventy (70) square feet per bed is recommended.

7.3 Bath and Toilet Facilities:

a. Toilet and bathing facilities shall not open directly onto food preparation areas nor be located in such a manner that patients or employees carrying bedpans or urinals must pass through food preparation areas.

b. Toilet and bath facilities shall be provided in number ample for use according to number of patients of both sexes, and personnel of the institution. Minimum requirements shall be one lavatory, one toilet, and one shower or tub for each ten persons, or fraction thereof, of each sex. The minimum shall be one bathroom with toilet on each floor. Grab bars shall be provided at all toilets and bathtubs.

c. In nursing homes where the total occupancy of family, employees and patients is six or less, one toilet and one tub or shower shall be the acceptable minimum requirement.

7.4 Kitchen:

a. The kitchen shall be one of the cleanest areas of a home.

1. There shall be at least one two-compartment sink in all kitchens unless a three-compartment sink is used for dishwashing.

2. Handwashing lavatories for the use of food handlers shall be provided.

3. Minimum equipment and furniture includes:

a. Adequate cupboards equipped with doors for storage of all eating and cooking utensils and food supply.

b. Adequate work table top and/or counter space for preparing and serving of all foods for patients and personnel.

4. Work space and table tops shall be covered with materials which can readily be cleaned.

5. Bread boards and meat chopping boards shall be maintained in a clean and sanitary condition. Wood surfaces should be kept as smooth as possible to eliminate grooves and dents.

6. Frequent cleaning of floors, walls, woodwork and windows is necessary. Window sills shall be kept free from storage so that they can be kept clean.

7. Mopheads shall be frequently run through washing machines.

7.5 Living Room:

a. A living room or parlor shall be provided for the exclusive use of patients and their visitors and may be used for recreational activities.

b. The living room shall be easily accessible to all patients in the home. In large homes of two or more stories, it is desirable to have a living room on each floor.

c. The living room shall be well heated and lighted and shall be comfortably furnished; chairs, lights,

radio, current magazines, daily newspapers and appropriate diversional therapy such as cards and checkers.

d. Window shades and curtains shall be clean and attractive and maintained in good repair.

7.6 Dining Room:

a. If a dining room is provided it shall be maintained in a satisfactory manner.

b. Patients shall be encouraged to eat in the dining room.

c. The dining room shall be well lighted and ventilated and shall be kept free from odors.

d. Tables and chairs shall be provided. The table tops shall be constructed and finished so as to be easily cleaned and shall be kept clean.

e. Window shades and curtains shall be clean, attractive and maintained in good repair.

7.7 Utility Storage and Cleaning:

a. A closet or other enclosed storage space shall be provided for storage of necessary nursing equipment. Basins, bedpans and urinals when not in use shall be stored in the unit.

b. A closet or other room shall be provided, separate from bathroom or kitchen equipped with running water and appropriate sinks or hoppers to facilitate cleaning of nursing care equipment unless the toilet stool is equipped with a bedpan flushing device.

c. A closet or other enclosed space shall be provided for mops, brooms, scrub pails and other utensils used for cleaning purposes.

7.8 Linen Supply and Storage:

a. Adequate and convenient storage space shall be provided for all linens, pillows and bedding.

b. A supply of linen shall be available so that each patient shall have at least three clean hand towels, three bath towels, three wash cloths, six clean sheets, six pillow cases and two clean sheet blankets each week.

c. A sufficient supply of bed blankets (wool or wool and cotton) shall be available to keep the patient clean and comfortable with a minimum of two blankets per patient bed.

d. There shall be a reserve supply of linen available so that incontinent patients can be kept clean and comfortable.

Section 8. Supplies and Equipment for Nursing Service

8.1 Adequate and satisfactory equipment shall be provided for nursing service. The amount will vary in accordance with the size of the home.

8.2 The following list of articles shall be provided:

HARDWARE

Mouth wash cups
Bath basins
Bathroom scales
Irrigating can
Bedpan
Emesis basin
Urinals
Quart graduate measure
Metal pitcher
Foot stool

Bed rails
Wheelchair
Commodore

RUBBER GOODS

H₂O bottles
Ice cap
Rectal tubes
Catheters
Douche nozzle
Rubber or plastic pillow covers
Rubber or plastic sheets
Rubber rings

MISCELLANEOUS SUPPLIES

Disinfectant solution
Rubbing lotion
Alcohol
Lubricating jelly
Vaseline
Paper towels
Paper handkerchiefs
Oral thermometers
Rectal thermometers
Insulin syringe
Medicine glasses
Cotton
Bandages
Applicators
Tongue depressors
Toilet tissue
Adhesive
2 c.c. Hypodermic syringe and needles

Section 9. Drug Storage and Handling

9.1 A cabinet with a lock shall be provided and used for the storage of all drugs, solutions and prescriptions. There shall be some type of work counter in direct proximity to the cabinet and both cabinet and counter shall be well lighted. It is recommended that running water be in close proximity to medicine storage.

9.2 Drug storage shall be located in an area that is convenient to nursing service. A bathroom is not a satisfactory location for drug storage.

9.3 The storage cabinet shall be kept locked and the person directly responsible for dispensing medicines shall keep the key in her possession.

9.4 A special locked box shall be kept within the cabinet for the safekeeping of all narcotics. Records shall be kept of all narcotics that are received and dispensed.

9.5 Biologicals and other medications requiring refrigeration shall be kept in the refrigerator. In small homes the kitchen refrigerator may be used if the medications are plainly labeled with the patient's name and room number and are stored in a separate compartment of the refrigerator.

9.6 No medicines prescribed for one patient may be administered to or allowed in the possession of another patient.

9.7 All drugs, narcotics, stimulants, barbiturates and all other medicine prescribed by a physician shall be plainly labeled with patient's name, physician's name, date prescribed, and name or prescrip-

tion number of such medicine and dosage to be given.

All prescriptions shall be left in the original container in which they are obtained and the label shall not be altered in any way.

9.8 When a patient is discharged or leaves the home, the unused prescription shall be sent with him or a responsible agent.

9.9 Prescriptions shall not be automatically refilled; they can only be refilled with the permission of the attending physician.

9.10 A qualified nurse or a responsible person shall dispense and administer all medications. The nurse shall be held responsible for all medications.

9.11 No patient shall be allowed to keep in his possession any medications unless the attending physician signifies in writing on the patient's medical record that the patient is mentally and physically capable of handling his medicines.

9.12 No medications, prescriptions included, shall be dispensed to a patient without a written order signed by the attending physician.

9.13 A pharmacy operating in connection with a nursing home shall comply with the provisions of the Pharmacy Law requiring registration of drug stores and pharmacies, and the regulations of the Iowa State Board of Pharmacy Examiners.

In all nursing homes with a pharmacy or drug supply, this service shall be under the complete supervision of a pharmacist licensed to practice in the State of Iowa.

Section 10. Food and Food Service

10.1 Food requirements shall conform to the U. S. Department of Agriculture Nutritional Standards for the Sedentary or Incapacitated. At least three meals per day shall be served with a minimum of ten hours between breakfast and the evening meal.

10.2 The following lists a minimum standard for kinds and quantities of food per patient, per week. This may be used as a guide for food purchasing:

*Milk	5	quarts
Potatoes	2.5	pounds
Dry Beans	4	ounces
Citrus Fruits	2	pounds
Green and Yellow Vegetables.....	3	pounds
Eggs	5	
Meat	2.5	pounds
**Flour—Cereals	3	pounds
Fat	½	pound
Other vegetables and fruits.....	4	pounds
Sugar, syrup and preserves.....	12	ounces

*Milk or equivalent in cheese, dry milk, evaporated milk, etc.

**Count 1.5 pounds of bread as one pound of flour

10.3 Special diets may be ordered by a physician and such diets shall be served as ordered and recorded in the patient's record. A recommended reference guide for such meal planning is the "Simplified Diet Manual" by the Nutrition Service of the Iowa State Department of Health and the Iowa

Dietetic Association, published by the Iowa State College Press.

10.4 Patients' meals shall be served in an attractive manner and all meals should have appetite appeal.

a. Meals shall consist of a balanced selection; not all carbohydrates and fat foods or all protein foods, but reasonable servings of each. At least one meal each day shall include a meat dish. A meat substitute may be used if the patient's religious beliefs or prescribed diet prohibits meat.

b. Table service. The food service shall be attractive with individual dishes for the various foods. Dishes shall be of durable china or plastic. Clean and attractive table covers shall be used. Surroundings shall be pleasant and attractive.

c. Tray service shall consist of individual china or plastic dishes on an attractive tray. Trays shall be of a quality which will not deteriorate under hot water or mechanical dishwashing.

d. Cracked or chipped dishes shall not be used.

10.5 Mashed or strained vegetables and ground meats shall be prepared for those patients who have mastication or digestion difficulty.

10.6 Between meal snacks and nourishment shall be available when ordered by the physician for patients who are undernourished or who have poor appetites.

10.7 Menus shall be planned at least one week in advance and copies kept in the operator's files for at least six months and may be reviewed by authorized personnel.

10.8 All food and drink shall be clean, wholesome, free from spoilage and so prepared as to be safe for human consumption.

10.9 If foods are canned or otherwise preserved at the home, they shall be processed under controlled conditions using methods currently recommended by the Bureau of Home Economics, U. S. Department of Agriculture. All non-acid vegetables, meats and poultry shall be canned by pressure cooker method.

Donations of home canned or processed foods shall not be accepted. Individual gifts of jam or jelly may be accepted.

Section 11. Family and Employee Accommodations

11.1 If the family or employees live within a home licensed under this Act there shall be provided separate living quarters, including bathing, toilet and recreation facilities.

11.2 Operators' or employees' small children shall not be allowed into the areas where nursing home patients are housed or in service areas.

11.3 No part of a premise licensed under this Act shall be utilized for any purpose other than operation of the home, as defined in the law, or housing for operator and family or employees.

11.4 In nursing homes where the total occupancy of family, employees and patients is six or less, one toilet and one tub or shower shall be the minimum requirement.

Section 12. Sanitation

12.1 Location: The home shall be in a good neighborhood, free from excessive noise, dirt or polluted air, and away from railroads, main traffic arteries, industrial developments and similar disturbances. There shall be surrounding land for outdoor activities.

12.2 General Housing Requirements:

a. Every home located within the corporate limits of a municipality having a population of 15 thousand or more shall comply with all applicable provisions of the State Housing Law.

b. Every home located within the corporate limits of a municipality shall comply with all local ordinances applicable thereto.

c. The total window area in each room shall be at least one-eighth of the superficial floor area.

d. The ceiling height of all rooms shall not be in any part less than eight feet three inches from the finished floor to the finished ceiling.

e. No part of any room shall be enclosed or subdivided unless such part be separately lighted and ventilated.

f. Every water closet compartment and every bathroom shall have an aggregate window area of at least four square feet.

The above provision does not apply to homes having a system of forced ventilation so constructed as to entirely change the air every seven minutes.

g. No room in a cellar shall be occupied for living purposes.

A cellar is a story having more than one-half of its height below the curb level, or below the highest level of the adjoining ground. A cellar shall not be counted as a story.

h. No room in a basement shall be occupied for living purposes unless in addition to other requirements, such room shall have sufficient light and ventilation, shall be well drained and dry, and shall, in the opinion of the Board of Health, be fit for human habitation.

A basement is a story partly underground but having at least one-half of its height above the curb level or above the highest level of the adjoining ground. A basement shall be counted as a story.

i. Every home and every part thereof shall be kept clean and shall also be kept free from any accumulation of dirt, filth, rubbish, garbage or other matter.

j. Every home and all parts thereof shall be kept in good repair.

k. Rooms in which beds are placed shall not be used for purposes other than bedrooms.

l. Artificial lighting shall be sufficient to light the entire room area. Exposed light bulbs shall not be used in patient rooms or areas frequented by patients.

m. Battery operated emergency lights shall be available at all times.

n. All stairs shall have handrails and slip resistant treads.

o. No arrangement of stair treads known as winders shall be permitted.

p. Floors shall be smooth, easily cleaned and slip resistant. Carpeting or rugs shall be clean and in good repair. Small throw rugs shall not be used.

12.3 Water Supply:

a. Every home shall have a safe and potable water supply.

A municipal source of supply shall be considered as meeting this requirement.

b. Private sources of supply shall be surveyed and shall comply with the recommendations of the Division of Public Health Engineering, Iowa State Department of Health.

c. Private sources of supply shall be tested annually and the report submitted with the annual application for license.

d. Individual testing schedules for private sources of supply may be set at the discretion of the Division of Public Health Engineering, Iowa State Department of Health.

e. A bacterially unsafe source of supply shall be grounds for denial, suspension, or revocation of license.

f. Running water under pressure shall be piped into the house.

12.4 Sewerage System:

a. Sewage shall be collected and disposed of in a manner approvable by the Department.

Disposal into a municipal system will be considered as meeting this requirement.

b. Private sewerage systems shall be surveyed and shall comply with the recommendations of the Division of Public Health Engineering, Iowa State Department of Health.

c. Every home shall have an interior plumbing system complete with flushing device.

12.5 Garbage: All garbage shall be stored and disposed of in a manner that will not permit transmission of disease, create a nuisance or provide a breeding place for rodents or insects.

12.6 Incineration:

a. Incinerators shall be required for all homes or all wastes shall be properly disposed of in compliance with local ordinances and codes. The incinerator shall be of such design, construction and capacity as to fulfill the needs of the home.

b. The flue gases shall be carried to a point above the roof.

12.7 Screens:

a. Screens of 16 mesh per square inch shall be provided at all openings.

b. Screen doors shall swing outward and be self-closing.

At the direction of the State Fire Marshal, screens for fire doors may swing in.

12.8 Food Sanitation:

a. Handwashing facilities: Adequate and convenient handwashing facilities shall be provided for all kitchen employees, including hot and cold running water, soap and individual towels.

b. Dishwashing facilities:

1. After each separate use, all dishes, trays, silverware, glasses and cooking utensils shall be thoroughly cleaned and washed in water (110° F. to 120° F.) containing an adequate amount of effective detergent to remove grease and solids. The wash water shall be changed often enough to keep it reasonably clean. Following the washing procedure the dishes, trays, silverware, glasses and cooking utensils shall be subjected to an approved bactericidal treatment.

The washing and bactericidal treatment may be done by either of the following methods:

a. Three-compartment sink:

1. Dishes, trays, silverware, glasses and cooking utensils are washed in the first compartment at the above specified temperatures.

2. The dishes, trays, silverware, glasses and cooking utensils are placed in the second compartment for rinsing. The temperature of the rinse water to be the same as for the wash water. Dishes, trays, silverware, glasses and cooking utensils may be placed in racks following either Step 1 or Step 2.

3. The racks of dishes, trays, silverware, glasses and cooking utensils are immersed into the third compartment for the following specified time: Clean hot water of 170° F. for two minutes or vigorously boiling water for one-half minute. A supplemental heater will be required in the third compartment to maintain the required temperature. A thermometer shall be immediately available at all times for testing the water temperature.

4. After immersion in the third compartment for the specified time, the rack of dishes, trays, silverware, glasses and cooking utensils shall be placed on a clean nonabsorbent surface to drain and air dry.

b. Mechanical dishwashing:

1. The dishes shall be scraped and rinsed before placing in the rack of the dishwasher. For best results the directions of the manufacturer should be followed.

2. A supplemental heater shall be provided to maintain the water at the above specified temperatures.

2. The use of drying towels shall not be permitted.

3. Hand pouring or spraying of scalding or hot water over the dishes is not satisfactory.

4. Dishes, trays, silverware, glasses and cooking utensils shall be stored in clean, closed cupboards.

c. Refrigeration: All readily perishable food and drink shall be refrigerated below 50° F. except when being prepared or served. This shall include all custard-filled and cream-filled pastries, milk and milk products, egg products, meat, fish, shellfish, gravy, poultry stuffing, sauces, dressings and salads.

d. Storage of Food and Drink: All food and drink shall be stored and served so as to be protected from dust, flies, vermin, rodents, unnecessary handling, droplet infection, overhead leakage and other contamination.

e. Ice: Ice shall be stored and handled in such a manner as to prevent contamination.

f. Practices for Personal Cleanliness of Employees:

1. All employees shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, drink, utensils or equipment. Employees shall not expectorate or use tobacco in any form in rooms in which food is prepared.

2. Women employees shall wear hairnets.

3. Men employees shall wear caps.

4. Patients shall not be allowed in food-preparation areas except when ordered by a doctor as part of therapy and they must have food handlers examinations.

5. No employee shall resume work after using the toilet room without first washing his hands.

g. Milk:

1. All milk consumed within the home shall comply with all local ordinances or applicable provisions of the State Code.

Milk purchased from a commercial dairy shall be considered as meeting this requirement.

2. Home-produced milk shall comply with the Rules and Regulations of the Iowa State Department of Agriculture for Grade "A" pasteurized or Grade "A" raw milk.

h. Miscellaneous: No animals shall be allowed within the home. Pet birds shall not be kept in any room where food or drink is prepared and stored.

12.9 Heating: A centralized heating system capable of maintaining a minimum temperature of 78° F. shall be provided. Unit or space heaters which consume oxygen from area which may be occupied or are capable of causing injury or burns are prohibited.

12.10 Laundry:

a. Unless laundry is sent out, every home shall be provided with a laundry room equipped with adequate facilities. An adequate storage and counting area shall be provided for both soiled and clean linens.

b. The laundry room, storage and counting area, shall be located in a room not used by patients or personnel nor for food storage, preparation or serving. It shall be so located that soiled linens are not carried through food preparation areas except when enclosed in laundry bags.

DESIGN AND CONSTRUCTION
OF NEW NURSING HOMES

DIVISION III

Section 1. Location

The home shall be in a good neighborhood, free from excessive noise, dirt or polluted air, and away from railroads, main traffic arteries, industrial developments, and similar disturbances. There shall be surrounding land for outdoor activities.

Section 2. Fire Regulations

[Filed September 17 and October 5] See page 362

Section 3. Operation and Maintenance

Refer to Division II

Section 4. General Requirements

4.1 When construction is contemplated, whether for a new building, additions to existing buildings or functional alterations to existing buildings, plans and specifications shall be submitted, before construction begins, to the Department for review and approval.

4.2 When the conversion of a building for nursing home use is contemplated, the proposal shall be submitted to the Department for review and approval.

4.3 Plans and specifications shall be certified by an engineer or architect licensed to practice, or eligible for licensure in Iowa.

4.4 The design shall be in accordance with all applicable laws, local municipal codes, and the Rules and Regulations.

Section 5. Elements of Minimum Design**5.1 Administration Department:**

- Business office (2)
- Administrator's office (2)
- Consultation room (1)
- Lobby and waiting room
- Public toilet facilities

5.2 Ancillary Facilities:

- Recreation room (2)
 - Patients' dining rooms (2)
- Recommend at least 50 square feet per bed for 75% of the total beds in the home for recreation and patients' dining.
- Physical therapy services (1)
 - Patients' laundry (1)
 - Outdoor recreation area

5.3 Nursing Department:**a. General:**

1. No patient's room shall have more than six beds, not more than three beds deep from outside wall. Not more than two beds per patient room is desirable.
2. Individual room toilets or connecting baths or half-baths are recommended. In the absence of connecting bath facilities each patient's bedroom shall have a lavatory.
3. At least one single room with private toilet shall be provided for purposes of medical isolation or incompatibility with other patients in the home.
4. No patient's room shall be located on any floor which is below grade.
5. A nurse call system shall be provided.

b. Minimum Patient Room Areas:

1. Eighty (80) square feet per bed (100 square feet desirable) in multiple bedrooms. One hundred square feet per bed (125 square feet desirable) in single bedrooms.
2. Patient corridors shall be a minimum of seven feet in width. Handrails shall be provided.

c. Service Facilities:

- Nurses' station
- Nurses' toilet
- Utility room (2)
- Treatment room
- Floor pantry
- Bedpan facilities (2)
- Clean linen storage
- Stretcher and wheelchair parking area
- Janitors' closet

d. Toilet Facilities: If centralized toilets are provided, a toilet room for each sex at a ratio of one water closet to each eight beds or fraction thereof will be required. Appropriate grab bars shall be provided at each water closet. It is recommended that an enclosure at least five feet by six feet be provided to permit toilet training.

e. Bathing Facilities: A separate bathroom for each sex containing at least one bathtub and/or one shower shall be provided. A ratio of one bathtub with appropriate grab bars or one shower with appropriate grab bars for each ten beds or fraction thereof is required.

f. Service Department:

- Kitchen
- Dishwashing facilities
- Refrigeration facilities
- Garbage handling and storage

Personnel dining facilities

Housekeeping facilities

1. Clean linen facilities
2. Soiled linen facilities

Heating plant

Employee locker room and toilet

General storage at least 15 square feet per bed and to be concentrated in one area

Section 6. Construction Standards**6.1 Room Finishes:**

a. Floors shall be smooth, easily cleaned and slip resistant.

b. Walls shall have a smooth surface with painted or equally washable finish. At the base they shall be free from spaces which may harbor insects.

c. Ceilings shall be smooth and easily cleaned. It is recommended that ceilings in areas which might become noisy be acoustically treated (corridors, nurses' stations, utility rooms and isolation room).

6.2 Structural:

a. All construction shall be in accordance with applicable local building codes and regulations. In areas which are not subject to local building codes, the recommendations of the following nationally recognized technical and engineering authorities shall be used:

1. *American Concrete Institute*—For structures built of reinforced concrete.

2. *American Standards Association*—For standard practice in masonry construction.

3. *American Society of Testing Materials*—For methods of testing for metals and masonry construction. For methods of standard fire tests of building construction.

4. *National Lumber Manufacturers' Association*—For good practice in the use of wood.

5. *National Board of Fire Underwriters*—For fire resistance ratings of materials and construction.

6. *National Bureau of Standards*—For fire resistance ratings of materials and construction.

b. The buildings and all parts thereof shall be of sufficient strength to support all dead, live and lateral loads without exceeding the working stresses permitted for the materials of their construction in generally accepted good engineering practices.

6.3 Mechanical:

a. A centralized heating system capable of maintaining a minimum temperature of 78° F. shall be provided. Unit or space heaters which consume oxygen from areas which may be occupied or are capable of causing injury or burns are prohibited.

All pressure vessels, fired and unfired, shall comply with the rules and regulations of the State Bureau of Labor.

b. Ventilation:

1. Rooms which do not have outside windows and which are used by patients or nursing home personnel shall be provided with forced ventilation to change the air at least once every seven minutes.

2. Kitchens and laundries which are located inside the home shall be ventilated by exhaust systems which will discharge the air above the main roof or 50 feet from any window. The air in the work spaces shall be exhausted at least once every seven minutes with the greater part of the air being taken from the flatwork ironer and ranges.

c. Plumbing, drainage and water supply shall comply with all applicable local codes or applicable provisions of the State Plumbing Code.

Plumbing fixtures shall comply with all applicable local codes or the applicable provisions of the State Plumbing Code.

d. Gas piping shall be installed and appliances connected in accordance with the requirements of the company furnishing the gas, and the State Fire Marshal.

e. Oxygen systems. Where installed, the piping, outlets, manifolds, manifold rooms and storage rooms shall be in accordance with the requirements of the current edition of the N.F.P.A. Bulletin No. 565.

6.4 Electrical: The electrical system and equipment shall be in accordance with applicable local codes and regulations. Where such codes are not in effect, or where they do not cover special installations, the National Electrical Code shall govern.

6.5 Elevators and dumbwaiters: Where installed shall comply with the rules and regulations of the State Bureau of Labor.

6.6 Design Details:

a. Door width: 3 feet 8 inches (3 feet 10 inches preferable) at all doors through which patients may traverse. Doors at least 3 feet wide will be permitted at individual toilets adjacent to patients' bedrooms.

b. No doors shall swing into the corridor except closet doors.

c. Passenger elevators: Platform size—not less than 5 feet 4 inches by 8 feet. Door opening not less than 3 feet 10 inches.

d. Laundry chutes: 2 feet minimum inside diameter. Chute to be vented from the top to the atmosphere. Flushing ring, manually valved, to be provided at the top of the chute.

e. Nurses' call system: At least one call station in each patient room and toilet room.

1. Corridor dome light over each patient room door.

2. Signal light and buzzer at nurse's station, utility room and floor pantry.

f. Incinerators shall be of such design, construction and capacity to fulfill the needs of the home. The gases shall be carried to a point above the roof.

Footnotes:

- (1) Desirable
- (2) May be combined

APPENDIX A

RULES AND REGULATIONS GOVERNING THE FACILITIES FOR CARE OF CHILDREN

Nursing homes operated entirely for the care of children shall comply with all applicable regulations in Division I and Division II of the Rules and Regulations Governing the Operation of Nursing Homes.

Division I and Division II, Rules and Regulations Governing the Operation of Nursing Homes shall apply to facilities offering care to children as defined in Division II, Section 2 with the following modifications and additions:

MODIFICATIONS:

DIVISION II, SECTION 4.3

Nursing Supervision and Staffing:

10. There shall be a qualified nurse on duty at least eight hours each day and on call the remainder of the time. Recommended duty hours are 7:00 a.m. to 3:30 p.m.

11. Evening and night personnel shall be persons trained in the care of children.

12. In homes providing care facilities for four or more children a qualified nurse shall be on duty for each eight hour shift daily.

DIVISION II, SECTION 7.2

Bedrooms:

1. Size and type of beds, bedside tables and chairs shall be appropriate for the age, size and needs of the children.

SECTION 7.9

a. Indoor playrooms shall be of a size to allow a minimum of eighty (80) square feet of floor space. In facilities providing care for more than two children, the playroom floor space shall be sufficient to allow at least 35 square feet per child.

b. Choice of toys and recreational equipment shall be provided appropriate for the age of the children.

c. Outdoor play space:

1. At least 75 square feet of level space per child shall be provided.

2. Play space shall be fenced or supervised at all times.

3. Choice of toys and outdoor recreational equipment shall be provided appropriate for the age of the children.

DIVISION II, SECTION 10:

Food and Food Service for Children and Young Adults:

10.1 Food requirements shall conform to the U. S. Department of Agriculture Nutritional Standards for children and young adults. At least three meals per day shall be served with a minimum of 10 hours between breakfast and the evening meal.

Food needs of each person are related to his size, rate of growth and physical activity. In planning for children in hospitals or nursing home group care, it is wise to provide the full quantity of foods needed by a group of healthy children of the same age range and then modify the kinds and amounts served to each child in accordance with his requirements and his ability to eat food. The amounts of foods listed in the table provide for recommended amounts which shall cover the needs of the majority of people in this age range in group care.

10.2 The following table provides a recommended standard for kinds and quantities of foods per person, per week. This may be used as a guide for food purchasing.

FOOD GROUPS	Age Range	Age Range	Age Range
	7-12 years	Girls 13-20 years	Boys 13-20 years
Leafy Green and Yellow Vegetables—lbs.	3	3	3½-4
Citrus Fruit Tomatoes—lbs.	2½	2¾	3-3½
Potatoes, Sweet Potatoes—lbs.	2	2¾	3-4
Other fruits and Vegetables—lbs.	3	3½	4
Milk, equivalent —qts.	6-7	6-7	7
Meat, Poultry and Fish—lbs.	3	3½	4-4½
Eggs No.	7	7	7
Dry Beans, Peas and Nuts—lbs.	1¼	1½	3
Flour Equivalent—lbs.	2+	2¾	4
Fats and Oils—lbs.	½-¾	¾-1	1½
Sugar, syrups, Preserves—lbs.	¾-1	1	1½

10.3 Special diets may be ordered by a physician and such diets shall be served as ordered. A recommended reference guide for such meal planning is "Simplified Diet Manual" by the Nutrition Service of the Iowa State Department of Health and the Iowa Dietetic Association, published by the Iowa State College Press.

10.4 The meals shall be served in an attractive manner and in a form suitable for children and in accordance with any impairment which might affect ability of the patient to handle the food.

a. Each meal shall consist of a balanced selection; not all carbohydrates and fat food or all protein foods, but reasonable servings of each.

b. At least one meal each day shall include a meat, fish or fowl dish. A meat substitute may be used for one or more of the remaining meals or as prescribed by the physician. Religious beliefs of the patients shall be taken into consideration.

c. Table Service: The food service shall be attractive with individual dishes for the various foods. Dishes shall be of durable china or plastic. Clean and attractive table covers shall be used. Surroundings shall be pleasant and attractive.

d. Tray service shall consist of individual china or plastic dishes on an attractive tray. Trays shall be of a quality which will not deteriorate under hot water or mechanical dishwashing.

10.5 Mashed or strained vegetables and ground meats shall be prepared for those residents who have mastication or digestion difficulty.

10.6 Between meal snacks and nourishment shall be available and shall be included in the daily food planned for the patients; that is, they shall be a part of each day's recommended foods. They shall be written into the daily menus and served on a planned basis.

10.7 Menus shall be prepared at least one week in advance and copies kept in the manager's files for at least six months and may be reviewed by authorized personnel.

10.8 All food and drink shall be clean, wholesome, free from spoilage and so prepared as to be safe for human consumption.

10.9 If foods are canned or otherwise preserved at the home, they shall be processed under controlled conditions using methods currently recommended by the Bureau of Home Economics, U. S. Department of Agriculture. All nonacid vegetables, meats and poultry shall be canned by pressure cooker method.

10.10 Donations of home-canned or processed foods shall not be accepted. Individual gifts of jam or jelly may be accepted.

DIVISION IV

Custodial Homes:

Section 1. Admission Policies

1.1 Refer to Division II, Section 2.1

1.2 No person under 21 years of age shall be admitted to a home licensed under this Act.

Section 2. Administration and Staff Policies

2.1 Refer to Division II, Section 3.1

2.2 Refer to Division II, Section 3.3

2.3 Refer to Division II, Section 3.4

2.4 There shall be a sufficient staff of qualified and responsible persons of suitable age, character, temperament and ability to function in their appointed capacities to provide proper and adequate care for the residents and the premises.

2.5 The staff engaged in the supervision of residents must be of sufficient number to provide 24-hour service according to the needs of the residents.

Section 3. Personnel

3.1 General Qualifications:

a. The person or persons employed to supervise the care of residents shall be capable of selecting and directing personnel and residents. It is recommended that such person has had previous experience with elderly people.

b. All persons employed in a custodial home shall be at least 18 years of age and not more than 70 years of age.

c. Refer to Division II, Section 4.1, h

d. Refer to Division II, Section 4.1, i

e. Refer to Division II, Section 4.1, e

3.2 Medical Supervision

a. Each resident shall have a complete physical examination immediately before admission to the home or within a week after admission. A record of the examination, signed by the physician making the examination, shall be kept on file in the home.

b. Each resident shall be allowed free choice of a physician.

c. Arrangements shall be made with a qualified physician to be available for emergencies in the home in case the resident's own physician cannot be reached.

d. Each resident shall be visited by or shall visit his physician at least once every year.

e. Any specific order given by a physician for the treatment, medication or care of any resident shall be in writing.

Section 4. Resident Policies

4.1 Resident Care and Personal Service:

a. Beds shall be made daily and adjusted as necessary. A complete change of linen shall be made at least once a week and more often if necessary.

b. Each resident shall be offered sufficient care to maintain personal cleanliness. The care shall include baths, attention to hair, skin, nails, oral hygiene, clothing and physical surroundings.

c. Residents shall have clean clothing as needed to present a decent appearance, to be free of odors and be comfortable.

d. Temporary nursing service shall be provided the residents for short illnesses and minor ailments. A resident requiring bed care or special nursing service for more than 72 hours shall be transferred to a nursing home or hospital unless a physician indicates in writing that the residents may be cared for satisfactorily in present accommodations. The maximum time a resident may continue under bed care or special nursing services is 14 days.

e. Residents should be encouraged to leave their rooms and make use of the recreational facilities of the home.

f. Medications and treatments ordered by the physician shall be administered or supervised by the personnel employed to supervise residents' care.

g. Residents in the home shall be required to bathe at least once each week. Tubs and showers shall be cleansed and disinfected following each use.

4.2 Restraints: Residents shall not be kept behind locked doors. If it becomes necessary to temporarily confine a resident in his room, a half door or screen door with a hook fastener shall be used.

4.3 Resident Privileges:

a. The manager shall not regulate or control the personal life of a resident beyond reasonable requirements for adherence to meal schedules, bedtime hours and other elements of group living.

b. Residents shall be allowed individual freedom to attend the churches of their choice, movies, go for walks, and engage in other outside activities so long as they are physically and mentally able.

c. Visiting shall be allowed, friends or relatives shall have access to the premises for visiting purposes. Reasonable visiting hours may be established. If there are established visiting hours, the hours shall be posted in a conspicuous place.

d. A resident's pastor shall be permitted to visit him at all reasonable hours. Privacy for consultation, communion or interviews with other professional people shall be the privilege of every resident.

e. There shall be a written agreement between the manager and resident, relative to the cost of care. The agreement shall be signed by both parties or their legal representatives.

f. Lounges or sitting rooms shall be kept open and accessible to all residents at all reasonable times and care shall be taken to keep rooms in orderly and comfortable condition.

Section 5. Records

5.1 Personnel. Refer to Division II, Section 6.1

5.2 Refer to Division II, Section 6.2

5.3 Resident Records:

a. Admission Record: The manager shall keep a permanent admission record on all residents admitted to the home. The following information shall be recorded:

Date of admission and discharge

Name and address of resident

Birthplace, marital status of resident

Financial responsibility

Church affiliation

Physician's name, telephone number and address

Undertaker's name, telephone number and address

Name and address of nearest relative or friend

Name and address and telephone number of person to be notified in emergency

Admission diagnosis—Discharge diagnosis

b. Refer to Division II, Section 6.3, b

c. Doctor's Orders: All orders for treatments and medication shall be written by the physician. No treatments or medicines shall be given without a physician's order.

d. Resident Treatment Records: In case of temporary illness a record shall be kept. The record shall include the following information:

Date, time and dosage of each medication administered

Date, time of all treatments and dressings

Date, time of physician's visit

Record of all pertinent factors pertaining to the resident's condition

Record of all accidents to the resident in the home

Date, time of discharge or death

e. Refer to Division II, Section 6.3, f

5.4 Reports:

a. Refer to Division II, Section 6.4, a

b. Refer to Division II, Section 6.4, b

c. The custodial home license shall be surrendered to the Department on change of ownership, name or location of the custodial home, death of the licensee, or in case of ceasing to operate as a custodial home.

d. Change from a licensed custodial home to a nursing home shall be made by return of the custodial home license to the Department and filing an application for a nursing home license within the licensing year.

e. Refer to Division II, Section 6.4, e

Section 6. Furnishings and Equipment

6.1 Communication:

a. Every home shall have at least one telephone within the building and such additional telephones as are required to summon help promptly in case of an emergency. A telephone shall be provided for the use of residents in the home.

b. Refer to Division II, Section 7.1, b

6.2 Bedrooms:

a. Each resident shall be provided with a bed. A standard single or twin bed, substantially constructed and in good repair. Rollaway beds, metal cots or folding beds are not acceptable. Beds shall have head and foot boards.

b. Refer to Division II, Section 7.2, b

c. Each resident shall have a bedside table or its equivalent with compartments or drawers to accommodate personal possessions.

d. There shall be a comfortable chair, either a rocking chair or armchair, per resident bed.

e. There shall be a chest of drawers or a bureau with drawers for the resident's clothing. In multiple rooms, drawer space will be assigned each resident.

f. There shall be a wardrobe or a closet in each resident's room. In multiple rooms, closet or wardrobe space shall be assigned each resident.

g. There shall be a call system or at least one call bell provided for each resident's room and bathroom.

h. Reading lamps or bed lamps are recommended for each resident's bed.

i. Bed screens or curtains shall be supplied in semi-private or multibed rooms to insure privacy for resident as desired.

j. Refer to Division II, Section 7.2, j

k. Refer to Division II, Section 7.2, k

6.3 Bath and Toilet Facilities:

a. Toilet facilities: Toilet and bath facilities shall be provided in number ample for use according to number of residents of both sexes, and personnel of the institution. Minimum requirements shall be one lavatory, one toilet and one shower or tub for each ten persons, or fraction thereof, of each sex. Grab bars shall be provided at all toilets and bathtubs.

b. In custodial homes where the total occupancy of family, employees and residents is six or less, one toilet and one tub or shower shall be the acceptable minimum requirement.

c. Toilet and bathing facilities shall not open directly onto food-preparation areas nor shall be located in such manner that residents must pass through food-preparation areas to reach the bathroom.

6.4 Refer to Division II, Section 7.4

6.5 Living Room:

a. A living room or parlor shall be provided for the exclusive use of residents and their visitors and may be used for recreational activities.

b. Refer to Division II, Section 7.5, c

c. Refer to Division II, Section 7.5, d

6.6 Dining Room:

a. A dining room shall be provided and it shall be maintained in a satisfactory manner.

b. Residents shall be encouraged to eat in the dining room.

c. Refer to Division II, Section 7.6, c

d. Refer to Division II, Section 7.6, d

e. Refer to Division II, Section 7.6, e

6.7 Linen Supply and Storage:

a. Refer to Division II, Section 7.8, a

b. A supply of linen shall be available so that each resident shall have at least two clean wash cloths, two hand towels, two bath towels, two pillow cases and two sheets each week.

c. A sufficient supply of bed blankets shall be available to keep the residents clean and comfortable.

6.8 First Aid and Sickroom Supplies:

a. Equipment and supplies for first aid shall be available at all times.

b. Sickroom supplies shall be available so that bed care can be given to ill residents whenever necessary.

Section 7. Drug Storage

7.1 A cabinet with a lock shall be provided and used for the storage of all drugs.

7.2 The drug cabinet shall be in an area that is convenient for use by the attendants at all times. The drug cabinet shall not be in the bathroom.

7.3 Biologicals and other medications requiring refrigeration shall be kept in a refrigerator. The kitchen refrigerator may be used for this purpose if drugs are stored on a specific shelf and are plainly labeled with the resident's name.

7.4 No medications, prescriptions included, shall be dispensed to a resident without the written order signed by the attending physician.

7.5 No medicine prescribed for one resident may be administered to or allowed in the possession of another resident.

7.6 When a resident is discharged or leaves the home, the unused prescription shall be sent with him or a responsible agent.

7.7 If a resident expires, the unused prescription shall be returned to the physician or destroyed in accordance with the physician's instruction.

Section 8. Food and Food Service

8.1 Refer to Division II, Section 10.1

8.2 Refer to Division II, Section 10.2

8.3 Refer to Division II, Section 10.3

8.4 Residents' meals shall be served in an attractive manner and all meals should have appetite appeal.

a. Refer to Division II, Section 10.4, a

b. Refer to Division II, Section 10.4, b

c. Refer to Division II, Section 10.4, c

d. Refer to Division II, Section 10.4, d

8.5 Mashed or strained vegetables and ground meats shall be prepared for those residents who have mastication or digestion difficulty.

8.6 Between meal snacks and nourishment shall be available when ordered by the physician for residents who are undernourished or who have poor appetities.

8.7 Refer to Division II, Section 10.7

8.8 Refer to Division II, Section 10.8

8.9 Refer to Division II, Section 10.9

Section 9. Family and Employee Accommodations

9.1 Refer to Division II, Section 11.1

9.2 Operators' or employees' small children shall not be allowed into the area where custodial home patients are housed or in service areas.

9.3 Refer to Division II, Section 11.3

9.4 In custodial homes where the total occupancy of family, employees, and residents is six or less, one toilet and one tub or shower shall be the minimum requirement.

Section 10. Sanitation

Refer to Division II, Section 12.

DESIGN AND CONSTRUCTION OF NEW CUSTODIAL HOMES

DIVISION V

Section 1. Refer to Division III, Section 1

Section 2. Refer to Division III, Section 2

Section 3. Refer to Division II

Section 4. General Requirements

4.1 Refer to Division III, Section 4.1

4.2 Refer to Division III, Section 4.3

4.3 Refer to Division III, Section 4.4

4.4 When the conversion of a building for custodial home use is contemplated, the proposal shall be submitted to the Department for review and approval.

Section 5. Elements of Minimum Design

5.1 Various schemes of design may be used for this type of institution. The schemes may vary from single bedrooms, to apartments of one, two or more rooms, to individual cottages. The needs of the individual occupants to be accommodated and the needs and mode of operation of each individual home must be taken into consideration in the ultimate design. The following items shall be the minimum requirements for all schemes of design:

5.2 Administration Department:

Business office (2)

Administrator's office (2)

5.3 Ancillary Facilities:

Living room (2)

Recreation room (2)

Facilities for religious services (2)

Library (1)

Dining room—Provide at least 15 square feet per person. Dining room may be reduced in size if home is composed of apartments and cooking and dining facilities provided in each apartment.

5.4 Bedrooms:

a. No bedroom shall have more than six beds, not more than three beds deep from outside wall. It is desirable that married couples be accommodated in semiprivate rooms and that single persons be accommodated in private rooms.

b. Each bedroom shall have a lavatory (except in apartment schemes or cottages).

c. Individual room toilets are recommended. A toilet shall be provided in each apartment or cottage.

d. Single bedrooms shall be at least 100 square feet in size and multiple bedrooms 80 square feet per bed.

e. All corridors used by residents shall be at least seven feet wide. Handrails shall be provided.

5.5 **Medical Isolation:** A room containing from one to six beds, at a ratio of one bed for every twenty residents, shall be set up for medical isolation. (See Division IV, Section 4.1, d) The room shall be of size to provide a minimum of 80 square feet per bed.

5.6 **Toilet Facilities:** If centralized toilets are provided, a toilet room for each sex at a ratio of one water closet to each eight beds will be required. Appropriate grab bars shall be provided at each

water closet. It is recommended that an enclosure at least five feet by six feet be provided to permit toilet training.

5.7 **Bathing Facilities:** A separate bathroom for each sex containing at least one bathtub with appropriate grab bars and/or one shower, with appropriate grab bars, shall be provided. A ratio of one bathtub or one shower for each ten beds is required.

5.8 Service Department:

Kitchen

Dishwashing facilities

Refrigeration facilities

Garbage handling and storage

Personnel dining facilities

Housekeeping facilities

1. Clean linen facilities

2. Soiled linen facilities

Heating plant

Employee locker room and toilet

General storage at least 15 square feet per bed and to be concentrated in one area.

Section 6. Construction Standards

Refer to Division III, Section 6.

Footnotes:

(1) Desirable

(2) May be combined

STATE PLUMBING CODE

BASIC PLUMBING PRINCIPLES

Principle No. 1: All premises intended for human habitation, occupancy, or use shall be provided with a supply of pure and wholesome water, neither connected with unsafe water supplies nor subject to the hazards of backflow or back-siphonage.

Principle No. 2: Plumbing fixtures, devices, and appurtenances shall be supplied with water in sufficient volume and at pressures adequate to enable them to function satisfactorily and without undue noise under all normal conditions of use.

Principle No. 3: Plumbing shall be designed and adjusted to use the minimum quantity of water consistent with proper performance and cleaning.

Principle No. 4: Devices for heating and storing water shall be so designed and installed as to prevent dangers from explosions through overheating.

Principle No. 5: Every building having plumbing fixtures installed and intended for human habitation, occupancy, or use on premises abutting on a street, alley, or easement in which there is a public sewer shall have a connection with the sewer and if possible a separate connection.

Principle No. 6: Each family dwelling unit on premises abutting on a sewer or with a private sewage-disposal system shall have, at least, one water closet and one kitchen-type sink. It is further recommended that a lavatory and bathtub or shower shall be installed to meet the basic requirements of sanitation and personal hygiene.

All other structures for human occupancy or use on premises abutting on a sewer or with a private sewage-disposal system shall have adequate sanitary facilities but in no case less than one water closet and one other fixture for cleaning purposes.

Principle No. 7: Plumbing fixtures shall be made of smooth non-absorbent material, shall be free from concealed fouling surfaces, and shall be located in ventilated enclosures.

Principle No. 8: The drainage system shall be designed, constructed, and maintained so as to guard against fouling, deposit of solids, and clogging, and with adequate cleanouts so arranged that the pipes may be readily cleaned.

Principle No. 9: The piping of the plumbing system shall be of durable material, free from defective workmanship and so designed and constructed as to give satisfactory service for its reasonable expected life.

Principle No. 10: Each fixture directly connected to the drainage system shall be equipped with a water-seal trap.

Principle No. 11: The drainage system shall be designed to provide an adequate circulation of air in all pipes with no danger of siphonage, aspiration, or forcing of trap seals under conditions of ordinary use.

Principle No. 12: Each vent terminal shall extend to the outer air and be so installed as to minimize the possibilities of clogging and the return of foul air to the building.

Principle No. 13: The plumbing system shall be subjected to such tests as will effectively disclose all leaks and defects in the work.

Principle No. 14: No substance which will clog the pipes, produce explosive mixtures, destroy the pipes or their joints, or interfere unduly with the sewage-disposal process shall be allowed to enter the building drainage system.

Principle No. 15: Proper protection shall be provided to prevent contamination of food, water, sterile goods, and similar materials by backflow of sewage. When necessary, the fixture device, or appliance shall be connected indirectly with the building drainage system.

Principle No. 16: No water closet shall be located in a room or compartment which is not properly lighted and ventilated.

Principle No. 17: If water closets or other plumbing fixtures are installed in buildings where there is no sewer within a reasonable distance suitable provision shall be made for disposing of the building sewage by some method of sewage treatment and disposal approved by the State Department of Health.

Principle No. 18: Where a plumbing drainage system shall be subjected to backflow of sewage, suitable provision shall be made to prevent its overflow in the building.

Principle No. 19: Plumbing systems shall be maintained in a sanitary and serviceable condition.

Principle No. 20: All plumbing fixtures shall be so installed with regard to spacing as to be reasonably accessible for their intended use.

Principle No. 21: Plumbing shall be installed with due regard to preservation of the strength of structural members and prevention of damage to walls and other surfaces through fixture usage.

Principle No. 22: Sewage or other waste, from a plumbing system which may be deleterious to surface or subsurface waters, shall not be discharged into the ground or into any waterway unless it has first been rendered innocuous through subjection to some acceptable form of treatment.

CHAPTER 1 DEFINITIONS

1.1 General

1.1.1 For the purpose of this code, the following terms shall have the meaning indicated in this chapter.

1.1.2 No attempt is made to define ordinary words which are used in accordance with their established dictionary meaning except where the word has been loosely used and it is necessary to define its meaning as used in this code to avoid misunderstanding.

1.2 Definitions of Terms

1.2.1 Administrative authority—The administrative authority is the individual official, board, department, or agency established and authorized by law to administer and enforce the provisions of the plumbing ordinance as adopted or amended. (See Iowa Law Sec. 368.17, Code of Iowa 1954.)

1.2.2 Air gap—An air gap in a water-supply system is the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood-level rim of the receptacle.

1.2.3 Anchors—See Supports.

1.2.4 Approved—Approved means accepted or acceptable under an applicable specification stated or cited in this code, or accepted as suitable for the proposed use under procedures and powers of the Iowa State Health Department.

1.2.5 Area drain—An area drain is a receptacle designed to collect surface or rain water from an open area.

1.2.6 Backflow—Backflow is the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source or sources other than its intended source.

1.2.7 Backflow preventer—A backflow preventer is a device or means to prevent backflow into the potable water system.

1.2.8 Back-siphonage—Back-siphonage is the flowing back of used, contaminated, or polluted

water from a plumbing fixture or vessel into a water supply pipe due to a negative pressure in such pipe. (See Backflow.)

1.2.9 Backflow of sewage or wastes—The term backflow is also used to mean the flowing back of liquid wastes or sewage.

1.2.10 Battery of fixtures—A “battery of fixtures” is any group of two or more similar adjacent fixtures which discharge into a common horizontal waste or soil branch.

1.2.11 Boiler blow-off—A boiler blow-off is an outlet on a boiler to permit emptying or discharge of sediment.

1.2.12 Branch—A branch is any part of the piping system other than a main, riser, or stack.

1.2.13 Branch, fixture—See Fixture Branch.

1.2.14 Branch, horizontal—See Horizontal Branch.

1.2.15 Branch interval—A branch interval is a length of soil or waste stack corresponding in general to a story height but in no case less than 8 feet, within which the horizontal branches from one floor or story of a building are connected to the stack.

1.2.16 Branch vent—A branch vent is a vent connecting one or more individual vents with a vent stack or stack vent.

1.2.17 Building—A building is a structure built, erected, and framed of component structural parts designed for the housing, shelter, enclosure, or support of persons, animals, or property of any kind.

1.2.18 Building drain—The building (house) drain is that part of the lowest piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building (house) sewer beginning 3 feet outside the building wall.

1.2.19 Building sewer—The building (house) sewer is that part of the horizontal piping of a drainage system which extends from the end of the building drain and which receives the discharge of the building drain and conveys it to a public sewer, private sewer, individual sewage-disposal system, or other point of disposal.

1.2.20 Building storm drain—A building (house) storm drain is a building drain used for conveying rain water, surface water, ground water, subsurface water, or other similar discharge to a building storm sewer or a combined building sewer, extending to a point not less than 3 feet outside the building wall.

1.2.21 Building storm sewer—A building (house) storm sewer is the extension from the building storm drain to the public storm sewer, combined sewer, or other point of disposal.

1.2.22 Building subdrain—A building (house) subdrain is that portion of a drainage system which cannot drain by gravity into the building sewer.

1.2.23 Circuit vent—A circuit vent is a branch vent that serves two or more traps and extends

from in front of the last fixture connection of a horizontal branch to the vent stack.

1.2.24 Code—The word “code” when used alone shall mean these regulations, subsequent amendments thereto, or any emergency rule or regulation which the administrative authority having jurisdiction may lawfully adopt.

1.2.25 Combination fixture—A combination fixture is a fixture combining one sink and tray or a two- or three-compartment sink or tray in one integral unit.

1.2.26 Combined building sewer—A combined building sewer receives storm water and sewage.

1.2.27 Common vent—A common vent is a vent connection at the junction of two fixture drains and serving as a vent for both fixtures.

1.2.28 Conductor—See Leader.

1.2.29 Continuous vent—A continuous vent is a vertical vent that is a continuation of the drain to which it connects.

1.2.30 Continuous waste—A continuous waste is a drain from two or three fixtures connected to a single trap.

1.2.31 Cross-connection—A cross-connection is any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and the other water of unknown or questionable safety, whereby water may flow from one system to the other, the direction of flow depending on the pressure differential between the two systems. (See Backflow and Back-siphonage.)

1.2.32 Dead-end—A dead-end is a branch leading from a soil, waste, or vent pipe, building drain, or building sewer, which is terminated at a developed distance of 2 feet or more by means of a plug or other closed fitting.

1.2.33 Developed length—The developed length of a pipe is its length along the center line of the pipe and fittings.

1.2.34 Diameter—Unless specifically stated, the term “diameter” is the nominal diameter as designated commercially.

1.2.35 Double offset—A double offset is two changes of direction installed in succession or series in continuous pipe.

1.2.36 Downspout—See Leader.

1.2.37 Drain—A drain is any pipe which carries waste water or water-borne wastes in a building drainage system.

1.2.38 Drainage system—A drainage system (drainage piping) includes all the piping within public or private premises, which conveys sewage, rain water, or other liquid wastes to a legal point of disposal, but does not include the mains of a public sewer system or a private or public sewage-treatment or disposal plant.

1.2.39 Dual vent—See Common Vent.

1.240 Durham system—Durham system is a term used to describe soil or waste systems where all piping is of threaded pipe, tubing or other such rigid construction, using recessed drainage fittings to correspond to the types of piping.

1.241 Effective opening—The effective opening is the minimum cross-sectional area at the point of water-supply discharge, measures are expressed in terms of: (1) diameter of a circle, (2) if the opening is not circular, the diameter of a circle of equivalent cross-sectional area. (This is applicable to air gap.)

1.242 Fixture branch—A fixture branch is a pipe connecting several fixtures.

1.243 Fixture drain—A fixture drain is the drain from the trap of a fixture to the junction of that drain with any other drain pipe.

1.244 Fixture supply—A fixture supply is a water-supply pipe connecting the fixture with the fixture branch.

1.245 Fixture unit—A fixture unit is a design factor so chosen that the load producing values of the different plumbing fixtures can be expressed approximately as multiples of that factor.

1.246 Fixture-unit flow rate—Fixture-unit flow rate is the total discharge flow in g.p.m. of a single fixture divided by 7.5 which provides the flow rate of that particular plumbing fixture as a unit of flow. Fixtures are rated as multiples of this unit of flow.

1.247 Flood level—See Flooded.

1.248 Flood-level rim—The flood-level rim is the top edge of the receptacle from which water overflows.

1.249 Flooded—A fixture is flooded when the liquid therein rises to the flood-level rim.

1.250 Flush valves—A flush valve is a device located at the bottom of the tank for the purpose of flushing water closets and similar fixtures.

1.251 Flushometer valve—A flushometer valve is a device which discharges a predetermined quantity of water to fixtures for flushing purposes and is actuated by direct water pressures.

1.252 Frostproof closet—A frostproof closet (prohibited) is a hopper that has no water in the bowl and has the trap and the control valve for its water supply installed below the frost line.

1.253 Grade—Grade is the slope or fall of a line of pipe in reference to a horizontal plane. In drainage it is usually expressed as the fall in a fraction of an inch per foot length of pipe.

1.254 Grease interceptor—See Interceptor.

1.255 Grease trap—See Interceptor.

1.256 Hangers—See Supports.

1.257 Horizontal branch—A horizontal branch is a drain pipe extending laterally from a soil or waste stack or building drain, with or without ver-

tical sections or branches, which receives the discharge from one or more fixture drains and conducts it to the soil or waste stack or to the building (house) drain.

1.258 Horizontal pipe—A horizontal pipe is any pipe or fitting which is installed in a horizontal position or which makes an angle of less than 45° with the horizontal.

1.259 House drain—See Building Drain.

1.260 House sewer—See Building Sewer.

1.261 Indirect waste pipe—An indirect waste pipe is a pipe that does not connect directly with the drainage system but conveys liquid wastes by discharging into a plumbing fixture or receptacle which is directly connected to the drainage system.

1.262 Individual vent—An individual vent is a pipe installed to vent a fixture trap and which connects with the vent system above the fixture served or terminates in the open air.

1.263 Industrial wastes—Industrial wastes are liquid wastes resulting from the processes employed in industrial establishments and are usually free of sanitary wastes.

1.264 Interceptor—An interceptor is a device designed and installed so as to separate and retain deleterious, hazardous, or undesirable matter from normal wastes and permit normal sewage or liquid wastes to discharge.

1.265 Leader—A leader (downspout) is the water conductor from the roof to the building storm drain, combined building sewer, or other means of disposal.

1.266 Load factor—Load factor is the percentage of the total connected fixture unit flow rate which is likely to occur at any point in the drainage system. It varies with the type of occupancy, the total flow unit above this point being considered, and with the probability factor of simultaneous use.

1.267 Loop vent—A loop vent is the same as a circuit vent except that it loops back and connects with a stack vent instead of a vent stack.

1.268 Main—The main of any system of continuous piping is the principal artery of the system, to which branches may be connected.

1.269 Main sewer—See Public sewer.

1.270 Main vent—The main vent is the principal artery of the venting system, to which vent branches may be connected.

1.271 Offset—An offset in a line of piping is a combination of elbows or bends which brings one section of the pipe out of line but into a line parallel with the other section.

1.272 Person—Person is a natural person, his heirs, executors, administrators, or assigns; and includes a firm, partnership or corporation, its or their successors or assigns. Singular includes plural; male includes female.

1.273 Pitch—See Grade.

1.274 Plumbing—Plumbing includes the practice, materials, and fixtures used in the installation, maintenance, extension, and alteration of all piping, fixtures, appliances, and appurtenances in connection with any of the following: Sanitary drainage or storm drainage facilities, the venting system and the public or private water-supply systems, within or adjacent to any building, structure, or conveyance; also the practice and materials used in the installation, maintenance, extension, or alteration of the storm-water, liquid wastes, or sewerage, and water-supply systems of any premises to their connection with any point of public disposal or other acceptable terminal.

1.275 Plumbing fixtures—Plumbing fixtures are installed receptacles, devices, or appliances which are supplied with water or which receive or discharge liquids or liquid-borne wastes, with or without discharge into the drainage system with which they may be directly or indirectly connected.

1.276 Plumbing inspector—See Administrative authority.

1.277 Plumbing system—The plumbing system includes the water-supply and distribution pipes; plumbing fixtures and traps; soil, waste, and vent pipes; building drains and building sewers including their respective connections, devices, and appurtenances within the property lines of the premises, and water-treating or water-using equipment.

1.278 Pool—A pool is a water receptacle used for swimming or as a plunge or other bath, designed to accommodate more than one bather at a time.

1.279 Potable water—Potable water is water which is satisfactory for drinking, culinary, and domestic purposes, and meets the standards of the Iowa State Health Department.

1.280 Private or private use—In the classification of plumbing fixtures, private supplies to fixtures in residences and apartments and to fixtures in private bathrooms of hotels and similar installations where the fixtures are intended for the use of a family or an individual.

1.281 Private sewer—A private sewer is a sewer privately owned and not directly controlled by public authority.

1.282 Public or public use—In the classification of plumbing fixtures, public applies to fixtures in general toilet rooms of schools, gymnasiums, hotels, railroad stations, public buildings, bars, public comfort stations, or places to which the public is invited or which are frequented by the public without special invitation, and other installations (whether pay or free) where a number of fixtures are installed so that their use is similarly unrestricted.

1.283 Public sewer—A public sewer is a common sewer directly controlled by public authority.

1.284 Relief vent—A relief vent is a vent the primary function of which is to provide circulation of air between drainage and vent systems.

1.285 Return offset—A return offset is a double offset installed so as to return the pipe to its original alinement.

1.286 Rim—A rim is an unobstructed open edge of a fixture.

1.287 Riser—A riser is a water-supply pipe which extends vertically one full story or more to convey water to branches or fixtures.

1.288 Roof drain—A roof drain is a drain installed to receive water collecting on the surface of a roof and to discharge it into the leader (downspout).

1.289 Roughing-in—Roughing-in is the installation of all parts of the plumbing system which can be completed prior to the installation of fixtures. This includes drainage, water-supply, vent piping, and the necessary fixture supports.

1.290 Sand interceptor—See Interceptor.

1.291 Sanitary sewer—A sanitary sewer is a pipe which carries sewage and excludes storm, surface, and ground water.

1.292 Separator—See Interceptor.

1.293 Septic tank—A septic tank is a watertight receptacle which receives the discharge of a drainage system or part thereof, and is designed and constructed so as to separate solids from the liquids, digest organic matter through a period of detention, and allow the settled sewage to discharge therefrom (usually) to some form of secondary treatment.

1.294 Secondary treatment—Secondary treatment is provided for septic tank effluent by one or a combination of the following means, including: a system of open jointed or perforated lines, laid in soil capable of absorbing the liquid; by buried or open sand filters with or without collector tile; or by other soil absorption systems all designed to reduce the organic matter in the liquid and dispose of the liquid without nuisance or public health hazard.

1.295 Sewage—Sewage is any liquid waste containing animal or vegetable matter in suspension or solution, and may include liquids containing chemicals in solution.

1.296 Shall—The word "shall" is a mandatory term.

1.297 Side vent—A side vent is a vent connecting to the drain pipe through a fitting at an angle not greater than 45° to the vertical.

1.298 Slope—See Grade.

1.299 Soil pipe—A soil pipe is any pipe which conveys the discharge of water closets, urinals, or fixtures having similar functions, with or without the discharge from other fixtures, to the building drain or building sewer.

1.2100 Special waste pipe—See chapter 9.

1.2101 Stack—A stack is the vertical main of a system of soil, waste, or vent piping.

1.2102 Stack group—Stack group is a term applied to the location of fixtures in relation to the stack so that by means of proper fitting, vents may be reduced to a minimum.

1.2.103 Stack vent—Stack vent (sometimes called a waste vent or soil vent) is the extension of a soil or waste stack above the highest horizontal drain connected to the stack.

1.2.104 Stack venting—Stack venting is a method of venting a fixture or fixtures through the soil or waste stack.

1.2.105 Storm drain—See Building storm drain.

1.2.106 Storm sewer—A storm sewer is a sewer used for conveying rain water, surface water, condensate, cooling water, or similar liquid wastes, exclusive of sewage and industrial waste.

1.2.107 Subsoil drain—A subsoil drain is a drain which receives only subsurface or seepage water and conveys it to a place of disposal.

1.2.108 Sump—A sump is a tank or pit which receives sewage or liquid waste, located below the normal grade of the gravity system and which must be emptied by mechanical means.

1.2.109 Supports—Supports, hangers, and anchors are devices for supporting and securing pipe and fixtures to walls, ceilings, floors, or structural members.

1.2.110 Trap—A trap is a fitting or device so designed and constructed as to provide, when properly vented, a liquid seal which will prevent the back passage of air without materially affecting the flow of sewage or waste water through it.

1.2.111 Trap seal—The trap seal is the maximum vertical depth of liquid that a trap will retain, measured between the crown weir and the top of the dip of the trap.

1.2.112 Vacuum breaker—See Backflow preventer.

1.2.113 Vent pipe—See Vent system.

1.2.114 Vent stack—A vent stack is a vertical vent pipe installed primarily for the purpose of providing circulation of air to and from any part of the drainage system.

1.2.115 Vent system—A vent system is a pipe or pipes installed to provide a flow of air to or from a drainage system or to provide a circulation of air within such system to protect trap seals from siphonage and back pressure.

1.2.116 Vertical pipe—A vertical pipe is any pipe or fitting which is installed in a vertical position or which makes an angle of not more than 45° with the vertical.

1.2.117 Waste—See Liquid waste and Industrial wastes.

1.2.118 Waste pipe—A waste pipe is a pipe which conveys only liquid waste, free of fecal matter.

1.2.119 Water-distributing pipe—A water-distributing pipe in a building or premises is a pipe which conveys water from the water-service pipe to the plumbing fixtures and other water outlets.

1.2.120 Water main—The water (street) main is a water-supply pipe for public or community use.

1.2.121 Water outlet—A water outlet, as used in connection with the water-distributing system is the discharge opening for the water (1) to a fixture; (2) to atmospheric pressure (except into an open tank which is part of the water-supply system); (3) to a boiler or heating system; (4) to any water-operated device or equipment requiring water to operate, but not a part of the plumbing system.

1.2.122 Water riser pipe—See Riser.

1.2.123 Water-service pipe—The water-service pipe is the pipe from the water main or other source of water supply to the building served.

1.2.124 Water-supply system—The water-supply system of a building, or premises, consists of the water-service pipe, the water-distributing pipes, and the necessary connecting pipes, fittings, control valves and all appurtenances in or adjacent to the building or premises.

1.2.125 Wet vent—A wet vent is a vent which receives the discharge from waste other than water closets.

1.2.126 Yoke vent—A yoke vent is a pipe connecting upward from a soil or waste stack to a vent stack for the purpose of preventing pressure changes in the stacks.

CHAPTER 2

GENERAL REGULATIONS

2.1 Conformance With Code

2.1.1 The provisions of this code shall be construed to establish minimum requirements. Local ordinances or rules and regulations may provide for higher standards not inconsistent with the provisions herein, as authorized by Section 368.17, Code of Iowa, 1954.

2.2 Horizontal Drainage Piping

2.2.1 Horizontal drainage piping shall be run in practical alinement at a uniform grade. (See sec. 11.3 for specific slopes.)

2.3 Change in Direction

2.3.1 Fittings—Changes in direction in drainage piping shall be made by the appropriate use of 45° Y's, long-or-short-sweep quarter bends, sixth, eighth, or sixteenth bends, or by a combination of these or equivalent fittings. Single and double sanitary T's and quarter bends may be used in drainage lines only where the direction of flow is from the horizontal to the vertical.

2.3.2 Short sweeps—Short sweeps no less than 3 inches in diameter may be used in soil and waste lines where the change in direction of flow is from either the horizontal to the vertical or from the vertical to the horizontal and may be used for making necessary offsets between the ceiling and the next floor above.

2.4 Fittings and Connections

2.4.1 Fittings prohibited—No double hub, double T, or double sanitary branch, twin ell, St. ell, or St. 45 ells shall be used on soil or waste lines. The drilling and burning of holes, in, or the tapping of house drains, soil, waste or vent pipes, the use of

saddle hubs and bends and the welding or brazing of parts into pipes to make fittings are prohibited. Sanitary crosses having at least twice the diameter of the branch opening may be used in a vertical position. Cast iron closet bends to be used only in or underground.

2.4.2 Heel or side-inlet bend—A heel or side-inlet opening quarter bend shall not be used as a dry vent when the inlet is placed in a horizontal position.

2.4.3 Obstruction to flow—No fitting, connection, device, or method of installation which obstructs or retards the flow of water, wastes, sewage, or air in the drainage or venting systems in an amount greater than the normal frictional resistance to flow, shall be used unless it is indicated as acceptable in this code or is approved by the administrative authority as having a desirable and acceptable function and as of ultimate benefit to the proper and continuing functioning of the plumbing system. The enlargement of a 3 inch closet bend or stub to 4 inches shall not be considered an obstruction. None of the methods described in sections 2.28.1, 2.28.2, and 2.28.3 shall be considered as restriction to flow.

2.5 Repairs and Alterations

2.5.1 Existing buildings—In existing buildings or premises in which plumbing installations are to be altered, repaired, or renovated, deviations from the provisions of this code may be permitted, provided such deviations are found to be necessary, conform to the intent of this code and are approved in writing by the administrative authority. When a building is moved from one location to another no additional work or connection shall be made until the plumbing in said building is inspected and if necessary reconstructed to comply with this code. Nor shall additional plumbing work be installed in any building where there is defective or improperly installed plumbing until such defects have been repaired, renovated, replaced, or removed.

2.5.2 Health or safety—Wherever compliance with all the provisions of this code fails to eliminate or alleviate a nuisance which may involve health or safety hazards, the owner or his agent shall install such additional plumbing or drainage equipment as may be found necessary by the administrative authority.

2.6 Sewer and Water Pipes

2.6.1 Water service pipes, or any underground water pipes, shall not be run or laid in the same trench as the building sewer or drainage piping, except as provided in chapters 10 and 11.

2.7 Trenching, Excavation, and Backfill

2.7.1 Support of piping—Buried piping shall be supported throughout its entire length.

2.7.2 Tunneling and driving—Tunneling may be done in yards, courts, or driveways of any building site.

2.7.3 Open trenches—All excavations required to be made for the installation of a building-drainage system, or any part thereof within the walls of a building, shall be open trench work. All such

trenches and tunnels shall be kept open until the piping has been inspected, tested and accepted.

2.7.4 Mechanical excavation—Mechanical means of excavation may be used.

2.7.5 Backfilling—Adequate precaution shall be taken to insure proper compactness of backfill around piping without damage to such piping.

2.7.6 Backfill material—Trenches shall be back-filled in thin layers to 12 inches above the top of the piping with clean earth which shall not contain stones, boulders, cinder-fill, or other materials which would damage or break the piping or cause corrosive action. Mechanical devices such as bulldozers, graders, etc., may be then used to complete backfill to grade. Fill shall be properly compacted.

2.8 Structural Safety

2.8.1 In the process of installing or repairing any part of a plumbing and drainage installation, the finished floors, walls, ceilings, tile work, or any other part of the building or premises which must be changed or replaced shall be left in a safe structural condition as determined by the proper administrative authority.

2.9 Workmanship

2.9.1 Workmanship shall conform to generally accepted good practice.

2.10 Protection of Pipes

2.10.1 Breakage and corrosion—Pipes passing under or through walls shall be protected from breakage. Pipes passing through or under cinder or concrete or other corrosive material, shall be protected against external corrosion by protective coating, wrapping, or other means which will prevent such corrosion.

2.10.2 Cutting or notching—No structural member shall be weakened or impaired by cutting, notching, or otherwise, except to the extent permitted by the proper administrative authority.

2.10.3 Pipes through footings or foundation walls—A soil or waste pipe, or building drain passing under a footing or through a foundation wall shall be provided with a relieving arch; or there shall be built into the masonry wall a pipe sleeve two pipe sizes greater than the pipe passing through or equivalent protection shall be provided.

2.10.4 Freezing—No water, soil or waste pipe shall be installed or permitted outside of a building or in an exterior wall unless adequate provision is made to protect such pipe from freezing where necessary.

2.11 Damage to Drainage System or Public Sewer

2.11.1 No person shall deposit by any means into the building drainage system or sewer any ashes; cinders; rags; inflammable, poisonous, or explosive liquids; gases; oils; or any other material which would or could obstruct, damage, or overload such system or sewer, except as herein provided.

2.12 Industrial Wastes

2.12.1 Waste detrimental to the public sewer system or detrimental to the functioning of the

sewage-treatment plant shall be treated and disposed of as found necessary and directed by the administrative authority having jurisdiction.

2.13 Sleeves

2.13.1 When directed, annular space between sleeves and pipes located in exterior walls shall be filled or tightly calked with coal tar or asphaltum compound, lead, or other material found equally effective and approved as such by the administrative authority.

2.14 Ratproofing

2.14.1 Exterior openings—All exterior openings provided for the passage of piping shall be properly sealed with snugly fitting collars of metal or other approved ratproof material securely fastened into place.

2.14.2 Interior openings — Interior openings through walls, floors, and ceilings shall be ratproofed as found necessary by the administrative authority.

2.15 Used or Second-Hand Equipment

2.15.1 It shall be unlawful to purchase, sell, or install used equipment or material for plumbing installation unless it complies with the minimum standards set forth in this code.

2.16 Condemned Equipment

2.16.1 Any plumbing equipment condemned by the administrative authority because of wear, damage, defects, or sanitary hazards, shall not be reused for plumbing purposes.

2.17 Depth of Building Sewer and Water Service (Outside of Building)

2.17.1 Sewers and water-service piping shall be installed below the expected frost penetration.

2.18 Piping in Relation to Footings

2.18.1 Parallel—No piping shall be laid parallel to footings or outside bearing walls closer than 3 feet, except as may be approved by the administrative authority, upon a finding that a less distance is safe. Such piping installed deeper than footings or bearing walls shall be 45° therefrom, except as may be approved by the administrative authority, upon a finding that a greater angle is safe.

2.19 Drainage Below Sewer Level

2.19.1 Drainage piping located below the level of the sewer shall be installed as provided for in chapters 10 and 11.

2.20 Connections to Plumbing System Required

2.20.1 All plumbing fixtures, drains, appurtenances, and appliances used to receive or discharge liquid wastes or sewage shall be connected properly to the drainage system of the building or premises, in accordance with the requirements of this code.

2.21 Sewer Required

2.21.1 Every building in which plumbing fixtures are installed shall have a connection to a public or private sewer except as provided in paragraph 2.22.1.

2.22 Individual or Private Sewage-Disposal System

2.22.1 When a public sewer is not available for use, sewage and drainage piping shall be connected to an individual sewage-disposal system found to be adequate and of an approved design as recommended by the Iowa State Department of Health. A plan showing the location and design of the septic tank and secondary disposal system and also the location of wells within 75 feet of the site shall be filed with the application for a plumbing permit, and a copy of such location shall be furnished to the owner.

2.23 Location of Fixtures

2.23.1 Light and ventilation—Plumbing fixtures, except drinking fountains and single lavatories, shall be located in compartments or rooms provided with adequate ventilation and illumination.

2.23.2 Improper location—Piping, fixtures, or equipment shall not be located in such a manner as to interfere with the normal operation of windows, doors, or other exit openings.

2.24 Piping Measurements

2.24.1 Except where otherwise specified in this code, all measurements between pipes or between pipes and walls, etc., shall be made to the center lines of the pipes.

2.25 Venting

2.25.1 The drainage system shall be provided with a system of vent piping which will permit the admission or emission of air so that under no circumstances of normal or intended use shall the seal of any fixture trap be subjected to a pressure differential of more than 1 inch of water.

2.26 Ventilation Ducts

2.26.1 Ventilation ducts from washrooms and toilet rooms shall exhaust to the outer air or form a system independent of the plumbing vent system.

2.26.2 Gas water heaters—All gas water heaters shall have a vent pipe of approved material installed so as to vent to the outside air; either through an established flue or independently through the roof. Rubber tubing shall not be used as gas supply lines.

2.27 Water Closet Connections

2.27.1 Lead—3 inch lead bends and stubs may be used on water closets or similar connections, provided the inlet is dressed or expanded to receive a 4 inch flange.

2.27.2 Reducing—4- by 3-inch reducing bends are permitted.

2.27.3 Copper—3-inch copper bends may be used on water closets or similar connections provided a 4x3 inch flange is used to receive the fixture horn.

2.27.4 Wall-hung water closets with cast iron drainage connections may be used when approved by the local administrative authority.

2.28 Dead Ends

2.28.1 In the installation or removal of any part of a drainage system, dead ends shall be avoided except where necessary to extend a cleanout so as to be accessible.

2.29 Toilet Facilities for Workmen

2.29.1 Suitable toilet facilities shall be provided and maintained in a sanitary condition for the use of workmen during the construction of any building.

CHAPTER 3

MATERIALS—QUALITY AND WEIGHT

3.1 Materials

3.1.1 **Minimum standards**—The materials listed in this chapter shall conform to at least to the standards cited when used in the construction, installation, alteration, or repair of any part of a plumbing and drainage system, except that the administrative authority may allow the extension, addition, or relocation of existing soil, waste, or vent pipes with materials of like grade or quality, as permitted in paragraph 2.5.1.

3.1.2 **Use of materials**—Each material listed in table 3.5 shall conform to at least one of the standards cited opposite it. Its use shall be further governed by the requirement imposed in other chapters of the code. Materials not included in the table shall be used only as provided in paragraph 3.1.1. Materials shall be free of manufacturing defects or damage, however occasioned, which would, or would tend to render such materials defective, unsanitary, or otherwise improper to accomplish the purpose of this code.

3.1.3 **Specifications for materials**—Standard specifications for materials for plumbing installations are listed in table 3.5. Products conforming at least to any of the specifications listed for a given material shall be considered acceptable. **Note 1**—Abbreviations used in table 3.5 refer to standards or specifications as identified below:

ASA American Standards approved by the American Standards Association, 70 East 45th St., New York 17, New York.

ASTM Standards and Tentative Standards published by the American Society for Testing Materials, 1916 Race St., Philadelphia 3, Pennsylvania.

FS Federal Specifications published by the Federal Specifications Board, and obtained from the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

AWWA Standards and Tentative Standards published by the American Water Works Association, 500 Fifth Avenue, New York 18, New York.

CS Commercial Standards representing recorded voluntary recommendations of the trade, issued by the United States Department of Commerce, and obtainable from the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

MSS Standards published by the Manufacturers Standardization Society of the Valve and Fittings Industry, 420 Lexington Ave., New York 17, New York.

SPR Simplified Practice Recommendations, representing recorded recommendations of the trade and issued by the United States Department of Commerce, Washington 25, D. C.

Note 2—ASTM standards are issued under fixed designations; the final number indicates the year of original adoption, or in the case of revision the year of the last revision. T indicates Tentative. In the CS series of standards, also, the final number indicates the year of issue. For Federal Specifications, the year indicated in table 3.5 is that of the date of issue or that of the latest revision or amendment.

Note 3—All standards and specifications for materials are subject to change. Designations carrying indication of the year of issue may thus become obsolete. Table 3.5 gives the full designations of standards current at the time this code is printed.

3.1.4 **Identification of materials**—Each length of pipe, and each pipe fitting, trap, fixture, and device used in a plumbing system shall have cast, stamped, or indelibly marked on it the maker's mark or name, the weight, type, and classes of the product, when such marking is required by the approved standard that applies. Septic tanks shall be marked with effective capacity and the gauge of metal.

3.2 Special Materials

3.2.1 **Lead**—See table 3.5. Sheet lead shall not be less than the following:

For safe pans—not less than 4 pounds per square foot.

For flashings of vent terminals—not less than 3 pounds per square foot.

Lead bends and lead traps shall be not less than one-eighth inch wall thickness.

3.2.2 **Copper**—Sheet copper shall be not less than the following:

Safe pans—12 ounces per square foot.

Vent terminal flashings—8 ounces per square foot.

3.2.3 **Calking ferrules** shall be manufactured from red brass and shall be in accordance with the following:

Pipe sizes (inches)	Inside diameter (inches)	Length (inches)	Minimum Wt. each	
			lb.	oz.
2	2¼	4½	1	0
3	3¼	4½	1	12
4	4¼	4½	2	8

3.2.4 **Soldering bushing** shall be of red brass in accordance with the following:

Pipe sizes inches	Minimum weight each		Pipe sizes inches	Minimum weight each	
	lb.	oz.		lb.	oz.
1¼	0	6	2½	1	6
1½	0	8	3	2	0
2	0	14	4	3	8

3.2.5 Floor flanges—Floor and wall flanges for water closets or similar fixtures shall be not less than one-eighth inch thick for brass, one-fourth inch thick and not less than two inch calking depth for cast iron or galvanized malleable iron. Flanges shall be soldered to lead bends, or shall be calked or screwed to other metal. Closet screws and bolts shall be of brass.

3.2.6 Cleanouts—

(a) Cleanout plugs shall be of brass and shall conform to Federal Specifications WW-P-401.

(b) Plugs may have raised square heads or counter sunk.

(c) Counter-sunk heads should be used where raised heads may cause a hazard.

3.3 Alternate Materials and Methods

3.3.1 Existing premises—In existing buildings or premises in which plumbing installations are to be altered, repaired, or renovated, the administrative authority has discretionary powers to permit deviation from the provisions of this code, provided that such a proposal to deviate is first submitted for proper determination in order that health and safety requirements, as they pertain to plumbing, shall be observed.

3.3.2 Approval—Provisions of this code are not intended to prevent the use of any material, device, method of assemblage, or installation, fixture, or appurtenance not specifically authorized, provided such alternate has been approved by the administrative authority, in accordance with this section and the Iowa State Department of Health.

3.3.3 Evidence of compliance—The administrative authority shall require sufficient evidence to enable him to judge whether proposed alternates meet the requirements of this code for safety and health.

3.3.4 Tests—When there is insufficient evidence to substantiate claims for alternates, the administrative authority may require tests of compliance as proof to be made by an approved agency at the expense of the applicant.

3.3.5 Test procedure—Tests shall be made in accordance with generally recognized standards; but in the absence of such standards, the administrative authority shall specify the test procedure.

3.3.6 Repeated tests—The administrative authority may require tests to be repeated if, at any time, there is reason to believe that an alternate no longer conforms to the requirements on which its approval was based.

3.4 Approved Materials

3.4.1 Periodic review

Note—All standards and specifications for materials are subject to change. Designations carrying indication of the year of issue may thus become obsolete. Table 3.5 gives the full designations of standards current at the time this code is printed.

3.4.2 Specific usage—Each chapter of this code indicates specifically the type of material permitted for the various parts of the plumbing system. The

standards for each of those materials are given in table 3.5.

See page 156 for Table 3.5.

CHAPTER 4

JOINTS AND CONNECTIONS

4.1 Tightness

4.1.1 Joints and connections in the plumbing system shall be gastight and watertight for the pressures required by test, with the exception of those portions of perforated or open-joint piping which are installed for the purpose of collecting and conveying ground or seepage water to the underground storm drains.

4.2 Types of Joints

4.2.1 Calked joints—Calked joints for cast-iron bell- and spigot-soil pipe shall be firmly packed with oakum or hemp and filled with molten lead not less than 1 inch deep and not to extend more than one-eighth inch below rim of hub. No paint, varnish, or other coatings shall be permitted on the jointing material until after the joint has been tested and approved.

4.2.2 Threaded joints—screwed joints—Threads shall conform to American National Taper Pipe thread, ASA B 2.1—1945 or FS GGG-P-351a. All burrs shall be removed. Pipe ends shall be reamed or filed out to size of bore, and all chips shall be removed. Pipe-joint cement and paint shall be used only on male threads.

4.2.3 Wiped joints—Joints in lead pipe or fittings, or between lead pipe or fittings and brass or copper pipe, ferrules, solder nipples, or traps, shall be full-wiped joints. Wiped joints shall have an exposed surface on each side of a joint not less than three-fourths inch and at least as thick as the material being jointed. Wall or floor flange lead-wiped joints shall be made by using a lead ring or flange placed behind the joint at wall or floor.

Joints between lead pipe and cast iron, steel, or wrought iron shall be made by means of a calking ferrule, soldering nipple, or bushing.

4.2.4 Soldered or sweat joints—Soldered or sweat joints for tubing shall be made with approved fittings. Surfaces to be soldered or sweated shall be cleaned bright. The joints shall be properly fluxed and made with approved solder.

Joints in copper water tubing shall be made by the appropriate use of approved brass water fittings, properly sweated or soldered together.

4.2.5 Flared joints—Flared joints for soft-copper water tubing shall be made with fittings meeting approved standards. The tubing shall be expanded with a proper flaring tool.

4.2.6 Hot-poured joints—Hot-poured compound for clay or concrete sewer pipe shall not be water absorbent and when poured against a dry surface shall have a bond of not less than 100 pounds per square inch. All surfaces of the joint shall be cleaned and dried before pouring. If wet surfaces are unavoidable, a suitable primer shall be applied. Compound shall not soften sufficiently to destroy the effectiveness of the joint when subjected to a temperature of 160° F. nor be soluble in any of the

waste carried by the drainage system. Approximately 25 percent of the joint space at the base of the socket shall be filled with jute or hemp. A pouring collar, rope, or other device shall be used to hold the hot compound during pouring. Each joint shall be poured in one operation until the joint is filled. Joints shall not be tested until 1 hour after pouring.

4.2.7 Precast joints—Precast collars shall be formed in both the spigot and bell of the pipe in advance of use. Collar surfaces shall be conical with side slopes of 3° with the axis of the pipe, and the length shall be equal to the depth of the socket. Prior to making joint contact, surfaces shall be cleaned and coated with solvents and adhesives as recommended in the standard. When the spigot end is inserted in the collar, it shall bind before contacting the base of the socket. Material shall be inert and resistant to both acids and alkalis.

4.2.8 Brazed joints—soldered joints—Brazed and soldered joints shall be made with approved fittings. Surfaces to be soldered or brazed shall be cleaned bright. The joints shall be properly fluxed and made with approved solder. Brazed joint shall be made in accordance with section 6, code for pressure piping ASA B31.1-1942, 1944, 1947.

4.2.9 Cement mortar joints—Cement joints shall be used only when specifically permitted in other chapters of this code or when approved by the administrative authority, as sufficient to accomplish the purpose of this code. A layer of jute or hemp shall be inserted into the base of the joint space and rammed to prevent mortar from entering the interior of the pipe. Jute or hemp shall be dipped into a slurry suspension of portland cement in water prior to insertion into bell. Not more than 25 percent of the joint space shall be used for jute or hemp. The remaining space shall be filled in one continuous operation with a thoroughly mixed mortar composed of one part cement and two parts sand, with only sufficient water to make the mixture workable by hand. After one-half hour of setting, the joint shall be rammed around entire periphery with a blunt tool to force the partially stiffened mortar into the joint and to repair any cracks formed during the initial setting period. Pipe interior shall be swabbed to remove any material that might have fallen into the interior. Additional mortar of the same composition shall then be troweled so as to form a 45° taper with the barrel of the pipe.

4.2.10 Burned lead joints—Burned (welded) lead joints shall be lapped and the lead shall be fused together to form a uniform weld at least as thick as the lead being joined.

4.2.11 Asbestos cement sewer pipe joints—Joints in asbestos cement pipe shall be made with sleeve couplings of the same composition as the pipe, sealed with rubber rings. Joints between asbestos cement pipe and metal pipe shall be made by means of an adapter coupling calked as required in paragraph 4.2.1.

4.2.12 Bituminized fibre pipe joints—Joints in bituminized fibre pipe shall be made with tapered type couplings of the same material as the pipe.

Joints between bituminized fibre pipe and metal pipe shall be made by means of an adapter coupling calked as required in paragraph 4.2.1.

4.3 Use of Joints

4.3.1 Clay sewer pipe—Joints in vitrified clay pipe or between such pipe and metal pipe shall be made as provided in paragraphs 4.2.6 and 4.2.7, or otherwise approved under 3.3.2.

4.3.2 Concrete sewer pipe—Joints in concrete sewer pipe or between such pipe and metal pipe shall be made as provided in paragraphs 4.2.6 and 4.2.7, or otherwise approved under 3.3.2.

4.3.3 Cast-iron pipe—Joints in cast-iron pipe shall be calked, as provided in paragraph 4.2.1.

4.3.4 Screw pipe to cast-iron—Joints between wrought-iron, steel, brass, or copper pipe, and cast-iron pipe shall be either calked or threaded joints made as provided in paragraphs 4.2.1 and 4.2.2, or shall be made with approved adapter fittings.

4.3.5 Lead to cast-iron, wrought-iron, or steel—Joints between lead and cast-iron, wrought-iron, or steel pipe shall be made by means of wiped joints to a calking ferrule, soldering nipple, or bushing as provided in paragraph 4.2.3.

4.3.6 Copper water tube—Joints in copper tubing shall be made either by the appropriate brass water fittings, properly sweated, or soldered together, or by means of approved compression fittings as provided by paragraphs 4.2.4 and 4.2.5.

4.4 Special Joints

4.4.1 Copper tubing to screwed pipe joints—Joints from copper tubing to threaded pipe shall be made by the use of brass converter fittings. The joint between the copper pipe and the fitting shall be properly sweated or soldered, and the connection between the threaded pipe and the fitting shall be made with a standard pipe size or screw joint.

4.4.2 Brazing or welding—Brazing or welding shall be performed in accordance with requirements of recognized standards of practice, ASA B 31.1, 1951, and by qualified mechanics except when it is determined by the administrative authority to be equivalent procedure for the purpose of this code.

4.4.3 Slip joints—In drainage and water piping, slip joints may be used only on the inlet side of the trap or in the trap seal, and on the exposed fixture supply:

4.4.4 Ground joint brass connections—Ground joint brass connections which allow adjustment of tubing but provide a rigid joint when made up shall not be considered as slip joints.

4.5 Unions (screwed)

4.5.1 Drainage system—Unions may be used in the trap seal and on the inlet side of the trap. Unions shall have metal-to-metal seats.

4.5.2 Water-supply systems—Unions in the water-supply system shall be metal-to-metal with ground seats.

TABLE 3.5 MATERIALS FOR PLUMBING INSTALLATIONS

Materials	See Sections 3.1.3 and 3.4.2			Other Standards Remarks	
	ASA	ASTM	FS		
<i>Nonmetallic Piping</i>					
Clay Sewer Pipe.....		C13-50	SS-P-361 ^a (1942)	Standard Strength Extra Strength Reinforced Nonreinforced Type I CS 116-44 See Footnote 2	
Concrete Sewer Pipe for Sizes 4-in. to 24-in.....		C200-50T C75-41 C14-41	SS-P-371 (1937)		
Bituminized Fibre Sewer Pipe & Fittings.....					
Asbestos Cement Sewer Pipe.....			SS-P-351 (1940)	See Footnotes 1 & 2	
<i>Ferrous Pipe and Fittings</i>					
Cast-Iron Soil Pipe and Fittings.....	A40.1-1935	A74-42	WW-P-401 (1935) ³	Extra Heavy & Service Weights ² AWWA 1908	
Cast-Iron Water Pipe.....	A21.2-1939	A44-41	WW-P-421 (1931) ⁴		
Cast-Iron (Threaded) Pipe.....	A40.5-1943		WW-P-356 (1936)	Type I and II Type III only	
Cast-Iron (Screwed) Fittings.....	B16 ^d -1941		WW-P-501 ^b (1939)		
Cast-Iron Drainage Fittings.....	B16.12-1942		WW-P-491 ^a (1945) ⁵		
Wrought-Iron Pipe.....	B36.2-1939	A72-52T	WW-P-441 ^b (1939) ⁶		
Steel Pipe.....		A120-49	WW-P-406 (1944) ⁷		
Open-Hearth Iron Pipe.....	B36.26-1950	A253-51T	WW-P-406 (1944) ⁷		
Malleable-Iron Fittings.....	B16.3-1951 (150 lbs.)	A338-51T*			
<i>Nonferrous Pipe and Fittings</i>					
Brass Tubing.....		B135-52	WW-T-791		For Copper Water Tube
Brass Pipe.....	H27.1-1949	B43-52	WW-P-351 (1930) ⁹		
Brass or Bronze Flanges and Flanged Fittings.....	B16.24-1953 (150 & 300 lb.)				
Cast-Brass Soldered Joint Fittings.....	B16.18-1950			MSS-SP-10	
Cast Brass Solder Joint Drainage Fittings.....	B16.23-1953		WW-P-460 (1945)		
Bronze Screwed Fittings, 125 lb....	B16.15-1947	B42-52	WW-P-377 (1932)	SPR 217-49	
Copper Pipe.....	H26.1-1949	B75-52	WW-T-797 (1932) ¹⁰		
Seamless Copper Tubing.....		B88-51	WW-T-799 ^a (1943) ¹¹		
Copper Water Tube (KLM).....	H23.1-1948			CS 95-41 CS 96-41	
Wrought Copper and Wrought Bronze Solder Joint Fittings.....	B16.22-1951				
Flared Fittings for Copper (Water) Tubes.....	A40.2-1936		WW-P-325 (1944)	CS 94-41 Grade A	
Lead Pipe & Traps.....					
<i>Miscellaneous</i>					
Calking Lead.....			QQ-L-156 (1934) ¹² Type I	CS 94-41 Grade A	
Sheet Lead.....			QQ-L-201 (1933) ¹³		
Sheet Brass.....		B36-52 B121-52	QQ-B-611 ^a (1938)	Section D 6 Section D 7 AWWA 7A.6-1940	
Sheet Copper.....		B152-52	QQ-C-501 ^a (1941) ¹⁴		
Galvanized-Iron & Steel Sheets....	G88-1937	A163-39	QQ-I-716 (1942) ¹⁵		
Galvanized Pipe & Fittings.....		A93-52T	WW-P-406 (1944)		
Cement Lining.....	A21.14-1939	A120-47	WW-P-406 (1944)		
Coal-Tar Enamel (Protective Coating).....		B32-49	QQ-S-571 ^b (1947) HH-C-536 (1936)		
Soft Solder.....				WW-V-54 (1946) ¹⁶ WW-V-58 (1945)	
Fixture-Setting Compound.....					
Air Gap Standards.....	A40.4-1942				
Backflow Preventors.....	A40.6-1943				
Bronze Gate.....					
Cast-Iron Gate.....					

*Intended only for use where ASA.B16.3 (150 lb.) and B.16.19 (300 lb.) are not adequate.

¹Asbestos-cement sewer pipe shall meet Federal Specifications SS-P-351 (1940) including Amendment 2, dated January 14, 1942, except for the following substitutions:
 Sizes only 4, 5 and 6 inch
 Class—nonpressure tests
 Lengths: 10 feet—cut of roundness, inside diameter:
 ¼ inch

Hydrostatic strength—not applicable
 Flexural strength—9 foot span
 4-inch pipe—560 lbs.
 5-inch pipe—900 lbs.
 6-inch pipe—1290 lbs.
 Crushing strength
 4-inch pipe—1740 lbs.
 5-inch pipe—1680 lbs.
 6-inch pipe—1420 lbs.

Tests: one specimen from each 300 lengths of pipe
²See Code chapters for limits of recommended usage.
³Amendment 4, dated July 18, 1951, subject: Pipe and
 Pipe-Fittings, Soil, Cast-Iron.
⁴Amendment 3, dated April 26, 1940, included.
⁵Amendment 1, dated February 7, 1946, included.
⁶Amendment 2, dated February 8, 1943, included.
⁷Amendment 1, dated June 9, 1945, included.

⁸Errata No. 1, dated October 1930, included.
⁹Errata No. 1, dated August 1933, included.
¹⁰Amendment 1, June 27, 1946.
¹¹Amendment No. 1, dated November 18, 1946, included.
¹²Amendment No. 1, dated June 2, 1942, included.
¹³Amendment No. 3, dated May 27, 1942, included.
¹⁴Amendment No. 3, dated November 1948, included.
¹⁵Amendment No. 1, dated April 19, 1946, included.
¹⁶Amendment No. 1, dated September 30, 1946, included.

4.6 Water Closet, Pedestal Urinal, and Trap Standard Service

4.6.1 Fixture connections between drainage pipes and water closets, floor-outlet service sinks, pedestal urinals and earthenware trap standards shall be made by means of brass, or iron flanges, calked, soldered, or screwed to the drainage pipe. The connection shall be bolted, with an approved gasket or washer or setting compound between the earthenware and the connection. The floor flange shall be set on an approved form base. The use of commercial putty or plaster is prohibited.

4.7 Prohibited Joints and Connections

4.7.1 Drainage system—Any fitting or connection which has an enlargement, chamber, or recess with a ledge, shoulder, or reduction of pipe area, that offers an obstruction to flow through the drain, is prohibited.

4.7.2 No fitting or connection that offers abnormal obstruction to flow shall be used. The enlargement of a 3-inch closet bend or stub to 4 inches shall not be considered an obstruction.

4.7.3 No branch connection shall be made to a lead bend or ferrule.

4.8 Waterproofing of Openings

4.8.1 Joints at the roof, around vent pipes, shall be made watertight by the use of lead, copper, or other approved flashings or flashings material. Exterior-wall openings shall be made watertight.

4.9 Increasers and Reducers

4.9.1 Where different sizes of pipes, or pipes and fittings are to be connected, the proper size increasers or reducers or reducing fittings shall be used between the two sizes.

CHAPTER 5

TRAPS AND CLEANOUTS

5.1 Traps

5.1.1 Fixture traps—Plumbing fixtures, excepting those having integral traps, shall be separately trapped by a water-seal trap, placed as close to the fixture outlet as possible, except that a set of not more than three laundry trays or lavatories or a set of two laundry trays and one sink, cast or made as one fixture, may connect with a single trap, provided that no horizontal arm shall exceed 3 feet in developed length from the fixture trap.

5.2 Type and Size of Traps and Fixture Drains

5.2.1 Trap size—The size (nominal diameter) of trap for a given fixture shall be sufficient to drain the fixture rapidly but in no case less than given in chapter 11, table 11.4.2.

5.2.2 Relation to fixture drains—No trap shall be larger than the drain to which it is connected.

5.2.3 Type of traps:

- (a) Fixture traps shall be self-cleaning other than integral traps without partitions or movable parts.
- (b) Slip joints or couplings may be used on the trap inlet or within the trap seal of the trap if metal-to-metal ground joint is used.
- (c) A trap integral with the fixture shall have a uniform interior and smooth waterway.

5.3 General Requirements

5.3.1 Trap seal—Each fixture trap shall have a water seal of not less than 2 inches and not more than 4 inches, except where a deeper seal is found necessary by the administrative authority for special conditions.

5.3.2 Trap cleanouts:

(a) Each fixture trap, except those cast integral or in combination with fixtures in which the trap seal is readily accessible or except when a portion of the trap is readily removable for cleaning purposes, shall have an accessible brass trap screw of ample size protected by this water seal.

5.3.3 Trap level and protection—Traps shall be set true with respect to their water seals, and where necessary, they shall be protected from freezing.

5.3.4 (For reference only)

5.3.5 (For reference only)

5.3.6 Prohibited traps—

- (a) No trap which depends for its seal upon the action of movable parts shall be used.
- (b) S traps are prohibited.
- (c) Bell traps are prohibited.
- (d) Crown-vented traps are prohibited.
- (e) Building or house traps on the main house sewer or house drain are prohibited.

5.3.7 Double trapping—No fixture shall be double trapped.

5.4 Pipe Cleanouts

5.4.1 Location—Cleanouts shall not be more than 50 feet apart in horizontal drainage lines of 4-inch nominal diameter or less and not more than 100 feet apart for larger pipes.

5.4.2 Underground drainage—Cleanouts, when installed on an underground drain, shall be extended to or above the finished grade level directly above the place where the cleanout is installed; or may be extended to the outside of the building when found necessary by the administrative authority.

5.4.3 (For reference only)

5.4.4 Concealed piping—Cleanouts on concealed piping shall be extended through and terminate flush with the finished wall or floor; chases may be left in the wall or floor, provided they are of sufficient size to permit removal of the cleanout plug and effective cleaning of the system.

5.4.5 Base of stacks—A cleanout shall be provided at or near the foot of each vertical waste or soil stack. For buildings with a floor slab on fill or ground the following will be acceptable in lieu of a cleanout at the base of the stack: The building drain may be extended to the outside of the building and terminated in an accessible cleanout or an accessible cleanout installed in the building drain downstream from the stack not more than 5 feet outside the building wall.

5.4.6 Building drain junction—There shall be a cleanout near the junction of the building drain and building sewer or a cleanout with Y branch inside the building wall unless the cleanout at the base of the stack is within 5 feet of the point where the sewer enters the building and in such case the stackcleanout will be sufficient.

5.4.7 Direction of flow—Every cleanout shall be installed so that the cleanout opens in a direction opposite to the flow of the drainage line or at right angle thereto.

5.4.8 Cleanout plugs shall not be used for the installation of new fixtures or floor drains except where approved in writing by the administrative authority.

5.5 Size of Cleanouts

5.5.1 Small pipes—Cleanouts shall be of the same nominal size as the pipes up to 4 inches and not less than 4 inches for larger piping.

5.6 Cleanout Clearances

5.6.1 Large pipes—Cleanouts on 3-inch or larger pipe shall be so installed that there is a clearance of not less than 18 inches for the purpose of rodding.

5.6.2 Small pipes—Cleanouts smaller than 3 inches shall be so installed that there is a 12-inch clearance for rodding.

5.6.3 Calking—Cement, plaster, or any other permanent finishing material shall not be placed over a cleanout plug.

5.6.4 Concealment—Where it is necessary to conceal a cleanout plug, a covering plate or access door shall be provided which will permit ready access to the plug.

5.7 Cleanout Equivalent

5.7.1 A fixture trap or a fixture with integral trap, readily removable without disturbing concealed roughing work, may be accepted as a cleanout equivalent.

5.8 Acidproof Traps

5.8.1 Acid waste—The waste pipes, vent pipes and traps for acid tanks, sinks, and other receptacles receiving the discharge of acids in chemical laboratories, electrotyping, lithographing, and other similar establishments shall not be connected with soil or waste pipes in buildings, but shall be constructed of acid proof earthenware or dur-iron pipe with bell and spigot joints, bells to be at least 3 inches deep and with annular space not less than one-half inch, or material of equal quality, lines to be properly trapped at fixtures and carried outside

of foundation walls to connection with main house sewer unless the use of the public sewers for the disposal of acid wastes is prohibited by the authorities having jurisdiction over the use of sewers.

CHAPTER 6

INTERCEPTORS—SEPARATORS AND BACKWATER VALVES

6.1 Interceptors and Separators

6.1.1 When required—Interceptors (including grease, oil, and sand interceptors, etc.) shall be provided when, in the judgment of the administrative authority having jurisdiction, they are necessary for the proper handling of liquid wastes containing flammable wastes, sand, and other ingredients harmful to the building drainage system, the public sewer or sewage-treatment plant or processes.

6.1.2 Approval—The size, type, and location of each interceptor or separator shall be approved by the administrative authority in accordance with generally accepted standards and no wastes other than those requiring treatment or separation shall be discharged into any interceptor.

6.2 Grease Interceptors

6.2.1 Commercial buildings—A grease interceptor shall be installed in the waste line leading from sinks, drains, or other fixtures in the following establishments when, in the judgment of the administrative authority, a hazard exists: restaurants, hotel kitchens or bars; factory cafeterias or restaurants; clubs; or other establishments where grease can be introduced into the drainage system in quantities that can affect line stoppage or hinder sewage disposal.

6.2.2 Residential units—A grease interceptor is not necessary for individual dwelling units or any private living quarters.

6.3 Oil Separators

6.3.1 An oil separator shall be installed in the drainage system or section of the system where, in the judgment of the administrative authorities, a hazard exists or where oils or other inflammables can be introduced or admitted into the drainage system in appreciable quantities by accident or otherwise.

6.4 Sand Interceptors

6.4.1 Commercial installations—Sand and similar interceptors for heavy solids shall be so designed and located as to be readily accessible for cleaning, and shall have a water seal of not less than 6 inches.

6.5 Venting Interceptors

6.5.1 Relief vent—Interceptors shall be so designed that they will not become air bound if closed covers are used.

6.6 Accessibility of Interceptor

6.6.1 Each interceptor shall be so installed as to provide ready accessibility to the cover and means for servicing and maintaining the interceptor in working and operating condition. The use of ladders or the removal of bulky equipment in order to service interceptors shall constitute a violation of accessibility.

6.7 Interceptor's Efficiency

6.7.1 **Flow rate**—Interceptors shall be rated and approved for their efficiency as determined by the administrative authority and in accordance with generally accepted practice.

6.7.2 **Water connection**—Water connection for cooling or operating an interceptor shall be such that backflow cannot occur, and be protected by an approved air gap.

6.8 Laundries

6.8.1 **Interceptors**—Commercial laundries shall be equipped with an interceptor having a removable wire basket or similar device that will prevent strings, rags, buttons, or other material detrimental to the public sewerage system from passing into the drainage system.

6.9 Bottling Establishments

6.9.1 **Bottling plants**—Bottling plants shall discharge their process wastes into an interceptor which will provide for the separation of broken glass or other solids, before discharging liquid wastes into the drainage system.

6.10 Slaughterhouses

6.10.1 **Separators**—Slaughtering-room drains shall be equipped with separators which shall prevent the discharge into the drainage system of feathers, entrails, and other materials likely to clog the drainage system.

6.10.2 **Food-grinder**—Wastes may discharge directly to the building drainage system.

6.11 Commercial Grinders

6.11.1 **Discharge**—Where commercial food-waste grinders are installed, the waste from those units may discharge direct into the building drainage system and not through a grease interceptor.

6.11.2 **Approval**—The administrative authority shall determine where and what type of interceptor is necessary, except that interceptors shall not be required for private living quarters or residential units.

6.12 Maintenance

6.12.1 **Cleaning**—Interceptors shall be maintained in efficient operating condition by periodic removal of accumulated grease.

6.13 Oil Interceptors

6.13.1 **Where required**—Oil separators shall be installed when required by the administrative authority and shall conform to requirements of paragraph 6.13.2.

6.13.2 **Minimum dimension**—Interceptors for service stations and garages where both oil wastes and sand or mud may be expected, shall have a minimum capacity of 25 cubic feet.

6.13.3 **Special type separators**—Before installing any special type separator, a drawing including all pertinent information shall be submitted for approval of the administrative authority, as being in accordance with this code.

6.14 Backwater Valves

6.14.1 (For reference only.)

6.14.2 (For reference only.)

6.14.3 **Material**—All bearing parts of backwater valves shall be of corrosion-resistant material.

6.14.4 **Backwater valves** shall be so constructed as to insure a mechanical seal against backflow.

6.14.5 **Diameter**—Backwater valves, when fully opened, shall have a capacity not less than that of the pipes in which they are installed.

6.14.6 **Location**—Backwater valves shall be so installed as to provide ready accessibility to their working parts.

CHAPTER 7

PLUMBING FIXTURES

7.1 General Requirements—Materials

7.1.1 **Quality of fixtures**—Plumbing fixtures shall have smooth impervious surfaces, be free from defects and concealed fouling surfaces, and, except as permitted elsewhere in this code, shall conform in quality and design to one of the accepted standards.

7.2 Alternate Materials

7.2.1 **Materials**—Sinks and special-use fixtures may be made of soapstone, chemical stoneware, or may be lined with lead, copper-base alloy, nickel-copper alloy, corrosion-resisting steel, or other materials especially suited to the use for which the fixture is intended.

7.3 Overflows

7.3.1 **Design**—When any fixture is provided with an overflow, the waste shall be so arranged that the standing water in the fixture cannot rise in the overflow when the stopper is closed or remain in the overflow when the fixture is empty.

7.3.2 **Connection**—The overflow pipe from a fixture shall be connected on the house or inlet side of the fixture trap.

7.4 Installation

7.4.1 **Cleaning**—Plumbing fixtures shall be installed in a manner to afford easy access for cleaning. Where practical, all pipes from fixtures shall be run to the nearest wall.

7.4.2 **Wall hung fixtures** shall be secured or attached with proper hangers.

7.4.3 **Securing fixtures**—Floor-outlet fixtures shall be rigidly secured to floor by screws or bolts.

7.4.4 **Wall-hung bowls**—Wall-hung water-closet bowls shall be rigidly supported by a concealed metal supporting member so that no strain is transmitted to the closet connection.

7.4.5 **Setting**—Fixtures shall be set level and in proper alignment with reference to adjacent walls. (See par. 4.6.1.)

7.5 Water-Supply Protection

7.5.1 **Supply fittings**—The supply lines or fittings for every plumbing fixture shall be so installed as to prevent backflow. (See par. 10.4.3.)

7.6 Prohibited Fixtures and Connections

7.6.1 Fixtures—Pan, valve, plunger, offset, wash-out, latrine, range, frost-proof, and other water closets having an invisible seal or an unventilated space or having walls which are not thoroughly washed at each discharge, are prohibited. Any water closet which might permit siphonage of the contents of the bowl back into the tank is prohibited.

7.6.2 Connections—Fixtures having concealed slip-joint connections shall be provided with an access panel or utility space so arranged as to make the slip connections accessible for inspection and repair.

7.7 Water Closets

7.7.1 Public use—Water-closet bowls for public use shall be of the elongated type.

7.7.2 Flushing device—Water-closet tanks shall have a flushing capacity sufficient to properly flush the water-closet bowls with which they are connected.

7.7.3 Float valves—Float valves in lowdown tanks shall close tight and provide water to properly refill the trap seal in the bowl.

7.7.4 Close-coupled tanks—The flush-valve seat in close-coupled water-closet combinations shall be 1 inch or more above the rim of the bowl, so that the flush-valve will close even if the closet trapway is clogged, or any closets with flush valve seats below the rim of the bowl shall be so constructed that in case of trap stoppage, water will not flow continuously over the rim of the bowl.

7.7.5 Automatic flush-valve—Flushometers shall be so installed that they will be readily accessible for repairing. When the valve is operated, it shall complete the cycle of operation automatically, opening fully and closing positively under the service pressure. At each operation the valve shall deliver water in sufficient volume and at a rate that will thoroughly flush the fixtures and refill the fixture trap. Means shall be provided for regulating flush-valve flow. Not more than one fixture shall be served by a single flush valve. Protection against backflow shall be provided as specified in par. 10.4.3.

7.7.6 Seats—Water closets shall be equipped with seats of smooth nonabsorbent material. All seats of water closets provided for public use shall be of the open-front type. Integral water-closet seats shall be of the same material as the fixture.

7.8 Urinals

7.8.1 Automatic flushing tank—Tanks flushing more than one urinal shall be automatic in operation and of sufficient capacity to provide the necessary volume to flush and properly cleanse all urinals simultaneously.

7.8.2 Urinals equipped with automatic flush valves—Flushometers shall be as prescribed in par. 7.7.5 and no valve shall be used to flush more than one urinal.

7.8.3 Trough urinals—Trough urinals shall be permitted only in places of temporary occupancy. They shall be not less than 6 inches deep and shall

be furnished with one-piece backs and have strainers with outlets at least $1\frac{1}{2}$ inches in diameter. The washdown pipe shall be perforated so as to flush with an even curtain of water against the back of the urinal. This pipe shall be securely clamped as high as practicable to the back of the urinal. Trough urinals shall have tanks with a flushing capacity of not less than $1\frac{1}{2}$ gallons of water for each 2 feet of urinal length.

7.8.4 (For reference only.)

7.8.5 Floor-type urinals—Floor-type trough urinals are prohibited.

7.8.6 Surrounding materials—Wall and floor space to a point 1 foot in front of urinal lip and 4 feet above the floor, and at least 1 foot to each side of the urinal shall be lined with nonabsorbent material.

7.9. Strainer and Fixture Outlets

7.9.1 All plumbing fixtures, other than water closets and siphon-action washdown or blowout urinals, shall be provided with metal strainers having waterway area in accord with acceptable design.

7.10 Lavatories

7.10.1 Waste outlets—Lavatories shall have waste outlets not less than $1\frac{1}{4}$ inches in diameter. Wastes may have open strainers or may be provided with stoppers.

7.11 Shower Receptors and Compartments

7.11.1 Shower—All shower compartments, except those built directly on the ground or those having metal enameled receptors, shall have a lead or copper shower pan or the equivalent thereof or as determined by the administrative authority. The pan shall turn up on all sides at least 2 inches above the finished floor level. Traps shall be so constructed that the pan may be securely fastened to the trap at the seepage entrance making a water-tight joint between the pan and trap. Shower receptacle waste outlets shall not be less than $1\frac{1}{2}$ inches in diameter and have removable strainers.

7.11.2 On the ground—Shower receptors built on the ground shall be constructed from the dense nonabsorbent and noncorrosive materials and shall have smooth impervious surfaces, or as provided in par. 7.11.1.

7.11.3 (For reference only.)

7.11.4 (For reference only.)

7.11.5 Public or institution showers—Floors of public shower rooms shall be drained in such a manner that no waste water from any shower head will pass over areas occupied by other bathers.

7.11.6 Walls—Shower compartments shall have walls constructed of smooth, noncorrosive and nonabsorbent waterproof materials to a height of not less than 6 feet above the floor.

7.11.7 Joints—Built-in tubs with overhead showers shall have waterproof joints between the tub and walls, and the walls shall be waterproof.

7.12 Sinks

7.12.1 Waste outlets—Sinks shall be provided with waste outlets not less than $1\frac{1}{2}$ inches in diameter. Waste outlets may have open strainers or may be provided with stoppers.

7.13 Food-Waste-Grinder-Units

7.13.1 Separate connections—Domestic food-waste-disposal units shall be connected and trapped separately from any other fixture or compartment. Units may have either automatic or hand-operated water supply control. (See sec. 10.4.)

7.13.2 Grease interceptors—No food-waste grinder shall be connected through a grease interceptor.

7.13.3 Commercial-type grinders—Commercial-type food-grinders shall be provided with not less than a 2 inch waste line. Each waste line shall be trapped and vented as provided in other sections of this code.

7.14 Drinking Fountains

7.14.1 Design and construction—Drinking fountains shall conform to American Standard Specifications for Drinking Fountains (ASA A4.2-1942.)

7.14.2 Protection of water supply—Stream projectors shall be so assembled as to provide an orifice elevation as specified by American Standard Air Gaps in Plumbing Systems (ASA A40.4-1942) and American Standard Backflow Preventors in Plumbing Systems (ASA A40.6-1943.)

7.15 Floor Drains

7.15.1 Trap and strainers—Floor drains shall have metal traps and a minimum water seal of 3 inches and shall be provided with removable strainers. The open area of strainer shall be at least two-thirds of the cross-section area of the drain line to which it connects.

7.15.2 Size—Floor drains shall be of a size to serve efficiently the purpose for which it is intended.

7.16 Dishwashing Machines

7.16.1 Protection—Domestic dishwashing machines shall meet requirements in par. 10.4.3.

7.16.2 Separate trap—Each unit shall be separately trapped or discharged indirectly into a properly trapped and vented fixture.

7.16.3 Air gap—Commercial dishwashing machines shall be connected through an air gap or as provided in chapter 9, Indirect Waste Piping and Special Wastes.

7.16.4 Hot water—Dishwashing machines or similar dishwashing equipment not in private living quarters or dwelling units shall be provided with water at least 180° F. for sterilization.

7.17 Multiple Wash Sinks

7.17.1 Circular type—Each 18 inches of wash sink circumference (circular type) shall be equivalent to one lavatory.

7.17.2 Straight-line type—Multiple wash sinks of the straight-line type shall have hot and cold combination spouts not closer than 18 inches from

adjacent similar spouts and each spout shall be considered the equivalent of one lavatory.

7.18 Garbage Can Washers

7.18.1 Discharge—Garbage can washers shall not discharge through a trap serving any other device or fixture.

7.18.2 (For reference only.)

7.18.3 Baskets—The receptacle receiving the wash from garbage cans shall be provided with a basket or similar device to prevent the discharge of large particles and utensils into the building drainage system.

7.18.4 Connections—Water-supply connections shall conform to par. 10.4.3.

7.19 Laundry Trays

7.19.1 Waste outlets—Each compartment of a laundry tray shall be provided with a waste outlet not less than $1\frac{1}{2}$ inches in diameter and with a stopper.

7.20 Special Fixtures and Specialties

7.20.1 Water and drain connections—Baptistries, ornamental and lily pools, aquaria, ornamental fountain basins, and similar constructions when provided with water supplies shall be protected from back-siphonage as required in paragraph 10.4.3.

CHAPTER 8

HANGERS AND SUPPORTS

8.1 Strain and Stresses

8.1.1 General—Piping in a plumbing system shall be installed without undue strain and stresses, and provision shall be made for expansion, contraction, and structural settlement.

8.2 Vertical Piping

8.2.1 Attachment—Vertical piping shall be secured at sufficiently close intervals to keep the pipe in alignment and carry the weight of the pipe and contents.

8.3 Horizontal Piping

8.3.1 Supports—Horizontal piping shall be supported at sufficiently close intervals to keep it in alignment and prevent sagging.

8.3.2 Cast-iron soil pipe—Cast-iron soil pipe shall be supported at not more than 8 foot intervals.

8.3.3 Screwed pipe—Screwed pipe (SPS) shall be supported at approximately 12 foot intervals.

8.3.4 Copper tubing—Copper tubing shall be supported at approximately 6 foot intervals for piping $1\frac{1}{2}$ inches and smaller, and 10 foot intervals for piping 2 inches and larger.

8.3.5 Lead pipe—Lead pipe shall be supported for its entire length.

8.3.6 In ground—Piping in the ground shall be laid on a firm bed for its entire length.

8.4 Hangers and Anchors

8.4.1 Material—Hangers and anchors shall be of metal of sufficient strength to maintain in their proportional share of the pipe alignments.

8.4.2 Attachment—Hangers and anchors shall be securely attached to the building construction.

8.5 Strains and Stresses

8.5.1 Installation of pipe—Piping in a plumbing system shall be so installed as to prevent undue strains and stresses.

8.5.2 Expansion and contraction—Provisions shall be made for expansion and contraction of piping and for structural settlement that may affect the piping.

8.5.3 Piping in concrete—Piping in concrete or masonry walls or footings shall be placed or installed in chases or recesses which will permit access to the piping for repair or replacement.

8.6 Base of Stacks

8.6.1 Supports—Bases of cast-iron stacks shall be supported on concrete, brick laid in cement mortar, metal brackets attached to the building construction, or by other methods approved by the administrative authority.

CHAPTER 9

INDIRECT WASTE PIPING AND SPECIAL WASTES

9.1 Indirect Waste Piping

9.1.1 General—Wastes from the following shall discharge to the building drainage system through an air gap serving the individual fixtures, devices, appliances, or apparatus.

9.1.2 Food handling—Establishments engaged in the storage, preparation, selling, serving, processing, or otherwise handling of food shall have the waste piping from all refrigerators, ice boxes, rinse sinks, cooling or refrigerating coils, laundry washers, extractors, steam tables, egg boilers, coffee urns, or similar equipment discharge indirectly into a water-supplied sink or receptor and the waste outlet shall terminate at least 2 inches above the flood rim of such sink or receptor.

9.1.3 Commercial dishwashing machines—Dishwashing machines, except those in private living quarters or dwelling units, shall be indirectly connected, except that when a dishwashing machine is located adjacent to a floor drain, the waste from the dishwashing machine may be connected direct on the sewer side of the floor-drain trap.

9.1.4 Interceptor—An interceptor may be placed on the outlet side of the dishwashing machine, or on the discharge side of the indirect waste receptor.

9.1.5 Connection—Drains, overflows, or relief vents from the water-supply system shall not be directly connected to the drainage system.

9.1.6 Sterile materials—Appliances, devices, or apparatus such as stills, sterilizers, and similar equipment requiring water and waste and used for sterile material shall be indirectly connected or provided with an air gap between the trap and the appliance.

9.1.7 Drips—Appliances, devices, or apparatus not regularly classed as plumbing fixtures but which have drips or drainage outlets, may be

drained by indirect waste pipes discharging into an open receptacle as provided in par. 9.1.2.

9.2 Material and Size

9.2.1 The material and size of indirect waste pipes shall be in accordance with the provisions of the other sections of this code applicable to sanitary-drainage piping, except that refrigerator and similar indirect fixtures or appliances may be provided with waste pipes, trapped and of a size not less than 1¼ inches for one to two traps; 1½ inches for three to six traps; and 2 inches for six to twelve traps.

9.3 Length

9.3.1 Waste pipe—Any indirect waste pipe exceeding 3 feet in a length shall be trapped.

9.3.2 Venting of indirect wastes—When indirect wastes extend more than one floor above the fixture they discharge over, they must be vented full size through the roof.

9.3.3 Cleaning—Indirect waste piping shall be so installed as to permit ready access for flushing and cleansing.

9.4 Air Gap or Backflow Preventer

9.4.1 Provision of air gap—The air gap between the indirect waste and the building drainage system shall be at least twice the effective diameter of the drain served and shall be as provided in par. 9.4.2 or 9.4.3.

9.4.2 By extending the indirect waste pipe to an open, accessible slop sink, floor drain, or other suitable fixture which is properly trapped or vented. The indirect waste shall terminate a sufficient distance above the flood level rim of the receiving fixture to provide the required air gap, and shall be installed in accordance with other applicable sections of this code.

9.4.3 By providing a break (air gap) in the drain connection on the inlet side of the trap serving the fixture, device, appliance, or apparatus.

9.5 Receptors

9.5.1 Installation—Waste receptors serving indirect pipes shall not be installed in any toilet room, nor in any inaccessible or unventilated space.

9.5.2 (For reference only.)

9.5.3 Strainers and Baskets—Suitable strainers, baskets, or beehive strainers shall be provided on indirect waste receptors or floor drains receiving such drainage.

9.5.4 Splashing—All plumbing receptors receiving the discharge of indirect waste pipes shall be of such shape and capacity as to minimize splashing or flooding. No plumbing fixture which is used for domestic or culinary purposes shall be used to receive the discharge of an indirect waste pipe.

9.6 Clear Water Wastes

9.6.1 Waste lifts, expansion tanks, cooling jackets, sprinkler systems, drip or overflow pans, or similar devices which waste clear water only shall discharge onto a roof or into the building

drainage system through an indirect waste or over a suitable floor drain.

9.7 Condensers and Sumps

9.7.1 No steam pipe shall connect to any part of a drainage or plumbing system, nor shall any water above 210° F. be discharged into any part of a drainage system. Such pipes may be indirectly connected by discharging into an interceptor or into the drainage system.

9.7.2 No high pressure steam or blowoff exhaust shall be directly connected to the house drain or sewer except when directed through an approved and properly vented expansion chamber condenser, or device so designed and constructed as to reduce the pressure to a safe limit and the temperature to or below 212° F. Preferably these devices should discharge to the house sewer rather than building drain, except where bituminous fibre or cement asbestos pipe is installed for the sewer.

9.8 Drinking Fountains

9.8.1 Drinking fountains may be installed with indirect wastes.

9.9 Special Wastes

9.9.1 Acid waste—Acid and chemical indirect waste pipes shall be of materials unaffected by the discharge of such wastes.

9.9.2 Neutralizing device—In no case shall corrosive liquids, spent acids, or other harmful chemicals which might destroy or injure a drain, sewer, soil, or waste pipe, or which might create noxious or toxic fumes, discharge into the plumbing system without being thoroughly diluted or neutralized by passing through a properly constructed and acceptable dilution or neutralizing device. Such device shall be provided with a sufficient intake of diluting water or neutralizing medium, so as to make its contents noninjurious before being discharged into the soil or sewage system.

9.10 Swimming Pools

9.10.1 Piping carrying waste water from swimming or wading pools including pool drainage, back wash from filters, or water from scum gutter drains or floor drains which serve walks around pools, shall be installed as an indirect waste pipe utilizing any existing circulation pump, if necessary, when indirect waste pipe is below the sewer grade.

9.10.2 Plans and specifications for public swimming pools shall be submitted for approval to the Iowa State Department of Health before construction begins.

CHAPTER 10

WATER SUPPLY AND DISTRIBUTION

10.1 Quality of Water Supply

10.1.1 Potable water—Potable water is water which is satisfactory for drinking, culinary and domestic purposes, and meets the requirements of accepted standards including those of the Iowa State Department of Health.

10.1.2 Acceptable sources—Where a public supply of potable water is not available, requirements

satisfactory to the administrative authority shall be observed.

10.1.3 Nonpotable water—Where an adequate supply of potable water is not available, nonpotable water may be used for cooling, flushing water closets and urinals and other fixtures not requiring potable water, provided such water shall not be accessible for drinking or culinary purposes, nor cross-connected with a potable water supply.

10.2 Color Code

10.2.1 Identification of Piping—All piping conveying a nonpotable water should be adequately and durably identified by a distinctive yellow-colored paint so that it is readily distinguished from piping carrying potable water. (See ASA Z53.1—1945 Safety Color Code for Marking Physical Hazards.) (This Section is not a Requirement.)

10.3 Water Supply

10.3.1 Every building in which plumbing fixtures are installed and are for human occupancy or habitation shall be provided with an ample supply of pure and wholesome water.

10.4 Protection of Potable Water Supply

10.4.1 Cross-connections—Potable water-supply piping, water discharge outlets, backflow prevention devices, or similar equipment shall not be so located as to make possible their submergence in any contaminated or polluted liquid or substance.

10.4.2 Approval of devices—Before any device for the prevention of backflow or backsiphonage is installed, it shall have first been certified as meeting the requirements of ASA A40.6—1943 by a reputable testing laboratory. Devices installed in a potable water supply system for protection against backflow shall be maintained in good working condition by the person or persons having control of such devices. The administrative authority having jurisdiction may inspect such devices and if found to be ineffective or inoperative shall require the repair or replacement thereof.

10.4.3 Backflow—The water-distributing system shall be protected against backflow. Every water outlet shall be protected from backflow, preferably by having the outlet end from which the water flows spaced a distance above the flood-level rim of the receptacle into which the water flows sufficient to provide a "minimum required air gap" as defined in ASA A40.4—1942. Where it is not possible to provide a minimum air gap, the water outlet shall be equipped with an accessibly located backflow preventer complying with ASA A40.6—1943, installed on the discharge side of the manual control valve.

10.4.4 Special device—Where it is not possible to provide either a minimum air gap or a backflow preventer, as may be the case in connection with cooling jackets, condensers, or other industrial or special appliances, the administrative authority shall require other means of protection approved by the State Department of Health.

10.5 Vacuum Breakers and Air Gaps

10.5.1 Flushometer—Flushometer valve shall be equipped with an approved vacuum breaker. The vacuum breaker shall be installed on the discharge

side of the flushing valve with the critical level at least 4 inches above the overflow rim of the bowl.

10.5.2 Flushing tanks—Flushing tanks shall be equipped with an approved ball-cock. The ball-cock shall be installed with the critical level of the vacuum breaker at least 1 inch above the full opening of the overflow pipe. In cases where the ball-cock has no hush tube, the bottom of the water supply inlet shall be installed 1 inch above the full opening of the overflow pipe.

10.5.3 Trough urinals—Trough urinals when permitted shall be equipped with a vacuum breaker installed on the discharge side of the last valve and not less than 30 inches above the spray pipe.

10.5.4 Lawn sprinklers—Lawn-sprinkler systems shall be equipped with a backflow preventer on the discharge side of each of the last valves. The backflow preventer shall be at least 6 inches above the surrounding ground. Where combination control valves and backflow preventers are installed, the bottom of the valve shall constitute the bottom of the backflow preventer.

10.5.5 Water valve outlet—Fixture faucets with hose attachments shall be protected by a backflow preventer installed 6 inches above the highest point of usage and on the discharge side of the valve.

Faucets or valves independent of fixtures with hose attachments used for special purposes including morgue table cleaning, garbage can washing, special sinks, and chemical sinks, wherever the end of the water supply hose may become submerged shall also be protected as above.

10.6 Water-Service Pipe

10.6.1 Except as permitted in par. 10.6.2, the underground water-service pipe and the building drain or building sewer shall be not less than 10 feet apart horizontally and shall be separated by undisturbed or compacted earth.

10.6.2 The water-service pipe may be placed in the same trench with the building drain and building sewer provided the following conditions are met:

(a) The bottom of the water-service pipe, at all points shall be at least 12 inches above the top of the sewer line at its highest point.

(b) The water-service pipe shall be placed on a solid shelf excavated at one side of the common trench. Where ground conditions do not permit a shelf the pipe may be laid on a solidly tamped backfill.

(c) The number of joints in the service pipe shall be kept to a minimum.

10.6.3 Stop-and-waste valve combination—Combination stop-and-waste valves and cocks shall not be installed in an underground service pipe unless an approved system of water-tight piping from the weep hole of the stop-and-waste valve is installed to drain to a lower protected level.

10.6.4 Private water supply—No private water supply shall be interconnected with any public water supply unless the private supply meets the requirements of the Iowa State Department of Health

and the specific written approval of the administrative authority having jurisdiction is obtained.

10.7 Water Pumping and Storage Equipment

10.7.1 Pumps and other appliances — Water pumps, tanks, filters, softeners, compressors, and all other appliances and devices shall be protected against contamination.

10.7.2 Water-supply tanks — Potable-water-supply tanks shall be properly covered to prevent the entrance of foreign material or insects into the water supply. Soil or waste lines shall not pass directly over such tanks.

10.7.3 Pressure tanks, boilers, and relief valves —The drains from pressure tanks, boilers, relief valves, and similar equipment shall only be connected to the drainage system through an indirect waste or over a drain.

10.7.4 Cleaning, painting, repairing water tanks —A potable water-supply tank used for domestic purposes shall not be lined, painted, or repaired with any material which will affect either the taste or the potability of the water supply when the tank is returned to service. Tanks shall be disconnected from the system during such operations, to prevent any foreign fluid or substance entering the distribution piping.

10.8 Water-Supply Tanks—Booster System

10.8.1 When required—When the water pressure from the city mains during flow is insufficient to supply all fixtures freely and continuously, the rate of supply shall be supplemented by a gravity house tank or booster system.

10.8.2 Support—All water-supply tanks shall be supported in accordance with the regulations which apply or with adequate structural design.

10.8.3 Overflow Pipes for Water-supply Tanks—Overflow pipes for gravity tanks shall discharge above a roof or catch basin, or they shall discharge over an open, water-supplied sink. Adequate overflow pipes properly screened against the entrance of insects and vermin shall be provided.

10.8.4 Tank supply—The water-supply inlet within the tank shall be at an elevation no less than is required for an air gap in an open tank with overflow, but in no case shall the elevation be less than 4 inches above the overflow.

10.8.5 Drains—Water-supply tanks shall be provided with valved drain lines located at their lowest point and discharged as an indirect waste or as required for overflow pipes in par. 10.4.3.

10.8.6 Size of overflow—Overflow drains for water-supply tanks shall be adequately sized according to the supply.

10.8.7 Gravity and suction tanks—Tanks used for domestic water supply, combined supply to fire standpipes and domestic water system, or to supply standpipes for fire-fighting equipment only, shall be equipped with tight covers which are vermin and rodent proof. Such tanks shall be vented with a return bend vent pipe having an area not less than

one-half the area of the down feed riser, and the vent opening shall be covered with a metallic screen.

10.8.8 Pressure tanks—Pressure tanks used for supplying water to the domestic water distribution system, combined supply to fire standpipes, and domestic water system, or to supply standpipes for fire equipment only, shall be equipped with a vacuum-breaking device located on the top of the tank. The air inlet of this device shall be covered with a metallic screen.

10.9 Disinfection of Potable Water System Piping

10.9.1 The administrative authority having jurisdiction may require when necessary that the potable-water system or any part thereof installed or repaired be disinfected in accordance with one of the following methods before it is placed in operation.

10.9.2 The system, or part thereof, shall be filled with a solution containing 100 parts per million of available chlorine and allowed to stand 2 hours before flushing and returning to service.

10.9.3 In the case of potable-water storage tank where it is not possible to disinfect as provided in paragraph 10.9.2, the entire interior of the tank shall be swabbed with a solution containing 200 parts per million of available chlorine and the tank thoroughly flushed before returning to service.

10.10 Water Supply Pipe, Tubing, and Fittings

10.10.1 Materials for water supply pipes and tubing shall be brass, copper, lead, cast iron, wrought iron, open-hearth iron, or steel, with appropriate approved fittings. All threaded ferrous pipe and fittings shall be galvanized (zinc coated) or cement lined. Type K copper tubing may be used under and above ground, Type L may be used above ground and Type M may be used above ground where the water pressure is less than 60 pounds per square inch. (See chapter 3 for standards.)

10.11 Allowance for Character of Water

10.11.1 Selection of materials—When selecting the material and size for water-supply pipe, tubing, or fittings, due consideration shall be given to the working pressure and action of the water on the interior and of the soil, fill, or other material on the exterior of the pipe. No material that would produce toxic conditions in a potable-water-supply system shall be used for piping, tubing, or fittings.

10.11.2 Used Piping—No piping material that has been used for other than a potable-water-supply system shall be reused in the potable-water-supply system.

10.12 Water-Supply Control

10.12.1 Water-supply control—A main shut-off valve on the water-service pipe shall be provided near the curb, and, also, an accessible shut-off valve shall be provided inside near the entrance of the water-service pipe into the building.

10.12.2 Tank controls—Supply lines taken from pressure or gravity tanks shall be valved at or near their source.

10.12.3 Separate controls for each family unit—In two-family or multiple dwellings, each family unit shall be controlled by an arrangement of shut-off valves which permit each group of fixtures or the individual fixtures to be shut off without interference with the water supply to any other family unit or other portion of the building.

10.13 Water-Supply Distribution

10.13.1 Water-service pipe—The water-service pipe from the street main to the water-distribution system for the building shall be of sufficient size to furnish an adequate flow of water to meet the requirements of the building at peak demand, and in no case shall be less than $\frac{3}{4}$ inch nominal diameter.

If flushometers or other devices requiring a high rate of water flow are used, the water-service pipe shall be designed to supply this flow.

10.13.2 Demand load—The demand load in the building water-supply system shall be based on the number and kind of fixtures installed and the probably simultaneous use of these fixtures.

10.14 Procedure in Sizing the Water Distribution System of a Building

10.14.1 The sizing of the water distribution system shall conform to good engineering practice. Designed factors used to determine pipe sizes shall be adequate in the judgment of the administrative authority.

10.14.2 Size of fixture supply—The minimum size of a fixture-supply pipe shall be as follows:

Type of fixture or device	Pipe size (inch)
Bath tubs	$\frac{1}{2}$
Combination sink and tray.....	$\frac{1}{2}$
Drinking fountain	$\frac{3}{8}$
Dishwasher (domestic)	$\frac{1}{2}$
Kitchen sink (residential).....	$\frac{1}{2}$
Kitchen sink (commercial).....	$\frac{3}{4}$
Lavatory	$\frac{3}{8}$
Laundry tray, 1, 2, or 3 compartments.....	$\frac{1}{2}$
Shower (single head).....	$\frac{1}{2}$
Sinks (service, slop).....	$\frac{1}{2}$
Sinks, flushing rim.....	$\frac{3}{4}$
Urinal (flush tank).....	$\frac{3}{8}$
Urinal (direct flush valve).....	$\frac{3}{4}$
Water closet (tank type).....	$\frac{3}{8}$
Water closet (flush valve type).....	1
Hose bibbs	$\frac{1}{2}$
Wall hydrant	$\frac{1}{2}$

For fixtures not listed, the minimum supply branch may be made the same as for a comparable fixture.

The minimum $\frac{3}{4}$ inch service should be carried to the hot water heater or third branch opening in the usual residence.

10.15 Hot-Water Distribution

10.15.1 Hot-water distribution piping—The sizing of the hot-water distribution piping shall conform to good engineering practice. (See sec. 10.14.)

10.16 Safety Devices

10.16.1 Pressure-relief valve — Pressure-relief valves shall be installed for all equipment used for heating or storage of hot water. The rate of discharge of such a valve shall limit the pressure rise for any given heat input to 10 percent of the pressure at which the valve is set to open.

10.16.2 Temperature relief valves or energy shut-off devices—Temperature relief valves or energy shut-off devices shall be installed for equipment used for the heating or storage of hot water. Each temperature relief valve shall be rated as to its BTU capacity. At 210° F., it shall be capable of discharging sufficient hot water to prevent any further rise in temperature. As an alternative to the temperature relief valve, and in lieu thereof, an energy shut-off device may be used, which will cut off the supply of heat energy to the water tank before the temperature of the water in the tank exceeds 210° F.

10.16.3 Approvals—Combination pressure and temperature relief valves, separate pressure and temperature relief valves, or energy shut-off devices, which have been tested and approved by, or meet the specification requirements of the American Gas Association, the Underwriters' Laboratories, Inc., or other recognized approval authorities, shall be considered acceptable.

10.16.4 Relief-valve location—Temperature-relief valves shall be so located in the tank as to be actuated by the water in the top one-eighth of the tank served and in no case more than 3 inches away from such tank. Pressure-relief valves may be located adjacent to the equipment they serve. There shall be no check valve or shut-off valve between a relief valve and the heater or tank for which it is installed.

10.16.5 Relief Outlet Wastes—The outlet of a pressure, temperature, or other relief valve shall not be connected to the drainage system as a direct waste but rather directed over a fixture if available or to the floor.

10.16.6 Pressure Marking of Storage Tank—Any storage tank hereafter installed for domestic hot water shall have clearly and indelibly stamped in the metal, or so marked upon a plate welded thereto or otherwise permanently attached, the maximum allowable working pressure. Such markings shall be placed in an accessible position on the outside of the tank so as to make inspection or reinspection readily possible. All storage tanks for domestic hot water shall meet the applicable ASME standards.

10.17 Miscellaneous

10.17.1 Drain Cock—All storage tanks shall be equipped with adequate drain cocks.

10.17.2 Line Valves—Valves in the water-supply distribution system, except those immediately controlling one fixture supply, when fully opened shall have a cross-sectional area of the smallest orifice or opening through which the water flows at least equal to the cross-sectional area of the nominal size of the pipe in which the valve is installed.

10.17.3 Water Used for Processing—Water used for cooling of equipment or similar purposes shall not be returned to the potable-water distributing system. When discharged to the building drainage system, the waste water shall be discharged through an indirect waste pipe or air gap.

10.17.4 Pilot Flame Safety—All automatic or semi-automatic water heaters using a burner having

a pilot flame or low flame burner shall be provided with a suitable safety device which will prevent the escape of fuel in event the pilot flame is extinguished or fails.

CHAPTER 11 DRAINAGE SYSTEM

11.1 Materials

11.1.1 General—Pipe, tubing, and fittings for drainage systems shall comply with the provisions in chapter 3.

11.1.2 Above-ground Piping Within Buildings—Soil and waste piping for a drainage system within a building shall be of cast iron, galvanized wrought iron, galvanized open-hearth iron, lead, brass, or copper pipe, or copper tubing. Galvanized steel pipe may be used in buildings of 4 stories or less.

11.1.3 Underground Piping Within Buildings—Drains within buildings, when underground, shall be of cast iron soil pipe, lead pipe, copper tubing, Type K or L, or copper pipe, I.P.S.

11.1.4 Fittings—Fittings on the drainage system shall conform to the type of piping used. (See section 2.4.)

11.1.5 Concealed waste pipes under bathroom floors shall be of lead, brass, copper or cast iron soil pipe up to and including the fixture opening.

11.2 Building Sewer

11.2.1 Separate Trenches—The building sewer, when installed in a separate trench from the water-service pipe, may be cast iron sewer pipe, vitrified-clay sewer pipe, concrete sewer pipe. Bituminized-fibre sewer pipe or asbestos-cement sewer pipe may be used for private or two-family dwellings. Joints shall be watertight and rootproof. (A private family dwelling is a dwelling occupied by but one family alone. A two-family dwelling is a dwelling occupied by but two families alone.)

11.2.2 One Trench—The building sewer, when installed in the same trench with the water-service pipe, shall be cast iron pipe so installed to remain watertight and rootproof. Where, in the judgment of local authorities, cast iron is not a suitable sewer material, vitrified clay pipe or other durable and corrosion resistant material may be used provided it is installed to remain watertight and rootproof. Where a water-service stub and a sewer pipe stub of vitrified clay or concrete have heretofore been placed in the same trench from the mains to the curb or property line, the building sewer of the same material may be extended in the same trench with the water line.

11.2.3 Sewer in Filled Ground—A building sewer or building drain installed in filled or unstable ground shall be of cast iron pipe, except that non-metallic drains may be laid upon an approved concrete pad if installed in accordance with paragraph 11.2.1.

11.2.4 Sanitary and Storm Sewers—Where separate systems of sanitary drainage and storm drainage are installed in the same property, the sanitary and storm building sewers or drains may be laid side by side in one trench.

11.2.5 **Old House Sewers and Drains**—Old house sewers and house drains may be used in connection with new buildings or new plumbing and drainage work only when they are found, on examination, to conform in all respects to the requirements governing new house sewers.

11.3 **Drainage Piping Installation**

11.3.1 **Horizontal Drainage Piping**—Horizontal drainage piping shall be installed at a uniform slope but at slopes not less than permitted in paragraph 11.3.2, 11.3.3, and 11.3.4.

11.3.2 **Small Piping**—Horizontal drainage piping of 3 inch diameter and less shall be installed with a fall of not less than one-quarter inch per foot.

11.3.3 **Large Piping**—Horizontal drainage piping

of larger than 3 inch diameter shall be installed with a fall of not less than one-eighth inch per foot.

11.3.4 **Minimum Velocity**—Where conditions do not permit building drains and sewers to be laid with a fall as great as that specified, then a lesser slope may be permitted providing the computed velocity will be not less than 2 feet per second.

11.4 **Fixture Units**

11.4.1 **Values for fixtures**—Fixture-unit values as given in table 11.4.2 designate the relative load weight of different kinds of fixtures which shall be employed in estimating the total load carried by a soil or waste pipe and shall be used in connection with the tables of sizes for soil, waste, and drain pipes for which the permissible load is given in terms of fixture units.

TABLE 11.4.2 **FIXTURE UNITS PER FIXTURE OR GROUP**

Fixture type	Fixture-unit value as load factors	Minimum size of trap (inches)
1 bathroom group consisting of water closet, lavatory, and bathtub or shower stall.....	{ Tank water closet.....6 Flush-valve water closet.....8	
Bathtub ¹ (with or without overhead shower).....	2	1-1/2
Bathtub ¹	3	2
Bidet.....	3	Nominal.....1-1/2
Combination sink-and-tray.....	3	1-1/2
Combination sink-and-tray with food disposal unit.....	4	Separate traps.....1-1/2
Dental unit or cuspidor.....	1	1-1/4
Dental lavatory.....	1	1-1/4
Drinking fountain.....	1/2	1
Dishwasher, ² domestic.....	2	1-1/2
Floor drains ³	1	2
Kitchen sink, domestic.....	2	1-1/2
Kitchen sink, domestic, with food-disposal unit.....	3	1-1/2
Lavatory ⁴	1	Small P. O.....1-1/4
Do.....	2	Large P.O.....1-1/2
Lavatory, barber, beauty parlor.....	2	1-1/2
Lavatory, surgeon's.....	2	1-1/2
Laundry tray (1 or 2 compartments).....	2	1-1/2
Shower stall, domestic.....	2	2
Showers (group) per head ²	3	
Sinks:		
Surgeon's.....	3	1-1/2
Flushing rim (with valve).....	8	3
Service (Trap standard).....	3	3
Service (P trap).....	2	2
Pot, scullery, etc. ²	4	1-1/2
Urinal, pedestal, syphon jet, blowout.....	8	Nominal.....3
Urinal, wall lip.....	4	1-1/2
Urinal stall, washout.....	4	2
Urinal trough ² (each 2-foot section).....	2	1-1/2
Wash sink ² (circular or multiple), each set of faucets.....	2	Nominal.....1-1/2
Water closet:		
Tank-operated.....	4	Nominal.....3
Valve-operated.....	8	3

¹A shower head over a bathtub does not increase the fixture value.
²See paragraphs 11.4.3 and 11.4.4 for method of computing unit value of fixtures not listed in table 11.4.2 or for rating of devices with intermittent flows.
³Size of floor drain shall be determined by the area of surface water to be drained.
⁴Lavatories with 1 1/4- or 1 1/2-inch traps have the same load value; larger P. O. plugs have greater flow rate.

11.4.3 Fixtures not listed in table 11.4.2 shall be estimated in accordance with table 11.4.3.

TABLE 11.4.3

Fixture drain or trap size	Fixture-unit value	Fixture drain or trap size	Fixture-unit value
1¼ inches and smaller.....	1	2½ inches.....	4
1½ inches.....	2	3 inches.....	5
2 inches.....	3	4 inches.....	6

11.4.4 Values for Continuous Flow—For a continuous or semicontinuous flow into a drainage system, such as from a pump, pump ejector, air-conditioning equipment, or similar device, two fixture units shall be allowed for each gallon-per-minute of flow.

11.5 Determination of Sizes for the Drainage System

11.5.1 Maximum Fixture-unit Load—The maximum number of fixture units that may be connected to a given size of building sewer, building drain, horizontal branch, vertical soil or waste stack, is given in tables 11.5.2 and 11.5.3.

TABLE 11.5.2 BUILDING DRAINS AND SEWERS

Diameter of pipe (inches)	Maximum number of fixture units that may be connected to any portion (1) of the building drain or the building sewer.			
	Fall per foot			
	1/8 inch	1/8 inch	1/4 inch	1/2 inch
2.....			21	26
2½.....			24	31
3.....		(2) 20	(2) 27	(2) 36
4.....		180	216	250
5.....		390	480	575
6.....		700	840	1000
8.....	1400	1600	1920	2300
10.....	2500	2900	3500	4200
12.....	3900	4600	5600	6700

(1) includes branches of the building drain.
 (2) not over 2 water closets.

TABLE 11.5.3 HORIZONTAL FIXTURE BRANCHES AND STACKS

Diameter of pipe (inches)	Maximum number of fixtures that may be connected to—			
	Any horizontal (1) fixture branch	1 stack of 3 stories in height or 3 intervals	More than 3 stories in height	
			Total for stack	Total at 1 story or branch interval
1¼.....	1	2	2	1
1½.....	3	4	8	2
2.....	6	10	24	6
2½.....	12	20	42	9
3.....	(2) 20	(3) 30	(3) 60	(2) 16
4.....	160	240	500	90
5.....	360	540	1100	200
6.....	620	960	1900	350
8.....	1400	2200	3600	600
10.....	2500	3800	5600	1000
12.....	3900	6000	8400	1500

(1) Does not include branches of the building drain.
 (2) Not over 2 water closets.
 (3) Not over 6 water closets.

11.5.4 Minimum Size of Soil and Waste Stacks—No soil or waste stack shall be smaller than the largest horizontal branch connected thereto except that a 4x3 w.c. connection shall not be considered as a reduction in pipe size. No main house sewer or drain shall be less than 4 inches in diameter.

11.5.5 Minimum Size of Stack-vent or Vent Stack—Any structure on which a building drain is installed shall have at least one stack-vent or vent stack carried full size through the roof not less than 3 inches in diameter.

11.5.6 Future Fixtures—When provision is made for the future installation of fixtures, those provided for shall be considered in determining the required sizes of drain pipes. Construction to provide for such future installation shall be terminated with a plugged fitting or fittings at the stack so as to form no dead end.

11.6 Offsets on Drainage Piping

11.6.1 Offsets of 45° or Less—An offset in a vertical stack, with a change of direction of 45° or less from the vertical, may be sized as a straight vertical stack. In case a horizontal branch connects to the stack within 2 feet above or below the offset, a relief vent shall be installed in accordance with paragraph 12.18.3.

11.6.2 Waste Stacks Serving Kitchen Sinks—In a one- or two-family dwelling only in which the waste stack or vent receives the discharge of a kitchen-type sink and also serves as a vent for fixtures connected to the horizontal portion of the branch served by the waste stack, the minimum size of the waste stack up to the highest sink branch connection shall be 2 inches in diameter. Above that point the size of the stack shall be governed by the total number of fixture units vented by the stack.

11.6.3 Above Highest Branch—An offset above the highest horizontal branch is an offset in the stack-vent and shall be considered only as it affects the developed length of the vent.

11.6.4 Below Lowest Branch—In the case of an offset in a soil or waste stack below the lowest horizontal branch, no change in diameter of the stack because of the offset shall be required if it is made at an angle not greater than 45°. If such an offset is made at an angle greater than 45°, the required diameter of the offset and the stack below, it shall be determined as for a building drain. (See table 11.5.2.)

11.6.5 Offsets of More Than 45°—A stack with an offset of more than 45° from the vertical shall be sized as follows:

The portion of the stack above the offset shall be sized as for a regular stack based on the total number of fixture units above the offset.

The upper portion of the stack above the offset shall be sized as for a building drain. (See table 11.5.2, column 5.)

A relief vent for the offset shall be installed as provided in chapter 12 and in no case shall the horizontal branch connect to the stack within 2 feet above or below the offset.

11.7 Sumps and Ejectors

11.7.1 Building Drains Below Sewer—Building drains which cannot be discharged to the sewer by gravity flow shall be discharged into a tightly covered and vented sump from which the liquid shall be lifted and discharged into the building gravity drainage system by automatic pumping equipment or by any equally efficient method approved by the administrative authority. (Also see section 11.7.9.)

11.7.2 Design Storage Period—The designed storage of drainage in a sump or ejector shall not exceed a period of 12 hours.

11.7.3 Design—Sump and pumping equipment shall be so designed as to discharge all contents accumulated in the sump during the cycle of emptying operation.

11.7.4 Venting—The system of drainage piping below the sewer level shall be installed and vented, in a manner similar to that of the gravity system.

11.7.5 Duplex Equipment—Sumps receiving the discharge of more than six water closets shall be provided with duplex pumping equipment.

11.7.6 Vent Sizes—Building sump vents shall be sized in accordance with table 12.21.5 but shall in no case be sized less than 1½ inches.

11.7.7 Separate Vents—Vents from pneumatic ejectors or similar equipment shall be carried separately to the open air as a vent terminal.

11.7.8 Connections—No direct connection of a steam exhaust shall be made with the building drainage system.

11.7.9 Sumps in Single Family Dwellings—In single family dwellings sumps of approved construction to which no fixtures except one floor drain are connected, and which receive only laundry wastes or basement drainage, need not be air tight nor vented.

11.8 Floor Drains

11.8.1 Accessibility—Floor drains shall connect into a trap so constructed that it can be readily cleaned and of a size to serve efficiently the purpose for which it is intended. The drain inlet shall be so located that it is, at all times, in full view.

11.8.2 Connection—Floor drains subject to sewage backflow shall not be directly connected to the drainage system without suitable protection.

11.8.3 Provision for Evaporation—Floor-drain trap seals subject to evaporation shall be of the deep-seal type or shall be fed from an approved plumbing fixture. All automatic floor drain primers directly connected with the water supply are prohibited.

11.8.4 Size—Basement floor drains shall be not less than 3 inches in size and shall connect to the sewer at least 5 feet from the base of the stack unless vented.

11.9 Frost Protection

11.9.1 No soil or waste pipes shall be installed or permitted outside of a building, or concealed in

outside walls or in any place where they may be subjected to freezing temperatures, unless adequate provision is made to protect them from frost.

CHAPTER 12 VENTS AND VENTING

12.1 Materials

12.1.1 Vents—Pipe, tubing, and fittings for the vent piping system shall comply with the provisions in chapter 3.

12.1.2 Specific Type—Standards given in table 3.5 apply to the specific materials approved for use and as indicated in the various paragraphs in this chapter as they apply to the venting system.

12.1.3 Piping—Vent piping shall be of cast iron, galvanized wrought iron, ferrous alloys, lead, brass, copper pipe, or copper tubing. Galvanized steel may be used in buildings of 4 stories or less.

12.1.4 Underground—Vent piping placed underground shall be cast iron soil pipe, lead pipe, copper tubing, or copper pipe.

12.1.5 Fittings—Fittings shall conform to the type of pipe used in the vent system as required by paragraphs 12.1.2 and 12.1.3.

12.1.6 Acid System—Vent piping of acid waste systems shall conform to that required for acid waste pipe.

12.2 Protection of Trap Seals

12.2.1 Traps Protected—The protection of trap seals from siphonage or back pressure shall be accomplished by the appropriate use of soil or waste stacks, vents, revents, back vents, loop vents, circuit or continuous vents, or combinations thereof, installed in accordance with the requirements of this chapter.

12.3 Vent Stacks

12.3.1 Installation—A vent stack or a main vent shall be installed with a soil or waste stack whenever back vents, relief vents, or other branch vents are required in two or more branch intervals.

12.3.2 Terminal—The vent stack shall terminate independently above the roof of the building or shall be connected with the extension of the soil or waste stack (stack-vent) at least 6 inches above the flood-level rim of the highest fixture.

12.3.3 Main Stack—Every building in which plumbing is installed shall have at least one main stack, which shall run undiminished in size and as directly as possible, from the building drain through to the open air above the roof.

12.4 Vent Terminals

12.4.1 Roof Extension—Extensions of vent pipes through a roof shall be terminated at least 6 inches above it or above flood level.

12.4.2 Roof Garden—Where a roof is to be used for any purpose other than weather protection, the vent extensions shall be run at least 6 feet above the roof.

12.4.3 Flashings—Each vent terminal shall be made watertight with the roof by proper flashing of copper or lead.

12.4.4 Flag Poling—Vent terminals shall not be used for the purpose of flag poling, TV aerials, or similar purposes, except when the piping has been anchored to the construction and approved as safe by the administrative authority.

12.4.5 Location of Vent Terminal—No vent terminal from a drainage system shall be directly beneath any door, window, or other ventilating opening of the building or of an adjacent building, nor shall any such vent terminal be within 10 feet horizontally of such an opening unless it is at least 2 feet above or back of the top of such an opening.

12.4.6 Vent Terminals of Existing Buildings—Where a new building is higher than an adjacent existing building, the owner of the new building shall defray the cost of complying with paragraph 12.4.5 as approved by the administrative authority.

12.4.7 Extensions Outside Building—No soil, waste, or vent pipe extension shall be run or placed on the outside of a wall of any new building, but shall be carried up inside the building.

12.5 Frost Closure

12.5.1 Vent Terminal—The roof terminal of any stack or vent shall be increased in size as shown in the following table:

1¼ inches	increased to	2½ inches
1½ inches	increased to	2½ inches
2 inches	increased to	4 inches
2½ inches	increased to	4 inches
3 inches	increased to	5 inches
3½ inches	increased to	5 inches
4 inches	increased to	6 inches

12.6 Vent Grades and Connections

12.6.1 Grade—All vent and branch-vent pipes shall be so graded and connected as to drip back to the soil or waste pipe by gravity.

12.6.2 Vertical Rise—Where vent pipes connect to a horizontal soil or waste pipe, the vent shall be taken off above the center line of the soil pipe, and the vent pipe shall rise vertically, or at an angle not more than 45° from the vertical, to a point at least 6 inches above the flood-level rim of the fixture it is venting before offsetting horizontally or before connecting to the branch vent.

12.6.3 Height Above Fixture—A connection between a vent pipe and a vent stack or stack-vent shall be made at least 6 inches above the flood-level rim of the highest fixtures served by the vent. Horizontal vent pipes forming branch vents, relief vents, or loop vents shall be at least 6 inches above the flood-level rim of the highest fixture served.

12.7 Bars and Soda-Fountain Sinks

12.7.1 Bar and Soda-fountain Wastes—A bar or soda fountain may be drained indirectly over a sink or other receptacle and such sink or receptacle shall be located in full view on the same floor level as the bar or fountain it serves, and shall connect directly to the sewer and be properly vented. All

such bar or soda fountain connections shall be installed under the approval of the proper administrative authority.

12.7.2 Sumps—Sinks or sumps, receiving indirect waste, shall be located in a properly lighted and ventilated space.

12.8 Fixtures Back-to-Back

12.8.1 Distance—Two fixtures set back-to-back or adjacent to each other within the distance allowed between a trap and its vent, may be served with one continuous soil or waste-vent pipe, provided that each fixture wastes separately into an approved double fitting having inlet openings at the same level. (See paragraph 12.10.2.)

12.9 Fixture Vents

12.9.1 Distance of Trap from Vent—Each fixture trap shall have a protecting vent so located that the slope and the developed length in the fixture drain from the trap weir to the vent fitting are within the requirements set forth in table 12.9.3.

12.9.2 Trap-seal Protection—The plumbing system shall be provided with a system of vent piping which will permit the admission or emission of air so that under normal and intended use the seal of any fixture trap shall not be subjected to a pressure differential of more than 1 inch of water.

12.9.3 Table—Distance of fixture trap from vent, using sanitary Tee connection:

Size of fixture and drain (inches)	Distance trap to vent	
	feet	inches
1¼	5	0
1½	6	0
2	8	0
3	12	0
4	12	0

12.9.4 Trap Dip—The vent pipe opening from a soil or waste pipe, except for water closets and similar fixtures, shall not be below the top weir of the trap.

12.9.5 Crown Vent—No back vent shall be installed within two pipe diameters of the trap weir.

12.10 Common Vent

12.10.1 Individual Vent—An individual vent, installed vertically, may be used as a common vent for two fixture traps when both fixture drains connect with a vertical drain at the same level.

12.10.2 Common Vent—A common vent may be used for two fixtures set on the same floor level but connecting at different levels in the stack, provided the vertical drain is one pipe size larger than the upper fixture drain but in no case smaller than the lower fixture drain, whichever is the larger and that both drains conform to table 12.9.3.

12.11 Vents for Fixture Trap Below Trap Dip

12.11.1 Hydraulic Gradient—Fixture drains shall be vented within the hydraulic gradient between the trap outlet and vent connection, but in no case shall the unvented drain exceed the distance provided for in table 12.9.3.

12.11.2 Different Levels—If any stack has fixtures entering at different levels, the fixtures other than the fixture entering at the highest level shall be vented, except as may be permitted in other sections of this chapter.

12.12 Wet Venting

12.12.1 Single Bathroom Groups—A group of fixtures located on the same floor level may be group vented, providing that the highest fixture trap of such a group is not more than 4 feet above the lowest fixture trap, but such installations shall be subject to the following limitations:

- (a) One fixture of two or less units may drain into the vent of a 3 inch closet branch.
- (b) One fixture of two or less units may drain into the vent of a 1½ inch bathtub waste pipe.
- (c) Two fixtures of two or less units may drain into the vent of a 2 inch bathtub waste serving two or less tubs providing that they drain into the vent at the same level.

12.12.2 Double Bathroom Group—Where bathrooms or water closets or other fixtures are located on opposite sides of a wall or partition or are adjacent to each other within the prescribed distance, such fixtures may have a common soil or waste pipe and common vent. Water closets having a common soil and vent stack shall drain into the stack at the same level.

12.12.3 Multistory Bathroom Groups—On the lower floors of a multistory building, the waste pipe from one or two lavatories may be used as a wet vent for one or two bathtubs or showers provided that:

- (a) The wet vent and its extension to the vent stack is 2 inches in diameter.
- (b) Each water closet below the top floor is individually back vented.
- (c) The vent stack is sized as given in table 12.12.3 (c).

12.12.3 (c) Size of Vent Stacks

Diameter of wet-vented fixtures	Diameter of vent stacks (inches)
1 or 2 bathtubs or showers.....	2
3 to 5 bathtubs or showers.....	2½
6 to 9 bathtubs or showers.....	3
10 to 16 bathtubs or showers.....	4

12.12.4 (For reference only.)

12.12.5 Basement Closets—Basement closets, or floor drains, may be vented by the waste line from a first floor sink or lavatory having a one and one-half (1½) inch waste and vent pipe.

12.13 Stack Venting

12.13.1 One-bathroom Group—A group of fixtures, consisting of one bathroom group and a kitchen sink or combination fixture, may be installed without individual fixture vents, in a one-story building, or on the top floor of a building, providing that the highest fixture trap of such a group is not more than 4 feet above the lowest fixture trap.

12.14 Individual Fixture Reventing

12.14.1 Horizontal Branches—With the fixtures located in the same room, one sink and one lavatory, or three lavatories (within 8 feet developed length of a main-vented line) may be installed on a 2 inch horizontal waste branch without reventing, provided the branch is not less than 2 inches in diameter throughout its length, and provided that the wastes are connected into the side of the branch and the branch leads to its sanitary tee stack connection with a slope of not more than one-fourth inch per foot.

12.14.2 Where Required—When fixtures other than water closets or floor drain discharge downstream from a water closet, each fixture connecting downstream shall be individually vented, except as in 12.23.1.

12.14.3 Limits of Fixture Units Above Highest Bathroom Groups—A fixture or combination of fixtures whose total discharge rating is not more than three fixture units may discharge into a stack not less than 3 inches in diameter without reventing, provided such fixture connections are made above the connection to the highest bathroom group, and the fixture-unit rating of the stack is not otherwise exceeded, and their waste piping is installed as otherwise required in paragraph 12.14.1. When this is done vents from lower fixtures shall be carried above the highest fixture waste connection to the stack.

12.15 Circuit and Loop Venting

12.15.1 Battery Venting—A branch soil or waste pipe to which two but not more than eight water closets, pedestal urinals, trap standard to floor, shower stalls, or floor drains are connected in battery, shall be vented by a circuit or loop vent which shall take off in front of the last fixture connection. In addition, lower-floor branches serving more than three water closets shall be provided with a relief vent taken off in front of the first fixture connection.

12.15.2 Dual Relief Vents—Two-circuit-vented horizontal branches serving a total of not more than eight water closets in the same branch interval shall have a dual relief vent. Where the vents are joined, the point of joining shall be at least 6 inches above the flood-level rim of the highest fixture connected to either branch. When other fixtures discharge above such a branch, each branch shall be provided with a vent.

12.15.3 Vent Connections—When the circuit, loop, or relief vent connections are taken off the horizontal branch, the vent branch connection shall be taken off at vertical angle or from the top of the horizontal branch.

12.16 Pneumatic Ejectors

12.16.1 Relief vents from a pneumatic ejector shall not be connected to a fixture-branch vent but shall be carried separately to a main vent or stack-vent or to the open air.

12.17 Relief Vents

12.17.1 Stacks of More than 10 Branch Intervals—Soil and waste stacks in buildings having more

than 10 branch intervals shall be provided with a relief vent at each tenth interval installed, beginning with the top floor. The size of the relief vent shall be equal to the size of the vent stack to which it connects. The lower end of each relief vent shall connect to the soil or waste stack through a Y below the horizontal branch serving the floor and the upper end shall connect to the vent stack through a Y not less than 3 feet above the floor levels.

12.18 Offsets at an Angle Less than 45° From the Horizontal in Buildings of Five or More Stories

12.18.1 Offset Vents—Offsets less than 45° from the horizontal, in a soil or waste stack, except as permitted in chapter 11, section 11.6, shall comply with paragraphs 12.18.2 and 12.18.3.

12.18.2 Separate Venting—Such offsets may be vented as two separate soil or waste stacks, namely, the stack section below the offset and the stack section above the offset.

12.18.3 Offset Reliefs—Such offsets may be vented by installing a relief vent as a vertical continuation of the lower section of the stack or as a side vent connected to the lower section between the offset and the next lower fixture or horizontal branch. The upper section of the offset shall be provided with a yoke vent. The diameter of the vents shall be not less than the diameter of the main vent, or of the soil and waste stack, whichever is the smaller.

12.19 Main Vents to Connect at Base

12.19.1 All main vents or vent stacks shall connect full size at their base to the building drain or to the main soil or waste pipe, at or below the lowest fixture branch. All vent pipes shall extend undiminished in size above the roof, or shall be reconnected with the main soil or waste vent.

12.20 Vent Headers

12.20.1 Connections of Vents—Stack-vents and vent stacks may be connected into a common vent header at the top of the stacks and then extended to the open air at one point. This header shall be sized in accordance with the requirements of table 12.21.5, the number of units being the sum of all units on all stacks connected thereto, and the developed length being the longest vent length from the intersection at the base of the most distant stack to the vent terminal in the open air as a direct extension of one stack.

12.21 Size and Length of Vents

12.21.1 Length of Vent Stacks—The length of the vent stack or main vent shall be its developed length from the lowest connection of the vent system with the soil stack, waste stack, or building drain to the vent stack terminal, if it terminates separately in the open air, or to the connection of the vent stack with the stack-vent, plus the developed length of the stack-vent from the connection to the terminal in the open air, if the two vents are connected together with a single extension to the open air.

12.21.2 Size of Individual Vents—The diameter of an individual vent shall be not less than 1¼

inches nor less than one-half the diameter of the drain to which it is connected.

12.21.3 Size of Relief Vent—The diameter of a relief vent shall be not less than one-half the diameter of the soil or waste branch to which it is connected.

12.21.4 Size of Circuit or Loop Vent—The diameter of a circuit or loop vent shall be not less

than one-half the size of the diameter of the horizontal soil or waste branch or the diameter of the vent stack, whichever is the smaller.

12.21.5 Size of Vent Piping—The size of vent piping shall be determined from its length and the total of fixture units connected thereto, as provided in table 12.21.5. Twenty percent of the total length may be installed in a horizontal position.

Table 12.21.5 SIZE AND LENGTH OF VENTS

Size of soil or waste stack (inches)	Fixture units connected	Diameter of vent required (inches)								
		1¼	1½	2	2½	3	4	5	6	8
		Maximum length vent (feet)								
1¼	2	30								
1½	8	50	150							
1½	10	30	100							
2	12	30	75	200						
2	20	26	50	150						
2½	42		30	100	300					
3	10		30	100	200	600				
3	30			60	200	500				
3	60			50	80	400				
4	100			35	100	200	1000			
4	200			30	90	250	900			
4	500			20	70	180	700			
5	200				35	80	350	1000		
5	500				30	70	300	900		
5	1100				20	50	200	700		
6	350				25	50	200	400	1300	
6	620				15	30	125	300	1100	
6	960					24	100	250	1000	
6	1900					20	70	200	700	
8	600						50	150	500	1300
8	1400						40	100	400	1200
8	2200						30	80	350	1100
8	3600						25	60	250	800
10	1000							75	125	1000
10	2500							50	100	500
10	3800							30	80	350
10	5600							25	60	250

12.22 (For reference only.)

12.23 Vents Not Required

12.23.1 Vents Not Required—No vents will be required on a down spout or rain leader trap, a back-water valve, a subsoil catch basin trap, on a 3 inch basement floor drain, or a water closet, provided its drain branches into the house drain on the sewer side at a distance of 5 feet or more from the base of the stack and the branch line to such floor drain or water closet is not more than 12 feet in length.

12.24 Special Waste and Vent Installations

12.24.1 Where Permitted—Where unusual design and structural conditions appear to preclude or prevent the conventional installations of plumbing in accord with this code, the administrative authority should be consulted.

CHAPTER 13
STORM DRAINS

13.1 General

13.1.1 Drainage Required—Roofs, paved areas, yards, courts, and courtyards, may be drained into

a storm sewer system or a combined sewer system where such systems are available and where not prohibited by the administrative authority having jurisdiction.

13.1.2 Prohibited Drainage—Storm water shall not be drained into sewers intended for sewage only.

13.1.3 Traps—Leaders or down spouts, when connected to a combined sewer, shall be trapped.

13.1.4 Expansion Joints—Expansion joints or sleeves shall be provided where warranted by temperature variations or physical conditions.

13.1.5 Subsoil Drain—Where subsoil drains are placed under the cellar or basement floor or are used to surround the outer walls of a building, they shall be made of open-jointed or horizontally split or perforated clay tile, or perforated bituminized fibre pipe or asbestos cement pipe, not less than 4 inches in diameter. They shall be drained over an open floor drain that is supplied with water and also provided with an approved type of back water valve if subject to flooding. Subsoil drains may discharge into a properly installed sump. Such sumps do not require vents.

13.1.6 Building Subdrains—Building subdrains located below the public sewer level shall discharge into a sump or receiving tank the contents of which shall be automatically lifted and discharged into the drainage system as required for building sumps.

13.1.7 Subsoil Drainage—No subsoil drainage system shall be installed to drain into a sewer intended for sanitary sewage only unless approval is obtained from the proper local administrative authority.

13.2 Materials

13.2.1 Inside Conductors—Conductors placed within a building or run in a vent or pipe shaft shall be of cast iron, galvanized steel, galvanized wrought iron, galvanized ferrous alloys pipe, brass, copper tubing, or lead.

13.2.2 Outside Leaders—When outside leaders are of sheet metal and connected with a building storm drain or storm sewer, they shall be connected to a cast iron drain extending above the finish grade, or the sheet metal leader shall be protected against injury.

13.2.3 Underground Storm Drains—Building storm drains underground, inside the building, shall be of cast iron soil pipe or copper pipe or copper tubing.

13.2.4 Building Storm Drains—Building storm drains, underground, beneath the building, shall be of cast iron soil pipe or copper pipe or copper tubing.

13.2.5 Building Storm Sewers—The building storm sewer shall be of cast iron soil pipe, vitrified clay pipe, concrete pipe, bituminized-fibre pipe, or asbestos-cement pipe. Cement mortar joints may be used in clay and cement pipe.

13.3 Traps

13.3.1 Main Trap—Storm water drains connected to a combined sewerage system shall be trapped except where the roof or gutter opening is located in accord with the requirements for vent terminals, section 12.4.5. One trap may serve several conductors but traps must be set below frost or inside the building.

13.3.2 Material—Storm water traps, when required, shall be of cast iron or copper pipe or copper tubing.

13.3.3 No traps shall be required for storm water drains which are connected to a sewer carrying storm water exclusively.

13.3.4 Traps for individual conductors shall be the same size as the horizontal branch to which they are connected.

13.3.5 Conductor traps shall be so located that an accessible clean-out may be installed on the building side of the trap.

13.4 Conductors and Connections

13.4.1 Conductor pipes shall not be used as soil, waste, or vent pipes, nor shall soil, waste, or vent pipes be used as conductors.

13.4.2 Rain water conductors installed along alleyways, driveways, or other locations where they may be exposed to damage shall be protected by metal guards, recessed into the wall, or constructed from ferrous alloy pipe.

13.5 Roof Drains

13.5.1 Material—Roof drains shall be of cast iron, copper, lead, or other acceptable corrosion-resisting material, securely bolted or screwed to the conductor or leader.

13.5.2 Strainers—All roof areas, except those draining to hanging gutters, shall be equipped with roof drains having strainers.

13.5.3 Flat Decks—Roof drain strainers for use on sun decks, parking decks, and similar areas, normally serviced and maintained, may be of the flat surface type, level with the deck.

13.5.4 Roof Drain Flashings—The connection between roofs and roof drains which pass through the roof and into the interior of the building shall be made watertight by the use of proper flashing material or roof connection.

13.6 Size of Leaders and Storm Drains

13.6.1 Vertical leaders shall be sized on the maximum projected roof area, according to the following table:

Table 13.6.1 Size of Vertical Leaders

Diameter of leader or conductor (1) (inches)	Maximum projected roof area (sq. ft.)
2	720
2½	1300
3	2200
4	4600
5	8650
6	13500
8	29000

(1) The equivalent diameter of a square or rectangular leader may be taken as the diameter of that circle which may be inscribed within the cross-sectional area of the leader.

13.6.2 Building Storm Drain—The size of the building storm drain or any of its horizontal branches having a slope of one-half inch or less per foot, shall be based upon the maximum projected roof area to be handled according to the following table:

Table 13.6.2 SIZE OF HORIZONTAL STORM DRAINS

Diameter of drain (inches)	Maximum projected roof area for drains for various slopes		
	1/8 inch	1/4 inch	1/2 inch
	sq. ft.	sq. ft.	sq. ft.
3.....	822	1160	1644
4.....	1880	2650	3760
5.....	3340	4720	6680
6.....	5350	7550	10700
8.....	11500	16300	23000
10.....	20700	29200	41400
12.....	33300	47000	66600
15.....	59500	84000	119000

13.6.3 Roof Gutters—The size of semicircular gutters shall be based on the maximum projected roof area, according to the following table:

13.7 Size of Combined Drains and Sewers
13.7.1 Conversion of roof area to fixture units of storm drains may be connected to a combined

Table 13.6.3 SIZE OF GUTTERS

Diameter of gutter (1) (inches)	Maximum projected roof area for gutters of various slopes			
	1/8 inch	1/4 inch	3/8 inch	1/2 inch
	(sq. ft.)	(sq. ft.)	(sq. ft.)	(sq. ft.)
3.....	170	240	340	480
4.....	360	510	720	1020
5.....	625	880	1250	1770
6.....	900	1360	1920	2770
7.....	1380	1950	2760	3900
8.....	1990	2800	3980	5600
10.....	3600	5100	7200	10000

(1) Gutters other than semicircular may be used provided they have an equivalent cross-sectional area.

sewer. The drainage area may be converted to equivalent fixture unit loads.

13.7.2 When the total fixture unit load on the combined drain is less than 256 fixture units, the equivalent drainage area in horizontal projection shall be taken as 1,000 feet.

13.7.3 When the total fixture unit load exceeds 256 fixture units, each fixture unit shall be considered the equivalent of 3.9 square feet of drainage area.

13.7.4 (For reference only.)

13.8 Values for Continuous Flow

13.8.1 Where there is a continuous or semicontinuous discharge into the building storm drain or building storm sewer, as from a pump, ejector, air-conditioning plant, or similar device, each gallon per minute of such discharge shall be computed as being equivalent to 24 square feet of roof area, based on a 4-inch rainfall.

CHAPTER 14

INSPECTION AND TESTS

14.1 Inspections

14.1.1 New Work—All new plumbing work, and such portions of existing systems as may be affected by new work or any changes, shall be inspected to insure compliance with all the requirements of this code and to assure that the installation and construction of the plumbing system is in accordance with approved plans.

14.2 Notification

14.2.1 Advance Notice—It shall be the duty of the holder of a permit to give notice to the administrative authority when plumbing work is ready for test or inspection.

14.2.2 Responsibility—It shall be the duty of the holder of a permit to make sure that the work will stand the test prescribed before giving the notification.

14.2.3 Retesting—If the administrative authority finds that the work will not pass the test, necessary corrections shall be made and the work shall then be resubmitted for test or inspection.

14.2.4 Tests—Tests shall be conducted in the presence of the administrative authority or of his duly appointed representative.

14.3 Plumbing Plans

14.3.1 Examination of Plans—All plans and specifications required to be submitted shall be examined by the administrative authority for acceptability under the provisions of this code.

14.4 Violations

14.4.1 Notices of violations shall be mailed or delivered by the administrative authority to the person responsible at the time inspection was made.

14.5 Covering of Work

14.5.1 Requirements—No drainage or plumbing system or part thereof shall be covered until it has

been inspected, tested, and accepted as prescribed in this code.

14.5.2 Uncovering—If any building drainage or plumbing system or part thereof which is installed, altered, or repaired, is covered before being inspected, tested, and approved, as prescribed in this code, it shall be uncovered for inspection after notice to uncover the work has been issued to the responsible person by the administrative authority.

14.6 Material and Labor for Tests

14.6.1 The equipment, material, and labor necessary for inspection or tests shall be furnished by the person to whom the permit is issued or by whom inspection is requested.

14.7 Tests of Drainage and Vent Systems

14.7.1 The piping of the plumbing, drainage, and venting systems shall be tested with water or air. After the plumbing fixtures have been set and their traps filled with water, the entire drainage system shall be submitted to a final inspection. The administrative authority may require the removal of any cleanouts, to ascertain if the pressure has reached all parts of the system.

14.8 Methods of Testing Drainage and Vent Systems

14.8.1 Water Test—The water test shall be applied to the drainage system either in its entirety or in sections. If applied to the entire system, all openings in the piping shall be tightly closed, except the highest opening, and the system filled with water to point of overflow. If the system is tested in sections, each opening shall be tightly plugged except the highest opening of the section under test, and each section shall be filled with water, but no section shall be tested with less than a 10-foot head of water. In testing successive sections, at least the upper 10 feet of the next preceding section shall be tested, so that no joint or pipe in the building (except the uppermost 10 feet of the system) shall have been submitted to a test of less than a 10-foot head of water. The water shall be kept in the system, or in the portion under test, for at least 15 minutes before inspection starts; the system shall then be tight at all points.

14.8.2 Air Test—The air test shall be made by attaching an air compressor testing apparatus to any suitable opening, and, after closing all other inlets and outlets to the system, forcing air into the system until there is a uniform gauge pressure of 5 pounds per square inch or sufficient to balance a column of mercury 10 inches in height. This pressure shall be held without introduction of additional air for a period of at least 15 minutes.

14.9 Building Sewer

14.9.1 Test Required—Building sewers shall be tested.

14.9.2 Method—Test shall consist of plugging end of building sewer at point of connection with the public sewer and filling the building sewer with water and testing with not less than a 10-foot head of water.

14.10 Inspection and Tests Not Required

14.10.1 No test or inspection shall be required where a plumbing system, or part thereof, is set

up for exhibition purposes and has no connection with a water or drainage system.

14.11 Tests of Water-Supply System

14.11.1 Upon completion of a section or of the entire water-supply system, it shall be tested and proved tight under a water pressure not less than the working pressure under which it is to be used. The water used for tests shall be obtained from a potable source of supply.

14.12 Tests of Interior Leaders or Downspouts

14.12.1 Leaders or downspouts and branches within a building may be tested by water or air in accordance with paragraph 14.8.1 or 14.8.2.

14.13 Certificate of Approval

14.13.1 Upon satisfactory completion and final tests of the plumbing system, the administrative authority shall keep a permanent record thereof and shall issue a written approval upon request.

14.14 Defective Plumbing

14.14.1 Wherever there is reason to believe that the plumbing system of any building has become defective, it shall be subjected to test or inspection, and any defects found shall be corrected as required in writing by the administrative authority.

All installed plumbing systems and fixtures attached thereto found defective or in an insanitary condition, shall be repaired, renovated, replaced, or removed within 10 days upon written notice from the proper administrative authority. When defective plumbing is found to be dangerous to the health of the occupants of a building or to the patrons of a food establishment, the proper administrative authority shall notify the health officer having jurisdiction, and said health officer shall take immediate steps to protect the health of such occupants or patrons. In the event the proper administrative authority is of the opinion the defect found endangers the public water supply, the defects shall be immediately corrected or the plumbing system disconnected from the public water supply.

The effective date of the foregoing revision shall be March 1, 1956.

[Filed December 28, 1955]

RULES AND REGULATIONS RELATING TO SANITATION

Authority

Under section 2191 (1), Code of Iowa 1939, [§135.11, C. '50], the state Department of Health among other things is charged with the duty to "exercise general supervision over the public health, promote public hygiene and sanitation, and, unless otherwise provided, enforce the laws relating to the same," and under subsection 7, to "make inspections of the public water supplies, sewer systems, sewage treatment plants, and garbage and refuse disposal plants throughout the state, and direct the method of installation and operation of the same."

Under subsection 17, section 2191 [§135.11, C. '50], the department shall "establish, publish, and enforce rules not inconsistent with law for the enforcement of the provisions of this title and for the enforcement of the various laws, the admin-

istration and supervision of which are imposed upon the department."

Under the above authority, the following code of rules and regulations covering water supply, sewerage, garbage and refuse disposal, housing, plumbing, trailer camps, and general sanitation has been promulgated.

Under section 2234, Code of Iowa, 1939 [§137.7, C. '50], the local board of health has among other things the duty to "(1) Obey and enforce the rules and lawful orders of the state department," and "(4) Make such rules, not inconsistent with the law or the rules of the state department, as may be necessary for the enforcement of the various laws, the administration of which is imposed upon the local board."

In the event the local board of health fails to enforce such rules or lawful directions, the State Department of Health may exercise all powers of any local board of health within its territorial jurisdiction (Section 2212, Code of Iowa, 1939 [§135.33, C. '50]).

Definitions

Department. Department as hereinafter used shall refer to the state Department of Health.

Local Board. Local board shall refer to a local board of health in cities and towns, and in townships, as defined in section 2228, Code of Iowa, 1939 [§137.1, C. '50].

Health Officer. Health officer shall mean the health officer of a local board of health as defined in section 2231, Code of Iowa, 1939 [§137.4, C. '50].

Public Water Supply. Public water supply shall mean any water supply serving a municipality or water district, either publicly or privately owned.

Quasi-Public Water Supplies. Quasi-public water supplies shall include all water supplies not coming under the definition of public water supplies which are used for drinking, culinary, and ablutionary purposes by persons other than the owner or lessee of property upon which such water supply is located.

Public Swimming Pool. Public swimming pool shall mean any swimming pool open to the public either publicly or privately owned.

Dwelling. A dwelling is any house or building or portion thereof which is occupied in whole or in part as the home or residence of one or more human beings, either permanently or transiently.

PART I

WATER SUPPLIES

Section 1. General. Every public or quasi-public water supply used for drinking, culinary, or ablutionary purposes which is hereafter constructed or extensively reconstructed, or existing and in the opinion of the state or local health officer is unsafe, shall comply with the requirements of these rules and regulations.

Sec. 2. Public Water Supplies. All public water supplies shall comply with the requirements for approval by the department.

Item 1. Plans and specifications for any new construction or for reconstruction or improvement

of any existing supply shall be submitted to the department before construction begins. This includes main extensions.

Item 2. The water shall not contain an excessive amount of soluble mineral substance, nor excessive amounts of any chemicals employed in treatment. It should be clear, colorless, odorless and pleasant to the taste. It shall be equal in bacteriological quality to the U. S. Public Health Service Drinking Water Standards 1946, as published in Reprint 2697 from the public health reports on file in the office of the department.

Sec. 3. Quasi-Public Surface Water Supplies. All quasi-public surface water supplies shall comply with the requirements for approval by the department.

Item 1. Plans and specifications for any new construction or for reconstruction or improvement of any existing supply shall be submitted to the department before construction begins.

Item 2. The water shall not contain an excessive amount of soluble mineral substance, nor excessive amounts of any chemicals employed in treatment. It should be clear, colorless, odorless and pleasant to the taste. It shall be equal in bacteriological quality to the U. S. Public Health Service Drinking Water Standards 1946, as published in Reprint 2697 from the public health reports on file in the office of the department.

Sec. 4. Quasi-Public Ground Water Supplies. All quasi-public ground water supplies shall comply with the following requirements:

Item 1. *Cisterns.* Cistern supplies consisting of roof or other surface run-off water shall not be used for drinking or culinary purposes.

Item 2. *Wells and Springs.*

(a) *Location.*

Wells must be located on ground at least one foot higher than the ground surrounding within a 15-foot radius.

On grounds subject to surface flood water, ground must be filled within a 25-foot radius of the well to an elevation at least 2 feet higher than the highest known flood level. No sewers or drains of any kind (except the pump pit drain) shall be permitted within a 10-foot radius of the well or spring. This also applies to basement floor drains. Sewers and drains farther than 10 feet, but within 50 feet of the well or spring shall be extra heavy cast iron pipe with calked lead joints.

No septic tanks shall be permitted within 50 feet of the well or spring.

Sewers and drains farther than 50 feet but within 75 feet of the well or spring shall be cast iron with lead joints or vitrified clay pipe with joints of calked hemp and cement or other approved jointing material.

No open jointed sewers, drains, disposal field, cesspools, privies, leaching pits, barn yards, pig pens, or other such sources of pollution shall be permitted within 75 feet of the well or spring except by special permission from the department.

(b) *Construction.*

The well or spring shall be constructed in accordance with the recommendations outlined in Iowa Public Health Bulletin No. 40-1, "Sanitary

Standards for Hand Pumped Wells," or equal as approved by the department.

(c) *Pump Setting.*

(1) *Mechanically Driven Pumps.* Pumps shall be set in compliance with the details of construction shown by the sketches available from the department, or equal details as approved by the department.

Pumps set above the ground with underground discharge shall be installed wherever feasible.

A watertight seal shall be provided at the top of the well between the casing and drop pipe and between the concrete pedestal and pump base. Nonhardening asphalt, lead, or cement grout may be used as the sealing material. Certain patented seals may also be used provided they are approved by the department.

Vents shall terminate in a down-turned ell with lower end not less than 24 inches above the floor of pump pit or basement nor less than 6 inches above the pump house floor when the well terminates above the ground, and provided with a 20-mesh copper screen.

(2) *Hand Pumps.* Hand pumps shall be set as described in Iowa Public Health Bulletin No. 40-1, "Sanitary Standards for Hand Pumped Wells," or equal setting as approved by the department.

(d) *Air-lift Systems.* The air intake for any air-lift system or mechanical aerating apparatus shall be at least 6 feet above the floor surface if indoors, and 10 feet above the ground if out of doors. The air intake shall be so constructed as to prevent the entrance of birds, insects, dust, rain, snow, or other contaminating material. Every air-lift system shall be equipped with effective oil traps, tanks, or filters to prevent oil from entering the water.

(e) *Water Lubrication of Pump Bearings.* Water lubricated pump bearings situated in any well below the pump-room floor shall be lubricated with water taken from within the well, or from the reservoir or distribution system supplied with water from the original source of the water supply, or in such other manner as may be approved by the department.

(f) *Priming of Power Pumps.* Water for priming pumps on any water system shall be taken directly from the reservoir or distribution system which is supplied with water from the original source of the water supply or from another supply approved by the department. Priming devices shall be so constructed as not to expose the water to dust, drippings, or other sources of contamination.

(g) *Priming of Hand Pumps; Buckets.* No hand-operated type of pump or cylinder which requires priming shall be used. No pail and rope, bailer, or chain-bucket systems shall be used.

(h) *Treatment.* Ground water supplies which do not comply with the bacteriological requirements of the U. S. Public Health Service Drinking Water Standards 1946 shall be treated by methods approved by the department or, if it is impossible by any method of treatment to secure compliance with said requirements, said well shall be abandoned, sterilized and sealed by filling with puddled

clay or other impervious material up to the ground surface.

(i) *Disinfection and Sampling of New or Accidentally Contaminated Water Supplies.* New water supplies and water supplies which may have become contaminated accidentally or otherwise shall be thoroughly disinfected before being placed in use. Disinfection shall consist of first thoroughly flushing the pump and piping then adding a sufficient amount of chlorine to maintain a residual of at least 25 parts per million in the chlorinated water in contact with the well, reservoir, pump, and piping for a period of not less than 24 hours. The chlorinated water may then be pumped to waste. After all traces of free chlorine have disappeared from the water, a sample shall be examined bacterially at a laboratory approved by the department, and no water shall be used from such supply for drinking or culinary purposes until a satisfactory analysis is obtained or unless the water is treated in such manner as to make it bacterially satisfactory.

(j) *Connection With Unsafe Water Sources Forbidden.* There shall be no cross-connection between any drinking, culinary, or ablutionary water supply and any other water supply which does not comply with these requirements.

(k) *Outlets From Unsafe Water Supplies Required To Be Sealed or Labeled.* All outlets from water sources accessible to the public which do not comply with these requirements shall be sealed, locked, or, at the discretion of the health officer, be provided with a permanent and easily readable tag or label reading "Unsafe Water. Do Not Drink." Removal of said label or tag except by permission of the health officer shall be deemed a violation of these rules and regulations.

(l) *Common Drinking Cups.* The use of common drinking cups is prohibited.

PART II

SEWAGE, INDUSTRIAL WASTES, AND EXCRETA DISPOSAL

Section 1. General. Wherever a sanitary sewer is available all sewage or industrial wastes shall be discharged into such sewer.

Sec. 2. Requirements When Discharged Into Surface Waters. All sewage and industrial wastes which are discharged into any surface water shall be treated in such a manner as will conform with the requirements of the department.

Item 1. Plans and specifications for any new construction or for reconstruction or improvement of any existing sewerage system or treatment plant shall be submitted to the department before construction begins. This also applies to sewer extensions.

Sec. 3. Requirements When Used for Irrigating Purposes. All sewage or sewage plant effluents used for irrigating purposes shall be treated in such manner as will conform with the requirements of the department. No sewage or sewage effluents shall be used for irrigating purposes without a written permit from the said department.

Sec. 4. Requirements When Discharged Into the Soil. No excreta or sewage shall be discharged into the soil except in compliance with the following requirements:

A. Requirements for Water Carriage Systems.

Item 1. Influent Sewers. (a) *Type.* Influent sewers used to conduct sewage from a building to a private sewage treatment plant shall be constructed of cast iron, vitrified clay, or concrete sewer pipe with calked lead, bitumen, cement or other approved joints, provided that all portions of such sewer lying within 50 feet of any well or other source of drinking water shall be cast iron pipe with calked lead joints. (b) *Size.* Such influent sewers shall be not less than 4 inches in diameter. (c) *Grade.* Such influent sewers shall be laid to a minimum grade of 12 inches per 100 feet. (d) *Manholes.* A manhole shall be provided at each change in direction or grade.

Item 2. Grease Interceptors. Grease interceptors of a type approved by the department shall be installed between the building and treatment plant for all except single residence installation. In case of restaurants, or other establishments which discharge large quantities of grease, the grease interceptor shall be located as close as practicable to the point at which the grease enters the influent sewer.

Item 3. Septic Tanks. All septic tanks shall discharge into a subsurface tile system or other type of filter except where written permission is obtained from the department to discharge into a stream or leaching pit. Septic tanks shall comply with the following requirements:

(a) *Location.* Septic tanks shall be located at least 50 feet, or such greater distance as may be specified by the department, from any well, spring, or other water supply structure, and, if possible, upon ground sloping downward therefrom.

(b) *Capacity.* Every compartment shall have a minimum effective (liquid) capacity of 125 gallons, but in no case shall the total capacity of the unit below the water line be less than 500 gallons.

(c) *Construction Details.* Septic tanks shall conform in detail with the recommendations stated in the department publication "Residential Sewage Treatment Plants" or equal as approved by the department.

(d) *Construction Material.* Septic tanks shall be constructed of concrete, corrosion resisting metal or other impervious material providing that metal tanks shall have a minimum wall thickness of 14 gauge.

(e) *Manholes.* All septic tanks with solid concrete covers shall be provided with at least one manhole at least 22 inches in diameter, and said manhole shall extend to the surface of the ground if the earth fill above the septic tank is more than 12 inches deep.

Item 4. Dosing Tanks and Automatic Siphons. All proposed installations of septic tanks of 1,000 gallons or more shall be provided with a dosing tank and automatic siphon or siphons of a type approved by the department unless otherwise specifically approved by the department. The depart-

ment may require dosing tanks and automatic siphons with septic tanks of smaller capacity.

Item 5. Subsurface Tile Systems. Subsurface tile systems shall comply with the following requirements:

(a) *Location.* Subsurface tile systems used for disposal of settled sewage or wastes shall be located at least 75 feet from any well or other source of drinking water supply, except in creviced limestone or other porous formations the minimum distance shall be specified by the department. Such tile systems shall not be located within 25 feet of any stream or open ditch except when a collector tile is installed below the distributor tile and the intervening space is filled with at least 12 inches of coarse sand or other approved filtering material.

(b) *Construction.* Subsurface tile systems shall conform to the construction details shown in the department publication, "Residential Sewage Treatment Plants" or equal as approved by the department, except that shorter total lengths of tile lines may be permitted for systems serving public and quasi-public establishments if written approval is obtained from the department.

Item 6. Other types of sewage or industrial waste treatment, where permitted or required, shall be installed only after plans and specifications for each project have been approved by the department.

B. Requirements for Earth Pit Toilets. All earth pit toilets hereafter constructed or required by the health officer to be reconstructed shall comply with the following requirements:

Item 1. Location. Earth pit toilets shall not be installed in cavernous or loosely stratified formations, and shall be located at least 75 feet, or other distances specified by the department, from any well or other source of drinking water, and if possible upon ground sloping downward therefrom.

Item 2. Construction. The details of construction shall comply with the plans and specifications shown in the department publication, "The Sanitary Privy," or equal as approved by the department.

C. Requirements for Impervious Vault Toilets. All impervious vault or pit toilets hereafter constructed or required by the health officer to be reconstructed shall comply with the following requirements:

Item 1. Location. Impervious vault toilets shall not be located within 50 feet of any well or other source of drinking water.

Item 2. Construction Material. The vault or pit shall be constructed of impervious concrete at least 6 inches thick. The superstructure, including floor slab, seat riser, seat cover, and building shall comply with the plans and specifications for earth pit privies as shown in the department publication "The Sanitary Privy," or equal as approved by the department. The vault or pit shall be provided with a cleanout opening fitted with a fly-tight cover.

Sec. 5. Maintenance. The following shall be considered defects in pit toilet installations (and sufficient cause for requiring their improvement):

Item 1. Evidence of caving around the edges of the pit.

Item 2. Signs of overflow or other evidence that the pit is full.

Item 3. Seat covers open.

Item 4. Broken, perforated, or unscreened vent pipe.

Item 5. Insanitary toilet building.

Item 6. Evidence of light entering pit except through seat when seat cover is raised or except through cleanout opening when lid is raised.

Sec. 6. Requirements for Leaching Pits (Dry Wells or Cesspools). Leaching pits shall not be used for receiving sanitary sewage or industrial wastes but may be used for kitchen wastes, household laundry wastes, cellar or basement drainage and other similar waste water only when complying with the following requirements:

Item 1. *Location.* Leaching pits shall not be located within 75 feet of any well or other source of drinking water or within 25 feet of any stream or open ditch.

Item 2. *Construction.* Leaching pits when used for disposal of kitchen wastes shall contain at least 1½ cubic yards of crushed rock or gravel below the inlet and when used for laundry wastes or basement drainage shall contain at least 3 cubic yards of crushed rock or gravel below the inlet.

Leaching pits shall be covered with not less than 12 inches and not more than 24 inches of loose filled earth.

Leaching pits shall not penetrate the soil to a depth within 3 feet above the ground water stratum nor shall the total depth exceed 12 feet.

Sec. 7. Requirements for Chemical Toilets. All chemical toilets hereafter constructed or hereafter required to be reconstructed shall comply with the following requirements:

Item 1. *Tank.* Chemical toilets shall have a receiving tank of impervious material with an opening easily accessible for cleaning. Metal tanks shall have a minimum wall thickness of 14 gauge.

Item 2. *Toilet Bowl.* The toilet bowl shall be constructed of impervious and not readily corrodible material and shall be elevated above the receiving tank sufficiently to avoid splashing the user.

Item 3. *Vent.* The tank and bowl shall be vented with screened pipe at least 3 inches in diameter, preferably constructed of cast iron, extending on an angle not less than 30 degrees with the horizontal or vertically to a point at least 2 feet above the roof.

Item 4. *Mixing and Chemical Charge.* The tank shall be equipped with a mixing device and shall be charged with a chemical or chemicals of bactericidal nature and concentration. Chemical recharges shall be added and mixed with the contents frequently to maintain a bactericidal strength and to prevent disagreeable odors.

Item 5. *Toilet Rooms.* Chemical toilets shall be located in toilet rooms which are well lighted and ventilated and kept clean. Tank clean-outs shall not be placed in basements.

Item 6. *Final Disposal of Tank Contents.* The tank contents shall be disposed of by burning, burial, or by discharge into a leaching pit located and constructed in accordance with these rules and regulations.

Sec. 8. Requirements for Comfort Stations and Toilet Rooms. All comfort stations and toilet rooms located in public or quasi-public establishments or on grounds adjacent thereto for the use of the general public or for the patrons of such establishments, shall comply with the following requirements:

Item 1. *Plumbing.* All plumbing work and fixtures hereinafter installed shall comply with the local plumbing ordinance or with the state plumbing code where no local plumbing ordinance is in effect. (Note: Sec. 5775, Code of Iowa, 1939 [§368.44, C. '50], requires that local plumbing ordinances shall conform to the state plumbing code).

Item 2. *Water Pressure.* The water pressure shall be sufficient for effective flushing of toilets, urinals, and other fixtures equipped with flushing devices.

Item 3. *Toilet Rooms.* All toilets and urinals shall be located in rooms provided with natural or artificial illumination of 3 foot-candles intensity on the floor surface and with natural or artificial ventilation affording at least one air change every seven minutes. All toilet rooms shall be maintained in good repair and in a clean and sanitary condition, and shall be accessible to approved hand-washing facilities.

Item 4. *Approved Handwashing Facilities.* Approved handwashing facilities shall consist of a lavatory complying with the requirements of Item 3, soap in a suitable dispensing container and single service paper or cloth towels. Cloth towels shall be thoroughly laundered and sterilized before making available for reuse. Roller cloth towels shall be prohibited.

Item 5. *Common Drinking Cups.* Common drinking cups shall be prohibited.

PART III

MILK AND MILK PRODUCTS

The production, processing and distribution of milk and milk products are by law under the jurisdiction of the state department of agriculture.

Cities and towns also are granted by sec. 5747, Code of Iowa, 1939 [54GA, ch 151, §20], the power to adopt ordinances pertaining to milk sanitation. It is therefore suggested that cities and towns regulate production, transportation, processing, handling, sampling, examination, grading, labeling, regrading and sale of milk and milk products, the inspection of dairy herds, dairies and milk plants, the issuing and revocation of permits to milk producers and distributors, the placarding of restaurants and other establishments serving milk or milk products in accordance with the terms of the unabridged form of the 1939 edition of the Milk Ordinance and Code recommended by the United States Public Health Service, a copy of which is on file with the department or which may be procured from the United States Public Health Service or the Superintendent of Documents, Washington, D. C.

PART IV

EATING AND DRINKING ESTABLISHMENTS

Hotels, restaurants and food establishments are regulated under chapter 133, Code of Iowa, 1939 [Ch. 170, C. '50], the administration of which comes under the state department of agriculture.

Cities and towns also have the power under sec. 5743, Code of Iowa, 1939 [§368.6, C. '50], to regulate hotels, restaurants and eating houses. It is suggested that cities and towns under this authority regulate sanitation pertaining to the inspection, grading, regrading, and placarding of eating and drinking establishments, the issuing and revocation of permits for the operation of such establishments, the sale of adulterated, misbranded, or unwholesome food and drink, and the enforcement of this code shall be regulated in accordance with the terms of the unabridged form of the 1940 edition of the Ordinance Regulating Eating and Drinking Establishments recommended by the U. S. Public Health Service, a copy of which is on file with the department, or which may be procured from the U. S. Public Health Service or the Superintendent of Documents, Washington, D. C.

PART V

SWIMMING POOLS AND BATHING PLACES

Section 1. General. All public swimming pools, wading pools, and bathhouses installed in connection with swimming and/or wading pools, which are hereafter constructed or extensively reconstructed, or improved shall comply with the following requirements:

Item 1. *Plans and Specifications.* Plans and specifications for new construction, reconstruction, or improvements shall be submitted to the department for approval before construction begins.

Item 2. *Design and Construction.* Approval by the department shall be based on the published "Policies of the State Department of Health Governing the Design and Construction of Swimming Pools."

Sec. 2. Operation and Maintenance. All swimming pools, wading pools, and bathhouses installed in connection with swimming pools and/or wading pools shall be operated and maintained in compliance with the published "Policies of the State Department of Health Governing the Operation and Maintenance of Swimming Pools."

PART VI

GARBAGE AND REFUSE

Section 1. Definitions.

Item 1. *Garbage.* The term "garbage" shall be interpreted to mean all putrescible waste, except sewage and body wastes, including vegetable and animal offal and carcasses of dead animals, but excluding recognized industrial by-products, and shall include all such substances from all public and private establishments and from all residences.

Item 2. *Refuse.* The term "refuse" shall include all nonputrescible wastes.

Sec. 2. Accumulation of Garbage and Refuse. No owner or lessee of any public or private premises shall permit to accumulate upon his premises any garbage or refuse except in covered containers approved by the health officer. Such containers shall be constructed in such manner as to be strong, not easily corrodible, rodent proof, insect proof, and shall be kept covered at all times except when garbage and refuse is being deposited therein or removed therefrom. In case garbage and one or

more types of refuse are disposed of separately, separate containers may be required by the health officer.

Sec. 3. Collection of Garbage and Refuse.

Item 1. *Collection Interval.* All garbage and refuse shall be collected sufficiently frequent to prevent nuisance.

Item 2. *Permits.* No person, firm, or corporation shall collect garbage or refuse who does not possess a permit from the health officer.

Item 3. *Type of collection vehicles.* The collection of garbage and refuse shall be by means of covered vehicles approved by the health officer.

Sec. 4. Disposal of Garbage and Refuse. All disposal of garbage and refuse shall be by a method or methods specifically approved by the department, provided that said method or methods shall include the maximum practicable rodent, insect, and nuisance control at the place or places of disposal.

Sec. 5. Dead Animals. Disposal of dead animals comes under the jurisdiction of the state department of agriculture as specified in chapter 131, Code of Iowa, 1939 [Ch. 167, C. '50].

PART VII

SANITATION OF HABITABLE BUILDINGS

Section 1. General. Every dwelling which is in whole or in part leased by the owner or his agent, except hotels and other establishments which are licensed by the department of agriculture shall comply with the following requirements, and in addition all dwellings shall conform to the requirements of the state housing law in all cities where applicable. The owner or lessor shall be deemed responsible for compliance with said requirements.

Item 1. *Room Size.* No habitable room in such a dwelling hereinafter constructed shall have a floor area of less than 80 sq. ft. nor shall the ceiling height be less than 7½ feet.

Item 2. *Heating.* Every such building shall be equipped with heating equipment capable of maintaining every habitable room thereof at a temperature of at least 70 degrees F. whenever occupied.

Item 3. *Lighting.* Every such building shall be so equipped as to provide every habitable room thereof with artificial lighting equipment reasonably uniformly distributed and of sufficient intensity to produce illumination of 6 foot-candles on the floor area, and at least 10 foot-candles at certain points for reading, study, sewing, and similar tasks. Hallways, stairways, and similar passageways shall be provided with one or more foot-candles illumination.

Every habitable room located in any such building shall be provided with one or more windows opening to the outside air and equivalent in glass area to at least 8% of the floor area of such room in the case of existing buildings, and to at least one-eighth of the floor area of said room in the case of buildings or additions hereafter constructed.

Item 4. *Ventilation.* Every habitable room located in any such building shall be provided with an aggregate openable window area of at least 4% of the floor area for existing buildings and of at

least 6% for buildings and additions hereafter constructed. The requirements of this item shall not apply to buildings having adequate provisions for artificial ventilation.

Item 5. *Plumbing and Excreta Disposal.* All plumbing in such buildings shall comply with the requirements of the local plumbing ordinance. Where no local ordinance is in effect, the plumbing shall comply with the state plumbing code.

Every such building to which running water and sewage disposal are available shall be provided with at least one lavatory, one water closet, one bath tub or shower, and one kitchen sink.

Every such building to which running water and sewage disposal are not available shall be provided with at least one pit toilet or chemical toilet seat for every 15 occupants.

Item 6. *Screening.* Every such building which is located in an area in which flies and mosquitoes have not otherwise been effectively controlled shall have all windows and doors to the outside equipped with screens of not less than 16 meshes to the inch, which are so maintained as to effectively prevent the entrance into the building of flies and mosquitoes, provided that all outside screen doors shall open outward and be self-closing and provided that effective means other than screens may be substituted therefor when specifically approved by the health officer.

Item 7. *Overcrowding.* If any room in such dwelling is overcrowded the health officer may order the number of persons sleeping or living in said room to be so reduced that there shall not be less than 400 cubic feet of air to each adult and 200 cubic feet of air to each child under twelve years of age occupying such room.

PART VIII

TOURIST CAMPS, TRAILER CAMPS, CABIN CAMPS, CONSTRUCTION CAMPS, AND SIMILAR ESTABLISHMENTS AND AREAS

Section 1. General. All tourist camps, trailer camps, cabin camps, construction camps, and similar establishments and areas available for residence, camp, or picnic use which are maintained, operated, or leased, free of charge or upon payment of fees, by any municipality, community, institution, corporation, association, firm, or person, except hotels and other establishments which are licensed by the state department of agriculture shall comply with the following requirements:

Trailers may be occupied as temporary residence (except as prohibited by the housing law and local ordinances) only when parked in a trailer camp or other area with facilities complying with the provision of this code.

Item 1. *Supervision.*

(a) The owner or authorized agent shall maintain in good repair and appearance all sanitary facilities and appliances on the premises, and shall be personally liable and responsible for the same. It shall be the duty of the management to bring prompt action as may be necessary to enforce these regulations or, if necessary, to eject from the premises any persons who willfully or maliciously damage the sanitary facilities and appliances provided or do not strictly adhere to these or other camp regulations.

(b) At least one competent caretaker shall be responsible for the supervision of the premises and shall make necessary routine inspections and exercise all duties necessary in the maintenance of the premises in a strictly sanitary manner.

(c) Adequate equipment for maintaining the premises in a strictly sanitary manner at all times shall be provided and maintained by the owner or management.

Item 2. *Space.* In existing mobile home parks each mobile home space shall be at least 8 feet wider than the mobile home. In mobile home parks hereafter constructed, changed or added to, each mobile home space shall be clearly marked, contain not less than 1,000 square feet, be at least 25 feet wide and abut a driveway or have clear, unobstructed access to a public highway or alley. In new parks the mobile home shall be parked at least 5 feet from the boundaries of the park and 10 feet from a public street or alley, and 10 feet from any building, except for the building housing individual sanitary facilities for each mobile home space. In new parks there shall be a space of at least 15 feet between the sides of every mobile home and at least 10 feet between the ends of every mobile home. Mobile home parks, hereafter constructed, shall be well drained and located in areas free from flooding, marshes, swamps, or other potential breeding places for insects or rodents.

Item 3. *Fires.* All fires shall be made in stoves or other equipment provided for that purpose. Open unattended fires shall not be permitted.

Item 4. *Water Supply.* There shall be provided within 200 feet of any trailer space or cabin, accessible at all times, a water supply which complies with the requirements of Part I of these rules and regulations entitled "Water Supplies."

Item 5. *Excreta and Sewage.* There shall be provided at each such camp, establishment or area, accessible at all times, a method of excreta disposal which complies with the requirements of Part II of this code entitled "Sewage, Industrial Wastes and Excreta Disposal."

Item 6. *Garbage and Refuse.* Every such camp, establishment, or area shall comply with the requirements of Part VII entitled "Garbage and Refuse."

Item 7. *Room Size, Heating, Lighting, Ventilation, Plumbing, Screening, and Overcrowding.* All cabins and other habitable buildings shall comply with the requirements of Part VII of these rules and regulations. A group of tourist camp buildings under the same ownership may connect to a common house sewer.

Trailers shall comply with the minimum floor area for habitable rooms. However, the ceiling height may be reduced to 6½ feet provided adequate cross-ventilation is provided by windows on both sides of the trailer.

Item 8. *Toilets and Washing Facilities.* Separate toilets shall be provided for males and females, one for each 25 males and one for each 25 females. Where water is available under pressure, separate handwashing facilities which comply with the requirements of Part II of these rules and regulations shall be provided for males and for females or in each cabin or habitable building. Where water under pressure is not available, a wash basin, soap,

and one towel for each person shall be provided at each cabin or other permanent habitable building. All lavatories, bath tubs, and shower baths shall be maintained in a strictly sanitary condition. Toilets and toilet rooms shall comply with the requirements of Part II of these rules and regulations except that no sewage disposal facilities shall be located within 50 feet of any cabin or trailer. Where fly-tight, sanitary privies are provided for trailer camps, they shall be constructed with the seat hinged to permit dumping soil can or chemical toilet contents into the pit. The location of all toilets or privies shall be plainly indicated by appropriate signs.

All trailers with built-in toilets shall be provided with fly-tight, leak-proof metal receptacles for containing human excrement and said receptacle shall contain sufficient chemicals to render the contents free from creating a fly or odor nuisance.

The owner or management of all camp sites shall provide a satisfactory depository for the contents of trailer house chemical toilets, and also shall provide washing facilities for the chemical toilets in a sanitary manner.

Item 9. *Communicable Disease.* It shall be the duty of all camp owners or managers, or other persons knowing or suspecting the presence of persons in the camp inflicted with any communicable disease, to report the said condition immediately to the local health officer.

Item 10. *Permanent Register.* A permanent register of all guests and/or patrons of the premises shall be maintained and open to the inspection of the health officer or representative of the department at all times.

Rules and Regulations Governing Licensing of Mobile Home Parks

[Filed May 11, 1956]

Effective September 1, 1956

1.0 Authority

1.1 Under the provisions of Section 135D.16, Code of Iowa, 1954, the following rules and regulations governing the licensing and regulation of mobile home parks have been promulgated.

2.0 Definitions

2.1 "Department" is the State Department of Health which is the legally designated authority providing for licensing, inspection, and regulation of mobile homes and mobile home parks.

2.2 "Independent Mobile Home" is a mobile home which has a water closet and a bathtub or shower.

2.3 "Dependent Mobile Home" is a mobile home which does not have a water closet, nor a bathtub or shower.

2.4 "Mobile Home Space" is a plot of ground within a mobile home park designated for the accommodation of one mobile home.

2.5 "Independent Mobile Home Space" is a mobile home space which has individual water and sewer connections available.

2.6 "Dependent Mobile Home Space" is a mobile home space which does not have individual water and sewer connections available.

2.7 "Community Building" is a building housing toilet and bathing facilities for men and women and a sloop-water sink.

2.8 "Existing Installations" are those installations which were constructed before January 1, 1954.

2.9 New Installations are those which are proposed for construction after the effective date of these rules and regulations.

3.0 License

3.1 The application for the first annual license required for each park established within the state shall be made, in triplicate, on the form "Application for a License to Operate a Mobile Home Park". The application for a license form, with the appropriate annual license fee, shall be submitted to the Department.

There also shall be included, with each application for the first annual license submitted, an application for a permit to construct a mobile home park and plans and specifications for the proposed park, as specified in Section 4.0.

3.2 The application for the annual license required for each subsequent year of operation shall be made, in triplicate, on the form "Application for Renewal of License to Operate a Mobile Home Park". The application forms, with the appropriate annual license fee, shall be submitted to the Department.

Each application for renewal of license to operate a mobile home park throughout the year shall be submitted to the Department on or before January 1 of each year. Each application for renewal of license to operate a park during the period May 1 to October 1 shall be submitted to the Department on or before May 1 of each year.

3.3 Each application for a license, or application for renewal of license, relating to a mobile home park located within a municipality shall contain a certification of the Local Board of Health (Mayor, Council, and Health Physician) that the park complies with municipal ordinances, codes, and other local regulatory measures, applicable thereto and not in conflict with the statute and these rules and regulations, before being submitted to the Department.

4.0 Permit

4.1 The application for the permit required before constructing, reconstructing, or making alterations to the sanitary facilities in a park shall be made, in triplicate, to the Department on the form "Application for a Permit to Construct, Reconstruct, or Remodel a Mobile Home Park." Plans and specifications for proposed new construction of, or alterations on, the water supply system, sewerage system, community building facilities, refuse disposal, and lighting in the park are required, and shall be attached to the application for a permit.

Plans and specifications relating to constructing, reconstructing, or making alterations to the sanitary facilities in all parks where a private water supply or a private sewage disposal system is used, or proposed for use, shall be prepared by an engineer registered under Iowa statute. This requirement may be waived for small parks at the discretion of the Department.

If changes are proposed in the plans and specifications after a permit has been issued, a supplemental permit shall be obtained.

4.2 Each application for a permit relating to a park located within a municipality shall contain a certification of the Local Board of Health (Mayor, Council, and Health Physician) that the construction, reconstruction, or alterations are in compliance with existing municipal ordinances, codes, or other local regulatory measures, applicable thereto and not in conflict with the statute and these rules and regulations, before being submitted to the Department.

5.0 Park Site

5.1 Each park shall be adequately lighted at night, particularly all walkways between the mobile homes and any community building or privies provided, with not less than 25-watt bulbs located at 100 foot intervals or equivalent lighting.

5.2 The number of mobile homes permitted in the park shall not exceed the number of spaces which can be serviced by the sanitary facilities in the park, and for which a license was issued.

5.3 Plans and specifications for the construction, reconstruction, or remodeling of swimming pools, wading pools, or bathhouses used in connection with such pools shall be submitted to the Department as specified in Section 4.0. The design, construction, operation, and maintenance of such facilities shall be based on the published "Policies Governing Design, Construction, Maintenance, and Operation of Swimming Pools" issued by the Department.

6.0 Toilet and Washing Facilities

6.1 All plumbing fixtures and systems hereafter installed shall conform to local ordinances, or the State Plumbing Code when no local ordinance is in effect, and to these rules and regulations.

6.2 A community building or buildings containing toilet and washing facilities shall be provided in each mobile home park, except when such facilities are provided for each mobile home space, or when only independent mobile homes are accepted in the park and individual water and sewer connections are available at each space harboring an independent mobile home, or when sanitary privies and leaching pits are used for waste disposal.

6.3 Each community building shall be conveniently located, well constructed with washable interior walls, well lighted, have adequate ventilation, all openings to toilet rooms effectively screened, and floors of concrete or other impervious material.

A general illumination level of at least 5 foot candles shall be maintained in each community building.

Each room housing toilet or laundry facilities shall be provided at least one window or a vent to the outside atmosphere. In new installations, window area at a ratio of 10 percent of the floor area, with 50 percent of the total window area openable, or mechanical ventilation capable of making at least one air change every 5 minutes, shall be provided.

In new installations, all openings to community buildings shall be effectively screened. Solid doors opening outward and equipped with mechanical closing devices shall meet the requirements for screen doors.

A sanitary method of disposal of mop water shall be provided. In new installations, the floors shall be sloped to floor drains, and shall have concrete curbing or other impervious material extending at least 6 inches above the floor and forming a cove at the junction of the floor and side wall.

6.4 Where toilet and washing facilities are provided, each toilet room shall contain at least one water closet and one lavatory. Where separate fa-

Table 1
Water Closet, Urinal, Lavatory, and Bathing Fixture
Requirement Schedule for Community Buildings

NUMBER OF DEPENDENT MOBILE HOMES	MEN			WOMEN		
	WATER CLOSET	LAVATORY	BATHTUB OR SHOWER	WATER CLOSET	LAVATORY	BATHTUB OR SHOWER
1-10.....	1	1	1	1	1	1
11-20.....	2	2	1	2	2	1
21-30.....	3	3	2	3	3	2
31-40.....	4	4	2	4	4	2
41-50.....	5	5	3	5	5	3
51-60.....	6	6	3	6	6	3
61-70.....	7	7	4	7	7	4
71-80.....	8	8	4	8	8	4
81-90.....	9	9	5	9	9	5
91-100.....	10	10	5	10	10	5
101-110.....	11	11	6	11	11	6
111-120.....	12	12	6	12	12	6
121-130.....	13	13	7	13	13	7
131-140.....	14	14	7	14	14	7
141-150.....	15	15	8	15	15	8

When sanitary privies are furnished for use they shall be provided on the basis of one privy for each sex for each 10 mobile homes.

Urinals may be substituted for not more than one-third of the water closet fixtures for men. Each 18 inches of horizontal length of trough urinal shall be accepted in lieu of a single or separate urinal, i.e., 18 inches equals one, 36 inches equals two, 54 inches equals three, and 72 inches equals four. Trough urinals are prohibited in new construction.

ilities for males and females are provided, they shall be plainly marked by appropriate signs and shall be separated by a sound resistant wall if located in the same building. In new installations, separate water closet, lavatory, and bathing facilities shall be provided for males and females in accordance with Table 1.

In new installations, each water closet shall be in a separate compartment, with all partitions constructed of washable materials and all partition supports extending to the floor constructed of impervious materials.

In new installations, compartments shall be provided for bath and shower facilities. An individual dressing compartment not less than 2½ by 3 feet in plan, so arranged to assure privacy, shall be provided in combination with and affixed to each shower compartment installed for women. The floor of such compartment shall be waterproof and elevated at least 3 inches above the floor of the shower stall, or a 6 inch curbing provided, separating the shower and dressing compartments. Mats, grids, and walkways made of wood, cloth, or other absorbent materials shall not be furnished for use in bath sections of community buildings.

A sanitary method of disposal of slop shall be provided. Unless waived, in new installations a slop sink supplied with hot and cold running water shall be provided in each community building, and such sink shall not be located in the laundry room.

An adequate supply of hot and cold running water shall be available in community buildings whenever needed by the occupants of the mobile home park.

In new installations, laundry facilities provided shall be separated by full partitions or walls from the toilet rooms.

6.5 When facilities are provided at each individual mobile home space, the building housing the facilities shall be located on the space served, be constructed in accordance with Section 6.3, contain a water closet, lavatory, shower with floor drain or tub, and be provided with an adequate supply of hot and cold water.

6.6 The interior of each community or individual space building, including all fixtures and equipment therein, shall be maintained in good repair and in a sanitary condition at all times. All plumbing fixtures shall be cleaned, such that all dirt and other visible foreign matter are removed, at least once each day. All waste paper and similar material

shall be placed in suitable containers, and shall not be allowed to accumulate on the floor. All floors shall be swept and scrubbed at intervals sufficient to maintain a clean and sanitary condition. There shall be no evidence of insect or rodent harborages.

Such buildings shall have heating facilities capable of maintaining a temperature of at least 70° F. in cold weather. Gas-fired water or space heaters shall be vented to the outside.

The use of common drinking cups and common towels in the community building is prohibited.

7.0 Water Supply

7.1 An adequate supply of safe potable water shall be provided in each mobile home park. Where a public water supply is available, abutting the property, such water shall be used.

7.2 Every new well shall be located at the highest favorable point practicable on the premises, and as far removed from any possible sources of pollution as the layout of the premises and the surroundings permit. Minimum distances between new wells and sources of pollution shall be maintained as shown in Table 2.

7.3 The upper terminal of all wells shall be watertight. Well platforms shall be of watertight reinforced concrete of a minimum thickness of 6 inches or equivalent watertight construction, with all openings constructed with raised shoulders to exclude surface wash or other foreign material. Covers for such openings shall be of the overlapping type. The platform shall be sloped and satisfactory drainage to the ground surface provided. A watertight seal shall be provided for the annular space between the drop pipe and the casing.

7.4 In new installations, the upper surface of the well platform shall be at least 6 inches above the surrounding ground surface.

7.5 In new installations, the drop pipe opening through the well platform shall be formed, in drilled wells, by an extension of the well casing or, in bored or dug wells, by a length of iron pipe sleeve cast into the platform, of sufficient diameter to admit the pump cylinder. This casing extension or sleeve shall reach at least 1 inch above the platform, or higher if a flanged connection is used, for hand pumped wells; and at least 6 inches for power pump installations. Casings for power pump installations shall allow for a 1 inch extension into the pump

Table 2
Minimum Distances Between Wells and Sources of Pollution

SOURCE OF POLLUTION	Distance in Feet
Cesspool	100
Filter bed, soil absorption field seepage (leaching) pit, earth pit privy, or similar disposal unit	75
Sewer of tightly jointed tile or its equivalent, septic tank, sewer connected foundation drain, impervious concrete vault privy, or barnyard	50
Cast iron sewer with leaded or mechanical joints, independent clear water drain, or cistern	10
Cast iron sewer with leaded joints and encased in 6 inches of concrete	5
Pumphouse floor drain of cast iron pipe with leaded joints and draining to ground surface	2

Definitions:

Cesspool—used for disposal of raw sewage
 Seepage (leaching) pit—used for disposal of settled sewage, filter overflow, kitchen laundry, or similar wastes.
 Notes: The same distances apply to the suction pipe of a well, unless surrounded by a protective casing.

Existing wells will be considered as properly located when they meet the above minimum requirements with respect to sources of pollution. The above distances apply to clay and loam soils. Greater distances must be maintained in sand and gravel formations. For well deriving water from creviced limestone formations, see Section 7.12.

base. Well pits are prohibited in new installations. In existing installations, well pits will be accepted providing they are supplied with a gravity drain or a sump pump.

In new installations where a pump unit is not located over a well and the connecting pipe is under suction, that piping shall be encased in a protective conduit and buried at least 5 feet unless protected against freezing. If a buried suction line is located within 10 feet of a sewer, the sewer shall be constructed of cast iron pipe with leaded joints. If the suction line is below the sewer, there shall be no joint in the suction pipe within 10 feet of the sewer. An exposed suction pipe, as in a basement room, shall be at least 18 inches above the floor.

7.6 The casing or curbing of all new wells shall be watertight to a depth of 10 feet, and preferably 20 feet. New wells deriving water from aquifers below shattered limestone formations shall be constructed to exclude shallower waters. For additional information on proper well construction, see other publications of the Department.

7.7 Storage reservoirs, hereafter installed, shall be located above ground-water level, and in such a location that surface and underground water flows away from the structure. All reservoirs shall be constructed of permanent, watertight material. Manhole covers shall be of the overlapping type. When the bottom of the reservoir is below the normal ground surface, the reservoir shall be located with respect to sources of contamination as specified for wells. Overflows and vents shall be turned downward and the opening covered with 24 mesh screen. Reservoir overflows and drains shall not be connected to a sanitary or storm sewer.

7.8 In new installations, the water supply pipes shall be of brass, copper, lead, cast iron, open hearth iron, wrought iron, or steel as specified in the State Plumbing Code.

In new installations, the water supply lines shall be separated horizontally from sanitary sewers by at least 10 feet of undisturbed or compacted earth, except as specified below. When separated as above, the sewer lines may be constructed of cast iron, vitrified clay, concrete, cement-asbestos, or bituminized fibre sewer pipe, with tight approved and tested joints. When water and sewer lines cross, the water line shall be at least 12 inches above the top of the sewer line throughout a distance of 10 feet horizontally, and no joints shall be made in the water line within this distance of 10 feet.

In new installations, water and sewer lines may be laid in the same trench providing the bottom of the water line is laid at all points at least 12 inches above the top of the sewer line at its highest point, the water line is laid on a solid shelf excavated at one side of the common trench or on a solidly tamped backfill, the joints in the water line are kept at a minimum, and the sewer is constructed of cast iron with leaded or mechanical joints and shown to be watertight by test. In cases where cast iron is not a suitable sewer material, vitrified clay or other durable and corrosion resistant material may be used provided it is installed to remain watertight and rootproof. Where a water service stub and a sewer pipe stub of vitrified clay or concrete have heretofore been placed in the same

trench from the mains to the curb or property line, a park sewer of the same material may be extended in the same trench with the water line.

In new installations, minimum pipe sizes for the park water mains shall be in accordance with Table 3.

Table 3
Size of Water Pipe

Pipe Size (inches)	Mobile Homes Served
1	2 - 10
1¼	11 - 20
1½	21 - 35
2	36 - 50
2½	51 - 100
3	101 - 150
4	151 - 300

In new installations, the minimum size water pipe from the park mains to each mobile home space shall be ½ inch, and the space water outlets shall be separated from the sewer outlets by not less than 5 feet. Each mobile home space water outlet shall terminate above ground, shall be encased with concrete at least 6 inches thick and 2 feet deep unless otherwise protected, shall be provided with a control valve, shall be capped or otherwise protected when not in use, and shall be provided with a suitable flexible connection for attachment to the mobile home water line; and also shall be protected against freezing if the park is operated throughout the year. In new installations, control valves of the stop and waste type may be installed provided a horizontal separation of at least 10 feet from any part of the sewer system is maintained, or if an approved system of watertight piping from the weep holes of the valves is installed to drain to a lower, protected level.

Sanitary precautions shall be taken in laying all water pipes. They shall be laid where they will not come in contact with sewage during the laying process.

In the design of the water distribution system, a sufficient number of fire hydrants or outlets shall be provided throughout the park at proper locations for fire protection.

The water supply system shall be so installed to prevent backflow of contaminated water from appliances, fixtures, drains, and sewers; and shall not be connected with nonpotable or questionable supplies.

7.9 Drinking fountains, when provided, shall be of the guarded, inclined jet type conforming to standards specified in local ordinances or in the State Plumbing Code where not covered by local ordinance.

7.10 Wells, storage reservoirs, and water lines when first installed, or when repaired in such a manner that contamination may gain entrance, shall be disinfected with chlorine. Following such disinfection, the water shall be sampled and a satisfactory bacteriological quality determined before the water is used for drinking or culinary purposes. Until water of such satisfactory bacteriological quality is assured, all water used for drinking and culinary purposes shall be boiled.

7.11 The potable water supply derived from each private system shall be of satisfactory quality as

determined by a sample collected at the time of the annual inspection.

7.12 If a sample collected from a properly located (as determined from Table 2, Section 7.2) well supply shows the water to be bacterially unsafe at the time when the sample was taken, the supply may be disinfected and an additional sample collected. If disinfection fails to eliminate the contamination, continuous chlorination of the water supply shall be provided.

If samples collected from an existing well whose only known defect is improper location (as determined by Table 2, Section 7.2) show a consistently satisfactory bacterial quality, as determined by at least 3 consecutive samples collected at monthly intervals, the supply may be approved with or without continuous chlorination provided. Nature and type of subsoil, actual distance from sources of pollution, and construction of the well will be given consideration in determining whether continuous chlorination of the the supply will be necessary. If samples collected from an improperly located supply show the water to be bacterially unsafe, the system will not be approved for use unless continuous chlorination is provided. No permit will be issued for extension of an existing water supply to serve an addition to a park where the well is improperly located unless continuous chlorination is provided.

An existing well deriving water, or a new well planned to derive water, from a shallow creviced limestone formation will be approved only when properly located, the formation is overlain with soil or unconsolidated material to a depth of at least 40 feet extending $\frac{1}{2}$ mile from the well, and continuous chlorination is provided.

Only water with a nitrate nitrogen content of 10 parts per million or less shall be furnished to infants. A water supply containing more than 10 parts per million of nitrate nitrogen shall be placarded or posted stating the water shall not be used for infant feeding. The park operator shall notify all parents not to use the water for infant feeding.

7.13 Chlorinating equipment shall be maintained properly, and operated such that a minimum combined chlorine residual of 0.2 parts per million shall be maintained in the distribution system at all times. Daily records shall be kept of the quantity of water used when known and of the amounts of chlorine used. These daily records shall be filed with the Department at the end of each week.

7.14 All abandoned wells shall be properly filled to prevent contamination of waterbearing formations and to eliminate accident hazards. In filling dug or bored wells, as much of the curbing as possible shall be removed.

8.0 Sewage Disposal

8.1 Disposal of sewage and other water carried wastes shall be into a municipal sewerage system when the sewer abuts the property or is otherwise available. In mobile home parks where such connections are not available, disposal shall be into a

private system designed, constructed and operated in accordance with good sanitation practice to meet the requirements of the Department. Plans and specifications for new construction shall be submitted as specified in Section 4.0.

8.2 The connection between the mobile home drain and the park sewer shall be made with a leak-proof connector of durable, corrosion-resistant rubber or metal; flexible for a length of at least 24 inches and preferably throughout its length; attached at the inlet and outlet end with a water and gas tight joint; and constructed to pull apart in an emergency without serious damage to the mobile home piping or the park sewer.

It shall be the responsibility of the park operator to supervise the installation of the sewer connector. Flexible connectors shall be kept clean when not in use. Each sewer outlet shall be capped when not in use. There shall be no discharge of sewage or waste water from any mobile home onto the ground surface, nor shall there be any sewage odors from the sewer outlet.

8.3 In new installations, each space sewer lateral shall be connected to the sewer main by use of an appropriate Y fitting, with short T fittings prohibited; shall connect with a P trap located below the frost line; and then shall extend vertically to not less than 4 inches above grade, with the individual sewer outlets not less than 3 inches in diameter. Extensions through the ground shall be protected against frost heaving and damage by a concrete apron at ground level.

In new installations, the outlet risers, P trap, and one connecting length of lateral at each space shall be constructed of cast iron with leaded joints. The remaining new sewers and drainage lines shall be constructed as specified for building drains and sewers.

In new installations, cleanouts shall be provided separated horizontally from water supply pipes by at least 10 feet of undisturbed or compacted earth, except as provided in Section 7.8.

Changes in direction of new main sewer lines shall be with 45 degree fittings. Each new sewer main or branch shall terminate in a stack extending at least 9 feet above the ground level and provided with a cleanout. Stacks may be constructed of cast iron, vitrified clay, concrete, cement asbestos, bituminized fibre, lead, or copper piping or tubing. Galvanized steel or wrought iron may be used above ground.

In new installations, cleanouts shall be provided at each second change in direction or at intervals of 100 feet. Manholes may be substituted in lieu of cleanouts and stacks where a perforated cover will not create an odor nuisance or explosion hazard, and where surface water is excluded. A sufficient number of cleanouts or manholes shall be provided to allow rodding of the system.

Sanitary sewers within the mobile home park area shall not receive storm or surface water drainage.

8.4 The minimum size and slope of new sewer installations, exclusive of laterals serving individual

mobile home spaces shall be determined in accordance with Table 4.

Table 4
MINIMUM SIZE AND SLOPE OF SEWER

Sewer Diameter (Inches)	Mobile Homes Connected (Number)	Slope Per 100 Feet (Inches)
4	2-50	15
6	51-100	8
8	101-400	5

8.5 In new installations, the components of sewage treatment systems shall be separated from wells and other critical items by at least the distance specified in Table 5.

8.6 Cesspools will not be approved for the disposal of toilet wastes except where installed and in use prior to January 1, 1954. There shall be no overflow or discharge to the ground surface from a cesspool.

8.7 Seepage (leaching) pits will be approved for the disposal of kitchen and laundry wastes, in new construction, when complying with the following requirements: (a) The location of each pit shall conform to the standards shown in Table 5, Section 8.5; (b) Each pit installed for disposal of kitchen wastes shall contain at least 1.5, and each for disposal of kitchen and laundry wastes at least 3, cubic yards of crushed rock or gravel below the inlet, with pits serving more than one mobile home or other buildings increased proportionately in size; (c) No pit shall penetrate the soil to a depth within 3 feet above the ground water stratum, nor to a total depth of over 12 feet; (d) Each pit shall be provided with an inlet pipe, to which a flexible leak-proof connection from the mobile home drain shall be attached when the space is occupied and which shall be capped when the space is unoccupied; (e) Each pit shall be covered by not less than 12, nor more than 24 inches of loose filled earth; and (f) There shall be no overflow or discharge to the ground surface from any seepage pit.

8.8 Privies shall be maintained in a clean and sanitary condition at all times. All privy pits shall be flytight, and there shall be no spillage or seepage of the pit contents to the ground surface. Pits shall be kept cleaned, or new pits provided when the contents are within 18 inches of the ground surface. When a privy is abandoned, the superstructure shall be removed and the pit contents covered with lime and at least 18 inches of compacted earth.

The proposed construction of sanitary privies in existing parks will be approved providing the present method of waste disposal is by privies. In the development of new parks or additions to existing parks, the installation of privies will be approved only when other satisfactory methods of waste disposal cannot be provided. New privies shall be constructed with insect-and-rodent-tight pits and superstructure as shown in publications of the Department or equal thereto.

8.9 When a septic tank is cleaned the sludge shall be handled in a sanitary manner and its disposal shall be by burial, placing in a public sewer system, or by other similar sanitary methods. Dumping directly into a stream or on land adjacent to a stream is prohibited.

9.0 Refuse Disposal

9.1 The storage, collection, and disposal of refuse (which includes garbage, rubbish, and trash) from each park shall be conducted to avoid creation of health hazards such as rodent harborage, insect breeding areas, and air pollution. The park premises shall be kept free of debris and litter at all times.

9.2 All refuse shall be stored in flytight, watertight, and rodent-proof metal containers having tight fitting lids; and shall not be allowed to be placed or to accumulate on the ground. Each container and lid shall be maintained in a sanitary condition and in good repair at all times.

Sufficient containers to supply a minimum capacity of 20 gallons for each 4 mobile homes, and to supply adequate storage space for all refuse produced between collections, shall be provided. In new installations, each container shall be placed on a holder or rack elevated at least 12 inches above the ground level, or an impervious slab at ground

Table 5 MINIMUM SEPARATION DISTANCES IN FEET REQUIRED IN LOCATING SEWAGE TREATMENT PLANTS

COMPONENT OF SEWAGE TREATMENT SYSTEM	PRIVATE WELL	PUBLIC WATER SUPPLY WELL	STREAM OR OPEN DITCH	DWELLING OR OTHER STRUCTURE	PROPERTY LINE
Sewer of cast iron, concrete encased	5	10	—	—	—
Sewer of cast iron, leaded joints, not encased	10	20	—	—	—
Sewer of tile or equivalent material, tight joints	50	75	—	—	—
Septic tank	50	75	—	10	—
Distribution box	50	75	—	—	—
Subsurface absorption field	75	200	—	10	5
Subsurface filter system	75	200	25	10	5
Seepage pit	75	200	25	20	10

Distances specified for public wells also apply to pump suction lines.

Existing systems will be considered as properly located when meeting the above minimum separation distances.

level; each of which shall be maintained in a sanitary condition at all times.

Refuse shall be collected from the containers at least once each week, and more often if necessary; and shall be incinerated, buried, or transported to a municipal, county, or private dump ground, or other similar disposal plant. No incinerator used for garbage disposal on the park premises shall create objectionable smoke or odor. No garbage or empty food cans shall be placed in a unit suitable for use only as a trash burner. A spark screen shall be provided for each incinerator and each trash burner. When refuse is buried on the premises, it shall be covered by at least 12 inches of compacted earth immediately.

10.0 Supervision

10.1 The owner or authorized agent shall be personally liable and responsible for supervision of the park, maintenance of all sanitary appliances and fixtures in good repair and appearance, and conducting, when necessary, insect and rodent control measures including applying insecticides and rodenticides. It shall be the duty of the owner or agent to take promptly such action as may be required to enforce these regulations or, if necessary, to eject from the park any person who wilfully or maliciously damages the

sanitary appliances or fixtures provided, or does not adhere strictly to these regulations. Adequate equipment for maintaining the park in a strictly sanitary manner at all times shall be provided and maintained by the owner or agent.

CROSS CONNECTION—WATER SUPPLIES

Department Rule No. 4

No public water works system, either publicly or privately owned, shall be cross-connected with any other water works system, either publicly or privately owned, unless the water in the latter system meets the standard of purity as required for public water supplies by the regulations of the Department.

Any direct physical connection between pipes or piping of a public water works system and any other water system shall be deemed a cross-connection regardless of number or type of valves that may be inserted between the two systems, except in such instances where it is physically impossible for water from the secondary system to enter the public water system under any possible combinations of operating conditions, and in such instances connection shall be permitted only with the written approval of the department.

FREE CARE OF TUBERCULOUS PATIENTS IN PUBLIC TUBERCULOSIS SANATORIA

Authority

These rules and regulations are promulgated pursuant to authority granted in section 254.8 Code, 1950.

Who May Apply

Any legal resident of Iowa suffering from tuberculosis and agreeing to remain under treatment until discharged by the sanatorium as no longer having tuberculosis in a communicable stage may apply for a free treatment certificate. Any person actually residing in the state of Iowa with a bona fide intent to remain in the state of Iowa is to be considered a legal resident of Iowa for the purposes of administration of this law. Applicants are not limited to those who have acquired legal settlement in a county of this state.

Certifying Agent

In counties maintaining a separate public tuberculosis hospital, the application is made to the board of hospital trustees. In counties which do not maintain such a hospital, the application is made either to the county director of social welfare or to the county overseer of the poor, whichever is designated by the board of supervisors.

Treatment Costs Considered a Public Health Expenditure

In acting upon applications, the board of hospital trustees, county director of social welfare or overseer of the poor are to "consider expenditures of public funds for treatment of tuberculosis as expenditures for the protection of the public health and not as monies advanced in the nature of wel-

fare or relief." This principle constitutes legal recognition of the public interest in the hospitalization and segregation of tuberculous patients, as an important means of preventing the spread of infection to others. The motive for granting free care is protection to the public, and thus such protection becomes the paramount interest in considering applications for free care.

Issuance of Certificates—Controlling Principles

A. The board of hospital trustees, county director of social welfare or overseer of the poor are to grant free treatment to a tuberculous applicant who "is not possessed of sufficient income or estate to enable him to make payment of the costs of such treatment in whole or in part without affecting his reasonable economic security or support, in light of his resources, obligations and responsibilities to dependents."

B. The period of treatment, convalescence and rehabilitation varies for each patient, and the issuing officer shall give consideration to the probable length of such treatment and to the probable post-treatment period, during which the patient may not be able to work after being discharged from the sanatorium, and to the living costs of family and other dependents during the period of treatment, convalescence and rehabilitation, coupled with the need for support of the family in the event the patient does not recover.

C. The applicant shall not be required to encumber, sell or otherwise sacrifice a homestead required for the housing and maintenance of his family and dependents nor other property holdings

to the extent that income from the same is required to provide the necessities of living for such family and dependents and certificates of free care shall not be denied by virtue of the existence of such property holdings by the applicant or those legally responsible for his care.

D. Employed members of the applicant's household or those legally responsible for his care shall be allowed to retain such wages as they may earn as are necessary to maintain the reasonable economic security and support of the applicant's household and their obligations and responsibilities to their own or to the applicant's dependents, and certificates of care shall not be denied because of the existence of any such wages or income.

E. Family savings in a reasonable amount, together with continued maintenance of existing life insurance policies on the applicant or his family in a reasonable amount, shall be preserved to the extent the same are needed to assure the family's economic security during the period of treatment, convalescence and rehabilitation and to provide such security for a reasonable period of family rehabilitation and adjustment in the event of the possible death of the applicant and the issuance of a certificate shall not be denied by virtue of such savings.

F. In the event the applicant is the head of the family, careful consideration shall be given to the probable loss of income and the consequent need to preserve property holdings, savings and other income sources to carry the family through the period of treatment, convalescence and rehabilitation, until such applicant can again provide reasonable security and support for the family and liquidation of his obligations to himself and his dependents.

G. In the event the applicant is a wife or mother, not the head of the family, consideration shall be given to the probable added family expense to maintain and operate the home and household until applicant can return and with safety assume in full her former responsibilities. In the event the applicant is a child or other member of the family, but not the head of such family, consideration shall be given to the possible financial needs devolving upon the applicant because of a probable death and disability of the head of his family.

H. In general, favorable consideration shall be given to applicants who are possessed of moderate resources. Applicants whose resources clearly indicate that all of the costs of treatment can be met without jeopardizing the family's welfare and independence during the period of treatment and the succeeding period of convalescence and rehabilitation shall be expected to meet such costs.

I. The object of the law and these regulations is to obtain admission of the tuberculous patient to a tuberculosis sanatorium with a minimum of delay. Doubtful situations shall be resolved in favor of the public benefits resulting from hospitalization and segregation of a person with tuberculosis.

Post-Sanatorium Treatment

Necessary post-sanatorium treatment including check-up examinations and pneumothorax refills as

prescribed by the sanatorium medical staff shall be within the scope of free treatment furnished under the law.

Review

Any applicant denied a certificate may have his application reviewed by a district court, who shall hear the matter anew under such rules and procedure as he may prescribe. The county director of social welfare, the overseer of the poor, or the board of hospital trustees, as the case may be, shall co-operate in furnishing to the court such information as it may require.

Forms

Form T-1 is to be completed in duplicate at the time a patient requests free treatment. The original copy is to be a part of the certifying agency's record. The duplicate copy is to be forwarded promptly to the Iowa State Department of Health, Des Moines.

Form T-2 is to be completed in quadruplicate by the certifying agency. The original copy is to be issued to the applicant who will present the certificate to the designated public tuberculosis sanatorium in accordance with such contracts, resolutions or actions as the board of supervisors of the county may have taken in connection with their provision for the treatment of tuberculous persons under chapter 254, Code 1950. The second copy of T-2 shall be added to the certifying agency's file on the case. The third copy of T-2 shall be promptly filed with the county auditor of the county of legal settlement of the applicant. The fourth copy of T-2 shall be delivered promptly to the Iowa State Department of Health, Des Moines, Iowa. In the event the application for free care is denied, the Form T-2 shall be completed with a statement explaining the reason for rejection and the distribution of the copies shall be the same as the distribution for approved applications. Upon delivery of the decision where free care is denied, the certifying agency should inform the applicant of his privilege of requesting a review of his case before the judge of the district court in his county of legal residence.

Distribution of Forms for Applicants Having No County of Legal Settlement

In case of an applicant not having a county of legal settlement in the state of Iowa or any rights for legal settlement in another state or when such settlement of the applicant is unknown, the certifying agency shall consider the application in the same manner as in other cases and appropriately issue certificates of free care, if the applicant is residing in the county where the application is made. In these cases, the certifying officer shall name the state tuberculosis sanatorium at Oakdale, Iowa, as the place of treatment in the certificate for free care. The original copy of Form T-2 shall then be issued to the applicant, as in other cases. The second copy of Form T-2 shall be retained in the agency files, as in other cases. The third copy of Form T-2 shall be delivered to the superintendent of the state tuberculosis sanatorium at Oakdale, Iowa. The fourth copy of Form T-2 shall be delivered to the Iowa State Department of Health at Des Moines, Iowa, as in other cases.

BARBER EXAMINERS

[Amendments filed August 10, 1956]

CURRICULUM AND MINIMUM REQUIREMENTS FOR APPROVED IOWA SCHOOLS OF BARBERING

Adopted by the Iowa Board of Barber Examiners by authority of chapter 158, Code of Iowa, 1950.

Each Iowa school of barbering approved by the Iowa Board of Barber Examiners, shall conduct a course of study of at least 1,170 hours to be equally divided over a period of six months.

Supervised Practical Instruction

Scalp care and shampooing	} 884 hours
Honing and stropping	
Shaving	
Facials, massage and packs	
Hair cutting	
Hair tonics and singeing	
Dyeing and bleaching	

Demonstrations and Lectures

Law, ethics, economics, equipment, shop management and history of barbering	} 260 hours
Sanitation, sterilization, personal hygiene and first aid	
Bacteriology	
Anatomy	
Skin, scalp, hair and their common disorders	
Electricity, as applied to barbering	
Chemistry and pharmacology	
Scalp care	
Honing and stropping	
Shaving	
Facials, massage and packs	
Hair cutting	
Hair tonics and singeing	
Dyeing and bleaching	
Instruments, soaps, shampoos, creams, lotions and tonics	
Lecture for at least one hour per week shall be given by a licensed medical doctor	26 hours
SUPERVISED PRACTICE	884 hours
DEMONSTRATIONS & LECTURES	260 hours
PHYSICIAN'S LECTURES	26 hours
TOTAL	1,170 hours

Manager and Instructors' Qualifications. A manager or instructor of a school of barbering, approved by the Iowa Board of Barber Examiners, shall be registered with the Iowa State Department of Health as an instructor in barbering or shall pass a satisfactory instructor's examination given by said board. To qualify for an instructor's examination applicant shall submit to the board satisfactory evidence as to character and ability to operate a school of barbering; shall be a high school graduate or the equivalent thereof and be the holder of an Iowa license to practice barbering for either a five-year period immediately prior to the application, or have six month's experience as an assistant instructor immediately prior to the application.

Assistant Instructors. Temporary permits may be issued to assistant instructors in an approved school of barbering provided the following qualifications are furnished, i.e., shall be of good moral character; shall be a graduate of an accredited

high school or the equivalent thereof; shall be a graduate of an approved school of barbering and the holder of an Iowa barber license. After six months as an assistant instructor said person shall make application for an instructor's examination. If he should fail to receive a passing grade, he may continue as an assistant instructor until the next regular examination by the board. If he should fail the second examination, he is not eligible for another examination and shall discontinue all connections with the school.

Class Rooms, Equipment and General Instructions

An approved school of barbering established after June 19, 1951, shall have two rooms accessible at all times; one to be used for class study, examinations and lectures, and the other for practical demonstrations. Rooms shall be fully equipped to comply in every way and at all times with the rules and regulations of the Iowa State Department of Health and the Iowa Board of Barber Examiners.

The Minimum Equipment With Which A School Shall Be Permitted To Operate Is As Follows:

- a. One (1) chair, lavatory and back stand, providing proper cabinet for immediate linen supply, and individual sterilizers for each chair. There shall be not less than ten (10) such sets in the class room equipped for practice on the general public.
- b. One (1) textbook of barbering for each student and instructor.
- c. Electric equipment: One (1) high frequency electrode
 One (1) twin vibrator
 One (1) dermal lamp
 One (1) scalp steamer
 One (1) infra-red lamp
- d. One (1) microscope.
- e. Compressed air equipment for each barber chair.
- f. Automatic lather mixer.
- g. Complete supply of standard tonics, shampoos and cosmetics commonly used in barber shops.
- h. Sufficient clean linen cabinet space.
- i. One (1) blackboard, not less than 4' x 6' in size.
- j. One (1) large bulletin board conspicuously located for posting rules & regulations, notices etc.
- k. One (1) set of record files.
- l. One (1) set of books used solely for history and activity of students.
- m. One (1) file for duplicate copies of reports sent to the State Board of Barber Examiners.

The study and lecture room must be equipped with the specified blackboard and charts showing illustrations of the skin, circulation of the blood, muscles and bones of the face, scalp and neck. This room shall be used for the sole purpose of giving scientific instruction to students.

No school of barbering shall accept students nor be open for business until approved and licensed to operate as a school of barbering.

There shall be not more than two (2) students enrolled for each barber chair installed in an approved school of barbering; no more than fifteen (15) students for each instructor therein.

No student shall be accepted unless he is at least sixteen years of age, has an eighth grade education, or the equivalent thereof, and is of good moral character.

Each school of barbering shall maintain a library of suitable reference books including all of the required books later mentioned in the curriculum.

Each school of barbering shall hold regular classes for the teaching of both the theory and practice of all phases of barbering.

No one in any way connected with a school of barbering shall guarantee positions to students nor guarantee financial aid in equipping a shop.

Instructors shall familiarize students with the different standard supplies and equipment used in barber shops.

No student shall receive pay nor be allowed any rebates, refunds or commissions on any money taken in at the barber chair for service rendered to patrons.

Each school shall advertise only under the designation of a barber school and shall display conspicuously at the entrance to said school a sign in plain, block display lettering at least one inch in height, as follows:

"ALL WORK IN THIS SCHOOL DONE BY STUDENTS ONLY."

When school service prices are displayed or in any manner advertised by a school of barbering, they shall be followed by the words "STUDENT WORK" in lettering at least one-half the size of the lettering used to display the price.

Instructors, as well as students, shall be attired in washable uniforms, which must be kept clean and neat at all times during school hours.

All bottles and containers in use must be distinctly and correctly labeled, showing the intended use of the contents.

Smoking shall not be permitted in class rooms.

Attendance

All schools of barbering shall establish regular school hours. Any time lost by students shall be made up before diploma is issued.

Classes shall be held during daylight hours with the exception of the physician's lectures and demonstrations, which may be held during evening classes.

A minimum of five recitations per week of two hours each shall be given to all students. These periods shall include lectures, individual instruction and written examinations.

All examinations and other written papers shall be carefully graded and returned to students in order that they may see errors.

If a student enrolled in an approved school of barbering should discontinue his attendance in the school and should desire to re-enter after a period of thirty days, he shall not return until at such time that he could start with the regular class at the point in the textbook where he had previously left the school.

Records

ENROLLMENT: Each school or college shall forward to the Barber Division, State Department of Health, a completed application for enrollment upon the date of admittance of student together with required credentials.

DAILY RECORDS: Each school shall keep a daily class record of each student showing the hours devoted to

the respective subjects, the total number of hours in attendance, and days present and absent; also shall be subject to inspection by the examiners or representative thereof at any time.

MONTHLY RECORD: An owner of a school shall furnish the State Department of Health at the end of each month the names of students therein, days absent by student if any; also show the time devoted by student to each subject.

FINAL RECORD: The manager of each school shall compile from his records a summary of each student's grades, hours and attendance, which shall be presented to the student upon graduation and which shall also be made a part of his application for registration by examination. The manager shall sign each copy of the required records and must certify said record is correct; also that the student has received a diploma from his school.

Teaching Staff

There shall be at least one (1) registered instructor for every fifteen (15) students or fraction thereof in each school of barbering. Instructors shall devote their entire time during school hours to the instruction and supervision of student work and shall not apply time to the private or public practice of barbering for any reason.

All students shall be given a complete course in barbering as prescribed in this curriculum.

POST GRADUATE: No registered barber or student who has received an apprentice license as issued by the Iowa Board of Barber Examiners, may return to the school for post-graduate work unless it is for theoretical study only.

NOTICE

The entire contents of this curriculum or any part thereof, is subject to change by the Iowa Board of Barber Examiners at any time.

LIBRARY

Each school of barbering operating in Iowa, must maintain a library for the students enrolled therein, consisting of all of the following books and magazines.

BOOKS	AUTHOR
First Text on Anatomy	Francis S. Wildner, M.D.
Anatomy	Dr. Henry Gray
Electricity & Light	Eberhart
Salesmanship & Business	
Efficiency	Knox
Civic Sociology	Ross
Building Citizenship	R. O. Hughes
Elementary Economics	Carver & Carmichael
Manual of Ethics	MacKenzie
Chemistry for Today	McPherson, Henderson & Fowler
The American Pocket	
Medical Dictionary	Dorland
A Standard Dictionary	
Diseases of the Hair & Scalp	Hubbard
Standardized Textbook of Barbering	A.M.B.A.
Master Barber Magazine & Beauty Culturist	A.M.B.A.
Practical & Scientific Barbering Textbook	J.B.I.U.A.
J.B.I.U.A. Magazine	J.B.I.U.A.

**RULES AND REGULATIONS
GOVERNING SANITARY OPERATION OF BARBER
SHOPS AND BARBER SCHOOLS**

As prescribed by the State Department of Health in accordance with the laws of the state of Iowa:

1. Rules posted. The manager of each barber shop shall keep a copy of these rules posted in a conspicuous place in the shop.

2. License. Barbers shall display at their work cabinet the original license certifying the practitioner is a licensed barber; also the annual renewal. Barber shop licenses shall be in the name of the licensed operator and posted therein. An apprentice shall have a valid permit posted. One apprentice to each licensed barber; only two apprentices in any one barber shop.

3. Signs. Each barber school shall display a sign at its main entrance indicating a barber school; also a sign therein that barber services are given by students only.

4. Sanitation. Every barber shop shall be well lighted, properly ventilated, and kept in a clean, sanitary and orderly condition.

5. Quarters. Barbering shall not be practiced in a residence unless the shop is completely separated from living quarters by a solid permanent partition. A direct outside entrance shall be provided.

6. Quarters adjacent to other businesses. A barber shop located in a room adjacent to a restaurant, tavern, grocery, etc., shall be in a completely separate room. If any doors between same, they shall be equipped with an automatic spring for immediate closing.

7. Candy, cigars, beverages, etc. To be dispensed only from sealed packages.

8. Plumbing. Barber shops shall have modern plumbing and an adequate supply of both hot and cold running water connected with the local water system. In communities where a water system is not available, a pressure gravity system shall be installed of adequate capacity to provide water in sufficient force to thoroughly saturate linens. Drain pipes shall be connected directly with an approved sewerage system.

9. Combs and brushes. Combs and brushes must be cleansed; then immersed in an efficient disinfectant. Combs shall be left in the solution or in a sterile cabinet at all times when not in use. Use of the common hair brush is prohibited.

10. Instruments. Instruments of the profession shall be thoroughly cleansed; then immersed for at least one minute in an effective disinfectant before used and kept in a sterile cabinet. Electric clipper plates shall be cleansed and immersed for at least one minute with power on in boiling mineral oil, or properly sterilized by the open-flame method.

11. Disinfectants. All containers must be kept clean and well filled with an effective recognized disinfectant. A separate container shall be provided for each practicing barber.

12. Shaving mugs. Shaving mug, soap, and brush shall be thoroughly rinsed with boiling water before each patron is served. Rubber or porous mugs are prohibited.

13. Bowls and strops. All cups, bowls and strops shall be kept clean at all times.

14. Dusters and brushes. The common neck duster or brush shall not be used in any public barber shop.

[Filed August 10, 1956]

15. Hands. Every barber shall wash his hands thoroughly with soap and water before serving a patron.

16. Head rest. Each barber chair head rest shall be provided with a mechanical paper container and clean shaving paper.

17. Linens. Freshly laundered linens shall be used for each patron. In hair cutting, shampooing etc., freshly laundered towel or neck strip shall be used to prevent the haircloth from directly contacting the patron. All soiled linens must be immediately disposed of in a container provided for that purpose.

18. Styptic powder and alum. Alum or other material used to stop the flow of blood shall be used only in liquid or powder form.

19. Communicable diseases. A barber shall not practice who is infected with any communicable disease.

20. Other disease carriers. Dogs, cats, birds and other pets shall not be kept in a barber shop or school.

21. Managers' duty. It shall be the duty of each manager of a barber shop to ascertain that all barbers employed in the shop have an Iowa license to practice, and that all employees observe these rules and all other sanitary rules of the local board of health and State Department of Health.

DISINFECTANTS

Disinfectant Solutions. A large number are available and satisfactory, i.e.,

a. Formalin, 10% solution—made by adding one (1) part of commercial formalin to ten (10) parts of water. This represents a 4% solution of formaldehyde.

b. Alcohol—70%, as ordinary alcohol.

c. Potassium Mercuric Iodide—excellent for combs and instruments.

d. Bichloride of Mercury (1 to 1,000)—Poisonous. Is harmful to metal but excellent for combs.

e. There are many disinfectant solutions especially designed for the barbering profession. Consult inspector, your druggist or supply dealer.

Note: Section 158.11, Code of Iowa, 1950, provides that no barber shop shall be opened to the public until same has been inspected, approved, and license issued. Shops changing ownership

shall immediately make application for transfer of license.

Penalties: Section 158.12, Code of Iowa, 1950. Any person found guilty of violating any of the provisions of this chapter or the license provisions of Chapter 147, Code of Iowa, 1950, shall be fined

STATE BOARD OF CHIROPODY EXAMINERS

CONDUCTING EXAMINATIONS

1. All applications for examination must be made upon the official forms supplied by the State Department of Health, Statehouse, Des Moines, Iowa.

2. These application forms properly filled out shall be filed with the State Department of Health together with the applicant's diploma and the fee of twenty dollars (\$20.00), at least fifteen days before the date of examination.

3. Each application form will require that a full statement be made of the number and date of each state examination taken by him prior to his application to this board, together with the average obtained thereon at each, and whether or not any certificate issued him has ever been suspended or revoked.

4. The statements made in application form shall be subscribed and sworn to by the applicant and attested under seal by a notary public, or if executed outside the state of Iowa, by the clerk of a court of record.

5. A senior student expecting to graduate from an approved chiropody college at the end of the spring term may be admitted to the state examinations held in May or June upon a presentation of a certificate from the Dean of his college stating that the applicant has conformed to all the college requirements and will be granted a diploma at commencement, but the examination papers of such applicant will not be rated until his diploma has been issued and verified by the State Department of Health.

6. No candidate shall under any circumstances enter the examination more than thirty minutes late unless excused by the examiners and no candidates shall leave the room after the distribution of the question papers. Candidates shall not be permitted to leave the room during the examination unless accompanied by one of the examiners or a clerk endorsed by the board.

7. The candidates will be seated at individual tables or desks and will not be permitted to communicate with each other during the hours of examination, nor to have in their possession help of any kind. Any applicant detected in seeking or giving help during the hours of examination will be dismissed and his papers canceled, but he will be entitled to return for another examination within fourteen months.

8. All examinations shall be in writing and in the English language and shall be written with pen and ink. Special examination paper will be supplied by the Department of Health but pens and ink must be provided by the candidates.

9. Before commencing the examination each applicant will be given a confidential number which

not to exceed \$100 or be imprisoned in the county jail for not more than thirty days.

This penalty applies to the violation of the above rules, the practice of barbering without a license, or the opening or operation of a barber shop without a license.

he shall inscribe at the upper left hand corner of each page of the manuscript; no other marks shall be placed on any paper whereby the identity of the candidate may become known. The pages are to be numbered in the upper right hand corner.

10. The examination questions will be prepared and the answers rated by the board members to whom the subjects have been assigned.

11. The handwriting of the candidate must be legible; proper punctuation and the use of capital letters and general appearance of examination papers will be considered in marking answers.

12. The following is the schedule of questions to be submitted to the candidates for examination:

Anatomy, bacteriology, chemistry, clinical and practical chiropody, chiropodic medicine, diagnosis, dermatology, histology, materia medica, neurology, orthopedics, pathology, pharmacy, physiology, physiotherapy, roentgenology, surgery and others as prescribed by the Board of Chiropody Examiners.

13. There shall be assigned a time and place to each candidate for the purpose of being given an oral examination by the Board of Examiners in the following subjects; personal history, ethics, theory in practice.

14. The Board of Examiners shall file with the department a brief summary and estimation of the answers to the oral examination of each candidate.

15. A general average of not less than 75 per cent of the correct answers will be required to pass, but no certificate will be granted to an applicant whose grade is below 70 per cent in any one subject.

16. Any candidate failing to pass in his first examination shall be entitled to a second examination within fourteen months without filing a new application and fee, but for all examinations subsequent to the second one, a new application and fee of twenty dollars (\$20.00) shall be required.

17. At the conclusion of the examination each candidate will be required to sign the following: Declaration of Honorable Conduct in Taking Examination:

We, the undersigned, each and severally declare that we are applicants for certificates from the Iowa State Department of Health as certified to it by the State Board of Chiropody Examiners authorizing us to practice Chiropody in Iowa, and that we were present and took the examination held at _____, Iowa, on _____, 19.....

We further declare we neither received nor extended any aid to others nor resorted to any means whatsoever to secure the required ratings to enable us to pass.

We further declare that we did not see any of the sets of questions used at this examination until they were handed out by the Examiners.

18. Citizenship. All applicants for licensure must be citizens of the United States or have taken out first naturalization papers.

Rules and Regulations Concerning Reciprocal Agreements

1. All applicants for license by reciprocal agreement must be made on the official forms supplied by the State Department of Health.

2. This application properly and completely filled out must then be filed with the secretary of the State Board of Examiners fifteen days prior to the date of the Examiners regular meeting usually held in June or in person to the secretary of the board at his office in the interim. This application must be accompanied with the fee of \$40.00.

3. Each application will require attached thereto a photostatic copy of their diploma from the chiropody college from which they graduated, and a photostatic copy of their license from the state from which they are applying. Further, there shall be furnished and attached a complete transcript of credits and grades from their school plus a certified

copy of their grades from their state board examination.

4. No person is eligible to apply for a license by reciprocal agreement in Iowa unless he can present satisfactory evidence of having practiced at least two years in the state from which he is applying.

5. No temporary certificate or special permits to practice chiropody shall be issued. The filing of application does not grant an applicant any privilege to practice chiropody in any manner whatsoever in the state of Iowa.

6. A license to practice chiropody in the state of Iowa by a reciprocal agreement shall be granted to an applicant only on the same basis on which such other state grants a certificate to an applicant from this state.

7. No license by reciprocal agreement shall be given to an applicant from another state that does not have educational requirements on a par with the Iowa chiropody law.

8. No license by reciprocal agreement shall be granted to an applicant unless he can furnish satisfactory evidence of membership in good standing in his state and national associations.

BOARD OF CHIROPRACTIC EXAMINERS

RULES OF EXAMINATIONS

1. The board will meet the first Monday in April, August and December to conduct examinations, or any business which may regularly come before it, and other meetings at the discretion of the board. The December meeting will be at the Statehouse in Des Moines. Applications will be made on the regular forms provided for that purpose, and must be in the hands of the board fifteen days prior to the date of the examination.

2. Candidates must answer correctly 70% of the questions in each subject and attain a general average of 75%.

3. Application for examination. Application shall be made direct to the secretary of the board.

4. Photo. An unmounted photo of the applicant, 3½ inches by 5½ inches, shall be pasted in space provided on application before filing with the board of examiners. This photo will be verified with the applicant before he is allowed to write the examination.

5. Examination number. Before commencing the examination, each applicant will be given a confidential number which he shall inscribe at the upper left-hand corner of each page of the manuscript; no other marks shall be placed on any paper whereby the identity of the candidate may become known. The pages are to be numbered in the upper right-hand corner.

6. Any failing paper must be reviewed by the entire board.

RULES PERTAINING TO SCHOOLS

1. Recognized schools or colleges of chiropractic incorporated in this state will be required to regulate their clinics and conduct them in the following manner:

2. The schools shall maintain a department of

patient adjusting, or student clinics. The student clinic shall be of two categories:

- a. A school clinic.
- b. An out-patient clinic.

3. The director of the student clinic and the director of out-patient clinic or service, must hold an Iowa chiropractic license.

4. Students adjusting in the school clinics must be under direct faculty supervision at all times.

5. Students with less than two months of clinical adjusting cannot do out-patient adjusting.

6. The school shall require of all students who adjust patients outside of regular school clinics that they apply for and obtain a written permit from the department of student clinics, designating the correct name, age, sex, address, together with the diagnosis and analysis of each patient under the student's care. Such permits shall not exceed ten at any one time for each student adjuster, and shall expire at the end of fourteen days from date of issuing.

7. Technic used by the student must be approved by the director of out-patient service.

8. Permits must be shown to the patient.

9. Permits are valid for adjusting only in the city of school.

10. Students shall not be permitted to adjust other students outside of school clinics.

11. Permits must be returned to director if patient discontinues service.

12. Quarantine, placard and venereal cases shall not be adjusted by students.

13. Students shall not be permitted to make analytical X-ray pictures outside of school laboratory.

The foregoing Rules and Regulations adopted by the Iowa State Board of Chiropractic Examiners, shall be effective on and after the 15th day of January, 1953. (Filed December 15, 1952.)

COSMETOLOGY EXAMINERS

SCHOOLS OF COSMETOLOGY
AND
APPLICANTS FOR EXAMINATION
(Amendments filed May 15, 1953)

SCHOOLS

Rule No. 1. The Board of Cosmetology Examiners will grant their approval for the issuance of an original school license to be issued by the Iowa State Department of Health, when the conditions hereinafter set out have been fully complied with and met; likewise the annual reissuance of a school license will be recommended by the board to the state Department of Health, when there is full compliance with the following rules pertaining to the operation of an approved school.

A. Cosmetology shops may be owned and maintained by the license holder of a school of cosmetology but no such shop shall be operated in connection with the school.

B. The schoolrooms shall be large enough to properly accommodate all of the enrolled students, and be so equipped as to provide for practical work, lectures and demonstration purposes. A separate room or rooms must be maintained for study and lecture purposes.

C. The daily class hour schedule, which shall be posted in the classroom and shall consist of eight hours instruction six days each week (Sunday excepted), and in no week shall a student be given credit for more than 54 hours. Students, absent for legitimate reasons, shall be privileged to make up any lost time not to exceed six hours in any one week, so as to permit them to complete their training with their regular class.

D. The course of study in an accredited school shall consist of no less than 2,100 hours training, and no school will be approved by the board until it meets the requirements of study as set out in the following curriculum:

CURRICULUM

	Hours
Shampooing (Theory and practical class theory).....	100
History of marcelling.....	1
Facial massage (Theory and practical class theory)	50
Facial massage (Practical).....	100
Electrical devices (Theory and practical class theory)	25
Anatomy and scalp treatment (Theory and practical class theory).....	25
Scalp treatment (Practical).....	100
Manicuring and hand and arm manipulation (Theory and practical class theory).....	35
Manicuring (Practical)	40
Hair tinting, coloring, and bleaching (Theory and practical class theory).....	75
Hair tinting, coloring, and bleaching (Practical)	150
Permanent waving (Theory and practical class theory)	} 559
Permanent waving (Practical).....	
Finger waving and hairdressing (Practical class theory)	40
Finger waving and hairdressing (Practical).....	200
Haircutting and shaping (Practical class theory)	40

Haircutting and shaping (Practical).....	130
Sanitation and use of antiseptics (Theory).....	30
Sanitation and use of antiseptics (Practical)....	55
Written and oral tests on work.....	50
Iowa law	20
Business management and salesmanship.....	110
Hours left to the discretion of school owner.....	165

Total Hours 2100

MINIMUM SCHOOL EQUIPMENT

Rule No. 2. Equipment for classroom of 30 students shall consist of at least:

Four (4) modern facial chairs with stool for each

Four (4) lavatories with corresponding shampoo equipment

Twenty-four (24) soap dispensers

Two (2) towel cabinets

Two (2) covered towel hampers

Two (2) cabinets for facial cream, lotion, etc.

Six (6) trays for facial supplies

Twelve (12) hairdressing chairs or more

Eight (8) mirrors

Two (2) dry sterilizers in dispensary

One (1) covered flat wet sterilizer, large

Twelve (12) covered containers for hair pins

Twelve (12) covered waste containers

Twenty-four (24) covered sanitary containers for fingerwave lotion

Ten (10) dryers (upright)

Two (2) high frequencies

One (1) vibrator (optional)

Three (3) electric clippers

One (1) scalp and facial steamer

Two (2) croquignole permanent wave machines

Three (3) cold wave methods, or more

One (1) therapeutic light

Equipment for sterilizing room shall consist of:

Lavatory

Stove

Large wet sterilizer

Large dry sterilizer

Covered soap container

Individual paper towel container

Closed cabinet and covered hamper for towels

Covered waste container

Manicuring equipment shall consist of:

Four (4) manicure tables, fully equipped

Lights

Bowls

Covered container for supplies

Individual brushes, individual buffers

Chair and stool for each table

Miscellaneous equipment:

Closed cabinet for permanent wave equipment

Two dozen (24) combs aside from students' individual combs

Two dozen (24) brushes

Rule 3. A. Instructors in an approved school of cosmetology, in addition to being licensed in this state as a cosmetologist, shall be required to have at least two years of high school and have completed an 18-week or 864 hours teacher's training course or one year's experience in the private

practice of cosmetology. (Amended April 21, 1953; Filed May 15, 1953).

B. The number of instructors for each school shall be based on total student enrollment, with a minimum of two instructors for every thirty (30) students enrolled.

C. A school shall not permit its instructors to work on its patrons, except when instructing or otherwise assisting students in said school.

D. Schools must file an enrollment card and a monthly report card for each licensed cosmetologist taking a teachers training course. These cards must be on file in the state cosmetology office on or before the fifth of any month, subsequent to the beginning of the special training.

STUDENTS

Rule 4. A. No student shall be given double time credit for working after school hours.

B. All students must be given their final school examination not later than upon the completion of 2,100 hours training and issued their diploma after receiving a passing grade.

C. No student shall be called from theory class to work on the public.

D. All students must be taught two types of pin curls.

E. All examination papers will be graded according to the confidential number, starting with No. 1.

F. All students must comb out the hair-dress of patrons, whenever possible.

G. All work done by students on the public must be under the supervision of an instructor at all times.

H. Anyone taking instructors' course is not allowed to work on patrons for personal compensation in the school.

I. No students shall be allowed to work on the public until such time as they have received 200 hours training.

J. No brush-up students shall be allowed to accept compensation from either school or patron for work done in the school.

K. The student upon successfully passing the school examination and receiving the school diploma, may, pending taking the state board examination, begin the teachers' training course.

L. Effective January 1, 1953, all students enrolling in a cosmetology school must have two years high school training before being eligible for the Iowa Cosmetology examination. (April 21, 1953; Filed May 15, 1953).

TEXTBOOKS AND CHARTS

Rule 5. Adequate standard textbooks and charts must be provided by the school in a reference library for the use of the students. All schools must have a class schedule, one on file in the cosmetology office, Statehouse, Des Moines, Iowa, and a duplicate on display in the school. State cosmetology office to be notified of any changes in schedules.

Rule 6. The school shall furnish each student with a kit containing all the necessary equipment, also standard textbook in theory and electricity. (Per-

manent pamphlets will be furnished upon receipt of application.)

ENROLLMENT CARD AND MONTHLY REPORT CARDS

Rule 7. Schools must send to the state Department of Health, Division of Cosmetology, an enrollment card for each student at the time of enrollment, giving name, age, and address of said student, along with the date of enrollment in said school; and on or before the fifth of each month, all schools must submit a monthly report card for each student, giving an accurate record of the hours training for the month. Report cards furnished by the department are to be used only for filing reports with the cosmetology division and are not to be used for any private purpose.

EQUIPMENT NECESSARY FOR EXAMINATION

Rule 8. Students taking the state cosmetology examination shall have at their disposal for examination the following equipment:

1 pair haircutting shears

1 haircutting comb

1 utility comb

1 hair brush

2 large towels

Necessary standard equipment and supplies for two cold waves and two croquignole permanent wave wraps

Necessary standard equipment for complete manicure

Hairnet, hairpins and wave lotion

1 uniform

1 photograph

Pen and ink

Students taking the examination must have clean hair and wear a simple hairdress.

RULES AND REGULATIONS OF THE BOARD PERTAINING TO EXAMINATIONS

A. All applicants for examination must be made upon the official form supplied by the State Department of Health, Statehouse, Des Moines, Iowa.

B. Application forms properly filled out shall be filed with the state Department of Health, Cosmetology Division, Des Moines, Iowa, with the fee of ten dollars, at least fifteen days before the date of examination, as required by section 147.29.

C. All students who can complete their training prior to the date of examination may qualify for the examination if they file their applications at least fifteen days prior to the examination date. However, the exact date of graduation should be shown on the application.

D. The statements made in the application form shall be subscribed and sworn to by the applicant and attested under seal by a notary public.

E. A certificate of good moral character, signed by two competent persons, personally acquainted with the applicant, including a recent photograph of the applicant, must be attached to the application.

F. No candidate shall under any circumstances enter the examination room more than thirty minutes late unless excused by the examiners, and no candidate shall leave the room within thirty minutes after the beginning of the examination, or

the distribution of the question papers, and no candidate shall leave the room during the examination unless accompanied by one of the examiners.

G. Every applicant for examination must be able to speak, read and write the English language, or in lieu thereof furnish an interpreter.

H. The candidates will be seated at individual tables or desks and will not be permitted to communicate with each other during the hours of examination, or to have in their possession help of any kind. Any applicant detected in seeking or giving help during the hours of examination will be dismissed and his papers canceled.

I. All examinations shall be in writing in the English language and shall be written with pen and ink. Special examination paper will be supplied by the department, but pens and ink must be provided by the candidate.

J. Before commencing the examinations, each applicant will be given a confidential number which he shall inscribe at the upper left hand corner of each page of manuscript; no other marks shall be placed on any paper whereby the identity of the candidate may become known. The pages are to be numbered in the upper right-hand corner.

K. Out-of-state requirements. All out-of-state applicants making application for the Iowa state board examination must be licensed in the state in which they received their training and they will be given credit for the number of hours required by their state at the time they took their training. The balance of the training must be taken in an approved Iowa cosmetology school. Even though the applicant has had more hours training than was required by that state, they will be given credit in Iowa only for the number of hours required by that state.

L. Any graduate taking the state board examination, who desires to practice cosmetology prior to examination, must obtain a temporary permit, fee for which is one dollar.

M. From and after September 1, 1950, an applicant to pass the examination must obtain a grade of not less than seventy percent (70%) in any one written section and a total average grade of seventy-five percent (75%) in all sections. If an applicant fails to attain the required grade in one or more sections, she shall be entitled to be re-examined in the section or sections in which she failed, at an examination within a period of fourteen months after the first examination without further application or examination fee.

N. Any student arriving more than thirty minutes late for either the theory or practical examination will be disqualified from finishing the examination. Any student carrying out any examination questions or answers will be disqualified. In conducting the state board examinations, the first day will be devoted to the theory examination, and the following days will be devoted to practical examination, according to the numbers given out to the students by the board.

O. Any candidate failing in his first examination shall be entitled to a second examination within fourteen months without the filing of a new application fee.

P. The examination rooms will be closed to everyone except the students and examiners and members of the division of cosmetology.

Q. At the conclusion of the examination each candidate will be required to sign the following:

DECLARATION OF HONORABLE CONDUCT
IN TAKING EXAMINATION

We, the undersigned, each and severally declare that we are applicants for certificates from the Iowa State Department of Health, as certified to it by the State Board of Cosmetology Examiners, authorizing us to practice cosmetology in Iowa, and that we were present and took the examination held at....., Iowa, on.....19.....

We further declare upon honor that during said examination we neither received nor extended any aid to others nor resorted to any unfair means whatsoever to secure the required ratings to enable us to pass.

We further declare that we did not see any of the sets of questions used at this examination until they were handed out by the examiners.

SANITARY CONDITIONS OF COSMETOLOGY SHOPS
AND SCHOOLS IN IOWA
(Amended March 25, 1953)

As prescribed by the state Department of Health in accordance with the laws of Iowa.

1. License, rules and inspection reports. All cosmetologists must display where such person is practicing, the framed original licensing certificate and the renewal card issued by the state Department of Health. If a person is practicing on a permit, it shall be posted. The owner or manager of every cosmetology establishment shall keep a copy of these rules to be furnished by the state Department of Health. All inspection sheets and sanitary rules must be framed and hung in a conspicuous place in said establishment. This covers all COSMETOLOGY SHOPS AND SCHOOLS.

2. Manager. The manager of a cosmetology establishment shall be a licensed cosmetologist. (See section 157.12, Code, 1950). It is the special responsibility of the manager to see that all employees are licensed cosmetologists, except the maids and desk girls, and to see that all observe the sanitary rules of the local board of health and the state Department of Health.

3. Proper quarters. Every cosmetology establishment shall be well lighted, well ventilated, and kept in a clean, orderly, and sanitary condition at all times. All cosmetology work shall be practiced only in quarters especially equipped for such services.

a. Residential Shops. No cosmetology establishment shall be maintained in a home, unless a separate room is provided for that purpose. Such shops shall have an outside, separate entrance leading directly to the shop and any inside doors of said shop leading to living quarters must be closed at all times during the business day.

b. Shops Operated in Connection with Other Business. Cosmetology shops operated in connection with any other business (except where food is handled), shall be separated, either by complete or partial

partitions. Should the cosmetology shop be operated directly in connection with a business where food is handled, such shop shall be entirely separated by closed partition and the door to such cosmetology establishment shall be closed at all times and be used only for ingress and egress.

NOTE: As to procedure for obtaining approval on shop plans, see general information.

4. **Signs.** Every COSMETOLOGY SHOP OR SCHOOL must display a sign indicating that it is a cosmetology shop, school, or college—said sign to be clearly visible from the street or at the entrance of said place, except in larger cities where department stores have store directories posted.

5. **Sterilization—Disinfection.** All instruments in use in any SHOP OR SCHOOL practicing cosmetology, except clippers, shall each time after use, be cleaned thoroughly with soap and hot water, then be immersed for at least twenty minutes in a disinfectant solution (alcohol 70 per cent, mercuric bichloride 1:1000, saponated cresol 2 percent, or any other germicide solution with bactericidal strength equal to that of a 5 per cent solution of phenol or carbolic acid) in a covered, flat container large enough to completely immerse all instruments, after which they should be dried and placed in a closed cabinet.

a. Every cosmetologist shall wash her hands with soap and water immediately before serving each patron.

b. Head coverings, water waving net, hair pins, bobby pins, and curlers must be washed and sterilized after each use as above directed.

c. Clippers should be kept clean by wiping carefully after each use with cotton saturated with 70 percent alcohol (when obtainable) or 2 percent Lysol solution.

6. **Towels, containers and other supplies.** A clean, freshly laundered towel shall be used for each patron. A closed cabinet or drawer must be provided for clean towels and linen, and also a covered hamper for soiled towels and linen. Whenever a haircloth is used, as in cutting the hair, shampooing, etc., a newly laundered towel or tissue paper neck strip shall be placed around the neck so as to prevent the hair cloth touching the skin.

a. The head rest of every cosmetology chair shall be protected with fresh clean paper or cloth before its use for any patron. Rubber protective head rests are not permitted.

b. Every operator shall be required to have a minimum of twelve finger waving combs.

c. The use of dusters, common powder puffs and sponges is hereby prohibited.

7. **Dispensers.** Fluids and powders must be applied to patron from a shaker type dispenser. Creams

and other semisolid substances should be removed from the container with a clean spatula or similar article. Removing such substances with the fingers is prohibited. Creams must be kept covered when not in use.

8. **Permanent Wave Equipment.** All permanent waving felts shall be thoroughly washed with soap and water after each use. Disposal type paper shields are preferable and shall be used only once. Spacers and rods must be kept in a closed cabinet. Permanent wave sachets may be used only once. Permanent wave heaters shall be kept clean at all times. Rods used in cold permanent waving methods shall be cleansed with soap and hot water after each use and placed in a closed cabinet.

9. **Haircutting Department.** Anyone maintaining a haircutting department within a cosmetology establishment shall observe all rules on sanitation as prescribed for cosmetologists.

10. **Water—Sewer.** Every cosmetology establishment shall be supplied with an adequate supply of running water, both hot and cold. Water shall be supplied by the city system; in the absence of the latter, a gravity pressure tank may be used, and the water should be applied to the patron by the use of a spray. Whenever a city sewage system is available, it shall be used; in the absence of such an approved drainage system shall be installed.

11. **Equipment, Fixtures, Furnishings.** Shampoo boards, bowls, floors, walls, fixtures, and furniture of all shops and schools, shall be of a sanitary nature and kept clean at all times. Furnishings other than those required for actual beauty services are prohibited. (March 25, 1953).

12. **Communicable Diseases.** No person shall act as a cosmetologist who is known to be infected with a disease which may be transmitted to a patron. A patron with open sores such as occur with ring-worm, impetigo, or other communicable disease, shall not be served in a public cosmetology establishment.

13. **Other Disease Carriers.** Dogs, cats, birds, or other pets shall not be permitted in a cosmetology school or shop.

PENALTY

Any cosmetologist guilty of a violation of these rules shall be guilty of a misdemeanor and "shall be punished by a fine of not to exceed one hundred dollars or by imprisonment not to exceed thirty days." 135.38, Code, 1950.

DENTAL EXAMINERS

Rules, Regulations and Forms
 Adopted by the State Board of Dental Examiners
 Approved by the State Department of Health
 of the State of Iowa
 (Filed November 30, 1953)

All rules and regulations are supplementary to and in conformity with the requirements of the Code of Iowa in reference to these matters.

DEFINITIONS: For the purpose of the interpretation of the following rules and regulations:

1. **Board:** Shall mean the board of dental examiners, state of Iowa.

2. **Department:** Shall mean the department of health, state of Iowa.

3. **Rule:** Shall mean a requirement set up by the board of dental examiners.

4. **Regulation:** Shall mean a requirement set up by the department of health.

5. **Annual Meeting:** Shall mean that meeting of the board held at the time and place of the annual meeting of the Iowa State Dental Society.

6. **Examination Meetings:** Shall mean those meetings of the board held in Iowa City for the purpose of examination of candidates. The time and place of these meetings shall be published in the Journal of the American Dental Association at least 60 days prior to the examination, with the approval of the department.

Rule 1. The license issued by the state department of health to successful applicants giving permission to practice dentistry shall be 11 x 8½ inches in size and known as Board Form No. 1. In addition to the provisions of the Code, it shall be signed by the chairman and secretary of the board.

Rule 2. The license issued by the state department of health to the successful applicant, giving permission to practice as a registered hygienist, shall be 11 x 8½ inches in size, and known as Board Form No. 2. In addition to the provisions of the Code, it shall be signed by the chairman and secretary of the board.

Rule 3. In cases where there have been no objection made or complaints filed against the renewal of the license the board recommends that the department reinstate up and until September 1 all licensees who have failed to renew their licenses for the current year in conformity with section 153.11.

Rule 4.

(a) The regular sessions as provided in 147.34 for conducting examinations shall be held at the dental school at Iowa City and the other session shall be the annual meeting of the board which shall be in the spring of each year at the time and place to be designated by the commissioner of the department and notice thereof shall be sent to each member of the board at least ten days prior to such a meeting. The board at the annual

meeting shall organize for the ensuing year, selecting from its own membership a chairman, vice chairman, and secretary as provided in 147.22 select a delegate to the annual meeting of the American Dental Association or the annual meeting of the American Association of Dental Examiners, and authorize the secretary to request the commissioner to get the Executive Council's authorization for our delegate's attendance to such meetings. The board requests the department to pay the required fee and maintain a membership in the American Association of Dental Examiners which is the national organization of the state examining board as provided in 147.28. The board shall transact such other business as may legally come before it. The new officers shall assume their duties on July 1.

(b) The chairman of the board shall preside at all meetings and have general charge of all examinations, and, in the event of his absence or inability to act, the vice chairman shall so act.

(c) The secretary of the board shall perform the usual duties of secretary and in addition thereto shall have charge of all correspondence from or to the board; shall conduct all voting that is necessary to be conducted, by mail, keeping a record of the same as part of the board's minutes; shall see that a copy of all minutes and transactions are forwarded to the department; and perform all other matters as set out herein. (147.23)

Rule 5. When it is necessary to use the mail in conducting the business of the board regarding the outcome of examinations conducted by the board, each member shall be informed of the result of the examination and the grade received by each applicant in each subject, by letter and substantially in the form shown in the Department Form No. 3, which notice shall be given to each member of the board at least five (5) days before the result of the examination is forwarded to the department. (147.23)

Each member shall grade all papers as soon as possible and shall send grades on Form No. 3 to the secretary, who shall compile same for the information of each member and the department. When the papers are graded they must be sent to the department.

If any other matter is taken up by mail for the decision of the board, or if a decision is wished on any question when the board is not in session, the secretary shall mail to each member a ballot which fully sets forth the question and provides a place for a vote in the affirmative and negative and a place for the signature of the board member. Unless such ballot is returned to the secretary within ten days from the mailing of the same by the secretary, it shall be the duty of the secretary to record a negative vote for such member failing to return his ballot, or in lieu of the above procedure, the secretary may attach all the information regarding a vote by mail to a ballot which shall be sent to the chairman, then in turn to the board members and returned to the secretary. Each member of the board shall be notified by the secretary of the

outcome to each and every vote taken, and a record of each and every vote shall be made and kept in the minutes of the secretary of the board. (147.23)

Rule 6. The secretary shall procure from the department the necessary supplies for the use of the board and the board members; shall notify the authorities of the University of Iowa regarding supplies, space, requirements and equipment necessary to be used at the time of giving examinations. (147.26)

Rule 7. The department shall receive all applications for examinations which shall be stamped with the day and the hour when received, which must be at least fifteen (15) days prior to the first day of the examination. (147.29)

(A). Dentist's application for examination shall contain:

1. Sworn statement as to name, birthplace, age, residence, high school training and college degrees.

2. Declaration as to previous registration or examinations.

3. Recommendation by three registered dentists authorized to practice in Iowa, or, if that is impossible, by members of the American Dental Association in good standing.

4. Identified recent picture and citizenship papers of applicant attached to, and forming a part of, the application.

5. Photostatic copy of dental college diploma. (Notarized)

(B). Dentist's application for examination holding a certificate of the National Board of Dental Examiners shall contain:

1. Sworn statement regarding name, birthplace, age, citizenship papers, school, or schools where dentistry was studied, name and location of school issuing diplomas.

2. Sworn statement regarding previous registrations and examinations.

3. Certificate of the National Examining Board made by the secretary of the board setting out the particulars regarding the subjects in which the applicant has been examined and grades received.

4. A statement as to the moral and professional character of the applicant.

5. Identified recent picture of the applicant attached to, and forming a part of, the application.

6. Photostatic copy of dental college diploma.

7. Sworn declaration as to residence and practice, giving information regarding past acts and future intentions.

(C). Dental hygienist's application for examination shall contain:

1. Sworn statement setting out name, birthplace, citizenship papers, high school and secondary school education, time and place of studying dental hygiene, date of dental hygiene diploma, name and location of the school issuing the same.

2. Recommendation, signed by three persons, who vouch for applicant as a person of high moral character and worthy of professional recognition; one of the signers must be a dentist licensed to practice in Iowa, if possible, but in any event,

must be a member of the American Dental Association.

3. Declaration as to previous registration or examinations.

4. Recent photo attached, and made part of, the application.

In all cases, requirements set out in application blanks must be strictly complied with, and the documents asked for, must be furnished. Application forms will be furnished on request, by the commissioner of the state department of health, Des Moines, Iowa. (147.29)

(D). A graduating student who has passed all requirements but to whom a diploma has not, as yet, been issued, may take an examination provided he files in lieu of the diploma, a statement from the dean of his college, to the effect that he is entitled to, and will receive *within a one-month period* a diploma. But his license and all information regarding the examination shall be withheld from him until the photostatic copy of the diploma has been sent to the secretary of the board.

Rule 8. The Iowa State Board of Dental Examiners recognizes only those Dental Schools that have been approved by the Council on Dental Education of the American Dental Association.

Rule 9. The department shall, as soon as possible after the closing of the filing of the applications, certify to each member of the board a list of the applicants for examination, which shall set forth the name, residence, college and recommenders of the respective applicants.

Rule 10. The department shall also furnish to the director of clinics of the Dental College of the State University of Iowa, the list of names and addresses of applicants for examination (other than applicants from the University of Iowa) so that said director may be able to get in touch with, and co-operate with said applicants as to their clinical needs.

Rule 11. Conducting examinations for license to practice dentistry and dental hygiene. (147.36)

(a) Unless otherwise notified in writing, applicants must appear on the first day of the examination at the College of Dentistry, Iowa City. At this opening exercise a chair and number will be issued to each applicant which will be his identification throughout the examination.

(b) Any applicant detected in attempting to give or obtain aid or information, regarding the examination, shall be dismissed from, and shall fail the examination.

(c) Applicants must be present punctually at the time designated for commencing each session of the examination. One subject shall be taken and completed by the entire group of applicants before another subject is commenced.

(d) Under no circumstances will special examinations be given.

(e) All candidates will be allowed two examinations for the same examination fee, but the second examination shall be within the period of fourteen (14) months.

In reporting a candidate to the board, the department shall designate his standing as:

First examination full fee.

Second examination no fee or full fee.

Third examination full fee.

Fourth examination full fee. (Etc. as the case may be.)

If the candidate should fail the first examination, and desires to take the second examination, he must notify the department at least fifteen (15) days prior to the first day of such examination.

For the third and all subsequent examinations, the applicant shall be required to make application for such examination in the same manner and pay the same fee as for the original examination.

If a candidate passes the theory portion of the first examination said theory grade shall be the theory grade of the second examination, but the candidate shall perform all practical demonstrations in each examination.

In no event will any examination grades be carried past the second examination.

The grade of the examination will be ascertained by averaging the grade of the practical portion with the grade of the theory portion, and the candidate to be successful in the examination must receive a grade of at least 80 per cent in the practical portion of the examination and an average grade of 80 per cent for the entire examination.

The grade of the theory portion of the examination will be ascertained by averaging the grades of each of the five groups.

The microscopic examination is to be considered a part of the theory examination in Bacteriology, and the microphotographic examination is to be considered a part of the theory examination in Pathology.

The Secretary of the Board of Examiners will assign the board members to the specific operations in the practical examination that they are to grade. Information will be provided for the candidates as to these assignments before each examination.

(f) Clinical demonstration is required for every applicant to become a Registered Hygienist.

(g) The applicant must furnish his own patient, all needed materials, supplies and instruments. The Superintendent of the Dental Infirmary will aid in the procurement of patients to the extent that the required clinical material is available.

(h) The general clinical requirements for the examinations are herein set out, but the board reserves the right to add to, or change, these requirements in any way they see fit before, or during, the examination without notice.

(i) All operations must be made in the presence of the board. The applicants shall be informed as to which board member has been designated to grade the required types of operations.

(j) Regardless of what the teaching may have been, the board will deduct points from the grade of the applicant in gold foil, gold inlay, gold crown and amalgam restorations, in all cases where the normal contact and tooth form has not been restored and where all margins have not been carried to self-cleansing areas.

(k) The board will deduct points from the grade of the applicant if the cases selected do not have

approximatingly containing teeth, and the adjacent teeth must be normal or built out to true tooth form.

(l) Each applicant for license to practice dentistry shall be required to perform practical operations as follows:

I. Diagnosis, Charting and Treatment Planning.

II. Gold Foil Restoration.

(Class 2, 3, or 4.) To be examined as follows:

1. Before operation is started and before rubber dam is placed.

2. When cavity preparation is completed.

3. When the foil is condensed.

4. When the restoration is completely finished.

In grading, the following points will be taken into consideration:

1. Rubber dam adjustment.

2. Outline form; extension for prevention; resistance, retention and convenience forms.

3. Walls and angles, enamel margins, adjacent tooth injury.

4. Condensing of gold; size of condensers; lines of force.

5. Foil margins; restoration of tooth anatomy; contacts and gum laceration.

III. Gold Inlay.

(Class 2 or 4) (Rubber dam for cavity Preparation) To be examined as follows:

1. Before operation is started.

2. When the cavity preparation is finished.

3. When the wax pattern is made.

4. The casting before any grinding and polishing has been made.

5. When the inlay is cemented to place and completely finished.

In grading, the following points will be taken into consideration:

1. Cavity outline; extension for prevention; resistance and retention form and cusp protection.

2. Walls and angles; cavity depth; gingival seat and proper enamel support.

3. Gum laceration and adjacent tooth injury.

4. Smoothness and margins of casting; tooth form; contact; seating and occlusion.

IV. Amalgam Restoration.

(Class 2) (Rubber dam for cavity prep.) Examined as follows:

1. Before operation is started.

2. When cavity preparation is finished.

3. When matrix is adjusted.

4. When the filling is polished.

5. At the discretion of the board, an amalgam restoration in a deciduous tooth may be required.

In grading, the following points will be taken into consideration:

1. Cavity outline; walls and angles, enamel margins.

2. Gum laceration and adjacent tooth injury.

3. Tooth form; contact and final finish.

V. Cast Gold Crown.

(Any tooth posterior to cuspid) All cases must have adjacent contacting teeth. Examined as follows:

1. Before operation is started.

2. When the tooth preparation is completed.

3. The crown when cast before any grinding or polishing.

4. The crown when cemented to place.

In grading, the following points will be taken into consideration:

1. Tooth preparation.
2. Gum laceration and adjacent tooth injury.
3. Band adjustment.
4. Tooth form; harmony; contact and interproximal space.
5. Occlusion.

VI. Set up a full upper and lower starting with models mounted on the articulator wax rims in place, but, the board may at any time, without further notice, supply models and require the applicant to start from such models. The sets of teeth unground must be submitted to the Board before starting. During the setting up, teeth may be ground but only in the presence of a Board member.

At the discretion of the board, an impression technique may be required, details to be supplied at the time of examination.

All work will be done in the presence of board members at an assigned bench in the laboratory using base plates that have been marked for identification; if the case is not completed at one session, it must be turned in at the office to be held until another session.

In grading the set-up, the following points will be taken into consideration:

1. Esthetics and centric occlusion; general appearance of the case, arrangement of the teeth, mesio-distal, labio-lingual, and bucco-lingual inclinations of the teeth.

2. Left lateral occlusion: Intercusping of teeth on the left side; in working occlusion, buccal cusps viewed from the buccal and lingual cusps viewed from the lingual; balance being maintained by the teeth on the right side.

3. Right lateral occlusion: Intercusping of teeth on the right side; in working occlusion, buccal cusps viewed from the buccal and lingal cusps viewed from the lingual; balance being maintained by the teeth on the left side.

4. Protrusive occlusion: Multiple contact of cusps when upper and lower central incisors are in incisal contact.

5. Arch form: relationship of teeth to alveolar ridges.

6. General workmanship: Neatness while working, case waxed for flasking, wax margins contour of wax, etc.

(m) The examination on theory shall be written in the English language.

In order that each examiner may gain a general knowledge of the applicant's fitness to practice: The theoretical examination shall be of the comprehensive type and each examiner shall ask at least 30 questions on the practice of dentistry, but of such a group nature that the answers should indicate whether or not the applicant can apply his knowledge of theory in his practice of dentistry and has attained the objectives of instruction in the various subjects.

In the asking of the questions, the 30 questions made out in each group shall be divided into three different portions with Division headings as Division I, Division II, and Division III, but the appli-

cant's notice on the top of each of the three divisions shall be the same.

To lessen the possibility of question duplication, the dental field shall be divided as follows (the questions are to stress the general nature of the group):

Group I—Diagnosis

1. Pathology
2. Radiology
3. Sanitation
4. Bacteriology
5. Treatment planning
6. Clinical dentistry

Group II—Restoration

1. Operative
2. Prosthetic
3. Crown and bridge
4. Orthodontia
5. Materials in dentistry

Group III—Prevention

1. Nutrition
2. Oral hygiene and prophylaxis
3. Preventive medicine
4. Pedodontia

Group IV—Therapeutics

1. Anesthesia
2. Oral surgery
3. Oral medicine
4. Principles of medicine
5. Materia medic and pharmacology

Group V—Basic Sciences

1. Anatomy
2. Physiology
3. Histology
4. Chemistry
5. Embryology
6. Ethics and economics

(1) Each applicant for registered hygienist license shall be required as a practical demonstration to remove deposits, accretions and stains from exposed portion of the teeth and directly beneath the free margins of the gums from as many cases as may be designated by the Board during the meeting. Additional requirements may be requested by the board.

In grading, such practical demonstration, the following will be observed and taken into consideration:

1. Position of chair
2. Adjustment to towel or linen
3. Neatness of operator and operation
4. Instrumentation
5. Operation of engine
6. Use of accelerants and medicants
7. Gum laceration or injury
8. Final results

In order that each examiner may gain a general knowledge of the applicant's fitness to practice, the hygienist theoretical examination shall be of the comprehensive type and each examiner shall ask at least 20 questions regarding the dental hygienist's profession, but of such a group nature that the answers should indicate whether or not the candidate can apply her knowledge of such theory in her practice.

To lessen the possibility of question duplication the dental hygienist's field shall be divided as fol-

lows (the questions will be asked to stress the general nature of the group):

Group I

Chemistry
Pathology
Bacteriology
Physiology

Group II

Anatomy (general and oral)
Histology
Radiology
Anesthesia

Group III

Hygiene
Therapeutics
Preventive dentistry
Prophylaxis

Group IV

Office Management
Economics
Laboratory procedure
Ethics

Group V

Asepsis
Food and nutrition
Sanitation
Principles of dentistry

The grading of the theory portion of the examination shall be on a basis of one to one hundred. The applicant's theory grade shall be the average of her grades in the five groups. Regardless of how each group shall (so far as grade is concerned) be of equal importance.

Each board member shall grade and record the grade of the practical demonstration of the hygienist. The theoretical subjects for the hygienists shall be divided among the board members at the time and in the manner prescribed in Section "a" under Rule 12.

Rule 12. (a) At the conclusion of the spring examination, the work of the board in conducting the practical demonstrations for the following year shall be divided as follows: The two members of the board, other than the secretary, whose terms first expire, provided they have not graded diagnosis, gold foil, and inlay for two preceding consecutive years, shall have charge of and grade the diagnosis, gold foil, and inlay; the two members of the board, other than the secretary, whose terms expire last, unless a member has a graded diagnosis, gold foil, and inlay for the two previous consecutive years, shall have charge of and grade the crowns and setups. The secretary of the board shall be present at all examinations and shall grade such demonstrations as specified by the board. (Section 147.35.)

(b) At the conclusion of the spring examination, the theoretical portion shall be divided or assigned among the board members. Each member shall select a theory group. The member of the board whose term first expires to have first choice, etc.

Rule 13. Upon request by the board the department shall furnish a competent clerk to be present at the giving of the examinations and to assist the board in the handling of the affairs of said examination. (Section 147.39.)

Rule 14. The board shall certify the names of the successful candidates to the Department on the following form, which shall be known as Form 8, and will be furnished by the Department. Grades will be certified on Form 3.

I, _____

Secretary of the Iowa State Board of Dental Examiners, acting by vote of a majority of the members of said Board, hereby certify to the State Department of Health in accordance with Sec. 147.40 Code of Iowa, that the persons whose names correspond to the following confidential numbers have attained the required ratings and general average in the examination held by the Iowa State Board of Dental Examiners on _____ and are accordingly entitled to a license to practice Dentistry in Iowa:

I further certify that the persons whose names correspond to the following confidential numbers have failed to attain the required ratings and general average, and are therefore not entitled to license upon the examination _____

Signed _____

Secretary Iowa State Board of Dental Examiners
(Section 147.40.)

Rule 15. On and after January 2, 1946, the Iowa State Board of Dental Examiners will accept no candidates under reciprocity. All applicants will be required to take both the theory and the practical portions of our examinations, with the exception of such candidates as have passed the examination of the National Board of Dental Examiners. Such candidates will be accepted with the provisions that they submit to the practical portion of our examination.

Rule 16. No information regarding the grades of the respective applicants shall be divulged by the Department or the Board until the applicants themselves have been notified by the Department, and no list of the successful or unsuccessful applicants shall be made public, until thirty days after all business regarding the examination is concluded.

Rule 17. The department shall furnish to the board, at its annual meeting:

1. A financial statement showing the receipts and disbursements credited and charged to the Dental Divisions of the State Department of Health.

2. A list of applicants who have failed the board's examination but who are still eligible for re-examination.

3. An alphabetical list of all licensees to practice dentistry in Iowa who are in good standing with the department.

Rule 18. All applicants for reinstatement must apply directly to the State Department of Health. Where reinstatement is requested for other than a portion of the current year, as outlined in Rule 3, each applicant shall be passed upon by the Examining Board.

With each application for reinstatement, the department shall present to the board for their information:

1. Name and residence of dentist asking reinstatement.

2. Date of certificate for which applicant is asking renewal.

3. Statement of the various dates and places he has practiced and, if out of practice, state dates and places.

4. List of all the dental organizations in which applicant has held membership, with dates.

5. List of all study clubs attended, with dates and places.

6. List of all post-graduate courses taken, with dates and places.

7. Signatures of two practicing dentists as recommenders, who are or have been for the previous year, members of the A.D.A. with a statement of how long each has known the applicant.

The board will look with disfavor upon the reinstatement, without examination, of a licensee who has been out of the practice of dentistry for some considerable time, or who cannot furnish evidence of trying to keep abreast of the times in an ethical practice. Any applicant for reinstatement who has been out of the practice of dentistry for five years immediately preceding his application will be required to take an examination before the board will recommend reinstatement. When an applicant is required to appear before the board for examination, he shall take only the practical portion of such examination.

Rule 19. The words "credibly informed" as set out in Section 153.14, shall be interpreted to mean: Only such evidence as, in our judgment, would be sufficient to convict before a jury, and each member hereby pledges that, without a majority vote of all the board, he will not request the commissioner to have any dentist appear for investigation regarding license renewal.

Rule 20. Regarding information and requests which come to the board concerning dental law violation, the board may contact, and consult with the ethics committee of the local or district dental society in the community where the dentist in question is located. The board may also call upon the Ethics, or any other, Committee of the State Society, and the information obtained may be taken into consideration in determining the board's procedure.

Rule 21. The Board of Dental Examiners recommends that dentists be permitted to carry or publish a professional card and to display a window or street sign at the licensee's place of business.

Rule 22. A dentist may place on his professional card or window display a statement that he is

limiting his practice. In that event the board recommends that any words, other than the word "Dentist" or "Doctor of Dental Surgery" be confined to the following:

Dentist or Doctor of Dental Surgery.

Practice Limited to Orthodontia

Dentist or Doctor of Dental Surgery.

Practice Limited to Exodontia

Dentist or Doctor of Dental Surgery.

Practice Limited to Prosthodontia or denture work

Dentist or Doctor of Dental Surgery.

Practice Limited to Periodontia

Dentist or Doctor of Dental Surgery.

Practice Limited to Radiodontia

Dentist or Doctor of Dental Surgery.

Practice Limited to Pedodontia

These being the divisions recognized by the American Dental Association.

And, furthermore, that in the affidavit form prescribed 153.11 there will be a place provided where the dentist shall make a declaration of his practice limitations if he so states on his professional or window card.

Rule 23. The State Board of Dental Examiners interprets a professional card in a newspaper to mean a card one column wide and one inch deep.

Rule 24. The board interprets the law to mean that only one outside sign or window sign be permitted, the letters of which shall not exceed six inches in height, wording to be such as set out in Rule 22.

Form No. I. License to dentists.

Form No. II. License to hygienists.

Form No. III. Rating sheet for the examination.

Form No. IV. Dentist's application for examination.

Form No. V. Dentist's application for examination with National Board of Dental Examiners Certificates.

Form No. VI. Dental hygienist's application for examination.

Form No. VII. Certification of the names of successful applicants.

Rule 25. United States citizenship is required of all applicants who take the examinations of the Iowa State Board of Dental Examiners.

The foregoing Rules and Regulations were adopted by the Iowa State Board of Dental Examiners in executive session on November 25, 1953, effective December 1, 1953.

For information and application blanks, address the State Department of Health, Des Moines, Iowa, Division of Licensure.

EMBALMER EXAMINERS

CARE OF THE DEAD

1. **Duties of Licensed Embalmers.** It should be the duty of every person taking charge of the preparation for burial of the body of any person to ascertain whether such person died of a communicable disease.

2. **Communicable Diseases.** For the purpose of the rules and regulations under this section, the following diseases are classified as communicable and reportable in Iowa:

1. Actinomycosis
2. Anthrax
3. Chickenpox (varicella)
4. Cholera
5. Conjunctivitis, acute infectious (of the newborn, not including trachoma)
6. Dengue
7. Diphtheria
8. Dysentery, amebic (amebiasis)
9. Dysentery, bacillary
10. Encephalitis infectious (lethargic and non-lethargic)
11. Favus
12. German measles (rubella)
13. Glanders
14. Gonorrhoea
15. Hookworm disease (ancylostomiasis)
16. Influenza
17. Leprosy
18. Malaria
19. Measles (rubeola)
20. Meningococcus meningitis (cerebrospinal fever)
21. Mumps (infectious parotitis)
22. Paratyphoid fever
23. Plague, bubonic, septicemic, pneumonic
24. Pneumonia, acute lobar
25. Poliomyelitis
26. Psittacosis
27. Puerperal infection (puerperal septicemia)
28. Rabies
29. Rheumatic fever (acute)
30. Rocky Mountain spotted (or tick) fever
31. Scarlet fever (scarlatina)
32. Septic sore throat
33. Smallpox (variola)
34. Syphilis
35. Tetanus
36. Trachoma
37. Trichinosis
38. Tuberculosis, pulmonary
39. Tuberculosis, other than pulmonary
40. Tularemia
41. Typhoid fever
42. Typhus fever
43. Undulant fever (brucellosis)
44. Whooping cough (pertussis)
45. Yellow fever

3. **Deaths from Communicable Disease.** Among the diseases listed in section 2 as communicable and reportable, the only conditions requiring special care from the standpoint of the embalmer and of preparation of the body are the following: anthrax, diphtheria, meningococcus meningitis (cerebrospinal fever), scarlet fever and smallpox.

4. **Licensed Embalmer May Enter Isolation Area.** When death has occurred from any of the diseases listed in section 2, the licensed embalmer is hereby granted permission to enter the isolation area and to perform any and all of his professional duties.

5. **Protection of The Embalmer.** In case of death from one of the diseases named in section 3, the licensed embalmer must observe the following rules:

- a. Before handling the body the embalmer and his assistants should be so clothed that their outer garments may afterwards be easily sterilized.
- b. Rubber gloves should be worn, in order to minimize the danger of contamination.
- c. The body should be washed with an odorless disinfectant, preferably bichloride of mercury 1-1,000 solution.
- d. All garments of the funeral director and his assistants should be dipped in bichloride of mercury for 30 minutes and afterward boiled; they may then be sent to a public laundry.
- e. The instruments should be sterilized by boiling.
- f. The hands should be washed with soap and water followed by a disinfectant such as rubbing alcohol (70 per cent alcohol) or bichloride of mercury, 1-1,000 solution.
- g. Clothing of the deceased should be thoroughly disinfected.
- h. If the deceased died of any of the diseases mentioned in section 3, and is removed to a funeral home for preparation and embalming, the body must be wrapped in sheets which have been soaked in formaldehyde or bichloride of mercury (1-1,000).

6. **Preparation of the Body When Death Occurs From A Disease Listed in Section 3.**

- a. The body of any person who has died of any of the specified diseases shall be prepared by washing with a disinfectant solution, the plugging of all body cavities including the ears, nose, throat, mouth, and rectum with such material as will absorb and retain all abnormal secretions or fluids.
- b. In addition to the above described preparation, the body should receive arterial and cavity injection.
- c. The care and preparation of the body should be done entirely in private and no one should be in the preparation or embalming room except the licensed embalmers and their assistants, until the body is fully prepared and dressed.
- d. The body will then be placed in a casket and a licensed embalmer should himself close the lid as soon as the body is properly prepared.
- e. After the body has been placed in a casket, it should be the duty of the licensed embalmer to see that the body is not handled or moved by any unauthorized person.
- f. It shall be unlawful for any person except a licensed embalmer to open a casket that contains the body of any person dead of any of the above mentioned diseases.

7. Preparation of the body when death occurs from any other cause than the above specified diseases. The preparation of the body when death occurs from a noncommunicable disease should be the same as in paragraphs a, b and c of the preceding section, except that in cases of religious objections or impracticability of any nature, specified arterial and cavity injections may be omitted, provided that interment is to be made within the local health jurisdiction where the death occurred and within 48 hours after death. Nothing in this section shall be construed as preventing any school of embalming, recognized by the state Department of Health, from embalming bodies in the presence of their enrolled students.

8. Method of preparing bodies for shipment to colleges. Bodies dead of the diseases named in section 3 shall be embalmed. All other cases shipped during warm weather shall have two quarts of embalming fluid injected by means of a cannula inserted into the abdomen and thorax. The dead body is to be shipped so that it will reach its destination within twenty-four hours. All dead bodies (except those named in section 3) shipped to colleges during cold weather should, whenever possible, be sent without embalming.

9. Standard embalming fluid. The finished product shall contain not less than 15 percent of formaldehyde when diluted according to the directions on bottle or package.

10. Embalming fluids — Poisons. No embalming fluid or other agent containing arsenic shall be used within the state of Iowa in the embalming or preservation of dead human bodies.

11. Special rules regulating all mortuaries, funeral homes, and undertaking establishments in the state of Iowa.

a. The care and preparation of all persons dead of any cause shall be entirely and no one shall be allowed in the embalming room except the licensed embalmers and their assistants until the body is fully prepared and dressed except by permission of the immediate family.

b. The commissioner of the state Department of Health shall have prepared suitable placards for framing, setting forth this ruling. These placards shall be furnished by the state Department of Health to all licensed embalmers. The licensed embalmer shall have them framed and permanently fastened to all doors of the preparation or embalming rooms. There shall also be one of these framed placards on display in the general office of every undertaking establishment in the state of Iowa.

12. Depth of Grave. Except by special permission from the state Department of Health no interment of any human body shall be made in any public burial ground unless the distance from the top of the box containing the casket be at least 3½ feet from the natural surface of the ground, except where solid rock or water may be encountered; then the distance from the top of the box containing the casket shall be not less than two feet from the natural surface of the ground.

NOTE: The preceding rule shall not apply when a metal, concrete, or cement vault is used.

FUNERALS

Communicable diseases such as diphtheria, scarlet fever and meningitis are regarded as being spread from person to person through transfer of the causative germ (through speech, coughing, sneezing) from the throat of the living, infected individual (patient or carrier) to others who are susceptible.

It is improbable that a dead body plays any part in transmitting disease to people in the same room or building. A possible exception to the foregoing statement might be the body of a patient who had died of smallpox in the severe form; the hazard of exposure in such instance would be limited to the embalmer or person who actually handled the body and who was not known to be immune through successful vaccination and revaccination.

Regulations With Reference To Funerals Are As Follows:

Recommendations and regulations pertaining to funerals when death is attributed to communicable diseases including anthrax, diphtheria, meningococcus meningitis (cerebrospinal fever), poliomyelitis (infantile paralysis), scarlet fever and smallpox, are as follows:

1. In consideration of the fact that a dead body ordinarily plays no part in the spread of infection or of communicable disease, a hermetically sealed casket should not be required.

2. Persons who have been in the isolated area may be released from isolation for the purpose of accompanying the body to a funeral home, church or cemetery, provided that they:

a. Use a separate car or means of conveyance;

b. Remain in separate room or separate from the public and avoid nearness to others in attendance;

c. Return to the area of isolation and remain there until premises are released from isolation.

3. When death is caused by meningitis of above mentioned type, scarlet fever, diphtheria, poliomyelitis, or smallpox, the casket should remain closed when service is held indoors.

a. Special arrangements may be made for members and relatives of the immediate family to view the remains prior to the funeral service.

UNCLAIMED BODIES FOR SCIENTIFIC USE

1. **When is Body Unclaimed?**

a. If the deceased did not express a desire that his body be buried or cremated.

b. If relatives or friends of the deceased did not request that he be buried or cremated.

2. **Expenses By Relatives.** When relatives such as father, mother or children who are financially able, request body to be buried or cremated they should pay expenses for burial or cremation.

3. **Obtaining County Relief.** When relatives request burial or cremation and are not financially able to pay the expense then same should be paid out of the poor funds of the county, provided, of course, that application was made by said relatives in the same manner as in cases for relief for the support of the poor.

4. Expenses By Friend. When friends of the deceased request burial or cremation they either have to pay expenses or make application in the same manner as is made for the support of the poor.

5. Friend Distinguished From Casual Acquaintance. Friend should be construed to mean one who has been more or less closely associated with the deceased during his lifetime as distinguished from one who was only a casual friend or acquaintance.

6. Delivery of Bodies for Scientific Purposes. Every coroner, funeral director, and managing officer of every public asylum, hospital, county home, penitentiary or reformatory, as soon as any dead body shall come into his custody, which is unclaimed and may be used for scientific purposes, shall at once notify the state Department of Health.

NOTE: The above rule does not relieve the funeral director of the responsibility of trying to locate the nearest relatives or friends of the deceased.

7. Department Instructions. When the department receives the notice, you will be instructed as to disposition of the body. If body is consigned to the State University Medical College, Iowa City, or to Des Moines Still College, Des Moines, you should immediately notify them to send you a shipping case.

8. Expenses Incurred By Funeral Director. The necessary expenses, such as telephone calls, telegrams, and shipping expenses, shall be paid by the college. Persons preparing body to ship will expect to receive a reasonable fee for their services, the fees to be paid by the college receiving the body.

DISINTERMENT

1. Permits Requested In All Cases. No person shall disinter the dead body of a human being unless he is in possession of a written permit issued by the state Department of Health or by an order of the district court of the county in which the body is buried. All applications must be made upon the proper blank forms provided by the state Department of Health and must in all cases be signed by the next of kin of the deceased.

2. Rules and Regulations—Disinterment Permit.

a. Permit to disinter will be issued only to a licensed embalmer, and then disinterment must in all cases be done under his personal supervision.

b. A separate application must be made for every body.

c. Names of persons and places must be written plainly so that no mistake can be made in the permit.

d. These applications for permits will be furnished on request from the state Department of Health.

e. Licensed embalmers will save delay and trouble in the removal of bodies by strictly conforming to these instructions.

f. Errors or omissions will necessitate returning the application for correction.

g. No permit is necessary to remove a body from any mausoleum, public or private receiving vault for burial in the same cemetery.

3. Delivery of Disinterment Permit. The licensed embalmer shall deliver the disinterment permit to the person in charge of the cemetery before disintering any body therein. When a body is to be moved from one cemetery to another the lower half of the permit is turned over to the sexton in charge of the cemetery in which the body is to be interred. If disinterment or reinterment takes place in the same cemetery sexton retains the entire permit. If disinterred body is to be shipped by common carrier to a place outside of Iowa, only the upper half of the permit is furnished by the state Department of Health as the department cannot authorize a burial in a place over which it has no jurisdiction. In such cases it will be necessary to use a regular transportation of corpse permit.

4. Removal of Body from Funeral Home or Repository. Whenever a body is placed in a repository in a funeral home which is to be removed later for burial, a disinterment permit is to be obtained before the body is moved.

TRANSPORTATION OF DEAD

1. All dead bodies except those addressed to the anatomical department of any institution in this state must be embalmed before shipment.

2. A copy of the original death certificate on the standard certificate of death form, signed by the attending physician, permit of local board of health or registrar, and a transit label signed by the shipping funeral director, and initial baggage agent, printed on strong paper, supplied through the state Department of Health, shall be required for the transportation by common carrier of bodies of persons dying in this state. The death certificate shall contain such information as is required in the standard form of death certificate if obtainable. The health officer's or registrar's permit shall authorize the transportation of the body of the person described in the physician's certificate. The shipping funeral director shall state on the shipping label how the body is prepared, and the local baggage agent shall state thereon the route, name and address of escort.

The physician's and health officer's or registrar's permit shall be given the escort, to be delivered with the body at destination. The shipping label shall be securely attached to the outside case. If the body is sent by express, the physician's certificate and the permit shall be attached to the express waybill and declared with the body at the destination, and the shipping label shall be attached to the outside case.

NOTE: If a body has been buried for twenty years and over and it is to be disinterred and shipped see your local baggage agent as to rates of shipment. It is the understanding of the department that in many cases money may be saved if body is shipped as first class merchandise.

3. The transportation of bodies dead of diseases mentioned in section 3 shall be thoroughly embalmed with an approved disinfectant fluid, all orifices shall be closed with absorbent cotton, the body shall be washed with a disinfectant fluid, enveloped in a sheet saturated with the same, and placed at once in the casket, which shall be immediately closed.

4. No disinterred body, dead from any disease or cause, shall be transported by common carriers, unless approved by health authorities having jurisdiction at the place of disinterment, and a transit permit and transit label shall be required as provided in rule 2.

5. The outside case may be omitted in all instances when the body is transported in funeral director's service vehicle.

6. Every outside case shall bear at least four handles, and when over five feet six inches in length shall bear six handles.

7. An approved disinfectant fluid shall contain not less than 5 per cent formaldehyde gas; the term embalming as employed in these rules shall require the injection by a licensed embalmer of not less than 10 per cent of the body weight for bodies of persons dead of disease, in rule 3, injected arterially, in addition to cavity injection; not less than 6 per cent of the body weight injected arterially in all other cases, in addition to cavity injection, and ten hours shall elapse between the time of embalming and the shipment of the body.

8. The attached form of death certificate, health officer's or registrar's permit, and label as described herein, with these rules printed thereon, shall be used in this state for shipment of bodies as herein provided.

9. The use of the combination ambulance hearse is approved by the state Department of Health, provided it is operated in accordance with the rules and regulations of the local health officer.

10. Burial of Ashes. The ashes of a cremated body shipped into this state shall be handled in the same manner as other shipped-in bodies.

The ashes of a cremated body shipped from points within the state shall be handled in the same manner as other bodies.

11. Burial of Several Bodies in Same Grave. By law each cemetery board or association has the power to make rules and regulations governing the control and operation of the cemetery or cemeteries under their jurisdiction. They may by rule or regulation permit or prohibit such burials.

12. Bodies Shipped to Foreign Countries. Whenever a body is to be shipped to a foreign country it is necessary for the licensed embalmer to wire the official representative of the respective country at the port of embarkation asking for permission to ship the body. The name of deceased, date of death and cause of death must be stated. When authority is received, another wire is sent furnishing name of deceased, date of death, cause of death, time of departure from shipping point, approximate time of arrival at port and railroad over which the body is being transported. The name of the boat on which body is to be shipped should also be stated, if known.

13. Any violation of this act shall be deemed a misdemeanor.

PART 5

RULES AND REGULATIONS OF THE

IOWA STATE BOARD OF FUNERAL DIRECTORS AND EMBALMER EXAMINERS

A. Registration

1. Any person desiring to enter either the Funeral Directing or Embalming Profession shall be required to appear before the Board of Funeral Directors and Embalmer Examiners for a personal interview and registration, prior to entering a College of Mortuary Science, approved by the Iowa State Board of Funeral Directors and Embalmer Examiners. This interview to take place at a regular board meeting at the offices of the State Department of Health in Des Moines, Iowa. After the applicant has been approved by the board and the required registration fee of \$5.00 has been paid to the State Department of Health, a Certificate of Registration will be issued to the applicant.

2. All certificates of registration for Funeral Directing or Embalming will expire one year from date of issuance of the certificate by the State Department of Health. Re-registration, which must be consecutive and limited to one year only, may be granted by special approval of the Board of Funeral Directors and Embalmer Examiners.

3. Pre Mortuary College Educational Requirements. One academic year, of thirty-six weeks or a minimum of thirty semester hours, of instruction in a recognized college, Junior College, or University, in a course of study approved by the Board; or have equivalent education as defined by the board. After September 1, 1955, have completed two academic years of thirty-six weeks each or a minimum of sixty semester hours of instruction in a recognized college, Junior College, or University, in a course approved by the Board or have equivalent education as defined by the Board.

B. Examinations

1. All applications for examination must be made upon the official forms supplied by the State Department of Health, Statehouse, Des Moines, Iowa.

2. These blanks, properly filled in, shall be filed with the State Department of Health, together with satisfactory evidence of the required educational ability. The examination fee of \$10.00 must be enclosed with the application, and such fee and application must be filed with the State Department of Health at least fifteen days prior to the date of examination.

3. Applicants must present a diploma and transcript of grades to the State Department of Health with their application, showing the completion of training in a College of Mortuary Science, approved by the Iowa State Board of Funeral Directors and Embalmer Examiners. (Photostatic copies of the diploma and transcript of grades will be accepted.)

4. Before commencing the examination, each applicant will be given a confidential number, which he shall inscribe at the upper left-hand corner of each page of manuscript, and no other marks shall be placed on any paper whereby the identity of the candidate may become known.

5. The examination shall consist of three sections: Embalmers:

Section A—Written examinations, which shall consist of an adequate number of questions as prepared by the Board of Funeral Directors and Embalmer Examiners on required subjects.

Section B—Oral examination, which shall be given in proper manner by the members of the Board.

Section C—Practical examination, which shall consist of demonstration and operative technique on a dead human body as directed. Restoration, cosmetic effect, lighting, casketing, and such other procedures as members of the Board of Funeral Directors and Embalmer Examiners may feel necessary.

6. Funeral Directors Examination shall consist of two sections:

Section A—Written examinations, which shall consist of an adequate number of questions as prepared by the Board of Funeral Directors and Embalmer Examiners on required subjects.

Section B—Oral examination, which shall be given in proper manner by the members of the board.

7. Applicants shall be examined in such subjects as the Board of Funeral Directors and Embalmer Examiners shall prescribe, which shall include the following:

Section A—EMBALMERS. The examination shall include the subjects of anatomy, practical embalming, restorative art, sanitation, public health, business ethics, and such other subjects as the board may designate and the laws of the state of Iowa and rules and regulations relating to communicable diseases, quarantine and causes of death.

Section B—FUNERAL DIRECTORS. The examination shall include the subjects of funeral directing, burial or other disposition of dead human bodies, sanitary science, public health, transportation, business ethics, and such other subjects as the Board may designate and the laws of the state of Iowa and rules and regulations relating to communicable diseases, quarantine and causes of death.

8. A certificate will not be granted to an applicant who falls below 75 percent in any one subject, which must be retaken at the next regularly scheduled examination. Should the applicant fall below 75 percent in more than two subjects, he will be required to rewrite all subjects at the next examination.

9. An applicant failing in his first examination shall be entitled to a second examination without filing a new application or payment of fee. The student must be seated, under this arrangement, at the next regular examination immediately following the failure.

10. An applicant detected seeking or giving help during the hours of examination will be dismissed and his papers canceled but he will be entitled to return for examination within fourteen months.

11. The written examination is counted as three-fifths of the resultant, the oral as one-fifth, and the practical as one-fifth, of the final tabulation.

12. At the conclusion of the examination each candidate will be required to swear to the following by affixing his signature:

Declaration of Honorable Conduct in Taking Examination.

We, the undersigned, each and severally declare that we are applicants for certificate from the Iowa State Department of Health, as certified to it by the State Board of Funeral Directors and Embalmer Examiners, authorizing us to practice Funeral Directing and Embalming in Iowa, and that we were present and took the examination held in Des Moines, Iowa, 19.....

We further declare upon honor that during said examination we neither received nor extended aid to others nor resorted to any unfair means whatsoever to secure the required ratings to enable us to pass.

We further declare that we did not see any of the questions used at this examination until they were handed out by the examiners.

13. A list of accredited schools of Mortuary Science, approved by the Board of Funeral Directors and Embalmer Examiners shall be furnished the Director of Licensure and Registration, state Department of Health, Des Moines, Iowa, at their first regular meeting after July 1, each year.

C. Studentship

Class A. Embalming:

Section A—The applicant must serve a minimum of one additional year of studentship under the direct supervision of a licensed Embalmer in good standing in the State of Iowa.

Section B—The applicant shall during this studentship, Arterially Embalm not less than twenty-five human bodies, under the direct supervision of his preceptor and report on blanks furnished by the State Department to the Secretary of the Board Quarterly.

Section C—Before being eligible to take the practical portion of the Embalmers Examination, he must have filed his twenty-five completed case reports with the Secretary of the Board.

Class A. Funeral Directors:

Section A—The applicant must serve a minimum of one additional year of studentship under the direct supervision of a licensed Funeral Director in good standing in the state of Iowa.

Section B—The applicant shall during this studentship, direct or assist in the direction of not less than twenty-five funerals under the direct supervision of his preceptor and report on blanks furnished by the state Department of Health to the Secretary of the Board Quarterly.

The course of studentship required under these regulations for Embalmers and Funeral Directors may be taken concurrently.

No licensed embalmer shall permit any person in his employ or under his supervision or control to serve him as a student in embalming or funeral directing unless that person has a certificate of registration as a registered student, from the state Department of Health.

No licensed embalmer or funeral director or firm of embalmers or funeral directors shall have more than one (1) student embalmer or student funeral director for the first 100 bodies embalmed or funerals conducted per year, and with a maximum of two students per firm.

No registered student shall advertise or hold himself out as a registered embalmer or funeral director or use the degree L. E. or F. D. or any other title or abbreviation indicating that he is an embalmer, or funeral director.

Every person who is registered as a student with the state Department of Health shall have his certificate or registration posted in a conspicuous place in his preceptor's place of business.

Studentship begins upon approval and due notification by the board. Notice of termination of service; application for change of preceptor; and any other alteration must be made in writing and approval granted by the board before the status of the student is altered.

When, for any valid reason, the Board of Funeral Directors and Embalmer Examiners feel that the education of a registered student being received under the supervision of his present preceptor, might be detrimental to the student and/or the profession at large, such student will be required to serve the remainder of his studentship under the supervision of a licensed embalmer or funeral director meeting the approval of the board.

D. Reciprocity Rules

1. All applications for reciprocity licenses shall be made on the official forms supplied by the state Department of Health, State House, Des Moines, Iowa.

2. All applicants for reciprocity licenses will be required to pass the oral and practical examination before this board.

3. The application form properly filled in, accompanied by (a) a fee of twenty dollars (b) the state licensing certificate (or a duplicate copy of same) of the state from which applicant desires to reciprocate and (c) the mortuary college diploma or in lieu thereof a certified statement from the authorities of the mortuary college regarding the issuance of the diploma and the date of same, shall be filed with the state Department of Health at least fifteen days prior to date of examination or board meeting.

4. All applicants for reciprocity licenses must hold original license obtained upon examination in the state from which they reciprocate. Such examination shall have covered substantially the same subjects in which an examination is required in Iowa, showing the applicant has attained a general average of 75 per cent or above.

5. Each applicant must furnish certified evidence of five or more years of actual practice in the state from which he desires to reciprocate, immediately preceding the filing of his application for reciprocity and must be vouched for by the Board of Funeral Directors and Embalmer Examiners of this state. Applicant will also be re-

quired to give good sufficient reasons for desiring license by reciprocity.

6. An applicant holding an original license for less than five years from a state which has entered into a special agreement with the state of Iowa, and who has met all educational requirements of the state of Iowa, may be seated to take the entire examination upon approval of application by his state board and the Iowa Board of Funeral Directors and Embalmers Examiners.

7. The statements made in the application must be reviewed and verified by the secretary of the State Examining Board or authorized persons issuing the original certificate, who will also certify under seal, as to the schedule of subjects in which the applicant was examined, and the ratings given thereon and the general average attained.

8. An applicant who has taken two (2) or more examinations before this board and failed to attain at either a general average of 75 per cent, and has subsequently obtained a certificate from an examining board of another state, shall not be eligible for admission to this state under reciprocal agreements existing with such state until five years from the date of his last examination by this board, and in all cases the Iowa State Board of Funeral Directors and Embalmer Examiners reserve the right to review the examination papers and ratings upon which said certificate was granted, before accepting the same. The same privilege is hereby accorded the examining boards of the states with which the Iowa board reciprocates.

E. Reinstatement

Reinstatement may be obtained without examination. Application to be made to the state Department of Health on the proper blank. All applications must have the approval of the State Board of Funeral Directors and Embalmer Examiners.

F. Code of Ethics

Adopted by the Iowa State Board of Funeral Directors and Embalmer Examiners meeting in executive session at the Statehouse, Des Moines.

Editor's Note: Copies may be obtained by addressing the board at the Statehouse, Des Moines, Iowa.

RESOLUTION

BY IOWA STATE BOARD OF EMBALMER EXAMINERS

The Iowa State Board of Embalmer Examiners, meeting in executive session at the offices of the Iowa State Department of Health on the 19th day of October, 1944, considered the manner by which schools of embalming throughout the United States could be evaluated for approval by the Iowa Board, and following a thorough discussion and consideration of the matter, adopted the following resolution:

WHEREAS, the Iowa State Board of Embalmer Examiners feel it is its duty under the laws of this state, to permit students who have complied with Iowa Studentship requirements and have

graduated and received a diploma from a recognized college of mortuary science, the opportunity of taking the Iowa State Board Examination, and

WHEREAS, the Iowa Board being mindful of its obligation under statutory provisions, to accredit such schools of mortuary science that show reasonable evidence of financial stability and maintain proper equipment and facilities for teaching courses in mortuary science, and

WHEREAS, the Iowa Board, cannot under existing laws, accept an applicant for examination who has not received his diploma from a school of embalming accredited by the Iowa Board, and

WHEREAS, the members of the three-man Iowa Board, due to stress of their own private business are unable to make extended visits to all parts of the country where embalming schools may be located, and further, feeling that their evaluation of any school in embalming for the purpose of accreditation, would not constitute a true and correct evaluation, and

WHEREAS, numerous other states have constituted The Accreditation Committee of the Conference of Funeral Service Examining Boards of the United States, Inc., as their agency for evaluating Schools of Embalming, and

WHEREAS, The Accreditation Committee of the Conference of Funeral Service Examining Boards of the United States, Inc., is the recognized accreditation agency, by which schools of mortu-

ary science throughout the United States are evaluated,

NOW, THEREFORE, BE IT RESOLVED, that the Iowa Board of Embalmer Examiners, designate the Accreditation Committee of the Conference of Funeral Service Examining Board of the United States, Inc., as their agency for making evaluation of embalming schools wherever located and do hereby adopt the General Regulations governing Conference Approval of Schools or Colleges of Mortuary Science, as revised at Cincinnati, Ohio, in Convention, September, 1944, including their Rules and Regulations governing a school or college of mortuary science having a nine-month curriculum, all of which is attached hereto and made a part hereof. Further, the Iowa Board of Embalmer Examiners hereby resolve to accept the grading and accreditation report made on any school of embalming in the United States, based on findings made by The Accreditation Committee of the Conference of Funeral Examining Boards of the United States, Inc., and only such schools or colleges of embalming showing evidence of financial stability and maintenance of proper equipment and facilities for teaching courses in mortuary science and so recommended by The Accreditation Committee of the Conference of Funeral Service Examining Boards of the United States, Inc., will be approved by the Iowa State Board of Embalmer Examiners.

MEDICAL EXAMINERS

(Filed November 20, 1951)

REQUIREMENTS FOR LICENSE

Requirements for license. Each applicant for license to practice medicine shall:

1. Present a certificate of proficiency in the basic sciences issued by the Iowa State Board of Examiners in the basic sciences.
2. Citizenship. All applicants to practice medicine in Iowa, coming from foreign medical colleges, exclusive of Canada, shall furnish certified evidence that they have full citizenship in the United States (adopted Sept. 9, 1938).
3. Present a diploma issued by a school or college of medicine approved by the state Board of Medical Examiners. (The list of approved schools or colleges of medicine of the United States and Canada prepared by the Council on Medical Education and Hospitals of the American Medical Association and the Association of American Medical Colleges is accepted by the state Board of Medical Examiners).
4. Satisfactory completion of an examination prescribed by the state Board of Medical Examiners.
5. Present satisfactory evidence and certification of the completion of one year of internship in a hospital approved by the state Board of Medical Examiners. (The list of hospitals approved for intern training in the United States and Canada, prepared by the Council on Medical Education and Hospitals, American Medical Association, is

accepted by the state Board of Medical Examiners).

6. On completion of the intern year, the intern certificate or statement signed by the superintendent or otherwise designated active head of a hospital to the effect that a year of internship has been satisfactorily completed in said hospital, must be sent to the state Board of Medical Examiners, Des Moines, Iowa, before a license of practice will be issued.

RULES AND REGULATIONS FOR CONDUCTING EXAMINATIONS

[Amendments Filed September 19, 1955]

1. All applications for examination must be made upon the official forms supplied by the state Board of Medical Examiners, Statehouse, Des Moines.
2. These application forms properly filled out shall be filed with the state Board of Medical Examiners together with the applicant's diploma and the fee of twenty-five dollars (\$25.00) at least fifteen days before the date of examination.
All applications and credentials of graduates of medical colleges outside of the United States and Canada must be filed six months prior to date of examination.
3. Each application form will require that a full statement be made of the number and date of each state examination taken by him prior to his application to this board, together with the average obtained thereon at each and whether or not

any certificate issued to him has ever been suspended or revoked.

4. The statements made in application form shall be subscribed and sworn to by the applicant and attested under seal by a notary public; or if executed outside the state of Iowa, by the clerk of a court of record.

5. A senior student expecting to graduate from an approved medical college at the end of the spring term may be admitted to the state examinations held in May or June upon presentation of a certificate from the Dean of his college, stating that the applicant has conformed to all the college requirements and will be granted a diploma at commencement, but the examination papers of such applicant will not be rated until his diploma has been issued and verified by the state Board of Medical Examiners.

6. Students who have completed the first two (2) years of medical studies may be admitted to the state examinations in anatomy, bio-chemistry and physiology upon the following conditions:

a. Each applicant must file with his application a certificate from the Dean of his college showing that he has completed the second year's work and passed the college examination thereon.

b. The applicant shall pay to the state Board of Medical Examiners the fee of ten dollars, which fee shall not be returnable nor entitle said applicant to additional examination, but after graduation such applicant will be required to pay to the state Board of Medical Examiners fifteen dollars (\$15.00) only for the final examination.

c. If the applicant attains a rating of 75 per cent or above in one or more of the branches mentioned in this rule, he shall be excused from further examination in said branch or branches, and the rating awarded thereon shall be credited upon his final examinations after graduation.

7. No candidate shall under any circumstances enter the examinations more than thirty minutes late unless excused by the examiners, and no candidate shall leave the room within thirty minutes after the distribution of the question papers. Candidates shall not be permitted to leave the room during the examination unless accompanied by one of the examiners or a clerk endorsed by the board.

8. The candidates will be seated at individual tables or desks and will not be permitted to communicate with each other during the hours of examination, nor to have in their possession help of any kind. Any applicant detected in seeking or giving help during the hours of examination will be dismissed and his papers cancelled, but he will be entitled to return for another examination within fourteen months.

9. All examinations shall be in writing and in the English language and shall be written with pen and ink. Special examination paper will be supplied by the board, but pens and ink must be provided by the candidate.

10. Before commencing the examinations each applicant will be given a confidential number which he shall inscribe at the upper left-hand corner of each page of manuscript; no other marks shall be

placed on any paper whereby the identity of the candidate may become known. The pages are to be numbered in the upper right-hand corner.

11. The examination questions will be prepared and the answers rated by the members of the board to whom the subjects have been assigned.

12. The handwriting of the candidate must be legible; proper punctuation and the use of capital letters and general appearance of examination papers will be considered in marking answers.

13. The following is the schedule of questions to be submitted to the candidates for examination:

Anatomy (including histology and embryology	10 questions
Physiology	10 questions
Bio-chemistry	10 questions
Pathology	10 questions
Materia medica, pharmacology and therapeutics	10 questions
Surgery	10 questions
Obstetrics and gynecology	10 questions
Theory and Practice of Pediatrics, Medicine and Public Health (including Hygiene).....	30 questions
TOTAL	100 questions

Two to three hours will be allowed on each set of ten questions.

14. A general average of not less than 75 per cent of the correct answers will be required to pass, but no certificate will be granted to an applicant whose grade is below 70 per cent in any one subject. Applicants who have been legal practitioners of medicine may receive an allowance on their general average of 1 per cent for each year of practice up to and including 15 years.

15. Any candidate failing to pass in his first examination shall be entitled to a second examination within fourteen months without filing a new application and fee, but for all examinations subsequent to the second one, a new application and fee of twenty-five dollars shall be required.

16. No American student matriculating in an European medical school subsequent to the academic year 1932-33 will be admitted to any state medical licensing examination, who does not, before beginning such medical study, secure from a state board of medical examiners, or other competent state authority, a certificate endorsed by the Association of American Medical Colleges or the Council on Medical Education and Hospitals of the American Medical Association, showing that he has met the premedical educational requirements prescribed by the aforementioned associations. No student, either American or European, matriculating in an European medical school subsequent to the academic year 1932-33 will be admitted to any state medical licensing examination, who does not present satisfactory evidence of premedical education equivalent to the requirements of the Association of American Medical Colleges or the Council on Medical Education and Hospitals of the American Medical Association, and graduation from a European medical school after a medical course of at least four academic years, and submit evidence of having satisfactorily passed the examination to

obtain a license to practice medicine in the country in which the medical school from which he is graduated is located.

17. At the conclusion of the examination each candidate will be required to sign the following:

**DECLARATION OF HONORABLE CONDUCT
IN TAKING EXAMINATION**

We, the undersigned, each and severally declare that we are applicants for certificates from the Iowa State Department of Health as certified to it by the State Board of Medical Examiners authorizing us to practice medicine and surgery in Iowa, and that we were present and took the examination held at _____, Iowa, on _____ 19_____.

We further declare we neither received nor extended any aid to others nor resorted to any means whatsoever to secure the required ratings to enable us to pass.

We further declare that we did not see any of the sets of questions used at this examination until they were handed out by the examiners.

**LICENSURE BY RECIPROCIITY AGREEMENT OR
INTERSTATE ENDORSEMENT**

1. General Information:

1. A certificate to practice medicine and surgery in Iowa by reciprocity will be issued on the basis of a written examination in substantially all the subjects required by this board by a state examining board having reciprocal relations with the Iowa board; provided that the applicant is graduate of a medical college recognized by the Iowa State Board of Medical Examiners as in good standing on the date of said examination, and that the general average attained by the said applicant in said examination was not below 75 per cent.

2. The Iowa board places no limitations as to the date of the examination, but if the state issuing a certificate upon which reciprocity is asked, limits reciprocal agreements to certificates issued upon examinations held subsequent to a specified date, the same limitations shall be imposed upon its licentiates applying for recognition to the Iowa board.

3. The Iowa Board of Medical Examiners may accept the certificate of examination granted by the following states in lieu of the examination required for licensure in Iowa:

Alabama	Michigan
Arizona	Minnesota
Arkansas	Mississippi
California	Missouri
Colorado	Montana
Connecticut	Nebraska
Delaware	Nevada
Georgia	New Jersey
Idaho	New Hampshire
Illinois	New Mexico
Indiana	New York
Kansas	North Carolina
Kentucky	North Dakota
Louisiana	Ohio
Maine	Oklahoma
Maryland	Oregon
Massachusetts	Pennsylvania

Rhode Island	Virginia
South Dakota	Washington
Tennessee	West Virginia
Texas	Wisconsin
Utah	District of Columbia
Vermont	

2. Rules and Regulations.

1. All applications for reciprocity shall be made on the official forms supplied by the state Board of Medical Examiners, Des Moines, Iowa.

2. These application forms properly filled out, accompanied by (a) fee of Fifty Dollars (\$50.00), (b) the state licensing certificate (or a duplicate copy of the same) of the state from which applicant desires to reciprocate, and (c) the medical college diploma or in lieu thereof, a certified statement from the Dean of the medical college, regarding the issuance of the diploma and date of same shall be filed with the state Board of Medical Examiners at least fifteen (15) days before the date of examination or board meeting.

3. Each applicant must furnish certified evidence of a year's practice in the state from which he desires to reciprocate, or a year's internship.

4. No physician graduating after July 1, 1927 shall be entitled to a reciprocity license unless he can furnish satisfactory evidence that he has served one year of internship in a hospital approved by this board.

5. The statements made in the application must be reviewed and verified by the secretary of the state examining board issuing the original certificate, who will also certify under seal as to the schedule of subjects in which the applicant was examined, and the ratings given thereon and the general average attained.

If the examination failed to include one or more of the subjects required by the Iowa board, the applicant may be required to take a supplementary examination before this board in the subjects omitted, and the ratings awarded thereon shall be added to those of his former examination in order to determine his general average.

6. Each applicant will be required to make, on the application form, a sworn statement of the number and date of each examination taken prior to his application to this board, together with ratings obtained thereon at each; also a statement as to all the places where he has practiced, the character of practice engaged in (general, special or itinerant), and the length of time so engaged in each, and whether or not any certificate issued to him has ever been suspended or revoked.

7. A certificate of good moral character and professional standing signed by the president and secretary of the county, district, or state medical society, of the district wherein the applicant last resided and a recent photograph of the applicant must be attached to the application.

8. As a general condition to admission to practice in the state, the Iowa State Board of Medical Examiners does not require an establishment of legal residence in the state where the applicant had been previously registered, but, when reciprocating with

a state having such requirements, the same conditions and periods required by such state will be imposed upon the licentiates thereof before admission to practice in this state.

9. An applicant who has taken two (2) or more examinations before this board and failed to attain at either a general average of 75 per cent, and subsequently obtained a certificate from an examining board of another state, shall not be eligible for admission to this state under reciprocal agreements existing with such other state until after one year from the date of his last examination by this board, and in all cases the Iowa Board of Examiners reserves the right to review the examination papers and ratings upon which said certificate was granted, before accepting the same. The same privilege is hereby accorded to the examining board of the state with which the Iowa board reciprocates.

10. In addition to the above requirements the applicant must furnish a certificate of proficiency in the basic sciences issued by the Iowa State Board of Examiners in the basic sciences.

RECOGNITION OF CERTIFICATES OF THE NATIONAL BOARD OF MEDICAL EXAMINERS

The Iowa State Board of Medical Examiners will accept the certificate of examination granted

by the National Board of Medical Examiners of the United States of America, in lieu of the examination required for licensure in Iowa.

TEMPORARY LICENSES

There is no provision in Iowa for the issuance of temporary licenses.

RECIPROCAL RELATIONS

On May 22, 1950, the State Board of Medical Examiners adopted the following with reference to reciprocal agreements in effect as of this date: That all reciprocal agreements heretofore adopted and in force between this board and other state licensing boards be cancelled as of July 1, 1950, and that all state boards of licensure be so advised, and that applicants for licensure to practice the healing arts in the state of Iowa, who are licensed by examination by any other state licensing board maintaining equal practice privileges be considered on an individual basis; and that a license may be granted by the Iowa State Board of Medical Examiners without examination, to any such applicant, who, at the date of the original license issued, fully conformed to the educational and licensure requirements of said Board of Medical Examiners in Iowa.

OPTOMETRY EXAMINERS

RULES AND REGULATIONS FOR CONDUCTING EXAMINATIONS

- 1. All applicants for examination shall apply to the State Department of Health for blank applications.
- 2. These blanks properly filled in shall be filed with the State Department of Health, together with satisfactory evidence of a preliminary education equivalent to at least four years' study in an accredited high school or other secondary school. (Note: If the applicant has not attended an accredited high school or other secondary school for a period of four years, he must pass a satisfactory examination before the principal of an accredited high school or the superintendent of public instruction, and file a certificate thus obtained with his application.) Diploma from an accredited school of optometry and fee of twenty dollars, at least fifteen days prior to date of examination.
- 3. Before commencing the examination each applicant will be given a confidential number which he shall inscribe at the upper left-hand corner of each page of manuscript; no other marks shall be placed on any paper whereby the identity of the candidate may become known.
- 4. All theoretical examinations shall be in writing and in the English language, and shall be written with pen and ink. (Applicants should bring a fountain pen.)
- 5. Following is the schedule of subjects for examination:

Section 2: Theoretic Optometry (Physiologic Optics) and Practical Optometry	20 questions	100%
Section 3: Optical Physics (Theoretic Optics) and Practical Optics (Mechanical Optics).....	20 questions	100%
Total.....	60 questions	
Section 4: Oral examination		100%

- 6. A general average of not less than 75 per cent of correct answers shall be required to pass, but no certificate will be granted to an applicant who falls below 65 per cent in any one paper.
- 7. Any applicant failing in his first examination shall be entitled to a second examination within fourteen months after the first examination without filing a new application or fee.
- 8. Any applicant detected in seeking or giving help during the hours of examination will be dismissed and his papers canceled, but he will be entitled to return for examination within fourteen months.
- 9. Questions will be prepared and answers rated by the members of the board to whom the subjects have been assigned.
- 10. The oral examination will be given as soon as possible after the written examinations have been completed.

INFORMATION REGARDING RECIPROCITY

- 1. The Iowa State Board of Optometry Examiners will recognize licenses issued by states, upon a selective basis.
- 2. All applicants for reciprocity licenses must have

Section 1: Anatomy, Physiology, Pathology of the Eye and Ocular Symptomatology	20 questions	100%
--	--------------	------

the same educational qualifications as applicants for examination.

3. All applicants for reciprocity licenses must comply with the legal requirements in force in the state to which they make application for registration.
4. All applicants for reciprocity licenses must hold original licenses obtained upon examination in the state from which they reciprocate, and such examination shall have covered substantially the same subjects in which an examination is required in Iowa; provided the applicant has attained a general average of 75 per cent or above, and has not fallen below 65 per cent in any one subject.
5. All applicants for reciprocity license will be required to pass the practical examination before this board.
6. All applicants for reciprocity license must have been continuously engaged in the practice of optometry in the state from which they reciprocate for a period of three or more years immediately preceding the filing of their application.

RULES PERTAINING TO ADMISSION TO PRACTICE OPTOMETRY IN IOWA BY RECIPROCIDTY

1. All applications for reciprocity shall be made on the official forms supplied by the State Department of Health, Statehouse, Des Moines, Iowa.
2. The application forms properly filled in, accompanied by (a) a fee of forty dollars (\$40), (b) the state licensing certificate (or a duplicate copy of same) of the state from which applicant desires to reciprocate, and (c) the optometry college diploma or in lieu thereof a certified statement from the authorities of the optometry college, regarding the issuance of the diploma and the date of same, shall be filed with the State Department of Health, at least fifteen (15) days prior to date of examination or board meeting.
3. Each applicant must furnish certified evidence of three or more years' practice in the state from which he desires to reciprocate, immediately preceding the filing of his application for reciprocity.
4. The statements made in the application must be reviewed and verified by the secretary of the State Examining Board issuing the original certificate, who will also certify under seal as to the schedule of subjects in which the applicant was examined, and the rating given thereon and the general average attained.
If the examination failed to include one or more of the subjects required by the Iowa board, the applicant may be required to take a supplementary examination before this board in the subjects omitted, and the ratings awarded thereon shall be added to those of his former examination in order to determine his general average.
5. Each applicant will be required to make, on the application form, a sworn statement of the number and date of each examination taken by him prior to his application to this board, together with the ratings obtained thereon at each; also a statement as to all the places where he has practiced, the character of practice engaged in (general, special or itinerant), and the length of time so engaged in each, and whether or not any certificate issued to him has ever been suspended or revoked.

6. All applicants for reciprocity licenses are required to appear before this board for a practical examination.

7. An applicant who has taken two (2) or more examinations before this board and failed to attain at either a general average of 75 per cent, and subsequently obtained a certificate for an examining board of another state, shall not be eligible for admission to this state under reciprocal agreements existing with such other state until after one year from the date of his last examination by this board, and in all cases the Iowa State Board of Optometry Examiners reserves the right to review the examination papers and ratings upon which said certificate was granted, before accepting the same. The same privilege is hereby accorded to the examining board of the state with which the Iowa board reciprocates.

RESOLUTION ADOPTED BY IOWA STATE BOARD OF OPTOMETRY EXAMINERS

The Iowa State Board of Optometry Examiners, for the purpose of elevating the standards for the practice of optometry in the state of Iowa, to the end that the public may thereby be protected from exploitation, do hereby adopt, enact, promulgate and cause to be published this resolution defining the words "unprofessional conduct" and the words "untruthful or improbable statements in advertisements" as used in paragraphs 3 and 7 of Section 147.55, Code of Iowa, 1946:

The following are deemed to constitute unprofessional conduct and/or untruthful or improbable statements in advertising:

1. Soliciting patients directly or indirectly, individually or collectively, through the guise of groups, institutions or organizations.
2. Employing solicitors, publicity agents, entertainers, lecturers, or any mechanical or electronic, visual or auditory device for the solicitation of patronage.
3. Advertising professional superiority, or the performance of professional services in a superior manner.
4. Any advertising or conduct of a character tending to deceive or mislead the public.
5. Advertising one or more types of service to imply superiority or lower fees.
6. Holding one's self forth to the public under the name of any corporation, company, institution, clinic, association, parlor, or any other name than the name of the optometrist.
7. Holding one's self forth as possessed of or utilizing exclusive methods of practice or peculiar styles of service.
8. Displaying certificates, diplomas or similar documents unless the same have been earned by the optometrist.
9. Guaranteeing or warranting the results of professional services.
10. Advertising of any character which includes or contains any fee whatsoever, or any reference thereto, or any reference to the cost to the patient whether related to the examination or the cost or fee for lenses, glasses, frames, mountings, or any other optometric services, article or device necessary for the patient.

11. Offering free examinations or other gratuitous services, bonuses, premium discounts, or any other inducements.
12. Permitting the display of his name in any city, commercial, telephone or other public directory, in the lobby of public halls in an office or public building, using any type which is in any way different from the standard size, shape or color of the type regularly used in such mediums.
13. Permitting his name to be put in any public directory under a heading other than "Optometrist."
14. Printing professional cards, billheads, letterheads, and stationery with illustration or printed material other than his name, title, address, telephone number, office hours and specialty, if any.

15. Displaying large, glaring or flickering signs or any sign or other depiction containing as a part thereof the representation of an eye, eye glasses, spectacles, or any portion of the human head.
16. Using large lettering or other devices or unusual depictions upon the office doors or windows.
17. Accepting employment as a professional optometrist in the service of anyone other than an optometrist, if such professional services are to be offered to the general public.
18. As a guide and standard for the proper conduct of the practice and practitioners, of optometry in Iowa, this board adopts the Code of Ethics and Rules of Conduct of the American and Iowa Optometric Associations.

OSTEOPATHIC EXAMINERS

EXAMINATIONS

Rule 1. All applications must be made upon the official forms adopted by this board which together with the fee must be filed with the secretary of the board at least two (2) weeks before the date of examination. A senior student expecting to graduate at the end of the spring term may be admitted to the examinations held in May or June upon presentation of a certificate from the dean of his college that the applicant has conformed to all the college requirements and will be granted a diploma at commencement but the examination papers of such applicant will not be rated until his diploma has been issued and verified by the secretary of this board.

Rule 2. All regular examinations shall be held during the first week of February and the first week of June each year, unless otherwise arranged by the board; unless otherwise provided, said examinations shall be held at the Capitol building, Des Moines, commencing at 9 a. m. each morning and continuing for three consecutive days.

Rule 3. All examinations shall be conducted by the director of examinations and his assistants, and when holding examinations at places other than his office he shall employ such additional assistance and monitors as are necessary to properly conduct the said examinations. No person except the director of examinations, his assistants and the candidates shall be allowed in the room during the examination.

Rule 4. Before commencing the examination each applicant will be given a confidential number which he shall inscribe at the top of each page of manuscript. No other marks shall be placed on any paper whereby the identity of the candidate may become known.

Rule 5. The following is the schedule of subjects to be submitted to candidates for examination:

ANATOMY	10
Anatomy, Histology, Embryology	
CHEMISTRY	10
Organic, inorganic and physiological, Toxicology	

PHYSIOLOGY	10
Physiology	
OBSTETRICS	10
Obstetrics, Gynecology	
PATHOLOGY	10
Pathology, Bacteriology	
MINOR SURGERY	10
General, including fractures and diagnosis; Orthopedics, Otology and ophthalmology; Laryngology and otology	
OSTEOPATHIC PRINCIPLES AND TECHNIQUES	10
Techniques, Principles, Hydrotherapy, Electrotherapy, Dietetics	
PRACTICE	10
General practice Neurology, Pediatrics, Hygiene, Physical diagnosis, Jurisprudence	
For examination as osteopathic physician and surgeon the applicant will also be examined in:	
MAJOR SURGERY	10
Surgical diagnosis, Operative surgery	

Two hours will be allowed for each set of ten questions and a general average of not less than 75 per cent of correct answers will be required to pass.

No certificate will be granted to an applicant whose grade in anatomy, physiology, obstetrics, pathology, or practice is below 70 per cent. Applicants who have been legal practitioners of osteopathy may receive an allowance of 1 per cent for each year of practice up to and including 15 years.

Rule 6. No candidate shall under any circumstances enter the examinations more than thirty minutes late unless excused by the director, and no candidate shall leave the room within thirty minutes after distribution of the examination papers. All time lost by being absent shall be deducted from the time allotted to the examination of that particular subject.

Rule 7. The candidates will be seated at individual tables or desks and will not be permitted to communicate with each other during the hours of examination, nor to have in their possession help

of any kind. If detected violating this rule the candidate will be dismissed from the examination and his papers cancelled and fee forfeited.

Rule 8. Special examination paper will be supplied by the board, but pen, ink, or indelible pencil must be provided by the candidate.

Rule 9. The questions will be prepared and the answers rated by the members of the board to whom the subject has been allotted.

Rule 10. All applicants for examinations will be required to make a full statement of the number and date of each state examination taken by him prior to his application to this board, together with the rating obtained thereon at each. Also a statement as to all the places (if any) where he has practiced, the character of the practice engaged in (general, special or itinerant) and the length of time so engaged in each, and whether or not any certificate issued to him has ever been revoked or suspended.

Rule 11. All applications must be on the official form provided by the board, and the statements made therein subscribed and sworn to by the applicant, and attested under seal by a notary public.

Rule 12. At the conclusion of the examination each candidate will be required to sign the following declaration:

We, the undersigned, each and severally certify that we are applicants for a certificate from the Iowa Board of Osteopathic Examiners authorizing us to practice in Iowa and that we were present and wrote the examination held at.....

We further certify that we have not seen any of the sets of questions used at this examination until they were handed out by the director of examinations.

We further certify upon our honor that during said examinations we neither received nor extended any aid to others nor resorted to any unfair means whatsoever, to secure the required rating to enable us to pass.

Rule 13. The handwriting of the candidate must be legible. Proper punctuation and the use of capital letters and general appearance of examination papers will be considered in marking answers.

Rule 14. An applicant failing in the first examination is required to make passing grades in only those subjects in which he failed, when taking second examination.

Rule 15. An applicant failing in two examinations is required to rewrite the entire examination upon third trial and to make passing grade in all subjects.

Rule 16. A duly certified sophomore student from any approved osteopathic college may apply for partial examination. Such applicants shall be examined at the same time and place as those taking the regular examination and shall write the same examination in the following subjects, viz.:

- Anatomy, including histology and embryology
- Chemistry and toxicology

Physiology

Pathology and bacteriology

Such applicants as receive passing grades in the partial examination shall receive full credit when completing the examinations after graduating: Those failing to make passing grade shall rewrite the subjects failed.

Before receiving a license after graduation such applicants shall complete the examination in the subject listed under

Obstetrics

Minor surgery

Osteopathic principles and technique

Practice

Major surgery, for those applying for license to practice osteopathy and surgery

Rule 17. No candidate will be allowed to leave room while examination is in progress without special permission from director of examinations.

FEEES

- a. For examination to practice osteopathy.....\$20.00
- b. For examination to practice osteopathy and surgery 25.00
- c. For special examination of undergraduates 10.00
- d. For completion of examination after graduation, osteopathy 10.00
- e. For completion of examination after graduation, osteopathy and surgery 15.00
- f. For license by reciprocity, osteopathy..... 40.00
- g. For license by reciprocity, osteopathy and surgery 50.00
- h. For making certified statement 5.00
- i. For renewal of license 1.00

RECIPROCITY

Rule 1. The Iowa Board of Osteopathic Examiners issues certificates by reciprocity under section 2486, Code of Iowa, 1931.

Rule 2. No reciprocal license shall be issued except on the basis of license received by examination and the applicant must have completed at least one year of practice in the state from which he applies or other licensed practical experience deemed by the board to be equivalent thereto.

[Amendment filed September 19, 1955]

Rule 3. Each application for license under provisions of section 2486 shall be executed on the official blank furnished by the board.

Rule 4. No reciprocal license shall be issued to any applicant who has previously failed examination in this state.

Rule 5. Applicants for reciprocal license to practice osteopathy who are graduates of approved colleges of osteopathy and matriculated therein or graduated therefrom subsequent to March 1, 1935 without two years preosteopathic education may be licensed by the Iowa Board of Osteopathic Examiners if immediately preceding their application for reciprocity they have actively engaged in the practice of their profession for a period of four years and in all other respects have complied with the Iowa statutory requirements, it being the sense of this board that four years of active practice as herein prescribed is subsequently equivalent to two years of preosteopathic training.

Rule 6. Applicants for a reciprocal license to practice osteopathy and surgery who are legally licensed to so practice in another state, but who do not possess the specific statutory qualifications as provided in section 150.5, chapter 150, 1950 Code of Iowa, may be licensed by the Iowa Board of Osteopathic Examiners if they are members in good standing of the American College of Osteopathic Surgeons, have passed the examinations conducted by the American Osteopathic Board of Surgery and have received a certificate of specialization in surgery from said board, based upon the approval of the Board of Trustees of the American Osteopathic Association, it being the sense of this board that such qualifications, attainments and credentials are substantially equivalent to the statutory requirements as provided in the aforesaid section 150.5, chapter 150, 1950 Code of Iowa.

SURGERY, MAJOR

Rule 1. An acceptable one-year post-graduate course in surgery in any approved and accredited college of osteopathy, as contemplated by section 150.5, 1950 Code of Iowa, shall consist and be comprised of the following: Gross anatomy, 3 semester hours; neuro anatomy, 3 semester hours; surgery, 6 semester hours; Roentgenology, 2 semester hours; pathology, 3 semester hours; anesthesiology, 2 semester hours; together with one elective subject offered in the college's program of post-graduate education; or, a one year residency involving a thorough and intensive study of the field of surgery, in an affiliated teaching hospital of any such osteopathic college, such residency being approved by the Bureau of Hospitals and Board of Trustees of the American Osteopathic Association.

HIGHWAY COMMISSION

Chapters 307, 321, Code of Iowa

Editor's Note: The highway commission makes rules and regulations relating to the following subjects:

Manual of Uniform Traffic Control Devices
Arterial Highway Stops (Urban Primary Road Extensions)

Arterial Highway Stops (Rural Primary Roads)
Special School Stops
Special Speed Zones
Persons desiring information in regard thereto may address the Iowa State Highway Commission, Ames, Iowa.

INSURANCE DEPARTMENT

Editor's Note: The rules and regulations of the Insurance Department are based on rulings in specific cases. No attempt is made herein to set out the decision in full but only the pertinent part giving the rule evolved is printed. For the full decision address the Commissioner of Insurance, State Office Building, Des Moines, Iowa.

1. (Discrimination)

No policy of life or endowment insurance can legally be issued or delivered in the state of Iowa, if it shall purport to be issued or to take effect before the original application for insurance was made, if thereby the insured would rate at an age younger than his age at nearest birthday at the date when the original application was made.

However, this ruling shall not affect the conversion of life term contracts to other types in accordance with the provisions of term forms wherein it provides for the issuance of other type contract as of the date of the issuance of the term contract upon payment of the difference in premiums.

2. (Policy Fees, Taxability of)

The fact that the companies choose to call a stipulated amount a "policy fee" and do not include it under the term of "premium" would not have the effect of exempting this income from taxation. It is most assuredly a part of the premium or income received from policyholders for business done in Iowa and thus subject to taxation.

3. (Agents—Revocation of License)

The commissioner will revoke the license of any agent who is found guilty of inducing any individual to lapse or cancel a policy of one insurer in order that such individual procure a policy of an-

other insurer which in any way would operate to the prejudice of the interests of the individual.

4. (Agents—License Lost Through Merger)

Since the statute provides that a license must be issued to every agent that transacts business for an insurance company that new license will have to be issued for the agents of the company that lost its identity in the new company.

5. (Investment of Funds)

Ruling No. R21. By Department

The Forty-first General Assembly of Iowa amended section 8737 (511.8) of the Code of 1924, relating to the investment of funds by life insurance companies organized in this state, by adding to paragraph one (1) of said section the following:

"Or Federal farm loan bonds issued under the act of Congress, approved July 17, 1916."

Doubt has arisen in the minds of company officials as to whether or not the amendment in question authorizes life insurance companies organized in Iowa to invest their funds in bonds issued by Joint Stock Land Banks.

In a written opinion of the Attorney General of Iowa, bearing date May 25, 1925, it is held that, inasmuch as Joint Stock Land Banks were created under the Act of Congress approved July 17, 1916,

bonds issued by such banks are included in the amendment aforesaid.

Therefore, it is the ruling of this Department that such bonds are a legal investment for life insurance companies organized in this state. However, said amendment is not effective until July 4, 1925, and until said date no such investments should be made.

6. (Medical Examinations)

No life insurance policy, except those specifically excepted by section 8671 (508.28) and group insurance shall be issued in the state of Iowa unless based upon a medical examination of the applicant within such time as to give the company a reasonable opportunity to pass upon the same. A violation of this ruling will subject the company, association or society guilty thereof to a suspension of its certificate of authority to transact business in this state.

7. (Examinaion of Companies, Report)

Upon the completion of an examination a copy of the report will be furnished the company, association or society examined, whereupon the company, association or society will have 10 days in which to determine whether or not it will demand a hearing before the Commissioner of Insurance. If a hearing is desired, then and in that event the company, association or society shall, within said 10 days file with the Commissioner of Insurance a written application, attaching thereto the specific grounds upon which a hearing is desired. Within a reasonable time after the receipt of said application, the commissioner will fix a date for the hearing and notify the company, association or society thereof. Upon the completion of the hearing, or as soon as convenient thereafter, the commissioner shall render his decision, either orally or in writing at his discretion and file said report as part of the records in his department.

8. (Rebating)

A policyholder pays a premium in full by promissory note. Incorporated in the note is a clause whereby the insured is to pay a certain rate of interest. The note becomes due and the face amount of the note is paid, but not the interest. The policyholder pays the note in full, but does not pay the interest, the agent cancels the note and returns it to the policyholder, and the agent pays the interest himself.

The above transaction clearly comes within the prohibition found in section 1782 (308.23) of the Code, and constitutes rebating.

9. (Expiration of Insurance Policy)

A contract of insurance may specifically provide for a specific term of duration, in which event the contract automatically expires at the end of that term, without the giving of any notice. For illustration, a policy written for a term of one year with the premium paid in advance automatically expires at the end of the year.

However, in the event no definite term is fixed in the policy, or if the policy is for a definite period with premium payments made in installments at shorter intervals, or if the term of the policy is fixed and a promissory note is given for the entire premium, said note made payable at a shorter period,

then before the policy can be legally forfeited or suspended for nonpayment of the premium when due or on the installment dates, or on or after the maturity of the note, a thirty days' notice must be given. To that extent the company is required to give notice, otherwise no notice is required.

10. (Notes Given for Insurance)

No sale or disposition of first year premium notes by either the company or its agents prior to the issuance or delivery of such policy, and prior to the passing of the consideration therefor, shall be made.

Either one of the above mentioned practices is considered, by this department, to be contrary to the best interests of the insuring public, and will, in the future, be considered as just and sufficient cause for the cancellation or suspension of the license of any agent engaging therein.

11. (Computation of Reserves)

Iowa life insurance companies may report the nonadmitted excess item to this department on the basis of the true reserve instead of the mean reserve as has been the practice in the past. Under the true reserve system there will be no excess excepting in the case of indebtedness in excess of policy liabilities. The true reserve system eliminates all excess on account of due and deferred premiums, but there may be an excess equal to or in excess of the loading depending upon what premium the note represents, and how long it has been running when a premium note is taken for the gross premiums or when there is an overloan.

This concession is made to Iowa companies with the conviction that it removes many of the defects and disadvantages of the present practice of requiring the excess of the mean reserve.

As a corollary to the proposed system of determining this excess item, the business of the company must be reported upon a strictly paid for basis.

This department will not require that policies be lapsed if premium is not paid within a limited time after the due date, but no credit for an uncollected premium may be taken if more than sixty days past due, unless a premium note of the proper form has been taken therefor.

12. (Rebating)

The acceptance at par of any security given in payment for insurance premium, which security was actually worth less than its par value at the time of such acceptance, would constitute an indirect rebate to the person from whom such securities were so accepted.

13. (Title of Policies, Apt to Mislead)

No policies of insurance of any kind, whether life, health and accident, fire, or casualty, will be approved which bear any title or name apt to mislead or confuse the purchaser, and such policy contracts must be identified by words entirely descriptive of their content.

14. (Regulation of Insurance, Commissioner)

Certain insurance companies authorized by this department to transact business in this state have entered into contracts with business institutions not of a similar nature, whereby it is agreed that

the company will issue policies to such institutions for issuance by such institutions to their patrons, in consideration of the patrons entering into some agreement for the purchase of commodities of the institution, or in payment of a small premium combined with the purchase of some commodity, the institution paying the net premium thereon.

Under the plan above set forth, it is impossible to ascertain whether the insurance is offered as an inducement to purchase, or the purchase is an inducement to the insurance. It appears to this department that one is an inducement to the other, and therefor an inducement promising returns and profits in connection with the sale of insurance contrary to section 8624 (506.9).

Further, it appears to this department that such a plan would not be conducive to sound insurance principles and the best interests of the insuring public, in that it would tend to discriminate between persons of the same class and therefore be contrary to public policy.

No contract of insurance shall be approved for use in this state, nor shall any contract of insurance be issued to a resident of this state, if such contract is to be used or is being used in connection with any plan similar to that stated herein, unless the company shall first submit such plan to the commissioner of insurance and receive his approval thereto.

Nothing herein contained shall be construed to prohibit a business institution from offering to its patrons insurance at a specific premium to be paid wholly by such patron, provided the institution shall appoint a person in their employ as agent and secure a license for such person from this department.

Any violation of this ruling brought to the attention of this department shall be deemed cause for revocation of the license of the company so violating.

15. (Furriers' Customers' Policies)

The attention of this department has been called to the practice of companies issuing through their marine departments the so-called "furriers' customers' policies," wherein a master contract is issued to the furrier designated as the assured, and individual certificates are by him issued to the customers, together with an annual storage and/or repair agreement.

The contracts submitted provide that such certificate be issued only in connection with such annual storage agreement, with an agreement for repairs, cleaning, altering, etc., or with a conditional sales contract, and, further, that any loss incurred thereunder shall be adjustable with the furrier and customer, or repaired by the furrier at a cost to the company.

It is the opinion of this department that the requirement that such contract be issued only in connection with the agreement above set forth is in violation of Ruling C2 [Regulation No. 14] recently issued by this department; and, further, that the agreement whereby the loss is adjustable at the option of the company with the furrier without considering the rights of the customer, and permitting the furrier to profit by the loss is not conducive to sound insurance and is contrary to public policy.

We are further of the opinion that the issuance of such a contract with certificates by a furrier, where such furrier holds a conditional sales contract, or agreement, is not contrary to public policy in that the furrier has a specific interest in the agreement, and contracts of this type may be issued under such circumstances, provided the terms of the contract stipulate that the loss is payable to the furrier and the customer as their interests appear, is not made subject to any other agreement, and provides that the term of the contract shall not extend beyond the period set forth in the conditional sales contract.

Note: The furriers' customers' form may be modified to meet the department's requirements and overcome objections herein contained.

16. (Assets of Company)

17. (Section 515.35—Collateral Loans)

The collateral pledged to secure a loan must qualify as a legal investment for insurance companies before the loan it secures may so qualify (section 515.35, subsection 7). The statute provides that a company may not invest in excess of 30% of its capital and funds in stocks and not more than 10% of its capital and surplus in the stock and/or bonds of any one corporation.

Normally, a loan is little better than the collateral securing it. Therefore, in order to conform to the intent and purpose of the legislature it would appear that the same limitations should likewise be applied to the stock securing a collateral loan. The statute also provides that the value of the collateral must exceed the amount of the loan by 10%.

18. (Expiration Date of Policy vs. Charter Expiration Date)

The mere fact that a corporate contract may extend beyond the term of the life of the corporation does not destroy it. We believe as a matter of public policy, insurance corporations frequently enter into such contracts. This is graphically illustrated in the case of a life insurance contract issued by a company with a limited corporate period. It has been held that the renewal of Articles of Incorporation is a continuation of the original corporate period which lends support to the proposition that it is within the public interest that contracts of this nature be permitted.

19. (Section 515.49 and SF 139, 53rd G. A.—Capital Stock Requirements for Writing Multiple Lines)

A stock fire or casualty company with a paid-up capital of less than \$300,000 may write full multiple lines, if possessed of surplus to policyholders of \$500,000.

20. (Assessable and Nonassessable Policies)

The two plans are not compatible with each other and are unfairly discriminatory within the intent and meaning of chapters 259 and 260, Acts of the 53rd General Assembly.

If there were some means through which the surplus funds of an association could be legally segregated between assessable and nonassessable policies, it might be possible to avoid this discrimination. However, the present statutes appear to make such funds available to the payment of the rightful claims of all policyholders of the association.

21. (Section 515.47 and 518.15. Reinsurance Contracts—Insolvency Clause)

No credit will be given the ceding insurer for reinsurance made, ceded, renewed or otherwise becoming effective after July 1, 1940, unless the reinsurance agreements (treaty, facultative or otherwise) are with *reinsurers authorized to do business in the state of Iowa*, and substantially provide, or are amended by a supplemental contract to read in substance as follows:

In consideration of the continuing benefits to accrue hereunder to the assuming insurer, the assuming insurer hereby agrees that, as to all reinsurance made, ceded, renewed or otherwise becoming effective after July 1, 1940, the reinsurance shall be payable by the assuming insurer on the basis of the liability of the ceding insurer under the contract or contracts reinsured without diminution because of the insolvency of the ceding insurer.

22. (Section 432.1. Tax on Gross Premiums—Life Companies)

In determining the gross amount of premiums to be taxed hereunder, there shall be excluded:

(1) All premiums returned to policyholders or annuitants during the preceding calendar year, except cash surrender values.

(2) All dividends that, during said year, have been paid in cash or applied in reduction of premiums or left to accumulate to the credit of policyholders or annuitants.

23. (Sections 508.7, 508.8, 511.11, 511.12 and 515.11. Loans to Officers, Directors, Employees, etc.)

No insurance company or association of any kind, domiciled in the state of Iowa, shall loan any portion of its funds to an officer, director, stockholder, employee or any relative or immediate member of the family of an officer or director.

The provisions of Code sections 508.8 and 511.12 shall likewise be applicable to fire and casualty companies.

24. (Section 511.8 Subsection 5. Life Companies—Investment in Preferred Stocks)

The phrase "preferred dividend requirements as of the date of acquisition" is construed to include the dividend requirements of a new issue. Consequently, a new preferred issue will qualify if the net earnings of the corporation for each of the five preceding years have been not less than one and one-half times the sum of the annual fixed charges, contingent interest and the annual preferred dividend requirements including the new issue.

25. (Section 515.49. Single Maximum Risk—Fidelity and Surety Risks)

No insurance company is permitted under the limitations of section 515.49 to expose itself to any risk on a fidelity or surety bond in excess of 10% of its surplus to policyholders, unless such excess shall be reinsured in accordance with the provisions of the statute.

IOWA DEVELOPMENT COMMISSION

The Iowa Development Commission has the responsibility of administering the law governing the use of the State Trade-Mark or label bearing the words "Made-In-Iowa" or "Product of Iowa".

The commission has issued the following instructions to manufacturers who wish to use this label:

(1) Each manufacturer desiring to use the Iowa Trade-Mark shall file with the Iowa Development

Commission the statement saying how the label or trade-mark is to be used and on what products.

(2) Information must be filed to indicate that the trade-mark will be used on bona fide Iowa-made products.

(3) Upon satisfactory showing, to meet the foregoing requirements, the commission will furnish black and white, and/or color copy from which the manufacturer can reproduce the Iowa Trade-Mark.

BUREAU OF LABOR

BOILER INSPECTION DIVISION

DEFINITIONS

State of Iowa Construction Code is used to designate the accepted reference for construction, installation, operation, and inspection of boilers and unfired pressure vessels and should hereafter be referred to as the Iowa Boiler Code.

The A. S. M. E. Boiler Code and amendments and interpretations thereto are hereby adopted and shall hereafter be known as the "Iowa Construction Code" (Iowa Code). A copy of this Code is on file in the office of the Commissioner of Labor, and in the state law library in the statehouse.

Power boiler as used herein shall mean any vessel used for generating steam or vapor for power or heating purposes at a pressure in excess of 15 lbs. per square inch.

Unfired pressure vessel as used herein shall mean any tank, jacketed vessel or other unfired pressure vessel used for transmitting steam for power or for using or storing steam under pressure for heating or steaming purposes at a pressure in excess of 15 lbs. pressure except those vessels definitely excluded by paragraph U-1 of the Iowa Code.

Chief inspector as used herein shall mean the state boiler inspector appointed by the Commissioner of Labor under the provisions of section 1 of Act 174 [ch 97, Acts 49 G. A.; ch 89, C.'50].

Deputy inspector as used herein shall mean any deputy inspector of boilers appointed by the Commissioner of Labor under the provisions of section 1 of Act 174 [ch 97, Acts 49 G. A.; ch 89, C.'50].

Special inspector as used herein shall mean an inspector employed by an insurance company, which is authorized to insure boilers in the state of Iowa,

and who shall have been commissioned by the Commissioner of Labor. Such inspectors shall be commissioned by the Commissioner of Labor provided they hold a commission from a state having a boiler law the equivalent of that of the state of Iowa or a commission from the National Board of Boiler and Pressure Vessel Inspectors.

Inspector as used herein shall mean the chief inspector, a deputy inspector, or a special inspector.

Department as used herein shall mean the Bureau of Labor of the state of Iowa.

Commissioner as used herein shall mean the Commissioner of Labor.

The term secondhand boiler or secondhand pressure vessel is a boiler or pressure vessel of which both the location and ownership have been changed.

Owner or user as used herein shall mean any person, firm, or corporation owning or operating or in charge of or in control of any boiler or unfired pressure vessel within this state.

Existing installation as used herein shall be taken to mean and to apply to any boiler or unfired pressure vessel which was installed or within this state ready to be installed or has previously operated in this state prior to the effective date of these rules.

SECTION 1. NEW INSTALLATIONS—POWER BOILERS

No power boiler shall hereafter be brought into this state and installed unless it has been constructed and inspected in accordance with the requirements of the Iowa Code for Boilers and is so stamped or is inspected and stamped in accordance with the requirements of the National Board of Boiler and Pressure Vessel Inspectors. A boiler having a standard stamping of a state that has adopted a standard of construction equivalent to the standard of the state of Iowa may be accepted by the department provided, however, that the person desiring to install same shall make application for the installation of same and shall file with the application a manufacturer's data report covering the construction of the boiler in question.

Upon completion of installation, all such boilers shall be inspected by the chief inspector, a deputy inspector or a special inspector commissioned to inspect boilers in this state and at least once each year thereafter shall be subjected to a regular internal and external inspection.

Also at time of first inspection after installation all said boilers must be stamped with a serial number of the state of Iowa followed by the letters Iā., said letters and figures to be not less than 5/16 inch in height.

SECTION 2. EXISTING INSTALLATIONS—POWER BOILERS

Rule 1. The maximum allowable working pressure on the shell of a power boiler or drum shall be determined by the strength of the weakest section of the structure, computed from the thickness of the plate, the tensile strength of the plate, the efficiency of the longitudinal joint, or tube ligaments, the inside diameter of the course and the factor of safety allowed by these rules $\frac{TS \times t \times E}{R \times FS}$ = maximum allowable working pressure in pounds per square inch.

Where:

TS = ultimate tensile strength of shell plates, lbs. per square inch.

t = minimum thickness of shell plate, in weakest course in inches.

E = efficiency of longitudinal joint.

For riveted construction, determined by rules given in paragraph P-181, of Iowa Code.

For fusion welded construction, determined by rules in paragraph P-102, of Iowa Code, or Rule 2.

For tube ligaments, determined by rules in paragraphs P-192 and P-193, of Iowa Code.

For seamless construction, shall be considered 100%.

Rule 2. Factors of Safety. (a) The lowest factor of safety permissible on existing installations shall be 4, excepting for horizontal tubular boilers having continuous lap seams more than twelve (12) feet in length where the factor of safety shall be 8, and when this type of boiler is removed from its existing setting, it shall not be reinstalled for pressure in excess of 15 pounds.

(b) Boilers which are reinstalled shall have a minimum factor of safety of 6 when the longitudinal seams are of lap riveted construction, and a minimum factor of safety of 5 when the longitudinal seams are of butt and double strap construction.

(c) A boiler constructed with fusion welded seams which are not x-rayed and stress relieved during construction shall have at least three (3) one-inch diameter plugs trepanned from each seam and these plugs etched to determine the soundness of the weld. If this test discloses the weld to be sound through 80% of the thickness of the plate the boiler may be operated at a pressure based upon the formula in rule 1, using an efficiency of longitudinal joint of 80% and a factor of safety of not less than seven (7). If the weld is not sound through 80% of the thickness of plate the boiler shall not be operated at a pressure in excess of 15 pounds.

A boiler with fusion welded seams that have been x-rayed and stress relieved may be operated at a pressure based upon the formula in rule 1, using an efficiency of longitudinal joint 80% and a factor of safety of five (5).

(d) The above factors of safety shall be increased by the inspector if the condition and safety of the boilers demand it.

(e) In no case shall the maximum working pressure of an old boiler be increased to a greater pressure than would be allowed for a new boiler of same construction.

Rule 3. Cast Iron Headers and Mud Drums.

(a) The maximum allowable working pressure on a water tube boiler, the tubes of which are secured to cast iron or malleable iron headers, or which have cast iron mud drums, shall not exceed 160 pounds per square inch.

(b) The maximum steam pressure on any boiler in which steam is generated, if constructed of cast iron, shall be fifteen pounds per square inch.

Rule 4. Tensile Strength. When the tensile strength of steel or wrought iron shell plates is not known, it shall be taken as 55,000 lbs. per square inch for steel and 45,000 lbs. per square inch for wrought iron.

Rule 5. Strength of Rivets in Shear. In computing the ultimate strength of rivets in shear the cross sectional area of the rivet shank shall be used, for the values in pounds per square inch, based upon the requirements of paragraphs P-16 of Iowa Code.

Rule 6. Crushing Strength of Mild Steel. The resistance to crushing of mild steel shall be taken at 95,000 lbs. per square inch of cross sectional area.

Rule 7. Rivets. When the diameter of the rivet holes in the longitudinal joints of a boiler is not known, the diameter and cross sectional area of rivets, after driving, may be selected from the following table or ascertained by cutting out one rivet in the body of the joint.

Thickness of plate.....	1/4"	3/8"	1/2"	5/8"
Diameter of rivet				
after driving.....	11/16"	11/16"	3/4"	3/4"
Thickness of plate.....	3/8"	1/2"	5/8"	3/4"
Diameter of rivet				
after driving.....	11/16"	11/16"	11/16"	11/16"
Thickness of plate.....	1/2"	5/8"	3/4"	
Diameter of rivet after driving.....	11/16"	11/16"	11/16"	

Rule 8. (a) Each boiler shall be equipped with one or more safety valves placed as close to the boiler as possible. No valve of any description shall be placed between the safety valve and the boiler nor on the escape pipe between the safety valve and the atmosphere. When an elbow is placed on a safety valve escape pipe, it shall be located close to the safety valve outlet or the escape pipe shall be securely anchored and supported. When an escape pipe is used, it shall be full sized and fitted with an open drain to prevent water lodging in the upper part of the safety valve or escape pipe. Safety valves having either the seat or disc of cast iron shall not be used. Dead weight safety valves are prohibited for pressure exceeding 15 lbs. Lever weighted safety valves, when in need of repair, must be replaced with spring loaded safety valves.

(b) The safety valve capacity of each boiler shall be such that the safety valve or valves will discharge all the steam that can be generated by the boiler without allowing the pressure to rise more than 6 percent above the maximum allowable working pressure, or more than 6 percent above the highest pressure to which any valve is set.

Rule 9. One or more safety valves on every boiler shall be set at or below the maximum allowable working pressure. The remaining valves may be set within a range of 3 percent above the maximum allowable working pressure, but the range of setting of all the safety valves on a boiler shall not exceed 10 percent of the highest pressure to which any valve is set.

Rule 10. Fire-actuated fusible plugs, when used, shall conform to the rules and regulations of the Iowa Code for new construction.

Rule 11. In all cases where no mechanical feed is attached to a boiler, the safety valve shall be set at not less than 6 percent below the pressure

of the main source of supply feeding the boiler. A return trap shall not be considered as a mechanical feeding device. Not less than two means shall be provided for feeding the boiler against the maximum approved pressure.

In all cases where the source of feed water is such that the pressure will not feed the boiler, approved feed pumps, injectors or inspirators shall be provided to give ample feed against the maximum approved pressure. Feed water should have a temperature of not less than 120 degrees Fahrenheit.

Rule 12. Water Glasses. Each steam boiler shall have at least one water glass, the lowest visible part of which shall be not less than 3 inches above the lowest permissible water level.

Rule 13. Each boiler shall have three or more gage cocks, located within the range of the visible length of the water glass, when the maximum allowable working pressure exceeds 15 lbs. per square inch except when such boiler has two water glasses with independent connections to the boiler, located on the same horizontal line and not less than 2 feet apart.

Rule 14. No outlet connections, except for damper regulator, feed water regulator, low water fuel cut-out, drains or steam gages, shall be placed on the pipes connecting a water column to a boiler.

Rule 15. Steam Gages. Each steam boiler shall have a steam gage connected to the steam space or to the steam connection to the water column. The steam gage shall be connected to a siphon or equivalent device of sufficient capacity to keep the gage tube filled with water and so arranged that the gage cannot be shut off from the boiler except by a cock placed near the gage and provided with a tee or lever handle arranged to be parallel to the pipe in which it is located when the cock is open.

Rule 16. Stop Valve. Each steam outlet from a boiler (except safety valve connections) shall be fitted with a stop valve located as close as practicable to the boiler.

Rule 17. When a stop valve is so located that water can accumulate, ample drains shall be provided.

Rule 18. Bottom Blow-off Pipes. Each boiler shall have a blow-off pipe fitted with valve or cock in direct connection with the lowest water space practicable. When cocks are used they shall be of the gland or guard type and suitable for the pressure allowed. Globe valves are not permitted.

Rule 19. When the maximum allowable working pressure exceeds 100 lbs. per square inch, the blow-off pipe shall be extra heavy from boiler to valve or valves, and shall run full size without reducers or bushings. Blow-off piping shall be of black wrought iron or black steel (not galvanized) and shall be extra heavy pipe size. (a) All fittings between the boiler and valve shall be of steel or extra heavy fittings or bronze, brass or malleable iron. In case of renewal of pipe or fittings in the blow-off lines, as specified in this paragraph, they shall be installed in accordance with the rules for new installations.

Rule 20. When the maximum allowable working pressure exceeds 100 lbs. per square inch, each bottom blow-off pipe shall be fitted with two valves or a valve and cock, such valves and cocks to be of extra heavy type.

Rule 21. A bottom blow-off pipe, when exposed to direct furnace heat, shall be protected by fire-brick or other heat-resisting material, so arranged that the pipe may be inspected.

Rule 22. An opening in the boiler setting for a blow-off pipe shall be arranged to provide for free expansion and contraction.

Rule 23. Feed Piping. The feed pipe of a steam boiler shall be provided with a check valve near the boiler and a valve or cock between the check valve and the boiler, and when two or more boilers are fed from a common source, there shall also be a globe valve on the branch to each boiler, between the check valve and the source of supply. When a globe valve is used on a feed pipe, the inlet shall be under the disc of the valve.

Rule 24. Test Pressure. When a hydrostatic test is applied, test pressure shall be not more than $1\frac{1}{2}$ times the maximum allowable working pressure.

(a) During a hydrostatic test of a boiler, suitable provisions shall be made so that it will not be necessary to screw down the compression screw upon the spring of the safety valve. The temperature of water used during a hydrostatic test shall not exceed 160 degrees Fahrenheit.

Rule 25. In any case where repairs are made or fittings or appliances renewed they must comply with the Iowa Code for new installations.

Rule 26. All existing installation boilers shall be stamped with an Iowa serial number provided for new installations.

Rule 27. In any condition not definitely covered by these rules the Iowa Code for new installations shall apply.

SECTION 3. NEW INSTALLATIONS—MINIATURE BOILERS

No miniature boiler shall hereafter be brought into this state and installed unless it has been constructed and inspected in accordance with the requirements of the Iowa Code for miniature boilers and is so stamped or is inspected and stamped in accordance with the requirements of the National Board of Boiler and Pressure Vessel Inspectors. A boiler having a standard stamping of a state that has adopted a standard of construction equivalent to the standard of the state of Iowa may be accepted by the department provided, however, that the person desiring to install same shall make application for the installation of same and shall file with the application a manufacturer's data report covering the construction of the boiler in question.

Upon completion of installation all such boilers shall be inspected by the chief inspector, a deputy inspector or a special inspector commissioned to inspect boilers in this state and at least once each year thereafter shall be subjected to a regular internal and external inspection.

Also at time of first inspection after installation all said boilers must be stamped with the serial number of the state of Iowa, followed by the letters Ia., said letters and figures to be not less than $\frac{5}{16}$ inches in height.

SECTION 4. EXISTING INSTALLATIONS—MINIATURE BOILERS

Rules and regulations as adopted for power boilers (section 2) as applied to strength of material, mathematical calculations to determine the safety of a boiler shall be used in all computations pertaining to the safe working pressure of a miniature boiler unless a special rule is hereafter given.

Rule 1. The maximum allowable working pressure on the shell of a boiler or drum shall be determined by rule 1, section 2, for power boilers.

$\frac{TS \times t \times E}{R \times FS}$ = maximum allowable working pressure, pounds per square inch.

Where:

TS = ultimate tensile strength of shell plates, lbs. per square inch.

t = minimum thickness of shell plate, in weakest course, in inches.

E = efficiency of longitudinal joint, method of determining which is given in paragraph P-181, of the Iowa Code.

E = for tube ligaments between openings shall be calculated by the rules given in P-192 and P-193, Iowa Code.

R = inside radius of the weakest course of the shell or drum in inches.

FS = factor of safety allowed by these rules.

Note: To be used as given above for longitudinal joints, riveted construction or if for fusion welded joints, E shall be taken as per efficiency specified in paragraph P-102, of the Iowa Code.

In any case wherein there are both riveted joints and tube ligaments to consider, the weaker of these shall be used for E.

Rule 2. The construction of miniature boilers including factor of safety, except where otherwise specified, shall conform to that required for power boilers (section 2).

Rule 3. The temperature of the heating element for electrically heated steam boilers, (closed system) shall be so controlled that it will not exceed 1200 degrees Fahrenheit. All electrical equipment shall be installed and grounded in accordance with the requirements of the National Electrical Safety Code.

Rule 4. Every miniature boiler shall be fitted with suitable washout plugs of 1 inch iron pipe size, which shall be screwed into openings in the shell near the bottom. In miniature boilers of the closed-system type heated by removable internal electrical heating elements, the opening for these elements when suitable for cleaning purposes, may be substituted for washout openings. All threaded openings in the boiler shall be provided with a riveted or welded reinforcement if necessary to give four full threads therein.

Rule 5. Every miniature boiler shall be provided with at least one feed pump or other feeding device, except where it is connected to a water main carry-

ing sufficient pressure to feed the boiler, or where the steam generator is operated with no extraction of steam (closed system).

In the latter case in lieu of a feeding device, a suitable connection or opening shall be provided to fill the generator when cold. Such connection shall be not less than 1/2 inch pipe size.

In all cases where no mechanical feed is attached to a boiler the safety valve shall be set at not less than 6 percent below the pressure of the main source of supply feeding the boiler. A return trap shall not be considered as a mechanical feeding device.

Rule 6. Each miniature boiler shall be fitted with feed water and blow-off connections, which shall not be less than 1/2 inch iron-pipe size unless operated on a closed system as provided in rule 5. The feed pipe shall be provided with a check valve and a stop valve. The feed water may be delivered to the boiler through the blow-off connection, if desired. The blow-off shall be fitted with a valve or cock in direct connection with the lowest water space practicable.

Rule 7. Each miniature boiler for operation with a definite water level shall be equipped with a glass water gage for determining the water level. The lowest permissible water level shall be at a point one-third of the height of the shell, except where the boiler is equipped with internal furnace, when it shall be not less than one-third of the length of the tubes above the top of the furnace. In the case of small generating units operated on the closed system where there is insufficient space for the usual glass water gage, water level indicators of the glass bull's-eye type may be used.

Rule 8. Each miniature boiler shall be equipped with a steam gage having its dial graduated to not less than 1 1/2 times the maximum allowable working pressure. The gage shall be connected to the steam space or to the steam connection to the water column by a brass or bronze composition siphon tube, or equivalent device that will keep the gage tube filled with water.

Rule 9. Each miniature boiler shall be equipped with a sealed spring-loaded pop safety valve, not less than 1/2 inch in diameter, connected directly to the boiler. Where there is no extraction of steam (closed system) a fracturing disk safety valve may be used in addition to the spring-loaded pop safety valve. The safety valve shall be plainly marked by the manufacturer with a name or an identifying trade-mark, the nominal diameter, and the steam pressure at which it is not to blow. The safety valve capacity of each boiler shall be such that the safety valve or valves will discharge all the steam that can be generated by the boiler without allowing the pressure to rise more than 6 per cent above the maximum allowable working pressure, or more than 6 percent above the highest pressure to which any valve is set.

Rule 10. Each steam line from a miniature boiler shall be provided with a stop valve located as close to the boiler shell or drum as is practicable, except when the boiler and steam receiver are operated as closed system.

Rule 11. Where miniature boilers are gas-fired, the burners used shall conform to the requirements of the American Gas Association, as given in par. MA-5 of the Appendix of the Iowa Code. The burners shall in such cases be equipped with a fuel-regulating governor, which shall be automatic and regulated by the steam pressure. This governor shall be so constructed that in the event of its failure, there can be no possibility of steam from the boiler entering the gas chamber or supply pipe.

SECTION 5. NEW INSTALLATIONS—UNFIRED PRESSURE VESSELS

No unfired pressure vessel shall hereafter be brought into this state and installed unless it has been constructed and inspected in accordance with the requirements of the Iowa Code for unfired pressure vessels and is so stamped or is inspected and stamped in accordance with the requirements of the National Board of Boiler and Pressure Vessel Inspectors. An unfired pressure vessel having a standard stamping of a state that has adopted a standard of construction equivalent to the standards of the state of Iowa may be accepted by the department provided, however, that the person desiring to install same shall make application for the installation of same and shall file with the application the manufacturer's data report covering the construction of the unfired pressure vessel in question.

Upon completion of installation all such unfired pressure vessels shall be inspected by the chief inspector, a deputy inspector, or a special inspector commissioned to inspect boilers in this state, and at least once each year thereafter shall be subjected to a regular internal and external inspection.

Also at time of first inspection after installation all said unfired pressure vessels must be stamped with the serial number of the state of Iowa, followed by the letters Ia., said letters and figures to be not less than 1/8 inch in height.

SECTION 6. EXISTING INSTALLATIONS—UNFIRED PRESSURE VESSELS

Rule 1. The maximum allowable working pressure of the shell of an unfired pressure vessel shall be determined in accordance with rule 1 of section 2 applying to power boilers except that E for fusion welded joints shall equal:

Single butt welds	50%
Double butt welds	70%
Single lap welds	30%
Double lap welds	60%
Forged welds	80%
Lap brazed joints in steel or copper	90%

Rule 2. Factors of Safety. The lowest factor of safety permissible on existing installations shall be 4, except that this factor of safety shall be increased by the inspector if the condition and safety of the unfired pressure vessel demands it. In no case shall the maximum working pressure of an old unfired pressure vessel be increased to a greater pressure than would be allowed for a new vessel of the same construction.

Rule 3. Lap Seam Cracking. The shell and drum of a pressure vessel in which a lap seam crack is discovered along a longitudinal riveted joint, either butt or lap construction, shall be immediately discontinued from use.

Rule 4. Tensile Strength. Rule 4 of section 2 for power boilers shall apply.

Rule 5. Strength of Rivets in Shear. Rule 5 of section 2 for power boilers shall apply.

Rule 6. Crushing Strength of Mild Steel. Rule 6 of section 2 of power boilers shall apply.

Rule 7. Rivets. Rule 7 of section 2 for power boilers shall apply.

Rule 8. Safety Appliances. All pressure vessels shall be provided with such safety and relief valves and indicating and controlling devices as will insure their safe operation. These devices shall be so constructed, located and installed that they cannot readily be rendered inoperative. The relieving capacity of a safety valve shall be such as to prevent a rise of pressure in the vessel of more than 10 percent above the maximum allowable working pressure, taking into account the effect of static head. The safety valve discharges shall be carried to a safe place. Safety valves shall be of the direct spring loaded type, designed with substantial lifting device so that disc can be lifted from its seat by the spindle not less than one-eighth the diameter of the valve when the pressure of the vessel is 75 percent of that at which the safety valve is set to blow. Safety valves having either the seat or disc of cast iron shall not be used. In a vessel in which pressure is derived from an outside source, each safety valve should be so connected to the vessel, vessels or system which it protects as to prevent a rise of pressure beyond the maximum allowable pressure in any vessel protected by the safety valve. Safety valve springs shall not be adjusted to carry more than 10 percent greater pressure than that for which the springs are made.

Rule 9. Fusion Welding. Any repairs by fusion welding must be approved beforehand by a commission inspector and all welded repairs must be made in accordance with the rules recommended by the National Board of Boiler and Pressure Vessel Inspectors.

Rule 10. In any condition not covered by the above rules, the rules for new installations of the Iowa Code shall apply.

SECTION 7. GENERAL RULES—POWER BOILERS AND UNFIRED PRESSURE VESSELS

Rule 1. All power boilers and unfired pressure vessels which are subject to regular inspections as provided in Act 174 [ch 97, Acts 49 G.A.; ch 89, C.'50] shall be prepared for inspection when the owners or users are notified by either the chief inspector, a deputy inspector or a special inspector to prepare for such inspections and for hydrostatic test if necessary.

Rule 2. The owner or user of a power boiler or unfired pressure vessel herein required to be inspected, shall, on a date specified by the chief inspector, a deputy inspector, or a special inspector, which date shall be not less than seven days after date of such notice, unless by consent of the owner, prepare the power boiler, heating boiler, or unfired pressure vessel for internal inspection, or hydrostatic pressure test when necessary.

Rule 3. To prepare a power boiler for internal inspection, the water shall be drawn off and the boiler thoroughly washed. All man-hole and hand-hole plates and washout plugs in boilers and water column connections shall be removed, and the furnace and combustion chambers thoroughly cooled and cleaned. All grates of internally fired boilers shall be removed; also enough of the brick work of any type of boiler shall be removed to determine the condition of the boiler, furnace, or other parts at each annual inspection when deemed necessary by the inspector. The steam gage shall be removed for testing.

An unfired pressure vessel shall be prepared for a general inspection to the extent deemed necessary by the inspector.

Rule 4. If a power boiler or an unfired pressure vessel has not been properly prepared for inspection as provided in rule 3, the inspector may decline to make such inspection and the certificate of inspection shall be withheld until the boiler has been properly prepared and inspected.

If it is found that steam or hot water is leaking into a boiler or unfired pressure vessel the source of such leakage shall be disconnected if necessary to cut out such steam or hot water from the boiler or pressure vessel to be inspected.

Rule 5. The fees for inspection and for inspection certificate shall be paid to the Bureau of Labor before a certificate of inspection shall be issued. If the owner or user of any boiler or unfired pressure vessel required to be inspected under this Act by the department refuses to allow a boiler or unfired pressure vessel to be inspected or refuses to pay the fee as provided for in section 7 of Act 174 [ch 97, Acts 49 G.A.; ch 89, C.'50], then such boiler or unfired pressure vessel shall not be operated until after a valid inspection has been made by either the chief inspector or any deputy inspector or any special inspector.

Rule 6. If, upon inspection, a boiler or unfired pressure vessel is found to be in such condition that it is unsafe to operate, the inspection certificate shall be suspended and the owner or user of such boiler or unfired pressure vessel who causes the same to be operated shall be subject to the penalty as provided in section 9 of Act 174 [ch 97, Acts 49 G.A.; ch 89, C.'50].

Rule 7. Shop inspections made at the request of a boiler manufacturer by the chief inspector or any deputy inspector, shall be charged for at the rate of \$10.00 for each boiler plus all expenses to include traveling, hotel and incidentals.

Rule 8. The shell or drum of a boiler or unfired pressure vessel in which a typical "lap seam crack" is discovered along a longitudinal riveted joint for either butt seam or lap joint shall be permanently disconnected for use under steam pressure. By "lap seam crack" is meant the typical crack frequently found in lap seams extending parallel to the longitudinal joint and located either between or adjacent to rivet holes.

Rule 9. All appliances required for electric steam generators shall be attached in accordance with the following rules.

A cable at least as large as one of the incoming power lines to the generator shall be provided for grounding the generator shell. This cable shall be permanently fastened on some part of the generator and shall be grounded in an approved manner.

A suitable screen or guard shall be provided around high tension bushings and a sign posted warning of high voltage. This screen or guard shall be so located that it will be impossible for any one working around the generator to accidentally come in contact with the high tension circuits. When adjusting safety valves, the power circuits to the generator shall be open. The generator may be under steam pressure but the power line shall be open while the operator is making the necessary adjustments.

Each kw. of electrical energy consumed by an electric steam generator, operating at maximum rating, shall be considered the equivalent of 1 sq. ft. of heating surface of a fire tube boiler when determining the required amount of safety valve capacity.

Rule 10. If a boiler or unfired pressure vessel is jacketed so that the longitudinal seam of shells, drums or domes cannot be seen, and if it cannot otherwise be determined, enough of the jacketing, setting wall or other covering shall be removed so that the size and pitch of the rivets and such other data as may be necessary to determine the safety of the boiler or unfired pressure vessel or appliance may be determined.

Rule 11. Where a major repair is necessary, a commissioned inspector shall be called for consultation and advice as to the best method of making such repairs; after such repairs are made they shall be subject to the approval of a commissioned inspector. Repairs to all boilers, unfired pressure vessels, and their appurtenances shall conform as nearly as practicable to the requirements of the Iowa Code.

Rule 12. When repairs are to be made wherein fusion welding is to be used, permission must be obtained from the chief inspector, a deputy inspector or a special inspector and the welding must be done in accordance with the rules recommended by

the National Board of Boiler and Pressure Vessel Inspectors.

Rule 13. Condemned Boilers. Any boiler or pressure vessel that has been recommended for condemnation shall be immediately discontinued from service. The department shall be promptly notified of such action and the chief inspector or a deputy boiler inspector shall reinspect the boiler for final action. Boilers or pressure vessels that have been condemned shall have distinctly stamped thereon over the state of Iowa Serial number the following symbol, XXX.

Rule 14. An inspection certificate issued in accordance with section 2 (c) of Senate File 174 [ch 97, Acts 49 G.A.; ch 89, C.50] shall be valid until expiration unless some defect or condition affecting the safety of the boiler or pressure vessel for which it was issued is disclosed.

Rule 15. If a special inspector, upon the first inspection of a new risk, finds that the boiler or pressure vessel or any of the appurtenances are in such condition that his company refuses insurance on same, he shall immediately notify the commissioner of that fact together with a report of the defects.

Rule 16. If upon an external inspection there is evidence of a leak or crack, enough of the covering of the boiler or unfired pressure vessel shall be removed to satisfy the inspector in order that he may determine as to the safety of the boiler or unfired pressure vessel, or if the covering cannot be removed at that time, he may order the operation of the boiler or unfired pressure vessel stopped until such time as the covering can be removed and proper examination made.

Rule 17. In any case where a stationary boiler or unfired pressure vessel is moved and reinstalled the fittings and appliances must comply with the Iowa Code for New Installations.

Rule 18. Riveted Patches. In applying riveted patches the design of patch and method of installation must be in accordance with the rules for riveted patches recommended by the National Board of Boiler and Pressure Vessel Inspectors.

LAW LIBRARY

1. Library Hours. The Iowa State Law Library shall be open to the public each day of the week from 8 o'clock A.M. to 5 o'clock P.M. until officially changed, except Saturdays, Sundays, and on occasions when offices in the statehouse are closed by order of the executive council.

2. Eligibility for Loans. Loan of material for use outside the law library shall be limited to members of the Iowa courts, the Iowa bar, the general assembly, and elective and appointive state officials. Other residents of Iowa may use in the law library any material therein, except material of a private or confidential nature.

3. Loan Period. In the course of legal research the reader may need to refer to many books, some for extensive study, others for brief reference. If one of these books is not available his work will be delayed, or, worse still, he may have to conclude his research without examination of all the books for which he has citations. To avoid this situation the collection in the law library should be kept intact so far as possible. Therefore, initial loans may be made for a period of seven days. At the expiration thereof an extension of seven days may be granted. Further extension may be granted only for cause satisfactory to and for the period determined by the law librarian. Initial loans of bound

volumes of Iowa supreme court abstracts and arguments may be made for fourteen days. Shepard's citations cannot be loaned.

4. **Shipping Charges.** On all loans requiring the shipment of material to a point outside of Des Moines the borrower shall pay shipping charges from Des Moines and return.

5. **Loan Cards.** No material shall be removed from the law library except upon loans signed by borrowers on loan cards furnished by the law library, and a complete record of the loan preserved.

6. **Misplaced Books.** Great care should be used in returning books to the shelves after use. A book misplaced is for the time being a book lost. Readers thereof are requested to leave them on the reading tables. A library attendant will replace them.

7. **Smoking.** Smoking is prohibited on all floors above the first floor, on account of fire hazard.

8. **Disturbing Noise.** Noise is not conducive to study, is annoying, and out of place in a law library. Persons using the library are requested to regulate

their conduct in this respect so as not to disturb others.

9. **Marking Books Prohibited.** Books are to be read, not marked or interlined. Users are requested to strictly observe this rule.

10. **Penalties and Fines.** Any book in the collection of the Iowa State Law Library that is injured, defaced, destroyed or lost while in the possession of or loaned to any person shall be replaced by said person. If said person fails to replace said book within sixty days after receipt of a letter signed by the law librarian, mailed by registered mail, requesting said person to replace said book, then and in that event said person shall, within fifteen days thereafter, pay to the Treasurer of the State of Iowa a sum of money equal to the cost of replacing said book, or the value placed thereon by the Iowa Library Board of Trustees if said book is irreplaceable after an effort so to do has been made by the law librarian, and on failure to make said payment said person shall be penalized and fined in an amount equal to said sum of money, and said fine, together with court costs, may be collected in the manner prescribed in section 303.3, subsection 10, of the Code of Iowa 1950.

LIQUOR CONTROL COMMISSION

Pursuant to authority conferred upon this commission by chapter 123, Code 1954, the following regulations are adopted.

[Filed November 7, 1957]

Regulation 1. Manufacture and Sale of Native Wines.

Manufacturers of native wines from grapes, cherries, other fruit juices or honey grown and produced in Iowa, may sell, keep or offer for sale and deliver the same, subject to the following regulations and restrictions:

(a) Before commencing the business of selling wine the manufacturer shall inform the Iowa Liquor Control Commission, in writing, of his intention to enter into such business, the place where it will be conducted, the type, brand name and package sizes of each wine to be sold, and the name and mailing address of the manufacturer. If any of such facts are thereafter changed the manufacturer shall immediately notify the commission in writing of the full nature of such change.

(b) At least ten days prior to selling a particular type or brand of wine, the manufacturer shall deliver to the commission two separate bottles of such wine, each of at least one-fifth gallon in quantity, for chemical analysis and shall pay the commission \$15.00 for the expense of such analysis.

(c) Not more than five gallons of such wine shall be sold or delivered to any one purchaser at any one time.

(d) Such wine shall not be sold in a package size smaller than one-fifth gallon.

(e) Sale and delivery of such wine may be made only on the premises where the wine was manufactured.

(f) Such native wine shall not be sold or delivered on Sunday, any legal holiday, or any election day for

the area within which such sale or delivery might be made. On other days sale and delivery of such native wine may be made only between 10:00 o'clock a.m. and 8:00 o'clock p.m.

(g) The manufacturer shall, in January of each year, deliver to the Iowa Liquor Control Commission a complete report, sworn to under oath by the owner, a partner, or a corporation officer, showing the number of gallons of wine produced by him in the preceding year, the number of gallons of wine sold by him in the preceding year, and the number of gallons of wine in his possession at the beginning and at the end of the preceding year; such report shall be subdivided so as to show such information in respect of each different type and brand of wine. If such manufacturer is also engaged in buying and selling wine, such report shall also contain such information, so subdivided, in regard to wine purchased, purchased wine sold, and purchased wine in the manufacturer's possession at the beginning and at the end of the preceding year.

(h) An exact copy of all reports required by the federal government under the federal laws and regulations pertaining to alcoholic liquor and wine shall be delivered by the manufacturer to the Iowa Liquor Control Commission not later than the last day of the month following the month or other period of time for which each report is made.

(i) The manufacturer shall cause his premises, books of account and records to be accessible and available at all reasonable times for inspection by representatives of the Iowa Liquor Control Commission.

(j) Such manufacturer shall not advertise such native wine by signs or posters, but he may have a sign at the place of manufacture identifying his business and not more than two signs there simply stating, without description or price, that wine or native wine, is for sale there.

(k) Such manufacturer of native wines shall not be required to have a license or permit for such business unless his business is such as to require a manufacturer's or wholesaler's license under the provisions of Sections 123.36 or 123.37 of the 1954 Code of Iowa.

Regulation 2. Licensed Manufacturers and Wholesalers.

(1) A separate manufacturer's or wholesaler's license shall be required for each place of business of the holder thereof.

(2) The holder of a manufacturer's or wholesaler's license shall not sell alcoholic liquor outside the state of Iowa, except to a purchaser having the legal right to buy and receive it from such seller at the place of sale and place of delivery respectively.

(3) Before making a sale to a purchaser other than the Iowa Liquor Control Commission, a licensed manufacturer or wholesaler shall require the purchaser to produce and exhibit for inspection proof of his right to purchase alcoholic liquor according to the laws of his own state.

(4) If the purchaser is a licensed physician or pharmacist or the holder of any other form of license or permit entitling him to purchase alcoholic liquor, the licensed manufacturer or wholesaler must make a record of the sale to him showing registry number of such license or permit, date thereof and where and to whom it was issued and the date of such sale, name and address of the purchaser and kind and quantity of alcoholic liquor sold to him.

(5) The licensed manufacturer or wholesaler shall maintain a record of all shipments of liquor received and an individual record of each and every sale made, which record shall disclose the name and address of the purchaser and the kind and quantity of alcoholic liquor sold to each purchaser. The licensed manufacturer or wholesaler shall obtain from the carrier a receipt for each shipment of alcoholic liquor to each purchaser and shall deliver such receipt or a duplicate original thereof to the Iowa Liquor Control Commission.

(6) All records, books of account and premises of a licensed manufacturer or wholesaler shall be accessible and available at all reasonable times for inspection by representatives of the Iowa Liquor Control Commission.

(7) An exact copy of all reports required by the federal government under the federal laws and regulations pertaining to alcoholic liquor and wine shall be delivered by each licensed manufacturer or wholesaler to the Iowa Liquor Control Commission not later than the last day of the month following the month or other period of time for which each report is made.

Regulation 3. Investigation Before Issuing License or Permit.

No manufacturer's or wholesaler's license, nor any special permit described in section 123.27 of the 1954 Code of Iowa, shall be issued until an investigation has been made and shows that the applicant is entitled to such license or permit under the laws of Iowa and the rules and regulations of the Iowa Liquor Control Commission.

Regulation 4. Reports by Holder of Special Compounds Permit.

The holder of a special compounds permit (being the type of permit referred to in subsection 2(c) of section 123.27 of the 1954 Code of Iowa) shall deliver to the Iowa Liquor Control Commission, within ten days after receipt of any alcoholic liquor purchased from any seller other than said commission, a complete report showing the quantity, alcoholic proof, and description, of each type of such liquor, and the name and address of the seller, and date the liquor was received.

Regulation 5. Ethyl Alcohol.

Ethyl Alcohol (meaning potable ethyl alcohol not contained in an alcoholic liquor ordinarily used for beverage purposes) shall be sold only (a) to holders of special permits described in section 123.27 of the 1954 Code of Iowa, and (b) to holders of individual permits for use for laboratory, scientific, experimental or testing purposes only, who after application giving full information regarding such proposed use, receive permission from the commission to purchase ethyl alcohol.

Regulation 6. Duplicate Permits.

Before issuing a duplicate permit, vendors and other employees authorized to issue them shall, by inquiry of the applicant therefor and by such other investigation as may be necessary, make reasonably certain that the permit to be replaced by the duplicate has been lost, destroyed or stolen, and for such purpose they may require a written affidavit, sworn to by the applicant, reciting the facts and circumstances as to such loss, destruction or theft.

Regulation 7. Names and Purchases of Permittees Confidential.

The names of permit holders, and the record of sales to them, shall be kept confidential by the commission and its employees, except that the commission may, in its discretion, authorize examination of the files and records of such matters by law enforcement officers and make information in regard to such matters available to such officers.

Regulation 8. Release of Statistical Data.

No information in regard to sales or stocks of any brand of alcoholic liquor shall be furnished to anyone without prior authorization of the commission.

Regulation 9. Suppliers Relations with Commission Employees.

Manufacturers, wholesalers or distributors of alcoholic liquor shall not transact any business with commission employees in person, nor shall they, their employees or representatives solicit any commission employees for the purpose or with the intent of furthering the sale of any brand of liquor.

Regulation 10. Certification Label on Returned Liquor.

If any alcoholic liquor be returned to the supplier, or otherwise disposed of in any way other than through a state liquor store, the certification label (state seal) provided for by section 123.24 of the 1954 Code of Iowa on every bottle of such

liquor shall be completely removed or covered by some other label in such a way that the Iowa certification label cannot be seen and will be destroyed by removal of such covering label.

Regulation 11. Transportation of Liquor.

Any carrier transporting intoxicating liquor under the provisions of chapter 123, Code 1954, to a consignee other than the Iowa Liquor Control Commission shall make to such commission a written report showing the date of such shipment, to whom

and where it was made, the character and quantity of the shipment, and the name and address of the consignor.

Editor's Note: The liquor commission has several rules relating to internal management of the department and purchases from manufacturers. These rules may be obtained by those interested by addressing the Iowa State Liquor Control Commission, East 7th and Court Ave., Des Moines, Iowa.

MEDICAL LIBRARY

1. Borrowers. Adult residents of the state are entitled to borrow books by filling out an application card.

2. Loan Period. The period of loan (except for reserve material) is two weeks; with the privilege of a two weeks' renewal if at the time of request for renewal there are no other calls for the material. Student loans are for two weeks only.

3. Postage. The borrower pays the postage both ways on material sent through the mail.

4. Student Loans. Students may borrow three volumes at a time, no two of which may be on the same subject. Student loans are not renewable. There is a fine of two cents per day for each piece of literature kept out over the loan period.

5. Reserve Material. The librarian may place on reserve any material being used by classes or groups and restrict loans on such material to over-

night or over the weekend. Such loans are to be returned by 12:30 noon of the day designated or a fine of twenty-five cents paid for each day each piece is kept out beyond the stated time.

6. Restricted Material. Books purchased from the publisher under restrictive clause may be used only after application to and at the discretion of the librarian.

7. Forfeiture of Privilege. Loss of books or journals without paying for same, defacing or mutilating material, three requests for postage without results, three requests for return of material without results, or necessity of asking attorney general's aid to have material returned, bars from future loans.

8. Transients. Transients and those at hotels may borrow books by depositing the cost of the book or five dollars (\$5.00), which is returned when the book is returned.

MERIT SYSTEM COUNCIL

State Department and County
Boards of Social Welfare
State Department of Health
Employment Security Commission
State Services for Crippled Children
Iowa Mental Health Authority
(Filed August 20, 1952)

The Merit System Council submits herewith the Regulations for the Merit System as adopted by the participating agencies. These regulations meet the requirements of legislation enacted by the Congress of the United States, thereby enabling the agencies to qualify for federal aid. The agencies are empowered to operate under the Merit System by statutes granting them power to employ personnel for the adequate operation of each department as established in the Code or Laws of the State of Iowa, as follows:

State and County Departments of Social Welfare:

234.6 Powers and duties of the state board. The state board shall be vested with the authority to administer old-age assistance, aid to the blind, aid to dependent children, child welfare, and emergency relief, and any other form of public welfare assistance that may hereafter be placed under its administration. It shall perform such duties, formulate

and make such rules and regulations as may be necessary; shall outline such policies, dictate such procedure and delegate such powers as may be necessary for competent and efficient administration. It shall have power to abolish, alter, consolidate or establish divisions and may abolish or change offices created in connection therewith. It may employ necessary personnel and fix their compensation. It may allocate or reallocate functions and duties among any divisions now existing or hereafter established by the state board. It may promulgate rules and regulations relating to the employment of investigators and the allocation of their functions and duties among the various divisions as competent and efficient administration may require.

The state board shall:

2. Co-operate with the federal social security board created by title VII of the social security act, 42 U.S.C. 901, enacted by the 74th congress of the United States and approved August 14, 1935, or other agency of the federal government for public welfare assistance, in such reasonable manner as may be necessary to qualify for federal aid, including the making of such reports in such form and containing such information as the federal social security board, from time to time, may require, and to comply with such regulations as such federal

social security board, from time to time, may find necessary to assure the correctness and verification of such reports.

3. Exercise general supervision over the county boards of social welfare and their employees.

Employment Security Commission:

ADMINISTRATION

96.11 Powers, rules and personnel.

4. Personnel. Subject to other provisions of this chapter, the commission is authorized to appoint, fix the compensation, and prescribe the duties and powers of such officers, accountants, attorneys, experts, and other persons as may be necessary in the performance of its duties. The commission shall classify its positions and shall establish salary schedules and minimum personnel standards for the positions so classified. All positions shall be filled by persons selected and appointed on the basis of competency and fitness for the position to be filled. The commission shall not appoint or employ any person who is an officer or committee member of any political party organization or who holds or is a candidate for any elective public office. The commission shall establish and enforce fair and reasonable regulations for appointments, promotions and demotions based upon ratings of efficiency and fitness and for terminations for cause. The commission may delegate to any such person so appointed such power and authority as it deems reasonable and proper for the effective administration of this chapter, and may in its discretion bond any person handling moneys or signing checks hereunder.

State Department of Health:

135.6 Assistants and employees. The commissioner shall employ such assistants and employees as may be authorized by law, and the persons thus appointed shall perform such duties as may be assigned to them by the commissioner, but the head of the division of examinations and licenses shall not be a person who has been licensed to practice any of the professions for which a license must be obtained from the department to practice the same in this state.

State Services for Crippled Children:

(Administered by the College of Medicine of the State University of Iowa for the Iowa State Board of Education)

262.9 Powers and duties.

The board shall:

2. Elect a president of each of said institutions of higher learning; a superintendent of each of said other institutions; a treasurer and a secretarial officer for each institution annually; professors, instructors, officers, and employees; and fix their compensation.

Iowa Mental Health Authority:

Chapter 353, H.J.R. 10, Laws of the 52nd General Assembly of the State of Iowa.

Whereas the 79th Congress of the United States enacted Public Law 487 which amends the Public Health Service Act to provide for research relating to psychopathic disorders and to aid in the develop-

ment of more effective methods of prevention, diagnosis and treatment of such disorders and,

* * *

Be it resolved by the General Assembly of the State of Iowa:

Section 1. The Psychopathic Hospital at Iowa City, Iowa, through its director is hereby designated as the "Iowa Mental Health Authority" for the purpose of directing the benefits of Public Law 487 of the 79th Congress of the United States and said Iowa Mental Health Authority shall direct such program and disburse any funds in connection therewith by and with the consent of the committee on Mental Health hereinafter named in section 2.

* * *

Section 3. It shall be the duty of the committee for Mental Hygiene to formulate the policies for the carrying out of the provisions of Public Law 487 of the 79th Congress of the United States and said committee shall direct the "Iowa Mental Health Authority" as to the projects to be undertaken under said law and the disbursement of any funds made available under such law.

* * *

Merit System Council:

The personnel employed by the Merit System Council operate in accordance with the Regulations for the Merit System. Recognition as an established division of government is made in Chapter 45, S.F. 2, Acts of the 54th General Assembly as follows:

Division of Personnel

Section 3.

4. Merit System. The present joint merit system now effective in state agencies expending federal funds shall remain in full force and effect so far as they apply to such agencies until such time as the plan and rules promulgated under the provisions of the preceding sections are approved by the appropriate federal agencies.

For the Merit System in the State Department and County Boards of Social Welfare:

Pursuant to the personnel provisions of the Department of Social Welfare Act, the Federal Social Security Act as amended, the Standards for a Merit System of Personnel Administration in State Employment Security and State Public Assistance Agencies, issued by the Federal Social Security Board on November 1, 1939, and the Policies Adopted by the Children's Bureau as a Basis for Review of Provisions for a Merit System of Personnel Administration in State Plans, issued by the United States Children's Bureau on November 1, 1939, the State Board of Social Welfare of Iowa hereby adopts the following Regulations for the application of the merit principle of personnel administration in the State Department of Social Welfare and on the staffs of the County Boards of Social Welfare. These Regulations shall supersede the previous personnel regulations of the State Department and County Boards and shall become effective on January 1, 1940.

December 28, 1939

For the Merit System in the State Department of Health:

Pursuant to the personnel provisions of the Federal Security Act as amended, and the Policies adopted

by the Children's Bureau as a Basis for Review of Provisions for a Merit System of Personnel Administration in State Plans, issued by the United States Children's Bureau on November 1, 1939, the State Department of Health hereby adopts the following Regulations for the application of the merit principle of personnel administration in the State Department of Health. These Regulations shall become effective January 1, 1940.
December 29, 1939.

For the Merit System in the Employment Security Commission:

Pursuant to the personnel provisions of the Employment Security Law, the Federal Social Security Act as amended, and the Standards for a Merit System of Personnel Administration in State Employment Security and State Public Assistance Agencies, issued by the Federal Social Security Board on November 1, 1939, the Iowa Employment Security Commission hereby adopts the following Regulations for the application of the merit principle of personnel administration in the Employment Security Commission. These Regulations shall supersede the previous merit system and personnel regulations in effect in the Commission, and shall become effective on January 1, 1940.
December 29, 1939

For the Merit System in the State Services for Crippled Children:

Pursuant to the personnel provisions of the Federal Social Security Act as amended, and the Policies adopted by the Children's Bureau as a Basis for Review of Provisions for a Merit System of Personnel Administration in State Plans, issued by the United States Children's Bureau on November 1, 1939, the State Services for Crippled Children, as administered by the College of Medicine of the State University of Iowa for the Iowa State Board of Education, hereby adopts the following Regulations for the application of the merit principle of personnel administration in the State Services for Crippled Children, as administered by the College of Medicine of the State University of Iowa for the Iowa State Board of Education. These Regulations shall become effective January 1, 1940.
December 28, 1939

For the Merit System in the Iowa Mental Health Authority:

Pursuant to the provisions of the Public Law 487 of the 79th Congress of the United States as administered by the United States Department of Health, and as set out in Chapter 353, Laws of the 52nd General Assembly of the State of Iowa, the Iowa Mental Health Authority, as administered by the Psychopathic Hospital at Iowa City, Iowa, hereby adopts the following Regulations for the application of the merit principle of personnel administration in the Iowa Mental Health Authority. These Regulations shall become effective November 1, 1949.
October 29, 1948

Statement of Policy

To effect the personnel provisions of the Department of Social Welfare Act, the Unemployment Compensation Law, and the Federal Social Security

Act as amended, and to meet the requirements of the Standards for a Merit System of Personnel Administration in State Employment Security and State Public Assistance Agencies, issued by the Federal Social Security Board on November 1, 1939, and the requirements of the Policies Adopted by the Children's Bureau as a Basis for Review of Provisions for a Merit System of Personnel Administration in State Plans, issued by the United States Children's Bureau on November 1, 1939, and to meet the requirements of Public Law 487 of the 79th Congress of the United States as administered by the United States Department of Health, the State Board of Social Welfare, the Employment Security Commission of Iowa, the State Department of Health, the State Services for Crippled Children, as administered by the College of Medicine of the State University of Iowa, for the Iowa State Board of Education, and the Iowa Mental Health Authority, as administered by the Psychopathic Hospital at Iowa City, Iowa, have adopted these Regulations for personnel administration based on the merit principle. Under these Regulations all qualified persons shall have equal opportunity to compete for positions in the State Department of Social Welfare, on the staffs of the County Boards of Social Welfare, in the Employment Security Commission, the State Department of Health, the State Services for Crippled Children, and the Iowa Mental Health Authority. Appointments shall be made on a non-partisan merit basis and, except for emergency and provisional appointments for periods limited by these Regulations, all positions shall be filled from registers of eligibles established by merit examination. It shall be the policy of the State Board of Social Welfare, the Employment Security Commission, the State Department of Health, the State Services for Crippled Children, and the Iowa Mental Health Authority, to make possible a career service in the programs by granting promotions on the basis of efficient work and by providing tenure of office to those who give satisfactory service.

These regulations shall apply to all personnel in the State Department of Social Welfare and on the staffs of the County Boards of Social Welfare, the Employment Security Commission, the State Department of Health, including local personnel for whom the Commissioner of the State Department of Health is the appointing authority, the State Services for Crippled Children, and the Iowa Mental Health Authority including local personnel for whom the Director of the Iowa Mental Health Authority is the appointing authority. No appointment to a position other than an exempt position, as defined in Article I, definition 7, shall be made except in conformity with these Regulations. Violations by any employee of any of the provisions of these Regulations shall be considered sufficient cause for dismissal.

CONTENTS

<p>Article</p> <p>I DEFINITIONS</p> <p>II ORGANIZATION FOR MERIT SYSTEM</p> <p> Merit System Council</p> <p> Merit System Director</p> <p> Agency Personnel Officers</p> <p>III CLASSIFICATION PLANS</p> <p> Preparation of Plans</p> <p> Adoption of Plans</p> <p> Allocation of Positions</p> <p> Revision of Plans</p> <p> Incumbents of Reallocated Positions</p> <p>IV COMPENSATION PLANS</p> <p> Preparation of Plans</p> <p> Adoption of Plans</p> <p> Administration of Plans</p> <p>V APPLICATIONS AND EXAMINATIONS</p> <p> Character of Examinations</p> <p> Notice of Examinations</p> <p> Filing Applications</p> <p> Disqualification of Applicants</p> <p> Conduct of Examinations</p> <p> Rating Examinations</p> <p> Rating Education and Experience</p> <p> Investigations</p> <p> Oral Examinations</p> <p> Notice of Examination Results</p> <p> Special Written Examinations</p> <p> Physical Examinations</p> <p> Examination Records</p> <p> Change of Address</p> <p>VI REGISTERS</p> <p> Establishment of Registers</p> <p> Duration of Registers</p> <p> Removal of Names from Registers</p> <p>VII CERTIFICATION OF ELIGIBLES</p> <p> Request for Certification</p> <p> Certification Methods</p> <p> Subregister Certification</p> <p>VIII APPOINTMENTS</p> <p> Original Appointments</p> <p> Provisional Appointments</p> <p> Intermittent Appointments</p> <p> Emergency Appointments</p> <p> Temporary Appointments</p> <p> State Residence Requirement</p> <p> Veterans' Preference</p> <p>IX STATUS OF EMPLOYEES APPOINTED PRIOR TO ISSUANCE OF FEDERAL GOVERNMENT'S PERSONNEL STANDARDS</p> <p> Employment Security Commission</p> <p> State Department of Social Welfare</p> <p> County Boards of Social Welfare</p> <p> State Department of Health</p> <p> State Services for Crippled Children</p> <p> Special Examination</p> <p>X PROBATIONARY PERIOD</p> <p> Nature, Purpose, and Duration</p> <p> Conditions Preliminary to Permanent Appointment</p> <p> Salary Advancement During Probation</p> <p> Promotions During Probation</p> <p> Transfer During Probation</p> <p> Separation During or at Termination of Probation</p>	<p>XI PROMOTIONS</p> <p> Method of Making Promotions</p> <p> Promotion by Competitive Examination</p> <p> Promotion by Noncompetitive Examination</p> <p>XII TRANSFERS AND DEMOTIONS</p> <p> Transfers</p> <p> Demotions</p> <p>XIII SEPARATIONS, TENURE, AND REINSTATEMENT</p> <p> Resignations</p> <p> Dismissals</p> <p> Suspension</p> <p> Reduction of Force</p> <p> Like Penalties for Like Offenses</p> <p> Tenure of Office</p> <p> Reinstatement of Permanent Employees</p> <p> Reinstatement to Register</p> <p>XIV APPEALS</p> <p> Appeal from Examination Rejection</p> <p> Review of Examination Ratings</p> <p> Appeal from Removal from Register</p> <p> Appeal from Dismissal, Suspension, or Demotion</p> <p> Appeal from Promotion Rejection</p> <p>XV ATTENDANCE AND LEAVE</p> <p>XVI SERVICE RATINGS</p> <p>XVII POLITICS AND RELIGION</p> <p> No Interference with Election</p> <p> No Disclosure or Discriminations</p> <p> Recommendations Not Considered</p> <p>XVIII OTHER EMPLOYMENT</p> <p>XIX PAY ROLL CERTIFICATION</p> <p>XX RECORDS AND REPORTS</p> <p>XXI CO-OPERATION WITH OTHER MERIT SYSTEM AGENCIES</p> <p>XXII AMENDMENTS</p> <p>XXIII CONSTRUCTIONS OF ARTICLES AND SECTIONS</p> <p>XXIV EFFECTIVE DATE</p> <p>XXV WAR-TIME GENERAL AMENDMENTS</p>
--	---

ARTICLE I

Definitions

The following definitions apply throughout these Regulations, unless the context clearly requires another meaning:

1. "Agency" means the State Department of Social Welfare and the County Boards of Social Welfare, duly constituted as provided by the Iowa Department of Social Welfare Act, or the Employment Security Commission, duly constituted as provided by the Iowa Employment Security Law, or the State Department of Health, duly constituted as provided by the Public Health Law, or the State Services for Crippled Children as administered by the College of Medicine of the State University of Iowa for the Iowa State Board of Education, hereinafter referred to as "State Services for Crippled Children," or the Iowa Mental Health Authority as set out in Chapter 353, Laws of the 52nd General Assembly of the State of Iowa, and administered by the Psychopathic Hospital at Iowa City, Iowa, through its Director, or the Merit System Council

for purposes of classification and compensation plan, as provided for in these Regulations for employees of the Merit System office.

2. "Council" means the Merit System Council as provided by Article II.

3. "Director" means the Merit System Director as provided by Article II.

4. "Appointing Authority" means the State Board of Social Welfare, a County Board of Social Welfare, the Employment Security Commission, the Commissioner of Public Health, the State Services for Crippled Children appointing authority, or the Iowa Mental Health Authority appointing authority, empowered by law to appoint personnel.

5. "Personnel Officer" means that employee of the State Department of Social Welfare, the Employment Security Commission, the State Department of Health, the State Services for Crippled Children, or the Iowa Mental Health Authority, who is immediately responsible to the administrative head for the personnel administration of the agency, and whose duties are described in Article II.

6. "Position" means an office or employment (whether part-time or full-time, temporary or permanent, occupied or vacant) composed of specific duties.

7. "Exempt Position" means a position herein designated as a position exempted from the application of these Regulations. The exempt positions in the State Department of Social Welfare and in the County Boards of Social Welfare are the following:

(a) Members of the State Board of Social Welfare;

(b) The Assistant Attorney General;

(c) Members of the County Boards of Social Welfare;

(d) In the program of Child Welfare Services, part-time professional persons who are paid for any form of medical, nursing or other professional service and who are not engaged in the performance of administrative duties under the state plan, provided that such persons meet the standards of training and experience established by the State Board of Social Welfare;

(e) Employees of County Boards of Social Welfare who are employed during a seasonal period to conduct a garden project;

(f) Janitors.

The exempt positions in the Employment Security Commission are the following:

(a) Members of the Employment Security Commission;

(b) Part-time janitors.

The exempt positions in the State Department of Health are the following:

(a) Commissioner of Public Health;

(b) All part-time professional persons who are paid for any form of medical, nursing or other professional service and who are not engaged in the performance of administrative duties under the state plan, provided that such persons meet the minimum standards of training and experience established by the State Department of Health;

(c) Personnel of the Divisions of Barbering and Cosmetology and Personnel of the Examining Boards for the Chiropractic, Chiropody, Dentistry, Embalm-

ing, Medicine, Optometry and Osteopathic professions;

(d) Janitors.

The exempt positions in the State Services for Crippled Children are the following:

(a) The Executive Director of the State Services for Crippled Children;

(b) The Secretary to the Executive Director;

(c) The staff of the College of Medicine and of the University Hospital of the State University of Iowa;

(d) Part-time professional persons who are paid for any form of medical, nursing or other professional service and who are not engaged in the performance of administrative duties under the state plan, provided that such persons meet the standards of training and experience established by the State Services for Crippled Children.

The exempt positions in the Iowa Mental Health Authority are as follows:

(a) The Director of the State Psychopathic Hospital of the State University of Iowa;

(b) Part-time professional persons who are paid for any form of medical, nursing or other professional service and who are not engaged in the performance of administrative duties.

In addition to the above, personnel of hospitals, sanatoria, clinics and local mental health units receiving financial assistance from the Mental Health Authority, may be exempt.

8. "Class" means a group of positions sufficiently similar as to the duties performed, degree of supervision exercised or required, minimum requirements of education, experience, or skill, and such other characteristics, that the same title, the same tests of fitness, and the same schedule of compensation may be applied to each position in the group.

9. "Eligible" means any applicant for a merit examination who receives a final passing rating.

10. "Register" means an official established list of eligibles for a class in the order of their final ratings in a merit examination as described in Article VI.

11. "Employee" means any person in the employ of an agency who is paid a salary or wage.

12. "Original Appointment" means the first appointment of an individual to an agency through selection from a register in accordance with Article VIII, Section 1.

13. "Probationary Period" means the first 6 months of employment beginning with the date of original appointment to a permanent position as described in Article X.

14. "Permanent Employee" means an employee whose permanent retention has been approved at the completion of a probationary period.

15. "Provisional Appointment" means an appointment for not more than 6 months to fill a position pending the establishment of a register for such position as described in Article VIII, Section 2.

16. "Temporary Appointment" means an appointment from a register for a period not to exceed 6 months as described in Article VIII, Section 5.

17. "Emergency Appointment" means an appointment for not more than 30 working days to a position required by a state of emergency as described in Article VIII, Section 4.

18. "Promotion" means a change in status of an employee, from a position in one class to a position in another class having a higher entrance salary as described in Article XI.

19. "Salary Advancement" means an increase in salary within the salary range prescribed for the class by the agencies' compensation plans.

20. "Demotion" means a change in status of an employee, from a position in one class to a position in another class having a lower entrance salary as described in Article XII.

21. "Transfer" means a change from one position to another in the same class or in another class having the same entrance salary as described in Article XII.

22. "Resignation" means the termination of employment of an employee made at the request of the employee.

23. "Dismissal" means the termination of employment of an employee for cause.

24. "Suspension" means an enforced leave of absence without pay for disciplinary purposes or pending investigation of charges made against an employee.

25. "Lay Off" means the termination of employment because of lack of funds, or work, or because of material changes in duties or organization.

26. "Separation", a general term, means the removal of the name of an employee from the pay roll.

ARTICLE II

Organization for Merit System

Section 1. Merit System Council

A Merit System Council shall be appointed by the Governor, within 30 days from the effective date of these Regulations, from a panel of 6 names presented to him through joint action of the State Board of Social Welfare, the Employment Security Commission, the State Department of Health, the State Services for Crippled Children, and the Iowa Mental Health Authority. The Council shall be composed of 3 members, who shall be public-spirited persons of recognized standing and of known interest in the improvement of public administration and in the impartial selection of efficient government personnel. No member of the Council shall have held political office or have been an officer in a political organization during the year preceding his appointment nor shall he hold such office during his term. No member of the Council shall have been an employee of the agencies within one year prior to his appointment.

It shall be the duty of the Council within the scope of these Regulations:

(a) To establish general policies for the administration of merit examinations and the hearing of personnel appeals as provided in Article XIV;

(b) To hear such appeals or to establish impartial bodies to hear such appeals on its behalf;

(c) To appoint a Merit System Director with the approval of the State Board of Social Welfare, the Employment Security Commission, the State Department of Health, the State Services for Crippled Children, and the Iowa Mental Health Authority, to advise with him in formulating procedures for the conduct of merit examinations, and to inspect and review his activities for the purpose of assuring conformity with these Regulations and the policies of the Council;

(d) To review the classification and compensation plans and to advise with the state agencies on their adoption and subsequent revisions;

(e) To make recommendations to the agencies relative to their internal personnel practices to assure conformity with these Regulations;

(f) To approve a budget for submittal to the state agencies covering all costs of merit-system activities as covered by these Regulations.

(g) To promote public understanding of the purposes, policies, and practices of the merit system. As a means thereto, the Council shall examine into and make a written report to the Governor and to the state agencies at least annually on the operation of the merit system, including the conduct of examinations, the establishment of registers, certifications from registers, promotions, salary advancements, dismissals, demotions, transfers and separations, and the maintenance of the classification and compensation plans. Such reports shall be filed with the Governor and the state agencies and shall be open to public inspection;

(h) To review and make written recommendations to the state agencies with respect to any amendments to these Regulations.

Members of the Council shall serve for a term of 3 years or until successors have been appointed by the Governor, except that in the first instance one member shall be appointed to serve until December 31, 1940; one member shall be appointed to serve until December 31, 1941; and one member shall be appointed to serve until December 31, 1942. In appointing a successor to a member of the Council, the Governor shall make his selection from a panel of 3 names presented to him through joint action of the State Board of Social Welfare, the Employment Security Commission, the State Department of Health, the State Services for Crippled Children, and the Iowa Mental Health Authority. A member appointed to fill a vacancy occurring prior to the expiration of a term shall be appointed for the remainder of such term. Members of the Council may be reappointed at the expiration of their term of office.

The Council shall elect a chairman from its membership. It shall also designate the Merit System Director or one of his staff as its recording secretary, whose duty it shall be to keep a record of the proceedings of meetings. Meetings of the Council shall be held as often as necessary and practicable upon call of the chairman or of the state agencies. Two members of the Council shall constitute a quorum for the transaction of business. The state agencies shall have the right to be represented at all meetings of the Council, but such representation shall be without voting power. The Council shall adopt procedures for the conduct of its activities.

Members of the Council shall each be paid \$10 for each day devoted to work on the Merit System Council, but not more than \$200 each in any fiscal year. They shall also be reimbursed for necessary traveling and other expenses.

Section 2. Merit System Director

The Merit System Director shall be a person who has had training and experience in a field related to merit-system administration, shall have known sympathies with the merit principle in government service, and shall possess such other qualifications as are requisite for the performance of duties hereinafter defined. Within one year prior to his appointment, the Director shall not have served as an employee of the agencies; nor within 3 years prior to his appointment shall he have held, nor during his term of office shall he hold, political office or office in any political organization.

In conformity with these Regulations, the Director shall develop and put into continuous effect policies and procedures for the administration of the merit system as they relate to the preparation, administration, and scoring of examinations; the preparation, custody, and maintenance of registers of eligibles; the determination of availability of eligibles for appointment; the certification for appointments; the determination of the adequacy of existing registers; and such other duties as may be prescribed herein or by the Council.

The Director, with the approval of the Council, shall establish an office separate and distinct from the offices occupied by the agencies; shall select a staff of assistants, no member of which shall have been an employee of the agencies during the 6 months immediately preceding his appointment; and shall prepare and submit, with the approval of the Council, budget requests to the state agencies covering all cost of merit-system activities. In selecting personnel, the Director shall, insofar as practicable, make appointments in conformity with these Regulations.

Section 3. Agency Personnel Officers

Each state agency shall designate a staff employee to serve as Personnel Officer. The Personnel Officer shall be responsible to such state appointing authority for the internal personnel administration of the agency. It shall be his responsibility: to develop and put into effect procedures for carrying out the personnel policies of the agency; to participate in the preparation of and to administer the classification and compensation plans, to maintain personnel records of all persons employed in the agency and records of all personnel actions; to request certifications of eligibles by the Director; to report to the Director on the selection of eligibles, promotions, salary advancements, demotions, transfers, dismissals, resignations, and all types of appointments; to recommend to the appointing authorities, on the basis of reports received from the supervisory official concerned, the retention or termination of probationary appointees at the close of the probationary period; to provide and administer a system of service ratings; to make a report to the state appointing authority at least annually on which the personnel activities of the agency, a copy of which shall be filed with the Council; to notify the Director, as promptly as practicable, regarding vacancies

which may occur in the agency; and to perform such other duties as are prescribed by these Regulations or by the agency.

ARTICLE III

Classification Plans

Section 1. Preparation of Plans

Each state agency shall formally adopt and make effective a comprehensive classification plan for all positions. Such plan shall be based upon investigation and analysis of the duties and responsibilities of each position and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, the classification plan shall include for each class an appropriate title, a description of the duties and responsibilities, and the minimum requirements of education, experience, and other qualifications.

Insofar as practicable, all classes for clerical, stenographic, and other positions which are common to the agencies concerned shall have the same titles and the same minimum requirements.

Section 2. Adoption of Plans

The proposed classification plans, and any changes therein, shall be submitted to the Council for review and recommendation. Each plan shall then be submitted to the appropriate state appointing authority for consideration, approval, and formal adoption. Thereafter, class titles so established shall be used in all personnel and financial records of the agencies, as well as in all examination procedures.

Section 3. Allocation of Positions

Every position in the agencies shall be allocated to one of the classes established by the classification plans. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made to new or existing classes as is necessitated thereby.

Section 4. Revision of Plans

Existing classes may be abolished or changed, or new classes added, in the same manner as the classification plans are originally adopted.

Section 5. Incumbents of Reallocated Positions

When a position is reallocated to a different class, the incumbent shall not be deemed eligible to continue in the position unless he would have been eligible for original appointment, promotion, transfer, or demotion, to a position of the new class while he was serving in the position as it was previously allocated. If he is ineligible to continue in such position, he may be transferred, promoted, or demoted, by appropriate action in accordance with such provision of these Regulations as the agency may deem to be applicable. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these Regulations regarding separations shall apply.

ARTICLE IV

*Compensation Plans***Section 1. Preparation of Plans**

Each state agency shall formally adopt and make effective a comprehensive compensation plan for all classes. The plan shall include salary schedules for the various classes with the salary of each class consistent with the functions outlined in the class specifications. Initial, intervening, and maximum rates of pay for each class shall be established to provide for steps in salary advancement without change of duty in recognition of meritorious service. In arriving at such salary schedules, the advice and suggestions of appointing authorities, prevailing rates in other departments of the state, and other relevant factors shall be taken into consideration.

Insofar as practicable, all classes for clerical, stenographic, and other positions which are common to the agencies concerned shall have the same salary ranges.

Section 2. Adoption of Plans

The proposed compensation plans, and any changes therein, shall be submitted to the Council for review and recommendation. Each plan shall then be submitted to the appropriate state appointing authority for consideration, approval, and formal adoption. Salary ranges for classes shall be amended in the same manner as originally adopted.

Section 3. Administration of Plans

The approved compensation plans shall constitute the official schedule of salaries for all classes in the respective agencies. No salaries shall be approved by the fiscal officers unless they conform to the approved compensation plans and are at one of the salary levels for the class. The entrance salary for any employee shall be at the minimum salary for the class to which he is appointed.

Provided, however, in view of the present abnormal employment conditions, the State Department of Health may make appointments above the minimum of the salary range for professional and administrative classes upon the following conditions:

(a) Such appointments shall be made at one of the regularly established steps in the range, and not higher than the third step in the salary range of the class to which appointment is made;

(b) Such appointment shall have the approval of the Merit System Council after written submission to the Council by the agency of the reasons for the higher rate;

(c) No individual shall be appointed at a rate higher than the entrance rate unless all individuals standing higher on the register are first offered the higher rate;

(d) When such an appointment is made in the state office, or in a local unit at other than the minimum of the range, all employees in the same class in the state office, or the local unit shall be at or above the point in the range at which the appointment is made or shall be raised to that point.

An employee who is promoted shall have his salary raised to the initial rate of pay for his new class, if his previous salary was below such initial rate. If his present salary falls within the

range for his new class, no change in his existing rate shall be made at the time of promotion; except that in the event his present salary does not coincide with one of the steps in the new range, he shall be paid at the next higher rate in the new range.

An employee who is demoted shall have his salary reduced at least to the maximum rate for the new class. If his present salary falls within the range for the lower class, no change in his existing rate need be made at the time of demotion; except that in the event his present salary does not coincide with one of the steps in the new range, he shall be paid at the next lower rate in the new range.

An employee who is transferred shall be paid at his present rate or at the next higher rate of the class to which he is transferred in case there is not exact conformity between the intervening rates in the salary ranges of the two classes.

Salary advancements shall not be automatic, but shall be based upon quality and length of service and shall be controlled by agency regulations providing for fixed times for consideration of increases, for limitation of increases to a reasonable proportion of employees, for a reasonable distribution of increases among classes, and for the number of increases that an individual employee may receive.

ARTICLE V

Applications and Examinations

War-time amendment was made affecting this Article. See pages showing war-time amendments.

Section 1. Character of Examinations

Examinations for entrance to the service shall be conducted on an open-competitive basis. Examinations shall be practical in nature, shall be constructed to reveal the capacity of the applicant for the particular position for which he is competing as well as his general background and related knowledge, and shall be rated objectively. A practical written examination shall be included, except that where peculiar and exceptional qualifications of a scientific or professional nature are required and competition through an assembled examination is impracticable, an unassembled examination may be held. The Director shall determine when competition through an assembled examination is impracticable and shall present satisfactory evidence to the Council for approval.

Examinations shall include in addition to the written examination:

(a) A competitive performance test for stenographic and typing positions and a performance test for other positions involving the operation of office machines;

(b) A rating of education and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions;

(c) An oral examination for positions requiring frequent contact with the public, or which involve important supervisory or administrative duties.

The Director, with the approval of the Council, shall assign definite weights to each part of the examination prior to its public announcement.

Section 2. Notice of Examination

The Director shall give public announcement of all entrance examinations at least three weeks in advance of the closing date for receipt of applications, and he shall make every reasonable effort to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout the state and copies shall be sent to newspapers of state-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as the Director may deem expedient. Public announcement of examinations shall specify the title and salary range of the class, information as to the rates of pay at which appointments are expected to be made, the duties to be performed, the minimum qualifications required, the final date on which applications will be received, and all other conditions of competition, including the relative weights assigned to the various parts of the examination, the passing grades (to be determined in accordance with Section 6 of this Article), and the fact that failure in one part of the examination will disqualify an applicant.

Section 3. Filing Applications

All applications shall be made on forms prescribed by the Council and must be filed with the Director on or prior to the closing date specified in the announcement or postmarked before midnight of that date. Such applications shall include a statement from the applicant of all pertinent information regarding his education, experience, and age, and, in addition, the Director may require a photograph of the applicant, a certificate of his physical fitness from one or more licensed physicians, and any other information which the Director may deem necessary. All applications shall be signed, and the truth of all statements contained therein certified by such signature.

Section 4. Disqualification of Applicants

Under the supervision and direction of the Council, the Director may refuse to examine an applicant, or, after examination, may disqualify such applicant or remove his name from a register, or refuse to certify any eligible on a register if:

- (a) He is found to lack any of the preliminary requirements established for the examination for the class;
- (b) He is so disabled as to be rendered unfit for the performance of the duties of the class;
- (c) He is addicted to the use of narcotics or the habitual use of intoxicating liquors to excess;
- (d) He has been convicted of any felony or other crime involving moral turpitude;
- (e) He has made a false statement of material fact in his application;
- (f) He has previously been dismissed from any public service for delinquency or misconduct;
- (g) He has used or attempted to use any pressure or bribery to secure an advantage in the examination or appointment;
- (h) He has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;
- (i) He has failed to submit his application correctly or within the prescribed time limits;

(j) He has taken part in the compilation, administration, or correction of the examinations;

(k) He has otherwise violated provisions of these Regulations.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet the preliminary requirements shall be notified by letter to his last-known address sufficiently in advance of the examination to allow for an appeal from rejection as provided for in Article XIV, Section 1.

Section 5. Conduct of Examinations

Written examinations for the same class shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The Director may designate such monitors as may be necessary to conduct examinations under instructions prescribed by him, and may also arrange for the use of public buildings in which to conduct the examinations. The Director shall provide for the compensation of monitors in accordance with the approved budget for the purpose.

The identity of persons taking competitive assembled examinations shall not be disclosed to the examiners. An identification number, which shall be used to identify all papers of each applicant, shall be assigned by the Director to each applicant. Any examination papers bearing the name of the applicant or identification other than the identification number shall be rejected. In cases of rejection the Director shall promptly notify the applicant.

Section 6. Rating Examinations

The Director shall determine a final rating for each applicant's examination, computed in accordance with the weights for the several parts established by the Director as set forth in the announcement. Failure in any part of an examination shall disqualify the applicant in the entire examination and shall disqualify him from participation in subsequent parts of the examination. All applicants for the same position shall be accorded uniform and equal treatment in all phases of the examination procedure.

The Director, with the approval of the Council, shall utilize appropriate scientific techniques and procedures in rating the results of examinations and in determining the final ratings of the competitors. In determining the system for rating results of the examinations, the Director and the Council shall give due regard to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the register.

Section 7. Rating Education and Experience

When education and experience form a part of the total examination, the Director, with the approval of the Council, shall determine a procedure for the evaluation of the education and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality as well as quantity of experience and to the pertinency of the education. This procedure shall allow for the substitution of educa-

tion for experience, and experience for education, within the limits stated in the class specification.

Section 8. Investigations

The Director shall investigate an applicant's education and experience to verify the statements contained in his application form and to adduce evidence regarding his character and fitness either before rating his education and experience or after giving an initial rating. If this investigation produces information affecting a rating of education and experience already given, the Director shall rerate the applicant's record accordingly, and shall make the necessary adjustments on the register. He shall also promptly notify the applicant of any such rerating.

Section 9. Oral Examinations

War-time amendment was made affecting this section. See pages showing war-time amendments.

When an oral examination forms part of a total examination for a position, the Director shall, with the approval of the Council, appoint one or more Oral Examination Boards as needed. An Oral Examination Board shall consist of two or more members who shall be known to be interested in the improvement of public administration and in the selection of efficient government personnel, and at least one of whom shall be technically familiar with the character of work in the position for which the applicant will be examined. Any person holding political office or any officer or committee member of any political organization, or any person actively engaged in the work of any political organization, shall not serve as a member of any such board. Not more than one member of the oral board shall be an officer or employee of the agencies. If practicable, all applicants qualifying for the oral examination for the same class shall be rated by the same Oral Examination Board. A member of an Oral Examination Board shall disclose each instance in which he knows the applicant personally.

[Filed December 21, 1956]

Section 10. Notice of Examination Results

Each applicant passing all parts of the examination shall be notified by mail by the Director of his final rating as soon as the rating of the examination has been completed and the register established. An eligible, upon request and presentation of proper identification, shall be entitled to information concerning his relative position on a register. An applicant who fails any part of the examination or the total examination shall be notified of his failure.

Section 11. Special Written Examinations

No applicant shall be given a special written examination unless the Council by formal and recorded action finds that the applicant's failure to take or complete the original examination was due to an obvious error in connection with the administration of the examination for which the Director or one of his assistants is responsible. The Council's findings and recommendations shall be recorded in its minutes. No claim for a special written examination shall be allowed unless it is filed in writing with the Council within 10 days after the date the original written examination was held. Any

special written examination shall be constructed on a pattern similar to the original written examination.

Section 12. Physical Examinations

Before appointment applicants may be required to pass a satisfactory physical examination.

Section 13. Examination Records

The Director shall be responsible for the maintenance of all records pertinent to the examination program. Applications and other necessary examination records shall be kept during the life of the register. Examination records of appointees shall be kept permanently, but examination records of applicants not appointed may be destroyed 30 days after the register expires.

Section 14. Change of Address

Each applicant or eligible shall file with the Director notice of any change of address.

ARTICLE VI

Registers

Section 1. Establishment of Registers

After each examination the Director shall prepare a register of the eligibles. The names of such persons shall be placed on the register in the order of their final ratings starting with the highest. If two or more eligibles have final ratings which are identical, their names shall be arranged on the register in the order of their ratings on the written part of the examination; if the ratings on the written part of the examination are the same, their names shall be arranged on the register alphabetically. A register for a class identical in the agencies shall be used in making appointments to any agency.

Registers shall be established on a state-wide basis. The Director shall, however, when requested by the state agency and upon the Council's approval, establish geographic subregisters of a register to include all names of eligibles on the register who reside within a specific area, such names being arranged in the order of their final ratings starting with the highest.

If a vacancy exists in a class for which there are less than three eligibles available, the Director, with the approval of the Council, may prepare an appropriate register for the class from one or more existing related registers. For this purpose the Director shall select registers for classes for which the minimum qualifications and examinations are similar to or higher than those required for the class in which the vacancy exists. The Director may, if necessary, rerate education and experience in accordance with Article V, Section 7, on the basis of the minimum qualifications required for the class in which the vacancy exists.

Section 2. Duration of Registers

The life of each register shall normally be one year from the date of its establishment, but this period may be reduced or extended by the Director with the approval of the Council. If no action is taken, the life of a register shall automatically be extended until a new comparable register is established. If the Council abandons a register previous

to establishment of a new comparable register, its minutes shall clearly indicate the reason for such action. A register may be deemed by the Director to be exhausted if fewer than 3 available eligibles remain on the register. Upon the exhaustion of a register, or if the Director, with the approval of the Council, reduces the life of a register, he shall notify each eligible remaining on such register to this effect by mail to his last-known address.

It shall be the duty of the Personnel Officer to notify the Director as far in advance as possible of vacancies which may occur in the agency. The Director, with the approval of the Council, shall be responsible for determining the adequacy of existing registers and for the establishment and maintenance of appropriate registers for all positions in the agencies exclusive of exempt positions.

Section 3. Removal of Names from Registers

Under the supervision and direction of the Council, the Director may remove the name of an eligible from a register:

- (a) For any of the causes stipulated in Article V, Section 4;
- (b) On evidence that the eligible cannot be located by the postal authorities;
- (c) On receipt of a statement from the eligible declining an appointment and stating that he no longer desires consideration for a position with the agency;
- (d) If three offers of a probationary appointment to the class for which the register was established have been declined by the eligible.

The Director shall notify the eligible of this action and the reasons therefor by mail to his last-known address. An eligible's name shall be reinstated on the register upon showing of cause satisfactory to the Director, or in accordance with a decision of the Council upon appeal as provided in Article XIV, Section 3.

ARTICLE VII

Certification of Eligibles

Section 1. Request for Certification

If a vacancy occurs in any position in an agency or if new positions are established and new employees are needed, requisition shall be submitted by the Personnel Officer to the Director on a prescribed form. This requisition shall state the number of positions to be filled in each class together with the class title and other pertinent information. The sex of eligibles to be certified may be indicated when this is a reasonable requirement for a particular position.

For a local office position the Personnel Officer may request certification of names from a geographical subregister if such has been established.

Section 2. Certification Methods

Upon receipt of a requisition, the Director shall certify and submit the names of available eligibles. If one position is involved, he shall certify and submit the 3 highest available names from the original entrance register established as a result of a merit examination for that class and the 3 highest available names from an appropriate promotional register if such exists. When there is more than one position involved, he shall, for each class,

certify and submit from each of the above described registers a total number of names equal to 5 times the number of positions to be filled divided by 3. (Fractions shall be considered as to the next whole number.)

If the Personnel Officer has requested certification of names from a geographic subregister to fill a local office position, the Director, with the approval of the Council, may certify the 3 highest available names from both the appropriate subregister and from the state-wide register for the class to fill the vacancy in the local office; and the appointing authority may make selection from either certificate.

If there are no registers which the Director with the approval of the Council deems appropriate, then the Director may certify and submit names in accordance with the above procedure from a register established as described in Article VI, Section 1, paragraph 3.

If an eligible receives a probationary or permanent appointment, such appointment shall constitute, for its duration, a waiver of his right to certification from any other register on which his name appears for a class the minimum salary of which is either equal to or lower than the minimum salary of his present class, unless at the time of such appointment he requests in writing that his name be retained for certification from such register. An employee whose name appears on a register for a class having a salary range higher than the salary range for his present class shall have his name certified and submitted by the Director, and shall be given consideration by the appointing authority for the higher class if his name is reached.

If the appointing authority, in the exercise of choice provided under Article VIII, Section 1, passes over the name of an eligible on a particular register for 3 separate appointments from that register, written request may be made to the Director to omit that name from any subsequent certification to the same appointing authority from the same register. The name of such eligible shall thereafter not be certified to the appointing authority from that register for future vacancies in the class.

An eligible may be considered not available by the Director if he fails to reply to a written inquiry after 5 days in addition to the time required for the transmission of the inquiry to his last-known address and return of reply.

Section 3. Subregister Certification

If, in certifying and submitting the names of eligibles for a vacancy in a local office from a geographic subregister established for the area the Director finds there are fewer than 3 such eligibles on the subregister, he shall certify and submit the names of the one or two such eligibles. If there is no local eligible, certification may be made from a subregister of eligibles established for a larger geographical area.

ARTICLE VIII

Appointments

Section 1. Original Appointments

All appointments to positions in the agencies exclusive of exempt positions shall be made in ac-

cordance with these Regulations. Selection shall be made for each position from the names on the certificate, submitted by the Director in accordance with Article VII, exclusive of the names of those persons who failed to answer or who declined appointment or of those names to whom the appointing authority offers an objection in writing based on Article V, Section 4, which objection is sustained by the Director with the approval of the Council. When there is more than one position to be filled, appointments shall be made from those standing highest on the certificate and each name shall be considered at least 3 times for each position.

In selecting persons from among those certified, the appointing authority shall be permitted to examine their applications and reports of investigations and to interview them. Final selection shall be reported in writing by the Personnel Officer to the Director.

If the eligible selected declines the appointment, evidence of declination and other such data shall be transmitted to the Director for permanent record. An eligible may be considered by the Director as having declined appointment if he fails to reply after 5 days in addition to time allowed for transmission of letter or telegram and return of reply. If an eligible accepts an appointment and fails to present himself for duty at the time and place specified, without giving reasons for the delay satisfactory to the appointing authority and the Director, he shall be deemed to have declined appointment.

Section 2. Provisional Appointments

War-time amendment was made affecting this section. See pages showing war-time amendments.

If, in the opinion of the appointing authority, there are urgent reasons for filling a position and there are no eligibles on a register established as a result of an examination for the position, and no appropriate promotional register or other appropriate register exists, the appointing authority may submit to the Personnel Officer for forwarding to the Director the name of a person to fill the position pending examination and establishment of a register. If such person's qualifications are then certified by the Director as meeting the minimum qualifications as to education and experience specified in the class specification, such person may be provisionally appointed to fill the existing vacancy until an appropriate register is established and appointment made therefrom. No provisional appointment shall be made until the position has been classified and minimum qualifications established therefor in accordance with these Regulations. No provisional appointment shall be continued for more than 30 days after an appropriate register has been established for the class, and in no event for more than six months from the date of appointment, except that for provisional appointments made between November 1, 1939, as provided in Article IX, and the date on which original registers are established from which appointments can be made, the six-month limitation may be extended to thirty days after appropriate original registers have been established. Successive provisional appointments of the same person shall not be permitted and a position shall not be filled by repeated provisional appointments. The

period of provisional appointment shall not constitute a part of the probationary period except that when provisional appointments are made between November 1, 1939, and the date on which original registers are established from which appointments can be made, any period of provisional appointment extending beyond six months may be considered to constitute a part of the probationary period for appointees who qualify as provided in Article IX, and who are selected from the registers to continue in the positions to which their provisional appointments have been made.

Section 3. Intermittent Appointments

Lists, composed of the names of persons who have been permanent, probationary, or temporary employees appointed in accordance with these Regulations for at least three months and who have indicated to the Director willingness to accept intermittent employment, may be prepared by the Director either on a state-wide or on an area basis. Such lists, arranged according to classes, shall be known as reserve lists. If the work of an agency demands the services of a person for intermittent periods, the appointing authority may select a person from a reserve list for a class. An appointment may be made to a vacancy in the specific class for which the reserve list was established, as well as to a vacancy in a lower class, without regard to the standing of the persons on the reserve list and without prior clearance with the Director, but such appointment shall be reported by the Personnel Officer to the Director. An intermittent appointment to a higher class, however, shall not be made from any list for a lower class. When the reserve lists become exhausted, appointments shall be made in accordance with other provisions of this Article. The period of intermittent service shall not constitute a part of a probationary period. In no case shall intermittent employment of an individual continue longer than 90 days, or exceed a total of 6 months during any 12 month period.

Section 4. Emergency Appointments

Whenever an emergency exists which requires the immediate services of one or more persons and it is not possible to secure such persons from appropriate registers, the appointing authority may appoint a person or persons without regard to other provisions of these Regulations governing appointments. In no case, however, shall the same person be appointed for more than 30 working days during any 12-month period. Each emergency appointment shall, when appointment is made, be reported in writing by the Personnel Officer to the Director.

Section 5. Temporary Appointments

If an employee is needed for a temporary period, a certification shall be made by the Director of the names of those eligibles, in order of their places on an appropriate register, who have indicated willingness to accept temporary appointment. Certification shall be made in the manner set forth in Article VII. Appointments shall be made in the same manner as prescribed in this Article for probationary appointments. The duration of a temporary appointment shall be limited to the period of the need and in no event shall a temporary appointment continue for more than 6 months in any 12-month period. The

acceptance or refusal of a temporary appointment shall not affect an eligible's standing on a register nor his eligibility for a probationary appointment, and the period of temporary service shall not constitute a part of a probationary period. Successive temporary appointments to the same position shall not exceed six months in any 12-month period.

Section 6. State Residence Requirement

When required by the statutes of Iowa, all persons appointed to positions in the agencies must be citizens of the United States and must have been residents of the state for at least two years prior to their appointment.

Section 7. Veterans' Preference

Preference in appointments shall be given to war veterans, in accordance with the Iowa Soldier's Preference Law, who qualify for such appointments in accordance with these Regulations.

ARTICLE IX

Status of Employees Appointed Prior to Issuance of Federal Government's Personnel Standards

Section 1. Employment Security Commission

Employees of the Employment Security Commission who have received legal permanent appointments under the previously recognized merit system of the Employment Security Commission established by Regulations which went into effect January 21, 1938, and employees of the Employment Security Commission who have received legal permanent appointments under the merit system rules of the United States Employment Service, shall retain their merit-system status in their present positions without further examination.

A person who is now serving in a classified position under probationary appointment under the existing Merit System Regulations, or a person who may hereafter be appointed to a classified position on probation from the existing registers for either the Unemployment Compensation Division or the Employment Service Division prior to the establishment of new registers under these Regulations, may be given permanent appointment under the provisions of these Regulations. The established registers for the above named divisions are hereby extended until new registers are established in accordance with these Regulations. Employees of the Iowa Employment Security Commission who were in the service of said Commission on November 1, 1939, the date of the issuance of the Standards for a Merit System of Personnel Administration in State Employment Security and State Public Assistance Agencies, issued by the Federal Social Security Board in accordance with the provisions of the Federal Social Security Act as amended, whose positions were not covered by the previously recognized merit system of the Commission, and who are certified by the Employment Security Commission as having given satisfactory service, may be admitted to the examination for the position held at the time of the examinations without regard to minimum qualifications of education and experience, except that any incumbents who passed the previously recognized merit system examinations for appropriate or comparable positions and which they

now hold will not be required to stand another examination to retain their positions. Upon certification by the Director that they have attained passing grades in the examinations held in accordance with the provisions of Article V, they may be appointed as permanent employees without being required to serve a probationary period.

Section 2. State Department of Social Welfare

An employee who is in the service of the State Department of Social Welfare on November 1, 1939, the date of the issuance of the Standards for a Merit System of Personnel Administration in State Employment Security and State Public Assistance Agencies, issued by the Federal Social Security Board in accordance with the provisions of the Federal Social Security Act as amended, and the date of the issuance of the Policies Adopted by the Children's Bureau as a Basis for Review of Provisions for a Merit System of Personnel Administration, issued by the United States Children's Bureau in accordance with the provisions of the Federal Social Security Act as amended, and who is certified by the State Board of Social Welfare as having given satisfactory service, may be admitted to the examination for the position held by him on November 1, 1939, without regard to minimum qualifications of education and experience. Upon certification by the Director that he has attained a passing rating in the examination held in accordance with the provisions of Article V, he may be appointed as a permanent employee without being required to serve a probationary period.

An employee, certified as having given satisfactory service in accordance with the above paragraph in this Section, who has been transferred or promoted to a position in another class subsequent to November 1, 1939, but prior to the examination for the position currently held, shall be required to meet the minimum qualifications of education and experience for the new class in order to be admitted to the examination for that position. Such an employee may, on certification by the Director that he has attained a passing grade in the examination for that position, be retained as a permanent employee. An employee transferred or promoted as described above, who fails in the examination for the position currently held by him may, on certification by the Director that he has attained a passing grade in the examination for the position held by him on November 1, 1939, be retained in that position as a permanent employee, provided there is a vacancy in the class.

The services of an employee whom the Director does not certify as having attained a passing grade in the examination for either of the positions referred to above in this Section shall be terminated within 30 days after the establishment of a register for such position or positions in accordance with these Regulations.

An employee filing an application for an examination other than for the two positions referred to above in this Section shall not be given any preference with regard to minimum qualifications or certification. New employees appointed subsequent to November 1, 1939, but prior to the holding of examinations shall be regarded as having provisional appointments and shall be required to compete in the examinations without preference.

Section 3. County Boards of Social Welfare

An employee who is in the service of a County Board of Social Welfare or in the service of any county organization which is administering general relief under the direction of the County Board of Supervisors on November 1, 1939, the date of the issuance of the Standards for a Merit System of Personnel Administration in State Employment Security and State Public Assistance Agencies, issued by the Federal Social Security Board in accordance with the provisions of the Federal Social Security Act as amended, and who is certified by the county appointing authority as having given satisfactory service, may be admitted to the examination for the class to which the position held by him on that date has been allocated, without regard to minimum qualifications of education and experience. Upon certification by the Supervisor that an employee of a County Board of Social Welfare has attained a passing rating in the examination held in accordance with the provisions of Article V, he may be appointed as a permanent employee without being required to serve a probationary period.

Whenever integration may take place (in accordance with Chapter 86, Laws of the Forty-eighth General Assembly, and the provisions of the Department of Social Welfare Act as amended) an employee of any county organization which administered general relief under the direction of the County Board of Supervisors, who is certified by the Merit System Director as having passed a suitable merit examination, may be deemed a permanent employee without serving a probationary period if his period of continuous service has been six months or more. The services of such an employee who is not certified shall be terminated within 30 days after the date of integration. The person filling the position of County Director for the county social welfare program at the time of integration, or the person filling the position of Director of Relief and/or Overseer of the Poor for the county general relief program at the time of integration, who is certified by the Director as eligible for appointment, to the new position of County Director but who is not selected for such appointment, may be eligible for appointment to a position in any lower class in the county or may be transferred in accordance with the provisions of Article XII, Section 1.

An employee of a County Board of Social Welfare, certified as having given satisfactory service by the County Board of Social Welfare, who has been transferred or promoted to a position in another class subsequent to November 1, 1939, but prior to the examination for the position currently held, shall be required to meet the minimum qualifications of education and experience for the new class in order to be admitted to the examination for that position. Such an employee of a County Board of Social Welfare may, on certification by the Director that he has attained a passing grade in the examination for that position, be retained as a permanent employee. An employee of a County Board of Social Welfare, transferred or promoted as described above, who fails in the examination for the position currently held by him may, on certification by the Director that he has attained a passing grade in the examination for the position held by him on November 1, 1939, be retained in

that position as a permanent employee, provided there is a vacancy in the class. The services of an employee of a County Board of Social Welfare whom the Director does not certify as having attained a passing grade in the examination for either of the positions referred to above shall be terminated within 30 days after the establishment of a register for such position or positions in accordance with these Regulations. An employee filing an application for an examination other than for the two positions referred to above shall not be given any preference with regard to minimum qualifications or certification.

New employees of County Boards of Social Welfare appointed subsequent to November 1, 1939, shall be regarded as having provisional appointments and shall be required to compete in the examinations without preference. New employees appointed subsequent to November 1, 1939, to the county organizations which administer general relief under the direction of County Boards of Supervisors shall have no preference in the examinations.

Section 4. State Department of Health

An employee who is in the service of the State Department of Health on November 1, 1939, the date of the issuance of the Policies Adopted by the Children's Bureau as a Basis for Review of Provisions for a Merit System of Personnel Administration, issued by the United States Children's Bureau in accordance with the provisions of the Federal Social Security Act as amended, and who is certified by the State Department of Health as having given satisfactory service, may be admitted to the examination for the position held by him on November 1, 1939, without regard to minimum qualifications of education and experience. Upon certification by the Director that he has attained a passing rating in the examination held in accordance with the provisions of Article V, he may be appointed as a permanent employee without being required to serve a probationary period.

An employee, certified as having given satisfactory service in accordance with the above paragraph in this section, who has been transferred or promoted to a position in another class subsequent to November 1, 1939, but prior to the examination for the position currently held, shall be required to meet the minimum qualifications of education and experience for the new class in order to be admitted to the examination for that position. Such an employee may, upon certification by the Director that he has attained a passing grade in the examination for that position, be retained as a permanent employee. An employee, transferred or promoted as described above, who fails in the examination for the position currently held by him may, on certification by the Director that he has attained a passing grade in the examination for the position held by him on November 1, 1939, be retained in that position as a permanent employee, provided there is a vacancy in the class.

The services of an employee whom the Director does not certify as having attained a passing grade in the examination for either of the positions referred to above in this section shall be terminated within 30 days after the establishment of a register for such position or positions in accordance with these Regulations.

An employee filing an application for an examination other than for the two positions referred to above in this section shall not be given any preference with regard to minimum qualifications or certification. New employees appointed subsequent to November 1, 1939, but prior to the holding of examinations shall be regarded as having provisional appointments and shall be required to compete in the examinations without preference.

Section 5. State Services for Crippled Children

An employee who is the service of the State Services for Crippled Children on November 1, 1939, the date of the issuance of the Policies Adopted by the Children's Bureau as a Basis for Review of Provisions for a Merit System of Personnel Administration, issued by the United States Children's Bureau in accordance with the provisions of the Federal Social Security Act as amended, and who is certified by the State Services for Crippled Children as having given satisfactory service, may be admitted to the examination for the position held by him on November 1, 1939, without regard to minimum qualifications of education and experience. Upon certification by the Director that he has attained a passing grade in the examination held in accordance with the provisions of Article V, he may be appointed as a permanent employee without being required to serve a probationary period.

An employee, certified as having given satisfactory service in accordance with the above paragraph in this section, who has been transferred or promoted to a position in another class subsequent to November 1, 1939, but prior to the examination for the position currently held, shall be required to meet the minimum qualifications of education and experience for the new class in order to be admitted to the examination for that position. Such an employee may, on certification by the Director that he has attained a passing grade in the examination for that position, be retained as a permanent employee. An employee, transferred or promoted as described above, who fails in the examination for the position currently held by him may, on certification by the Director that he has attained a passing grade in the examination for the position held by him on November 1, 1939, be retained in that position as a permanent employee, provided there is a vacancy in the class.

The services of an employee whom the Director does not certify as having attained a passing grade in the examination for either of the positions referred to above in this section shall be terminated within 30 days after the establishment of a register for such position or positions in accordance with these Regulations.

An employee filing an application for an examination other than for the two positions referred to above in this section shall not be given any preference with regard to minimum qualifications or certification. New employees appointed subsequent to November 1, 1939, but prior to the holding of examinations shall be regarded as having provisional appointments and shall be required to compete in the examinations without preference.

Section 6. Special Examination

An employee who qualifies under Sections 2, 3, 4 or 5 of this Article and thereby becomes qualified

for preference in the first entrance examinations held under these Regulations, who is unable to take such examinations on the date or dates set because of illness or other cause beyond his control, may petition the Council for an opportunity to take a special examination similar in nature to the first entrance examination for the same position. Such petition must be filed with the Director within 10 days of the date of the written test in the entrance examination.

The Council shall require a written verified statement of the cause for failure to take the first entrance examination and shall not permit the taking of the special examination herein provided except in cases in which satisfactory proof has been submitted establishing the causes which prohibited the petitioner from taking such first entrance examination.

ARTICLE X

Probationary Period

Section 1. Nature, Purpose, and Duration

All original appointments to permanent positions shall be for a probationary period of 6 months. The record made by the employee during his probationary period shall be an essential part in determining his eligibility for permanent appointment, and shall be utilized for the most effective adjustment of the new employee and for the elimination of any probationary employee whose performance does not meet the required standard of work.

Section 2. Conditions Preliminary to Permanent Appointment

Thirty days prior to the end of the probationary period of an employee in the classified service the personnel officer shall obtain from the employee's superior or superiors a report in writing on a prescribed form which report shall evaluate the services of such employee during the probationary period and shall contain a recommendation of such superior or superiors as to whether the employee has met the requirements for his position, and shall recommend whether or not such employee shall receive permanent appointment. To this report the personnel officer shall add such comments and recommendations as he deems advisable. The personnel officer shall submit this report with his recommendations thereon to the state appointing authority within a reasonable time prior to the end of the probationary period. The state appointing authority shall review the reports and records of the probationary employee and shall determine whether or not the employee shall be given permanent status under the merit system. The personnel officer shall then notify the employee as to the decision of the state appointing authority, and if permanent appointment is not granted the employee's services shall terminate in accordance with these Regulations. The personnel officer shall notify the Director of the decision of the appointing authority.

Section 3. Salary Advancement During Probation

No probationary employee shall receive a salary advancement, except as provided in Section 4 of this article.

Section 4. Promotions During Probation

The serving of a probationary period shall not, of itself, prevent an employee from being promoted to a position of a higher class, provided he is certified from an appropriate register for such higher class in accordance with the provisions of Article VII. If, within the above mentioned limitations, an employee is promoted in this way during a probationary period, the probationary period for the class to which he is promoted shall begin with the date of appointment to such latter class.

Section 5. Transfer During Probation

Except as otherwise provided in Section 4 of this article, an employee shall not be transferred during his probationary period to a position of another class for which a register exists.

No employee, certified to a vacancy in a local office from a geographic subregister and appointed therefrom, in accordance with the provisions of Article VII, shall be transferred from that local office until the probationary period has been completed.

Section 6. Separation During or at Termination of Probation.

At any time during a probationary period an employee may be separated from the service without right of appeal or hearing, but the reasons given for the separation shall be submitted in writing to the Personnel Officer, and a copy shall be filed with the Director for permanent record. Termination of an employee shall take place automatically at the close of the probationary period, and no further salary or other compensation shall be payable to him, unless permanent status in the program has been granted him by the state appointing authority.

The Director, with the approval of the Council and after consultation with the appointing authority, may restore the name of a probationary appointee whose services have been terminated to the register from which he was certified, in accordance with the procedure described in Article XIII, Section 8, but the Director shall not in the future certify the name of such person to the same appointing authority from the same register.

Whenever possible, notice of termination shall be given the probationary employee in writing 15 days prior to the date of termination.

ARTICLE XI*Promotions***Section 1. Method of Making Promotions**

As far as is practicable and feasible, a vacancy shall be filled by promotion of a qualified permanent employee based upon individual performance, as evidenced by recorded service ratings, with due consideration for length of service and for the capacity of the employee for the new position. Preference in promotion may be given to employees within an agency. All interagency promotions must be approved by the appointing authorities concerned.

A candidate for promotion must be certified by the Director to possess the qualifications for the position as set forth in the specifications for the class for which he is a candidate, and he shall be required by the Director to qualify for the new posi-

tion by promotional competitive or noncompetitive examination administered by the Director.

Section 2. Promotion by Competitive Examination

If it is determined by the state agency to fill vacancies in a particular class by promotional competitive examination, such examination shall be given under the direction of the Director. A promotional competitive examination may be limited to employees of the agency concerned or may, with the approval of the state agencies and the Council, be open to employees of the agencies. An employee to be eligible to compete for promotion must have permanent status and must meet the minimum qualifications as to education and experience for the class. A promotional competitive examination shall consist of any combination of the following: Written examinations, ratings on education and experience, evaluation of recorded service ratings and seniority, performance tests, and oral examinations. The combination in each case and procedures for the determination of the passing rating shall be announced by the Director in advance of the examination, and shall take into consideration approved practices.

All employees who receive a passing rating shall be placed on a promotional register for the class in order of their examination ratings.

If a promotional and an original entrance register exist, the same number of names shall be certified from each register in accordance with Article VII. The appointing authority may make his selection from the names submitted from either register, giving such preference to present employees as the good of the service will permit.

Section 3. Promotion by Noncompetitive Examination

If it is determined by the state agency to fill a vacancy by noncompetitive examination, an employee proposed for promotion shall be examined by the Director in accordance with Section 2, paragraph 1, of this Article, and if found to qualify for the class shall be so certified by him.

ARTICLE XII*Transfers and Demotions***Section 1. Transfers**

Except as otherwise provided in Article X, Section 5, a transfer of an employee from one position to another of the same class in an agency or another agency may be made at any time by the appointing authorities concerned. All interagency transfers must also be certified by the Director.

A transfer of a permanent employee from a position in one class to a position in another class having the same entrance salary shall be made only upon certification by the Director with the approval of the appointing authorities concerned. The Director shall require that the employee have the minimum qualifications as to education and experience for the new class. The Director may also require a qualifying examination.

A transfer from a lower to a higher class is a promotion and shall be made only in the manner prescribed in Article XI.

Section 2. Demotions

A permanent employee may be demoted for inefficiency, or for other cause, but in all such cases the employee shall have the same rights of appeal to the Council as employees who have been dismissed.

The Director shall require that the employee have the minimum qualifications as to education and experience for the new class. The Director may also require a qualifying examination.

ARTICLE XIII*Separations, Tenure, and Reinstatement***Section 1. Resignations**

An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the personnel officer of the agency.

Section 2. Dismissals

The appointing authority, 15 days after notice in writing to an employee stating specific reasons therefor, may dismiss any employee who is negligent or inefficient in his duties, or unfit to perform his duties. An employee may be dismissed without prior notice if he is found to be guilty of gross misconduct in connection with his duties, insubordination or if convicted of any felony or crime involving moral turpitude. Conviction means a final verdict of guilty in a court of record. When such conviction is final the employee shall have no recourse to appeal to the Council.

Section 3. Suspension

The appointing authority may, after written notice, suspend any employee without pay for delinquency or misconduct for a period not to exceed 30 calendar days in any one calendar year.

Section 4. Reduction of Force

The appointing authority may separate or lay off any employee without prejudice, because of lack of funds, or curtailment of work. No permanent employee, however, shall be separated while there are emergency, intermittent, temporary, provisional, or probationary employees serving in the same class in the same agency. The order of separations due to reduction of force shall be based upon a formula to be formally established by the Director, and approved by the Council and the state agencies, and all such separations shall be reported to the Director.

Section 5. Like Penalties for Like Offenses

In dismissals for cause and other punishments, like penalties shall be imposed for like offenses and no discrimination shall be exercised for political or religious reasons.

Section 6. Tenure of Office

The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings and other measures of performance. This provision, however, shall not be interpreted to prevent the separation of an employee for cause, or the separation of an employee because of lack of funds or curtailment of work, when made in accordance with these Regulations.

Section 7. Reinstatement of Permanent Employees

A person who has been or is a permanent employee and who has resigned, or who has been separated or has been demoted, shall be eligible for reinstatement in the classification held by him at the time of his separation or demotion, or to a position in a lower class, in any agency within a period of time equivalent to the continuous period of his service in the agencies, provided he has been certified by the Director as meeting the current minimum qualifications as to education and experience of the class to which he is being appointed. Prior to making such certification the Director may require such employee to pass a qualifying examination. Reinstatement may then be made direct by the appointing authority if there is a suitable vacancy in the agency.

Section 8. Reinstatement to Register

Upon written request to the Director, the name of a permanent or probationary employee who has resigned while in good standing or who has been separated or laid off without prejudice or who has been demoted may, at the discretion of the Director, be reinstated to the register from which his most recent appointment prior to his resignation, separation or demotion, was made. If the register from which his most recent appointment was made has expired, and if a new register is established within one year of the date of such resignation or separation, or demotion, for the same class as that in which the employee was previously serving, the employee's name may be placed on this new register as nearly as possible in such a position as would cause his name to be preceded by the same proportion of names on the new register as originally established as it was on the old register when originally established. As used in this section, the words, "old register" shall refer to that register from which his most recent appointment, prior to resignation, separation or demotion was made.

ARTICLE XIV*Appeals***Section 1. Appeal from Examination Rejection**

Any applicant whose application for admission to an examination has been rejected by the Director may appeal to the Council for consideration of his qualifications. The Council shall consider such appeal, if in writing, provided it shall have been received by the Director within a period of seven days after notice of such rejection has been sent to the applicant. The Council's decision with respect to any such appeal shall be final.

Applicants may be admitted to an examination by the Director pending a consideration of a written appeal. Admission to a written examination under such circumstances, however, shall not constitute the assurance of a passing rating in education and experience.

Section 2. Review of Examination Ratings

Any applicant who has taken an examination may appeal to the Council for review of his rating in any part of such examination to assure that uniform rating procedures have been applied equally and fairly. Such appeal must be filed in writing at

the office of the Director within 30 days after the date on which notification of the results of such examination was mailed to the applicant.

A rating in any part of an examination shall not be changed unless compliance with the foregoing conditions has been made and unless it is found by the Director and the Council that a substantial error has been made. The Council's decision with respect to a review or change shall be final and shall be entered in its minutes. A correction in the rating shall not affect a certification or appointment which may have already been made from the register.

Section 3. Appeal from Removal from Register

An eligible whose name has been removed from a register for any of the reasons specified in Article VI, Section 3, may appeal to the Council for consideration. Such appeal must be filed in writing at the office of the Director within 30 days after the date on which notification was mailed to the eligible. The Director shall refer the appeal with all pertinent information to the Council. The Council, after investigation, shall make its decision and the eligible shall be notified accordingly by the Director.

Section 4. Appeal from Dismissal, Suspension, or Demotion

A permanent employee who is dismissed, suspended, or demoted shall have the right to appeal to the Council not later than 30 days after the effective date of the dismissal, suspension, or demotion. Such appeal shall be in writing and shall be transmitted to the Director who shall arrange a formal hearing before the Council within 10 days after receipt of the appeal. The Director shall furnish the personnel officer of the agency concerned with a copy of the appeal in advance of the hearing. Both the employee and his immediate supervisor shall be notified reasonably in advance of the hearing and shall have the right to present witnesses and give evidence before the Council. The appointing authority concerned shall have the right to be represented at the hearing.

The Council, within 10 days after the hearing, shall make its recommendations in writing to the appointing authority for consideration by the agency.

After consideration of the Council's recommendations, the agency shall make its decision which shall be final and which shall be duly recorded in the permanent records of the agency. The personnel officer shall, in writing, promptly notify the employee of the agency's decision.

Section 5. Appeal from Promotion Rejection

A permanent employee who has been recommended for promotion but whose qualifications as to education and experience have been rejected by the Director may appeal to the Council for consideration of his qualifications within a reasonable length of time as determined by the Council. After consideration of the employee's appeal, the Council's decision shall be final.

ARTICLE XV

Attendance and Leave

Each agency shall adopt regulations covering attendance, vacation, sick leave, and other types of

leave. Such regulations shall be uniformly applicable, insofar as possible, to the agencies.

ARTICLE XVI

Service Ratings

The personnel officer in consultation with the state appointing authority shall establish and make effective a system of service ratings designed to give a fair evaluation of the quality and quantity of work performed in the agency. Insofar as practicable, the systems of service ratings in the agencies shall be uniform. Such ratings shall be prepared and recorded for all permanent employees at regular intervals, semiannually or annually. Service ratings shall be considered in determining salary advancements and in making promotions, demotions, and dismissals and in determining the order of separations due to reduction of force. An employee shall be notified of his service rating in writing by the personnel officer of the agency.

ARTICLE XVII

Politics and Religion

Section 1. No Interference with Elections

No employee of the agencies or the Council shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. All persons occupying positions other than those hereinbefore exempted in Article I, definition 7, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

Section 2. No Disclosure or Discriminations

No question in any form of application or in any examination shall be so framed as to elicit information concerning the political or religious opinions or affiliations of any applicant, nor shall any inquiry be made concerning such opinions or affiliations, and all disclosures thereof shall be discounted. No discriminations shall be exercised, threatened, or promised by any person in the employ of the agencies or the Council against or in favor of any applicant, eligible, or employee because of his political or religious opinions or affiliations.

Section 3. Recommendations Not Considered

No recommendation of any applicant, eligible, or employee involving a disclosure of his political or religious opinions or affiliations shall be considered or filed by the agencies, the Council, or any officer or employee concerned in making appointments or promotions.

ARTICLE XVIII

Other Employment

No employee shall have conflicting employment, nor conflicting public office, while in the employ of the agencies. Determination of such conflict shall be made by the state agency concerned and the council.

[Filed June 7, 1956]

ARTICLE XIX

Pay Roll Certification

Copies of the pay rolls of the agencies shall be forwarded by the personnel officers to the Director

for a review for conformity with the provisions of these Regulations. Such review shall take place within two weeks following each pay roll period.

ARTICLE XX

Records and Reports

The personnel officer of each agency shall establish and maintain a service record for each employee of the agency, showing name, class title, organization unit, salary, change in status, service ratings, and such other personnel information as may be considered pertinent. Every recommendation for temporary or permanent change in status of an employee shall be submitted on prescribed forms to the personnel officer who shall submit his recommendations to the appointing authority. All personnel records of the agencies shall be open to the inspection of the Council. The personnel officer shall make a written report, at least annually, to the state appointing authority on the personnel activities and procedures of the agency. A copy shall be simultaneously filed with the Council.

ARTICLE XXI

Co-operation with Other Merit-System Agencies

The Council, with the approval of the state agencies, may co-operate with other state departments or with federal or local departments whose merit systems operate in conformity with standards comparable to those contained in these Regulations. With the approval of the agencies, the Council may announce and administer joint examinations in conformity with these Regulations and the registers so established shall be given recognition under these Regulations. With the approval of the agencies, the Council may, in the absence of an appropriate register for a particular class, recognize an appropriate register for such class established under another merit system operating in conformity with these standards, and may accept regular certification from such registers under the article herein governing certification.

Upon the specific request of an agency, the Council may recognize the permanent status and salary of a professional or administrative employee of another Merit System operating in conformity with these standards, and may accept a transfer with like status and like salary within the approved range of the same class or a comparable class.

ARTICLE XXII

Amendments

If and when it appears desirable in the interest of good administration, the State Board of Social Welfare, the Employment Security Commission, the State Department of Health, the State Services for

Crippled Children, and the Iowa Mental Health Authority, with the advice and recommendations of the Council, may make additions to or amend these Regulations.

ARTICLE XXIII

Construction of Articles and Sections

No section or article of these Regulations shall be construed as to conflict with the provisions of the Iowa statutes.

ARTICLE XXIV

Effective Date

These Regulations shall become effective on January 1, 1940.

ARTICLE XXV

War-time General Amendments

Where applicable the following regulations shall supersede the regular regulations and shall govern for the duration of the war and until such time as the Council deems the emergency to be past.

Section 1. Oral Examinations

Where oral examinations are specified as a part of the total examinations, the Director, after consultation with the agency and with the approval of the Council, may eliminate the oral examination for those classes of positions in which it is anticipated that the entire eligible register will be exhausted within a relatively short period.

Section 2. Continuous Recruitment

When the Council finds that circumstances warrant, examinations may be announced and applications accepted on a basis of continuous recruitment. As additional persons become eligible, their names shall be integrated with and become a part of the appropriate existing register.

Section 3. Provisional Appointments

When a vacancy exists for which an appropriate register has not been established because eligibles are not available, a provisional appointment may be extended beyond six months and the vacancy may be filled by provisional appointments until an appropriate register can be established.

Section 4. Probationary Appointment

When an individual serving as a provisional appointee is selected from a register to continue in the position to which his provisional appointment was made, such period of provisional appointment shall be counted as a part or as the whole of the probationary period in granting permanent status.

MINE INSPECTORS

By virtue of the authority granted in subsection 2 of section 82.83, Code of Iowa, 1950, the following rules and regulations are hereby adopted and approved by the State Mine Inspectors, to promote and safeguard the safety and health of the employees of mines in which shots are fired while others than the shotfirers are in the mine:

(Filed September 22, 1953)

ELECTRICITY

1. All electrical equipment shall be provided with switches of safe design, construction and installation.
2. A suitable cut-out switch shall be installed at all branch circuits to adjacent lines.
3. Cut-out switches shall be marked so that they may be found readily in case of emergency.
4. Trailing cables shall be properly protected against mechanical injury at all places where cars and other forms of transportation are required to cross.
5. Electrical equipment shall be inspected daily, and maintained in safe condition.

BLASTING

6. All shots shall be fired by certified persons.
7. All explosives and detonators shall be kept separate until ready for use.
8. Fuses shall be at least four feet long, or over, in all shots fired.
9. Tamping sticks shall be made of wood, with no exposed metal parts.
10. Warning signals shall be given, and all workmen required to retreat to a safe place before shots are fired.
11. Each misfire presents an individual problem and shall be handled by the shot examiner and the mine foreman.
12. Any explosive used while men are in the mine shall be known as "permissible explosive" and shall be on the approved list of permissible explosives of the United States Bureau of Mines and shall have been approved by the mine inspectors in the state.
13. No person shall perform the duties of shotfirer in any coal mine of this state without having in his possession and on his person an efficient gas mask or self-rescuer.
14. Any person or persons, firm or corporation contemplating the use of permissible powder to blast coal while workmen are in the mine, either by shaft, slope, or drift methods to mine or produce for sale, barter or trade, must first obtain a permit from the state mine inspector of the district in

which the intended mine is located; which permit shall be issued as hereinafter provided, permitting and authorizing the use of permissible explosives or any other device to break down the coal, while the workmen are in the mine. The permit shall not be valid until a copy is filed in the general office of the state mine inspectors.

15. In all mines in the state, where mechanical units are in use, during the last minute of each hour, a period of silence shall be observed, in order that the operator of the said mechanical units may make a thorough test of roof conditions in the various places in which these units are used.

16. Firing of shots while others, than those firing the shots, are in the mine, shall in no case be permitted in any coal mine except in mines where the coal is mechanically undercut.

17. In all mines where coal is blasted while others than the shotfirer are in the mine, the operator shall furnish sand, soil, or clay to be used for tamping, which shall be delivered to the employee and placed at a convenient distance from the working place, ready for use. So as not to obstruct any employee in his work, no person shall be permitted to use any substance or material other than sand, soil or clay, for tamping.

AIR

18. The operator shall provide and maintain an amount of ventilation of not less than one hundred fifty (150) cubic feet of air per minute for each person employed in the mine, and not less than five hundred (500) cubic feet of air per minute for each animal used therein.

19. All abandoned rooms or other workings shall be closed with a permanent and substantial stopping, and these stoppings shall be examined daily by the preshift inspector for methane, carbon dioxide (black damp), and carbon monoxide (white damp), and a report kept at the office of the mine.

SPRINKLING OR ROCK DUSTING

20. Where shots are fired while others than the shotfirers are in the mine, a suitable sprinkler or rock dusting system shall be installed, which shall have been approved by the state mine inspector. No shots shall be fired until the room or entry shall have been sprinkled or rock dusted for a distance of fifty feet back from the face of said room or entry or breakthrough.

Any violation of these rules and regulations shall be just cause to cancel any permit issued to use permissible explosives while others than the shotfirer or shotfirers are in the mine.

ADOPTED: September 18, 1953

BOARD OF NURSE EXAMINERS

FOR
 REQUIREMENTS, RECOMMENDATIONS,
 AND POLICIES
 GOVERNING
 IOWA ACCREDITED SCHOOLS OF NURSING
 FOR REGISTERED NURSES
 ADDRESS THE DEPARTMENT,
 STATE OFFICE BUILDING,
 DES MOINES, IOWA

PHARMACY DEPARTMENT

PHARMACY

EXAMINATIONS

1. The Board of Pharmacy Examiners shall fix the dates for the examination both in Des Moines and Iowa City and applications must be presented to the board at least ten days before the dates set for the examination.

2. The fee for examination shall be \$10.00 and is to accompany the application. It shall also cover the fee required for a second examination in case the applicant fails in the first examination, at any time within a period of fourteen months after the first examination.

3. Each applicant must furnish to the board, an employing pharmacist's affidavit giving complete information covering such experience in pharmacy. Said experience must comply with the "Minimum Standards for Evaluating Practical Experience." Practical experience must be acquired after high school graduation and no experience will be allowed while in actual attendance at college.

4. Each applicant shall furnish a certificate from a recognized college of pharmacy stating that he has successfully graduated from a school or college of pharmacy offering a minimum four-year course graduating with a Bachelor of Science degree in pharmacy.

5. On each application for examination, the applicant must state his correct age; place of birth; high school record and graduation; citizenship; and pharmaceutical experience under a registered pharmacist.

6. The application for examination shall be accompanied by an unmounted photograph of a size approved by the board.

7. The application for examination shall be made as a sworn statement.

8. Each applicant for re-examination shall make request for such re-examination on proper forms, to be provided by the board, and the request for such re-examination shall become a part of the official files.

9. All applications, with necessary statements or requests for re-examination, together with the actual written examination, shall be preserved in the files of the Board of Pharmacy Examiners.

10. a. Written examinations shall be given in the following subjects: pharmacy, materia medica and toxicology, chemistry, pharmaceutical arithmetic.

b. Practical examination shall consist of practical laboratory technique.

c. Oral examination.

11. Grading examinations.

a. Passing grade shall be considered a general average of not less than 75 and no grade in any subject less than 60.

b. Failure in one or more subjects shall require the applicant to take another examination in all subjects.

c. Any applicant for a license who fails in his examination shall be entitled to a second examination without further fee at any time within a period of fourteen months after the first examination.

MINIMUM STANDARDS FOR EVALUATING PRACTICAL EXPERIENCE

1. The term "year" as used to designate the quantitative standard for practical experience shall mean fifty-two average work weeks of apprenticeship training acquired under the supervision of a registered pharmacist.

2. The pharmacy owner or registered pharmacist supervising the practical experience of an applicant for registration must notify the Board of Pharmacy whenever an applicant for registration begins employment under their supervision and whenever an applicant leaves their employ.

3. Persons working under the supervision of a registered pharmacist and expecting to qualify for the registered pharmacist examination must notify the Board of Pharmacy of the beginning and end of their employment within five days of the beginning or ending of such employment.

4. The Board of Pharmacy shall not allow credit for claims of practical experience required under the pharmacy laws unless such claims can be corroborated by records on file in the board office showing the beginning and ending of the practical experience claimed as supplied by the applicant during his training period and by the pharmacist who supervised the practical experience during the training period.

5. Practical experience shall be credited only when it has been obtained in a pharmacy acceptable to the Board of Pharmacy for that purpose.

6. The term "supervision" as used in connection with the practical experience requirement shall mean that in the pharmacy where practical experience is being obtained a registered pharmacist supervising practical experience shall be in personal contact with and actually giving instructions to the person obtaining experience during the entire period of such experience.

7. A pharmacy acceptable to the Board of Pharmacy as a proper place to obtain practical experience shall conform to the best traditions of pharmacy in the state. It shall have available all necessary equipment for professional service, necessary reference works, in addition to the official standards, and current professional journals, and shall meet the following minimum standards:

(a) It must be a pharmacy operated at all times under the supervision of a registered pharmacist and must have signified its willingness to train apprentices or to employ persons desiring to obtain practical experience in accordance with the state pharmacy laws.

(b) A pharmacy acceptable to the board for practical experience must have a clear record with respect to the observance of federal, state, and municipal laws and ordinances governing any phase of activity in which it is engaged.

(c) The pharmacy owner and the registered pharmacist supervising the practical experience of applicants for registration must agree to abide by the code of ethics of the American Pharmaceutical Association.

8. (a) The individual obtaining practical experience shall keep a notebook properly certified to by the pharmacist supervising the practical experience covering the details of his practical training, and this notebook shall be submitted as part of the application for the board examination.

(b) Apprenticeship training must be submitted to the Pharmacy Examiners immediately after the completion of each three months' period on forms provided by the Iowa Pharmacy Examiners.

9. *Practical Experience Acquired in the Armed Forces.* No more than six months of practical experience acquired in the armed forces will be accepted toward the one year prerequisite. Said experience must be substantiated by a notarized affidavit signed by a duly licensed pharmacist under whose supervision the applicant has served and must comply with the minimum standards of evaluating apprentice training.

FEEES

1. (a) Duplicate certificates for registered pharmacists may be issued for a fee of one dollar each.

(b) Duplicate annual renewals may be issued by the Board of Pharmacy Examiners without charge.

(c) Duplicate vendor's licenses may be issued by the Board of Pharmacy Examiners for a fee of one dollar each.

(d) Duplicate wholesale narcotic licenses may be issued by the Board of Pharmacy Examiners without a fee.

2. Certification of grades shall be made upon payment of a five-dollar fee.

3. A minimum fee of ten cents shall be collected for each Iowa Narcotic Order book.

REGISTRATIONS

1. Grades and certificates shall be mailed to each new registrant on July 1st after each examination, or as soon thereafter as possible.

RECIPROCAL REGISTRATION

1. The applicant must be a registered pharmacist by EXAMINATION in the state from which he applies, and must be in good standing at the time he makes application.

2. Prior to 1917, the applicant must make affidavit to at least four years of experience under the supervision of a registered pharmacist before registration. After July 1, 1917, affidavit must be made to at least two years' experience and two years' completed work in a recognized college of pharmacy or three years of college work and one year's experience. No experience that was gained while attending a school or college of pharmacy will be accepted. A certificate of college work must be furnished from the dean of the college or a certified copy of the affidavit on file with the secretary of the Pharmacy Board. Any pharmacist, registered as an apprentice or assistant prior to October 1, 1917, and licensed before July 1, 1924, may be exempted from the college requirement.

3. Applicant must have been eligible to take the examination for a pharmacist in the state from which he applies. If he was not qualified to take our examination at that time, he would not be eligible for reciprocal registration.

4. He must have passed the board in the state from which he comes with a general average of 75 percent and not have been below 60 percent in any one subject. He must have practiced pharmacy in the state from which he comes for at least one year subsequent to his registration there, or pass an oral and practical examination prescribed by the board.

5. An application for reciprocal registration will not be considered if applicant has at one time taken our examination for pharmacist and failed to pass same.

6. The fee for reciprocal registration is \$20.00, which must accompany application. The fee is returned if application is denied.

7. Reciprocal registration will not be granted until application is approved by all members of the pharmacy board in regular session and after applicant has made personal appearance before the entire board, showing proof of qualifications, and has passed a satisfactory oral examination on the Iowa pharmacy laws.

8. Applicant must file an unmounted photograph bearing his signature as well as the signature of the two registered pharmacists who sign the character vouchers on page 2 of the official application.

9. Application blank together with photo and all other necessary credentials must be filed with the

secretary of the Iowa Pharmacy Examiners, State-house, Des Moines, Iowa.

10. No additional collection of registration fee shall be made for the balance of the fiscal year in which the applicant has been declared fully registered by reciprocity by the Pharmacy Examiners.

ITINERANT VENDORS

1. *Lists of Itinerant Vendors* shall be held to be confidential and shall be disclosed only to duly appointed peace officers.

2. *Information* regarding the holder of any itinerant vendor's license may be given upon request.

3. *Duplicate Vendor's License* may be issued for a fee of \$1.00.

4. *Itinerant Vendor's License* may be transferred for which there shall be a fee of \$1.00.

5. *Itinerant Vendors' Licenses* shall be issued for no period less than one year.

NARCOTIC DIVISION

1. Application for annual narcotic license may be certified to the United States Bureau of Narcotics for approved hospitals, to be allowed narcotics, when such hospital is listed as approved by the Iowa State Department of Health, division of hospital service report, and said hospital making application has and will comply with the Iowa pharmacy laws.

2. There shall be a fee of no less than ten cents for each order form book as referred to in chapter 204, section 204.1, subsection 17, Code of Iowa.

3. (a) *Original Iowa Narcotic Order Form* must be forwarded to the supplier when such order form is required under chapter 204.

(b) *Duplicate Iowa Narcotic Order Form* must be forwarded to the Iowa Pharmacy Examiners.

(c) *Triplicate Iowa Narcotic Order Form* must be retained by registrant for a period of at least two years.

4. *Narcotic Inventories* referred to in chapter 204 must be forwarded to the Iowa Pharmacy Examiners upon their demand for same.

5. *Iowa Narcotic Order Books* shall only be issued to persons, firms or corporations holding a federal narcotic stamp.

6. *Refilling*. The refilling of a prescription for narcotics is prohibited.

7. *Telephone Orders*. The furnishing of narcotics pursuant to telephone advice of practitioners is prohibited, whether prescriptions covering such orders are subsequently received or not, except that in an emergency a druggist may deliver narcotics through his employee or responsible agent pursuant to a telephone order, provided the employee or agent is supplied with a properly prepared prescription before delivery is made, which prescription shall be turned over to the druggist and filed by him as required by law.

PUBLIC INSTRUCTION DEPARTMENT

MINIMUM REQUIREMENTS AND STANDARDS FOR INSTRUCTIONAL MATERIALS IN THE ELEMENTARY GRADES AND HIGH SCHOOL

All educators recognize the importance of a thorough-going reading program. This need has been impressed upon them through investigation, reports, and conferences on reading problems.

In order to help teachers promote and develop an effective reading program the Department of Public Instruction issued a teachers handbook on reading, which should be used as a guide and in conjunction with the teachers manuals provided by the publisher of the basic reading series used in the school.

Reading is one of the most important experiences children are to have in school. Success or failure depends largely upon reading abilities, as there is a very close relationship between reading and practically every school subject. With this in mind major emphasis has been placed on the reading instructional materials in establishing these minimum requirements and standards.

STANDARDS FOR THE ELEMENTARY GRADES

Primer and First Grade

Reading readiness materials (Reading Handbook, Pages 32-62)

Pre-primer or pre-primers of basic series

Word, phrase, and sentence cards or charts

One set of basic pre-primers

Note: We recommend that the primer or primers of the basic series usually be read before reading pre-primers of a different series. (See Reading Handbook, Page 57, Plan A.) Presenting the reading instruction outlined above will insure a vocabulary of the proper number of words and their introduction will follow a planned program.

A basic first reader

Work books which accompany the readers

Teachers manuals for all basic books shall be provided

Five broken sets pre-primers

Five broken sets primers

Three broken sets first readers

Note: Several broken sets readers should be available because the better readers will read as high as ten or fifteen books in addition to the basic series. (See Reading Handbook, Page 47.) The term *broken sets* is used to mean that a sufficient number of copies of a reading series are purchased to take care of the different reading groups and a similar number of copies of another series are purchased. The main point to remember is that when changing from a reader of one series to a reader of another series, check the overlap of vocabulary carefully and drill on the new words. (Reading Handbook, Page 59.)

Recreational books should be equal to twice the

number of pupils enrolled as a minimum number of recent copies in good condition.

Note: On the average the district should spend annually at least fifty cents per pupil for reading materials, exclusive of textbooks and exclusive of county library funds. (See Library Bulletin, Number 45, Pages 15-17.)

Note: Credit will not be given for sample copies, books with ragged covers, private books donated to the school, books belonging to teachers, and supplementary or basic readers having a copyright earlier than 1935.

A library table and chairs

A sufficient number of primary chairs for reading groups

A suitable bulletin board (See Reading Handbook, Pages 126-127.)

Second Grade

Begin with a book which they can read easily; in most cases it will be first readers, but it may also be primers.

Note: There should be a very high vocabulary overlap with the book or books completed in the first grade.

One set first grade level readers—New materials
A basic second reader or readers (Reading Handbook, Pages 64-75.)

Note: This reader should be of the same basic series used in the primer and first grades.

Work books should be used with the basic series.

Note: These work books should relate in content and vocabulary with the basic series used.

Teachers manuals should be provided.

One work-type reader

Note: At least two drill lessons a week should be given over some of the study skills using a study reader, a dictionary, or teacher-prepared material. (Reading Handbook, Pages 77-78.) Work-type readers are not to be used after finishing the basic text but are to be used along with the basic reader, and the lessons should vary with the teacher's purpose and the child's needs.

Two sets literary or recreatory readers

Three broken sets of readers of different levels

Recreational books should be equal to twice the number of pupils enrolled as a minimum number of recent copies in good condition.

A library table and chairs

A sufficient number of chairs for reading groups

A bulletin board (Reading Handbook, Pages 126-127.)

A set of arithmetic flash cards (addition and subtraction)

Third Grade

One set of first or second-reader level books—not previously read

A basic third reader or readers (Reading Handbook, Pages 64-73.)

Note: This should be the same basic series used in primer, first, and second grades.

Work books should be used with the basic series.

Note: These work books should relate in content and vocabulary with the basic series used.

Teachers manuals for all books should be provided.

One set work-type readers

Note: At least two drill lessons a week should be given over some of the study skills. (Reading Handbook, Pages 77-78.) Work-type readers are not to be used after finishing the basic text but are to be used along with the basic reader, and the lessons should vary with the teacher's purpose and the child's needs.

Two sets literary or recreatory readers

Three broken sets of readers of different levels

Recreational books should be equal to twice the number of pupils enrolled as a minimum number of recent copies in good condition.

Note: On the average the district should spend annually at least fifty cents per pupil for reading materials, exclusive of textbooks and exclusive of county library funds. (See Library Bulletin, Number 45, Pages 15-17.)

Note: The department will not grant credit for sample copies, books with ragged covers, private books donated to the school, books belonging to teacher, and supplementary or basic readers having a copyright earlier than 1935.

A library table and chairs

A sufficient number of primary chairs for reading groups.

A bulletin board (Reading Handbook, Pages 126-127.)

A set of arithmetic flash cards (addition, subtraction, multiplication, and division).

Fourth, Fifth, Sixth, Seventh and Eighth Grades

One set of lower grade level books (for easy reading in the fall).

A basic reader (Read carefully Reading Handbook, Pages 75-95.)

Note: This reader should be of the same series used in primer, first, second, and third grades. "Schools are courting disaster in their selection of such materials when, in a misguided effort to distribute commercial patronage, they adopt for different primary grades portions of several systems that are essentially incompatible and hence virtually incapable of sequential use."

Teachers manuals for all basic books should be provided.

One set work-type or content readers.

Note: At least two drill lessons a week should be given over some of the study skills. (Reading Handbook, Pages 84-95.)

Each pupil should have a standard, elementary dictionary furnished either by his parents or the school. (Reading Handbook, Pages 169-176.) Several single copies of other texts and books to supplement history, geography, science, health, safety, etc.

Note: These books should have a spread of several grade levels in reading difficulty. Some books should be easier than the text for slower readers and some books of the expanded, more difficult type for the more capable readers.

Two sets of literary or recreatory-type readers
One standard juvenile reference set

Note: Selections should be made from the list recommended for elementary grades in the report of the special committee of the Iowa Library Association.

Recreational books should be equal to twice the number of pupils enrolled as a minimum number of recent copies in good condition.

*Other Recommended Equipment**Fourth Grade*

A set of arithmetic flash cards (addition, subtraction, multiplication, and division)

A map of United States

A geographic terms map

A map of the world on an equal area projection

A political-physical globe

Note: The sixteen-inch (in diameter) globe is recommended because of its superior size and because of its added legibility.

Fifth Grade

A large map of North America

A large map of the United States

A large map of Iowa

A bulletin board (Reading Handbook, Pages 126-127.)

Sixth, Seventh, and Eighth Grades

One standard Atlas

One political-physical globe

Large maps of Europe, Asia, Africa, South America, and the World.

Other desirable maps would be—

A. Blackboard outline maps, especially of the world and the United States

B. Political map of the United States, showing states in separate colors, at least 38 inches by 48 inches

C. Rainfall map and population density map of world, of the United States, of Europe

Visual materials:

A. Film strip projector

B. A 16mm sound projector

Note: The visual aids should be fitted to the curriculum and films should be obtained that meet the instructional plan.

Magazine list:

A. Please refer to Library Bulletin, number 45, page 37.

STANDARDS FOR THE HIGH SCHOOL

In evaluating a school with reference to the standards, credit will not be allowed for sample copies, books with ragged covers, supplementary readers having a copyright earlier than 1930, private books donated to the school, or books belonging to teachers. The covers of older books should be repaired or the books rebound if they are not in reasonably attractive condition. Worn-out sets and copies of obsolete books should be taken off the shelves to make room for more recent, attractive books.

Types of Materials for High School Library

The high school library should include at least the following types of books:

1. Encyclopedias
2. Single copies of recent textbooks to parallel and supplement the adopted text
3. Single copies of books for collateral reading, enrichment, and appreciation in the various subjects taught
4. Fiction, travel, biography, etc., for recreational reading
5. Dictionaries—abridged and unabridged

6. Atlas

7. Magazines and periodicals

8. Compilations and collections of source materials, including autobiographies, letters, memoirs, documents, etc.

Encyclopedias

It is recommended that two sets of encyclopedias be available in the high school: one of those recommended for first purchase for senior high school only on page 3 of the report of the special committee of the Iowa Library Association and one set recommended for secondary purchase for senior high school.

Parallel Textbooks and Books for Wider Collateral Reading, Enrichment and Appreciation

For each content subject taught in high school there should be some copies of recent parallel texts. Old, obsolete, ragged, useless books of the textbook type should be removed from the library and the classrooms.

There should also be books of a more expanded, specialized type than the textbook. They may be of a semirecreational, biographical, historical or popular nature. Their chief purpose is to broaden the scope of the pupil's knowledge of topics or subjects, to fill in details, to familiarize the pupil with literature in fields of special interest, to develop an appreciation of this literature, and to cultivate a desire on the part of the student to spend more of his leisure time in worth-while reading.

Suggested lists of books for some subjects in high school will be found on pages 67-99 of Library Bulletin Number 45. These lists were prepared by prominent classroom teachers in Iowa and are graded as to difficulty. They should be of assistance to superintendents and classroom teachers who wish to purchase supplementary enrichment books. Other books can be selected from bibliographies in Iowa courses of study, from recent textbooks, or from the single or double-starred books in the Standard Catalog for High School Libraries.

The number of books of the types described above in the high school library or classrooms should be equal to the enrollment of the class, up to thirty copies for each subject.

Fiction, Travel, Biography, Etc., for Recreational Reading

The school should own a minimum of 100 titles of these types of books in usable, attractive condition. One book should be added for each pupil above 100. Books from the State Traveling Library are helpful, but the school should not depend upon this source alone. Additions and replacements should be made annually.

Books should have a wide spread of interest appeal and reading level. They should deal with the present interests of high school boys and girls. Many of them should be graded considerably below the high school reading level so that they will not be too difficult for the slower readers and will develop an interest in reading for leisure time enjoyment. See lists and suggestions for selection of fiction given on page 32, Library Bulletin, Number 45.

Dictionaries

One recent edition of an unabridged dictionary of recognized standing should be available in the high school.

It is recommended that copies of dictionaries of the secondary or collegiate type be available in the library, study hall, and classrooms, where they may be handy for ready reference.

Magazines and Periodicals

In schools with an enrollment of 100 pupils or less, there should be at least five carefully selected current magazines, appropriate for the various departments, and a daily newspaper. If the five magazines indicated in the report of the special committee of the Iowa Library Association are provided, the "Abridged Readers' Guide to Periodical Literature" can be secured for \$2.25 per year. This will be of great service in providing classified subject references to current materials for the various classes. See page 8 of report of Iowa Library Association Committee, Reference Books Recommended for First Purchase in Elementary Grades and High Schools of Iowa, for description, and address of publishers.

PROPER EXPENDITURE OF IMPROVEMENT OF INSTRUCTION FUNDS

To: County Superintendents of Schools

Re: Proper Expenditure of Improvement of Instruction Funds

In setting up criteria for reimbursement of an improvement of instruction program, it seems logical to state what the term "Improvement of Instruction" shall be considered to mean.

Improvement of Instruction shall mean that, through the media listed below, teachers shall be so instructed that they in turn shall be expected to improve their own teaching in the classroom; that from this instruction they shall become more proficient in teaching techniques, in specific subject matter taught in their classrooms, in developing skills, in handling children, in organizing classrooms and classroom procedures, in using state handbooks, in making better and wider use of teaching materials, in wise selection of teaching materials, in remedial teaching programs, and in follow-up work after a testing program where testing was done for purposes of diagnosis and remedy.

DIFFERENTIATION OF TERMS

Improvement of Instruction shall be differentiated from: improvement of administration, improvement of organization, improvement of transportation.

Improvement of Instruction shall be differentiated from: discussion of teachers' salaries, teachers' group insurance, recruitment of teachers, professional ethics, membership in professional organizations, legislation, or extra-curricular activities.

Improvement of Instruction shall be differentiated from: a testing program where tests are made purely for survey purposes to satisfy curiosity of local administrators or teachers.

Improvement of Instruction shall be differentiated from: speeches of general inspiration, talks by sales persons, talks by representatives of local organiza-

tions (in general), and viewing moving pictures of a general recreational nature.

Activities and Procedures To Be Approved for Reimbursement From Improvement of Instruction Funds Under Chapter 272, Code 1946

(1) *County Institutes*

(a) Multiple county institute directed by the Department of Public Instruction.

(b) County institute directed by the county superintendent after previous approval of the program by the Department of Public Instruction.

(2) *Study Centers*

Directed by the county superintendent and under the leadership of competent speakers, or demonstrators, approved by the Department of Public Instruction, and in which the subject matter shall be the curriculum handbooks prepared by the Department of Public Instruction.

(3) *Workshops*

Directed by the Department of Public Instruction or the county superintendent, and under the leadership of persons previously approved by the Department of Public Instruction for that work.

(4) *Testing Programs*

Directed by the county superintendent as a part of a countywide activity necessary for the proper conduct of a well defined remedial program of instruction.

(5) *Supply of Handbooks*

When purchase is necessary beyond the quota furnished free of charge by the Department of Public Instruction.

(6) *Miscellaneous*

Any activity or procedure which has previous approval of the supervisor concerned.

Items Not Eligible for Reimbursement From Improvement of Instruction Funds

Recognizing that many of the following items may have definite value for teachers, it is yet felt necessary to exclude the expense connected with them from approval for reimbursement.

- (1) Speakers on general inspirational themes.
- (2) Speakers on topics of general information.
- (3) Speakers on teachers' welfare, ethics, organization, or activities.
- (4) Speakers at eighth grade commencement exercises.
- (5) Speakers, group leaders, or demonstrators drawn from the group concerned with the meeting.
- (6) Expenses of instructors to the county superintendents' conferences called by the State Department of Public Instruction.
- (7) Expenses of delegates, or the county superintendent, to any conference or meeting.
- (8) Materials or literature supplied to the schools for general promotion of good schools.
- (9) Any item the major nature of which is administrative.
- (10) Tests for purely administrative purposes.
- (11) Library or supplementary instructional books and supplies.
- (12) Supplies used in a program conducted by the division of special education, or any other division

which has its own budget set up for the conduct of its program.

(13) Any item not clearly and directly identified with improvement of instruction as defined above.

Procedure in Establishing Claims

For approval of programs and speakers, study center leaders or demonstrators, confer with the supervisor in charge of your area previous to any final or definite arrangement.

Under the regulations as established by the department all claims must be presented on proper blanks, to be supplied, itemized to show to whom the money was paid and for what service. Itemized claims must be approved by the supervisor.

DIVISION OF ADMINISTRATION AND FINANCE

Pursuant to the authority granted in section 286A.6 of the Code, the state superintendent of public instruction has adopted the following rules and regulations.

1. One day of state aid will be granted each year to all schools which have dismissed a day for a legally called and approved county institute.

Definitions

Attendance. Attendance is the presence of a pupil on days school was officially in session.

School Session. A school shall be deemed to be in session when the pupils and teachers are present and the normal program is pursued for a school day.

School Day. A school day shall mean that time that school is actually in session for any given division of the public school, and shall include a minimum of not less than five and one-half (5½) hours, not including lunch intermission, for all grades above the third; not less than four (4) hours for the first three grades; and not less than three (3) hours in kindergarten, pre-primer or primer grades.

Average Daily Attendance. Average daily attendance is that average obtained by dividing the aggregate attendance for the period (month, semester, year) by the number of days the school was in session for the period.

(a) Average daily attendance concerns itself only with days present, not days absent.

(b) Where kindergartens or primary grades are limited to half-day sessions count each half-day session as a full day of attendance.

Aggregate Attendance. Aggregate attendance means the total of all days of attendance for all the pupils during the period under consideration.

CERTIFICATION AND APPROVAL OF SCHOOL PERSONNEL

Bulletin No. 31

[Filed January 3, 1955]

Regulations Governing the Issuance and Renewal of Teachers' Certificates, and Approval of Certificate Holders to Teach or Serve in Various Subject-Matter Fields or Service Areas.

INDEX

PART ONE

REQUIREMENTS FOR CERTIFICATE

Chapter I

GENERAL INFORMATION AND REQUIREMENTS

[Amendments filed July 17, 1957]

A. How to File an Application for an Original Certificate

Address to Use

1. Address all communications to:
Department of Public Instruction
Division of Teacher Education and Certification
State Office Building
Des Moines 19, Iowa

Applicants Prepared in Iowa Colleges

2. Certificates are issued only upon application filed on a blank furnished by the Department of Public Instruction available on request or from office of college registrars, superintendents and county superintendents. Applicants must have the recommendation of a designated official of the approved Iowa teacher-education institution where their preparation was completed.

Applicants Prepared in Colleges Outside Iowa

3. Applicants prepared in recognized teacher-education institutions in other states may file applications exactly as in No. 2 above, provided such colleges have filed and received approval of the curricula which they have each prospective applicant for each type of certificate complete.

4. Applicants with four-year degrees prepared in other states in institutions which are accredited by the National Council for Accreditation of Teacher Education are eligible to receive Iowa certificates in accordance with the conditions of the *Reciprocity Agreement of the Central States Conference of State Department of Education*.¹

5. Applicants whose situations do not fit those described in the preceding two paragraphs are requested to:

(1) Write a letter indicating the type of teaching service for which a certificate is desired.

(2) Enclose complete official transcript or transcripts showing all college preparation.

(3) Itemize teaching experience, if any.

(4) List all certificates held in other states, if any.

The materials presented will be evaluated and the applicant will receive a decision as to his eligibility for a certificate, and, if eligible, instructions as to steps to follow in completing the application.

Classification of Certificates and Areas of Endorsement

6. Chapter II shows the classes of certificates available, the length of terms, and the specific services for which each class of certificate may be endorsed. The three areas of endorsement are: (1) teaching or special service, (2) supervision and (3) administration (principals and superintendents).

¹See APPENDIX for text of the Reciprocity Agreement of the Central States Conference of State Departments of Education.

Fees

7. The fee for all original certificates is \$2.00. The fee for each endorsement added to a certificate except at the time of original issuance or renewal is \$2.00.

Each fee should be made payable to the Superintendent of Public Instruction.

When an application is canceled or not approved, the fee will be refunded.

Transcripts Not Returned

8. All transcripts of applicants who receive certificates become the property of the State of Iowa and are not returned.

Response

9. Upon receipt of application, fee, transcript and other needed materials, the records will be evaluated and the certificate or the notification of any deficiency will be sent.

Adding Endorsements

10. When an application accompanied by the fee is filed, a certificate will be endorsed for additional service at any time provided the applicant has met the current requirements for such endorsement. When an added endorsement is requested on the date of issuance of an original certificate or renewal, no separate fee is required. It is not necessary to return one's present certificate for added endorsements. A new certificate, with expiration date unchanged, but carrying all endorsements—old and new—will be prepared. This new certificate must in turn be registered in the office of the county superintendent of each county in which it is used.

Dating of Certificates

11. Certificates are valid only from and after the date of issuance recorded thereon. All term certificates expire on June 30 of the final year of the term for which they are issued and each fraction of a year during the term of a certificate counts as a full year. The service authorized by each endorsement on a certificate may legally be performed only from and after the date of each such endorsement.

B. Requirements Applying to Every Applicant**Age, Physical Competence, and Moral Fitness**

1. In addition to meeting the standards prescribed in this bulletin, applicants for certificates must be eighteen years of age or over, and physically competent and morally fit to teach.

Recency of Preparation

2. Any applicant who meets the preparation and experience requirements for a permanent professional certificate shall be immediately eligible for that certificate without regard to the recency of that preparation or experience.

Any applicant who meets the preparation requirements for an original professional certificate, but who has had less than 8 months' teaching experience during the ten-year period immediately preceding the date of application for such certificate, must have completed at least 6 additional semester hours of credit in an accredited institution within the said ten-year period, such credit to be in addition to meeting the specific requirements for the type of certificate desired.

Any applicant who meets the preparation requirements for an original preprofessional certificate must satisfy the same conditions regarding recency of preparation as applicants for the original professional certificate except that the additional preparation required must be completed within the five-year period immediately preceding the date of application for the certificate.

Where recent credits are required, they should be taken in professional education or in the applicant's area or field of specialization. When an applicant qualifies for the certificate desired with the exception of having had recent preparation as herein defined, a temporary certificate, valid for one year, will be issued.

[Filed October 6, 1955]

Graduation from Approved Institutions**3. a. Iowa Colleges**

Certificates are issued on records showing graduation from teacher-education curricula in Iowa colleges approved by the State Board of Public Instruction for the type of certification and endorsement(s) sought.

b. Colleges in Other States

Certificates are issued on records showing graduation from teacher-education curricula in colleges in other states which are members of the regional accrediting agencies of the territories in which they are located, and which are accredited by the National Council for Accreditation of Teacher Education, provided such records show that the Iowa requirements have been met.

c. Certificates are issued to applicants with four-year degrees granted by colleges in other states which are accredited by the National Council for Accreditation of Teacher Education, provided the states in which such colleges are located are signatory to the *Reciprocity Agreement of the Central States Conference of State Departments of Education*,¹ provided the applicants meet the conditions of the agreement.

Evidence of Success of Experience

4. Every experienced teacher applying for a certificate must file evidence on forms provided showing that such experience was successful. The applicant must show also that—if legally required for the position held—an appropriate certificate authorizing such experience was held in the state in which such experience occurred.

Recommendation of Applicant by Institution

5. Each application for a certificate or endorsement thereof must carry the recommendation of the institution where the required program of preparation was completed.

American History or Government

6. Two semester hours of credit in American history or government are required for all certificates. Where an applicant qualifies for the certificate desired with the exception of this credit, a temporary certificate, valid for one year, will be issued.

¹See APPENDIX for text of the *Reciprocity Agreement of the Central States Conference of State Departments of Education*.

In lieu of 2 semester hours of college credit in American history or government, the applicant may present evidence certified by the registrar of an accredited institution showing that said applicant has passed a special written examination in one of these subjects.

Standards for Approval

7. Two sets of standards which teachers must meet are in force at all times. The first set of standards gives the requirements for teachers' certificates and the services authorized by the endorsements appearing on them. This first set of standards appears in Part One of this bulletin.

The second set of standards, which appears in Part Two of this bulletin, governs the specific subjects and services to which teachers in schools approved by the Department of Public Instruction must be assigned. These standards are referred to as "approval standards."

C. Definition of Recognized Institution

Iowa Colleges

1. All programs of teacher education and the Iowa colleges offering these programs must be approved by the State Board of Public Instruction according to standards established by this Board.

Colleges in Other States

2. Programs of teacher education of colleges in other states are recognized to the extent that they are equivalent to Iowa's requirements for certificates, provided these colleges are members of the regional accrediting agencies of the territories in which they are located, and are accredited by the National Council For Accreditation of Teacher Education.

Validation of Credit from Nonaccredited Institution

3. Applicants, prepared at a college not accredited as defined herein, must subsequently complete 6 semester hours of college credit of average quality in residence at an accredited college. This 6 semester hours of credit must be in graduate-level courses when the certificate involved requires a bachelor's degree. This credit must include at least one course in professional education related to the type of teaching service authorized by the certificate desired.

While the accredited institutions at which the additional 6 semester hours of credit is completed will be given the opportunity to supply information concerning such applicants, the nonaccredited institutions originally preparing such applicants will be asked to assume the chief responsibility for recommending them.

Where an applicant qualifies for the certificate desired with the exception of having completed 6 semester hours of validating credit as defined herein, a temporary certificate, valid for one year, will be issued.

Applicants with Experience

4. Applicants, prepared at a non-Iowa college not accredited as defined herein, who hold regular term certificates issued by the state in which the college is located and who have had one year of successful teaching experience in that state, will be exempted

from taking the validating credit outlined in No. 3 above.

D. How to Secure Endorsement of Professional Certificate for Both Elementary- and Secondary-School Teaching

Elementary to Secondary

1. Holders of professional or permanent professional certificates endorsed for elementary-school teaching may secure endorsement for secondary-school teaching also by completing 8 semester hours of credit strictly in the field of secondary-school professional education, including at least 3 semester hours in secondary-school methods of teaching, in an institution acceptable to the State Board of Public Instruction for offering the curriculum leading to the secondary endorsement.

Secondary to Elementary

2. Holders of professional or permanent professional certificates endorsed for secondary-school teaching may secure endorsement for elementary-school teaching also by completing 8 semester hours of credit strictly in the field of elementary-school professional education,¹ including at least 3 semester hours in elementary-school methods of teaching, in an institution acceptable to the State Board of Public Instruction for offering the curriculum leading to the elementary endorsement.

E. Positions for Which Certificates Are Required

Public School Positions

1. The law, Code of Iowa, 1954, Section 260.6, stipulates, "Every person employed as an administrator, supervisor, or teacher in the public schools shall hold a certificate valid for the type of position in which he is employed."

Private School Teaching

2. The law, Code of Iowa, 1954, Section 299.1, specifies that children of compulsory school age must either attend some public school or "upon equivalent instruction by a certified teacher elsewhere."

Registration of Certificate

3. A contract for teaching in a public school in this state is void unless the teacher holds an Iowa certificate which has been registered in the office of the county superintendent. The law, Code of Iowa, 1954, Section 260.20, includes the following statement:

"All diplomas and certificates shall be valid in any county when registered therein, and no person shall teach in any public school whose certificate has not been registered with the county superintendent of the county in which the school is located, provided that whenever there is a sufficient number of holders of advanced and standard elementary certificates available to supply the ele-

¹Courses in geography, music, art and arithmetic are regarded as content courses, not as courses in elementary-school professional education. Courses typical of those which are regarded as being strictly in the field of elementary-school professional education are illustrated by the following methods of teaching arithmetic, methods of teaching social studies, the teaching of reading, elementary-school supervision, and child growth and development.

mentary schools in any county it shall not be incumbent upon the county superintendent to register limited elementary certificates."

Uncertificated Teaching Prohibited

4. It is the duty of the county superintendent to order to be closed any public school or schoolroom taught by any teacher not certificated as required by law. Code of Iowa, 1954, Section 273.18, subsection 24, requires the county superintendent to:

"Order to be closed, any public school or schoolroom taught by any teacher not certified as required by law. If his order is not immediately obeyed, he shall enforce the same against the teacher and the school board by an action for a mandatory injunction in a court of competent jurisdiction."

Compensation for Uncertificated Teaching Prohibited

5. Under Iowa law, Code of Iowa, 1954, Section 294.1, no compensation shall be recovered by a teacher for service rendered while without a certificate.

F. Standards for Residence, Correspondence and Extension Study

Definition of Terms

1. Residence study is interpreted by the State Board of Public Instruction to be study in which the class attendance is on the campus of the institution or in an approved branch school established by the institution which grants the credits for such study. Extension study shall be interpreted as that which is associated with attendance of off-campus classes except where such classes are in an approved branch school. Correspondence study shall be interpreted as that which takes place off campus and which involves no class attendance.

Standards for Residence Study

2. Under Iowa law, Code of Iowa, 1954, Sections 504.12 and 504.13, at least one academic year of residence work must have been completed at the institution which grants an academic degree.

For certification purposes it may consist of one academic year; of not less than 30 weeks if distributed among 3 summer sessions; of 24 weeks if distributed among 4 summer sessions.

At least 20 semester hours of any accredited two-year course must be completed in residence at the institution issuing the record certifying to the completion of such course.

Standards for Correspondence and Extension Study

[Amendment filed October 6, 1955]

3. A teacher employed full time may apply toward an original certificate not more than 12 semester hours of credit earned by any method during the regular school year of nine months.

Not more than one-fourth of any accredited two- or four-year course may be taken under projected registration, correspondence study, and extension classes; provided that an experienced teacher who is following a two-year curriculum leading to a preprofessional certificate will not be subject to this standard if the following conditions are met: (1) the credits in excess of 15 semester hours shall have been completed in a class and not by correspondence

study, (2) the institution certifying to the completion of the two-year elementary teacher-education curriculum shall have had this student in residence classes for at least 20 semester hours of the work included in such curriculum.

G. Standards for Holders of Baccalaureate Degrees Desiring to Complete Work in Professional Education Required for Certificates

Persons Without any Courses in Professional Education

1. Persons holding baccalaureate degrees from accredited institutions, without having begun a program of professional education prior to the securing of such degrees, who desire to qualify for original certificates based on college degrees may secure certificates by completing the specific courses required in an institution approved for teacher education leading to a professional certificate. Such persons must complete the required work in residence. This residence work must extend over a period of at least twenty-two weeks.

Persons With Partially Completed Programs of Professional Education

2. College graduates who partially completed teacher-education programs before securing their degrees, may complete their work at the institution from which they were graduated without meeting the additional residence requirement.

H. Conversion or Exchange of Expired Old-Type Iowa State Certificates¹

Old-Type Certificates Defined

1. Prior to June 30, 1935, authorization to teach known as "state certificates" were issued. These certificates were designated as first-grade state certificates when issued on the basis of four-year college degrees. When issued on the basis of two years of college preparation, they were designated either as second- or third-grade state certificates.

Equivalent New Classes of Certificate Available

2. Holders of expired first-grade state certificates may, upon meeting requirements, exchange them for the professional certificate described in Chapter II of this bulletin. The endorsement will be for secondary-school teaching when the original preparation was at that level. If the original preparation was in the elementary-school field, the endorsement will be for elementary-school teaching.

3. Holders of expired second- or third-grade state certificates may, upon meeting requirements, exchange them for the preprofessional certificate described in Chapter II of this bulletin. The endorsement will always be for elementary-school teaching.

Requirements for Exchange

4. Eight semester hours of credit must be completed in an approved college within the five-year period immediately preceding the date of application for exchange. At least three semester hours of this total must be completed in professional educa-

¹For information regarding conversion of other types of existing certificates, see Chapter IV.

tion related to the endorsement to appear on the certificate.

I. Acceptance of Teaching Experience in Lieu of Student Teaching

Amount of Experience

1. Applicants for certificates may present evidence of five years' successful teaching experience in the type of work authorized by the endorsement to appear on the certificate sought in lieu of the credits in student teaching required for such endorsement, provided the three conditions outlined in the next paragraph are met.

Conditions to be Met

2. (1) The five years of experience to be substituted for student teaching shall have been gained in any state on a valid certificate other than an emergency certificate, (2) a corresponding number of semester hours of credit is presented in other education courses, and (3) the institution recommending the applicant for such a certificate is agreeable to the substitution.

J. Miscellaneous Information

Extension of Certificate Due to Military Service

1. The expiration date of the certificate of a teacher who is called into military service is extended for that period of time for which said teacher is in military service, provided that said teacher applies to the State Department of Public Instruction for such extension within one year after honorable discharge from military service has been secured, or on or before the date of expiration of his certificate, even though that date should be more than twelve months after the date of honorable discharge.

Certificates for Exchange Teachers

2. The State Board of Public Instruction is authorized, Section 260.10, Code 1954, to issue a certificate to an exchange teacher from another state or country when such teacher has the qualifications equivalent to the regular teacher employed by the board and who is serving as the exchange teacher.

The State Board has authorized the issuance of a temporary certificate valid for one year, to such exchange teachers. Employing officials participating in arrangements for the exchange of teachers should correspond with the Division of Teacher Education and Certification of the Department of Public Instruction for instructions to be followed by the incoming exchange teacher in order to comply with the conditions of the law referred to in the preceding paragraph.

Revocation

3. Any diploma or certificate is revocable by the State Board of Public Instruction for any cause which would have authorized or required a refusal to grant the same.

The certificate of any teacher employed in a given county is revocable by the county superintendent when, in his judgment, there is proper cause for the revocation of said certificate or when complaint is filed supported by affidavits charging

incompetency, immorality, intemperance, cruelty, or general neglect of the business of the school.

The procedure for the trial before the county superintendent and the appeal to the superintendent of public instruction is set forth in Code of Iowa, 1954, Sections 260.24, 260.25, and 260.26.

Requirements Tentative

4. The minimum requirements set forth in this bulletin are to be considered as tentative in nature and subject to revision from time to time.

Chapter II

CLASSIFICATION OF CERTIFICATES¹

The teachers' certificates available are grouped into five major classes. The various types of specific services which each teacher is authorized to perform are indicated by one or more endorsements² on the certificate held.

The classes of certificates are:

A. PERMANENT PROFESSIONAL CERTIFICATE
Valid throughout lifetime of holder except when revoked for cause

B. PROFESSIONAL CERTIFICATE
Valid for ten-year term and renewable according to prescribed conditions

C. PREPROFESSIONAL CERTIFICATE
Valid for six-year term and renewable according to prescribed conditions

D. SUBSTITUTE CERTIFICATE
Valid for two-year term, but, except as authorized by the Department of Public Instruction by written statement, not to exceed ninety (90) full days of teaching in any one academic year and renewable according to prescribed conditions

E. TEMPORARY CERTIFICATES
Valid for one-year term

F. PROFESSIONAL COMMITMENT CERTIFICATE
Valid for one-year term and subject to successive renewals provided defined progress is made toward meeting the requirements for the professional certificate

[Filed August 23, 1956]

A. Permanent Professional Certificate

1. Validity

The permanent professional certificate shall be valid throughout the lifetime of the holder except when revoked for cause, and for service as indicated by the endorsement or endorsements appearing thereon.

2. Endorsements Available

This certificate shall have exactly the same endorsement or endorsements available on the profes-

¹See Chapter III for information as to the content of the preparation needed for each of the various classes of certificates.

²Except for certificates endorsed for elementary-secondary-school teaching in specified subjects, Iowa certificates give "blanket" authorization to teach any subject in the grades indicated by the endorsements. However, schools, in order to be approved by the Department of Public Instruction, must assign duties to their teachers in accordance with the approval standards outlined in Part Two of this bulletin.

sional certificate which every person applying for a permanent professional certificate must first have had. Additional endorsements may be made at any time that the requirements for them have been met. (See B. 2, below.)

3. Requirements

The holder of a professional certificate who has had four years of successful experience and 30 semester hours of approved preparation beyond the baccalaureate degree shall be eligible to receive the permanent professional certificate except that, on and after August 31, 1960, said 30 semester hours of approved preparation shall have been graduate credit and a master's degree from an accredited institution shall have been awarded to said holder. [Amendment filed October 6, 1955 and July 17, 1957]

B. Professional Certificate

1. Validity

The professional certificate shall be valid for a term of ten years, and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in this bulletin.¹

2. Endorsements Available

a. Elementary

(1) Type of Service Authorized

Authorization to teach in kindergarten and grades one through nine

(2) Requirements

Four years of approved college preparation and a baccalaureate degree from a recognized institution

b. Secondary

(1) Type of Service Authorized

Authorization to teach in grades seven through fourteen²

(2) Requirements

Four years of approved college preparation and a baccalaureate degree from a recognized institution

c. Elementary-Secondary

(1) Type of Service Authorized

Authorization to teach only in special subjects or to serve in special service areas in kindergarten and grades one through fourteen

(a) Special Subjects for Which Endorsements are Available

Art, industrial arts, music, and physical education

(b) Special Service Areas for Which Endorsements are Available

1' Librarian

2' Education of Exceptional Children (Special Education)

a' Children who are maladjusted or retarded whether mentally-handicapped or gifted or of disturbed personality

b' Children who are crippled or of low vitality

c' Children in need of speech correction

d' Children who are deaf or hard-of-hearing

e' Children who are blind or partially-sighted

f' Service as school psychologist

3' Service as public school health nurse

(2) Requirements

Four years of approved college preparation and a baccalaureate degree from a recognized institution except that for endorsement for service as a school psychologist, two years of successful teaching experience, a master's degree in psychology from a recognized institution, and the completion of an approved program of preparation for service as a school psychologist shall also be required.

d. Elementary-School Supervision

(1) Type of Service Authorized

Authorization to serve as a supervisor or teacher in the kindergarten and in grades one through nine.

(2) Requirements

Applicant must have met the requirements for endorsement as an elementary-school teacher and, in addition thereto, have completed 20 semester hours of approved graduate credit and have had two years of successful teaching experience except that, on and after August 31, 1960, applicant shall have met the requirements for the professional certificate endorsed for elementary-school teaching, and, in addition thereto, have secured a master's degree in elementary-school education from a recognized institution with emphasis on supervision and have had four years of successful teaching experience; provided further that said applicant shall have had elementary-school supervisory experiences, either with or without credit, under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

[Amendment filed July 17, 1957]

e. Elementary-Secondary-School Supervision

(1) Type of Service Authorized

Authorization to serve only as a supervisor or teacher in special subjects or special service areas in kindergarten and grades one through fourteen

Note: For a list of special subjects and special service areas, see B.2.c. (1) (a) and (b), above.

(2) Requirements

Applicant must have met the requirement for endorsement as an elementary-secondary teacher in the special subject or special service area in which supervision is to be done,¹ and in addition thereto, have completed 20 semester hours of approved graduate credit and have two years of successful teaching experience, except that, on and after August 31, 1960, applicant shall have met the requirements for a professional certificate endorsed for elementary-secondary-school teaching in the special subject or special service area in which supervision is to be done, and, in addition thereto, have secured a master's degree from a recognized institution and have completed an approved graduate program in this special subject or special service area, including preparation also in elementary- and secondary-school curriculum or supervision and have had four years of successful teaching experience;

¹A person holding a professional certificate who desires authorization for elementary-secondary-school supervision in special education, must have met the requirements for endorsement in only one area of the education of exceptional children.

¹See Chapter V.

²Grades thirteen and fourteen are junior college grades.

provided further that said applicant shall have had supervisory experiences, either with or without credit, in the special subject or special service area under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

[Amendment filed July 17, 1957]

f. Elementary-School Principal

(1) Type of Service Authorized

Authorization to serve as a principal, supervisor or teacher in any elementary school through grade nine

(2) Requirements

Applicant must have met the requirements for a professional certificate with endorsement as an elementary-school teacher, and in addition thereto, have completed 20 semester hours of approved graduate credit and have had two years of successful teaching experience except that, on and after August 31, 1960, applicant shall have met the requirements for the professional certificate endorsed for one of the several types of teaching service, and, in addition thereto, have secured a master's degree in elementary-school education with emphasis on administration, but including attention to problems of supervision and have had four years of successful teaching experience; provided further that said applicant shall have had elementary-school administrative experiences, either with or without credit, under the supervision of the institution granting said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

[Amendment filed July 17, 1957]

g. Secondary-School Principal

(1) Type of Service Authorized

Authorization to serve as a principal, supervisor or teacher in any secondary school through grade fourteen

(2) Requirements

Applicant must have met the requirements for a professional certificate with endorsement as a secondary-school teacher, and in addition thereto, have completed 20 semester hours of approved graduate credit and have had two years of successful teaching experience except that, on and after August 31, 1960, applicant shall have met the requirements for the professional certificate endorsed for one of the several types of teaching service, and, in addition thereto, have secured the master's degree in secondary-school education with a recognized institution with emphasis on administration, but including attention to problems of supervision and have had four years of successful teaching experience; provided further that said applicant shall have had secondary-school administrative experiences, either with or without credit, under the supervision of the institution awarding said applicant's master's degree, or, in lieu thereof, equivalent experiences as judged by said institution.

[Amendment filed July 17, 1957]

h. Superintendent

(1) Type of Service Authorized

Authorization to serve as county superintendent, or as superintendent, principal, supervisor

or teacher in any elementary or secondary school through grade fourteen

(2) Requirements

(a) Standard Preparation

Applicant must have met the requirements for a professional certificate with endorsement as a secondary-school teacher, an elementary-school teacher or as an elementary-secondary-school teacher; and in addition thereto, have completed an approved program of preparation, have been awarded a master's degree by a recognized institution, and have had four years of successful teaching experience except that, on and after August 31, 1960, applicant shall have met the requirements for a professional certificate endorsed for one of the several types of teaching service, and, in addition thereto, have secured a master's degree in school administration from a recognized institution plus 30 semester hours of approved graduate study completed after the date of the awarding of the master's degree, and have had four years of successful teaching experience; provided further that said applicant shall have had general school administrative experiences, either with or without credit, under the supervision of the institution in which the additional 30 semester hours were completed, or, in lieu thereof, equivalent experiences as judged by said institution.

[Amendment filed July 17, 1957]

(b) Advanced Preparation

Same requirements as for standard preparation plus 30 semester hours of approved graduate preparation beyond the master's degree

C. Preprofessional Certificate

1. Validity

The preprofessional certificate shall be valid for a term of six years, and for service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions prescribed in this bulletin.¹

2. Endorsements Available

a. Elementary

(1) Type of Service Authorized

Authorization to teach in kindergarten and grades one through nine

(2) Requirements

(a) On Less Than a Degree

Two years (60 semester hours) of approved college preparation in a recognized institution except that, on and after August 31, 1958, the accreditation of each college or university to offer two-year programs of teacher education shall be terminated.

[Amendment filed July 17, 1957]

b. Secondary (Trade and Industrial Classes)

(1) Type of Service Authorized

Authorization only to teach the specific subject or subjects designated in the recommendation in grades nine through twelve

(2) Requirements

Recommendation as to competence in designated subject or subjects made by Director of Divi-

¹See Chapter V.

sion of Vocational Education of Iowa Department of Public Instruction.

c. Elementary-Secondary (Not Available to New Applicants)

(1) Teaching Service Authorized

Authorization to teach the specified subject or subjects in kindergarten and grades one through fourteen.

(2) Requirements

Applicant must be holder of a special subject certificate issued in former years which is in force or for which current renewal requirements have been met.

D. Substitute Certificate

1. Validity

The substitute certificate shall be valid for a six-year term, and for the same services authorized by Iowa or Non-Iowa certificate (exclusive of emergency or temporary certificate) once held by the applicant. It shall be valid only for those positions in which a regularly employed, certificated teacher actually began the school year. It shall be valid for not more than 90 days of full-time teaching during any single school year except that an appropriate supervisor in the Department of Public Instruction may, by written statement, authorize the holder of such a certificate to teach in excess of the 90-day period when, in his judgment, the best interests of the pupils would be served thereby. In such an event, the said substitute teacher shall not occupy the position beyond the close of the current school year.

2. Endorsements Available

Endorsements on a substitute certificate shall be exactly the same as those to which the applicant would be entitled if a term certificate (equivalent to the type of certificate once held) were issued to the applicant.

3. Requirements

The applicant for a substitute certificate must once have held an Iowa or Non-Iowa certificate (exclusive of emergency or temporary certificate) which, by meeting current renewal requirements in force in the state of issue, could again be issued for a term of years.

E. Temporary Certificate

1. Validity

The temporary certificate shall be valid for a one-year term and for service as indicated by the endorsement or endorsements appearing thereon.

2. Endorsements Available

This certificate shall be endorsed in a manner similar to permanent professional, professional and preprofessional certificates in accordance with the type of preparation completed.

3. Requirements

a. Based on Expired Iowa Certificate, Exclusive of Emergency or One-Year Special Certificate

The holder of an expired Iowa certificate (exclusive of emergency or one-year special certificate), who has had one year (8 months) of suc-

cessful teaching experience, shall be eligible to receive the temporary certificate upon application accompanied by recommendation of a superintendent or county superintendent, provided that no temporary certificate shall be available to any teacher during the first year immediately following the expiration date of said teacher's regular certificate, and no temporary certificate shall be issued to a person whose expired, regular certificate was based on less than 60 semester hours of preparation when said certificate has been expired for a period of five years. This certificate shall be endorsed for the type of service authorized by the expired certificate on which it is based. This certificate is nonrenewable. See Chapter V for requirements for renewal of Iowa certificate once held.

b. Based on Eligibility for a Professional or Pre-professional Certificate Except for Defined Deficiencies Outlined in Chapter I
This certificate is nonrenewable.

c. Based on Fifty Semester hours of Specified College Credit

This certificate is available only to an applicant who has never had an Iowa teacher's certificate. It requires 50 semester hours of college credit with 8 strictly in elementary-school professional education including 3 in elementary-school methods. The applicant shall have completed at least 6 semester hours of credit within the five-year period immediately preceding the date of the issuance of the certificate. It shall give the holder authorization to teach in kindergarten and grades one through nine.

d. Based on Administrative Decision

The Superintendent of Public Instruction is authorized to issue the temporary certificate to applicants whose services are needed to fill positions in specific schools in emergency situations.

The applicant shall be recommended by the approved college where the most recent preparation was completed.

This certificate will be renewable not to exceed six times for one-year terms upon the completion of 8 semester hours of credit each year leading toward completion of requirements for a preprofessional or professional certificate, provided that teaching experience continues to be successful.

[Filed January 3, 1955]

[Amended July 17, 1957]

F. Professional Commitment Certificate

1. Validity

The professional commitment certificate shall be valid for a one-year term, and service as indicated by the endorsement or endorsements appearing thereon. It shall be renewable according to conditions outlined under 4, below.

2. Endorsements Available and Requirements

a. Elementary-School Teaching

(1) On Approved Two-Year Portion of a Four-Year Teacher Education Curriculum

A minimum of two years (60 semester hours) of preparation selected from an approved two-year portion of a four-year teacher education curriculum for elementary-school teachers shall be required for a professional commitment certificate to be endorsed

for teaching in kindergarten and grades one through nine. Eight semester hours of credit strictly in elementary-school professional education with 3 in elementary-school methods and 3 in student teaching must be included.

This certificate endorsed for elementary-school teaching is available only to applicants who are recommended by the approved college where the most recent preparation was completed. At its discretion the college may require applicants to complete more preparation than the minimum specified in the immediately preceding paragraph.

(2) On Bachelor's Degree

A minimum of a bachelor's degree from an approved institution plus 8 semester hours of professional preparation selected from that institution's program leading to elementary-school teaching filed with and approved by the State Board of Public Instruction shall be required for a professional commitment certificate endorsed for teaching kindergarten and grades one through nine.

This certificate endorsed for elementary-school teaching is available only to applicants who are recommended by the approved college where the most recent preparation was completed. At its discretion the college may require applicants to complete more preparation than the minimum specified in the immediately preceding paragraph.

b. Secondary-School Teaching

A minimum of a bachelor's degree from an approved institution plus 8 semester hours of professional preparation selected from that institution's program leading to secondary-school teaching filed with and approved by the State Board of Public Instruction shall be required for a professional commitment certificate endorsed for teaching grades seven through fourteen.

This certificate endorsed for secondary-school teaching is available only to applicants who are recommended by the approved college where the most recent preparation was completed. At its discretion the college may require applicants to complete more preparation than the minimum specified in the immediately preceding paragraph.

c. Elementary-Secondary Teaching in a Special Subject or Service Area

A minimum of a bachelor's degree from an approved institution with specialization in the designated special subject or special service area plus 8 semester hours of professional preparation selected from that institution's program filed with and approved by the State Board of Public Instruction shall be required for a professional commitment certificate endorsed for teaching in the special subject or service area in kindergarten and grades one through fourteen.

This certificate endorsed for elementary-secondary-school teaching is available only to applicants who are recommended by the approved college where the most recent preparation was completed. At its discretion the college may require applicants to complete more preparation than the minimum specified in the immediately preceding paragraph.

3. Recency of Preparation

Applicants for the professional commitment certificate shall have completed at least 6 semester hours of credit within the five-year immedi-

ately preceding the date of issuance of the certificate.

4. Requirements for Renewal

The professional commitment certificate is renewable for consecutive yearly terms provided that the equivalent of 6 semester hours of additional preparation leading toward the professional certificate is completed each year*, and provided also that teaching experience continues to be successful and the college where the preparation is being completed recommends each renewal.

The holder of a professional commitment certificate is not required to renew it each year provided no teaching is done. However, a grand total of additional credits equivalent to at least 6 semester hours of progress each year (except during military service) after the issuance of the original professional commitment certificate will be required.

[Filed July 17, 1957]

Chapter III

APPROVAL OF INSTITUTIONS AND TEACHER EDUCATION PROGRAMS

[Amendments filed July 17, 1957]

Chapter II presents the teacher certification framework which has been adopted for Iowa by the State Board of Public Instruction.

As a matter of policy, the State Board has not set up a rigidly specified curriculum for the preparation of teachers in any field. It has authorized the Superintendent of Public Instruction to appoint an Advisory Committee on Teacher Education and Certification. This committee will make recommendations regarding the content of each of the various programs of preparation for consideration by the State Board. This committee will be a recommending body only. The final legal authority rests with the Board.

The State Board has stipulated that the Advisory Committee shall organize its recommendations under four categories:

1. Academic Work in General Education Needed by All Teachers
2. Academic Preparation Needed for Secondary- or Elementary-Secondary-School Teachers in Their Chosen Teaching Fields, and Certain Subjects Essential in the Preparation of Elementary-School Teachers
3. Preparation in Education and Psychology Courses Including Teaching Under Supervision
4. Student Selection and Guidance

The State Board has further stipulated that the Advisory Committee shall organize its recommendations in such a manner that considerable room will be left for institutional initiative in the methods of preparing teachers. Experimentation with promising programs for improved preparation of teachers is encouraged by the State Board.

*If recommended by the college, credits in excess of 6 semester hours completed during any year following the original issuance of the certificate may be cumulated and applied toward meeting the requirements for one or more succeeding yearly renewals. For example, if a teacher should complete 10 semester hours during a given year, 4 of them could be carried over and used on the next renewal.

Iowa colleges and universities seeking the approval of their programs of teacher education shall file evidence of the extent to which they meet the standards of the National Council for Accreditation of Teacher Education provided that colleges and universities already accredited by the said Council shall be exempted from filing such evidence.

In order for its graduates to be accepted for teacher certification by the State Board of Public Instruction, each Iowa college or university shall file a specific program or curricular pattern of teacher education designed to meet the requirements for each certificate, and it shall also specify the courses its students must complete and the levels of excellence which they must attain in said courses as a condition to being recommended for approval to teach the subjects in public schools for which standards are hereinafter prescribed.

When any Iowa college or university which is approved for teacher education by the State Board of Public Instruction certifies that an applicant for a teacher's certificate has demonstrated competence in any required area of preparation equivalent to the completion of regular college courses in that area, said applicant shall not be required to present a record of college credit in said area.

Certificates based on requirements specifying four years of college preparation and a bachelor's degree shall be issued only after the applicant for one of the said certificates has met each of the following standards, where applicable to the type of said certificate to be issued, in an Iowa college or university whose program or programs of teacher education leading to said certificates shall have been filed with and approved by the State Board of Public Instruction:

(1) The applicant shall have completed 40 semester hours of credit in courses specified by the institution awarding said applicant's bachelor's degree as being classified as general education.

(2) The applicant shall have completed 30 semester hours of credit in an area of subject-matter concentration which shall have been listed by the institution awarding said applicant's bachelor's degree in said institution's program or programs of teacher education filed with and approved by the State Board of Public Instruction, provided that, when so designated by said institution, "elementary-school education" shall be regarded as an acceptable area of subject-matter concentration.

(3) The applicant for a certificate valid for teaching in the elementary-school field shall have completed preparation in at least five of the following areas: literature for children, mathematics, art, music, geography, health and physical education, industrial arts, conservation education, elementary speech correction, and dramatics as separate college courses, or, in lieu thereof, in courses in general education required by the institution awarding said applicant's bachelor's degree.

(4) The applicant for a certificate valid for teaching in the secondary-school field shall have met the minimum approval standards as herein prescribed for teaching subjects within one or more fields outside his own area of subject-matter concentration for which said approval standards include requirements except in cases where the institution awarding said applicant's bachelor's degree

shall have been authorized by the State Board of Public Instruction to recommend applicants who have been permitted by said institution to omit preparation sufficient to meet approval standards in any field outside their area of concentration, and when said institution does so recommend said applicant.

(5) The applicant for a certificate valid for teaching in a special subject or special service area in the elementary- and secondary-school fields shall have completed 40 semester hours of preparation in general education and 30 semester hours of preparation in an area of subject-matter concentration both as specified herein provided that the special subject or special service area in which said certificate authorizes said applicant to teach shall comprise the area of subject-matter concentration, provided further that an applicant for a certificate valid to serve as a teacher in the area of school psychologist must hold a master's degree including the preparation herein prescribed and have had two years of teaching experience.

(6) The applicant shall have completed a grand total of 20 semester hours of credit in professional education at least one-fourth of which credits shall be in professional education courses which deal with problems which are of common concern to both elementary- and secondary-school teachers.

(7) The applicant for a certificate valid for teaching in the elementary-school field shall complete courses dealing with (a) learning experiences designed to develop skill in methods of teaching and evaluating pupil progress in the areas of instruction included in the elementary-school curriculum, and (b) shall have completed work in supervised student teaching at the elementary-school level. At least 5 semester hours of college credit shall have been secured in said supervised student teaching by said applicant.

(8) The applicant for a certificate valid for teaching in the secondary-school field shall have completed courses dealing with (a) learning experiences designed to develop skill in methods of teaching and evaluating pupil progress in the areas of instruction included in the secondary-school curriculum, and (b) shall have completed work in supervised student teaching in the secondary-school field. At least 5 semester hours of college credit shall have been secured in said supervised student teaching by said applicant.

(9) The applicant for a certificate valid for teaching in a special subject or special service area at the elementary- and secondary-school levels shall have completed courses dealing (a) with learning experiences designed to develop skill in methods of teaching and evaluating progress of elementary- and secondary-school pupils in the special subject or service area for which said certificate is valid, and (b) shall have completed work in supervised student teaching in the special subject or service area for which said certificate is valid. At least 5 semester hours of college credit in said supervised student teaching shall have been secured by said applicant. This work in student teaching shall have dealt with both elementary- and secondary-school pupils.

(10) The holder of a certificate valid for teaching in a special subject or special service area at

the elementary- and secondary-school levels shall become eligible for certification as an elementary-school teacher by completing the same subject-matter preparation specified herein as required of the applicant for a certificate valid for teaching in the elementary-school field, and, in addition thereto, by completing 6 semester hours in elementary-school methods outside the special subject or special service area for which said holder's certificate is already valid.

(11) The holder of a certificate valid for teaching in a special subject or special service area at the elementary- and secondary-school levels shall become eligible for certification as a secondary-school teacher by completing the same subject-matter preparation specified herein as required of the applicant for a certificate valid for teaching in the secondary-school field, and, in addition thereto, by completing 3 semester hours of secondary-school teaching methods outside the special subject or special service area for which said holder's certificate is already valid.

Iowa colleges and universities offering programs of preparation leading to certificates for which graduate study is specified herein shall be authorized to recommend applicants for said certificates only when said programs have been filed with and approved by the State Board of Public Instruction.

In order to have their programs of teacher education considered for approval, out-of-state institutions shall offer programs and meet standards equivalent to those specified herein for Iowa colleges and universities and they shall also meet the following conditions: be accredited for general excellence by a regional accrediting agency for collegiate institutions operating in the territories in which said institutions are located provided said regional accrediting agency is declared by the State Board of Public Instruction as being acceptable to it; be approved by the State Board or Agency under whose jurisdiction the institution operates for the particular area or specialized field of teaching in which certification is sought; and be accredited by

the National Council for Accreditation of Teacher Education, or, in lieu thereof, provide such other evidence of excellence of the teacher education program as may be required by the State Board of Public Instruction.

C. Approval of Revised Programs

Each revised program of teacher preparation leading to each class of certificate and each endorsement must be submitted to and approved by the State Board of Public Instruction. Every institution must submit its revised program or programs on or before December 31, 1958.

The State Board will take action regarding the approval of programs submitted by each institution after the report of a reviewing committee designated by the Superintendent of Public Instruction has been submitted. In addition to appropriate members of the staff of the Department of Public Instruction, the reviewing committee shall include representatives of colleges which prepare teachers and of the teaching profession. When a college contemplates major revisions in one or more of its approved programs such revisions may be announced and initiated only after having been approved by the State Board.

Chapter IV

CONVERSION OF EXISTING CERTIFICATES TO EQUIVALENT NEW CLASSES OF CERTIFICATES¹

The State Board of Public Instruction has authorized the conversion of all existing certificates to the equivalent new classes of certificates outlined in Chapter II.

¹(a) Teachers with certificates in force must have met the requirements for the renewal of such certificates in order to be eligible to convert them into equivalent professional or preprofessional certificates.

(b) Applications for conversion are acceptable within twelve (12) months prior to expiration of certificates now in force.

(c) Permanent professional certificates are immediately available to qualified applicants.

The following tables summarize the manner in which these conversions will be made:

<i>Existing Certificates</i>	<i>Equivalent New Certificates</i>
1. Life certificate where holder has 30 semester hours of credit beyond baccalaureate degree	1. Permanent professional certificates
2. All other life certificates	2. No conversion necessary unless lapsed; then eligible for conversion to equivalent new class of certificate on meeting reinstatement requirements
3. All term certificates in force and based on college degrees ¹	3. Professional certificate, or when conditions are met, permanent professional certificate.
a. Names of Certificates Involved	
(1) Superintendents' certificates	
(2) Principals' certificates	
(3) Supervisors' certificates	
(4) Advanced elementary certificates	
(5) Standard secondary certificates	
(6) Advanced secondary certificates	
(7) Special certificates, exclusive of one-year special certificates	
4. All term certificates in force and based on less than college degrees	4. Preprofessional certificate
a. Names of Certificates Involved	
(1) High school normal training certificates	
(2) Uniform county certificates	
(3) Standard elementary certificates	
(4) Special certificates, exclusive of one-year special certificates	
5. All holders of expired certificates	5. Temporary certificate, also equivalent new class certificate when requirements for renewal or exchange have been met

¹Although some certificates named in this category were issued in former years in exchange for old-type certificates based on less than college degrees, the experienced holders of such certificates are always given the same renewal or conversion privileges as younger teachers who secured these certificates on the basis of degrees.

Chapter V

REQUIREMENTS FOR RENEWAL OF TEACHERS' CERTIFICATES

A. Miscellaneous Requirements

1. Application Forms for Renewal

Application forms for renewal of certificates may be secured from the Department of Public Instruction, registrars of Iowa Colleges, superintendents and county superintendents.

2. Fees

The fee for the term renewal of a certificate is \$2.00; for a life renewal, \$5.00. Fees should be sent to the Department of Public Instruction made payable to the Superintendent of Public Instruction.

3. When to File Application for Renewal of Certificate

The application and fee for the renewal of a certificate may be filed as early as twelve months prior to expiration date.

4. Where Credits for Renewal Must be Taken

Credits earned for the renewal of certificates must be completed in an institution approved by the State Board of Public Instruction. Teachers with 60 or more semester hours of credit on the date of registration for courses to be used for cer-

tificate renewal must earn the credits in an approved *senior* college.

5. Recency of Credits for Renewal

If a certificate is renewed at date of expiration, the credits presented for the renewal of the certificate are acceptable, if earned during the term of the certificate. If a certificate is not renewed at date of expiration, the credits presented for its renewal must have been completed within the five-year period immediately preceding the date of application for the renewal.

6. Records of Experience

Statements from school officials under whom an applicant has taught are required for renewal of certificates. Appropriate forms for this purpose are provided by the State Board of Public Instruction.

Applicants who have not completed the minimum experience requirements to combine with college credits for the renewal of a certificate and who present additional college credits in lieu of such experience must also file statements from school administrators for such experience as they may have had during the term of the certificate being offered for renewal.

7. Evidence of Continued Fitness for Teaching

Such evidence as the State Board of Public Instruction may require showing continued physical

and mental health, and moral fitness sufficient for work in the schools must be presented.

8. Professional Spirit—Evidence Required

A person renewing a certificate is required to present such evidence as the State Board of Public Instruction may require showing professional spirit.

The State Board has defined the evidence of professional spirit as follows:

a. Completion of additional college credits as specified since the date of issuance of certificate being offered for renewal

b. Adherence to the Code of Ethics for Teachers as adopted by the National Education Association and the Iowa State Education Association

c. Attendance at and co-operative participation in institutes and teachers' meetings called by school officials

d. Assumption of responsibility for keeping one's own teacher's certificate in force and registered as required by law as long as employed in school work

e. Refusal to accept a position for which one is not qualified

f. Refusal to aid and abet in any manner the continuance in service of any teacher known to be ineligible for a teacher's certificate

9. Renewal Requirements Subject to Change

Renewal requirements are subject to change. The holder of a certificate is responsible for keeping himself informed regarding changes in requirements. While all such changes are widely publicized by the Department of Public Instruction, it is not possible to inform each certificate holder directly whenever such changes are adopted.

All changes in requirements are distributed among city and county superintendents, and college and university departments of education in Iowa. They are also available to any person or institution upon request.

B. Term Renewal Requirements¹

1. Certificates Issued on College Degrees, or in Exchange for Old-Type Certificates Which Were Based on College Degrees

a. Names of Certificates Involved

- | | |
|---|--|
| <ul style="list-style-type: none"> (1) Professional certificates (2) Superintendents' certificates (3) Principals' certificates (4) Supervisors' certificates (5) Advanced elementary certificates (6) Standard secondary certificates (7) Advanced secondary certificates (8) Special certificates, exclusive of one-year certificates | <p>When renewal requirements for these certificates are met, they will be converted to professional certificates</p> |
|---|--|

b. General Requirements

Every person renewing a certificate based on a college degree should complete the required college credits in courses related to the increase in compe-

¹Term renewal requirements are suspended for people sixty years of age or older who hold preprofessional certificates or higher and have had five years (40 months) of successful teaching experience during the term of their certificates being offered for renewal.

tence to do the type of service covered by the certificate being offered for renewal

c. Renewal Requirements—Additional Preparation and Experience

Successful experience in teaching during the term of the certificate as judged by analysis of evidence filed concerning all such experience, but totaling at least 8 months; and, in addition thereto, 6 semester hours of credit earned since the date of issuance of the certificate

In lieu of the above experience and credit: 8 semester hours of additional college credit.

2. Certificates Issued on Less Than College Degrees, or in Exchange for Old-Type Certificates Which Were Based on Less Than College Degrees

a. Names of Certificates Involved

- | | |
|--|---|
| <ul style="list-style-type: none"> (1) Preprofessional certificates (2) High school normal training certificates (3) Uniform county certificates (4) Standard elementary certificates (5) Special certificates, exclusive of one-year special certificates (6) Limited elementary certificates¹ | <p>When renewal requirements for these certificates are met, they will be converted to preprofessional certificates</p> |
|--|---|

b. General Requirements

Every person renewing a certificate based on less than a college degree must present a statement signed by the registrar of the single, approved institution where the credits for renewal are on record showing the following facts:

(1) That all credit from other colleges has been received and evaluated in terms of the requirements for the completion of the program leading to a professional certificate

(2) That the credits being offered in support of the application for renewal count toward the completion of the requirements for the professional certificate

c. Renewal Requirements—Additional Preparation and Experience

Successful experience in teaching during the term of the certificate as judged by analysis of evidence filed concerning all such experience, but totaling at least 8 months; and in addition thereto, 6 semester hours of credit earned since the date of issuance of the certificate

In lieu of the above experience and credit: 8 semester hours of additional college credit

C. Life Renewal Requirements²

Certificates that have expired cannot be renewed for life. Any five-year certificate, in force as of December 31, 1953, may be renewed for life on date of expiration by meeting the following requirements.

¹These limited elementary certificates were renewable once only for one three-year term. However, upon completion of 12 additional semester hours of credit at a single institution under the conditions outlined under "b" below, they may be converted to preprofessional certificates.

²After June 30, 1958, life renewals will be available only to people with proper experience who have completed 30 semester hours of preparation in addition to the baccalaureate degree. Because, as outlined in Chapter II, such people will be eligible to receive permanent professional certificates, there will then be no advantage in securing a life renewed certificate of the old type.

1. Standard Elementary Certificates and Five-Year Special Certificates Issued on Less Than College Degrees

a. Experience

Five years' successful teaching experience, two of which must have occurred during the term of the certificate offered for life renewal

b. Professional Training, Growth, Spirit

Evidence of having completed a two-year college curriculum (or a minimum of 60 semester or 90 quarter hours of college credit) recognized by the State Board of Public Instruction, and in addition thereto, at least 9 semester or 13 quarter hours of college credit earned during the term of the certificate to be renewed for life.

2. All Other Five-Year Certificates

Five years' successful teaching experience, two of which must have occurred during the term of the certificate offered for life renewal

3. Lapsing of Certificates Renewed for Life

a. Lapsing Due to Nonuse

A certificate renewed for life remains in force only as long as the holder permits no five-year period to pass in which he has not been employed in school work for at least eight months in administration, supervision, or teaching. (160 days of teaching is considered the equivalent of eight months.)

b. Reinstatement of Lapsed Life Certificate for Term

A life certificate which has lapsed may be reinstated upon filing 8 semester hours of college credit earned in an approved institution within the five-year period immediately preceding the date of application for reinstatement.

A lapsed life certificate is reinstated, not as another life certificate, but as an equivalent term certificate as outlined in Chapter IV. Exception: If the requirements for it are met, the permanent professional certificate will be issued immediately upon meeting the requirements for the reinstatement of a lapsed life certificate.

D. Requirements for Renewal of Substitute Teacher's Certificate

1. Proper Use

Evidence showing that substitute teacher's certificate was used only to take the place of a regularly employed, certificated teacher who actually began the school year

2. Successful Teaching

Evidence showing that any teaching experience had during the term of the certificate was successful, or recommendation by a superintendent or county superintendent as to continued fitness for teaching

3. Limit of 90 Days of Teaching Per Year

Evidence that not more than 90 days of full-time teaching was done by the applicant during any one school year while the certificate was in force, unless such teaching was covered by a valid certificate or was authorized in writing by an appropriate supervisor in the Department of Public Instruction.

4. No Additional College Credit Required

E. Requirements for Renewal of Temporary Certificate

Except when so stipulated by the conditions under which it is issued, the temporary certificate is not renewable.

This certificate is usually issued only to people who will become holders of a regular term certificate by completing either 6 or 8 additional semester hours of appropriate college credit.

PART TWO

REQUIREMENTS FOR APPROVAL

Chapter VI

GENERAL INFORMATION RELATING TO THE APPROVAL OF CERTIFICATED PERSONNEL

A. Introductory Statement

1. Types of Schools to Which Standards for Approval of Personnel Apply

Aside from the fact that every rural school must be taught by a teacher or teachers holding certificates valid for the grade levels included in such schools to which said teachers are assigned, the approval standards stated herein apply to the elementary and secondary schools (including junior colleges) operated by school districts which maintain approved high schools.

Any school, rural or otherwise, which does not employ regularly certificated teachers who are qualified for the types of positions held may, under certain conditions, be ineligible for participation in the state distributive funds, and the collection of tuition from nonresidents from other districts which do not maintain approved high schools.

2. Only Minimum Standards Outlined Herein

The Department of Public Instruction recognizes that the requirements outlined herein are minimum standards only. They are not to be accepted as standards for schools which are attempting to give maximum service. In every instance the required preparation should be exceeded by the good teacher. School boards and superintendents must recognize that standards for teaching are rising the country over, and that Iowa standards are relatively low as compared with other states. Iowa teachers, therefore, may expect that requirements will be raised and should govern themselves accordingly.

3. Special Advice to School Officials

a. To School Boards

Section 279.14, Code of Iowa, 1954, designates the superintendent as the executive officer of the board. Before filling any vacancy at any time, consult your superintendent. *Under no circumstances should a contract be signed unless you are sure the teacher is properly qualified.* If you are not sure the teacher under consideration meets the minimum requirements for the position, call or write the Department of Public Instruction, Des Moines 19, Iowa.

b. To Superintendents

Be sure to consult this circular before filling any vacancies in your teaching staff. In filling vacancies, call the attention of your school board to the paragraph above so that such vacancies will not be filled with unqualified teachers.

In making assignments of secondary-school teachers it is expected that superintendents will recognize the preparation of the teacher, and require at least 20 semester hours of preparation in any field which constitutes the teacher's major assignment.

B. Certificates Which Are Appropriate for Various Types of Positions

A certificate appropriate for each type of position is required. The following statements are important in this connection:

(1) Certificates authorizing service or teaching at the elementary- and secondary-school levels in specific areas or subjects are not valid for teaching academic subjects not covered by such endorsements.

(2) Certificates for elementary-school teaching are not valid for service above the eighth grade unless so designated by the certificates or the endorsements on them.

(3) No certificates valid for secondary-school teaching may be used below the seventh grade unless specific endorsements to that effect appear on them.

C. Recognition of Previous Approval

Any teacher who has been regularly approved for teaching a subject or grade in an approved Iowa school may continue to teach that subject or grade in the same type of Iowa school even though he does not meet the present standards (Section 294.2, Code 1954). This privilege is not extended to teachers who have been approved but do not meet the legal requirements; e.g., a holder of a certificate valid only for teaching in the seventh grade or above does not qualify on that certificate for teaching below the seventh grade, even though he may have once taught in kindergarten and grades one through six.

D. Preparation in Accredited Institution Required

In every instance where "preparation or training" of the teacher is mentioned, such preparation or training must be secured in, or validated or evaluated by, a regularly accredited teacher-education institution. Such Iowa institutions are listed in the Iowa Educational Directory, published annually by the Department of Public Instruction. Accredited out-of-state schools are those accredited by the North Central Association of Colleges and Secondary Schools or comparable regional accrediting associations, or the National Council for Accreditation of Teacher Education. Any reference to "hours of preparation" is expressed in semester hours only.

E. Official Approval Statement Available to Each Teacher

It is the practice of the Department of Public Instruction to issue an official statement to each secondary-school teacher indicating the subjects which that teacher is approved to teach under these standards. Thus, employing officials will know in advance of hiring a teacher whether or not said teacher's qualifications fit the position to be filled. On request, this information will be supplied to any superintendent or school board direct from the Department of Public Instruction.

Each Iowa teacher-preparing institution, approved by the State Board of Public Instruction, shall outline the courses or levels of adequacy which its students must attain in order to be recommended for approval to teach in the various subject-matter areas. After the State Board of Public Instruction has officially accepted said outline from an institution, the teacher prepared at said institution shall be approved only when said courses or levels of adequacy shall have been completed or attained as attested to by said institution even though said courses or levels of adequacy exceed the minimum approval standards outlined herein. When a teacher's record of credits from a college outside Iowa is filed for evaluation to determine said teacher's areas of approval, said record shall be interpreted for each teaching area in a manner consistent with standards typical of those filed by Iowa colleges and officially accepted by the State Board of Public Instruction.

The Superintendent of Public Instruction shall, at his discretion, extend temporary approval in emergency situations to certificated teachers who are making annual progress to his satisfaction toward meeting the regular approval standards outlined herein.

[Amendment filed July 17, 1957]

Chapter VII

REQUIREMENTS FOR EACH TYPE OF POSITION

A. Administration

1. Superintendent and Assistant Superintendent¹

a. Certificate

(1) Superintendent's certificate, or professional or permanent professional certificate endorsed for service as superintendent

(2) Life validated old-type state certificate accepted for those previously approved as superintendent on such certificate

b. Preparation

As prescribed for one of the above certificates

c. Experience

As required to qualify for the certificate

d. Approval for Teaching

Superintendents are eligible to teach at either the secondary or elementary level, or both. However, they are limited in their teaching schedule the same as are other teachers; i.e., they must meet the preparation standards, or previous experience required of classroom teachers. Superintendents teaching special subjects may teach at either the secondary or the elementary level or both, but must meet the training requirements prescribed for the teachers at each level at which teaching is done. Any new combination of superintendent and vocational agriculture will not be approved. Any combination of duties or an overload of teaching and study hall assignments which consumes more than one-half of the superintendent's time is viewed with disfavor. Ample time in the day's routine must be allotted for administrative procedures and direct supervision of the school's personnel.

¹The superintendent of a public school system which maintains a junior college must hold a master's degree and must have preparation in educational administration, and supervision or curriculum.

2. Secondary-School Principal and Assistant Principal¹

a. Certificate

(1) Secondary principal's certificate, or professional or permanent professional certificate endorsed for service as secondary-school principal.

(2) Life validated old-type state certificates accepted for those previously approved

b. Preparation

As prescribed for above certificates

c. Experience

As required to qualify for the certificate

d. Approval for Teaching

Secondary-school principals are limited in their teaching schedule the same as are teachers; i.e., they must meet the preparation standards or previous experience required of classroom teachers at the secondary level

Note: The standard and advanced secondary certificates are not valid for any principalship. Only teachers holding secondary-school principal's certificates or professional certificates endorsed for service as secondary-school principal may be designated as principal in any listings of the school's personnel. No teacher shall be assigned or designated as acting principal unless he holds a valid certificate for the principal's position.

3. Elementary-School Principal and Assistant Principal

a. Certificate

(1) Elementary principal's certificate, or professional or permanent professional certificate endorsed for service as elementary principal

(2) Life validated old-type state certificate accepted for those previously approved as elementary-school principal

b. Preparation

As prescribed for above certificates

c. Experience

As required to qualify for the certificate

d. Approval for Teaching

Any grade or subject at the elementary level, or, when so designated on the certificate, subjects in the ninth grade.

Note: The standard and advanced elementary certificates are not valid for any principalship. No teacher shall be assigned or designated as acting principal unless he holds a valid certificate for the principal's position.

B. Supervision

1. Definition of a Supervisor

A supervisor is defined as one who spends more than half time supervising the teaching of some particular subject or subjects, or a combination of such supervision and the preparation of outlines, directions, or performs services for those working under his supervision. The work of a supervisor may be done on the high-school level or on the elementary level or on any combination of elementary and secondary supervision.

¹A secondary-school principal or teacher who serves as a dean or junior college administrator must hold a master's degree and must have preparation in educational administration, and supervision or curriculum.

2. Secondary-School Supervisor (Not in Special Subjects)

a. Certificate

(1) Superintendent's or secondary principal's certificate; or professional or permanent professional certificate endorsed for service as superintendent or secondary principal

(2) Certificate for supervision of the subject involved

(3) Life validated old-type state certificate accepted on which the supervisor may have been previously approved in this position

b. Preparation

As prescribed for above certificates

c. Experience

As required to qualify for the certificate

d. Approval for Teaching

Any secondary subject in which the supervisor meets approval standards for teachers on preparation as prescribed in this bulletin

3. Elementary-School Supervisor (Not in Special Subjects)

a. Certificate

(1) Superintendent's certificate, or professional or permanent professional certificate endorsed for service as superintendent

(2) Elementary supervisor's certificate or professional or permanent professional certificate endorsed for elementary-school supervision

(3) Life validated old-type state certificate accepted for persons previously approved as elementary supervisor on this certificate

b. Preparation

As prescribed for above certificates

c. Experience

As required to qualify for the certificate

d. Approval for Teaching

Any grade or elementary subject, and, if so designated on the certificate, subjects in the ninth grade in which approval standards have been met.

4. Elementary-Secondary Supervisor (Special Subjects or Special Services)

a. Certificate

(1) Supervisor's certificate, or professional or permanent professional certificate endorsed for supervision of the special subject or special service concerned

(2) Life validated old-type state certificate on which the teacher has been previously approved as a supervisor in the special subject or special service area concerned

b. Preparation

As prescribed for above certificates

c. Experience

As required to qualify for the certificate

d. Approval for Teaching

The special subject concerned at any level

C. Teachers in the Secondary Schools Including Grades Thirteen and Fourteen (Junior College)

1. Grades Seven Through Twelve

The specific requirements outlined herein give the approval standards for teachers of various subjects in grades nine through twelve. To be approved for teaching any subject in these grades the teacher

must hold a certificate¹ valid for these grades and have the minimum number of college credits specified for each subject. Specific credits in seventh- and eighth-grade subjects taught are not required, except in special subjects and special service areas as outlined in Section D. of this chapter.

a. Agriculture

(1) General Agriculture

Ten semester hours in agriculture

(2) Vocational Agriculture

Completion of a four-year curriculum in an institution² approved by the State Board of Public Instruction and the United States Office of Education of the Department of Health, Education, and Welfare

b. Art (See Section D.)

c. Business Education

Each teacher to be approved in any subject in the field of business education shall have completed a total of 15 semester hours in said field and shall also meet the specific requirements for each subject as follows: (1) for approval in bookkeeping, the teacher shall have completed a college course in accounting or its equivalent; (2) for approval in shorthand and typewriting, the teacher shall have completed an advanced college course for credit in each such subject to be taught; (3) for approval in business arithmetic, the teacher shall have met the approval standard either in bookkeeping or mathematics; (4) for approval in business law, the teacher shall have completed a college course in said subject; (5) for approval in office practice, the teacher shall have met the approval standard in typewriting or bookkeeping; (6) for approval in secretarial practice, the teacher shall have met the approval standards in shorthand and typewriting; (7) for approval in general business training, the teacher shall have completed 15 semester hours in any single business-education course or combination thereof; (8) for approval in additional business subjects such as consumer education, salesmanship, or retailing, the teacher shall have completed some preparation in the subject to be taught.

[Filed July 17, 1957]

d. Distributive Education (Vocational)

Supervisors, co-ordinators, and teachers of distributive education shall have completed a curriculum in business education in an institution³ approved by the State Board of Public Instruction and the United States Office of Education of the Department of Health, Education, and Welfare, and shall have had work experience in the field of business education as set forth in the Iowa State Plan for Vocational Education

e. Driver Education and Safety

Ten semester hours in the field of safety education, including 2 semester hours in actual behind-the-wheel driving

¹In addition to certificates of current issue which state specifically the grades for which they are valid, life validated old-type state certificates on which the teacher has been previously approved continue to be honored.

²Iowa State College, Ames, is the only institution in Iowa which is designated and approved to prepare teachers in vocational agriculture.

³The Iowa institutions which are designated and approved for preparing teachers in distributive education are Iowa State College, Ames; Iowa State Teachers College, Cedar Falls; and State University of Iowa, Iowa City.

f. English, Speech and Journalism

(1) English

Fifteen semester hours in the field, with specific preparation in each subject taught, except that, provided a teacher has a broad and diversified preparation in the field of at least 24 semester hours, he may be approved for teaching all English except that, on and after August 31, 1958, 15 semester hours shall be required in the English field, with specific preparation required in each English subject taught, except that, provided a teacher has had a broad and diversified preparation in the English field of at least 30 semester hours, he shall be approved for teaching all typical high-school subjects in English and also such additional specialized English courses to which said teacher might be assigned.

[Filed July 17, 1957]

Note: Typical subjects in English designated on approval statements are: (1) ninth and tenth grade English, (2) American literature, (3) English literature. English literature and American literature are included only when the teacher has had specific credits in each of these areas in addition to any emphasis on them included in freshman English or communications courses.

(2) Speech and Journalism

Ten semester hours shall be required in the speech field except that a teacher who shall have completed 15 semester hours in the English field shall be approved to teach speech with only 6 semester hours having been completed by said teacher in the speech field.

Ten semester hours shall be required in the journalism field except that a teacher who shall have completed 15 semester hours in the English field shall be approved to teach journalism with only 6 semester hours having been completed by said teacher in the journalism field.

[Filed July 17, 1957]

Note: A teacher approved in English is permitted to teach units dealing with speech and journalism in regular English classes to which this teacher is assigned.

Anyone who teaches a separate course in speech or journalism must meet the standards as outlined under f. (2) above.

g. Homemaking

(1) General Homemaking

Twenty semester hours in homemaking

(2) Vocational Homemaking

Completion of a four-year curriculum in home economics education in an institution⁴ which has been approved by the State Board of Public Instruction and the United States Office of Education of the Department of Health, Education, and Welfare for the training of teachers in reimbursed programs in home economics.

h. Industrial Arts

Fifteen semester hours in industrial arts, provided the preparation is general

Note: Fifteen semester hours in mechanical drawing only would not suffice for the approval of a teacher of industrial arts. It would qualify him

⁴Iowa State College, Ames, is the only institution in Iowa which is designated and approved to prepare teachers in vocational homemaking.

for teaching mechanical drawing at the secondary-school level.

A certificate valid for teaching industrial arts in elementary-secondary grades is now available in recognition of broad preparation in the field. Such a certificate, or two certificates (one elementary, one secondary), must be held by teachers whose program includes both elementary and secondary pupils.

i. Languages (Exclusive of English)

Fifteen semester hours in the language taught. Three semester hours of credit given for two years of high school training in the language taught.

j. Mathematics

Fifteen semester hours in the field. One semester hour of credit given for advanced algebra, trigonometry, or solid geometry pursued in high school with a maximum of 3 semester hours

k. Music (See Section D.)

l. Physical Education (See Section D.)

m. Science

Fifteen semester hours in science with some preparation in the subject taught. Teachers will be approved for teaching all sciences if they have 24 semester hours of preparation in the area, including work in physical and biological science except that, on and after August 31, 1958, 15 semester hours shall be required in the science field and 6 semester hours shall be required in each science subject taught, except that, provided a teacher has had 30 semester hours of preparation in science including credits in chemistry, physics and biological science, he shall be approved to teach all typical high-school subjects in science.

[Filed July 17, 1957]

Note: Teachers will be approved for teaching biology if, in lieu of hours in biology, they present hours in zoology and botany.

Teachers will be approved to teach general science if they present hours in physical science and a biological science background. In any case the total semester hours of science must be 15 or more.

n. Social Studies

Fifteen semester hours in the field and some preparation in the subject taught, except that, provided a teacher has a broad and diversified preparation in the field of social studies (a total of at least 24 semester hours including some hours in history and American government and at least one other subject of the social studies area), he may be approved for all subjects in history and social studies.

On and after August 31, 1958, 15 semester hours shall be required in the social science field and 6 semester hours of preparation shall be required in each subject in the social-studies subject taught, except that, provided a teacher has had 30 semester hours of preparation in social science including credits in American history, history other than American, government including American, economics, and sociology, he shall be approved to teach all typical high-school courses offered in history and social studies. Credits in American history and in history other than American shall be included in the minimum of 6 semester hours required of a teacher for approval to teach world history.

For approval to teach the combination-type course commonly taught in many high schools under titles

such as modern problems or problems of American democracy, the teacher shall have completed some college credit classifiable as American history, American government, economics and sociology.

[Filed July 17, 1957]

o. Trade and Industrial Classes

Instructional staff members in the field of trade and industrial education must meet the requirements as outlined in the Iowa State Plan for Vocational Education. When specific professional training is required, this training must be taken in an institution approved by the State Board of Public Instruction and the United States Office of Education of the Department of Health, Education, and Welfare.

2. Grades Thirteen and Fourteen (Junior College)

Junior College instructors must hold certificates which are valid for teaching in grades thirteen and fourteen.

Junior college instructors, those in service as well as additions to the staff, are encouraged to have preparation in junior college philosophy and teaching methods, and in counseling and guidance at the college level.

a. Academic Fields Except Those Listed Under b. and c. Following

Master's degree from a recognized graduate school and 10 semester hours of graduate credit in each of the fields in which instruction is given

b. Special Fields

(1) Art

Master's degree in art from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching art in the elementary-secondary grades

(2) Music

Master's degree in music from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching music in the elementary-secondary grades

(3) Physical Education

Master's degree in physical education from a recognized graduate school, or, in lieu thereof, a certificate valid for teaching physical education in elementary-secondary grades.

(4) A person serving as librarian for half time or less shall have completed 20 semester hours of preparation in library science; or, in lieu thereof, said person shall hold a certificate endorsed for service as a school librarian; a person serving as librarian for more than half time shall have completed a master's degree in library science, and said person shall hold a certificate endorsed for service as a school librarian.

[Filed July 17, 1957]

c. Other Fields

(1) Accounting

Master's degree from a recognized graduate school with 15 semester hours of graduate or undergraduate credit in accounting

(2) Engineering Drawing

Bachelor's degree with 8 semester hours as is required in a basic curriculum in mechanical engineering

(3) Shorthand and Typewriting

Master's degree from a recognized graduate school with either a graduate or an undergraduate major in the field of commerce, and with not less than 5 semester hours of graduate or undergraduate credit in each of these subjects

(4) Speech

Master's degree from a recognized graduate school with 10 semester hours of graduate or undergraduate credit in courses in speech, one-half of which must be in speech, as distinguished from dramatic art

(5) Teacher Education

Master's degree from a recognized graduate school with 10 semester hours of graduate credit in elementary education

(6) Terminal or Nontransfer Courses¹

Appropriate preparation for each course taught as determined by the official in the Department of Public Instruction who supervises junior colleges

D. Teachers of Special Subjects or in Special Service Areas

1. Teachers of Special Subjects (Art, Music, Industrial Arts, and Physical Education)

Schools which have a regularly approved special program operating under a fully qualified teacher holding a certificate valid for teaching the special subject in elementary-secondary grades may assign minor activities in the special field to other teachers who, on the basis of preparation and proficiency in the field, may be approved by the regional supervisor provided these teachers are certificated for the level on which they teach. The Department of Public Instruction makes no distinction for approval purposes between physical education and athletics; between curricular and extra-curricular activities; or between credit and noncredit courses. If the teacher directs pupils in any part of the school program, it is assumed that he is paid for such service and he must meet approval standards.

a. High School Only

Certificate valid for teaching in high school with 10 semester hours in the special subject concerned, except that if the assignment to the special subject occupies the major part of the teacher's school day, a proportionate amount of preparation in excess of 10 semester hours shall be expected, up to and including 20 semester hours for a full-time assignment; or, in lieu thereof, a certificate valid for teaching the special subjects concerned in elementary-secondary grades.

On and after August 31, 1958, the teacher of a special subject in high school only or in junior high school only shall hold a certificate valid for teaching at the grade levels involved, shall have completed 15 semester hours in the special subject concerned, except that, if the assignment to the special subject occupies more than half of said teacher's school day, said teacher shall have completed 30 semester hours of preparation in said special

subject, except that, in lieu thereof, said teacher shall be approved for teaching the special subject part or full time provided he holds a certificate endorsed for teaching said special subject in the elementary-secondary grades.

[Amendments filed July 17, 1957]

Note: Teachers, even though they have the credits in the special subject concerned as outlined above, cannot teach a special subject below the seventh grade unless they hold a certificate which authorizes them to do so.

b. Elementary Grades Only

Certificate valid for teaching in the elementary grades accepted for teaching in the special subject concerned in the grade or grades for which teacher is directly responsible for the total teaching program, and, if assigned to teach a special subject to grades or pupils outside the grades for which the teacher is completely responsible, 10 semester hours in the special subject, with proportionate added preparation if the teacher's assignment to the special subject occupies the major part of the teacher's school day, up to and including 20 semester hours for a full-time assignment; or, in lieu thereof, a certificate valid for teaching the special subject concerned in elementary-secondary grades

On and after August 31, 1958, the teacher of a special subject in the elementary-school grades only shall hold a certificate valid for teaching in the elementary-school grades, and shall, if he teaches a special subject outside the grade or grades for which he is directly responsible for the teaching of other subjects, have completed 15 semester hours in the special subject concerned, except that, if the assignment to the special teacher occupies more than half of said teacher's school day, said teacher shall have completed 30 semester hours of preparation in said special subject, except that, in lieu thereof, said teacher shall be approved for teaching the special subject part or full time provided he holds a certificate endorsed for teaching said special subject in the elementary-secondary grades.

[Amendment filed July 17, 1957]

c. Both High School and Elementary Grades

Certificate or certificates valid for general teaching at both the elementary and secondary levels with the number of credits in the special subject concerned as outlined in 1.a and b. above; or, in lieu thereof, a certificate valid for teaching the special subject concerned in elementary-secondary grades

Note: Neither a certificate valid for secondary nor elementary teaching *alone* is valid in this situation, regardless of the amount of preparation.

2. Teachers Who Work in Special Service Areas

See Chapter II for the special service areas in which certification is available. With the exception of librarians and public school health nurses, these special service areas are concerned with the education of exceptional children (special education). See Section F. and H. for further comment about librarians and nurses.

Any person who works in the schools in the field of special education must hold appropriate special service certification in order for the program to be approved for reimbursement by the Department of Public Instruction.

¹Where teachers approved for giving instruction in non-transfer courses are not certificated for teaching in junior college (grades thirteen and fourteen), a regulation exists whereby, with the concurrence of the Division of Vocational Education of the Department of Public Instruction, an approval certificate can be issued. For information, write to the Division of Teacher Education and Certification, Department of Public Instruction.

E. Teachers in Elementary Schools

1. Certificate

Teachers in the elementary school must be certified for the elementary-school teaching. Life validated old-type state certificates on which the teacher has been previously approved for elementary-school teaching are accepted.

First grade uniform county and high school normal training certificates are accepted.

In all other cases, when a certificate is valid for elementary-school teaching, it is so stated on the certificate.

2. Preparation

As prescribed for the certificate, except that any one of the certificates must be accompanied by at least 30 semester hours of college preparation including 8 semester hours in education, 3 semester hours of which shall be in elementary methods except that, on and after August 31, 1958, 120 semester hours of preparation including 20 semester hours in education, 6 semester hours of which shall be in methods of teaching and evaluating pupil progress in the area of instruction included in the elementary-school curriculum shall be required of a teacher for approval; and 60 semester hours of college preparation including 8 semester hours in education, 3 of which shall be in elementary methods shall be required for temporary approval of a teacher provided that said temporary approval shall be continued for successive one-year terms upon the completion by said teacher of additional preparation yearly equivalent to 6 semester hours until a bachelor's degree has been secured; and except that on and after August 31, 1960, 120 semester hours of college preparation and a bachelor's degree including 20 semester hours in education, 6 semester hours of which shall be in methods of teaching and evaluating pupil progress in the area of instruction included in the elementary-school curriculum shall be required for approval of a teacher.

[Amendment filed July 17, 1957]

3. Experience

None

4. Approval for Teaching

Any or all of the elementary subjects in kindergarten, and grades one through eight, and subjects in grade nine when the certificate is so endorsed, except the special subjects outside of grades for which the teacher may be completely responsible. (See Teachers of Special Subjects—Elementary Grades Only)

Note: Teachers now on a temporary approval basis will be continued on such temporary approval as long as they progress toward and until they acquire the 30 semester hours required for regular approval. Superintendents are reminded that no original elementary certificate is now issued for term on less than 60 semester hours of preparation. Approval standards will undoubtedly rise as the certification requirements call for increased preparation. Teachers holding certificates valid for high-school teaching only are not eligible to teach any subject in grades below the seventh.

No cadet teacher or practice teacher of a teacher-training institution shall serve as a substitute teacher unless he holds a valid certificate.

F. Librarians

On and after August 31, 1958, a person approved for service as a teacher-librarian for half-time service or less shall hold a certificate valid for either or both elementary- and secondary-school teaching, and also shall have completed 9 semester hours in library science, 3 semester hours in children's literature and 3 semester hours in methods and materials of audiovisual instruction.

On and after August 31, 1958, a person approved for service as a school librarian devoting more than half time to such service shall hold a certificate endorsed for service as a school librarian in the elementary- and secondary-school grades.

[Filed July 17, 1957]

G. Guidance

A person approved for service as a teacher-counselor who devotes half time or less to counselor activities shall hold a certificate valid for teaching at the school level in which counseling is done and said person shall have completed 15 semester hours in counseling and guidance distributed so as to include preparation in each of the following areas: principles and practices in guidance, analysis of the individual, organization and administration of guidance services, educational and occupational information, and techniques of counseling; provided further that, a person approved for devoting more than half time to counselor activities, shall have had two years of successful teaching experience and have completed an additional 15 semester hours as follows: 9 semester hours selected from areas such as problems of pupil adjustment, individual differences, individual mental testing, educational research, curriculum, statistics in education or psychology exclusive of elementary preparation in tests and measurements, and 6 semester hours in economics and sociology.

[Filed July 17, 1957]

H. Public School Health Nurses

Nurses who teach hygiene and allied subjects must be certificated for public school nursing or for the grade level or levels in which such subjects are taught. It is recommended that public school health nurses—whether they teach hygiene and allied subjects or not—shall have had one year on a staff where qualified public health nursing supervision was given.

Nurses who do no teaching are not required to hold a teacher's certificate, but they must all be registered by the Iowa Board of Nurse Examiners.

I. Other Services

Standards for many other services involving the characteristics expected of the teacher and offered by schools are not yet developed. However, every person having any planning or teaching function to perform in connection with these services is expected to hold a certificate valid for the level at which the service is rendered.

APPENDIX

RECIPROCIITY AGREEMENT OF CENTRAL STATES CONFERENCE OF STATE DEPARTMENTS OF EDUCATION

The State of.....hereby agrees, for a period of three years, beginning....., 19....., to issue certificates to applicants from all states which are signatory to this agreement on the following bases.

1. The processes involved in the issuance of certificates under reciprocity will be administered by the certification officials of the respective State Departments of Education.

2. Each teacher receiving a reciprocity certificate will have completed at least a four-year program of teacher education in a college or university recognized, approved, or accredited by the State Department of Education in the state in which the institution is located and by the National Council for Accreditation of Teacher Education at the time of completion of the program.

3. Each applicant shall have completed at least one year of successful teaching or 8 semester hours' credit during the five-year period immediately preceding the date of application to be eligible for a reciprocity certificate.

4. Each applicant shall have completed a course in American history or government or some other course of equivalent content.¹

5. The reciprocity certificate issued shall be valid only for the area or areas of instruction, and at the level or levels of instruction, for which certification was granted by the state from which transfer is to be made.

Minimum field and subject requirements shall be as follows:

a. Twenty-four semester hours in the field, with 6 semester hours or its equivalent in the particular subject taught:

- social science industrial arts
English home economics
science health
business physical education

b. Twenty-four semester hours in the field—no specific requirements in the subject:

all fine arts other than music

c. Twenty-four semester hours in the field—15 semester hours in the specific subject:

all foreign languages

d. Eighteen semester hours in the field—no requirement in the specific subject:

all mathematics

e. Forty-five semester hours in the field—no requirement in the specific subject:

all music

6. Each applicant shall have the favorable recommendation of the certification officer of the state from which transfer is made to be eligible for a reciprocity certificate.

7. Each teacher, in order to obtain a reciprocity certificate, shall

a. Have met the requirements for certification in the state in which the program of teacher education is completed; or

b. Have taught successfully at least one year in the state from which transfer is being made after completing a four-year program of teacher education in any college approved under this agreement.

8. Certificates suspended or revoked in one state may, within the limits of legal authority, be suspended or revoked in all other states which are signatory to this agreement.

9. Each applicant for a reciprocity certificate shall comply with all requirements of the receiving state regarding filing of application, fees, age, citizenship, health and other similar requirements.

10. The reciprocity certificate shall be of a kind and for a term comparable to that granted regularly by the receiving state for the completion of a four-year program of professional preparation to teach classes other than subjects commonly classified as vocational. Emergency, temporary or other types of substandard certificates shall not be issued under the provisions of this agreement. This agreement does not include administrative positions (supervisors, principals, or superintendents).

11. When participating states have statutory or regulatory requirements which cannot be waived, it is understood that such requirements shall not invalidate the other parts of this agreement, provided they do not exceed 6 semester hours of college credit.

Note: It is desirable in such cases to issue a temporary certificate, valid for one year, so that reasonable time will be allowed for the applicant to meet these requirements.

12. Whenever authorized officials from two or more states sign this agreement it shall become effective immediately in such states.

Date....., 19.....

(signature, chairman, controlling board)

(address)

and/or

(signature, chief state school officer)

(address)

SCHOOL LUNCH DIVISION

Rules and Regulations

Senate File 228 passed by the 54th G. A., [ch 95] authorizes the Department of Public Instruction to administer the school lunch program in the public schools of the state.

All school lunch programs operating in public schools and approved for federal assistance must operate according to the terms of an agreement or contract executed between the Department of Public Instruction and the individual school. This agreement or contract is continuous and remains in effect until terminated or cancelled by either party. The agreement may be terminated upon ten (10) days' notice on the part of either party, provided, however, that the Department of Public Instruction may cancel the agreement immediately upon receipt of evidence that the terms and conditions of the agreement have not been fully complied with by the individual school.

¹See chapter I (B,6) for information regarding the temporary certificate which is available to otherwise qualified applicants who do not have credits in American history or government.

SPECIAL EDUCATION

1. Programs of special education involving full-time employment of special personnel by school districts or county boards of education must meet the following requirements to qualify for approval under section 281.4, Code of Iowa.

(a) The territory or area supervised by a supervisor of special education shall include a public school or schools having a total average daily attendance of at least 7,500 regularly enrolled students, including those in special education, or shall embrace the entire area of two counties.

(b) The territory or area served by a speech or hearing therapist shall include a public school or schools having a total average daily attendance of at least 5,000 regularly enrolled pupils, including those in special education, or shall embrace the entire area of two counties.

(c) The territory or area served by a public school psychologist shall include a public school or schools having a total average daily attendance of at least 15,000 regularly enrolled pupils, including those in special education, or shall embrace the entire area of four counties.

(d) The territory or area served by one special education supervisor and one public school psychologist, both of whom are working in the same area, shall include a public school or schools having a total average daily attendance of at least 15,000 regularly enrolled pupils, including those in special education, or shall embrace the entire area of four counties.

2. Programs of special education involving full-time employment of special personnel under conditions not in compliance with regulation one will be approved for reimbursement on a prorata basis.

3. Total reimbursement for programs of special education to public school districts or county boards of education for the 1955-1957 biennium shall not exceed the following amounts for any one school year.

(a) An individual program is hereby defined as a program established for one child and including such services as transportation, instruction in regular classes or in the home, or special facilities and equipment. Reimbursement shall not exceed \$22.22 a month or \$200 in a school year.

(b) A group program is hereby defined as a program established for two or more children including such services as special classes and special schools, speech therapy, psychological services, and supervisors of special education. Reimbursement shall not exceed the product of three dollars multiplied by the average daily attendance of the regularly enrolled pupils in the area served by the group program.

4. County boards of education of two or more adjacent counties may, by agreement entered of record in their respective official minutes, establish and conduct co-operative programs of special education in cases where each such county would otherwise be unable to meet the requirements for an approved program under the provisions of regulation one.

5. Special classes organized and conducted for children intellectually incapable of profiting from ordinary instructional methods shall be divided into two types: a class or classes of educable mentally

retarded children, and a class or classes for trainable mentally retarded children.

(a) An *educable mentally retarded child* is hereby defined as a person of school age functioning at an intellectual level between I.Q. 55 and 69 as measured by the Stanford-Binet, Wechsler-Bellvue, or other similar standardized individual tests. The minimum enrollment for one class shall be 15 pupils.

(b) A *trainable mentally retarded child* is hereby defined as a person of school age functioning at an intellectual level between I.Q. 35 and 50 as measured by the Stanford-Binet, Wechsler-Bellvue, or other similar standardized individual tests. The minimum enrollment for one class shall be 8 pupils.

6. Eligibility for approval of a program for a class or classes of educable or trainable mentally retarded children shall be conditioned upon compliance with the minimum class enrollment requirement set forth under rule five and also upon the prerequisite that suitable plant and physical facilities for such classes be made available by a public school district.

DIVISION OF TRANSPORTATION

REGULATIONS

Section I—Designations.

A. Area Designations

1. To avoid the necessity for making a new set of designations each July and to conform to the provisions of section 285.4, paragraph 3, it is necessary that designations be set up on a territorial basis.

2. The designation form must carry a geographic description of the territory included, rather than a list of the homes involved. Home numbers may be included only when a section is split or divided between two or more receiving schools.

3. When feasible, the designations shall be set up so as to avoid placing the boundary of the designation area on geographic section lines if a public, traveled road is involved. The area shall be clear cut with definite boundaries.

When the road situation, or the density of population and diversity of choice of school requires it, a designation area boundary line may be approved on a public road.

4. Separate designation forms shall be used for high school and elementary areas. Use form TR-F-1 for the high school designations. Use form TR-F-2 for the elementary designations.

5. Elementary designations are not to be made if the school in the district is open. If the school is closed by action of the board prior to July 15 of any year, the designation is to be made as provided in section 285.4, paragraph 2. If the school is closed after July 15, the designation is to be made as provided in sections 279.16, 279.17, and 285.4 of the Iowa Code.

6. In ascertaining the wishes of the majority of the patrons in regard to the designations, the board shall count only those families with children of school age.

Only those families who are directly involved in the decision are to be counted.

The guiding principle shall be to satisfy the wishes of as many of the patrons as possible while

providing a reasonable and legal transportation program.

A district may be split so that it is designated to two or more receiving schools.

7. Distance between schools shall not be a major factor in determining the boundary of designation areas.

B. The Special Designation.

1. To further implement the principle stated in 6 above, the Special Designation (Form TR-F-3) has been set up to provide for families whose homes are in one designation area but who have been sending their children, in the past, to a school in another designation area. The Special Designation may also be considered by boards to provide for families with curricular or other problems which necessitate sending their children to a school other than that regularly designated.

2. The Special Designation covers one family only and should list the family name and home number, also the names of the children.

3. The Special Designation covers the family only during the time it remains in the home occupied at the time the designation is made. The home will revert to the original designation when the family moves away. Families moving from one home to another will be expected to send their children to the school to which the new home is designated if transportation aid is desired.

4. Special Designations are to be considered only upon the request of the family or board involved.

5. Where bus transportation is available the Special Designation should be limited to homes which are within three-fourths of a mile of the bus route because of the extra expense involved. However, a family may waive the right to compensation for transporting their children beyond three-fourths of a mile to meet a bus.

6. Designation areas shall be set up so as to require the least possible number of special designations. It is generally not necessary to have Special Designations on the extreme border of the designation area. Place the boundary line to include these families whenever it can be done without causing bus route difficulties.

7. Four copies of each designation, both area and special, are to be made up. After official county board action has been taken all copies are to be forwarded to the Department of Public Instruction.

C. Changing Designations.

1. Either local boards or parents may request a change in existing designations to be effective at the beginning of the next fall term.

2. Before making a request to the county board for a change the local board shall determine the desires of all the parents of children of school age in the area of proposed change. A majority of the parents concerned must desire the change.

3. When parents desire a change of designation they may make written request for the change, on or before July 5, to the president of the local board, stating their reasons for making the request. All interested parents should sign the request.

4. Parents should be encouraged to take all problems regarding change of designation to their local board of education. If the local board fails to act by July 10, the parents shall file the request

for a change directly with the county board on or before July 15.

5. The local board, in considering the request for change, shall meet in session and permit all parents to be affected by the change to attend the meeting. After all facts have been heard the local board shall either grant or deny the request. The decision must be made on facts presented and must be in accord with legal requirements and restrictions.

The local board shall certify action taken to the county board on or before July 15.

D. Solicitation.

1. Solicitation by school officials or their representatives in territory designated to another school is prohibited. Parents are to be given opportunity to express their wishes but shall not be subjected to direct solicitation or pressure from outside groups. Requests for changes in designations which come about because of solicitation shall not be approved.

Section II—Bus Routes.

A. Intracounty Routes.

1. Bus routes within the boundaries of transporting districts as well as within designated areas must be as efficient and economical as possible under existing conditions. Duplication of service facilities shall be avoided insofar as possible.

2. A route shall provide a load of at least 75 percent capacity of the bus.

3. An official route shall not be so long as to require a high school pupil to ride on the bus more than seventy-five minutes, nor an elementary pupil more than fifty minutes. (These limits may be waived upon request of the parents.)

4. Pupils whose residence is within two miles of a bus route are within the area served by the bus and are not eligible for parent or private transportation at public expense, to the school served by the bus, except as follows:

a. Bus is fully loaded

b. Physical handicap makes bus transportation impractical

5. Transporting districts shall arrange routes to provide the greatest possible convenience to the pupils. Distance pupils who are required to transport themselves to meet the bus shall be kept to the minimum consistent with road conditions, uniform standards and legal requirements for locating bus routes.

6. Bus routes shall not be approved for a school district when such approval will encompass an area within which all students and their parents desire to attend another school, provided that the chosen school can serve the area efficiently.

7. A bus route may not be extended outside the designated area to give service to a pupil covered by Special Designation when such extension will cause duplication with the approved route of the other school operating in its own designated area.

8. In emergency situations, or when road conditions require it, a bus route may be approved temporarily to pass through a portion of an adjoining designation area, provided duplication of bus routes is not caused thereby. Such approval shall be considered very carefully and given only if clearly indicated by the situation. Approval shall

be indicated on the bus route map by a broken line.

9. Transporting school districts shall file application for approval of bus routes with the County Board of Education not later than August 5.

Such application shall include a written geographical description of the route and a map of the area with the requested route plainly shown thereon. A list of the pupils to be transported, with house numbers and the township in which the homes are located, shall accompany the application. Four copies of Estimated Cost of Transportation (TR-13) should also be submitted.

B. Intercounty Routes.

1. The superintendent of the transporting school district shall submit application for Intercounty Bus Route on form TR-F-22 to his home county superintendent and board of education. The application shall be submitted in quadruplicate and shall include a map of the area accurately picturing the proposed route. Application shall be filed not later than August 5.

2. Joint consultation shall then be held by the county boards involved. The initial steps may be undertaken by the county superintendents. If there are no difficulties and agreement is reached, the route is approved and no further action need be taken.

3. If agreement is not reached in the initial attempt the superintendent of the county in which the applying school is located shall advise the superintendent of reasons for failure to reach agreement and request that he revise the application to meet the objection and resubmit same.

4. If the county boards do not reach agreement on the route, the home county superintendent shall forward complete record of the case together with disapproved application to the State Department of Public Instruction. Every effort should be made, however, to settle the matter locally.

5. All legal provisions, standards and regulations applying to approval and operation of bus routes apply equally to Intercounty Bus Routes.

6. All Intercounty Bus Routes must be approved each year. If there has been no change in the designations, nor in the proposed route, application may be made and agreement indicated by letter.

C. Bus Route Conflicts.

1. Bus route controversies shall be settled with reference to the designation area. Except as stated above, bus routes shall not be approved outside the designated area. Pupils covered by Special Designation will be expected to meet the bus as provided above.

Section III—County Board of Education.

1. After receipt of petition from parents requesting change in designation or after receipt of notice of action taken by local boards on request for change of designation, the county board shall set a date for a hearing. All parents and the local board involved should be permitted to be present for the discussion.

After completion of the hearing the county board shall render the decision and notify all parties concerned of the decision within three days of the hearing.

2. In areas where corrections are necessary due to errors in the original designations the county board may initiate procedure for making necessary changes. The resulting designation must, however, be in accordance with legal requirements and regulations.

3. When a change in the designation is approved by the county board, new designations conforming to the new division lines shall be made up.

A note should be attached to the four copies forwarded to the Division of Transportation listing designations which are superseded and which should be removed from the files.

4. The county superintendent shall supply all school district officials and other interested parties with detailed instructions and information covering procedure to be followed in setting up designations and in affecting changes in designations.

5. The county superintendent shall supply each district with a map showing designation areas.

6. The county superintendent shall make diligent efforts to acquaint all patrons of the county with the details of the transportation program.

Section IV—Private Contractors.

1. All private individuals wishing to transport public school pupils to and from public school in privately owned vehicles must be under contract with the Board of Education. This will not apply to parents who transport their own children only.

The contract form used shall be that provided by the Department of Public Instruction. (Form TR-F-4-497)

2. The contract must provide for a uniform charge for all pupils transported. No differentiations may be made between pupils of different districts except as provided in section 285.1, paragraph 12.

3. The contractor may not arrange with individual families for transportation. The contractor undertakes to transport only those families indicated by the Board of Education.

4. Parents undertaking to transport other children in addition to their own, are private contractors. These parents must be under contract, and must obtain a chauffeur's license and a school bus driver's permit.

5. Any vehicle used, other than that used by a parent to transport his own children only, is considered to be a school bus and must meet all requirements set up for the type of vehicle used. (This is not intended to restrict the use of passenger cars during the time they are not actually engaged in transporting public school pupils.)

Section V—Financial Records and Reports.

1. Full pro rata costs must be charged and collected for the transportation of all nonresident pupils. No differentiation may be made in charges due to differences in distance or grade in school.

2. Form TR-F-13, Estimated Cost of Transportation, must be compiled by transporting districts each year. The form shall be completed in quadruplicate and forwarded to the county superintendent with application for approval of bus route.

After the county board has officially acted upon the report, all four copies are to be forwarded to the Department of Public Instruction.

3. All data indicated on Form TR-F-13 must be supplied for school-owned buses.

Contingent expense should in no case be estimated at less than \$100 per bus. For older buses this item should be as high as \$400.

4. In case buses are privately owned, only the amount of the contract need be given. This shall be entered in the space provided for driver's salary.

5. Transportation bills must be based on the current year's costs.

6. The bill to the sending district covering the first semester shall be based on the estimated cost and the estimated amount of state reimbursement.

The bill to the sending district covering the second semester shall be based on the actual cost and the estimated amount of state reimbursement.

The second semester bill must, therefore, make the necessary adjustment arising from any variations between the estimated cost used in the first semester bill and the actual cost as determined at the end of the second semester.

7. As soon as the actual amount of state reimbursement is known a transporting district may make the necessary corrections in accounts by means of a credit to the sending district on the next transportation bill if the charge was too high or by adding the amount the sending district owes if the charge was too low.

8. Transporting school districts which use their equipment for activity trips or educational tours must deduct the cost of such trips from the total yearly transportation bill. In other words, such costs may not be included in the pro rata costs which determine the charge to sending districts.

Accurate and complete accounting records must be kept so that the cost of transportation to and from school may be ascertained.

Section VI—Transportation Maps.

1. Each county superintendent is responsible for providing up-to-date transportation maps each year to the various districts in the county and to the State Department of Public Instruction.

The regular Iowa Highway Commission road maps drawn on a scale of one inch to the mile should be used.

2. All homes in the county outside of incorporated towns and villages shall be numbered.

3. Designation areas shall be blocked out in light color, using contrasting colors for adjacent areas. All territory outside of high school operating districts shall be included.

4. Elementary districts in which the school is open may be indicated on the map by light cross-hatching with lines about one-fourth inch apart.

5. All bus routes shall be clearly marked as approved by the County Board. The same color shall be used as for the designation area in which the bus operates.

6. Special designations may be indicated by a circle around the home and an arrow pointing to the area in which the school attended is located.

Section VII—Use of School Buses.

1. School buses may be used to transport pupils under the following conditions:

a. The program is a part of the regular or extra-curricular program of a public school and has

been so adopted and made a matter of record in the minutes of all the boards involved.

b. The pupils are enrolled in a public school.

c. The program or activity must be sponsored by a school or group of schools co-operatively and be under the direct control of a qualified teacher or recreational or playground director of some school district.

(1) A regularly certificated teacher must be in charge of the program. Several or all schools may engage the same instructor on a co-operative basis.

(2) In transporting pupils to Red Cross swimming classes a superintendent of schools may be designated by his own board as the supervisor or director of the activity and may use the Red Cross instructor to carry on the actual instruction in swimming.

(3) If the Red Cross instructor holds a regular teacher's certificate issued by the Board of Educational Examiners, he can be named as general supervisor of the activity by the several schools.

d. The bus shall be driven by a regularly approved driver holding a chauffeur's license and a school bus driver's permit. In addition thereto, the buses must be accompanied by a member of the faculty of said school who will be responsible for the conduct and general supervision of the pupils on the bus and at the place of the activity. If the faculty member is an approved driver he can act both as a driver and faculty sponsor.

2. Public school teachers who are transported should be included in the average number transported and should be charged the pro rata cost by the transporting district.

The teachers should be included in the list of pupils transported, form TR-F-20-4, and the number of weeks the teacher was transported included in the nonreimbursable column.

Section VIII—The School Bus Driver.

1. General character and emotional stability are qualities which must be given careful consideration by boards of education in the selection of school bus drivers.

2. School bus drivers must be at least 16 years of age, and not more than 65 years of age as of August 1 preceding the opening of the school year. The Department of Public Instruction may, at its discretion, waive the upper age limit upon application of the board of education and receipt of evidence of satisfactory physical condition of the driver.

3. Applicants for the school bus driver's permit must submit signed physician's statement indicating physical fitness as follows:

a. Sufficient physical strength to handle the bus with ease.

b. Possession of full and normal use of both hands, both arms, both feet, and both legs.

c. Freedom from any communicable disease, such as tuberculosis.

d. Freedom from mental, nervous, organic, or functional disease likely to interfere with safe driving such as epilepsy, paralysis, insanity, diabetes, abnormal blood pressure, heart ailments, or any disease that may cause a tendency to fainting.

e. The driver must be mentally alert and of at least normal intelligence.

f. The driver must have at least 20/40 vision

either normally or after correction. If glasses are required to bring the vision within above limits the glasses must be worn at all times when driving the bus. Persons with tunnel or barrel vision may not be used. The driver must have near normal depth perception. Color blindness in a driver is undesirable.

g. The driver must have sufficient hearing in both ears to be able to hear sirens, whistles, warning bells, signals, and other sounds, related to safe operation of school buses.

h. The driver must have good mental and muscular co-ordination.

i. The driver must know his normal reaction time.

4. Experience in driving large vehicles, such as trucks or buses, is essential. When student drivers who have not had this experience are selected, the administration must see that they are given this experience in the operation of the school bus before permitting them to transport pupils.

5. A thorough knowledge of traffic laws and regulations shall be required of all drivers.

6. The school bus driver and the board of education shall submit signed application for the permit upon forms prescribed by the Department of Public Instruction.

Section IX—Purchase of Buses.

1. The Board of Education shall proceed as follows in purchasing school buses:

a. Obtain a letter of approval of purchase from county board when required.

b. Use separate specification and bid request sheets. (The statutes require body and chassis to be bought on separate contracts.)

c. Notify at least four body and four chassis dealers of intent to purchase school transportation equipment and request bids.

d. Reserve right to reject all bids.

e. Require all bids to be on comparable equipment which meets all state requirements and is on list of equipment listed as meeting said requirements.

f. Hold an open meeting for dealers to present merits of their equipment.

g. Review bids, tabulate all bids, make a record of action taken.

h. Sign separate contracts or orders for purchase of body and chassis. Purchase agreement must provide that dealer will deliver equipment which will pass initial state inspection at no further cost to school and further provide that school board shall withhold at least \$150.00 until vehicle passes initial state inspection.

i. Notify the State Department of Public Instruction, Division of Transportation, of purchase and date of delivery so that arrangements can be made for initial inspection. No vehicle can be put into service until inspected, approved, and a seal of approval issued.

2. The Board of Education may finance purchase of transportation equipment as follows:

a. The board may pay all of the cost of each bus from funds on hand in general fund.

b. Bonds may be voted to purchase equipment, and funds so derived shall be used for that purpose.

c. The board may purchase buses on contracts:

(1) Contracts for that purpose must be made in duplicate for the purchase of both chassis and bus body. A copy of the resolutions of the board for the purchase of said equipment should be included in the contract. Said contract must provide that at least one-fourth of the cost will be paid on delivery and the balance paid in not to exceed five equal installments on the dates specified with accrued interest due at a rate not to exceed 4 percent. The number and date of each warrant with the date of payment shall be stated in the contract.

(2) Warrant for down-payment shall be issued when the bus is delivered and shall be cashed at once. No more than five additional warrants, covering the cost of each vehicle purchased, for not to exceed one-fifth of the balance due and the date of payment on each vehicle, shall be issued at the time of purchase. These additional warrants shall be presented to the treasurer of the district and endorsed "not paid for lack of funds" and shall draw interest at the rate agreed upon but not to exceed 4 percent. Copies of contracts and a letter of approval from the county board of education for the purchase of bus body and chassis shall be delivered to any bank or person who purchases said warrants and the holder shall present said warrant to the board for payment on the date due as provided in the contract. (See Attorney General's opinion of July 25, 1949, to Superintendent of Public Instruction.)

d. Form TR-F-17-4912 shall be used when county board approval is required. If bus is to be paid for over a period of five years, eleven copies of TR-F-17-4912 are necessary.

3. Details of Purchase Procedure.

a. If the contract provides for buying the bus over a five-year period, the Board of Education will issue six copies of form TR-F-19-4911 per body, and six copies of form TR-F-19-4911 for chassis. One copy each of contract for body and chassis shall be kept for the secretary's files.

b. Secretary shall issue necessary warrants for meeting terms of contract. At least one warrant must be drawn for the one-fourth down-payment on body and one for the one-fourth down-payment on chassis and not more than five equal warrants drawn for the annual payments on body and not more than five equal warrants drawn for annual payments on chassis.

c. Said warrants must be drawn in favor of the firm or company selling the respective body and chassis.

d. Each warrant must have one copy of the contract and one copy of County Board Approval attached.

e. Said warrants with contract attached must be presented to treasurer of school district who will stamp said warrants as follows:

"Not Paid for Lack of Funds"
This warrant to be presented
for payment on 19....
or when called for payment.

.....
Treasurer, School District

f. The person or company who receives these

warrants may sign them over to any bank or person with or without recourse as follows:

Pay to the order of
(Name of bank or person)

with or without recourse
(Name of payee)

g. Banks or individuals may accept these warrants as herein provided.

Section X—School Bus Inspections.

1. To facilitate the annual inspection program required by statute school district officials shall send their buses to inspection centers as scheduled. The buses shall be driven to and accompanied through the inspection by the regular drivers.

2. As a part of the annual inspection program school district officials shall cause the chassis of all buses, whether publicly or privately owned, to be inspected and all necessary repairs made before the opening of the school term each fall. The inspection and repairs shall be recorded on forms prescribed by the Department of Public Instruction. The completed form shall be signed by the mechanic and carried in the glove compartment of the bus.

Section XI—Schools of Instruction.

1. All school bus drivers shall attend classes or schools of instruction when held by the State Department of Public Instruction.

Section XII—Insurance.

1. The Board of Education shall carry insurance on all school owned buses and see that insurance is carried by all contractors engaged in transporting pupils for the district as follows:

a. Fire-theft-windstorm-comprehensive insurance should be carried on each bus.

b. Liability Insurance. Since bus drivers can be sued for damages for which they are directly responsible, no driver should drive a bus unless fully covered by liability insurance. Since drivers often change during the year, the board of education shall carry insurance on all buses written to protect all approved drivers. Insurance should be carried in the amount of \$10,000-\$100,000 liability and \$5,000 property damage.

c. Medical Care, Hospitalization, etc. Since liability insurance does not cover accidents to children caused by other vehicles or from other causes not resulting from carelessness, etc., of the driver of the school bus, medical pay insurance in the amount of at least \$500 per pupil shall be carried.

Both liability and medical care insurance should be bought only for school term of nine months except that if one of the buses is to be used for approved summer activities, insurance for twelve months should be purchased. Collision insurance is not recommended and cannot be charged to cost of transportation.

2. The Iowa School Bus Endorsement shall be a part of all school bus policies.

Section XIII—Contracts.

1. The Board of Education and a contractor who undertakes to transport public school pupils for the board, in privately owned vehicles, shall sign the official contract prescribed by the Department of

Public Instruction. The contract shall contain the following provisions:

a. To furnish and operate at his own expense a legally approved vehicle of transportation (or a legally approved chassis on which may be mounted a school bus body supplied and maintained by the Board of Education) to and from the school each day beginning on the date set by the board over route as described,

transporting only children attending public school designated by the party of the second part.

b. To comply with all legal and established uniform standards of operation as required by statute or by legally constituted authorities.

c. To comply with all uniform standards, established for protection of health and safety for pupils transported.

d. To comply with all rules and regulations adopted by the Board of Education for the protection of the children, or to govern the conduct of driver of bus.

e. To keep bus in good mechanical condition and up to standards required by statutes or by legally constituted authorities.

f. To take school bus to official inspection when held by state authorities with no additional expense to party of second part.

g. To see that the bus is swept and the windows cleaned each day and that registration plates and all lights are cleaned before each trip. Further, that the bus is washed and the floor swept and scrubbed with a good disinfectant each week. In case of an epidemic he shall wash entire bus with a disinfectant.

h. To drive the bus himself or to use only drivers and substitute drivers who have been approved by the Board of Education and have received school bus driver permits.

i. To furnish the Board of Education an approved certificate of medical examination for each person who is approved by the Board of Education to drive the bus.

j. To attend one county or regional school of instruction for bus drivers when called by State Department of Public Instruction, Division of Transportation. (If owner does not drive the bus, the regular approved driver of bus shall attend.)

k. To carry insurance on bus and pupils with Iowa Endorsement as part of policy. As follows: Liability \$10,000-\$100,000; Property damage \$5,000 and Medical care \$500 per pupil. Copy of policy to be filed with Superintendent of Schools.

l. To make such reports as may be required by State Department of Public Instruction, County Board of Education, and Superintendent of Schools.

m. That the school bus shall be used only for transporting regularly enrolled students to and from public school and to extra-curricular activities approved and designated by the Board of Education and further to comply with all legal restrictions on use of bus.

n. To obtain, if possible, the registration numbers of all cars violating the school bus passing law, Sec. 321.372, Code 1950, and file information for prosecution.

o. Party of second part hereby reserves the right to change routing of the bus and if additional

mileage is required it shall be at an extra cost not exceeding \$..... per additional mile per month. If shortened

p. The use of alcoholic beverages or immoral conduct by party of the first part shall automatically cancel this contract as provided in Sec. 321.375.

q. Contract may be terminated on 90-day notice by either party. Sec. 285.5(4).

r. Party of first part agrees that, in case he desires to terminate the contract he will sell his school bus to the Board of Education at their request as provided in Code of Iowa Sec. 285.5(1). (Does not apply to passenger auto used as school bus.)

s. It is further agreed that party of second part reserves the right to withhold and retain as property of the Board of Education two weeks salary pending complete compliance with terms of contract or for being avoidably late.

2. The Board of Education and a private individual undertaking to transport public school pupils for the board in school district owned vehicles shall sign the official contract prescribed by the State Department of Public Instruction. The contract shall contain the following provisions:

a. To conform to all rules of the board of education in and for said district adopted for the protection of the children and to govern the conduct of the person in charge of said conveyance.

b. To make such reports as may be required by the State Department of Public Instruction, County Board of Education, or Superintendent of Schools.

c. To conform to all standards for operation of the school buses as required by statute or by legally constituted authorities.

d. To take bus to school bus inspections when held under auspices of the Division of Transportation, Department of Public Instruction, without further cost to the board.

e. To attend a county or regional school of instruction for bus drivers when called by the State Department of Public Instruction, Division of Transportation.

f. That the party of the second part can terminate this contract and dismiss the party of the first part for any inattention to duty, use of intoxicating liquors, immoral conduct, incompetency, or for any other good cause.

g. That this contract shall not be in force until driver presents official School Bus Driver Permit.

Section XIV—Miscellaneous.

1. Accident Reports. The superintendent of schools shall make a report to the Division of Transportation, Department of Public Instruction, on any accident involving any vehicle in use as a school bus. The driver of the bus shall co-operate with the superintendent in making such report. The report shall be made on the Department of Public Safety Form D-48, "Driver's Confidential Report of Motor Vehicle Accident, State of Iowa."

2. Railroad Crossings. The driver of any school bus shall bring the bus to a complete stop at all railroad crossings, as required in Sec. 321.343, Code of Iowa 1950, regardless of whether or not there are any pupils in the bus, and regardless of whether or not there is an automatic signal at the crossing.

3. Stopping on Highway.

a. A school bus shall not stop to load or unload pupils at any point on a primary highway where the clear vision distance in either direction is less than one thousand (1000) feet.

b. On a secondary highway the clear vision distance shall be at least seven hundred (700) feet in each direction.

c. No scheduled stop shall be made in a "no-passing" zone.

Section XV—The School Bus.

A. Manufacturers

1. In order to protect both the Boards of Education and distributors from misunderstanding and confusion, all manufacturers shall:

a. Submit specifications to Division of Transportation, Department of Public Instruction, for all models of equipment that are to be offered for sale in Iowa. Notice of approved equipment will be made available to all schools. Certification of models as approved will be given to manufacturers.

b. File with Transportation a statement of list price of approved models including equipment needed to meet state requirements.

c. On special equipment obtain approval of State Department of Public Instruction before using on or in buses. This shall apply to such special equipment as:

- (1) First aid kits
- (2) Fire extinguishers
- (3) Flashing stop warning lights and switch
- (4) Directional signal lights
- (5) Stop signal arm
- (6) Assistor brake equipment
- (7) Heaters
- (8) Reflectors

d. Be sure buses are bought according to established procedures and legal provisions for purchasing school transportation equipment.

B. The School Bus Chassis

1. *Air Cleaner.* Bus shall be equipped with adequate oil-bath type air cleaner mounted outside passenger compartment. If air intake is located inside passenger compartment, air cleaner shall be equipped with adequate backfire deflector, and shall be one approved by Underwriters' Laboratories, Inc.

2. *Axles.* a. Front axle shall have a gross weight rating at ground, according to chassis manufacturer's rating, equal to or exceeding that portion of total load which is supported by front axle.

b. Rear axle shall be of full floating type and have a gross weight rating at ground, according to chassis manufacturer's rating, equal to or exceeding that portion of total load which is supported by rear axle.

c. Two-speed rear axles may be installed in all buses. When two-speed rear axles are installed, the engine must have sufficient power to meet grade ability and road requirements in high gear in high side of axle.

d. Chassis manufacturer's rating for each axle on each model used in school buses shall be sent in duplicate to Department of Public Instruction, State Office Building, Des Moines, Iowa.

e. *Exception*—transit and metropolitan vehicles.

(1) Front axle shall be wide-track, heavy duty bus type, and shall have gross weight rating at

ground equal to or exceeding that portion of total load which is supported by front axle.

(2) Rear axle shall be full-floating, heavy duty bus type, and shall have gross weight rating at ground equal to or exceeding that portion of total load which is supported by rear axle.

(3) Same as item (d) above.

3. *Battery.* a. Storage battery, as established by manufacturer's rating, shall be of sufficient capacity to care for starting, lighting, signal devices, heating, and other electrical equipment.

b. No bus shall be equipped with a battery of less than 125 ampere-hours if 6-volt, or less than 70 ampere-hours if 12-volt, measured at 20-hour rate.

c. Battery shall be mounted outside passenger compartment, preferably under hood, in an adequate carrier, and be readily accessible for servicing and removal from outside passenger compartment.

4. *Brakes.* a. Four-wheel brakes, adequate at all times to control bus when fully loaded, shall be provided.

b. Foot or service brake shall be capable of stopping complete unit (i.e., wet chassis weight, plus body weight, plus driver's weight, without pupils), from initial brake application within 22 feet when driven at speed of 20 miles per hour over dry level road having approximately .6 coefficient of friction and whose surface is free from loose materials. Stopping ability shall be determined by test with approved decelerometer or other instrument which indicates brake effectiveness in units that are convertible into rate of deceleration.

c. Auxiliary brake shall be provided in addition to service brake, and shall be an entirely separate, mechanically-operated device. It shall be so mounted as to minimize danger of accidental release by pupils. It shall be capable of successfully passing engine stall test in low gear (not in compound low gear) and shall be adequate to hold bus stationary, when loaded, on any grade upon which vehicle will be operated.

d. Chassis designed for any bus body of 36 or greater basic pupil load shall be equipped with full compressed air brakes, vacuum actuated power or assistor type brakes, or compressed-air-over-hydraulic brakes.

(1) Such installation shall be made by authorized representative of chassis or brake manufacturer and shall conform to recommendation of that manufacturer.

(2) Hydraulic line pressure shall not exceed recommendation of chassis or brake manufacturer.

(3) Reservoir capacity shall be at least 1,650 cubic inches for full compressed air systems, and at least 1,000 cubic inches for vacuum actuated systems and for compressed-air-over-hydraulic systems.

(4) Buses having full compressed air systems shall be equipped with:

(a) At least two reservoirs connected in series.

(b) Safety valve mounted on first reservoir to protect air brake system against excessive air pressure, and check valve mounted in optional location.

(c) Air gauge mounted on instrument panel to register air pressure in air brake system.

(d) Audible low pressure indicator to warn

driver if air pressure in air brake system falls below 60 pounds per square inch.

(5) Buses having vacuum actuated or compressed-air-over-hydraulic systems shall be equipped with check valve located between source of supply and reservoir.

e. All new installation of vacuum or assistor type brakes on old equipment now in use must be of type recommended by manufacturer of said chassis.

5. *Bumper, Front.* a. Front bumper shall be furnished by chassis manufacturer as part of chassis.

b. Front bumper must be of sufficient strength to permit pushing vehicle of equal gross weight without permanent distortion to bumper, chassis, or body.

c. *Exception*—transit and metropolitan vehicles. Same as above except front bumper shall be furnished by body manufacturer.

6. *Color.* Chassis, including fenders and wheels, shall be black; hood shall be in prime.

7. *Drive Shaft.* Torque capacity of drive shaft assembly shall at least equal minimum engine torque as developed through lowest transmission gear reduction. Each drive shaft shall be equipped with protective metal guard or guards located immediately to the rear of each forward universal joint on each propeller shaft to prevent whipping through floor or dropping to ground when broken.

8. *Exhaust System.* a. Exhaust pipe, muffler, and tail pipe shall be outside bus body and attached to chassis frame.

b. Exhaust tail pipe (flexible tubing not accepted) shall be deflected slightly downward at the rear end and extend at least three inches beyond chassis frame, but not beyond rear bumper.

c. Exhaust pipe shall be properly insulated from gasoline tank and connections thereof by a metal shield at any point where it is 12 inches or less from tank or connections.

9. *Fenders, Front.* a. Rear end of each front fender shall stop approximately one inch ahead of back face of cowl.

b. Front fenders shall be properly braced and free from any body attachment.

c. *Exception*—transit and metropolitan vehicles—Standard does not apply.

10. *Frame.* a. Frames or equivalent shall be of such design as to correspond at least to standard practice for trucks of same general load characteristics used for severe service.

b. When frame side members are used they shall be of one-piece construction. If frame side members are extended, such extension shall be designed and furnished by chassis manufacturer with his guarantee and installation shall be made by either chassis or body manufacturer and guaranteed by company making installation. Extensions of frame lengths are permissible only when such alterations are behind rear hanger of rear spring, and shall not be for purpose of extending wheel base.

c. Holes in top or bottom flanges of frame side rails shall not be permitted except as provided in original chassis frame. There shall be no welding to frame side rails except by chassis or body manufacturer.

11. *Fuel Tank.* a. Fuel tank shall have minimum capacity of 30 gallons, be made of 16-gauge

terneplate or equivalent, and be mounted directly on right side of chassis frame entirely outside body.

b. Flexible gasoline- and oil-proof connection shall be provided at engine end of fuel feed line.

c. Tank shall be equipped with adequate baffles.

d. Engine supply line shall be taken from top of tank.

e. Drain plug at least $\frac{1}{4}$ inch in diameter shall be located in center of bottom of tank.

f. Fuel tank shall conform to the following measurements:

(1) Tank shall not extend in height above side member of chassis.

(2) Distance from center line of chassis to outside of tank shall not be more than 39 inches.

(3) Bottom of tank shall not be more than 14 inches below top of frame.

(4) Distance from cowl to front of tank shall be 42 inches minimum.

(5) Distance from cowl to center of filler cap shall be 57 inches.

(6) Distance from center line of chassis to center of filler cap shall be 44 inches with plus or minus tolerance of $\frac{1}{2}$ inch permitted.

(7) Center of filler cap shall be 1 inch below top of frame with tolerance of $\frac{1}{4}$ inch permitted.

g. Fuel tank shall have the approval of Underwriters' Laboratories, Inc.

h. *Exception*—transit and metropolitan vehicles.

(1) Fuel tank shall have minimum capacity of 30 gallons, be made of 16-gauge terneplate or equivalent, and be mounted away from left side of bus entirely outside passenger compartment.

(2) Bottom of tank shall not be exposed below skirt of body side paneling.

(3) Engine supply line shall be taken from upper portion of tank and shall be adequately protected.

(4) Drain plug at least $\frac{1}{4}$ -inch pipe size shall be located in bottom of tank.

(5) Filler cap shall be entirely outside passenger compartment.

12. *Generator or Alternator.* Generators or alternators with rectifier shall have minimum output of at least 50 amperes if 6-volt system or 30 amperes if 12-volt system, and shall be ventilated, and voltage and current controlled.

13. *Governor.* Governor is permissible and where used it shall be approved by chassis manufacturer.

Exception—transit and metropolitan vehicles.

When engine is remotely located from driver, governor shall be installed to limit engine speed to maximum revolutions per minute recommended by engine manufacturer, or tachometer shall be installed so engine speed may be known to driver.

14. *Horn.* a. Bus shall be equipped with horn or horns of standard make capable of producing sound level of 110 decibels at point on axis of horn 3 feet from exit opening. Meter used to determine sound level must comply with specifications Z24.3-1944 of American Standards Association, Inc., and measurement shall be made with flat response.

b. If louder horn is desired it shall be capable of producing sound level of 120 decibels under conditions specified above.

15. *Instruments and Instrument Panel.* a. Bus shall be equipped with following instruments:

(1) Speedometer showing speed

(2) Odometer giving accrued mileage (or hubodometer may be used instead)

(3) Ammeter (or suitable charge indicator on vehicles having engine remotely located from driver)

(4) Oil pressure gauge (or suitable light indicator)

(5) Water temperature indicator

(6) Fuel gauge

(7) Upper beam headlamp indicator

(8) Visible or audible signal actuated by emergency door (see item b (7) under Doors)

(9) Air pressure or vacuum gauge, where air or vacuum brakes are used.

b. All instruments shall be easily accessible for maintenance and repair.

c. Above instruments shall be mounted on instrument panel in such manner that each is clearly visible to driver. If signal actuated by emergency door is audible, it may be mounted anywhere within immediate proximity of driver.

d. Instrument panel shall have lamps of sufficient candlepower to illuminate all instruments.

16. *Oil Filters.* Oil filter of replaceable element or cartridge type shall be provided, and shall be connected by flexible oil lines if it is not of built-in design.

17. *Passenger Load.* a. Gross vehicle weight (i.e., wet weight, plus driver's weight of 150 pounds, plus weight of maximum seated pupil load based on not less than 100 pounds per pupil) shall not exceed maximum gross vehicle weight rating as established by manufacturer.

b. Manufacturer's gross vehicle weight rating shall be furnished in duplicate to State Department of Public Instruction, State Office Building, Des Moines, Iowa.

18. *Power or Grade Ability.* a. Bus must be so geared and powered as to be capable of surmounting 3 percent grade at a speed of at least 20 miles per hour with full load on continuous pull.

b. To meet above specifications, loaded gross weight of bus shall not exceed 200 pounds per certified net published horsepower of engine at manufacturer's recommended maximum governed revolutions per minute.

c. Manufacturer's certified net published horsepower of engine shall be furnished in duplicate by manufacturer to State Department of Public Instruction, State Office Building, Des Moines, Iowa.

19. *Shock Absorbers.* a. Bus shall be equipped with front double-action shock absorbers of adequate size.

b. Rear shock absorbers are optional.

20. *Springs.* a. Springs shall be of ample resiliency under all load conditions and of adequate strength to sustain loaded bus without evidence of overload.

b. Rear springs shall be of progressive type.

c. Front springs stationary eyes shall be protected by a wrapper leaf in addition to main leaf.

d. Chassis design shall be such that dual chains may be used on rear dual wheels where chains are required. (See item (d) under Wheel Housing)

21. *Steering Gear.* a. Steering gear shall be approved by chassis manufacturer and designed to assure safe and accurate performance when vehicle is operated with maximum speed.

b. Steering mechanism shall provide for easy adjustment for lost motion.

c. No changes shall be made in steering apparatus which are not approved by chassis manufacturer.

d. There shall be a distance of at least 2 inches between steering wheel and cowl instrument panel, windshield, or any other surface.

22. *Tires and Rims.* a. Tires and rim sizes, based upon current standards of Tire and Rim Association, shall be required.

b. In order to allow for reasonable tolerance; total weight imposed on any tire shall not be greater than 20 percent more than current standards of Tire and Rim Association.

c. Dual rear tires shall be provided on all vehicles of 24 or more pupil capacity.

d. All tires on given vehicle shall be of same size and ply rating.

e. Spare tire, if required, shall be suitably mounted in accessible location outside passenger compartment.

23. *Tow Hooks.* Bus shall be equipped with two tow hooks fastened securely to front end of frame.

24. *Weight Distribution.* Weight distribution shall be such that not more than 75 percent of gross vehicle weight shall be on rear tires when bus is on level surface.

Exception—transit and metropolitan vehicles.

Weight distribution shall be such that not more than 70 percent gross vehicle weight shall be on rear tires when bus is on level surface.

25. *Wheel Base.* Chassis shall be of such length for each capacity body as to permit body mounting with $\frac{3}{4}$ of body length, measured from front of dash to center of rear axle, ahead of rear axle.

C. The School Bus Body

1. *Aisle.* a. Minimum clearance of all aisles, including aisle leading to emergency door, shall be 12 inches. (See item b (6) under Doors)

b. Aisle supports of seat backs shall be slanted away from aisle sufficiently to give aisle clearance of 15 inches at tops of seat backs.

2. *Axe.* Bus shall be equipped with a short hand axe with approximately a two-pound head and an 18-inch shank, mounted in a position accessible to driver.

3. *Book Racks.* Book racks shall not be installed in interior of bus body.

4. *Body Skirting.* Body skirting shall be supported by extension of body posts securely attached to sub-floor and body posts above with lower ends of post extensions bolted or riveted to a horizontal inner frame angle iron structure at base of body skirting, or by a structure of equivalent strength.

5. *Bumper, Rear.* a. Rear bumper shall be of pressed steel channel at least $\frac{3}{16}$ inch by 6 inches.

b. It shall be full wrap around to both sides, and shall be so attached as to prevent hitching or rides.

c. It shall be bolted to chassis frame, and braced with material of impact ratio comparable to that of bumper material.

d. Exception—transit and metropolitan vehicles

Rear bumper shall be of sufficient strength to permit fully-loaded vehicle being pushed without permanent distortion to bumper or body. It shall

be so designed as to prevent hitching-to or riding-on, and shall be long enough to protect full width of body.

6. *Ceiling.* (See Insulation, and Interior)

7. *Color.* a. School bus body including hood, cowl, and roof shall be painted uniform color, National School Bus Chrome, according to National Bureau of Standards specifications.

b. Fenders and lettering (and body trim if used) shall be black.

8. *Construction.* a. Construction shall be all steel or other metal with strength at least equivalent to all-steel as certified by bus body manufacturer.

b. Construction shall provide reasonably dust-proof and watertight unit.

c. Bus body (including roof bows, body posts, and floor) shall be of sufficient strength to support entire weight of fully loaded vehicle on its top or side if overturned. It shall have sufficient strainers in roof structure and corners to provide adequate safety and to resist damage on impact. As evidence that bus body meets this standard, manufacturer shall furnish, for each current body model, certification in duplicate that bus body meets School Bus Body Manufacturers' Association STATIC LOAD TEST CODE FOR SCHOOL BUS BODY STRUCTURE. Consideration of impact resistance shall be a prime factor in body design in compliance with Code requirements. Copies of Code shall be furnished in duplicate by School Bus Body Manufacturers' Association to State Department of Public Instruction, Des Moines, Iowa.

d. Interior ceiling and walls must be lined with all-steel paneling or other metal of equal strength.

e. All bodies offered for sale in the state of Iowa must be approved by Department of Public Instruction.

f. *Floor*

(1) Floor shall be of metal at least equal in strength to 14-gauge steel.

(2) All closures between passenger compartment and engine shall be fitted with gaskets which will effectively prevent gases from entering passenger compartment.

g. Exception—transit and metropolitan vehicles.

Item 4: Floor shall be constructed of metal at least equal in strength to 14-gauge steel; or 5-ply plywood at least $\frac{5}{8}$ inch thick and found by standard test to be at least equal in strength to 14-gauge steel, provided it equals or exceeds properties of exterior type Douglas fir plywood, "B-B Grade," as specified in standard issued by U. S. Department of Commerce.

9. *Defrosters.* a. Bus shall be equipped with dual windshield defrosters operating from master heater and controlled by separate switch.

b. In addition, two 6-inch all-metal defroster fans shall be installed. These fans shall be on a separate circuit with one switch and rheostat to control the two fans.

(1) Fans shall be equipped with adequate guards.

(2) Left fan shall be mounted on body post to left and rear of driver as high on post near ceiling as possible. Right fan shall be mounted on body post opposite and in similar position.

10. *Doors.* a. *Service Door*

(1) Service door shall be manually operated and of the hand lever type, under control of driver

and so designed as to prevent accidental opening. No parts of control shall come together so as to shear or crush fingers.

(2) Service door shall be located on right side of bus opposite driver and within his direct view.

(3) Service door shall have minimum horizontal opening of 24 inches and minimum vertical opening of 65 inches.

(4) Service door shall be of split type or sedan type. (Split-type door includes any sectioned door which divides and opens inward or outward.) If one section of split-type door opens inward and other opens outward, front section shall open outward.

(5) Lower as well as upper panels shall be of approved safety glass. (Section 321.446, Code of Iowa) Bottom of lower glass panel shall not be more than 35 inches from ground when bus is unloaded. Top of upper glass panel shall not be more than 6 inches from top of door.

(6) Vertical closing edges shall be equipped with flexible material to protect children's fingers.

(7) There shall be no door to left of driver. (This shall not be interpreted to conflict with item B (1) below.)

b. Emergency Door

(1) Emergency door shall be located in center of rear end of bus, or in rear half of left side of bus if engine is so located as to make it impossible to place door in center of rear end.

(2) Emergency door shall have minimum horizontal opening of 24 inches, and minimum vertical opening of 48 inches measured from floor level.

(3) Emergency door shall be hinged on right side if in rear end of bus, and on front side if on left side of bus. It shall open outward, and shall be labeled inside to indicate how it operates.

(4) Upper portion of emergency door shall be equipped with approved safety glass, exposed area of which shall not be less than 12 inches in height and 20 inches in width. (See item (f) under Windows and item (a) under Windshield)

(5) There shall be no steps leading to emergency door.

(6) No seat or other object shall be so placed in bus as to restrict any part of passageway leading to either rear or left side emergency door to opening smaller than rectangle of 12 inches horizontal width and 48 inches vertical height (measured from floor level), when bus is standing on level ground.

(7) When either open or not fully latched, emergency door shall actuate signal, visible or audible, to driver. (See item a (8) under Instruments and Instrument Panel)

(8) Emergency door shall bear words EMERGENCY DOOR both inside and outside in letters at least 2 inches high. Words shall be placed directly above emergency door.

(9) If emergency door is located on left side of bus it is required that window at rear shall be designed as emergency exit and that it be no smaller than 16 by 54 inches on buses 80 inches or more in width, and no smaller than 16 by 48 inches on buses less than 80 inches in width. Window shall be hinged from top and devised and operated to insure against accidental closing in emergency.

(10) Emergency window shall bear words, EMERGENCY EXIT both inside and outside in letters at least 2 inches high. Words shall be placed directly above emergency window on inside, and below on outside.

(11) Both emergency door and emergency window shall be designed to open from inside and outside bus and shall be equipped with fastening device which may be quickly released, but so designed as to offer protection against accidental release. Control from driver's seat shall not be permitted. Provision for opening from outside shall consist of nondetachable device so designed as to prevent hitching-to, but to permit opening when necessary.

11. *Fire Extinguisher.* Bus shall be equipped with a fire extinguisher other than one using a vaporizing liquid as an extinguishing agent, with at least a B-2; C-2 Underwriters Laboratory rating which has the approval of National Board of Fire Underwriters. Extinguisher shall be mounted in an accessible place, preferably under dash inside service door.

12. *First Aid Kit.* a. Bus shall be equipped with a demountable first aid kit, installed to left of driver.

b. First aid kits must be approved by State Department of Public Instruction.

c. Sizes required for buses:

- 16-unit kit required in all buses carrying up to 30 passengers
- 24-unit kit required in all buses carrying 31 to 48 passengers
- 36-unit kit in all buses carrying 49 and up

Minimum Required Contents	16-unit	24-unit	36-unit
Dust proof metal case	1	1	1
1" adhesive compress	2	3	4
2" bandage compress	1	2	3
4" bandage compress	2	2	6
4" by 6 yds. bandage	2	3	3
40" triangular bandage	1	2	4
Tourniquet and forceps	1	1	1
Scissors	1	1	1
Wire Splint	1	1	2
Burn ointment	1	1	1
Ammonia inhalant	1	1	2
Iodine applicators	2	2	3
Eye dressing	1	1	2
Gauze compress 24" by 72"		2	2
Aromatic spirit		1	2

13. *Flags—Flares—Fuses.* a. Bus shall be equipped with:

- Three 16" flags
- Three fuses (minimum—20 min.)
- Three fuses (minimum—20 min.)

type. If oil flares are used they must be housed in leak-proof case.

b. Flags, flares and fuses shall be mounted in an accessible place near the driver.

14. *Floor.* (See Construction)

15. *Floor Covering.* a. Floor in underseat area shall be covered with fire-resistant floor covering material of type commonly used in passenger transportation equipment.

b. Floor covering in aisle shall be of aisle type, nonskid, and wear-resistant.

c. Floor covering must be permanently bonded to floor, and must not crack when subjected to sudden changes in temperature.

d. Floor mat from base of driver's seat, over floor boards and toe riser to engine fire wall shall be closely fitted and firmly fastened.

16. *Heaters.* a. Master heater shall be of fresh air hot water or combustion type, located at front, to left of driver's seat.

b. Master heater may be supplemented through installations of additional hot water circulating heaters.

c. Hot water heaters shall bear name plate rating of School Bus Body Manufacturer's Association—Standard Code for Testing and Rating Automotive Bus Hot Water Heating and Ventilating Equipment, plate to be affixed by heater manufacturer. Copies of Code shall be furnished to the Iowa State Department of Public Instruction, Des Moines, Iowa.

d. All combustion type heaters shall be approved by Underwriters' Laboratories, Inc.

e. If combustion type heaters are used they shall be installed on new buses by body manufacturers, and on buses now in operation by authorized dealers or by authorized garages.

f. Heaters shall be capable of maintaining inside temperature of 50° Fahrenheit at a 20° Fahrenheit outside temperature.

17. *Identification.* a. Body shall bear words "SCHOOL BUS" in black letters at least 8 inches high on both front and rear of body or on signs attached thereto. Lettering shall be placed as high as possible without impairment of its visibility. Lettering shall conform to "Series B" of Standard Alphabets for Highway Signs.

b. Words "STOP ON SIGNAL" may be painted on rear of bus. Word "STOP" by itself shall not be used.

c. Bus, whether school owned or privately owned, shall bear official name of school on each side in black standard unshaded letters, five inches high.

- Examples:
1. Blank Community School District
 2. Blank Independent School District
 3. Blank Consolidated School District
 4. Blank Township School District
 5. Blank Rural Independent School District

d. Pupil seating capacity of bus shall be printed to left of entrance door, approximately six inches below name of school district, in two inch characters.

e. Number of the bus shall be printed twelve inches to left of capacity, in two-inch characters.

f. Privately owned buses shall also bear name of owner, followed by the word "OWNER" in one and one-half inch characters printed approximately six inches below bus number and bus capacity.

g. Capacity of bus shall also be printed above right windshield inside of bus.

18. *Inside Height.* Minimum inside body height shall be 68 inches measured at longitudinal center line from back of first row of seats to back of next to last row of seats.

19. *Insulation.* a. Body shall be lined and ceiling and walls insulated with proper materials to deaden sounds and vibrations and to reduce heat transfer.

b. Both sidewalls and ceiling shall be insulated with material which has a chemical insulation value at least equivalent to one inch thickness of fiber glass. All insulation shall be so firmly installed that it will retain its original position.

20. *Interior.* a. Interior of bus shall be free of all unnecessary projections likely to cause injury.

b. Ceilings over aisles shall be free of all projections.

21. *Lamps and Signals.* a. Headlamps

Bus shall be equipped with headlamps of proper intensity and adjustment to meet standards of Society of Automotive Engineers.

b. Clearance Lights

Body shall be equipped with two red clearance lamps at rear and two amber clearance lights at front mounted at highest and widest portion of body.

c. Reflectors

Bus shall be equipped with amber reflectors, one on each side at lower front and corner of body even with floor level and back of door on right side, and at similar location on left side.

d. Tail—Stop Lights

Bus shall be equipped with two tail and two stop lamps, which may be in combination, emitting red light plainly visible from distance of 500 feet to rear, and mounted on rear end not less than 6 nor more than 20 inches from plane of side of body, and not less than 40 nor more than 55 inches from surface on which vehicle stands.

e. Interior Lights

Interior lights shall be provided which adequately illuminate interior aisles and step well.

f. Warning Signal Lights

Definition: School bus warning signal lamps are alternately-flashing lamps at same horizontal level, intended to identify vehicle as school bus, and to inform other users of highway that such vehicle is about to stop, or is stopped, to take on or discharge school children.

(1) Bus shall be equipped with two alternately-flashing red lights at rear of vehicle and two alternately-flashing amber lights at front of vehicle.

(2) Flashing stop warning signal lights shall be actuated upon application of a switch mounted on the steering column. These lights shall not be connected in any way with the foot brakes or the service door. (See Paragraph 22 below for specification covering central switches for Direction Lights and Flashing Stop Warning Lights.)

(3) Right and left lights shall flash alternately. Each light shall flash not less than 60 nor more than 120 flashes per minute and shall be illuminated at least 50 percent of the time. The flasher, when tested in conjunction with the operating switch and its four lights, shall meet the same requirements as set out in Commercial Standards CS 80-41.

(4) Flashing stop warning lights are to have a signal area of not less than 28 square inches per lens. There shall be no opaque background or lettering on lens. A bulb of 21 candle-power minimum, with a reflector back of it, shall give distinct warning illumination of entire lens area when lighted, for distance of 500 feet when bus is in bright sunlight.

(5) Lens color and wiring must conform to SAE specifications.

(6) The entire lamp assembly must meet SAE

specifications and successfully pass vibration and shock, moisture, dust, corrosion and photometric tests.

(7) Installation

a. Each signal lamp shall be mounted with its axis substantially parallel to longitudinal axis of vehicle.

b. Front and rear signal lamps shall be spaced as far apart laterally as practical, but in no case shall spacing be less than 3 feet.

c. Location of front signal lamps shall be such that they can be clearly distinguished when headlamps are lighted on lower beam.

d. Warning signal lamps shall be mounted at front above windshield, and at rear so that lower edge of lens is not lower than top line of side window openings.

e. Vision of front signals to front and of rear signals to rear shall be unobstructed by any part of vehicle from 10° above to 10° below horizontal, and from 20° to right to 20° to left of center line of vehicle.

g. Turn Signal Units

Definition: An electric direction signal lamp for school buses is a device for giving a flashing warning light to front and rear of a school bus to indicate to approaching and overtaking motor vehicles the intention of operator of bus to change direction.

(1) Bus shall be equipped with four amber flashing turn or direction signal lamps.

(2) Control switch shall be mounted on steering column immediately below steering wheel. On vehicles where this is not possible, switches shall be mounted where readily accessible to operator. (See item 22 below)

(3) Flashing rate for turn signal lamps shall be no slower than 60 and no faster than 120 times per minute under normal operating conditions. The "on" period of flasher shall be long enough to permit bulb filament to come to full brightness.

(4) Illuminated signal area of lamp shall be in the form of an arrow with head and shaft or arrowhead only. Luminous area shall be not less than 12 square inches. Area of lamp face surrounding luminous area shall be black. This may be a metal shield painted dull black or a vitreous black enamel applied to lens itself.

(5) Lens coloring and wiring must conform to SAE specifications.

(6) Entire lamp assembly must meet SAE specifications and successfully pass vibration and shock, moisture, dust, corrosion and photometric tests.

(7) Installation

a. Each turn signal lamp shall be mounted with its axis substantially parallel to longitudinal axis of vehicle.

b. Rear lamps shall be mounted as near to the right and left side of the bus as possible but in no case shall the outer edge of the lamps be more than 10 inches from the outerbody width line. They shall be mounted below the rear windows but in no case shall the distance from the top edge of the lamp to the lower edge of the window exceed 5 inches.

c. Front lamps shall be mounted either on the top of each front fender or on the cowl. If

mounted on the cowl, the distance from the top edge of the lamp to the lower windshield line shall not exceed 5 inches.

d. Mounting brackets or hoods for both front and rear lamps shall be of sufficient strength to withstand normal vibration. Those for rear lamps shall be streamlined to the body to prevent hitching of rides.

h. Flags, Flares and Fuses: (See item 13 above)

i. Stop Arm (See item 33 below)

22. *Switches for Turn and Flashing Warning Light Operation.* a. Hand control switches for turn signals and flashing warning lamps shall be mounted on steering column immediately below steering wheel. On vehicles where this is not possible, switches shall be mounted where readily accessible to operator.

b. Hand control switches for turn signal and flashing warning lamps must be combined into one common case. Upper switch lever shall operate turn signal and lower switch shall operate flashing warning lamps.

c. Telltale lights plainly visible to operator shall be provided to indicate that each signalling system is functioning properly.

23. *Mounting.* a. Body manufacturers, when installing body on frame, shall insert between body and frame, a spacer at every point of contact between body and frame of such form that shearing stresses shall not be put upon rivet heads.

b. Chassis frame shall extend to rear of rear body cross member.

24. *Overhang.* Body shall be mounted so that not more than 75 percent of gross vehicle weight shall be on rear tires on a level surface.

Exception—transit and metropolitan vehicles

Weight distribution shall be such that not more than 70 percent of gross vehicle weight shall be on rear tires when bus is on level surface.

25. *Posts.* (See Construction and item (b), under Windshield)

26. *Rear Vision.* a. Interior rear-view mirror designed to minimize glare, and large enough (at least 4 by 15 inches) to afford good view of pupils and roadway to rear shall be installed. If not metal-backed, such mirror shall be of laminated plate safety glass. It shall have rounded corners and protected edges.

b. Two exterior rear-view mirrors designed to minimize glare shall be provided, one to left and one to right of driver. Area of each mirror shall be not less than 50 square inches. Mirrors shall be firmly supported and set to give driver clear view past left rear and right rear of bus.

27. *Rub Rails.* Two rub rails of ample strength to resist impact and to prevent body crushing shall be provided on each side of bus body. They shall be applied full length of body on outside of body, on left side from windshield post to rear corner radius and on right side from service door to rear corner radius. One rail shall be located approximately at seat line, and the other approximately at floor line. Pressed-in rub rails do not satisfy this requirement.

28. *Safety Panel.* (See Stanchion and Guard Rails)

29. *Seats.* a. All seats shall be forward facing, provide a minimum width of 13 inches per pupil, and

be placed on a minimum uniform spacing of 27-inch centers, measuring from front of seat frame. Not more than $\frac{1}{2}$ inch variation accepted.

b. Seat frames shall be constructed of welded steel tubing of a minimum $\frac{3}{8}$ " outside diameter, 16-gauge wall or its equal, and must be amply reinforced. Cushion springs shall be of high quality spring steel. Cushion padding shall be not less than two inches thick, shall be backed with sisal or burlap or equal. Covering shall be of genuine leather or imitation leather which will withstand extreme changes of temperatures.

c. Seats on each side of bus shall be of equal lengths.

d. No seats on right side of bus shall be placed ahead of forward most pupil's seat on left side of the bus.

e. All seats shall be securely fastened to floor, or floor and sidewall supports, by suitable sized bolts.

f. Driver's seat, when in most forward position, shall provide a 12-inch minimum clearance between steering wheel and back rest, also a minimum of 27 inches center to center for first pupil seat back of driver, when driver's seat is in an extreme back position. Driver's seat shall have front and back adjustment of not less than 3 inches and shall be fastened securely to floor.

g. Seats shall be a minimum of 14 inches in depth, with fronts approximately 17 inches above floor, and back of seat, 1 to $1\frac{1}{2}$ inches lower.

h. Tops of back rests shall be approximately 34 to 36 inches above floor level. (See item (b) under Aisle)

i. Foremost seat on right side shall be at least 9 inches from safety panel, measured from panel to center point of cushion at forward most point of cushion.

j. No bus shall be equipped with jump seats or portable seats.

30. *Stanchion and Guard Rails.* a. Vertical stanchion shall be installed at right rear corner of driver's seat in such position as neither to interfere with adjustment of driver's seat nor to obstruct 12-inch aisle. Guard rail, approximately 30 inches above floor, and so placed as not to interfere with fore-and-aft adjustment of driver's seat, shall extend from vertical stanchion to left-hand wall behind driver's seat.

b. Stanchion shall be installed at rear of entrance step-well from roof to floor. Placement shall not restrict entrance passageway to less than 24 inches or aisle to less than 12 inches.

c. Guard rail and step-well guard panel shall be installed from step-well stanchion to right-hand wall to prevent children in front seat from being thrown into step-well in case of sudden stop. Guard rail shall be approximately 30 inches above floor, and guard panel shall extend from guard rail to within 4 inches of floor.

d. Clearance between step-well guard panel and first pupil seat shall be at least 22 inches measured from panel to front face of seat back at cushion height.

e. All stanchions and guard rails shall be minimum of 1-inch outside diameter and of 18-gauge metal tubing or equal.

31. *Steering Wheel.* (See item (d) under steering gear)

32. *Steps.* a. First step at service door shall be not less than 13 inches and not more than 17 inches from ground.

b. Riser of upper step at service door shall be not more than 15 inches. When more than two steps are used, risers must be of equal height.

c. Steps shall be enclosed to prevent accumulation of ice and snow.

d. Steps shall not protrude beyond side body line.

e. Grab-handle not less than 10 inches long shall be provided in unobstructed location inside doorway.

f. Surface of steps shall be of nonskid material.

33. *Stop Signal Arm.* a. Stop signal arm shall be constructed of substantial material.

b. Outer edge shall be painted black, the outline to be one-half inch of black border.

c. Statutes provide for lettering to be at least 5 inches. Standard requirement is at least 5 inches and not more than 6 inches.

d. Stop signal arms must have special approval of Department of Public Instruction.

34. *Sun Shield.* Interior adjustable sun visor not less than 6 by 16 inches in size shall be installed above windshield.

35. *Tail Pipe.* Tail pipe shall not extend beyond rear bumper. (See item (b) under Exhaust System)

36. *Tool Compartment and Tools.* Bus shall have tool compartment and carry such tools as may be necessary to make minor emergency repairs while bus is en route.

37. *Undercoating.* All school bus bodies shall have applied to outside underbody construction, wheelhouse and side body skirts, an application of standard undercoating material of sufficient thickness to protect underbody structure against rust, water, leakage, dust and fumes, and shall have insulating properties against both heat and cold.

38. *Ventilation.* a. Body shall be equipped with suitable, controlled ventilating system of sufficient capacity to maintain proper quantity of air under operating condition without opening of windows except in extremely warm weather.

b. Static type exhaust roof ventilators shall be installed in low pressure area of front roof panel.

39. *Wheel Housings.* a. Wheel housings shall be of full open type.

b. Wheel housings shall be attached to floor sheets in such manner as to prevent any water or dust from entering body.

c. Inside height of wheel housings above floor line shall not exceed 10 inches.

d. Wheel housings shall provide clearance for dual wheels as established by Chain Institute, Inc.

40. *Windows.* a. Each full side-window shall provide unobstructed emergency opening at least 9 inches high and 22 inches wide, obtained either by lowering window or by use of knock-out type split sash window.

b. When full-drop windows are used they must be blocked so that when in a down position opening between window header and top of glass is not more than 9 inches.

c. All exposed edges of glass shall be banded.

d. Windows at rear of bus shall be of ample size to give driver sufficient clear vision of traffic at rear.

e. There shall be a window to left of driver's seat so designed as to permit driver to partially open window.

f. All glass in side and rear windows and doors shall be safety glass approved by Underwriter's Laboratories, Inc., American Standards Association—Z26.1 1938.

41. *Windshields.* a. All glass in windshield shall be approved safety glass and so mounted that permanent mark is visible, and of sufficient quality to prevent distortion of view in any direction.

b. Windshield shall be large enough to permit driver to see roadway clearly, shall be slanted to reduce glare, and shall be installed between front corner posts that are so designed and placed as to afford minimum obstruction to driver's view of roadway.

42. *Windshield Wipers.* a. Bus shall be equipped with two separate power-operated windshield wipers with 14 inch length blades.

b. Shall have manual control for emergency use.

c. When vacuum-type wipers are used, a positive type electric booster vacuum pump shall be installed which will guarantee continual action. All vacuum installations must have approval before installing.

43. *Wiring.* a. All wiring shall conform to standards of Society of Automotive Engineers.

b. Wiring shall be arranged in at least nine regular circuits, as follows:

- a. Head, tail, and stop lamps
- b. Dash and clearance lamps
- c. Dome and step-well lamps
- d. Starting
- e. Ignition
- f. Turn-signal units
- g. Warning signal lamps
- h. Horn
- i. Heaters, defrosters

c. Wherever possible all other electrical functions shall be provided for by independent and properly-protected circuits.

d. Each circuit except starting and ignition shall have separate fuse or circuit breaker.

e. All wires within body shall be insulated and protected by covering of fibrous loom (or equivalent) which will protect them from external damage and minimize dangers from short circuits.

f. All light circuits shall be such as to provide bulb design voltage at light bulb terminals.

g. Wires shall be fastened securely at intervals of not more than 24 inches. All joints shall be soldered or joined by equally effective connectors.

D. Passenger Cars, Station Wagons, Carry-Alls

1. Passenger Cars.

a. Car must be of the closed body type.

b. Body must be all steel or of a metal at least equivalent in strength to steel.

c. Car must be equipped with:

(1) Four-Wheel brakes properly adjusted to efficiently stop car when fully loaded.

(2) Hand brake adequate to hold vehicle when stopped on incline.

(3) Two windshield wipers.

(4) Nonglare rear-view mirror—one inside and one outside on left side.

(5) Two stop tail lights.

(6) Multiple beam headlights.

(7) Switch to raise or lower headlight beam.

(8) Adequate horn.

(9) Adequate heating equipment.

(10) Heater defroster—an additional defroster fan for left windshield may be required.

(11) Safety glass throughout.

(12) Spare tire in good condition.

(13) Demountable school bus signs front and rear. Signs must be national school bus chrome in color with black letters 6 inches high.

(14) Fire extinguisher.

(15) First aid kit (at least 12 unit).

(16) Hand axe.

d. Car and its equipment must be maintained in first class operating condition.

2. Station Wagons Used as School Buses must meet requirements as listed for passenger cars.

3. Suburban Carry-Alls used as School Buses

a. Must meet conventional school bus specifications listed in bulletin TR-B-3R for items listed below:

- (1) Color
- (2) Identification
- (3) Stop arm
- (4) Flashing stop warning lights
- (5) Tail lights
- (6) Flags, flares, fuses
- (7) Fire extinguisher

b. Must be equipped with:

(1) Interior adjustable sun visor.

(2) Outside rear view mirror on right side in such position that roadway on right side of vehicle, beginning at service door, is visible from driver's position.

c. Must meet all other requirements listed for passenger cars which are not inconsistent with this section.

[Filed December 17, 1956]

VETERANS' TRAINING

DEPARTMENT RULES FOR APPROVAL OF ON-THE-JOB TRAINING ESTABLISHMENTS FOR ELIGIBLE VETERANS UNDER THE SERVICEMEN'S RE-ADJUSTMENT ACT OF 1944, AS AMENDED.

The following procedures, as they relate to the approval, administration, and supervision of the on-the-job training program for veterans, are in effect in the Iowa State Department of Public Instruction.

Rule 1. In order to qualify as a training facility, the establishment must submit a written application on form as prescribed by this department.

Rule 2. Upon receipt of the written application, it is checked by a staff member, and if there is any merit to the application, the establishment is visited and a detailed inspection is made to determine the correctness of the information given in the application.

Rule 3. The inspector's recommendations are subject to the review of the Director of the Division.

Rule 4. Wage Schedules. The employer shall observe the following points in setting forth the wage schedule for the training period:

a. The schedule shall be set up for the entire period of training with provision for increases at regular intervals.

b. The starting wage and the wage paid during training cannot be less than the wage normally paid a nonveteran learner in this trade.

c. The starting wage shall not be less than 50 percent of the stated objective wage.

d. The wage schedule shall increase during each period of training until the employer is paying approximately 90 percent of the objective wage during the last period of training.

e. The wages shall be in conformity with state and federal Laws and applicable bargaining agreements.

f. Wage schedules contained in applicable bargaining agreements, wages established by law, or other wage schedules established by large businesses which can be shown to be a matter of record will be recognized.

g. The after training wage shall be the wage that is normally paid to a person who has had training equivalent to that contemplated by the proposed training program and who is beginning employment in the classification. Further raises which have been granted to other employees on the basis of length of service or loyalty to the firm should not be considered in determining the completion wage.

h. Since the employer is required to guarantee definite periodic wage increases, programs shall not be approved which contain a wage schedule set up on a commission basis.

DEPARTMENT RULES FOR APPROVAL OF EDUCATIONAL INSTITUTIONS FOR THE EDUCATION AND TRAINING OF ELIGIBLE VETERANS UNDER THE SERVICEMEN'S READJUSTMENT ACT OF 1944, AS AMENDED.

The following procedures, as they relate to the approval of the various types of schools, are in effect in the Iowa State Department of Public Instruction:

1. **Colleges:** All Colleges, Universities, and Junior Colleges accredited by the State Department of Public Instruction, the Iowa Committee on Secondary School and College Relations, or the North Central Association are approved without further inspection.

2. **High Schools:** All high schools accredited by the Department of Public Instruction are approved without further inspection.

3. **Related Courses for Apprenticeship Programs:** Approved upon recommendation of the Department of Vocational Education without subsequent inspection.

4. **Schools of Bible or Theology:** Must be recommended by a recognized accrediting agency in the Theological Field. Subject to inspection following receipt of written application.

5. **Schools of Nursing:** Must be recommended by the Iowa State Board of Nurse Examiners. Subject to inspection following receipt of written examination.

6. **Hospitals:** (Residencies, Medical Technologists, X-Ray Technicians, etc.) Must be recommended by the Council on Medical Education and Hospitals, American Medical Association, and/or the Iowa

State Department of Health. Subject to inspection following receipt of written application.

7. **Schools of Cosmetology:** Must be recommended by the Board of Cosmetology Examiners, Department of Health. Subject to inspection following receipt of written application.

8. **Schools of Barbering:** Must be recommended by the Board of Barber Examiners, Department of Health. Subject to inspection following receipt of written application.

9. **Flight Schools:** Must be recommended by the U. S. Civil Aeronautics Authority and the Iowa Department of Aeronautics. Subject to inspection following receipt of written application.

10. **Schools of Business:** Subject to inspection following receipt of written application.

11. **Trade Schools:** Same as (10) above.

12. **Correspondence Courses:** Must have operated successfully in Iowa for at least three years. Subject to inspection following receipt of written application.

All of the above institutions, except public or other tax-supported schools, must operate successfully in Iowa for at least one year prior to approval. With respect to Correspondence Courses, three years of successful operation is required.

The one year requirement may be waived when the institution submits positive evidence that the school is essential to meet the requirements of veterans in the state of Iowa.

The written application referred to in the above shall include the following information:

1. Name, address, and telephone number of the school.
2. Names and qualifications of owners and managers of the school.
3. Statement concerning the date the school was established, and the period of time school has been under the present management.
4. Statement as to the financial solvency of the school, and assurance that school will continue operations for a considerable period of time.
5. Statement concerning the school's accreditation by any recognized accrediting agencies, if any.
6. Statement concerning present enrollment and maximum number of students proposed to be trained in the courses at one time.
7. Description of the physical plant of the school, giving the number and size of classrooms; type of heating, lighting and ventilation, blackboard space; number of toilets and lavatories; number and kinds of desks, tables, chairs and other school furniture; total floor space; and a listing of all laboratory and classroom equipment available for instruction.
8. Names and educational and experience qualifications of all instructors.
9. Statement of the educational prerequisite for each course.
10. Statement as to the exact title of the course and specific description of the objective for which given.
11. Statement as to the length of the course(s) in weeks; number of hours school is in session per week.

12. A detailed curriculum must be attached showing subjects taught, type of work or skills to be learned, and approximate length of time to be spent on each.

13. Samples of permanent records showing students' conduct and progress are to be enclosed, as is a sample certificate or diploma issued students upon satisfactory completion of the course of study.

14. Statement as to tuition costs, and costs for required books, supplies and equipment.

15. Statement concerning graduates' placement during the year preceding date of application.

16. Statement that school buildings meet local and state regulations concerning fire, safety, and health.

Upon receipt of the written application, it is checked by a staff member, and if there is any merit to the application, the school is visited and a detailed inspection is made to determine the correctness of the information given in the application.

The following standards are used in evaluating a school:

1. The curriculum and instruction must be consistent in quality, content, and length with similar courses in the public schools or other private schools with recognized and accepted standards.

2. Each school must have a system for keeping attendance, progress, and placement records which is acceptable to this department. Records must be kept up to date and reports must be prepared and submitted as requested. Furthermore, school records must be made available for inspection on request of department representatives.

3. School must have clearly stated and enforced standards of attendance, progress, and conduct. Such standards must be acceptable to this department.

4. The school must give appropriate credit for previous training or experience, with training period shortened proportionately. No course of training will be considered bona fide as to a veteran who is already qualified by training and experience for the course objective.

5. The school must provide the student and the Veterans' Administration with a copy of the approved curriculum.

6. Upon completion of the training, the school must give the veteran a certificate indicating the approved course, title, and length and that the training was completed satisfactorily.

7. The school must have a clear statement as to entrance qualifications and must abide by them.

8. The school must have sufficient toilet facilities to adequately serve the enrollment.

9. Each school must provide at least 25 square feet of floor space for each student in a classroom; and at least 40 square feet in laboratories or shop rooms for each student training therein.

10. Heat, light, and ventilation shall be adequate for the type of instruction and enrollment in the school. Thirty foot-candles of light shall be considered minimum where reading is done.

11. School buildings must meet local and state regulations concerning fire, safety, and health.

12. Schools must be ethical in their advertising and solicitation. Both are subject to review and approval by this department.

13. Instructors for a trade school shall have at least three years of experience in the trade as a journeyman, above the learning level. Instructors in other schools shall hold appropriate certificates, licenses, or degrees.

14. The student-instructor ratio may not exceed 35 to 1 in any classroom activity, and may not exceed 20 to 1 in any laboratory or shop activity unless the school is licensed by another agency of the state. The ratio in Flight Schools must be based on requirements of the U. S. Civil Aeronautics Authority.

15. While schools may not guarantee employment upon graduation, a school should exert every effort to assist its graduates in obtaining employment.

16. Tuition and other charges made by school should be clearly set out in publications of the school.

17. Schools should make use of modern teaching aids and procedures.

DEPARTMENT OF PUBLIC SAFETY

ADMINISTRATIVE DIVISION

Procedure and Regulations Pertaining to Approvals on:

Electric Head Lamps, Electric Auxiliary Driving Lamps, Rear Lamps, Reflectors, Registration Plate Lamps, Clearance and Identification Lamps, Bicycle Lamps and Reflectors, Spot Lamps, Stop Lights, Signal Lamps and Devices, Side Marker Lamps, Draw Bars, Tow Bars, Safety Chains, Safety Glass Flares, Lanterns, Fusees and Fifth Wheel or Saddle Mounts.

1. **Application for Approval:** Consideration for purposes of approval will be given only on an entire system, consisting of every part necessary for complete installation. Approval will be granted only after a complete examination has been made of the device, its accessories, and of the test data accompanying it, and these items shall have been found

to comply with the laws of the state of Iowa, and the specifications hereinafter mentioned.

Application for approval shall be made in writing and shall be accompanied by samples, the required examination fee, and a laboratory report of tests described hereinafter. These shall be sent direct to the Patzig Testing Laboratories, 2215 Ingersoll Avenue, Des Moines, Iowa, which is the department's official testing agency. The applicant shall supply any additional information or tests which may be required. Approval, if granted, shall cover only units which are substantially identical in material construction, workmanship and operation with the samples submitted.

2. **Samples:** Two sample sets of each type of lighting unit, representative of the type regularly manufactured and marketed, shall be submitted to the Patzig Testing Laboratories for examination. In the case of tow bars, towing devices, saddle

mounts, drawbars, or safety chains, one representative sample will be sufficient, and in the case of safety glass twelve 12" x 12" representative specimens are required.

3. Fees: Any person, firm or corporation desiring approval of a device shall remit to the Patzig Testing Laboratories, with his application for approval, an examination fee of twenty-five dollars (\$25.00) for each type of device submitted.

4. Laboratory Test Reports: All laboratory tests shall be made by a competent and unbiased testing authority, satisfactory to the Commissioner of Public Safety, at the applicant's expense and at his request. No lighting unit or device will be approved until it has been subjected to the required laboratory tests, through which it is shown to be capable of conforming to the requirements of illumination, construction, endurance and/or operation. Upon satisfactory completion of laboratory tests, the lighting units or devices may be observed under various road conditions and subjected to any other tests deemed necessary by the Commissioner of Public Safety.

5. Requirements for Approval: Upon receipt of the required representative samples, examination fee, and laboratory test reports, these will be checked one against the other, and with the specifications and legal requirements for such devices.

6. Operation and Installation Instructions: Complete instructions for installation, adjustment and operation, including comprehensive diagrams where deemed advisable, shall accompany each unit submitted for approval or sold. In the event that any unit is manufactured in a size other than the sample submitted, additional test reports will be required for each size.

7. Marks or Identification: Each unit or device submitted must bear a distinctive designation, trade-mark or name under which it is to be approved, and must be so placed as to be legible when installed. This is required by section 321.426 of the motor vehicle laws as compiled in 1946 [C. '50].

8. Specifications: The methods and test requirements to be complied with shall be:

(a) The U. S. Department of Commerce, commercial standards or the Society of Automotive Engineers Specifications as given in the current SAE Handbook for all lighting equipment, signals, signal operating units, reflectors, lanterns and flares.

(b) The I.C.C. requirements for reflector flares, lanterns, flares, towing devices and saddle mounts.

(c) The Current American Standards Association specifications for safety glass.

(d) Applicable portions of the above standard specifications for devices which are not specifically covered but logically should meet similar requirements.

(e) Special specifications which have or may be adopted by the Motor Vehicle Departments to apply on devices not covered by the foregoing.

(f) **Color of Lens:** The color of lens must be as provided for in the commercial standards or SAE specifications as determined by use of the standard light-limit and dark-limit glasses therein designated.

9. Approval: The applicant of any lamp or device approved will be issued a certificate of approval together with any instructions or limitations. No unit will be approved that does not conform with the requirements or, which in the opinion of the department, is liable to prove unsafe or unsatisfactory in use. Any change in the design, construction, or identification marks of a unit which has been approved will require a new approval as if for a new unit, unless such change is of a minor nature and in no way materially alters the identification marks, general design or construction. In such event the Commissioner may grant an extension.

10. Revocation: The following procedure will apply to any unit sold commercially failing to meet the requirements of the law or rules and regulations of the department. All tests hereunder will be conducted at the expense of the holder of the certificate of approval of the unit:

SECTION 321.429 (Code of Iowa, 1946 [50]). "Revocation of certificate. When the commissioner has reason to believe that an approved device as being sold commercially does not comply with the requirements of this chapter, he may, after giving thirty days previous notice to the person holding the certificate of approval for such device in this state, conduct a hearing upon the question of compliance of said approved device. After said hearing the commissioner shall determine whether said approved device meets the requirements of this chapter. If said device does not meet the requirements of this chapter he shall give notice to the person holding the certificate of approval for such device in this state."

"If at the expiration of ninety days after such notice the person holding the certificate of approval for such device has failed to satisfy the commissioner that said approved device as thereafter to be sold meets the requirements of this chapter, the commissioner shall suspend or revoke the approval issued therefor until or unless such device is resubmitted to and retested by an authorized testing agency and is found to meet the requirements of this chapter, and may require that all said devices sold since the notification following the hearing be replaced with devices that do comply with the requirements of this chapter. The commissioner may at the time of the retest purchase in the open market and submit to the testing agency one or more sets of such approved devices, and if such device upon such retest fails to meet the requirements of this chapter, the commissioner may refuse to renew the certificate of approval of such device."

11. These regulations and specifications are prepared and issued under authority of section 321.428 of the Iowa motor vehicle laws as compiled in 1946.

DEALERS LICENSE DIVISION

"PLACE OF BUSINESS" shall include the following requirements:

Number (1): "Designated Location" means a building actually occupied, easily accessible to the public, and wherein the public may contact the owner or operator at all reasonable times.

Number (2): "*Adequate Facilities Shall Be Maintained for Displaying Cars*" means a suitable space in a building reserved for display purposes where automobiles may be viewed by prospective buyers under conditions favorable to health and safety, meaning clean air, dry and safe flooring, well-lighted, and free from obstacles, equipment or machinery, etc.

Number (3): "*Reconditioning and Repairing*" means a suitable repair shop separate from display room, with space to repair and recondition one or more automobiles at the same time, equipped with ample tools for making these repairs.

Number (4): "*New and Used Dealer Plates.*" Whenever an Iowa dealer operates a motor vehicle that is not currently registered in Iowa on the public highway under the authority of section 321.57 of the 1954 Iowa Code, such motor vehicle shall at all times display dealer plates provided by the Department which identify the motor vehicle as a "New Car" or a "Used Car" as the case may be. "Used Car" dealer plates may only be displayed on a used motor vehicle as defined in section 322.2 (6) of the 1954 Code of Iowa by dealers licensed by the Department to sell used motor vehicles. "New Car" dealer plates may only be displayed on new motor vehicles by dealers licensed by the Department to sell such make of new motor vehicles.

Number (5): "*Identification Sticker.*" Whenever an Iowa dealer obtains title to a foreign registered motor vehicle under the authority of section 321.48 (2) of the 1954 Iowa Code, and holds such motor vehicle for resale without obtaining a current Iowa registration; there shall be displayed upon such motor vehicle at all times an official identification sticker furnished by the Department certifying the identity of the motor vehicle, the State of previous registration, and that it is a used car as defined by section 322.2 (6) of the 1954 Code of Iowa. Such sticker shall be obtained from the County Treasurer by the dealer at the same time the Iowa title is obtained, and the dealer shall immediately fasten the sticker securely to the inside lower right corner of the windshield of the motor vehicle. The sticker shall remain displayed thereon until said motor vehicle is sold at retail and a regular Iowa registration has been applied for as provided by law.

[Filed December 19, 1956]

DIVISION OF FIRE PROTECTION

The following rules, regulations and specifications have been approved and adopted by the State Fire Marshal under the authority of and in accordance with the provisions of chapter 103, Code of Iowa, 1946, 1950.

Class "A" Escapes

METAL SPIRAL AND TUBULAR SLIDE TYPE AND ENCLOSED FIREPROOF STAIRWAYS

Spiral and tubular slide fire escapes shall be considered as Class "A" escapes and will be permitted when general plans and specifications for such escapes have been filed with the state fire marshal by the manufacturer and approved by the fire marshal. Plans for each installation shall be submitted for approval before escape is fabricated.

Enclosed fireproof stairs may be considered as Class "A" escapes when approved as such by the state fire marshal.

Class "B" Escapes

IRON STAIRWAY FIRE ESCAPES—BALCONIES

Frames. All frames shall be constructed according to specifications herein noted for balconies for ladder escapes with exception of opening and depth, and of sufficient length to permit of an easy (or about 45 degrees) pitch to the stairs. All balconies shall be not less than twenty-six inches (26") deep and twelve inches (12") longer than width of exit, said twelve inches (12") to extend in direction of downward flight of stairway, and shall not be less than fifty-four inches (54") deep at turns, and the full width of stairway must be maintained at all turns in stairways.

Posts. All railings and posts for stairway balconies to be constructed the same as for ladder balconies, except that posts at open end of balconies shall be braced and intermediate posts shall be braced at least every six feet (6') to the top member of brackets and which shall extend at least ten inches (10") beyond balcony platform, to provide support for a one and one-quarter-inch by one and one-quarter-inch by one-quarter-inch ($1\frac{1}{4}'' \times 1\frac{1}{4}'' \times \frac{1}{4}''$) angle, or a five-eighths-inch ($\frac{5}{8}''$) round or square brace to posts fastened about fifteen inches (15") above balcony frame.

Rails. Rails of balconies for Class "B" escapes shall be constructed as provided for ladder or Class "C" escapes. Provided, however, that all stairway escapes hereafter erected on school buildings shall be constructed with filling-in bars or wire mesh in which case a two-rail system may be used with bottom rail not more than eight inches (8") above the floor of balcony and shall be of one and one-half-inch by three-eighths-inch ($1\frac{1}{2}'' \times \frac{3}{8}''$) bar, or of one and one-half-inch by one and one-half-inch by one-fourth-inch ($1\frac{1}{2}'' \times 1\frac{1}{2}'' \times \frac{1}{4}''$) angle iron, and a top rail of one and three-fourths inches by one-half-inch ($1\frac{3}{4}'' \times \frac{1}{2}''$) bar, or one and three-fourths inches by one and three-fourths inches by one-fourth-inch ($1\frac{3}{4}'' \times 1\frac{3}{4}'' \times \frac{1}{4}''$) angle iron and not less than three feet (3') above balcony floor. Rails at dead ends to be leaded or cemented into the wall not less than four inches (4").

Filling-in Bars or Wire Mesh. The standard or filling-in bars shall be not less than five-eighths-inch ($\frac{5}{8}''$) round or square iron, well riveted or welded to the top and bottom rails of all balconies and stairways, and shall be placed not more than six inches (6") apart, or a wire mesh filling may be used, the same to be constructed of not smaller than ten (10) gauge wire with not larger than one and one-half-inch ($1\frac{1}{2}''$) mesh, securely fastened to all posts and railings of balconies and stairways.

Brackets—Balconies. Bracket construction of angle iron shall be not less than one and three-quarters by one and three-quarters by one-quarter-inch ($1\frac{3}{4}'' \times 1\frac{3}{4}'' \times \frac{1}{4}''$) angle iron, firmly secured at all points of intersection of main members to one-quarter-inch ($\frac{1}{4}''$) gusset plates, by at least two (2) one-half-inch ($\frac{1}{2}''$) rivets. Where width of balcony exceeds forty-two inches (42"), interior

braces of one and one-half by one and one-half by one-quarter-inch ($1\frac{1}{2}'' \times 1\frac{1}{2}'' \times \frac{1}{4}''$) angle iron, or its equivalent, shall be securely riveted to main members of bracket. The anchorage of all angle iron brackets shall consist of one-inch (1'') round iron, securely riveted with not less than three (3) one-half-inch ($\frac{1}{2}''$) rivets to the top member of bracket and passing through the wall and secured both above and below as specified for brackets for ladder balconies. Angle of brackets shall be same as for ladder escapes.

STAIRWAYS

Stairway Clearance. No stairway shall be erected closer than four inches (4'') from any portion of walls of building.

Stringers. Stringers for stairs to be not less than two and one-quarter inch by five-sixteenths-inch ($2\frac{3}{4}'' \times 5/16''$) iron, two on each side of stair with steps securely bolted to same and so spaced that no part of tread will protrude beyond stringers. Stairway stringers to be securely fastened to the balconies with one-half-inch ($\frac{1}{2}''$) bolts.

Steps. Steps to be made of at least five (5) one-half-inch ($\frac{1}{2}''$) square irons with corners upward, firmly riveted or welded to steel plates at each end. Said plates to be two and one-quarter inches by five-sixteenths-inch ($2\frac{1}{4}'' \times 5/16''$) mild steel firmly bolted with one-half-inch ($\frac{1}{2}''$) bolts to stringers and punched one and three-quarters inches ($1\frac{3}{4}''$) center to center, forming a tread not less than seven inches (7'') wide and twenty-two inches (22'') long.

Rise. Steps to be spaced so as to make about eight-inch (8'') rise. On counterbalance stairways there shall be provided between the four (4) upper treads a filling-in riser, of the same construction as stair treads, attached to and parallel with lower members of stringers.

Posts. Angle iron posts one and three-quarter inches by one and three-quarter inches by one-quarter-inch ($1\frac{3}{4}'' \times 1\frac{3}{4}'' \times \frac{1}{4}''$) shall be spaced not to exceed four feet (4'') apart on all stairways, and shall be rigidly fastened to the stringers of stairway.

Rail. Railings for stairways to be the same as balcony railings, except that no brace posts shall be required and all double width stairways shall have railings on both sides of stairway. All single width stairways, where there is more than four-inch (4'') space between stairways and walls, recesses or openings in walls, shall be provided with railings on the inside, the same as specified for outside of stairways.

Double Width Stairs. Where double width stairways are constructed they must be designed to carry the double load required, the treads to be composed of at least five (5) three-quarter-inch ($\frac{3}{4}''$) square irons, corners upward, and firmly riveted or welded to steel plates at each end, provided that where a center stringer is used, the treads shall conform to specifications for single stairways. Class "B" fire escapes for hospitals shall be double width and reach ground direct.

Stair Bracket. Where any flight of stairway exceeds sixteen feet (16') in length, a bracket com-

plying with bracket specifications to provide support and stiffening shall be placed as near midway of the flight as possible.

Intermediate Platform. Whenever the length of any stairway (Class "B") fire escape shall exceed twenty feet (20') between platforms, an intermediate platform not less than three feet (3') in length and the full width of escape shall be provided.

Terminal Balcony. In all cases where stairway (Class "B") fire escapes terminate within six and one-half feet ($6\frac{1}{2}'$) from the ground, they shall be provided with a balcony at bottom the full width of stairway and not less than thirty inches (30'') in length.

Exits. Fire escapes erected on theaters, opera houses and school buildings, public halls and assembly rooms shall be reached through doorways provided at floor level on each floor and shall reach ground either direct or by counterweight or counterbalance stair. Provided, however, that buildings used strictly for high school purposes may be exempted from this rule because of construction or other exceptionally favorable conditions. Every (Class "B") fire escape that reaches the ground direct shall be firmly anchored to a cement or stone block footing. Exits to Class "A" and Class "B" fire escapes shall be doors at floor level and open outward.

All hospitals, sanatoriums, infirmaries, homes for the aged, county homes, and other similar institutions shall be equipped with an approved type of spiral or tubular fire escape.

Counterbalanced Stair. Counterweight or counterbalanced stairways shall be constructed from lower balcony to the ground, and must be railed on both sides, and so braced and strengthened as to withstand the stresses produced when loaded stairway strikes the ground. The path described by the operation must be free from any obstruction which might prevent the successful operation of same.

COUNTERWEIGHT CONSTRUCTION

Brackets. Top bracket to be standard construction for brackets. Lower bracket construction may be two (2) standard brackets, or their equivalent, with not less than four-inch (4'') channel iron cross-plate on top. Where special lower brackets are provided they shall be attached to wall by two (2) expansion bolts not less than five-eighths-inch ($\frac{5}{8}''$) in diameter.

Guides for Counterweight. Guides shall be not less than two (2) one and three-quarter-inch by one and three-quarter-inch by one-quarter-inch ($1\frac{3}{4}'' \times 1\frac{3}{4}'' \times \frac{1}{4}''$) angle iron or two (2) iron rods not less than three-quarter-inch ($\frac{3}{4}''$) diameter arranged in such manner that counterweight is securely retained. Guides to be securely attached to upper and lower brackets, with two (2) nuts on bolts.

Sheaves. Not less than two (2) sheaves of self-lubricating type shall be provided. For five-eighths-inch ($\frac{5}{8}''$) cable the diameter of sheaves shall not be less than ten inches (10''). For one-half-inch ($\frac{1}{2}''$) cable the diameter of sheaves shall be not less than eight inches (8'').

Housing. Housing for sheaves shall be constructed of sheet iron not less than No. 10 gauge and shall inclose both sheaves to their full depth.

Cables. Cables shall be not less than one-half-inch ($\frac{1}{2}$ ") diameter flexible hoisting cable.

Counterweights. Counterweights shall be so constructed that they will operate freely in guides under any weather conditions.

Bails. Bails shall be constructed of not less than three-quarters-inch ($\frac{3}{4}$ ") diameter iron rod attached to outside of stair stringers and provided with cross-bar equal to width of stair at top of bail, with a minimum head clearance of not less than seven feet (7') at all times.

Class "C" Escapes

IRON LADDER FIRE ESCAPES—BALCONIES

Material. All balconies for ladder fire escapes hereafter erected must be of wrought iron or mild steel, not less than twenty-eight inches (28") deep and six feet (6') long.

Frame. The balcony frame shall be made continuous of not less than one and three-quarters-inch by one and three-quarters-inch by one-quarter-inch ($1\frac{3}{4}$ " x $1\frac{3}{4}$ " x $\frac{1}{4}$ ") angle iron securely riveted or welded together, with cross bars every two feet (2'), said bars to be punched one-half-inch ($\frac{1}{2}$ ") square every one and three-fourths inches ($1\frac{3}{4}$ ") center to center, and one-half-inch ($\frac{1}{2}$ ") square iron with corners upward forced through the same, leaving a manhole of not less than twenty-four by twenty-four inches (24" x 24") located to clear side of exit to balcony by at least six inches (6"). The cross-bars to be securely riveted, welded, or bolted to the angle iron frame. Said cross-bars must not be less than one and three-fourths-inch by three-eighths-inch ($1\frac{3}{4}$ " x $\frac{3}{8}$ ") iron. Balconies over thirty inches (30") wide must have at least one, one and three-fourths-inch by one-fourth-inch ($1\frac{3}{4}$ " x $\frac{1}{4}$ ") T-iron lengthwise through the balcony.

Posts. Said balconies to have a one and three-fourths-inch by one and three-fourths-inch by one-fourth-inch ($1\frac{3}{4}$ " x $1\frac{3}{4}$ " x $\frac{1}{4}$ ") angle iron post every three feet (3'), bolted to the balcony.

Rails. Balconies to be equipped with three rails of angle iron, or pipe. Angle iron to be one and three-fourths-inch by one and three-fourths-inch by one-fourth-inch ($1\frac{3}{4}$ " x $1\frac{3}{4}$ " x $\frac{1}{4}$ "). Pipe rail to be three-fourths-inch ($\frac{3}{4}$ ") inside diameter pipe. Top rail to be not less than three feet (3'), and bottom rail not more than eight inches (8") above balcony with intermediate rail spaced equally between the two. All railing to be continuous, except the space occupied by ladder, where railings shall be securely bolted to sides of ladder.

Rails shall enter the wall at each end at least four inches (4") and top rail be securely braced to balcony with one and one-half-inch by one-fourth-inch ($1\frac{1}{2}$ " x $\frac{1}{4}$ ") bar.

In lieu of the above a rail system with filling-in bars or wire mesh as described under stairway escapes may be used.

BRACKETS FOR BALCONIES OF LADDER ESCAPES

Material. There shall be not less than three (3) one-inch (1") square or one-inch (1") diameter

round mild steel brackets to every six-foot (6') balcony, brackets to be spaced not to exceed three feet (3') apart. Brackets as specified for stairway escapes may be used.

Fastenings. Top bar of said bracket must pass through the wall of the building and be bolted on the inside with a nut and four-inch by four-inch by three-eighths-inch (4 " x 4 " x $\frac{3}{8}$ ") plate iron washer back of nut. Where walls are of frame construction, or veneered, said brackets must be secured by a four-inch by three-eighths-inch (4 " x $\frac{3}{8}$ ") plate, or two, two-inch by five-sixteenths-inch (2 " x $5/16$ ") iron bars securely spiked to each studding on inside of wall and running the full length of balcony.

Angle. The angle of brackets to be about forty-five degrees (45°) and not less than thirty degrees (30°) without special permission from the state fire marshal, and to pass into the wall at least four inches (4") at bottom.

LADDERS

Material. Rungs of ladders to be one-half-inch ($\frac{1}{2}$ ") square iron, with the corners upward. Every rung to be riveted and to be 14-inch centers. All ladders must be eighteen inches (18") between side guards, which shall be not less than two inches by five-sixteenths-inch (2 " x $5/16$ ") iron.

Location. All such ladders, when erected on buildings, to be placed to the side of the windows, opposite the wall or pier, securely fastened with hook bolts, on the inside of each side bar, to the balconies and not less than twenty-four inches (24") away from the wall, and to start six and one-half feet ($6\frac{1}{2}$ ') from the ground. In lieu of starting ladder within six and one-half feet ($6\frac{1}{2}$ ') from the ground a drop ladder may be hung at second story in such a manner that it can be easily lowered in case of necessity, same to be secured by guides to insure safe upright position when ladder is lowered, and to be secured at second story in such manner as to be easily dropped without lifting. The vertical distance between anchorage for all ladders shall not exceed twelve feet (12').

GENERAL REQUIREMENTS

Use of Other Materials. Materials of the following type and meeting the following specifications may be used in the construction of all classes of fire escapes in addition to or in substitution of the materials heretofore authorized for such use:

Steps, double width stairs, balconies, landing platforms and walkways may be constructed of serrated or antiskid open type steel grating. The material from which the sections are made shall not be less than 12-gauge thickness.

Openings in the surface shall not be more than seven-eighths ($\frac{7}{8}$) inches wide and one and one-half ($1\frac{1}{2}$) inches long or less than one-half ($\frac{1}{2}$) inch wide and one and one-half ($1\frac{1}{2}$) inches long. All sections shall be capable of supporting a uniform super-imposed load of one hundred (100) pounds per square foot without causing a deflection in excess of $1/240$ th of the span.

Dated at Des Moines, Iowa, this 2d day of November, 1955.

[Filed November 25, 1955]

Rivets and Bolts. All rivets and bolts used in general construction to be not less than one-half-inch ($\frac{1}{2}$ ") diameter unless otherwise specified and all rivets to be driven hot, with heads concentric, with all holes well filled and rivet heads well rounded where clearance will permit.

Material. The use of second-hand material will not be permitted, and will be condemned if found in fire escape construction.

Fittings. No cast iron fittings shall be used.

Roof Ladder. All fire escapes to have a ladder of standard construction extending from top story balcony over and three feet (3') above the roof, with gooseneck construction securely fastened to the roof or wall. The bottom of said ladder to be secured to balcony, and in no case shall said ladder be constructed to lean outward from the building. When more than one fire escape is erected on a building, the number of roof-ladder extensions may be limited to a reasonable number necessary for fire-fighting purposes.

Holes in Masonry. All holes in masonry must be filled with best Portland cement mortar.

Painting. All work must be painted with not less than two (2) coats of paint, one of iron oxide and linseed oil in shop, and one of graphite and linseed oil after erection. The field coat to be different color than shop coat.

Factor of Safety. Balconies and stairways shall be capable of sustaining a live load of one hundred pounds to the square foot. Fire escapes shall have a factor of safety of not less than four (4).

Approval of Plans. Duplicate sets of blueprints of plans and specifications for fire escapes should be submitted to the state fire marshal for approval before beginning fabrication in the shop. If plans are acceptable, they will be approved, one set being returned to the sender and the other retained for the files of the state fire marshal.

Maintenance and Painting

Steel members of all classes of outside fire escapes shall be painted before and after erection.

All outside fire escapes shall be inspected at least once each year and shall be scraped and painted as often as necessary to maintain them in proper condition at all times.

All outside fire escapes shall be kept clear of all obstructions.

All outside fire escapes shall be promptly cleaned after snow or ice has accumulated thereon.

No obstructions such as telephone or lighting wires shall be permitted on or near outside fire escapes. Electric light or power wires shall not be directly over or within three feet of outside fire escapes or balconies, unless such wires are enclosed in rigid conduit.

Rules and regulations pertaining to exits in buildings, foyers, aisles and ramps in theaters, etc., and means of escape from buildings.

DOORS

Doors to Open Outward. The entrance and exit doors of all hotels, churches, lodge halls, court-houses, assembly halls, theaters, opera houses, colleges, public schoolhouses, and other structures where the hazard is deemed sufficient by the inspector, and the entrance doors to all class and assembly rooms in public school buildings, shall open outward and shall not be fastened against exit or so the same can not be easily opened from within. (Section 103.8, Code, 1946 [1950].)

Entrance and exit doors for hospitals or retail stores shall open outward when such arrangement appears warranted by the inspector, subject, however, to the approval of the state fire marshal.

Emergency Exits. Emergency exit doors for theaters, assembly halls, auditoriums, and dance halls shall be provided as follows: There shall be at least twenty-two inches (22") emergency exit door width for each one hundred (100) persons, or major fraction in excess thereof, and no emergency door shall be less than forty-four inches (44") in width except doors to fire escapes. At least one emergency door shall be provided. Emergency exit doors shall have lighted signs over door at night or when room is darkened. All emergency exit doors shall open outward and shall not be fastened against exit, except by antipanic bar locks, while the building is open to the public.

Foyers. Foyers, corridors, passageways and stairways for buildings noted in preceding paragraph shall not be of less width than the combined width of aisles leading into same and in no case shall any aisle or passageway be less than thirty-six inches (36") wide or any foyer or stairway less than forty-four inches (44") wide in the clear. Stairs and passageways shall be properly lighted. Auditoriums, assembly halls and dance halls on the second floor of two-story buildings not provided with at least two adequate stairs shall be equipped with fire escapes according to the ratio fixed by law.

Ramps. Ramps shall be provided in aisles and passageways leading to exits instead of steps whenever the rise to exit will permit a ramp to be used, and shall be surfaced with suitable nonslip material whenever surface is such as to involve danger of slipping. The rise in a ramp shall not exceed one foot (1') in each seven feet (7') of lineal length except by special permission of the state fire marshal.

Seats. Seats in auditoriums, theaters and assembly halls, balconies and galleries shall be securely fastened to the floor, except that railed-in enclosures, boxes or loges with level floors and having not more than fourteen (14) seats need not be fastened.

Seats shall be arranged in such manner that no more than fourteen (14) seats shall be placed between aisles or more than seven (7) seats between an aisle and the wall when there is no outside aisle at the wall. Seats shall be arranged so that there will not be less than thirty inches (30") from back to back of the seats. Seats without dividing arms shall have their capacity determined by allowing twenty inches (20") per person. No seats shall be placed in the aisles or persons allowed to stand in aisles or foyers. Persons waiting to enter the building shall not occupy more than one half of lobby, thus leaving one half of the lobby clear for exit.

DIVISION OF HIGHWAY SAFETY AND UNIFORMED FORCE

Drivers' License Examinations:

A person desiring to secure an Iowa driver's license must pass an examination given in Iowa by a uniformed driver's license examiner. He may take the examination as soon as he is eligible for an operator's license, and as soon as he feels that he has learned the rules of the road and has had sufficient practice to pass the examination.

The purpose of the examination is to determine three things:

1. Is the applicant physically and mentally competent to operate a motor vehicle with safety?
2. Does he know the law of the road, and has he had sufficient experience to operate a motor vehicle with safety?
3. Is he willing to keep his vehicle properly equipped for safe driving?

Under no circumstances will any person (except a nonresident) be given an examination unless accompanied by a licensed driver.

The examination shall consist of four parts: (1) vehicle inspection; (2) driving test; (3) written or oral test; and (4) vision test. A person wishing to obtain an instruction permit will be required to pass parts 3 and 4 of such examination; a person wishing to secure an operator's or chauffeur's license will be required to pass parts 1, 2, 3 and 4 of such examination.

Time When an Applicant May Appear for Re-examination:

1. If the uniformed driver's license examiner fails a person for low visual acuity which may be corrected by glasses, or if the applicant is refused an examination because of the condition of his vehicle, the applicant may appear again to complete the examination as soon as the necessary corrections have been made. The examination may be completed the same day in such cases, if the applicant's equipment is ready and time permits.

2. If the applicant must do some studying or practicing to complete the examination (as in the case where he has failed the tests on road rules and signs), he shall not be permitted to take the remainder of the examination until the following day except in the case of out-of-state drivers who are anxious to be on their way or other emergency cases. In any case, a second trial should not be given less than four hours after the first, because the applicant may need this much time to prepare himself properly.

3. If the applicant fails the road test and needs considerable practice, he shall not be permitted to take the examination again within a week. An applicant who lacks very little of passing on the first driving test may be examined the following day at the discretion of the uniformed driver's license examiner.

Vehicle Inspections:

The vehicle inspection will be made by the uniformed driver's license examiner. The vehicle shall be roadworthy, shall be properly equipped with two headlights and a taillight in good working order,

rear vision mirror, muffler, adequate foot and hand brakes, clear vision windshield of safety plate glass, windshield wiper, and horn or signaling device, and shall have proper registration plates and registration certificate.

No person shall be given a driving test until the vehicle which he presents for vehicle inspection meets the requirements as set forth herein. An applicant whose vehicle fails to pass the vehicle inspection test will be permitted to have the vehicle repaired or necessary adjustments made, and may return his vehicle for another inspection on the same day.

Road Signs Test:

Applicants who are unable to read standard signs and the questions pertaining thereto may be given an oral examination. This shall be done by using a set of standard signs as illustrated in the Iowa Driver's Guide. The applicant shall be shown the signs one by one and will be asked to explain the meaning of each or tell what he would do upon reaching each particular sign and why. The applicant must correctly explain the meaning of these signs in order to pass. The results of an oral test should be recorded in the same manner as the written test.

Test for Road Rules:

Purpose—The purpose of the road rules test is to learn if the applicant knows driving rules well enough to permit him to drive safely.

Scoring—The following rules will govern the scoring of the written examination required of an applicant for an operator's license, restricted chauffeur's license, school permit, and instruction permit:

(1) The applicant must satisfactorily answer 20 questions out of 25 questions submitted to him in order to qualify for an operator's license, school permit or instruction permit.

(2) On road sign tests, the applicant must answer correctly 7 out of 10 questions submitted to him.

(3) To satisfactorily pass the chauffeur's license examination, the applicant must correctly answer 23 out of 30 questions submitted to him.

Applicants who cannot read or write will be examined orally by the uniformed driver's license examiner taking a set of the standard rules questions and asking the applicant to give the correct answers. Results of such oral examinations will be recorded in the same manner as for written tests.

Road Test Procedures:

Driving tests will be given whenever the weather permits; however, postponement of such tests will not be made unless absolutely necessary.

Vision Examinations:

All applicants for an operating license will be required to pass a 20-40 vision test. If the applicant cannot score 20-40 vision without glasses and has glasses correcting his vision to 20-40, the license issued shall be restricted to wearing adequate glasses. If his vision score is 20-50 with each individual eye, and the applicant can score 20-40 reading with both eyes, the license shall not be re-

stricted to glasses. If an applicant cannot score 20-40 vision with or without glasses he shall be referred to an eye specialist of his own choosing. If an applicant's vision score is less than 20-100 in one eye, his better eye should score 20-30 with or without glasses. Whenever the vision in the left eye is no better than 20-100, the applicant's license shall be restricted to the use of an outside rear vision mirror on the vehicle which he operates. A vision score of 20-75 or worse shall be considered as a vision failure.

License restrictions based on vision scores shall be substantially in accordance with the following table:

Vision Score	Restrictions Imposed on License
(a) 20-40 to 20-50	"TO ADEQUATE GLASSES", when glasses are required to correct to this tolerance.
(b) 20-50 to 20-60	"TO ADEQUATE GLASSES", when glasses will correct vision to this tolerance, plus "DAYLIGHT DRIVING ONLY".
(c) 20-60 but better than 20-75	"TO ADEQUATE GLASSES", when glasses will correct vision to this tolerance, plus "DAYLIGHT DRIVING ONLY", plus "MAXIMUM SPEED 45 M. P. H."

Instruction Permits:

The law does not permit driving on Iowa highways without a driver's license, and requires an examination before a license may be issued. An applicant who is unable to pass the required driving examination may be issued an instruction permit, if he successfully passes all other tests required of him. A fee shall be charged for such instruction permit and the applicant may, at any time during the effective period of such permit, return to the driver's license examiner and upon successfully passing the required driving test, and paying the required statutory fee, be issued a regular license.

Adopted and issued July 4, 1953.

(Filed July 9, 1953)

Restricted Licenses:

There are many borderline drivers who cannot be conscientiously approved for unrestricted use of the highways. The following is a partial list of restrictions that may be imposed on any operating license whenever deemed necessary by the driver's license examiner:

1. Time—some drivers may be restricted to day-time driving only, particularly aged drivers whose vision may be impaired. Other drivers may be restricted only to the times when it is necessary for them to go to and from school. In a few cases an operating license may be restricted to the driver's working hours only.

2. Devices—on driver, such as artificial legs, arms, braces, or other equipment except hearing aids.

3. Adequate Glasses—the most common restriction which simply means that applicant must wear glasses while driving.

4. Type of Vehicle—if the driving examination is taken on a motorcycle, a motor scooter, or other unusual vehicle, the applicant's license will be re-

stricted to the use of that vehicle only, as, for example, "Motorcycle only".

5. Restricted to operation of taxicab or passenger car.

6. Place—restrictions may be imposed on an applicant's license limiting his operation of a motor vehicle to a described route or to a certain community or locality, as, for example, "Restricted to driving within Smithfield city limits only".

When the application of a minor must be signed by the parent, or guardian, any restrictions requested by such parent or guardian will be made by the driver's license examiner. For example, if a parent insists that his child's application be restricted to driving the parent's vehicle, it will be so restricted until such time that the parent requests the restriction to be removed, or until the child becomes old enough to drive without the parent's consent. Such a restriction to a stated vehicle may read, "Restricted to driving vehicle owned by R. C. Smith of Thomasville", or, "Restricted to driving 1939 Plymouth coupe, engine No. 9603214".

Any restriction imposed on an operating license will appear in the space marked "Restriction" if space permits. A lengthy restriction may be placed on the back of the license with the word "OVER" in the restriction box.

Restricted Licenses for Minors:

Any restricted license issued prior to July 4, 1953, under section 321.194, Code, 1950, as such section existed prior to its repeal on July 4, 1953, by virtue of Senate File 263, Acts of the 55th General Assembly, shall continue valid from and after July 4, 1953, until its holder's sixteenth birthday for the driving purposes permissible under, and subject to all terms, restrictions and conditions of, the substitute restricted license provision enacted by said Senate File 263, Acts of the 55th General Assembly.

Adopted and issued July 4, 1953.

(Filed July 9, 1953)

Standards for Bodily Disabilities:

The following restrictions will be placed on the operating license of an applicant who is unable to pass the required driving test without special equipment or devices:

1. Extremities

A. When both hands and both feet or one hand or one foot are missing or useless.....License will be restricted to use of a vehicle equipped with needed special equipment.

B. When either hand is missing or useless.....License will be restricted to use of artificial arm or to vehicle equipped with a grip knob on wheel and mechanical turn indicator.

C. When either foot is missing or useless.....License will be restricted to use of an artificial foot, or to use of a vehicle equipped with a pedal extension, or a manual brake or clutch.

2. General

A. Joints stiff.....Unrestricted license may be issued at discretion of driver's license examiner.

B. Body or limbs shaky or wobbly.....Unrestricted license may be issued at discretion of driver's license examiner.

C. Strength too small for legal stop.....No license will be issued applicant until special equipment is installed on vehicle to be used, such equipment to be so designed as to aid the person in the process of stopping.

D. Stature too small for legal stop.....No license will be issued applicant until special equipment is installed on vehicle to be used, such equipment to be so designed as to aid the person in the process of stopping.

E. If any special or unusual equipment such as automatic gear shift, manually operated brakes or clutch, extra seat, cushions or power brakes is on the car used in the road demonstration the applicant's license shall be restricted to the use of a vehicle equipped with such special equipment, if needed.

3. Hearing

A. Deaf.....License will be restricted to the use of a vehicle equipped with an outside rear view mirror only if applicant is accident-prone or has a bad driving record.

4. Whenever the department has reason to believe an applicant is physically incompetent, he shall not be licensed until he has been examined by competent medical authority and has been pronounced physically able to drive safely. Such statement must be presented, in writing, to the department. A special examination may be required of applicant before a final decision on the granting or the denial of a license is made by the department.

Mental Disability Standards:

1. No person who has ever been committed to or has been a patient in any prison, asylum, state hospital, or similar institution, whether public or private, because of insanity, mental diseases, feeble-mindedness, epilepsy, catalepsy, alcoholism, drug addiction, "spells", seizures, or other similar disorders, shall be licensed as a motor vehicle driver until he has presented a certificate (or a certified copy thereof) signed by the head of the institution to which he had been committed stating that he has been discharged as cured.

2. Whenever the department has any reason to believe that an applicant for a motor vehicle driver's license is mentally incompetent, or disabled, he shall not be licensed until he has been examined by competent medical authority and pronounced able to drive safely.

3. When statements of restoration-to-competency or discharged-as-permanently-cured are required from institutions, they must be secured in writing by the applicant and supplied to the department signed and attested by the proper officials. The original (or a certified copy) of such court order or certificate must be presented to the driver's license examiner and forwarded to the Department of Public Safety as a permanent part of the application for a motor vehicle driver's license.

STORAGE AND HANDLING OF LIQUEFIED PETROLEUM GASES

Promulgated under authority of Chapter 101 of the Code

[Filed Aug. 21, 1957]

Definitions

For the purpose of these rules and regulations the

following words will have the meanings respectively assigned to them:

(a) Authority having jurisdiction shall mean the State Fire Marshal of the State of Iowa.

(b) The term "liquefied petroleum gases" as used in these rules and regulations shall mean and include any material which is composed predominantly of any of the following hydrocarbons or mixtures of them: Propane, propylene, butanes (normal butane or iso-butane), or butylenes.

(c) The term "approved" as used in these rules and regulations shall mean acceptable to the State Fire Marshal; it means installed in accordance with the standards of the National Fire Protection Association pertaining thereto and, when referring to appliances, means tested and found suitable for installation and use.

(d) The term "shall" as used in these rules and regulations is intended to indicate requirements.

Application of Rules

(a) The following standards are intended to apply to the design, construction, location, and operation of liquefied petroleum gas installations. These standards do not apply to marine or pipe-line terminals, natural gasoline plants, refineries or tank farms; nor do they apply to chemical plants where specific approval of construction and installation plans is obtained from the State Fire Marshal provided such approval is based on substantially equivalent requirements. LP-Gas refrigerated storage systems are not covered by these standards.

(b) "Basic Rules" apply to all divisions except Division V, and unless noted in "Basic Rules."

(c) Division I—"bottled gas"—applies to installations utilizing containers constructed in accordance with Interstate Commerce Commission specifications.

(d) Division II applies to installations utilizing containers other than those constructed in accordance with Interstate Commerce Commission specifications.

(e) Division III applies to containers and pertinent equipment mounted on trucks, semitrailers and trailers used for the transportation of liquefied petroleum gases.

(f) Division IV applies to fuel containers for the use of liquefied petroleum gases as motor fuel; or with easily movable, readily portable or self propelled internal combustion engines (i.e., highway vehicles, trucks, buses, tractors, automobiles, etc.; farm machinery, construction and miscellaneous machinery; industrial plant tractors, locomotives, similar mobile or semimobile units; etc.)

(g) Division V applies to the storage of containers not installed for use at final utilization point.

(h) Division VI applies to cylinder systems for cooking and heating installations on highway mobile vehicles.

(i) Division VII applies to liquefied petroleum gas service stations where fuel is dispensed into containers of self propelled internal combustion engines complying with provisions of Division IV.

(j) Division VIII applies to liquefied petroleum gas piping and liquefied petroleum gas appliances in buildings.

(k) When reference is made to gas in these standards, it shall refer to liquefied petroleum gases in either the liquid or gaseous state.

(l) The term "containers" includes all vessels such as tanks, cylinders or drums used for transportation or storing liquefied petroleum gases.

(m) The term "container assembly" as used in these standards refers to an assembly consisting essentially of the container and fittings for all container openings including shut-off valves, excess flow valves, liquid level gauging devices, safety relief devices and protective housings.

(n) The term "systems" as used in these standards refers to an assembly of equipment consisting essentially of the container or containers, major devices such as vaporizers, relief valves, excess flow valves, regulators, etc., and piping connecting such parts.

(o) The abbreviations "p.s.i.g.," and "p.s.i.a.," as used in these standards refer to pounds per square inch gauge and pounds per square inch absolute, respectively.

(p) The abbreviation ICC refers to Interstate Commerce Commission.

Nonretroactivity

Liquefied petroleum gas facilities in service prior to the effective date of these regulations and not in strict conformity therewith may be continued in service unless the nonconformity is such as to constitute a distinct hazard to life or adjoining property.

Modification

The State Fire Marshal shall grant exemption from requirements of these regulations upon request, in writing for such exemption, when such request shows that application of the requirement is impractical or would cause unnecessary hardship to the petitioner, provided that such exemption shall not be granted if it would constitute a distinct hazard to life or adjoining property.

Submittal of Plans

For industrial installations utilizing storage containers of over 2,000 gallons water capacity, plans shall be submitted to the State Fire Marshal before construction.

Plans shall also be submitted to the State Fire Marshal for bulk storage plants, container charging plants and tank farms for his approval.

If the proposed installation is to be located within a local jurisdiction which requires that a local permit be first obtained, the plans shall be submitted to the appropriate local official or body with the request for approval and then except in case of dispute need not be submitted to the State Fire Marshal. The local official or body shall base their approval on compliance with the applicable requirements of this code. In the event of dispute as to whether or not the plans show conformity with the applicable requirements of this code, the plans shall forthwith be submitted to the State Fire Marshal whose decision in the matter shall be controlling.

BASIC RULES

B.1—Odorizing Gases.

(a) All liquefied petroleum gases shall be effectively odorized by an approved agent of such character as to indicate positively, by a distinctive odor, the presence of gas down to concentration in air of not over one-fifth the lower limit of flamma-

bility. Odorization, however, is not required if harmful in the use or further processing of the liquefied petroleum gas, or if odorization will serve no useful purpose as a warning agent in such use or further processing.

(b) The odorization requirement of B.1 (a) shall be considered to be met by the use of 1.0 pounds of ethyl mercaptan, 1.0 pounds of thiophane or 1.4 pounds of amyl mercaptan per 10,000 gallons of LP-Gas. However, this listing of odorants and quantities shall not exclude the use of other odorants that meet the odorization requirement of B.1 (a).

B.2—Approval of Equipment and Systems.

(a) Each system utilizing ICC containers shall have their container valves, connectors, manifold valve assemblies, and regulators (bases, hoods or cabinets if desired):

1. Tested and listed by Underwriters' Laboratories, Inc., or,
2. Tested and listed by a nationally recognized testing laboratory, or,
3. Inspected and approved by the State Fire Marshal.

(b) Each system for domestic or commercial use utilizing containers of 2,000 gallons or less water capacity, other than those constructed in accordance with ICC specifications, shall consist of a container assembly and one or more regulators, and may include other parts. The system as a unit or the container assembly as a unit, and the regulator or regulators, shall be individually:

1. Tested and listed by Underwriters' Laboratories, Inc., or
2. Tested and listed by a nationally recognized testing laboratory, or,
3. Inspected and approved by the State Fire Marshal.

(c) In systems utilizing containers of over 2,000 gallons water capacity, each regulator, container valve, excess flow valve, gauging device and relief valve installed on or at the container, shall have its correctness as to design, construction, and performance determined by:

1. Testing and listing by Underwriters' Laboratories, Inc., or
2. Testing and listing by a nationally recognized testing laboratory, or,
3. Inspected and approved by the State Fire Marshal.

B.3—Requirement for Construction and Original Test of Containers.

(a) Containers used with systems embodied in Divisions II, III, IV, VI and VII, except as provided in 4.2 (d), and 6.1 (a), shall be designed, constructed and tested in accordance with the Unfired Pressure Vessel Code sponsored by either the American Society of Mechanical Engineers (ASME) or the American Petroleum Institute and the American Society of Mechanical Engineers (API-ASME) or in accordance with the rules of the State of Iowa, provided such rules are in substantial conformity with the rules of the ASME Code or the API-ASME Code.

1. Containers constructed according to the 1949 and earlier editions of the ASME Code do not have to comply with paragraphs U-2 to U-10 inclusive

and U-19. Containers constructed according to paragraph U-70 in the 1949 and earlier editions are not authorized.

2. Containers constructed according to API-ASME Code do not have to comply with Section 1 or with appendix to Section 1. Paragraphs W-601 to W-606 inclusive in the 1943 and earlier editions do not apply.

(b) The provisions of paragraph B.3 (a) shall not be construed as prohibiting the continued use or reinstallation of containers constructed and maintained in accordance with the standards established by the National Fire Protection Association for the Storage and Handling of Liquefied Petroleum Gases in effect at the time of fabrication.

(c) Containers used with systems embodied in Division I, in paragraph 4.2 (d) of Division IV, and in Division VI, except as provided in 6.1 (b), shall be constructed, tested and stamped in accordance with Interstate Commerce Commission Specifications effective at the date of their manufacture.

B.4—Welding on Containers.

(a) Welding to the shell, head, or any other part of the container subject to internal pressure, shall be done in compliance with the code under which the tank was fabricated. Other welding is permitted only on saddle plates, lugs or brackets attached to the container by the tank manufacturer.

(b) Where repair or modification involving welding of ICC containers is required, the container shall be returned to a qualified manufacturer making containers of the same type, and the repair or modification made in compliance with ICC regulations.

B.5—Markings on Containers.

(a) Each container or system covered in Divisions II, III, and IV, except as provided in paragraph 4.2 (d) and VII shall be marked as specified in the following:

1. With a marking identifying compliance with, and other markings required by the rules of the code under which the container is constructed; or with the stamp and other markings required by the National Board of Boiler and Pressure Vessel Inspectors.

Underground: Container and system nameplate.
Aboveground: Container.

2. With notation as to whether system is designed for underground or aboveground installation.

Underground and aboveground: System nameplate.

3. With the name and address of the supplier of the system, or the tradename of the system.

Underground and aboveground: System nameplate.

4. With the water capacity of the container in pounds or gallons, U. S. Standard.

Underground: Container and system nameplate.
Aboveground: Container.

5. With the working pressure in pounds per sq. in. for which the container is designed.

Underground: Container and system nameplate.
Aboveground: Container.

6. With the wording "This container shall not contain a product having a vapor pressure in excess of P.S.I. gauge at 100°F." See B.14 (f).

Underground and aboveground: System nameplate or tag on filler connection.

7. With the tare weight in pounds or other identified unit of weight for containers with a water capacity of 300 lbs. or less.

Underground: No requirement.

Aboveground: Container.

8. With marking indicating the maximum level to which the container may be filled with liquid at temperatures between 20°F. and 130°F. except on containers provided with fixed maximum level indicators, or which are filled by weighing. Markings shall be in increments of not more than 20°F.

Aboveground and Underground: System nameplate or on liquid level gauging device.

9. With the overall length and outside diameter of the container in inches.

Underground: System nameplate.

Aboveground: No requirement.

(b) Markings specified on "container" shall be on the container itself. Markings specified on "system nameplate" shall be on a metal tag or nameplate attached to the system, located in such a manner as to be readily visible.

B.6—Location of Containers and Regulating Equipment.

(a) Containers and first stage regulating equipment shall be located outside of buildings other than buildings especially provided for this purpose, except small ICC containers and regulating equipment may be used indoors under the following conditions:

1. If temporarily used for demonstration purposes and the container has a maximum water capacity of 12 pounds.

2. If used with a completely self-contained gas hand torch or similar equipment, and the container has a maximum water capacity of 2½ pounds.

3. As provided in Division V.

(b) Each individual container shall be located with respect to the nearest important building or group of buildings or line of adjoining property which may be built on in accordance with the following table:

Water Capacity Per Container	Minimum Distances Containers		
	Under- ground	Above- ground	Bet. Above- ground con- tainers
Less than 125 gallons.....	10 feet	None	None
125 to 500 gallons.....	10 feet	10 feet	3 feet
501 to 2,000 gallons.....	25 feet	25 feet	3 feet
Over 2,000 gallons.....	50 feet	50 feet	5 feet

(c) No containers while installed for use shall be stacked one above the other.

(d) In cases of bulk storage in heavily populated or congested areas, the State Fire Marshall shall determine restrictions of individual tank capacity, total storage, and distance to line of adjoining property which may be built on and other reasonable protective methods.

(e) In industrial installations involving containers of 150,000 gallons aggregate capacity or more, where serious mutual exposures between the container and adjacent properties prevail, the State Fire Marshal may require fire walls designed and constructed in accordance with good engineering practice.

(f) In the case of buildings devoted exclusively to gas manufacturing and distributing operations the above distances may be reduced provided that in no case shall containers of capacity exceeding 500 gallons be located closer than 10 feet to such gas manufacturing and distributing buildings.

(g) Any container used in domestic or commercial service, where transfer of liquid is made from such containers into portable containers such as on tractors, skid tanks, or similar applications shall be located not less than 50 feet from nearest important building. Special attention shall be given to maintaining the above distances on such transferring in trailer camps with respect to any trailer, except as provided in paragraph 6.12.

(h) Readily ignitable material such as weeds and long dry grass shall be removed within 10 feet of any container.

(i) The minimum separation between liquefied petroleum gas containers and flammable liquid tanks shall be 20 feet, and the minimum separation between a container and the center line of the dike shall be 10 feet. The foregoing provision shall not apply when LP-Gas containers of 125 gallons or less capacity are installed adjacent to Class III flammable liquid tanks of 275 gallons or less capacity.

(j) Suitable means shall be taken to prevent the accumulation of flammable liquids under adjacent liquefied petroleum gas containers, such as by diking, diversion curbs or grading.

(k) When dikes are used with flammable liquid tanks, no liquefied petroleum gas containers shall be located within the diked area.

B.7—Container Valves and Accessories.

(a) All valves, fittings and accessories connected directly to the container including primary shut-off valves, shall have a rated working pressure of at least 250 psig and shall be of material and design suitable for LP-Gas service. Cast iron shall not be used for container valves, fittings, and accessories. This does not prohibit the use of container valves made of malleable or nodular iron.

(b) All connections to containers, except safety relief connections, liquid level gauging devices and plugged openings shall have shut-off valves located as close to the container as practicable (except as provided in B.7 (e)).

(c) Excess flow valves where required by these standards shall close automatically at the rated flows of vapor or liquid as specified by the manufacturer. The connections or line including valves, fittings, etc., being protected by an excess flow valve shall have a greater capacity than the rated flow of the excess flow valve.

(d) Liquid level gauging devices which are so constructed that outward flow of container contents shall not exceed that passed by a No. 54 drill size opening, need not be equipped with excess flow valves.

(e) Openings from tank or through fittings attached directly on tank to which pressure gauge connection is made need not be equipped with shut-off or excess flow valves if such openings are restricted to not larger than No. 54 drill size opening.

(f) Excess flow and back pressure check valves where required by these standards shall be located inside of the container or at a point outside where

the line enters the container; in the latter case, installation shall be made in such manner that any undue strain beyond the excess flow or back pressure check valve will not cause breakage between the container and such valve. (See Div. III for tank truck requirements.)

(g) Excess flow valves shall be designed with a by-pass, not to exceed a No. 60 drill size opening to allow equalization of pressures.

B.8—Piping, Tubing, and Fittings.

(a) Piping, except as provided in Division IV, paragraph 4.5 (a) and Division VI, paragraph 6.9 (c), shall be wrought iron or steel (black or galvanized), brass or copper pipe; or seamless copper, brass, steel or aluminum tubing. All piping or tubing shall be suitable for a working pressure of not less than 125 pounds per square inch. Copper tubing may be of the standard grade K, or L, or equivalent having a minimum wall thickness of 0.032 inches. Aluminum tubing shall not be used in exterior locations or where it is in contact with masonry or plaster walls or insulation.

(b) In systems where the gas in liquid form without pressure reduction enters the building [see B. 13 (a)] only heavy walled seamless brass or copper tubing with an internal diameter not greater than 3/32 inch, and a wall thickness of not less than 3/64 inch shall be used. This requirement shall not apply to research and experimental laboratories, buildings or separate fire divisions of buildings used exclusively for housing internal combustion engines, and to commercial gas plants or bulk stations where containers are changed nor to industrial vaporizer buildings.

(c) Pipe joints may be screwed, flanged, welded, soldered or brazed with a material having a melting point exceeding 1,000°F. Joints on seamless copper, brass, steel or nonferrous gas tubing shall be made by means of approved gas tubing fittings, soldered or brazed with a material having a melting point exceeding 1,000° F.

(d) For operating pressures of 125 p.s.i.g. or less, fittings shall be designed for a pressure of at least 125 p.s.i.g. For operating pressures above 125 p.s.i.g., fittings shall be designed for a minimum of 250 p.s.i.g.

(e) The use of threaded cast iron pipe fittings such as ells, tees, crosses, couplings and unions is prohibited.

(f) Strainers, regulators, meters, compressors, pumps, etc. are not to be considered as pipe fittings. This does not prohibit the use of malleable, nodular or higher strength gray iron for such equipment.

(g) All materials such as valve seats, packing gaskets, diaphragms, etc., shall be of such quality as to be resistant to the action of liquefied petroleum gas under the service conditions to which they are subjected.

(h) Approved flexible hose may be used on the low pressure side of the system as follows:

1. Only appliances which are necessarily portable or which have to be moved from place to place or which require a vibration joint, may be connected with flexible hose. On such appliances the shut-off shall be in the solid connection or piping only, and not at the appliance end of the hose; industrial equipment is exempt from this provision.

2. Only approved hose of proper design and good quality shall be used, and it shall be securely attached to each end.

3. The key of the shut-off on an independent connection shall not be within 6 inches of the key of any other shut-off. In such an installation the keys shall be in directions perpendicular to each other so that the possibility of the accidental turning on of the gas at the wrong shut-off will be lessened.

4. Where flexible hose is used, a shut-off shall not be placed close to the floor or in any other position where it may be turned on by accident.

5. A wall outlet to which an appliance is to be connected with flexible hose shall be so placed as to reduce to a minimum the passing to and fro across the hose. Where flexible hose is used, it shall be of the minimum practicable length. Extending hose from one room to another is prohibited.

6. Where an appliance, such as a gas iron for industrial work, is always used in the same location, but its operation demands a flexible hose, the flexible hose shall be permanently attached at the supply end by a threaded or other secure metal connection, and the appliance end shall be provided with a secure metal joint, which can be conveniently made and separated, in preference to a rubber slip end.

7. Where the hose is likely to be subjected to excessive temperatures, either through accident or because of the special nature of the appliance, only hose properly protected or made up of noncombustible material shall be used.

(i) All piping, tubing, or hose shall be tested after assembly and proved free from leaks at not less than normal operating pressures. After installation piping and tubing of all domestic and commercial systems shall be tested and proved free of leaks using a manometer or equivalent device that will indicate a drop in pressure. Test shall not be made with a flame.

(j) Provision shall be made for expansion, contraction, jarring and vibration and for settling. This may be accomplished by flexible connections.

(k) Piping outside buildings may be buried, above ground, or both, but shall be well supported and protected against physical damage. Where soil conditions warrant, all piping shall be protected against corrosion. Where condensation may occur, the piping shall be pitched back to the container, or suitable means shall be provided for revaporization of the condensate.

B.9—Hose Specifications.

(a) Hose shall be fabricated of materials that are resistant to the action of liquefied petroleum gases in the liquid phase.

(b) Hose subject to container pressure shall be designed for a bursting pressure of not less than five times the vapor pressure of the product at 100°F. for which the container was designed. Hose connections when made shall be capable of withstanding a test pressure of twice the vapor pressure of the product at 100°F. for which the container is designed.

(c) Hose and hose connections located on the low pressure side of regulators or reducing valves shall be designed for a bursting pressure of not less than 125 lbs. but not less than five times the pressure

setting of the safety relief devices protecting that portion of the system. All connections shall be so designed that there will be no leakage when connected.

(d) Where hose is to be used for transferring liquids from one container to another wet hose is recommended. Such hose shall be equipped with suitable shut-off valves at discharge end. Provision shall be made to prevent excessive hydrostatic pressure in the hose.

B.10—Safety Devices.

(a) Every container except those constructed in accordance with ICC specifications and every vaporizer [except motor fuel vaporizers and except vaporizers described in B.11 (b) (3) and 2.3 (e) (1)] whether heated by artificial means or not, shall be provided with one or more safety relief valves of spring-loaded or equivalent type. These valves shall be arranged to afford free vent to the outer air with discharge not less than 5 ft. horizontally away from any opening into the building which is below such discharge.

(b) Container and vaporizer safety relief valves shall be set to start to discharge as follows, with relation to the design working pressure of the containers:

Containers	Minimum	Maximum
ASME Code; Par. U-68, U-69—		
1949 and earlier editions.....	110%	125%
ASME Code; Par. U-200, U-201—		
1949 edition	88	100
ASME Code—1950, 1952 and		
1956 editions.....	88	100
API-ASME Code—All editions....	88	100
ICC	As approved by Bureau of Explosives	

(c) Safety relief devices used with systems employing containers other than those constructed according to ICC specifications shall be so constructed as to discharge at not less than the rates shown in Appendix A.

(d) In certain locations sufficiently sustained high temperatures prevail which will require the use of a lower vapor pressure product to be stored or the use of a higher designed pressure vessel in order to prevent the safety valves opening as the result of these temperatures. As an alternative the tanks may be protected by cooling devices such as by spraying, by shading or other effective means.

(e) Safety relief valves shall be so arranged that the possibility of tampering will be minimized; if pressure setting or adjustment is external, the relief valves shall be provided with approved means for sealing adjustment.

(f) No shut-off valves shall be installed between the safety relief valves and the container except that a shut-off valve may be used where the arrangement of this valve is such as always to afford full required capacity flow through the relief valves.

(g) Safety relief valves shall have direct communication with the vapor space of the container.

(h) Each container safety relief valve used with systems covered by Divisions II, III, IV, VI and VII except as provided in 4.2 (d) and 6.1 (a) shall be plainly and permanently marked with the following: "Container Type" of the pressure vessel on which the valve is designed to be installed; the

pressure in p.s.i. gauge at which the valve is set to start to discharge; the actual rate of discharge of the valve in cubic feet per minute of air at 60° F. and 14.7 pounds per square inch, absolute; and the manufacturer's name and catalogue number.

(i) Safety relief valve assemblies, including their connections, shall be of sufficient size so as to provide the rate of flow required for the container on which they are installed.

(j) A safety relief valve shall be installed between each pair of shut-off valves on LP-Gas liquid piping so as to relieve into a safe atmosphere. The start-to-discharge pressure setting of such relief valves shall not be in excess of 500 p.s.i.g. The minimum setting on relief valves installed in piping connected to other than ICC containers shall not be lower than 140% of the container relief valve setting and in piping connected to ICC containers not lower than 400 p.s.i.g.

(k) Discharge from safety relief device of a stationary container shall not terminate in any building, except relief devices on containers covered by B.6 (a) (1, 2 and 3); nor beneath any building.

B.11—Vaporizer and Housing.

(a) Indirect fired vaporizers utilizing steam, water or other heated medium shall be constructed and installed as follows:

1. Vaporizers shall be constructed in accordance with the requirements of the ASME Unfired Pressure Vessel Code or API-ASME Unfired Pressure Vessel Code and shall be permanently marked as follows:

With the code marking signifying the specifications to which vaporizer is constructed.

With the allowable working pressure and temperature for which the vaporizer is designed.

With the sum of the outside surface area and the inside heat exchange surface area expressed in square feet. (See Appendix B)

With the name or symbol of the manufacturer.

2. Vaporizers having an inside diameter of 6 inches or less which are exempted by paragraph U-1 (a) of the 1949 and earlier editions and paragraph U-1 (d) of the 1950 edition of the ASME Unfired Pressure Vessel Code shall have a design working pressure of not less than 250 p.s.i. gauge and need not be permanently marked.

3. Heating or cooling coils shall not be installed inside a storage container.

4. Vaporizers may be installed in buildings, rooms, sheds, or lean-tos used exclusively for gas manufacturing or distribution, or in other structures of light, noncombustible construction or equivalent, well ventilated near the floor line and roof.

5. Vaporizers shall have at or near the discharge, a safety relief valve providing an effective rate of discharge in accordance with Appendix B, except as provided in Section 2.3 (e) (1).

6. Vaporizers shall be provided with suitable automatic means to prevent liquid passing from the vaporizers to the gas discharge piping.

7. The device that supplies the necessary heat for producing steam, hot water, or other heating medium may be installed in a building, compartment, room or lean-to which shall be ventilated near the floor line and roof to the outside. This device location shall be separated from all compartments or rooms containing liquefied petroleum gas vapor-

izers, pumps and central gas mixing devices by a wall of substantially fire-resistant material and vapor tight construction. This requirement does not apply to the domestic water heaters which may supply heat for a vaporizer in a domestic system.

8. Gas-fired heating systems supplying heat exclusively for vaporization purposes shall be equipped with automatic safety devices to shut off the flow of gas to main burners, if pilot light should fail.

9. Vaporizers may be an integral part of a fuel storage container directly connected to the liquid section or gas section or both.

10. Vaporizers shall not be equipped with fusible plugs.

11. Vaporizer houses shall not have unprotected drains to sewers or sump pits.

(b) Atmospheric vaporizers employing heat from the ground or surrounding air shall be installed as follows:

1. Buried underground, or

2. Located inside building close to a point at which pipe enters the building provided capacity of unit does not exceed one quart.

3. Vaporizers of less than one quart capacity heated by the ground or surrounding air, need not be equipped with safety relief valves provided that adequate tests certified by any of the authorities listed in B.2 demonstrate that the assembly is safe without safety relief valves.

4. Vaporizers designed primarily for domestic service shall be protected against tampering and physical damage.

(c) Direct gas-fired vaporizers shall be constructed, marked, and installed as follows:

1. (a) With the requirements of the ASME Code that are applicable to the maximum working conditions for which the vaporizer is designed. (See Section B.3.)

(b) With the name of the manufacturer; rated B.t.u. input to the burner, the area of the heat exchange surface in square feet; the outside surface of the vaporizer in square feet; and the maximum vaporizing capacity in gallons per hour.

2. (a) Vaporizers may be connected to the liquid section or the gas section of the storage container, or both; but in any case there shall be at the container a manually-operated valve in each connection to permit completely shutting off when desired, of all flow of gas or liquid from container to vaporizer.

(b) Vaporizers with capacity not exceeding 35 gallons per hour shall be located at least 5 ft. from container shut-off valves. Vaporizers having capacity of more than 35 gallons but not exceeding 100 gallons per hour shall be located at least 10 ft. from the container shut-off valves. Vaporizers having a capacity greater than 100 gallons per hour shall be located at least 15 ft. from container shut-off valves.

3. Vaporizers may be installed in buildings, rooms, housings, sheds, or lean-tos used exclusively for gas manufacturing or distribution. Such structures shall be of noncombustible construction or equivalent, and well ventilated near the floor line and roof. See Section B.10 (a) for venting of relief valves.

4. Vaporizers shall have at or near the dis-

charge, a safety relief valve providing an effective rate of discharge in accordance with Appendix B. Relief valve shall be so located as not to be subjected to temperatures in excess of 140° F.

5. Vaporizers shall be provided with suitable automatic means to prevent liquid passing from the vaporizer to the gas discharge piping of the vaporizer.

6. Vaporizers shall be provided with means for manually turning off the gas to the main burner and pilot.

7. Vaporizers shall be equipped with automatic safety devices to shut off the flow of gas to main burners if pilot light should fail. When flow through pilot exceeds 2,000 B.t.u. per hour, the pilot also shall be equipped with automatic safety device to shut off the flow of gas to the pilot should the pilot flame be extinguished.

8. Pressure regulating and pressure reducing equipment if located within 10 ft. of a direct fired vaporizer shall be separated from the open flame by a substantially air-tight noncombustible partition or partitions.

9. Except as provided in Section B.11 (c) 3 the following minimum distances shall be maintained between direct fired vaporizers and nearest important buildings or group of buildings or line of adjoining property which may be built upon:

10 ft. for vaporizers having a capacity of 15 gallons per hour or less vaporizing capacity.

25 ft. for vaporizers having a vaporizing capacity of 16 to 100 gallons per hour.

50 ft. for vaporizers having a vaporizing capacity exceeding 100 gallons per hour.

10. No direct fired vaporizer shall raise the product pressure within the storage container over the pressure set out in the second column of table in Section 2.1 (a).

11. No direct fired vaporizer shall be connected to a container that has a storage capacity in gallons, less than 10 times the hourly capacity of the vaporizer in gallons.

12. Vaporizers shall not be provided with fusible plugs.

13. Vaporizer shall not have unprotected drains to sewers or sump pits.

(d) Direct gas-fired tank heaters shall be constructed and installed as follows:

1. Direct gas-fired tank heaters, and tanks to which they are applied, shall only be installed above ground.

2. Tank heaters shall be permanently marked with the name of the manufacturer, the rated B.t.u. input to the burner, and the maximum vaporizing capacity in gallons per hour.

3. Tank heaters may be an integral part of a fuel storage container directly connected to the container liquid section, or vapor section, or both.

4. Tank heaters shall be provided with a means for manually turning off the gas to the main burner and pilot.

5. Tank heaters shall be equipped with an automatic safety device to shut off the flow of gas to main burners, if pilot light should fail. When flow through pilot exceeds 2,000 B.t.u. per hour, the pilot also shall be equipped with automatic safety device to shut off the flow of gas to the pilot should the pilot flame be extinguished.

6. Pressure regulating and pressure reducing equipment if located within 10 ft. of a direct fired tank heater shall be separated from the open flame by a substantially air-tight noncombustible partition.

7. The following minimum distances shall be maintained between a storage tank heated by a direct fired tank heater and nearest important building or group of buildings or line of adjoining property which may be built upon:

10 feet for storage containers of less than 500 gallons capacity.

25 feet for storage containers of 500 to 1,200 gallons capacity.

50 feet for storage containers of over 1,200 gallons capacity.

8. No direct fired tank heater shall raise the product pressure within the storage container over 75 percent of the pressure set out in the second column of the table of Section 2.1 (a).

9. No direct fired tank heater shall be connected to a container that has a storage capacity in gallons, less than 10 times the hourly vaporizing capacity of the tank heater in gallons.

B.12—Filling Densities.

(a) The "filling density" is defined as the per cent ratio of the weight of the gas in a container to the weight of water the container will hold at 60° F. All containers shall be filled according to the following filling densities.

MAXIMUM PERMITTED FILLING DENSITY

Specific Gravity at 60°	Aboveground	Containers	Underground
	0 to 1,200 Gals. Total Water Cap.	Over 1,200 Gals. Total Water Cap.	Containers All Capacities
.473-.480	38%	41%	42%
.481-.488	39	42	43
.489-.495	40	43	44
.496-.503	41	44	45
.504-.510	42	45	46
.511-.519	43	46	47
.520-.527	44	47	48
.528-.536	45	48	49
.537-.544	46	49	50
.545-.552	47	50	51
.553-.560	48	51	52
.561-.568	49	52	53
.569-.576	50	53	54
.577-.584	51	54	55
.585-.592	52	55	56
.593-.600	53	56	57
.601-.608	54	57	58
.609-.617	55	58	59
.618-.626	56	59	60
.627-.634	57	60	61

(b) The maximum liquid volume in per cent of the total container capacity may be determined for LP-Gases at any liquid temperature by using the formula shown in Appendix C.

(c) The maximum liquid volume in per cent of total container capacity shown in Appendix E may be used in lieu of the preceding Table B.12 (a) to determine the maximum quantity that may be placed in a container.

(d) Any container including mobile cargo tanks and portable tank containers regardless of size or construction, shipped under ICC jurisdiction or constructed in accordance with ICC Specifications shall

be filled according to ICC Requirements. Portable containers which are not subject to ICC jurisdiction, when used as motor fuel tanks on industrial trucks (including lift trucks) or farm tractors covered in Division IV, may be filled either by weight or liquid level gauging device of the fixed length dip tube type.

B.13—Liquid Inside Building.

(a) No gas in the liquid phase shall be piped into any building for fuel purposes except:

1. Buildings devoted exclusively to housing equipment for vaporization, pressure reduction, gas mixing, gas manufacturing or distribution.

2. Buildings housing internal combustion engines.

3. In domestic installations no liquid or gas shall be piped into a building at more than 20 p.s.i. gauge pressure. The initial pressure reducing devices shall be installed outside the building. No LP-Gas in the liquid phase shall be piped into any domestic building (1 or 2 family dwellings). In all cases where gas pressures exceeding 18 ounces are necessary in domestic buildings (1 or 2 family dwellings) approval for installation must be obtained from the authority having jurisdiction.

4. Buildings, or in separate fire divisions of buildings, used exclusively for research and experimental laboratories.

B.14—Transfer of Liquids.

(a) At least one attendant shall remain close to the transfer connection from the time the connections are first made until they are finally disconnected, during the transfer of product.

(b) Containers shall be filled or used only upon authorization of the owner.

(c) Containers manufactured in accordance with specifications of ICC and authorized by ICC Regulations as a "single trip" or "non-refillable container" shall not be refilled or reused in LP-Gas service.

(d) Gas or liquid shall not be vented to the atmosphere to assist in transferring contents of one container to another [except as provided in 4.4 (d)].

(e) Fuel supply containers shall be gauged and charged only in the open air or in buildings especially provided for that purpose.

(f) The maximum vapor pressure of the product at 100°F. which may be transferred into a container shall be in accordance with Section 2.1, 3.1, and 4.2 (for ICC containers use ICC requirements).

(g) Marketers and users shall exercise precaution to assure that only those gases for which the system is designed, examined, and listed, are employed in its operation, particularly with regard to pressures.

(h) Pumps or compressors shall be designed for use with LP-Gas. When compressors are used they shall normally take suction from the vapor space of the container being filled and discharge to the vapor space of the container being emptied. When low temperatures so reduce the vapor pressure that the compressor will not function satisfactorily, the compressor may take suction directly from the air and discharge through a suitable moisture removing medium to the container being emptied.

(i) Portable liquefied petroleum gas containers shall be filled only at a place specifically designed and permanently constructed for the purpose and approved by the State Fire Marshal (unless the containers are to be used by the person or firm filling them). A portable container is any container designed or intended for periodic and regular exchange by or on behalf of the consumer and shall not include any container designed and intended for permanent installation on consumer's premises or designed or intended for periodic refilling thereon by tank truck.

B.15—Tank Car or Transport Truck Unloading Points and Operations.

(a) The track of tank car siding shall be relatively level.

(b) A TANK CAR CONNECTED sign, as covered by ICC rules, shall be installed at the active end or ends of the siding while the tank car is connected for unloading.

(c) While cars are on sidetrack for unloading, the wheels at both ends shall be blocked on the rails.

(d) A man shall be in attendance at all times while the tank car, cars or trucks are being unloaded.

(e) The pipe line to which the unloading hoses are connected shall be equipped with a back flow check valve to prevent discharge of the LP-Gas from the receiving container and line in case of line hose and fittings rupture.

(f) The tank car or transport truck unloading point should be located with due consideration to the following:

1. Proximity to railroads and highway traffic.

2. The distance of such unloading point from adjacent property.

3. With respect to buildings on installer's property.

4. Nature of occupancy.

5. Topography.

6. Type of construction of buildings.

7. Number of tank cars or transport trucks that may be safely unloaded at one time.

8. Frequency of unloading.

(g) Where practical, the distance of the unloading point should conform to the distances in B.6 (b), except that lesser distances may be used, keeping in mind the above items and upon approval of the authority having jurisdiction.

B.16—Instructions.

(a) Personnel performing installation, operation and maintenance work must be properly trained in such function.

B.17—Electrical Connections and Open Flames.

(a) All electrical equipment in vaporizer houses (except those housing direct fired vaporizers) pumphouses and cylinder filling rooms, or other similar locations shall be of the type approved for use in Class I, Group D, Hazardous Locations of the National Electrical Code.

(b) Open flames or other sources of ignition shall not be permitted in vaporizing houses (except those housing direct fired vaporizers) pumphouses, cylinder filling rooms, or other similar locations. No direct fired vaporizers shall be permitted in pumphouses or cylinder-filling rooms.

B.18—Liquid Level Gauging Device.

(a) Containers, including ICC cylinders, with water capacity less than 200 lbs. shall be filled by weight, except containers covered by Division IV.

(b) Each container, except containers filled by weight, shall be equipped with a liquid level gauging device of approved design. These gauges shall be used in filling containers as required in B.12.

(c) All gauging devices shall be arranged so that the maximum liquid level for butane, for a 50-50 mixture of butane and propane, and for propane, to which the container may be filled is readily determinable. The gallonage capacity (B.12) whether for cylindrical or spherical containers, and whether for use with aboveground or underground containers shall be marked on either the system nameplate or gauging device or part may be on the system nameplate and part on the gauging device.

(d) Gauging devices that require bleeding of the product to the atmosphere, such as the rotary tube, fixed tube and slip tube, shall be so designed that the bleed valve maximum opening is not larger than a No. 54 drill size, unless provided with excess flow valve.

(e) Gauging devices shall have a design working pressure of at least 250 lbs. per square inch gauge.

(f) Length of fixed tube device shall be designed to indicate the maximum level to which the container may be filled for the product contained. This level shall be based on the volume of the product at 40°F. at its maximum permitted filling density for aboveground containers and at 50°F. for buried containers. Refer to Appendix E for calculating filling point for which tube shall be designed.

(g) When a fixed tube device is used on containers other than ICC the length of the dip tube, expressed in inches carried out to one decimal place and prefixed with the letters "DT" shall be stamped on the exterior of the device. When a fixed tube device is used on ICC containers, the length of the dip tube expressed in inches carried out to one decimal place and prefixed with the letters "DT" shall be stamped on the exterior of the device and on the container.

(h) Gauge glasses of the columnar type shall be restricted to filling plants where the fuel is withdrawn in the liquid phase only. They shall be equipped with valves having metallic handwheels, with excess-flow valves, and with extra heavy glass adequately protected with a metal housing applied by the gauge manufacturer. They shall be shielded against the direct rays of the sun. Gauge glasses of the columnar type are prohibited on tank trucks, and on motor fuel tanks, and on containers used in domestic, commercial and industrial installations.

(i) Gauging devices of the float, or equivalent type which do not require flow for their operation and having connections extending to a point outside the container do not have to be equipped with excess flow valves provided the piping and fittings are adequately designed to withstand the container pressure and are properly protected against physical damage and breakage.

B.19—Use of Approved Appliances.

(a) New domestic and commercial gas consuming appliances shall not be installed unless their

correctness as to design, construction and performance is certified by one of the following:

1. Determined by a nationally recognized testing agency adequately equipped and competent to perform such services and shall be evidenced by the attachment of its seal or label to such gas appliances. This agency shall be one which maintains a program of national inspection of production models of gas appliances at least once each year on the manufacturer's premises. Approval by the American Gas Association Laboratories, as evidenced by the attachment of its listing symbol or Approval Seal to gas appliances and a certificate or letter certifying approval under the above-mentioned requirements, or listing by Underwriters' Laboratories, Inc., shall be considered as constituting compliance with the provisions of this section.

2. Approval by the State Fire Marshal.

(b) Any appliance that was originally manufactured for operation with a gaseous fuel other than LP-Gas and is in good condition may be used with LP-Gas only after it is properly converted, adapted and tested for performance with LP-Gas before the appliance is placed in use.

DIVISION I**CYLINDER SYSTEMS**

(Sometimes called Bottled Gas.)

Division I applies specifically to systems utilizing containers constructed in accordance with the Interstate Commerce Commission Specifications. All Basic Rules apply to this Division unless otherwise noted in the Basic Rules.

1.1—Marking of Containers.

(a) All containers shall be marked in accordance with the Interstate Commerce Commission regulations. Additional markings not in conflict with the Interstate Commerce Commission regulations may be used.

(b) Except as provided in 1.1 (c) each container shall be marked with its minimum water capacity in pounds or other identified unit of weight.

(c) If a container is filled and maintained only by the owner or his representative and if the water capacity of each container is identified by a code, compliance with paragraph 1.1 (b) is not required.

(d) Each container shall be marked with its tare weight in pounds or other identified unit of weight including all permanently attached fittings but not the cap.

1.2—Description of a Division I System.

(a) A Division I system shall include the container base or bracket, containers, container valves, connectors, manifold valve assembly, regulators and relief valves.

1.3—Location of Containers and Regulating equipment.

(a) Containers shall not be buried below ground. However, this shall not prohibit the installation in a compartment or recess below grade level, such as a niche in a slope or terrace wall which is used for no other purpose, providing that the container and regulating equipment are not in contact with the ground and the compartment or recess is

drained and ventilated horizontally to the outside air from its lowest level, with the outlet at least three feet away from any building opening which is below the level of such outlet. Except as provided in B.10 (k) and in 1.7, the discharge from safety reliefs shall be located not less than three feet horizontally away from any building opening which is below the level of such discharge. Discharge from any safety relief device shall not terminate in any building, nor beneath any building unless such space is well ventilated to the outside.

(b) Containers shall be set upon firm foundation or otherwise firmly secured; the possible effect on the outlet piping of settling shall be guarded against by a flexible connection or special fitting.

1.4—Container Valves and Accessories.

(a) Valves in the assembly of multiple container systems shall be arranged so that replacement of containers can be made without shutting off the flow of gas in the system. An automatic change-over device is not required.

(b) Regulators and low pressure relief devices shall be rigidly attached to the cylinder valves, cylinders, supporting standards, the building walls or otherwise rigidly secured, and shall be so installed that the elements will not affect their operation.

(c) Valves and connections to the containers shall be protected while in transit, in storage, and while being moved into final utilization, as follows:

1. By setting into recess of container to prevent possibility of their being struck if container is dropped upon a flat surface, or,

2. By ventilated cap or collar, fastened to container capable of withstanding blow from any direction equivalent to that of a 30-pound weight dropped 4 feet. Construction must be such that a blow will not be transmitted to valve or other connection.

(d) When containers are not connected to the system, the outlet valves shall be kept tightly closed or plugged, even though containers are considered empty.

(e) Containers which are recharged at the installation shall be provided with excess flow or back flow check valves to prevent the discharge of container contents in case of failure of the filling or equalizing connections.

1.5—Safety Devices.

(a) Containers shall be provided with safety devices as required by the Interstate Commerce Commission regulations.

(b) When the delivery pressure from the final stage regulator is not more than 5 p.s.i.g. the low pressure side shall be equipped with a relief valve, set to start to discharge at not less than two times, and not more than three times the delivery pressure, but not more than 5 p.s.i. in excess of the delivery pressure. When the delivery pressure is more than 5 p.s.i. the relief valve shall be set to start to discharge at not less than $1\frac{1}{2}$ times and not more than two times the delivery pressure. This requirement may be waived on liquid feed systems utilizing tubing specified in B.8 (b). When a regulator or pressure relief valve is installed inside a building for other than demonstration purposes (see paragraph B.6 (a) 1, 2, and 3), the relief valve and the space above the regulator and relief valve diaphragms shall be

vented to the outside air with the discharge outlet located not less than 3 feet horizontally away from any opening into the building which is below such discharge. (These provisions do not apply to individual appliance regulators when protection is otherwise provided; nor to paragraph 1.7 and B.10 (k). In buildings devoted exclusively to gas distribution purposes, the space above the diaphragm need not be vented to the outside.)

1.6—Reinstallation of Containers.

(a) Containers shall not be reinstalled unless they have been requalified in accordance with currently effective regulations of the ICC.

1.7—Use of Gas for Industrial Applications Where Oxygen is not Required.

(a) Where portability of containers is necessary making their location outside the building or structure impracticable, containers may be located for use but not for storage inside the building or structure, only: Where gas is to be used for industrial processing or repair work in an industrial building or structure being employed for industrial purposes; or where it is to be used in the construction, repair or improvement of buildings or structures and their fixtures and equipment. Such installations are subject to the following additional rules:

1. The regulator employed may be connected directly to the cylinder valve or located on a manifold which is connected to the cylinder valve. The regulator must be of a type suitable for use with liquefied petroleum gas.

2. The aggregate capacity of the containers connected to each portable manifold shall not exceed 300 pounds of gas by weight, and not more than one such manifold with containers may be located in the same room unless separated by at least 50 feet.

3. Manifolds and fittings connecting containers to the pressure reducing regulator inlets shall be designed to withstand without rupture at least 500 p.s.i. gauge.

4. Containers, regulating equipment and manifolds, shall be located where they are not subjected to excessive rise in temperature, physical damage or tampering by unauthorized persons.

1.8—Permissible Product.

(a) A product shall not be placed in a container marked with a service pressure less than four fifths of the maximum vapor pressure of product at 130°F.

DIVISION II

SYSTEMS UTILIZING CONTAINERS OTHER THAN ICC

Division II applies specifically to systems utilizing storage containers other than those constructed in accordance with Interstate Commerce Commission specifications. All basic rules apply to this Division unless otherwise noted in the Basic Rules.

2.1—Design Working Pressure and Classification of Storage Containers.

(a) Storage containers shall be designed and classified as follows:

Con- tainer Type	For Gases with Vapor Press. Not to Exceed lb. per sq. in. gauge at 100° F.		1949 and earlier edition of ASME Code; Par. U-68, U-69	Minimum Design Working Pressure of Container lb. per sq. in. gauge 1949 edition of ASME Code; Par. U-200, U-201; 1950, 1952 and 1956 editions of ASME Code; all editions of API- ASME Code
	80	80	80	100
100	100	100	125	
125	125	125	156	
150	150	150	187	
175	175	175	219	
200	215	200	250	

(b) The shell or head thickness of any container shall not be less than 3/16 inch.

2.2—Container Valves and Accessories, Filler Pipes and Discharge Pipes.

(a) The filling pipe inlet terminal shall not be located inside a building. For containers with a water capacity of 125 gallons or more such terminals shall be located not less than 10 feet from any building, see B.6 (b), and preferably not less than 5 feet from any driveway, and shall be located in a protective housing built for the purpose.

(b) The filling connection shall be fitted with one of the following:

1. Combination back-pressure check valves and excess flow valve;

2. One double or two single back-pressure check valves;

3. A positive shut-off valve, in conjunction with either,

- (a) An internal back-pressure valve, or
- (b) An internal excess flow valve.

(c) All openings in a container shall be equipped with approved automatic excess flow valves except in the following: Filling connections as provided in 2.2 (b); safety relief connections, liquid level gauging devices as provided in B.7 (d), B.18 (d) and B.18 (i); pressure gauge connections as provided in B.7 (e), as provided in 2.2 (d) and (f) and (g).

(d) No excess flow valve is required in the withdrawal service line providing the following are complied with:

1. Such systems' total water capacity does not exceed 2,000 U. S. gallons.

2. The discharge from the service outlet is controlled by a suitable manually operated shut-off valve:

(a) threaded directly into the service outlet of the container; or

(b) is an integral part of a substantial fitting threaded into or on the service outlet of the container; or

(c) threaded directly into a substantial fitting threaded into or on the service outlet of the container.

3. The shut-off valve is equipped with an attached handwheel or equivalent.

4. The controlling orifice between the contents of the container and the outlet of the shut-off valve does not exceed 5/16 inch in diameter for vapor withdrawal systems and 1/8 inch in diameter for liquid withdrawal systems.

5. An approved pressure-reducing regulator is directly attached to the outlet of the shut-off valve

and is rigidly supported, or that an approved pressure-reducing regulator is attached to the outlet of the shut-off valve by means of a suitable flexible connection, provided the regulator is adequately supported and properly protected on or at the tank (see 2.8).

(e) All inlet and outlet connections except safety relief valves, liquid level gauging devices and pressure gauges on containers of 2,000 gallons water capacity, or more, and on any container used to supply fuel directly to an internal combustion engine, shall be labeled to designate whether they communicate with vapor or liquid space. Labels may be on valves.

(f) In lieu of an excess flow valve; openings may be fitted with a quick-closing internal valve which except during operating periods shall remain closed. The internal mechanism for such valves may be provided with a secondary control which shall be equipped with a fusible plug (not over 220° F. melting point) which will cause the internal valve to close automatically in case of fire.

(g) Not more than two plugged openings shall be permitted on a container of 2,000 gallons or less water capacity.

2.3—Safety Devices.

(a) General: All safety devices shall comply with the following:

1. All container safety relief devices shall be located on the containers and shall have direct communication with the vapor space of the container.

2. In industrial and gas manufacturing plants, discharge pipe from safety relief valves on pipe lines within a building shall discharge vertically upward and shall be piped to a point outside a building.

3. Safety relief device discharge terminals shall be so located as to provide protection against physical damage and such discharge pipes shall be fitted with loose raincaps. Return bends and restrictive pipe fittings shall not be permitted.

4. If desired, discharge lines from two or more safety relief devices located on the same unit, or similar lines from two or more different units, may be run into a common discharge header, provided that the cross-sectional area of such header be at least equal to the sum of the cross-sectional area of the individual discharge lines, and that the setting of safety relief valves are the same.

5. Each storage container of 2,000 gallons water capacity or over shall be provided with a suitable pressure gauge.

6. When the delivery pressure from the final stage regulator is not more than 5 p.s.i.g., the low pressure side shall be equipped with a relief valve, set to start to discharge at not less than two times, and not more than three times the delivery pressure, but not more than 5 p.s.i. in excess of the delivery pressure. When the delivery pressure is more than 5 p.s.i. the relief valve shall be set to not less than 1 1/4 times and not more than two times the delivery pressure. This requirement may be waived on liquid feed systems utilizing tubing specified in B.8 (b). When a regulator or pressure relief valve is installed inside a building, the relief valve and the space above the regulator and relief valve diaphragms shall be vented to the outside air with the discharge outlet located not less than 5 feet hori-

zontally away from any opening into the building which is below such discharge. (These provisions do not apply to individual appliance regulators when protection is otherwise provided. In buildings devoted exclusively to gas distribution purposes, the space above the diaphragm need not be vented to the outside.)

7. Discharge from any safety relief device shall not terminate in any building; nor beneath any building unless such space is well ventilated to the outside.

(b) ABOVEGROUND CONTAINERS: Safety devices for the aboveground containers shall be provided as follows:

1. Containers of 1,200 gallons water capacity or less which may contain liquid fuel when installed aboveground, either permanently or temporarily, shall have the rate of discharge specified in Appendix A provided by spring-loaded relief valve or valves, or by a combination of such relief valves and suitable fuse plugs; provided the total discharge area of the fuse plugs in each container does not exceed .25 square inches and the spring-loaded relief valve provides at least 30% of the required rate of discharge.

2. The fusible metal of the fuse plugs shall have a yield temperature of 208° F. minimum and 220° F. maximum. Relief valves and fuse plugs shall have direct communication with the vapor space of the container.

3. On a container having a water capacity greater than 125 gallons, but not over 2,000 gallons, the discharge from the safety relief valves shall be vented away from the container vertically upwards and unobstructed to the open air in such a manner as to prevent any impingement of escaping gas upon the container; loose fitting rain caps shall be used. Suitable provision shall be made for draining condensate which may accumulate in the discharge pipe (see B.10 (i).)

4. On containers of 125 gallons water capacity or less the discharge from safety relief devices shall be located not less than 5 feet horizontally away from any opening into the building below the level of such discharge.

5. On a container having a water capacity greater than 2,000 gallons, the discharge from the safety relief valves shall be vented away from the container vertically upwards to a point at least 7 feet above the container, and unobstructed to the open air in such a manner as to prevent any impingement of escaping gas upon the container; loose fitting rain caps shall be used. Suitable provision shall be made so that any liquid or condensate that may accumulate inside of the relief valve or its discharge pipe will not render the valve inoperative. If a drain is used, a means shall be provided to protect the container, adjacent containers, piping or equipment against impingement of flame resulting from ignition of product escaping from the drain. (See B.10 (i).)

(c) UNDERGROUND CONTAINERS: On all containers which are installed underground and which contain no liquid fuel until buried and covered, the rate of discharge of spring loaded relief valve installed thereon may be reduced to a minimum of 30 per cent of the specified rate of discharge in Appendix A. Containers so protected shall not be uncovered

after installation until the liquid fuel has been removed therefrom. Containers which may contain liquid fuel before being installed underground and before being completely covered with earth are to be considered aboveground containers when determining the rate of discharge requirement of the relief valves.

(d) On underground containers of more than 2,000 gallons water capacity, the discharge from safety relief devices shall be piped vertically and directly upward to a point at least 7 feet above the ground.

1. Where there is a probability of the manhole or housing becoming flooded, the discharge from vent lines should be above the possible water level. All manholes or housings shall be provided with ventilated louvers or their equivalent, the area of such openings equalling or exceeding the combined discharge areas of the safety relief valves and other vent lines which discharge their content into the manhole housing.

(e) VAPORIZERS: Safety devices for vaporizers shall be provided as follows:

1. Vaporizers of less than one quart total capacity, heated by the ground or the surrounding air, need not be equipped with safety relief valves provided that adequate tests certified by any of the authorities listed in B.2, demonstrate that the assembly is safe without safety relief valves.

2. No vaporizer shall be equipped with fusible plugs.

3. In industrial and gas manufacturing plants, safety relief valves on vaporizers within a building shall be piped to a point outside the buildings and be discharged upward.

2.4—Reinstallation of Containers.

Containers installed underground may be reinstalled underground or aboveground if they do not show evidence of harmful external corrosion or other damage. Where containers are reinstalled underground, the corrosion-resistant coating shall be put in good condition. (See Paragraph 2.6 (f), see also Section 2.3 for relief valve requirements.)

2.5—Capacity of Liquid Containers.

No liquid storage container shall exceed 30,000 standard U. S. gallons capacity.

2.6—Installation of Storage Containers.

(a) Containers installed above ground except as provided in paragraph 2.6 (g) shall be provided with substantial masonry or noncombustible structural supports on firm masonry foundation.

(b) Aboveground containers shall be supported as follows:

1. Horizontal containers shall be mounted on saddles in such a manner as to permit expansion and contraction. Every container shall be so supported as to prevent the concentration of excessive loads on the supporting portion of the shell. Structural metal supports may be employed when they are protected against fire in an approved manner. Suitable means of preventing corrosion shall be provided on that portion of the container in contact with the foundations or saddles.

2. Containers of 1,200 gallons water capacity or less may be installed with nonfireproofed ferrous metal supports if mounted on concrete pads or foot-

ings, and if the distance from the outside bottom of the container shell to the ground does not exceed 24 inches.

(c) Any container may be installed with non-fireproofed ferrous metal supports if mounted on concrete pads or footings, and if the distance from the outside bottom of the container to the ground does not exceed 5 feet, provided the container is in an isolated location and such installation is approved by the authority having jurisdiction.

(d) Containers buried underground shall be placed so that the top of the container is not less than 6 inches below grade. Where an underground container might be subject to abrasive action or physical damage to vehicular traffic or other causes, then it shall be:

1. Placed not less than 2 feet below grade, or
2. otherwise protected against such physical damage.

It will not be necessary to cover the portion of the container to which manhole and other connections are affixed; however, where necessary, protection shall be provided against vehicular damage. When necessary to prevent floating, containers shall be securely anchored or weighted.

(e) Containers may be partially buried providing the following requirements are met:

1. The portion of the container below the surface and for a vertical distance not less than 3 inches above the surface of the ground is protected to resist corrosion, and the container is protected against settling and corrosion as required for fully buried containers (see 2.6 (f)).
2. Spacing requirements shall be as specified for underground tanks in B.6 (b).
3. Relief valve capacity shall be as required for aboveground containers.
4. Container is located so as not to be subject to vehicular damage, or is adequately protected against such damage.

(f) Underground containers shall be set on a firm foundation (firm earth may be used) and surrounded with soft earth or sand well tamped in place. As a further means of resisting corrosion, the container, prior to being placed underground, shall be given a protective coating satisfactory to the authority having jurisdiction. Such protective coating shall be equivalent to hot dip galvanizing, or to two preliminary coatings of red lead followed by a heavy coating of coal tar or asphalt, and the container thus coated shall be so lowered into place as to prevent abrasion or other damage to the coating.

(g) Containers with foundations attached (portable or semi-portable containers with suitable steel "runners" or "skids" and popularly known in the industry as "skid tanks") shall be designed, installed and used in accordance with these rules subject to the following provisions: (See also Section 3.16.)

1. If they are to be used at a given general location for a temporary period not to exceed 6 months they need not have fire-resisting foundations or saddles but shall have adequate ferrous metal supports.
2. They shall not be located with the outside bottom of the container shell more than 5 feet above the surface of the ground unless fire-resisting supports are provided.

3. The bottom of the skids shall not be less than 2 inches or more than 12 inches below the outside bottom of the container shell.

4. Flanges, nozzles, valves, fittings and the like, having communication with the interior of the container shall be protected against physical damage.

5. When not permanently located on fire-resisting foundations, piping connections shall be sufficiently flexible to minimize possibility of breakage or leakage of connections if container settles, moves, or is otherwise displaced.

6. Skids, or lugs for attachment of skids, shall be secured to container in accordance with the code or rules under which the container is designed and built (with a minimum factor of safety of four) to withstand loading in any direction equal to four times the weight of the container and attachments when filled to the maximum permissible loaded weight.

(h) Field welding where necessary shall be made only on saddle plates or brackets which are applied by manufacturer of tank.

(i) For aboveground containers secure anchorage or adequate pier height shall be provided against possible container flotation wherever sufficiently high flood water might occur.

(j) When permanently installed containers are interconnected, provision shall be made to compensate for expansion, contraction, vibration and settling of containers and interconnecting piping. Where flexible connections are used, they shall be of an approved type and shall be designed for a bursting pressure not less than five times the vapor pressure of the product at 100° F. The use of non-metallic hose is prohibited for interconnecting such containers.

2.7—Dikes and Embankments.

(a) Because of the pronounced volatility of liquefied petroleum gases, dikes are not normally necessary, hence their general requirement is not justified as in the case of gasoline or similar flammable liquids. It should be borne in mind that the heavy construction of the storage containers makes failure unlikely.

(b) When in the opinion of the State Fire Marshal, due to local conditions the contents of aboveground containers are liable in case of container failure to endanger adjacent property, dikes may be specified of such capacity as may be considered necessary.

2.8—Protection of Tank Accessories, Grounding.

(a) Valves, regulating, gauging and other tank accessory equipment shall be protected against tampering and physical damage. Such accessories shall also be so protected during the transit of tanks intended for installation underground. The use of other than frangible shank type locks is not desirable because it prevents access to gas controls in case of emergency.

(b) All connections to underground containers shall be located within a substantial dome, housing or manhole and with access thereto protected by a substantial cover.

(c) Aboveground containers exceeding 2,000 gallons water capacity shall be electrically grounded

in an effective manner. (See NFPA Pamphlet on Static Electricity, NFPA No. 77.)

2.9—Drips for Condensed Gas.

Where vaporized gas on low-pressure side of system may condense to a liquid at normal operating temperatures and pressures, suitable means shall be provided for revaporization of the condensate.

2.10—Instructions.

For installations which require operation of equipment by the user, instructions shall be furnished to the personnel responsible for the operation of the system.

2.11—Damage from Vehicles.

When damage to LP-Gas systems from frequent fast moving vehicular traffic is a possibility, precautions against such damage shall be taken.

2.12—Pits and Drains.

Every effort should be made to avoid the use of pits, except pits fitted with automatic flammable vapor detecting devices. No drains or blow-off lines shall be directed into or in proximity to sewer systems used for other purposes.

2.13—General Provisions Applicable to Bulk Plants and to Systems in Industrial Plants.

(a) Where standard watch service is provided it shall be extended to the LP-Gas installations and personnel properly trained.

(b) Adequate lights shall be provided to illuminate storage containers, control valves and other equipment.

(c) Suitable roadways or means of access for extinguishing equipment such as wheeled extinguishers or fire department apparatus shall be provided.

(d) The container storage area shall be fenced with "man-proof" fencing or otherwise protected where necessary, and at least two means of access through the fencing shall be provided.

2.14—Container Filling Plants.

(a) The container charging rooms shall be located not less than:

1. 10 feet from bulk storage containers.
2. 25 feet from line of adjoining property which may be built upon.

(b) Tank truck filling station outlets shall be located not less than:

1. 25 feet from line of adjoining property which may be built upon.
2. 10 feet from pumps and compressors if housed in one or more separate buildings.

(c) The pumps and compressors may be located in the container filling room or building but if they are housed in one or more separate buildings they shall be located not less than:

1. 10 feet from bulk storage tanks.
2. 25 feet from line of adjoining property which may be built upon.
3. 25 feet from sources of ignition.

(d) Where a part of the container filling building is to be used for a boiler room or where open flames or similar sources of ignition exist or are employed, the space to be so occupied shall be sep-

arated from container filling room by a partition wall or walls of fire-resistant construction continuous from floor to roof or ceiling. Such separation walls shall be without openings and shall be joined to the floor, other walls and ceiling or roof in a manner to effect a permanent gas tight joint.

2.15—Fire Protection.

(a) In industrial installations involving containers of 150,000 gallons aggregate water capacity or more, provision shall be made for an adequate supply of water at the container site for fire protection in the container area, unless other adequate means for fire control are provided. Water hydrants shall be readily accessible and so spaced as to provide water protection for all containers. Sufficient lengths of fire hose shall be provided at each hydrant location on a hose cart, or other means provided to facilitate easy movement of the hose in the container area. It is desirable to equip the outlet of each hose line with a combination fog nozzle. A shelter shall be provided to protect the hose and its conveyor from the weather.

(b) If in the opinion of the State Fire Marshal the use of fixed water spray nozzles will better serve to protect the containers and area, these may be specified. The method of release of water spray and alarm facilities shall be at the discretion of the State Fire Marshal.

2.16—Painting.

(a) Aboveground containers shall be kept properly painted.

2.17—Lighting.

(a) At the discretion of the State Fire Marshal industrial installations shall be illuminated.

2.18—Vaporizers for Internal Combustion Engines.

(a) The provisions of Section 4.7 shall apply.

2.19—Gas Regulating and Mixing Equipment for Internal Combustion Engines.

(a) The provisions of Section 4.8 shall apply.

DIVISION III

TANK TRUCKS, SEMITRAILERS AND TRAILERS FOR TRANSPORTATION OF LIQUEFIED PETROLEUM GASES.

Division III applies specifically to containers and pertinent equipment mounted on trucks, semitrailers and trailers used for the transportation of liquefied petroleum gases. All Basic Rules apply to this Division unless otherwise noted in the Basic Rules.

Containers and pertinent equipment for tank trucks and trailers for the transportation of liquefied petroleum gas, in addition to complying with the requirements of these standards, should also comply with the requirements of the Interstate Commerce Commission and those of any other regulatory body which may apply.

3.1—Design Working Pressure and Classification of Containers.

(a) Containers shall be designed and classified as follows:

Container Type	For Gases With Vapor Press. Not to Exceed lb. per sq. in. gauge at 100°F.	1949 and earlier edition of ASME Code; Par. U-68, U-69	Minimum Design Working Pressure of Containers lb. per sq. in. gauge 1949 edition of ASME Code; Par. U-200, U-201 1950, 1952 and 1956 editions of ASME Code; all editions of API-ASME Code
80	80	80	100
100	100	100	125
125	125	125	156
150	150	150	187
175	175	175	219
200	215	200	250

(b) The shell or head thickness of any container shall not be less than 3/16 inch.

3.2—Container Valves and Accessories.

(a) All valves shall be safeguarded against physical damage due to collision, overturning or other emergency.

(b) Filling connections shall be provided with approved automatic back pressure check valves, excess flow check valves or quick-closing internal valves to prevent excessive escape of gas in case the filling connection is broken, except that where the filling and discharge connect on a common opening in the container shell, and that opening is fitted with a quick-closing internal valve as specified in Section 3.2 (c), the automatic valve shall not be required. In addition every inlet and outlet connection shall be equipped with a manually or automatically operated shut-off valve.

(c) All other connections to containers, except safety relief and liquid level gauge connections, shall be provided with suitable automatic excess flow valves, or in lieu thereof may be fitted with quick-closing internal valves, which, except during delivery operations, shall remain closed. The control mechanism for such valves may be provided with a secondary control remote from the delivery connections and such control mechanism shall be provided with a fusible section (melting point not over 220°F.) which will cause the internal valve to close automatically in case of fire.

(d) All container inlets and outlets, except safety relief valves, liquid level gauging devices, and pressure gauges, shall be labeled to designate whether they communicate with vapor or liquid space. Labels may be on valves.

(e) Each container shall be equipped with a suitable pressure gauge.

3.3—Piping and Fittings.

(a) All piping, tubing and fittings shall be securely mounted and protected against damage and breakage.

(b) All ferrous threaded fittings and threaded pipe shall be designed for a minimum working pressure of 250 p.s.i.g.

3.4—Safety Devices.

(a) The discharge from safety relief valves shall be vented away from the container upward and unobstructed to the open air in such a manner as to prevent any impingement of escaping gas upon the container; loose fitting rain caps shall be used. Size of discharge lines from safety relief valves shall not be smaller than the nominal size of the

relief valve connection. Suitable provision shall be made for draining condensate which may accumulate in the discharge pipe.

(b) Any portion of piping between tank and pump inlet or any wet hose which at any time may be closed at each end should be provided with relief valve to prevent excessive pressure developing.

(c) If tank filling connections are located at a distance of more than 20 feet from the truck, the pump discharge shall be provided with an excess flow valve to prevent escape of liquid in the event of hose or connection failure beyond the pump.

3.5—Tank Truck Fuel Systems.

(a) In the event liquefied petroleum gas is used in the truck engine, the fuel system shall be installed in accordance with Division IV.

3.6—Transfer of Liquids.

(a) LOADING TRUCK, TRAILER, AND SEMITRAILER CONTAINERS. Truck, trailer, and semitrailer containers shall be loaded by weight, by meter, or by suitable liquid level gauging device (see Sec. B.18).

(b) Pumps or compressors shall be designed for use with LP-Gas; they shall be properly protected and may be mounted upon liquefied petroleum gas tank trucks, trailers, or semitrailers and may be driven by the truck motor power take-off or internal combustion engine, hand, mechanical, hydraulic or electrical means. On electrical means of pumping the electrical installation shall be in accordance with the requirements of the National Electrical Code for Class I, Group D. Hazardous Locations. The pumps, except constant speed centrifugal pumps, shall be equipped with suitable pressure actuated by-pass valves permitting flow from pump discharge to pump suction or back to container when the pump discharge pressure rises above a predetermined point. Pump discharge from positive displacement pumps shall also be equipped with a spring-loaded safety valve of nonleaking type, set at a pressure not to exceed 35 per cent higher than the predetermined setting of the by-pass valve.

3.7—Mounting Containers on Truck, Semitrailer or Trailer Vehicle.

(a) A suitable "stop" or "stops" shall be mounted on the truck, semitrailer or trailer or on the container, in such a way that the container shall not be dislodged from its mounting due to the vehicle coming to a sudden stop. Back slippage shall also be prevented by proper methods.

(b) A suitable "hold down" device shall be provided which will anchor the container at one or more places on each side of the container to the truck, semitrailer or trailer frame so as to minimize loosening due to vibration.

3.8—Electrical Equipment and Lighting.

(a) Tank trucks, tank trailers, and tank semitrailers, shall not be equipped with any artificial light other than electricity. Lighting circuits shall have suitable over-current protection (fuses or automatic circuit breakers); the wiring shall have sufficient carrying capacity and mechanical strength, and shall be suitably secured, insulated and protected against physical damage.

3.9—Trailers and Semitrailers.

(a) All trailers shall be firmly and securely attached to the vehicle drawing them by means of suitable drawbars, supplemented by safety chains.

(b) Every trailer or semitrailer shall be equipped with a reliable system of brakes, and adequate provision shall be made for its efficient operation from the driver's seat of the vehicle drawing the trailer.

(c) Every trailer or semitrailer shall be provided with side lights and a tail light.

(d) Four-wheeled trailers shall be of a type of construction which will prevent the towed vehicle from whipping or swerving from side to side dangerously and will cause it to follow substantially in the path of the towing vehicle.

(e) Where a fifth wheel is employed, it shall be ruggedly designed, securely fastened to both units, and equipped with a positive locking mechanism which will prevent separation of the two units, except by manual release.

(f) Any loaded trailer or semitrailer when parked shall be positioned so that the relief valve shall communicate with the vapor space.

3.10—Metallic Connections.

(a) Tank, chassis, axles and springs shall be metallically connected.

3.11—Exhaust systems.

(a) The exhaust system, including muffler and exhaust line, shall have ample clearance from the fuel system and combustible materials. Truck muffler and exhaust pipe shall be placed as far as practicable from any truck valves, pumps or piping.

(b) Muffler cut-out shall not be used.

3.12—Extinguishers Required.

(a) Each truck or tractor shall be provided with at least one approved hand fire extinguisher of a type suitable for gas fires. Extinguishers of the dry chemical or carbon dioxide type are suitable. Extinguishers should have a net content of not less than 15 pounds.

3.13—Smoking Prohibited.

(a) Tank truck drivers and their helpers shall be instructed not to smoke or allow smoking around the truck on the road, while making deliveries, filling the trucks or making any repairs to tank truck or tank trailer.

3.14—Protection Against Collision.

(a) Each tank truck and trailer shall be provided with properly attached steel bumpers or chassis extension which shall be so arranged as to protect the tank, piping, valves and fittings in case of collision.

3.15—Chock Blocks.

(a) Each tank truck and trailer shall carry chock blocks which shall be used to prevent rolling of the vehicle whenever it is parked, including when loading and unloading.

3.16—Skid Tanks.

(a) Skid tanks shall not be used in place of tank trucks, tank trailers or tank semitrailers for regular deliveries. They shall be employed only where there

is a necessity for their joint use as a transport and storage unit. Where skid tanks are used they shall comply with all requirements of this Division and with Section 2.6 (g).

3.17—Truck Transportation of LP-Gas Containers.

(a) Portable containers containing liquefied petroleum gas transported in trucks shall be securely held in position to prevent movement, tipping over or physical damage. Each cylinder equipped with a boss for a valve protection cap shall have such cap in place at all times while the cylinder with liquid product in it is being transported.

(b) Containers not considered portable containing liquid product which are not designed for and permanently attached to the vehicle shall be properly secured against movement within the vehicle by which it is being transported.

DIVISION IV

LIQUEFIED PETROLEUM GAS AS A MOTOR FUEL

Division IV applies to internal combustion engines, fuel containers and pertinent equipment for the use of liquefied petroleum gases as a motor fuel on easily moveable, readily portable units including self-propelled vehicles.

Fuel containers and pertinent equipment for internal combustion engines using liquefied petroleum gas where installation is of the stationary type are covered by Division II of these Standards. Division IV does not apply to containers for transportation of liquefied petroleum gases nor to marine fuel use. All Basic Rules apply to this Division, unless otherwise noted in the Basic Rules.

4.1—General.

(a) Fuel may be used from the cargo containers of a truck while in transit, but not from cargo containers on trailers or semitrailers. The use of fuel from the cargo containers to operate stationary engines is permitted providing wheels are securely blocked.

(b) Passenger carrying vehicles shall not be fueled with passengers aboard.

(c) Industrial tractors and lift trucks equipped with permanently mounted fuel containers shall be charged outdoors. Charging equipment shall comply with the provisions of Division VII.

4.2—Design Working Pressure and Classification of Fuel Containers.

(a) Fuel containers for use on other than industrial tractors and lift trucks shall be designed and classified as follows:

Con- tainer Type	For Gases with Vapor Press. Not to Exceed lb. per sq. in. gauge at 100° F.			Minimum Design Working Pressure of Container lb. per sq. in. gauge 1949 edition of ASME Code; Par. U-200, U-201; 1950, 1952 and 1956 editions of AASME Code; API-ASME Code
	1949 and Par. U-68, U-69	1949 and Par. U-68, U-69	1949 and Par. U-68, U-69	
200	215	200	250	

(b) Fuel containers for use in industrial tractors and lift trucks shall be either ICC containers authorized for LP-Gas service having a minimum

service pressure of 240 p.s.i.g. or minimum Container Type 250.

(c) All container inlets and outlets except safety relief valves and gauging devices shall be labeled to designate whether they communicate with vapor or liquid space. Labels may be on valves.

(d) Containers manufactured and maintained under Interstate Commerce Commission specifications and regulations may be used as fuel containers. When so used they shall conform to all rules in this section, except construction and marking requirements.

4.3—Location of Fuel Supply Containers.

(a) Containers shall be located in a place and in a manner to minimize the possibility of damage to the container. Containers located in the rear of trucks and buses, when protected by substantial bumpers, will be considered in conformance with this requirement. Fuel containers on passenger carrying vehicles shall be installed as far from the engine as practicable, and the passenger space shall be sealed from the container space to prevent direct seepage of gas to the passenger space. The container compartment shall be vented to the outside. In case the fuel container is mounted near the engine or the exhaust system, the container shall be shielded against direct heat radiation.

(b) Containers shall be installed with as much clearance as practicable but never less than the minimum road clearance of the vehicle under maximum spring deflection. This minimum clearance shall be to the bottom of the container or to the lowest fitting on the container or housing, whichever is lower.

(c) Fuel containers for engine on buses, except taxicabs, shall be permanently installed. Proper anchorage shall be provided to prevent jarring loose, slipping, or rotating of cylinders.

(d) Containers shall be secured in place on the vehicle by fastenings designed and constructed with minimum factor of safety of four to withstand loadings in any direction equal to four times the filled weight of the container. Field welding where necessary shall be made only on saddle plates, lugs, or brackets, originally attached to the container by the tank manufacturer.

(e) Containers from which vapor only is to be withdrawn shall be installed and equipped with suitable connections to minimize the accidental withdrawal of liquid.

4.4—Valves and Accessories.

(a) Container valves and accessories shall have a rated working pressure of at least 250 pounds per square inch gauge, and shall be of a type suitable for liquefied petroleum gas service.

(b) The filling connection shall be fitted with an approved double back-pressure check valve, or a positive shut-off in conjunction with an internal back-pressure check valve. On a removable container the filler valve may be a hand operated shut-off valve with an internal excess flow valve. Main shut-off valves on the container on liquid and vapor lines must be readily accessible.

(c) With the exceptions of 4.4 (d) 3, filling connections equipped with approved automatic back-pressure check valves, and safety relief valves, all connections to containers having openings for the

flow of gas in excess of a No. 54 drill size shall be equipped with approved automatic excess flow valves to prevent discharge of content in case connections are broken. This requirement may be waived when such exception is recognized by the testing and listing of the containers and fittings by any of the authorities listed in paragraph B.2.

(d) Liquid level gauging devices:

1. Variable liquid level gauges which require the venting of fuel to the atmosphere shall not be used on fuel containers of industrial tractors and lift trucks.

2. Permanently mounted fuel containers shall be equipped with a fixed length dip tube gauge, in accordance with Appendix E.

3. In the case of containers used solely in farm tractor service, and charged at a point at least 50 feet from any important building, the fixed liquid level gauging device may be so constructed that the outward flow of container content exceeds that passed by a No. 54 drill size opening, but in no case shall the flow exceed that passed by a No. 31 drill size opening. An excess flow valve is not required. Fittings equipped with such restricted drill size opening and container on which they are used shall be marked to indicate the size of the opening.

(e) All valves and connections on containers shall be adequately protected to prevent damage due to accidental contact with stationary objects or from loose objects thrown up from the road, and all valves shall be safeguarded against damage due to collision, overturning or other accident. For farm tractors where parts of the vehicle provide such protection to valves and fittings, the foregoing requirements shall be considered fulfilled. However, on removable type containers the protection for the fittings must be permanently attached to the container.

(f) Exchange of removable fuel containers preferably should be done outdoors but may be done indoors. When removable fuel containers are used, means shall be provided in the fuel system to minimize the escape of fuel when the containers are exchanged. This may be accomplished by either of the following methods:

1. Using an approved automatic quick-closing coupling (a type closing in both directions when uncoupled) in the fuel line, or

2. Closing the valve at the fuel container and allowing the engine to run until the fuel in the line is consumed.

4.5—Piping, Tubing and Fittings.

(a) All piping from fuel container to first stage regulator shall be wrought iron or steel (black or galvanized), brass or copper pipe, or seamless copper, brass or steel tubing. Steel pipe or tubing shall have a minimum wall thickness of 0.049 inches, and shall be adequately protected against exterior corrosion. Copper tubing shall be Type K or L or equivalent having a minimum wall thickness of 0.032 inches. Approved flexible connections (see B.9) may be used between container and regulator or between regulator and gas-air mixer within the limits of approval by any of the authorities listed in B.2 (a). The use of aluminum piping or tubing is prohibited. In the case of removable containers an approved flexible connection shall be used between the container and the fuel line.

(b) All piping shall be installed, braced and supported so as to reduce to a minimum the possibility of vibrations, strains or wear.

4.6—Safety Devices. (Refer also to B.10)

(a) Spring-loaded internal type safety relief valves shall be used on all motor fuel containers.

(b) The discharge outlet from safety relief devices shall be located on the outside of enclosed spaces and as far as practicable from possible sources of ignition, and vented upward in such a manner as to prevent impingement of escaping gas upon containers, or parts of vehicle. Loose fitting raincaps shall be used.

(c) When a discharge line from the container safety relief device is used, it shall be sized and located and maintained so as not to interfere with the required flow of gas from the safety relief device. Such discharge line shall be able to withstand the pressure resulting from the discharge of vapor when the safety relief valve is in the full open position.

4.7—Vaporizers.

(a) Vaporizers and any part thereof and other devices that may be subjected to container pressure, shall have a design working pressure of at least 250 lb. p.s.i.g.

(b) Each vaporizer shall have a valve or suitable drain plug which will permit substantially complete draining of the vaporizer. It shall be located at or near the lowest portion of the section occupied by the water or other heating medium.

(c) Vaporizers shall be securely fastened so as to minimize the possibility of becoming loosened.

(d) Each vaporizer shall be permanently marked at a visible point as follows:

(1) With design working pressure of the fuel containing portion in pounds per square inch gauge.

(2) With the water capacity of the fuel containing portion of the vaporizer in pounds.

(e) Devices to supply heat directly to a fuel container shall be equipped with an automatic device to cut off the supply of heat before the pressure inside the fuel container reaches 80 per cent of the start to discharge pressure setting of the safety relief device on the fuel container.

(f) Exhaust gases shall not be used as a direct means of heat supply for the vaporization of fuel.

(g) Vaporizers shall not be equipped with fusible plugs.

4.8—Gas Regulating and Mixing Equipment.

(a) Approved automatic pressure reducing equipment shall be installed in a secure manner between the fuel supply container and gas-air mixer for the purpose of reducing the pressure of the fuel delivered to the gas-air mixer.

(b) An approved automatic shut-off valve shall be provided in the fuel system at some point ahead of the inlet of the gas-air mixer, designed to prevent flow of fuel to the mixer when the ignition is off and the engine is not running. In the case of industrial trucks and engines operating in buildings other than those used exclusively to house engines, the automatic shut-off valve shall be designed to operate if the engine should stop. Atmospheric type regulators (zero governors) shall be considered adequate as an automatic shut-off valve only in cases

of outdoor operation such as farm tractors, construction equipment, irrigation pump engines, and other outdoor stationary engine installations.

(c) The source of the air for combustion shall be completely isolated from the passenger compartment, ventilating system or air conditioning system.

4.9—Capacity of Containers.

(a) No single fuel container used on passenger carrying vehicles, shall exceed 200 gallons water capacity. No single fuel container on other vehicles normally operating on the highway shall exceed 300 gallons water capacity as provided in 4.1 (a).

4.10—Stationary or Portable Engines in Buildings.

(a) All engine rooms shall be well ventilated at the floor level.

(b) When engines are installed below grade level, suitable floor level mechanical exhaust ventilation shall be provided and operated continuously or adequate means shall be provided to purge the room before the engine is started. In any case the mechanical ventilation shall be in operation when the engine is running. Before and during any repairs to the engine the room shall be ventilated.

(c) Automatic fire doors shall be provided at openings in the engine room that open into other sections of the building.

(d) Exhaust gases shall be discharged outside the building in a manner that will not create a fire or any other hazard.

(e) Regulators and pressure relief valves installed in buildings and engine rooms shall be vented to the outside and discharge at least five feet away from any building opening. Such venting will not be required for combination engine fuel vaporizing-fuel reducing-fuel metering devices providing the automatic shut-off valve required in 4.8 (b) is installed immediately ahead of such devices.

(f) An approved flexible hose connection not exceeding 3 ft. in length shall be installed at the engine end of the fuel line. The flexible connection shall be installed in a manner so as to eliminate the possibility of damage from vibration.

DIVISION V

STORAGE OF CONTAINERS NOT INSTALLED FOR USE AT FINAL UTILIZATION POINT

Containers stored or in the process of filling or handling at container filling plants with permanently located bulk storage tanks or at plants devoted primarily to the storage and distribution of other petroleum products are not covered by the provisions of this division.

5.1—Storage on Premises of User.

(a) Containers on the premises of users that are not in use or connected for use shall be stored according to the requirements applying to containers connected for use in Section B.6 except that portable ICC containers on the premises of industrial users may be stored as follows:

1. Cylinders, stored inside a building except those in actual use or attached ready for use, shall be limited to a total capacity of 2,000 cubic feet. For storage in excess of 2,000 cubic feet total gas capacity, cylinders shall be kept outside or in a separate room or compartment or in a special building.

2. Containers carried as a part of service equipment on highway mobile vehicles should not be considered in the total storage capacity in 5.1 (a) 1; when such vehicles are stored in private garages, and are limited to one container having a capacity of not over 100 lbs. of LP-Gas on each vehicle. Container valves shall be closed.

3. Cylinders may be stored in the open provided valves and safety devices are protected against accumulation of ice and snow. Cylinders permitted inside of buildings shall be stored away from highly combustible materials and in locations where they are not liable to excessive rise in temperature, physical damage or tampering by unauthorized persons. Empty cylinders shall have their valves closed in storage and when shipped.

4. Storage rooms or Compartments. Where cylinders are stored inside buildings ("buildings" as used in this section means a building having occupancy other than that directly associated with storage of containers, filled and empty or the manifolding of cylinders used in cutting and industrial purposes), they shall be enclosed in a separate room or compartment of ample size. The walls or partitions, floor and ceiling of such room or compartment shall be of one of the types of construction listed below or other construction equivalent in strength and fire resistance; walls or partitions shall be continuous from floor to ceiling and shall be securely anchored. At least one wall of an inside cylinder storage room shall be an exterior wall.

Gypsum or cement plaster at least $\frac{3}{4}$ of an inch thick on metal lath on each side of a stud partition.

Expanded metal lath encased in solid cement plaster not less than $2\frac{1}{2}$ inches thick.

Reinforced concrete.

Brick.

Tile, gypsum or concrete block (cement plaster on each side to a thickness of $\frac{1}{4}$ inch).

Openings from a cylinder storage room or compartment to other parts of the building shall be protected by a fire door classified and labeled as suitable for use in Class B situations as defined in the NFPA Standards for the Protection of Openings in Walls and Partitions Against Fire.

The door shall be of the swinging type and close into a rabbet or otherwise be made tight to prevent passage of flame around edges; it shall be self-closing, and if fastened open, shall be arranged to close automatically in case of fire originating inside or outside of the cylinder storage room or compartment. Windows, if provided in partitions shall be wired glass in approved metal frames.

Special buildings, rooms or compartments shall have no open flame for heating or lighting and shall be well ventilated. Empty cylinders shall be stored with valve end up, and cylinder cap in place.

5.2—Storage for Resale.

(a) If containers other than ICC contain any gas they shall be stored according to the requirements applying to such containers when connected for use in Section B.6.

(b) ICC containers may be stored in a building, a separate room or compartment used exclusively for storing gas containers. Such room or compartment shall not be below ground level and shall have no openings communicating with other occupancies. The space below the floor shall be of solid fill or

properly ventilated to open air. The building or compartment or room shall be vented top and bottom to the outside only and the outlet from such vents shall be at least 5 ft. horizontally from any other opening into any building. Such storage of containers shall not be adjacent to a school, church, hospital, athletic field or other points of public gathering.

(c) Containers may be stored in the open provided they are stored within a suitable enclosure where necessary to prevent tampering. Containers shall not be stored adjacent to a school, church, hospital, athletic field or other points of public gathering. The valves and safety devices shall be protected against accumulations of ice and snow. Protective caps shall be deemed adequate.

(d) Where the storage exceeds 10,000 pounds of gas at one storage location, such storage shall be located at least twenty-five (25) ft. from important buildings, or regularly busy main thoroughfares.

(e) Readily combustible material shall not be piled within ten (10) ft. of containers, in storage. A warning, to keep open flames and fire away, shall be conspicuously posted.

(f) Containers of LP-Gas shall not be stored inside a store or place of business frequented by the public. However, ICC specification containers having a maximum water capacity of $2\frac{1}{2}$ pounds each, such as those used for completely self-contained hand torches and similar applications, may be stored or displayed in such buildings. This storage shall be limited to a total of 24 such units.

5.3—General.

(a) Containers in storage shall have valves closed even though they may be empty.

(b) Containers which require valve protecting caps shall have such caps in place hand tight while in storage.

DIVISION VI

CYLINDER SYSTEMS FOR COOKING, HEATING, AND REFRIGERATING INSTALLATIONS ON HIGHWAY MOBILE VEHICLES

Division VI applies specifically to systems using LP-Gas on mobile and other highway mobile vehicles. All basic rules apply to Division VI unless otherwise noted in this division or in the basic rules.

Where liquefied petroleum gas is supplied from containers not mounted on and secured to the unit, Division I or II shall apply.

6.1—Construction of Containers.

(a) Containers shall be constructed in accordance with the specifications of the Interstate Commerce Commission except as provided in (b).

(b) Cylinders fabricated and marked prior to July 1, 1949, according to the requirements of the ASME or the API-ASME Unfired Pressure Vessel Code shall be acceptable provided they comply with all other requirements set forth in this Division.

6.2—Marking of Containers.

(a) All containers except those included in 6.1 (b) shall be marked in accord with the Interstate Commerce Commission regulations. Additional markings not in conflict with Interstate Commerce Commission regulations may be used.

6.3—Description of a Division VI System.

(a) A division VI system shall include: Housing container bracket or support, containers, container valves, manifold valve assembly (two-cylinder systems), regulator and relief valves.

6.4—Location of Containers and Regulating Equipment.

(a) No container shall be installed, transported, or stored (even temporarily) inside any vehicle covered by Division VI except as provided by the applicable regulations of the Interstate Commerce Commission or the State Fire Marshal.

(b) Containers, control valves, and regulating equipment enclosed in a housing, and comprising a complete system shall be mounted on the chassis of the vehicle as close to the hitch as practicable.

(c) Systems may be installed in a recess that is vapor tight to the inside of the vehicle and accessible from and vented to the outside.

(d) There shall be no fuel connection between vehicle units such as a tractor and trailer.

(e) Container or container carrier shall be secured in place on the vehicle by fastenings designed and constructed with a minimum safety factor of four to withstand loading in any direction equal to four times the filled weight of the container.

6.5—Container Valves and Accessories.

(a) Valves in the assembly of a two-cylinder system shall be arranged so that replacement of containers can be made without shutting off the flow of gas to the appliances. An automatic change-over device is not required.

(b) Shut-off valves on the containers shall be protected in transit, in storage, and while being moved into final utilization as follows:

1. By setting into recess of container to prevent possibility of their being struck if container is dropped upon a flat surface, or

2. By ventilated cap or collar fastened to container capable of withstanding a blow from any direction equivalent to that of a 30-lb. weight dropped 4 ft. Construction must be such that a blow will not be transmitted to valve.

6.6—Safety Devices.

(a) ICC containers shall be provided with safety-relief devices as required by the Regulations of the Interstate Commerce Commission.

(b) Containers constructed in accordance with the rules of the ASME or the API-ASME shall be provided with safety relief devices as required by B.10 hereof.

(c) The delivery side of the gas pressure regulator shall be equipped with a safety-relief device set to start to discharge at a pressure not less than 2 times and not more than 3 times the delivery pressure of the regulator.

(d) Whenever equipment, such as a cargo heater or cooler on commercial vehicles is of a type designed to be in operation during transit, an excess flow device shall be provided at the container and installed so that it will be actuated by a complete break in the down-stream fuel supply. Devices incorporated in the regulating equipment if connected directly to the container outlet valve will comply with this requirement. All devices shall meet the specifications of B.7 (c).

6.7—System Design and Service Line Pressure.

(a) Systems shall be of the vapor-withdrawal type.

(b) Vapor, at a pressure not over 18 inc. water column shall be delivered from the system into the service piping supplying the appliances.

6.8—System Enclosure and Mounting.

(a) Housings or enclosures shall be designed to provide proper ventilation.

(b) Hoods, domes, or portions of cabinets required to be removed from replacement of containers shall incorporate means for clamping them firmly in place, and prevent them from working loose during transit.

(c) Provisions shall be incorporated in the assembly to hold the containers firmly in position and prevent their movement during transit.

(d) Containers shall be mounted on a substantial support or base secured firmly to the vehicle chassis.

(e) Road clearance shall be as follows:

1. In the case of trailer coaches, when the container support is used inside the frame members, the maximum depth shall not exceed 7 in. from the top of the chassis to provide sufficient road clearance.

2. In the case of a commercial vehicle, the system shall be installed with as much road clearance as possible and never less than the minimum road clearance of the vehicle under maximum spring deflection.

6.9—Piping and Fittings.

(a) Regulators shall be of lightweight construction and connected directly to the cylinder valve inlet, or mounted securely by means of a support bracket and connected to the cylinder valve or valves with an approved high pressure flexible connection.

(b) An expansion loop in the gas service piping or an approved flexible connection between the regulator outlet and the gas service piping, shall be used.

(c) Piping, tubing and fittings shall meet the specifications in B.8 (a) and (c) except that aluminum tubing is prohibited. Steel pipe or tubing shall have a minimum wall thickness of 0.049 inches and shall be adequately protected against exterior corrosion. For trailer coaches, only seamless drawn copper tubing having an outside diameter not less than $\frac{3}{8}$ inch and a wall thickness of not less than 0.032 inch, shall be used for gas service lines.

(d) Approved gas tubing fittings shall be employed for making tubing connections.

(e) The fuel line shall be firmly fastened in a protected location under the vehicle and outside and below any insulation or false bottom. Fastenings shall be such as to prevent abrasion or injury to the tubing from vibration. Where the fuel line passes through structural members or floors, a rubber grommet or equivalent shall be installed to prevent chafing.

(f) The fuel line shall be installed to enter the vehicle through the floor directly or adjacent to the appliance which it serves. When a branch line is required, the tee connection shall be in the main fuel line and located under the floor and outside the vehicle.

(g) All parts of the system assembly shall be so designed and secured as to preclude such parts working loose during transit.

6.10—Appliances.

(a) All gas consuming appliances shall have their correctness as to design, construction, and performance for their intended use, trailer coach or cargo heating certified as follows:

1. Determined by a nationally recognized testing agency adequately equipped and competent to perform such services and shall be evidenced by the attachment of its seal or label to such gas appliances. This agency shall be one which maintains a program of national inspection of production models of gas appliances at least once each year on the manufacturer's premises. Approval by the American Gas Association Laboratories, as evidenced by the attachment of its Listing Symbol or Approval Seal to gas appliances and a certificate or letter certifying approval under the above-mentioned requirements, or listing by Underwriters' Laboratories, Inc., shall be considered as constituting compliance with the provisions of this section, or

2. Approval by the State Fire Marshal.

(b) In the case of trailer coaches, all gas-fired space heaters and water heaters shall be of the full vented type, vented to the outside of the vehicle. Air for combustion shall come from the outside of the trailer. In the case of commercial vehicles which do not contain living quarters and the gas-fired space heater is used to protect the cargo, such space heating equipment may be of the unvented type, but provision shall be made to dispose of the products of combustion to the outside.

(c) Provisions shall be made to insure an adequate supply of air for combustion.

(d) All gas-fired space heaters and water heaters shall be equipped with an approved device designed to shut off the flow of gas to the main burner and to the pilot in the event the pilot flame is extinguished.

(e) Gas-fired appliances installed in the cargo space shall be located so they are readily accessible.

(f) Appliances shall be constructed or protected to reduce to a minimum possible damage or impaired operation resulting from cargo shifting or handling.

(g) Appliances shall be located inside a vehicle so that a fire at an appliance will not block all egress of persons from the vehicle.

6.11—General Precautions.

(a) Containers, except those covered in 6.1 (b), shall be marked, maintained and retested in accordance with the Regulations of the Interstate Commerce Commission.

(b) No container shall be charged with fuel unless it bears the proper markings of the code under which it was fabricated, and in addition with its minimum water capacity and the tare weight of the container in pounds.

(c) No ICC container shall be refilled which has been involved in a fire until it has been requalified for service according to ICC Regulations.

(d) No ASME or API-ASME container shall be refilled which has been involved in a fire until it has been retested in accordance with the requirements

for its original hydrostatic test and found to be suitable for continued service.

(e) No container shall be filled without the consent of the owner thereof.

(f) A permanent caution plate shall be provided on the outside of the system enclosure and adjacent to the consuming appliances on trailer coaches. It shall include the following items.

Warning

1. Be sure all appliance valves are closed before opening container valve.

2. Connections at the appliances, regulators and containers shall be checked periodically for leaks with soapy water or its equivalent.

3. Never use a match or flame when checking for leaks.

4. Container shut-off valves of trailer-coach systems shall be closed when vehicle is in transit.

6.12—Filling of Containers.

(a) Containers shall be filled in accordance with B.18 (a) and one of the following:

1. At a properly equipped container charging plant which complies with all applicable requirements of these standards. Such a charging plant and storage containers shall be enclosed by a suitable fence (so called "manproof") which shall have the gates locked when the plant is unattended.

2. At a trailer coach location directly from a tank truck into the container or containers installed at any one trailer coach with the following limitations. No vapor or liquid shall be vented to the atmosphere. The container charging operation shall be performed only by qualified personnel. When containers are accumulated at the tank truck for charging such charging shall not be done within 50 feet of the nearest building, trailer, or group of buildings nor within 25 feet of public streets or highways. Private streets, roads or rights of way shall not be classed as public streets or highways.

DIVISION VII

LIQUEFIED PETROLEUM GAS SERVICE STATIONS

Division VII applies to storage containers, and dispensing devices, and pertinent equipment in service stations where LP-Gas is stored and is dispensed into fuel tanks of motor vehicles. (See Division IV for requirements covering use of LP-Gas as a motor fuel.) All Basic Rules apply to this division unless otherwise noted. Containers and pertinent equipment shall comply with the requirements as outlined herein as well as with the requirements of the state or local authority having jurisdiction where the service stations will be constructed.

7.1—Design Working Pressure and Classification of Storage Containers.

(a) Storage containers shall be designed and classified as follows:

			Minimum Design Working Pressure of Container lb. per sq. in. gauge
			1949 edition of ASME Code; Par. U-200, U-201; 1950, 1952 and 1956 editions of ASME Code; all editions of API-ASME Code
	For Gases with Vapor Press. Not to Exceed lb. per sq. in. gauge at 100° F.	1949 and earlier edition of ASME Code; Par. U-68, U-69	
Container Type			
200	215	200	250

7.2—Container Valves and Accessories.

(a) A filling connection on the container shall be fitted with one of the following:

1. A combination back-pressure check and excess flow valve,
2. One double or two single back-pressure valves,
3. A positive shut-off valve, in conjunction with either:

- (a) An internal back-pressure valve, or
- (b) An internal excess flow valve.

In lieu of an excess flow valve, filling connections may be fitted with a quick-closing internal valve, which shall remain closed except during operating periods. The mechanism for such valves may be provided with a secondary control which will cause it to close automatically in case of fire. When a fusible plug is used its melting point shall not exceed 220° F.

(b) A filling pipe inlet terminal not on the container shall be fitted with a positive shut-off valve in conjunction with either (1) a back pressure check valve, or (2) an excess flow check valve.

(c) All openings in the container except those listed below shall be equipped with approved excess flow check valves:

1. Filling connections as provided in 7.2 (a).
2. Safety relief connections as provided in B.7 (b).
3. Liquid level gauging devices as provided in B.7 (d), B.18 (d) and (i).
4. Pressure gauge connections as provided in B.7 (e).

(d) All container inlets and outlets except those listed below shall be labeled to designate whether they connect with the vapor or liquid (labels may be on valves):

1. Safety relief valves.
2. Liquid level gauging devices.
3. Pressure gauges.

(e) Each storage container shall be provided with a suitable pressure gauge.

7.3—Safety Relief Valves.

(a) All safety relief devices shall be installed as follows:

1. On the container and directly connected with the vapor space.

2. Safety relief valves and discharge piping shall be protected against physical damage. The outlet shall be provided with loose-fitting raincaps. There shall be no return bends or restrictions in the discharge piping.

3. The discharge from two or more safety relief valves having the same pressure settings may be run into a common discharge header. The cross-sectional area of such header shall be at least equal to the sum of the cross-sectional area of the individual discharges.

4. Discharge from any safety relief device shall not terminate in any building nor beneath any building.

(b) Aboveground containers shall be provided with safety relief valves as follows:

1. The rate of discharge, which may be provided by one or more valves, shall be not less than that specified in Appendix A.

2. The discharge from safety relief valves shall be vented to the open air unobstructed and

vertically upwards in such a manner as to prevent any impingement of escaping gas upon the containers; loose fitting raincaps shall be used. On a container having a water capacity greater than 2,000 gallons, the discharge from the safety relief valves shall be vented away from the containers vertically upwards to a point at least seven feet above the container. Suitable provisions shall be made so that any liquid or condensate that may accumulate inside of the relief valve or its discharge pipe will not render the valve inoperative. If a drain is used, a means shall be provided to protect the container, adjacent containers, piping or equipment against impingement of flame resulting from ignition of product escaping from the drain (see B.10 (i).)

(c) Underground containers shall be provided with safety relief valves as follows:

1. The discharge from safety relief valves shall be piped vertically upward to a point at least 10 feet above the ground. The discharge lines or pipes shall be adequately supported and protected against physical damage.

2. Where there is a probability of the manhole or housing becoming flooded, the discharge from regulator vent lines should be above the highest probable water level.

3. If no liquid is put into a container until after it is buried and covered, the rate of discharge of the relief valves may be reduced to not less than 30 per cent of the rate shown in Appendix A. If liquid fuel is present during installation of containers, the rate of discharge shall be the same as for aboveground containers. Such containers shall not be uncovered until emptied of liquid fuel.

7.4—Capacity of Liquid Containers.

Individual liquid storage containers shall not exceed 30,000 gallons water capacity.

7.5—Installation of Storage Containers.

(a) General.

1. Each storage container used exclusively in service station operation shall comply with the following table which specifies minimum distances to a building, groups of buildings and adjoining property lines which may be built upon:

Water Capacity per Container	Minimum	Distances
	Aboveground and Underground	Between Aboveground Containers
Up to 2,000 gallons	25 feet	3 feet
Over 2,000 gallons	50 feet	5 feet

The above distances may be reduced to not less than 10 feet for service station buildings of other than wood frame construction.

2. In heavily populated or congested areas, the authority having jurisdiction shall determine restrictions of individual tank capacity, total storage, and distance to line of adjoining property which may be built on and other reasonable protective methods.

3. Readily ignitable material including weeds and long dry grass, shall be removed within ten feet of containers.

4. The minimum separation between LP-Gas containers and flammable liquid tanks shall be 20 feet and the minimum separation between a container and the center line of the dike shall be 10 feet.

5. LP-Gas containers located near flammable liquid containers shall be protected against the flow or accumulation of flammable liquids by diking, diversion curbs, or grading.

6. LP-Gas containers shall not be located within diked areas for flammable liquid containers.

7. Field welding is permitted only on saddle plates or brackets which were applied by the container manufacturer.

8. When permanently installed containers are interconnected, provision shall be made to compensate for expansion, contraction, vibration and settling of containers and interconnecting piping. Where flexible connections are used, they shall be of an approved type and shall be designed for a bursting pressure of not less than five times the vapor pressure of the product at 100°F. The use of nonmetallic hose is prohibited for interconnecting such containers.

9. Where high water table or flood conditions may be encountered protection against container flotation shall be provided.

(b) Aboveground Containers.

1. Containers may be installed horizontally or vertically.

2. Containers shall be protected by crash rails or guards to prevent physical damage unless they are so protected by virtue of their location. Vehicles shall not be serviced within 10 feet of containers.

3. Container foundations shall be of substantial masonry or other noncombustible material. Containers shall be mounted on saddles which shall permit expansion and contraction, and shall provide against the excessive concentration of stresses. Corrosion protection shall be provided for tank mounting areas. Structural metal container supports shall be protected against fire in an approved manner. This protection is not required on prefabricated storage and pump assemblies, mounted on a common base, with container bottom not more than 24 inches above ground and whose water capacity is 1,200 gallons or less.

(c) Underground containers.

1. Containers shall be given a protective coating before being placed underground. This coating shall be equivalent to hot dip galvanizing or to two coatings of red lead followed by a heavy coating of coal tar or asphalt. In lowering the container into place, care shall be exercised to minimize abrasion or other damage to the coating. Damage to the coating shall be repaired before backfilling.

2. Containers shall be set on a firm foundation (firm earth may be used) and surrounded with earth or sand firmly tamped in place. Backfill should be free of rocks or other abrasive materials.

3. A minimum of two feet of earth cover should be provided. Where ground conditions make compliance with this requirement impractical, equivalent protection against physical damage shall be provided. The portion of the container to which manhole and other connections are attached need not be covered. If the location is subjected to vehicular traffic, containers shall be protected by a concrete slab or other cover adequate to prevent the weight of a loaded vehicle imposing concentrated direct loads on the container shell.

7.6—Protection of Container Fittings.

(a) Valves, regulators, gauges, and other container fittings shall be protected against tampering and physical damage. The use of other than frangible shank type locks is not desirable because it prevents access to gas controls in case of emergency.

7.7—Transport Truck Unloading Point.

(a) During unloading, the transport truck shall be parked clear of public thoroughfares (see B.15) and at least 20 feet from storage container.

(b) The filling pipe inlet terminal shall not be located within a building nor within 10 feet of any building or driveway. It shall be protected against physical damage.

7.8—Piping, Valves and Fittings.

(a) Piping may be underground, aboveground, or a combination of both. It shall be well supported and protected against physical damage and corrosion.

(b) Piping laid beneath driveways shall be installed to prevent physical damage by vehicles.

(c) Piping shall be wrought iron or steel (black or galvanized), brass or copper pipe; or seamless copper, brass or steel tubing and shall be suitable for a minimum working pressure of 250 p.s.i.g. Pipe joints may be screwed, flanged, brazed or welded.

(d) All shut-off valves (liquid or gas) shall be suitable for liquefied petroleum gas service and designed for not less than the maximum pressure to which they may be subjected. Valves which may be subjected to container pressure shall have a rated working pressure of at least 250 p.s.i.g.

(e) All materials used for valve seats, packing, gaskets, diaphragms, etc., shall be resistant to the action of LP-Gas.

(f) Fittings shall be steel, malleable iron or brass having a minimum working pressure of 250 p.s.i.g. Cast iron pipe fittings, such as ells, tees, and unions shall not be used.

(g) All piping shall be tested after assembly and proved free from leaks at not less than normal operating pressures.

(h) Provision shall be made for expansion, contraction, jarring and vibration, and for settling. This may be accomplished by flexible connections.

7.9—Pumps and Accessories.

All pumps and accessory equipment shall be suitable for LP-Gas service, and designed for not less than the maximum pressure to which they may be subjected. Accessories shall have a minimum rated working pressure of 250 p.s.i.g. Positive displacement pumps shall be equipped with suitable pressure actuated by-pass valves permitting flow from pump discharge to storage container or pump suction.

7.10—Dispensing Devices.

(a) Meters, vapor separators, valves, and fittings in the dispenser shall be suitable for LP-Gas service and shall be designed for a minimum working pressure of 250 p.s.i.g.

(b) Pumps used to transfer LP-Gas shall be equipped to allow control of the flow and to prevent leakage or accidental discharge. Means shall

be provided outside the dispensing device to readily shut off the power in the event of fire or accident.

(c) A manual shut-off valve and an excess flow check valve shall be installed downstream of the pump and ahead of the dispenser inlet.

(d) Dispensing hose.

1. Hose shall be resistant to the action of LP-Gas in the liquid phase and designed for a minimum bursting pressure of 1,250 p.s.i.g.

2. An excess flow check valve or automatic shut-off valve shall be installed at the terminus of the liquid line at the point of attachment of the dispensing hose.

(e) Location.

1. LP-Gas dispensing devices shall be located not less than 10 feet from aboveground storage containers greater than 2,000 gallons water capacity. The dispensing devices shall not be closer than 20 feet to the nearest basement or cellar, pit, building, sidewalk, street or thoroughfare, or property line. Every effort should be made to avoid the use of pits. No drains or blow-off lines shall be directed into or in proximity to the sewer systems used for other purposes.

2. LP-Gas dispensing devices shall be installed on a concrete foundation or as part of a complete storage and dispensing assembly mounted on a common base, and shall be adequately protected from physical damage.

3. LP-Gas dispensing devices shall not be installed within a building except that they may be located under a weather shelter or canopy provided this area is not enclosed on more than two sides. If the enclosing sides are adjacent to each other, the area shall be properly ventilated.

(f) The dispensing of LP-Gas into the fuel container of a vehicle shall be performed by a competent attendant who shall remain at the LP-Gas dispenser during the entire transfer operation.

7.11—Safety Rules.

There shall be no smoking on the driveway of service stations in the dispensing areas or transport truck unloading areas. Conspicuous signs prohibiting smoking shall be posted within sight of the customer being served. Letters on such signs shall be not less than 4 inches high. The motors of all vehicles being fueled shall be shut off during the fueling operations.

7.12—Electrical.

Electrical equipment shall conform with Article 510, Section 5120 of the National Electrical Code or its equivalent.

DIVISION VIII

INSTALLATION OF LIQUEFIED PETROLEUM GAS PIPING AND LIQUEFIED PETROLEUM GAS APPLIANCES IN BUILDINGS

8.1—General.

(a) No person, unless in the employ of the gas distributing company or having permission from such company, shall repair, alter, open or make connection to the building piping system.

(b) Installation of all gas piping or gas appliances shall be performed with gas turned off to eliminate hazards from escape of gas.

8.2—Piping, Tubing and Fittings.

(a) Piping shall be wrought iron or steel (black or galvanized), brass or copper pipe, or seamless copper, brass, steel or aluminum tubing. All piping or tubing shall be suitable for a working pressure of not less than 125 pounds per square inch. Copper tubing may be of the standard grade K or L, or equivalent having a minimum wall thickness of 0.032 inches. Aluminum tubing shall not be used in exterior locations or where it is in contact with masonry or plaster walls or insulation.

(b) Pipe joints may be screwed, flanged, welded, soldered or brazed with a material having a melting point exceeding 1,000° F. For operating pressures of 125 pounds per square inch gauge or less, fittings shall be designed for a pressure of at least 125 pounds per square inch gauge. For operating pressures above this, fittings shall be designed for a minimum of 250 pounds per square inch gauge. Cast iron fittings shall be prohibited. Joints on seamless copper, brass, steel or non-ferrous gas tubing shall be made by means of approved gas tubing fittings, or soldered or brazed with a material having a melting point exceeding 1,000° F.

(c) Gas appliances may be connected with seamless metal tubing connectors meeting the following requirements, except that these requirements shall in no way restrict or otherwise affect the use of copper tubing or any other piping when material, fittings, and installation comply with all other requirements of these rules:

1. End fittings shall be screw type or union type permanently attached.

2. The method of attaching tubing connectors to the house piping and the gas appliance shall conform with paragraph 2 (b).

(d) After installation, the piping and tubing of all domestic and commercial systems shall be tested, at not less than normal operating pressure, and proved free of leaks, using a manometer or other equivalent device that will indicate a drop in pressure. Test shall not be made with a flame.

8.3—Installation of Piping and Tubing.

(a) Provision shall be made for expansion, contraction, jarring and vibration, and for settling. This may be accomplished by flexible connections.

(b) Piping or tubing shall be well supported and protected against physical damage.

(c) Where condensation may occur, the piping shall be pitched back to the container, or suitable means shall be provided for vaporization of the condensate.

(d) Compounds used in making up joints shall be resistant to the action of LP-Gases.

(e) Tubing shall not be run inside walls or partitions, unless protected against mechanical injury. This rule does not apply to tubing which is run through walls or partitions.

(f) Gas piping shall not be used as a ground for any electrical system, nor shall piping be located in the same conduit with electrical wiring.

(g) Piping shall be of such size and so installed as to provide a supply of gas sufficient to meet the maximum demand without undue loss of pressure between the source and the appliance or appliances. The size of gas pipe depends upon the following factors:

1. Allowable loss in pressure from source to appliance.

2. Maximum gas consumption to be provided for.

3. Length of pipe and number of fittings.

4. Specific gravity of the gas.

(h) Piping or tubing should be free of loose scale, dirt, dust, or other foreign material at the time of appliance installation.

(i) Defective pipe or tubing or fittings shall not be repaired but such section or fittings shall be replaced.

(j) Pipe, fittings, valves, etc., removed from any existing installation shall not be again used until they have been thoroughly cleaned, inspected, and ascertained to be suitable for the service.

(k) Pipe with threads which are stripped, chipped, corroded, or otherwise damaged shall not be used. If a weld opens during the operation of cutting or threading, that portion of the pipe shall not be used.

(l) Gas pipe or tubing inside any building shall not be run in or through an air duct, clothes chute, chimney or flue, ventilating duct, dumb waiter or elevator shaft, except proper ducts for the purpose.

(m) Each outlet, including a valve or cock outlet, shall be securely closed gas-tight with a positive plug or cap if appliance is not to be connected at that time. When an appliance is removed from an outlet and the outlet is not to be reconnected at that time, it shall be securely closed gas-tight. In no case shall the outlet be closed with tin caps, wooden plugs, corks, etc.

(n) No device shall be placed inside the gas pipe or fittings that will reduce the cross sectional area or otherwise obstruct the free flow of gas.

(o) Before turning gas under pressure into any piping, all openings from which gas can escape shall be closed.

8.4—Use of Approved Appliances.

(a) New domestic and commercial gas-consuming appliances shall not be installed unless their correctness as to design, construction and performance is certified by one of the following:

1. Determined by a nationally recognized testing agency, adequately equipped and competent to perform such services, and shall be evidenced by the attachment of its seal or label to such gas appliances. This agency shall be one which maintains a program of national inspection of production models of gas appliances at least once each year on the manufacturer's premises. Approval by the American Gas Association Laboratories, as evidenced by the attachment of its listing symbol or Approval Seal to gas appliances and a certificate or letter certifying approval under the above-mentioned requirements, or listing by Underwriters' Laboratories, Inc., shall be considered as constituting compliance with the provisions of this section.

2. Approval by the State Fire Marshal.

(b) Any appliance that was originally manufactured for operation with a gaseous fuel other than LP-Gas and is in good condition may be used with LP-Gas only after it is properly converted, adapted and tested for performance with LP-Gas before the appliance is placed in use.

(c) Any automatically controlled domestic appliances, except ranges, shall be equipped with an

automatic pilot, complete shut-off type. Manually controlled water heaters shall also be so equipped.

8.5—Appliance Installation Requirements.

(a) Air for combustion.

1. Appliances shall be installed in a location in which the facilities for ventilation permit satisfactory combustion of gas and proper venting, under normal conditions of use. While all forms of building construction cannot be covered in detail, this requirement may usually be met by application of one of the following methods in ordinary building construction:

(a) In buildings of conventional frame, brick, or stone construction without enclosed appliance rooms, basement storm windows, or tight stair doors, infiltration is normally adequate to provide air for combustion and draft hood dilution.

(b) Where appliances are installed in a confined space within a building having inadequate air infiltration, provisions shall be made for supplying this space with air for combustion and ventilation. This may be accomplished through use of two permanent openings freely communicating with interior areas of adequate infiltration in accordance with Appendix A or by compliance with provisions of paragraph 5 (a) 1 (c). If necessary, continuous ducts having cross-sectional areas equal to the openings shall be utilized to communicate with the source of air supply. The minimum dimension of rectangular air ducts shall be not less than 3 inches.

(c) Where appliances are installed in a confined space within a building of unusually tight construction, air for combustion and ventilation must be obtained from outdoors or from spaces freely communicating with the outdoors, ventilated crawl space or attic. Under these conditions, the openings shall be replaced by two openings having a combined area of not less than one square inch per 1,000 B.T.U. per hour of input rating. One opening shall be near the top of the enclosure and one near the bottom. These openings shall be of approximately equal area and shall communicate with the selected source or sources of adequate air supply, by ducts. Where ducts are required, they shall be continuous and of the same cross-sectional area as the openings to which they connect. The minimum dimension of rectangular air ducts shall be not less than 3 inches. Any duct from the top opening must be horizontal or pitched upward.

(d) Where appliances are installed in unconfined spaces, such as a full basement, within a building of unusually tight construction, air for combustion and ventilation must be obtained from outdoors or from spaces freely communicating with the outdoors. Under these conditions a permanent opening or openings having a total free area of not less than one square inch per 1,000 B.T.U. per hour of input rating shall be provided. Where ducts are required, they shall be of the same cross-sectional area as the openings to which they connect. The minimum dimension of rectangular air ducts shall be not less than 3 inches.

(e) Operation of exhaust fans, kitchen ventilation systems or fireplaces may create conditions requiring special attention to avoid unsatisfactory appliance operation.

(b) Gas appliances shall not be installed in any location where flammable vapors are likely to be

present, unless the design, operation and installation are such as to eliminate the possible ignition of the flammable vapors.

(c) Every appliance shall be located so that it will be readily accessible for operation and servicing.

(d) Gas appliances shall be adequately supported and so connected to the piping as not to exert undue strain on the connections.

(e) No device or attachment shall be installed on any appliance which may in any way impair the combustion of gas.

(f) Any combination of appliances, attachments or devices used together in any manner shall comply with the standards which apply to the individual appliance.

(g) Where air or oxygen under pressure is used in connection with the gas supply, effective means shall be provided to prevent air or oxygen from passing back into the gas piping.

(h) Nonportable appliances shall be connected with gas piping or tubing or combinations thereof as set out in Section 2, paragraph (a).

(i) Only appliances which are fully portable in nature shall be connected with gas hose. Appliances equipped with a control valve or valves which permit complete shut-off of the gas supply shall not be connected with gas hose. This requirement does not apply to hand torches, gas irons and other equipment which require both the mobility possible only with flexible connections and frequent and accurate burner control at the point of use. Gas hose should not be confused with tubing or appliance connectors of flexible metal tubing and fittings.

(j) Only listed gas hose shall be used. Listed gas hose shall be used only in accordance with the terms of its listing. Gas hose shall not be used where it is likely to be subject to excessive temperatures (above 125°F.).

(k) Where gas hose connection is made, a gas shut-off valve shall always be provided on the supply piping where the hose is attached. When gas hose is used with an appliance having a valve on the inlet of the appliance, the valve shall be removed so that the user is compelled to use the valve at the pipe and except as provided by paragraph 5 (i). A gas shut-off valve which constitutes the only means of gas control shall be easily accessible and within convenient reaching distance when operating the burner of the appliance.

(l) Gas hose shall be of adequate capacity, gas tight, and so designed as to permit the secure attachment to the nozzles of fully portable appliances which do not require mobility during operation and to hose end valves connected to the house piping. Where the gas hose is equipped with rubber slip end connections, the gas shut-off valve at the house piping shall be a hose end gas valve or shall have a standard hose end nozzle attached to it. Where an appliance requires mobility during operation, such as a gas iron or hand torch, and is always used in the same location, the gas hose shall be permanently attached at the supply end by a threaded or other secure metal connection, and the appliance end shall be provided with a secure metal joint, which can be conveniently made and separated.

(m) Where gas hose is used, it shall be of the minimum practical length and shall not extend from one room to another nor pass through any walls, partitions, ceilings or floors. Under no circumstances shall gas hose be concealed from view or used in a concealed location.

(n) No devices employing or depending upon an electrical current shall be used to control or ignite a gas supply if of such a character that failure of the electrical current could result in the escape of unburned gas or in failure to reduce the supply of gas under conditions which would normally result in its reduction unless other means are provided to prevent the development of dangerous temperatures, pressures or the escape of gas.

(o) The gas piping shall not be used for an electrical ground nor shall electric circuits utilize gas piping, casing of controls, panels or other metal parts in lieu of wiring. This provision shall not apply to low voltage control and ignition circuits, and to electronic flame detection device circuits incorporated as part of the appliance.

(p) The electrical circuit employed for operating the automatic main gas-control valve, automatic pilot, room temperature thermostat, limit control or other electrical devices used with the gas appliance shall be in accordance with the wiring diagrams supplied with the appliance.

(q) All gas appliances using electrical controls shall have the controls connected into a permanently live electric circuit, i.e., one that is not controlled by a light switch. It is recommended that central heating gas appliances for domestic use be provided with separate electrical circuit.

(r) A room temperature thermostat should not be exposed to heat from nearby radiators, fireplaces, radios, lamps, rays of the sun, or mounted on a wall containing pipes or warm air ducts, or a flue or vent, which would affect its operation and prevent it from properly controlling the room temperature.

(s) Any hole in the plaster or panel through which the wires pass from the thermostat to the appliance being controlled shall be adequately sealed with suitable material to prevent drafts from affecting the thermostat.

8.6—Domestic Ranges.

(a) The location of a domestic gas range shall be such as not to constitute a hazard to persons or property. In the application of this requirement, appropriate consideration shall be given to the design and construction of the range and the combustibility of the floor, wall or partition. Listed domestic gas ranges (except bungalow and dual oven type combination gas ranges, for which see paragraph 6 (e) when installed on combustible floors shall be set on their own bases or legs and shall be installed with clearances not less than shown in Table 1. In no case shall the clearance be such as to interfere with the requirements for combustion air and accessibility. See paragraphs 5 (a) and 5 (c). Unlisted domestic gas ranges shall be installed with at least a 6-inch clearance from back and sides. Combustible floors under unlisted ranges shall be protected.

Table 1—MINIMUM CLEARANCE FOR LISTED DOMESTIC GAS RANGES

Type of Range	Spacing of Top Burner Opening From Side of Range	Wall Not Extending Above Cooking Top	Distance from Combustible Construction—Inches		
			Sides	Rear	Projecting Flue Box
A Uninsulated	-----	6	6	6	1
B (Insulated)	Less than 5 in.	½	3	1	1
(Insulated)	5 in. or more	½	½	1	1
C (Flush to Wall)	Less than 5 in.	Flush	3	Flush	-----
(Flush to Wall)	5 in. or more	Flush	Flush	Flush	-----

(b) Where a flue or vent connector is attached to a domestic gas range, suitable provisions shall be made for the protection of adjacent combustible construction from excessive temperatures. (See paragraph 26 (g).) By combustible construction is meant a combustible surface constructed of wood, composition, or of wooden studding and wood lath and plaster.

(c) Domestic gas ranges shall have a vertical clearance above the cooking top of not less than 36 inches to combustible construction. When the underside of such combustible construction is protected with asbestos mill board at least ¼-inch thick, covered with sheet metal of not less than No. 28 U. S. Gauge, the distance shall be not less than 24 inches. The protection shall extend 9 inches beyond the sides of the range.

(d) All gas ranges shall be installed so that the cooking top and oven racks are level.

(e) Bungalow type domestic gas ranges or dual oven type combination gas ranges shall be spaced from combustible construction and otherwise installed in accordance with the standards applying to the supplementary fuel section of the range.

8.7—Water Heaters.

(a) Water heaters shall not be installed in bathrooms or bedrooms, unless vented in compliance with Section 27.

(b) Water heaters shall be located as close as practicable to the flue or vent. They should be so located as to provide short runs of piping to fixtures.

(c) Listed gas-fired water heaters shall be positioned in relation to combustible construction with a minimum clearance in accordance with Table 2. In no case shall the clearances be such as to interfere with the requirements for combustion air and accessibility. See paragraphs 5 (a) and 5 (c). Unlisted water heaters shall be installed with a clearance of 12 inches on all sides and rear. Combustible floors under unlisted water heaters shall be protected.

Table 2

Type of Heater	MINIMUM CLEARANCES FOR LISTED GAS-FIRED WATER HEATERS	
	Distance from Combustible Construction —Inches	
	Nearest Part of Jacket	Flat Side
Type A	6	-----
Type B	2	-----
Type C	-----	Flush
Type A—Miscellaneous (including circulating tank, instantaneous uninsulated underfired).		

Type B—Underfired, insulated automatic storage heaters.

Type C—Type B units with one or more flat sides and tested for installation flush to wall.

(d) Water heaters shall be connected in a manner to permit observation, maintenance and servicing.

(e) No water heater shall be installed in a closed system of water piping unless an approved water pressure relief valve is provided.

(f) The installation and adjustment of temperature, pressure, and vacuum relief valves or combinations thereof, and automatic gas shut-off valves shall be in accordance with the requirements of the proper administrative authority, or, with the manufacturer's instructions accompanying such devices.

(g) The water supply to any automatic instantaneous water heater shall be such as to provide sufficient pressure to properly operate the water valve, when drawing hot water from a faucet on the top floor.

(h) The method of connecting the circulating water heater to the tank shall assure proper circulation of water through the heater, and permit a safe and useful temperature of water to be drawn from the tank.

(i) The size of the water circulating piping, in general, shall conform with the size of the water connections of the heater.

(j) A suitable water valve or cock, through which sediment may be drawn off or the tank emptied, shall be installed at the bottom of the tank.

(k) Means acceptable to the proper administrative authority shall be provided to prevent syphoning in any boiler or tank to which any circulating water heater is attached. A cold water tube with a hole near the top is commonly accepted for this purpose.

8.8—Room or Space Heaters.

(a) A room or space heater shall be placed so as not to cause a hazard to walls, floors, curtains, furniture, doors when open, etc., and to the free movements of persons within the room. Appliances designed and marked "For use in incombustible fire-resistant fireplace only," shall not be installed elsewhere. Listed room or space heaters shall be installed with clearances not less than specified in Table 3, except that appliances listed for installation at lesser clearances may be installed in accordance with their listings. In no case shall the clearances be such as to interfere with the requirements of combustion air and accessibility. (See paragraphs 5 (a) and 5 (c).)

(b) Unlisted room or space heaters shall be installed with clearances from combustible construction not less than the following:

1. Circulating Type. Room heaters having an outer jacket surrounding the combustion chamber, arranged with openings at top and bottom so that air circulates between the inner and outer jacket and without openings in the outer jacket to permit direct radiation, shall have clearances at sides and rear of not less than 12 inches.

2. Radiating Type. Room heaters other than those described above as of circulating type shall have clearances at sides and rear of not less than 18 inches; except that heaters which make use of metal, asbestos or ceramic material to direct radiation to the front of the appliance shall have a clearance of 36 inches in front, and if constructed with a double back of metal or ceramic may be installed with a clearance of 18 inches at sides and 12 inches at rear.

Table 3

MINIMUM CLEARANCES FOR LISTED GAS-FIRED ROOM HEATERS

Type	Distance from Combustible Construction —Inches	
	Jacket, Sides and Rear	Projecting Flue Box or Draft Hood
Warm Air Circulators	6	2
Radiant Heaters	6	2
Wall Heaters	Flush	-----
Gas, Steam and Hot Water Radiators	6	2

3. Combustible floors under unlisted room or space heaters shall be protected.

8.9—Wall Type Room Heaters.

(a) Wall type room or space heaters shall not be installed in walls of combustible construction unless approved for such installations.

(b) Room or space heaters shall be vented as specified by Section 23. It is recommended that room or space heaters installed in all sleeping quarters or rooms generally kept closed be vented to an effective flue or vent and equipped with an automatic pilot.

8.10—Central Heating Boilers and Furnaces.

(a) Where a complete shut-off type automatic pilot system is not utilized a manual main shut-off valve shall be provided ahead of all controls except the manual pilot gas valve.

(b) Where a complete shut-off type automatic pilot system is utilized, a manual main shut-off valve shall be provided ahead of all controls. A suitable manual valve shall be provided for shutting off the main burner gas independently of the pilot gas.

(c) A union connection shall be provided downstream from the main manual shut-off valve to permit removal of the controls.

(d) Listed central heating boilers and furnaces shall be installed with clearances not less than specified in Table 4, except that appliances listed for installation at lesser clearances may be installed in accordance with their listings. In no case shall the clearance be such as to interfere with the requirements for combustion air and accessibility. See paragraph 5 (a) and Section 10 (f). Unlisted central heating boilers and furnaces shall

be installed with clearances from combustible construction of not less than 18 inches above the appliance and at sides, front and rear, and 9 inches from projecting flue box or draft hood, except that the clearance above and at the sides and rear may be 6 inches for appliances of the following types:

1. Mechanical warm air furnaces which are automatically fired and equipped with a fan to circulate the air and with approved automatic temperature limit controls that cannot be set higher than 250° F.

2. Hot water and steam boilers operating at not over 15 lbs. gauge pressure, of water-wall type or having a jacket or lining of masonry or other satisfactory insulating material.

(e) A central heating boiler or furnace shall be erected in accordance with the manufacturer's instructions and shall be installed on a firm, level, fire-resistive foundation unless listed for installation on a combustible floor, or the floor is protected in an approved manner.

(f) The installation of central heating boilers and furnaces shall be such as to make them accessible for cleaning of heating surfaces, removal of burners, replacement of sections, motors, controls, filters, draft hoods and other working parts, and for adjustment and lubrication of parts requiring such attention.

Table 4

MINIMUM CLEARANCES FOR LISTED CENTRAL HEATING BOILERS AND FURNACES

Type of Appliance	Distance from Combustible Construction —Inches			
	Above	Jacket Sides and Rear	Front	Projecting Box or Draft Hood
Boilers	6	6	18	6
Furnaces	18	6	18	6

A vertical clearance of 6 inches may be used with warm air furnaces equipped with mechanical means to circulate the air and with an approved temperature limit control that cannot be set higher than 250° F.

(g) The method of connecting the flow and return pipes on steam and hot water boilers shall facilitate a rapid circulation of steam or water.

(h) A steam or hot water boiler shall be provided with a direct connection to a water supply through an individual control valve. A drain valve, by means of which the boiler may be flushed or drained, also shall be provided.

(i) Steam and hot water boilers shall be provided with approved automatic devices to shut down the burner in the event of undue pressure or low water in a steam boiler or overheating in a hot water boiler.

(j) A plenum chamber when not a part of a furnace shall be constructed in accordance with the manufacturer's instructions. The method of connecting supply and return ducts shall facilitate proper circulation of air.

8.11—Recessed Heaters.

(a) Listed recessed heaters may be installed in combustible construction. Unlisted recessed heaters shall not be installed in combustible construction. Because of the necessity for closely correlating the installation of recessed heaters with the building construction, local administrative authorities shall be consulted for the proper installation methods to

be followed. Recessed heaters should be installed in accordance with the manufacturer's instructions.

(b) Recessed heaters shall be located so as not to cause a hazard to walls, floors, curtains, furniture, doors, etc. Recessed heaters installed between bathrooms and adjoining rooms shall not circulate air from bathrooms to other parts of the building.

(c) A manual main shut-off valve shall be installed ahead of all controls including the pilot gas valve.

(d) The installation of recessed heaters shall be such as to make them accessible for cleaning of heating surfaces, removal of burners, replacement of sections, motors, controls, filters, and other working parts, and for adjustment and lubrication of parts requiring such attention. Panels, grilles and access doors which must be removed for normal servicing operations shall not be attached to the building construction.

(e) Adequate combustion and circulating air shall be provided. (See paragraph 5 (a).)

8.12—Floor Furnaces.

(a) Listed floor furnaces may be installed in combustible floors. Unlisted floor furnaces shall not be installed in combustible floors.

(b) A separate manual main shut-off valve shall be provided ahead of all controls, and a union connection shall be provided downstream from this valve to permit removal of the controls of the floor furnace.

(c) Fixed ventilation by means of a duct or grille, arranged to supply air from a permanently ventilated attic or underfloor space, shall be provided to any confined space which encloses the floor furnace. The duct or grille shall be screened and have a free area at least twice the free area of the vent collar of the floor furnace or one square inch per 1,000 B.T.U. per hour of gas input, whichever is the greater, and shall be installed in such a manner as to insure proper combustion.

(d) The following are requirements that will serve in properly placing the furnace or furnaces to serve one story:

1. No floor furnace shall be installed in the floor of any aisle or passageway of any auditorium, public hall or place of assembly, or in any exitway from any such room or space.

2. Walls and Corners: With the exception of wall-register models, a floor furnace shall not be placed closer than 6 inches to the nearest wall, and wall-register models shall not be placed closer than 6 inches to a corner.

3. Draperies: The furnace shall be so placed that a door, drapery, or similar object cannot be nearer than 12 inches to any portion of the register of the furnace.

4. Central Location: Generally speaking, the more central the location, the better, favoring slightly the sides exposed to the prevailing winter winds.

(e) The floor around the furnace shall be braced and headed with a framework of material not lighter than the joists.

(f) Means shall be provided to support the furnace when the floor grille is removed.

(g) The lowest portion of the floor furnace shall have at least a 6-inch clearance from the general

ground level, except that where the lower 6-inch portion of the floor furnace is sealed by the manufacturer to prevent entrance of water, the clearance may be reduced to not less than 2 inches. When these clearances are not present, the ground below and to the sides shall be excavated to form a "basin-like" pit under the furnace so that the required clearance is provided beneath the lowest portion of the furnace. A 12-inch clearance shall be provided on all sides except the control side, which shall have an 18-inch clearance.

(h) Provision shall be made for access to the furnace by means of an opening in the foundation wall of at least 18 by 24 inches or through a trap door of at least 24 by 24 inches, located at some convenient point, and a clear and unobstructed passageway to the furnace at least 18 inches high by 24 inches wide.

(i) Whenever the excavation exceeds 12 inches or water seepage is likely, a water-tight copper pan, concrete pit, or other suitable material shall be used. A copper pan shall be made of not less than 16 ounce per square foot sheet copper. The pan shall be anchored in place, so as to prevent floating, and the walls shall extend at least 4 inches above the ground level, with 12-inch clearances on all sides except the control side, which shall have 18-inch clearance. When the equipment is sealed by the manufacturer to meet this condition, the pan or pit may be omitted if not required for maintaining a dry condition for service access.

(j) Floor furnaces shall be protected, where necessary, against severe wind conditions.

(k) Listed gas floor furnaces may be installed in an upper floor provided the furnace assembly projects below into a utility room, closet, garage, or similar nonhabitable space. In such installations, the floor furnace shall be enclosed completely (entirely separated from the nonhabitable space) with means for air intake to meet the provisions of paragraph 12 (c) with access facilities for servicing on the control side with minimum furnace clearances of 6 inches to all sides and bottom, and with the enclosure constructed of Portland cement, plaster on metal lath or material of equal fire resistance.

8.13—Duct Furnaces.

(a) Listed gas-fired duct furnaces shall be installed with clearances of at least six inches between adjacent walls, ceilings and floors of combustible construction and the appliance, projecting flue box or draft hood, except that duct furnaces listed for installation at lesser clearance may be installed in accordance with their listings. In no case shall the clearance be such as to interfere with the requirements for combustion air and accessibility. (See paragraphs 5 (a) and 13 (d).) Unlisted duct furnaces shall be installed with clearances to combustible construction in accordance with the requirements for central heating furnaces and boilers, paragraph 10 (b). Combustible floors under unlisted duct furnaces shall be protected.

(b) A duct furnace shall be erected and firmly supported in accordance with the manufacturer's instructions.

(c) The installation of duct furnaces shall be such as to make them accessible for cleaning the heating surfaces, removal of burners, replacement of sections, controls, draft hoods and other working

parts, and for adjustment of parts requiring such attention.

(d) The ducts connected to or enclosing duct furnaces shall have removable access panels on both upstream and downstream sides of the furnace.

(e) The controls and draft hoods for duct furnaces shall be located outside the ducts. The draft hood shall be located in the same enclosure from which combustion air is taken.

(f) Circulating air shall not be taken from the same enclosure in which the furnace is located.

(g) Duct furnaces when used in conjunction with a refrigeration system shall not be located downstream from the evaporator coil.

8.14—Conversion Burners.

(a) Installation of conversion burners shall conform to American Standard Requirements for Installation of Domestic Gas Conversion Burners or its equivalent.

8.15—Gas-Fired Unit Heaters.

(a) Suspended type gas-fired unit heaters shall be safely and adequately supported with due consideration given to their weight and vibration characteristics.

(b) Listed gas-fired unit heaters shall be installed with minimum clearances of six inches between the appliance, projecting flue box or draft hood and combustible construction. The control side of a unit heater shall be spaced not less than 18 inches from any wall or partition. Unlisted unit heaters shall be installed with clearances to combustible construction of not less than 18 inches. Combustible floors under unlisted floor mounted unit heaters shall be protected.

(c) The location of any unit heater or the duct work attached thereto shall be such that a negative pressure will not be created in the room in which the unit heater is located.

(d) A unit heater shall not be attached to a warm air duct system unless listed for such installation.

(e) Unit heaters installed in garages for more than 3 motor vehicles or in aircraft hangars shall be of a type listed for such use and be installed at least 8 feet above the floor.

8.16—Clothes Dryers.

(a) Listed clothes dryers shall be installed with minimum clearances of 6 inches from adjacent combustible construction, except that clothes dryers listed for installation at lesser clearances may be installed in accordance with their listings. A minimum clearance of 16 inches shall be provided between the top of the flue and the lower surface of any combustible material located above the dryer. Unlisted clothes dryers shall be installed with clearances to combustible construction of not less than 18 inches. Combustible floors under unlisted clothes dryers shall be protected.

(b) Gas-fired clothes dryers installed for multiple family use shall be equipped with approved automatic pilots.

(c) Exhaust Moisture. When gas-fired clothes dryers are installed within the living area of a dwelling, moisture exhaust ducts shall be installed in accordance with clearances for high temperature duct systems in accordance with NFPA Standards for the Installation of Residence Type Warm Air

Heating and Air Conditioning Systems or its equivalent.

8.17—Gas-Fired Incinerators.

(a) Listed gas-fired incinerators shall be installed as close as practicable to a chimney and with at least 12 inches clearance between sides and combustible construction, except that appliances listed for installation at lesser clearances may be installed in accordance with their listing. In no case shall the clearance be such as to interfere with the requirements for combustion air and accessibility. (See paragraphs 5 (a) and 5 (d).) Incinerators of the wall type shall be installed in a noncombustible wall communicating directly with a chimney flue. Unlisted incinerators shall be installed with clearances to combustible construction of not less than 18 inches and shall not be installed on combustible floors unless the floor under the appliance is protected.

(b) No draft hood shall be connected into the smoke pipe of an incinerator. Where conditions permit, it is preferable to have the smoke pipe connected to a separate chimney flue. (See paragraph 27 (g).)

(c) Smoke pipes shall have at least 18 inches clearance from combustible construction and shall not pass through combustible construction unless guarded at the point of passage, as specified in paragraph 26 (h) 1.

(d) The smoke pipe from an incinerator to a Type A flue or vent shall be galvanized steel of a thickness at least No. 24 U. S. Standard Gauge, or of material having equivalent or superior heat and corrosion resistant properties, and the joints shall be secured by sheet metal screws.

8.18—Gas Refrigerators.

(a) Gas refrigerators shall be provided with adequate clearances for ventilation at the top and back. They shall be installed in accordance with the manufacturer's instructions. If such instructions are not available, at least two inches shall be provided between the back of the refrigerator and the wall and at least a 12-inch clearance above the top.

8.19—Hot Plates and Laundry Stoves.

(a) Listed domestic hot plates and laundry stoves when installed on combustible surfaces shall be set on their own legs or bases. They shall be installed with minimum horizontal clearances of 6 inches from combustible construction. Unlisted domestic hot plates and laundry stoves shall be installed with horizontal clearances to combustible construction of not less than 12 inches. Combustible surfaces under unlisted domestic hot plates and laundry stoves shall be protected.

(b) The vertical distance between tops of all domestic hot plates and laundry stoves and combustible construction shall be at least 36 inches.

8.20—Hotel and Restaurant Ranges, Deep-Fat Fryers and Unit Broilers.

(a) Listed hotel and restaurant ranges, deep-fat fryers and unit broilers, when set on their own bases or legs, may be installed on unprotected combustible floors unless marked "For use only in fire-proof locations."

(b) Hotel and restaurant ranges, deep-fat fryers, and unit broilers, which are not listed for mounting on a combustible floor shall be mounted on fire-resistant floors or be mounted in accordance with one of the following paragraphs, or in some manner substantially equivalent thereto that is acceptable to the administrative authority.

1. Where the appliance is set on legs which provide not less than 18 inches open space under the base of the appliance, or where it has no burners and no portion of any oven or broiler within 18 inches of the floor, it may be mounted on a combustible floor without special floor protection, provided there is at least one sheet metal baffle between the burner and the floor.

2. Where the appliance is set on legs which provide not less than 8 inches open space under the base of the appliance, it may be mounted on combustible floors, provided the floor under the appliance is protected with not less than $\frac{3}{8}$ inch asbestos mill board covered with sheet metal of not less than 24 U. S. Standard Gauge. The above specified floor protection shall extend not less than 6 inches beyond the appliance on all sides.

3. Where the appliance is set on legs which provide not less than 4 inches under the base of the appliance, it may be mounted on combustible floors, provided the floor under the appliance is protected with hollow masonry not less than 4 inches in thickness covered with sheet metal of not less than 24 U. S. Standard Gauge. Such masonry courses shall be laid with ends unsealed and joints matched in such a way as to provide for free circulation of air through the masonry. The hollow masonry shall be kept in place by a holding strip fastened to the floor on all four sides. The ends of hollow masonry shall be not less than 3 inches from any wall or obstruction.

4. Where the appliance does not have legs at least 4 inches high, it may be mounted on combustible floors, provided the floor under the appliance is protected by two courses of 4-inch hollow clay tile or equivalent with courses laid at right angles and with ends unsealed and joints matched in such a way as to provide for free circulation of air through such masonry courses and covered with steel plate not less than $\frac{3}{16}$ -inch in thickness. The tile shall be kept in place by a holding strip fastened to the floor on all four sides. The ends of the tile shall be not less than 3 inches from any wall or obstruction.

(c) Listed hotel and restaurant ranges, deep-fat fryers and unit broilers shall be installed at least 6 inches from combustible construction except that at least a 2-inch clearance shall be maintained between the flue box or draft hood and combustible construction. Appliances designed and marked "For use only in fireproof locations" shall not be installed elsewhere.

(d) Unlisted hotel and restaurant ranges, deep-fat fryers and unit broilers shall be placed not closer than 18 inches to any combustible construction, unless such combustible construction is protected by sheet metal of not less than 26 U. S. Standard Gauge. This sheet metal shall be fastened to the combustible construction by thimbles, spaced at not less than 2-foot vertical and horizontal intervals, and provide 1.5 inch clearance between the sheet and combustible construction. In such cases,

the clearance between the sheet and the appliance shall be not less than $4\frac{1}{2}$ inches. Where sheet metal protection is used, the protection shall extend at least 12 inches beyond the back, side, top or any other part of the appliance and the space between the sheet metal and combustible construction shall be open on both sides or top and bottom to permit circulation of air.

(e) Any portion of combustible construction adjacent to a cooking top section of a hotel or restaurant range, even though certified for close-to-wall installation, which is not shielded from the wall by a high shelf, warming closet, etc., shall be protected as specified in paragraph 20 (d) for a distance of at least 2 feet above the surface of the cooking top.

(f) All hotel and restaurant ranges, deep-fat fryers and unit broilers shall be installed level on a firm foundation.

(g) Adequate means shall be provided to properly ventilate the space in which hotel and restaurant equipment is installed to permit proper combustion of the gas. When exhaust fans are used for ventilation, special precautions may be required to avoid interference with the operation of the equipment.

8.21—Gas Counter Appliances.

(a) A vertical distance of not less than 48 inches shall be provided between the top of all commercial hot plates and griddles and combustible construction.

(b) Listed gas counter appliances, such as commercial hot plates and griddles, food and dish warmers, coffee brewers and urns, waffle bakers and hot water immersion sterilizers, when installed on combustible surfaces shall be set on their own base or legs, and shall be installed with a minimum horizontal clearance of 6 inches from combustible construction.

(c) Unlisted commercial hot plates and griddles shall be installed with a horizontal clearance from combustible construction of not less than 18 inches. Unlisted gas counter appliances, such as coffee brewers and urns, waffle bakers and hot water immersion sterilizers, shall be installed with a horizontal clearance from combustible construction of not less than 12 inches. Gas counter appliances may be installed with lesser clearances than specified above where the combustible construction is protected in an approved manner. Unlisted food and dish warmers shall be installed with a horizontal clearance from combustible construction of not less than 6 inches. Combustible surfaces under unlisted gas counter appliances shall be protected.

8.22—Portable Gas Baking and Roasting Ovens.

(a) Listed portable gas baking and roasting ovens shall be installed at least 6 inches from combustible construction, except that at least a 2-inch clearance shall be maintained between the flue box or draft hood and combustible construction. Appliances designed and marked "For use only in fireproof locations" shall not be installed elsewhere. Unlisted portable baking and roasting ovens shall be installed with clearances to combustible construction of not less than 18 inches. Combustible floors under unlisted portable gas baking and roasting ovens shall be protected.

8.23—Venting of Appliances.

(a) Room heaters in sleeping quarters for use of transients, or in institutions such as homes for the aged, sanatoriums, convalescent homes, orphanages, etc., shall be flue connected or otherwise vented to carry off the products of combustion.

(b) Requirements for Venting. Gas appliances are here divided into three classifications:

Appliances required to be vented.

Appliances not required to be vented—no limitations.

Appliances not required to be vented—subject to limitations.

1. APPLIANCES REQUIRED TO BE VENTED:

Appliances of the following types shall be flue or vent connected or provided with other approved means for exhausting the flue gases to the outside atmosphere:

A. Central heating appliances including steam and hot water boilers, warm air furnaces, floor furnaces and vented recessed heaters.

B. Unit heaters and duct furnaces,

C. Gas-fired incinerators,

D. Water heaters with inputs over 5,000 Btu per hour (see 23 (b) 3A for exceptions),

E. Room heaters listed for vented use only. (See 23 (a) covering installations in sleeping quarters and in institutions.) This includes the space heating sections of bungalow gas ranges,

F. Appliances equipped with gas conversion burners,

G. Appliances which have draft hoods supplied by the appliance manufacturer (except room heaters, listed for either vented or unvented use; see 23 (a) covering installations in sleeping quarters and in institutions—and water heaters; see 23 (b) 3A for exceptions), and

H. Unlisted appliances.

2. APPLIANCES NOT REQUIRED TO BE VENTED—NO LIMITATIONS:

A. Listed gas ranges,

B. Listed hot plates and laundry stoves, and

C. Listed domestic clothes dryers (see 16 (c) covering installation requirements of clothes dryers).

3. APPLIANCES NOT REQUIRED TO BE VENTED—SUBJECT TO LIMITATIONS:

A. Listed automatic storage type water heaters installed in full basements or private garages provided they comply with requirements outlined in paragraphs below,

B. Listed gas refrigerators,

C. Counter appliances,

D. Room heaters listed for unvented use (see 23 (a) prohibiting installations in sleeping quarters and in institutions), and

E. Other appliances listed for unvented use and not provided with flue collars.

The appliances named in 23 (b) 3 may be installed without flue or vent connections when the aggregate input rating (s) does not exceed 30 Btu per hour per cubic foot of room or space in which they are installed. Where the room or space in which they are installed is directly connected to another room or space by a doorway, archway, or other opening of comparable size, which cannot be closed, the volume of such adjacent room or space may be included in the calculations.

8.24—Draft Hoods

(a) Every vented appliance, except incinerators, dual oven type combination ranges, and units designed for power burners or for forced venting, shall have a draft hood. If the draft hood is not a part of the appliance or supplied by the appliance manufacturer, it shall be supplied by the installer and in the absence of other instructions shall be the same size as the appliance flue collar.

(b) Where the draft hood is a part of the appliance or is supplied by the appliance manufacturer it shall be installed without alteration in accordance with the manufacturer's instructions. In the absence of manufacturer's instructions the draft hood shall be attached to the flue collar of the appliance or as near to the appliance as conditions permit. In no case shall a draft hood be installed in a false ceiling, in a different room, or in any manner that will permit a difference in pressure between the draft hood relief opening and the combustion air supply.

(c) A draft hood shall be installed in the position for which it was designed with reference to the horizontal and vertical planes and shall be so located that the relief opening is not obstructed by any part of the appliance or adjacent construction.

(d) Where the installer must supply a draft hood of special design, advice of the local gas company or the State Fire Marshal as to its use should be secured.

8.25—Types of Flues or Vents.

(a) Type A flues or vents shall be employed for venting:

1. All incinerators.

2. All appliances which may be converted readily to the use of solid or liquid fuels.

3. All boilers and warm-air furnaces except where the proper administrative authorities approve the use of Type B gas flues or vents.

(b) Type B gas flues or vents shall be used only with approved gas appliances which produce flue gas temperatures not in excess of 550°F. at the outlet of the draft hood when burning gas at the manufacturer's normal input rating and not specified by paragraph 25 (a) to be vented to Type A flues or vents.

(c) For the purpose of this provision listed appliances, with the exception of incinerators and conversion burners, may be accepted as producing flue gas temperatures not in excess of 550°F. at the outlet of the draft hood.

(d) Type C gas flues or vents shall be used only for runs directly from the space in which the appliance is located through the roof or exterior wall to the outer air. Such flues or vents shall not pass through any attic or concealed space nor through any floor. Installation with reference to clearance to combustible construction and passage through wall or roof shall comply with provisions of paragraphs 26 (g) and 26 (h) 1.

8.26—Flue or Vent Connectors.

(a) The material used for the flue or vent connector shall be resistant to corrosion and be of sufficient thickness to withstand damage. Where a question arises as to the suitability of a particular material, the State Fire Marshal should be consulted.

(b) The flue or vent connector shall be installed so as to avoid short turns or other constructional features which would create excessive resistance to the flow of flue gases.

(c) The flue or vent connector shall maintain a pitch or rise from the appliance to the flue or vent. A rise as great as possible, at least 1/4 inch to the foot (horizontal length), shall be maintained. The horizontal run shall be free from any dips or sags.

(d) Wherever sufficient headroom is available, appliances having a horizontal flue outlet shall be provided with a vertical run of flue or vent connector before the horizontal run. To minimize frictional resistance in the connector, it is recommended that 45° elbows be used.

(e) The horizontal run of the connector shall be as short as possible and the appliance shall be located as near the flue or vent as practicable. The maximum length of horizontal run shall not exceed 75% of the height of the flue or vent.

(f) Flue or vent connectors shall be securely supported.

(g) Where flue or vent connectors pass through partitions of combustible construction, ventilated thimbles shall be used. Minimum clearances from combustible construction to flue or vent connectors for listed appliances are shown in Table 5. For unlisted appliances the minimum clearance shall be 9 inches from metal flue or vent connectors except for incinerators where the minimum clearance shall be 18 inches.

Table 5
FLUE OR VENT CONNECTOR CLEARANCES
FOR LISTED APPLIANCES

Appliance	Minimum Distance from Combustible Construction	
	Metal Flue or Vent Connectors	Type B Flue or Vent Connectors
Boiler	6 inches	1 inch
Warm Air Furnace	6 inches	1 inch
Water Heater	6 inches	1 inch
Space Heater	6 inches	1 inch
Floor Furnace	9 inches	3 inches
Incinerator	18 inches	Not permitted

(h) Flue or vent connectors, other than Type B, shall not pass through any combustible walls or partitions unless they are guarded at the point of passage by ventilated metal thimbles not smaller than the following:

1. For listed appliances, except floor furnaces and incinerators—4 inches larger in diameter than the flue or vent connector, unless there is a run of not less than 6 feet of flue or vent connector in the open, between the draft hood outlet and the thimble, in which case the thimble may be 2 inches larger in diameter than the flue or vent connector.

2. For listed floor furnaces and all unlisted appliances, except incinerators—6 inches larger in diameter than the flue or vent connector.

3. For incinerators—12 inches larger in diameter than the flue or vent connector.

(i) The flue or vent connector shall not be smaller than the size of the flue collar or the size of the outlet of the draft hood supplied by the manufacturer of a gas-designed appliance. Where the appliance has more than one flue outlet, and in

the absence of the manufacturer's specific instructions, the flue or vent connector shall equal the combined area of the flue outlets for which it acts as a common connector to the flue or vent.

Table 6
CLEARANCES WITH SPECIFIED FORMS OF PROTECTION

Type of Protection	Where the required clearance with no protection is:		
	6 Inches Clearance Reduced to	9 Inches Clearance Reduced to	18 Inches Clearance Reduced to
1/4 in. asbestos millboard spaced out 1 in. with noncombustible spacers	3 inches	6 inches	12 inches
28 gauge sheet metal on 1/4 in. asbestos millboard	2 inches	4 inches	12 inches
28 gauge sheet metal spaced out 1 in. with noncombustible spacers	2 inches	4 inches	9 inches

(j) No manually operated damper shall be placed in any flue or vent connector. Fixed baffles ahead of draft hoods are not classified as dampers.

(k) A flue or vent connector shall not be connected to a chimney flue having a fireplace opening unless the opening is permanently sealed.

8.27—Flues or Vents (Natural Draft Venting).

(a) Before connecting a flue or vent connector, the flue or vent shall be examined to ascertain that it is properly constructed, clear, and will freely conduct the products of combustion to the outer air.

(b) The flue or vent to which the flue or vent connector is connected shall in no case be less than the area of 3-inch diameter pipe. When more than one appliance vents into a flue or vent, the flue or vent areas shall be not less than the area of the largest flue or vent connector plus 50 per cent of the areas of the additional flue or vent connectors. An elliptical flue or vent may be used, provided its flue gas venting capacity is equal to the capacity of round pipe for which it is substituted.

(c) The flue or vent shall extend high enough above the building or other neighboring obstruction so that wind from any direction will not strike the flue or vent from an angle above horizontal.

(d) In entering a chimney flue, the connection shall be above the extreme bottom to avoid stoppage. Means shall be employed which will prevent the flue or vent connector from entering so far as to unduly restrict the space between its end and the opposite wall of the chimney. A thimble or slip joint may be used to facilitate removal of the flue or vent connector for cleaning.

(e) Cleanouts shall be of such construction that they will remain tightly closed when not in use.

(f) An automatically controlled gas appliance connected to a flue which also serves equipment for the combustion of solid or liquid fuel shall be equipped with an automatic pilot. A gas appliance flue or vent connector and a smoke pipe from an appliance burning another fuel may be connected into the same flue through separate openings, or may be connected through a single opening if joined by a Y fitting, located as close as practical to the flue. If two or more openings are provided into one flue they shall be at different levels.

8.28—Outside Flues or Vents.

(a) When a flue or vent must be installed on the outside of the building, it shall be securely supported. A capped "tee" shall be installed at base of the riser, with an opening to drain off condensate. A suitable vent cap which does not obstruct or reduce the effective cross-sectional area of the flue or vent outlet shall be placed on top of the riser.

8.29—Gas Meter Installation.**(a) Location.**

1. Gas meters shall be installed as near as practicable to the point where the service enters the building and shall be so located as to be readily accessible for examination, reading and replacement.

2. The gas meter shall not be installed in a small, unventilated or confined space.

3. A gas meter shall not be placed where it will be subjected to damage, such as in driveways, public passages, halls, coal bins, etc., or where it will be subjected to excessive corrosion.

4. Gas meters shall be located at a safe distance from equipment where there is an unguarded flame, or the possibility of electric sparks. It is desirable to avoid extreme temperatures and sudden extreme changes in temperature.

5. All piping from the point where the service enters the building to the meter shall be exposed and accessible.

(b) Gas Meter Supports.

1. Gas meters shall be adequately supported and connected to the piping so as not to exert undue strain on the connection.

(c) Capacity of Meter.

1. The demand of common domestic appliances may be obtained from the nameplate on the appliance or from the manufacturer, and it is customary to allow a reasonable diversity factor to arrive at the simultaneous demand, or meter capacity required. In practice, it is customary to anticipate not more than 0.5 inch water column drop in pressure through the meter.

APPENDIX A

Minimum Required Rate of Discharge in cubic feet per minute of air at 120 per cent of the maximum permitted start to discharge pressure for safety relief valves to be used on containers other than those constructed in accordance with Interstate Commerce Commission specification.

Surface area—Total outside surface area of container in square feet.

When the surface area is not stamped on the name plate or when the marking is not legible, the area can be calculated by using one of the following formulas:

(1) Cylindrical container with hemispherical heads. Area=Overall length \times outside diameter \times 3.1416.

(2) Cylindrical container with semiellipsoidal heads. Area=(Overall length \div .3 outside diameter) \times outside diameter \times 3.1416.

(3) Spherical container. Area=Outside diameter squared \times 3.1416.

Surface Area Sq. Ft.	Flow Rate CFM Air	Surface Area Sq. Ft.	Flow Rate CFM Air	Surface Area Sq. Ft.	Flow Rate CFM Air
20	626	170	3620	600	10170
25	751	175	3700	650	10860
30	872	180	3790	700	11550
35	990	185	3880	750	12220
40	1100	190	3960	800	12880
45	1220	195	4050	850	13540
50	1330	200	4130	900	14190
55	1430	210	4300	950	14830
60	1540	220	4470	1000	15470
65	1640	230	4630	1050	16100
70	1750	240	4800	1100	16720
75	1850	250	4960	1150	17350
80	1950	260	5130	1200	17960
85	2050	270	5290	1250	18570
90	2150	280	5450	1300	19180
95	2240	290	5610	1350	19780
100	2340	300	5760	1400	20380
105	2440	310	5920	1450	20980
110	2530	320	6080	1500	21570
115	2630	330	6230	1550	22160
120	2720	340	6390	1600	22740
125	2810	350	6540	1650	23320
130	2900	360	6690	1700	23900
135	2990	370	6840	1750	24470
140	3080	380	7000	1800	25050
145	3170	390	7150	1850	25620
150	3260	400	7300	1900	26180
155	3350	450	8040	1950	26750
160	3440	500	8760	2000	27310
165	3530	550	9470		

Flow Rate-CFM Air=Required flow capacity in cubic feet per minute of air at standard conditions, 60°F. and atmospheric pressure (14.7 psia).

The rate of discharge may be interpolated for intermediate values of surface area. For containers with total outside surface area greater than 2,000 square feet, the required flow rate can be calculated using the formula, Flow Rate-CFM Air=53.632 A 0.82.

Where A=total outside surface area of the container in square feet.

Valves not marked "Air" have flow rate markings in cu. ft. per minute of liquefied petroleum gas that were calculated by using the factors listed below. These same factors may be used to reconvert to cu. ft. per minute of air for use in present Appendix A.

Air Conversion Factors Container Type				
100	125	150	175	200
1.162	1.142	1.113	1.078	1.010

APPENDIX B

MINIMUM REQUIRED RATE OF DISCHARGE FOR SAFETY RELIEF VALVES FOR LIQUEFIED PETROLEUM GAS VAPORIZERS (STEAM HEATED, WATER HEATED AND DIRECT FIRED.)

The minimum required rate of discharge for relief valves shall be determined as follows:

1. Obtain the total surface area by adding the surface area of vaporizer shell in square feet di-

rectly in contact with LP-Gas and the heat exchange surface area in square feet directly in contact with LP-Gas.

2. Obtain the minimum required rate of discharge in cubic feet of air per minute, at 60°F. and 14.7 p.s.i.a. from Appendix A for this total surface area.

APPENDIX C

METHOD OF CALCULATING MAXIMUM LIQUID VOLUME WHICH CAN BE PLACED IN A CONTAINER AT ANY LIQUID TEMPERATURE

The quantity of LP-Gas which may be placed in a container is dependent upon the temperature of the liquid and the maximum permitted filling density in addition to the size of the container.

The filling density depends on: The size of tank, whether it is installed aboveground or underground, and the specific gravity of the liquid LP-Gas at 60°F. placed in the container. Filling density values are given in Section B.12. The liquid temperature should be obtained by measuring the temperature of the liquid LP-Gas in the container with a thermometer placed in a thermometer well installed in the tank.

Knowing the liquid temperature and the filling density, the maximum volume of liquid LP-Gas which may be placed in a container can be determined as follows:

$$V = \frac{D}{G \times F}$$

Where

V=maximum liquid volume (in per cent of total container capacity) which shall be placed in a container when the liquid temperature is T.

D=filling density from B.12 (a) in per cent.

G=specific gravity of LP-Gas at 60°F. placed in container.

F=correction factor found in table in NFPA Standards, pamphlet No. 58.

T=temperature of liquid LP-Gas in container in degrees Fahrenheit.

After obtaining V from the above formula the actual maximum gallons of LP-Gas which may be placed in a container is obtained by multiplying the water capacity of the container by $\frac{V}{100}$.

APPENDIX E

METHOD OF CALCULATING MAXIMUM VOLUME OF LP-GAS WHICH CAN BE PLACED IN A CONTAINER FOR WHICH LENGTH OF FIXED DIP TUBE IS SET

1. It is impossible to set out in a table the length of a fixed dip tube for various capacity tanks because of the varying tank diameters and lengths and because the tank may be installed either in a vertical or horizontal position. Knowing the maximum permitted filling volume in gallons, however, the length of the fixed tube can be determined by the use of a strapping table obtained from the container manufacturer. The length of the fixed tube should be such that when its lower end touches the surface of the liquid in the container, the contents of the container will be the maximum permitted volume as determined by the following formula:

2. Formula for determining maximum volume of Liquefied Petroleum gas for which a fixed length of dip tube shall be set.

Water Cap. (Gals.) of Container x Filling Density		Maximum
<hr/>		= Volume
Sp. Gr. of LP-Gas x volume		of
Correction Factor x 100		LP-Gas
<hr/>		
Volume Correction Factors		
Specific Gravity	Aboveground	Underground
0.500	1.033	1.017
.510	1.031	1.016
.520	1.029	1.015
.530	1.028	1.014
.540	1.026	1.013
.550	1.025	1.013
.560	1.024	1.012
.570	1.023	1.011
.580	1.021	1.011
.590	1.020	1.010

3. The maximum volume of Liquefied Petroleum gas which can be placed in a container when determining the length of the dip tube expressed as a percentage of total water content of the container is calculated by the following formula:

$$\frac{\text{Maximum Vol. of LP-Gas (From Formula in (2) above)} \times 100}{\text{Total water content of container in gallons}} = \text{Maximum Per Cent of LP-Gas}$$

4. The maximum weight of Liquefied Petroleum gas which may be placed in a container for determining the length of a fixed dip tube is determined by multiplying the maximum volume of liquefied petroleum gas obtained by the formula in (2) above by the pounds of liquefied petroleum gas in a gallon at 40°F. for aboveground and at 50°F. for underground containers. For example typical pounds per gallon are specified below:

	Aboveground pounds per gallon	Underground pounds per gallon
Propane	4.37	4.31
N. Butane.....	4.97	4.92

[Filed August 21, 1957]

FLAMMABLE LIQUIDS CODE
DIVISION I

Promulgated under authority of Chapter 101 of the Code

[Filed October 8, 1957]

Provisions of General Application

101—Definitions

101-01 "Approved" is defined as being acceptable to the State Fire Marshal. Any equipment, device or procedure which bears the stamp of approval of or meets applicable standards prescribed by an organization of national reputation such as the Interstate Commerce Commission, Underwriters Laboratories, Inc., Factory Mutual Laboratories, American Society for Testing Materials, National Board of Fire Underwriters, National Fire Protection Association, American Society of Mechanical Engineers, American Petroleum Institute or American

Standards Association, which undertakes to test and approve or provide standards for equipment, devices or procedures of the nature prescribed in these regulations shall be deemed acceptable to the State Fire Marshal.

101-02 "Barrel" shall mean a volume of 42 U. S. gallons.

101-03 "Crude Petroleum" shall mean hydrocarbon mixtures that have a flash point below 150° F. and which have not been processed in a refinery.

101-04 "Flammable Liquid" shall mean any liquid having a flash point below 200° F. and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100° F.

Flammable liquids shall be divided into three classes as follows:

CLASS I shall include those having flash points at or below 20° F.

Typical examples are: Ether, gasoline, benzol, collodion, acetone, carbon disulphide (disulphide), methyl acetate.

CLASS II shall include those having flash points above 20° F. but at or below 70° F.

Typical examples are: Denatured alcohol, toluol, methyl alcohol.

CLASS III shall include those having flash points above 70° F.

Typical examples are: Kerosene, amyl alcohol, turpentine, mineral spirits, stoddard solvent, fuel oil.

The volatility of flammable liquids is increased when artificially heated to temperatures equal to or higher than their flash points. When so heated Class II and III liquids shall be subject to the applicable requirements for Class I or II liquids. High flash point liquids which otherwise would be outside of the scope of these regulations, may be subjected thereto when they are so heated.

101-05 "Flash Point" shall mean the minimum temperature in degrees Fahrenheit at which a flammable liquid will give off flammable vapor as determined by appropriate test procedure and apparatus as specified below.

The flash point of flammable liquids having a flash point below 175° F. (79° C.) shall be determined in accordance with the Standard Method of Test for Flash Point by Means of the Tag Closed Tester (A.S.T.M. D56-52).

The flash point of flammable liquids having a flash point of 175° F. or higher shall be determined in accordance with the Standard Method of Test for Flash Point by Means of the Pensky-Martens Closed Tester (A.S.T.M. D93-52).

101-06 "NFPA" means the National Fire Protection Association.

101-07 "Vapor Pressure" shall mean the pressure, measured in pounds per square inch (absolute) exerted by a volatile liquid as determined by the "Standard Method of Test for Vapor Pressure of Petroleum Products (Reid Method)," (A.S.T.M. D323-55). This method is also the standard for the American Standards Association (A.S.A. Z11.44-1955).

102—Modifications

Modifications of the requirements of these regulations may be obtained upon application therefor in writing to the State Fire Marshal in individual cases (a) where specifically provided for in these regulations, (b) where strict compliance is impracticable or would result in hardship to the applicant and the departure sought would not constitute a distinct hazard to life or adjoining property and (c) to the extent necessary to permit replacement of existing facilities that are in unserviceable or hazardous condition.

DIVISION II

Storage, Handling and Use

CHAPTER I

General Provisions

101—Application and Scope

101-01 **Application:** These regulations shall apply to all persons, firms, corporations, copartnerships, governmental agencies except Federal, and voluntary associations storing, handling or using flammable liquids, and to the owner or lessee of any building, premises, or equipment in or on which flammable liquids are stored, handled, or used.

101-02 **Scope:** The regulations in this Division II shall apply to flammable liquids as hereinbefore defined; except that they shall not apply to the transportation of flammable liquids in bulk nor to transportation when in conformity with Interstate Commerce Commission regulations or regulations lawfully on file with and approved by the Interstate Commerce Commission.

102—Retroactivity

102-01 Insofar as the regulations in this Division II cover operational practice or use of containers, they shall apply and be enforced as to all plants, stations, establishments and facilities, wherein or whereon flammable liquids are stored, handled or used, whether existing and in service as of the effective date of this act or subsequently established or placed in service. Regulations covering physical installations shall apply to all plants, stations, establishments and facilities erected or installed or first devoted to flammable liquid storage, handling, or use on or after the effective date of these regulations and, to the extent specifically provided for or to the extent necessary to eliminate any distinct hazard to life or adjoining property, shall apply to existing establishments and facilities devoted to storage, handling or use of flammable liquid prior to the effective date of these regulations. For purposes of this section, nonconformity with the regulations in this chapter, existing as of the effective date thereof,

(1) With respect to the location or arrangement of buildings, tanks, platforms or docks, or to spacing or clearances between these installations or between these installations and adjoining property lines, shall not be deemed to be distinctly hazardous and may be allowed to continue;

(2) With respect to vents or pressure relief devices on tanks, control valves on tanks or in piping systems, ventilation or sources of ignition shall be

deemed distinctly hazardous and shall be corrected or eliminated;

(3) Otherwise than as covered in (1) or (2) of this subsection -01 and otherwise than with respect to operational practice and container use shall be subject to evaluation as provided in subsection 102-02 before any order for the elimination thereof is issued.

At any plant, station or establishment existing and devoted to flammable liquid use as of the effective date of these regulations, existing non-conformity the continuance of which is allowed under the foregoing provisions shall not prevent the installation of additional or replacement facilities which in and of themselves are in conformity with these regulations.

102-02 Where under the regulations in this Division II the application of a requirement to an establishment or facility is conditioned upon a determination of need or upon a determination of whether the continuance of a nonconformity existing as of the effective date of these regulations will or will not constitute a distinct hazard, then before any determination is made or order issued in the premises, the proprietor of the establishment or facility to be affected shall be given an opportunity to be heard with at least 10 days' written notice of time and place. In the evaluation due consideration shall be given to all existing protection and fire safety devices and the extent to which they eliminate or modify the need or hazard.

102-03 **Correction or Elimination of Existing Nonconformity in Physical Installations:** Where required correction or elimination of existing nonconformity necessitates the obtaining and installation of additional devices or structural protection or the emptying or temporary non-use of one or more facilities, then a reasonable time, considering the amount of work to be done, the availability of materials, and the need for continued operation of the facility, shall be allowed therefor. Provided that when work involving reconstruction or modernization of storage facilities is undertaken at a location then any required elimination or correction of nonconformity thereat shall be made in the course of such work. Provided, further, however, that where practical difficulties are encountered in accomplishing required elimination of nonconformity at any location, an extension or further extension beyond the time specified in any order therefor may be obtained upon written application to the State Fire Marshal setting forth supporting facts.

103—Approval of Plans for Installation for Storage, Handling or Use of Flammable Liquids

103-01 Except as otherwise provided in paragraphs -1 and -2 of this subsection 103-01, before any construction or new or additional installation for the storage, handling or use of flammable liquids is undertaken in bulk plants, service stations and processing plants, drawings or blueprints thereof made to scale shall be submitted to the State Fire Marshal with an application, all in duplicate, for his approval. Within a reasonable time (ten days) after receipt of the application with drawings or blueprints, the State Fire Marshal will cause the same to be examined and if he finds that they con-

form to the applicable requirements of this Division, as written or as modified pursuant to Section 102 of Division I, shall forthwith signify his approval of the application either by endorsement thereon or by attachment thereto, retain one copy for his files and return to the applicant the other copy plus any additional copies submitted by the applicant. If the drawings or blueprints do not conform to the applicable requirements of this Division as written or as modified as aforesaid, he shall within the time aforesaid notify the applicant accordingly.

103-01-1 If proposed construction or installation is to be located within a local jurisdiction which requires that a local permit be first obtained, the drawings or blueprints shall be submitted to the appropriate local official or body with the application for permit and then except in case of dispute need not be submitted to the State Fire Marshal. The local official or body, as a condition to the issuance of the permit, shall require compliance with the applicable requirements of this Division as written or as modified pursuant to Section 102 of Division 1. In the event of dispute as to whether the drawings or blueprints show conformity with the applicable requirements of this Division as aforesaid the plans and drawings shall forthwith be submitted to the State Fire Marshal whose decision in the matter shall be controlling.

103-02 Drawings shall show the name of the person, firm or corporation proposing the installation, the location thereof and the adjacent streets or highways.

103-03 In the case of bulk plants the drawings shall show, in addition to any applicable features required under paragraphs -05 and -06 of this section, the plot of ground to be utilized and its immediate surroundings on all sides; complete layout of buildings, tanks, loading and unloading docks; type of construction of each building and the type and the location of heating devices therefor, if any.

103-04 In the case of service stations, the drawings, in addition to any applicable features required under paragraphs -05 and -06 of this section, shall show the plot of ground to be utilized; the complete layout of buildings, drives, dispensing equipment, greasing or washing stalls and the type and location of any heating device.

103-05 In the case of aboveground storage, the drawing shall show the location and capacity of each tank; dimensions of each tank the capacity of which exceeds 50,000 gallons; the class of liquid to be stored in each tank; the type of tank supports; the clearances as covered in Sections 202 and 203; the type of venting and pressure relief relied upon and the combined capacity of all venting and pressure relief valves on each tank, as covered in Section 208; the tank control valves as covered in Section 209; and the location of the pumps and other facilities by which liquid is filled into and withdrawn from the tanks.

103-06 In the case of underground storage, the drawings shall show the location and capacity of each tank, class of liquid to be stored therein, together with the clearances and requirements covered

in Section 210; and the location of fill, gauge and vent pipes and openings as covered in Section 215.

103-07 In the case of an installation for storage, handling or use of flammable liquids within buildings or enclosures at any establishment or occupancy covered in this Division, the drawings shall be in such detail as will show whether applicable requirements are to be met.

104—Definitions

104-01 "Aircraft Service Station" shall mean that portion of an airport where flammable liquids used as aircraft fuel are stored or dispensed from fixed equipment and shall include all facilities essential thereto.

104-02 "Automotive Service Station" shall mean that portion of a property where flammable liquids used as motor fuels are stored and dispensed from fixed equipment into the fuel tanks of motor vehicles.

104-03 "Bulk Plant" shall mean that portion of a property where flammable liquids are received by tank vessel, pipe lines, tank car, or tank vehicle, and are stored or blended in bulk for the purpose of distributing such liquids by tank vessel, pipe line, tank car, tank vehicle, or container but does not include a refinery.

104-04 "Closed Container" shall mean a container as herein defined, so sealed by means of a lid or other device that neither liquid nor vapor will escape from it at ordinary temperatures.

104-05 "Commercial or Industrial Establishment" shall mean a place wherein the storage, handling, or use of flammable liquids is incidental to but not the principal business or process.

104-06 "Container" shall mean any can, bucket, barrel, drum, or portable tank, except stationary tanks, tank vehicles, and tank cars.

104-07 "Marine Service Station" shall mean that portion of a property where flammable liquids used as motor fuels are stored and dispensed from fixed equipment on shore, piers, wharves, or barges into the fuel tanks of floating craft, and shall include all facilities used in connection therewith.

104-08 "Processing Plant" shall mean that portion of a property in which flammable liquids are mixed, heated, separated or otherwise processed as principal business, but shall not include refineries in which flammable liquids are produced on a commercial scale from crude petroleum, natural gasoline, or other hydrocarbon sources.

104-09 "Safety Can" shall mean an approved portable container, having a spring-closing lid and spout cover.

CHAPTER II

Storage

Part One—Storage Aboveground (Outside of Buildings)

201—Restricted Location

Any approval of plans by the State Fire Marshal shall be subject to compliance with local zoning and restricted fire district regulations.

202—Location with Respect to Property Lines

Location of an aboveground tank for storage of flammable liquids with respect to distance from the nearest line of adjoining property which may be built upon, shall be such that the distance between any part of the tank and the line shall be not less than that set forth in the following:

MINIMUM DISTANCE OF OUTSIDE ABOVEGROUND TANKS FOR FLAMMABLE LIQUIDS OTHER THAN CRUDE PETROLEUM TO LINE OF ADJOINING PROPERTY WHICH MAY BE BUILT UPON

Capacity of Tank	Class of Flammable Liquid	Minimum Distance
0 to 275 gals.	III	0 feet
276 to 750 gals.	III	5 feet
0 to 750 gals.	I and II	10 feet
751 to 12,000 gals.	III	10 feet
751 to 12,000 gals.	I and II	15 feet
12,001 to 24,000 gals.	I, II and III	15 feet
24,001 to 30,000 gals.	I, II and III	20 feet
30,001 to 50,000 gals.	I, II and III	25 feet

Tanks with capacities in excess of 50,000 gallons and all tanks for storage of crude petroleum shall be located in accordance with the following provisions:

GROUP A TANKS. Any all-steel, gas-tight tank constructed in compliance with these or equivalent standards and equipped either with (1) an approved permanently attached extinguishing system or (2) an approved floating roof, which is to be used only for the storage of refined petroleum products or other flammable liquids not subject to boil-over, shall be so located that the distance from the line of adjoining property which may be built upon shall be not less than the greatest dimension of diameter or height of the tank, except that such distance need not exceed 120 feet.

GROUP B TANKS. Any all-steel, gas-tight tank constructed in compliance with these or equivalent standards but not equipped either with (1) an approved permanently attached extinguishing system or (2) an approved floating roof, which is to be used only for the storage of refined petroleum products or other flammable liquids not subject to boil-over, shall be so located that the distance from the line of adjoining property which may be built upon shall be not less than 1½ times the greatest dimension of diameter or height of the tank, except that such distance need not exceed 175 feet.

GROUP C TANKS. Any all-steel, gas-tight tank constructed in compliance with these or equivalent standards and equipped either with (1) an approved permanently attached extinguishing system or (2) an approved floating roof, which is to be used for the storage of crude petroleum, shall be so located that the distance from the line of adjoining property which may be built upon shall be not less than twice the greatest dimension of diameter or height of the tank except that such distance shall be not less than 20 feet and need not exceed 175 feet.

GROUP D TANKS. Any all-steel, gas-tight tank constructed in compliance with these or equivalent standards and not equipped either with (1) an approved permanently attached extinguishing system or (2) an approved floating roof, which is to be used for the storage of crude petroleum shall be so located that the distance from the line of adjoining property which may be built upon shall be not less than three times the greatest dimension of diameter or height

of the tank except that such distance shall not be less than 20 feet and need not exceed 350 feet.

202-01 If any adjoining property is used for aboveground tank storage, then the distance between any tank and the line of such adjoining property need be no greater than that necessary to conform to section 203.

203—Spacing Between Tanks

203-01 The location of a tank for the storage of any flammable liquid with respect to any such other tank shall be such that the distance between them shall be not less than 3 feet.

203-02 For tanks above 50,000 gallons individual capacity storing any flammable liquid, except crude petroleum in producing areas, the distance shall be not less than one-half the diameter of the smaller tank.

203-03 In producing areas, for tanks storing crude petroleum and having capacities not to exceed 126,000 gallons (3,000 bbls.), the distance between tanks shall not be less than three feet; in excess of 126,000 gallons (3,000 bbls.), the distance shall be not less than the diameter of the smaller tank.

203-04 The minimum separation between an LP Gas container and a flammable liquid tank shall be 20 feet. Suitable means shall be taken to prevent the accumulation of flammable liquids under adjacent LP Gas containers such as by diking, diversion curbs or grading. When flammable liquid tanks are diked, the LP Gas containers shall be outside the diked area and at least ten feet away from the center line of the dike. The foregoing provisions shall not apply when LP Gas containers of 125 gallons or less capacity are installed adjacent to Class III flammable liquid tanks of 275 gallons or less capacity.

204—Foundations and Supports

Tanks shall rest directly on the ground or on foundations or supports of concrete, masonry, piling, or steel. Exposed piling or steel supports shall be protected by fire-resistive materials to provide a fire-resistance rating of not less than two hours.

204-01 **Anchorage:** Where a tank is to be located in an area that may be subjected to flooding, compliance with the applicable and generally recognized protection shall be provided. Precautions outlined in the latest edition of NFPA No. 30A, Tanks in "Locations Subject to Floods" shall prima facie be deemed to meet the requirements of this subsection.

205—Stairs, Platforms and Walkways

Stairs, platforms and walkways shall be of steel, concrete or wood.

206—Dikes and Walls

206-01 **Crude Petroleum:** Tanks or groups of tanks containing crude petroleum shall be diked or other suitable means taken to prevent discharge of liquid from endangering adjoining property or reaching waterways. Where a diked enclosure is required under this section, it shall have a capacity not less than that of the tank or tanks served by the enclosure.

206-02 **Flammable Liquids Other Than Crude Petroleum:** Individual tanks or groups of tanks, where determined by the State Fire Marshal to be necessary on account of proximity to waterways, character of topography, or nearness to structures of high value, or to places of habitation or assembly, shall be diked or the yard shall be provided with a curb or other suitable means taken to prevent the spread of liquid onto other property or waterways. Where a diked enclosure is required under this section, it shall have a net capacity not less than that of the largest tank plus ten per cent of the aggregate capacity of all other tanks served by the enclosure.

206-03 **Dike Construction:** Except where protection is provided by natural topography, dikes or retaining walls required under the foregoing section shall be of earth, concrete or solid masonry designed to be liquid tight and to withstand a full hydraulic head, and so constructed as to provide the required protection. Earthen dikes 3 feet or more in height shall have a flat section at the top not less than 2 feet wide. The slope shall be consistent with the angle of repose of the material of which the dikes are constructed. Unless means are available for extinguishing a fire in any tank containing crude petroleum, dikes and walls enclosing such tanks shall be provided at the top with a flareback section designed to turn back a boil-over wave, provided, however, that a flareback section shall not be required for dikes and walls enclosing approved floating roof tanks.

206-04 **Drainage:** Where provision is made for draining rain water from diked areas, such drains shall normally be kept closed and shall be so designed that when in use they will not permit flammable liquids to enter natural water courses, public sewers, or public drains, if their presence would constitute a hazard.

206-05 No loose combustible material, empty or full drum or barrel, shall be permitted within the diked area.

207—Design and Construction of Tanks Operating at Substantially Atmospheric Pressure

Tanks shall be built of steel or concrete unless character of liquid stored requires other materials. Steel commonly known as "Mill Seconds" shall not be used. Tanks built of materials other than steel shall be designed to specifications embodying safety factors equivalent to those herein specified for steel tanks. Unlined concrete tanks shall only be used for storage of liquids having a gravity of 40 degrees A.P.I. or heavier. Concrete tanks with special linings may be used for other services provided the design is approved by the State Fire Marshal. Steel tanks shall be built in accordance with the requirements of the following paragraphs. All shop-built tanks shall be tested at a pressure of not less than five and not more than ten pounds per square inch (measured at the top of the tank) for a period of at least ten minutes without leakage or permanent deformation.

207-01 **Field Erected Vertical Tanks:** Vertical tanks erected in the field and built in accordance with the then current edition of American Petro-

leum Institute Standard No. 12A, "Specification for Oil Storage Tanks with Riveted Shells," or of American Petroleum Institute Standard No. 12C, "Specification for Welded Oil Storage Tanks," shall prima facie be deemed to comply with the requirements of this section.

American Petroleum Institute Standard No. 620, "Rules for the Design and Construction of Large, Welded, Low Pressure Storage Tanks," shall prima facie be deemed to comply with the requirements of this section.

207-02 Small Shop Built Vertical Tanks: Vertical tanks not over 1,100 gallons capacity shall meet the following standards:

Capacity (Gallons)	Minimum Thickness of Steel U. S. Standard
1- 60	18 gauge
61- 350	16 gauge
351- 560	14 gauge
561- 1,100	12 gauge

207-03 Large Shop Built Vertical Tanks: Vertical tanks over 1,100 gallons capacity shall meet the following standards:

For tanks up to 25 feet in height the shell shall be not less than 3/16 in. thick. For tanks from 25 to 30 feet high the bottom ring shall be not less than 1/4 in. thick and the remainder of the shell not less than 3/16 inch thick. For tanks between 30 and 35 feet high, the first two rings shall be not less than 1/4 inch thick and the remainder of the shell not less than 3/16 inch thick. All 1/4 inch thick rings shall be not less than 5 feet wide.

The tops of tanks shall be either dished or cone-shaped and of not less than No. 10 U. S. Standard gauge steel.

Tanks shall be welded, or riveted and caulked, or otherwise made tight in a workmanlike manner. The roof of the tank shall be securely fastened to the top ring of the shell with a joint having the same tightness as the joints between rings. The joint between roof and shell shall be weaker than any other joints in the shell of the tank. Joints in the roof shall be welded or riveted or made tight by other process. Roofs of tanks shall have no unprotected openings.

207-04 Production Tanks: Vertical tanks not exceeding 126,000 gallons (3,000 bbls.) individual capacity, when used for crude petroleum storage in oil producing areas, shall be deemed prima-facie evidence of compliance with this section when built in accordance with applicable requirements of the then current edition of American Petroleum Institute Standard No. 12B, "Specification for Bolted Production Tanks," or Standard 12D, "Specifications for Large Welded Production Tanks," or Standard 12F, "Specifications for Small Welded Production Tanks."

207-05 Shop Built Horizontal Tanks: Horizontal tanks shall be constructed in accordance with accepted engineering practice and shall meet the following minimum requirements: Joints shall be riveted and caulked, riveted and welded, or

welded. Tank heads over 6 feet in diameter shall be dished, stayed, braced, or reinforced.

207-05-1 Small Shop Built Horizontal Tanks: Horizontal tanks not over 1,100 gallons capacity shall meet the following standards:

Capacity (Gallons)	Minimum Thickness of Steel U. S. Standard
1 to 60	18 gauge
61 to 275	14 gauge
276 to 550	12 gauge
551 to 1,100	10 gauge

207-05-2 Large Shop Built Horizontal Tanks: Horizontal tanks over 1,100 gallons capacity having a diameter of not over 6 feet made of steel shall be 3/16 in. or greater nominal thickness. Tanks having a diameter of over 6 feet and not more than 12 feet, made of steel, shall be 1/4 in. or greater nominal thickness.

208—Vents

208-01 Normal Breathing: Tanks shall have normal venting capacity sufficient to permit the filling and emptying of such tanks, plus their breathing due to temperature changes, without distortion of tank shell or roof. Tanks storing Class I and Class II flammable liquids shall be equipped with either venting devices which shall be normally closed when not under pressure or vacuum, or with approved flame arresters, except that tanks under 2,500 gallons capacity for Class I liquids and tanks under 3,000 barrels capacity for crude oil in producing areas may have open vents.

208-02 Emergency Relief: Every aboveground storage tank shall have some form of construction or device that will relieve excessive internal pressure, caused by exposure fires, that might cause the rupture of the tank shell or bottom. In a vertical tank, this construction may take the form of a weakened seam in the roof. The joint between the roof and the shell of a tank 36 feet or more in diameter, if built in accordance with Section 207-01, shall be deemed to be a weakened seam for this purpose. Where entire dependence for such additional relief is placed upon some device other than a weak roof seam or joint, the total venting capacity of both normal and emergency vents shall be enough to prevent rupture of the shell or bottom of the tank if vertical, or of the shell or heads if horizontal. Such device may be a self-closing manhole cover, or one using long bolts that permits the cover to lift under internal pressure, or an additional or larger relief valve or valves. For the purpose of computing the number and area of such vents and emergency relief devices, reference may be made to the table, Required Total Pressure Relief Capacity of Vents.

208-03 The outlet of all vents and vent drains on tanks designed for 15 lbs. per square inch or greater pressure shall be arranged to discharge in such a way as to prevent localized overheating of any part of the tank, in the event vapors from such vents are ignited.

REQUIRED TOTAL PRESSURE RELIEF CAPACITY OF VENTS

Capacity of Tank Gallons	Total Pressure Relief Capacity (Cu. Ft. of Free Air Per Hour)		Approximate Diameter in Inches of Free Circular Opening for Various Pressures			
	42-Gallon Barrels		3 In. of Water	1 PSI	2½ PSI	5 PSI
1,000 or less	23.8	25,300	4	2½	2	1½
4,000	95.2	69,500	6¾	3¾	3	2½
18,000	428	139,000	9½	5½	4¼	3¾
25,000	595	166,000	10¼	6	4¾	4
56,000	1,330	253,000	12¾	7¼	5¾	5
100,000	2,380	363,000	15¼	8¾	7	6
155,000	3,690	458,000	17¼	9¾	7¾	6½
222,000	5,290	522,000	18¼	10½	8¼	7
475,000	11,300	624,000	20	11¼	9	7¾
735,000	17,500	648,000	20	11½	9¼	7¾
Unlimited		648,000	20	11½	9¼	7¾

209—Tank Valves

209-01 External Valves: Each connection to an aboveground tank storing flammable liquids, located below normal liquid level, shall be provided with an external control valve located as close as practicable to the shell of the tank. Except for flammable liquids whose chemical characteristics are incompatible with steel, such valves and their tank connections installed after effective date of these regulations shall be of steel.

209-02 Emergency Internal Check Valves: In addition to any normal valves, there must be an extra valve at each pipe line connection to any tank below normal liquid level, which valve is effective inside the tank shell and is operated both manually and by an effective heat actuated device which, in case of fire, will automatically close the valve to prevent the flow of liquid from the tank even though the pipe lines are broken from the tank. These extra valves are not required in crude oil tanks in oil fields, on tanks at refineries, or on tanks at terminals which are equipped with a swing line or where facilities are provided to transfer the contents of the tank to another tank in case of fire.

Part Two—Storage Underground or in Buildings

210—Underground; Outside of or Under Buildings

210-01 Location: A flammable liquids storage tank may be located underground, outside of or under a building, if such installation meets the requirements of this section. The tank shall be so located with respect to existing building foundations and supports that the loads carried by the latter cannot be transmitted to the tank. The distance from any part of a tank storing Class III liquids to the nearest wall of any basement, pit, cellar, or property line shall be not less than one foot. The distance from any part of a tank storing Class I or II liquids to the nearest wall of any basement, pit, or cellar shall be not less than one foot, and from any property line that may be built upon, not less than three feet.

210-02 Depth and Cover: Excavation for underground storage tanks shall be made with due care to avoid undermining of foundations of existing structures. Underground tanks shall be set on firm foundation and surrounded with soft earth or sand well tamped in place. Tanks shall be covered with a minimum of two feet of earth, or shall be cov-

ered with not less than one foot of earth, on top of which shall be placed a slab of reinforced concrete not less than four inches thick. When underground tanks are or are likely to be subjected to traffic, they shall be protected against damage from vehicles passing over them by at least three feet of earth cover, or 18 inches of well-tamped earth, plus six inches of reinforced concrete or eight inches of asphaltic concrete. When asphaltic or reinforced concrete paving is used as part of the protection, it shall extend at least one foot horizontally beyond the outline of the tank in all directions.

210-03 Anchorage: Where a tank may become buoyant due to a rise in the level of the water table or due to location in an area that may be subjected to flooding, suitable and generally recognized protection shall be provided to anchor the tank in place. Compliance with the applicable precautions outlined in the then current edition of NFPA Standard No. 30A shall prima facie be deemed to meet the requirements of this subsection.

211—Inside of Buildings, Class I or II Liquids

Tanks for storage of Class I and II flammable liquids shall not be installed inside buildings except as provided under Chapters V, VI and VII of this division. Tanks for storage of Class I and II flammable liquids may be installed under a building as an underground tank complying with Section 210.

212—Inside of Buildings, Class III Liquids

212-01 Unenclosed tanks shall not be located within 5 feet, horizontally, of any fire or flame.

212-02 Tanks larger than 60 gallons capacity shall not be located in buildings above the lowest story, cellar or basement, except in commercial, industrial or processing plants where storage on a higher floor is required by the process.

212-03 Tanks exceeding 550 gallons individual capacity or 1,100 gallons aggregate capacity in an individual building or in a section of a building separated by firewalls shall be installed in an enclosure constructed as follows: The walls of the enclosure shall be constructed of reinforced concrete at least 6 inches thick or of brick at least 8 inches thick. Such enclosures shall be installed only on concrete or other fire-resistive floors and shall be bonded to the floors. Enclosures shall have tops of reinforced concrete at least 5 inches thick or equivalent fire-resistive construction, except that where floor or roof construction above the enclosure is con-

crete or other fire-resistive construction, the walls may be extended to and bonded to the underside of the construction above in lieu of the provision of a separate top. Any openings to such enclosures shall be provided with fire doors or other approved closures and six-inch noncombustible liquid-tight sills or ramps. Provision shall be made for adequate ventilation of such enclosures prior to entering for inspection or repairs to tanks.

212-04 In buildings of ordinary construction, the nominal gross capacity of tanks shall not exceed 10,000 gallons. In fire-resistive buildings the nominal gross capacity of the tanks shall not exceed 15,000 gallons. In any building, if in a fire-resistive or detached room cut off vertically and horizontally in an approved manner from other floors of the main building, the nominal gross capacity of tanks shall not exceed 50,000 gallons, with an individual tank capacity not exceeding 25,000 gallons.

213—Design and Construction of Tanks

213-01 **Underground Tanks or Enclosed Tanks Inside of Buildings:** Tanks shall be designed and constructed to withstand safely the service to which subjected. Material other than steel, if used, shall be of suitable durability and of thicknesses providing equivalent strength to that provided by steel. Steel commonly known as "mill seconds" shall not be used. Steel tanks shall be of a minimum gauge (U. S. Standard) in accordance with the following table:

Capacity (Gallons)	Minimum Nominal Thickness of Material	
	U. S. Standard Gauge	Pounds per Square Foot
1 to 285	No. 14	3.125
286 to 560	No. 12	4.375
561 to 1,100	No. 10	5.625
1,101 to 4,000	No. 7	7.50
4,001 to 12,000	¼ in.	10.00
12,001 to 20,000	⅝ in.	12.50
20,001 to 30,000	⅞ in.	15.00

If adequate internal bracing is provided, tanks of 12,001 to 30,000 gallons capacity may be built of ¼ inch plate.

213-02 **Unenclosed Tanks Inside of Buildings:** Tanks of this category used for Class III flammable liquids shall not exceed 75 gallons individual capacity. They may be cylindrical or of a special form which has been demonstrated by appropriate tests to possess strength and tightness of an acceptable degree. Material other than steel, if used, shall be of suitable durability and thickness to provide strength equivalent to that provided by steel. Steel commonly known as "mill seconds" shall not be used. Steel tanks shall be of a minimum gauge (U. S. Standard) in accordance with the following table:

Capacity (Gallons)	Minimum Nominal Thickness of Material	
	U. S. Standard Gauge	Pounds Per Square Foot
1 to 180	No. 16	2.50
181 to 275	No. 14	3.125

214—Support of Tanks in Buildings

Inside storage tanks shall be securely supported to prevent settling, sliding or lifting.

215—Tank Connections for Tanks Underground or in Buildings

215-01 Vents:

215-01-1 **Location and Arrangement of Vents—Class I or II:** Vent pipes from tanks storing Class I or Class II flammable liquids shall be so located that the discharge point is outside of buildings, higher than the fill pipe opening, and not less than 12 feet above the adjacent ground level. Vent pipes shall discharge only upward or horizontally (not downward) in order to disperse vapors. Vent pipes 2 inches or less in nominal inside diameter shall not be obstructed by devices that will reduce their capacity and thus cause excessive back pressure. Vent pipe outlets shall be so located that flammable vapors will not enter building openings, or be trapped under eaves or other obstructions. If the vent pipe is less than 10 feet in length or greater than 2 inches in nominal inside diameter, the outlet shall be provided with a vacuum and pressure relief device or there shall be an approved flame arrester in the vent line at the outlet or within the approved distance from the outlet. In no case shall a flame arrester be located more than 15 feet from the outlet end of the vent line.

215-01-2 **Location and Arrangement of Vents—Class III:** Vent pipes from tanks storing Class III flammable liquids shall terminate outside of building and higher than the fill pipe opening. Vent outlets shall be above normal snow level. They may be fitted with return bends, course screens or other devices to minimize ingress of foreign material.

215-01-3 **Size of Vents:** Each tank shall be vented through piping adequate in size to prevent blow-back of vapor or liquid at the fill opening while tank is being filled. Vent pipes shall be not less than 1¼ inch nominal inside diameter.

215-01-4 **Vent Piping:** Vent pipes shall be so laid as to drain toward the tank without sags or traps in which liquid can collect. They shall be located so that they will not be subjected to physical damage above ground. Vent pipes from tanks storing the same class of flammable liquids may be connected into one outlet pipe. The outlet pipe shall at least be one pipe-size larger than the largest individual vent pipe connected thereto. In no case shall the point of connection between vent lines be lower than the top of any fill-pipe opening. The lower end of a vent pipe shall enter the tank through the top and shall not extend into the tank more than 1 inch.

215-02 **Fill and Discharge Piping:** Filling and discharge lines for Class I and Class II liquids, and for Class III liquids where practicable, shall enter tanks only through the top and shall be graded toward the tank.

215-03 **Fill Openings:** The fill pipe opening shall be located outside of any building. For Class I or II flammable liquid storage the fill pipe opening shall be not less than 5 feet from any door or cellar opening. For Class III flammable liquid storage the fill pipe opening shall be not less than 2 feet from any building opening at the same or lower level. The fill-pipe opening shall be closed and liquid-tight

when not in use. Fill-pipe for filling by tank car or tank truck shall be not larger than 4 in. nominal inside diameter and shall not be constricted. Fill-pipe openings shall be identified by a definite color scheme or other means.

215-04 Gauge Openings: Gauge openings, if independent of fill-pipe, shall be provided with liquid-tight cap or cover. Where Class I or Class II liquids are stored within a building, such gauge opening shall be protected against vapor release or liquid overflow by means of a spring-loaded check valve or other approved device.

215-05 Drainage of Tanks in Buildings: Inside storage tanks for Class III flammable liquids shall be provided with draw-off or drain openings. Tanks shall be installed so that the bottom pitches to the draw-off or drain openings at a slope of not less than $\frac{1}{4}$ in. per foot of length. The draw-off or drain openings shall be provided with suitable connection to provide a sump from which water or sediment can be drained readily.

216—Testing

Before being covered or placed in use, tanks and piping connected thereto must pass a test for tightness. Where the vent outlet is not more than 15 feet above the top of the tank the test pressure shall be at least 5 psi and either air or hydrostatic pressure may be used. Where the vent outlet is more than 15 feet above the top of the tank the test shall be made under hydrostatic pressure with the vent line flooded. In special cases where the height of the vent above the top of the tank is excessive the hydrostatic test pressure shall be specified by the State Fire Marshal.

Part Three—Storage in Closed Containers Inside Buildings

217—Scope

217-01 Part Three applies to the storage of flammable liquids in drums or other portable closed containers not exceeding 60 gallons individual capacity in areas used solely for such storage. These requirements do not apply to the occupancies detailed in Chapters IV, V, VIII and IX.

218—Design and Construction of Inside Storage Rooms

218-01 Inside Storage Rooms shall comply with the following general construction requirements: Walls, floors and ceilings shall be of noncombustible construction having a fire-resistive rating of not less than two hours. Openings to other rooms or buildings shall be provided with noncombustible liquid-tight raised sills or ramps at least six inches in height and with fire doors with heat actuated releasing devices arranged to close doors automatically in case of fire. Where other portions of the building or other properties are exposed, windows shall be protected in a standard manner. No combustible material shall be used in the construction of shelving. Proper ventilation shall be provided and natural ventilation is preferred over mechanical ventilation. Heating shall be restricted to low pressure steam or hot water or to electrical units approved for Class I hazardous locations.

218-02 Electrical devices located in Inside Storage Rooms used for Class I or Class II Flammable Liquids shall be approved for Class I, Division II Hazardous Locations and for Class III Flammable Liquids, shall be equipment for general use. Compliance with provisions of the "National Electrical Code" as published by the NFPA shall be deemed prima-facie evidence of compliance with the section.

218-03 Rooms or portions of buildings, affording a type of building construction and other features equivalent to that required for Inside Storage Rooms (218-01 and 218-02) may be utilized for storage of flammable liquids if not used for any other storage or operation which, in combination, create a greater fire hazard.

218-04 Storage rooms shall be located to minimize damage in the event of an explosion.

218-05 It is recommended that roofs of detached buildings, and where practical the roofs or ceilings of all Inside Storage Rooms, be equipped with large vents so that if a fire occurs the heat will be dissipated to the out of doors.

219—Storage Cabinets

219-01 Storage cabinets may be used where it is desired to keep more than ten gallons of flammable liquids inside buildings. No individual container shall exceed five gallons capacity and not over 50 gallons shall be stored in any one cabinet.

219-02 Storage cabinets shall be constructed as follows or built to equivalent requirements. The bottom, top, door and sides of cabinet shall be at least No. 18 gauge sheet iron and double walled with $1\frac{1}{2}$ -inch air space. Joints shall be riveted, welded or made tight by some equally effective means. The door shall be provided with a 3-point lock, kept closed when not in use, and the door sill shall be raised at least two inches above the bottom of the cabinet. When deemed necessary by the State Fire Marshal, cabinets shall be vented. The cabinet shall be conspicuously labeled in red letters "FLAMMABLE—KEEP FIRE AWAY".

220—Manner of Storage and Limitations

220-01 Flammable liquids shall not be stored (including stock for sale), near exits, stairways or areas normally used for the safe egress of people.

220-02 The storage of flammable liquids in closed containers shall comply with the following occupancy schedule except that the State Fire Marshal may impose a quantity limitation or require greater protection where, in his opinion, unusual hazard to life or property is involved, or he may authorize increase of these amounts where the type of construction, fire protection provided or other factors substantially reduce the hazard.

220-02-1 In a mixed occupancy, where any occupancy involves the storage of flammable liquids, that occupancy or that portion of the occupancy devoted to flammable liquid storage, in addition to other requirements, shall be cut off by at least two-hour fire-resistive construction.

220-02-2 One, Two and Three Family Dwellings and Accompanying Attached or Detached Garages:

Storage other than fuel oil, prohibited, except that which is required for maintenance or equipment operation which shall not exceed ten gallons. Such flammable liquid shall be stored in metal closed containers or safety cans.

220-02-3 Public Assemblies, Apartments, Hotels, Theatres and Office Buildings: Storage prohibited, except that which is required for maintenance and operation of building and operation of equipment. Such storage shall be kept in closed metal containers stored in a storage cabinet or in safety cans or in an Inside Storage Room not having a door that opens into that portion of the building used by the public.

220-02-4 Schools, Hospitals and Institutional Buildings: Storage shall be limited to that required for maintenance, demonstration, treatment and laboratory work and shall be in an Inside Storage Room preferably at ground level with at least one exterior wall. Flammable liquids in the laboratories, etc., shall be in small containers (quart or less) or in safety cans or in storage cabinets.

220-02-5 Retail Stores and Department Stores: In rooms or areas accessible to the public, storage shall be in closed containers and limited to quantities needed for display and normal merchandising purposes. Additional stock shall be stored in rooms or portions of buildings that comply with the construction requirements of Section 218.

220-02-6 General Purpose and Public Warehouses: Storage shall be in fire-resistive buildings or in portions of such buildings cut off by standard fire walls. Noncombustible material, creating no hazard to the flammable liquids, may be stored in the same area.

220-02-7 Flammable Liquid Warehouses or Storage Buildings: Storage shall be in accordance with Paragraph 220-02-8. Maximum allowable storage is dependent upon the type of construction of the building, fire protection and drainage provided and potential fire exposure to other important buildings. If storage building is located 30 to 50 feet from important building or line of property which may be built upon, the exposing wall shall be a blank wall having a fire-resistance rating of at least two hours. If storage building is located 10 to 30 feet from line of property which may be built upon, the exposing wall shall be a blank wall having a fire-resistance rating of at least three hours. If storage building is less than ten feet from the line of adjoining property which may be built upon, the exposing wall shall be a blank wall having a fire-resistance rating of at least four hours. At the discretion of the State Fire Marshal approved Class A fire doors may be installed in a standard manner on the otherwise blank walls.

220-02-8 Flammable liquid containers shall be stored in accordance with safe practice, in tiers or piles of such height and width and separated by aisles of such width as will permit the free movement of materials and material handling equipment in and out of the storage area. A main aisle of 8 feet in width and storage otherwise in conformity with the following table shall prima facie be deemed safe practice.

		SPRINKLERED OR EQUIVALENT PROTECTION			
		TOTAL Gallons	Maximums WIDTH Feet	Per Pile HEIGHT Feet	Min. Width, Side Aisle Feet
CLASS I	Ground & Upper Floors	2,640 (48)	8 (4)	6 (2)	5
	Bsmt.*	0	0	0	
	Ground & Upper Floors	5,280 (96)	8 (4)	6 (2)	
CLASS II	Bsmt.*	1,320 (24)	4 (2)	3 (1)	4
	Ground & Upper Floors	11,000 (200)	12 (6)	3 ft. under sprinkler heads	
	Bsmt.*	5,500 (100)	8 (4)	9 (3)	

*Basement means a story of a building or structure having one-half or more of its height below ground level and to which access for fire fighting purposes is unduly restricted.

		UNPROTECTED			
		TOTAL Gallons	Maximums WIDTH Feet	Per Pile HEIGHT Feet	Min. Width, Side Aisle Feet
CLASS I	Ground & Upper Floors	660 (12)	4 (2)	3 (1)	7
	Bsmt.*	0	0	0	
	Ground & Upper Floors	1,320 (24)	4 (2)	3 (1)	
CLASS II	Bsmt.*	0	0	0	5
	Ground & Upper Floors	2,640 (48)	8 (4)	12 (4)	
	Bsmt.*	660 (12)	4 (2)	3 (1)	

*Basement means a story of a building or structure having one-half or more of its height below ground level and to which access for fire fighting purposes is unduly restricted.

The figures in the column, Total Gallons, represent the number of gallons that may be stored per pile and the figures in parenthesis are the corresponding number of 55 gallon drums. The figures in the Width and Height Columns are the width and height of the pile in feet and the figures in parenthesis are the corresponding number of 55 gallon drums when stored on end that will produce this size pile.

Nothing in the foregoing table or the provisions of this section with reference thereto shall prohibit storage in tiers or piles of greater width and height and with lesser width aisles, where by reason of the type of construction of the building or clearances of adjoining occupancy no substantial exposure hazard exists.

221—Fire Control

221-01 Suitable fire-control devices, such as small hose or first aid fire appliances, shall be available at locations where fires are likely to occur.

221-02 When sprinkler or equivalent protection is required, it shall be installed in an approved manner. Sprinkler installations made in accordance with the then current edition of the Standards of the National Fire Protection Association for Sprinkler Systems (NFPA No. 13), shall be deemed prima-facie evidence of compliance with the section.

221-03 Open flames, smoking and other sources of ignition shall not be permitted in flammable liquid storage rooms.

221-04 Materials which will react with water to produce flammable vapors shall not be stored in the same room with flammable liquids.

Part Four—Storage in Closed Containers Outside Buildings

222—Scope

222-01 Part four applies to the storage of flammable liquids in drums or other portable closed containers not exceeding 60 gallons individual capacity in areas used solely for such storage. These requirements do not apply to the occupancies detailed in Chapters IV, V, VIII and IX.

223—Basic Safeguards

223-01 Drums constructed in accordance with ICC Specifications or containers of equivalent construction may be stored out of doors.

223-02 Drums shall not be stored outside on building platforms or between buildings, or in locations adjacent thereto, in such a manner that they would contribute to the spread of fire from one building to another.

223-03 Storage of over 100 drums of Class I or II flammable liquids shall be limited to groups of 100 drums, located at least 60 feet from the nearest important building or line of adjoining property that may be built upon and each group shall be separated by at least 40 feet. Storage of over 300 drums of Class III flammable liquids shall be limited to groups of 300 drums located at least 50 feet from nearest building or line of adjoining property that may be built upon and each group shall be separated by at least 30 feet. These distances may be reduced 50 percent if sprinklers and drainage away from exposures are provided.

223-04 The drum storage shall be located to prevent "run-off" or drainage toward other storage or buildings. The area shall be kept clear of grass, weeds and other foreign combustibles. Signs shall be posted prohibiting open flames and smoking.

CHAPTER III

Piping, Valves and Fittings

301—Materials and Design

Piping, valves, and fittings for flammable liquids shall be designed for the working pressures and structural stresses to which they may be subjected. They shall be of steel or other material suitable for use with the liquid being handled. Pipe wall thicknesses determined in accordance with Section 3 of the American Standard Code for Pressure Piping (ASA B31.1) shall be deemed prima-facie evidence of compliance with this section; except that carbon steel pipe shall not be thinner than Standard Wall thickness listed in the American Standard for Wrought-Steel and Wrought-Iron pipe (ASA B36.10). All threaded joints and connections shall be made up tight with suitable lubricant or piping compound.

302—Protection Against Corrosion

All piping for flammable liquids, both above-ground and underground, where subject to external corrosion, shall be painted or otherwise protected.

303—Supports

Pipe systems shall be substantially supported and protected against physical damage and excessive stresses arising from settlement, vibration, expansion or contraction.

304—Valves

Pipe systems shall contain a sufficient number of valves to operate the system properly and to protect the plant. Pipe systems in connection with pumps shall contain a sufficient number of valves properly to control the flow of liquid in normal operation and in the event of physical damage. Connections to piping, by which equipment such as tank cars or tank trucks discharge flammable liquids by means of centrifugal pumps into aboveground storage tanks, shall be provided with check valves for automatic protection against back-flow.

305—Pumps and Piping

305-01 In intra-plant systems, pump or piping connected for handling Class I or Class II liquids shall not be so connected or manifolded as to permit their intermittent or alternate use for Class III liquids.

305-02 The piping shall have a definite scheme of identification such as, stenciling, tagging or coloring of either the lines or the control valves or both to distinguish the class of product which is being carried by each line.

305-03 Pumps delivering to or taking supply from tanks or tank car shall be provided with valves on both suction and discharge of pump.

305-04 Paragraphs -01, -02 and -03 of this Section 305 do not apply to pipe line systems operating between or within refineries, boat or barge docks, marine terminals or pipe line terminals or tank farm storage adjunctive thereto.

CHAPTER IV

Bulk Plants

401—Location of Plants

401-01 Any approval of plans by the State Fire Marshal shall be subject to compliance with local zoning and restricted fire district regulations.

402—Storage

402-01 Storage—Class I or II: Class I and Class II flammable liquids shall be stored in closed containers, or in storage tanks aboveground outside of buildings, or underground. (See Chapter II of this division.)

402-02 Storage—Class III: Class III flammable liquids shall be stored in containers, or in tanks within buildings or aboveground outside of buildings, or underground. (See Chapter II of this division.)

402-03 Storage of Containers: Containers of flammable liquids when piled one upon the other shall be separated by dunnage, sufficient to provide stability and to prevent excessive stress on container walls. The height of piles shall be consistent with stability and strength of containers.

403—Filling and Emptying Containers

403-01 Containers of Class I or Class II flammable liquids shall not be drawn from or filled within buildings unless provision is made to prevent the accumulation of flammable vapors in hazardous concentrations.

403-02 Except when packaged in the original sealed container as put up for package sale or distribution by the manufacturer or packager with suitable and generally recognized precautionary labeling or when packaged and labelled for shipment in conformity with the regulations of the Interstate Commerce Commission, no gasoline or benzene nor any naphtha having a flash point at or below 70°F. (closed cup tester) shall be filled into any drum, can or other portable container unless the container is of metal and is colored red and labelled with the common name of the product and with the word "FLAMMABLE".

404—Ventilation

Ventilation shall be provided for all rooms, buildings, or enclosures in which Class I or Class II flammable liquids are pumped or dispensed. Design of ventilation systems shall take into account the relatively high specific gravity of the vapors. Ventilation may be provided by adequate openings in outside walls at floor level unobstructed except by louvers or coarse screens. Where natural ventilation is impracticable, mechanical ventilation shall be provided. Mechanical systems, for removing flammable vapors, designed, installed and operated in accordance with National Fire Protection Association standards for the "Installation of Blower and Exhaust Systems" published in National Fire Codes, Vol. III, shall be deemed prima-facie evidence of compliance with this section.

405—Buildings

405-01 General Construction: Buildings shall be constructed so that rooms in which flammable liquids are handled or stored comply with the requirements of the zone or area in which located. Class I and Class II flammable liquids shall not be stored or handled within a building having a basement or pit into which flammable vapors may travel, unless such area is provided with ventilation designed to prevent the accumulation of flammable vapors therein.

405-02 Exits: Rooms storing flammable liquids or in which flammable liquids are handled by pumps shall have exit facilities arranged to prevent occupants being trapped in the event of fire.

405-03 Heating: Rooms in which Class I or Class II flammable liquids are stored or handled shall be heated only by means not constituting a source of ignition, such as steam or hot water. Rooms containing heating appliances involving sources of ignition shall be located and arranged to prevent entry of flammable vapors.

406—Loading and Unloading Facilities**406-01** Truck Loading Racks:

406-01-1. Location: Truck loading racks installed after effective date of these regulations dispensing Class I or Class II flammable liquids shall where

practicable be separated from tanks, warehouses, other plant buildings, and nearest line of property that may be built upon by a clear distance of not less than 25 feet, measured from the nearest position of any fill stem. With reference to Section 102, in no case shall a truck loading rack for Class I or II liquids be, or be rebuilt nearer than 10 feet measured as aforesaid from any of the aforementioned objects. Buildings for pumps or for shelter of loading personnel may be part of the loading rack.

406-01-2 Static Protection: The following types of truck loading racks shall be equipped with protection against static sparks during truck filling:—racks dispensing Class I or Class II flammable liquids into open domes of tank trucks, and racks dispensing Class III flammable liquids into open domes of tank trucks which may contain flammable vapors from previous cargoes of Class I or Class II flammable liquids. Protection shall consist of a metallic bond-wire permanently electrically connected to the fill-stem or some part of the fill-stem piping. The free end of such wire shall be provided with a clamp or similar device for convenient attachment to some metallic part of the cargo tank of the tank truck. The bond-wire connection shall be made prior to opening the dome covers. It shall be maintained in place during the entire filling operation and the dome covers shall be securely closed before the bond-wire is disconnected from the cargo tank.

406-02 Tank Car Racks: Class I and Class II flammable liquids shall not be discharged from or loaded into tank cars unless protection against stray currents has been provided and is used. Protection designed and installed in accordance with Circulars of the Association of American Railroads, No. 17-D, and No. 17-E, shall be deemed prima-facie evidence of compliance with this section.

406-02-1 No Unloading by Gravity: The withdrawal of Class I or Class II liquids from tank cars through bottom outlets shall not be permitted.

406-02-2 The use of compressed air to discharge contents of tank cars is prohibited, but this shall not be construed to prevent the use of a standard system employing an inert gas, such as carbon dioxide or nitrogen, as pressure generating medium for this purpose.

406-02-3 No Unloading to Portable Containers: Unloading from tank cars to tank trucks or to any other portable containers shall not be permitted.

406-02-4 Tank cars shall not be left connected to pipe lines except when loading or unloading is going on, and during all such time a competent man shall be present and in charge.

406-03 Container Filling Facilities: Class I and Class II flammable liquids shall not be run into containers unless the nozzle and container are electrically interconnected. Where the metallic floor-plate on which the container stands while filling is electrically connected to the fill stem or where the fill stem is bonded to the container during filling operations by means of a bond-wire, the provisions of this section shall be deemed to have been complied with.

406-04 Drainage and Waste Disposal: Provision shall be made to prevent flammable liquids which may be spilled at loading or unloading points from entering public sewers and drainage systems, or natural waterways. Connection to such sewers, drains, or waterways by which flammable liquids might enter shall be provided with separator boxes or other approved means whereby such entry is precluded. Crankcase drainings and flammable liquids shall not be dumped into sewers, but shall be stored in tanks or tight drums outside of any building until removed from the premises.

407—Electrical Equipment

All wiring and electrical equipment including motors and electrical switch gear for pumps handling Class I or Class II flammable liquids and located within the possible path of vapor travel shall be designed and installed so as not to create an ignition hazard. Electrical equipment designed and installed in accordance with the then current edition of Standards known as the "National Electrical Code" as published by the National Fire Protection Association, shall be *prima facie* deemed to be in compliance with this section.

408—Sources of Ignition

Class I or Class II flammable liquids shall not be handled, drawn, or dispensed where flammable vapors may reach a source of ignition. Smoking shall be prohibited except in designated locations. "NO SMOKING" signs shall be conspicuously posted where hazard from flammable liquids vapors is normally present.

409—Fire Control

Suitable first-aid fire-control devices, such as smothering agents, small hose or portable extinguishers, shall be available to locations where fires are likely to occur.

410—Care and Attendance of Property

410-01 Property shall be kept free from weeds, high grass, rubbish and litter, and shall be kept neat, clean and orderly throughout.

CHAPTER V

Service Stations

501—Location, Construction, Heating

Any approval of plans by the State Fire Marshal shall be subject to compliance with local zoning regulations.

Apparatus dispensing Class I flammable liquids into the fuel tanks of motor vehicles of the public shall not be located at a bulk plant unless separated by a fence or similar barrier from the area in which bulk operations are conducted.

501-01 General Construction: Buildings shall be constructed so that rooms in which flammable liquids are handled or stored comply with the requirements of the zone or area in which located. Class I and Class II flammable liquids shall not be stored or handled within a building having a basement or pit into which flammable vapors may travel, unless such area is provided with ventilation designed to prevent the accumulation of flammable vapors therein.

501-02 Building:

501-02-1 No basement or excavation shall hereafter be constructed under any service station building. Steps shall be taken to eliminate existing basements upon the occasion of any major remodeling of a service station. This restriction shall not apply to garages.

501-02-2 Floor shall preferably be of concrete or other fire resisting materials.

501-03 Service Pits:

501-03-1 Except as otherwise provided in 501-03-3, no service station or filling station shall be constructed or remodeled after the effective date of these regulations in such a manner as to include a service pit.

501-03-2 Service pits existing as of the effective date of these regulations shall comply with the following:

(1) No sewer connection shall be permitted from any pit, unless protected with an approved grease trap which will effectively intercept greases and oils, and prevent their entry into the sewer.

(2) If service pits are electrically lighted, lights and switches shall be of explosion proof construction and wiring in conduit.

501-03-3 In an establishment where greasing or other services are to be regularly rendered to vehicles of such type, size or weight or for other good reason it would be impracticable to utilize ramp or hoist type equipment for these services, a pit may be installed but only after written approval from the State Fire Marshal upon application in writing accompanied by plans and specifications for the proposed installation. Every such approval shall be on the condition that the proposed installation be constructed and maintained in conformity with the following requirements:

(1) Each pit must be constructed of poured concrete.

(2) All electric wiring and electric equipment in each pit or used in connection therewith must be explosion proof and all such equipment shall bear the Underwriters Laboratories label.

(3) Each pit must be equipped with a mechanical exhaust system capable of exhausting five cubic feet of air per minute per square foot of floor area within the pit and shall have a capacity of not less than 1,400 cubic feet per minute. The exhaust system shall be wired electrically so that the system will be in full operation when pit lights are lighted.

(4) The discharge from the exhaust system shall be to the outside atmosphere and located in such a manner that the exhaust air will not re-enter the building.

(5) No sewer connection shall be permitted from any pit, unless protected with an approved grease trap which will effectively intercept greases and oils, and prevent their entry into the sewer.

501-04 Heating and Lighting:

501-04-1 Except as otherwise provided in this section, heating stoves, space heaters, and furnaces or other heating plants shall not be installed or

used in a Service Station Building, in which motor vehicles are greased, serviced or stored.

501-04-2 Except as hereinafter provided, Service Stations which have a room or stall for greasing, servicing or storing motor vehicles, shall be heated by means of radiation or connections from hot water vapor, or steam heating systems, of which both the boilers or devices containing combustion chambers and fuel storage shall be installed in a separate heater room. Said heater room shall be cut off from the remainder of the building by standard fire division walls of at least two hours fire-resistive construction extending from the foundation to the roof of building. Provided said walls are continued as a parapet wall to a height of not less than three feet above the roof, ceiling of heater room may be of ordinary construction. In the event said walls are not continued as a parapet wall as herein provided, the ceiling shall be one hour fire-resistive construction.

There shall be no openings in the above mentioned standard fire division walls except those necessary for hot air, hot water, vapor or steam heating pipes.

The only entrance to heater room shall be from outside of building.

501-04-3 The following types of heating installations are acceptable without enclosure in a separate heater room.

(1) Oil or gas fired warm air furnaces consisting of burners within enclosed combustion chamber, motor driven air circulating fans, and safety controls, suspended from ceilings or mounted between uprights and installed at a minimum height of seven feet above the floor. Unless installed in conformity with requirements under which "approved" or in conformity with applicable standards of the National Fire Protection Association, said furnaces shall maintain minimum spacings from combustible walls and ceilings as follows: Sides and rear 6 inches; above 6 inches; burner side 48 inches; flue pipe 18 inches.

(2) Gas fired unit heaters which have their flame protected from drafts of air and contact with combustible materials, consisting essentially of burners with enclosed combustion chambers, flue, air circulating motor driven fans, safety controls, designed to be suspended from ceilings or mounted between uprights and installed at least seven feet above the floor, and (unless installed in conformity with requirements under which "approved" or in conformity with applicable standards of the National Fire Protection Association) maintaining minimum spacing to combustible walls from the casing of the unit heater as follows: Sides and rear 6 inches; above 6 inches; flue pipe 9 inches.

(3) Electrical unit heaters constructed and installed to conform to the then current edition of Underwriters Laboratories, Incorporated, "Standard for Electric Heating Appliances".

Heating Units permitted in Sections 501-04-3 (1) and 501-04-3 (2) hereof shall be approved by Underwriters Laboratories, Incorporated.

501-04-4 Service Stations which do NOT have room or stall for greasing, servicing, or storing motor vehicles, may be heated in any conventional manner.

501-04-5 All electric lighting appliances and wiring shall conform to the current National Electrical Code.

502—Storage and Handling

502-01 General Provisions: Class I and Class II flammable liquids shall be stored in closed containers, or in tanks located underground or in special enclosures as described in section 502-02 of this division. Class III flammable liquids shall be stored in containers or in tanks located underground or in special enclosures as described in section 502-02 of this division. Aboveground tanks, shall not be connected by piping to service station underground tanks.

502-02 Special Enclosures: When installation of tanks in accordance with section 210 of this division is impractical because of property or building limitations, tanks for flammable liquids may be installed in buildings if enclosed as follows: Enclosure shall be substantially liquid and vapor tight without backfill. Sides, top and bottom of the enclosure shall be of reinforced concrete at least six inches thick or approved solid-unit masonry equivalent-fire-resistive construction built to withstand the lateral pressure due to the liquid head, with openings for inspection through the top only. Tank connections shall be so piped or closed that neither vapors nor liquid can escape into the enclosed space. Means shall be provided whereby portable equipment may be employed to discharge to the outside any vapors which might accumulate should leakage occur.

502-03 Storage Inside Buildings: No Class I flammable liquids shall be stored or handled within any service station building except packaged items, for example: Cleaning fluid received and resold in unbroken metallic containers of not over one (1) gallon capacity each, or in approved non-metallic containers of not more than one (1) quart capacity each. Class II flammable liquids in closed containers may be stored inside the station building. A container equipped with an approved pump shall be considered a closed container for purposes of storage only. No Class I or Class II flammable liquids shall be dispensed, or transferred from one container to another, inside of a service station building, provided, however, that flammable anti-freeze liquids may be dispensed in rooms of a service station building provided such rooms have approved heating devices and provided also that there is no open flame in such room lower than seven feet above floor level. Class III liquids may be stored and dispensed inside service station buildings from approved containers of not more than 120 gallons capacity each.

502-04 Except when sold in the original sealed container as put up for package sale or distribution by the manufacturer or packager with suitable and generally recognized precautionary labelling no gasoline or benzene nor any naphtha having a flash point at or below 70° F. (closed cup tester) shall be sold or filled into any drum, can or other portable container unless the container is of metal and is colored red and labelled with the common name of the product and with the word "FLAMMABLE."

502-04-1 No kerosene, fuel oil or similar liquid shall be filled into any portable container colored red.

502-05 Dispensing Containers: No delivery of any Class I or II Flammable Liquids shall be made into portable containers of ten gallons capacity or less unless the container is of sound metal construction, has a tight closure with screwed or spring cover and is fitted with a spout or so designed that the contents can be poured without spilling or can be safely withdrawn by connection to a fuel line.

502-06 Bulk Sales Prohibited: No motor fuels shall be dispensed from storage at any service station except directly into the fuel tanks of motor vehicles, when such tanks are connected with the carburetion systems of such vehicles provided, however, that individual sales up to ten (10) gallons may be made in containers meeting the requirements of sections 502-04 and 502-05.

503—Dispensing Devices

503-01 Design and Construction: Class I and Class II flammable liquids shall be transferred from underground tanks by means of fixed pumps so designed and equipped as to allow control of the flow and to prevent leakage or accidental discharge. Supplemental means shall be provided outside of the dispensing device whereby the source of power may be readily disconnected in the event of fire or other accident. Dispensing devices for Class I or Class II flammable liquids shall be of approved type. Devices meeting the standards of the Underwriters' Laboratories, Inc., shall be deemed to be in compliance with this section. Class I or Class II flammable liquids shall not be dispensed by pressure or gravity from drums, barrels, and similar containers. Gear pumps or similar positive displacement devices taking suction through the top of the container shall be used. Class I and Class II flammable liquids shall not be dispensed by a device that exerts internal pressure against the shell or a storage tank, unless the tank has been approved as a pressure vessel for the use to which it is subjected. In no case shall air or gas pressure be used for this purpose.

503-02 Automatic Dispensing Devices: The installation and use of coin-purchaser-operated dispensing devices for Class I flammable liquids is prohibited. The dispensing of Class I flammable liquids into the fuel tank of a vehicle or into a container shall at all times be under the control of a competent person. The use of any device which permits the dispensing of Class I flammable liquids when the hand of the operator of the discharge nozzle is removed from the nozzle control lever is hereby forbidden except when using an automatic nozzle as provided in section 503-02-1.

503-02-1 Automatic Nozzles With Latch-Open Devices: In lieu of being held open by hand, an approved automatic nozzle may be used for dispensing Class I flammable liquid into the fuel tank of a vehicle. Such a nozzle shall have the latch-open device as an integral part of the assembly and shall shut off the liquid reliably and positively when the gasoline tank is filled, when it falls from the filling neck of an automobile tank, when it is sub-

ject to rough usage such as dropping or lack of proper lubrication, or when an automobile is driven away while the nozzle is still in the tank. A competent attendant shall be in the immediate vicinity of the vehicle being filled by such an approved nozzle.

503-02-2 No Self-Service Permitted: No person other than the service station proprietor or an authorized employee shall use or operate any motor fuel dispensing equipment at any service station.

503-03 Location: Dispensing devices at automotive service stations shall be so located that all parts of the vehicle being served will be on private property.

503-04 Inside Garages: Where an outside location is impractical, dispensing devices for inside use may be approved for installation inside garage or similar establishment storing, parking, servicing or repairing automotive equipment. The dispensing device shall be located in an area of fire-resistive construction well away from vehicle storage and repair areas and well ventilated, preferably near a doorway. It shall be protected against physical damage by vehicles by mounting on a concrete island or by equivalent means and shall be located in a position where it cannot be struck by a vehicle descending a ramp or other slope out of control. A convenient remote emergency shut-off for electric power to the dispensing unit and the pump supplying it shall be provided.

504—Remote Pumping Systems

504-01 Scope: This subsection (d) shall apply to systems for dispensing Class I flammable liquid to the fuel tanks of motor vehicles at automotive service stations where such liquid is transferred from underground storage to individual or multiple dispensing units by pumps located elsewhere than at the dispensers.

504-02 Pumps: Pumps shall be designed or equipped so that no part of the system will be subjected to pressures above the system's allowable working pressure. Pumps installed above grade, outside of buildings, shall be located not less than ten feet from lines of adjoining property which may be built upon, and not less than five feet from any building opening. When an outside location is impractical, pumps may be installed inside of garages as provided for dispensers in subsection (c), paragraph 5, or they may be installed in special enclosures as described in section 43.10 except that approved fire doors are permitted, or in pits as described in paragraph 3 of this subsection. Pumps shall be substantially anchored and protected against physical damage by vehicles.

504-03 Pits: Pits for subsurface pumps or piping manifolds of submersible pumps shall withstand the external forces to which they may be subjected without damage to the pump, tank, or piping. The pit shall be no larger than necessary for inspection and maintenance and shall be provided with a close fitting cover.

504-04 Testing: After the completion of the installation including any paving, the section of the system, between the pump discharge and the con-

nection for the dispensing facility, shall be tested for at least thirty minutes at a pressure fifty percent above the maximum pump pressure. Five years after installation and biannually thereafter, the system shall be subjected to a test for leakage of at least thirty minutes duration at the maximum pump pressure.

504-05 Controls:

504-05-1 A control shall be provided that will permit the pump to operate only when a dispensing nozzle is removed from its bracket on the dispensing unit and the switch on this dispensing unit is manually actuated. This control shall also stop the pump when all nozzles have been returned to their brackets.

504-05-2 There shall be a means, visible from the operating area, to indicate when the pump motor is running.

504-05-3 A readily accessible, clearly identified switch shall be provided to shut off the power to the pump motors. An approved automatic device shall be provided at each dispensing unit that will stop the flow of fuel at the dispensing unit in case of fire or physical damage to the dispensing unit.

505—Marine Service Station

505-01 Pumps supplying flammable liquids at marine service stations shall be located on shore, or on a pier of solid-fill type, where practicable.

505-02 Class I or II flammable liquids shall not be dispensed into fuel tanks of marine craft except by means of a hose, equipped with a self-closing nozzle and with a valve which must be held open by manual control while making a delivery.

505-03 Pipe lines at marine service stations, where attached to piers, wharves, or other structures, shall be protected against physical damage. A valve shall be provided in each line at or near the approach to the pier, wharf, or other structure whereby supply from shore may be shut off.

505-04 Flammable liquids may be dispensed into the fuel tanks of marine craft from tank trucks by means of a hose equipped with a self-closing nozzle and in the case of Class I or II liquids with a valve which must be held open by manual control while making a delivery or from approved safety cans.

506—Drainage and Waste Disposal

Provision shall be made in the area where Class I flammable liquids may be spilled to prevent liquids from flowing into interior of service-station buildings. Such provision may be by grading driveway, raising door sills, or other equally effective means. Crankcase drainings and flammable liquids shall not be dumped into sewers, but shall be stored in tanks or tight drums outside of any building until removed from the premises.

507—Safety Rules

There shall be no smoking on the driveway of service stations in the areas used for fueling motor vehicles, dispensing flammable anti-freeze or the receipt of products by tank truck, or in those portions of the building used for servicing automobiles,

tractors or internal combustion engines. The motors of all vehicles being fueled shall be shut off during the fueling operation.

507-01 No open lights or flames shall be permitted about premises except in approved heating devices and for necessary maintenance.

507-02 Premises shall be kept neat and clean, and free from rubbish or trash.

507-03 Cleaning with gasoline, naphtha, or other highly flammable liquids of Classes I and II shall not be permitted in or around the service station.

508—First-aid Fire Appliances

Suitable first-aid fire-control devices, such as small hose or portable extinguishers, shall be available to locations where fires are likely to occur.

CHAPTER VI

Commercial and Industrial Establishments

601—Manner of Storage

601-01 Flammable liquids shall be stored in tanks, closed containers or approved safety cans.

601-02 Flammable liquids stored in tanks shall conform to the applicable requirements of Part One or Part Two of Chapter II.

601-03 Flammable liquids stored in drums and other closed containers shall conform to the applicable requirements of Part Three or Part Four of Chapter II.

601-04 Flammable liquids used, mixed or handled in tanks, drums or other containers shall conform to the applicable requirements of section 602.

602—Use of Flammable Liquids

602-01 **Location:** Flammable liquids in quantities requiring a permit shall be used in buildings, portions of buildings or rooms constructed and designed in accordance with the requirements of Inside Mixing and Handling Rooms.

602-02 **Design and Construction of Inside Mixing and Handling Rooms:** Rooms shall have at least one exterior wall. Walls, floors and ceilings shall be of noncombustible construction having at least a two hour fire-resistive rating. Doors shall be provided with noncombustible liquid-tight sills at least six inches high and provided with an approved Class B fire door of the self-closing type. Adequate drainage to a safe location shall be provided. Adequate natural ventilation shall be provided or if mechanical ventilation is provided, compliance with appropriate requirements of the NFPA Standards on Blower and Exhaust Systems for Dust, Stock and Vapor Removal, No. 91 shall be deemed prima-facie evidence of compliance with this section. Heating shall be by low pressure steam or hot water or by electrical units approved for Class I hazardous locations. Lighting and electrical devices shall be approved for Class I hazardous locations. All equipment such as mixers, filters, pumps, motors, shafting shall be permanently and effectively grounded. Electrical installations made in accordance with the then current edition of National

Electrical Code shall be deemed prima-facie evidence of compliance with this section.

602-03 Storage Limits for Inside Mixing and Handling Rooms: An Inside Mixing and Handling Room not protected by an approved automatic fire extinguishing system shall contain not more than

- (1) 1,100 gallons total of Class I, II and III flammable liquids of which not more than,
- (2) 550 gallons may be of Class I and II flammable liquids of which not more than,
- (3) 275 gallons may be of Class I flammable liquid.

An Inside Mixing and Handling Room protected by an approved automatic fire extinguishing system shall not contain more than

- (1) 11,000 gallons total of Class I, II and III flammable liquids of which not more than,
- (2) 2,750 gallons may be of Class I and II flammable liquids of which not more than,
- (3) 550 gallons may be of Class I flammable liquid.
- (4) These amounts may be increased to not more than one day's supply where daily consumption exceeds the above limits.

602-04 Where applicable, installations made in accordance with the then current edition of NFPA Standards for Dry Cleaning Plants, No. 32; for Dip Tanks Containing Flammable or Combustible Liquids, No. 34; and Spray Finishing Using Flammable Materials, No. 33 shall be deemed prima-facie evidence of compliance with this section.

603—Dispensing

603-01 Class I or Class II flammable liquids shall be dispensed only in an Inside Mixing and Handling Room.

603-02 Class I or Class II flammable liquids shall not be drawn from or dispensed into vessels or containers within a building except by means of a device drawing from top of the tank or the container. Gravity discharge within a building of Class I or Class II flammable liquids from tanks, drums, or containers other than safety cans, is specifically forbidden, except where the nature of the manufacturing process requires gravity flow. Upon approval of the State Fire Marshal, such gravity flow shall be permitted only from vessels storing flammable liquids sufficient for not more than one day's operation.

603-03 Class I or Class II flammable liquids shall not be dispensed within a room or building which normally contains source of ignition, within the possible path of vapor travel. Dispensing devices shall be provided with iron or steel valves where compatible with the flammable liquid handled. Where practicable, there shall be, in addition to the outlet valve, a secondary control device or valve outside of the immediate area, by which the flow may be stopped in the event of fire or other accident at the outlet. Outlet valves, where practicable, shall be of the self-closing type.

603-04 Container Filling Facilities: Class I and II flammable liquids shall not be run into containers unless the nozzle and container are electrically interconnected. Where the metallic floor plate on which the container stands while filling is elec-

trically connected to the fill stem or where the fill stem is bonded to the container during filling operations by means of a bond-wire, the provisions of this section shall be deemed to have been complied with.

603-05 Exits: Exit facilities shall be provided to prevent occupants being trapped in the event of fire.

604—Ventilation

604-01 Buildings, or rooms or other enclosures in which Class I or Class II flammable liquids are used or stored in open vats or dip tanks shall be provided with ventilation sufficient at all times to prevent accumulation of flammable vapors. Where natural ventilation is insufficient under all conditions to prevent the accumulation of flammable vapors, mechanical ventilation shall be provided and used. The accumulation of flammable vapors within the combustible or explosive range under normal operating conditions, as determined by an approved flammable-vapor indicator, shall be prima-facie evidence of the violation of this section.

604-02 Design of ventilating systems shall take into account the relatively high specific gravity of the vapors. Openings to the outside for natural ventilation shall be at floor level and shall be unobstructed except by louvers, or coarse screens. Mechanical systems for removing flammable vapors, designed, installed and operated in accordance with the then current edition of National Fire Protection Association Standards for the Installation of Blower and Exhaust Systems shall be deemed prima-facie evidence of compliance with this section.

605—Sources of Ignition

Open flames, heating devices and processes employing temperatures capable of igniting the vapors of the flammable liquids used shall be prohibited in buildings, rooms and other confined spaces in which Class I or Class II flammable liquids are used in the open, or in which Class III flammable liquids are used for the purpose of saturating, coating or otherwise treating goods or materials. Artificial lighting shall be by electricity only. Electric devices located within the possible path of vapor travel shall be of a type approved for such locations. Compliance with applicable provisions of the "National Electrical Code" as published by the National Fire Protection Association shall be deemed prima-facie evidence of compliance with this section. Smoking shall be prohibited and suitable signs to that effect shall be displayed.

606—Fire Control

606-01 Inside Mixing and Handling Rooms may be sprinklered or unsprinklered. Where flammable liquids are used or dispensed, approved first aid fire appliances shall be provided. The number and type of appliances meeting the current standard for First Aid Fire Appliances NFPA No. 10 shall be deemed prima facie evidence of compliance with this section.

606-02 Wherever flammable liquids are stored in containers, provisions shall be made and maintained for the detection of leakage. Leaking containers shall be immediately removed or made tight.

606-03 Access shall be provided by unobstructed aisles whereby first-aid fire-control apparatus may be brought to bear on any part of such flammable liquids storage.

606-04 In buildings, rooms or other confined spaces in which flammable liquids are stored, combustible waste materials shall not be allowed to accumulate, except in closed metal containers.

606-05 Crankcase drainings and flammable liquids shall not be dumped into sewers, but shall be stored in tanks or tight drums outside of any building until removed from the premises.

606-06 Cleaning with gasoline, naphtha, or other highly flammable liquids of Classes I and II shall not be permitted.

CHAPTER VII

Processing Plants

701—Manner of Storage

701-01 Flammable liquids shall be stored in tanks, closed containers or approved safety cans.

701-02 Flammable liquids stored in tanks shall conform to the applicable requirements of Part One or Part Two of Chapter II or section 502-02.

701-03 Flammable liquids stored in drums or other closed containers shall conform to the requirements of Part Three or Part Four of Chapter II or Paragraph 701-04.

701-04 Storage of flammable liquids within rooms or buildings not meeting the requirements of Chapter II shall be limited in accordance with the following subsections:

701-04-1 Within wood frame buildings, storage of Class I and Class II flammable liquids shall be prohibited; storage of Class III flammable liquids shall be limited to 60 gallons in any tank or container unless installed and constructed in accordance with Chapter II of this Division.

701-04-2 In other than wood frame buildings, Class I flammable liquids may be stored in closed containers or safety cans of not more than five gallons individual capacity and not exceeding a total of 25 gallons. Class II flammable liquids may be stored in closed containers or safety cans of not more than five gallons individual capacity, and in barrels, drums, or tanks of not more than 60 gallons individual capacity. The total quantity that may be stored in this manner shall be limited to 220 gallons. Class III flammable liquids may be stored in closed containers of not more than five gallons individual capacity, or in barrels, drums, or tanks not exceeding 120 gallons individual capacity. The total quantity stored in this manner shall be limited to 220 gallons.

702—Blending and Mixing

702-01 Mixing or blending rooms or buildings shall meet the design standards of section 602-02 of this chapter. Mixing or blending rooms or buildings shall be provided with natural or mechanical ventilation that will prevent the accumulation of flammable vapors in hazardous concentrations. Design

of ventilating systems shall take into account the relatively high specific gravity of the vapors. Openings in outside walls for natural ventilation shall be at floor level and shall be unobstructed except by louvers, or coarse screens. Mechanical systems for removing flammable vapors, designed, installed and operated in accordance with the then current edition of National Fire Protection Association Standards for the "Installation of Blower and Exhaust Systems" shall be deemed prima-facie evidence of compliance with this section.

702-02 Vessels used for mixing or blending of Class I flammable liquids shall be provided with self-closing tight-fitting noncombustible lids that will control a fire within such vessel when applied thereto. Where such devices are impracticable, approved automatic or manually controlled chemical or other fire-extinguishing devices shall be used.

702-03 Open flames and other sources of ignition shall not be used within the possible path of vapor travel where flammable liquids are mixed or blended in open containers.

702-04 Vessels shall be electrically connected by bond-wires, piping, or similar means, where differences of potential could otherwise be created by accumulation of static-electrical charges.

703—Dispensing from Containers Within Buildings

703-01 Class I or Class II flammable liquids may be dispensed from approved safety cans, provided that there are no open flames or other sources of ignition within the possible path of vapor travel.

703-02 Class III flammable liquids may be dispensed from containers not exceeding 60 gallons in individual capacity by means of a pump or similar device taking suction through the top of the container.

704—Sources of Ignition

Open flames, heating devices and processes employing temperatures capable of igniting the vapors of the flammable liquid used shall be prohibited in buildings, rooms and other confined spaces in which Class I or Class II flammable liquids are used in the open, or in which Class III flammable liquids are heated above their flash point in open containers. Artificial lighting shall be by electricity only. Electrical devices located within the possible path of vapor travel shall be of a type approved for such locations. Electrical devices meeting the applicable standards of the current edition of the "National Electrical Code" as published by the National Fire Protection Association, shall be deemed prima-facie evidence of compliance with this section.

705—Housekeeping

705-01 Wherever flammable liquids are stored in containers, provision shall be made and maintained for the detection of leakage. Leaking containers shall be immediately removed and the contents transferred to a tight container.

705-02 Access shall be provided by unobstructed aisles whereby first-aid fire-control apparatus may be brought to bear on any part of such flammable liquids storage.

705-03 In buildings, rooms or other confined spaces in which flammable liquids are stored, combustible waste materials shall not be allowed to accumulate, except in closed metal containers.

705-04 Crankcase drainings and flammable liquids shall not be dumped into sewers, but shall be stored in tanks or tight drums outside of any building until removed from the premises.

705-05 Cleaning with gasoline, naphtha, or other highly flammable liquids of Classes I and II shall not be permitted.

706—First-aid Fire Control

Where flammable liquids are stored, or are used in open vessels, or are dispensed within buildings or other enclosures, first-aid fire-control equipment shall be provided in such quantities as public safety shall require. The number and type of appliance meeting the Standards for First Aid Fire Appliances as published by the National Fire Protection Association shall be deemed prima-facie evidence of compliance with this section.

CHAPTER V.II

Oil Burning Equipment

801—Oil Burners

Heating and other devices using oil burners shall be installed, maintained and operated in accordance with recognized safe practices. Burners and accessories such as piping, tanks, vents, control devices, etc., installed in compliance with the then current edition of National Fire Protection Association Standards for the Installation of Oil Burning Equipment (NFPA No. 31), shall be deemed prima-facie evidence of compliance with the installation requirements of this section.

CHAPTER IX

Farm Storage of Flammable Liquids

901—Scope

The Standards are intended to apply to flammable liquids used for fuel for internal combustion engines and for agricultural processes such as spraying, flame cultivation, etc. It does not apply to the storage of fuel oil for heating purposes, which is covered by Chapter VIII of this division.

902—Types of Approved Storage

Storage of flammable liquids in rural districts for private use shall be permitted in any of the following ways:

(a) Underground storage as provided in Part Two of Chapter II of this division.

(b) Aboveground storage in tanks the capacity of which exceeds 500 gallons as provided in Part One of Chapter II of this division and located at least 40 feet from any building.

(c) Containers of 60 gallons or less capacity each, in accordance with applicable standards set forth in this chapter.

(d) Containers of 60 to 550 gallons capacity each, in accordance with applicable standards set forth in this chapter.

903—Individual Containers of 60 Gallons or Less Capacity Each

Flammable liquids in containers of 60 gallons or less capacity shall be stored outside buildings in substantial closed metal drums of 60 gallons or less capacity each. Discharge devices requiring pressure on the container are prohibited. Pumping devices or faucets used for dispensing flammable liquids shall be well maintained to prevent leakage. Individual containers shall not be interconnected.

Containers as provided in this section shall be stored outside at least 40 feet from any building or may be stored inside of a building used exclusively for the storage of flammable liquids and located at least 40 feet from any other building. Buildings used for storage of flammable liquids shall be provided with cross ventilation with at least two vents of 64 square inches area each, placed at floor level.

904—Containers of 60 to 550 Gallons Capacity Each

904-01 Flammable liquids in aboveground containers of 60 to 550 gallons capacity shall be stored outside buildings in containers of single compartment design and constructed throughout of 14 gauge metal or heavier and made vapor tight by welding or equivalent construction.

904-02 A fill opening shall be provided and shall be equipped with a closure designed so that it may be locked.

904-03 A vent shall be provided to relieve such vacuum or pressure as will develop in normal operation or from exposure to fire. Such vent shall have a free opening of 1½ inch diameter.

904-04 Containers as provided in this section shall be kept outside and at least 40 feet from any building and shall be so located or such additional distance to buildings shall be provided as will insure that no vehicle, equipment or vessel being filled directly from such container shall be closer than 40 feet to any building.

904-05 Containers as above may be of either of the following types:

904-05-1 Containers With Top Openings Only.

Containers constructed and located as provided above may be designed with all openings in the top of the tank and in such event shall be mounted and equipped as follows:

Stationary containers shall be mounted on timbers or blocks approximately 6 inches in height so as to protect the bottom of the container from corrosion from contact with the ground and when so placed to be in a stable position; or portable containers may be equipped with attached metal legs resting on shoes or runners to be at least one tank diameter apart, which in turn rests upon the ground, designed so that the container is supported in a stable position and so that the entire container and its supports may be moved as a unit.

Containers shall be equipped with a tightly and permanently attached approved pumping device having an approved hose of sufficient length for filling vehicles, equipment or vessels to be served from the container. Either the pump or the hose shall be equipped with a padlock to its hanger to prevent tampering. An effective anti-siphoning device shall

be included in the pump discharge. Siphons or internal pressure discharge devices are prohibited.

904-05-2 Containers Elevated for Gravity Discharge.

Containers constructed and located as above may be designed with an opening in the bottom or the end of the tank for gravity dispensing of flammable liquids and shall be mounted and equipped as follows:

Supports to elevate the tank for gravity discharge shall be of adequate strength and design to provide stability.

On containers installed after the effective date of these regulations, each bottom opening for gravity discharge shall be equipped with an internal safety valve, which will close automatically in the event of fire through the operation of an effective heat releasing device and which likewise may be quickly operated manually. The gravity discharge outlet shall be provided with an approved hose equipped with a self-closing valve at the discharge end, of a type that can be padlocked to its hanger to prevent tampering.

905—Marking of Containers

Containers for the storage of flammable liquids in rural districts shall be conspicuously marked with the name of the product which they contain and "FLAMMABLE—KEEP FIRE AND FLAME AWAY." If any such containers are portable and are used for the storage of Class I or Class II flammable liquids, they shall be painted red and labeled with the common name of the product and with the word "FLAMMABLE." No kerosene, fuel oil or similar liquids shall be placed in a red container.

DIVISION III

Transportation and Delivery of Flammable Liquids by Tank Vehicles

110—Scope

This regulation applies to tank motor vehicles to be used for the transportation or delivery of flammable liquids. It is intended to provide requirements for the design, construction and operation of tank motor vehicles, their appurtenances, and certain features of tank motor vehicle chassis.

Additional safeguards may be necessary for tank vehicles used for the transportation of flammable liquids having characteristics introducing additional factors such as high rates of expansion, corrosiveness and toxicity.

Nothing in this regulation shall be construed to prevent any shipment made in accordance with the Interstate Commerce Commission regulations.

120—Definitions

121 Tank Truck: Any single self-propelled motor vehicle equipped with a cargo tank mounted

thereon, and used for the transportation of flammable liquids.

122 Tank Full Trailer: Any vehicle with or without auxiliary motive power, equipped with a cargo tank mounted thereon or built as an integral part thereof and used for the transportation of flammable liquids, and so constructed that, practically all of its weight and load rests on its own wheels. (Note: Not permitted under Iowa law)

123 Tank Semitrailer: Any vehicle with or without auxiliary motive power, equipped with a cargo tank mounted thereon or built as an integral part thereof, and used for the transportation of flammable liquids, and so constructed that, when drawn by a tractor by means of a fifth wheel connection, some part of its load and weight rests upon the towing vehicle.

124 Tank Vehicle: Any tank truck, tank full trailer, or tractor and tank semitrailer combination.

125 Cargo Tank: Any container having a liquid capacity in excess of 100 gallons, used for the carrying of flammable liquids, and mounted permanently or otherwise upon a tank vehicle. The term "cargo tank" does not apply to any container used solely for the purpose of supplying fuel for the propulsion of the tank vehicle upon which it is mounted.

126 Baffle: A non-liquid-tight transverse partition in a cargo tank.

127 Compartment: A liquid-tight division in a cargo tank.

128 Head and Bulkhead: A liquid-tight transverse closure at the end of a cargo tank or between compartments of a cargo tank.

200—Cargo Tanks, Piping and Connections

210 Cargo Tanks Constructed of Mild Steel

211 Material: All sheets for such cargo tanks shall be of mild steel to meet the following requirements:

Yield Point, minimum—25,000 pounds per square inch

Ultimate Strength, minimum—45,000 pounds per square inch

Minimum Elongation, standard 2-inch sample—20 per cent

212 Thickness of Sheets: The minimum thicknesses of tank sheets shall be limited by the volume capacity of the tank expressed in terms of gallons per inch of length; and by the distance between bulkheads, baffles, or other shell stiffeners, as well as by the radius of shell curvature in case of shell sheets; as follows:

MINIMUM THICKNESS OF HEAD, BULKHEAD AND BAFFLE SHEETS*

Heads, Bulkheads, or Baffles Volume Capacity of Tank in Gallons per Inch of Length Manufacturers Gauge No.	Mild Steel (Dished, Corrugated, Reinforced or Rolled)			
	10 or Less	Over 10 to 14	Over 14 to 18	Over 18
	14	13	12	11

MINIMUM THICKNESS OF SHELL SHEETS

Volume Capacity of Tank in Gallons Per Inch of Length	Mild Steel Distance Between Attachments of Bulkheads, Baffles or Other Shell Stiffeners					
	36 inches or less	Over 36 inches to 54 inches		Over 54 inches		
		Gauge** No.	Approx. Thick. Decimals of in.	Gauge** No.	Approx. Thick. Decimals of in.	Gauge** No.
Maximum Shell Radius of less than 70 inches:						
10 gallons or less.....	14	0.0747	14	0.0747	14	0.0747
Over 10 to 14 gallons.....	14	0.0747	14	0.0747	13	0.0897
Over 14 to 18 gallons.....	14	0.0747	13	0.0897	12	0.1046
Over 18 gallons.....	13	0.0897	12	0.1046	11	0.1196
Maximum Shell Radius of 70 inches or more, but less than 90 inches:						
10 gallons or less.....	14	0.0747	14	0.0747	13	0.0897
Over 10 to 14 gallons.....	14	0.0747	13	0.0897	12	0.1046
Over 14 to 18 gallons.....	13	0.0897	12	0.1046	11	0.1196
Over 18 gallons.....	12	0.1046	11	0.1196	10	0.1345
Maximum Shell Radius of 90 inches or more, but less than 125 inches:						
10 gallons or less.....	14	0.0747	13	0.0897	12	0.1046
Over 10 to 14 gallons.....	13	0.0897	12	0.1046	11	0.1196
Over 14 to 18 gallons.....	12	0.1046	11	0.1196	10	0.1345
Over 18 gallons.....	11	0.1196	10	0.1345	9	0.1495
Maximum Shell Radius of 125 inches or more:						
10 gallons or less.....	13	0.0897	12	0.1046	11	0.1196
Over 10 to 14 gallons.....	12	0.1046	11	0.1196	10	0.1345
Over 14 to 18 gallons.....	11	0.1196	10	0.1345	9	0.1495
Over 18 gallons.....	10	0.1345	9	0.1495	8	0.1635

*Thickness of exterior head sheets shall never be less than the maximum requirements for shell sheets in any specific unit.
 **Manufacturers Standard Gauge and approximate equivalent thickness in decimals of inch.

220—Cargo Tanks Constructed of Low Alloy Low Carbon (High Tensile) Steel

221 Material: All sheets for such cargo tanks shall be of low alloy, low carbon steel, commonly known as high tensile, meeting the following requirements:

Yield Point, minimum—50,000 pounds per square inch.

Ultimate Strength, minimum—65,000 pounds per square inch.

Minimum Elongation, standard 2-inch sample—20 per cent

222 Thickness of Sheets: The minimum thickness of tank sheets shall be limited by the volume capacity of the tank, expressed in terms of gallons per inch of length; and by the distance between bulkheads, baffles, or other shell stiffeners, as well as by the radius of shell curvature in the case of shell sheets; as follows:

LOW ALLOY LOW CARBON (HIGH TENSILE) STEEL

MINIMUM THICKNESS OF HEAD, BULKHEAD AND BAFFLE SHEETS*

Heads, Bulkheads, or Baffles Volume Capacity of Tank in Gallons per Inch of Length Manufacturers Gauge No.	(Dished, Corrugated, Reinforced or Rolled)			
	10 or Less	Over 10 to 14	Over 14 to 18	Over 18
	15	14	13	12

*Thickness of exterior head sheets shall never be less than the maximum requirements for shell sheets in any specific unit.

MINIMUM THICKNESS OF SHELL SHEETS

LOW ALLOY LOW CARBON (HIGH TENSILE) STEEL

Distance Between Attachments of Bulkheads, Baffles or Other Shell Stiffeners

	36 inches or less	Approx. Thick. Deci- mals of in.	Over 36 inches to 54 inches	Approx. Thick. Deci- mals of in.	Over 54 inches	Approx. Thick. Deci- mals of in.
			Gauge* No.		Gauge* No.	
Maximum Shell Radius of less than 70 inches:						
10 gallons or less.....	16	0.0588	16	0.0588	15	0.0673
Over 10 to 14 gallons.....	16	0.0588	15	0.0673	14	0.0747
Over 14 to 18 gallons.....	15	0.0673	14	0.0747	13	0.0897
Over 18 gallons.....	14	0.0747	13	0.0897	12	0.1046
Maximum Shell Radius of 70 inches or more, but less than 90 inches:						
10 gallons or less.....	16	0.0588	15	0.0673	14	0.0747
Over 10 to 14 gallons.....	15	0.0673	14	0.0747	13	0.0897
Over 14 to 18 gallons.....	14	0.0747	13	0.0897	12	0.1046
Over 18 gallons.....	13	0.0897	12	0.1046	11	0.1196
Maximum Shell Radius of Gauge* 90 inches or more, but less than 125 inches:						
10 gallons or less.....	15	0.0673	14	0.0747	13	0.0897
Over 10 to 14 gallons.....	14	0.0747	13	0.0897	12	0.1046
Over 14 to 18 gallons.....	13	0.0897	12	0.1046	11	0.1196
Over 18 gallons.....	12	0.1046	11	0.1196	10	0.1345
Maximum Shell Radius of 125 inches or more:						
10 gallons or less.....	14	0.0747	13	0.0897	12	0.1046
Over 10 to 14 gallons.....	13	0.0897	12	0.1046	11	0.1196
Over 14 to 18 gallons.....	12	0.1046	11	0.1196	10	0.1345
Over 18 gallons.....	11	0.1196	10	0.1345	9	0.1495

*Manufacturers Standard Gauge and approximate equivalent thickness in decimals of inch.

230—Cargo Tanks Constructed of Aluminum Alloys for High Strength Welded Construction

231 Material: All sheets for shell, heads and bulkheads of such cargo tanks shall be of aluminum alloys GR20A (5052 commercial designation), GR40A (5154 commercial designation) or GM40A (5086 commercial designation), conforming to American Society for Testing Materials Specification B178-54T.

All heads, bulkheads, and baffles and other shell stiffeners may use 0 temper (annealed) or stronger

temper. All shells shall be of H32 temper or H34 temper, except that when shell thicknesses of 0.250 inch or thicker are used, the H112 temper is additionally permitted.

232 Thickness of Sheets: The minimum nominal thicknesses of tank sheets shall be limited by the volume capacity of the tank, expressed in terms of gallons per inch of length; and by the distance between bulkheads, baffles, or other shell stiffeners, as well as by the radius of shell curvature in the case of shell sheets as follows:

MINIMUM THICKNESS OF HEAD, BULKHEAD AND BAFFLE SHEETS*

ALUMINUM ALLOYS GR20A, GR40A, AND GM40A

Heads, Bulkheads, or Baffles Volume Capacity of Tank in Gallons per Inch of Length Thickness in decimals of inches	(Dished, Corrugated, Reinforced or Rolled)			
	10 or Less	Over 10 to 14	Over 14 to 18	Over 18
	.096	.109	.130	.151

*Thickness of exterior head sheets shall never be less than the maximum requirements for shell sheets.

MINIMUM THICKNESS OF SHELL SHEETS

ALUMINUM ALLOYS GR20A, GR40A AND GM40A

Volume Capacity Of Tank In Gallons Per Inch Of Length	Distance Between Attachments of Bulkheads, Baffles or Other Shell Stiffeners		
	36 inches or less	Over 36 inches to 54 inches	Over 54 inches
Inch Decimal Thickness for Maximum Shell Radius of Less than 70 inches:			
10 gallons or less.....	.087	.087	.096
Over 10 to 14 gallons.....	.087	.096	.109
Over 14 to 18 gallons.....	.096	.109	.130
Over 18 gallons.....	.109	.130	.151
Inch Decimal Thickness for Maximum Shell Radius of 70 inches or more, but less than 90 inches:			
10 gallons or less.....	.087	.096	.109
Over 10 to 14 gallons.....	.096	.109	.130
Over 14 to 18 gallons.....	.109	.130	.151
Over 18 gallons.....	.130	.151	.173
Inch Decimal Thickness for Maximum Shell Radius of 90 inches or more, but less than 125 inches:			
10 gallons or less.....	.096	.109	.130
Over 10 to 14 gallons.....	.109	.130	.151
Over 14 to 18 gallons.....	.130	.151	.173
Over 18 gallons.....	.151	.173	.194
Inch Decimal Thickness for Maximum Shell Radius of 125 inches or More:			
10 gallons or less.....	.109	.130	.151
Over 10 to 14 gallons.....	.130	.151	.173
Over 14 to 18 gallons.....	.151	.173	.194
Over 18 gallons.....	.173	.194	.216

240—Joints

241 Joints shall be made in accordance with recognized good practice and the efficiency of any joint shall be not less than 85 per cent of that of the adjacent metal in the tank. Low alloy low carbon (high tensile) steel sheets, however, shall be joined by fusion welding.

242 Mild steel and low alloy low carbon steel may be used in the construction of a single tank, provided each material, where used, shall comply with the minimum requirements of its respective specifications for that section of the tank.

243 In cargo tanks constructed of aluminum alloys, all joints in and to tank shells, heads and bulkheads shall be welded. All welded aluminum joints shall be made in accordance with recognized good practice, and the efficiency of a joint shall not be less than 85 per cent of the annealed properties of the material in question. Aluminum alloys for high strength welded construction shall be joined by an inert gas arc welding process using filler metals R-GR40A, E-GR40A (5154 alloy) and R-GM50A, E-GM50A (5356 alloy) as conforming to American Society of Testing Materials Specification No. B285-54T (American Welding Society Specification No. A5, 10-54T).

250—Test

251 At the time of manufacture every cargo tank shall be tested by a minimum air or hydrostatic pressure of 3 pounds per square inch applied to each compartment, or to the whole tank if it be not divided into compartments. Such pressure shall be maintained for a period of at least 5 minutes, during which, if the test is by air pressure, the entire exterior surface of all the joints shall be coated with a solution of soap and water, heavy oil, or other material suitable for the purpose, foaming or bubbling of which will indicate the presence of leaks. Hydrostatic pressure, if used, shall be gauged at the top of the tank; and the tank shall be inspected at the joints for the issuance of liquid to indicate leaks. Any leakage discovered by either of the methods above described, or by any other method shall be deemed as evidence of failure to meet the requirements of this specification.

260—Tank Outlets

261 Outlets shall be substantially made and so attached to the tank.

270—Bulkheads and Baffles

271 Every cargo tank having a total capacity in excess of 1,500 gallons and used for the distribution of Class I and Class II flammable liquids to service stations or other premises to which the public is invited shall be divided into compartments, no one of which shall exceed 1,200 gallons; provided that any cargo tank in use in this state as of the effective date of this rule may be used in aforesaid distribution if the tank vehicle otherwise conforms to all requirements of Division III of these regulations. A construction tolerance of 10 per cent shall be allowed for capacities of individual compartments or tanks.

272 Except as provided in section 271, bulkheads or compartments shall not be required in any cargo

tank used for transportation service, regardless of total capacity, which, when loaded and transporting its cargo over streets and highways will contain not less than 80 per cent of the total tank capacity and will discharge its entire contents at one unloading point. As to tank vehicles operating from, to, or within areas requiring seasonal reduction in size of cargo, the 80 per cent requirement shall be waived during the period in which such restrictions are in effect.

273 Every cargo tank, and every compartment over 90 inches in length, shall be provided with baffles, the number of which shall be such that the linear distance between any two adjacent baffles, or between any tank head or bulkhead and the baffles nearest it, shall in no case exceed 60 inches.

274 The cross sectional area of each baffle shall be not less than 80 per cent of the cross sectional area of the tank and the thickness of such baffle shall be not less than that required for heads and bulkheads of the cargo tank in which installed.

275 Cargo tanks with compartments carrying flammable liquids of different classes shall be provided with an air space between compartments and this air space shall be equipped and maintained with drainage facilities operative at all times.

280—Vents

281 Each cargo tank or compartment shall be provided with a vacuum and pressure operated vent with a minimum effective opening of 0.44 square inch, and shall also be provided with an emergency venting facility so constructed as to provide a minimum free-venting opening having a net area in square inches equal to 1.25 plus 0.0025 times the capacity of the cargo tank or compartment in gallons. If the emergency venting facility operates in response to elevated temperatures, the critical temperature for such operation shall not exceed 200° F.

290—Valve and Faucet Connections

291 Draw-off valves and faucets shall have discharge ends threaded, or they shall be designed so as to permit being tightly connected to hose extending to fill pipe.

300—Emergency-Discharge Control

301 Every outlet from any cargo tank any compartment of which has a capacity in excess of 500 gallons, if used for transportation of Class I or II flammable liquids, shall be equipped with a reliable and efficient shut-off valve located inside the shell; or in the sump when it is an integral part of the shell; and designed so that the valve must be kept closed except during loading and unloading operations.

302 The operating mechanism for the valve shall be provided with a secondary control, remote from the fill openings and discharge faucets, for use in the event of accidents or fire during delivery operations.

303 The control mechanism shall be provided with a fusible section which will permit valves to close automatically in case of fire.

304 In every case there shall be provided, between the shut-off valve seat and discharge faucet, a shear section which will break under strain unless the discharge piping is so arranged as to afford the same protection and leave the shut-off valve seat intact.

400—Tank-Vehicle Chassis, Assembly and Appurtenances

410—Tires

411 All tank motor vehicles shall be equipped with rubber tires on all wheels.

420—Assembly

421 Every cargo tank shall be adequately supported upon and securely attached to or be a part of the tank vehicle upon which it is carried.

430—Static Protection

431 Cargo tanks, and vehicle chassis, shall be electrically bonded.

432 Provision shall be made in the tank structure of the vehicle for the bonding of vehicle to the fill pipe during truck loading operations.

433 All hoses used on transports (4,000 gallon capacity or larger) for unloading Class I or II liquids shall be wire-filled.

434 Drag chains and straps, formerly specified for the purpose of eliminating static charges, have been shown to be ineffective and their elimination is recommended.

440—Protection Against Collision

441 Draw-off valves or faucets projecting beyond the frame at the rear of a tank vehicle shall be adequately protected against collision by bumpers or similar means.

450—Lighting

451 No lighting device other than electric lights shall be used on tank vehicles. Lighting circuits shall have suitable over-current protection (fuses or automatic circuit breakers). The wiring shall have sufficient carrying capacity and mechanical strength, and shall be secured, insulated, and protected against physical damage, in keeping with recognized good practice.

460—Fuel System

461 Fuel tanks shall be so designed, constructed and installed as to present no unusual hazard, and shall be so arranged as to vent during filling operations and permit drainage without removal from their mountings.

462 All portions of the fuel-feed system, including carburetor, pumps, and all auxiliary mechanisms and connections shall be constructed and installed in a workmanlike manner, and so constructed and located as to minimize the fire hazard with no readily combustible materials used therein, and shall, except for Diesel fuel connections, be well separated from the engine exhaust system. A pressure-release device shall be provided where necessary. The fuel-feed lines shall be made of materials not adversely affected by the fuel to be used or by other materials likely to

be encountered, of adequate strength for their purpose, well secured to avoid chafing or undue vibration, having a readily accessible and reliable shut-off valve or stop-cock. Joints depending upon solder for mechanical strength and liquid tightness shall not be used in the fuel system at or near the engine, or its accessories, unless the solder has a melting point of not less than 340° F., or unless a self-closing, thermally controlled valve set to operate at not exceeding 300° F., or other equivalent automatic device, shall be installed in the fuel line on the fuel-tank side of such joint.

470—Exhaust System

471 The exhaust system, including muffler (or silencer) and exhaust line shall have ample clearance from the fuel system and combustible materials, and shall not be exposed to leakage or spillage of product or accumulations of grease, oil or gasoline.

472 The exhaust system, including all units, shall be constructed and installed in a workmanlike manner. A muffler (or silencer) cut-out shall not be used.

480—Semitrailers

481 Semitrailers shall be firmly and securely attached to the vehicle drawing them, in a manner conforming with recognized good practice.

482 Each semitrailer, shall be equipped with reliable brakes on all wheels, and adequate provision shall be made for their efficient operation from the driver's seat of the vehicle drawing the trailer, or semitrailer.

483 Trailer connections shall be such as to prevent the towed vehicle from whipping or swerving from side to side dangerously or unreasonably and shall cause the trailer to follow substantially in the path of the towing vehicle.

490—Fire Extinguishers

491 Each tank vehicle shall be equipped and maintained with at least one approved hand fire extinguisher of a type suitable for extinguishing flammable-liquid fires. Fire extinguishers shall be kept in good operating condition at all times, and they shall be located in an accessible place on each tank vehicle.

500—Auxiliary Internal Combustion Engines

501 Internal combustion engines, other than those providing propulsive power, installed or carried upon a tank vehicle transporting Class I and II flammable liquids for the purpose of providing power for the operation of pumps or other devices, shall meet the following requirements:

502 The engine air intake shall be equipped with an effective flame arrester, or an air cleaner having effective flame arrester characteristics, substantially installed and capable of preventing emission of flame from the intake side of the engine in event of backfiring.

503 The fuel system shall be so located or constructed as to minimize the fire hazard. If the fuel tank is located above or immediately adjacent to the engine, suitable shielding shall be provided to

prevent spillage during the filling operation, or leakage from the tank or fuel system, from coming in contact with the engine or any parts of the ignition and exhaust systems. All parts of the fuel system shall be constructed and installed in a workmanlike manner.

504 Pumps and other appurtenances carrying or containing flammable liquids shall be so located in relation to the engine that spillage or leakage from such parts shall be prevented from coming in contact with the engine or any parts of the ignition and exhaust system, or adequate shielding shall be provided to attain the same purpose. The engine cooling fan shall be so positioned, rotated or shielded as to minimize the possibility of drawing flammable vapors toward the engine.

505 When the engine is located in a position where spillage from the cargo tank or its appurtenances or from side racks might constitute a hazard, suitable shielding shall be provided to prevent such spillage from contacting the engine or engine exhaust system and for draining such spillage away from the vicinity of the engine.

506 Where the engine is carried within an enclosed space adequate provision shall be made for air circulation at all times, to prevent accumulation of explosive vapors and to avoid overheating.

507 The exhaust system shall be substantially constructed and installed and free from leaks. The exhaust line and muffler shall have adequate clearance from combustible materials and the exhaust gases shall be discharged at a location which will not constitute a hazard. When engines are carried as in paragraph 506, the exhaust gases shall be discharged outside of each such closed space.

508 The ignition wiring shall be substantially installed with firm connections, and spark plug and all other terminals shall be suitably insulated, to prevent sparking in event of contact with conductive materials. The ignition switch shall be of the enclosed type.

510—Auxiliary Electric Generators and Motors

511 Electrical equipment, installed or carried upon a tank vehicle transporting Class I and II flammable liquids, for the operation of pumps or other devices used for the handling of product and operating product handling accessories shall meet the following requirements:

512 Electric generators driven from a power take-off connected to the vehicle transmission or to an auxiliary transmission, or by an auxiliary internal combustion engine, shall be of the explosion proof type.

513 Electric motors shall be of the explosion proof type.

514 Wiring shall be adequate and substantially installed with all terminals firmly connected and insulated to prevent sparking from vibration or in event of contact with conductive materials. Wires shall have oil proof insulation. If overload protection is provided it shall be of the explosion proof type. All switches or other sparking devices shall

be of the explosion proof type and all conduit entrances shall be sealed.

515 Where the generator or motor is located within an enclosed space adequate provision shall be made for air circulation to prevent overheating and possible accumulation of explosive vapors.

516 Electrical equipment and wiring shall be located so as to prevent contact with spillage from cargo tank or side racks or suitable shielding shall be provided to attain equivalent protection.

600—Operation of Tank Vehicles

610—Proper Repair

611 Tank vehicles shall not be operated unless they are in proper repair, devoid of accumulation of grease, oil or other flammables, and free of leaks.

620—Filling and Discharging Tank Vehicles

621 The driver, operator or attendant of any tank vehicle shall not leave the vehicle while it is being filled or discharged. Delivery hose, when attached to a tank vehicle shall be considered to be a part of the tank vehicle.

622 Motors of tank trucks or tractors shall be shut down during making and breaking hose connections. If loading or unloading is done without the use of a power pump, the tank truck or tractor motor shall be shut down throughout such operations.

623 The cargo tank shall be bonded to the fill pipe when loading. The bond-wire connection shall be made prior to opening the dome covers. It shall be maintained in place during the entire filling operation and the dome covers shall be securely closed before the bond-wire is disconnected from the cargo tank.

624 No external bond-wire connection nor bond-wires integral with a hose are needed for the unloading of flammable liquids into underground tanks.

625 No cargo tank or compartment thereof used for the transportation of any flammable liquid shall be loaded liquid full. The vacant space (outage) in a cargo tank or compartment thereof used in the transportation of flammable liquids shall be not less than 1 per cent; sufficient space (outage) shall be left vacant in every case to prevent leakage from or distortion of such tank or compartment by expansion of the contents due to rise in temperature in transit.

630—No Smoking

631 Smoking by tank vehicle drivers, helpers, repairmen, or other personnel is prohibited while they are driving, making deliveries, filling, or making any repairs to tank vehicles.

640—Protection Against Intermixing

641 Conversion: No cargo tank compartment, the last preceding use of which was for Class I or II flammable liquid, shall be used for Class III flammable liquid until all Class I or II liquid has been completely drained from the compartment and from all piping and any pump, meter or hose

connected thereto. If the compartment or any connected piping, pump, meter or hose will not drain completely, the Class I or II liquid shall be completely removed by other means.

642 Separation: If Class I or II flammable liquid and Class III flammable liquid are to be delivered by pump, meter or hose from different compartments of one cargo-tank load, separate withdrawal or metering equipment, whatever it may be, from the point where it is attached to the compartment outlet pipe to and including the dispensing nozzle or connection, shall be provided for Class I or II flammable liquid; and separate equipment, as aforesaid, shall be provided for Class III flammable liquid. **Exception:** Tank vehicles manufactured prior to the effective date of this standard may be continued in use without being so equipped if (a) lines into the common outlets or to common manifolds are provided with valves which will permit only one compartment at a time to be emptied; and (b) the common outlet, pump, meter or hose, following use for Class I or II liquid, shall be cleared as required in paragraph 641 before being used for Class III flammable liquid.

RULES AND REGULATIONS FOR NURSING HOMES AND CUSTODIAL HOMES

[Filed September 17, 1957]

[Amended October 9, 1957]

Promulgated under authority of chapter 135C and section 170.38 of the Code.

GENERAL PROVISIONS

Section 1. Definitions

1.1 Nursing Home. The term "nursing home" shall mean the same as defined in chapter 135C of the Code.

1.2 Custodial Home. The term "custodial home" shall mean the same as defined in chapter 135C of the Code.

1.3 Ambulatory. The term "ambulatory" when used in these standards shall mean a person who, without the aid of another, is physically and mentally capable of walking a normal path to safety including the ascent and descent of stairs.

1.4 Bed Patient. The term "bed patient" shall mean a person who is not ambulatory as defined in these standards.

1.5 Patient. The term "patient" shall mean any individual cared for in a nursing home, even though such person does not require nursing care.

1.6 Resident. The term "resident" shall mean any individual cared for in a custodial home.

1.7 Approved. The term "approved" when used in these standards shall mean acceptable to the state Fire Marshal.

a. "Approved Standards" shall mean any standard or code prepared and adopted by any nationally recognized association.

b. "Approved Equipment and Material" shall mean any equipment or material tested and listed by a nationally recognized testing laboratory.

c. "Approved" is defined as being acceptable to the state Fire Marshal. Any equipment, device or procedure which bears the stamp of approval of or meets applicable standards prescribed by an organization of national reputation such as the Underwriters Laboratories, Inc., Factory Mutual Laboratories, American Society for Testing Materials, National Board of Fire Underwriters, National Fire Protection Association, American Society of Mechanical Engineers or American Standards Association, which undertakes to test and approve or provide standards for equipment, devices or procedures of the nature prescribed in these regulations shall be deemed acceptable to the state Fire Marshal.

1.8 Attic. The term "attic" when used in these standards shall mean the space between the ceiling beams of the top habitable story and the roof rafters.

1.9 Automatic. The term "automatic" as applied to a door, window or other protection for an opening shall mean that such door, window or other protection is so constructed and arranged that if open it will close when subjected to a predetermined temperature or rate of temperature rise.

1.10 Automatic Sprinkler System. The term "automatic sprinkler system" shall mean an arrangement of piping and sprinklers designed to operate automatically by the heat of fire and to discharge water upon the fire, according to the standards of the National Board of Fire Underwriters.

1.11 Basement. The term "basement" when used in these standards shall mean that portion of the building partly underground, but having less than half its clear height below the average grade of the adjoining ground.

1.12 Cellar. The term "cellar" shall mean that portion of the building partly underground, having half or more than half of its clear height below the average grade of the adjoining ground.

1.13 Combustible. The term "combustible" shall mean that which is easily ignited.

1.14 Combustible or Hazardous Storage Area or Room. The term "combustible or hazardous storage area or room" shall mean those areas containing heating apparatus and boiler rooms, basements or attics used for the storage of combustible material, flammable liquids, workrooms such as carpenter shops, paint shops and upholstery shops, central storerooms such as furniture, mattresses and miscellaneous storage, and similar occupancies intended to contain combustible materials which will either be easily ignited, burn with an intense flame or result in the production of dense smoke and fumes.

1.15 Exit. The term "exit" shall mean the exit doorway or doorways, or such doorways together with connecting hallways or stairways, either interior or exterior, or fire escapes, designed to provide means by which individuals may proceed safely from a room or space to a street or to an open space which provides safe access to a street.

1.16 Fire Door. The term "fire door" shall mean a door and its assembly, so constructed and assem-

bled in place as to give protection against the passage of fire, equal to surrounding construction.

1.17 Fire Partition. The term "fire partition" shall mean a partition which subdivides a story of a building to provide an area of refuge or to restrict the spread of fire.

1.18 Fire-Resistance. The term "fire-resistance" shall mean that property of materials or assemblies which prevents or retards the passage of excessive heat, hot gases, or flames under condition of use. The terms "fire-resistant" and "fire-resistive" shall mean the same as "fire-resistance."

1.19 Fire-Resistance Rating. The term "fire-resistance rating" shall mean the time in hours or fractions thereof that materials or their assemblies will resist fire exposure as determined by fire tests conducted in compliance with approved standards.

1.20 Fire Wall. The term "fire wall" shall mean a wall of brick or reinforced concrete having adequate fire-resistance and structural stability under fire conditions to accomplish the purpose of completely subdividing a building or of completely separating adjoining buildings to resist the spread of fire. A fire wall shall extend continuously through all stories from foundation to or above the roof.

1.21 Flammable Liquid. The term "flammable liquid" shall mean any liquid which is governed by the rules and regulations promulgated by the state Fire Marshal under the state of Iowa laws governing the handling, storage and transportation of petroleum and petroleum products.

1.22 Local Fire Alarm System. The term "local fire alarm system" shall mean a local system of electrically supervised devices, the signals of which are transmitted to one or more placed in the premises covered, primarily for the notification of occupants. Such a system may also include automatic or manual transmission of alarms, or trouble signals or both, to a fire station or fire brigade and may also include supervisory service as well as alarm service.

1.23 Automatic Fire Alarm System. The term "automatic fire alarm system" shall mean a system which automatically detects a fire condition and actuates a fire alarm signal device.

1.24 Manual Fire Alarm System. The term "manual fire alarm system" shall mean a system which is not an automatic fire alarm system.

1.25 Means of Egress. The term "means of egress" shall have the same meaning as "exit" as defined in these standards.

1.26 New Homes. The term "new homes" shall include new construction, additions to existing licensed homes and existing buildings converted to nursing or custodial homes.

1.27 Smoke Barrier. The term "smoke barrier" shall mean a partition with a fire-resistance rating of not less than one hour, equipped with a door and jamb of the same rating and hung so as to be reasonably smoke and gas tight when closed. The door shall be not less than forty-four inches wide

and shall not be fastened in an open position by a device which will require more than one movement of normal strength to swing such door to a closed position. Such barrier shall be located to provide ample area of refuge on each side of such partition or barrier for all occupants served by the barrier. The barrier may have wired-glass panels, each not to exceed five square feet. The wire-glass shall be standard clear wire-glass.

1.28 Sprinklered. The term "sprinklered" shall mean to be completely protected by an approved system of automatic sprinklers installed and maintained in accordance with approved standards.

1.29 Story. The term "story" shall mean that part of a building comprised between a floor and the floor or roof next above and shall apply to the basement and other floor areas below. The first floor shall be that story which is of such height above grade that it does not come within the definition of a basement or shall be that story located immediately above a basement.

1.30 Fire-Resistive Construction. "Fire-resistive construction" shall mean all structural members including walls, columns, piers, beams, girders, joists, trusses, floors and roofs shall be of approved non-combustible material.

1.31 Ordinary Construction. "Ordinary construction" shall mean that type of construction having exterior walls of noncombustible material, such as brick or cement block, and other structural members including floors, roofs, beams, girders and joists are wholly or partly of wood or other combustible material.

1.32 Wood Frame Construction. "Wood frame construction" shall mean that type of construction in which the structural members are wholly or partly of wood or other combustible material and the construction does not qualify as ordinary construction.

Section 2. Classifications

2.1 Class 1A shall include one to four patients or residents in ordinary or frame construction buildings.

2.2 Class 2A shall include four to twenty-one patients or residents in ordinary or frame construction buildings.

2.3 Class 3A shall include more than twenty patients or residents in ordinary or frame construction buildings.

2.4 Class 1B shall include one to four patients or residents in fire-resistive construction buildings.

2.5 Class 2B shall include four to twenty-one patients or residents in fire-resistive construction buildings.

2.6 Class 3B shall include more than twenty patients or residents in fire-resistive construction buildings.

Section 3. Existing Nursing and Custodial Homes

3.1 Height. Class 1A, 2A and 3A patients or residents shall not be housed above the second floor. Class 1B, 2B and 3B patients or residents no limit.

3.2 Floor Areas. All unsprinklered floors above the first, having a maximum occupancy above thirty persons, shall be divided into two sections by a fire wall or fire partition with ample room on each side for the total number of beds on each floor. Doors in the fire wall shall be of the type of construction that will furnish fire and smoke protection equal to the building construction.

3.3 Exit Details.

a. Exits shall be of the following types or combinations thereof.

1. Horizontal exits.
2. Doors leading directly outside the buildings (without stairs).
3. Ramps.
4. Stairways.
5. Seven foot spiral slides.

b. At least two exits of the above types, remote from each other, shall be provided for every floor or section of the building. At least one exit in every floor or section shall be of Type 2, 3 or 4 as listed above. Exterior fire escape stairs may be accepted by the enforcing authority as a second means of exit.

c. At least one required exit from each floor above or below the first floor shall lead directly, or through an enclosed corridor, to the outside. A second or third required exit, where a more direct exit is impracticable, may lead to a first floor lobby having ample and direct exits to the outside.

d. Exits shall be of such number and so located that the distance of travel from the door of any occupied room to an exit from that floor shall not exceed fifty feet in an unsprinklered building nor seventy-five feet in a sprinklered building.

e. Exit doors shall not be locked against the egress by bolts, key locks, hooks or padlocks. A latch type lock is permissible that locks against outside entrance.

3.4 Construction and Arrangement. All stairs, ramps or other ways of exit for areas shall be of such width and so arranged as to avoid any obstruction to the convenient removal of nonambulatory persons by carrying them on stretchers or on mattresses serving as stretchers. A standard forty-four inch wide stairway or ramp is the minimum recommended. A person on a thirty-nine inch wide mattress may be carried through a forty inch doorway. Where persons are to be carried on mattresses or stretchers, extra space may be needed to make turns at stair landings.

3.5 Access.

a. Each occupied room shall have at least one doorway opening directly to the outside, or to a corridor leading directly or by a stairway or ramp to the outside, or to an adjacent room which has such access to the outside.

b. Doors serving as exits, or parts of exits shall be at least thirty-six inches wide, except that existing room doors not less than thirty inches wide may be accepted by the enforcing authority.

c. Corridors and passageways to be used as a means of exit, or part of a means of exit, shall be at least forty-four inches wide.

d. Corridors and passageways to be used as a means of exit, or part of a means of exit, shall be

unobstructed and shall not lead through any room or space used for a purpose that may obstruct free passage. Corridors and passageways which lead to the outside from any required stairway shall be enclosed as required for stairways.

e. All rooms must be equipped with a door. Divided doors shall be of such type that when the upper half is closed, the lower section shall close.

3.6 Protection of Vertical Openings.

a. Interior stairways shall be protected by complete enclosures with walls having fire-resistance rating appropriate to the type of building construction to protect the stairway as a means of exit and to prevent the spread of fire or smoke up the stairway from floor to floor, except that where a standard stairway enclosure is impracticable, partitioning with similar materials to cut off the stairway at floor levels may be accepted.

b. All doorways in stairway enclosures or partitions shall be provided with approved self-closing fire doors, except that no such doors shall be required for doorways leading directly outside the buildings.

c. Vertical openings other than stairways shall be protected as required above for stairways, except that automatic sprinkler protection may be accepted in lieu of enclosure.

3.7 Automatic Sprinklers.

a. Where automatic sprinkler systems are installed to meet the requirements of this standard, they shall be approved standard systems with water-flow alarm, protecting the entire building, except that where a single automatic sprinkler is installed for protection of a vertical opening, such as a laundry chute, or for protection of small hazardous areas such as a closet used for combustible storage, such a single sprinkler may be connected to the domestic water supply system. Where public water supplies are lacking or are inadequate for an automatic sprinkler system, a pressure tank system may be used. Open or unheated porches and unoccupied attic areas may be exempted from sprinkler protection in Class 3A homes (Section 2).

b. All homes of ordinary construction equipped with automatic sprinkler protection, and meeting all requirements of this section governing existing nursing homes, shall be excepted from the requirements of paragraph 3.1.

c. Homes of Class 3A (Section 2) shall be equipped with automatic sprinkler systems two years from the effective date of these regulations.

d. Existing three-story frame nursing homes, presently using third floors, may continue operation provided they are automatically sprinkler protected in accordance with the underwriter's standards and that third floor occupancy is not in violation of state law or city ordinance. This regulation is effective immediately.

3.8 Fire Detection Systems.

a. Where fire detection systems are installed to meet the requirement of this standard, they shall be approved electrically supervised systems protecting the entire building, including unoccupied spaces such as attics. Where fixed temperature devices are used, they shall be constructed to operate at 165°F. or less, except that in spaces where high tempera-

ture is normal, devices having a higher operating point may be used. Operation of a thermostatic device shall cause an alarm which is audible throughout the building, or, where advisable because of the type of occupancy, the system may be so arranged that the initial alarm signal will sound only at some central point where twenty-four hour service is maintained.

b. There shall be an automatic fire detection system in all homes except where there is a sprinkler system and Class 1A and Class 1B homes (Section 2).

c. Homes of Class 1A and Class 1B (Section 2) shall have an outside means of communication, such as a telephone.

3.9 Fire Extinguishers.

a. Approved type fire extinguishers shall be provided on each floor, so located that a person will not have to travel more than seventy-five feet from any point to reach the nearest extinguisher. An additional extinguisher shall be provided in, or adjacent to, each kitchen or basement storage room.

b. Type and number of portable fire extinguishers shall be determined by the state Fire Marshal. The confirmation of compliance with the above requirements shall be by the local authority having jurisdiction.

3.10 Heating. Heating shall be by a central system supplying steam, hot water or hot air, except that existing space heaters may continue to be used where approved as to type and installation by the enforcing official. All furnace rooms shall be supplied with outside air sufficient for proper combustion. All furnaces and other fired units shall be vented by suitably constructed and protected smoke pipes and chimneys. All furnaces and other fired units shall be separated from combustible surfaces by sufficient air space, the application of noncombustible insulation, or both. Portable heaters, except electric heaters in bathrooms, shall not be used.

Section 4. Equipment and Operational Features For Existing and New Nursing and Custodial Homes

4.1 Attendants, Evacuation Plan.

a. Every nursing and custodial home shall have at least one attendant on duty, awake and dressed therein at all times, and, in addition, one stand-by attendant within hearing distance and available for emergency service. These attendants shall be at least eighteen years of age and capable of performing the required duties of evacuation. No person other than the management or a person under management control shall be considered as an attendant.

b. The above paragraph shall not apply to homes of Class 1A and Class 1B (Section 2) and shall apply in all others except where there are less than ten patients.

c. Every nursing and custodial home shall formulate a plan for the protection of all persons in the event of fire and for their evacuation to areas of refuge and from the building when necessary. All employees shall be instructed and kept informed respecting their duties under the plan.

d. Every mattress shall be provided with strong handles so that it may serve as a stretcher when

necessary for evacuation or shall be equipped with other approved carrying device.

4.2 Smoking. Smoking may be permitted in nursing and custodial homes only where proper facilities are provided. Smoking shall not be permitted in sleeping quarters or dormitories, except at such times as supervision is provided and upon recommendation of attending physician.

4.3 Signs and Lighting.

a. Signs bearing the word "EXIT" in plainly legible block letters shall be placed at each exit opening, except at doors directly from rooms to exit corridors or passageways and except at doors leading obviously to the outside from the entrance floor. Additional signs shall be placed in corridors and passageways wherever necessary to indicate the direction of exit. Letters of signs shall be at least six inches high, except that the letters of internally illuminated exit signs may be not less than four and one-half inches high. All exit and directional signs shall be maintained clearly legible by electric illumination or other acceptable means when natural light fails.

b. All stairways and other ways of exit and the corridors or passageways appurtenant thereto shall be properly illuminated at all times to facilitate egress in accordance with the requirements for exit lighting.

4.4 Combustible Contents.

a. All combustible decorative and acoustical material including textile floor coverings and curtains located in corridors, patient rooms, passageways or stairway enclosures and in lobbies or other rooms or spaces for use by occupants or visitors, shall be rendered and maintained flame-resistant.

b. Fresh cut flowers and decorative greens, as well as living vegetation, may be used for decoration, except those containing pitch or resin.

c. This shall not apply to homes of Class 1A and Class 1B (Section 2).

d. Fiber base, acoustical ceiling treatment or wallboard shall not be installed in any nursing and custodial home after the effective date of these regulations.

4.5 Occupancy Restrictions.

a. Sleeping rooms or dormitories shall not be located in cellars.

b. Occupancies not under the control of, or not necessary to, the administration of a nursing and custodial home, are prohibited therein with the exception of the residence of the owner or manager.

c. The above regulations shall apply to existing or new nursing and custodial homes, all classes.

4.6 Maintenance.

a. Regular and proper maintenance of electric service, heating plants, alarm systems, sprinkler systems, fire doors and exit facilities shall be a requisite for nursing and custodial homes of all classes.

b. Storerooms shall be maintained in a neat and proper manner at all times.

c. Excessive storage of combustible materials such as papers, cartons, magazines, paints, sprays,

old clothing, furniture and similar materials shall be prohibited at all times in nursing and custodial homes.

d. The above regulations shall apply to both existing and new nursing and custodial homes.

Section 5. New Nursing and Custodial Homes

5.1 Regulation.

a. New nursing and custodial homes shall be those constructed after the effective date of this regulation.

b. It shall also include homes contemplated for use as a nursing or custodial home that are to be remodeled or additions to present homes where the addition is to provide rooms for more than four patients.

c. Homes of Class 1A (Section 2) will be exempted from the above regulations.

5.2 Construction. All new construction shall be in accordance with the applicable provisions in the following subparagraphs. The recommendations follow nationally recognized technical engineering authorities. The references are taken from the National Building Code recommendations by the National Board of Fire Underwriters and the United States Department of Health Education and Welfare.

a. Fire-resistive construction—no limits to height and area of building.

1. Columns and piers shall have a fire-resistive rating not less than three hours.

2. Floors shall have a fire-resistive rating of two hours.

3. Roofs shall have a fire-resistive rating of not less than one and one-half hours.

4. Beams, girders and trusses shall have a fire-resistive rating of two hours.

5. Walls bearing exterior and interior portions shall have a fire-resistive rating of three hours.

6. Partitions shall have a fire-resistive rating of two hours.

b. Noncombustible construction—limited to two stories except when protected with an approved sprinkler system.

1. General—all structural including walls, partitions, columns, piers, beams, girders, joists, trusses, floors and roofs shall be of approved noncombustible material not less than one hour fire-resistive rating.

2. Exterior walls shall have a fire-resistive rating of two hours.

c. One-story buildings shall be constructed of not less than one hour fire-resistant construction throughout except that boiler rooms, heating rooms and combustible storage rooms shall be of two hour fire-resistant construction. Protected wood frame construction when roof and floor construction and their supports have one hour fire-resistance and stairways and other openings through floors are enclosed with partitions having one hour fire-resistance, shall be acceptable as one-story buildings for nursing and custodial homes.

d. Other types of construction—not permitted.

e. In determining the height of a building in stories, the basement shall be considered as a story if the floor of the first story is more than eight feet six inches above grade level at any point next to the building. Service and entrance areaways encompassing not more than ten per cent of the per-

imeter of the building may be disregarded. An attic or roof space not used for storage and not occupied shall not be considered as a story.

5.3 Division of Floor Areas.

a. Each floor occupied by thirty or more persons shall be divided into at least two fire sections by partitions having at least a one hour fire-resistance rating. At least thirty square feet per person shall be provided on each side for the total number of persons on the floor. Partitions shall have at least a one hour fire-resistance rating. They shall extend to the roof in attics where the ceiling below has less than a two hour fire-resistance rating. Openings in such partitions shall occur only in public rooms or corridors and shall be protected by approved fire doors so installed that they may normally be kept in open position but will close automatically in case of fire or may be released manually to self-closing action.

b. No more than one hundred fifty feet of corridor without such partitions, as defined in a above shall be permitted. The enforcing authority may require additional partitions where he finds them necessary for the safety of the occupants.

5.4 Exit Details.

a. Exits shall be of the following types, or combinations thereof.

1. Horizontal exits.

2. Doors leading directly outside the buildings (without stairs).

3. Ramps.

4. Stairways.

5. Seven foot spiral slides.

b. At least two exits of the above types, remote from each other, shall be provided for every floor or section of the building. At least one exit in every floor or section shall be of Type 2, 3 or 4 as listed above. Exterior fire escape stairs may be accepted by the enforcing authority as a second means of exit.

c. At least one required exit from each floor above or below the first floor shall lead directly, or through an enclosed corridor, to the outside. A second or third required exit, where a more direct exit is impracticable, may lead to a first floor lobby having ample and direct exits to the outside.

d. Exits shall be of such number and so located that the distance of travel from the door of any occupied room to an exit from that floor shall not exceed fifty feet in an unsprinklered building nor seventy-five feet in a sprinklered building.

e. Exit doors shall not be locked against the egress by bolts, key locks, hooks or padlocks. A latch type lock is permissible that locks against outside entrance.

5.5 Construction and Arrangement. All stairs, ramps or other ways of exit for areas shall be of such width and so arranged as to avoid any obstruction to the convenient removal of nonambulatory persons by carrying them on stretchers or on mattresses serving as stretchers. A standard forty-four inch wide stairway or ramp is the minimum recommended. A person on a thirty-nine inch wide mattress may be carried through a forty inch doorway. Where persons are to be carried on mattresses or stretchers, extra space may be needed to make turns at stair landings.

5.6 Access.

a. Each occupied room shall have at least one doorway opening directly to the outside, or to a corridor leading directly or by a stairway or ramp to the outside, or to an adjacent room which has such access to the outside.

b. Corridors and passageways to be used as a means of exit, or part of a means of exit, shall be at least forty-four inches wide.

c. Corridors and passageways to be used as a means of exit, or part of a means of exit, shall be unobstructed and shall not lead through any room or space used for a purpose that may obstruct free passage. Corridors and passageways which lead to the outside from any required stairway shall be enclosed as required for stairways.

d. All rooms must be equipped with a door. Divided doors shall be of such type that when the upper half is closed, the lower section shall close.

5.7 Doors.

a. Outside landings to which exit doors discharge shall be located at points where the finish grade is not more than five risers higher or lower than the exit door sill.

b. Wherever possible, outside stairs should be eliminated in favor of ramps, particularly in one-story buildings so that beds on casters can be rolled quickly to the outside without removing the patients from the beds.

c. No locks shall be installed on patient room doors.

d. All doorways to patient occupied spaces and all doorways between the patient occupied spaces and the required exits shall be at least forty-four inches in clear width to permit the transportation of patients on beds, cots, litters or mattresses from one section to another or to the outside.

e. Doors to any room accommodating more than four persons shall swing with exit travel.

5.8 Protection of Vertical Openings.

a. Interior stairways shall be protected by complete enclosures with walls having fire-resistance rating appropriate to the type of building construction to protect the stairway as a means of exit and to prevent the spread of fire or smoke up the stairway from floor to floor, except that where a standard stairway enclosure is impracticable, partitioning with similar materials to cut off the stairway at floor levels may be accepted.

b. All doorways in stairway enclosures or partitions shall be provided with approved self-closing fire doors, except that no such doors shall be required for doorways leading directly outside the building.

c. Vertical openings other than stairways shall be protected as required above for stairways, except that automatic sprinkler protection may be accepted in lieu of enclosure.

5.9 Automatic Sprinklers. Where automatic sprinkler systems are installed to meet the requirements of this standard, they shall be approved standard systems with water-flow alarm, protecting the entire building, except that where a single automatic sprinkler is installed for protection of a vertical opening, such as a laundry chute, or for protection of small hazardous areas such as a closet used for combustible storage, such a single sprinkler may be connected to the domestic water supply system. Where public water supplies are lacking or are inadequate for an automatic sprinkler system, a pressure tank may be used.

5.10 Fire Detection Systems.

a. Where fire detection systems are installed to meet the requirement of this standard, they shall be approved electrically supervised systems protecting the entire building, including unoccupied spaces such as attics. Where fixed temperature devices are used, they shall be constructed to operate at 165°F. or less, except that in spaces where high temperature is normal, devices having a higher operating point may be used. Operation of a thermostatic device shall cause an alarm which is audible throughout the building or, where advisable because of the type of occupancy, the system may be so arranged that the initial alarm signal will sound only at some central point where twenty-four hour service is maintained.

b. There shall be an automatic fire detection system in all homes except where there is a sprinkler system and Class 1A and Class 1B homes (Section 2).

c. Homes of Class 1A and Class 1B (Section 2) shall have an outside means of communication, such as a telephone.

5.11 Fire Extinguishers.

a. Approved type fire extinguishers shall be provided on each floor, so located that a person will not have to travel more than seventy-five feet from any point to reach the nearest extinguisher. An additional extinguisher shall be provided in, or adjacent to, each kitchen or basement storage room.

b. Type and number of portable fire extinguishers shall be determined by the state Fire Marshal. The confirmation of compliance with the above requirements shall be by the local authority having jurisdiction.

5.12 Heating. Heating shall be a central system supplying steam, hot water or hot air at new nursing and custodial homes, except Class 3B homes (Section 2) shall have either steam or hot water systems. All furnace rooms shall be supplied with outside air sufficient for proper combustion. All furnaces and other fire units shall be vented by suitably constructed and protected smoke pipes and chimneys. Portable heaters, except electric heaters in bathrooms, shall not be used.

MOTOR VEHICLE REGISTRATION DIVISION

1. The transfer of ownership of a registered vehicle which has been repossessed may be effected without obtaining the registered owner's signature on the notice or application for transfer appearing on the reverse side of the certificate of registration,

provided that the mortgage or conditional sales contract under which such repossession was had, has been filed in the county recorder's office of the county in which such notice or application for transfer is made, and provided further that a repossession

affidavit together with the original mortgage or conditional sales contract, or a certified or photostatic copy thereof, is filed with the county treasurer of said county. Such repossession affidavit shall be in substantially the following form:

"AFFIDAVIT OF REPOSSESSION

State of Iowa, _____ County, ss.
 I, _____, Being an Officer of the Firm of _____, located at _____, Iowa, on oath depose and say that the motor vehicle described as follows: Make _____ Model _____ Year _____ Style _____ Motor No. _____ Factory No. _____ Registration No. _____ for 19 _____, which was sold _____ of _____, Iowa, as per our { Chattel Mortgage Conditional Sales Con. and recorded in County of _____ in File No. _____ Receipt No. _____ has been repossessed by said _____ for failure of the purchaser to comply with the conditions as set forth in said contract (copy attached), specifically giving the holder thereof the right to repossession under conditions of such contract.
 Signed _____
 For _____
 Subscribed and sworn to before me by said _____, this _____ day of _____, 19 _____
 Notary Public _____"

(Seal)

Vehicles which have been repossessed by a finance company must first be transferred to such company before any transfer of ownership may be made to an individual purchaser or dealer. The ownership of a vehicle which has not been registered for the current year and which has not been stored in accordance with the provisions of law, cannot be transferred under the procedure set forth herein until such time as it has been currently and properly registered in the name of its registered owner.

2. The ownership of a vehicle which has been properly stored in accordance with the provisions of chapter 321, Code 1946, may be transferred to a purchaser without being registered for the year in which such transfer is made.

3. The ownership of a registered vehicle may be transferred on the previous year's registration certificate by its individual owner to a licensed dealer during the month of January.

4. The ownership of a registered truck, truck tractor, road tractor, trailer or semitrailer may not be transferred after June 30 in any year unless the annual registration fee for such vehicle has been paid in full for that year.

5. A new and unregistered vehicle purchased from a dealer in another state who is authorized by such state to sell such vehicle unregistered, may be registered in Iowa if the applicant for registration presents to the county treasurer or to the department a certified copy of the dealer's printed invoice together with an affidavit showing such dealer to be authorized to sell such vehicle as a new unregistered vehicle in his home state.

6. When an Iowa registration certificate or card shows the owner of the registered vehicle to have an out-of-state address, the county treasurer before transferring the ownership of such vehicle to a purchaser shall require the surrender of the Iowa reg-

istration certificate or card and in addition thereto shall require the purchaser to file an original or certified copy of a bill of sale showing ownership of such vehicle to be in him.

7. The owner of a house trailer which is not currently registered may register such vehicle at any time during the calendar year on a pro rata registration fee upon filing with the county treasurer an affidavit, duly sworn to and acknowledged, in which the owner states that such vehicle has been actually used for dwelling purposes for more than six months during the preceding calendar year and that such vehicle has not been moved upon the highways of this state at any time during the current calendar year. In the absence of a showing in said affidavit that the sales tax or use tax on such vehicle has been paid, the county treasurer shall require payment of the Iowa use tax before registering such vehicle.

8. All vehicle registration plates or number plates issued by a county treasurer shall be issued by him in numerical sequence.

9. Where the ownership of a vehicle is transferred by a peace officer's bill of sale or by an order of court, and such vehicle is not currently registered in Iowa, the registration fee for such vehicle shall be computed in accordance with the following rules:

a. When ordered confiscated or forfeited by a court under a judgment of forfeiture, the fee shall be on a pro rata basis from the date of the court's order;

b. When sold on a peace officer's bill of sale as an unclaimed stolen, embezzled or abandoned vehicle, or as a vehicle seized under the provisions of section 321.84, Code 1946, the fee shall be on a pro rata basis from the date of such sale;

c. When sold or transferred under a judgment or order entered by a court in a civil action or proceeding, the fee shall be the full annual registration fee plus all delinquencies and accrued penalties to the date on which registration of the vehicle is completed.

10. Application for the designation of a vehicle as "special mobile equipment" may be made by the owner or lessee of such vehicle, provided such vehicle is only incidentally operated or moved over the highways of this state exclusively by such owner or lessee or his employees, and provided further that such "special mobile equipment" is permanently mounted on such vehicle. Such application may only be made to the motor vehicle registration division of this department, and if approved by the director of said division, special identifying plates bearing a number and the words "Special Mobile Equipment" will be issued without fee for such vehicle together with a certificate of designation and identification. Such special plates shall not be transferable from person to person nor from vehicle to vehicle and shall be securely attached to such vehicle at all times when it is being moved over the highways. Such certificate of designation and identification shall be in the immediate possession of the operator of such vehicle whenever it is being operated or moved over the highways.

The owner or lessee of any vehicle moving "special mobile equipment" which is not permanently mounted on such vehicle must apply for and receive a regular registration certificate and registration plates for such vehicle and pay the appropriate

fee therefor. The appropriate registration fee for such vehicle shall be computed on the gross weight of the vehicle less the weight of the "special mobile equipment".

11. A certificate of designation issued for an authorized emergency vehicle shall expire at midnight on the thirty-first day of December in the year in which it was issued unless sooner revoked by the commissioner upon a showing of abuse thereof.

12. The notice to the county treasurer of the transfer of ownership of any registered vehicle shall be on the reverse side of the certificate of registration for such vehicle, and shall be in substantially the following form:

"BILL OF SALE.....(Year) APPLICATION FOR TRANSFER STATE OF IOWA,COUNTY, SS: We being first duly sworn on our oaths state that, whose address isStreet, City of..... and County of....., Iowa, purchased the vehicle described on the reverse side hereof from on the.....day of....., 19..... Application is hereby made for transfer of said vehicle to the purchaser.

.....Purchaser
.....Seller

I certify that the foregoing affidavit was fully completed, subscribed and sworn to before me on the day of, 19....., and I FURTHER CERTIFY THAT THE AFFIANTS SIGNED THE SAME IN THE PRESENCE OF EACH OTHER.

.....
Notary Public in and for said County and State.
Receipt No....."

Appearing vertically on the right-hand side of said form are the words, "A penalty of \$5.00 accrues for failure to complete transfer within five days from date of sale."

Appearing vertically on the left-hand side of said form are the words, "Forward with remittance of 50c to County Treasurer."

13. The ownership of a registered vehicle may be transferred by a person holding a valid power of attorney from the owner of such vehicle. Before registering such vehicle in the name of the purchaser or transferee, the county treasurer shall require the person signing such transfer of ownership on behalf of the seller or transferrer to file in his office a duly acknowledged power of attorney which may be in form and substance as follows:

"POWER OF ATTORNEY TO TRANSFER INTEREST IN AND TO A REGISTERED VEHICLE

State of Iowa, County of....., ss.: Know all men by these presents, that I/we, the undersigned, of....., the owner(s) of a vehicle described as....., bearing motor/serial number, have made, constituted and appointed of my/our true and lawful attorney for me/us, in my/our name(s), place, and stead, to transfer all my/our title and in-

terest in said vehicle as an owner to.....
..... of
Witness my/our hand(s) this.....day of, 19.....

.....
Subscribed and sworn to before me this.....day of....., 19.....

.....
Notary Public in and for said County and State"

14. A permit, granting to a nonresident applicant authority to enter or pass through this state with a chartered bus party without the necessity of first obtaining an Iowa vehicle registration, may only be issued by the motor vehicle registration division of this department, and shall be in such form as may be prescribed and adopted by the director of said division.

15. The owner of a house trailer which is not currently registered and which is actually being used solely for dwelling purposes, may, upon application to the motor vehicle registration division of this department, obtain a permit granting him authority to move such house trailer over the highways of this state from one location to another without first registering such vehicle. The application and permit shall be in such form and substance as the director of that division may prescribe.

16. The registration card or certificate issued for a trailer shall at all times be carried in the driver's compartment of the towing vehicle.

17. Current Registration Receipt—For the purpose of obtaining a Certificate of Title upon presentation of a current registration receipt as provided in section 321.40, Code 1950, as amended by Chapter 127, Acts of the 55th General Assembly, the term, "current registration receipt" shall be deemed to include any immediately previous year's registration receipt presented during the month of January.

Adopted and issued December 18, 1953.
(Filed December 21, 1953)

PEACE OFFICERS' RETIREMENT, ACCIDENT AND DISABILITY SYSTEM

1. Vice-Chairman of Board. The treasurer of state shall be the vice-chairman of the board of trustees, and in the absence or inability of the chairman to act shall exercise the powers and perform the duties of the chairman.

2. Place of Meeting. The board of trustees shall meet at the office of the treasurer of state upon a call issued by the chairman or upon the joint call of any two members of the board at such other times as may be deemed necessary or expedient.

3. Creditable Service—Computation and Allowance of. In computing the total amount of creditable service for each member, 12 months of creditable service shall constitute 1 year of creditable service, except that creditable service for not less than 11 months in any one calendar year shall constitute one full year of creditable service.

Absence of a member from duty without loss of pay shall be allowed as creditable service.

Absence of a member from duty without pay for a period of more than 1 calendar month, or 30 days, shall not be allowed as creditable service.

4. Pension Allowance Vouchers to Women Beneficiaries. Pension allowance vouchers issued to women beneficiaries shall be issued in the beneficiary's given first name, except that if such beneficiary is the widow of the former member of this system, such voucher shall name the payee as "Mrs." followed by the given first name of her former husband with the beneficiary's given first name in parenthesis and the former husband's surname in that order.

5. Fiscal Year of System. The calendar year is adopted as the fiscal year of the retirement system.

6. Member's Contributions—Amount of Salary Deductions Certified by Secretary. Deductions from salary for a member's contributions shall be made on each payroll from the total amount of payment to the member, and upon the entry into service of a member, the secretary of the board shall certify to the auditor of the State Department of Public Safety the percentage of salary to be so deducted. Such deductions for any part of a calendar month shall be based on a 30-day month and be determined accordingly.

7. Statement Required on Refunds of Accumulated Contributions. Upon the application of any member for a return of his accumulated contributions by reason of his separation from the service by discharge or resignation, such member shall be required to sign a statement in the following form before such payment is made to him:

"I am aware that if I do not withdraw my contribution I have 4 years in which I may return to service and be restored to my former status as a member of the retirement system. I understand that if I withdraw my accumulated contributions my membership in the system is finally terminated thereby, and that if I thereafter return to service, I must enter the Retirement System with the status of a new entrant."

SAFETY RESPONSIBILITY AND DRIVERS LICENSE DIVISION

1. An SR-21 form filing once made may not be withdrawn by an insurance carrier after the 50th

day following the accident for which it is filed; provided, however, that an SR-21 form filing made after the 50th day following the accident for which it is filed, may be withdrawn by an insurance carrier if the insurance carrier shall, within 10 days after the date on which such filing was made with the department, notify the department of its desire to withdraw such SR-21 form filing.

2. It shall be the responsibility of each insurance carrier to check all copies of SR-21 forms returned to it by the department, and if the signature appearing on a particular SR-21 form is not that of a person authorized to sign such form on behalf of the insurance carrier designated as signatory thereon, or if such insurance carrier desires to withdraw or reject such SR-21 form filing, such insurance carrier shall promptly notify the department to that effect.

3. An SR-21, SR-22, SR-22A, SR-23, SR-24, or SR-26 form filing will neither be recognized nor honored by the department unless it bears on its face the signature of a person whose name is currently certified to the department as one authorized to sign such form by the insurance carrier designated as signatory thereto.

4. An SR-23 form filing shall not only afford liability coverage to the person named therein as the insured during the time and to the limits of the liability policy described therein, but shall also accord liability coverage to any other person using, with the express or implied permission of such named insured, any motor vehicle or motor vehicles to which coverage is granted.

The following rules and regulations are established and issued under and by virtue of the authority granted to the Commissioner, Iowa Department of Public Safety, by Section 321A.2, Code 1950, and are adopted and issued in accordance with the provisions of Chapter 51, Acts of the 54th General Assembly:

Paragraph 1. SR-22 and SR-22A forms of Iowa Motor Vehicle Financial and Safety Responsibility insurance certificates filed in accordance with the provisions of Chapter 321A., Code 1950, shall be in triplicate and in substantially the following form, to-wit:

SR-22

Iowa Motor Vehicle Financial And Safety Responsibility Insurance Certificate

To be filed with the Director, Safety Responsibility and Drivers License Division, State Office Building, Des Moines, Iowa.

The company signatory hereto hereby certifies that there is in effect on the effective date of this certificate a liability policy, as defined in the Iowa Motor Vehicle Financial and Safety Responsibility Act, issued by the company to

.....
Name of Insured
.....

.....
Address of Insured
.....

Policy Number Effective from to expiration date
Effective date of this certificate

The insurance hereby certified is as follows:

1. Owner's policy applicable with respect to the motor vehicle described herein.

Year of Model	Trade Name	Model	Body Type	Serial No.	Motor No.

If space above is insufficient to contain all motor vehicles covered, prepare list on paper of identical width and paste on.

Use of other nonowned motor vehicles as defined in the policy and approved by the Insurance Department of the State of Iowa:

Limited

Broad form

2. Operator's policy

.....
Date by Name of Insurance Company

Signature of Authorized Representative

(Insurance certified shall terminate on the expiration date as shown above but not prior thereto, unless ten days' written notice thereof is filed with the Director, Safety Responsibility and Drivers License Division of the Department of Public Safety, State Office Bldg., Des Moines, Iowa.)

SR-22-A

Iowa Motor Vehicle Financial And Safety Responsibility Insurance Certificate

To be filed with the Director, Safety Responsibility and Drivers License Division, State Office Building, Des Moines, Iowa.

The company signatory hereto hereby certifies that there is in effect on the effective date of this certificate a liability policy, as defined in the Iowa Motor Vehicle Financial and Safety Responsibility Act, issued by the company to

.....
(Name of Insured)
.....

Filed on behalf of

.....
(Address)
.....

who is a member of (Household), (Immediate Family) or (Employee) of Insured.
Policy No. Effective from to expiration date

Effective date of this Certificate

The insurance hereby certified is as follows:

The person on whose behalf this certificate is filed is covered only with respect to the operation of the vehicle described.

Year of Model	Trade Name	Model	Body Type	Serial No.	Motor No.

(If space is insufficient to contain all motor vehicles covered, prepare list on paper of identical width and paste on.)

THIS CERTIFICATE FILED IN COMPLIANCE WITH SECTION 26 of the Iowa Motor Vehicle Financial and Safety Responsibility Act.

.....
Date by Name of Insurance Company

Signature of Authorized Representative

(Insurance certified shall terminate on the expiration date as shown above but not prior thereto, unless ten days' written notice thereof is filed with the Director, Safety Responsibility and Drivers License Division of the Department of Public Safety, State Office Bldg., Des Moines, Iowa.)

Paragraph 2. The Department will accept the expiration date as shown upon the revised SR-22 and SR-22A, Iowa Motor Vehicle Financial and Safety

Responsibility Insurance certificates, as notice of termination, except that ten days' written notice must be filed with the Department upon form SR-26

for the termination or cancellation prior to the expiration date of any insurance so certified.

Except for an owner's policy of liability insurance, certified with respect to commercial vehicles, a certification upon SR-22 form certificate of insurance is only acceptable when either the limited or broad form coverage is indicated in the appropriate box as contained upon the form. An owner's policy applicable only to a described private passenger vehicle will not hereafter be accepted.

Paragraph 3. Effective March 1, 1952, the Department will no longer accept an SR-22 or SR-22A, Iowa Motor Vehicle Financial and Safety Responsibility insurance certificates, other than in the form and in accordance with rules and regulations stated herein.

Adopted and issued January 10, 1952.

REAL ESTATE COMMISSION

[Amendments filed May 31, 1957]

No. 1—Conduct of Examinations. All examinations for licenses as real estate brokers or salesmen shall be conducted on the Thursday preceding the second Tuesday of each month by the commission or its authorized representative in the state Capitol Building, Des Moines, Iowa.

No. 2—Refund of Fee. If for any reason an applicant fails to qualify for a license, the fee submitted with his application shall not be refunded.

No. 3—Limited Filing Period. An applicant is required to take the examination prescribed by the commission within 60 days from the date of filing the application. This requirement may be waived by the commission if satisfactory evidence is presented by the applicant showing that extenuating circumstances prevented compliance.

No. 4—Reapplying After Failure. An applicant who fails to qualify for a license is prohibited by law from reapplying for the same or a higher status until six months have elapsed from the date of the last rejection.

No. 5—Listing Contract Termination. The use of a listing contract which does not have a definite termination will be considered as detrimental to the public interest.

No. 6—Filing a Formal Complaint. A formal complaint against a licensee must be prepared and signed in triplicate on forms approved by the commission.

No. 7—Renewal Procedure Following Expiration. All licenses expire as of December 31st of the year of issuance. A licensee who fails to make proper application for renewal prior to expiration will be required to make an original application in which he must certify under oath that he has not acted in the capacity of a real estate broker or salesman during the time that he has not had a license.

No. 8—Salesman's License Limited. The holder of a real estate salesman's license may not advertise to buy, sell, rent or exchange real estate without including in the advertisement the name of his employer.

No. 9—Broker Acting As Buyer. A broker shall not buy for himself either directly or indirectly property listed with him, nor shall he acquire any interest therein without first making his true position clear to the owner. Satisfactory proof of

this fact must be produced by the broker upon request of the commission.

No. 10—Examinations Passed By Commission. The commission shall pass upon the examination papers of applicants for either broker's or salesman's license.

No. 11—Conversion of Licenses. A broker's license cannot be converted to a salesman's license or vice versa.

No. 12—Commission Controversies. The commission is not authorized by law nor will it consider or conduct hearings involving disputes over fees or commissions between co-operating brokers, brokers and salesmen, and other brokers.

No. 13—Qualifying A Firm. All members of a partnership or officers of a corporation or association who are actively engaged in the real estate brokerage business must qualify and obtain a broker's license before the firm itself can obtain a license.

No. 14—Refunds To Purchaser. When for any reason the owner fails or is unable to consummate the deal, the broker has no right to any portion of the money deposited with him by the purchaser, even though the commission is earned. The money must be returned to the purchaser and the broker should look to the owner for his compensation.

No. 15—Lotteries Prohibited. Lotteries and schemes of sales involving selling of certificates, chances, or other devices, whereby the purchaser is to receive property to be selected in an order to be determined by chance, or by some means other than the order of prior sale, or whereby property more or less valuable will be secured according to chance, or the amount of sales made, or whereby the price will depend upon chance, or the amount of sales made, whereby the buyer may or may not receive any property, are declared to be methods by reason of which the public interests are endangered.

No. 16—Signs On Property. Placing a sign on any property offering it for sale, rent, or lease without the consent of the owner shall be held as against the best interests of the general public.

No. 17—Regular And Called Meetings Of The Commission. Regular meetings of the commission shall be held in the offices of the commission in the State Capitol or at such other place in or out of the city of Des Moines, Iowa, as designated by the commission on the Thursday following the date of

each monthly examination. Special meetings when deemed necessary may be called by the Director of the Real Estate Commission, who shall set the time and the place of such meeting.

[Filed June 11, 1953]

No. 18—Broker Required To Furnish Progress Report. At the expiration of 30 days after an offer to buy has been made by a buyer and accepted by a seller, either party may demand and the broker shall furnish a detailed statement showing the current status of the transaction. On demand by either party the broker shall furnish a detailed current statement on 30 day intervals thereafter until the transaction is closed.

No. 19—Enforcing A Protective Clause. To enforce a protective clause beyond the expiration of an exclusive listing contract, the broker must furnish to the owner prior to the expiration the names and addresses of all persons to whom the property was presented during the active term of the listing.

No. 20—Offering of Prizes. The offering of prizes or anything of value as an inducement to buy or sell real estate shall be considered payment of a commission to a person who is not a licensed broker or salesman under the provisions of this chapter and a violation thereof.

[Approved May 15, 1953, Adopted May 19, 1953]

[Filed May 25, 1953]

REGENTS, STATE BOARD OF

ADMISSION REQUIREMENTS OF THE STATE UNIVERSITY OF IOWA, THE IOWA STATE COLLEGE OF AGRICULTURE AND MECHANIC ARTS, AND THE IOWA STATE TEACHERS COLLEGE

The following admission requirements to the three state institutions of higher learning in Iowa are approved and recommended by the faculties of the State University of Iowa, the Iowa State College of Agriculture and Mechanic Arts, and the Iowa State Teachers College, and the Iowa Committee on Secondary School and College Relations for adoption by the Iowa State Board of Regents.

ADMISSION REQUIREMENTS

Introduction

Graduation from an approved high school should precede admission to college.

The student who applies for admission to an institution of higher learning should have:

1. Completed a balanced program of studies designed to insure a well-rounded background of knowledge in basic fields.
2. Developed proficiency in the use of the English language in reading, writing and speaking.
3. Acquired proficiency in basic mathematical skills.
4. Developed effective study skills and work habits.
5. Developed an adequate intellectual, physical, moral and social maturity.
6. Developed a sincere interest in further formal education.

It is clear that some high school graduates, no matter what program of studies they have followed, have not acquired sufficiently the qualities listed. Consequently, they are not prepared to do work at the college level. Such individuals are likely to have extreme difficulty in completing a college program. It is clear that, while satisfactory completion of the high school program may prepare the individual for study at the college level, it does not guarantee success in college.

While no specific pattern of subjects studied in high school is essential to success in college, there are certain subject fields which, when properly taught, provide a general background of primary importance to those who wish to continue their educa-

tion at the college level. The following suggestions are made for the benefit of those who plan to enter college:

1. **English.** Since the ability to write clearly and to read with understanding and appreciation are essential, it is highly desirable that the student complete three or four units in English.

2. **Mathematics.** Not only as a tool to further learning but as a means of providing basic education, mathematics has much to offer. Two years of such study would be profitable. Students planning to specialize in the sciences or in engineering should complete two and one-half or three units in mathematics in high school.

3. **Social Studies.** Social studies—such as history, civics, government, economics, sociology, and geography—are basic to the understanding and solution of contemporary problems in the community, in the nation, and in the world. From two to four units may well be devoted to this area by the prospective college student.

4. **The Sciences.** This field is rich in possibilities for understanding the modern world. Two units in science might well be completed. For those who plan to emphasize science or engineering in college, three units would be helpful.

5. **Foreign Languages.** The prospective college student might well develop a basic reading or speaking knowledge of a modern foreign language. Some basic background in one of the classical languages would also be desirable.

6. **The Fine Arts.** This field offers opportunity for development in an important area of general education which can contribute much toward individual growth.

7. **Other Subjects.** None of the foregoing statements should be interpreted as meaning that other subjects—agriculture, commercial subjects, home economics, industrial arts, speech, etc.—should be avoided by the student who is planning to attend college. Such subjects, when properly studied, contribute materially to the educational growth of the individual and prepare him for continued study as well as for the more general activities of living.

It is recognized that the background essential to satisfactory study at the college level may be acquired informally as well as through the more usual, and generally more satisfactory, method of high school attendance. It is essential, therefore, that means be provided for the proper evaluation of such informal experience as a basis for admission to institutions of higher learning.

In accordance with the foregoing principles, students may be admitted to the State University of Iowa, the Iowa State College of Agriculture and Mechanic Arts, and the Iowa State Teachers College, as follows:

Specific Requirements

1. *Graduates of approved Iowa high schools.* Admission will be granted upon formal application and certification of graduation from an approved high school, such certification to include a complete, official statement of the applicant's high school record. Specific subjects may be required for admission to certain curricula.

2. *Graduates of high schools in other states.* Requirements are the same as in "1" above except that non-Iowa students must have satisfactory scholarship records and be otherwise acceptable. Additional measures of competence to undertake college work may be required.

3. *Graduates of unaccredited high schools.* Admission will be granted upon demonstration of competence to undertake college work, if the student is otherwise acceptable.

4. *Applicants who are not high school graduates.* Applicants who are at least seventeen years of age and are otherwise acceptable may be admitted to college curricula upon demonstration of competence to undertake college work. Methods used in the three state institutions for determining general competence will be equivalent, and a student who has demonstrated general competence at one institution will be acceptable at all three institutions. Evidence of specific competence for admission to a given curriculum may be required.

5. *Special students.* Mature students who do not wish to enroll in a curriculum and who do not meet the prescribed entrance requirements may be admitted as special students for study of those courses which they may be prepared to undertake. As a basis for admission, evidence of previous educational accomplishments and approval of university or college officials may be required.

Special Note

It is understood that requirements in algebra and plane geometry, as at present specified for admission to certain curricula in the three state institutions, shall continue.

It is further understood that the Committee on Secondary School and College Relations must approve:

1. All changes in specific entrance requirements.
2. The methods used in testing general competence to undertake college work.

ADMISSION REQUIREMENTS OF THE IOWA STATE COLLEGE

(as adopted by the State Board of Regents,
September 12, 1952)
(Filed September 29, 1952)

I. Admission of Undergraduate and Special Students

BASIC PREPARATION FOR COLLEGE

The basic requirement for admission to college is graduation from an approved high school. Since not all persons who complete a high school program are adequately prepared for college study, it is desirable that students seeking admission to college will have:

1. Completed a balanced program of studies designed to insure a well-rounded background of knowledge in basic fields.
2. Developed proficiency in the use of the English language in reading, writing and speaking.
3. Acquired proficiency in basic mathematical skills.
4. Developed effective study skills and work habits.
5. Developed an adequate intellectual, physical, and social maturity.
6. Developed a sincere interest in further formal education.

Some high school graduates, no matter what program of studies they have followed, have not adequately acquired the above qualities; consequently, they are not prepared to do work at the college level.

Although no specific pattern of high school subjects is essential to success in college, there are certain fields of study which, when properly taught, provide an opportunity for the student to secure a general background of primary importance for college study.

The following suggestions are made for the guidance of the high school student who is planning to go to college:

1. **English.** Since the ability to write clearly and to read with understanding and appreciation is essential, it is highly desirable that the student complete three or four units in English.
2. **Mathematics.** Not only as a tool to further learning but also as a part of basic education, mathematics has much to offer. At least one unit of mathematics (algebra) is required for admission to all curricula. Students planning to specialize in the sciences or in engineering should complete two and one-half or more units in mathematics.
3. **Social Studies.** Social studies—such as history, civics, government, economics, sociology and geography—are basic to the understanding and solution of contemporary problems in the community, in the nation, and in the world. From two to four units may well be devoted to this area.
4. **The Sciences.** The field is rich in possibilities for understanding the modern world. Two units in science might well be completed. For those who plan to emphasize science or engineering in college, three units would be helpful.

5. **Foreign Languages.** The prospective college student might well develop a basic reading or speaking knowledge of a modern foreign language. Some background in one of the classical languages would also be desirable.
6. **The Fine Arts.** This field offers opportunity for development in an important area of general education which can contribute materially to the individual growth.
7. **Other Subjects.** None of the foregoing statements should be interpreted as meaning that other subjects—agriculture, commercial subjects, home economics, industrial arts, speech, etc.—should be avoided. Such subjects, when properly studied, contribute materially to the educational growth of the individual and prepare him for continued study as well as for the more general activities of living.

SPECIFIC REQUIREMENTS FOR ADMISSION

I. Graduates of Approved Iowa High Schools. Graduation from an approved high school is the basic requirement for admission to the Iowa State College. A minimum of one unit of algebra is required for admission to all curricula. The requirements for admission to the several Divisions are given below.

(A) Division of Agriculture. The curricula in forestry, industrial education, and landscape architecture require one and one-half units of algebra and one unit of plane geometry. The curricula in agricultural economics, agronomy and dairy industry require one and one-half units of algebra but do not require plane geometry. The curriculum in agricultural journalism requires one unit of algebra and one unit of plane geometry. All other curricula require one unit of algebra and do not require plane geometry. The requirements for admission to agricultural engineering are the same as for the Division of Engineering.

(B) Division of Engineering. One unit of plane geometry and one and one-half units of algebra are required. Students who have not completed all of these courses may take plane geometry or third semester algebra at the Iowa State College.

It is also highly desirable that the high school student have completed three or four units of English, and all of the mathematics and science courses that are available to him in his high school, since these subjects form the core of the engineering curricula.

(C) Division of Home Economics. One unit of algebra is required. Plane geometry is not required.

(D) Division of Science. One and one-half units of algebra and one unit of plane geometry are required.

(E) Division of Veterinary Medicine. One and one-half units of algebra and one unit of plane geometry are required.

The College used a literal marking system with the passing marks of A, B, C, and D with corresponding quality points of 4, 3, 2, 1, respectively. The records of all applicants will be averaged on this basis. Iowa residents whose averages are below 2.0 will be admitted on scholastic probation.

II. Graduates of High Schools in Other States. Requirements are the same as in "I" above except that non-Iowa students must have satisfactory scholastic records and must be otherwise acceptable. A nonresident of Iowa must either have made a high school average of at least 2.0 or have graduated in the upper half of his high school class in order to be considered for admission.

III. Graduates of Unaccredited High Schools. Admission will be granted upon demonstration of competence to undertake college work, if the student is otherwise acceptable. In general, the student will be required to make a satisfactory showing in a battery of tests covering general educational attainment and scholastic aptitude.

IV. Applicants Who Are Not High School Graduates. Admission will be granted upon demonstration of competence to do college work, if the student is at least seventeen years of age and is otherwise acceptable. Students who are not beyond high school age will be accepted only upon the high school principal's recommendation that they are mature physically, mentally, and socially.

V. Special Students. Mature students who do not wish to become candidates for a diploma or degree, and who do not meet the entrance requirements, may be admitted as special students to pursue courses which they are prepared to undertake. As a basis for admission, evidence of adequate educational accomplishment and approval of the divisional dean concerned will be required.

VI. Advanced Standing. College credits earned in recognized colleges and universities will be given equivalent credit in so far as they apply on the curriculum chosen. Nonresidents of Iowa will not be considered for admission unless their college credits average 2.0 according to the literal marking system set forth in "I" above. Iowa residents whose averages are below "C" may be admitted on scholastic probation. All transfer students will be given an examination to determine their proficiency in the use of English; those who do not use the language clearly and correctly will be required to take remedial work in English without credit.

II. Admission Requirements to the Herdsmen Program

Every applicant for admission to this program must be at least sixteen years of age and must present a certificate signed by his county or high school superintendent showing that he has satisfactorily completed the eighth grade of the public schools or its equivalent. If the applicant has attended high school this certificate should be filed with the Registrar as promptly as possible, and at least two weeks before the opening of the quarter. Formal application for admission must be filed by each applicant. Blank forms can be secured by writing to the Registrar.

III. Admission Requirements to the Division of Veterinary Medicine.

Admission to the Division of Veterinary Medicine is granted only at the beginning of the Fall Quarter. Applicants for admission must file a certificate showing that their high school record meets

the entrance requirements as set forth. College credits of the preprofessional 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. For other factors in selective admission, see Restricted Enrollment below.

Applicants for admission must present 1½ units of algebra and 1 unit of plane geometry 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:

English	9 qr. crs.	(6 sem. crs.)
General 12		
Chemistry Organic 8	20 qr. crs.	(14 sem. crs.)
Mathematics and/or Physics	8 qr. crs.	(6 sem. crs.)
Zoology 8		
Biological Science Botany 3	14 qr. crs.	(10 sem. crs.)
Genetics 3		
American Government or		
American History	3 qr. crs.	(3 sem. crs.)
Animal Husbandry	9 qr. crs.	(6 sem. crs.)
Poultry Husbandry	3 qr. crs.	(2 sem. crs.)
Total required credits	66 qr. crs.	(47 sem. crs.)
Electives	24 qr. crs.	(13 sem. crs.)
Grand Total.....	90 qr. crs.	(60 sem. crs.)

In view of the animal husbandry and poultry husbandry requirements it is advisable for the student to take his preveterinary work at an institution where those courses are given. A course in feeds and feeding is highly recommended as a part of the animal husbandry requirements.

Students who desire to take preprofessional work at the Iowa State College will enroll in the Division of Science.

RESTRICTED ENROLLMENT

Recently, the college has been receiving applications for admission to the curriculum in veterinary medicine from more students than can be effectively trained with the present educational facilities. For this reason, it has become necessary to limit the enrollment in the first-year class in veterinary medicine to approximately sixty-four students.

In selecting the candidates for the first-year class, a personal conference may be required with members of the veterinary faculty, or other persons designated by the Dean. High school records, scholastic performance in preprofessional studies, 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.

IV. Admission Requirements to the Graduate College.

I. Application and Transcript of Record. The prospective graduate student may secure applica-

tion blanks for admission to the Graduate College from either the Registrar or the Dean of the Graduate College. He should forward these blanks, together with official transcripts and statement of quartile rank, to the Registrar or the Dean of the Graduate College, a month before the opening of the quarter when he wishes to matriculate. If the student has taken the Graduate Record Examination, the individual report chart should also be submitted. If the application is approved, an admission slip is sent by the Registrar to the Dean of the Graduate College and a copy to the student.

II. Qualifications. To be admitted to the Graduate College the prospective student must be a graduate of an institution whose requirements for a bachelor's degree are substantially equivalent to those of the Iowa State College. Scholastically, the applicant must have been in the upper half of the class in which he was graduated.

A. Unrestricted Admission.

Graduates of institutions on the approved list of the Association of American Universities will be admitted to the Graduate College provided the departmental requirements for the proposed major fields have been met.

B. Provisional Admission.

1. Graduates of institutions not on the approved list of the Association of American Universities but on lists of recognized regional accrediting associations will be admitted provisionally to the Graduate College if the departmental requirements for the major fields have been met. The qualifications and accomplishments of students thus provisionally admitted will be reviewed by the major department at the end of one quarter in residence, and the status of the student will be determined by the Graduate Committee. In general, graduates of recognized foreign universities will be admitted in accordance with the provisions of this paragraph.

2. Graduates of institutions accredited by recognized regional associations as "Institutions Primarily for the Training of Teachers" who plan to take major work in the fields of education offered at the Iowa State College may be admitted provisionally. They will not ordinarily be admitted to graduate standing with major in other fields.

3. Graduates of institutions not on the approved lists of the Association of American Universities or the recognized regional accrediting associations are in general not eligible for admission to the Graduate College. Exception may be made by the Graduate Committee provided the prospective candidate passes special examinations covering preparation in the proposed major and related fields, and such other tests as may be set. Students admitted under this provision may qualify for unconditional admission only after completion of one quarter's successful work and upon review of all circumstances and approval by the major department and the Graduate Committee.

C. Limited Admission.

Applicants who wish to enroll for graduate work and are not candidates for advanced degrees at the Iowa State College may be admitted to the Graduate College for one quarter, a maximum of 15 credits,

without submitting transcripts. Such students are expected to meet all departmental requirements and course prerequisites, however. Such applicants will be required to submit a certificate of graduation from the college from which they received their Bachelor's or higher degree.

RULES FOR ADMISSION
STATE UNIVERSITY OF IOWA
IOWA STATE COLLEGE

*Classification of Residents and Nonresidents for
Admission and Fee Purposes*

I

General

1. Students enrolling at Iowa State College, Ames, or the State University of Iowa, Iowa City, shall be classified as Resident or Nonresident 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 nonresident fee is upon the student.

2. For purposes of resident and nonresident 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.

II

Residence for Tuition Purposes

1. 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.

III

Students Who Are Minors

1. 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 unmarried or 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 will be considered residents of Iowa if they have had a domicile within the state for six months immediately prior to the date of the minor's enrollment at the University or the State College.

2. A minor student whose parents move their residence from Iowa to a location outside of Iowa shall be considered to be a nonresident after six months from the date of the parents' removal from the state.

3. In the event that the fact of nonresident emancipation is established, the emancipated minor assumes all of the responsibilities of an adult and must establish residence for tuition purposes by maintaining his residence within the state for 12 consecutive months while not in school, the same as in the case of any other nonresident adult.

IV

Students Over Twenty-One Years of Age

1. 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.

2. Any nonresident 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.

V

General Facts

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

2. 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, nonresident tuition will be charged in all cases until the next registration after the conditions set forth above are met.

3. 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.

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

5. 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.

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

7. An alien domiciled in Iowa who has not made declaration of intention of citizenship, as evidenced by first naturalization papers, or appropriate immigration credentials, shall be classified as a nonresident.

VI

Review Committee

1. 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.

[Filed Apr. 5, 1957]

[Amendment filed November 22, 1957]

RULES FOR ADMISSION STATE UNIVERSITY OF IOWA COLLEGE OF COMMERCE

(as adopted by the State Board of Regents,
October 18, 1957)

(Filed October 22, 1957)

(Effective September 1, 1958)

College of Commerce. For admission to the College of Commerce an applicant's record must, in addition to meeting requirements generally applicable for admission to the University, show that he has:

- 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 and 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, or 4 semester hours of credit in mathematics, with same exclusion, plus 4 semester hours of credit in any natural science laboratory course.)
- B. Satisfied the Military Science requirement of the State University of Iowa to the degree commensurate with his classification (sophomore, junior, etc.) and status.
- 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 2.00 on all work undertaken, if admission is to be unconditional.

Students who have minor deficiencies in meeting the above requirements may petition the Registrar for probationary admission to the College of Commerce.

*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 BSO degree.

STATE UNIVERSITY OF IOWA—COLLEGE OF LAW RULES FOR ADMISSION

(as adopted by the Iowa State Board of Regents,
March 7, 1952)

College of Law—Rules for Admission.

Admission Requirements

All students seeking to register for the first time in any college of the State University of Iowa must secure a formal admission statement from the Office of the Director of Admissions and Registrar. All communications regarding admission should be addressed to: The Registrar, State University of Iowa, Iowa City, Iowa.

Applicants for admission to be accepted must present a C or 2.0 average on all college work attempted. A minimum of three years of work 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 the requirements on a Combined Liberal Arts-Law curriculum so that the Bachelor of Arts can be granted after the successful completion of the first year of law.

Graduate students, with the approval of the deans of the Graduate College and of the College of Law, may enroll for certain courses in the College of Law. Undergraduate students in the College of Liberal Arts may not enroll for courses in the College of Law except under the combined course.

Requests for the current announcement of the College of Law, should be addressed to the Dean, College of Law, State University of Iowa, Iowa City, Iowa.

Combined Liberal Arts and Law Course

This is designed to enable students to shorten by one academic year the seven-year period usually required for collegiate and professional education.

Students who have completed three years in the College of Liberal Arts with the required scholarship may register as first-year students in the College of Law and if they have properly chosen their courses in the College of Liberal Arts may count a full year of law, or thirty hours of law credit, in fulfillment of the requirements for the degree of Bachelor of Arts.

The privilege of a combined course is open on the same terms to the students of many colleges other than the College of Liberal Arts of the State University of Iowa. Timely inquiry of his college should be made by the prospective law student to find out whether the combined course will be available to him. The combined course is not a prerequisite for admission to the College of Law but a degree in arts or science is a prerequisite for the degree of Juris Doctor.

Advanced Standing

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.

The established rule of the College of Law is to accept not to exceed one year of law credit for work done in other schools. The acceptance of a candidate for advanced standing is discretionary. Credit will not be given for unsatisfactory though passing work.

STATE UNIVERSITY OF IOWA
COLLEGE OF DENTISTRY
RULES FOR ADMISSION

(As approved by the Attorney General on June 9, 1955 and adopted by the State Board of Regents on June 24, 1955.)

[Filed August 9, 1955]

College of Dentistry.

Application for Admission. All inquiries regarding admissions shall be sent to the Director of Admissions and Registrar, University Hall, State University of Iowa. 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 the student plans to enter Dentistry.

Admission Requirements. 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 the 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 minimal 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 Director 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 exclusive of credits in Military Science and Tactics and Physical Education. The academic work presented must include the required courses which are listed below.

The sixty-four semester hours or its equivalent must include:

1. 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 six semester hours of credit in English Composition and Rhetoric and two semester hours of credit in Speech.

2. Biology, eight semester hours, of which at least four must be in Zoology with laboratory.

3. Physics, eight semester hours, which must include at least two hours work in a laboratory course.

4. Chemistry, a total of sixteen semester hours, including a minimum of eight semester hours of Inorganic Chemistry, at least twenty-five percent of which must be laboratory hours, and eight semester hours of Organic Chemistry, of which at least twenty-five percent must be laboratory hours.

5. Electives; enough additional arts courses to make the total of two full years of sixty-four semester hours. The electives should be chosen so as to give the applicant a well-rounded educational background.

Scholarship. To be considered by the Admissions Committee of the College of Dentistry, an applicant must have attained for eligibility for September, 1956, a grade point average of not less than 2.3 on all academic work undertaken and an average of not less than 2.3 on the required sciences. The minimum scholastic averages for the class to enter Dentistry in September, 1957, will be 2.5 on the required sciences and 2.5 on all college work attempted. The grade point average is based on the State University of Iowa's marking system in which the grade of "A" is equivalent to 4 points. In computing averages, all college work attempted must be included. The Committee does not look with favor on students repeating courses in the required sciences area unless the course which is repeated was one in which the student received a mark of "D" or "F".

General Basis for Admission. 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 Admission 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 nonresidents of Iowa under the University's regulations, preference will be given to applicants having the highest scholastic standing.

Interviews. Personal interviews will be required of applicants for admission to the College of Dentistry. 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 fee for the examination will be \$15.00 and this fee should not be paid until the application for the tests is completed. The single fee of \$15.00 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 a deposit of \$50.00 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.

Expenses. The inclusive fee for residents of Iowa is \$152.00 per semester. The fee for nonresidents of Iowa is \$262.00 per semester.

Physical Examination. Before registration each applicant must present evidence of having satisfactorily passed a physical examination by the University Health Service.

Advanced Standing. Applications for admission with advanced standing are handled as individual cases. No application will be considered in instances of scholastic failure in other institutions.

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.

STATE UNIVERSITY OF IOWA
COLLEGE OF MEDICINE
RULES FOR ADMISSION

(as adopted by the Iowa State Board of Regents,
March 7, 1952)

College of Medicine.

The completion of a four-year course in a college of arts or science, provided the required subjects listed below have been included, is strongly recommended and students having the bachelor's degree will be preferred.

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 to 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 the prerequisite sciences it offers an opportunity to secure a well-rounded education which is of special importance to those entering the medical profession. Students are therefore urged to take courses in mathematics, 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.

Application for admission. Address all inquiries regarding admission to the Office of the Registrar, State University of Iowa. All applications with credentials should be forwarded to the Registrar as soon as possible after two years of the college course have been completed. The Registrar will publish due notice as to the final date for acceptance of applications.

A fee of \$5.00 for the evaluation of credentials must accompany the application of all applicants not previously matriculated in the State University of Iowa.

Deposit for accepted applicants. Accepted applicants are required to make a deposit of \$50.00 within two weeks after notification of favorable action on their applications. This deposit is not returnable, but is credited toward the first fee payment. If he fails to make the payment within the time specified the applicant forfeits his place in the entering class.

Age. Applications from those who are more than 30 years of age will be considered only under exceptional circumstances.

Secondary school credit. The applicant should have graduated from an approved high school. See Admission to the University.

College credits. For the present, the college work as outlined below will suffice to meet the minimal academic requirements for admission to this 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 military science and tactics and physical education) in an approved college of arts and sciences.

These ninety semester hours must include:

1. Communication Skills and Literature. Applicants must have demonstrated satisfactory accomplishments 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 literature. Applicants from other institutions may meet this requirement by presenting six semester hours of credit in English composition and rhetoric and two semester hours of credit in speech plus six semester hours of credit in college literature.

2. Sociology, six semester hours. An equivalent amount of acceptable credit in cultural anthropology may be accepted as meeting this requirement.

3. Physics, eight semester hours, of which at least two semester hours must be for laboratory work. Where possible biophysics should receive special emphasis.

4. Chemistry, a total of sixteen semester hours, including a minimum of eight semester hours of inorganic chemistry, at least twenty-five per cent of which must be laboratory hours; and eight semester hours of organic chemistry, of which at least twenty-five per cent must be laboratory hours. The carbohydrates, lipids, proteins, purines and pyrimidines should have more attention than is usually given them in a course in general organic chemistry; a specialized part of the course for premedical students should be devoted to these substances. Courses in quantitative analysis and physical chemistry are desirable. For each hour of college credit granted for chemistry taken in any school except an approved college, the student must present an additional hour in either quantitative analysis or physical chemistry.

5. Biology, eight semester hours, of which at least four hours shall consist of laboratory work. This requirement may be satisfied by a course of eight semester hours in either general biology, or zoology, or a course of four hours each in zoology and botany (not by botany alone) but in all cases one-half the credit must be for laboratory work. The biology work should emphasize the great generalizations of biology. Courses in physiology, hygiene and sanitation, entomology, bacteriology, histology and similar subjects covered in the medical curriculum will not be accepted as part of the pre-medical requirement in biology. If a student's personal interests lead him to take additional work in zoology, courses in comparative anatomy and genetics are strongly recommended.

6. Vertebrate embryology, four semester hours, which must include laboratory work.

7. Electives, enough additional liberal arts courses to make a total of three years, or ninety semester hours, not including credit for required military science and tactics and physical education. In the selection of electives the student may be guided by his own chief interests and these can well be in any field, scientific or otherwise, but they should provide him an opportunity to demonstrate his real ability and at the same time give him a well-rounded broad education.

Scholarship. To be considered by the Admissions Committee of the College of Medicine, an applicant must have attained a grade point average of not less than 2.5 upon all collegiate work undertaken and upon the required sciences as listed above taken as a separate unit. The grade point average of 2.5 is based upon the State University of Iowa four-point marking system in which the grade A is equivalent to 4 points. Its equivalent in other marking systems will be determined by the Office of the Registrar and the Committee on Admissions to the College of Medicine. In determining the equivalent both the marking system and the scholarship requirements of the university or college where in the work was accomplished will be taken into consideration, and all courses attempted will be included in the computation. Since the available places are limited to 120 beginning students, all other considerations being equal, preference will be given to the applicants having the highest scholastic standing who are residents of Iowa, or who are sons or daughters of graduates of the University.

Aptitude test. Applicants for admission are required to take the Medical College Admissions Test which is administered for the Association of American Medical Colleges by the Educational Testing Service, P. O. Box 592, Princeton, New Jersey.

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 the medical curriculum complies with the entrance requirements of this college, students from other approved medical colleges may be admitted to advanced standing according to the following conditions:

1. Only applicants of high scholastic showing will be considered.

2. They must present certificates showing that they have satisfactorily completed courses equivalent to those already pursued by the class into which they wish to enter.

3. The Committee on Admission to Advanced Standing will decide in each case whether examinations in the various subjects will be required.

4. 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 will be granted subject credit upon recommendation of the head of the department concerned, for work taken in other than medical schools.

Unclassified students. Applicants for admission to the College of Medicine who are not candidates for a degree but who desire to register to 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. The time spent in such special work will not be counted as a part of the four years required for the degree of Doctor of Medicine.

STATE UNIVERSITY OF IOWA
COLLEGE OF ENGINEERING
RULES FOR ADMISSION

(as approved by the Attorney General on December 12, 1952 and adopted by the State Board of Regents)

[Filed January 21, 1953]

College of Engineering. The requirements for admission to the College of Engineering include graduation with a satisfactory scholarship record from an approved high school and the following college subjects with their prerequisites:

College Algebra (equivalent to Mathematics 22:4)
Trigonometry (equivalent to Mathematics 22:5)
Communication Skills (equivalent to Communication Skills 10:5)

To meet these requirements the student may (a) enroll in the College of Engineering after graduation from high school and complete these requirements before registering for required subjects of which they are prerequisite; (b) enroll in the College of Liberal Arts at the University or an accredited junior or senior college and complete the above requirements before entering the College of Engineering.

Applicants for admission to the College of Engineering may be required to take the Pre-engineering Inventory Test and admission may in part be determined by the score on these examinations. These tests will be administered through University Examinations Service, University Hall.

STATE UNIVERSITY OF IOWA
COLLEGE OF LIBERAL ARTS
ADMISSION REQUIREMENTS

(as adopted by the State Board of Regents,
September 12, 1952)

(Filed September 29, 1952)

All students seeking to register for the first time in any college of the State University of Iowa must secure a formal admission statement from the Director of Admissions and Registrar. All communications regarding admission should be addressed to: Director of Admissions and Registrar, State University of Iowa, Iowa City, Iowa. This applies to students who may have been enrolled in other colleges on this campus, as well as to those coming from high schools or other colleges and universities. Records for students who have been registered previously in other colleges of this University are on file in the Office of the Registrar and need not be submitted with the application.

Bases for Admission,

Admission of Iowa Residents to the Freshman Class. Applicants for admission to the freshman class of the College of Liberal Arts who are residents of Iowa are admitted upon certification of graduation from an approved high school.

Admission of Non-Iowa Residents to the Freshman Class. Applicants for admission to the freshman class of the College of Liberal Arts who are not residents of Iowa are admitted upon certification of graduation from an approved high school and satisfactory evidence of ability to do acceptable college work.

Admission of Students Transferring from Other Colleges. Applicants for admission to the College of Liberal Arts who have attended other accredited colleges are admitted upon presentation of satisfactory evidence of ability to attain the scholarship standard required for graduation.

Admission of Mature Students Who Do Not Meet All Academic Requirements. A mature student, not a candidate for a degree in the College of Liberal Arts, whose previous educational background has been irregular and who presents satisfactory evidence of ability to do acceptable college work and a purposeful program of studies to be undertaken, may upon approval of this program by the Dean or his representatives be admitted "unclassified", such privilege being extended until the approved program of studies is completed and so long as a satisfactory scholarship average is maintained. Those admitted "unclassified" who subsequently wish to proceed toward a degree may do so with approval but should understand that all entrance requirements must be satisfied and that all requirements for the degree sought must be met.

STATE UNIVERSITY OF IOWA
COLLEGE OF NURSING
ADMISSION REQUIREMENTS

(as adopted by the State Board of Regents,
September 12, 1952)
(Filed September 29, 1952)

It is not required that students have specific subjects in high school as a prerequisite for admission. Four years of high school English and a year of chemistry are recommended.

Students who complete college work before applying for admission to the College of Nursing are advised to take English, history, sociology and psychology.

All students seeking to register for the first time in any college of the State University of Iowa must secure a formal admission statement from the Director of Admissions and Registrar. All communications regarding admission should be addressed to: Director of Admissions and Registrar, State University of Iowa, Iowa City, Iowa. Students who have completed or are in their last year of high school should request the high school principal to send an official transcript to the Director of Admissions and Registrar. Students who have had college work should have the college registrar send an official transcript. The University Registrar will arrange schedules for visiting the College of Nursing. This visit will include an interview, psychological testing, a physical examination, and a tour of the University Hospitals and Westlawn.

Students who have had college work may apply for transfer into the four-year program, at the end of the freshman year. The level at which they are classified will depend upon the extent to which they have met specific requirements. The minimum grade point average required for transfer for students who have had previous college work is 2.0 on all work undertaken.

Adjustments will be made in individual cases for students who transfer into the program after having had a year or two of college work. It should be noted that all students must, according to the statutes of Iowa, be registered in the College of Nursing for at least three calendar years. It may be necessary for students who begin their college work elsewhere, unless their programs have been planned by a member of the faculty of the College of Nursing, to spend additional time in order to meet the requirements for graduation from the College.

Students who have had a portion of a diploma program may not transfer into the diploma program, but may apply for admission to the four-year program. The applicant may be required to take the battery of examinations as given to all applicants and, in addition, National League of Nursing Education Achievement Examination on all areas for which the student is eligible. The school of nursing in which the student has previously been enrolled must send an official transcript and a letter of reference to the Director of Admissions and Registrar.

Students who have previously been enrolled in the College of Nursing may apply for readmission, provided that, at the time of withdrawal, they had a 2.0 grade point average on all work undertaken, and a satisfactory record of performance. Applicants may be required to demonstrate proficiency

on the National League of Nursing Education Achievement Examinations for the areas in which they have completed the required theory and practice.

Students who wish to re-enter but who did not, at the time of withdrawal, have a 2.0 grade point average on all work undertaken will be required to demonstrate academic ability by earning a 2.0 grade point average on a minimum of two sessions of full-time study in an accredited college.

STATE UNIVERSITY OF IOWA
COLLEGE OF PHARMACY
ADMISSION REQUIREMENTS

(as adopted by the State Board of Regents,
September 12, 1952)

(Filed September 29, 1952)

All students seeking to register for the first time in any college of the State University of Iowa must secure a formal admission statement from the Director of Admissions and Registrar. All communications regarding admission should be addressed to: Director of Admissions and Registrar, State University of Iowa, Iowa City, Iowa.

The satisfactory completion of an approved high school curriculum including at least one unit of algebra and one unit of plane geometry is required for admission to the freshman class in the College of Pharmacy.

Admission Procedure. High school graduates with no previous college attendance must place on file at the Office of the Registrar an application form completely filled out and a complete transcript of all high school credits certified by the principal or superintendent of the last high school attended. Undergraduates from other colleges must file, in addition to the completed application and transcript of high school credits, a complete and official transcript from the registrar of each college attended. Admission will be authorized by the Registrar for those whose records are satisfactory.

Advanced Standing. Students transferring from other colleges of pharmacy accredited by the American Council on Pharmaceutical Education will receive credit toward the degree of Bachelor of Science in Pharmacy for such work as is required for this curriculum. At least one year must be spent in residence in the College of Pharmacy at the State University of Iowa.

STATE UNIVERSITY OF IOWA
GRADUATE COLLEGE
ADMISSION REQUIREMENTS

(as adopted by the State Board of Regents,
September 12, 1952)

(Filed September 29, 1952)

All students seeking to register for the first time in any college of the State University of Iowa must secure a formal admission statement from the Director of Admissions and Registrar. All communications regarding admission should be addressed to: Director of Admissions and Registrar, State University of Iowa, Iowa City, Iowa.

Graduates of any college or university recognized in good standing by the last published list of the Association of American Universities or accredited

by regional accrediting associations may be admitted to the Graduate College. All students beyond the baccalaureate degree who are undertaking either graduate or undergraduate work should register in the Graduate College. It should be noted, however, that admission to the Graduate College is not the equivalent of acceptance as a candidate for an advanced degree. Such acceptance is given upon recommendation of the major department and approval by the Dean of the Graduate College and is determined upon the merits of each individual case.

Application for Admission. The prospective candidate for admission to the Graduate College at the State University of Iowa should obtain an application form from the Office of the Registrar of the University. The completed application blank and an official transcript of the student's undergraduate record certified by the college conferring the bachelor's degree and an official transcript of courses taken in each college subsequently attended should be submitted to the Registrar of the University. The student will be notified of the outcome of his application by the Registrar of the University.

Conditional Admission. A student who is within three semester hours of having satisfied all the requirements for the bachelor's degree in the State University of Iowa may be admitted conditionally to the Graduate College.

IOWA STATE TEACHERS COLLEGE
RULES FOR ADMISSION

(as adopted by the Iowa State Board of Regents,
March 7, 1952)

I. Admission Procedures

A. Applying for Admission and Health Record—Every applicant must make formal application for admission and submit a health record signed by a physician. A card to be used in requesting blanks for application and health record appears on page —of this bulletin. [See Catalogue]

B. Submitting of High School Record—Every applicant must have his high school principal or the superintendent of schools send to the registrar a certificate of high school credits. A certificate should be furnished from each high school attended unless the high school from which the student was graduated furnishes a complete listing of all high school credits. The date of graduation must be noted on the certificate. These certificates should be mailed several weeks before the time of enrollment. The high school principal or the superintendent will ordinarily have the blanks for this certification; but out-of-state students may need to secure the proper forms by writing the Registrar of this college.

C. Submitting transcripts of college records—In addition to the above, a student who has attended other colleges shall have sent to the registrar a transcript of his record at each college attended. These should be mailed to the registrar a month or more before the time of enrollment since all such records are required before an admission card can be issued.

College credit earned at other approved colleges is accepted and entered on record here. It is used in meeting the requirements for graduation *in so far as it applies to the curriculum selected by the student.* For an explanation of the college policy in regard

to curriculum adjustment for transfer students, see page —. [See Catalogue]

REVISED RULE OF ADMISSION

(as approved by the Attorney General on December 8, 1953 and adopted by the State Board of Regents on December 11, 1953)

(Filed December 28, 1953)

A. Admission Policies for Undergraduate Students

As a professional school for the education of teachers, the Iowa State Teachers College recognizes an obligation to prospective students, to the public schools, and to the state to consider carefully each applicant for admission. The college recognizes that scholarship, health, character, personality, and potential leadership qualities are all essential factors in the development of a good teacher and all these factors are considered by the Admissions Committee in determining an applicant's fitness for admission.

Students are, of course, encouraged to visit the campus prior to admission to discuss their prospective college program. If sufficient evidence is not available for the Admissions Committee to make a decision in a specific case, an applicant may be invited to come to the campus for an interview or additional information may be requested. It may be necessary in some instances for the college to deny admission to an individual who does not give reasonable promise as a college student and as a prospective teacher.

Each candidate for admission will fall into one of the following categories:

1. *Graduate of approved high school*—A graduate of an approved high school who meets the requirements of health, personality, character, and potential leadership will be admitted if it appears from his certificate of high school credits, scores on standardized tests, and other pertinent information that he is competent to do college work.

2. *Graduate of unapproved high school*—A graduate of an unapproved high school will be admitted if he meets the requirements of health, personality, character, and potential leadership qualities and if he demonstrates competence to do college work by satisfactory scores on standardized tests administered by the college and is recommended as a good prospective teacher by the appropriate school officials.

3. *Applicants who are not high school graduates*. An applicant who is not a high school graduate may be admitted if he meets the requirements of health, personality, character, and potential leadership qualities and if he demonstrates, through standardized tests and statements of school officials or faculty members of this college, his competence to do college work. This provision is made in recognition of the fact that the background which is essential to pursue satisfactory study at the college level may be acquired independently as well as by the usual and generally more satisfactory method of attending high school. Occasionally, a student with unusual ability, who is physically, mentally, and socially more mature than the typical high school student, may find that his educational needs will be more satisfactorily met in college than in high school. Such a student must be at least seventeen years of age.

4. *Transfer students from other colleges*. An applicant who has taken work at another accredited college who meets the requirements of health, personality, character, and potential leadership qualities will be admitted if he has an average or better-than-average scholarship record in the college previously attended. In exceptional cases a student with a below-average record in another college may be admitted on probation if it is demonstrated that an improved quality of work may be expected in the future.

5. *Special cases*. A person who does not wish to become a candidate for a degree or to have this institution recommend him for a teaching certificate and who does not meet the entrance requirements may be admitted as a special student to pursue such subjects as he is competent to undertake. Evidence of adequate educational background and approval of the Dean of the Faculty are required of such applicants.

B. Admission Requirements for Graduate Students

A graduate of a college or university accredited by the American Association of Colleges for 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, in certain cases, be granted conditional admission. For a more detailed description of the policies and procedures of admission to graduate study see page — of this bulletin. (See Catalogue.)

STATE HYGIENIC (BACTERIOLOGICAL) LABORATORY IOWA CITY, IOWA

GENERAL REGULATIONS

(as adopted by the State Board of Regents,
September 12, 1952)

(Filed September 29, 1952)

I. Specimens Examined

1. *Classification*. This being a public health laboratory, all specimens submitted to it must have a direct, or probable significance to the public health.

2. *Who May Submit Specimens*

A. *Physicians and others licensed in one of the healing arts*. Licensed physicians, osteopaths and other licensed practitioners may submit specimens needed for the control of Diphtheria, Typhoid fever, Tuberculosis, Undulant fever and in general any transmissible disease in which such tests are required by the Iowa State Department of Health.

B. *Veterinarians* (duly licensed) may submit specimens involving diseases of animals which are transmissible to man, if such examinations are required by the State Department of Health.

C. *State Department of Health* may submit specimens needed to carry out its fundamental responsibilities.

D. *Local Departments of Health*. Only specimens needed in special investigations will be accepted, i.e., we cannot undertake to receive specimens of a routine nature.

E. *Private Individuals*. Specimens submitted by private individuals will be accepted only for private

water supplies and only when collected under conditions specified by the laboratory, and when accompanied by the appropriate fee.

II. Charges

1. Specimens examined free of charge

A. *Communicable Diseases.* Specimens submitted relating to diseases communicable from man to man or from animals to man, provided such examinations are required by the Rules and Regulations of the Iowa State Department of Health.

III. Specimens for which Fees are Charged

1. Water specimens may be charged for at rates to be determined by the Iowa State Board of Education subject only to any limitation imposed by law.

2. Specimens not covered by statute, by Rules and Regulations of the Iowa State Department of Health or as in III. 1. may be examined and charged for at a rate commensurate with the actual cost involved.

STATE UNIVERSITY OF IOWA HOSPITALS
OFFICIAL RULES AND REGULATIONS
RELATING TO
ADMISSION OF PATIENTS

(as adopted by the State Board of Regents,
September 12, 1952)

(Filed September 29, 1952)

I. Indigent Patients

A. The Quota System: At the beginning of each fiscal year the hospital administration computes the county quota of indigent patients that may be admitted for treatment to the University Hospitals. This is done in full accordance with section 255.16 of the 1950 Code of Iowa which provides that "... there shall be treated at the University Hospital during each fiscal year a number of committed indigent patients from each county which shall bear the same relation to the total number of committed indigent patients admitted during the year as the population of each county shall bear to the total population of the state according to the last preceding official census."

1. The 1950 Census of Population Report obtained from the U. S. Bureau of the Census is being used.

2. The quota is established after careful consideration of the amount of appropriated funds, the physical capacity of the hospital and the availability of trained personnel necessary for patient care.

3. If, after announcement of the quota at the beginning of the fiscal year, it becomes necessary to lower or raise it during the year's operation, the Hospital Administration reserves the right of so doing.

B. The commitment process: Chapter 255 of the 1950 Code of Iowa describes in some detail the machinery provided at the county level for the processing of commitment papers for indigent patients. The hospital administration accepts no responsibility for the legal performance of county officials nor for the determination of indigency nor for the determination of legal residency of committed patients.

1. Routine. In the normal routine of admitting an indigent patient, the hospital requires:

a. Commitment Form No. 11, signed and certified by a judge of a juvenile court or the signature of a judge of a district court which at the same time serves as a juvenile court. The Commitment Form No. 11 remains an acceptable document only for the fiscal year in which it is initiated with the one exception that it does remain effective into a new fiscal year if the patient is under continuous treatment during the transition from one fiscal year into the new. In this situation the commitment paper becomes void immediately upon discharge of the patient. The content of the above mentioned form follows in full detail the description set forth in section 255.12 of the 1950 Code of Iowa.

b. Physician's Report No. 4, acceptably signed by only a doctor of medicine or osteopathy. The hospital accepts without question the doctor's statement of need for hospitalization, as well as the doctor's evaluation of the patient's inability to pay for physician's services and hospital care.

2. Emergency: In cases of true emergency, which the Director of Welfare or the Overseer of the Poor is responsible for determining, the hospital will accept indigent patients without Commitment Form No. 11 and Physician's Report No. 4. The hospital insists, however, upon a guarantee, in telegraphic form, of the commitment by either of the above two authorities, as well as the opportunity of agreeing to the use of the hospital facilities prior to the assignment of an actual appointment.

C. The Admission: Any indigent patient directed to the University Hospitals in conformity with the policies described in sections A and B above will be admitted;

1. Providing, as outlined in section 255.1 of the Code "... is pregnant or is suffering from some malady or deformity that can probably be improved or cured or advantageously treated by medical or surgical treatment or hospital care."

2. Excepting, as described in section 255.15 of the Code, if "... the presence of the patient in the hospital would be dangerous to other patients, or there is no reasonable probability that he may be benefited by the proposed treatment or hospital care."

3. Additionally, patients whose diagnosis is determined or accepted as being psychopathic, will not be admitted.

4. Additionally, patients whose diagnosis is determined or accepted as being active pulmonary tuberculosis, will not be admitted.

5. Finally, patients will not be accepted for diagnostic and therapeutic treatment by ancillary services only. Referrals must be to and through definite clinical departments.

The hospital administration holds that:

a. The determination of any of these factors rests with the admitting physician of the hospital and/or the admitting physicians of the interested clinical departments.

b. The determination of whether or not the patient shall be classed as in-patient or out-patient rests with the University Hospitals' physicians as provided in Section 255.21.

c. It will attempt to discharge the responsibilities reflected in the establishment of the quota

at the beginning of each fiscal year but it reserves the right to control the volume of patients on a day-to-day basis and, likewise, to indicate the preference for clinical types of illnesses based upon clinical departmental needs.

d. It accepts the full responsibility for all appointment schedules and the notification of incoming patients as to their date of admission and mode of transportation as approved by the local authorities.

e. It reserves the right to refuse admission of nonemergent cases when the approved machinery for admission has been circumvented.

D. The Charge to Quotas: The hospitals' physicians who are delegated the responsibilities of admitting shall ascertain the clinical service to which the incoming patient is to be admitted. This is done after review of the referring physician's medical report but not necessarily in accordance with this report.

1. The first admission of any patient during a fiscal year shall be charged to the quota of the county initiating the Commitment Form and Physician's Report. Subsequent admissions during the same fiscal year by the same patient shall not be charged to the county's quota.

2. Any admission to Obstetrics, Orthopedics, or Otolaryngology for cleft palate procedures may be accomplished without charge to county quotas as provided in Section 255.16 of the 1950 Code. These patients if subsequently seen in any other clinical department then become a charge to the county's quota.

3. The charge to the county's quota is made at the time of the admission of the patient and not at the time of the receipt of the commitment forms.

4. The hospital administration accepts the responsibility for issuing a monthly statement of quota "usage" to each Iowa county. This report will list the name of the patient, the clinical department in which the patient was treated, the date of admission, the residency of the patient, and the current status of the county's quota balance.

II. Excess Quota Patients

A. Section 255.16 of the Iowa 1950 Code refers to the admission of patients from counties which have exceeded the established County Quota plus 10 percent, as determined by the hospital administration at the beginning of each fiscal year.

B. Admitting policies for this category of patients are identical to those applicable to indigent patients. See I (B) and I (C) above.

III. Clinical Pay Patients

A. The University Hospitals provide a limited number of accommodations for patients of moderate financial means as allowed under Section 255.19 of the Iowa 1950 Code.

B. All applications for admission under this patient category are initiated by the patient's local referring physician through submission of Hospital Form No. 63. In this form the referring physician endorses the medical need and the patient's inability to pay private rates for hospital service and physician's service. Hospital Form No. 63 is directed to the physician upon his request and appointments are made, if possible, upon receipt of the

physician's medical report and properly endorsed application.

1. The hospital will accept applications from nonresidents of Iowa.

2. The selection of patients to be admitted in this category is based upon the hospital's ability to care for patients additional to those under the indigent program, and also upon their value as interesting clinical cases.

C. The hospital will not provide transportation for this category of patient.

D. The hospital will not provide accommodations outside the hospital for ambulatory patients.

E. At the time of registration the patient is interviewed and asked to pay the estimated cost of one week's hospitalization, and, during this interview, he is asked to explain such insurance coverages as might be applied to his hospital bill or physician's bill and proper Assignments of such insurance policies are obtained.

IV. County Clinical Pay Patients.

A. The University Hospitals provide a limited number of accommodations for patients of moderate financial means as allowed under section 255.19 of the Iowa 1950 Code.

B. All applications for admission under this patient category are initiated by the patient's local referring physician through submission of Hospital Form No. 63. In this form the referring physician endorses the medical need and the patient's inability to pay private rates for hospital service and physician's services. However, in variance with the procedure outlined under section III above for clinical pay patients, the hospital requires the endorsement of the form by the Director of Social Welfare or the Overseer of the Poor of the county in which the patient resides. Hospital Form No. 63 is directed to the physician upon his request and appointments are made, if possible, upon receipt of the physician's medical report and properly endorsed application.

1. The selection of patients to be admitted in this category is based upon the hospital's ability to care for patients additional to those under the indigent program, and also upon their value as interesting clinical cases.

C. The hospital will not provide transportation for this category of patient.

D. The hospital will not provide accommodations outside the hospital for ambulatory patients.

E. In variance with section III (E) above, the patient is not required to pay a deposit in advance of his hospitalization inasmuch as the cost is guaranteed by the local county. However, during the initial interview he is asked to explain such insurance coverages as might be applied to his hospital bill or physician's bill, and proper Assignments of such insurance policies are obtained.

V. Private Patients

A. The University Hospitals provide a limited number of accommodations for patients able to pay the full cost of hospital service as well as the charges for physician's services. Provision for these accommodations is specified in Section 255.19 of the Iowa 1950 Code.

B. All requests for admission under this patient category are initiated either by the patient's local

referring physician or through direct contact between patient and a clinical member of the faculty of the College of Medicine.

1. The selection of patients to be admitted in this category is based upon the availability of hospital accommodations and the scheduling and staffing problems in the particular clinical department.

2. The hospital and the clinical department will accept both residents and nonresidents of Iowa.

3. The type of patients selected for inclusion in this category follows the limitations set forth for indigent patients under section I (C), items 1, 2, 3, 4 and 5.

C. The hospital will not provide transportation for this category of patient.

D. The hospital will not provide accommodations outside the hospital for ambulatory patients.

E. At the time of registration, the patient is interviewed and given a full explanation of the estimated costs of hospital and professional services likely to accrue during his hospitalization. During this interview he is asked to explain such insurance coverages as might be applied to either charge area and the proper assignments of such insurance policies are obtained. Agreement is reached with the patient regarding the method of completely discharging his potential indebtedness.

VI. State Services for Crippled Children

Indigent patients under 21 years of age who have a crippling condition included in the approved state services for crippled children plan, but who are unable to obtain legal commitment under the law, may be admitted and treated at the University Hospitals with the expense paid from the federal funds administered by this service. Application will be made to the Director of the State Services for Crippled Children, State University of Iowa, Iowa City.

VII. State Institution Patients

In accordance with section 255.28 of the Iowa 1950 Code, patients may be admitted from the State Board of Regents and the State Board of Control institutions to the University Hospitals for medical care. Form No. 71 authorizing treatment

will be completed and forwarded to the University Hospitals. Transportation to and from the University Hospitals will be provided by the patient's institution.

VIII. Aid to the Blind

Eligibility for this category is determined by the Division of Public Assistance of the state of Iowa. The approved application, together with a physician's report, is sent to the University Hospitals and an appointment is made for the patient.

IX. Sterilization Cases

Upon receipt of a letter from the State Board of Eugenics, authorizing sterilization, an appointment date is set for the patient. The patient may be admitted as indigent, clinical pay, county clinical pay, or private, dependent upon the patient's circumstances as outlined under those categories above.

X. Ward Special

All cases of diagnosed venereal disease with the specific exception of gonorrhea fall within this category. The procedure for admission under this category is identical with section IV above with the exception of:

(1) Clinical Pay Form No. 63 need not be signed by the Director of Social Welfare or the Overseer of the Poor.

(2) The cost is guaranteed by the Public Health Service.

XI. Veterans

Veterans are admitted and treated at the University Hospitals either as a clinical pay or private patient as outlined above, dependent upon the authorization received from the Veterans Administration.

XII. University Students

University students are treated at the University Hospitals as clinical pay patients as outlined above. They are referred by Student Health Service who guarantees a portion of the cost of hospitalization as outlined in their policies. The student is expected to pay the remainder, if any.

IOWA DEPARTMENT OF SOCIAL WELFARE

PREFACE TO COMPILATION OF RULES AND REGULATIONS

By virtue of the authority which established the Social Welfare Department as described in Chapter 234, 1954 Code of Iowa, the State Board of Social Welfare has adopted and promulgated the following rules and regulations and outlined such policies as it considered necessary to carry out the provisions and purposes of this chapter as it relates to serving the public.

The legal basis for adopting the rules and regulations of the public assistance and child welfare programs is established by the social security law and the laws of Iowa.

PUBLIC ASSISTANCE PROGRAMS

OLD-AGE ASSISTANCE

(Chapter 249, Code of Iowa)

249.4 Investigation

(a) In establishing eligibility for assistance, the welfare worker shall make a record of the sources of information. It is not necessary to make documents a part of the record, but pertinent parts of the record or documents shall be quoted and the place where the record or document can be found shall be noted together with the worker's remarks or comments regarding their authenticity.

249.5 Persons Entitled to Assistance

(a) Every aged person who meets the eligibility requirements shall be entitled to assistance in old age.

249.6 (1) Residence

(a) Residence is that place in which a person is living for other than a temporary purpose. Residence once acquired, continues until the individual abandons it and acquires residence elsewhere. Temporary absence is the absence of a person during which time he intends to return or because of a change in intent, he does return. A temporary absence from the state shall not be deemed to interrupt residence requirements. A person who at any time has fulfilled the residence requirements, but later leaves the state, may qualify for assistance on return to the state regardless of the period of time he was absent.

[Amendment filed December 17, 1957]

249.6 (2) Age

(a) Where acceptable information establishes the year in which the individual was born, but the month and day cannot be determined, July 1 shall be used as the anniversary date in establishing age.

249.6 (3) Citizenship

(a) Twenty-five years continuous residence shall be immediately preceding the application.

249.6 (5) In Public Institution

(a) Residents of public institutions are not eligible to receive old-age assistance. For the purpose of the administration of public assistance, a public institution is defined as a place which provides shelter or care to persons and is managed or controlled, in whole or part, by or through any public instrumentality, official or employee acting in an official capacity. Entrance into such institutions constitutes a cause for discontinuing assistance except where the resident is admitted for a temporary period. During the temporary period, assistance should be suspended pending decision as to whether the recipient is to remain as a resident of the institution.

Exceptions:

1. Hospitalization in a County or Municipal Tax-Supported Hospital or University Hospitals—When a recipient is hospitalized in a county or municipal tax-supported hospital or University Hospitals, assistance may be continued for a period not to exceed 90 days unless it is obvious, at the time of admission, that his condition will necessitate prolonged or permanent care.

2. Convalescent Ward or Unit of a County Home—When a recipient is temporarily hospitalized in a county home during which time he maintains his previous living quarters, assistance shall not be canceled but should be suspended. If he is released within 90 days, the welfare worker shall determine the number of assistance warrants which should be released to meet any fixed living expenses which accumulate during his hospitalization, and recommend that the rest of the warrants be canceled.

(b) A resident of a public institution may make application. However, assistance shall not be approved until such time as the applicant has taken up residence outside the institution.

249.7 Amount of Grant

(a) Need exists when an applicant lacks sufficient income and resources to meet established requirements.

(b) The following consumption items, which are considered essential for all individuals, should be included as requirements in all assistance plans:

Group I (Personal and Household)

<i>Personal Allowances</i>	<i>Household Allowances</i>
Food	Shelter
Clothing	Heating Fuel
Miscellaneous and Recreation	Lights
Personal Care and Supplies	Cooking Fuel
Health Allowance (OAA-AB)	Water
	Supplies and Replacements

Exception: Certain items mentioned above may not constitute a need in instances where the individual is in a nursing home, boarding home, etc.

Group II (Special Considerations)

<i>Continuous Specials</i>	<i>Temporary Specials</i>
Telephone	Medical Appliances
Insurance	Special Examinations
Transportation	Dental
Education	Special Clothing Needs, etc.
Board and Room	
Nursing Care	
Restaurant Meals	
Laundry, etc.	

Additional special needs as have been outlined should be included when specified circumstances are present in a particular case and an explanation provided in the narrative. While the extent of need is determined by an evaluation of the individual's requirements and resources available to meet such requirement, the grant is related to the deficit as a whole and not to a single item of expense. The right of individuals to expend their assistance as they wish is recognized. Any actual or implied control over the use of the grant will cause it to be regarded as restricted. Recipients of public assistance should enjoy the same rights in connection with carrying on their activities and discharging their responsibilities as other members of the communities.

(c) No grant of less than \$5.00 shall be made. If the deficit is less than \$5.00 and the applicant can secure no resources to meet this small deficit, the county should recommend the minimum of \$5.00.

249.8 Income

(a) All assured income, whether in cash or in kind, shall be considered in establishing that need exists and in determining the amount of the grant.

(b) Only income which is actually available or forthcoming is considered.

(c) All income shall, as far as possible, be based on current monthly income.

249.9 Real and Personal Property

(a) Ownership of real or personal property that is already meeting one or more requirement or supplying a source of income for the family or individual is not necessarily available for a conversion into cash. Consequently, property should be considered from the standpoint of its conversion and

maximum use in the interest of the welfare of the family or individual.

(b) Real property, other than the homestead, is a resource which should be liquidated unless due to particular circumstances of the family, the conservation of such property would result in a greater economy and resource to the recipient than would immediate liquidation.

(c) Out of state real property owned by an applicant or a recipient shall be subject to the same considerations in determining an individual's eligibility for assistance as for real property owned within this state. In determining eligibility, assessed value of out of state real property shall be adjusted to the same assessment to value ratio (60%) as applies in this state.

[Filed Feb. 28, 1956]
[Amended June 26, 1957]

(d) Movable houses, although legally classified as personal property, shall be considered in the same category as real estate if the property is used as a homestead.

(e) All personal property should be valued at its present net cash value in order to determine eligibility. When the present cash value of a security, other than life insurance, owned by an applicant or, a recipient of assistance cannot be determined, the face value shall be used in determining eligibility.

(f) In determining eligibility, the balance owing on a real estate contract to an applicant shall be considered in the personal property limitations category.

When an applicant is in immediate need of assistance, but is ineligible because he owns a real estate contract in excess of the statutory personal property limitations that cannot be immediately liquidated to obtain funds to meet his needs without undue financial sacrifice, the department may, after investigation, recommend that such person be granted assistance upon condition that he first assign all of such property to the state board, which assignment shall be subject to an equity in such person equal to the statutory amount or value which he would otherwise be entitled to retain.

Upon approval by the state board of such assignment, the state department shall proceed to liquidate such real estate contract for the best price obtainable, and shall first apply such proceeds toward any payment that might be due the assignor-recipient therefrom, the balance shall be paid into the old-age assistance revolving fund as reimbursement for assistance or other benefits paid to said assignor-recipient.

When a recipient sells property on contract, the sale must be approved by the state board and the contract assigned to the state department of social welfare.

[Filed Feb. 28, 1956]

When an individual, who has been granted assistance, desires to liquidate the real property in which he or his spouse has title, a Report on Proposed Sale or Trade of Real Estate, AA-4124-1, shall be completed by the county welfare worker and submitted to the State Department for final approval of the transaction. The same procedure would be applicable when a life estate is transferred. (The value of a life estate is computed by taking four percent of the net value of the property, at the time of transfer, times

the life expectancy of the individual.) To secure a release of the state's lien for old-age assistance paid and to assist in clearing title to the property sold, the recipient shall reimburse the State Department of Social Welfare, from the proceeds of the sale, the amount of old-age assistance advanced to himself or his spouse or a portion thereof which can be covered by the proceeds. However, if the real property sold was (1) the homestead of the recipient, and he requests permission to use the proceeds from the sale for the purchase of a new homestead, the release of lien on the original homestead may be granted upon the approval of the State Department; (2) other than the homestead the recipient may request permission, at the time of sale, to use the proceeds from the sale, or a portion thereof, for necessary expenditures on his homestead. In such instances it will be the responsibility of the welfare worker to determine the need for such expenditures and establish that the expense incurred is reasonable. This information shall be recorded on the Report on Proposed Sale or Trade of Real Estate. The release of lien may be granted by the State Department upon the recommendation of the County Board of Social Welfare.

(g) Transfer of property for a reasonable consideration in the form of cash, payment of legally recognized debts contracted prior to the date of application or support furnished subsequent to the date of transfer, equivalent to the value of the property at the time of transfer, does not create any presumption of ineligibility.

A person who transfers or encumbers real property for the purpose of qualifying for assistance, or for the purpose of preventing reimbursement by the State is not eligible to receive assistance.

[Filed June 23, 1955]

Note: A person found ineligible in this respect may become eligible by regaining the property transferred or by acquisition of property of equal value to that which was transferred. Eligibility may also be established by granting the State Department of Social Welfare a lien equal to the value of the recipient's equity in the property at the time of transfer.

[Filed August 25, 1955]

Determination of Intent to Transfer—In order to determine intent, the county worker must seek all available information regarding the date of the transfer, the type and value of the property transferred, the consideration received and the statements of disinterested or remotely interested parties regarding the purpose of the transfer. These facts must then be evaluated by the county worker and a decision reached relative to the purpose of the transfer.

(h) **Suspension of Taxes**—The tax assessed to the recipient, who holds only a partial interest in real estate, should not be suspended as it would not be practicable to suspend one portion of the tax and collect the other portion. If, however, the other person or persons who hold title jointly with the recipient petition for the suspension of the tax assessed to them under section 427.8 of the Code of Iowa and such petition is approved, the Tax Suspension Notice, PA-5525-1, should be filed to have the portion of the taxes suspended which are as-

assed to the individual holding the life estate and the taxes should be suspended under section 427.9 unless the holder of the life estate is compelled to pay the taxes or lose his interest.

It is only necessary to file the Tax Suspension Notice once during the continuous receipt of old-age assistance unless the recipient's interest in the property changes. Upon the death of an old-age assistance recipient, upon cancellation of assistance or upon a change in the recipient's interest in the property, the county auditor shall be notified by the County Director of Social Welfare. The Tax Suspension Notice may be used for this purpose after checking the explanatory portions of the form. If the canceled recipient is later reinstated, a new Tax Suspension Notice, PA-5525-1, should be forwarded to the county board of supervisors.

In all instances, homestead tax credit should be requested for property which is used as a homestead even though the taxes assessed to such property have been suspended.

(i) The value of personal property shall be the cash or loan value available on such property. If the value of personal property is in excess of the limitations, the individual is not eligible for assistance.

To re-establish eligibility, excess personalty of the recipient may be (1) remitted to the State Department; (2) used, during a period payments are in suspension or following cancellation, for general living expenses or other reasonable expenditures; (3) used to purchase or apply on the purchase of a homestead; (4) used, with the permission of the State Department, to reduce a mortgage on his homestead; (5) used to purchase a burial contract within 30 days of receipt of such personalty. Items (3), (4) and (5) are applicable in the case of an applicant. To establish eligibility an applicant may also use excessive personalty for general living expenses or other reasonable expenditures.

Prior arrangements for funeral expenses, made by an applicant for or recipient of assistance, must be in the form of a written, irrevocable contract, which provides for placing the funds so invested with a disinterested person (nonrelative), firm or institution, beyond the control of the recipient. The total amount of the contract may not exceed \$500. If interest is paid on the contract it shall be considered as income and taken into consideration in determining the amount of the grant.

Assignment—(Notes, Bonds, Interest in Estates and Other Securities)—Any personal property, other than insurance, owned by an applicant for or recipient of old age assistance may be assigned to the Department of Social Welfare only when the security cannot be liquidated at the present time, but has future potential value in excess of personal property limitations or when the personal property consists of an unrecorded purchase contract for real property.

Except when assigning an unrecorded purchase contract, the applicant or recipient may (1) request the Department to accept assignment of only that portion of the property which will reduce the unassigned property to within eligibility requirements, or (2) request the Department to accept

assignment of the total assets with an agreement that the Department shall refund to the recipient, such portion of the proceeds which, when added to other personal property assets on hand, would not affect his eligibility for assistance.

If personal property was exempted at the time assistance was granted because the total value did not exceed the maximum limitations and such property is later liquidated, the proceeds from liquidation even though received in monthly payments, shall be exempt from use for general living expenses provided such proceeds plus other personal property holdings do not at the time of liquidation or in the future exceed the maximum limitation. If the proceeds from liquidation exceed the limitations the recipient is not eligible for assistance until the amount in excess of the maximum exemption has been (1) remitted to the State Department; (2) used, during a period payments are in suspension or following cancellation, for general living expenses or other reasonable expenditures; (3) used to purchase or apply on the purchase of a homestead; (4) used, with the permission of the State Department, for payment of a mortgage on his homestead when the individual is in danger of losing his homestead because of an encumbrance; (5) used to purchase a burial contract within 30 days of receipt of such personalty. Items (3), (4) and (5) are applicable in the case of an applicant. An applicant may also use excessive personalty, prior to the receipt of assistance, for general living expenses or other reasonable expenditures.

Liquidation of Personal Property Assigned to the State Department of Social Welfare—Notes, Bonds, Interest in Estates and Other Assigned Securities. Assigned property shall be held in trust in the State Department of Social Welfare until liquidated. The county welfare worker should check periodically to determine whether the property can be liquidated and so notify the State Department. A check should be made when a reinvestigation of continued need is completed and any other time it is deemed advisable. Upon approval of the recipient, the property will be liquidated at such time as it has a market value.

If the assigned property is liquidated during the lifetime of the recipient, the State Department shall first be reimbursed for any expense assumed in protecting the value of the property. From the balance, the Department will (1) refund to the recipient, upon county recommendation, an amount to which he would be entitled without affecting his eligibility for assistance; (2) reimburse the Department of Social Welfare for assistance issued; and (3) any remaining balance shall be refunded to the recipient, thus furnishing him with resources to support himself.

If the assigned property is not liquidated or the refund warrant is not issued until after the death of the recipient, the proceeds will be used (1) to reimburse the Department of Social Welfare for any payments made in protecting the value of the property, (2) to reimburse a person or persons who have established an equitable interest in such property and such interest was acknowledged at the time assignment was made, (3) to reimburse the Department of Social Welfare for assistance paid,

and (4) any balance remaining shall be released to the estate or the heirs of the recipient.

[Amendment filed December 2, 1957]

(k) The monthly requirements of an applicant will not be affected by ownership of paid-up insurance. However, when the cash value of the paid-up insurance plus other personal property holdings, is in excess of personal property limitations, the applicant has a resource which disqualifies him for assistance unless an adjustment is made.

The cost of premium payments on a large insurance program, regardless of whether the client or a relative pays the premium, would require the use of income which should usually be available for general living expenses. However, unwillingness on the part of the client to adjust a premium paying policy, which has a face value in excess of the amount on which premiums can be allowed, will not cause ineligibility unless the cash value plus other personal property holdings is in excess of personal property limitations permitted under the various programs.

When an applicant is insured in a group policy issued during his employment and the employer is continuing to pay the premiums after termination of employment, the insured has little jurisdiction over the continuance of the insurance coverage. This type of policy, in most instances, has no cash value, no nonforfeiture value is available if premiums are discontinued, and the premium payments are usually small. Because of these factors, it does not seem wise to generally suggest an adjustment in the policy, however, there may be a few cases where the advisability of an adjustment is indicated. All facts regarding the policy, i.e., amount of premiums, face value, premium payer, beneficiary, etc., and the recommendation of the County Department as to retaining such insurance in its present status should be included in the narrative report.

249.11 Applications

(a) Each applicant shall be advised during the intake interview, that he may expect to receive assistance or a notice of rejection within 60 days from the date of filing his application. He shall also be advised of his right to request a fair hearing if the time limit is exceeded.

(b) The application process in the county should be completed within a 30 day period. The term "application process in the county" includes the period from the date of application to and including the date action is taken and the application and Change of Status are mailed to the State Office.

(c) When a decision is made on an application, a revision in the amount of assistance, or any other action taken by the agency, the "Notice of Decision" shall carry a statement as to the right of appeal.

(d) At such fair hearings the appellant shall be given the opportunity to produce and discuss testimony; to produce and question witnesses, to review the basis of the order or determination about which he is aggrieved; to examine all documents and records and to offer evidence in explanation or rebuttal of the evidence introduced against his claim.

(e) All evidence submitted at the hearing shall be recorded by a competent reporter. The evidence shall be transcribed by this reporter and furnished

to individual members of the State Board. A copy of the transcript shall be available for perusal by the appellant if requested.

(f) The decision of the State Board shall be based solely upon such other documents as are referred to at the hearing and which the appellant has had the opportunity to inspect.

(g) The decision shall be made and entered into the board minutes within 90 days after the hearing.

249.13 Assistance Grant

(a) All warrants will be mailed by the State Department of Social Welfare to the recipient at his last address, or to his legally appointed guardian. No warrant will be mailed to a general delivery address. If the recipient has moved from the address to which his warrant is mailed, the postmaster shall return the warrant to the State Department of Social Welfare, where it will be held until the new address is received.

(b) A reinvestigation or review of old-age assistance cases shall be made at least every 12 months.

249.17 Receipt of Assistance

(a) If the old-age assistance new approval or reinstatement grant is received in the State Department of Social Welfare on or before the 14th day of the month, the first of the current month shall be the effective date. However, if received in the State Department after the 14th but on or before the last day of the month, the first of the following month shall be the effective date.

(b) Assistance may be effective the first day of the month in which the applicant reaches his 65th birthday.

249.18 Funeral Expense

It is expected that the estate of a deceased recipient shall pay for merchandise and services connected with the decedent's burial up to an amount not in excess of \$350.00. In the event the estate of the deceased has insufficient assets it is expected that relatives and friends may wish to pay the burial expense, or such parts thereof as they may be able. Should it occur that neither the deceased's estate nor relatives or friends are able to pay the burial expense, then the State assistance funds may be so applied. In the event there are not such other funds available to pay such burial expenses, then upon proper application to the County Board of Social Welfare, such burial expenses as are hereinafter set out up to the amount of \$225.00 may be paid on approval of the State Department of Social Welfare from the old-age assistance fund.

(a) *State Payment*—Usual funeral expenses up to the amount of \$175.00 for the burial of a deceased recipient of old-age assistance may, at the discretion of the County Board, with the approval of the State Department, be paid from the old-age assistance fund and when so allowed, shall include the following when not available from the resources of the deceased, or relatives or friends.

- (1) Preparation and embalming of the body.
- (2) Providing a standard burial casket. Minimum specifications for same should generally include—construction of good quality, finished wood, covered with crepe or other material of comparable quality, fully upholstered and fully lined, trimmed

with six short or two long bar handles; or casket of comparable value and appearance.

(3) Providing a pine or other wood outside burial case.

(4) Providing a hearse for all necessary transportation of the body within a radius of twenty miles of the place of death.

(5) Arranging for funeral rites at a funeral home, home of the deceased, fraternal or lodge hall, church or other proper place.

Further, in the absence of assistance from relatives or friends or assets in the decedent's estate to apply toward such burial, the County Board, with the approval of the State Department, may authorize an additional \$50.00 or any part thereof when such additional sum is reasonably necessary to provide burial lot, grave opening or clothing for the decedent. In any event, burial expense paid by the State from assistance funds shall not exceed \$225.00 as hereinabove provided when all such burial expenses are paid by the State.

(b) *Payment by Relatives or Friends or from Estate of Deceased Recipient*—Burial expenses hereunder may not exceed \$350.00 when paid from the estate of the deceased recipient or when relatives and friends of the deceased provide extraordinary expenses to supplement the usual burial expenses up to \$175.00 paid from the State old-age assistance fund.

Extraordinary expenses hereunder which may be paid by relatives, friends or the decedent's estate shall include:

1. Steel or concrete vault.
2. Oversize casket required because of the excess size or deformity of the body.
3. Transportation of the body for a distance of more than 20 miles from place of death.
4. Cremation of the body at the request of the decedent or relatives.
5. Services of a second funeral director in another community in connection with interment.

However, in computing the total burial expense limitation of \$350.00, such reasonable costs for burial lot, grave opening, clothing, transportation other than of the deceased, clergyman and music may be paid by relatives and friends, or under arrangements previously paid for by the deceased prior to death, and same shall not be considered as usual or extraordinary expenses as hereinbefore set out.

Relatives and friends may be able to provide usual expenses for burial lot, grave opening and/or clothing in lieu of allowance of such expenses from the State old-age assistance funds. In such instance, the \$350.00 limitation on burial expenses applies only when the State pays a part of the basic burial expenses up to the amount of \$175.00 as hereinabove set out. Further, the \$350.00 limitation does not apply to such expenses as may have been paid prior to the death of the recipient provided same were disclosed to the State Welfare Department so that they might be properly considered in determining the deceased recipient's eligibility for assistance payments.

In the event any payment up to \$175.00 is allowed from the State assistance fund for usual burial expenses, relatives, friends or the estate of the deceased may provide additional usual or extraordinary

expenses up to a total amount of \$350.00 for burial of the deceased. This limitation includes the total funds expended, both by the State and by relatives, friends or the estate of the deceased and applies when the State has not provided any additional expense for burial lot, grave opening and/or clothing, but has provided any part or all of the usual burial expense.

In the event the deceased recipient may have assigned a life insurance policy or similar death benefit contract to the State Department in order to become or remain eligible for old-age assistance payments from the State, such amounts payable thereunder up to \$350.00 as may be determined proper under the circumstances, may be released by the said State Department to apply toward the burial expenses of such a decedent.

[Filed June 26, 1957]

249.26 Relative's Liability

(a) At the discretion of the County Board of Social Welfare assistance may be denied on the basis of the relative's ability to support if it appears that such a step will result in assumption of the responsibility by the relative.

(b) The applicant or recipient or the welfare agency authorizing assistance may begin suit at any time to compel support by legally responsible relatives.

(c) Confidential Report—Responsible Relative, Form PA-2118-1, will be submitted to those relatives living within the state and Form PA-2120-1 to those relatives residing outside of Iowa. The proper form will be mailed or given to all children regardless of location immediately after the interview with the applicant. Thereafter the form must be sent to responsible relatives of the recipient at least every two years unless:

1. The relative is an inmate of an institution.
2. The relative is a member of a religious order or other group in which the individual is permitted to have no income.
3. The County Department has knowledge that the relative is entirely dependent upon O.A.S.I., other type of retirement income or other income which is clearly inadequate to provide a contribution.
4. The relative is a recipient of public assistance.

[Filed June 23, 1955]

(d) Guide for Determining Relatives' Liability—The procedures for determining the liability of a responsible relative are predicated upon the laws and regulations governing the Iowa Individual Income Tax Return. If the responsible relative filed a federal Individual Tax Return the information regarding his income should be adjusted in such a manner as to permit the computation of his liability on the same basis as though he had filed an Iowa Return. The table below sets forth that portion of net taxable income to which the responsible relative is entitled as an exemption.

In accordance with the provisions of the Code of Iowa, the following Table of Exemptions has been established on the basis of those personal exemptions allowed in the filing of Iowa Individual Income Tax Returns plus an additional allowance of

thirty percent, to compensate for the present day cost of living.

Marital status of responsible relative	Yearly exemption of net taxable income
Single person	\$1,950.00
Man and wife.....	3,033.00
Man and wife and 1 dependent.....	3,467.00
Man and wife and 2 dependents....	3,900.00
Man and wife and 3 dependents....	4,225.00
Man and wife and 4 dependents....	4,550.00
Man and wife and 5 dependents....	4,875.00
Man and wife and 6 dependents....	5,200.00
Man and wife and 7 dependents....	5,460.00
Man and wife and 8 dependents....	5,720.00
Man and wife and 9 dependents....	5,980.00
Man and wife and 10 dependents..	6,240.00

[Amendment filed December 31, 1957]

Any net taxable income over and above the exemptions listed in the above table is considered as the basis for computing the amount of the relative's annual contribution. The amount of such contribution is determined by applying the following formula:

- 20% of the first \$1000.00 or any part thereof in excess of the exemption.
- 30% of the second \$1000.00 or any part thereof in excess of the exemption.
- 40% of the third \$1000.00 or any part thereof in excess of the exemption.
- 50% of the fourth \$1000.00 or any part thereof in excess of the exemption.

When a responsible relative is widowed or separated from his spouse and maintains a home for his dependent children his exemption shall be the same as that of a man and wife with dependent children.

249.29 Requirements of Spouse

(a) The common household requirements of an ineligible spouse shall be included as a requirement of the recipient unless such needs can be met by another grant of assistance aside from general relief. The following items are considered as items of common household expense: Shelter, fuel, utilities, supplies and replacements, household insurance and any other requirement common to the operation of the household.

AID TO THE BLIND

(Chapter 241, Code of Iowa)

241.1 Definition of Blindness

An individual approved for blind assistance shall be one who has no vision, not more than 20/200 central visual acuity in the better eye, with correcting glasses or a field defect in which the peripheral field has contracted to an extent that the widest diameter of visual field subtends at an angular distance of no greater than 20 degrees.

241.2 (2) Citizenship

(a) Persons who qualify for applying for citizenship must complete naturalization within the time designated by law.

241.2 (3) Residence

(a) Residence is that place in which a person is living for other than a temporary purpose. Resi-

dence once acquired continues until the individual abandons it and acquires residence elsewhere. Temporary absence is the absence of a person during which time he intends to return or because of a change in intent, he does return. A temporary absence from the state shall not be deemed to interrupt residence requirements. A person who at any time has fulfilled the residence requirements but later leaves the state, may qualify for assistance on return to the state regardless of the period of time he was absent.

[Amendment filed December 17, 1957]

241.3 Eligibility

See (a) and (b) under 249.7 (old-age assistance).

(c) In determining eligibility for aid to the blind, it is necessary to take into consideration the value of real and personal property belonging to the applicant, his spouse and dependent children.

(d) The homestead, household goods and heirlooms are exempted. Cash surrender value of life insurance for the applicant or his spouse, not to exceed a total of \$500, is also exempted. A reserve of other property, real and/or personal, by the applicant and his dependents is permitted, provided the net value does not exceed \$500 for the applicant plus \$200 for his spouse and each dependent child.

(e) The net market value of real and personal property (other than the allowed exemptions) shall be used as a basis in determining the total value of property. When the net market value of property is less than the amount exempted, but represents a type of property subject to fluctuations in value, it is the responsibility of the welfare worker to make periodic checks as often as may be necessary to determine continuing eligibility.

(f) When a recipient sells his home the proceeds shall be considered as a part of his total resources in determining continuing eligibility, unless immediately used for the purchase of another home.

(g) The homestead consists of the house, used as a home, and may contain one or more contiguous lots or tracts of land, including the buildings and appurtenances. If within a city or town plat, it must not exceed one-half acre in extent, otherwise it must not contain in the aggregate more than 40 acres.

(h) Earned income is defined as income in cash or in kind earned by a needy blind individual through the receipt of wages, salary, commissions, or profit from activities in which he is engaged as a self-employed individual or an employee. Such earned income may be derived from his own employment, such as business enterprise, farming, rental of rooms when activities are required of the recipient such as cleaning, making beds, etc.; or derived from wages or salary received as an employee. It includes earnings over a period of time for which settlement is made at one given time, as in the instance of farm crops, livestock and poultry.

241.6 Applications

(a) The application process in the county should be completed within a 30 day period. The term "application process in the county" includes the period from the date of application to and includ-

ing the date action is taken and the application and change of status are mailed to the state office.

241.7 Investigation

(a) In establishing eligibility for assistance the welfare worker shall make a record of the source of the information. It is not necessary to make documents a part of the record, but pertinent parts of the record or documents shall be quoted and the place where the record or document can be found shall be noted together with the worker's remarks or comments regarding their authenticity.

241.8 Examinations

An applicant requesting aid to the blind may select an examiner from either the approved lists of ophthalmologists or approved lists of optometrists.

241.11 Appeals

See a, b, c, d, e, f, g, Section 249.11 (old-age assistance).

241.12 Periodic Reinvestigations

(a) A reinvestigation or review of aid to the blind cases shall be made at least every 12 months.

241.17 Funeral Expense

(a) The deceased may be eligible for burial benefits provided:

1. He has no relatives able to meet the expense.
2. The estate left by the decedent or proceeds from life insurance, funeral benefits, burial association, society or Old-Age and Survivors Insurance, which are left to the decedent's estate or beneficiary, are not sufficient to provide burial costs. (If the assets mentioned are used to pay for a steel or concrete vault or other extraordinary expenses, the decedent would be eligible for burial benefits of not to exceed \$150 provided the total cost of the burial less exempted items, available prior to the death of the aid to blind recipient or provided by relatives or friends, does not exceed \$300.)

(b) Extraordinary expenses which may be paid by relatives or friends or from the estate of the decedent may not increase the total burial cost to more than \$300 and may be incurred for the following items: 1. Steel or concrete vault. 2. Oversize casket required because of the excess size or deformity of the body. 3. Transportation of the body for a distance of more than 20 miles from place of death. 4. Cremation of the body at the request of the decedent or relatives. 5. Services of a second funeral director in another community in connection with interment.

(c) A reasonable cost for the burial lot, clothing, sexton service, automobiles furnished by friends or relatives, clergyman and music need not be included in the \$300.00 maximum when such items are furnished by friends, relatives, or were contracted for or purchased prior to the death of the recipient.

(d) Any funeral director filing a claim with the State Department of Social Welfare for \$150.00 or any part thereof to cover burial expenses of a deceased recipient shall provide at least the following services and merchandise:

1. Preparation and embalming of the body.
2. A standard burial casket, the minimum specifications for which shall be octagon end, three panel,

flat top, built of wood of good quality, fully upholstered and fully lined, trimmed with six short or two long bar handles or a casket of comparable value and appearance.

3. A pine or other wood outside burial case.
4. Furnish a hearse for all necessary transportation of the body within the radius of 20 miles of the place of death.
5. Clothing must be furnished by relatives or friends or provided from the accessories of the deceased. If no clothing is made available, it will be furnished by the funeral director.
6. Funds for burial space and sexton fees will be provided by relatives, friends, or furnished from personal resources of the deceased, such as Old-Age and Survivors Insurance lump-sum benefits, etc. In the absence of relatives and friends or personal resources, the funeral director will provide a burial space other than in a "pauper's field" and sexton fees. (If provided from personal resources of the decedent the total cost of the funeral may not exceed \$300.00).

7. Make arrangements for the funeral rites at the funeral home, at the home of the deceased, at a fraternal or lodge hall, at a church or other reasonable place in the absence of relatives or friends being available to make such arrangements.

[Filed June 23, 1955]

241.22 Financial Responsibility

(a) When a recipient of blind assistance leaves the county in which he is receiving assistance, for the purpose of attending college, a trade or other type of school, in another county, and it is established that the absence is temporary for the educational purposes only, the financial responsibility is not transferred.

(b) When an individual receiving blind assistance also receives remedial care, the county responsible for the cost of remedial care is the same as that responsible for the assistance. If the applicant for remedial care is not receiving blind assistance, the financial responsibility for such remedial care rests with the county where he is living at the time the application for remedial care is filed.

AID TO DEPENDENT CHILDREN
(Chapter 239, Code of Iowa)

239.1 (4) Definitions

(a) The relative who is granted assistance must be an adult over 21 years of age or reached his majority through marriage.

(b) A child is eligible for the entire month in which he reaches his 16th or 18th birthday.

(c) Living with relatives implies primarily the existence of a relationship involving an accepted responsibility on the part of a relative for the child's welfare; it includes the sharing of a common household and the presence of the relative and the child in the residence maintained by the former.

(d) "Home" is the family setting maintained or in the process of being established, as evidenced by the assumption and continuation of responsibility for the child by the payee. Usually the child shares the same household with the payee. A home exists, however, so long as the payee assumes responsibility for the care and control of the child

even though circumstances may require temporary absence of either the child or payee from home.

(e) The child must be living in the home of one of the following adult relatives who is the applicant and at least 21 years of age or reached his majority through marriage:

Father—Adoptive Father

Mother—Adoptive Mother

Grandfather—Grandfather-in-law (meaning the subsequent husband of the child's natural grandmother, i.e., step-grandfather)
Adoptive Grandfather

Grandmother—Grandmother-in-law (meaning the subsequent wife of the child's natural grandfather, i.e., step-grandmother)
Adoptive Grandmother

Great-grandfather—Great-great-grandfather

Great-grandmother—Great-great-grandmother

Stepfather }

Stepmother } But not their parents

Brother—Brother-of-half-blood—Stepbrother

Brother-in-law—Adoptive Brother

Sister—Sister-of-half-blood—Stepsister

Sister-in-law—Adoptive Sister

Uncle—Aunt (of whole or half blood)

Uncle-in-law—Aunt-in-law

Great Uncle—Great-great Uncle

Great Aunt—Great-great Aunt

A spouse of any person named in the above groups may also act as payee even though the marriage is terminated by death or divorce. Cousins, nephews and nieces are not considered within the scope of the provisions of this program.

(f) The most authentic records for determining the relationship of the child to the applicant are birth certificates, marriage, hospital and physician records. In the absence of these records, other sources of evidence may be used to establish the relationship of the child and applicant.

(g) When a guardian is appointed for the recipient or the dependent child at the request of the County Board, as a condition for granting assistance, assistance payments shall be made to such guardian. If a guardian has previously been appointed at any time under other conditions, such guardian will have no effect upon the payment of aid to dependent children.

[Filed June 23, 1955]

(h) Assistance shall be continued to the recipient with whom the child has been living when the child leaves the home for a temporary period, provided the recipient maintains control over the child during such absence.

(i) The major consideration in establishing dependency caused by continued absence from the home is to establish the reason for the absence as it relates to continued absence rather than placing a time limit in which any parent may be absent before considering such absence continuous.

(j) "Desertion or abandonment" exists when the parent, or parents or step-parent, has left the family to avoid responsibilities of support. The parent or step-parent must be absent and estranged from the family, not out of the home merely to secure employment or for other reasons which separate him from his family only on the basis of living arrangements.

(k) In the case of divorce, verification of this fact shall be made, together with the report of support and custody of the children, as ordered by the court. Divorce may be verified by court records in the county where the divorce was granted.

(l) In the case of imprisonment, the parent's continued absence from the home can be clearly and factually established and its probable duration determined. Verification must be made and facts properly recorded in the case record.

(m) If the parent is committed or admitted to an institution on an order by the court for any reason including insanity and epilepsy, or an order is issued by the proper authorities for admittance to a sanatorium for tuberculosis, the parent may be considered absent from the home. A child who has been committed by the court to a public or private institution but has not been admitted into an institution and is residing in the home of relatives while awaiting admittance may be eligible for aid to dependent children if certain regulations are followed.

The County Welfare Department rather than the court must be permitted to have complete control in determining the child's eligibility for assistance and the amount of assistance. The relative with whom the child is living (applicant) must have control over the expenditures of the assistance payment for the benefit of the child.

(n) Induction into military service may be a factor which has deprived a child of a parent's care by reason of the parent's continued absence from home. Conditions which might develop in the home as a result of the parent's induction might also create dependency. After taking into consideration all available resources and reason for dependency, a child who meets these eligibility factors may be eligible for aid to dependent children.

(o) If a child is deprived of support or care of a natural parent, the presence in the home of an able-bodied stepparent does not disqualify a child for aid to dependent children, provided the child is in need and meets other eligibility factors. The financial ability of a stepparent is to be considered as a resource and it is to be noted that income and property of stepparents is to be given the same consideration as that of parents.

(p) Aid to dependent children is available to a child of unmarried parents the same as to a child of married parents if the eligibility requirements are established.

(q) When the mother's pregnancy has been determined by medical diagnosis the unborn child may be included with other children in the eligible group. Reference to the child prior to birth shall be to "Unborn Child" insofar as case records are concerned.

(r) Death applies to the death of the father or mother.

(s) An incapacitated parent is one who, because of a mental or physical condition, is unable to support the dependent child. The determination of incapacity must take into consideration the psychological, environmental and economic factors as well as the physical and/or mental condition of the parent. Incapacity of a parent applies to the father and/or mother, whether such parent is in the home or living elsewhere. The parent may be totally and permanently incapacitated or the condition may be such that he is partially or temporarily incapacitated.

tated. It is the effect of incapacity that is important rather than the extent of injury. The welfare worker will need to study carefully the nature of incapacity, causes for the condition and make a careful analysis of the medical reports, together with the social and occupational factors involved in order to establish that the parent is incapacitated. It is not necessary to establish what a parent would have provided for a child had the incapacity not existed. The existence of physical or mental incapacity establishes this eligibility requirement. Mental incapacity is often reflected by marked instability, chronic alcoholism, inability to secure or retain employment and physical symptoms with no organic base. An examination together with the doctor's evaluation and a complete social and economic history which points up the individual's instability, will be considered acceptable evidence in establishing incapacity. The welfare worker should work closely with the entire family unit in helping the family and the incapacitated parent make a satisfactory adjustment. Every effort should be made to encourage the parent to follow the treatment or plan recommended by the physician, psychiatrist or welfare worker in order that he may eventually be able to assume responsibility for the support and care of his family. The welfare worker shall record sufficient information to establish the incapacity of the parent as well as the effort made by the agency to help the family adjust to its circumstances. Information should also be recorded relative to employment history, training, skills and attitudes. Such information will enable the agency to evaluate the employment opportunities in relation to the individual's handicap. An interpretation of available resources, for those for whom vocational rehabilitation service might help to correct or relieve the condition causing incapacity, should be provided. In the absence of a permanent disability, periodic re-evaluations should be made to determine continued eligibility insofar as this factor is concerned.

(t) Any child who is otherwise eligible between the ages of 16 and 18 years who is making his home with the applicant and regularly attending school is eligible for aid to dependent children. A child will be considered as regularly attending school if (1) carrying a program of supervised education or vocational training consistent with the standards of an appropriate educational or vocational education authority, either as a part of a regular school program or under special arrangements adapted to the individual child's educational needs, or (2) if his attendance at school is interrupted by unusual circumstances such as illness or convalescence.

239.2 (1) Suitable Home

(a) The home should be deemed suitable until such time as the court has ruled otherwise and, as the result of such action, the child has been removed from the home. It is the responsibility of the worker, however, when making an investigation, and conditions are revealed which endanger the child's welfare and security, to make such facts known to the proper authorities in order that consideration may be given to need for action in the case. The intangible qualities of a home—the social and emotional elements, including a sense of security—are essential to character building and are

not necessarily conditional upon physical surroundings. In many instances a below-standard home situation may be remedied by adequate assistance and service.

239.2 (2) Residence

(a) The child shall have resided in the state for one year immediately preceding the application for assistance or have been born within one year immediately preceding the application, if the parent or other specified relative with whom the child is living has resided in the state for one year immediately preceding the birth of said child. Residence is that place in which a person is living for other than a temporary purpose. Residence once acquired continues until the individual abandons it and acquires residence elsewhere. To reside in or have one year's continuous residence in the state immediately preceding application is to have residence in the state 12 months prior to date of application and not abandon such residence and acquire residence elsewhere during the 12 month period. Temporary absence is the absence of a person during which time he intends to return or because of a change in intent, he does return. Exception: In aid to dependent children intent at the time of leaving the state is the governing factor. However, absence from the state for a period of less than 12 months shall not be considered as interrupting residence if the child has resided in the state for one year prior to leaving the state.

[Amendment filed December 17, 1957]

239.2 (3) Residence in Institution

(a) When a child, or a recipient to whom the assistance payment is made, is temporarily hospitalized in a tax-supported hospital, during which time he maintains his previous living quarters, assistance should not be suspended or canceled. However, when the recipient is hospitalized, the welfare worker should assist in planning for the care of the child during the absence of the recipient. If the recipient is absent for a long period of time, assistance should be canceled and, if possible, an application filed by the person who assumes responsibility for the child.

239.3 See (a), Section 241.6 (aid to the blind)

239.4 See (a), Section 241.7 (aid to the blind)

239.5 Determining Amount of Assistance

(a) In determining eligibility for aid to dependent children, it is necessary to take into consideration the value of real and personal property belonging to the parent(s) and the child for whom application for aid to dependent children has been made. The homestead, household goods, and heirlooms are exempted. Cash surrender value of life insurance for either or both parents, not to exceed a total of \$500.00 is also exempted. A reserve of property, real and/or personal, by the eligible group, in addition to the exemptions is permitted, provided the net value does not exceed \$500.00 for the first person in the eligible group plus \$200.00 for each additional person in the eligible group. The policy does not apply to property owned by an applicant or recipient, who is other than a parent, and not a member of the eligible group.

(b) The following consumption items, which are considered essential for all individuals, should be included as requirements in all assistance plans:

Group I (Personal and Household)

<i>Personal Allowances</i>	<i>Household Allowances</i>
Food	Shelter
Clothing	Heating Fuel
Miscellaneous and Recreation	Lights
Personal Care and Supplies	Cooking Fuel
Health Allowance (OAA-AB)	Water
	Supplies and Replacements

Exception: Certain items mentioned above may not constitute a need in instances where the individual is in a nursing home, boarding home, etc.

Group II (Special Consideration)

<i>Continuous Specials</i>	<i>Temporary Specials</i>
Telephone	Medical Appliances
Insurance	Special Examinations
Transportation	Dental
Education	Special Clothing Needs, etc.
Board and Room	
Nursing Care	
Restaurant Meals	
Laundry, etc.	

Additional special needs as have been outlined should be included when specified circumstances are present in a particular case and an explanation provided in the narrative. While the extent of need is determined by an evaluation of the individual's requirements and resources available to meet such requirement, the grant is related to the deficit as a whole and not to a single item of expense. The right of individuals to expend their assistance as they wish is recognized. Any actual or implied control over the use of the grant will cause it to be regarded as restricted. Recipients of public assistance should enjoy the same rights in connection with carrying on their activities and discharging their responsibilities as other members of the community.

239.7 See a, b, c, d, e, f, g, Section 249.11 (Old-age assistance)

239.8 Removal from County

(a) The county where the recipient and dependent child are living at date of application is financially responsible for the county's share of assistance issued until the recipient and dependent child move into another county and reside there for a period in excess of six months after assistance is approved. Responsibility should be transferred to the new county after six warrants have been written in favor of the payee while residing in such county for six consecutive months.

239.9 Funeral Expense

(a) See a, b, c, d, Section 241.17 (aid to the blind)

CHILD WELFARE SERVICES

Contents

STANDARDS FOR FOSTER CARE PROGRAMS AND FACILITIES

	Page
Standards for Nurseries.....	352
Definition	352
Licensing Procedure	352
Organization and Administration	352
Personnel (Qualifications and Responsibilities)	353
Plant and Equipment	353
Fire Safety	354
Equipment and Materials	354
Standards of Service	354
Records and Reports	354
Standards for Children's Agencies	355
Organization and Administration	355
Incorporation	355
Board of Directors	355
Staff	356
Office, Buildings, and Equipment	358
Office	358
Grounds, Buildings and Equipment	358
Standards of Practice	359
Intake	359
Care in the Receiving Home	360
Relationship with Relatives	361
Foster Home Placement and Supervision	361
Adoption	362
Discharge and After Care	362
Records and Reports	363
Community Relationship	363
Standards for Children's Boarding Homes	363
Authority	363
General Provisions	364
Definition by Age and Number of Children	364
Tuition	364
Certificate of Approval	364
Day Care Homes	364
Licensing	364
Relationship of the Division of Child Welfare to Children's Boarding Homes	364
Duration of License	364
Limitation in Number of Children	364
Supervision	364
Compulsory Health Reports	364
Revocation of License	364
Posting of License	364
Physical Standards	364
Location of Boarding Home	364
Building and Equipment	365
Personal Qualifications of the Boarding Home	365
Character	365
Health	365
Financial Status	365
Occupational Limitations	365
Family Relationships	365
Religion	365
Care of the Child	365
Medical Care	365
Social and Hygienic Care	365
Status of Child in the Home	365
School and Church Attendance	365
Relationship to Supervising Agency	366
Records and Reports	366
Admission and Discharge	366
Monthly Reports	366

CHILD WELFARE SERVICES

STANDARDS FOR FOSTER CARE PROGRAM
AND FACILITIES

Standards for Nurseries

Nurseries are licensed under the authority given in Chapter 237, 1954 Code of Iowa, in accordance with an opinion rendered by the Attorney General.

Definition

1. The term "Nursery" shall mean and include the facilities of any home, institution or organization, whether known as a day care center, day nursery, co-operative day nursery, co-operative day nursery school or nursery school, which for profit or nonprofit, receives for temporary care, during part or all of the day, six or more children, over two years of age.

Licensing Procedure

2. A license for operating a nursery shall be "Full" or "Provisional." A provisional license for operating a nursery indicates one or more minimum requirements or standards are not fully met. A provisional license shall be issued for only one year on the same unmet requirement.

3. A license for operating a nursery shall designate the type of operation—"Preschool" or "Day Care."

4. A person or corporation applying for a license for operating a nursery must make application on the forms provided by the State Department of Social Welfare.

5. License application forms for licensing a nursery shall be signed by the board president or chairman of the incorporated nursery or by the executive or operator if there is no governing board.

6. Withdrawal or cancellation of the application for license for operating a nursery shall be reported to the State Department of Social Welfare, within thirty days.

7. A representative of the State Board of Social Welfare shall make a study of the nursery before a license for operating a nursery is granted or denied.

8. The nursery shall discontinue operation immediately when a license for operating a nursery is denied.

9. When a license for operating a nursery is withdrawn or revoked the nursery shall return the license to the State Department of Social Welfare within thirty days.

Organization and Administration

10. Every nursery not incorporated under the statutes of Iowa shall have a written statement of the objects and purposes for which the nursery is established and this statement shall be filed with the State Department of Social Welfare. The plans and practices of operation shall be consistent with the statement. Any change of the plans and practices shall be immediately transmitted to the State Department of Social Welfare in writing.

11. When a nursery is incorporated in the State of Iowa, a copy of said Articles of Incorporation shall be submitted to the State Department of Social Welfare; in the event any amendments to the original articles are filed, a copy of said amend-

ment or amendments shall be transmitted to the State Department of Social Welfare.

12. A nonprofit nursery shall have a governing board. The board or operating body shall formulate rules and policies within the objects and purposes of said nursery, insist the same be followed and assure itself the executive is fulfilling his function.

13. The board or operating body of a nonprofit nursery shall provide for the operation of said nursery with competent staff which meets the minimum requirements established by the State Department of Social Welfare and shall provide for revenue for adequate financing of said nursery.

14. The budget of a nonprofit nursery must be presented to the board or governing authority for approval prior to becoming effective.

15. The nursery shall maintain financial solvency, consisting of either resources and/or predictable income, not totally dependent on current fees, for at least a three months operating budget.

16. The nonprofit nursery shall prepare a monthly statement of receipts and expenditures.

17. Records of all financial transactions of profit nurseries shall be entered on the books kept by the operator, executive or owner.

18. The treasurer, executive and other persons handling the funds of a nonprofit nursery shall be bonded.

19. An accountant shall annually audit the books of the nonprofit nursery except the nursery operated and maintained by the state in accordance with the Iowa Code.

Personnel (Qualifications and Responsibilities)

20. The basic minimum staff of a nursery shall consist of the following: a mature operator or executive and teacher or child-care staff, dependent upon the number and age range of children served by the nursery.

The basic minimum staff of a nursery shall never be less than two persons to give direct care to children. Two staff members shall be on duty at all times except during the periods when the program is starting and ending each day. Until the group in care numbers six in the mornings, and after it is less than six at least one staff member must be on duty with the children and a second person must be within calling distance. When the second person is not a staff member, the nursery shall have written agreements with a person or persons, defining the arrangement(s).

The nursery's child-care or teaching staff shall be kept in the following ratio to groups of children in care.

At least one staff member for each group of:

- 6 two-year olds
- 12 three-year olds
- 15 four-year olds
- 18 five-year olds
- 18 six-year olds
- 25 seven-year olds and over seven-year olds

Combinations of age grouping shall have staff determined on the youngest age group. In addition to the basic staff, one staff member shall be available as needed to give assistance to any group.

Separate maintenance staff shall be provided except when the direct child-care and teaching staff is in excess of the ratio given above.

21. The nursery operator or executive shall be a competent person, mentally and emotionally stable, who has ability to work with children as adjudged from past experience and training.

22. The nursery operator, executive or board shall provide a plan for staff training and development.

23. The nursery operator or executive shall be responsible for the nursery administration and program; for admission and discharge of children and be concerned for the child's development while in said nursery.

24. The nursery's child-care staff and teachers shall have a knowledge of child development and behavior; have the ability to give the children a feeling of security and comfort; and under the supervision of the executive or operator be responsible for the guidance and direct child-care.

25. A nursery licensed as a "School" shall have at least one teacher who is a high school graduate and has credits from an accredited college or university in the subjects listed below.

a. 4 quarter credits or 3 semester hours in "Approved supervised teaching in preschool groups" (not less than 120 hours), and

b. 6 quarter credits or 4 semester hours in "Family Relations and Community Life," and

c. 9 quarter credits or 6 semester hours in "Child Development, including child psychology, physical growth, and personality development, from birth to twelve years," and

d. 9 quarter credits or 6 semester hours in "Nursery school curriculum and procedure (including literature, music, art, and science for children two to five years), selection of equipment and materials".

(One year's teaching experience under the supervision of a teacher who has these qualifications may be substituted for 6 quarter credits or 4 semester hours of the requirement given under "d".)

26. The nursery shall have at least one staff member with training and knowledge of child development and nursery management so as to impart his knowledge to the general staff and plan for orientation of new staff members.

27. Every staff member shall be in good physical condition and the same shall be evidenced by a report from a medical examiner, prior to employment, and thereafter at least every third year. A staff member, who develops any symptoms of a communicable disease, at any time, shall be required to have a medical examination.

28. Personnel records for the nursery staff shall be complete including medical reports.

29. No administrative, professional or child-care staff member shall be younger than sixteen or older than seventy years of age.

Plant and Equipment

30. No nursery shall be operated where any condition exists which would be injurious to the moral or physical welfare of a child or children.

31. No nursery shall be operated in a setting or building where the care of the aged, infirm or incapacitated is given on a planned or licensed basis.

32. The premises of the nursery shall be in a sanitary condition acceptable to the State Department of Health.

33. Premises used for outdoor play by the nursery shall be maintained in good condition throughout the year; shall be kept free from litter, rubbish and inflammable material at all times and shall be fenced off when the nursery grounds are located on a busy thoroughfare.

34. Any new building or remodeling plan for a nursery shall be approved, prior to construction, by the State Department of Social Welfare.

35. In any large nursery program the administrative offices shall be kept separate from the areas used by the children. Space in each nursery shall be provided for clerical work and for confidential records and other materials which need to be kept on file in the nursery.

36. The nursery shall have sufficient rooms available for the various types of activities and for the care of children by age groups.

37. The nursery shall have napping facilities for each preschool age child if time spent at the nursery is longer than three hours and shall provide a washable cot and bedding for each preschool age child. There shall be at least two feet of space on all sides of the cot except where it touches the wall.

38. The nursery shall have a room which can be used for isolation for any child having or suspected of having a communicable disease.

39. Individual toilet articles, including towels (paper or cloth) and facilities for keeping them shall be provided in the nursery. Sanitary dispensing and disposal units for paper cups and towels shall be provided in the nursery.

Fire Safety

40. The nursery, before a license is issued, must be inspected by the local fire department or the State Fire Marshal. All recommendations for fire safety as determined by the inspection of the nursery and approved by the State Department of Social Welfare must be carried out.

41. A nursery using second story facilities shall provide the building with an approved fire escape. The nursery shall provide fire extinguishers within the building at places recommended by the fire department and the nursery premises shall be kept free from fire hazards and accumulations of combustible materials.

Equipment and Materials

42. The nursery shall provide equipment for the use of the children suited to their needs, size and abilities for both indoor and outdoor activity. The total shall include materials and equipment to encourage muscular activity; social and dramatic play; intellectual growth and creative expression; and shall be of safe construction and materials and easily cleaned. The nursery shall have permanent outdoor play equipment.

Standards of Service

43. The nursery's admission and intake policies shall be defined, formulated and commensurate with the needs of the children and with the purpose of the program.

44. The nursery program shall be appropriate to the defined purpose of the nursery and shall not be a duplication of the elementary public school curriculum.

45. The nursery shall establish definite financial agreements and fee policies for the children served.

46. The nursery shall have and maintain social, factual and medical data regarding each child and his family.

47. The nursery shall establish definite medical policies with respect to admission and readmission with provision for the following mandatory requirements.

The nursery shall require each child to have a preadmission physical examination and immunizations for smallpox, diphtheria, whooping cough, tetanus and any other immunization the local or state health authority deems necessary. A child without immunizations shall be admitted only when such procedures are started immediately. Booster shots shall follow recommendations as set forth by the Manual of "Approved Procedures and Techniques" of the State Department of Health.

Exemption—Nothing in this rule shall be construed to require medical treatment or immunization for the minor child of any person who is a member of a well-recognized church or religious denomination, and whose religious convictions in accordance with the tenets or principles of his church or religious denomination are against medical treatment for disease.

48. The nursery shall have the parents' written consent for emergency medical care for each child and shall administer no medicine to any child in care without a doctor's direct verbal or written authorization.

49. A daily health inspection shall be given each child upon his arrival at the nursery for the purpose of the early detection of signs of apparent illness, communicable disease or any unusual condition or significant behavior which may adversely affect the child or the group.

50. Any child, becoming acutely ill or injured while in care, shall be isolated from the group until other provision for care is made and he shall have immediate medical care.

51. The nursery shall plan menus so each child will receive all he needs of each of the dietary essentials.

52. Breakfast shall be available at the nursery to children who come in the morning without it and shall be a balanced meal providing at least one-fourth to one-third of the child's total daily nutritive requirements. Children remaining at the nursery for as long as five hours shall be served a full balanced meal providing at least one-third of the child's total daily nutritive requirements.

53. The nursery shall allow at least one-half hour for eating a meal. Mealtime for the preschool age child shall not follow directly a period of extreme activity.

54. The nursery shall provide case work service to the child and to his family when needed.

55. The professional staff of the nursery shall have joint responsibility for planning for the child's discharge from the nursery.

56. In the nursery, a balance must be achieved between the stability of certain necessary routines and flexibility necessary to provide creative play experiences. Adult standards shall not be superimposed and children in care should be allowed to develop at their own rate. The same basic principles shall apply to all nursery programs and a

nursery having both preschool and school age children shall develop and maintain separate programs for each classification.

57. The program for the preschool age group shall present evidence that it is closely related to the optimum development of each child and the activities planned accordingly. It shall daily include: Free, directed activity and vigorous and quiet play in and out of doors with opportunities for each child to develop free expression through work with raw materials and use of traditional materials.

58. The educational program for the nursery "school" shall be dependent upon the qualification of staff and the program.

Records and Reports

59. The nursery shall keep records and reports on the children in care including:

a. A master file or index book containing identifying family information on all children given care.

b. A card file or index book for children under care.

c. A case folder for every family receiving day care service, containing identifying family information, pertinent information about each child in care and the health record of each child. These case records shall be kept in locked files at the nursery.

60. A good bookkeeping system, including proper fiscal files, shall be maintained by the nursery.

61. The nursery shall make available to the State Department of Social Welfare all reports requested and at the time requested.

STANDARDS FOR CHILDREN'S AGENCIES

The state Department of Social Welfare through its division of child welfare has approved the following standards for the conduct of child-placing agencies and institutions in order to insure adequate care to that group of children in Iowa who, for one reason or another, must find a home away from their own families.

In accordance with the opinion of the attorney general, children's agencies and day nurseries are considered as children's boarding homes and are licensed through the same procedure.

A child's own home and family are his basic right and it is under these circumstances that we can best be assured of his normal social and personality development. A child's own family should be assisted in every possible way to meet his needs in their own home, and it is for this reason that governmental agencies have made available large sums of money in order that fewer children will be deprived of that security which only a home and a family can give.

Children should not be removed from their own families until every possible effort has been made to bring about an environment conducive to the wholesome development of the child. We must realize that every child who is deprived of his own home and family suffers a severe emotional disturbance which can never be entirely adjusted.

When it is necessary to remove a child from his own home, every effort should be made to provide for that child the type of care best suited to his individual needs. This points to the necessity of a complete, well-rounded program of child welfare for

the children of a community or a state. This should include all social services for children under public or private auspices and appropriate forms of care for the dependent, neglected, delinquent and handicapped children. For children living in their own homes, public assistance, case work and protective service, child guidance clinics, day nurseries, visiting housekeeper service and foster day care should be made available and for children requiring foster care, institutional placement and foster family care. Provisions for the care of physically handicapped and mentally defective children should also be made.

Good social work methods should be employed in determining and meeting the needs of children whose own parents are unable to give them the care they should have. Due to the fact that some communities have stressed certain types of foster care and neglected others, it is too frequently the practice to determine the kind of care which should be given to the child in terms of the available facilities rather than in terms of the child's individual needs. The child care work of every organization should be a part of a local or state-wide plan which includes various forms of foster care, namely, the institution, the boarding home, the free home, the adoptive home, and for certain older children, the work or wage home.

The nature of the child's relationship to his own family, the strengths and permanence of the emotional ties which bind him to them, as well as his age, physical and mental condition, temperament, and habits are among the factors which should determine the type of foster care. Institutional care differs from foster home care in organization, plant, equipment, and types of experience given the child, but both forms of foster care have the same aims and are governed by the same general principles.

I. Organization and Administration

a. INCORPORATION: All private children's agencies should be incorporated on the approval of the state Board of Social Welfare, the agency which has supervising authority, and should comply with all state laws, concerning the establishment and operation of children's agencies. The purpose of the organization should be clearly stated but should be flexible enough to meet the changing needs of the community and the state.

b. BOARD OF DIRECTORS: Each children's agency should have a governing board composed of men and women representative of various community interests. The board members should be chosen because of their active interest in social welfare, particularly in the field of child welfare, and should serve without pay. The board should be large enough to be representative of the constituency supporting the agency, but should be small enough to avoid unwieldiness. Practice has demonstrated that board efficiency is best maintained with a membership of not less than nine or more than fifteen in number. It is generally desirable to have members elected for a three-year term, one-third retiring each year, and re-election prohibited until one year has elapsed. An advisory committee for interpretative purposes may supplement the board, or a nonvoting alternate for each member might be added as a means of training future board members.

It is the function of the board to select and appoint a responsible executive, well equipped by training, experience and personality, to carry out the objectives of the agency. The board and the executive should be jointly responsible for the formulation of policies for the conduct of the agency or organization in accordance with standards prevailing in the state; also for the progressive re-evaluation of the agency's services in terms of the changing needs and methods of child care and the willingness and the ability of the agency to meet these needs.

The board should assume responsibility for adequate financial support to carry on the program of the agency and to interpret to the community not only the policies, but the actual work of the agency.

Although full responsibility for the execution of plans and details of administration should be delegated to the executive, it is the responsibility of the board to support the executive and the staff in carrying out the objectives of the agency.

The board should keep informed of the actual work of the agency by conscientious attendance at board meetings, which should be held at least once a month. The regular attendance of the executive should be required throughout all board meetings. In addition to a report of the executive committee and other committees, the executive of the agency should present from time to time a report of the activities of the agency and should bring to the board for discussion and action, problems which have come to the attention of the agency.

It is the responsibility of board members to render practical service through committee membership. Standing committees should include an executive committee and a building and grounds committee. Circumstances may warrant the addition of one or more standing committees, but the rather common practice of having many standing committees has not proved satisfactory, and it is found more desirable to have a few committees which actually function, rather than a large number which render little service to the agency.

It is important for board members to familiarize themselves with the general policies of the institution and its place in the community's child welfare program, rather than to assume duties which should be the responsibility of the employed staff. Once a board is in touch with what other progressive agencies are doing, it is morally obligated to secure the budget and executive needed for the highest possible quality of service. These responsibilities of the trustees are the important functions of a board. When it becomes interested in the control of minor details of the agency, a board is in danger of deserting these primary functions.

c. STAFF: Certain fundamental requisites should apply to all staff members of the children's agency, namely, good moral character, intellectual capacity, and sound mental and physical health. All staff members whose duties bring them in direct relationship with children should have a sympathetic understanding of children's needs and a personality suited to work with them. They should have a background of education and experience adequate to carry the program of the agency.

In all children's agencies, salaries and working conditions should be such as to attract and hold

competent workers. The agency should establish and maintain salary schedules which will permit reasonable standards of living and the maintenance of professional standards characteristic of this type of work. The salary schedule should carry provision for periodic advances based on the efficiency of the worker.

Personnel practices in an agency should allow for sick leaves, reasonable allowance of time for vacation, and the provision for leaves of absence for further professional education. The agency should provide opportunities for professional contacts which not only will increase the value of the work of the agency, but will add to the efficiency of the agency's program.

1. Executive Secretary: The executive secretary, director, or superintendent of a children's agency is the person directly responsible for the administrative conduct of the agency. He should be chosen by the board for a term of office determined by them, which is usually contingent on the satisfactory performance of duty. The executive, as administrative officer, is directly responsible to the board of directors.

The executive of a children's agency should be a person of vision and leadership. He should have an educational background adequate to guide and direct the program of the agency, and possess a knowledge and appreciation of modern standards and methods of child care. Proven executive ability, some part of which has been demonstrated in social work or in related fields, is a necessary requisite. The ability to interpret the work of the agency to its constituency is of utmost importance and the executive should demonstrate skill in handling people, both individually and in groups.

In institutions in which the executive is not an experienced case worker, and in all large institutions, the case work of the institution should be under the direction of an assistant with training and experience in children's case work.

The executive should assume full and complete responsibility for the execution of the plans, policies, and program of the agency as determined by the board. He should appoint, with the approval of the board, a staff adequate in number, and with the qualifications necessary to do the work of the agency. It is also the responsibility of the executive, with the approval of the board, to discharge for cause, any staff member whose services do not prove satisfactory to the agency.

One of the major responsibilities of the executive of an agency is to plan regular board and staff meetings. The executive should not only plan, but participate in these meetings. It is his responsibility to make regular monthly reports to the board, which will give an accurate accounting of the finances of the agency and of the services rendered to the children under care. It is further his responsibility to interpret to the board, current trends in the field of child welfare and the developing needs of the agency.

Regular staff meetings are an integral part of the operation of any children's agency and the executive should set up and interpret to the staff agency practices and procedures, and acquaint the staff with current developments in child welfare. The co-ordination of board and staff functions and the

establishing of actual working relationship between them is of utmost importance.

The executive should act as a liaison person between the agency and the general public, and plan the means whereby the agency participates in the community and state programs for child welfare.

2. Case Work Supervisor: In certain agencies, the duties of the case work supervisor are assumed by the executive. However, if the executive is not an experienced case worker, and in institutions where the volume of administrative work requires the full time of the executive, a case work supervisor is named to the staff of the agency. The case work supervisor in a children's agency is appointed, with the approval of the board, by the executive, and is responsible to him for the supervision of all case work and case workers. The case work supervisor is responsible for decisions regarding the acceptance and disposition of each individual case and develops and co-ordinates all services provided by the agency in terms of the child's individual needs.

The training and experience of the case work supervisor should be in accord with prevailing standards for social workers in the same classification in the field of child welfare established in the state. Her training and experience, as well as her personal abilities, should be sufficient both in degree and quality to enable her to satisfactorily complete her work in a manner which will meet the standards which the agency and the supervising agency have established.

In agencies where a case work supervisor is employed, it is the duty of the supervisor to assume administrative responsibility for the conduct of the agency in the absence of the executive and to act as his assistant with delegated duties. It is her responsibility to decide, with the executive, the acceptance or rejection of individual cases in terms of the agency's intake policies. The case work supervisor is responsible for the individual performance of those on the staff who are engaged in the case work service of the agency, and to direct them in the use of accepted methods and principles of social case work in the individual cases which they carry. An important phase of case work supervision is the development of a program for staff members, both individually and in groups. It is the responsibility of the case work supervisor to stimulate the interest and understanding of the community in case work principles and to keep herself informed of developing needs.

3. Social Worker: The responsibility of a social worker in a children's agency is determined largely by the organization of the agency itself. The degree of responsibility which the social worker must accept is determined in relation to the individual agency. If the agency affords the service of a case work supervisor, or in cases where the executive assumes responsibility for case work supervision, the function of the social worker is limited. In general, it is the responsibility of the social worker to assemble vital factual information on the children's cases brought to the attention of the agency in order to determine the acceptance of the child for care, and to interpret and relate these facts in a plan of treatment designed to meet the individual child's needs. The social worker is appointed by the executive or by the case work supervisor and

is responsible directly to the case work supervisor, or in the absence of a supervisor, directly to the executive.

The training and experience of the social worker should be in accord with prevailing standards for workers in the same classification in the field of child welfare established in the state. Her training and experience, as well as her personal abilities, should be sufficient both in degree and quality, to enable her to satisfactorily complete her work in a manner which will meet the standards which the agency and the supervising agency have established.

The social worker works directly with individual cases and in accordance with the accepted principles and methods of case work, and should keep records and make reports in accordance with good case work practices and procedures. She should keep informed of local and state resources for the care of children and co-operate with individuals and organized groups in the community related to the work of the agency. The social worker, particularly in a small agency, is frequently called upon to serve as the representative of the agency in the interpretation of its policies.

4. Nurse: An agency having a large population, particularly when it is composed principally of infants and young children, or an agency whose population changes frequently, should have a full-time nurse as a member of the staff. If possible, the nurse should be a person who has had some public health training in addition to her hospital training, as the public health aspects of the health and medical program of an agency are of major importance.

It is the responsibility of the nurse to act as assistant to the physician who is responsible for the physical care of children accepted by the agency. The nurse has full responsibility for carrying out the recommendations of the physician, and for keeping the required medical and dental records of children accepted by the agency for care. The nurse should continually check on the health conditions of all children in the agency and on the progress of children who are receiving special types of physical care. Health education of the children in an agency is a major responsibility of the nurse, and she should interpret to staff members directly responsible for the care of children, the health program of the agency, and instruct them in routine required for individual children.

The nurse is responsible for children during the period of isolation in order that both the physical and the emotional needs of this difficult period may be intelligently met. The nurse gives bedside care in case of minor illnesses and is also responsible for the regular dispensary service of the agency.

In agencies where the population is small, or when the employment of a full-time nurse would not be in keeping with the economic status of the agency, it is recommended that the agency avail itself of local public or private nursing facilities. If it is not possible to secure the service of a registered nurse or a graduate of a recognized hospital training school for this position, it is advisable to hire a good practical nurse and arrange for the supervision of the service by a registered nurse.

The services of physicians, dentists, and other professional persons should be on a fee basis. It is

recognized that agencies are not able, in most instances, to pay the maximum fee for professional service rendered to the children under their care. However, an arrangement allowing for some compensation for the service has decided advantage over the agency which is entirely dependent on volunteer service. Details of this type of service must be worked out by the agency and the individual rendering service.

The service of psychologists is available to children's agencies through the division of child welfare, state Department of Social Welfare, while psychiatric service is available through the University Hospitals. It is recommended that agencies avail themselves of the opportunities afforded for this type of service.

5. Teachers: If a school is maintained by the agency, the training of the teachers and the course of study prescribed should be comparable to that used in the local schools of the district. Otherwise, it is recommended that the local public or parochial schools be utilized. If the children under care attend school at the institution, it is important that community contacts through other avenues be arranged, affording the children experiences outside of the institution and with children and adults from a normal home environment.

6. Recreational Workers: The staff of an agency caring for children should include a nursery school teacher for the training of children under school age. This is an important phase of the program of every children's agency and the value of this type of service should not be minimized. The development of young children in an institutional type of setting is of unlimited importance, and children in agencies of this type should have the benefit of the stimulation and training which a person well trained in the development and growth of children is able to bring to them.

For older children in an agency, a recreational worker on a full or part time basis should be included on the staff. The careful direction of the recreation or leisure hour program of a children's agency is of major importance in the operation of a children's agency. It is the responsibility of the recreational worker to help the children as they plan their play. The recreational program of an agency should include dramatics, music, and work of various types, excursions, parties, as well as the various types of games and athletics. The recreational worker should assume the responsibility of co-ordinating the interest of volunteer workers and for utilizing the house staff in the full recreation program of the agency.

7. Child Care Staff: The child care staff are those members of the agency organization whose allocated jobs are concerned with the physical, moral, and educational care of the child during the period in which he is a resident of the agency's receiving home or institution. We must realize that the most important persons in any children's agency are those who come in close and continuous contact with the children and their daily living.

A children's agency maintaining a receiving home or institution should select a staff sufficient in number and qualified to carry on the work adequately. The average staff is composed of a house mother, sometimes called a matron, one or more assistants,

cook, laundress, and service personnel. Those persons of the receiving home staff whose relationship to the children is intimate and constant should be most carefully selected and should receive a salary commensurate with the prevailing salary scales for grade teachers in the community, allowance for maintenance being considered. The hours of work for each employee should be adjusted so that his physical health and working ability can be maintained. It is recommended that provision be made for a relief period during each working day, some free time during each week, and a reasonable yearly vacation. In addition to compensation high enough to attract persons of a desirable caliber, periodic salary advances should be arranged on the basis of good service.

It is important that children be surrounded by adults who are normal, intelligent, and understanding, and who are able, by virtue of experience, training, and education, to stimulate in the child the development of wholesome mental attitudes and desirable social habits. House mothers should have the capacity for understanding the recommendations of a psychiatrist, psychologist, pediatrician, or other members of the professional staff. They should be capable of participating intelligently in the conferences in which plans for the treatment of the child are discussed.

The members of the child care staff are employed by the executive officer with the approval of the board. All of the members of this staff are responsible to the person appointed as house mother, who is directly responsible to the executive officer for the general management and conduct of the receiving home or institution and for the children in its care.

As a protection to the staff, as well as to the children under care, it is recommended that an annual physical examination for each staff member be required. This examination should include laboratory tests. Any member found to have a communicable disease should be isolated and not returned to his duties until his condition has been approved by the attending physician.

8. Publicity and Financial Services: In certain agencies, depending on their particular plan of financing, one or more workers may be needed for publicity and financial work. In some instances such duties fall largely to the executive of the agency and in other, individuals are hired for this particular purpose. It should be emphasized that no person employed by a children's agency for the purpose of raising funds should at any time participate in the specialized work of the acceptance, supervision or discharge of children from the agency. It is of equal importance that no staff member engaged for case work service to children should be employed as an agent for the solicitation of funds.

9. Clerical Staff: The importance of the clerical staff of a children's agency should be emphasized. This staff should be sufficient in number and qualified to keep the correspondence and the administrative and case records, current and in good order. The financial program of the agency has a direct bearing on the service which the agency renders. A sound financial system and a capable bookkeeper with the ability to keep the financial records in an acceptable manner, and to make accurate financial

reports of the condition of the agency to the executive and the board, renders a real service in the administration of any agency. The members of the clerical staff are employed by the executive with the approval of the board, and are directly responsible to the executive for the performance of their duties.

II. Office, Buildings, and Equipment

a. OFFICE: The office of the agency should be located conveniently and should provide space and equipment essential to the work of the agency. Private rooms should be available for the superintendent and case worker and for other staff members whose work requires frequent private interviews. The room used by the clerical staff should be separate, if possible, from the general reception office. The equipment should include office supplies, machines and filing cabinets sufficient for the needs of the agency.

b. GROUNDS, BUILDINGS, AND EQUIPMENT:

1. Buildings: All buildings and grounds must conform with state and local laws and ordinances relating to health and safety; and with the standards as prescribed by the state department of health and by the state Board of Social Welfare. Sanitary inspection is made annually by the state department of health. Fire inspection must be made semi-annually by the local fire inspector or by the state fire marshal.

Children's agencies can do little, at the present at least, about the location of their buildings, or the type of construction, but each agency can do much about adjusting its service to its facilities and utilizing the plant in such a way as to meet the needs of the individual child.

Staff personnel and the care of the children are more important than either the building or the quality of the housekeeping, but a wholesome balance between the two can usually be maintained. Well-kept buildings and grounds, together with a certain orderliness of living, inspire confidence in the staff and in the children, as well as in those who furnish the financial support.

2. Living Room, Dining Room, and Kitchen: Agencies are usually careful to provide a comfortable, attractive room for the reception of guests and for the use of the staff. It is equally important to provide a suitable place where children may receive their relatives and friends in comfort and ease and with such privacy as may be needed. The furnishings and equipment to be used by the children in living rooms and dining rooms should be of such sizes as to accommodate children of different ages and of durability which will allow use over a period of several years without serious deterioration.

The institutional type of dining room has practically disappeared. With few exceptions the dining room has been taken out of the basement and is one of the brighter, more attractive rooms in the institution. Tables are usually family size making possible more of the natural freedom of the family groups.

The kitchen should be adequate in size and convenient in arrangement. Sufficient light and adequate ventilation are items of major importance in the kitchen. Modern equipment in the kitchen has relieved much of the drudgery there and has been

chosen to provide a maximum of saving in labor, safety in operation, and attractiveness in appearance. Some agencies unable to modernize their laundries are using community facilities for the bulk of this.

3. Recreation Facilities: Play and recreational facilities suited to the changing interests and capacities of the child are essential to his normal development and should be one of the primary considerations of the agency. A recreational program requires skilled direction especially where numbers of children are concerned, but should be planned to provide as many opportunities as possible for free play. Facilities should include provisions for outdoor and indoor play; for play alone and with groups, for active play and for the quieter forms of recreation. Apparatus for muscular and bodily development of each child, according to age and capacity, is considered a fundamental requirement. Equipment may be simple and inexpensive but will require change, replacement and repair constantly. Individual lockers or storage for the child's personal possessions is also a fundamental requirement.

4. Sleeping Rooms: All sleeping rooms should have sufficient window space for adequate light and ventilation. A single bed equipped with the proper bedding and with conveniently located facilities for the care of clothing and other personal articles are minimum requirements for each child. The number of children sleeping in one room should be as small as the facility of the home will allow and a few single rooms should be available for children with special needs.

5. Bath and Toilet Facilities: At least one bath and one toilet should be provided for every eight children and one lavatory for every four or five. Additional toilet facilities should be readily accessible to the play grounds. Showers may be installed even in old buildings and are usually preferred for adolescent boys. The highest possible standards of sanitation and hygiene should be used in equipping and furnishing the bath and toilet rooms.

6. Isolation Facilities: Adequate facilities should be provided for children in need of separation from the group at the time of admittance or in case of illness. Isolation facilities adequate to care for a number equal to approximately 10 per cent of any given population are one of the minimum requirements of an adequate health program. These quarters should be comfortable, attractive, and conveniently located. Agencies caring for a large group of children find it equally necessary to provide a clinic room with simple, but standard equipment.

III. Standards of Practice

a. INTAKE: The intake policy of the children's agency should be governed by its facilities and by its place in the local and state child care program, rather than by fixed rules or by the agency's physical capacity.

The acceptance of the child for care should be decided by the executive and the case worker in conference. Some agencies like to include the case committee at all or at part of the conferences on admission. The intake investigation and study should furnish the basis for acceptance in terms of the child's needs and the agency's service. The

study should include the family history and present situation; the personal history of the child; recent reports of the child's physical and mental condition; a careful analysis of the problem which furnished the base for referral; and the status as to custody and responsibility for financial support. (A suggested outline for the social history may be obtained from the division of child welfare.)

Court commitments should be clear as to custody, whether temporary or permanent. Transfer of legal custody may be made by parent or guardian. The referral of the child from another agency, either public or private, cannot carry with it a legal transfer of custody. Agreements with parents or relatives should be definite and should furnish a basis for a constructive relationship between the family, the child and the agency.

Repetition of the intake procedures should never be permitted to become a mechanical process in which the individual rights and needs of the child are given secondary consideration.

The intake policy of an agency is frequently concerned with the importation of children from other states. In accord with section 238.33 of the Code of Iowa. "No agency shall bring into the state any child for the purpose of placing him out or procuring his adoption without first obtaining the consent of the state board of social welfare."

The request for permission to import a child should be made on Form CW-3503-4.

b. CARE IN THE RECEIVING HOME:

1. Nursery and Preschool: In developing standards for the care of infants and those of preschool age special emphasis must be placed on both the physical care and the mental stimulation given to this group of children. The most definite limitation of institutional care to be admitted is that relative to infants and young children. Most authorities state that infants and preschool children should not be cared for in institutional settings. Studies show that infants and young children do not develop in accord with standard scales when cared for in institutions over long periods of time. To some degree this condition may be attributed to the inadequacy of the programs developed in institutions for the care of infants and preschool children. An awareness of the needs of children of this age group should bring about the establishment of a more stimulating program of child development.

The placement of infants and young children in institutions should be on a very temporary basis and the care given to these children should equal the standard of that given in a high grade children's hospital. Even with the best medical care, it is not possible for an institution to give an infant the type of care which is conducive to his maximum development. Individuals responsible for the care of this group of children should be familiar not only with the best method of physical care of babies, but should have a thorough understanding of the mental and emotional development of children.

Children of nursery age frequently do not receive proper care and training in an institution. A trained nursery school teacher who has a thorough understanding of the type of care and training essential in the development of children of preschool age should be a requisite of the staff of every agency caring for children of this age.

2. *Physical and Mental Examinations:* A thorough physical examination should be made by a competent physician before the child is admitted to the care of the agency or just as soon thereafter as is compatible with the temperament of the child. This examination should be supplemented by laboratory tests. These laboratory tests should include a throat culture, urine analysis, tuberculin test, Schick test, vaginal smear and Wasserman. Recommendations regarding further examinations, treatment, and corrective work should be carried out as promptly and completely as possible. Each child should be vaccinated, immunized against diphtheria, and have any other treatment or inoculations indicated by the laboratory tests. Routine health examinations, dental examinations, and examinations of the eyes, ears, nose, and throat should be made at least once a year. Treatment and corrective work should be done when necessary.

Record of the above examinations, tests, and inoculations, together with a brief medical history and a statement of the examiner's recommendation for treatment should be kept for every child. A record of periodic examinations and corrective work should also be attached to this record. A medical form furnished by the agency insures complete examination and a permanent record for follow up.

Facilities for psychological services are available to agencies through the division of child welfare of the state Department of Social Welfare. Psychiatric examinations are available through the University Hospital for children with severe emotional and behavior disturbances.

3. *Protective Measures:* Certain measures should be taken to protect the health of children under the care of an agency. The temperature of the buildings and their ventilation should be carefully regulated and fresh air should abound in the sleeping and recreation rooms. Children's clothing should be adjusted, not only on a seasonal basis, but in order to meet the needs of the individual child.

The child should receive practical instructions in the rules of safety and it is the responsibility of the agency to eliminate safety hazards in the building and on the playgrounds. Pure drinking water from fountains or from clean individual cups should be accessible for the children at all times.

An outdoor play period each day should be provided for the individual child in order that he may have the benefit of the sunlight. In this connection, it is recommended that cod liver oil or a similar supplement be given to all children during the winter months.

4. *Diet and Nutrition:* Community facilities and printed material available from state and federal departments make possible expert dietary services for the agency provided the agency does not employ a dietician. Meals should be balanced as to nutritional value and as to distribution of food during the day. In most agencies children are given three meals a day, one heavy meal and two light ones. In addition to this, many institutions, particularly those caring for young children, supplement a light lunch in midmorning and midafternoon. Meals should offer pleasing and surprising varieties and should be served in tempting and attractive ways. The special dietary needs of the in-

dividual child should be known and met in all institutions caring for children.

5. *Clothing:* As far as possible, children should have clothing similar to that worn by comfortably dressed children from family homes. Anything approaching a uniform should be avoided except for athletics or camp activities. The attendance of children from the agency at public school usually helps to keep both staff and children aware of the need for replacement, repair, and cleaning of clothing. Clothing should be comfortable and sufficiently in style so that the children will not attract unfavorable attention from their friends at school. Great care must be exercised in the use of donated clothing, or in giving a child any garment which another child in the agency has outgrown. Used clothing should be renovated and carefully fitted before a child receives it and the child should feel that most of his clothing has been made or purchased especially for him. Older children should have the opportunity to assist in the purchase of their clothing. Pride in his clothing and the responsibility for its care should be fostered in every child during the period in which he lives in the receiving home or institution for the care of children.

6. *Sleep:* Each child should sleep alone and if personal habits, or conditions make it advisable, in a room alone. Regular and sufficient hours of sleep are essential for each child. Children under fourteen require from ten to twelve hours each day, children over fourteen at least nine, and children under six years of age should also have a daily rest period of not less than one hour.

7. *Education:* Children should attend full-time school throughout the period required by law and in general until the age of 16 years. Arrangements for high school, professional, and college education should be made whenever possible for children whose mentality, character and school work show that they will profit by such educational opportunities. The child's adjustment at school should be observed and guidance given. It is the responsibility of the agency by observation and study, to detect and correct disabilities in connection with the child's school work and in every way attempt to bring the child's school achievement up to the level of his capacities and make possible for the child a satisfying school experience.

Special capacities of adolescent children should be studied with the view to assisting them with the choice of a vocation, and vocational training should be arranged in accord with the aptitudes and preferences shown by the child. Each child should have actual experience in earning money and in its use. If possible, each child should have the opportunity for satisfactory work experience suited to his age and ability.

As many opportunities as possible should be provided for the cultural development of the child. Each child should have guidance in reading and nature study, also opportunities to hear good music and see good art. Plans should be made for the training of children who are found to be particularly gifted in music or art.

Religious instruction and participation should be, if possible, in accordance with the faith of the child's own family.

8. *Recreation*: Recreation should have as important a place on the program of a children's agency as physical care or education. Recreational interests suited to the capacities and needs of the individual child are essential to his normal development and are also a preparation for a wise and satisfying use of leisure time in adult life. The recreational program should be planned and supervised, but in such a way as to foster the individual initiative and interests of the child as well as group participation.

c. *RELATIONSHIP WITH RELATIVES*: The children's agency today accepts the child as a member of a family and, except when the connection has been severed entirely by legal processes or when there is clear evidence that parents exert an injurious influence upon the child, contacts as natural as possible under the circumstances are encouraged.

Careful case work procedure at the time of intake will lay the foundation for the working relationship between the family, the agency and the child. Every effort should be made to have the child feel at ease regarding his family and the first important step in this direction is to interpret to the family the policies of the agency as applicable to the particular situation. Staff members who are associated with the children should have an understanding of the significance of family relationships and should be able to maintain at all times an objective attitude toward the parents and family matters. Decisions regarding the opening of personal mail, visits to the agency or the child's visits home are practical expressions of the agency's attitude toward the individual child and his needs.

As a rule, the children's agency cannot assume responsibility for work with the family which is not directly related to the adjustment of the child in the agency or back to his own home. The children's agency should co-operate closely with the family or referring agency. Since the treatment of the child is so closely tied up with family relationships, the children's agency may find it advisable in certain instances to require local service to the family as one of the conditions of accepting the child for care. The children's agency should keep the family agency currently informed regarding the child and, as a rule, all visits home should be planned in co-operation with the family agency.

IV. Foster Home Placement and Supervision. In the field of child care, the foster home and the institution may be considered complementary to each other and not two competing methods of foster care. Either may be suitable for a given time for any particular child, depending upon his need and the particular situation. However, for the majority of children who must leave their own homes, the foster home eventually offers the most favorable condition for normal development.

The objectives of foster care should be to make available opportunities which are favorable to the maximum development of a child's native capacities and his ability to cope with life situations which he must face. It should be the aim of every children's agency to secure for each child a placement situation in which maximum opportunities for development are present. The foster home program of an agency should offer opportunities for various forms of foster

home care, namely, the boarding home, the free home, the adoptive home, and for certain older children the work or wage homes.

When it has been determined that foster home placement is the necessary step in the constructive development of a child, a home suited to the particular needs of the child should be found for him. The home should be one in which the child will develop a sense of independence, achievement, and responsibility.

In the foster family the child should have adequate physical care, careful guidance, education in accord with his abilities, vocational training, wholesome recreation, and an understanding of true religious values. In the foster family situation the child should experience love and understanding and be allowed to participate in happy childhood activities. In this type of surrounding he will develop stability and achieve a sense of security which is conducive to emotional growth.

Physical care of the child should be under the direct supervision of the agency. It should arrange periodic medical and dental examinations and follow up on necessary corrective work and treatment. The foster family should share the responsibility in carrying out the medical recommendations, especially those relating to nutrition and frequently those which require clinic attendance.

The child should be provided with clothing which is in keeping with the standards of the foster family and other children in the neighborhood in order that the child will not feel different from the children of the foster parents or from the child with whom he will play. It is recommended that the purchasing of clothing be on an individual basis and that where possible the child should be given some responsibility in the selection of his own clothing.

An allowance should be given to each child in a foster home as is advised for the child in the institution in order that he may learn to use money through the choice and planning of his expenditures.

Educational opportunities for the child in a foster home should be on the same high standards as those recommended for children in an institution or receiving home. Children should attend full-time school throughout the period required by law and in general until the age of 16. Arrangements for high school, professional, and college education should be made whenever possible for children whose mentality, character, and school work show that they will profit by such educational opportunities.

Recreational facilities and provisions for leisure time should be available both within the home and in the community. Allowances for recreational purposes should be available to children in foster homes in order that they may participate in school and community activities. Fees for club memberships, dancing or music lessons should be allowed if in line with good case work planning.

A child should, whenever possible, be placed in a home where the foster parents are of the same religious belief as the child or his natural parents. The religious training of children cannot be assured merely through formal instruction, but should grow out of experiences which help the child to appreciate and develop a sense of values for himself and to develop a philosophy of life and a moral standard which will guide his conduct through life.

Facilities for psychological and psychiatric services should be available to all children in foster homes who show the need for this type of service. It is necessary that each child in a foster home should have the service of a well-qualified case worker. When a favorable placement situation has been secured for a child, it is the responsibility of the case worker to help him live and develop in it through her relationship with the child, his foster parents, and frequently the child's own parents.

It is necessary to emphasize the importance of supervision of foster home placements. This is true not only of the home used on a boarding basis, but is of equal importance to children placed in free home situations or of older children who have been placed in work or wage homes.

Foster homes used by the agency should be licensed in accord with section 237.8 of the Code of Iowa. The procedure for licensing boarding homes used by child-placing agencies will be found in section VIII, chapter 11.

As a service to agencies which place children either on a permanent or temporary basis in foster homes, a state registration bureau has been established.

The placement program of an agency is frequently concerned with the problem of exportation of children from the state. Such exportation shall be in accord with section 238.39 of the Code of Iowa.

The request to export a child should be made on Form CW-3501-4.

V. Adoption. Placements for adoption should be made in accordance with the general principles of family foster care and with certain further considerations necessary for the best interests and protection of the child, his parents, and the adoptive parents.

Only those children should be accepted for adoption who are without parents or whose parents have come to the decision of surrendering the child with a full awareness of all the implications and a thorough knowledge of other resources which are available to them. The parent should thoroughly understand that all ties are to be permanently severed with the surrender of the child.

Children should be placed for adoption only in those homes where the foster parents want and are prepared to assume complete parental responsibility and will make the child their own through legal procedure. The personality and relationship of the adoptive parents and their family life should be such that they are capable of giving love, care, education and support to the child. A sufficient time should be allowed following placement to determine whether the child and the home are suited to one another before the adoption is completed.

Sufficient information should be available about children who are to be adopted to enable adoptive parents to decide whether they want to have a particular child and whether he may meet any reasonable expectations which they might have concerning his development. A complete physical and psychological examination together with a study of the child's family background and his personality should give some indication of his capacities. A temporary period of placement in a foster home should afford opportunities for observation and

study when early placement is not considered advisable.

VI. Discharge and After Care. The child should be discharged from care at the point where he no longer requires the service of agency. The decision as to when the discharge should take place should be determined by the needs of the child rather than by any arbitrary agency policy. When the child is to return to his own home, this adjustment should be made as soon as his parents are capable of meeting his needs. Children who are to remain in free and adoptive homes should be discharged when they have formed lasting family ties and are making a satisfactory adjustment. At this point the foster parents should be able to assume full parental responsibility. Children who have no families and who have been unable to form new relationships should be discharged as soon as they have been given sufficient help to become self-maintaining through vocational training and employment service and when they have developed emotional security.

The agency should be responsible for making case work service available to every child until the child is adjusting satisfactorily in his own home, in a foster home, by himself, or until the responsibility for supervision is transferred to another agency of recognized standing.

VII. Records and Reports

Records: The records of a children's agency are of immediate value in planning for the individual child. They are of permanent value in preserving the personal history of the child and in measuring the work of the agency and of the individual staff members. Case records are valuable to the extent that they are accurate and complete and set up in such a way as to be permanently usable. Since the information in agency records is confidential, they should be safeguarded from improper use.

Record systems will vary according to the agency, but every system should include (1) a bound register of admission and discharge, (2) individual case records of each child, (3) foster home records, and (4) a master card file or index set up in such a way as to furnish a key to the use of the register and of the case records.

Individual case records should contain identifying information and important social data concerning the child and the members of his family. They should include a report of the initial investigation which led to the placement of the child with the agency of which a social study of the child should be a part. The record should include complete information regarding medical, psychological, and psychiatric examinations. All important papers such as the birth records, commitment papers, placement agreements, and adoption petitions should be placed in the child's individual file together with a chronological report of the development of the child during the period which he remained under the supervision of the agency.

Statistical Reports: The children's agency is responsible for making reports to its board, to those who contribute to its support, and in accord with the provisions of the law, to the state Board of Social Welfare. The agency should be alert to this opportunity to keep the board and the public informed

of the nature and the volume of the work of the agency and of its progress and its needs.

The children's agency is required to submit to the state Board of Social Welfare a monthly report of admissions and discharges. This report is made on Forms CW-2702 and CW-2703.

Child placing agencies are required to submit a monthly population report of all children in foster homes used by the agency. These reports are submitted on Forms CW-2702 and CW-2703.

All children's agencies in Iowa are required to submit an annual population report to the state Department of Social Welfare in accord with section 238.23 of the Code of Iowa.

Financial Reports: Financial records should be kept current and should show the sources of income and the nature of expenditures. Whenever possible, expenditures should be allocated in order to show the cost of different types of service.

Analysis of financial records and assistance in their development is available to children's agencies through the division of accounts and audits of the state Department of Social Welfare.

An annual report of the financial condition of all children's agencies in the state is required in accord with section 238.23 of the Code of Iowa.

VIII. Community Relationship. No children's agency is fulfilling its obligation to the children of the area which it is designed to serve unless it works in close co-operation with other agencies and organizations concerned with child care and participates in the planning and development of more effective, preventive, protective, and child caring service. The child in his own family is affected to a large extent and his opportunities for wholesome development are influenced by the general standards and attitudes of the community and the provisions made for health protection, education, recreation, spiritual training, and character development. This dependence on outside influences is even more marked in the case of children cared for in foster homes and in institutions which attempt to develop for their children normal social relationships and participation in community activities.

It is the responsibility of the board and the executive to interpret the work of the children's agency to the community in order that they may fully understand the service which the agency renders to children under its care. Every children's agency should be thoroughly aware of the needs of children in a given area and be prepared to point out steps in the formation of a constructive program which will meet the needs of these children. The service of public agencies is limited in specific areas of service by the varied statutes which make their existence possible. For that reason it is imperative that private children's agencies give leadership and stimulation in planning a well-rounded program for the care of children.

STANDARDS FOR CHILDREN'S BOARDING HOMES

Authority

Since 1925, the laws of Iowa have recognized the responsibility of the state for safeguarding the interests of children cared for away from their own homes. At that time, the first children's boarding

home law was passed, requiring certain homes caring for children to be inspected and licensed by the bureau of child welfare of the board of control. The Child Welfare Act of 1937 (chapter 235 of the Code of Iowa) transferred this duty to the Department of Social Welfare (section 235.3. In order to insure minimum standards of child care in boarding homes, the state Board of Social Welfare is directed by law to formulate rules and regulations for the conduct of such homes, with which all boarding homes must comply.

General Provisions

1. DEFINITION BY AGE AND NUMBER OF CHILDREN: The law limits the necessity of securing a license to homes boarding three or more children under 14 years of age at any one time. Agencies should, however, safeguard children entrusted to their care by applying the same minimum standards to homes caring for less than three children and to those over 14 years of age. It is not necessary for three children to be in the home at all times to keep the license active. A home equipped for and prepared to give care to three or more children can retain a license, even though the active population is less.

2. TUITION: When a boarding home is licensed, the school district is entitled to receive tuition from the state department of public instruction for any children attending school whose parents or guardians do not reside in the same school district as the boarding parents, and who are public charges (section 238.23 of the Code of Iowa.) Tuition privileges do not stop when the child becomes 14 years old. The tuition law says "any child of school age."

3. CERTIFICATE OF APPROVAL: The division of child welfare will issue upon request of the supervising agency, and after a satisfactory inspection, a *Certificate of Approval* to boarding homes which can provide adequately for only one or two children. This certificate is a token of recognition of the fact that the home meets all the standards for a licensed home, but it does not afford the privilege of school tuition.

4. DAY CARE HOMES: Private homes caring for children during the daytime only (chiefly for employed mothers during the war emergency) must comply in general with the same standards as full-time care homes, and must be licensed to care for more than two children at a time.

Licensing

1. RELATIONSHIP OF THE DIVISION OF CHILD WELFARE TO CHILDREN'S BOARDING HOMES: The division of child welfare of the state Department of Social Welfare has the sole power to issue or revoke a license for the conduct of a children's boarding home.

VISITATION AND INSPECTION: The division of child welfare, through its officials or authorized agents, may visit and inspect a children's boarding home at any time, but it is required to visit each home every six months.

Applications to operate a boarding home, signed by the foster parents, shall be submitted to the division of child welfare of the state Department of Social Welfare, through the supervising agency.

All permanent records pertaining to children's boarding homes shall be kept in the files of the

division of child welfare, which records shall include the license, foster home evaluations, reports of sanitary inspection, master file card, and population reports.

2. DURATION OF LICENSE: A license for the conduct of a children's boarding home is effective only for the period of one year from the date of issue. If the boarding family should move to another location, the new residence must meet the housing and sanitation standards of the state department of health in order to keep the license in force. Licenses will be renewed only upon a re-evaluation of the boarding home. Withdrawal or cancellation of a boarding home application must be reported to the division of child welfare of the state Department of Social Welfare.

3. LIMITATION IN NUMBER OF CHILDREN: A license shall not be issued for more than four children, except by special permission of the director of the division of child welfare. This number shall include boarding children over 14 years of age. There should be no more than two children under two nor a total of more than six children under 14 years of age, boarding and own, in the boarding home at one time. An exception may be made to this standard if necessary to keep together a large family of children needing boarding care, or for children who remain in the boarding home for short periods only. Institutions caring for larger numbers of children will also be licensed under the boarding home statutes.

The number of children which may be cared for at any one time in the home of the applicant is specified in the license and may not be exceeded without permission of the division of child welfare of the state Department of Social Welfare.

4. SUPERVISION: A license shall not be issued to a boarding home applicant independent of a supervising agency which must be approved by the division of child welfare, state Department of Social Welfare. Boarding homes should not accept children for care from more than one agency at the same time.

5. COMPULSORY HEALTH REPORTS: A report of the sanitary and health conditions of the boarding home premises must be submitted each year before a license can be issued. Such inspection shall be as directed by the state department of health.

The report of the sanitary conditions of the boarding home premises applies only to the residence occupied at the time of application. Any change of address shall require a new health or sanitary inspection.

6. REVOCATION OF LICENSE: Intentional or persistent violation of any one of the rules and regulations for the conduct of children's boarding homes shall be cause to revoke a boarding home license.

7. POSTING OF LICENSE: The statute requires the posting of the license in a conspicuous place in the licensed home (section 237.10 of the Code of Iowa). How this will be done may be left to the discretion of the individual boarding mother.

Physical Standards

1. LOCATION OF BOARDING HOME: The boarding home must be in a reputable neighborhood, and one that is conducive to the health and safety of the child.

The boarding home must be accessible for church and school attendance, and for medical and supervisory service.

2. BUILDING AND EQUIPMENT:

a. Sanitation: The boarding home shall conform in fire protection, building construction, sanitation, and maintenance to the ordinances of the city in which it is located and to the laws of the state. Each home shall conform in the above and in the following manners to the standards and regulations of the state department of health: Refrigeration of food; the size, ventilation and lighting of sleeping rooms; the screening of all openings to the house; heating facilities; the adequacy of indoor and outdoor play space for children; the water supply; sewage disposal; toilet facilities; and garbage disposal; and to any other question relating to health and sanitation and safety. This will be determined for each home at the time the health inspection is made.

Standards for cleanliness throughout the premises and the housekeeping shall be reasonably good and of the standard set by the supervising agency. However, the emphasis should be on homemaking rather than on housekeeping.

b. Health Requirements: Isolation quarters shall be provided for children with contagious diseases.

Separate beds shall be provided for each child and equipped with comfortable springs, clean mattress and bedding. Children of the same family and sex shall constitute the only exception to this standard.

Usually not more than four children should sleep in one room even though the room has sufficient cubic air space to comply with the housing law.

No bed for a boarding child shall be placed in an attic, basement, stairway, storeroom or unfinished room. It is not advisable to provide sleeping quarters for boarding children in rooms used for general family purposes, i.e., kitchen, dining room, living room.

Personal Qualifications of the Boarding Home

1. CHARACTER: All members of the household must be of good character, habits, and reputation.

2. HEALTH: All members of the household must be in good health with no disqualifying physical or mental handicaps. All members of the foster family shall be free from communicable disease and history of present and recurring mental disease. Acceptable evidence of this fact shall be required.

3. FINANCIAL STATUS: The financial status of the foster family should be such that the security to the child will not be jeopardized.

4. OCCUPATIONAL LIMITATIONS: The foster mother shall not regularly be employed outside her home. No boarding home shall conduct a rooming or boarding house, or carry on any commercial work which is or will be a detriment to the welfare of the child.

Homes caring for convalescent or maternity patients may not be licensed as boarding homes for children, and boarding homes may not accept convalescent or maternity patients.

Homes used for the care of aged persons are not to be used for the care of children except where the aged persons, by virtue of their relationship or long standing friendship, are considered a part of the family group.

5. **FAMILY RELATIONSHIPS:** Home life should be harmonious enough to give the children the emotional stability they need. All members of the family must be willing to accept the boarding child into the home as a member of the family group. They should be able to give the child experience in normal family life.

6. **RELIGION:** So far as it is practicable, boarding parents should be of the same religious belief as the parents of the child.

Care of the Child

1. **MEDICAL CARE:** A thorough physical examination of each child shall be provided by a competent physician upon admission to the boarding home. Foster parents should insist upon being assured of the physical fitness of the child before accepting him as a member of the household.

Diagnosis and treatment in case of illness or accident shall be given by a competent physician. No "home remedies" shall be regularly administered by foster parents without the knowledge and approval of a physician and the supervising agency.

To provide for emergency illness and accidents, every boarding home shall provide itself with first aid equipment and shall receive instructions for its use by a physician or a registered nurse.

A report of the child's illness, injury and temporary indisposition shall be made as soon as possible to the supervising agency, or to the child's parents if the child was placed directly by them in the foster home.

2. **SOCIAL AND HYGIENIC CARE:** Management of the foster home must be conducive to regularity in habits of sleeping and eating and the care of the body.

The standards of cleanliness and personal hygiene used in the care of the child, taught to him, and maintained by the foster family, shall be in conformity with good health practices and ordinary social acceptability.

A nutritious and adequate dietary shall be established. A formula for feeding infants shall be prescribed by a physician.

Children over six years of age, and preferably not over four years, shall not sleep in the same room with children of the opposite sex.

No child over three, and preferably not over one year of age, shall regularly sleep in a room with the boarding parents.

Individual toilet articles such as combs, tooth-brushes, towels and wash cloths shall be provided. Adequate space shall be set aside for each child's clothing and personal possessions.

The clothing of the child shall be clean and neat

and of such quality as not to distinguish it from other children in the community.

3. **STATUS OF CHILD IN THE HOME:** The child shall be treated as a member of the foster family during the period of his care, sharing the privileges and duties of the household according to his age and capacity, and receiving care and training according to his special abilities or limitations.

4. **SCHOOL AND CHURCH ATTENDANCE:** Children of suitable age shall attend regularly church services and religious schools of their own religious faith in so far as is reasonable and possible. Any deviation from this rule shall be discussed with the supervising agency. Children shall attend public or parochial schools regularly as provided by law except during periods of illness or for other adequate reasons approved by the supervising agency.

5. **RELATIONSHIP TO SUPERVISING AGENCY:** Foster parents shall consult with the supervising agency at all times with regard to care and training of the foster child and on plans for him when it involves more than the day-by-day routine. Foster parents' relationship with the child's own family shall not include plans for the foster child without the knowledge of the supervising agency.

Foster parents must secure permission from the supervising agency before taking or allowing the child to go on vacation trips, visits to relatives, etc.

A boarding child must be left in charge of a competent adult person, who has been approved by the supervising agency, during the absence of the foster parents.

Exception is made to these procedures in the case of parents who have their children cared for in boarding homes temporarily and retain full legal control of them, in which case parental consent is necessary.

Records and Reports

1. **ADMISSION AND DISCHARGE:** The foster parents shall keep a permanent register of all children accepted for care. The register shall have recorded in it, the child's full name, the name and address of the parents or guardian, the name of the supervising agency, date of admission, date of discharge, and the name of the agency or persons to whom the child was discharged.

2. **MONTHLY REPORTS:** Monthly reports of the number of children in each boarding home shall be submitted by the supervising agency to the division of child welfare of the state Department of Social Welfare on forms supplied by the division of child welfare.

The licensed child placing agencies will use Forms CW-2702 and CW-2703.

TAX COMMISSION

RULES AND REGULATIONS RELATING TO THE ASSESSMENT AND COLLECTION OF THE INDIVIDUAL INCOME TAX ON RESIDENT AND NONRESIDENT INDIVIDUALS, PARTNERSHIPS, ESTATES AND TRUSTS AND THE BUSINESS TAX ON DOMESTIC AND FOREIGN CORPORATIONS

[Filed September 27, 1955]

INCOME TAX REGULATIONS

Reg. 22.4-1. Definitions. Words and phrases not defined in the act, but used herein, are defined by the commission as follows:

a. "Carrying on trade or business" and similar terms:

1. The terms "trade or business carried on" and "carrying on a trade or business" mean a regular and systematic course of transactions with the public (whether by the owner or by his agents or other representatives) at or from a store, a shop, a factory, an office, or an agency, such activity being carried on with a fair measure of permanency and continuity.

2. These terms do not include any casual or isolated transactions, income in the form of compensation for labor or for personal services rendered, transactions or activities the income from which may be exempt from taxation. These terms include the practice of a profession and the renting of properties.

3. If a taxpayer pursues an undertaking constantly, relying on his profit therefrom for his income or a part thereof, he is carrying on a business or occupation. A "trader" in securities who trades regularly and constantly with the public on his own account and makes it his business is carrying on a trade or business.

4. The owning and renting of real estate is regarded as a trade or business.

b. The term "fair market value" has been judicially defined as being "the price which property will bring when it is offered for sale by one who is willing, but is not compelled to sell it, and is bought by one who is willing or desires to purchase, but is not obligated to do so." The term implies the existence of a public of possible buyers at a fair price, and recognizes that the property has no "fair market value" when market conditions are such that there would be no trading in the property in question at a fair price.

c. The words "include" and "including" as used in these regulations shall not be deemed to exclude things otherwise within the meaning of the term defined.

d. The term "income tax" includes personal net income tax and the business tax on corporations.

e. The words "intangible property" mean money, bank deposits, shares of stocks, bonds, notes, credits, evidences of debt, choses in action, or evidence of interest in property, and all property other than tangible property.

f. The words "integrated with" mean inseparably connected with.

g. The words "tangible property" mean real property and personal property that has bodily form and substance, and does not include property defined as intangible property

h. The term "computed tax" means the amount of tax remaining after deduction of personal exemption, and credit for dependents.

Reg. 22.5-1. Who are taxpayers. The word "taxpayer" includes under this division:

(a) Every resident of the State of Iowa;

(b) Every estate and trust resident of this state whose income is in whole or in part subject to the state income tax;

(c) Individuals, estates and trusts, nonresidents of the State of Iowa, receiving taxable income from property owned in Iowa or from business, trade, profession or occupation carried on or followed in this state.

A minor or an incompetent may also be a taxpayer.

Reg. 22.5-2. Meaning of domicile. In general the term "domicile" and "residence" are frequently used synonymously; however, they are not, when accurately used, convertible terms. "Domicile" is of more extensive significance than "residence" and includes beyond mere physical presence at the particular locality positive or presumptive proof of an intention to constitute it a permanent abiding place. "Residence" is of a more temporary character than domicile. What constitutes domicile is a question of fact rather than of law, frequently depending upon a variety of circumstances, and the commission may require a statement of circumstances in determining a particular case.

A domicile once acquired continues until a new one is acquired by intent to change, actual removal and a new abode, with abandonment of the former domicile. Receipt by a taxpayer of a homestead tax credit is deemed conclusive evidence of Iowa domicile. Where a resident of Iowa removes to another state and establishes his residence in such other jurisdiction, but retains the voting privilege in Iowa, such individual is held not to have abandoned his Iowa domicile, and the state income tax will be legally imposed upon the entire income of such individual. Prima facie, the wife's domicile follows that of her husband. Ordinarily the domicile of an infant follows that of the father and after his death that of the mother until remarriage. The domicile of a ward is not necessarily determined by that of the guardian.

Domicile of members of the armed forces is to be determined as follows:

a. **Residents.** Persons who were residents of Iowa at the time of becoming members of the armed forces will be considered as continuing to be residents of Iowa, notwithstanding absence from the state by reason of such service.

b. **Nonresident.** Conversely, persons who were nonresidents of this state at the time of becoming members of the armed forces will not be held subject to the Iowa income tax by reason of their presence in this state in pursuance of military orders.

Reg. 22.6-1. Fiduciary defined. A "fiduciary" for income tax purposes is one who holds in trust an estate to which another has the beneficial title, or in which another has a beneficial interest, or re-

ceives and controls income of another, as in the case of a receiver. There may be a fiduciary relationship between an agent and a principal, but the word "agent" does not denote a fiduciary.

Reg. 22.6-2. Taxing income from estates and trusts. An estate or trust is a taxable entity. A fiduciary may compute the income of the estate or trust on either a "cash basis" or an "accrual basis" depending upon the method of accounting used by him. In filing its first return an estate may choose the same accounting period as the decedent, or it may choose a calendar year or any fiscal year it wishes. If it chooses the same accounting period as the decedent had, its first return will be for a short period to fill out the unexpired full year of the decedent. A full-year specific exemption credit is allowed on a short-period return, without proration. If the estate or trust is required to file a federal income tax return, the basis used on the state return must be the same as that used on the federal return.

Reg. 22.6-3. Taxable income of estates or trusts. In the case of estates or trusts, the words "taxable income" mean the taxable income (without a deduction for personal exemption) as computed for federal income tax purposes under the Internal Revenue Code of 1954, but with the adjustments specified in section 422.7, Code of Iowa, 1954. Under the provisions of the Internal Revenue Code of 1954, the taxable income of an estate or trust is found by subtracting from its gross income allowable deductions, amounts distributable to beneficiaries, to the extent of its distributable net income, and the proper exemption amount. This is the case whether the fiduciary is an individual, a group of individuals, a corporation, or other representative.

The Internal Revenue Code of 1954 provides that gross income of an estate or trust includes:

1. Income accumulated in trust for the benefit of unborn or unascertained persons or persons with contingent interests, and income accumulated or held for future distribution under the terms of the will or trust;
2. Income which is to be distributed currently by the fiduciary to the beneficiaries, and income collected by the guardian of an infant which is to be held or distributed as the court may direct;
3. Income received by the estate of a deceased person during the period of administration or settlement of the estate; and
4. Income which, in the discretion of the fiduciary, may be either distributed to the beneficiaries or accumulated.

However, all these items eventually are not entirely taxed to the estate or trust. The income in (1) is taxed to the estate or trust; the income in (2) is usually deductible by the fiduciary and is taxed to the beneficiary, whether distributed or not; the income specified in (3) and (4) may be eventually taxed to the fiduciary or to the beneficiary, depending upon the amounts which are properly paid or credited to the beneficiary.

Reg. 22.6-4. Period of administration defined. The "period of administration or settlement of the estate" is the period required by the executor or administrator to perform the ordinary duties pertaining to administration, the collection of assets and

the payment of debts or legacies. It is the time actually required for this purpose, whether longer or shorter than the period specified in the statute for the settlement of estates. Where an executor, who is also named as trustee, fails to obtain his discharge as executor, the period of administration continues up to the time when the duties of administration are complete and he actually assumes his duties as trustee, whether pursuant to a court order or not.

Reg. 22.6-5. Filing individual returns for a decedent.

a. An executor or administrator of the estate of a deceased person shall file a final individual income tax return for the decedent for the year of decedent's death. Either Form IT-1 or Form NR-1 should be used, depending on whether decedent was a resident or nonresident of Iowa. Such return is due on or before the last day of the fourth (4th) month after the expiration of the decedent's normal tax year. In making such return the fiduciary shall use the same method of computing the income, either the cash or accrual basis, as was last used by the decedent in reporting income prior to death. If the commission discovers from an examination of such return or of the fiduciary return for decedent's estate, or otherwise, that decedent had not filed Iowa individual returns for prior years, and where it appears that decedent may have had sufficient taxable income to require returns from him, the fiduciary shall be responsible for making and filing individual returns for the decedent for the preceding taxable years. In any case where there is no fiduciary acting and no administration is had on decedent's estate at the time the final Iowa individual return of income for the decedent is due, then the surviving spouse, if there is one, or next of kin of decedent who has knowledge of decedent's income shall be responsible for making and filing such decedent's final return. Such accounting of a decedent's income will be required before the certificate of acquittance mentioned in subsection 1 of section 422.27, Code of Iowa, 1954, will be issued.

b. A joint return may be filed where one or both spouses die during the year, where the taxable year of both begins on the same day, whether such year is a fiscal or calendar year. The fiduciary of decedent's estate may join with the surviving spouse in the filing of a joint return. In the case of a joint return, it is made for the regular taxable year of the survivor and the short period of the decedent. A joint return cannot be filed where the surviving spouse remarries before the close of his taxable year in which decedent died, nor can a joint return be filed by the survivor if the taxable year of either is a fractional part of a year resulting from a change of accounting period.

c. If the decedent was on the accrual method of accounting, then amounts which would accrue only because of his death are not to be included on his final individual return.

d. Deductions of a decedent are not to be accrued on his final individual return unless his accounting method required it, but are deductible instead by the estate or other person who paid them or is liable for their payment.

e. In general, the same rules must be applied to

a final individual return for a decedent as in the case of any living taxpayer.

f. A final individual return for the year that death occurred is required for a decedent if his taxable income amounted to \$600.00 or more. If no such return is required in any case, then the fiduciary of decedent's estate, if one is acting, or the surviving spouse or next of kin, shall advise the Fiduciary Income Tax Department of the Iowa State Tax Commission by not later than the last day of the fourth (4th) month after the expiration of the decedent's normal tax year that no final individual return for decedent was required.

g. No proration of the personal exemption credit is required because of death of decedent during the taxable year. On the final separate return of a decedent the deceased is entitled to the personal exemption credit of a single person and to the single person exemption credit of the surviving spouse if the survivor had no gross income and was not a dependent of anyone else. A decedent, who furnished over half the support to a person otherwise qualifying as a dependent, would be entitled to the full exemption for such dependent, without proration.

h. In computing income of a decedent for tax years commencing after December 31, 1954, the provisions of Chapter 208, Acts of the 56th G.A. are to be followed.

i. The final individual return of income for a decedent or the joint return of a surviving spouse and a decedent shall be mailed to or delivered to the Iowa State Fiduciary Income Tax Division, State Office Building, Des Moines 19, Iowa.

Reg. 22.6-6. Fiduciary returns of income for estates and trusts.

a. Fiduciary returns of income for estates and trusts are to be made on Form IT-4. Such returns are due on or before the last day of the fourth (4th) month after the expiration of the tax year of the estate or trust. Such returns shall be mailed to or delivered to the Iowa State Fiduciary Income Tax Division, State Office Building, Des Moines 19, Iowa.

b. An estate or trust is allowed to establish as its taxable year a calendar year or a fiscal year, depending on what basis the accounting records of the estate or trust are kept. In the case of an estate for a deceased person, the first fiduciary return of income should ordinarily commence with the day next after date of decedent's death, and in making such first return the estate may choose the same accounting period as the decedent, or it may choose a calendar year or any fiscal year it wishes. The state of Iowa fiduciary return must cover the same period of time as that covered by a federal fiduciary return for the estate or trust for the particular year.

c. If the taxable income of an estate or trust for a tax year amounts to \$600.00 or more, the fiduciary thereof shall make and file an Iowa fiduciary return of income for the estate or trust. In the case that the estate or trust is ready for closing and where the fiduciary applies for an income tax clearance certificate for filing under the provisions of section 422.27, Code of Iowa, 1954, there shall be filed a final fiduciary return for the estate or trust regardless of the amount of income or whether any income was received by the fiduciary. Such final fiduciary return shall be filed at the time application is made

for such Certificate of Acquittance, and will be required regardless of whether or not the fiduciary makes a federal fiduciary return of income covering such final period of time.

d. A fiduciary in making an Iowa fiduciary return for an estate or trust shall include thereon all items of income reported or reportable for federal income tax purposes under the Internal Revenue Code of 1954. In determining the Iowa taxable income of the fiduciary, the personal exemption deduction of the fiduciary for federal income purposes cannot be taken. The adjustments specified in section 422.7, Code of Iowa, 1954, as amended, must be made. In the case of "resident" estates and trusts, net income from the operation of a business in a state other than Iowa shall be allocated to such other state if a state income tax has been or will be paid on said net income to said other state, and if said other state allows a similar allocation of net income from the operation of a business outside said other state.

e. A fiduciary in taking deductions from income of an estate or trust on an Iowa fiduciary return shall include items of deductions reported or reportable for federal income tax purposes under the Internal Revenue Code of 1954, but in taking a deduction for taxes paid or accrued, the fiduciary is permitted to take a deduction for federal income tax paid or accrued by the estate or trust in the tax year, but the amount of such deduction shall be adjusted by any amount of federal income tax refunded to the estate or trust in that tax year, so that the said refund will be made subject to the Iowa tax. Also, for Iowa income tax purposes, the fiduciary will not be permitted to include as a deduction any amount of Iowa income tax paid by the fiduciary.

f. The fiduciary shall show on the Iowa fiduciary return the amount of income of the estate or trust distributed or distributable to beneficiaries as reported on the federal fiduciary income tax return, and shall also show the amount of taxable income of the estate or trust distributed or distributable to beneficiaries for Iowa income tax purposes. In those cases where for federal income tax purposes only part of the year's income is distributed or distributable to beneficiaries, the distribution for federal income tax purposes will differ in most cases from the amount that for Iowa income tax purposes is distributed or distributable. Such difference being brought about by adjustments to income and deductions required under the Iowa income tax law as amended. The amount of income to be shown on the Iowa fiduciary returns as distributed or distributable shall bear the same ratio to the net income of the estate or trust for Iowa income tax purposes as that between the amount distributed or distributable for federal income tax purposes and the net income for such federal income tax purposes.

Example: A trust has income and deductions for federal and Iowa income tax purposes as follows:

	Federal	Iowa
Total income	\$20,000.00	\$18,000.00
Deductions	4,000.00	8,000.00
Interest, taxes, depreciation, charitable deductions and miscellaneous deductions		
	<hr/>	<hr/>
Net Income	\$16,000.00	\$10,000.00

Deduction for distribution
to beneficiaries\$ 8,000.00 \$ 5,000.00
For federal income tax purposes the ratio of the
\$ 8,000.00
distribution to net income was $\frac{\quad}{\$16,000.00}$, and the
ratio equals 50%.

For Iowa income tax purposes 50% of \$10,000.00, net income, equals \$5,000.00 to be shown distributed to beneficiaries.

However, in any case where such method of determining the distribution amount for Iowa income tax purposes is in conflict with or contrary to the terms of the Will or trust instrument in the case, the fiduciary may use such other method in determining the distribution amount as appears proper under the facts in the case, and consistent with the amount distributed to the beneficiaries for federal income tax purposes. Any such method of arriving at the distribution amount for Iowa tax purposes shall be fully explained on the Iowa fiduciary income tax return.

In case distribution of income of an estate or trust is made to nonresident beneficiaries, the fiduciary shall show on the Iowa fiduciary income tax return the part of the distributive share of any nonresident beneficiary that is subject to the Iowa income tax in the hands of the nonresident distributee and the part of such share not subject to the Iowa tax.

g. In the case of a trust, the fiduciary shall state on the Iowa fiduciary return of income whether the trust is a "simple trust" or a "complex trust" with respect to the matter of determining the deduction allowable for distributions to beneficiaries for federal income tax purposes.

h. A trust or estate may not deduct as a distribution to a beneficiary, and a beneficiary is not taxable on, any amount which constitutes a gift or bequest of a specific sum and which is paid or credited all at once or in not more than 3 installments. However, an amount will not be treated as an excluded gift or bequest if the governing instrument provides that the specific sum is payable only from the income of the estate or trust.

i. The fiduciary shall be allowed to take a specific exemption credit of \$12.00, the same as allowed a single person, regardless of whether the return covers a period of less than 12 calendar months. Neither estates nor trusts are allowed credit for dependents.

j. In computing the Iowa tax on the taxable income of the fiduciary the same tax rates are to be used as apply in the case of individuals.

k. A fiduciary shall act as a withholding agent and make withholdings for the Iowa income tax in accordance with the provisions of section 422.16, Code of Iowa, 1954, and Regulations thereunder, in those cases where income of an estate or trust subject to the Iowa tax is distributed to a beneficiary who is a nonresident of the state of Iowa. Such withholdings to be reported on Form NR-5 and NR-5A.

Reg. 22.6-7. Copy of inventory of estate or trust required, also copy of will or trust instrument. In the case of an estate for a deceased person, a copy of the probate inventory showing the items of real and personal property inventoried into the estate,

and their values as used for state inheritance tax purposes, must be filed with the Fiduciary Income Tax Department, and should accompany the first fiduciary return of income filed for the estate with said department. If the decedent died testate a copy of the will should also accompany the first fiduciary return of income. In the case of a trust, a list of the assets comprising the trust and a copy of the written instrument under which the trust was created must be filed with the first fiduciary return of income. In the case of a guardianship, a list of the assets that comprised the guardianship matter must be filed with the first fiduciary return of income. Such copies should be certified by the fiduciary as true and complete copies.

One filing will suffice, but in each subsequent return the fiduciary should state the prior return to which such copy or copies were attached. If the trust instrument is amended in any way, a copy of the amendment must be filed with the return for the taxable year in which the amendment was made. Where a statement is made by the fiduciary to the effect that the immediate filing of the will, trust instrument, or inventory will work undue hardship on the fiduciary, such return may be filed as soon as practical after the filing of the return, but not more than three months later.

Reg. 22.6-8. Returns by Guardian.

a. A guardian of a minor or of any other person under legal guardianship must make a return of income for his ward and pay the tax due thereon in those cases where the ward has gross or net income sufficient in amount to require the filing of a state income tax return, unless, in the case of a minor under guardianship, the minor himself proceeds to make and file his return or causes it to be made and filed. In the case of an incompetent ward who is married and living with husband or wife, the aggregate gross or net income of such husband and wife will be controlling in determining whether a return must be made. Ordinarily, the individual income tax blank should be used.

b. In the case of a guardian of a minor, an incompetent person, or other ward, where it becomes necessary to terminate the guardianship matter, and to have the certificate of the commission to file with the guardian's final report to the court, the guardian shall make a final fiduciary return on form IT-4. If no individual returns of income had been filed by or for the person under guardianship for the years immediately prior to the year of closing the guardianship matter, a statement should accompany the final fiduciary return stating what the assets were in the matter, and explaining why no such returns were filed. If individual returns for the prior years were filed by or for the person under guardianship, and there is income in the year of closing the matter, then the fiduciary's return on Form IT-4 will be regarded as an information return for the purpose only of obtaining a certificate. If the death of the person under guardianship is the reason for terminating the matter, a final individual return of income on Form IT-1, (decedent's return) must be duly filed with the commission. If the reason for terminating the guardianship matter is because a minor ward has attained legal majority, or if an incompetent person, or other ward, is being released from guardianship, then any income for

the year of closing the guardianship received by the fiduciary before his discharge as such must be reported along with any other income for the tax year by the individual no longer under guardianship, on Form IT-1. It is improper for the fiduciary to pay the tax on the ward's income where the guardianship matter terminates during a tax year if the ward had or will have other income during that same tax year.

Reg. 22.6-9. Income of estates and trusts taxed to the beneficiaries.

a. In any case where income of an estate or trust is distributed or distributable for federal income tax purposes to beneficiaries, and a deduction is taken for the amount of such distributed or distributable income determining the taxable income of the fiduciary, the beneficiaries to whom the income was paid or credited shall include their respective share of such income on their individual return in reporting income to this state. Nonresident of Iowa beneficiaries are required to report to this state only such part of their distributive share of income of an estate or trust as is derived from Iowa sources.

b. Amounts of income of estates and trusts shown distributed or distributable to beneficiaries on federal fiduciary returns of income will in most every case not be taxable in the same amount to the respective beneficiaries in reporting the income of such beneficiaries for Iowa income tax purposes. If the fiduciary of the estate or trust fails to advise the beneficiary as to what part of his distributive share of the income is subject to the Iowa income tax, the beneficiary should make inquiry before proceeding to report such income on his Iowa individual return, so that he may make necessary and proper adjustments to the amount of his distributive share of such income in determining his Iowa taxable income.

c. Capital losses of an estate or trust will reduce the taxable income of the estate or trust, but no part of the loss is deductible by the beneficiaries. If the estate or trust distributes all of its income, the capital loss will result in no tax benefit for the year of the loss. However, under the Internal Revenue Code of 1954, on termination of an estate or trust, any unused capital loss carry-over of the estate or trust is available to the beneficiaries.

d. If the taxable year of a beneficiary is different from that of the estate or trust, the amount to be included in the gross income of the beneficiary shall be based on the distributable net income of the estate or trust and the amounts paid, credited, or required to be distributed to the beneficiary during any taxable year or years of the estate or trust ending within or with his taxable year.

e. A beneficiary of an estate or trust in reporting on his Iowa income tax return his distributive share of the income thereof shall show the name and location of the estate or trust.

Reg. 22.7-1. Adjusted gross income for federal income tax purposes under the Internal Revenue Code of 1954. In determining Iowa taxable income, each taxpayer starts with the adjusted gross income which he reported for federal income tax purposes for the year. This must be used even though it contains income which the state of Iowa is consti-

tutionally inhibited from taxing. Adjustments to that starting amount are described in 22.7-2 through 22.7-4 and 22.7-11 through 22.7-13. The proper handling of adjusted gross income and adjustments where spouses file separate returns is described in Reg. 22.7-7.

Reg. 22.7-2. Interest and dividends from federal securities. The state is prohibited by federal law from taxing dividends received from corporations owned or sponsored by the federal government, or interest derived from obligations of the United States, and its possessions, agencies and instrumentalities. Therefore, if adjusted gross income for federal income tax purposes included any dividends or interest of this type, an adjustment must be made on the Iowa return, deducting the amount of such dividends or interest.

Any interest or dividend received from the following sources is exempt and to be deducted:

Commodity Credit Corporation
Farmers Home Corporation
Federal Deposit Insurance Corporation
Federal Farm Loan Corporation
Federal Home Loan Banks
Federal Intermediate Credit Banks
Federal Land Banks
Federal Savings and Loan Insurance Corporation
National Farm Loan Associations
Joint Stock Land Banks
Home Owners' Loan Corporation
Production Credit Corporation
Central Bank for Cooperatives
Reconstruction Finance Corporation
United States Housing Authority
United States Maritime Commission
War Finance Corporation
Federal Housing Administration
National Mortgage Associations

Any interest or dividend received from the following sources is not exempt:

Federal or State Savings and Loan Associations
Tennessee Valley Authority
Panama Canal Bonds
Philippine Bonds
Building and Loan Associations
Exempt State Corporations

Interest received in the following instances is not exempt:

- a. On refunds of federal income tax.
- b. On interest-bearing certificates issued in lieu of tax exempt securities, such income losing its identity when merged with other funds.
- c. On debentures issued to mortgagees of mortgages foreclosed under the provisions of the National Housing Act.
- d. On promissory notes of a federal instrumentality.

Reg. 22.7-3. Interest and dividends from foreign securities, and securities of state and other political subdivisions. Interest and dividends from foreign securities and from securities of states and other political subdivisions are to be included in Iowa taxable income. For constitutional reasons or because of specific exemption, such interest and dividends may not have been subject to federal income tax, and therefore not included in adjusted gross income for federal income tax purposes. To the extent such

income has been so excluded, it must be added to adjusted gross income in order to arrive at Iowa taxable income.

Reg. 22.7-4. Basis for purposes of determining capital and other gains and losses. In some instances adjusted gross income for federal income tax purposes will include capital gains or losses, or gains or losses from property other than capital assets, where the basis for computing gain or loss on such property was established prior to January 1, 1934. In such case, the taxpayer may use as his basis the higher of cost, adjusted for depreciation allowed or allowable to January 1, 1934, or fair market value as of that date. If as a result of this provision a basis is to be used for purposes of Iowa income tax which is different from the basis used for purposes of federal income tax, appropriate adjustment must be made in the computation of Iowa taxable income.

Reg. 22.7-7. Adjusted gross income—separate returns by spouses. If spouses filed a joint return for federal income tax purposes and are filing separate returns for Iowa income tax purposes, allocation of adjusted gross income between them becomes necessary. Each return must show the adjusted gross income reported on the federal return, and the division between each spouse. Income may not be allocated on arbitrary basis. Wage and salary income shall be allocated to the spouse earning the same. Income from property or business shall be allocated to the spouse owning the property or business. If the title to property or business is in one of the spouses, prima facie that property or business is owned by that spouse. Adjustments for exempt and non-exempt interest and dividends, and basis for gains and losses, shall be subject to the same rules of allocation between the spouses. Statements explaining the allocation must be attached to both returns.

Reg. 22.7-9. Interstate or foreign commerce. Taxation of income derived from transactions in interstate or foreign commerce does not constitute such a burden on such commerce as to render the income immune from taxation by the state.

Reg. 22.7-10. Income from federal, state or municipal contracts. Any compensation or income derived by a taxpayer from a contract performed for the United States, a state, or a political subdivision thereof, is taxable income.

Reg. 22.7-11. Capital gains occurring prior to 1955 tax year. As capital gains and profits were not included in "gross income" and not subject to Iowa income tax, for any tax year of a taxpayer prior to the tax year beginning in 1955, any capital gains and profits on transactions occurring in such prior tax years are not to be reflected in "taxable income" for Iowa income tax purposes even though under the method of accounting adopted by the taxpayer for federal tax purposes a portion of the gain or profit is reflected in federal taxable income for years which begin in 1955 or thereafter. For example, if a farmer sells his farm on a 20-year contract in 1952 and reports his profit on the installment basis for federal income tax purposes, his Iowa return for 1955 and subsequent tax years should be so adjusted

as to exclude that profit in determining Iowa taxable income.

Reg. 22.7-12. Installment sales made prior to 1955 tax year. Persons engaged in the business of selling personal property who kept records on the installment basis and reported on such basis for federal tax purposes were required to report for Iowa income tax purposes on the accrual basis for tax years beginning prior to January 1, 1955. To the extent that their returns for tax years beginning January 1, 1955, or thereafter reflect installment sales reported for Iowa income tax purposes on the accrual basis in those prior years, adjustment should be made on the returns for those years beginning on or after January 1, 1955.

Reg. 22.7-13. Capital loss carry-over. If taxpayer has a net capital loss in any tax year which began prior to January 1, 1955, and for federal tax purposes carries forward the amount of such loss to a tax year beginning on or after January 1, 1955, he, however, is not entitled to carry that amount forward to such tax years for Iowa income tax purposes, and shall make such adjustments on his Iowa return as are necessary to prevent those amounts from being reflected in his Iowa taxable income for those years.

Reg. 22.8(1)-1. Allocation of business income of Iowa resident. If an Iowa resident has net income from the operation of a business in a state other than Iowa, and if state income tax has been or will be paid on said net income to said other state, and if that other state allows a similar allocation of net income from the operation of a business outside that other state, such net income shall be allocated to that other state, and deducted from adjusted gross income as an adjustment on the Iowa return. The operation of a farm is the carrying on of a business. Salaries, commission, fees or other remuneration for personal or professional services may not be allocated under Code section 422.8(1). According to information available at the time of adoption of these Regulations, the income tax laws of the following named states meet the requirement set forth in section 422.8(1), and it is regarded that income from the operation of a business in such states may be allocated to those states:

Arizona	Mississippi
Arkansas	Missouri
Colorado	New Mexico
Georgia	North Carolina
Idaho	North Dakota
Indiana	Oklahoma
Maryland	Oregon
Minnesota	Wisconsin

Reg. 22.8(1)-2. Losses from operation of business. The term "net income from the operation of a business" includes both profit and loss from that operation. If the business that is operated had a loss for the tax year, which was so reported for federal income tax purposes, that loss must be allocated to the state in which the business was operated, in accordance with reg. 22.8(1)-1. Therefore, it is necessary to adjust adjusted gross income on the Iowa tax return by adding thereto the amount of the loss as reported for federal income tax purposes.

Reg. 22.8(1)-3. Sale of business. Where the resident taxpayer who has been operating a business in a state other than Iowa, and the net income from such operation was allocable under the provisions of section 422.8(1), if he should sell that business or otherwise dispose of it in a manner to realize gain or loss, or should sell or otherwise dispose of a portion thereof other than in the regular course of operation of the business, no allocation for such gain or loss may be made.

Reg. 22.8(1)-4. Other limitations on the allocation provision.

a. Section 422.8(1) refers only to the operation of separate and distinct business without the state. Profit derived from the operation of a branch or agency of an Iowa business, or from sales or other transactions made by or through an Iowa business or agency, or subject to approval by it, is not included in the exemption.

b. The word "business" as here used includes manufacturing, merchandising, operation or renting of a farm, operation of facilities for the recovery and/or processing of oil, gas, coal and other mineral deposits, and similar activities. Royalties are to be considered in the nature of rents.

The commission holds, for administrative purposes that the words "when a state income tax has been or will be paid on said profit in said other state" shall be construed to refer to and mean that class of income that is subject to income tax in said other state.

c. Rendering personal services outside this state as an employee or independent contractor, or performing incidental transactions outside the state in connection with a business in this state, does not constitute conducting a business outside this state, and the income therefrom is not exempt from tax. Income derived from the performance of mental or physical labor will not be classified as income from a business simply because capital or the labor of others is employed as an incident to the rendition of such services, where such capital or labor is not an income-producing factor.

Reg. 22.8(2)-1. Income of nonresidents. Except to the extent provided otherwise in section 422.8(2), all income of nonresidents derived from sources in Iowa is subject to Iowa income tax. Net income received from the carrying on of a business, trade, profession, or occupation in Iowa must be reported. Income from property, trust, estate or other source in Iowa must be reported. Annuities, interest on bank deposits and interest-bearing obligations, and dividends are allocated to Iowa only to the extent to which they are derived from a business, trade, profession, or occupation carried on within the state of Iowa.

Reg. 22.8(2)-2. Compensation for personal services of nonresidents.

a. The Iowa taxable income of a nonresident includes compensation for personal services to the extent that such services were rendered within the state of Iowa. In the case of a nonresident of Iowa who is an officer or employee of a corporation that has an office or place of business in the state of Iowa, and does business in this state, and where the nonresident while located outside the state of

Iowa performs duties that are connected with the management or conduct of the business of the corporation carried on within the state of Iowa, the salary or other compensation of the nonresident is not subject to the Iowa income tax, but if said nonresident comes into the state of Iowa in a tax year and performs personal services for the corporation or performs any duties in connection with the management of the business, the Iowa taxable income of such nonresident shall include that portion of his total compensation received from his employer for personal services for the tax year which the total number of working days that he was employed within the state of Iowa bears to the total number of working days within and without the state of Iowa. Compensation for personal services rendered by a nonresident of Iowa wholly outside the state of Iowa is not Iowa taxable income in the hands of such nonresident even though payment thereof be made by a resident of Iowa or from the office or other place of business in the state of Iowa of the employer or payor. If a nonresident of Iowa performs personal services within the state of Iowa for an employer only part time or part of his time during a tax year, and performs no personal services for such employer outside the state of Iowa during that year, then his entire compensation for the personal services performed in this state will be Iowa taxable income in the hands of the nonresident and must be reported to this state.

Compensation received from the United States government by nonresidents of Iowa members of the armed forces thereof who are temporarily present in the state of Iowa pursuant to military or naval orders is exempt from the state of Iowa income tax.

b. Income from commissions earned by a nonresident traveling salesman, agent or other employee for services performed or sales made whose compensation depends directly on the volume of business transacted by him, will include that proportion of the compensation received which the volume of business transacted by such employee within the state of Iowa bears to the total volume of business transacted by him within and without the state, allowable deductions will be apportioned on the same basis. However, in any case where there is a separate accounting kept by a nonresident or his employer of the business transacted in the state of Iowa by the nonresident in connection therewith, then such amount of compensation shall be reported to this state by the nonresident and no apportionment of the total volume of business transacted within and without the state will be permitted.

c. Nonresident actors, singers, performers, entertainers, wrestlers, boxers, etc., must include in their taxable income as income from sources within this state the gross amount received for performances within this state.

d. Nonresident attorneys, physicians, engineers, architects, etc., even though not regularly employed in carrying on their profession in this state, must include in taxable income as income from sources within this state the entire amount of fees or compensation received for services performed in this state on behalf of their clients.

e. If nonresident employees (excluding employees mentioned in subsection "a" of this regulation) are employed continuously in this state for a definite

portion of any taxable year, the gross income of the employees from sources within this state includes the total compensation for the period employed in this state.

f. If nonresident employees are employed in this state at intervals throughout the year, as would be the case if employed in operating trains, planes, motor busses, trucks, etc., between this state and other states and foreign countries, and are paid on a daily, weekly or monthly basis, the gross income from sources within this state includes that portion of the total compensation for personal services which the total number of working days employed within the state bears to the total number of working days both within and without the state. If the employees are paid on a mileage basis, the gross income from sources within this state includes that portion of the total compensation for services which the number of miles traveled in Iowa bears to the total number of miles traveled both within and without the state. If the employees are paid on some other basis, the total compensation for personal services must be apportioned between this state and other states and foreign countries in such manner as to allocate to Iowa that portion of the total compensation which is reasonably attributable to personal services performed in this state.

g. A uniform rule for the exclusion from gross income of amounts received by employees under employer-financed accident and health plans is provided in the Internal Revenue Code of 1954. A nonresident in reporting Iowa earnings to this state may deduct from his gross Iowa earnings such portion of the amount received under such plans deductible for federal income tax purposes from his entire earnings as represents the ratio of his Iowa portion of his earnings to the total earnings to which the deductible or excludable amount was connected.

Reg. 22.8(2)-3. Taxing the earnings of nonresident officers or directors of corporations. In the case of a nonresident who is an officer or director of a corporation that has an office in this state of Iowa, or a place of business in this state, or carries on a business in this state, the compensation of such nonresident for personal services rendered the employer, which may have to do with the management of the business being carried on in Iowa, shall be subject to the Iowa income tax law in the hands of the nonresident only to the extent that such compensation pertains to personal services performed for the employer within the state of Iowa by the nonresident. See the provisions of reg. 22.8(2)-2 for instructions as to apportioning such income to the state of Iowa. Allowable deductions from such income must be properly apportioned also.

Reg. 22.8(2)-4. Income from sources within and without the state. In the case of income derived from any business, trade, profession, or occupation carried on partly within and partly without the state, only such income as is fairly and equitably attributable to that portion of the business, trade, profession, or occupation carried on in this state, or to services rendered within the state, shall be included in the gross income of a nonresident taxpayer. The apportionment and allocation of such income shall be made under rules and regulations

prescribed by the commission, which shall in any event, require the entire amount of such income both within and without the state to be shown in the return which the nonresident shall, and must file. If such allocation or apportionment is required, secure the necessary blank from the State Income Tax Division. For definition of "business carried on" see reg. 22.4-1 (a).

Reg. 22.8(2)-5. Apportionment of business income from business carried on both within and without the state.

a. If a nonresident, or a partnership or trust with a nonresident member, carried on business (as "business carried on" is defined in reg. 22.4-1 (a) both within and without the state, the net income therefrom must be so apportioned as to allocate to the state of Iowa a proportion of such income on a fair and equitable basis, in accordance with approved methods of accounting.

b. If books of the taxpayer are not kept in such a manner as to regularly disclose the proportion of his net income derived from business carried on within this state, then the amount attributable to business within this state shall be in that proportion which the gross sales made within the state bear to the total gross sales. The gross sales within the state shall be taken to be the gross sales made through, from or by offices, agencies, branches, or stores located within the state, regardless of the location of the purchaser or the destination of the goods sold.

c. If the books of the taxpayer are so kept as to regularly disclose the portion of his business income which is derived from sources within this state and it is shown by the taxpayer to the satisfaction of the commission that the income assignable to this state is more clearly and equitably reflected by the separate accounting method, returns on this basis will be accepted. In any event the entire income received by the taxpayer and the basis of allocation shall be shown in his return.

d. If the business, trade, profession or occupation carried on within the state is an integral part of a unitary business carried on both within and without the state, or if the business within the state is so connected with the part without the state that the net income of the part within the state cannot be accurately determined independently of the part without the state, the gross income of the entire business, trade, profession or occupation must be reported. Thus, if a nonresident engaged in the business of manufacturing and selling goods maintains a factory outside the state and sales office in the state, or vice versa, he must report the gross income from the entire business.

Reg. 22.8(2)-6. Income from intangible personal property.

a. Income of nonresidents from rentals or royalties for the use of, or the privilege of using in this state, patents, copyrights, secret processes and formulas, goodwill, trade-marks, franchises, and other like property is taxable, regardless of whether or not the patent, copyright, etc., has a business situs in this state within the meaning of "c" below, since income arising from the use of property, whether tangible or intangible, within the state is income from sources within the state. Thus, for example, if

a resident of New York, who is a patent holder, signs a contract in New York to license the manufacture and sale in Iowa by another person of the patented product in consideration of the payment of royalties on the basis of the number of units manufactured, the royalty income received is taxable. Similarly, if the author of a play, who is a resident of Illinois, receives fees for the public performance of his play in Iowa, the income received is taxable.

b. Income of nonresidents from intangible personal property such as shares of stock in corporations, bonds, notes, bank deposits and other indebtedness is taxable as income from sources within this state only if the property has a situs for taxation in this state, except that if a nonresident buys or sells stocks, bonds, or other such property in Iowa, places orders in Iowa to buy or sell such property, so regularly, systematically and continuously as to constitute doing business in this state, the profit or gain derived from such activity is taxable as income from a business carried on here, irrespective of the situs of the property for taxation.

c. Intangible personal property has a business situs in this state if it is employed as capital in the state, or if the possession and control of the property has been localized in connection with a business, trade or profession in this state, so that its substantial use and value attach to and become an asset of the business, trade or profession in this state. For example, if a nonresident pledges stocks, bonds or other intangible personal property in Iowa as security for the payment of indebtedness, taxes, etc., incurred in connection with a business in this state, the property has a business situs here. Again, if a nonresident maintains a branch office here and a bank account on which the agent in charge of the branch office may draw for the payment of expenses in connection with the activities of this state, the bank account has a business situs here.

If tangible property of nonresident has acquired a business situs here, the entire income from the property including taxable gains from the sale thereof, regardless of where the sale is consummated, is income from sources within this state.

d. Income of a nonresident beneficiary from an estate or trust, distributed or distributable to the beneficiary out of income from intangible personal property of the estate or trust, is not income from sources in this state and is not taxable to the nonresident beneficiary unless the property is so used by the estate or trust as to acquire a business situs in this state within the meaning of "b" above, or, in the case of royalties, patents, copyrights, secret processes and formulas, good will, trade marks, trade names, franchises and other like property, unless the estate or trust permits or licenses the property to be used in this state in the manner described in "c" above.

Whether or not the executor or administrator of an estate or the trustee of a trust is a resident of this state is immaterial, insofar as the taxation of income of beneficiaries from the estate or trust is concerned.

Reg. 22.8(2)-7. Federal income tax refunded. Any federal income tax (either paid by a nonresident or withheld from his compensation) which is later refunded to the taxpayer shall be included as gross

Iowa income by the nonresident for the year such refund is received, in the same proportion that such federal tax was deducted by the nonresident in a prior Iowa income tax return.

A nonresident shall also include as gross Iowa income any state or local tax refunded to him, if such tax was deducted in a prior Iowa income tax return.

Reg. 22.8(2)-8. Distributive shares of nonresident partners. A member of an Iowa partnership who is a nonresident is taxable only upon that portion of his distributive share of the partnership income which is derived from sources within this state. However, if the partnership derives any income from sources within the state, the nonresident members of the partnership are taxable upon their distributive shares of such income regardless of whether the partnership sustains losses from property located, or activities or business engaged in, outside this state, and regardless of the amount of such losses, even though such losses equal or exceed the income from sources within this state so that the total operations of the partnership result in a net loss. See reg. 22.15(2)-4.

Reg. 22.8(2)-9. Interest and dividends from governmental securities. Interest and dividends from federal securities subject to the federal income tax under the Internal Revenue Code of 1954, are not to be included in determining the Iowa net income of a nonresident, but any interest and dividends from securities and from securities of state and other political subdivisions exempt from federal income tax under the Internal Revenue Code of 1954, are to be included in the Iowa net income of a nonresident to the extent that same are derived from a business, trade, profession, or occupation carried on within the state of Iowa.

Reg. 22.8(2)-10. Gains from sales or exchanges of property. If a nonresident realizes any gains from sales or exchanges of property within the state of Iowa, such gains are subject to the Iowa Income Tax, and shall be reported to this state by the nonresident. In determining whether a short-term or long-term capital gain is involved, the provisions of the Internal Revenue Code, 1954, are to be followed.

Reg. 22.8(2)-11. Apportionment schedule. Where allocation or apportionment of income is required, the taxpayer should apply to the State Nonresident Income Tax Division, State Office Building, Des Moines 19, Iowa, for form NR-2, apportionment schedule.

Reg. 22.8(2)-12. Change from resident to nonresident status.

a. In cases where during the taxable year an individual changes his status from that of a resident to that of a nonresident, or from that of a nonresident to that of a resident, two returns are required in the event that the aggregate net income of such individual from all sources for the fraction of a year during which he was a resident and his net income from sources within the state of Iowa for the fraction of the year during which he was a nonresident shall equal or exceed \$1,125 if a single person or if married and not living with husband or wife; or \$1,750 if married and living with husband or

wife. One return shall be as a resident, on form IT-1 for the period during which he was a resident, and the second as a nonresident, on form NR-1, for the period during which he was a nonresident.

b. In case two returns for one taxable year are filed because of a change in residential status, the taxes due shall not be less than would be payable if the total net income shown by the two returns were included in a single return.

Reg. 22.9-1. Allowable deductions—in general. The United States Supreme Court has said:

"Whether and to what extent deductions shall be allowed depends upon legislative grace; and only where there is a clear provision therefor can any particular deduction be allowed. * * * Obviously, therefore, a taxpayer seeking a deduction must be able to point to an applicable statute and show that he comes within its terms."

Reg. 22.9-2. Optional standard deduction. An optional standard deduction is provided in the Iowa income tax law. Before determining the amount of the deduction, federal income tax payments, as adjusted in accordance with reg. 22.9-5, must be subtracted from net income. The optional standard deduction is then computed as 5% of the remaining balance, but may not exceed \$250. Where joint returns are filed, the optional standard deduction is limited to 5% of net income after deduction of federal income tax, not to exceed \$250. Where spouses file separate returns, each may take the optional standard deduction of 5%, not to exceed \$250. In the case of separate returns, if one spouse takes the optional standard deduction, the other spouse must also take the optional standard deduction. If the federal optional standard deduction was taken on the federal return, the optional standard deduction must be used on the Iowa income tax return.

Reg. 22.9-3. Itemizing deductions. If deductions were itemized on the federal return, to the extent allowable thereon the same deductions may be taken on the Iowa return. The taxpayer should enter on his Iowa return the total allowable deductions taken on the federal return, without further itemization. Deductions are subject to the adjustments specified in reg. 22.9-4 through 22.9-7.

Reg. 22.9-4. Iowa income taxes. Iowa income taxes paid or accrued during the tax year are permissible deductions for federal tax purposes but are not for purposes of determining Iowa taxable income. To the extent such taxes were included in deductions allowable for federal income tax purposes, they must be subtracted on the Iowa return.

Reg. 22.9-5. Federal income taxes. The amount of federal income taxes paid or accrued during the tax year could not be deducted from income for purposes of federal income tax. Such amount is, however, a permissible deduction for Iowa income tax purposes. Therefore, the amount paid or accrued should be added to deductions. If refunds of federal income taxes were paid during the year, such refunds must first be used to reduce the amount deducted for federal income tax. If the amount of refund exceeds the amount of tax paid or accrued, the excess shall be treated as an adjustment to adjusted gross income.

Reg. 22.9-6. Net operating loss carry-backs and carry-overs.

a. Net operating losses occurring in tax years which began prior to January 1, 1955, shall not be reflected in computing Iowa taxable income although for federal income tax purposes they may be carried forward to tax years beginning on or after January 1, 1955. The taxpayer shall make such adjustments on his Iowa return as are necessary to prevent reflection of such losses in his Iowa income tax returns for those years.

b. Net operating losses occurring in tax years beginning on or after January 1, 1955, are to be reflected in the computation of Iowa taxable income for each tax year beginning on or after that date in the manner and to the same extent as they are reflected in federal taxable income for the same tax years. Net operating losses carried back for federal purposes to tax years beginning prior to January 1, 1955, shall not affect the computation of Iowa taxable income for those years, and the amount so carried back for federal tax purposes but excluded for Iowa tax purposes may not be carried forward to subsequent years for Iowa tax purposes.

Reg. 22.9-7. Soil conservation expenditures. Soil conservation expenditures during the tax year beginning in 1954 which were in excess of the amount deductible for that year but could be carried forward and deducted for tax years beginning on or after January 1, 1955, for federal tax purposes, are not an allowable deduction for Iowa income tax purposes in those years. The taxpayer shall make such adjustments on his Iowa returns as are necessary to prevent reflection of such expenditures in his Iowa income tax return for those years.

Reg. 22.9-8. Itemized deductions—separate returns filed by spouses. If one spouse uses the optional standard deduction on his separate return, the other spouse must also use the optional standard deduction. See reg. 22.9-2. Where both spouses itemize deductions, the deductions must be divided between them according to the portion thereof paid or accrued, as the case may be, by each. A spouse may not deduct an amount for taxes paid on property held in the name of the other spouse.

Reg. 22.9-10. Verification of deductions required. Deductions from gross income, otherwise allowable, will not be allowed in cases where the commission requests the taxpayer to furnish information sufficient to enable it to determine the validity and correctness of such deductions, until such information is furnished.

Reg. 22.9-12. Deductions allowable where income is allocated—residents. Code section 422.8(1) permits the allocation of net income from the operation by an Iowa resident of a business outside Iowa to such other state, under certain circumstances. Where such allocation is permitted, the deductions attributable to such operation must be allocated in the same manner as the net income. To the extent such a resident paid or accrued federal income taxes because of such operations, that portion of his tax must also be allocated. For example, if a taxpayer having income of \$40,000 was entitled to adjust his income to \$30,000 because of \$10,000 income from the operation of a business property allocated to

another state, one-fourth of his federal income tax paid or accrued is also allocable to that other state and may not be deducted for purposes of Iowa income tax.

Reg. 22.9-13. Deductions from Iowa income allowed nonresidents.

a. The Iowa income of a nonresident shall be determined in accordance with the provisions of reg. 22.8(2)-1 through 22.8(2)-12. Such income figure must be arrived at before deductions are taken for federal income tax paid or accrued as the case may be, and before the deductions provided for in subsection "c" hereof are taken in computing the Iowa taxable income of the nonresident.

b. *Federal income tax withheld or paid.* A nonresident may deduct from his Iowa income a ratio of federal income tax paid and/or withheld in the same year covered by his Iowa nonresident return, in the proportion that the nonresident's income as computed for Iowa income tax purposes bears to his adjusted gross income for federal income tax purposes under the Internal Revenue Code of 1954.

Example: A nonresident had 1955 total earnings of \$6,300.00 as a factory worker. Of such amount he earned \$4,200.00 while employed in the state of Iowa. Federal income tax withheld and paid by him in the year 1955 amounted to \$900.00. Ratio of federal adjusted gross income and Iowa income equalled 66%. Therefore, his deduction from Iowa income for Federal income tax paid would be two-thirds of \$900.00, or the amount of \$600.00. See reg. 22.8(2)-7 as to reporting as taxable income any refunds of federal income tax received.

c. *Deduction from Iowa income.* In computing the Iowa taxable income of nonresident individuals, there shall be deducted from Iowa income the larger of the following amounts:

1. An optional standard deduction of five percent of the Iowa income after deduction of the proper ratio of federal income tax, not to exceed \$250.00.

2. The total of contributions, interest, taxes, medical expense, child-care expense, losses and miscellaneous expenses deductible for federal income tax purposes under the Internal Revenue Code of 1954, with the following adjustments:

a. Subtract the deduction for Iowa income taxes.

b. If the nonresident had income for the tax year from both within and without the state of Iowa, then after subtracting the deduction for Iowa income taxes, he may use as a deduction from Iowa income only a ratio of his total of contributions, interest, taxes, etc., representing the proportion that the nonresident's income as computed for Iowa income tax purposes bears to his adjusted gross income for federal income tax purposes under the Internal Revenue Code of 1954.

Example: X, a nonresident of Iowa, had a 1955 federal adjusted gross income of \$12,000.00; his Iowa income being \$6,000.00. His 1955 federal income tax return showed itemized deductions for contributions, interest, taxes, medical expense, and miscellaneous expenses in total sum of \$4,500.00, of which \$150.00 was for Iowa income tax paid. The ratio of his Iowa income to his federal adjusted gross income was fifty percent. Therefore, fifty percent of the total expenses of \$4,500.00 less \$150.00, would be \$2,175.00, the portion of the nonresident's

total deductions deductible in computing his Iowa taxable income for the year 1955.

Reg. 22.12-1. Personal exemption of single person. A single person may deduct from the computed tax a personal exemption of twelve (\$12). The term "single person" includes, for income tax purposes, an unmarried person, a widowed person, a divorcee, or a married person not living with husband or wife.

Reg. 22.12-2. Personal exemption of married person.

a. A married person living with husband or wife at the close of the taxable year, or living with husband or wife at the time of the death of that spouse during the taxable year, may, if a single joint return is filed, deduct from the computed tax a personal exemption of twenty-four dollars (\$24). Where each spouse files a separate return, each is entitled to deduct from the computed tax a personal exemption of twelve dollars (\$12). The personal exemption may not be divided between the spouses in any other proportion.

b. Whether a husband and wife are living together must depend upon the character of the separation, if they are not in fact together. If merely occasionally or temporarily a wife is away on a visit, or a husband is absent from home on business, or in the armed forces, the joint home being maintained, they will be considered living together. The unavoidable absence of a wife or husband at a sanatorium or asylum on account of illness does not invalidate the exemption. If, however, the husband voluntarily and continuously makes his home at one place and the wife at another, they are not living together within the meaning of the act. A resident alien with a wife abroad is not entitled to the joint exemption.

c. A nonresident taxpayer will be allowed to deduct a personal exemption for the entire year.

Reg. 22.12-3. Personal exemption for old-age or blindness. For federal income tax purposes additional personal exemptions are authorized if the taxpayer or his spouse is blind or is over 65. The Iowa income tax law does not authorize personal exemptions of this type.

Reg. 22.12-4. Credit for dependents. A taxpayer may deduct from his computed tax an exemption of twelve dollars (\$12) for each dependent. "Dependent" has the same meaning as provided by the Internal Revenue Code of 1954, and the same dependents may be claimed for Iowa income tax purposes as the taxpayer is entitled to claim for federal income tax purposes. The dependent credit on tax is to be taken by the spouse furnishing the major portion of the support for the dependent. If each spouse furnished fifty percent, they may elect between them which spouse is to be entitled to claim the dependent. The dividing of dependent credits applies only to the number of dependents and not to the money credit for a particular dependent.

Reg. 22.13-1. Return by resident individual taxpayer.

a. For each taxable year every resident of Iowa, single or married and not living with spouse, whose

taxable income as defined in Code section 422.7 is \$1,125 or over, must make, sign and file a return.

Every married individual having a taxable income for the taxable year of \$1,750 or over must make, sign and file a return.

Husband and wife, each having independent income, must file either a joint return or separate returns if their aggregate net income for the taxable year was \$1,750 or over.

b. In determining whether returns must be filed, income from all sources, taxable under this division, in the case of residents, must be considered; in the case of nonresidents, only income from sources within this state should be considered. If the status of a person as a resident or nonresident changes during the taxable year, returns are required if the sum of the income, from sources taxable, received or accrued, during the period the person was a resident, and the income from sources within this state, received or accrued, during the period the person was a nonresident, equals or exceeds the amounts specified in (a) above.

c. Whether or not an individual is the head of a household or has dependents is immaterial in determining his liability to render a return.

d. If separate returns are filed by husband and wife, each may include in his return only such income as is attributable to him in accordance with the provisions of these regulations. Each may claim one-half of the credit for personal exemption.

e. Return of taxpayer for the year in which he died, see reg. 22.6-5.

f. If a taxpayer is unable to make his own return, the return shall be made by a duly authorized agent or by the guardian or other person charged with the care of the person or property of such taxpayer. A power of attorney must accompany a return made by an agent.

g. A return not signed by the taxpayer or his authorized agent, or not accompanied by such portion of the tax as is by law required to be paid at the time of filing of the return, shall not be deemed completely executed and filed as required by law.

h. Each taxpayer having a social security number must enter that number on his return at places indicated. If not so entered the return may be considered not completed.

i. Each taxpayer receiving wages, salaries, or other taxable income must attach to his return, filed with the state tax commission, a copy of information at source form, showing such income.

Reg. 22.13-2. Amended returns changing basis of reporting income. Although husband and wife originally filed a joint return or separate returns they after the due date for filing that return or those returns, will be permitted to file amended separate returns or an amended joint return as the case may be. An election to file joint or separate returns may be made anew each year regardless of election of prior year. The first year for which such election may be made is the calendar or fiscal year beginning in 1955.

Reg. 22.13-3. Amended returns. Whenever a taxpayer who has filed a return for Iowa income tax purposes files an amended return for federal income tax purposes for the same year, he shall also file an amended return for Iowa income tax purposes.

Reg. 22.13-4. Due date for returns. The due date for filing income tax returns is the last day of the fourth (4th) month after the end of the taxable year, whether the return be on the basis of the calendar year or a fiscal year. The due date for filing returns of information on forms IT-5 and IT-5A and returns of withholding agents on forms NR-5 and NR-5A is the last day of the fourth (4th) month after the close of the calendar year. Returns not filed on or before the due date will be subject to penalties for delinquency.

Reg. 22.13-5. Method of accounting; accounting period. The return is to be computed on the same basis and for the same accounting period as the taxpayer's return for federal income tax purposes. Where the Director of Internal Revenue has consented to permit taxpayer to change the basis of his returns or his accounting period, a copy of that consent must be filed with the State Tax Commission.

Reg. 22.13-6. Copy of federal income tax return to be filed by nonresident. Under the provisions of section 12, Chapter 208, Acts of 55th General Assembly (Code section 422.13 amended), a nonresident taxpayer shall file a copy of his federal income tax return for the current tax year with his Iowa nonresident income tax return. Such copy shall include full and complete copies of all farm business, capital gains and other schedules that were filed with such federal return. Such copies are to be accompanied by a written statement by the nonresident setting forth that they represent true and complete copies of his federal return.

However, in those cases where the nonresident has only Iowa wage or salary income to report and elects to take the optional standard deduction of five percent of Iowa net income not to exceed \$250.00, he may omit filing a copy of his federal return provided he completely lists his items of adjusted gross income for federal income tax purposes on his Iowa nonresident return, but in such cases, if the audit of such nonresident return reveals that a copy of the nonresident's federal return is necessary to complete such audit, the copy shall be furnished by the nonresident upon his receiving a request therefor.

Reg. 22.15(1)-1. Returns of information—where filed. Returns of information as required by section 422.15 relating to returns of information and by section 422.16, relating to withholding of nonresidents' income, shall be made on forms IT-5 and IT-5A or on forms NR-5 and NR-5A, respectively, and delivered to the STATE INCOME TAX DIVISION, State Office Building, Des Moines 19, Iowa, on or before the last day of the fourth (4th) month after the close of the calendar year for which the returns are made. Although, to make necessary a return of information the income must be fixed and determinable, it need not be annual or periodical. It must be made of any payment which will constitute taxable income to the recipient. The commission may require any person or organization acting at any time during the year as a broker or other agent in stock, bond, or commodity transactions to report the name and address of each customer or client during the preceding taxable (or calendar) year, together with an itemized statement of cost, selling price, and

gain or loss involved in each individual transaction during any preceding calendar year.

Reg. 22.15(1)-2. Who shall make returns of information. Returns of information shall be made to the state tax commission by every

(a) resident of the state and every nonresident carrying on a business, trade, etc., in the state.

(b) officer and employee of the state and of municipal corporations and political subdivisions of the state.

(c) officer or employee of the United States and of its agencies and instrumentalities.

(d) individual, partnership, estate, trust, and corporation maintaining an office or place of business in this state (whether or not a paying agency is maintained within the state and whether or not such entities are exempt from taxation under the Iowa income tax law) making payments in a calendar year of fixed or determinable income of \$1,000.00 or more to any individual.

Reg. 22.15(1)-3. What is included in calculating amounts for returns of information.

a. Returns of information are required of all amounts paid or credited to one payee, if such payments aggregate the minimum amount specified for such returns during the calendar year, irrespective of the basis of reporting by the payor or by the payee, including income constructively received by the payee. The necessity of reporting is not limited to payments of income of a single kind, equaling or exceeding the required amounts, but information returns are required if the aggregate payments of income of all kinds (including living quarters and/or board furnished) on which information returns are required, equal or exceed \$1,000.00. For example, if a payor pays to a payee \$900.00 for personal services, \$300.00 for rent and \$50.00 for interest, he is required to report such payments on forms IT-5A and IT-5 as the aggregate of the payments equal \$1,250.00. Or, if an employee received compensation of \$900.00 and is furnished living quarters and board worth \$360.00, the total amount which must be reported will be \$1,260.00.

b. Fees for professional services, to attorneys, physicians, and members of other professions, and taxable payments for commodities come within the meaning of "fixed and determinable income" and are required to be reported in returns of information as required by this regulation.

c. For the purpose of a return of information, an amount is deemed to have been paid when it is credited or set apart to the taxpayer.

d. Corporations are required to report payments of dividends in amounts of one hundred dollars or over.

Reg. 22.15(1)-4. Payments of which no return of information required. Payments of the following classes need not be reported on returns of information:

a. Interest coupons payable to bearer.

b. Income specifically exempt from taxation.

c. Bills paid for merchandise, telegrams, freight, storage, and similar charges.

d. To employees for board and lodging while traveling in the course of their employment, where

such payments are in reimbursement of expenses paid by such employees.

e. Of rent paid to real estate or rental agencies (but the agent must report payment to the landlord if the aggregate amount for the calendar year is large enough to require a return of information to be filed).

f. Distribution by partnerships to resident partners and by fiduciaries to resident beneficiaries.

g. Annuities representing the return of capital. But interest or other accumulations in excess of \$1,000.00 for the calendar year must be reported.

h. To nonresident employees for services rendered entirely without the state.

i. To nonresidents of annuities, interest on bank deposits, interest on bonds, notes or other interest bearing obligations or dividends, unless received by the nonresident in connection with a business, trade, profession or occupation carried on in this state, subject to taxation under division II of this act.

j. Payments to nonresidents which are reported by the withholding agent.

Reg. 22.15(1)-5. Penalty for failure to make returns of information. Where returns of information are not made as required by the law, the taxpayer required to make such returns will not be permitted to deduct from his gross income any amounts for which returns of information are delinquent; and the return of such taxpayer will not be considered properly filed until such required returns of information have been made.

Reg. 22.15(1)-6. Returns of information—how made. Returns of information shall, in all cases, be made for the calendar year, and shall be filed with the state income tax division not later than April 30th of the following year. The return shall be made on form IT-5A for residents and NR-5A for nonresidents and the return or returns of information shall be attached to a verified letter of transmittal, form IT-5 for residents and NR-5 for nonresidents. Whether the recipient of the reported income is married or single should be stated if possible. Where no present address is available, the last known post office address must be given. The number of taxpayer's dependents should be given. This form must give the social security number.

Reg. 22.15(2)-1. Partnerships and limited partnerships. The partnership or limited partnership required to file a return under the provisions of Code section 422.15(2) shall be a partnership or limited partnership required to file partnership return for purposes of federal income tax. If the partnership has elected for federal income tax purposes to be taxable as a corporation, it shall be so taxable for purposes of Iowa income tax.

Reg. 22.15(2)-2. Distribution and taxation of partnership income. A partnership as such is not taxable under the act but the members of a partnership (including limited partnerships organized under chapter 545) are taxable (except as otherwise provided in reg. 22.8(2)-9 respecting nonresident members) upon their distributable shares of the net income of the partnership whether distributed to them or not, and despite the fact that he or they employ an accounting basis (cash receipts, for example) different from that of the partnership (ac-

crual basis, for example). If the result of the partnership operation is a net loss (i.e. excess of allowable deductions from gross income) the loss may be deducted by the partners (except as otherwise provided respecting nonresident members) in the same proportion that net income would have been taxable to the partners. If the partner reports his income on the same taxable year basis as that of the partnership, his distributable share of the net income (or loss) of the partnership for such taxable year shall be included in or deducted from gross income in his individual return for that year. If, however, the taxable year of the partner is different from that of the partnership, his distributable share shall be included in or his proportion of the loss deducted from gross income for the year in which the taxable year of the partnership ends.

Reg. 22.15(2)-3. Partnership returns. Every partnership deriving income (a) from property owned within this state or (b) from a business, trade, profession or occupation carried on within the state, must make a return of income regardless of the amount of gross or net income and regardless of the residence of the partners, except as specified in reg. 22.15(2)-1. The return shall be made on form IT-3 and signed by one of the partners. The return shall be made on the same period basis, calendar or fiscal, as the partnership accounts are kept, irrespective the partners are reporting their incomes on a different period basis.

Reg. 22.15(2)-4. Contents of partnership return. The return of a resident partnership or of a partnership with one or more nonresident members, but whose income is derived entirely or partially from sources within this state, shall state specifically (a) the net income, and the capital gains or losses reported on the federal partnership return, (b) the names and addresses of the partners, and (c) their respective shares in said amounts.

Reg. 22.15(2)-5. General provisions as to partnerships.

a. A partnership engaged in carrying on business in this state is an Iowa partnership. Its return must state the entire net income and capital gains or losses reported on the federal partnership return, regardless of the source of the same.

b. The distributable share of a resident of Iowa, of the income of a partnership carrying on business in another state, constitutes taxable income to him, except in cases governed by the provisions of Code section 422.8(1).

Reg. 22.16-1. Withholding of nonresident's tax at source. The law contains special provisions with respect to the collection of the tax on nonresidents, by requiring that certain percentages of all gross income payable to such nonresident shall be withheld by the employer or other payor of the income, termed the withholding agent, defined as follows:

"The term 'withholding agents' means any individual, fiduciary, corporation, association, or partnership, in whatever capacity acting, including all officers and employees of the state or of any municipal corporation or political subdivision of the state that is obligated to pay or has control of paying to any nonresident of any 'gross income,' within the meaning of section 422.8."

Reg. 22.16-2. Duties of withholding agents. Provisions are contained in 1954 Code section 422.16 for a withholding agent to make withholdings for the Iowa income tax from payments of Iowa income made to nonresidents of the state of Iowa in a calendar year. However, the state tax commission has approved the use of the exemptions and rates hereinafter set out in lieu of the exemptions and rates specified in Code section 422.16:

A. In cases involving the payment of salaries and wages earned in the state of Iowa by nonresidents to:

1. Married persons.

(a) No withholdings on the first \$2,350.00.

(b) On all over \$2,350.00 up to \$4,000.00, withhold at the rate of two percent; and

(c) Where the earnings exceed \$4,000.00, withhold on all over first \$2,350.00 at rate of three percent.

2. Single persons.

(a) No withholdings on first \$1,500.00.

(b) On all over \$1,500.00 up to \$4,000.00 withhold at the rate of two percent; and

(c) Where the earnings exceed \$4,000.00, withhold on all over first \$1,500.00 at rate of three percent.

B. In cases involving the payment to nonresidents of Iowa gross income, *other than salaries or wages*, to:

1. Married persons.

(a) No withholdings on first \$2,350.00; and

(b) Withhold at rate of three percent on all in excess of first \$2,350.00.

2. Single persons.

(a) No withholdings on first \$1,500.00; and

(b) Withhold at rate of three percent on all in excess of first \$1,500.00.

The personal exemption credit and credit for dependents allowable to the nonresident are not to be taken into consideration in the matter of making withholdings for the Iowa tax. Such credits are to be taken on the nonresident's individual return on form NR-1.

On either basis the amount to be reported for withholding shall include the amount withheld.

If a withholding agent pays Iowa gross income separately to nonresidents of Iowa who are husband and wife living together, then, in making withholdings for the Iowa income tax from the two nonresidents, the exemption of the husband shall be only \$1,500.00, and the wife shall have an exemption of only \$1,500.00.

Example: H and W are husband and wife living together and are residents of the state of Illinois. They are both employed by Double X Corporation within the state of Iowa, and each has Iowa earnings in excess of \$1,500.00 in a calendar year. Double X Corporation, as a withholding agent, is required in such case to exempt only \$1,500.00 in making withholdings for the Iowa tax from H, and exempt only \$1,500.00 from payments made to W.

Withholding is required with respect to income derived by nonresidents from the following sources:

1. Personal service, including salaries, wages, commissions and fees for personal service wholly performed within this state and such portions of similar income of nonresident traveling salesmen or agents as may be derived from services rendered in this state.

2. Rents and royalties from real or personal property located within this state.

3. Interest or dividends derived from securities or investments within this state, when such interest or dividends constitute income of any business, trade, profession or occupation carried on within this state and subject to taxation under the act.

4. Income derived from any business of a temporary nature carried on within this state by a nonresident, such as contracts for construction and similar contracts.

5. The distributive share of a nonresident beneficiary of an Iowa estate or trust, limited, however, to the portion thereof subject to Iowa income tax in the hands of the nonresident.

6. Such part of the distributive share of a nonresident partner in an Iowa partnership as may be derived from business carried on within this state and allocable to this state.

7. Income derived from sources within this state by attorneys, physicians, engineers, accountants, etc., as compensation for services rendered clients in this state.

8. Compensation received by nonresident actors, singers, performers, entertainers, wrestlers, etc., for performances in this state.

9. The income of nonresidents employed in operating trains, boats, planes, motor busses, trucks, etc., between this state and other states, who are paid on a daily, weekly or monthly basis. The gross income of such employees subject to withholding will include that portion of the total compensation of such employees which the total number of working days employed within the state bears to the total number of working days both within and without the state; and if the employment is on a mileage basis, the income apportionable to Iowa and subject to withholding will be similarly apportioned.

10. The gross income of a nonresident (not engaged in carrying on a business, trade, profession or occupation on his own account, but employed and receiving compensation for his services) includes compensation for personal services only, if and to the extent that, such services are rendered within this state. Compensation for personal services rendered by a nonresident wholly without the state is excluded from gross income of the nonresident regardless of the fact that payment of such compensation may be made by a resident individual, partnership or corporation.

11. The gross income from commissions earned by a nonresident traveling salesman, agent or other employee for services performed or sales made whose compensation depends directly on the volume of business transacted by him, includes that proportion of the total compensation received which the volume of business or sales by such employee within this state bears to the total volume of business or sales within and without the state.

12. Payments made to landlords by agents, including elevator operators, for grain or other commodities which have been received by the landlord as rent constitute taxable income of the landlord when sold by him.

Reg. 22.16-3. Where only one per cent of income is required to be withheld. In the case of a business carried on within this state, the income of which is subject to withholding, the act provides that the

nonresident taxpayer may file with the commission a verified statement, in such form and containing such information as the commission shall prescribe, showing that any income therein described is derived from a source upon which the net income will be less than twenty per cent of the gross income, whereupon the commission, if satisfied that such statement is correct, shall give to the nonresident a certificate directing a designated withholding agent to withhold but one per cent of the income described in such certificate in excess of seventy-five hundred dollars.

Reg. 22.16-4. Returns by withholding agents.

a. Withholding agents are required to make and file certain returns. The act prescribes that returns shall be made upon the basis of each calendar year on such forms and at such times throughout the year as the commission shall from time to time prescribe, and there shall be included therein such information as the commission may require. Suitable forms will be furnished on request and instructions as to the proper method of making the returns will be printed thereon. Unless otherwise ordered by the commission, returns of withholding agents will be required to be filed with the State Nonresident Income Tax Division, State Office Building, Des Moines 19, Iowa, on or before the last day of the fourth (4th) month after the end of the taxable year and the amounts of income withheld shall be remitted with the returns.

b. Returns of withholding agents will be made on forms NR-5A and NR-5 which correspond to returns of information forms IT-5A and IT-5, used in reporting payments to resident individuals. Payments to individuals should be reported separately on forms NR-5A and a detailed and verified report shall be made on form NR-5, to include the name and address of each nonresident to whom payment was made during the calendar year, the total amount paid and the amount of income withheld.

c. Payments to nonresidents of \$1,500.00 or over must be reported and payments less than \$1,500.00 but more than \$1,000.00 should be reported, even though no withholding is required.

d. The remittance of the amounts withheld shall include the entire amount required to be withheld, and shall be made payable to the treasurer of the state of Iowa.

Reg. 22.16-5. Requirements for filing Iowa nonresident returns.

a. Every nonresident individual having a taxable income for the tax year from Iowa sources taxable under the Iowa Income Tax Law as amended, of \$1,125.00 or over, if single, or if married and not living with husband or wife; or having such a taxable income for the tax year of \$1,750.00 or over, if married and living with husband or wife, shall make and sign a return.

b. If husband and wife living together have an aggregate taxable Iowa income of \$1,750.00 or over, each shall make such a return, unless the income of each is included in a single state of Iowa joint return.

c. Form NR-1 shall be used by nonresidents in reporting Iowa income to this state. Such form may be obtained by applying to the Iowa Nonresident Income Tax Division, State Office Building, Des

Moines 19, Iowa. Completed returns are to be filed with or mailed to that same Division on or before the last day of the fourth (4th) month after the expiration of the nonresident's tax year. If Iowa tax is due, the return must be accompanied by remittance payable to Treasurer of State of Iowa.

Reg. 22.17-1. Requirements as to filing bond and securities. Any nonresident who elects to file with the commission the bond referred to in Code section 422.17, should first inform the nonresident income tax division of the state tax commission as to the amount of gross Iowa income that he expects to have for the named taxable year, and as to the sources of such income, so that such division may fix the penalty of the bond in an amount ample to meet the statutory requirements. The bond form may be obtained from said division, and in executing the bond the nonresident shall sign same as principal and the surety shall be a surety company authorized to transact business in the state of Iowa, and approved by the insurance commissioner of Iowa. A power of attorney for the attorney-in-fact who executes the bond on behalf of the surety company, as surety, must accompany the bond, and if that attorney is a nonresident of this state, the bond must then be countersigned by an Iowa resident agent of the surety company, in accordance with section 515.52 of the 1954 Iowa Code. Upon the filing and approval of such bond by the commission, a certificate will be issued to withholding agents whose names and addresses are furnished to the nonresident income tax division, authorizing such withholding agents to pay to the nonresident during a specified period any sums which may be due such nonresident not in excess of an amount fixed in such certificate.

Reg. 22.18-1. Requirements for obtaining credit for taxes paid to state of residence. It must first be determined that the nonresident taxpayer's state of residence has an income tax law that meets the requirements of Code section 422.18, and that reciprocity exists between the state of Iowa and the state of his residence as to the matter of granting credit for income tax payable in state of residence. A nonresident taxpayer residing in a state that does not have an income tax law cannot claim such a credit against his Iowa tax. Those nonresident taxpayers entitled to and seeking to take such a credit must completely make out an Iowa nonresident individual income tax return on form NR-1, and must file with such return a certified copy of their state of residence income tax return for the same tax year, together with a sufficient receipt showing payment of tax to that state. The terms "taxes paid" and "taxes payable" as used in Code section 422.18, mean only taxes paid or payable for the taxable year by the individual claiming credit, without the inclusion of any penalty or interest.

In computing the allowable credit to be taken on the nonresident taxpayer's Iowa return, the following formula should be followed:

A fraction is to be set up with the numerator thereof being the nonresident's gross Iowa income and with the denominator thereof being the nonresident's gross state of residence income, all for the same tax year, and the resulting percentage shall be applied to the amount of income tax paid

to the nonresident's state of residence for that tax year and the result will represent the amount of state of residence income tax paid that the nonresident may use as a credit against his computed Iowa income tax on the particular year's income.

Gross Iowa income subject to Iowa tax	×	Amount of income tax paid to	=	Credit to be taken against Iowa tax
Gross state of residence income sub- ject to tax of that state		state of residence		

Example: A taxpayer of a state having reciprocity with the state of Iowa for granting nonresidents a credit for income tax paid to state of residence, had a gross income of \$10,000.00 subject to the income tax of his state of residence, and of that amount \$5,000.00 was subject to the Iowa income tax. On such income he computed a tax of \$500.00 and paid that amount to the state of residence. Computation of the allowable credit to be used on his Iowa nonresident return of income would be made as follows:

$$\frac{\$ 5,000.00}{\$10,000.00} = .50 \text{ or } 50\% \times \$500.00 \text{ equals a credit of } \$250.00$$

According to available information at the time of compiling these regulations, the income tax laws of the following named states meet the requirements set forth in section 422.18 of the 1954 Code of Iowa, and it is regarded that reciprocity exists between such states and the state of Iowa in the matter of granting nonresidents credit for income tax payable in the state of residence:

California	Massachusetts	Utah
Delaware	Minnesota	Vermont
District of Columbia	Montana	Virginia
Kentucky	New York	Wisconsin (sal- aries only)
Maryland	South Carolina	

The foregoing list is subject to change. Whenever it becomes evident that nonresident taxpayers residing in other states with an income tax law are entitled to the credit, the information will be announced. Any question regarding the matter should be addressed to Iowa Nonresident Income Tax Division, State Office Building, Des Moines 19, Iowa.

Reg. 22.21-1. Time and place for filing return. A return of income must be filed on or before the last day of the fourth (4th) month following the close of the taxpayer's taxable year, whether the return be made on the basis of the calendar year or for a fiscal year. The due date is the last day upon which a return is required to be filed, or the last day of the period covered by an extension of time granted by the commission. When the due date falls on Sunday or a legal holiday, the return will be due the day following such Sunday or legal holiday. If placed in the mails the return should be posted in ample time to reach the income tax division, under ordinary handling of the mails on or before the date on which the return is required to be filed. Mailed returns should be addressed to the STATE INCOME TAX DIVISION, State Office Building, Des Moines 19, Iowa. (Such form of address is desirable

in order to prevent returns being missent to the federal income tax department.

If a return is placed in the mails, properly addressed and postage paid, in ample time to reach the income tax division on or before the due date for filing, no penalty will attach should the return not be received until after that date.

Reg. 22.21-2. Extension of time for filing returns. It is important that the taxpayer render, on or before the due date, a return as nearly complete and final as it is possible for him to prepare. However, when good cause exists by reason of sickness, unavoidable absence, or otherwise, the commission is authorized to grant an extension of time in which to file such return. In no case shall an extension exceed three months, except in cases where taxpayer is abroad. The application for an extension must be made prior to the due date of the return, or before the expiration of an extension previously granted. As a condition to granting an extension of time, the commission may require that a tentative return be filed and the payment of the first installment of tax shown due on that return, if that tax is over \$50; if \$50 or less the full amount is to be paid. If the time for filing is extended and the tax payable is over \$50, interest at six per cent per annum from date the return originally was required to be filed to date of actual payment on one-half of the total tax is to be paid by taxpayer; if the total tax is \$50 or less, interest is to be computed on full amount of tax. An extension of time to file return does not extend the time for payment of the second installment.

Reg. 22.21-3. Payment of tax by uncertified checks. The income tax division will accept uncertified personal checks in payment of income taxes, provided such checks are collectible at par, that is, for their full amount without any deduction for exchange or other charges. The date on which the income tax division receives the check will be considered the date of payment, so far as the taxpayer is concerned, unless the check is returned dishonored. If one check is remitted to cover two or more persons' taxes, the remittance must be accompanied by a letter of transmittal stating (a) the name of the drawer of the check; (b) the amount of the check; (c) the amount of any cash, money order or other instrument included in the same remittance; (d) the name of each person whose tax is to be paid by the remittance; and (e) the amount of payment on account of each person.

Reg. 22.21-4. Procedure with respect to dishonored checks. If any check is returned unpaid, all expenses incident to the collection thereof will be charged to the taxpayer. If any taxpayer whose check has been returned by the depository bank uncollected should fail at once to make the check good, the commission will proceed to collect the tax as though no check had been given. A taxpayer who tenders a certified check in payment for taxes is not relieved from his obligation until the check has been paid.

Reg. 22.21-5. Time and manner of payment of tax. The tax may be paid in full at the time of filing the return or, if the tax amounts to more than \$50,

it may, at the taxpayer's option, be paid in two equal installments, one-half to be paid when the return is filed and one-half to be paid on or before the last day of the sixth month after the due date for filing the return. If the amount of the tax is \$50 or less, it must be paid in full when the return is filed.

No interest will be added to the deferred payment, unless it is not paid within the required time, in which case interest at six per cent per annum from date the second installment became due to date of payment will be added to the balance of tax.

If the portion of the tax required by this regulation to be paid at the time of filing is not so paid, the return shall be considered not to have been filed until the required payment has been made.

Reg. 22.21-6. Limitation on installment payments. The privilege of paying the tax in two equal installments is permitted only in cases where the return is timely filed. The privilege of paying a tax in installments does not apply to additional assessments.

Reg. 22.21-7. Certification of correctness of the return. The return shall be authenticated by a signed declaration of its correctness. The return may be made by an agent if the taxpayer is (a) too ill to make it or (b) is absent from the state for 60 days before the due date. A power of attorney must accompany the return made by an agent. The person or persons actually preparing the return (if other than the taxpayer or his agent) must also sign the declaration. Verification by oath is not required.

Reg. 22.21-8. Use of prescribed forms. Returns must in all cases be made by residents and non-residents on forms supplied by the state tax commission. Taxpayers not supplied with the proper forms shall make application for same to the commission or to any county treasurer or field auditor, in ample time to have their returns made, verified and filed on or before the due date. Each taxpayer should carefully prepare his return so as to fully and clearly set forth the data therein called for. Imperfect or incorrect returns will not be accepted as meeting the requirements of the statute. In lack of a prescribed form, a statement made by a taxpayer disclosing his gross income and the deductions therefrom may be accepted as a tentative return, and if verified and filed within the prescribed time, will relieve the taxpayer from liability to penalties, provided that without unnecessary delay such a tentative return is replaced by a return made on the proper form. Each question must be answered and each direction complied with in the same manner as if the forms and instructions were embodied in these regulations.

Reg. 22.21-9. List of forms. The following forms prescribed by the commission, are available to taxpayers:

Form IT-1	Resident individual return.
Form IT-2	Corporation return.
Form IT-2A	Allocation and apportionment of corporate income.
Form IT-3	Partnership return.
Form IT-4	Fiduciary return.

- Form IT-5 Summary of reported payments to residents.
 Form IT-5A Information at source (residents)
 Form IT-6 Claim for refund of tax.
 Form NR-1 Nonresident individual return.
 Form NR-2 Allocation of fiduciary and partnership income of nonresidents.
 Form NR-5 Summary of withholding of income payable to nonresidents.
 Form NR-5A Return of withholdings from nonresidents.

Reg. 22.25-1. Power to examine and audit may be delegated. Code section 422.25(1) provides that the Commission shall examine returns within three years and determine the correct amount of tax. Section 422.25(2) permits the determination of the correct amount of the tax within five years, if the commission discovers from any source that all or portions of the income have been omitted either through understatement of net income or overstatement of deductions. Section 422.64 permits the commission to appoint and remove such agents, auditors, clerks and employees as it deems necessary, and to prescribe the duties of such persons. The Commission hereby delegates to the Director of the Income Tax Division the power to examine returns and make audits; and to determine the correct amount of tax due, subject to review by the Commission on appeal to the Commission. The power so delegated may further be delegated by the Director to such auditors, agents, clerks and employees of the Income Tax Division as he shall designate.

Reg. 22.25-2. Notice of discrepancies. An agent, auditor, clerk or employee of the Income Tax Division, designated by the Director to examine returns and make audits, who discovers discrepancies in returns or learns that the income of the taxpayer may not have been listed, in whole or in part, or that no return was filed when one was due, is authorized to notify the taxpayer of his discovery by ordinary mail. Such notice shall not be termed an assessment. It may inform the taxpayer what amount would be due from him if the information discovered is correct.

Reg. 22.25-3. Right of taxpayer upon receipt of notice of discrepancy. A taxpayer who has received notice of a discrepancy in connection with a return may pay the additional amount stated to be due. If payment is made, and the taxpayer wishes to contest the matter, he should then file claim for refund. However, payment will not be required until assessment has been made (although interest will continue to run if payment is not made). If no payment is made, the taxpayer may discuss with the agent, auditor, clerk or employee who notified him of the discrepancy, either in person or through correspondence, all matters of fact and law which he considers relevant to the situation. Documents and records supporting his position may be required.

Reg. 22.25-4. Power of agent, auditor, etc., to compromise tax claims. No employee of the Commission has the power to compromise any tax claims. The power of the agent, auditor, clerk or employee who notified taxpayer of the discrepancy is limited to the determination of the correct amount of tax.

Reg. 22.25-5. Review of Director. In the event taxpayer and the agent, auditor, clerk, or employee cannot agree as to the correct amount of tax, and taxpayer refuses to pay the amount determined to be correct, the matter may be referred to the Director for review.

Reg. 22.25-6. Formal notice of assessment. If following review no agreement is reached, and taxpayer does not pay the amount determined to be correct, a formal notice of assessment shall be sent to the taxpayer, by registered mail. Also, if the period in which the correct amount of tax can be determined is nearly at an end, a formal notice of assessment may be sent without compliance with reg. 22.25-3, 4 and 5, or a jeopardy assessment may be made under the provisions of section 422.30. All formal notices of assessment shall be signed either by the chairman or the vice-chairman of the Commission.

Reg. 22.25-7. Compromise of tax, interest or penalty. The Commission does not have power to compromise, waive or reduce any income tax, or any penalty or interest thereon, except as provided in section 422.25(3), 1954 Code, as amended. The Executive Council of the State of Iowa, under the provisions of section 19.9, does have power to compromise claims in favor of the state which are of doubtful equity or collectibility. Taxpayers seeking the advantage of section 19.9 should submit their offer of compromise in writing to the State Tax Commission, and should set forth reasons justifying the making of the compromise. Each offer should be accompanied by a draft or certified check for the amount offered in compromise.

Reg. 22.25-8. Periods of limitation.

a. In case errors in computing taxable income and tax due are apparent on the return itself, the correct amount of tax due may be determined by the Commission within three years from the time the return is filed. If a transaction has been fully disclosed in the return or on a schedule or statement incorporated with the return, so that upon examination of the return the proper treatment of the transaction could be ascertained, but it was incorrectly reflected in taxable income on the return, the three-year limitation is applicable.

b. If a taxpayer fails to include in his return such items of gross income, as defined in the Internal Revenue Code of 1954, as will under that Code extend the statute of limitations for federal tax purposes to six years, the correct amount of tax due may be determined by the Commission within six years from the time the return is filed.

c. If a taxpayer files a false or fraudulent return with intent to evade tax, the correct amount of tax due may be determined by the Commission at any time after the return has been filed.

d. While the burden of proof of additional tax owing under the six-year period or the unlimited period is upon the Commission, a prima-facie case of omission of income, or of making a false or fraudulent return, shall be made upon a showing of a federal audit of the same income, a determination by federal authorities that the taxpayer omitted items of gross income or made a false or fraudulent return, and the payment by the taxpayer of the

amount claimed by the federal government to be the correct tax or the admission by the taxpayer to the federal government of liability for that amount.

e. Subsections "b" and "c" do not apply to returns for tax years beginning before January 1, 1949.

f. If taxpayer erroneously reports or fails to report items of net income or overstates deductions which he claims to be entitled to, so that his income or any portion thereof is not properly listed in his return, or if no return is filed when it was due, the correct amount of tax due may be determined by the Commission within five years from the time the return was due.

Reg. 22.28-1. Manner of filing appeals to the commission.

1. Appeals to the state tax commission should be in writing and should be addressed to the STATE INCOME TAX DIVISION, State Office Building, Des Moines 19, Iowa. An appeal should set forth all facts upon which the appellant intends to rely, together with a statement of the reasons of the appellant for making such appeal.

2. If taxpayer desires a personal hearing, notice to that effect should be given, whereupon the commission will set a date for such hearing and the taxpayer will be notified of such a date.

Reg. 22.28-2. Hearings—who may appear. At any hearing the taxpayer may appear and present his appeal in person. He may be present and may have his case presented by his attorney or accountant.

Reg. 22.28-3. Hearings—burden of proof. A taxpayer who has appealed has the burden of proof that the assessment levied against him is incorrect, and in what respects it is incorrect.

Reg. 22.28-4. Hearings—who before. Hearings on appeal shall be held before the Commission. At least two members of the Commission must be present.

Reg. 22.28-5. Record—evidence. Hearings usually will be informal, but where it is considered necessary, a formal record may be made. Evidence presented need not be formally introduced nor objected to by any party to the hearing. In the discretion of the Commission, relevant evidence, which is because of its nature inadmissible in a court of law, may be introduced. All evidence in the files of the Commission shall be available to the Commission. However, the taxpayer should be informed of the substance of any documents or other evidence of which he has not been apprised, and he should have opportunity to rebut such evidence.

Reg. 22.28-6. Remand to auditor, agent, clerk of employee. If from the hearing it appears that the matters at issue can be settled between the auditor, agent, clerk or other employee who initially determined that the return was incorrect or was not filed, and the taxpayer, the Commission may remand the matter to the auditor, agent, clerk or other employee without decision. Such action shall not be taken if protested by the taxpayer.

Reg. 22.28-7. Decision. Unless the matter on appeal is remanded in accordance with reg. 22.28-6, the Commission shall render a decision thereon

within a reasonable period of time. (Payment of the assessment after hearing and before decision shall be deemed a waiver of decision.) The determination of the Commission shall be in the form of a Findings and Order, setting forth sufficiently to apprise the taxpayer of the reasons for the determination, the Findings of Fact, Conclusions of Law, and Decision. The decision of the majority of the Commissioners shall be the decision of the Commission. In case a Commissioner dissents from the Commission's decision, he may set forth his Findings, Conclusions, and reasons for his dissent. The decision may confirm the assessment as made, and sustain it; it may modify the assessment in various particulars; or it may ascertain that the assessment should not be confirmed in any respect. The Findings and Order of the Commission shall be furnished to the taxpayer by registered mail.

Reg. 22.30-1. Jeopardy assessments.

a. A jeopardy assessment made pursuant to Code section 422.30 is due and payable when the notice of the assessment is served upon the resident or non-resident taxpayer, and may not be paid in installments. Proceedings to enforce the payment of the assessment by seizure or sale of any property of the taxpayer, or by garnishment, may be instituted immediately.

b. A jeopardy assessment may be made in a case where a return has been filed, and the commission believes for any reason that collection of the tax will be jeopardized by delay; or in a case where a taxpayer fails to file a return, whether or not formally called upon to do so, in which case the commission is authorized to estimate the income of the taxpayer upon the basis of available information, and to add thereto interest and penalties. The payment of tax under a jeopardy assessment does not deprive the taxpayer of the right to claim a refund of any part of the tax paid, to which he can prove himself entitled.

Reg. 22.30-2. Waiver of period of limitation. Where it appears that the collection of tax may be jeopardized by delay, an estimated tax, based on available information, will be assessed against the taxpayer, the assessment to be subject to such later adjustments as may be found necessary. If the taxpayer files with the commission a written waiver of the period of limitation, the limit of time for audit of the taxpayer's return will thereby be extended for a designated period.

Reg. 22.32-1. Definitions.

a. The term "corporation" as used in Chapter 422 of the Iowa Code and in these regulations includes not only corporations which have been created or organized under the laws of Iowa, but also those which are qualified to do, or are doing business in Iowa, in a corporate or organized capacity, by virtue of creation or organization under the laws of the United States or of some state, territory or district or of a foreign country. The term "corporation" is not limited to the artificial entity usually known as a corporation, but includes also an association, a trust classed as an association because of its nature or its activities, a joint stock company, and certain kinds of partnerships. Any association or organization which reports as a corporation, for federal in-

come tax purposes under the Internal Revenue Code of 1954, shall be considered to be a corporation for the purposes of Iowa income tax on corporations.

b. The term "association" is not used in the law in any narrow or technical sense. It includes any organization, created for the transaction of designated affairs, or the attainment of some object, which like a corporation continues notwithstanding that its members or participants change, and the affairs of which, like corporate affairs, are conducted by a single individual, a committee, a board, or some other group, acting in a representative capacity. It is immaterial whether such organization is created by an agreement, a declaration of trust, a statute, or otherwise. It includes a voluntary association, a joint stock association or company, a "business" trust, a "Massachusetts" trust, a "common law" trust, a partnership association, and any other type of organization (by whatever name known) which is not, within the meaning of the law, a trust or an estate, or a partnership. An "Investment" trust of the type commonly known as a management trust is an association, and a trust of the type commonly known as a fixed investment trust is an association if there is power under the trust agreement to vary the investment of the certificate holders. If the conduct of the affairs of a corporation continues after the expiration of its charter, or the termination of its existence, it becomes an association.

Reg. 22.33(1)-1. Basis of corporate tax. The determination of taxable income of a corporation is accomplished on a different basis than in the case of other taxpayers. Individual residents of Iowa, and partnerships, estates, and trusts domiciled in Iowa are subject to the tax on all income received by them, unless specifically exempted, whether from sources within or without the state; while in the case of corporations whose income is subject to the tax, the tax is levied and collected only upon such income as may accrue to the corporation from business carried on in the state plus certain income from sources without the state which by law follows the situs of the taxpayer, the situs meaning the residence, domicile, or place of doing business, as the case may be.

Reg. 22.33(1)-2. Corporations carrying on business entirely within the state of Iowa. If a corporation carries on its trade or business entirely within the state of Iowa, no allocation of its income may be made. The corporation will be considered to be carrying on business entirely within the state of Iowa if its manufacturing, sales, or other activities are regularly carried on only in Iowa, even though it may own subsidiary corporations which function in other states and from which it receives income in the form of interest, dividends, rents, royalties, or otherwise.

Reg. 22.33(1)-3. Corporations not carrying on business entirely within the state of Iowa. All corporations not within reg. 22.33(1)-2 shall be deemed not to carry on business entirely within the state of Iowa. The net income of such corporations shall be apportioned or allocated to Iowa and outside Iowa in accordance with reg. 22.33(1)-4 through 22.33(1)-9, and reg. 22.33(2)-1,-2.

Reg. 22.33(1)-4. Interest, dividends, rents and royalties (less related expenses) received in connection with business.

a. This regulation applies only to income in the form of interest, dividends, rents and royalties received from the ownership, holding, or use of property held, owned or used in the ordinary and regular course of the corporation's business, less all expenses directly or indirectly related to the production of such income.

b. Where a corporation has a wholly owned subsidiary, or a partially owned subsidiary, any interest, dividends, rents or royalties received from the subsidiary shall be allocated to Iowa to the extent that they are related to or derived from the business of the subsidiary in Iowa.

c. Interest received by a corporation from accounts receivable, or from notes receivable from its customers in connection with sales to the customer, or with the financing of the customer to enable him to do business, and interest on tax refunds, is interest received in connection with business.

d. Interest received by a corporation in connection with the sales of its own stock or securities as in the case of interest receivable on the unpaid balance of a stock subscription agreement, is not interest received in connection with business.

e. Rents received for the use of real or personal property owned by a corporation shall be considered received in connection with business if the corporation is regularly engaged in the business of renting such types of property, or if the property so rented is used by a wholly or partially owned subsidiary to carry on its own business activities, or if the property rented is ordinarily used by the corporation in its own business or has been acquired by the corporation for use in its own business in the near future and the rental thereof is temporary.

f. Royalties received shall be considered received in connection with business if received for the licensing of use of a process, patent, or copyright which the corporation itself actively uses in its own operations (as opposed to mere licensing), or if the corporation is regularly engaged in the business of research and development of products, processes or improvements thereto and the licensing of the use of such processes, patents or copyrights as are thereby acquired.

g. Expenses related either directly or indirectly to the production of items of interest, dividends, rents and royalties received in connection with business shall be allocated in the same manner as the items to which they are related. Examples of expenses related to the production of such items of income will include: depreciation and repairs on rental property, depletion on royalties, applicable taxes (including federal income taxes), interest paid on money invested in the assets producing the income, and any other expenses directly or indirectly related to the production of such items of income. Where a corporation having invested money in assets producing interest, dividends, rents or royalties borrows money for other corporate purposes, the cost of such borrowing shall be deemed an expense indirectly related to the production of interest, dividends, rents, or royalties. However, in no case where money was borrowed for other purposes shall the amount of interest paid which is allocable out-

side Iowa as related expense exceed the amount of income (less other related expenses) allocable outside Iowa to which it is considered related.

Reg. 22.33(1)-5. Interest, dividends, rents and royalties (less related expenses) not received in connection with business.

a. This regulation applies only to interest, dividends, rents and royalties (less related expenses), which are not subject to the provisions of reg. 22.33(1)-4.

b. Items of income of the type covered by this regulation, including interest on land contracts, mortgages, bonds, bank deposits, notes and other securities; dividends on shares of stock, income from patents, copyrights or other royalties; and rents for the use of real estate or personal property follow either the residence of the recipient of the income or the situs of the business. An Iowa corporation investing in securities of non-Iowa corporations must report all income derived therefrom as well as income derived from investments in securities of other Iowa corporations. A Delaware corporation having an Iowa business situs, must also report all income derived from investments in securities regardless of the location of the issuing corporation. But an Illinois corporation, with an Illinois business situs, which receives dividends from an Iowa corporation in whose stock it has invested is not required to report such income. Nor is it required to report rental income from real estate or personalty located in Iowa.

c. Expenses related either directly or indirectly to the production of items or interest, dividends, rents and royalties not received in connection with business shall be allocated in the same manner as the item of income to which related. For example, if an Illinois corporation with an Illinois business situs borrowed money in Iowa in order to invest in the stock of an Iowa corporation, the interest it must pay as a result is not allocable to Iowa. In no case shall the amount of interest paid which is thus considered not to be allocable to Iowa exceed the income from the investment to which it relates (less other related expenses).

Reg. 22.33(1)-6. Proration of related expenses. In case a corporation has income allocable in part to Iowa and in part outside Iowa, under the provisions of reg. 22.33(1)-4 and 22.33(1)-5, and has expenses directly or indirectly related thereto but not clearly attributable to specific items of such income, if the total of such expense is less than the total of such income (excluding such income to the extent of related expenses whose relation is clearly attributable thereto), then that total expense may be allocated to the various remaining items of income in the proportion of investment in each item to the total investment.

As an example: Corporation X, an Iowa corporation, owns an Illinois subsidiary, Y, not doing business in Iowa; and has paid \$90,000 for all of Y's stock. X also invested \$10,000 of unneeded working capital in stock of Z corporation. Dividends during the year from Y are \$15,000 and from Z are \$800. X has borrowed \$20,000 and paid interest thereon during the year in the amount of \$1,200. There are no other expenses related to either item of income. Ninety per cent of the interest expense is deemed

related indirectly to the investment in Y, and allocable outside Iowa; ten per cent is deemed related indirectly to the investment in Z, and allocable to Iowa.

Reg. 22.33(1)-7. Capital gains and losses. Capital gains and losses from the sale of assets, regardless of situs and regardless of the purpose for which the asset was held, shall follow either the residence of the recipient or the situs of the business.

Reg. 22.33(1)-8. Where income is derived from business other than the manufacture or sale of tangible personal property.

a. This regulation applies to corporations receiving income from business, of types not covered by reg. 22.33(1)-4, 22.33(1)-7, or 22.33(1)-9.

b. The term "income from personal service" includes income which is received by a corporation for rendering personal service, and fees or commissions derived from conducting an auction, agency, brokerage or commission business. It is immaterial whether the services are performed by the principal owner or stockholders or by other employees of the corporation.

Income received by a corporation from personal services is allocable to Iowa regardless of where the services were performed if the corporation is domiciled in Iowa, or has a business situs in Iowa.

Income received by a corporation doing business in Iowa from personal services performed in Iowa is allocable to Iowa. Expenses directly or indirectly related thereto are allocable to Iowa. Indirectly related expenses include general overhead items, which may be allocated upon a basis which the taxpayer can substantiate as just and equitable.

c. Any other income, and expenses directly or indirectly related thereto, must be allocated within and without Iowa on a basis which the taxpayer can substantiate as just and equitable.

Reg. 22.33(1)-9. Where income is derived from the manufacture or sale of tangible personal property.

a. The act provides specifically but one method of allocating and apportioning income derived from the manufacture or sale of tangible personal property, termed the "statutory method," which provides that the part of such income attributable to business within the state shall be that proportion which the gross sales made within the state bear to the total gross sales.

Where an entire item of income is assigned within or without the state, it is said to be allocated within or without the state, and when income is partly assignable within the state and partly without the state, it is called apportionable income. Income allocated to the state is nonapportionable.

The expenses related to nonapportionable income shall be deducted therefrom to determine the nonapportionable income. The total amount of nonapportionable income must be deducted from the total net income of the business as shown on page 1 of the return to determine the net income to which the apportionment fraction is applied. Nonapportionable income assignable to Iowa shall be added to the apportionable income assigned to this state as determined by use of the apportionment fraction to determine the total net taxable income.

b. The gross sales of a corporation within the state includes sales for delivery to a purchaser within the state, but does not include sales for delivery to a common carrier for transportation out of the state.

For example, if a corporation sells to a customer at its place of business in this state, and delivers the property to the purchaser, the sale is a sale within the state and the income derived therefrom is taxable in this state, regardless of the ultimate destination of the property. If, however, a sale is made and the property is not delivered to the purchaser thereof, but to a common carrier for transportation to a place outside of the state, the income derived therefrom will not be taxable in Iowa.

The gross sales of a corporation within the state shall be taken to be the gross sales of goods sold and delivered within the state, including:

1. Goods sold and delivered within the state to a common carrier and consigned to a point within the state, regardless of where such shipment may be afterwards consigned by the purchaser.

2. Goods sold and delivered within this state to a common carrier and consigned to a point without this state, but diverted by the purchaser and actually delivered to a point within the state.

Goods sold and delivered within the state to a common carrier for transportation out of the state and which are actually delivered outside of the state shall be excluded.

Goods delivered to the purchaser in Iowa from stocks of merchandise kept within the state shall be included as Iowa sales in determining the proportion of the net income subject to the tax even though such transactions were handled through an office outside the state.

c. In the case of corporations engaged in the manufacture or sale of tangible personal property, the apportionment fraction represents the ratio of the sales made within this state during the taxable year to the total sales wherever made. For explanation of what constitutes a sale within Iowa, see subparagraph "b" hereof.

The right to apportion or allocate taxable income by corporations does not extend to resident individuals, partnerships, estates or trusts. In the case of income of a nonresident, such apportionment or allocation is permissible in certain cases, but under rules different from those applicable to corporation income.

Reg. 22.33(1)-10. Allocation of income of public utility corporation. In the case of interstate transportation and transmission companies, including railroad companies, air line companies, truck and bus line companies, freight car and equipment companies, oil, gasoline, natural and casinghead gas pipe line companies, and telegraph and telephone companies, the allocation provided in subparagraph "a" of reg. 22.33(1)-9 may be subject to the following provisions and/or exceptions in allocations of income within and without this state:

1. Railroads. Railroads which operate partly within and partly without the state of Iowa may determine their net taxable income by taking their gross operating revenue within this state, including therewith that portion of interstate business earned within Iowa on the basis of mileage proportion, and deducting from such gross operating revenue the

proportionate average of their operating expenses which their operations within Iowa bear to the total operating revenue. Such operating revenues and expenses are to be determined from Interstate Commerce Commission's standard classification of accounts as are approved by the Commissioner of internal revenue and reconciled with the Iowa income tax law and regulations relating thereto. To the net operating revenue thus determined shall be added revenues from miscellaneous operations within this state, less related expenses.

2. Air line, truck and bus lines companies, freight car and equipment companies shall determine their Iowa proportion of gross receipts or gross revenues by taking the proportion of mileage traveled in Iowa to the total mileage traveled within and without the state. This provision is applicable to corporations only.

3. Oil, gasoline, and gas pipe line companies shall determine the proportion of transportation revenue derived from interstate business that is attributable to Iowa by the proportion of Iowa traffic units to total traffic units. The "Traffic Unit" of an oil pipe line is defined as the transportation of one barrel of oil for a distance of one mile; the "Traffic Unit" of a gasoline pipe line is defined to be the transportation of one gallon of gasoline for a distance of one mile; and a "Traffic Unit" of a gas pipe line is defined to be the transportation of one thousand cubic feet of natural or casinghead gas for a distance of one mile.

4. Telephone and telegraph companies shall determine the Iowa proportion of revenues by taking the Iowa proportion of used wire mileage to the entire used land wire mileage of the system.

Reg. 22.33(2)-1. Allocation of income in special cases. Whenever it shall appear to the commission that the statutory method of apportionment will not properly reflect the taxable net income assignable to the state, the commission may permit or require a taxpayer to determine the taxable net income by other methods. If a taxpayer feels that the application of the statutory method in his case, results in an injustice, such taxpayer may petition the commission to be permitted to determine the taxable net income allocable to the state on some other basis. Such petition must be in writing, and shall set forth in detail the facts upon which the petition is based. The burden of proof will be on the taxpayer as to the validity of the method and its results.

Reg. 22.33(2)-2. Separate accounting methods. The use of the separate accounting method may be authorized by the commission where it is shown to the satisfaction of the commission that this method will more clearly and equitably reflect the income assignable to this state. Ordinarily the separate accounting method is not satisfactory for a manufacturing business. It may be permitted to be used for merchandising businesses where separate records are kept of sales, costs of sales, and expenses for Iowa business, as in the case of a corporation branch carrying on business entirely within Iowa. Overhead items of income and expense must be allocated to the business within and without Iowa on a basis which utilizes the factors by which such items are measured. For example, federal income taxes are based upon income, and their allocation must be

based upon the ratio of taxable income within this state to the total income for the year in which the taxes are assessed, despite the fact that such ratio may differ from the ratio of the year in which the taxes are paid.

General overhead items, such as officers' salaries, rent, etc., should be allocated to business within and without the state upon a basis which the taxpayer can substantiate as being equitable and just. Improper allocation of such general overhead expense by the taxpayer may necessitate the use of the statutory method of assigning income to Iowa. Expenses connected with interest, dividends and rentals realized from investments must be applied against the investment income. The balance of such income is allocated specifically according to the domicile of the recipient or place of integration of property from which income is received. Where a selling organization within Iowa disposes of the company's entire product manufactured in Iowa to the exclusion of any other products manufactured elsewhere, the commission may permit the use of the separate accounting method, provided that the sales are not made to other branches of the selling corporation, or to an affiliated corporation.

Reg. 22.34-1. Exemption of farmers and fruit growers associations and like organizations. The exemption under paragraph 6 of Code section 422.34 will be denied if the association markets the products of nonmembers, provided the value of such products marketed for nonmembers exceeds five per cent of the value of the products marketed for members and nonmembers.

Mutual farm telephone companies or rural electrification associations which operate by assessing members or stockholders for merely the amounts necessary for the payment of operating expenses will be exempted when application with proper showing is made to the commission.

Reg. 22.34-2. Application for exemption. Corporations and organizations claiming exemption from taxation under the foregoing provisions shall be required to provide good and sufficient evidence to the commission showing their right to exemption as claimed. The burden is upon the corporation claiming exemption to establish same without request by the commission. In no event shall corporations be exempt from providing information at the source as to compensation or other items of value paid by them to employees and others, as required by Code section 422.15, and related provisions.

Reg. 22.34-3. Form of application for exemption. An application should be made in behalf of the corporation or association claiming exemption, by the president and secretary thereof, requesting such exemption under Code section 422.34 and must contain the following information:

1. The character of the organization.
2. The purpose for which it was organized.
3. The actual activities.
4. The sources of income and its disposition.
5. Whether or not any of the net income is credited to surplus or may inure to the benefit of any private individual or stockholder, and if so, in what manner and to what extent.
6. Whether or not exemption from filing federal

income tax returns has been granted by the bureau of internal revenue. If not, state reason.

7. If exemption is claimed under paragraph 6 of section 422.34 the following data must be furnished:

a. State the value of products marketed during the year for members \$....., non-members \$.....

b. State the value of purchases made during the year for members \$....., non-members \$.....

c. State the value of purchases made during the year for persons who are neither members nor producers \$.....

d. If the organization deals with nonmember patrons state whether or not they are treated the same as members insofar as the charges made for service or the distribution of patronage dividends is concerned.

8. In general, all facts relating to the operation of the business which affect the right to exemption. There must be attached to the application:

a. A certified copy of the articles of incorporation.

b. A certified copy of the by-laws.

c. A copy of the latest financial statement, showing assets, liabilities, receipts, and disbursements of the organization.

The statements supporting the claim for exemption must be sworn to.

Reg. 22.35-1. Adjustments to "net income" of corporations. Adjustments to "net income" under Division III of Chapter 422 shall be made similar to those required to be made to "net income" under Division II of Chapter 422 by reg. 22.7-2, 22.7-3, 22.7-4, 22.7-11, 22.7-12, 22.7-13, 22.9-4, 22.9-5, 22.9-6 and 22.9-7. Reg. 22.9-10 is also applicable to corporation returns.

Reg. 22.35-2. Allocation of net operating loss and federal income taxes. Corporations subject to the allocation provisions of Code section 422.33, and to reg. 22.33(1)-1 through 22.33(1)-9, 22.33(2)-1 and 22.33(2)-2 are permitted to deduct only such portion of deduction for net operating loss and for federal income taxes as is fairly and equitably allocable to Iowa.

Reg. 22.36-1. Returns by corporations. Every corporation upon which the tax is imposed must file a true and accurate return of its income or loss for the taxable period, if incorporated in or licensed in Iowa. Such return shall be sworn to by the president, vice president, or other principal officer, and by the treasurer or assistant treasurer. If the corporation was inactive during the taxable period, the return must contain a statement to that effect. A corporation existing during any portion of the taxable year is required to make a return, regardless of the amount of its income or loss.

Reg. 22.36-2. Income tax of corporations in liquidation. When a corporation is in process of liquidation, or in the hands of a receiver, the income tax returns must be made upon oath or affirmation of the persons responsible for the conduct of the affairs of such corporation, and must be filed at the same time and in the same manner as required of other corporations.

Reg. 22.36-3. Distributions in liquidation. Amounts distributed to stockholders in complete liquidation of a corporation are to be treated as in full or part payment in exchange for the shares held by the stockholders. Such a transaction constitutes the sale or exchange of a capital asset.

Reg. 22.36-4. Income tax returns for corporations dissolved. Corporations which have been dissolved during the income year must file income tax returns for the period prior to dissolution which has not already been covered by previous returns. Officers and directors are liable for filing of corporation income tax returns and for the payment of taxes, if any, for five years after date of dissolution.

Where a corporation dissolves and disposes of its assets without making provision for the payment of its accrued Iowa income tax, liability for the tax follows the assets so distributed and upon failure to secure the unpaid amount, suit to collect the tax may be instituted against the stockholders and other persons receiving the property, to the extent of the property received, except bona fide purchasers for a valuable consideration.

Reg. 22.36-5. Penalty for failure to file a corporation return. If a corporation required by the act to file any report or return (including returns of information at source) or to pay any tax or fee, fails to do so within ninety days after the time prescribed for making such returns or payment, the commission may certify such fact to the secretary of state, who shall thereupon cancel the articles of incorporation or certificate of authority (as the case may be) of such corporation, and the rights to such corporation to carry on business in the state of Iowa as a corporation shall thereupon cease. Any person or persons who shall exercise or attempt to exercise any powers, privileges, or franchises under articles of incorporation or certificate of authority after the same are canceled, as provided in the act, shall pay a penalty of not less than one hundred dollars, nor more than one thousand dollars, to be recovered in an action brought by the commission.

Reg. 22.36-6. Returns of information as to dividends paid. Every domestic corporation and every foreign corporation doing business in Iowa (whether or not exempt from payment of income tax) shall file returns of information as required by section 422.15, and shall also make complete return under oath of all dividends paid in amounts of \$100.00 or over during the calendar year to Iowa resident stockholders, or to a nonresident business, carried on in this state. The credit on tax provided by section 422.11 will not be allowed in any case where the corporation fails to so report the amount of dividends paid.

Reg. 22.36-7. Additional information required from foreign corporations. Foreign corporations are required to file a copy of their federal income tax return for the current tax year with the return required by Code section 422.36. However, if the form provided for filing corporate returns, by the State Tax Commission, contains space upon which the information on the federal tax return may be copied, the taxpayer may insert that information on the form provided by the state and will not be re-

quired to file a copy of the federal income tax return in addition.

Reg. 22.37-1. Consolidated returns. Authority to grant or withhold permission to file a consolidated return in the case of affiliated corporations, as well as to require such returns, is by the act vested in the commission. Ordinarily, the making of consolidated returns will not be permitted, but this inhibition shall not be construed as denying the right of any corporation to make application to the commission for the privilege of filing a consolidated return, setting forth in such application in detail the reasons therefor, together with statements showing the income and deductible expenses of each affiliate and a consolidated statement showing the combined income and deductible expenses of the affiliated concerns. A consolidated return will in no case be permitted by the commission where it appears that the total taxable income of the affiliates is thereby reduced. Each corporation is, under the law, a separate and distinct entity; and the ownership of all, or of substantially all, of the stock of one corporation by another corporation or by the stockholders of another corporation, does not operate to change this condition. The commission may, however, require the making of a consolidated return if thereby the taxable income of the corporations affected will be more clearly disclosed.

Reg. 22.37-2. Evasion of tax by corporations. Where a corporation which is liable to taxation fixes its income through purchases, sales, contracts, or other arrangements in such a manner as to benefit stockholders or affiliated interests, and thereby create an improper net income for the corporation, the commission may determine the income on such a basis as will give effect to the fair and reasonable profits which might have been realized but for such contract or arrangement. The section of the act which gives authority to this regulation was enacted primarily for the purpose of preventing the diversion of profits from Iowa by means of stockholders or affiliated interests located outside of Iowa.

Some common forms of diversion of income are:

1. Sales at more or less than fair value.
2. Purchases at more or less than fair value.
3. Fixing profits in advance by contract.
4. Payment of unreasonable officers' salaries, rents, royalties, interest, and other charges against income.
5. Billing the product to an affiliate at factory cost. Such practices are made possible by forming separate corporations or sales agencies outside the state, and selling products to them at arbitrary prices, reducing the apparent income of the Iowa concern, this profit being realized by the foreign affiliate or sales agency, in a state where no state income tax applies. In such cases the commission may require that consolidated returns be made, or that statements be submitted showing the operations of the Iowa corporation and of the affiliated corporations or sales agencies. The income attributable to Iowa is then determined by apportionment by the statutory method, or by valuing the products sold by the Iowa corporation at a fair market value, and adjusting fictitious deductions on an equitable

basis, in accordance with attendant facts and circumstances.

In recent years there has been a tendency on the part of corporations operating both within and without the state to form separate corporations for the purpose of carrying on the manufacturing and sales operations. If the manufacturing company operates in Iowa, it sells its products to the sales company outside of Iowa at prices which may or may not result in a proper profit to the manufacturing company. If the sales company operates within the state, it buys its products from the manufacturing company outside the state at prices which may or may not result in proper profit to the sales company. The intercompany prices may be based upon the market value of the product transferred, factory cost, factory cost plus a certain per cent, or be purely arbitrary prices calculated to result in a certain profit which has been predetermined.

In determining whether the profit shown for Iowa is proper, due consideration must be given to both the operations within and without the state. Any arrangement by which either the sales or manufacturing company is permitted to show all of the profit, or substantially all of it, will be subject to question.

Billing the product at factory cost attributes no profit to manufacturing activity and cannot be considered as reflecting a proper income. The percentages which may be used on the factory cost are capable of great variations, resulting in a lack of uniformity of income. In the great majority of cases, the total profit realized from combined manufacturing and selling activities is of such a nature that it cannot be assigned to the several activities for purposes of the income tax except by apportionment in accordance with section 422.33.

The taxable income of a corporation operating in Iowa cannot be fixed by contract with its stockholders or other affiliated interests. If contracts between affiliated interests were permitted to establish income, any portion or all of the income earned in Iowa might be removed from the state. For purposes of determining taxable income, contracts between affiliated corporation or other interests may be disregarded on the theory that such contracts are in fact made by one and the same interest and not between persons dealing at arm's length.

The commission is empowered to require consolidated returns where it appears that the income of the corporation operating in Iowa is so intermingled with the income of one or more affiliated corporations as to make separate accounting of the Iowa income impossible. The consolidated income is then apportioned to Iowa, with due regard to the business both within and without the state, in accordance with section 422.33.

Reg. 22.38-1. All the provisions of reg. 22.15(1)-1 through 22.21-9, inclusive, insofar as the same are applicable, shall apply to corporations taxable under Division III, Chapter 422, of the Iowa Code.

Reg. 22.39-1. All the provisions of reg. 22.25-1 through 22.25-8, inclusive, respecting payment and collection, shall apply in respect to the tax due and payable by a corporation taxable under Division III, Chapter 422, of the Iowa Code.

Reg. 22.41-1. All the provisions of reg. 22.28-1 through 22.28-7, inclusive, in respect to revision and appeal, shall be applicable to corporations taxable under Division III, Chapter 422, of the Iowa Code.

Reg. 22.61-1. Federal rulings and regulations. In determining whether "taxable income", "adjusted gross income", "net operating loss deduction" or any other deduction, or "dependents" are as computed for federal tax purposes under, or have the same meaning as provided by, the Internal Revenue Code of 1954, the Commission will use any applicable rulings and regulations that have been duly promulgated by the Commissioner of Internal Revenue, unless it finds that an otherwise applicable ruling or regulation is illegal or unauthorized.

Reg. 22.63-1. Examination of federal returns of taxpayers. Under federal law, federal income tax returns are public records, but open for inspection only by specified personnel. Proper taxing officials of a state, upon request by its governor, are permitted to inspect such returns including audits thereof made by the Internal Revenue Service. Iowa authorizes the Commission to make such an examination, by the provision of Code section 422.63(1) which provides that the Commission shall have power "to examine or cause to be examined by any agent or representative designated by it, books, papers, records, or memoranda." Certain agents and representatives of the Commission are designated, and have been granted permission by the Commissioner of Internal Revenue, to inspect federal returns and allied records filed with or obtained by the Internal Revenue Service. Those agents and representatives of the Commission who are designated by the Director, Income Tax Division, are authorized to examine any other books, papers, records, or memoranda. The Commission has power to require that such books, papers, records or memoranda be produced, by procedure involving penalties for failure to comply.

Reg. 22.63-2. Bank records. The commission has power to require the taxpayer to produce his canceled checks, check stubs, and bank statements. Where the taxpayer has lost or destroyed such records, the Commission may examine any photostatic or carbon copies thereof in the possession of the bank with which taxpayer's account was maintained.

Reg. 22.66-1. Refund of overpaid tax. The income tax law imposes upon the commission the obligation of refunding to taxpayers all income tax in excess of amounts legally due, paid by the taxpayers. When the taxpayer believes that he has overpaid his tax, he should file with the State Income Tax Division a claim for refund of the amount overpaid.

A claim for refund shall be made on form IT-6 and shall be sworn to before a notary public or other person authorized to take acknowledgments. Upon a claim for refund, the commission may re-determine the entire tax liability of the taxpayer, and even though no new assessments can be made on account of the expiration of the period of limitation, the taxpayer is nevertheless not entitled to a refund unless he has overpaid his tax. Claims for refunds must be filed in duplicate.

There shall be set out in the claim (a) the taxpayer's name, address and occupation or business; (b) the taxable year or years involved; (c) the amount of tax assessed or paid, with date of payment; (d) the identification number stamped on check (if payment is by check); (e) the amount of refund requested; and (f) a complete statement of the facts on the basis of which the taxpayer believes that a refund should be made. Where the claim involves taxes paid in different years, a statement for each year should be made.

If a refund is claimed by a fiduciary or other legal representative of a deceased person, for refund of tax theretofore paid by the decedent, (or by another fiduciary), suitable documentary evidence, validating the authority of the one by whom the claim is filed, must be attached to the claim. However, if a fiduciary files a return and thereafter a claim is filed by the same fiduciary for a refund of tax paid on such return, such documentary evidence need not be supplied, provided a statement is made in the claim to the effect that the return on the basis of which the refund is claimed was filed by the same fiduciary, who is still acting; but such evidence may later be required by the commission.

Where a claim is filed by an agent of the taxpayer, a power of attorney must accompany the claim.

Claims for refund are not required where the amount withheld by a withholding agent is found to be in excess of the tax liability.

WHEREFORE, IT IS ORDERED this Resolution rescinding, renumbering, or revising and renumbering income tax rules and regulations, as found in 1954 I.D.R. at pages 366 through 430 thereof, and adopting new rules and regulations, be filed with the Secretary of State, State House, Des Moines, Iowa, and that a copy of the same be sent to the Clerk of each District Court, to the Secretary of the Iowa State Bar Association, and to each District and Supreme Court judge.

Done at Des Moines, Iowa, this 27th day of September, 1955.

[Filed September 27, 1955]

DIVISION IV RETAIL SALES TAX

PART I SALES TAX REGULATIONS

All rules are applicable to the administration of the use tax law unless otherwise indicated.

Rule No. 1. Information and opinions. A taxpayer who desires either information or an opinion as to the application of retail sales or use tax, shall make a request in writing addressed to the Division of Retail Sales and Use Tax, State Tax Commission, Des Moines 19, Iowa.

The request shall state all pertinent facts in respect to the transaction necessary to understand the case and shall be accompanied by a copy or an abstract of contracts or other documents, if any.

It is not the policy of the commission to give opinions based on hypothetical questions. The employees of the commission are prohibited from giving opinions or answers to hypothetical questions.

When a formal ruling is desired, the procedure prescribed in rule No. 5 shall be followed.

Rule No. 1.1 Correspondence.

When writing

(a) Mention the retail sales tax permit number which appears above taxpayer's name on the sales tax permit.

(b) Refer to the name under which the retail sales tax permit was issued.

If taxpayer's name is John Doe and he owns the South Side Grocery with retail sales tax permit No. 00-0000, when he writes for information, he should sign his letter with the BUSINESS NAME as well as his own:

Example:

South Side Grocery
By John Doe
00-0000

Rule No. 1.2. Administration. The administration of the retail sales and use tax law is delegated to the State Tax Commission. The law does not provide for any organization, except for the commission itself, therefore, the organization of the various divisions are creations of the commission and may be changed from time to time as the commission deems necessary.

The division of Retail Sales and Use Tax is one of the subdivisions created by the commission. This division is charged with the administration of the retail sales and use tax, subject always to the rules, regulations and direction of the commission.

Section 422.59

Section 422.61

Rule No. 1.3. Service of notice. Notices required by law to be served by the commission may be served by personal service. All except notices of appeal may be served by mailing the notice to the person for whom it is intended by registered mail, addressed to such person at the address given in the last return filed by him or if no return has been filed to such address as may be obtainable. The time required by law commences to run from the date of the registration and posting of the notice. For the convenience of this division practically all notices authorized to be served by registered mail are so served.

Section 422.57

Rule No. 1.4. Statute of Limitations. The law specifically exempts the enforcement of both retail sales and use tax from the general provisions of the statute of limitations. Therefore there are no limitations on any proceeding or action to appraise, assess, determine or enforce the collection of either the retail sales or use tax. However there is a limitation on the examination of the books, papers or records of the taxpayer, as the law provides that no examination of the records of a taxpayer shall include any transaction completed five or more years prior to the examination. For the purpose of this limitation the examination is considered to have been made on the date that the employee starts making an audit of the books, records or papers of the taxpayer. There is, therefore, no prohibition against the assessment, collection or the enforcement of tax from any taxpayer after the lapse of five years where the knowledge that tax is

due and has not been paid is obtained by any method other than the examination of the books, papers or records of the taxpayer.

Section 422.57

Section 422.63

Rule No. 1.5 General Regulations.

1. Auditors, inspectors and other employees of the commission, have official credentials. The taxpayer should demand proof of the identity of persons claiming to represent the commission. No charge is made for assistance given in or out of the office of the commission. No gratuities of any kind shall be accepted by any employee of this commission.

2. Taxpayers shall mail ALL REMITTANCES to the STATE TAX COMMISSION, Division of Retail Sales and Use Tax. Checks, money orders and drafts shall be payable to the "TREASURER" of the State of Iowa.

3. All employees authorized to collect money are supplied with official receipt forms. When cash is paid to any employee, the taxpayer should demand an official receipt. Such receipt shall show: the taxpayer's address, permit number, the purpose for which payment is made and the amount of the payment. The taxpayer shall retain all receipts. Any other than official receipts for payment will not be recognized by this division.

4. The original portion of the return blank is the only form which will be accepted as a return. The duplicate should be retained by the taxpayer for his file record. Notify this division immediately when business is discontinued. If the business is sold, notify this division giving the name of the successor.

5. A FINAL RETURN must be submitted within twenty days after terminating business.

6. No remittance should be mailed to the commission unless it is accompanied by a return. The name of the sender and the tax for which the remittance is sent in payment should be stated, together with the permit number and address of the sender. The commission administers many taxes. No tax can be properly credited unless the above information is given.

7. No department of this division is permitted to waive the requirements of the law. Employees are bound by the law and cannot follow personal inclinations.

8. Every return must be SIGNED and dated.

9. Careful preparation of returns will assist both the taxpayer and the commission.

10. IT IS UNLAWFUL TO DO RETAIL BUSINESS, EVEN FOR A SHORT TIME, WITHOUT A RETAIL SALES TAX PERMIT.

Rule No. 1.6. Power and extent of the authority of the commission to make rules and regulations. The power and authority of the commission to prescribe and promulgate rules and regulations for the sales and use taxes are granted under the express authority of Code section 422.61.

Rule No. 2. Retailers required to keep record. The law provides that every taxpayer shall keep and preserve such records as the commission may require to determine the amount of tax for which he is liable.

By virtue of the provisions of the law, the commission requires that each taxpayer shall keep such records as to show:

1. A daily record of all cash and time payments and credit sales.

2. A record of the amount of all merchandise purchased, including all bills of lading, invoices, and copies of purchase orders arranged serially as to dates thereof.

3. All deductions and exemptions allowed by law or claimed in filing sales or use tax returns.

4. True and complete inventories of the value of the stock on hand taken at least once each year. This includes inventories of merchandise accepted as part payment of the selling price of new merchandise.

Such records shall be preserved for a period of five years and shall be open for examination at any time by the commission or its duly authorized agents.

If an assessment has been made and an appeal to the commission or to a court is pending, books and records as above specified relating to the period covered by such proposed assessment must be preserved until the final disposition of the appeal.

Failure to keep adequate records and to preserve the same as hereby required, shall be grounds for revocation of the retailer's retail sales tax permit.

Section 422.50

Rule No. 3. Audit of Records. The law confers upon the commission the right and the duty to examine or cause to be examined the books, papers, records and memoranda of a taxpayer for the purposes of verifying the correctness of returns filed or to estimate the tax liability of any person. The right to examine records includes the right to examine copies of the taxpayer's state and federal income tax returns. When a taxpayer fails or refuses to produce the records for examination when requested by the commission or its employees, the commission has authority to require, by a subpoena the attendance of the taxpayer and any other witness whom the commission deems necessary or expedient to examine and to compel the taxpayer and witness to produce books, papers, memoranda and documents relating in any manner to retail sales and use tax.

Section 422.63.

Rule No. 3.1. Assessments. All accounts receivable are debited against the taxpayer by means of an assessment. A retail sales tax return or a use tax return filed by a taxpayer constitutes a self-assessment. Where such return is made to the commission not accompanied by payment of the tax due or if the tax paid is insufficient an official assessment shall be made against the taxpayer for the amount shown to be due by the return.

Where a debit against taxpayer shall have been determined by the commission as a result of a field audit or from any information received by the commission from any source other than a return filed by the taxpayer, the commission shall serve notice, by registered mail, on the taxpayer as required by code section 422.57 requiring the taxpayer to file a corrected or sufficient return within twenty days after the date of such notice. If such a return is not filed by the taxpayer, the commission shall determine the amount of tax due as provided for in code section 422.54 and the division of retail sales

and use tax shall issue a formal assessment and file a lien against the delinquent taxpayer as provided by law and rule number thirteen.

If the taxpayer is not satisfied with the determination of the amount of tax due and desires to object to the assessment, he shall, within thirty days after the mailing of the notice of assessment by registered mail, request a hearing before the commission as provided for in rule number five. After such hearing, the commission shall give notice of its redetermination to the person liable for the tax. Such redetermination shall be final unless the taxpayer appeals to the district court as provided for in code section 422.55 and rule number six.

Section 422.54

Rule No. 3.2. Collections. When an assessment shall have been made, the commission shall proceed with collection of such assessment. If the taxpayer refuses or neglects to pay the amount found due as evidenced by the assessment, the commission shall proceed to enforce collection by means of distress and sale, proceeding substantially in compliance with code section 445.6. For the purpose of enforcing the collection of taxes or penalty or both the words "The Treasurer" shall be construed as "The State Tax Commission" wherever the same may be found in said section.

In the event the commission determines it expedient or advisable, it may by law or in equity, enforce taxes or penalties or both which it has determined to be due. In such action the Attorney General shall appear for the commission and shall have the assistance of the County Attorney in the county in which the action is pending.

The remedies for the enforcement and collection of retail sales and use tax are cumulative and no action taken by the commission or the Attorney General shall be construed to be an election on the part of the state or any of its officers to pursue any remedy to the exclusion of any other remedy provided by law.

Section 422.26, Section 445.6, Section 626.29, Section 626.30, Section 626.31.

Rule No. 3.3. No property exempt from distress and sale. Code section 422.56, by reference, makes code section 422.26 a part of the retail sales and use tax law and provides that said section shall apply in respect to retail sales and use taxes or penalties determined to be due by the commission. The commission shall proceed to collect tax or penalty or both, after the same shall have become delinquent, BUT NO PROPERTY OF THE TAXPAYER SHALL BE EXEMPT FROM THE PAYMENT OF SAID TAX.

Section 422.56, Section 422.26

Rule No. 4. Information is confidential. All information obtained by auditors, inspectors, officials and employees in the performance of their official duties is strictly confidential. Information so received cannot be disclosed except as provided by law. The only information which an auditor, inspector or employee may give to any person not an employee of this commission, is to inform such persons whether or not a taxpayer has a retail sales tax permit and the number thereof. This exception is due to the fact that the law requires that the

permit of the taxpayer shall be conspicuously posted in the taxpayer's place of business at all times.

Any person from whom the taxpayer is seeking credit, or with whom the taxpayer is negotiating a sale of personal property, may request information as to the amount of unpaid retail sales or use tax, or both, due from the taxpayer which would create a lien on the personal property of the taxpayer. Upon being satisfied that a person making the request has a legitimate interest, such information will be furnished by the division.

Section 422.65, Section 422.56

Rule No. 5. Hearings. The law makes it the duty of the commission to review any assessment to which the taxpayer objects and to review any matter within its jurisdiction to investigate or determine when requested to do so by a taxpayer or upon its own motion.

Any taxpayer may be heard by the commission upon making application in writing directed to the Chairman, State Tax Commission, Des Moines 19, Iowa, for the following reasons:

1. When an assessment against a taxpayer has been issued out of any division of the commission and the taxpayer wishes to contest the validity or amount thereof. Applications to be heard on assessments must be made within 30 days after the notice thereof. (See code section 422.54.)

2. When an opinion has been rendered or a decision made by a department or employee of the commission adverse to the interest of a taxpayer.

3. When any taxpayer, or any association or organization representing taxpayers, advocates the adoption, modification or rescission of any rule within the power of the commission to make.

4. When any taxpayer has any grievance cognizable by the commission.

Section 422.63

Rule No. 6. Appeals. It is a condition precedent to the right to appeal to the district court from the determination or order of the commission: that the taxpayer shall have requested a hearing within the time prescribed by law; that the matter shall have been presented to the commission and that the commission shall have made a determination or order adverse to the taxpayer.

Within sixty days after the taxpayer shall have received legal notice of the determination or order of the commission, he may appeal to the district court of the county in which he resides or in which his permanent place of business is located. An appeal is perfected by written notice thereof to the chairman of the commission served as an original notice. Appeals are triable in equity and all matters presented to the court are determined anew. The burden of proof shall be upon the taxpayer. The taxpayer or the commission may appeal from the decision of the district court to the supreme court of the state without regard to the amount involved. Appeals to the supreme court are taken in the same manner as appeals from equity actions.

Section 422.55

Rule No. 7. Administration of oaths. Each member of the commission and each employee thereof when authorized by the commission is empowered to administer oaths and take affirmations in all matters

pertaining to their respective duties, with the exception of claims for refund and employee's expense accounts.

By virtue of the authority granted in Code section 421.21, the commission has authorized each field auditor, each office auditor, each field inspector, the head of each department and each office employee of this commission to administer oaths and take affirmations in any matter pertaining to the business of the Division of Retail Sales and Use Tax except in respect to expense accounts and claims for refund.

This means that the above mentioned employees may administer oaths to persons making affidavits or verifications, authorized or required by any department of the Division of Retail Sales and Use Tax except as hereinbefore mentioned.

The name and official title of the employee administering an oath must be subscribed to the jurat. See rule No. 215.

Section 421.21

Rule No. 8. Public officers required to give information. The law provides that all public officers of the state shall give information to the Tax Commission with reference to any matter pertaining to taxes. The giving of information to the commission shall include the giving of any necessary information to the commission, officers, supervisors, inspectors and employees where such information is necessary in the performance of the duties pertaining to the administration of the retail sales and use tax laws or of any other revenue law administered by the commission.

Section 421.18

Rule No. 9. Definitions. The following words and phrases when used in these rules and regulations shall have the meaning ascribed to them in Code section 422.42; person, sales, retail sale, sale at retail, business, retailer, gross receipts, relief agency, commission; and the words motor vehicle and trailer shall have the meaning ascribed to them in Code section 321.1; and the word trailer when used herein shall mean and include semitrailer as defined in the last mentioned section.

Section 422.42, Section 321.1

Rule No. 10. Applies to sales tax only. Nature of retail sales tax. The retail sales tax consists of four parts which are as follows:

1. A tax of two per cent on the gross receipts from all sales of tangible personal property consisting of goods, wares and merchandise sold at retail by a person engaged in the business of selling such property in the state to consumers or users, and the gross receipts from serving meals.

2. A service tax of two per cent of the gross receipts from the sale of service or the furnishing of service of gas, electricity, water, heat and communication service which service tax includes the gross receipts from the sales of such service by all municipal corporations furnishing gas, electricity, water, heat or communication service to the public in its proprietary right.

3. A tax on tickets or admissions to places of amusement or athletic events at the rate of two per cent of the gross receipts from the sale of such tickets or admissions.

4. An amusement tax effective on and after the first day of July, 1947, which is a tax of two per cent upon the gross receipts derived from all forms of commercial amusement devices and commercial amusement enterprises, other than the regulation bowling alleys, operated or conducted within the state. The amusement tax covers all receipts from the operation of musical devices, weighing machines, shooting galleries, billiard and pool tables, pin ball machines, coin-operated devices selling merchandise not subject to the general sales tax, and the gross receipts from devices or systems or where prizes are in any manner awarded to patrons and on the gross receipts charged for the participation in any game or amusement; and in addition thereto upon the gross receipts from any amusement operated for profit not specified in subsection two or three of section 422.43 and upon the gross receipts upon any other amusement from which no tax is collected for tickets or admissions. Notwithstanding the fact that the state taxes all forms of amusement, the tax is imposed on the gross receipts from the amusement and nothing in the law legalizes any game of skill or chance or coin-operated devices prohibited by law. The tax is on the gross receipts, not on the operation of the devices.

The tax is not imposed upon the articles sold, but is in the nature of a tax on the gross receipts from the total transactions, each of which is called the "sale". The term "sale" includes the exchange of property and any installment, credit, conditional or consignment sale and includes any other kind of a sale or transfer for any consideration. Blanket orders for future delivery, "will-call" orders and offer orders or agreements to sell in the future do not become taxable sales unless and until completed by the transfer of title or possession of the property.

The tax is imposed upon the seller. The seller also has a duty to reimburse himself by adding the tax or the average equivalent thereof to the sale price. The seller is liable for the tax, whether or not he complies with the law and passes said tax on to the consumer.

Returns and payments are made quarterly, the tax is due on the first day of the month following the end of each quarter and is delinquent on the 21st day of the same month.

Returns shall be mailed to the State Tax Commission, Division of Retail Sales and Use Tax, Des Moines 19, Iowa, together with a remittance payable to the Treasurer of the State of Iowa.

Forms for reporting the tax are mailed to retailers by the commission. Only the addressographed forms furnished by the commission shall be used in making a return.

IT IS UNLAWFUL TO DO RETAIL BUSINESS, EVEN FOR A SHORT TIME, WITHOUT A RETAIL SALES TAX PERMIT.

Section 422.43

Rule No. 10.1. Used or second hand tangible personal property. Used or second hand tangible personal property in the form of goods, wares and merchandise is taxable in the same manner that the same class of new property would be taxable, unless the sale is a casual or isolated one as provided for in rule No. 30. In other words, the fact that tangible personal property is second hand or used does not

exempt that property from the provisions of the retail sales tax law when sold by a retailer.

Rule No. 10.2. Tangible personal property purchased from the U. S. Government. Tangible personal property purchased from the government of the United States or any of the agencies is exempt from the provisions of the retail sales tax law, but such purchases are taxable to the purchaser under the provisions of the use tax law. Persons making purchases from the United States government unless exempt from the provisions of section 422.44 shall report and pay use tax measured by two per cent of the purchase price of such purchases.

Section 422.44

Rule No. 10.3. Tangible personal property used or consumed by the manufacturer thereof. Where a manufacturer uses or consumes tangible personal property which has been made, compounded, fabricated or assembled by him, he is liable for either retail sales or use tax as the case may be. The measure of the tax is two per cent of the cost of the manufacture of the tangible personal property so used and consumed, which cost includes the purchase price of component raw materials plus manufacturing costs.

Section 422.42

Rule No. 11. Applies to sales tax only. Returns—instructions—payment of tax. Time and place for filing.

Sales tax is due the first day of the month following the close of the quarterly period. Returns are delinquent on the 21st day of the month immediately following the close of each quarterly period.

The return, together with payment of the full amount of tax due, shall be mailed to the Division of Retail Sales and Use Tax, State Tax Commission, State Office Building, Des Moines 19, Iowa, in the addressed envelope enclosed with the blank return. Always use that envelope.

All checks, drafts or money orders, for payment of tax shall be made payable to the TREASURER OF THE STATE OF IOWA.

No cash should be sent through the mail. If money or stamps are enclosed such payment is received only at taxpayer's risk.

BASIS OF TAX

The tax is computed on gross receipts from all sales of tangible personal property, the furnishing or service of gas, electricity, water, communication service and the sale of tickets or admission to places of amusement and athletic events, less allowable deductions.

GROSS RECEIPTS means the total amount of the sales, valued in money, whether received in money or otherwise, provided, however, that when sales are made by conditional sales contract, or any other manner of sale which provides that payment of the principal sum shall be extended over a period longer than sixty (60) days from date of sale, for the purpose of computing tax, only such portion of the sale amount that has actually been paid during the quarterly period covered by the return need be included in gross receipts.

RATE OF TAX

The tax shall be computed at the rate of two per cent of the gross receipts less allowable deductions.

EXEMPTIONS—See Rules 29, 29.1 and 29.2.

Gross receipts from sales as follows are exempt from tax under the provisions of the law:

Sales in interstate commerce.

Sales made by or to the United States government.

Sales to the state of Iowa, counties, cities, school districts, etc., except for municipal gas, electric or heat plants, see Rule 11.1 (d). Except, sales made by the state of Iowa are not exempt. (Amend. filed Aug. 19, 1954)

Sales, furnishing or service of transportation service.

Sales of tickets or admissions to state, county, district and local fairs.

Gross receipts from sales made by (but not sales to) educational, religious or charitable activities, where the entire net proceeds of such sales are expended for educational, religious or charitable purposes.

Sales of tangible personal property upon which the state of Iowa now imposes a special tax. See rule No. 29.2.

Sales of new motor vehicles and new trailers. See part IV of these rules.

Proper records must be maintained to prove all exemptions.

Section 422.51.

Rule No. 11.1. Applies to sales tax only. Sales tax return and the preparation thereof. Computation of Tax.

Item 1. Total Gross Sales for period. Enter at that item the amount of total gross sales for the period covered by the return. The amount shall include all sales, both charge and cash sales, without deduction for services, sales for resale, returned goods, discounts, traded-in property, etc., provided however, that in the case of installment sales only such amount as has actually been received in cash during the quarterly period need be included in gross sales.

(a) Enter at that item: all tangible personal property which has been purchased tax free for resale, and subsequently consumed or used by the taxpayer either in the operation of the business, or for private or individual purposes, compute tax on the basis of cost of such property.

Item 2. Deductions. Enter at that item, under the proper classification, the deductions enumerated and explained in the return. All amounts deducted must have been previously included in ITEM 1 of the return.

(a) **Sales of Services.** Enter at that item sales of services which are not taxable under the law. Labor and services, when properly segregated in accordance with the rules and regulations, are not taxable.

(b) **Sales for Purposes of Resale or Processing.** Enter at that item the total for the period of all sales made for the purpose of resale or processing as defined in the law and not for consumption or use by the buyer.

(c) Sales in Interstate Commerce. Enter at that item all sales made in interstate commerce as defined in these regulations.

(d) Sales, for public purposes, to United States government—state of Iowa—counties, cities, public school districts, public libraries, etc. Enter as this item all sales for the period made directly to the United States government, the state of Iowa and to counties, cities, public school districts, public libraries, county and municipal hospitals, etc., except that sales to any tax levying body used by or in connection with the operation of any municipally-owned utility engaged in selling gas, electricity or heat to the general public are not exempt from sales tax. (Amend. filed Aug. 19, 1954)

(e) Sales of Tangible Personal Property upon which special tax has already been paid to the state of Iowa. Enter at that item all sales, for the period, of tangible personal property upon which the state of Iowa now imposes a special tax, viz., gasoline, cigarettes, cigarette papers, beer and oleomargarine. (See rule No. 29.2.)

(f) Sales of New Motor Vehicles and New Trailers which are required to be registered in Iowa. Enter at that item all sales of new motor vehicles and new trailers which are required to be registered in Iowa and which are subject to the use tax before registration, payable to the county treasurer. All sales of new motor vehicles and new trailers must be included in ITEM 1 on PAGE 1 of the return.

(g) Trade-In Tangible Personal Property. Enter at that item the sales of traded-in tangible personal property when not sold in excess of the trade-in allowance, providing the sales have actually been made during this period and the sales included in "Item 1" of the return. When sales are made in excess of the traded-in allowance, only the amount of the traded-in allowances should be entered under this item. (See rule No. 40.)

(h) Returned Goods. Enter as that item the total amount for the period covered by actual credits arising from tangible personal property returned, provided, however, that such credits are upon taxable sales made on or after April 1, 1934. (See rule No. 33.1.)

(i) Discounts and Allowances. Enter at that item the amount for the period, covering discounts allowed, and allowances made, provided, however, that such discounts and allowances are upon taxable sales made on or after April 1, 1934.

(j) Bad Debts Charged Off. Enter at that item (if any) the amount represented by accounts which, during the period, are found to be worthless and are actually charged off as bad debts, provided, however, that such accounts are the result of charges covering taxable sales on or after April 1, 1937.

If such accounts charged off are later collected by the retailer, the amount of such recovery must be included in the subsequent gross sales of the return covering period in which recovery is made.

(k) Other Allowable Deductions. Use this space for entering the total of all allowable deductions for the period which are not expressly included in the classifications above.

Explain fully. Attach a separate sheet to the return, if necessary.

Item 3. Total Deductions. Enter at that item the total amount of the deductions itemized under ITEM 2 (a to k inclusive).

Item 4. Net Sales Upon Which Tax Is to Be Computed. Enter at that item the amount obtained by subtracting the amount entered as ITEM 3 from the amount entered as ITEM 1.

Item 5. Amount of Tax. Enter at that item the amount of tax due. This amount shall be two per cent of ITEM 4, provided, however, that where ITEM 4 includes two per cent tax collected from the consumer, deductions may be made for such tax before computing the amount of tax due.

Section 422.52

Rule No. 11.2. Applies to sales tax only. Penalties. The law prescribes penalties as follows: For failure to file a return, or to pay tax within the time required by the law, a penalty of five per cent (5%) of tax, plus one per cent (1%) of such tax for each month of delay or fraction thereof, excepting the first month after such return was required to be filed or such tax became due. (Returns are due the first day of month following close of each quarterly period: penalty of 5 per cent of the amount of taxes due commences on the 21st day and applies for balance of that month. Penalties increase to 6 per cent on the first day of the second month following the close of the period, 7 per cent on the first day of the third month, and so on.)

For failure to procure permit or permits as required by section 422.53: A fine of not more than one hundred dollars (\$100.00) or imprisonment for thirty days in the county jail, in the discretion of the court.

For filing false or fraudulent return with intent to defeat or evade the tax: A fine of not less than five hundred dollars (\$500.00) and not more than five thousand dollars (\$5,000.00) or imprisonment not exceeding one year or both.

The certificate of the commission to the effect that a tax has not been paid, that a return has not been filed, or that information has not been supplied pursuant to provisions of the law, shall be prima-facie evidence thereof.

Section 422.54

Section 422.58

Rule No. 12. Applies to use tax only. Nature of use tax. (See rule No. 170).

Rule No. 13. Liens affecting the property of persons from whom either retail sales or use tax or both are due and owing. The law creates a lien in favor of the state of Iowa on all property and rights to property, whether real or personal, belonging to any person, firm or corporation liable to pay a tax or penalty or both imposed by law, who refuses or neglects to pay the same.

Section 422.26

Rule No. 14. A lien attaches to personal property without notice. Section 422.56 is made a part of chapter 423, by reference thereto in section 423.17, said chapter 423 being the codification of the use tax as amended.

Section 422.56

Rule No. 15. Retail sales tax permit required. No person shall engage in the business of selling tangi-

ble personal property at retail in Iowa until he shall have procured a retail sales tax permit. The fee for each permit is fifty cents. The fee shall accompany the application.

A sales tax permit shall be procured for each separate business location where retail sales are made. (Amend. filed Aug. 19, 1954)

Doing business without a retail sales tax permit is a misdemeanor punishable by fine or imprisonment.

Co-operative associations, clubs, chambers of commerce, rural electrification associations, lodges, churches and all similiar organizations, must procure a retail sales tax permit and remit the tax if regularly engaged in selling, even though they may be nonprofit organizations. (See rule No. 123.)

2. Retail sales tax permits are issued on application to the Division of Retail Sales and Use Tax. Section 422.53.

Rule No. 15.1. Application for permit. An application for a Permanent Retail Sales Tax Permit shall be made upon form ST-2 provided by the commission and shall furnish all information requested on the form.

If the business, for which an application for permit is made, is operated under a trade name, the application shall state the trade name as well as the individual owner's name, in the case of a sole ownership by an individual; or the trade name and the name of all partners, in the case of a partnership.

The application shall be signed by the owner in the case of an individual business; by all parties in the case of a partnership; by a properly authorized officer in the case of a corporation, or association.

The application shall state the date when the applicant began selling tangible personal property at retail in Iowa from the location for which the application for permit is made, as well as other information requested on the application blank.

Section 422.53

Rule No. 15.2. Permits not transferable—sale of business. Retail sales tax permits are not transferable. When a permittee sells his business, he shall have his permit cancelled and the purchaser of the business shall make application for a new permit in his own name.

Rule No. 15.3. Permits—consolidated return optional. When a permittee has procured more than one retail sales tax permit, one consolidated retail sales tax return may be made reporting sales made at all locations for which he holds a permit, provided arrangements have been made with the Retail Sales and Use Tax Division. A taxpayer may make a separate return for each permit held.

Form ST-51, revised, is required in all cases in which the taxpayer makes a consolidated return which includes the sales made at more than one location.

That form must be completely filled out and convey all information required in accordance with the column headings. No report shall be made except upon the regulation form ST-51, revised.

Enter in column 1, for each location, the total amount of gross sales as required in ITEM 1 of the return.

Enter in column 2, for each location, the total amount of net taxable sales after making allowable deductions as required in ITEM 4 of the return.

Enter in column 3, for each location, the amount of tax as required in ITEM 5 of the return.

All working papers used in the preparation of the information required in form ST-51, revised, must be kept available for examination by the commission or its duly authorized agents, as provided by law.

Rule No. 15.4. Retailers operating seasonal business. The regular sales tax permit shall be issued to retailers whose business is seasonal only and such retailers shall be instructed to file regular quarterly returns although they make no sales during one or more quarters during the year.

The regular sales tax permit shall be issued to the retailer who conducts his trade or business from a wagon, car, truck or other vehicle, and his permanent post-office address shall be considered his place of business.

Rule No. 15.5. Regular permit holders responsible for sales tax collection. Where a regular permit holder sells merchandise by trucks, canvassers, or itinerant salesmen over fixed routes, or selling within the county in which the permanent place of business is located, or a contiguous county and the regular permit holder is liable for reporting and paying retail sales tax, then the seller shall be required to have on his person or in his vehicle, a form ST-157 authorizing such operation. Said form shall be imprinted with the permit number, name and address of the retailer, printed from the addressograph plate of the vendor. This regulation with reference to form ST-157 shall not apply to any permittee operating stands or concessions at fairs or carnivals. In case a permanent permittee operates a stand, concession or booth at a fair or carnival, such permittee shall account for sales tax on a nonpermit basis. (Amend. filed Aug. 19, 1954)

Rule No. 15.6. Reinstatement of cancelled permit. When a person who has previously held a retail sales tax permit and has cancelled said permit, wishes to re-engage in business in the same county, said person may make application for reinstatement of the permit by applying to the commission on forms ST-2. Upon receipt of the fee of fifty cents, a new permit will be issued. Form ST-2 is furnished upon request to the commission or one of its field agents.

If a person who has previously held a permit and has cancelled same wishes to re-engage in business in a different county, application must be made for a new permit on form ST-2 and a fee of fifty cents remitted with said application. The permits are issued for places and persons.

Where a taxpayer re-enters business in the same county in which he had previously been in business the permit number of the cancelled permit shall be reassigned to him.

Rule No. 15.7. Reinstatement of revoked permit. When a sales tax permit has been revoked by the commission and the permittee thereafter makes application for reinstatement thereof for a new permit, the fee shall be one dollar.

A permit which has been revoked will be reinstated only on such terms and conditions as the case warrants. In no event will a revoked permit be reinstated unless and until the taxpayer assures the commission that the cause for which the permit was revoked will not be repeated.

Section 422.53

Rule No. 15.8. Change of location in same county. Where the ownership, tax liability and county have not changed, but where it becomes necessary to replace an active permit by reason of: (a) loss or destruction of said permit, (b) change of address by permit holder within the same county or (c) change of coding and the like, form ST-33 "Request for Correction or Replacement of Retail Sales Tax Permit" is to be used without additional permit fee, on and after January 1, 1951.

Rule No. 15.9. Change of location—not in the same county. When a permittee changes his business location to a different county, then the permit shall be submitted for cancellation with form ST-30 and an application for a new permit made for the new location. A fifty-cent fee is required for a new permit.

Rule No. 15.10. (Amended by Chapter 207, Acts 55th General Assembly)

Rule No. 15.11. (Amended by Chapter 207, Acts 55th General Assembly)

Rule No. 15.12. (Amended by Chapter 207, Acts 55th General Assembly)

Rule No. 15.13. (Amended by Chapter 207, Acts 55th General Assembly)

Rule No. 15.14. (Amended by Chapter 207, Acts 55th General Assembly)

Rule No. 15.15. Applies to sales tax only. Tax procedure for itinerant merchants. Itinerant retailers who do not have a permanent or a fixed place of business in Iowa are required to report and remit sales tax on a nonpermit basis. Some of the merchants who operate in this category are carnivals, circuses, concession stands, and associated types of businesses.

For tax collection purposes, all itinerant merchants shall inform the state Tax Commission of their Iowa itinerary at least ten (10) days in advance of their appearance in Iowa. (Filed Aug. 19, 1954)

Rule No. 16. Applies to sales tax only. Retail sales tax permit must be posted. A retail sales tax permit, WITHOUT WHICH IT IS UNLAWFUL TO ENGAGE IN OR TRANSACT BUSINESS AS A RETAILER, must be conspicuously posted at all times in the taxpayer's place of business in such manner and in such position that it may readily be seen and read by the public. (Amend. filed Aug. 19, 1954)
Section 422.53

Rule No. 16.1. Applies to sales tax only. Notice to the public. Every person engaged in carrying on or transacting business of selling at retail within this state, shall post a NOTICE TO THE PUBLIC in the taxpayer's place of business, in such manner and in such position that it may be readily seen and read by the public. The following is the notice.

NOTICE TO PUBLIC

THE RETAIL SALES TAX LAW PROVIDES:

Sec. "422.49. It shall be unlawful for any retailer to advertise or hold out or state to the public or to any consumer, directly or indirectly, that the tax or any part thereof imposed by this division will be assumed or absorbed by the retailer or that it will not be considered as an element in the price to the consumer, or if added, that it or any part thereof will be refunded."

This notice shall be conspicuously posted so that it may readily be seen and read by the purchasing public.

STATE TAX COMMISSION
Division of Retail Sales and Use Tax
Des Moines, Iowa

The notice shall be obtained from the State Tax Commission for each place of business in this state and must be posted.

Rule No. 17. Tax not to be included in price. Except when provided by this rule, when any retailer shall price mark any article for retail sale and display or advertise the same with such price mark to the public, the price so marked or advertised shall include only the retail sale price of such article.

Example: The advertised or marked price is \$1.00. When sale is made the purchaser pays or agrees to pay \$1.02, representing the purchase price plus tax, which, when added, becomes a part of the sale price or charge.

This rule does not prohibit advertising or displaying the sales price plus tax as in the following examples:

"This dress \$10.00 plus tax," or
"This dress \$10.00 plus 20c tax."

Section 422.48, Section 422.49

Rule No. 18. Retail bracket system. The retailer is required, is so far as practicable, to add the sales tax, or the average equivalent thereof, to the sale price and to collect the same from the consumer or user. Competing retailers and organizations or associations of retailers are authorized by statute to provide for uniform methods of passing such tax to the consumer with the co-operation of this commission.

In pursuance of the foregoing provisions, the Iowa Retail Dealers' Association, with the approval of this commission, has adopted the following bracket system for the application of the tax:

Sales Tax Schedule

\$0.01-\$0.14—\$0.00	\$2.75-\$3.24—\$0.06
.15-.65— .01	3.25- 3.74— .07
.66- 1.24— .02	3.75- 4.24— .08
1.25- 1.74— .03	4.25- 4.74— .09
1.75- 2.24— .04	4.75- 5.24— .10
2.25- 2.74— .05	5.25- 5.74— .11

In purchases of larger amounts than \$5.74, the tax will be computed at straight two per cent, one-half cent or more being treated as one cent.

The commission will co-operate with all retailers as far as practicable in applying the sales tax schedule, but in no event shall the same be administered in any manner that will result in the

collection of substantially more than two per cent of the amount on which tax should be computed.

See rule No. 186.

Section 422.48

Rule No. 19. Milk, cream and other dairy products.

Retailers of milk, cream and other dairy products are engaged in the sale of tangible personal property, and must as far as practicable, compute the tax on their sales in accordance with the retail bracket schedule.

Milk dealers are required to keep a record of small purchases and to collect the sales tax on the total weekly or monthly purchases. Subject to the above, the following schedule may be used.

(a) A tax of 1c on any retail or retail-wholesale sales from the minimum price of any dairy product up to 50c;

(b) A tax of 2c on said sales between 51c and \$1.00;

(c) A straight 2% tax on all said sales above \$1.00.

It is understood that on all said sales over \$1.00 as provided in section (c) that all fractions of tax under one-half a cent be dropped, and that all the fractions of one-half a cent or above shall call for an additional 1c tax.

The above schedule is on cash, weekly, semi-monthly or monthly basis, whichever the case may be.

Milk Dealers' Sales Tax Schedule

Up to \$.50—\$.01	\$2.75-\$3.24—\$.06
.50- 1.00— .02	3.25- 3.75— .07
1.01- 1.24— .02	3.75- 4.24— .08
1.25- 1.74— .03	4.25- 4.75— .09
1.75- 2.24— .04	4.75- 5.24— .10
2.25- 2.74— .05	5.25- 5.74— .11

It is not the intention of the commission that section (a) of the above schedule be used in a manner which will result in the collection of substantially more than two per cent of the milk dealers' gross sales, but it will readily be seen that if the milk dealer is authorized to collect the sales tax on a weekly, semimonthly, or monthly basis, the correct amount of tax can be collected, even in cases where customers pay cash daily in small amounts.

THIS RULE DOES NOT APPLY TO RETAILERS SELLING TANGIBLE PERSONAL PROPERTY OTHER THAN MILK, CREAM AND DAIRY PRODUCTS. WHEN SUCH ITEMS ARE SOLD BY MERCHANTS SELLING OTHER MERCHANDISE THE RETAIL BRACKET SCHEDULE IN RULE NO. 18 SHALL APPLY.

Rule No. 20. Computation of the tax on admissions.

The tax is imposed at the rate of two per cent upon the gross receipts from admissions. When the charge for admission has included the federal tax on admissions, the amount thereof will be deductible from the gross receipts, provided the taxpayer maintains such records that the amount thereof is determinable.

Admissions to places of amusement may advertise their total admission price, but must use the statement, "Including State Sales Tax." On all sales of less than fifty cents, the fractional plan of collecting the sales tax shall be used, as in the following example:

State Sales Tax \$.005

Admission .245

Total \$.25

When one of several theaters or places of public amusement is under one management, it will be necessary to post in each such place where readily readable by the public, a price card showing as to each price of admission, the fractional amount of admission, the fractional amount of the sales tax, and the total charge for admission. In all sales of fifty cents or more, the retail sales tax bracket may be applied.

When theaters or other places of public amusement operate stores or stands for the sales of tangible personal property, and sell the same at retail, they must collect and remit the tax on the gross receipts from such activities. No refund or credit can be allowed by reason of nonuse of any ticket of admission unless the charge for it is refunded the patron.

When a single ticket or charge covers admission to more than one attraction under the same management or ownership, the tax is computed on the basis of a single charge.

Applies to sales tax only.

For tax on other amusements see rules 111.1 to 111.6 inclusive.

Rule No. 21. Sale of business. When any retailer sells his business, he shall make a return within twenty days thereafter, and pay all sales tax due. Any unpaid sales tax shall be due prior to the transfer of title of any personal property to the grantee and becomes delinquent twenty days after sale. A lien for taxes due attaches to the property to be sold and the purchaser of the business is personally liable for any sales tax unpaid by the former owner, to the extent of the value of the property purchased. The purchaser is required to withhold sufficient of the purchase money to cover any sales taxes or interest or penalties due and unpaid, until the former owner produces a release from the sales and use tax division showing that the taxes have been paid in full, or that there are no taxes due.

Each sales tax permit holder when discontinuing business is required to immediately notify the Division of Retail Sales Tax and request cancellation of his retail sales tax permit on official form ST-30 which should be returned to the Sales Tax Department with the blue-bordered retail sales tax permit in order that his sales tax account may be properly closed.

Each retailer discontinuing business shall maintain his records for a period of five years, unless a release from such provision shall be given by the commission.

Section 422.56

Rule No. 21.1 Bankruptcy, insolvency or assignment for benefit of creditors. Under the provision of law which permits the commission to require returns, other than for quarterly periods, if it deems it necessary or advisable in order to insure the payment of the tax, the commission holds that in cases of bankruptcy, insolvency or assignment for the benefit of creditors by the taxpayer that the tax shall be due and payable immediately and delin-

quent twenty days after such taxes become due and payable.

Section 422.51

Rule No. 22. Retail sales tax return to include total gross sales. The retail sales tax return filed by the taxpayer shall include the entire gross receipts from the sale of tangible personal property or taxable services during the period covered by the return and appropriate deductions taken on the return for the nontaxable or exempted receipts. See rule 11.1.

Section 422.42

Rule No. 22.1. Conditional sales to be included in gross sales. Where sales of tangible personal property are made at retail in Iowa subject to the sales tax under a conditional sales contract, the terms of which stipulate that the payment of the principal sum is extended over a period in excess of sixty days from the date of the sale, the seller may report the tax on that portion of the sales price actually collected and received during the quarterly period covered by the return, provided the seller maintains adequate records. If, however, sales are made on a conditional sales basis as above stated, but the seller assigns, negotiates or sells the finance paper, the seller is deemed to have received full consideration for the sale and will be liable for the remittance of the sales tax on the total sales price at the close of the quarterly period during which the paper has been assigned, negotiated or sold.

On conditional sales agreements where the payments of the principal sum extend longer than sixty days from the date of the sale, the seller may bill the purchaser for the full amount of the sales tax due computed on the entire contract price and remit the tax to this department at the close of the quarterly period during which the sale is made.

In other words, the seller may elect to report and remit on a collection basis, in which case the seller will only bill the purchaser for the tax due on the amount of payments collected, or the seller may bill the full amount of the tax due computed on the total sale on the first down payment, under which circumstances the tax must be remitted by the seller to the commission at the close of the quarterly period when the sale is made.

Section 422.42

Rule No. 22.2. Service and handling charges. Where merchandise is sold at a fixed price and there is added thereto an additional fee or charge called, service or handling charges or any other name by which the same may be called, the commission holds that such fees and charges are part of the selling price of the article and retail sales tax shall be computed on the gross receipts from the sale of such property including service, handling and other like charges.

Rule No. 23. Repossessed goods. When tangible personal property which has been repossessed either by the original seller or by a finance company is resold to final users or consumers, the gross receipts from such sales are subject to the retail sales tax law.

When a retailer sells tangible personal property at retail in Iowa on credit terms and it becomes necessary for the retailer to repossess the tangible

personal property sold, the retailer may take a deduction on his retail sales tax return filed for that quarterly period during which the repossession was made in an amount to cover the unpaid balance of the account of the purchaser, provided the retailer has previously included in his net taxable sales to the commission and remitted the sales tax thereon concerning the total receipts from the original sale of the repossessed property.

If the retailer has previously reported in his net taxable sales only the amount of payments actually received on the purchase price of the repossessed property, then no sales tax deduction shall be allowed to the retailer.

Where the retailer has collected sales tax on the full contract price from the purchaser on the first installation concerning a conditional sales contract and has remitted the full amount of tax to this department, the retailer will not be entitled to take a deduction for the goods returned, unless the tax is returned to the purchaser on the unpaid balance before repossession.

Rule No. 24. Certificates of resale or processing. The receipts from the sale of tangible personal property in Iowa for delivery in Iowa for the purpose of "resale" or "processing" by the purchaser are not subject to the sales tax.

The burden of proof is upon the seller to determine at the time of the sale whether the sale is made for the purpose of "resale" or "processing" by the purchaser and therefore exempt from the sales tax, or whether the property is purchased for purposes other than "resale" or "processing" and therefore subject to the tax.

Persons engaged in the business of selling tangible personal property at retail in Iowa are required to hold a retail sales tax permit. Such persons when purchasing tangible personal property for the purpose of resale should furnish to their supplier a certificate of resale indicating that the property is being purchased for resale and showing on their certificate their retail sales tax permit number, in order that their supplier may omit the billing of sales tax.

Persons engaged in selling tangible personal property in Iowa for delivery in Iowa but who are not making "sales at retail" are not required to hold a retail sales tax permit. Such persons when purchasing tangible personal property for resale should furnish to their supplier a certificate of resale stating that the property purchased was being purchased for the purpose of resale and advising that they do not hold a retail sales tax permit for the reason that they are not selling at retail in Iowa.

Persons engaged in educational, religious, or charitable activities, who sell tangible personal property at retail in Iowa in connection with such activities, are exempted from the payment of sales tax on their gross receipts derived from such sales by the provisions of section 422.45, provided the entire net proceeds therefrom are expended for educational, religious, or charitable purposes. Therefore, such persons are entitled to purchase tax free that property which they are to resell in connection with such activities by giving to their suppliers a proper certificate of resale, indicating that they are using the property for the exempted purpose as herein outlined, explaining that they do not hold

a sales tax permit for the reason that their receipts from the sale of tangible personal property in connection with such activities are exempted from the sales tax.

Processors or fabricators who purchase tangible personal property which forms an integral or component part of the product which they are manufacturing and which is ultimately sold at retail are entitled to purchase such property tax free on the theory of "processing." Such purchasers should furnish to their suppliers a certificate of processing, stating that the property purchased by them will be used by them so as to form an integral or component part of other tangible personal property intended to be sold ultimately at retail; that they hold retail sales tax permit No., in event that they are selling at retail; or that they are not selling at retail in Iowa and therefore are not required to hold a retail sales tax permit.

Suggested forms of certificate of resale or processing, the substance of which should be employed in the certificate taken may be found in this rule.

Where the retailer repeatedly sells the same type of property to the same customer for "resale" or "processing" the seller may, at his risk, take a blanket certificate covering more than one transaction. For use tax certificate, see rule No. 187.

ST-1 CERTIFICATE OF RESALE (By retailer)

The undersigned hereby certifies that the tangible personal property purchased from is purchased for the purpose of resale by the undersigned; that the undersigned holds retail sales tax permit No. and will account to the state for any sales tax due as a result of a sale of this property at retail in Iowa by the undersigned.

Address of Purchaser Signature of Purchaser

ST-2 CERTIFICATE OF RESALE (By wholesaler)

The undersigned hereby certifies that the tangible personal property purchased from is purchased for the purpose of sale; that the undersigned is solely engaged in selling tangible personal property at wholesale and does not sell to final consumers, and, therefore, does not hold a retail sales tax permit.

Address of Purchaser Signature of Purchaser

ST-3 CERTIFICATE OF PROCESSING (By processor selling at retail) (Component part material)

The undersigned hereby certifies that the tangible personal property purchased from is to be used in the fabricating, compounding, manufacturing or germination of other tangible personal property intended to be sold ultimately at retail, and that said property will form an integral part of the property sold; that the undersigned holds retail sales tax permit No.

Address of Purchaser Signature of Purchaser

ST-4 CERTIFICATE OF PROCESSING (By processor not selling to final consumer) (Component part material)

The undersigned hereby certifies that the tangible personal property purchased from is to be used in the fabricating, compounding, or germination of other tangible personal property intended to be sold ultimately at retail and that said property will form an integral part of the property sold; that the undersigned is not engaged in selling tangible personal property at retail in Iowa and, therefore, does not hold a retail sales tax permit.

Address of Purchaser Signature of Purchaser

ST-5 CERTIFICATE OF RESALE (By persons engaged in religious-charitable-educational activities.)

The undersigned hereby certifies that the tangible personal property purchased from is for the purpose of resale by the undersigned; that the undersigned is engaged in religious-charitable-educational activities and that said property

or Nature of Purchaser's Activities is to be sold by the undersigned in connection with such activities; that the entire net proceeds will be expended for religious-charitable-educational purposes; that the undersigned does not hold a retail sales tax permit because receipts from sales at retail of tangible personal property in connection with such activities are expressly exempted from the Iowa Retail Sales Tax Law by the provisions of section 422.45, Code of Iowa, 1950.

Address of Purchaser Signature of Purchaser

ST-3P CERTIFICATE OF PROCESSING

The undersigned hereby certifies that% of Electricity, Gas, Oil, Coal (Cross out the ones not applicable) purchased from

..... is to be used in processing fabricating, compounding, manufacturing or germination of other tangible personal property intended to be sold ultimately at retail.

Address of Purchaser Signature of Purchaser

Rule No. 24.1. Gross receipts expended for educational, religious or charitable purposes. The only time that an organization is exempt from sales tax when serving food or furnishing entertainment, is when the entire net receipts are expended for educational, religious or charitable purposes. When the facts do not indicate that the entire net proceeds are to be expended for any of the above mentioned purposes then the gross receipts from such activities are taxable.

Rule No. 25. Tangible personal property used in processing—when exempt. Receipts from the sale of tangible personal property to processors and manufacturers which property, by the means of

undersigned consumer agrees to reimburse the supplier on demand in the amount of such tax, together with any penalties which may have accrued.

Consumer
Subscribed and sworn to before me this
day of _____, 19_____

Notary Public
My Commission expires _____

Rule No. 25.2. Electricity used in processing—when exempt. Receipts from the sale of electricity to be used in the processing of tangible personal property intended to be sold ultimately at retail, are exempt from the retail sales tax.

The exemption provided in the case of electricity applies only upon the gross receipts from sales of electricity where such energy shall be consumed as power or otherwise directly constituting use or consumption in the actual processing of tangible personal property intended to be sold ultimately at retail, as distinguished from electricity which is consumed for the purpose of lighting, ventilating or heating of manufacturing plants, warehouses or offices. Where practicable, therefore, electricity consumed as power or directly used in actual processing shall be separately metered and separately billed by the supplier thereof to clearly distinguish such energy so consumed from electricity which is consumed for purposes or under conditions where the exemption would not apply. To effectuate the practical administration of the law, where it is impracticable to separately meter electricity which is exempt from that electricity upon which the tax will apply, the purchaser may furnish to his supplier a statement with respect to electrical energy used for processing which will enable the supplier to determine what percentage of electricity in the case of each purchaser is subject to the exemption. The following suggested forms have been submitted to the Tax Commission by representatives of both suppliers and consumers and its use in arriving at an equitable determination of a basis for exemption is acceptable to the commission. Where such statement is accepted by the supplier as a basis for determining the exemption, any changes in the total active connected load affecting the percentage of exemption would necessitate the filing of a new and revised statement by the purchaser. Where the electric energy is separately metered enabling the supplier to accurately apply the exemption in the case of processing energy, no statement need be filed by the purchaser, since the supplier under such conditions will separately record and compute the consumption of exempt energy apart from that energy which is subject to the tax.

STATEMENT WITH RESPECT TO ELECTRICAL ENERGY USED FOR PROCESSING

(Make a Separate Statement for Each Location)

hereinafter called the Consumer is using electric energy furnished by the _____ Company at the premises known as _____ and is claiming exemption from the payment of the two per cent tax imposed under section 422.42, of the Code, 1950. In support of this claim the consumer represents

and declares, that such energy is used for processing, consumption or resale, as distinguished from lighting and other uses not processing.

The character of business for which such electrical energy is used is _____ That such electric energy is used for the purposes indicated by the following approximate percentages:

In order to determine the percentage of energy used for nonprocessing, which is subject to the two per cent sales tax, an inventory of active connected load in watts must be made by the consumer for processing and for nonprocessing operations. One horse-power of electric motor capacity shall be considered 850 watts (efficiency 86.6%).

Active connected load shall be that which is normally operated. Standby emergency equipment eliminated. Active lighting load shall be that which is normally used during dark hours, emergency lighting not exceeding 25% of the total may be eliminated.

(a) Processing connected load in watts used for the following processing operations.

- Watts
Watts
Watts
Watts
Watts

Total Processing _____ Watts

- (b) Nonprocessing
Lighting, including factory lighting _____Watts
stoker motors,
pump motors,
ventilating motors,
fan motors
used for heating
and ventilating
the building, not
for process. _____ Watts
Office equipment. _____ Watts
Miscellaneous
equipment (in-
cluding refrig. for
drinking water,
etc.) _____ Watts
_____ Watts
_____ Watts

Total active connected load non-processing _____ Watts
Grand total connected load _____ Watts
Percentage of active connected load nonprocessing _____ Watts

Websters' New International Dictionary defines Process-ed and Process-ing:

"1. To issue, to take out, process against, or to serve process upon. 2. To subject to some special process or treatment. Specif. A. To heat, as fruit, with steam under pressure, so as to cook or sterilize. B. To subject (esp. raw materials) to a process of manufacture, development, preparation for the market, etc.; to convert into marketable form, as livestock by slaughtering, grain by milling, cotton by spinning, milk by pasteurizing, fruits and vegetables by sorting and repacking;—in past part. often dis-

tinguished from raw. C. To make usable, marketable, or the like as waste matter or an inferior, defective, decomposed substance or product, by a process, often a chemical process; as to process (rancid) butter, rayon waste, coal (dust), (beet) sugar. D. To produce or copy by photomechanical methods; to develop, fix, wash and dry, or otherwise treat (an exposed film or plate). E. Office practice—to produce (a letter) mechanically.”

Note: In case energy used for nonprocessing operations is separately metered, notify your power company to read these meters and the actual figures will be used at the average rate. Where energy used for nonprocessing operations is separately metered thereby enabling the power company to properly apply the exemption without determining percentage of use, this form need not be furnished by the consumer.

These connected loads are subject to verification and if found incorrect, back taxes and penalty will be enforced.

This affidavit is made and delivered to the Company in support of claims of exemption for the tax provided in section 422.42, of the Code, on electrical energy consumed at the above described premises and said company requested to offer this statement to the State Tax Commission, as evidence that said tax is not applicable to such electrical energy.

.....
 Subscribed and sworn to before me this day of, 19.....

.....
 Notary Public
 My Commission expires

Rule No. 25.3. Steam used in processing—when exempt. Receipts from the sale of steam used in processing of tangible personal property intended to be sold ultimately at retail, are exempt from the retail sales tax.

The exemption provided in the case of steam applies only upon gross receipts from sales of steam where such steam is actually used directly in the processing of tangible personal property intended to be sold ultimately at retail, as distinguished from steam which is consumed for other purposes including the heating of buildings, irrespective of whether such buildings may be factories or processing plants, warehouses or offices. As in the case of electricity, where practicable, steam which is actually consumed directly for processing shall be separately metered to distinguish the steam so consumed from steam which is consumed for purposes other than for processing including the heating of buildings.

Rule No. 25.4. Commercial fertilizer and agricultural limestone. Receipts from the sale of commercial fertilizer or agricultural limestone, are exempt from the retail sales tax. See ruling of the attorney general of March 28, 1945.

Rule No. 25.5. Patterns and dies. Persons engaged in the business of making and selling patterns and dies to be used by other persons, in the manufacture of tangible personal property, are deemed to sell such patterns and dies at retail, the gross receipts from the sale thereof are, therefore, subject to the

retail sales tax, if sold by a vendor in this state and if purchased from a vendor outside this state the purchaser is taxable by the provisions of the use tax law.

Persons who make patterns and dies for their own use are considered to be the users and consumers of all tangible personal property which they purchase for use in manufacture of said patterns or dies. Being the consumers such persons are required to pay sales tax on the materials used in making said patterns or dies if purchased from an Iowa vendor and if purchased from an out-of-state vendor to pay use tax thereon.

Rule No. 25.6. Explosives used in mines, quarries and elsewhere. Persons engaged in the business of selling explosives to mines, miners, quarrymen or other persons are subject to the payment of retail sales tax on the gross receipts from the sale of such property when sold at retail in this state and the purchaser shall be liable for use tax upon all purchases for use in this state not subject to the retail sales tax.

Rule No. 25.7. Electrotypes, type, zinc etchings, halftones, stereotype, color process plates and wood mounts. Electrotypes, type, zinc etchings, halftones, stereotype, color process plates and wood mounts are taxable under the provisions of the retail sales tax law when sold to users or consumers. The above mentioned articles of tangible personal property and like articles do not become an integral or component part of merchandise intended to be sold ultimately at retail. The law imposes a retail sales tax on articles used directly in connection with manufacturing or printing, which do not become an integral part of the finished products intended to be sold ultimately at retail.

Rule No. 25.8. Monotype and linotype makers and makers of photo-offset plates. Where a person is engaged in the business of casting monotype or linotype or in making photo-offset plates for others, the casting of types and making of plates is a service, where the title to the type metal and plate is retained by the maker thereof. The gross receipts from such services are not to be included in the gross receipts on which retail sales tax is computed.

Such type and plate maker is liable for use tax on monotype and linotype metal used in the performance of the service hereinbefore referred to, and on the zinc plates from which photo-offset plates are made, where such metal and plates are procured outside the state of Iowa and are liable to pay retail sales tax on said metal and plates when purchased in the state of Iowa.

Rule No. 25.9. Sale of bottled gas: Also sale of bottled gas cylinders and converting equipment. Butane and other like gases are at times sold in cylinders or drums, to persons who do not have access to orthodox gas service, and the gas thus purchased may be used for cooking, heating and other purposes. In some instances gas of this type may be used for propelling tractors or motor vehicle equipment and in such instances converting equipment is necessary in order that fuel in the type of gas may be used.

When gas of this type is sold and a motor vehicle fuel tax is collected thereon by the seller, then no sales tax or use tax is to be collected by the seller at the time of the sale. If motor vehicle fuel tax, imposed by the state of Iowa, is not collected by the seller at the time of the sale, then Iowa sales tax or Iowa use tax must be collected and remitted to the State Tax Commission, unless the transaction is otherwise specifically exempted from the sales tax or use tax laws.

If sales tax or use tax is not collected by the seller and paid to the state at the time of the sale, then any sales or use tax due will be collected by the treasurer of the state of Iowa at the time the user of the product makes application for a refund of the motor vehicle fuel tax.

The cylinders or drums which are loaned by the distributor or dealer of the gas and the title to which remains in the dealer would be subject to sales or use tax, as the case may be. Likewise, gas converter equipment which might be sold to an ultimate consumer would be subject to a sales or use tax, as the case might be. Concerning purchases of cylinders or pressure tanks see commission's orders of January 23, 1950 and December 5, 1950.

Rule No. 26. Processing activities. The following enumerated activities are regarded as "processing activities," and therefore, receipts from sales of electricity or steam used directly to perform such activities are not subject to sales tax. Likewise, receipts from sales of coal, fuel oil, gas, or other tangible personal property, to be consumed as fuel for performing such activities, are not subject to sales tax:

1. Manufacturing of tangible personal property of all kinds intended to be sold ultimately at retail, except that heating and lighting of the plant and office are not regarded as processing.
2. Pasteurizing of milk for sale.
3. Cooking of food for sale and keeping same warm until served, except that refrigeration, ventilation, and air conditioning are not regarded as processing.
4. Welding, shaping, and otherwise fabricating iron and steel products for sale, except that cutting or junking scrap iron is not regarded as processing.
5. Washing, grading, and crushing of rock and gravel for sale.
6. Hatching or incubation of chicks, except that the operation of brooders is not regarded as processing.
7. The purification of water for sale, except that the pumping of water is not regarded as processing.
8. Grinding feed and hulling oats for sale, drying, sorting and grading grain for sale and elevating it within elevators for such drying, sorting and grading, except that elevating grain into railroad cars or trucks is not regarded as processing.

The above list is not all-inclusive, but is intended only as a guide in the determination of activities that are considered "processing" activities as compared with activities not so considered.

Rule No. 26.1. Chemical compounds used to treat water. Chemical compounds, placed in the water, to be sold at retail, are used in processing. Therefore, the receipts from the sale of such chemical compounds for that purpose are exempt from sales tax.

Likewise, persons purchasing chemicals for such purposes from out-of-state are exempt from use tax.

Chemical compounds used to treat water which is not to be sold at retail are used in processing and are not exempt from either sales or use tax.

EXAMPLE: Boiler compounds used to treat water used in boilers, which water is not to be sold at retail, are subject to sales tax or use tax. Similarly, chlorine or other chemicals used to treat water for a swimming pool are not used in processing and are taxable.

On the other hand, special boiler compound used by brewers where live steam is injected into the mash, which steam liquefies and becomes an integral part of the beverage intended to be sold at retail, does become a part of the finished product, is exempt from either sales or use tax, as the case may be.

Rule No. 27. Applies to sales tax only. Date of sale. A sale takes place when the ownership of, or title to, tangible property passes to the purchaser, except in transactions whereby the possession of the property is transferred but the seller retains the title as security for payment of the selling price, in which case the sale is deemed to take place at the time the possession of the goods is transferred to the buyer.

Where there is a contract to sell unascertained goods, title does not pass until the goods are ascertained. Where the contract is to sell specific or ascertained goods, title passes to the buyer at such time as the parties to the contract intend it to be transferred, regard being had for terms of the contract and conduct of the parties, usages and customs of trade and the circumstances of the case.

In cases where the intention of the parties is not indicated, the following general rules may serve as a guide in determining when title transfers:

(1) Where there is an unconditional contract to sell specific goods in a deliverable state, title to the goods passes to the buyer when the contract is made, and it is immaterial that the time of payment or the time of delivery or both are postponed.

(2) Where there is a contract to sell specific goods, and the seller is bound to do something to the goods for the purpose of putting them into a deliverable state, title does not pass until such things be done to the goods.

(3) If the contract to sell requires the seller to deliver the goods to the place of business of the buyer, or to some other designated place, or calls for payment by the seller of transportation charges to one place or another, the title does not pass until the goods have been delivered to the buyer, or have reached the place agreed upon.

All relevant facts in each case must be examined in view of these principles to determine when title to property transfers.

Rule No. 28. Sales to the American Red Cross and U.S.O. The receipts from the sale of tangible personal property to the American Red Cross, the Navy Relief Society and U.S.O. are exempted from the Iowa retail sales tax.

Purchases made by the Red Cross or the Navy Relief Society or U.S.O. in interstate commerce for use in Iowa are exempted from the use tax.

Rule No. 29. Applies to sales tax only. **Exemptions from retail sales tax.** There are three methods by which the gross receipts from the sale of tangible personal property are not chargeable with sales tax. They are:

1. By specific exemptions, Code section 422.45.
2. Exclusion by definition, Code section 422.42.
3. Credit on tax, Code section 422.46.

This rule deals with the specific exemptions only. Exclusion by definition will be dealt with in rule No. 29.1 and credit on tax in rule No. 29.2.

The following are specifically exempted:

1. The gross receipts from sales of tangible personal property which this state is prohibited from taking under the constitution or laws of the U. S. or under the constitution of this state. This exemption applies to retail sales to the state of Iowa and the U. S. government and its duly authorized agencies. The matter of the taxation of state and federal government is fully discussed in rules 47, 48, 50 and 50.1. Sales to counties, cities, towns and school districts are not exempt. Rule No. 49.

Interstate sales are exempt from the retail sales tax when actual delivery of the tangible personal property sold is made outside the state or the property sold is shipped to a point outside the state of Iowa. For further regulation as to sales in interstate commerce see rule No. 55.

2. The gross receipts from the sales, furnishing or service of transportation service. This exemption applies to transportation service only and is not an exemption for freight and delivery charges when those charges become a part of the cost of the goods sold. The regulations as to this exemption may be found in rules No. 41 and 108.

3. The gross receipts from sales of tangible personal property used for the performance of a contract on public works executed prior to the ninth day of March, 1934.

This exemption is practically obsolete for the reason that no one is now performing contracts executed prior to the 9th day of March, 1934.

4. The gross receipts from sales of tickets or admissions to state, county, district and local fairs, and the gross receipts from educational, religious or charitable activities, where the entire net proceeds therefrom are expended for educational, religious or charitable purposes. This exempts tickets for admission to state, county, district and local fairs. The exemption does not apply to concessionaires or any activities which are not directly and entirely controlled by the several fairs. The fact that fairs enter into contracts with concessionaires on a percentage basis for the privilege of exhibitions or entertainment does not exempt the concession from payment of tax on its gross receipts. On the other hand, sales of tickets for grandstand seats, horse shows and other activities operated entirely by the fair association, are exempt from retail sales tax. The other portion of this exemption relating to the gross receipts from educational, religious, or charitable activities is limited to those functions which clearly come within the term, educational, religious and charitable activities and does not include the operating places of business separate and apart from the main purpose of said activities. In order to take advantage of this exemption, the proceeds from such activities must be earmarked so as to show that the entire net pro-

ceeds are in fact expended or are to be expended for the purposes herein set forth. Rule No. 128.

5. That part of the gross receipts from sales of tangible personal property accepted as part consideration in the sale in Iowa of other property which is not in excess of the original trade-in valuation, provided the seller keeps an accurate record of the identity of such tangible personal property so as to show the name and address of the persons from whom acquired and to whom sold and the exact trade-in and sale price.

The application of this exemption is fully discussed in rule No. 40. However, the keeping of accurate and detailed records as provided by law and rule No. 2 is a condition precedent to this exemption.

6. Senate File 54, passed by the 51st General Assembly and approved by the governor, became effective by publication April 12, 1945.

Section one (1) of the act exempts purchases from the United States government from the provisions of the retail sales tax law, however, section two (2) of the act provides that tangible personal property purchased from the government of the United States or any of its agencies is subject to the use tax law.

Section 422.45.

Rule No. 29.1. Applies to sale tax only. **Exclusion by definition.** It is a primary rule of the statutory construction that the legislature is its own lexicographer. That is, when the legislature by law defines anything, that thing, in the eyes of the law, is as the legislature describes it regardless of the facts. In the statutory definition of "retail sale" or "sale at retail," certain things are defined as not being sales at retail which in the normal use of the language would be such sales. Exclusions by definition are:

a. Commercial fertilizer and agricultural limestone, see rule 25.4.

b. Another exclusion is electricity or steam when purchased and used in the processing of tangible personal property intended to be sold ultimately at retail. This exclusion is fully discussed in rules Nos. 25.2 and 25.3.

c. Tangible personal property used in processing. This exemption applies only to property which enters into and becomes a part of some other article of tangible personal property intended to be sold at retail. That is, for any article to be excluded from the tax, that property must become an ingredient or component part of some other property to be sold at retail and it is exempt only when it becomes a part of other tangible personal property by means of fabrication, compounding, manufacturing or germination. This exemption is explained in rule No. 25.

d. Tangible personal property which is to be consumed as fuel in creating heat, power or steam for processing or for generating electrical current. Further discussed in rule No. 25.1.

Section 422.42.

Rule No. 29.2. Applies to sales tax only. **Credit on retail sales tax.** A credit on retail sales tax is provided for in section 422.46. After the tax has been computed for the quarterly period a credit is allowed against the tax so computed equal to the

special tax on tangible personal property upon which the state now imposes a special tax. The credit allowable shall be to the extent of the said special tax imposed and actually paid by the taxpayer making the return. The gross receipts from the sale of tangible personal property on which the state now imposes a special tax shall be included with the gross receipts on the retail sales tax return.

The articles on which the state now imposes a special tax are: Beer, cigarettes, cigarette papers, and gasoline.

There is no special state tax on cigars, tobacco and tobacco products other than cigarettes.

Section 422.46.

Rule No. 30. Applies to sales tax only. **Casual or isolated sales.** Receipts from casual or isolated sales are not subject to the sales tax law. Where a person sells his household furniture, where a farmer sells his farm machinery, implements or other farm equipment, the same would be casual or isolated sales. All sales made by officers of a court, pursuant to court orders, as for example, sales made by sheriffs in foreclosure proceedings or sales of confiscated property, are casual sales.

Manufacturers in the business of producing tangible personal property, whose sales are primarily other than at retail, are not deemed to be making casual or isolated sales, when they sell tangible personal property with any regularity to purchasers for use or consumption, even if these sales at retail may comprise a small fraction of their total sales.

A farmer or truck-gardener making sales regularly from a roadside stand or a regular delivery route is not making casual sales, although a farmer selling products occasionally to transient callers is deemed to be making casual or isolated sales.

If a person holds himself out as offering to sell any item of tangible personal property to any person desiring to purchase it for use or consumption, and if he makes regular sale of like nature or deliveries, he is a retailer within the meaning of the act, and must secure a retail sales tax permit and pay a sales tax to the state.

Rule No. 31. Applies to sales tax only. **Bad debts.** Bad debts are allowable as a credit on retail sales tax when all the following facts have been shown:

1. That retail sales tax has been previously paid on the gross receipts from the accounts on which taxpayer claims credit for tax;

2. That the accounts have been found to be worthless;

3. That the taxpayer has records to show that the accounts have actually been charged off on his books for income tax purposes.

Credit for bad debts is not allowable on merchandise which was exempt from retail sales tax when sold.

Credit for bad debts is allowable on retail sales tax only at the time such accounts are charged off for income tax purposes.

Where credit on tax has been taken on account of bad debts and the debts are subsequently paid, the proceeds from the collection of such accounts must

be included in the gross receipts for the quarterly period in which payment is made.

Section 422.46.

Rule No. 31.1. **Recovery of bad debts by collection agency or attorney.** Where bad debts have been charged off and later recovered in whole or in part through the services of a collection agency or an attorney, the full amount of the debt recovered should be included with the gross sales in the quarter in which collection is made. The services of an agency or an attorney are services purchased by a retailer and nothing more.

The amount collected by an agency or attorney is made in behalf of the retailer so that the actual recovery made by the retailer is 100 per cent of the amount paid to the collection agency or attorney. The amount retained by the collector is merely a payment for services rendered.

Rule No. 32. Applies to sales tax only. **Cash discounts, penalties and carrying charges.** The selling price of an article of tangible personal property does not include the amount of bona fide cash discount taken by the purchaser. Conversely, the selling price of an article includes the carrying charge added when sales are made on an installment or deferred payment plan, as well as any amount added to the agreed selling price on account of failure of the buyer to make payment at the time specified in the agreement between the parties (amounts usually termed "penalties") are a part of the selling price, except where finance charges or interest are billed separate and apart from the purchase price.

Cash discounts are not allowable when given on the sale of tangible personal property which is not taxable under the provision of either the sales or use tax.

Rule No. 33. Applies to sales tax only. **Defective merchandise.** If merchandise is sold to a customer who finds a defect in the goods and secures an allowance on the purchase price, the seller may deduct from gross receipts the amount allowed for defects.

No allowance shall be made for the credit on any merchandise which is exempt from the retail sales or use tax. No allowance shall be made for goods sold for resale and returned. No allowance shall be made for return of defective merchandise where the amount of the sale has not been reported in the taxpayer's gross sales and sales tax computed thereon.

Rule No. 33.1. Applies to sales tax only. **Returned merchandise.** When merchandise which has been sold by a taxpayer is returned by the customer who secures an allowance or a return of the purchase price, the seller may deduct the amount allowed as credit or refund provided that the merchandise is taxable merchandise and that the tax thereon has been either charged or paid.

No allowance shall be made for the return of any merchandise which is exempt from the retail sales or use tax. No allowance shall be made for goods sold for resale and returned. No allowance shall be made for return of merchandise where the amount

of the sale has not been reported in the taxpayer's gross sales or sales tax previously paid thereon.
Section 422.42.

Rule No. 34. Applies to sales tax only. Goods damaged in transit. If the title of goods shipped by a retailer has passed to the consumer and thereafter the goods are damaged in the course of transit to the consumer, the retailer will be liable for the tax upon the full selling price of the goods as the sale will have been completed. If the title to the goods did not pass to the consumer, the sale to the consumer is not completed and there will be no tax on the retailer for the amount agreed to be paid by the consumer.

If the goods are destroyed, the tax will not apply to the damages paid the retailer for their destruction. If the goods are not destroyed and if upon the payment of damages the carrier acquires title to the goods in their damaged condition, the tax will apply to that portion of the damages paid which represents the fair retail value of the goods in their damaged condition at the time the carrier obtained title thereto unless they are purchased by the carrier for the purpose of resale.

Amounts paid as damages to owners who are not in business are not subject to the tax.

Rule No. 35. Applies to sales tax only. Consignment sales. Where retailers receive articles of tangible personal property on consignment from others and the consigned merchandise is sold in the ordinary course of business along with other merchandise owned by the retailer, such retailers or consignees are held to be making sales at retail. In such cases, the returns shall be filed and the tax remitted to the state by the consignees, along with their remittances and returns of gross receipts from the sale of other merchandise.

Where a person operates a place of business for the purpose of selling property for others, such person is deemed to be a retailer and shall procure a retail sales tax permit for each place so operated and shall be liable for the retail sales tax, the same as if the property sold had belonged to him.

Rule No. 36. Applies to sales tax only. Leased departments. Where a person who holds a retail sales tax permit and is engaged in the sale of tangible personal property at retail in Iowa leases a part or parts of the premises where his retail business is conducted to other persons who are independently engaged on the leased premises in selling tangible personal property at retail in Iowa, the receipts from which are subject to the retail sales tax, the lessor shall immediately notify the commission as to the name and home office address of the lessee, the type of merchandise the lessee is engaged in selling, and the date when the lessee began making such sales at retail in Iowa on said leased premises.

The lessor shall furnish such information on Form ST-200 which will be provided by the commission upon request and indicate on such form whether the lessee has secured a retail sales tax permit and will account directly to the commission for the sales tax due, or whether the lessor will incorporate in his sales tax return the receipts from the sales at retail of the lessee subject to the law.

If the lessor fails to notify the commission that a department has been leased and to furnish information as to the lessee's address, starting date, and type of business, the lessor shall be held responsible for the sales tax due as a result of the sales at retail made by the lessee subject to the sales tax law, unless the lessee shall have properly remitted the tax due.

The lessor who has leased a department or departments shall show on the reverse side of his, the lessors' retail sales tax return ST-50, the names and addresses of all lessees operating a leased department and after the name of each lessee shall show the amount of net taxable sales made by said lessee and which net taxable sales are included in the lessor's return, in the instance where the lessor is accounting for the lessee's sales; or the sales tax permit number of the lessee, where the lessee is reporting his tax directly to the commission.

The lessor shall notify the commission immediately when the lessee has terminated his selling activities.

Hereinafter set out is Form ST-200, a copy of which will be furnished by the commission upon request for the lessor's use in reporting the leased departments. A separate report should be made for each lessee.

Form ST-200.

LESSOR'S NOTICE OF LEASING DEPARTMENT
TO THE IOWA STATE TAX COMMISSION
RETAIL SALES TAX DEPARTMENT

.....
(Name and Business Address of Lessor)
hereby notifies you that it is operating a place of business at the above address and is there engaged in selling tangible personal property at retail in Iowa, for which it holds retail sales tax permit No.

That on the.....day of....., 19....., it leased a space or a department in said place of business to the lessee hereinafter described, for the lessee's use in selling tangible personal property at retail in Iowa.

.....
(Name of Lessee)

.....
(Address of Lessee's Principal Place of Business—
Street—City—State)

.....
(Type of Tangible Personal Property which Lessee is
selling at Retail)

.....
(Date Lessee began Selling at Retail from Leased Premises,
day, month, year)

Will lessor report and remit to the Retail Sales Tax Department under its (the lessor's) permit No. the retail sales tax on sales at retail made by lessee from the above leased location?

(Answer "Yes" or "No")

Will lessee report and remit directly to the Sales Tax Department the retail sales tax on sales made at retail by the lessee from the above leased location?

(Answer "Yes" or "No")

Does the lessee now hold a retail sales tax permit for the above leased location?

(Answer "Yes" or "No")

If the answer is "Yes" what is the number of the permit so held?

By.....
 (Name of Lessor)
 (Date)

NOTE: The sales tax permit number appears above the taxpayer's name on the sales tax permit.

Rule No. 37. Federal excise taxes. After the passage of the Revenue Act of 1941, the commission ruled that federal manufacturers' excise tax imposed by that act may not be deducted from the selling price of tangible personal property as a base for computing the Iowa retail sales tax or use tax, except sales made directly to the user or consumer by the manufacturer.

The commission further held that the retailers' excise tax is not imposed until the sale is actually made. Therefore, the retailers' excise tax is not part of the selling price of the tangible personal property and is not included in the base on which the retail sales or use tax is computed.

In all cases where the retailers' excise tax is billed or charged as a separate item, or in any event, where it has been definitely shown by the retailers that the retailers' federal excise tax was included in the price for which the article was sold, deductions from gross sales can be made in an amount equal to the tax paid by the retailer to the federal government.

Federal manufacturers' excise taxes are to be included in the gross sales on which tax is computed, unless, the manufacturer acts as retailer and sells directly to the consumer, in which case, the tax may be deducted in computing gross sales. The manufacturers' federal excise tax is considered as part of the wholesale price and is not to be deducted by the retailer when making a sale at retail.

Rule No. 37.1. Federal manufacturers' excise taxes. This commission has consistently held that federal manufacturers' excise taxes levied by prior revenue acts constituted a part of the purchase price of articles subject to the tax when sold to retailers and was, therefore, a part of the tax base for the purpose of computing Iowa sales tax. This rule has not been changed.

EXAMPLE 1: Sale by Manufacturer Direct to Consumer:

The "X" Adding Machine Company, an Iowa manufacturer, sold to "Y," an Iowa consumer, an adding machine which it had manufactured. The "X" Adding Machine Company invoiced the adding machine to "Y" as follows:

X Adding Machine	\$150.00
Federal Tax	15.00
	<hr/>
	\$165.00

The Iowa sales tax is \$3.00, 2% of \$150.00.

EXAMPLE 2: Sale by Retailer:

The "A" Vacuum Cleaner Company sold for resale an electric vacuum sweeper which it had manufactured to the "B" Electric Appliance Company, an Iowa Company, and the invoice read as follows:

Model 1040 Sweeper.....	\$40.00
Federal Tax.....	4.00
	<hr/>
	\$44.00

The "B" Electric Appliance Company sold the vacuum sweeper to "C," an Iowa consumer, and invoiced it as follows:

Model 1040 Sweeper.....	\$64.00
-------------------------	---------

The Iowa sales tax is \$1.28, 2% of \$64.00 and this would be so, had the invoice read:

Model 1040 Sweeper.....	\$60.00
Federal Tax	4.00
	<hr/>
	\$64.00

Rule No. 37.2. Federal retailers' excise taxes. The federal government imposes on jewelry, furs, toilet preparations and luggage sold at retail, a tax equivalent to 10 percent of the price for which it is to be sold.

The Internal Revenue Code provides that the excise tax imposed shall be paid by the seller to the collector of internal revenue in whose district the seller has his principal place of business; however, section 320.7 of Regulations 51 (1941 edition) issued by the commissioner of internal revenue and covering chapter 19 of the Internal Revenue Code, reads in part as follows:

"(a) The tax imposed by chapter 19 of the Internal Revenue Code on the retailer's sale of an article is by statute not a part of the taxable price of the article. Where the federal tax is billed as a separate item, the amount thereof should be excluded in determining the sale price upon which retail sales tax is to be computed. Where the federal tax is not billed as a separate item it will be presumed that the amount of the tax is included in the price charged for the article, and such amount will be excluded by an appropriate computation in determining the taxable sale price.

"Thus, where an article is sold for \$100 and an additional sum of \$10 is billed as tax, it is clear that \$100 is the taxable sale price and \$10 the amount of tax due thereon at the prescribed rate of 10 percent. Where the article is sold for \$100 with no separate billing or indication of the amount of the tax, it will be presumed that the tax is included in the \$100, and the tax computed accordingly on the basis of a sales price exclusive of the tax. Since the rate of tax is 10 percent, the billed price of \$100 represents the taxable sale price (100 percent) plus the tax due hereon (10 percent) or 110 percent."

The commission holds that the above quoted regulation clearly places the tax *directly upon the purchaser* and not upon the retail vendor. It, therefore, follows that the federal retailers' excise tax imposed on the sale of jewelry, furs and toilet preparations is to be excluded from the retail sale price for the purpose of computing the Iowa sales tax, and this is so whether or not the retailer separately itemizes the federal tax.

EXAMPLE 3:

The "H" Jewelry Company, an Iowa retail vendor, sells to "J," an Iowa consumer, a watch for \$100 plus the 10 percent federal tax. The vendor bills the watch to the customer as follows:

One Watch.....	\$100.00
10% Federal Tax	10.00
	<hr/>
	\$110.00

The Iowa sales tax on the transaction is \$2.00, 2% of \$100.00. If the "H" Jewelry Company had

sold the watch under the same terms and billed its customer as shown below:

One Watch\$110.00
then the Iowa sales tax due would still be \$2.00,
being 2% of \$100.00, the retail price of the watch,
exclusive of the 10 percent federal tax.

Rule No. 37.3. Federal admission tax. Since the 1941 memorandum, the federal tax on admission has been changed. One cent for each five cents or major fraction thereof, instead of the rate indicated in the former bulletin.

Furthermore, certain admission charges previously exempted from federal admission taxes are denied exemption by the Revenue Act of 1941. Such exemption has previously applied to charges for admission when all the proceeds from all such charges inured to the benefit of charitable, religious or educational organizations or to agricultural fairs. Although the amendment to the federal admission tax law provides for the collection of the federal admission tax on all amounts *charged for admissions*, unless specifically exempted, the method of computing the Iowa admissions tax as outlined in rule No. 20, is unaltered, except that the federal excise tax shall not be considered a part of the admission on which the Iowa sales tax is computed.

Rule No. 37.4. Federal excise tax on electric light bulbs. The federal tax on electric light bulbs is a manufacturers' tax and not a retailers' tax, therefore, the retail sales tax must be computed on the full selling price of the electric light bulbs including the so-called excise tax added to the selling price by the retailer.

O.P.A. has authorized an increase in the selling price of light bulbs, but requires the retailer to list such increase as federal excise tax, notwithstanding the fact that such increase is designated as federal excise tax, this commission holds that there has been an increase in the selling price as far as the application of the retail sales and use tax is concerned and requires that the retail sales shall be computed on the full selling price including that part added and designated as federal excise tax.

Rule No. 37.5. Federal excise tax on auto parts. The federal excise tax on automobile parts is a manufacturers' tax, therefore, the tax must be computed on the full selling price including the so-called tax, for the same reason as set forth in rule No. 37.4.

Rule No. 37.6. Federal tonnage tax. The federal tonnage tax, being a tax similar to the federal retailer's excise tax, does not become a part of the selling price of tangible personal property sold at retail and is, therefore, excluded from the gross receipts on which retail sales tax is computed. This rule applies only to tax on delivery after a retail sale shall have been made. Tax on transportation prior to a retail sale becomes part of the cost of the goods and is not exempt from the gross receipts upon which retail sales tax is computed.

Rule No. 38. Applies to sales tax only. Sale of new and used motor vehicles by dealers. Section 423.8 exempts from the sales tax law, the receipts derived from the sale of new motor vehicles and trailers at

retail in Iowa. The use in Iowa of such new motor vehicles and trailers is expressly taxed under the provisions of the use tax law, the tax being imposed upon the purchaser who pays same to the county treasurer or to the state motor vehicle department at the time of registering said vehicle. See rule No. 199.

However, the receipts of persons engaged in selling used motor vehicles or trailers, derived from such sales at retail in Iowa, are subject to the provisions of the Iowa retail sales tax law.

Every person engaged in the business of selling new and used automobiles is required to hold a motor vehicle license in addition to sales tax permit.

However, the receipts of persons engaged in selling used motor vehicles or used trailers at retail in Iowa are subject to sales tax in their entirety and the element of profit and loss on transactions in this category does not alter the aforementioned tax application. The same applies on other items of tangible personal property besides those specific items mentioned herein.

Rule No. 39. Dealers selling new trailers, including house trailers, farm trailers and other trailers. Dealers engaged in the business of selling new trailers, including new house trailers, new farm trailers, and other new trailers are exempt from sales tax on their receipts from such sales under the provisions of section 423.8 Code of Iowa, but are required by the commission to report the amount of such sales in item 1 of their retail sales tax return to the commission and take a deduction for an equal amount under item 2 (f).

However, the term "trailer" is defined in the use tax law under subsection 9 of section 423.1 to mean "every trailer, as is now or may be hereafter so defined by the motor vehicle law of the state, which is required to be registered under such motor vehicle law."

Under certain circumstances house trailers, farm trailers and other similar type trailers are purchased new for use other than highway purposes which require registration as "trailers" within the provisions of the motor vehicle law. In such cases where such trailers are sold which are not registered, they are not *new trailers* within the meaning of the use tax law and therefore the dealer's receipts from the sale of same are not exempted from the retail sales tax by section 423.8 Code of Iowa.

It shall be the duty of the dealers selling new farm trailers, new house trailers and other similar new trailers to determine at the time of the sale whether the purchaser is to register the unit as a "trailer" under the motor vehicle law of the state or if the purchaser is to use the unit for nonhighway purposes which do not require registration.

If the purchaser is to use the unit for purposes not requiring registration under the motor vehicle law of the state, the dealer's receipts therefrom will be subject to retail sales tax and the dealer will be required to remit the sales tax directly to the commission with the regular sales tax return.

If the purchaser is to register the new unit as a "trailer" under the motor vehicle law of the state, the dealer shall secure from the purchaser the serial number of the use tax receipt issued by the county treasurer or motor vehicle department to the pur-

chaser for the use tax collected at the time of registration.

This use tax receipt serial number shall be retained by the dealer as a part of his records and sales tax exemption will not be recognized unless this evidence of registration is maintained.

Any changes or modifications expressed herein from previous rulings of the commission on this subject, shall be effective on and after January 1, 1951.

Rule No. 40. Applies to sales tax only. Sales of trade-in allowance deduction. A-1. The general rule is that the gross receipts from the sale of tangible personal property at retail in Iowa is subject to a two percent tax, unless expressly and specifically excluded or exempted in the law itself. It is immaterial whether the gross receipts were derived from the sale at retail of new or used tangible personal property, and further, it is immaterial whether or not purchaser pays the retailer for the merchandise in cash, credit or uses other tangible personal property in part or in whole consideration for the payment of the purchase price, inasmuch as "Gross Receipt" is defined in the law as meaning the total amount for which property is sold, valued in money whether received in money or otherwise.

2. One exception from the general rule stated in the preceding paragraph is due to the provisions of the retail sales tax law found under subsection 5 of section 422.45, Code of Iowa, which reads in part as follows:

Exemptions: There are hereby specifically exempted from the provisions of this division and from the computation of the amount of tax imposed by it, the following:

5. That part of the gross receipts from sales of tangible personal property accepted as part consideration in the sale in Iowa of other [tangible personal] property which is not in excess of the original trade-in valuation, provided the seller keeps an accurate record of the identity of such tangible personal property so as to show the name and address of the person from whom acquired and to whom sold and the exact trade-in and sale price.

A retailer who collects sales tax on the selling price of traded-in tangible personal property in excess of the tax due from the purchaser shall be deemed to have thereby waived the right to claim the exemption provided for in this subsection and the tax so collected shall be due to the state of Iowa and remitted to the state Tax Commission, as provided by this chapter, and be credited to the state road tax fund."

B.1. An article of tangible personal property acquires a trade-in status under the provisions of the retail sales tax law, subsection 5 of section 422.45, only when it is acquired by the retailer as part consideration, full consideration or greater, concerning the sale at retail in Iowa of other tangible personal property and further provided the retailer keeps the necessary records required herein.

2. Property acquired as consideration from the sale of other property at wholesale or for resale, or any other sale except at retail in Iowa (where sales tax applies to the seller or use tax applies to the purchaser), does not acquire a trade-in status.

3. Where property is sold in interstate commerce subject to use tax and other property is taken in as payment, the latter does not acquire a trade-in status, because the sale was not at retail in Iowa, and further because no provision exists in the use tax law relative to trade-ins or their exemption.

4. The trade-in status remains only with the original retailer and is lost in the hands of a subsequent owner or dealer, except where the entire business is sold in "Bulk," including all records, accounts and merchandise.

C.1. Where tangible personal property, which has acquired a trade-in status under the provisions of the law and the rules of the commission, is sold at retail in Iowa the gross receipts therefrom are exempted in an amount not to exceed the trade-in allowance, provided proper accounting is made and kept of tangible personal property in the form of parts, repairs or accessories added to the trade-in by the seller prior to its sale by said seller.

2. The retailer when preparing his retail sales return shall indicate and reflect under "item 1" the total selling price of trade-ins sold during the quarterly period covered by the return. The proper trade-in allowance deduction, with respect to the sale of such trade-ins as are reported under "item 1," should be shown under "item 2(g)" of the sales tax return and the amount of such deduction to be determined in the manner set forth in part "E" of this rule.

D.1. The gross receipts from the sale of traded-in property in excess of the trade-in allowance is subject to the two percent sales tax and the retailer shall pass the amount of the tax due on to the consumer customer.

2. The amount of tax to be collected by the retailer from his customer shall be determined by the retailer at the time of such sales transaction where traded-in tangible personal property is sold and an entry shall be made by the retailer in his records concerning each individual transaction.

3. The trade-in records shall reflect:

1. The identity of the trade-in;

2. The name and address of the person from whom same was acquired;

3. The identity of the property sold when the trade-in was acquired;

4. The amount in dollars of trade-in allowance by dealer;

5. The cost price to the dealer in dollars of any tangible personal property, in the form of repairs, parts or accessories added by the dealer to the trade-in before its sale by the dealer;

6. Name and address of person to whom trade-in was sold;

7. The amount of gross receipts by the dealer from the sale of the trade-in;

8. The amount of sales tax charged the customer by the dealer concerning the sale of the trade-in;

9. The amount of trade-in allowance deduction, which the dealer is entitled to take, if any, concerning each sales transaction, as determined from the application of part "E" of this rule.

E.1. Where a trade-in, on which no parts have been added, is sold at retail for an amount less than the trade-in allowance, the dealer would owe no tax and

would therefore not be entitled to charge any tax to this customer. The dealer's trade-in allowance deduction in this case would be an amount equal to the selling price of the trade-in.

2. Where a trade-in, on which *no parts have been added*, is sold at retail for an amount *greater* than the trade-in allowance, the dealer would owe a tax of two percent of the amount in excess of the trade-in allowance, which amount of tax he would be entitled to pass on to the consumer customer. The dealer's trade-in allowance deduction in this case would be the actual trade-in allowance.

3. Where a trade-in, on which *parts have been added*, is sold at retail for an amount less than the trade-in allowance, the dealer would owe two percent tax on his purchase price of parts so added, and this amount of tax he would be entitled to charge his consumer customer. The dealer's trade-in allowance deduction in this case would be an amount equal to the selling price of the trade-in less the cost of the parts added.

4. Where a trade-in, on which parts have been added, is sold at retail for an amount which exceeds the trade-in allowance to the extent of the cost of or greater of the parts added, the dealer would owe two percent tax on the amount in excess of the trade-in allowance, which tax he would be entitled to pass on to his consumer customer. The dealer's trade-in allowance deduction in this case would be the actual trade-in allowance.

5. Where a trade-in, on which parts have been added, is sold at retail for an amount which exceeds the trade-in allowance but not to the extent of the cost of the parts added, the dealer would owe two percent tax on his purchase price of the parts added, which amount of tax he would be entitled to pass on to his consumer customer. The dealer's trade-in allowance deduction in this case would be the actual trade-in allowance less the amount by which the excess selling price fails to equal the cost of the parts added.

6. Where a trade-in is sold at retail and the retailer collects tax from the purchaser *in excess of the tax due*, the total tax collected shall be due the state. In such cases the dealer's trade-in allowance, if any, to which he might have been otherwise entitled but for the excessive tax collection, shall be reduced by an amount equal to the amount on which excessive tax was collected from this customer. If tax is collected by the dealer on the full selling price of the trade-in, then the full tax shall be remitted to the state and of course the dealer would not be entitled to any trade-in allowance deduction on such transaction.

7. Where property is taken in by a retailer as consideration for the sale of other merchandise, which trade-in property has a greater value than the merchandise sold, the actual trade-in allowance shall be for the purpose of this rule, an amount equal to the selling price of the merchandise sold.

F.1. Where a trade-in has been sold at retail and is repossessed, the dealer who sold and repossessed may take credit on his sales tax return for the quarter during which the item is repossessed, in an amount equal to any excess sales price on which he has previously reported and remitted the sales tax to the state, provided he has not collected from his customer the selling price in excess of the trade-in allowance, prior to the repossession. On the next

sale the trade-in allowance will be the actual trade-in allowance less the amount of selling price collected by the dealer on the previous sale.

2. If the dealer has remitted no sales tax to the state on a trade-in sale, then upon repossession the dealer would be entitled to no repossession credit. However, when sold again the trade-in allowance would be the actual trade-in allowance less the amount of sale price collected on the previous sale.

G.1. Unless the records required herein are kept and maintained no trade-in allowance deductions will be recognized by the commission.

2. Any changes or modifications reflected herein from previous rulings of the commission shall be effective as of January 1, 1951.

Rule No. 41. Freight, delivery and other transportation charges. Where a seller supplies tangible personal property from stock, the transportation charges for shipment or delivery from the seller to the consumer or user, shall become part of the purchase price on which sales tax is computed, except and unless such delivery or transportation charges are billed separately.

Where a retailer furnishes transportation in his own vehicle the charge for transportation shall be deducted from the gross receipts on which sales tax is computed, provided the transportation is charged separately and the price charged for merchandise at retailer's place of business, exclusive of transportation, is the same price charged a buyer furnishing his own transportation. The transportation charge shall be separated both in the retailer's books and on the invoice to the consumer.

Where the goods, wares or merchandise sold are quoted by the seller at a delivered price, no cost of transportation shall be deducted from the gross receipts on which retail sales tax is computed regardless of the manner in which transportation is made and notwithstanding the fact that the purchaser pays the cost of transportation and receives credit therefor.

Charges for transporting tangible personal property from factory, mine, or other source of supply to the seller's place of business are not exempt from tax when sold for retail, notwithstanding the fact that such transportation charges from source of supply may be billed separately by the retailer.

Where the seller does not supply tangible personal property from stock, but orders same shipped from the source of supply for and to a specific consumer or user, transportation charge from source of supply to the consumer or user becomes a part of the purchase price upon which the tax is computed, when the seller quotes and bills at a delivered price, notwithstanding the fact that transportation charges may be paid by the consumer or user and subsequently deducted from the amount of the seller's invoice when remitting in payment of same.

Where tangible personal property is sold at a price f. o. b. the source of supply, transportation charges do not become a part of the purchase price, providing such charges are paid by the consumer or user, or are paid by the seller and are billed separately from the charge for the tangible personal property.

Section 422.45

Rule No. 42. Installation charge where tangible personal property is sold at retail. In general the gross receipts derived from the furnishing of services rendered apart from the sale of tangible personal property are not subject to the retail sales tax.

Where the sale of tangible personal property involves a charge for the installation of the property sold, in instances where the property remains personal after installation, the sales tax shall be measured by two per cent of the entire receipts from the sale, including the installation, unless the installation charge is set out separately and apart to the purchaser from the charge made for the personal property installed.

The value of labor or services used in connection with the fabrication of tangible personal property is never to be excluded from the receipts on which the tax is computed, where the tangible personal property fabricated is sold at retail.

Rule No. 43. Wholesalers and jobbers selling at retail. Sales made by a wholesaler or jobber to a purchaser for use or consumption by himself or in his business, and not for resale, are subject to the sales tax even though made at wholesale prices or in wholesale quantities. Such wholesalers or jobbers must keep accurate records of sales and pay the retail sales tax on sales for use or consumption.

Sales made to employees or through employees to consumers are subject to the sales tax. (Amend. filed Aug. 19, 1954)

Where wholesalers' principal business is selling tangible personal property for resale, he may keep a separate account of sales made at retail to consumers. In that case, the gross receipts reported on the retail sales tax return shall include the gross receipts from sales at retail only.

Rule No. 44. Materials and supplies sold to retail stores. Receipts from the sales of materials and supplies to retail stores for their use and not for resale are subject to the sales tax. The retail store is the final buyer and ultimate consumer of such items as fuel, cash registers, adding machines, typewriters, stationery, display fixtures, and numerous other commodities which are not sold by the store to its customers.

Rule No. 45. Applies to sales tax only. Trustees, receivers, executors and administrators. Where trustees, receivers, executors or administrators, by virtue of their appointment, continue to operate, manage or control a business involving the selling of tangible property or engage in liquidating the assets of a business by means of sales made in the usual course of trade, they must hold retail sales tax permits and collect and remit the sales tax. Such officers are liable to collect and pay either sales or use tax notwithstanding the fact that they may have been appointed by a state or federal court.

A retail sales tax permit of a ward, decedent, cestui que trust, bankrupt, assignor or a debtor for whom a receiver has been appointed which is valid at the time fiduciary relation is created shall continue to be a valid permit for the fiduciary to continue the business for a reasonable time or for closing out the business for the purpose of settling an-estate or terminating or liquidating a trust.

Rule No. 46. Applies to sales tax only. Mortgagees and trustees. The receipts from a sale of tangible personal property at public auction pursuant to the provisions of a chattel mortgage are not taxable if (1) the sale is made by virtue of a court decree of foreclosure by an officer appointed by the court for that purpose or (2) if the property is bid in by the mortgagee.

The tax applies to receipts from other foreclosure sales where goods and chattels are sold at retail.

Rule No. 47. Sales by or to the United States government. Sales of tangible personal property made directly by or to the United States government or to certain of its agencies or departments are not subject to the sales tax. Sales to the Civilian Conservation Camps, a United States Post Office, a Veterans' Hospital, or to any other agency, instrumentality or department under federal control are not subject to the tax.

Sales of food stuffs and meals by a cafeteria or a restaurant operated by a United States Post Office, whether made to federal employees or to others, are not subject to the tax.

Sales at retail made directly to patients, inmates or employees of an institution or department of the United States government are taxable sales since not made directly to the government. However, sales similarly made by post exchanges and other establishments organized and controlled by federal authority are not subject to the tax.

AGENCIES AND ACTIVITIES IN FEDERAL AREAS WHICH ARE DEEMED FEDERAL INSTRUMENTALITIES

- Post funds
- Post exchanges
- Company funds
- Officers club funds
- Athletic activities funds
- Public relations officers funds
- Provost marshal activities funds
- War department theater activities funds
- Recreation center board activities funds
- Noncommissioned officers' club activities funds.

Rule No. 48. Sales to the United States government or to the state of Iowa. Sales to the United States government or to the state of Iowa, or to federal bureaus, departments or instrumentalities thereof, are not taxable, provided such sales are ordered on prescribed government forms of purchase order, and are paid for directly to the seller by warrant on government funds.

Rule No. 48.1. Applies to sales tax only. Sales by the government of the United States. Sales made by the government of the United States are exempt from the retail sales tax.

Rule No. 49. Sales to counties, cities, towns and school districts exempt—construction contractors not exempt. The gross receipts from the sales of goods, wares and merchandise used for public purposes to any tax certifying or tax levying body of the state of Iowa or governmental subdivision thereof are exempt from sales and use tax. (Effective date July 4, 1953)

This tax exemption does not apply to construction contractors who are doing construction jobs

for tax certifying or tax levying bodies of the state of Iowa or governmental subdivisions thereof. Also, tax is imposed on items sold to be used by or in connection with the operation of any municipally-owned public utility engaged in selling gas, electricity, or heat to the general public. (Filed Aug. 19, 1954)

See section 422.45

Rules No. 49.1 to 49.3. Stricken August 19, 1954.

Rule No. 50. Sales to certain corporations organized under federal statutes. Sales of tangible personal property or taxable services to the following corporations are sales for final use or consumption to which the sales tax applies: federal savings and loan associations, national banks, federal savings and trust companies, and other organizations of like character.

Rule No. 50.1. Sales to certain federal corporations. As a result of the decision of the United States Supreme Court in *Federal Land Bank of St. Paul v. Bismarck Lumber Company*, 314 U. S. 95, 62 S. Ct. 1, this commission holds that the following federal corporations are immune from the imposition of retail sales tax and consumers use tax in connection with their purchases.

1. Federal Land Banks
2. Federal Deposit Insurance Corporation
3. Home Owners' Loan Corporation
4. Commodity Credit Corporation
5. Federal Farm Mortgage Corporation
6. Federal Home Loan Banks
7. Reconstruction Finance Corporation
8. Defense Plant Corporation
9. Defense Supplies Corporation
10. Metals Reserve Company
11. Rubber Reserve Company
12. Reconstruction Finance Corporation Mortgage Company
13. Federal National Mortgage Association
14. Disaster Loan Corporation

The federal statutes creating the above corporations contain provisions substantially identical with section 26 of the federal farm loan act which the court construed as barring the imposition of state and local retail sales taxes.

This rule applies only to the imposition of the tax upon the federal agencies as the ultimate consumers and does not limit the authority of this commission to require the agencies to collect the retail sales tax or consumers use tax upon sales made by them.

Rule No. 51. Applies to sales tax only. Relief agencies. Relief agencies, except those operated directly by the state of Iowa, are not exempt from retail sales tax, however, the law does provide that a relief agency may apply to the commission for refund for the amount of sales tax paid by it upon purchase of goods, wares or merchandise used for free distribution to the poor and needy.

In order that refund of sales tax paid on purchases used in free distribution to the poor and needy may be considered, the following requirements must be complied with:

1. Application shall be filled in with pen and ink or typewritten on form ST-52 supplied by the commission.

2. Name of agency, and the quarterly period for which refund is claimed must be shown on the face of all applications.

3. Applications shall be signed, notarized, and filed with the commission in duplicate.

4. Applications shall include only payments made during one quarterly period, and shall be filed within forty-five (45) days after the end of that quarterly period.

5. Applications shall include only payments made for goods, wares or merchandise used for free distribution to the poor and needy.

6. In the "Warrant or Voucher Number" column, applicant shall show the number of warrant or voucher that was tendered to the merchant in payment of the purchases listed. The date on which the warrant or voucher was issued must be shown above the listings of the warrants or vouchers issued on that date.

7. Name of the merchant or company from whom the merchandise was purchased shall be shown in the "Purchased From" column.

8. Merchant or company's sales tax permit number shall be shown in the column entitled "Permit Number," as well as the address of that merchant in column entitled "Address."

9. In the column provided for "Type of Purchase" applicant shall describe as clearly as possible the nature of the merchandise purchased. Applicants shall not use such indefinite terms as merchandise, supplies, hardware, repairs and the like, as such terms do not furnish sufficient information.

10. The amount of the warrant or voucher and the amount of tax paid shall be shown in the columns so provided. Each individual column must be totaled at the bottom of every page. The last page of the application must also show the grand totals.

11. The relief agency shall prove to the satisfaction of the commission that the person making the sales has included the amount thereof in the computation of his gross receipts and that such person has paid the tax levied by the retail sales tax Act on such sales to the relief agency.

12. Where purchases shall have been made for institutions such as county poor farms, orphanages and the like, the portion of the purchases consumed by the employees is not refundable, therefore, so that correct percentage figures may be determined, those institutions which file applications for refund of sales tax are required to submit with their applications one copy of form entitled "Charitable Institution Questionnaire." Such information must be furnished on this questionnaire to properly determine percentage basis for the refund.

There is no provision in the law for the refund of use tax paid by relief agencies.

Section 422.47

Rule No. 52. Containers—including packing cases, shipping cases, wrapping material, etc. Receipts from the sale of containers, labels, cartons, packing cases, wrapping paper, wrapping twine, bags, bottles, shipping cases, and similar articles and receptacles sold to manufacturers, producers, wholesalers, retailers, or jobbers, which are used by the groups last mentioned as containers which hold or encompass the tangible personal property which they are engaged in selling, either for resale or at

retail, provided the charge made for the property sold includes the container and the title to the container passes to the purchaser with the merchandise sold, are not subject to the Iowa retail sales tax.

The receipts from the sale of containers as hereinbefore described are subject to the retail sales tax when such containers are sold to persons who use such containers in connection with the sale of tangible personal property where such person retains the title to the container. In many such cases the seller at retail of tangible personal property purchasing containers makes a deposit charge to insure the return of the container.

Receipts from the sale of containers as hereinbefore described, when made to persons who are solely engaged in rendering service, the receipts from which are not subject to the retail sales tax law, and where the containers are used in connection with the rendition of such services, are subject to the retail sales tax.

Sales of containers, cartons, packing cases, wrapping paper, bags, and similar articles and receptacles sold to other than manufacturers, producers, wholesalers, and jobbers, may be divided into two groups, as follows:

(a) Those which ordinarily are delivered with the merchandise sold to the final buyer or ultimate consumer where no separate charge is made therefor. This class includes such items as boxes, cartons, paper bags, wrapping paper and wrapping twine, in which purchases are delivered to customers. The sale of such containers is not taxable except in the case of such containers and supplies sold to one whose gross receipts are not taxable by reason of being service institutions, such as dry cleaners, laundries and similar service. Persons rendering service are the consumers of such items, and sales of them are taxable.

(b) Containers which are used for the purpose of delivering tangible personal property sold to customers, which are to be, or may be, returned to the seller of the tangible personal property. This class includes such containers as milk bottles, water bottles, carboys, drums, and many others, the title to which remains in the seller and which are ordinarily used by him in making other deliveries. He consumes or uses them in his business and the sale to him of such containers is taxable. Such tax liability is not avoided if a deposit is made by, or required of the customer, to secure the redelivery of the container.

Rule No. 52.1. Tangible personal property used to insure safe delivery of other tangible personal property intended to be sold ultimately at retail. Packing paper, lining paper (including paper used to line cars, boxes and crates), excelsior and blocks and like tangible personal property used to insure safe delivery of tangible personal property intended to be sold ultimately at retail, the title to which passes to the purchaser, is exempt from retail sales and use tax.

The gross receipts from the sale of like tangible personal property used in the performance of a service are taxable.

Rule No. 52.2. Labels, tags and nameplates. Labels, tags and nameplates when attached to tangible personal property subject to the retail sales tax

shall be considered part of the container and all of the provisions of rule No. 52 shall apply thereto.

Rule No. 52.3. Paper plates, paper cups, paper dishes, paper napkins, paper and wooden spoons and forks, straws and butterchips. Where paper cups, plates, dishes, napkins, spoons, forks, straws, butterchips and wooden spoons and forks are sold with taxable tangible property and are expended by such use, then the sale of such property to retailers is considered a sale for resale and is not taxable under the retail sales or use tax laws.

Where the above mentioned articles are sold in connection with service or for free distribution by retailers, separate and apart from a retail sale, then said articles will be deemed to be a retail sale and are taxable.

Rule No. 52.4. Containers—wholesale bakeries. Bakeries purchasing metal or wooden containers for use in delivering bread or other bakery products to retailers are considered to be the consumer of such containers unless title and possession passes to the retailer at time of the delivery. Bakeries purchasing for such purposes reusable collapsible cardboard containers, or similar containers, are deemed to be the consumer of thirty-five per cent of such containers and are deemed to purchase sixty-five per cent of such containers for purpose of resale.

[Filed June 30, 1955]

Rule No. 53. Applies to sales tax only. Tangible personal property purchased for resale but incidentally consumed by the purchaser. Retailers engaged in the business of selling tangible personal property who take merchandise from stock for personal use, consumption or gift, must report and pay sales tax on such merchandise. Such retailers may consider all their wholesale purchases as being made for resale purposes, and shall be liable for the tax on such items as they themselves consume or give away. Such retailers must enter on their books or sales the amount of the cost of all such property that they have removed from stock for personal consumption or gifts, and must pay the tax measured by two per cent of the amount of the cost to them. Articles taken from stock should be reported on the regular retail sales tax return at Item 1 (a).

Rule No. 54. Applies to sales tax only. Sales by employers to employees—employees' meals. Where an employer sells tangible personal property to employees for use or consumption, or uses merchandise for himself, family or gifts, receipts from such sales must be included in the gross receipts of such employer.

Likewise, where an employer operates a restaurant or cafeteria at which meals are sold to employees, himself, family or gifts to other persons, a tax must be paid upon the gross receipts from such sales.

Where an accurate record of meals consumed by employees, or the taxpayer and his family is not kept, the rate of \$5.00 per week, per person, shall be included in the gross receipts and sales tax computed thereon.

Rule No. 55. Sales in interstate commerce—goods shipped from this state. When tangible personal property is sold within the state and the seller is

obligated to deliver it to a point outside the state or to deliver it to a carrier or to the mails for transportation to a point without the state, the retail sales tax does not apply, provided the property is not returned to a point within this state. The most acceptable proof of transportation outside the state will be:

- (a) A waybill or bill of lading made out to the seller's order calling for delivery; or
- (b) An insurance or registry receipt issued by the United States Postal Department, or a Post Office Department's receipt; or
- (c) A trip sheet signed by the seller's delivery agent and showing the signature and address of the person outside the state who received the delivered goods.

However, where tangible personal property is sold and delivered in this state to the buyer or his agent other than a common carrier, the sales tax applies, notwithstanding the fact that the buyer may subsequently transport the property out of the state.

GOODS COMING INTO THIS STATE

When tangible personal property is purchased in interstate commerce for use or consumption in this state, where delivery is made in this state, and the seller is engaged in the business of selling such tangible personal property in this state for use or consumption, such sale is subject to the retail sales tax, regardless of the fact that the purchaser's order may specify that the goods are to be manufactured or procured outside this state and shipped directly from the point of origin to the purchaser. The seller is required to report all such transactions and to collect and remit to this state retail sales tax on all such sales.

If the above conditions are met, it is immaterial (1) that the contract of sale is closed by acceptance outside the state or (2) that the contract is made before the property is brought into the state.

Delivery is held to have taken place in this state (1) when physical possession of the tangible personal property is actually transferred to the buyer within this state, or (2) when the tangible personal property is placed in the mails or on board a carrier at a point outside the state (f. o. b. or otherwise) and directed to the buyer in this state. See rule No. 180.

Rule No. 55.1. Sales not considered as interstate commerce. When the contract to sell takes place within the state of Iowa (offer and acceptance) and the seller delivers the goods from a point outside of Iowa directly to the buyer in Iowa, the sale is deemed to be an intrastate sale and the seller's receipts therefrom subject to the retail sales tax, if the sale is at retail and not otherwise exempted.

Adoption of this rule is not considered by the commission as a change in its holding as to such transactions, but merely as a clarification of rule No. 55.

Rule No. 55.2. Certificate of out of state delivery.

Taxpayers making sales of tangible personal property delivered out of state may use the following certificate in lieu of trip sheets. Where the certificate is used it must be made out at the time of the sale and is especially designed for use when delivery is made by truck.

CERTIFICATE OF OUT OF STATE DELIVERY

Salescheck: The salescheck must show quantity, description of articles and price.

The undersigned hereby certifies that he delivered the merchandise described to the out of state address shown on the salescheck number set forth below:

SALESCHECK NUMBER
 DATE OF DELIVERY
 NAME OF TRUCK LINE
 DRIVER'S SIGNATURE
 ICC PERMIT NO.

I hereby certify that I received the merchandise described on the above salescheck.

Date Signed.....

Rule No. 56. Premiums and gifts. Persons who give away or donate tangible personal property are deemed to be (for tax purposes) the final users or consumers of such property.

Therefore, the gross receipts from the sale of tangible personal property to such persons for such purposes are subject to the retail sales tax.

Where tangible personal property is purchased tax-free for the purpose of resale by a retailer and subsequently given away or donated by the re-retailer, the retailer shall include in his retail sales tax return under Item 1 (a) at his cost price the value of such property.

When a retailer selling tangible personal property at retail in Iowa, the receipts from which are subject to the tax, furnishes with said property a premium, it shall be considered that the premium is sold together with the tangible personal property and that the receipts from the property cover the sale of the premium. In such instances the retailer is considered purchasing the premium for the purpose of resale. However, where the retailer is engaged in selling tangible personal property at retail, the receipts from which are not subject to the tax, but who furnishes a premium with the property sold, the retailer is considered as consuming or using the premium furnished.

Rule No. 56.1. Gift certificates. Where gift certificates are sold by persons engaged exclusively in selling taxable tangible personal property, services or amusements the tax shall be added at the time the gift certificate is sold. No tax will then be added at that time of the actual purchase of the merchandise, service or amusement by the donee.

Rule No. 57. Owners or operators of buildings. Owners and operators of buildings who purchase materials, shelving, janitors' supplies, electric light bulbs and other articles, which are used by them in maintaining the building, are the users or consumers of the personal property so purchased and shall pay retail sales tax to the supplier from whom such articles are purchased.

Where owners or operators of buildings re-meter and bill their tenants for electric current, gas or any other taxable service consumed by the tenants, such owners or operators may purchase the electric current, gas or other taxable service tax-free, for resale, in which case the said owners or operators must hold retail sales tax permits and are liable for the tax upon the gross receipts from the sale of such service. Where the building owners or operators purchase all of the electric current, gas, and other services, for resale, and consume a portion thereof in the operation of the building, they shall

be liable for the tax on the cost of the electric current or gas purchased for resale and later consumed. That portion consumed by the owner or operator shall be reported under Item 1 (a) on the retail sales tax return.

Where a building sells heat to other buildings or other persons and charges for such service as a sale of heat, then such transactions are taxable at the rate of two per cent of the gross receipts from such sales.

Where heat is furnished to tenants as a service to them, incidental to the renting of the space in the same manner as janitor, elevator and cleaning services, then there would be no tax, as heat in that case is not sold as a separate service and is not billed separately. In any case where heat is sold separately and is billed to the tenant separately, then such services are taxable.

Buildings making the sales of heat are required to procure a retail sales tax permit and report and pay the tax quarterly.

Rule No. 58. Tangible personal property made to order. Where retailers, such as dry-goods merchants or tailors, contract to fabricate items of tangible personal property, such as carpeting, curtains, drapes, tents, awnings, clothing, auto tops and the like, from materials in stock, which have been selected by customers, the total receipts from the sale of such articles must be included in the gross receipts upon which the sales tax is computed. Such retailers may not deduct labor or service charges of fabrication or production notwithstanding that such charges may be separately billed to customers apart from charges for materials.

These cases should be distinguished from instances where repairmen perform labor or services in repairing or altering items of tangible personal property belonging to their customers, in which event the labor or service charges do not come within the provisions of either the sales or use tax law. To illustrate the tax status of the service charge, assume that a customer purchased a dress or article of ladies wearing apparel, and the title had passed to the customer, any subsequent charges made and segregated for alteration would be exempt from sales tax.

Rule No. 59. Applies to sales tax only. Operators of vending machines selling merchandise—operators of machines and devices for commercial amusement.

1. The retail sales tax law was amended to impose a tax, beginning July 1, 1947, of two per cent of the gross receipts derived from the operation of all forms of amusement devices and commercial amusement enterprises, such as music boxes, weighing machines, pin-ball machines and other slot operated devices used for commercial amusement purposes. Receipts from the sale of merchandise through vending machines is also subject to a tax of two per cent.

2. Frequently persons who own vending machines, vending merchandise by coin operation or otherwise, as well as persons who own coin-operated amusement machines and devices place them on location throughout the state in places of business belonging to and operated by others, giving to the owner of the place of business a share of the receipts the device takes in for the privilege of operating

the machine at that location. These persons are called operators.

3. The operator of machines and devices which are out on location as before described are retailers for the purpose of the retail sales tax law and are required to hold a retail sales tax permit and report the entire gross receipts received from the operation of such machines and devices and remit two per cent tax thereon. The operator, who has machines out on locations belonging to others, shall hold one regular retail sales tax permit for his principal place of business, whether same is located in the state of Iowa or outside the state of Iowa, and shall file a quarterly return which will include all gross receipts from all such machines or devices operated by him in Iowa during the quarterly period covered by the return. The return form ST-50 shall be filed by said operator to which shall be attached and made a part thereof form ST-51A, upon which the operator shall list the following information:

(a) The total number of units of each type of machine or device operated, together with the total receipts derived from each type.

4. The retail sales tax department will furnish to such type operator a sticker, form ST-103, for each unit operated in the state by the operator and said sticker shall be applied to each unit, reflecting the retail sales tax permit number of the operator, under which permit the sales tax on the receipts from the machine is reported and returned to the state. No device or machine or gadget operated for commercial amusement purposes shall be operated without said sticker ST-103 being attached thereto in a prominent place, indicating the sales tax permit number of the operator thereof.

5. Billiard and pool tables, shooting galleries and other similar undertakings which are ordinarily operated in a regular place of business owned and managed by the operator thereof would not come within the provisions of this rule with respect to holding one permit for the entire state or with respect to filing ST-51A as an addition to the regular retail sales tax return form ST-50. Likewise the provision with reference to the regular sales tax permit and form ST-51A would not apply to devices operating at fairs, circuses and carnivals which are temporarily within the state of Iowa. Concerning the latter see rule No. 15.12.

Any changes or modifications reflected herein from previous rulings of the commission in regard to this subject shall be effective as of January 1, 1951.

Section 422.42.

Rule No. 59.1. Inspection fee on weighing scales not a credit against sales tax due. Section 422.46, Code of Iowa, 1950, 1954, provides that where the state now imposes a special tax concerning the sale of tangible personal property, that the special tax shall be applied as a credit against the retail sales tax due as a result of the sale of such tangible personal property at retail in Iowa.

In 1947 the retail sales tax law was amended by an addition to section 422.43, under the provisions of which a tax of 2 per cent was imposed upon the gross receipts derived from the operation of all forms of amusement devices and commercial amusement enterprises conducted within the state of Iowa and said tax covered all receipts from the operation

of weighing machines as well as other items. The department of agriculture collects a \$3.00 per year fee as an inspection fee for inspecting weighing scales.

It is the commission's holding and ruling that the \$3.00 per year inspection fee paid on the inspection of such scales is not a credit against the retail sales tax due on the receipts from the operation of weighing scales, as is contemplated in section 422.46.

The 1947 amendment specifically and expressly taxed the receipts from the operation of weighing machines and further section 422.46 affords a credit only where tangible personal property is sold and a special tax is imposed by the state in connection with the sale of such tangible personal property.

Rule No. 60. Applies to sales tax only. Deposits or prepayments on purchase price. Where retailers accept from their customers prepayments or deposits representing part of the purchase price of merchandise, the possession of which is not to be delivered to the purchaser until the full amount of the purchase price shall have been paid, the time of the sale is determined by the terms of the sale and the intention of the parties.

If the buyer makes a deposit on the purchase price of specific goods which have been selected in a deliverable state, and the seller appropriates the specific goods for the purpose of future delivery to the buyer, title to the goods passes and the sale is consummated at the time the deposit is made. The prepayment or deposit must be included in the gross receipts on which the seller's tax is computed. If specific goods are neither selected by the buyer nor appropriated to the sale by the seller, title to the goods does not pass until the buyer selects specific goods and such goods are appropriated to the sale by the seller. In the latter case, the sale takes place when possession of the goods is delivered to the buyer. The seller must include in his gross receipts the total amount of the purchase price thereof.

Rule No. 61. Applies to sales tax only. Auctioneers—public auctions. Every factor, auctioneer or agent, acting for an unknown or undisclosed principal, entrusted with the possession of any bill of lading, custom house or warehousemen's receipts for delivery of any tangible personal property for the purpose of sale, shall be deemed the owner thereof, and upon the sale of such property shall be required to file a return of the receipts of sale and pay a tax thereon.

A sale by such factor, auctioneer, or agent, when acting for a known disclosed principal, shall be taxable to the principal.

Regular sales pavilions, community sales, furniture auctions and like places of business are retail establishments. The gross receipts from sales by such places to final consumers or users are taxable.

Sales tax shall be paid upon the gross receipts from sales of tangible personal property sold at regularly conducted auction sales, regardless of how such property may have been acquired, or by whom owned, except upon receipts from the sale of property for resale.

Example: Livestock purchased for feeding purposes is deemed purchased for resale.

Where the auctioneer is employed by the operator of the public auction, the operator shall be liable for the payment of sales tax.

Public auctions held for the purpose of disposing of tangible personal property of individuals, such as closing out sales of farmers, or housewives selling household goods, are casual sales, the receipts from which are not taxable.

Rule No. 62. Applies to sales tax only. Transient or itinerant sellers. Persons not regularly engaged in selling at retail and not having a permanent place of business, but who are temporarily engaged in selling from trucks, portable roadside stands, concessionaires at state, county, district or local fairs, carnivals and the like, shall report and remit the tax on a nonpermit basis.

Transient or itinerant sellers may be required to post a bond if in the judgment of the commission it is deemed necessary and advisable to secure the collection of the tax imposed under Division IV of the sales tax law. A cash bond of not less than one hundred dollars (\$100.00) or a surety bond of not less than five hundred dollars (\$500.00) issued by a solvent surety company authorized to do business in Iowa, is acceptable. The amount and type of the bond shall be determined by the commission. (Filed Aug. 19, 1954)

Rule No. 63. Applies to sales tax only. Peddlers and street vendors. Hawkers, peddlers and street vendors who do not have regularly established places of business are retailers within the meaning of the law, and such persons are required to report and remit sales tax on a nonpermit basis. (Amend. filed Aug. 19, 1954)

Rule No. 64. Repairmen engaged in altering or repairing property belonging to others. Persons engaged in the business of repairing or altering tangible personal property belonging to others are deemed to be rendering a service, the gross receipts from which are not subject to the retail sales tax. The repairman, however, is deemed to be the final user or consumer (for tax purposes) of all tangible personal property which he purchases for use in the rendition of such service, even though the title to the property used in the repair work is passed on to his customer.

A person who is exclusively engaged in repairing tangible personal property belonging to others need not hold a retail sales tax permit. Therefore, the gross receipts from the sale of tangible personal property to such repairman for such purpose would be subject to the retail sales tax.

If, however, a person engaged in repairing tangible personal property belonging to others is also engaged in selling tangible personal property at retail in Iowa, such person must hold a retail sales tax permit. Those repairmen holding a retail sales tax permit, when purchasing tangible personal property, a part of which they will consume in their repair work and a part of which they will sell at retail, will be permitted to purchase all such property tax-free on the theory of resale by giving to their supplier a certificate of resale showing their sales tax permit number.

The repairman holding a retail sales tax permit should then include under Item 1 (a) of his retail sales tax returns, at his purchase price, the value of the tangible personal property used or consumed by him in his repair work, to which

amount should be added his receipts from his sales at retail in Iowa.

Rule No. 65. Insect or pest exterminators. Persons engaged in the business of exterminating insects, rodents and other pests, render services, the gross receipts from which are not taxable; however, the gross receipts of persons selling the disinfectants, chemicals and supplies to persons rendering such services, are taxable.

Where insect and pest exterminators sell tangible personal property separate and apart from rendering services, the gross receipts from such sales are taxable and the seller must hold a retail sales tax permit.

Rule No. 65.1. Weed exterminators. Persons using tangible personal property for the extermination or destruction of weeds are the final users or consumers of the tangible personal property used for such destruction, therefore, sales tax should be charged on the gross receipts from the sale of weed exterminators of every kind and character.

The provisions in rule No. 65 with reference to persons engaged in the business of exterminating insects, etc., shall apply to the tax liability of persons engaged in the business of extermination or destruction of weeds as provided hereinbefore.

Rule No. 66. Furniture repairers and upholsterers. Persons engaged in repairing or reupholstering furniture belonging to others are deemed to be engaged in rendering service, the receipts from which are not subject to the sales tax. On the other hand, such repairmen are deemed to be the final users or consumers of all tangible personal property which they purchase for use in the rendition of such service. Being the final consumer, they should pay the sales tax to their Iowa suppliers when such materials are purchased in Iowa and should report the use tax directly to this commission when such materials are purchased from out-of-state sources, unless the out-of-state supplier is registered with the use tax department and authorized to collect the use tax for the state, in which last instance the use tax should be paid to the registered supplier.

Persons who are exclusively engaged in repairing or reupholstering furniture belonging to others need not hold a retail sales tax permit, inasmuch as they do not collect any sales tax from their customers, but should anticipate that the tax is increasing their cost of material two per cent when preparing the charge.

However, if the furniture repairman or upholsterer is also engaged in selling tangible personal property at retail in Iowa, then such persons shall procure a retail sales tax permit and report and remit two per cent of their gross receipts from retail sales directly to the commission.

The person who repairs or upholsters furniture for the purpose of selling such furniture at retail is making sales at retail, the receipts from which are subject to sales tax.

Rule No. 67. Watch, clock and jewelry repair. Persons engaged in the business of repairing watches, clocks, jewelry, silverware and the like belonging to others are engaged in rendering services, the receipts from which are not subject to retail sales tax. Those persons who are exclusively

engaged in repairing such articles for others and who do not sell tangible personal property at retail in Iowa are not required to hold a retail sales tax permit, inasmuch as they do not collect any tax, as an item of tax, from their customers but should consider that the tax increases their cost of material two per cent.

On the other hand, such repairmen are deemed to be the final users or consumers (for tax purposes) of all tangible personal property which they purchase for use in the rendition of such services. Therefore, those persons selling such material to such repairmen are making sales at retail in Iowa, the receipts from which are subject to the retail sales tax.

If the repairman, in addition to repairing property belonging to others, is also engaged in selling tangible personal property at retail in Iowa, such repairman should hold a retail sales tax permit and pay two per cent of his gross receipts from the sales directly to the commission.

Rule No. 68. Furriers and fur repairers. Persons engaged in altering, remodeling, and repairing cloth, fur or other garments belonging to others are deemed to be engaged in rendering a service, the receipts from which are not subject to the retail sales tax.

Such repairman is deemed to be the final user or consumer of all tangible personal property which he purchases for use in completing such services.

Therefore, persons selling to such repairmen tangible personal property for such purposes are making sales at retail, the receipts from which are subject to the retail sales tax.

However, if the repairman, in addition to rendering such services, is also engaged in selling tangible personal property at retail, such repairman is required to hold a retail sales tax permit and remit to the commission two per cent of his gross receipts from such sales.

Rule No. 69. Shoe repairers. Persons engaged in the business of repairing shoes render a service. They are purchasers for use or consumption of tangible personal property (except taps and rubber heels) used by them incidentally in the rendering of such service. Consequently, sales of leather, including strips, bends and other findings to shoe repairers for use in connection with the rendering of such service, are sales at retail and are taxable.

Taps and rubber heels are purchased by shoe repairers for resale and the gross receipts from sales by them at retail of such articles are subject to the sales tax notwithstanding the fact that such taps or rubber heels are attached to the shoes of their customers.

Taps are defined as leather or composition half soles which previous to the time of purchase by the shoe repairer have been cut to half sole shape and do not include strips, bends, or other sole materials which may, subsequent to purchase, be cut and used for sole purposes.

Furthermore, the sale by shoe repairers of all tangible personal property not directly used in connection with their repair services, but sold for use or consumption, represent taxable sales at retail. Therefore, shoe repairers who sell taps and rubber heels, as well as other tangible personal property

which is not directly used or consumed by them in rendering services, are required to hold retail sales tax permit, report and pay the sales tax to the state of Iowa upon their gross receipts from sales at retail of all such tangible personal property.

Gross receipts, for the purpose of this rule, from the sale of taps and rubber heels as well as merchandise sold over the counter by the shoe repairman, will be considered as being an amount equal to the repairman's cost of such items plus a markup of forty per cent of said cost. The latter items, the shoe repairman will be entitled to purchase tax free from his supply house and will include the gross receipts from the sale of same in his sales tax return to the state, calculated on the basis hereinbefore described. (See *Sandberg vs. Iowa State Board of Assessment and Review*, 225 Iowa 103.)

Rule No. 70. Harness and mattress repairers. Persons engaged in repairing harness or mattresses belonging to others are rendering a service, the receipts from which are not subject to the retail sales tax. Persons solely engaged in such repair services are not required to hold a retail sales tax permit, inasmuch as they do not collect any sales tax from their customers.

On the other hand, such repairmen are deemed to be the final users or consumers of the tangible personal property which they purchase for use in the rendition of such services.

Therefore, persons selling to such repairmen tangible personal property for their use in such services are making sales at retail, the receipts from which are subject to the retail sales tax.

However, if the repairman, in addition to rendering such services, is also engaged in selling tangible personal property at retail, such repairman is required to hold a retail sales tax permit and remit to the commission two per cent of his receipts from such sales.

Rule No. 71. Applies to sales tax only. Bookbinders, paper cutters, etc. Persons engaged in the business of binding books, magazines or other printed matter belonging to other persons are deemed to render services, receipts from which do not come within the purview of the sales tax law. Sales of cloth, leather, cardboard, glue, thread or other such items of tangible personal property, to bookbinders for use in performing such services are sales at retail, and the sellers must collect and remit the tax on such sales.

Where a bookbinder binds his own books, magazines or printed matter and sells the finished products to users or consumers, or makes and sells at retail loose-leaf or detachable binders, he must collect and remit tax with respect to the entire receipts from such sale.

Persons engaging in the business of paper-cutting, folding, gathering, padding, or punching circulars, office forms or other printed matter belonging to other persons, are deemed to be rendering services, and do not come within the provisions of the law. Sales of tangible personal property to such persons for use or consumption in the performance of these services constitute sales at retail and are taxable.

Rule No. 72. Printers, mimeographers and multi-graphers. Printers, mimeographers, multigraphers and the like, are engaged in the business of process-

ing personal property, and their sales of printed or mimeographed matter, such as books, letterheads, bills, envelopes, advertising circulars and the like to purchasers who either use or consume them, lease them, or distribute them free of charge, but do not sell them, are sales at retail, the receipts from which are taxable.

Such persons may not deduct from the selling price of such property the charges for labor or service rendered in its production, even though the same may be billed to the customer separate from the charge for the stock, except where a charge for addressing, folding, enclosing and sealing is billed separately to the customer.

On commercial printing involving use of U. S. postal cards or stamped envelopes purchased by the printer, etc., the tax must be collected on the basis of the selling price of the job, less the amount of postage involved.

No tax arises from the service of typesetting performed by a printer, where title to the metal does not pass to the consumer.

See rule No. 25.7 for electrotypes, type, zinc etchings, half-tones, stereotype, color process plates and wood mounts.

Rule No. 73. Abstracts and law briefs. Persons engaged in the business of furnishing abstracts of title are rendering a service to their customers and their gross receipts from this source are not taxable. Likewise, the gross receipts from the furnishing of, or sale of, law briefs, whether typewritten or printed, are considered sales of service and not subject to the tax.

The sale of paper or other materials used in the making up of title abstracts or law briefs to abstract companies or those furnishing law briefs, are sales to purchasers for use or consumption, and the sellers of such paper or supplies are liable for the tax upon their gross receipts from such sales.

This rule applies only to abstracts of title, abstracts of record and briefs ordered specially prepared for some certain person. It does not apply to the sale of printed briefs or commercial sales of printed matter, whether by subscription, sale or contract. Such sales are taxable.

Rule No. 74. Tennis racket restringing and repairing. The tax applies to the gross receipts from retail sales of tennis rackets, presses, balls and other accessories.

The tax applies to the retail selling price of the strings and other materials furnished in connection with tennis restringing and repair work. Where the restringing or repair work is done for a lump sum price, fifty per cent thereof is considered the retail selling price of the strings and other materials furnished in connection with the work.

Rule No. 75. Clay pigeons. Gun clubs furnishing clay pigeons to their members are regarded as performing a service even though the charges for the services are based on the number of clay pigeons furnished. Consequently, the receipts from the sale of the clay pigeons to the clubs are taxable.

Where a gun club or other person furnishes the service or facilities for trap or skeet shooting to the general public or to persons not members of a regularly organized and established club, the furnishing of such facilities shall be deemed to be

operating an amusement device, the gross receipts from which are taxable under the provisions of the retail sales tax law.

Where a gun club or other person sells shells or other tangible personal property to their members or other persons, such sales shall be deemed to be sales at retail, the gross receipts from which sales are taxable.

Rule No. 76. Advertising service. Charges for advertising in newspapers, magazines or other publications are not taxable. Likewise, charges made by advertising agencies for preparing and placing such advertising are charges for services and are not taxable.

The tax applies, however, to gross receipts from sales of tangible personal property to advertisers or advertising agencies for use or consumption in preparing advertising, such as paper, ink, paint, tools, office supplies and art work purchased from independent artists, engravers, charges for making metal plates, electrotypers' charges for making electrotypes or matrices and printers' charges for production of pamphlets, booklets, brochures and other printed materials.

Advertising agents engaged in producing drawings, title to which remains in the artist, for advertising purposes are regarded as the consumers of the materials used in the performance of such services. Sales to them are retail sales, subject to the tax. Charges made by such advertising agents are not taxable.

This rule applies to advertising agencies who solicit newspapers, magazines and other periodicals.

Rule No. 77. Newspapers, magazines, trade journals, etc. Publishers of newspapers are deemed to be rendering a service to their subscribers and the gross receipts from the sale of newspapers to the public are therefore not taxable. The sales of magazines, trade journals, and other periodicals when sold to consumers or users are sales at retail and the gross receipts from such sales are taxable.

Advertising which appears in newspapers, magazines, trade journals, and other periodicals, is not subject to tax. In the case of trade publications, advertising pamphlets or circulars, and the like, where they are distributed by the publisher free of charge, the publisher is the consumer, and the printer, as the seller, when printing such trade publications, advertising circulars, etc., the publisher is liable for the tax. See also rule No. 134.

Rule No. 78. Tire repairing and vulcanizing. Persons engaged in the business of repairing or vulcanizing tires and tubes belonging to others render services, the receipts from which are not subject to the retail sales tax. However, such persons are deemed to be (for tax purposes) the final users or consumers of all tangible personal property which they purchase for use in the rendition of such services. Such persons who are exclusively engaged in rendering such services are not required to hold a retail sales tax permit, inasmuch as they do not collect any sales tax, as such, from their customers.

Therefore, persons selling tangible personal property to such repairmen for use in rendering such services are making sales at retail, the receipts from which are subject to the retail sales tax.

If, however, the repairman in addition to rendering such services, also sells tangible personal property at retail in Iowa, then he must hold a retail sales tax permit and remit to the commission.

Rule No. 79. Retreading and recapping tires. Persons engaged in the business of retreading or recapping tires belonging to others are rendering services, the receipts from which are not subject to the retail sales tax. Such repairmen are deemed to be the final users or consumers of all tangible personal property which they purchase for use in rendering such services.

Therefore, persons selling tangible personal property to such repairmen for use in the rendition of such services are making sales at retail, the receipts from which are subject to the sales tax.

Where the repairman is also engaged in selling tangible personal property at retail in addition to rendering repair services, such repairman must hold a retail sales tax permit.

Rule No. 79.1. Tire mileage contracts. Some tire companies pursuant to a "tire mileage contract" agree to furnish satisfactory tire equipment to their customers at a stipulated amount per mile of motor vehicle operation, the tire companies retaining title to the tires and possessing authority to remove tires and replace them with new or used ones, to move tires from wheel to wheel and to remove tires for inspection or repair. The receipts from such transactions in Iowa are subject to retail sales tax.

Rule No. 80. Rewinding motors. Persons engaged in the business of rewinding motors or transformers belonging to others are deemed to be engaged in rendering a service, the receipts from which are not subject to the retail sales tax. However, the repairman is deemed to be (for tax purposes) the final user or consumer of all tangible personal property which he purchases for use in the rendition of such services.

A person who is exclusively engaged in such repair service is not required to hold a retail sales tax permit.

However, if such person, in addition to rendering such service, is also engaged in selling tangible personal property at retail in Iowa, then such person should hold a retail sales tax permit and report to the commission two per cent of his receipts derived from such retail sales in Iowa.

Rule No. 81. Automobile washing and chassis lubrication. Automobile washing and greasing jobs are considered services, the receipts from which are not subject to sales tax.

Grease, lubricants, or other articles consumed incidentally in rendering such services are purchased for final consumption and are subject to the tax as retail sales.

Where grease, lubricants or other articles are sold separate and apart from chassis lubrication, and in cases where the customer is billed separately for greases or lubricants not included in the lump sum price of chassis lubrication, the tax applies upon the gross receipts from such sales.

Rule No. 82. Laundries, dry cleaners, rug cleaners, etc. Persons engaged in the operation of laundries, dry cleaning establishments, rug cleaning establish-

ments and like services, render services, the receipts of which are not subject to the retail sales tax.

On the other hand, such groups are deemed to be (for tax purposes) the final users or consumers of all tangible personal property which they purchase for use in the rendition of such services.

Therefore, persons selling tangible personal property to such groups are making sales at retail, the receipts from which are subject to the retail sales tax.

Rule No. 83. Blacksmith and machine shops and similar activities. Blacksmiths and machine shops are engaged in repairing tangible personal property belonging to others, as well as manufacturing or fabricating tangible personal property which they sell to others. The receipts which are derived from repairing tangible personal property belonging to others are not subject to the retail sales tax. With respect to repairing property belonging to others, the blacksmith or machine shop is deemed to be the final user or consumer of all tangible personal property purchased for use in rendering such services. The value of the property measured by the purchase price to the repairman should be included under Item 1 (a) of his retail sales tax return to this commission.

The gross receipts from the sale of tangible personal property of such persons are subject to the retail sales tax. Such persons are required to hold a retail sales tax permit and remit to the commission two per cent of their receipts derived from retail sales, plus two per cent of their cost of tangible personal property used in connection with the rendition of their services.

Where a blacksmith or machine shop fabricates a finished article from assembled parts of raw materials, the sales tax applies on the full selling price of the manufactured or fabricated article before any amount for labor or services is deducted.

Rule No. 84. Automobile refinishers and painters. Automobile painters, refinishers, or polishers, primarily render service, the receipts from which are not taxable. Persons selling tangible personal property to such automobile painters, refinishers, or polishers, who are rendering a service to their customers are liable for the tax on their gross receipts from such sales. Therefore, all tools, equipment, and supplies purchased by automobile painters, refinishers, or polishers would be purchased for final use and consumption, and are taxable.

Rule No. 85. Painters and paperhangers. Painters, paperhangers, refinishers, floor waxers, wallpaper cleaners, interior decorators and those people rendering renovation services, are primarily rendering a service not covered by the Act, and receipts from their charges are not taxable. Sales of wallpaper, paint, varnish, waxes, polishes, cleaning fluids, and materials used by these persons in the performance of rendering their services constitute sales to these persons for use or consumption, the gross receipts from which are taxable.

The above persons are considered consumers rather than retailers except as hereinafter provided.

Where painters and paperhangers sell materials, such as paint, wallpaper and other articles of tangible personal property to the person for whom they

are rendering service, such sales are considered sales at retail.

Painters and paperhangers engaged in retail business are required to hold a sales tax permit and the gross receipts from such sales are taxable.

Rule No. 86. Signs and sign painters. Persons engaged in the business of painting signs on billboards, buildings or other property belonging to others render service which is not taxable. Sales of paint, brushes, and other tangible personal property to sign painters for use by them are sales at retail, subject to the tax.

Where a sign painter paints a sign on his own personal property and sells the finished product, he makes a sale at retail which is subject to the sales tax without any deduction for cost of materials or labor.

Rule No. 86.1. The tax liability of artists fulfilling orders and the preparation of commercial drawings, sketches and paintings on special order for commercial use. It is the custom of retailers and commercial houses to order drawings prepared by artists for use in making cuts and other advertising matter; said drawings are made on special order, the artists are rendering services and not making sales at retail when preparing such drawings.

The gross receipts of artists from preparation of drawings for commercial purposes, limited to special order for drawings, sketches and painting for advertising purposes, are sales of services and are not sales at retail, therefore, such sales are not subject to retail sales tax.

This rule is strictly limited to artists' work hereinbefore described and does not include signs, sign paintings, placards and other paintings made and offered for sale in the usual course of retail business or other painting and art work.

Rule No. 87. Sales of signs at retail. Persons engaged in selling to users or consumers illuminated signs, bulletins or other stationary signs, whether manufactured by themselves or by others, are selling tangible personal property at retail, the receipts from which are taxable, even where the purchase price of the sign includes a charge for maintenance or repair service in addition to the charge for the sign.

Charges for services rendered subsequent to the sale of a sign, which are billed separately, are not taxable, but all tangible personal property used in making such repairs is taxable.

Rule No. 88. Motor vehicle repair shops and garages. The gross receipts from sales of tangible personal property to purchasers for use, either separately or in connection with motor vehicle repair work, such as automobile parts, accessories, tires, batteries, oils, and like articles, are taxable. Where the parts or accessories are used in a repair job, and are billed to the customer separate and apart from the charge for labor or services, the tax will be computed on the retail selling price of the property so used, provided the repairman keeps books so as to show separate charges for personal property sold and for labor or services performed.

Personal property so billed and taxed to the customer may be purchased tax-free by the repairman, if he is holder of a retail sales tax permit.

Rule No. 89. Oculists, ophthalmologists, optometrists and opticians. Oculists and ophthalmologists, being physicians, render professional services to the eyes of their patients. Their professional services are ordinarily confined to examination, surgery and treatment of the eyes. Optometrists examine eyes for the purpose of determining whether or not eyeglasses are necessary. Oculists, ophthalmologists and optometrists, who do not sell tangible personal property other than property which is incidentally consumed by them in rendering such professional services, are not considered as being retailers of such property within the meaning of the law and are not required to hold retail sales tax permits. Eyeglasses which they prescribe for patients are considered as being property which is incidentally consumed by oculists, ophthalmologists, or optometrists in rendering professional services. In the event oculists, ophthalmologists, or optometrists, in addition to rendering professional services, actually sell at retail tangible personal property which is not incident to and a necessary part of the professional services rendered to patients, they are liable for the sales tax upon the gross receipts from such sales, and are required to hold retail sales tax permits.

Optical supply houses are engaged in the business of processing and selling tangible personal property, consisting of eyeglasses and other optical merchandise and supplies, to oculists, ophthalmologists, optometrists and others. They are responsible for the collection of sales tax upon the selling price of such tangible personal property sold to oculists, ophthalmologists, optometrists, and others. In order to facilitate the collection and remitting of the tax optical supply houses are required to collect the two per cent sales tax on the selling price of all tangible personal property, consisting of eyeglasses, optical merchandise and supplies, sold by them to oculists, ophthalmologists, optometrists, opticians, and others in the state of Iowa.

Rule No. 90. Physicians and surgeons. Physicians and surgeons render professional services, the receipts from which are not subject to the retail sales tax. However, physicians and surgeons are deemed to be the final users or consumers of all tangible personal property which they purchase for use in the rendition of their services.

Physicians and surgeons are not required to hold retail sales tax permits, inasmuch as they are not considered to be selling at retail and inasmuch as they do not collect any sales tax from their patients.

Persons selling tangible personal property to physicians and surgeons for their use in rendering their services are making sales at retail, the receipts from which are subject to the retail sales tax.

However, should physicians and surgeons engage in the business of selling tangible personal property at retail aside and apart from their professional activities, they are required to hold a retail sales tax permit and pay two per cent of their receipts from such retail sales.

Rule No. 91. Hospitals, infirmaries and sanitariums. Hospitals, infirmaries, sanitariums and like institutions are engaged primarily in the business of rendering services. They are not liable for sales

tax with respect to their gross receipts from meals, bandages, dressings, drugs, X-ray, photographs, or other tangible personal property, where such items of tangible property are used in the rendering of hospital service. This is true, irrespective of whether or not such tangible items are billed separately to their patients. Hospitals, infirmaries and sanitariums are deemed to be the purchasers for use or consumption of such tangible personal property and the sellers of these items to hospitals, infirmaries or sanitariums are liable for payment of the sales tax with respect to their receipts therefrom.

Where meals are served to nurses, attendants, and patients of the hospital as a part of the service rendered in the conduct of the institution, the hospital, infirmary or sanitarium is deemed to be the user or consumer of all food and beverage products used in the preparation of these meals.

Rule No. 91.1. Hospitals operating nurses training schools. Hospitals are normally the persons who conduct nurses training schools for the training of student nurses entering the nursing profession.

Where hospitals purchase tangible personal property, the title to which is passed on to the student nurses in consideration of the nurses' services rendered to the hospital in connection with the training course, no tax would be due to the supplier selling to the hospital such items and the hospital would owe no tax as result of this transfer from the hospital to the student nurse under the provisions of subsection 4 of section 422.45, Code of Iowa, 1950, which is a part of the retail sales tax law.

Likewise the hospital would owe no use tax when purchasing tangible personal property for the purpose of transfer to the student nurses.

Items such as nurses' uniforms, the title to which passes to the student nurses, food which is served to the student nurses in the form of meals, as well as books, the title to which passes to the nurses, would not be subject to tax. However, reference books and other items of tangible personal property, the title to which remains in the hospital, but which the student nurses are permitted to use, would not be exempt from either sales or use tax.

Rule No. 92. Veterinarians. Veterinarians are primarily engaged in the business of rendering professional services to the owners of domestic animals, through care, medication and treatment of such animals. They are users and consumers of all such items of tangible personal property as drugs, medicines, bandages and dressings, serums, tonics, and the like, which are used by them in connection with the performance of such services. Persons selling such items to veterinarians for use in the performance of professional services become liable for sales tax.

Where veterinarians maintain a stock of tangible personal property and sell to consumers separately and apart from the rendering of personal services, items of tangible personal property, they will become liable for the tax.

Rule No. 93. Barber and beauty shops. Barbers and beauty shop operators primarily render personal services, not subject to the sales tax. Cosmetics, tonics, lotions, shaving soaps and other materials used or consumed in rendering such services are

purchased for use or consumption, and the sellers thereof must collect and remit the tax thereon, as well as upon sales to them of tools, and equipment used or consumed by them.

Barber and beauty shops are not, however, relieved from collecting and remitting the sales tax on gross receipts from sales at retail of tangible personal property for use or consumption, such as package cosmetics, hair tonics, lotions and like articles, or from payment of the use tax on supplies, tools and equipment purchased without the state.

Rule No. 94. Sales by farmers. Sales of grain, livestock, or any other farm, garden, or horticultural products by the producer thereof, ordinarily constitute sales for resale or for processing and as such are not subject to the tax.

But where any such producer makes sales of such products to ultimate consumers of the products, as from a roadside stand, a curb stand, a market or other store, or from a vehicle, or where he has acquired such products by purchase or otherwise from another person, he is then engaged in the retail sale of tangible personal property to users or consumers, and must hold a retail sales tax permit and pay the tax on the gross receipts from such sales.

Rule No. 95. Filling stations, sales of gasoline and other petroleum products. There is no retail sales tax imposed upon the retail sale of gasoline on which the state imposes a tax of four cents per gallon. See Code section 422.46. Sales of lubricating oil, grease, distillate, fuel oils and other petroleum products, on which the state does not impose a gasoline tax, are taxable under the retail sales tax law; unless, such distillate fuel oils or petroleum products are intended to be consumed as fuel in creating heat, power or steam for processing, or for generating electric current. (See rules Nos. 24, 25.) Gasoline or any other motor fuel on which the purchaser claims a refund of the gasoline or motor fuel tax, as provided by law, shall be liable for retail sales tax on such purchases—to be deducted by the treasurer of state from any refund due and owing such a taxpayer.

All sales of tangible personal property by retailers in petroleum products not specifically exempt, are taxable under the retail sales tax law—including all accessories, foods, drinks, tobacco products and other merchandise with the exception of cigarettes, cigarette papers and beer.

Sales of lubricating or motor oils are taxable when sold separately or if used in chassis lubrication and charged for as separate items.

Grease, lubricants, water and washing materials used in chassis lubrication or car washing are consumed by the person performing such services and are, therefore, taxable. The tax on such items should either be paid to the material supplier, or reported on the retailers' sales tax return under Item 1 (a) as tangible personal property purchased for resale but subsequently consumed.

By reason of the fact that coupon books and merchandise cards sold by filling stations and dealers in petroleum products are used to purchase both taxable and nontaxable merchandise and may be used in this state and outside this state, the seller

shall not be liable for retail sales tax at the time such books and cards are sold but he shall account for the tax upon each individual sale at the time the coupon or card is accepted in payment of taxable merchandise.

Rule No. 95.1. Filling of tractor tires with calcium chloride. The sale of calcium chloride for filling tractor tires is taxable. The total charge, including putting the calcium chloride in the tire, shall be included in the gross receipts on which the tax is computed. Therefore, implement dealers, garage and service station owners purchasing material to be used for this kind of work should purchase the same for resale and report in their taxable sales, the gross receipts from the same.

Rule No. 96. Florists and nurserymen. Florists and nurserymen selling flowers, plants, trees, shrubs, grass and seeds at retail are liable for tax on their gross sales, notwithstanding the fact that such merchandise shall have been produced by the seller. This rule applies regardless of whether such articles are sold from a store, a curb, a market, a greenhouse, a farm, or any other place.

Florists are engaged in the business of selling tangible personal property at retail and are liable for payment of the sales tax, measured by receipts from sales of flowers, wreaths, bouquets, potted plants, and other items of tangible personal property.

Where a nurseryman or florist sells shrubbery, young trees and similar items, and as a part of the transaction transplants them in the land of the purchaser for a lump sum or flat rate, the transaction is considered a construction contract with the nurseryman or florist the consumer of all personal property expended. (Amend. filed Aug. 19, 1954)

Where florists conduct transactions through a florists' telegraphic delivery association, the following rules will apply in the computation of tax liability:

1. On all orders taken by an Iowa florist and telegraphed to a second florist in Iowa for delivery in the state, the sending florist will be held liable for tax measured by two per cent of his receipts from the total amount collected from the customer, except cost of telegram where separate charge is made therefor.

2. In cases where an Iowa florist receives an order pursuant to which he gives telegraphic instructions to a second florist located outside Iowa for delivery of flowers to a point outside Iowa, tax will likewise be owing with respect to the total receipts of the sending florist from the customer who placed the order.

3. In cases where Iowa florists receive telegraphic instructions from other florists located either within or outside of Iowa for the delivery of flowers, the receiving florist will not be held liable for tax with respect to any receipts which he may realize from the transaction. In this instance, if the order originated in Iowa the tax will be due from, and payable by, the Iowa florist who first received the order and gave telegraphic instructions to the second florist.

Fuel used by greenhouses and others for the purpose of growing of plants is not deemed to be proc-

essing and is, therefore, not exempted from the retail sales tax. Again this holding of the commission is based on the case of *Kennedy v. Iowa Board of Assessment and Review*, 224 Iowa 405, said case holding that the growing of plants is not a processing activity.

Rule No. 96.1. Sod and dirt. The sale of sod and dirt by a person engaged in such business is taxable in the same manner as the sale of other tangible personal property. Where a person selling sod contracts to sod a given area for a fixed or lump sum fee, then such contractor shall be governed by the rules relating to lump sum contractors performing contracts for the improvement of real property. Persons selling sod or dirt at retail are required to procure a retail sales tax permit. The occasional sale of either sod or dirt shall be considered a casual or isolated sale and the tax does not apply thereto. See rule No. 30.

Rule No. 97. Hatcheries. When it is not possible at the time of the sale of chicks to determine the exact number to be sold for use or consumption and those to be sold for resale, the hatchery may consider twenty per cent of the gross receipts from sales of chicks as taxable and shall collect and pay tax at the rate of two per cent of twenty per cent of the gross receipts from the sale of chicks.

Receipts from "custom hatching" are receipts for services, and are not taxable and should be shown on the sales tax return as sales of service. Records must be kept distinguishing taxable and nontaxable receipts.

This rule applies in like manner to turkey eggs and poults.

The retail sales tax applies to twenty per cent of the gross receipts from the sale of baby chicks or brooded chicks at the time of the delivery of such chicks. Where a retailer sells chicks for future delivery and divides the charge into the price of chicks and the price for brooding, such transaction shall be deemed to be a sale of chicks and the brooding thereof shall not be considered a sale of service. The tax shall be computed on the total price of the chicks, including the fee charged for brooding.

Rule No. 98. Seeds, plants, bulbs and like property. Seeds, roots, plants, bulbs, shrubbery and like property may be sold tax-free by retailers when such sales are made to one engaged in the business of operating a nursery or a commercial garden. Where a sale is made to a final consumer, it is taxable. The tax liability depends upon the use to which the seeds and other items are to be put, and not on the kind or variety of the same.

This rule applies also to seeds, roots, plants, bulbs, and like personal property purchased by farmers engaged in regular agriculture, in other words, all seeds purchased by farmers for commercial planting are exempt from the retail tax.

Rule No. 98.1. Materials used for seed inoculations. All forms of inoculations, whether for promotion of better growth and healthier plants or for prevention or cure of mildew of plants, or disease of seeds and bulbs, are intended for the same general purpose; therefore, no retail sales tax is im-

posed on any material used for inoculation or for any of the purposes above mentioned.

Rule No. 98.2. Plant hormones. The gross receipts from the sale of plant hormones are exempted from the retail sales tax.

See rule No. 25.4, commercial fertilizer.

Rule No. 99. Dairy products sold by co-operatives to members or patrons. No sales tax exemption shall be allowed on gross receipts from the sale of dairy products to customers or patrons of creameries. Gross receipts from stockholders or members of co-operative creameries or creamery associations, resulting from the exchange of butter or other dairy products for cream supplied by said stockholders or members shall be included in the receipts on which retail sales tax is computed. Gross receipts from the sale or exchange of buttermilk for feeding livestock intended for sale are not taxable.

Rule No. 100. Rural electrification associations. Rural electrical co-operative associations are required to collect and remit the sales tax on sales of electric energy to domestic, commercial, or industrial consumers. They should execute resale certificates to the companies from whom they purchase electric current for resale and obtain certificates from consumers to whom they sell for processing.

Associations are required to collect and remit the sales tax on all sales by them of appliances to users or consumers and to pay the retail sales tax on the purchase of all supplies and equipment which they do not sell, except as otherwise provided in these rules.

Rule No. 101. Sales of fertilizers. The word "fertilizer" means a commodity containing one or more substances to increase the available plant food content of the soil and as a result becomes a part of the products grown therein for the purpose of producing for sale or aiding in such production for sale. Sales of commercial fertilizers are not subject to the tax.

See ruling of attorney general of March 28, 1945.

Rule No. 102. Sales of livestock and poultry feeds. Sales of feed for poultry or livestock are not taxable.

Vitamins and minerals are considered and defined by the dictionary as a food or a food supplement. Antibiotics, when to be administered as an additive to feed or drinking water and vitamins and minerals sold for livestock and poultry are exempted from the sales tax. Vitamins sold for human consumption are not exempted.

Sales of livestock and poultry medicine do not come within the exemption of livestock and poultry foods, therefore sales of livestock and poultry medicines are taxable.

[Filed December 27, 1956]

Rule No. 102.1. Sales of pet and bird feeds. Sales of pet and bird feeds for dogs, cats and other pets are not exempt from the retail sales tax except where such animals are raised for sale by a person regularly engaged in raising dogs and pets and who has at the time the exemption is claimed, procured a retail sales tax permit for the sale of such pets.

Rule No. 102.2. Sales of bedding and litter. The sale of bedding and poultry litter, except straw, is not exempted from the retail sales tax. Straw, because of its dual purpose, shall be construed as feed and governed by the provisions of rule No. 102.

Rule No. 103. Meal tickets, coupon books and merchandise cards. Where meal tickets, coupon books or merchandise cards are sold by persons engaged exclusively in selling taxable commodities or services, the tax shall be levied at the time the meal ticket, coupon books or merchandise cards are sold to the customers. No tax will then be added at the time of actual purchase of merchandise or services. For example, a person purchasing a meal ticket entitling him to \$5.50 worth of meals, and paying \$5.00 therefor, will pay 10c tax at the time he purchases the ticket. For each meal subsequently consumed, the restaurant, cafe, cafeteria, etc., will punch out of the card the net price of the meal exclusive of the tax.

Rule No. 104. Hotels, lodging and boarding houses. The gross receipts of hotels and lodging houses from charges for rooms and other hotel service are not taxable. Where a hotel or lodging house provides both rooms and meals to the public, the tax shall apply to the entire charge, except that if the charge for meals and drinks is segregated, the tax will apply only to the receipts from their sale.

Sales to hotels or lodging houses of food supplies which become component parts of taxable meals served by them are not subject to the tax.

Where hotels, lodging and rooming houses operate amusements or amusement devices or coin operated machines, the gross receipts therefrom shall be included in the gross receipts from sales on which the tax is computed. (Amend. filed Aug. 19, 1954)

Rule No. 105. Railway dining cars. The sale of meals or other tangible personal property on railway trains and dining cars being operated in or through the state of Iowa, constitutes sales at retail, the gross receipts from which are taxable, provided such meals or other tangible personal property are ordered within the boundaries of the state. It is immaterial whether or not such meals or other property be consumed within the state.

Where beer, cigarettes, cigarette papers or other articles of tangible personal property which have been purchased in a state other than Iowa for resale in dining cars, such articles of tangible personal property are to be included in the gross receipts on which sales tax is computed. No beer, cigarettes or cigarette papers are exempted from the Iowa sales tax unless an excise tax on such property shall have been paid to the state of Iowa. An excise tax paid to a state other than Iowa does not exempt such articles from the retail sales tax.

Rule No. 105.1. Applies to sales tax only. Sales on trains. Persons selling tangible personal property on trains other than in railway dining cars are making retail sales within the meaning of the law and are required to procure a retail sales tax permit. (Amend. filed Aug. 19, 1954)

Rule No. 106. Student fraternities and sororities. Student fraternities and sororities are not considered to be engaged in the business of selling tangi-

ble personal property at retail within the meaning of the sales tax act, when they provide their members with meals and lodging, for which a flat rate or lump sum is charged. Sellers of foods, beverages and other tangible personal property to such organizations for use in the preparation of meals are, in such instances, making sales at retail and will be held liable for the tax.

However, where student fraternities or sororities engage in the business of serving meals to persons other than members, for which separate charges are made, or where they operate canteens through which tangible personal property is sold at retail, as to such sales they become liable for the tax.

Where student fraternities or sororities do not provide their own meals but these are provided by caterers, concessionaires or other persons, such caterers, concessionaires or other persons will be held liable for the tax with respect to their receipts from meals so furnished. A similar liability attaches to persons engaged in the business of operating boarding houses, whether for students or other persons.

Rule No. 107. Applies to sales tax only. Truckers engaged in retail business. Truckers or haulers who sell tangible personal property to ultimate users or consumers, such as feed, ice, building supplies and other items, are taxable on the gross receipts from such sales. It is immaterial whether sales are few and infrequently made, the fact that the trucker makes sales is evidence that he is engaged in retail business in direct competition with established merchants. Therefore, when truckers make sales to ultimate users or consumers, they must collect and remit the tax to this commission. (Coal truckers, see rule No. 109; foreign truckers, see rule No. 110.)

Rule No. 108. Delivery charges on purchase of coal, fuel and other merchandise by retailers. The transportation or delivery charges from any source of supply, such as a mine or other points, to a retailer's place of business, are not a basis for a deduction from gross receipts when such tangible personal property is subsequently sold at retail.

Rule No. 108.1. Delivery charges on sale of coal, fuel and other merchandise. Where delivery charges from a retailer's place of business are shown separately on the sale of coal, fuel, and other goods, such charges are exempt from the application of sales tax, providing segregation for the charge originates on the invoice and is similarly identified on other supplementary records. Secondary delivery charges for additional portage or wheeling service, applicable in the sale of coal, shall also be exempt from sales tax when segregated as previously specified.

Nothing in this rule shall be construed to modify or change the provisions of rules Nos. 41 or 109.

Rule No. 109. Applies to sales tax only. Iowa mine operators selling to coal truckers and haulers. Operators of mines in Iowa are deemed retailers of coal and subject to the collection and remittance of the sales tax in the following cases:

1. On all sales or deliveries to truckers and haulers who do not have an established place of business.

2. Where a trucker or hauler procures coal at the mine for delivery to one by whom he is employed to procure and deliver the coal.

It is immaterial in either case whether the mine operator received payment for the coal from the user or consumer or from the trucker or hauler, as he is deemed to be a retailer of tangible personal property for use or consumption. For nonresident truckers, see rule No. 110.

Section 422.42.

Rule 110. (Applies to sales tax only.) **Foreign truckers selling at retail in Iowa.** Foreign truckers or persons engaged in selling tangible personal property at retail in Iowa by means of hauling said property into the state with motor vehicles bearing foreign license plates, are required to report and remit sales tax on a nonpermit basis. If, in the judgment of the commission, it is deemed necessary and advisable in order to secure the collection of this tax, the seller shall be required to post either a cash bond of not less than one hundred dollars (\$100.00), or a surety bond of not less than five hundred dollars (\$500.00), issued by a solvent surety company authorized to do business in Iowa. The type of the bond to be determined by the commission. (Filed Aug. 19, 1954)

Rule No. 111. Applies to sales tax only. **Admissions tax.** The tax is imposed upon the gross receipts from the sale of admissions, by ticket or otherwise (whether by single ticket or by season or subscription tickets) to places at which amusement, entertainment, or recreation is provided. The term admission does not include regular dues paid which entitle one to usual club or similar organization privileges even though one of the privileges is the right to participate. But where the chief or sole privilege of a so-called membership is a right to admission to certain particular performances or to some place for a definite number of occasions, the amount paid for such membership is taxable. The liability for collection and payment of the tax rests upon the one who charges and collects for the admissions. Where theaters or other places of public amusement operate cigar stores, soda fountains, candy stores, and such concessions selling tangible personal property, they incur liability and must hold retail sales tax permits and collect and remit the tax. Complimentary tickets shall be taxable on the regular admission charge of a ticket for a like seat.

The charge for booth reservations is in the nature of an admission to the particular booth in the same manner that a reserved seat is a special admission to a particular place in a circus, theater or like place of amusement. For the reason stated, retail sales tax must be computed on the gross receipts for admission to places of amusement including the amount collected for booth reservation.

The operation of a checkroom is a service. It is in no manner an admission to any amusement or athletic event. Therefore, the gross receipts from the operation of coat or hat checkrooms should not be included in the gross receipts on which retail sales tax is computed.

Membership fees should not be included in the gross receipts on which the amusement tax is computed, where the organization is a legitimate one

and membership fees are bona fide. However, on purely commercial golf courses or like amusements where the membership fee is nothing more or less than a season ticket, then the receipts from the so-called membership fees shall be included in the gross on which tax is computed.

Rule No. 111.1. Amusements. The gross receipts from amusements of every kind and character, except bowling alleys, operated for profit, and the gross receipts from games of every kind and character operated for profit or gain are taxable under the provisions of [Sec. 422.43] chapter 226 acts of the Fifty-second General Assembly.

"Bowling alleys" within the meaning of the law, mean and include only standard bowling alleys which are attached to and form part of a permanent building. The words "bowling alley" shall not mean and include duck pins or like games or any other ball rolling games that are not played on a fixed or permanent alley.

The tax applies to both legal and illegal amusements. The collection of tax or the issuance of a retail sales tax permit shall not be construed to condone or legalize any games of skill or chance or slot-operated devices prohibited by law. The amusement tax is not a privileged tax but is a tax on the gross receipts from amusements computed after the gross receipts shall have been received.

Gross receipts mean and include all money taken in by the operator of any amusement, game or device, except bowling, operated for profit in the state of Iowa, whether received in money, trade, barter or donations. Bowling alleys are exempted.

The gross receipts from spindles of numbers and glass jar numbers or "tips" and other like games include the total amount taken in by the operator of such games. Payout in cash or otherwise to winners is not deductible from the gross receipts on which the tax is to be computed.

The gross receipts from slot machines, where the jackpot is locked and will not pay when the player "hits the jackpot," is the total amount which the operator thereof takes from the machine, notwithstanding the fact that there is a guaranteed amount to be paid to the winner of the jackpot. Where the jackpot is refilled from the amount deposited in the machine by the player and drops when the player "hits the jackpot," the gross receipts is the amount which the operator of such machine takes from the receptacle in which the proceeds from the machine are deposited.

The gross receipts from operation of a slot machine that vends coins is the amount of money removed from the said machine. That is true even though the jackpot may be guaranteed and paid out independent of the machine. In other words the sales tax must be computed as two per cent of all money taken from the machine regardless of what happens to the money after having been removed therefrom.

The gross receipts from fortune telling and fortune tellers are taxable amusements within the meaning of the law. Every concession at a fair, carnival or like place is considered an amusement where an admission is charged or a collection of voluntary contributions taken by the person operating the concession. The only exemption is advertising booths at which no taxable personal property

is sold and where entertainment is furnished without charge or contribution.

Where cigarettes are given away on punch boards, the cigarettes are not deductible even though tax has been paid on the cigarettes. Punch boards are considered amusement games. A punch board giving cigarettes away is no different from any other board, the cigarettes merely become a prize in a game.

The tax applies on the gross receipts from the sale of chances by all organizations. The only exception is when the entire net proceeds of the sale are expended for educational, religious or charitable purposes.

A person operating amusements is required, as far as practicable, to collect sales tax from patrons. The law which provides for tax on amusements and games, is an amendment to the sales tax law, therefore, all of the provisions of the sales tax law apply to amusement tax.

Any municipal swimming pool, golf course or other playground and athletic activity operated solely by a municipality and not for profit is not covered by this act, and, therefore, not subject to the tax. All private pools, golf courses and other playground and athletic activities are within the provisions of the statute and are taxable.

Section 422.43.

For tax on admissions see rule No. 20.

Rule No. 111.2. River steamboats. River steamboats hauling passengers on pleasure rides on the Mississippi river or any other river within the state or which forms a boundary line between this and another state is an amusement enterprise within the meaning of the law, where passengers are picked up or tickets sold to them on the Iowa side of the river the gross receipts from such sales are taxable.

Section 1.3 of the Code provides that the state has jurisdiction on the waters of any river or lake which forms a common boundary between this or any other state and therefore such boat rides and amusements are not to be considered as interstate transportation.

For tax on admissions see rule No. 20.

Rule No. 111.3. Rental of personal property in connection with the operation of amusements. The law provides for a tax of two per cent (2%) on the gross receipts from commercial amusements. The gross receipts upon which retail sales tax shall be computed shall include the rental of personal property in connection with the operation of amusements. Such rentals shall include towels, swim suits, rowboats, boats, golf clubs, roller skates, saddle horses and all other personal property or equipment used by patrons in connection with the operation of commercial amusements notwithstanding the fact that the rental of such personal property may be billed separately.

For tax on admissions see rule No. 20.

Rule No. 111.4. Admissions to state, county, district and local fairs. The law with reference to tax on amusements and entertainments may be found in section 422.43. The law in subsection four (4) of code section 422.45 exempts the gross receipts from sales of tickets or admissions to state, district, county, or local fairs. There is no doubt that the

sale of tickets or admissions to a fair, notwithstanding the fact that an automobile or other prizes shall be given away to the holder of the lucky ticket of admission, is exempted. Moreover, the law which placed a tax on amusement devices provides, "but no tax shall be imposed upon any activity exempt from sales tax under the provisions of subsection four (4) of section 422.45, Code of 1946", which grants exemptions as follows:

"The gross receipts from sales of tickets or admissions to state, county, district and local fairs, and the gross receipts from educational, religious, or charitable activities, where the entire net proceeds are expended for educational, religious, or charitable purposes."

It is evident that it was the intention of the legislature to exempt tickets or admissions to state, county, or local fairs; such an exemption is not affected by the tax on amusements. Therefore, there is no sales tax on tickets or admissions to a fair even though a prize may be given in connection therewith.

The exemption as to state, county and local fairs applies to all of the activities and admissions to events operated solely by the fair association in connection with a fair. Therefore, the exemption applies equally to admissions to the fair, to the grandstand, to horse races and other performances and also to evening entertainments in front of the grandstand conducted by the fair association.

The exemption does not apply to any entertainment or activity conducted by a concessionaire even though the fair association may be interested in the concession and obtains a percentage of the receipts.

For tax on admissions see rule No. 20.

Rule No. 111.5. Horse show not a fair—fair defined. The holding of a horse show does not constitute a state, county, district or local fair. Subsection four of code section 422.45 exempts the gross receipts from the sale of tickets of admission to state, county, district and local fairs from the imposition of a retail sales tax. The fact that the fair association is a nonprofit organization is not material, for retail sales tax is not concerned with either profit or loss but is a tax on the gross receipts from the sale of tangible personal property at retail and the sale of tickets or admissions to places of amusement. There can be no doubt that a horse show is an amusement, notwithstanding the fact that it is sponsored by a county fair association.

The term "Fair" is defined in section 174.1, Code of 1950, 1954, as follows:

"1. 'Fair' shall mean a bona fide exhibition of agricultural, dairy and kindred products, livestock and farm implements."

It will be noted that the several things to be exhibited are connected by the conjunctive word "and". A show which exhibits horses primarily for entertainment is neither a state, district, county or local fair, therefore, the gross receipts from the sale of tickets of admission to such an exhibition are subject to the retail tax.

The powers of a fair association which is designated as a "society" in the code are defined in code section 174.2 as follows:

"POWERS OF SOCIETY. Each society may hold annually a fair to further interest in agriculture and

to encourage the improvement of agricultural products, livestock, articles of domestic industry, implements and other mechanical devices. It may offer and award such premiums as will induce general competition."

The society is limited to the holding of one fair annually. It is implied from the powers granted the society that the one annual fair is the only fair to be held.

For tax on admissions see rule No. 20.

Rule No. 111.6. Commercial amusement enterprises—companies or persons which contract to furnish show for fixed fee. Prior to the enactment of chapter 226, Acts of the Fifty-second General Assembly, the tax was limited to two per cent of tickets or admissions to places of amusement. Said chapter 226 is now included in section 422.43, Code of 1950, 1954. A tax is imposed beginning with the first day of July, 1947, upon the gross receipts derived from the operation of all forms of amusement devices and commercial amusement enterprises so that it is not necessary for the operator of an amusement device to charge an admission. The gross receipts are taxable without regard to the manner in which such gross receipts are received. For the reasons above stated, any circus, show, carnival company or person contracting with persons to put on a show for a fixed fee is liable for tax at the rate of two per cent of the amount paid in for such performances or operation of the amusement device.

For tax on admissions see rule No. 20.

Section 422.43

Rule No. 112. Applies to sales tax only. Skating rinks. The gross receipts from the operation of an ice or roller skating rink are taxable, including receipts from renting the rink to individuals and parties and fees charged for rental of skates. Skating being an amusement all of the provisions of rules No. 111 and 111.1 apply thereto.

Rule No. 113. Sales of ice. All sales of ice for domestic or commercial consumption are taxable.

Persons making retail sales of ice must pay the tax even though the purchaser thereof uses the same in cooling perishable personal property which is to be resold by him.

Sales of cube ice to restaurants or taverns, which is placed in drinks sold at the place of business, are not subject to the sales tax. Sales of ice for use in air cooling devices or refrigerator units are taxable.

The gross receipts from the sale of ice is taxable where ice is sold to railroads or other persons to be used for icing or reicing cars belonging to the carrier, other carriers or persons owning such cars.

Persons selling ice are required to hold a retail sales tax permit and remit tax to the commission in accordance with the provisions of this rule. Railroads are deemed to be the consumers and not retailers where ice is used by them for icing or reicing cars for shippers even though a charge is made for such service.

Rule No. 114. Photographers and photostaters. Photographers, photo finishers and photostaters are engaged in the business of selling tangible personal

property at retail, the gross receipts from which are taxable.

No deduction will be permitted for developing, "camera" or retouching charges.

Sales of frames, Kodak films and other articles by photographers or photo finishers are taxable sales at retail.

Supply houses selling to photographers, photo finishers and photostaters, the paper upon which prints are made, and other articles which become component parts of the finished articles, are making sales for resale. On the other hand, supply houses selling equipment supplies, dry plates, films, materials or chemicals to such persons, which do not become component parts of the finished product produced for sale, are making sales for consumption.

Tinting or coloring photographs delivered to a photographer by a customer constitutes a service and receipts therefrom are not taxable.

Rule No. 114.1. Photo finishers. Where individuals deliver to what are commonly known as photo finishers, films for developing by the latter, the charge made by photo finishers for actual developing of the films is compensation for a service and does not represent receipts from the sale of tangible personal property. If, however, the photo finisher supplies or sells to his customer, for whom he may be developing the film, printed pictures, the charge for such prints or pictures would constitute a sale at retail, the gross receipts from which would be taxable. In such cases, if the photo finisher does not segregate the charge for developing of the films the charge for prints or pictures, the total amount of the charge to the customer would be taxable.

Rule No. 114.2. Sales of photographs to newspaper or magazine publishers for reproduction. The sale of photographs by a person engaged in the business of making and selling photographs to newspaper or magazine publishers for reproduction is taxable, provided however, that where it is necessary for a photographer to leave his place of business to photograph a scene or article for a magazine or newspaper publisher, only the selling price of the photograph shall be included in the gross receipts, where a separate charge is made for traveling to and from the photographer's place of business and is billed separately and apart from the charge for the photograph itself.

Rule No. 115. Gravel and stone. Where a contract is entered into between a contractor and a county, and the contract calls for delivery along a road to be improved, there is a sale of tangible personal property to the county which makes the contract a retail sale and the contractor a retailer under the retail sales tax law. Sales tax however does not apply on this transaction for it qualifies for the sales tax exemption enacted by the 55th General Assembly [§422.47, Code 1954] that became effective July 4, 1953. (Amend. filed Aug. 19, 1954)

Where a contract provides not only for the sale and delivery of materials, but also for the conversion thereof into a finished unit of work, into which the materials are intermingled, the materials and labor being furnished for a lump sum of money, the contractor in that case is the ultimate consumer, and is liable for the tax on the materials so used in the construction of the project. The tax would

apply only as to the purchase price of the materials used, or the market value thereof.

Example 1: A contractor enters into contract with a county to furnish the materials and labor necessary for the construction of a cement culvert. That is a lump sum contract. The contractor is considered the ultimate consumer of the materials used, and is liable for the tax thereon as stated in the above paragraph.

Rule No. 116. Antiques, curios, old coins or collectors' postage stamps. Curios, antiques, art work, coins, collectors' postage stamps and such articles sold to or by art collectors, philatelists, numismatists and other persons who purchase or sell such items of tangible personal property for use and not primarily for resale, are sales at retail subject to the tax.

Stamps, whether cancelled or uncanceled, which are sold by a collector or person engaged in retailing stamps to collectors, are taxable.

The distinction between stamps which are purchased by a collector and stamps which are purchased for their value as evidence of the privilege of the owner to have certain mail carried by the U. S. government, is that which determines whether or not a stamp is taxable or not taxable. In other words, a stamp becomes an article of tangible personal property having intrinsic value when, because of the demand, it can be sold for a price greater than its face value. On the other hand when a stamp has only extrinsic value as evidence of the right to certain services or as indicating that certain revenue has been paid it is not subject to either retail sales tax or use tax.

It is not the custom to trade in stamps which have no inherent value, but when, because of scarcity of the stamp, its value as a piece of printed paper increases in proportion to the demand or scarcity of such an article; then the stamp becomes an article of tangible personal property and its sale is taxable.

Stamps are not taxable when purchased for and intended to be used for obtaining postal service or indicating that certain revenue has been paid.

Rule No. 117. Pawnbrokers. Pawnbrokers are primarily engaged in the business of lending money for the repayment of which they accept as security tangible personal property from the owner or pledgor.

In case the pledgor does not redeem the property pledged or pawned within specified statutory time, such property is forfeited to the pawnbroker, to whom title thereto passes at such time.

Where pawnbrokers thereafter sell such articles at retail, they are making sales within the sales tax law, and must collect and remit the tax thereon.

Rule No. 118. Druggists and pharmacists. Pharmacists and registered prescription druggists engaged in the business of selling drugs and medicines on prescription, and other merchandise at retail, are liable for tax on the gross receipts from such sales.

Sales made by pharmacists or prescription druggists to physicians, surgeons, dentists, veterinarians, or other consumers and users are sales at retail and are taxable.

Rule No. 119. Memorial stones. Persons engaged in the business of selling memorial stones are selling tangible personal property, and when such stones are sold to final buyers, the gross receipts from such sales are taxable. Where the seller of a memorial stone agrees to erect a stone upon a foundation, the total gross receipts from the sale, including the erection of the foundation and the stone, are taxable, since the foundation is deemed to be a part of the sale of the memorial stone, and the total selling price, including the foundation, represents the sale at retail.

Charges for inscription, or other work incident to preparing a stone for the customer before it is erected, constitute a part of the selling price of the stone, and are therefore taxable.

Charges for inscription upon a stone subsequent to the erection of same, are considered sales of service upon which no sales tax applies.

Rule No. 120. Applies to sales tax only. Commercial telephone exchanges. All telephone exchanges operating switch boards must hold retail sales tax permits and must collect and remit the retail sales tax upon their entire gross receipts from or in connection with the operation of such exchanges.

The tax shall apply to receipts from the transmission of messages and conversation wholly within the state, for which the exchange collects the charge. In the case of a pay station, the exchange must pay the tax on the total receipts therefrom. Where a minimum amount is guaranteed to the exchange from any pay station, the tax shall be computed on the full amount collected.

Fees known as switch board charges paid to a commercial telephone exchange by telephone lines, not operating switch boards, must be included in the gross receipts of such commercial exchange.

Commercial telephone companies which levy assessments upon their subscribers on a quarterly, semiannual, annual or any other basis, must include the amount of such assessments in their gross receipts.

In computing the tax due this state, federal taxes separately billed the customer shall be excluded.

Exemption: Receipts from telephone services rendered in connection with essential governmental functions of the United States, state of Iowa, counties, cities, school districts and other governmental subdivisions of the state of Iowa are exempt from tax, except sales to any tax levying body used by or in connection with the operations of any municipally-owned utility engaged in selling gas, electricity or heat to the general public. (Amend. filed Aug. 19, 1954)

Collection of the tax from users: The tax on local exchange service shall be computed on the amount billed by the exchange to each subscriber or member for such service and the amount of the tax shall be indicated on the toll statement, excluding the federal tax on the toll calls.

Telegrams charged to the account of telephone subscribers and billed by the telephone company shall appear on the toll bill with the tax added.

Where one commercial telephone company furnishes another commercial telephone company services or facilities which are used by the second company in furnishing telephone service to its cus-

tomers, such services or facilities furnished to the second company are in the nature of a sale-for-resale and the charges therefor are exempt from the sales tax.

Rule No. 120.1. Communication services furnished by hotel to its guests. Hotels in the state of Iowa, as a common practice, purchase telephone communication service from telephone companies and furnish such services to the guests of the hotel. The hotel makes a charge for this communication service to its guests in an amount which exceeds the cost of such service to it from the telephone company.

The retail sales tax shall apply to the entire charges which the hotel makes to its guests for such communication service whether the guest calls be local or long distance, except that interstate calls are exempt.

However, for the efficient administration of the law, the hotel shall remit to the telephone company a tax of two per cent of the gross receipts which the telephone company derives from the charges for all communication services, except interstate calls, and the telephone company shall be responsible for reporting and remitting such tax to the state.

In addition to the foregoing, the hotel shall report to the state as its gross receipts, the amount which it charges its guest which is over and above the amount of the guest call charges to the hotel by the telephone company, sales tax or federal excise tax not considered, and remit two per cent tax thereon.

Hotels making such extra charges on guest calls must hold a retail sales tax permit, but a separate permit is not needed where one is held for other sales at the same location.

The provisions of this rule relating to the method of reporting and remitting the tax shall apply to communication service rendered on and after March 1, 1951.

Rule No. 121. Applies to sales tax only. Sales to telephone and telegraph companies. Receipts from sales of tangible personal property to telephone and telegraph companies are taxable under the provisions of the retail sales tax law.

For purchases subject to use tax, see rule No. 191.

Rule No. 122. Applies to sales tax only. Telegraph service. Sales of service for the transmission of messages, night letters, day letters and all other messages of similar nature from person to person within this state are subject to the retail sales tax. Any such service between an Iowa resident and a nonresident is considered interstate commerce, exempt from the tax.

Rule No. 123. Applies to sales tax only. Private clubs. Private clubs, such as country clubs, athletic clubs, fraternal and other similar social organizations, are retailers of tangible personal property sold by them, even though the sales are made to members only. Therefore, such organizations shall procure a retail sales tax permit and report and pay retail sales tax on the gross receipts of all sales made by such clubs, less the allowable deductions.

Where clubs operate amusements or amusement devices or coin-operated machines the gross receipts

therefrom shall be included with the gross receipts from other taxable sales on which the tax is computed. (Amend. filed Aug. 19, 1954)

Rule No. 124. Aircraft sales. A. The receipts from the sale of aircraft at retail in Iowa are subject to the retail sales tax.

Persons selling aircraft in Iowa for the purpose of resale shall secure from the purchaser a certificate of resale in substantially the form as follows:

The undersigned
 Name and Address of Purchaser
 hereby certifies that the
 Description of Purchase
 is being purchased for the purpose of resale only; that same will not be used for any other purpose than that of demonstration in connection with the sale of same in the regular course of business; that same is not to be used in conducting a flying school or rendering passenger service for hire; that the undersigned holds retail sales tax permit No.
 Signature of Purchaser

B. In event an aircraft is purchased tax-free on the theory of resale by a person regularly engaged in selling such equipment at retail in Iowa, but is subsequently appropriated by the retailer for use in conducting a flying school or rendering passenger service for hire, or for personal private use or for any other purpose than strictly demonstration in the regular course of sales, the retailer shall be liable for the payment of the sales tax on such equipment so appropriated at the close of the quarterly period during which the equipment was placed to such use. The tax will be due on such equipment computed on the retailer's purchase price and the cost of which should properly be shown under Item 1(a) of the retail sales tax return blank ST-50.

Rule No. 125. Schools sponsoring national defense training school courses. Local schools purchasing tangible personal property to be paid for by federal funds, outside the state of Iowa, for use in national defense training school courses in Iowa, are not subject to the payment of use tax, nor are Iowa retailers subject to the payment of sales tax when such property is sold to local schools for such purpose.

Iowa retailers may be exempt from payment of sales tax in respect to property sold to such schools for defense training purposes, if the seller secures from the school a statement certifying the use to be made of the property and indicating the project or training course number. A local school, when purchasing from out-of-state suppliers registered to collect the use tax, should give a like certificate to such registered supplier in order that the billing of the use tax may be omitted.

Rule No. 126. Lease agreements. A person who purchases tangible personal property for the purpose of leasing or renting same to others is deemed to be the final user or consumer of the tangible personal property so purchased and used.

Therefore, the gross receipts from the sale of such property to such a person for such a purpose made at retail in Iowa are subject to the sales tax.

However, if a person, for all intents and purposes, sells tangible personal property at retail in Iowa but under circumstances where the transaction is

designated as a lease or rental for the purpose of retaining title in the seller as security for the payment of the purchase price, or for the purpose of evading sales tax or use tax, or both, the transaction shall be deemed to be a sale and the receipts of such transaction of final consumers will be subject to the sales tax.

Rule No. 126.1. Leasing or renting tangible personal property. Rental receipts from the leasing or renting of tangible personal property are not subject to retail sales tax or use tax, where the title to the property remains in the lessor and there is no option in the lease to purchase the tangible personal property.

The lessor in such cases is considered to be for the purpose of sales or use tax the final user or consumer of the tangible personal property so leased. This means the lessor would owe sales tax or use tax on all such property so leased which had been purchased by him on or after the effective date of the use tax law, or April 16, 1937, measured at the rate of two per cent of the lessor's purchase price. In event the lessor manufactured the item leased, then the measure of tax would be two per cent of the cost to him of the fabrication or production thereof. (Amend. filed Aug. 19, 1954)

Where tangible personal property is leased and there exists in the rental agreement an option under the provisions of which the lessee may purchase the tangible personal property and the rentals previously paid may be applied upon the purchase price together with an additional amount specified in the rental agreement to be paid by the lessee if the option to purchase is exercised, then if the option is exercised the transaction will be regarded as a sale by the lessor and a purchase by the lessee and the total amount paid by the lessee, including the advance rental payments plus the balance paid, will be the measure on which the tax will be computed.

Where a rental agreement is made with an option to purchase, but where the lessee does not exercise the option, then the lessor will be treated as a consumer and will be responsible for sales or use tax as the case may be on his purchase price or cost of manufacture of the item leased, even though in a subsequent transaction the lessor may sell the tangible personal property to another party. Upon the subsequent sale to another party, where the sale is at retail, the seller's receipts therefrom will be subject to retail sales tax, even though the seller may have paid tax as consumer on the rental transaction at a prior time.

See rule No. 166.

Rule No. 127. Purchases or sales by schools—sales tax. 1. When purchasing coal, library books, supplies, equipment, etc., except new motor vehicles, in Iowa for consumption, or use by the school but not for sale, schools are required to pay the two per cent sales tax to the retailer at the time of purchase, the same as private individuals. Effective July 4, 1953, public schools are exempt from sales tax. (Amend. filed Aug. 19, 1954)

2. When purchasing textbooks and other supplies in Iowa for sale and not for consumption or use, schools are not required to pay the two per cent sales tax.

3. When selling to pupils textbooks or supplies that belong to the school district where the net proceeds go into the general fund, the seller appointed by the board as depository agent is not required to collect the two per cent sales tax whether such seller is a retail merchant or some person appointed to make such sales at the school building, but if such books or supplies are privately owned the seller must collect said tax.

4. When selling tickets to athletic games and other school activities, where the entire net proceeds thereof are expended for school purposes, schools are not required to collect the two per cent state sales tax.

Use Tax. 1. When purchasing coal, library books, supplies, equipment, etc., except new motor vehicles, outside of Iowa for consumption or use by the school or for rental purposes but not for sale, schools, in the event the said use tax has not been paid to their supplier, are required to pay the two per cent use tax direct to this commission, the same as private individuals. Effective July 4, 1953, public schools are exempt from use tax. (Amend. filed Aug. 19, 1954)

2. When purchasing textbooks and other supplies outside of Iowa for sale and not for consumption or use, schools are not required to pay the two per cent use tax.

3. When purchasing new motor vehicles outside or inside of Iowa for use by the school, two per cent use tax imposed thereon shall be paid by the school to the county treasurer of the county in which the vehicle is required to be registered. Effective July 4, 1953, public schools are exempt from use tax. (Amend. filed Aug. 19, 1954)

Rule No. 127.1. School lunch program. The Act of the 52nd General Assembly which provided for refund of taxes paid to tax certifying and tax levying bodies did not in any manner change the law in regard to exemption of tangible personal property purchased for resale. For many years past, purchases made by schools for resale have been exempted from sales tax under the provisions of rule No. 24. Therefore, purchases of groceries, meats and other articles of food which are to be resold by the school are exempt from the retail sales tax upon presenting, to the retailer, a certificate of resale ST-5.

When school lunches are resold to pupils, such transaction is also exempt from the retail sales tax by virtue of subsection four of section 422.45, Code of 1950, 1954, for the reason that the entire net proceeds of a school lunch program are returned to that program or to the school district and such net proceeds, if any, are therefore expended for educational purposes.

Rule No. 128. Applies to sales tax only. Activities of schools and religious or charitable organizations. The gross receipts from educational, religious, or charitable activities, where the entire net receipts are expended for educational, religious, or charitable purposes only, are exempt from the sales tax.

Such exemption is available, in the case of a school or college, when athletic activities constitute a curricular or extra-curricular activity of the school or college, and are subject to its management and control.

A religious or charitable organization claiming this exemption must be an established and recognized organization devoted to educational, religious, or charitable purposes.

No claim for such exemption will be allowable unless it is clearly shown that the entire net proceeds of the activity are to be devoted to educational, religious, or charitable purposes.

Each claim for such exemption will be considered in the light of the particular circumstances.

This rule is applicable in the case of receipts from lectures, dances, and entertainments sponsored by the same kind of organizations.

Rule No. 129. Undertakers and funeral directors. The funeral director or undertaker is engaged in the business of selling tangible personal property such as caskets, grave vaults, and occasionally, grave clothing and flowers. He is likewise engaged in rendering service, such as embalming, and providing livery service and other accessories necessary and convenient in conducting funerals. He is liable for tax measured only by his gross receipts from sales of tangible personal property, as distinguished from services which he renders.

Where funeral directors and undertakers charge lump sums to customers covering the entire cost of the funeral, without dividing the charge for tangible personal property and the charge for services in rendering a bill to the customer, for the purpose of reporting the sale of funeral supplies and merchandise, funeral directors shall report the full amount of the funeral bill, less any cash advanced for purposes such as the purchase of a cemetery lot or grave, opening and closing of grave, other cemetery expenses, remuneration of minister, choir, use of church, press notices or any other cash advanced.

Retail sales tax shall be reported and paid at the rate of two per cent on fifty per cent of the total funeral bill, less cash advanced. All other plans or methods of reporting retail sales tax by funeral directors for the sale of funeral supplies and merchandise are hereby declared to be null and void.

The funeral director must keep his books so as to show clearly the receipts, cash advances, invoices, sales records, and such other pertinent facts as may from time to time be required by this commission.

The funeral director is considered to be purchasing for resale caskets, grave vaults, grave clothing, embalming fluid, cosmetics, chemicals, etc., the tax on which is passed on to his customers and the funeral director should purchase such items tax free from his suppliers on the theory of resale. The tax on such merchandise shall be accounted for on the basis of two per cent of fifty per cent of the charge for a complete funeral.

The funeral director is considered to be using or consuming office furniture or equipment, funeral home furnishings, advertising calendars, booklets, motor vehicles and accessories, embalming instruments and equipment, grave equipment, stretchers, baskets and other items which the funeral director uses or consumes in the operation of his business and the title and possession to which are not passed on to his customer. With respect to these items

the funeral director should pay the sales tax to his Iowa supplier when the items are bought in this state and should remit use tax directly to the commission when such items are purchased out-of-state, unless the out-of-state supplier is registered with the commission and authorized to collect the use tax for the state, in which last instance the use tax should be paid to the registered supplier.

Where a funeral director is engaged to prepare a body and place it in a casket for shipment out of the state in what is known to the trade as "ship-outs" the retail sales tax shall apply. The delivery of the casket is deemed to have taken place when the body was placed therein.

Rule No. 130. Dentists. Dentists render professional services, the gross receipts from which are not subject to the retail sales tax. On the other hand, the dentist is deemed to be the final user or consumer of all tangible personal property purchased by him for his use in the rendition of his professional service, except "repair work" furnished to him by Iowa dental laboratories, the last subject being hereinafter discussed.

The dentist being the final user or consumer of the tangible personal property which he purchases for use in the rendition of his professional services, should pay the sales tax to his Iowa suppliers on all such purchases made in Iowa with the exception of "repair work" furnished by Iowa dental laboratories.

The dentist should also report and remit the use tax directly to the commission concerning all tangible personal property purchased from out-of-state suppliers, unless the out-of-state supplier is registered with this department and authorized to collect the use tax for the state, in which last instance the use tax due should be paid to the registered supplier.

The Iowa dental laboratory will bill its Iowa dentist customers for sales tax on the full charge made for all new work which involves the sale of tangible personal property to the dentist. Charges which are made by Iowa dental laboratories to the dentist for services classified as "repair work" are not subject to sales tax, insofar as the Iowa dentist is concerned. The Iowa dental laboratory is deemed to be the final user or consumer of the tangible personal property which the laboratory uses in completing the "repair work" furnished to the dentist. The Iowa dental laboratory will arrive at the amount of material used in such "repair work" by deducting eighty-five per cent of the full charge made for the repair work and compute the sales tax at the rate of two per cent on the balance, or two per cent of fifteen per cent of the total charge for the repair work.

Where the Iowa dentist has "repair work" furnished by dental laboratories located outside the state, who are not registered for the collection of the use tax, the Iowa dentist when reporting and remitting use tax on such "repair work" shall compute the tax on fifteen per cent of the total charge made for the "repair work."

"Repair work" within the meaning of this rule shall consist of:

DENTURES	PARTIALS	BRIDGE	DENTURES	PARTIALS	BRIDGE
1. Tooth or teeth	(Metal Work)	1. Grind-in tooth or teeth	1. Tooth or teeth	(Metal Work)	1. Grind-in tooth or teeth
2. Broken	2. Solder clasp	2. Repair crown	2. Broken	2. Solder bar	2. Repair crown
3. Repair post-dam	3. Repair new clasp (add on)	3. Assemble bridge	3. Repair post-dam	3. Repair new clasp (add on)	3. Assemble bridge
4. Relines	4. Add rest lug	4. Add porcelain	4. Relines	4. Add rest lug	4. Add porcelain
5. Periphery border	5. Add saddle		5. Periphery border	5. Add saddle	
6. Reface (new gum)	6. Add tang to clasp		6. Reface (new gum)	6. Add tang to clasp	
7. Vulcanize clasp to place	7. Add retention to bar		7. Vulcanize clasp to place	7. Add retention to bar	
8. Back up anterior teeth			8. Back up anterior teeth		
9. Repair broken horn (Anterior)			9. Repair broken horn (Anterior)		

Rule No. 131. Applies to sales tax only. Iowa dental laboratories. Iowa dental laboratories are engaged in selling tangible personal property to and performing services for Iowa dentists.

The receipts of the Iowa dental laboratories from the sale of tangible personal property to dentists are subject to the Iowa retail sales tax law, with the exception of "repair work" furnished to Iowa dentists.

The Iowa dental laboratory is deemed to be the final user or consumer of the tangible personal property which it uses in order to complete "repair work" furnished to Iowa dentists. Being the final consumer of such materials, laboratories should account to the commission in their retail sales tax returns under Item 1 (a) thereof of the value of such materials used in the "repair work." The tax is not passed on to the dentist as an item of tax with respect to "repair work." The laboratory shall arrive at the amount of material used in the repair work by determining fifteen per cent of the full charge made to the dentist for the repair work and compute the two per cent tax on that figure.

The Iowa dental laboratory should purchase tax-free all tangible personal property which forms a component or integral part of the new work or "repair work" which it is furnishing to Iowa dentists or other dentists, on the theory of resale.

The Iowa dental laboratory is deemed to be the final user or consumer of all other tangible personal property, including tools, office supplies, equipment, and any other tangible personal property which does not form a component part of the new work or "repair work" furnished to Iowa dentists. With respect to these items it should pay the sales tax to its Iowa suppliers when purchasing in this state, or should remit the use tax directly to the commission when such items are purchased from out-of-state suppliers, unless the out-of-state supplier is registered with this commission and authorized to collect the use tax for the state, in which last instance the use tax should be paid to the registered supplier.

The Iowa dental laboratory is required to hold a retail sales tax permit.

"Repair work" within the meaning of this rule shall consist of:

For regulations as to out-of-state dental laboratories, see rule No. 198.

Rule No. 132. Dental supply houses. Dental supply houses are engaged in selling tangible personal property to dentists and dental laboratories.

The gross receipts from the dental supply house derived from the sale of tangible personal property sold for delivery in Iowa to dentists are subject to the retail sales tax.

The gross receipts of the dental supply house from the sale of tangible personal property sold for delivery in Iowa to Iowa dental laboratories are subject to the retail sales tax, except that property which the dental laboratory uses in forming a component part of the tangible personal property furnished to his dentist customers, which includes new work and repair work. When the dental laboratory is purchasing tangible personal property, a part of which is to form a component part of the property which it is selling and a part of which it is to use or consume, the laboratory may give to its supplier a certificate of resale covering the entire purchase, after which the supplier will omit the billing of the sales tax. Dental laboratories making intrastate sales to Iowa dentists or Iowa dental laboratories are required to hold a retail sales tax permit.

Dental laboratories making interstate sales to Iowa dentists or dental laboratories are required to register for the collection of use tax, in event they come within the mandatory requirements of the use tax law, in the matter of registering and collecting the use tax for the state.

Rule No. 133. News distributors and magazine distributors. News distributors and magazine distributors engaged in selling magazines and periodicals intrastate in Iowa to magazine boys or girls or other persons who are engaged in part-time distribution of such magazines are deemed to be making sales at retail, the receipts from which are subject to the retail sales tax.

Such news distributor's or magazine distributor's receipts from the sale of magazines or periodicals to street newsstands will be subject to the retail sales tax, provided the operator of the newsstand does not hold a retail sales tax permit.

Rule No. 134. Magazine subscriptions by independent dealers. The gross receipts from the sale of subscriptions to magazines or periodicals, derived by independent distributors or dealers in the state of Iowa who secure such subscriptions as independent dealers or distributors, are subject to the retail sales tax and such independent distributors or dealers must hold a retail sales tax permit and report two per cent of receipts derived from such subscriptions.

If, however, the person securing the subscription in Iowa is acting as an agent for an out-of-state publisher or subscription agency and the subscription is forwarded to such out-of-state principal for acceptance and fulfillment by shipment of the magazines to the subscribers in Iowa, the receipts from such subscriptions are subject to the retail sales tax law. (See rule No. 190.) The commission has found that it is necessary for the practical administration of the law to hold an agent selling magazine subscriptions liable for the collection of either the retail sales tax or use tax as the case may be.

Section 423.1.

Rule No. 135. Applies to sales tax only. Sales by finance companies. Finance companies who possess or acquire tangible personal property in connection with their finance business and who sell tangible personal property at retail in Iowa are required to hold a retail sales tax permit and remit to the commission two per cent of their receipts of such sales at retail in Iowa. For rules in reference to motor vehicles, see No. 207 and No. 209.

Rule No. 136. Sales of baling wire—binder twine. The receipts from the sale of baling wire to farmers or others who use such baling wire to bale hay or other commodities for sale on the market are not subject to the retail sales tax. However, receipts from the sale of baling wire to balers, who are engaged in baling hay for others, are subject to the retail sales tax.

The receipts from the sale of binder twine which is ordinarily sold to farmers for use in binding grain, corn, etc., are subject to the retail sales tax.

Rule No. 137. Applies to sales tax only. Claim for refund of sales tax. See section 422.66.

Refunds of sales tax are made by the commission only to those persons who have remitted such sales tax directly to it.

Persons claiming refund of sales tax shall prepare such claim on official claim for refund blanks, Form ST-52A, which forms are furnished by the commission. The claims for refund must be filed in duplicate with the commission, each of which should be properly sworn to in the presence of a notary public or clerk of district court. Such claims should be fully executed and clearly state the reasons and facts on which the claim for refund is based.

Section 422.67

For refund to tax certifying and tax levying bodies—see rule No. 49. For refund to relief agencies see rule No. 51.

PART II

MATERIALS AND SUPPLIES USED IN CONSTRUCTION

Rules Nos. 138 to 169, Inclusive

Materials and supplies sold to owners, construction contractors and subcontractors for the erection of buildings, and the alteration, improvement and repair of real property.

Rule No. 138. Construction contract. A construction contract is one under the terms of which a party agrees to furnish the necessary building or structural equipment and materials and install or erect same on the project site, in connection with the construction, alteration or repair of a building or other structure or improvement on land, but does not include the furnishing and installation of machinery and equipment used within the structure for manufacturing or processing operations, or other purposes, which is not directly intended as an addition to, or essential to, the building structure. (See rule No. 143 relating to the furnishing and installation of machinery and equipment.)

Rule No. 138.1. General construction contractor. A general construction contractor is a person who contracts to furnish the necessary materials and labor for the performance of a construction contract and generally is one who contracts to build the entire project or a major portion thereof. The person with whom the general construction contractor contracts is ordinarily the owner of the land and structure thereon.

Rule No. 138.2. Special construction contractor. A special construction contractor is one who contracts directly with the sponsor of the project to furnish the necessary materials and labor to complete a special portion of a construction project which is not included in the general contract.

Rule No. 138.3. Construction subcontractors. A construction subcontractor is a person who contracts to furnish the necessary materials and labor for the completion of a portion of the general construction contract for erection or installation on the job site. The construction subcontractor ordinarily contracts with the general contractor to perform a certain part of the work which the general contractor has undertaken under the general construction contract, but sublets.

Rule No. 138.4. Sponsor. A sponsor is the other party to a contract, where a construction general contractor or a construction special contractor or a construction subcontractor contracts to do construction work, under class "A", "B", "C" or "D" contract. The general contractor is considered to be a sponsor of his subcontractors.

[Filed December 27, 1956]

Rule No. 138.5. Materials supplier not a subcontractor.

1. A person who sells tangible property, in the form of building or structural material, to a construction contractor, where the person makes no erection or installation of the material at the job site, is not to be regarded as a subcontractor.

2. Such a person is a material supplier or a retailer selling tangible personal property. (See rule No. 138.7, par. 2.)

Rule No. 138.6. Classification of construction contracts. Construction contracts are generally let under one of four classes of contracts, viz:

Class (A) those in which the contractor or subcontractor agrees to furnish the materials and supplies and necessary services for a lump sum;

Class (B) those in which the contractor or subcontractor agrees to furnish the materials and supplies and necessary services on a cost plus basis;

Class (C) those in which the contractor or subcontractor agrees to furnish the materials and supplies and necessary services on a time and material basis with an upset or guaranteed price which may not be exceeded;

Class (D) those in which the contractor or subcontractor agrees to sell the materials and supplies at any agreed price or at the regular retail price and to render the services either for an additional agreed price or on the basis of labor employed.

Rule No. 138.7. General construction contractors, special construction contractors and construction subcontractors under contracts, class "A" (lump sum), class "B" (cost plus), and class "C" (time and material with upset price) and class "D" are consumers.

1. For the purpose of retail sales tax and use tax, construction contractors, including general, special and sub using class "A," "B," "C" or "D" contracts, are regarded as the consumers or users of all tangible personal property which they purchase, acquire or manufacture for use in completing their respective construction contracts.

[Filed December 27, 1956]

2. This means these should pay the retail sales tax to their Iowa supplier when purchases of tangible personal property are made in this state, in other words, Iowa retailers making local intra state sales to such persons of tangible personal property, to be used for such purposes, are making sales at retail the receipts from which are subject to retail sales tax. If the contractor uses tangible personal property in completing the construction, on which he has himself manufactured or fabricated, the tax will be 2% of his manufactured or fabricated cost.

3. This likewise means, that these contractors purchasing, acquiring or manufacturing tangible personal property outside the state of Iowa, for such use in Iowa, owe use tax on such out-of-state purchases, measured at the rate of 2% of the purchase price, or in the case of a product manufactured by himself, the contractor owes 2% of his cost of manufacture.

4. The use tax should be paid by the general construction contractor, special construction contractor or construction subcontractor, directly to the state Tax Commission, using the consumer's use tax return form UT-510, unless the out-of-state vendor from whom purchased is registered with the use tax department and does bill and collect the Iowa use tax for the state.

5. The construction, general, special or subcontractor, when bidding on a lump sum basis, should anticipate that the sales or use tax will increase his

cost of building materials 2% and make the necessary allowance in his bid before submission, inasmuch as the tax is not collected from the sponsor over and above the contract price on such contract.

Rule No. 139. Rescinded December 27, 1956.

Rule No. 140. Contractors own tools and equipment. The contractor owes use tax on his own tools or equipment which are used by him on the job site in Iowa, provided, same have been purchased since April 16, 1937 (the effective date of the Iowa use tax law) and provided these have not been purchased by him in Iowa subject to retail sales tax. If acquired outside of Iowa within the date herein set forth, the contractor would owe use tax on such equipment to the state of Iowa measured at the rate of 2% of his purchase price. If the contractor has paid sales tax or use tax to another state with respect to such equipment used in Iowa, he may secure credit for the foreign tax payment by making an affirmative showing to the use tax department concerning the purchase price, the amount of sales or use tax paid to the foreign state, together with the purchase date and description of the equipment. If the foreign tax paid is equal to the Iowa tax no further tax is due and if less than the Iowa tax, the difference is due the state of Iowa.

Rule No. 141. Contractor using in Iowa construction tools and construction equipment leased to him by others owning the equipment. Where the contractor has leased equipment from others, which he is using in connection with the construction work but which is not a part of the machinery or equipment furnished to the sponsor in performance of the contract, the owner of such leased equipment is or may be liable for the payment of use tax. The owner leasing such equipment to such contractor for such use in Iowa would owe use tax on any equipment purchased since April 16, 1937 and be entitled to credit for any sales tax or use tax he may have paid to a foreign state on such equipment, in the same manner as the contractor would on his own tools or equipment. The owner is exercising one of the rights of ownership over the property leased in Iowa which is taxed under the definition of "use". (See rule 166 relating to leased tangible personal property.) Any sales or use tax, due from such owner leasing equipment to the contractor completing a contract in Iowa, becomes a lien upon the rental fees due him from the contractor, under the provisions of the use tax law.

Rule No. 142. Rescinded December 27, 1956.

Rule No. 143. Machinery and equipment sales contracts with installation involved.

1. At times persons contract to furnish and install machinery and equipment in plants, shops and factories and other places where the machinery or equipment is intended to be used primarily in the production, manufacturing or processing of tangible personal property or other purposes not primarily essential to the building structure itself, but which incidentally may, on account of the nature of the machinery or equipment furnished, be more or less securely attached to the realty, but which does not lose its identity as a particular piece of equipment or machinery.

2. Such contracts are not to be considered as construction contracts for the purpose of the sales and use tax regulations and sales and use tax regulations applying to construction contracts do not apply to these transactions.

3. On the other hand, these transactions are to be considered as sales of tangible personal property by the supplier. If the sale is a local intrastate sale to a consumer or to any other person for any purpose other than resale, the sale is at retail and the receipts therefrom subject to retail sales tax.

4. If, on the other hand, the sales transaction is one in interstate commerce and if the sale is to a consumer in Iowa or other person taxable under the definition of "use", then the transaction comes within the scope of the use tax law and the purchaser is liable for the payment of use tax.

5. The measure of retail sales tax, in event the sale is local intrastate, is 2% of the contract price, unless the seller separates the installation charge for services on the job site from the selling price of the machinery or equipment itself. (See rule No. 42, Re: Installation charges.)

6. The measure of use tax is 2% of the full contract price, unless the charges for installation services on the job site are separated in the contract from the selling price of machinery or equipment itself. (See rule No. 42, Re: Installation charges.)

7. If the installation charge on the job site is set out separately by the seller to the buyer, then sales tax or use tax, as the case may be, applies only to the purchase price of the machinery or equipment.

8. However, if the installation charge is separated from the price of the machinery or equipment, and the seller in performing the installation phase of the contract uses tangible personal property in the installation work, then the seller shall be responsible for sales tax or use tax on the installation material itself measured at his cost.

9. The method of making a return and the payment of tax in the case of contracts for the sale and installation of machinery or equipment shall be the same as those rules applying to ordinary retailers under sales tax or retailers under use tax. (See sales tax rules, Nos. 11.1, 15 and 18.) (See use tax rule No. 181.)

10. A person who contracts to furnish and install machinery or equipment, as described in this rule and rule 144, may not contract directly with the ultimate owner of the equipment, normally the sponsor of the project, but his contract may be with the general construction contractor on the project, or a special construction contractor on the project or a subcontractor on the project. Inasmuch as his transaction is regarded as a sale, in event his contract is not with the ultimate owner of the equipment, but is with one of the contractors or subcontractors, then his sale will be considered a sale to such persons for the purpose of resale. This means the general contractor, special contractor or subcontractor, who is the other party to the contract, is making the sale at retail and will be required to bill the ultimate owner for the sales tax on such machinery or equipment so furnished. In such case, the person supplying the machinery or equipment shall secure from the other party to his contract a certificate of resale as provided for in sales tax rule No. 24 or use tax rule No. 187.

Rule No. 144. Distinguishing "construction contracts" from "machinery and equipment sales contracts."

1. At times it becomes difficult to distinguish in certain installations between a "construction contract" and a "machinery and equipment sales contract."

2. Inasmuch as the principles of application of sales and use tax vary with the type of contract and inasmuch as it is necessary for the efficient and uniform administration of these taxes, the commission is under this rule, attempting to place various sorts of these contracts into their proper category for the purpose of applying sales tax or use tax as the case may be.

3. Therefore, there is hereinafter listed (paragraph 4) those contracts which the commission holds fall within the category of "construction contracts" and to these the rules applying to construction contract should be followed, together with a listing (paragraph 5) of those transactions which the commission holds come within the category of "machinery and equipment sales contracts" and to these latter the rules pertaining to the sale of machinery and equipment to be installed by the buyer, are to be followed.

4. "Construction contracts" described in Rules No. 138 and No. 138.7:

1. Brick work
2. Builders hardware
3. Caulking materials work
4. Cement work
5. Electric conduit work
6. Electric wiring and connections
7. Flooring work
8. Glass and glazing work
9. Gravel work
10. Concrete work
11. Lathing work
12. Lead work
13. Lime work
14. Lumber and carpenter work
15. Macadam work
16. Mill work installed
17. Mortar work
18. Oil work
19. Painting work
20. Papering work
21. Piping valves and pipe fitting work
22. Plastering work
23. Putty work
24. Reinforcing mesh work
25. Roofing work
26. Sanding work
27. Sheet metal work
28. Steel work
29. Stone work
30. Stucco work
31. Tile work
32. Wall board work
33. Wall coping work
34. Wall paper work
35. Weather stripping work
36. Wire net screen work
37. Wood preserving work
38. Lighting fixtures
39. Plumbing fixtures

40. Furnaces, boilers and heating units (for space heating)

41. Air conditioning units (central plant installation as distinguished from portable units)

42. Refrigeration units (central plants installation as distinguished from portable units)

43. Passenger and freight elevators

44. Awnings and venetian blinds

45. Burglar alarm and fire alarm fixtures

46. Vault doors and equipment

47. Prefabricated cabinets, counters and lockers (installed)

48. Signs (other than portable)

49. Automatic sprinkler systems (fire protection)

50. Electric transmission lines

51. Electric distribution lines

52. Road construction (concrete, bituminous, gravel, etc.)

53. Underground sewage disposal

54. Underground water mains

55. Underground gas mains

5. "Machinery and equipment sales contracts" with installation by seller, described in rule No. 143:

1. Portable machines, equipment and tools

2. Furniture

3. Vehicles

4. Lathes

5. Drills

6. Presses

7. Cranes

8. Core ovens

9. Generators

10. Turbines (steam)

11. Electric motors (driving processing equipment)

12. Power switchboards

13. Boilers (not for space heating)

14. Stokers and furnaces (not for space heating)

15. Coal handling equipment (not for space heating)

16. Ash removal equipment (not for space heating)

17. Turbo-generator units

18. Manufacturing equipment and machinery used to handle, fabricate, manufacture raw materials into finished products and which is not primarily essential to the building structure itself

19. Paint booths and spray booths

20. Conveying systems handling raw materials or finished products

21. Diesel engines (for processing)

22. Coal pulverizing equipment (not for space heating)

6. The foregoing cataloging of the types of contracts mentioned is not intended to exhaust this subject, but it is the commission's interpretation of the categories in which each should be placed. From time to time it is the intention of the commission to catalog other transactions of this type in their proper places and add to the listings found in this rule. This is for the purpose of uniformity in the application of the sales and use tax to all persons who may be concerned. Information concerning any transaction which is not found in this published rule may be secured by inquiry to this department.

Rule No. 145. Mixed, "construction contract" and "machinery and equipment sales contract."

1. There are occasions when a construction contract may be let, included in which is the furnishing and installation of machinery and equipment on a turn key job basis. In other words, the construction contract is mingled with a machinery and equipment sales contract.

2. Where a contractor performs such a mixed contract for a lump sum, he will be considered to be the consumer, for the purpose of sales and use tax, of all structural or building materials supplied and installed and will be regarded as the retailer of the machinery and equipment furnished and installed.

3. If such a mixed contract is let for a lump sum amount, the machinery and equipment furnished and installed will be considered, for the purpose of this rule only, as being sold by the contractor for an amount equal to his cost of the equipment delivered at the job site, provided such machinery and equipment is listed as a "machinery and equipment sales contract" under the provisions of rule No. 144.

Rule No. 146. Machinery and equipment sales contractors are retailers.

1. Contractors furnishing and installing machinery and equipment as provided in rules 143 and 144 are retailers and would be required to apply for and hold a retail sales tax permit and report and remit 2% of the gross receipts from such sales, provided the transactions were local intrastate sales at retail in Iowa. (See sales tax rules No. 11.1 and No. 15.)

2. If such contractors selling equipment and machinery with installation involved are making interstate sales, they would be required to collect the amount of use tax due from the customer and report and remit same to this office quarterly in the same manner as other retailers selling subject to use tax. (See rules Nos. 170 and 181.)

[Amendments Filed December 27, 1956]

Rule No. 147. Certain construction contractors may also be retailers and need retail sales tax permit.

1. Some contractors may operate retail places of business where over-the-counter sales at retail are made as well as other sales for resale, etc.

2. Some types of contractors have a dual personality, namely, being consumers on their construction work under class "A", "B", "C" and "D" construction as well as retailers in over-the-counter sales. (See sales tax rule No. 168.1.)

3. Such contractors, because of being engaged in selling at retail, are required to apply for and hold a retail sales tax permit. On their retail sales they bill their customer for the sales tax over and above the selling price and report 2% of the gross receipts from retail sales as sales tax directly to this office using the retail sales tax return blank ST-50.

4. When such contractors purchase quantities of building materials, etc., some of which are sold over the counter at retail and some of which are used by the contractor in completing construction contracts under class "A", "B", "C" and "D", he is unable to determine at the time of purchase what

portion will be used for each purpose. Therefore, such type contractor will be entitled to purchase tax free from his supplier, by furnishing a certificate of resale to said supplier, all materials a part of which may be resold at retail (over-the-counter sales) and a part of which may be used in the construction work. The contractor of course would not be entitled to purchase tax-free for resale his own tools or equipment or any building materials or supplies, which are not subject to retail sales, but only that material a part of which may be resold and a part of which may be used in construction contracts. (See rule No. 24—certificate of resale.)

5. When filing his retail sales tax return the contractor will show, under "Item 1." of sales tax return blank ST-50, his total gross sales for the quarter, which would include the amount of the over-the-counter sales at retail where no installation is involved, plus the amount of any over-the-counter sales for resale, etc.

6. Under "Item 1. (a)," of the retail sales tax return blank ST-50 the contractor would show the cost to him of all materials purchased tax-free for resale but used or consumed by him in completing construction contracts under class "A", "B", "C" or "D".

7. Appropriate deductions for items included in "Item 1," may be taken under "Item 2" and the net taxable sales plus the cost of materials used in construction contracts class "A", "B", "C" and "D" (Item 1. (a)) are then grouped together and a 2% tax paid directly to the commission with the sales tax return.

8. Concerning the contractor's purchases of his own tools or equipment or other items which are not to be resold, the contractor should pay the sales tax to the Iowa supplier if these purchases are made in this state.

9. If the purchases mentioned in the last paragraph are made by the contractor outside the state of Iowa, then the contractor shall include such purchases in the consumer's use tax return UT-510 directly to this office, unless the out-of-state vendor from whom the purchase is made is registered with the use tax department and does bill and collect the Iowa use tax for the state.

[Amendments filed December 27, 1956]

Rule No. 148. Sponsor's return of information. Upon request by this commission or any division thereof, sponsors who have awarded lump sum contracts are required to furnish to this commission or to any division thereof full information as to all contracts let and to furnish the names of the general and special contractors entering into a contract with the sponsor and such other information germane to the contract let as is requested by this commission or any division thereof. In the event that the sponsor purchases any material direct from suppliers in addition to the material furnished by either the general or special contractors, then such purchasers of material shall be reported to this commission or to any division thereof upon forms furnished by said division.

Rule No. 149. Consumer's use tax returns and tax due quarterly.

1. Consumer's use tax returns, under the law, are required to be filed on a calendar quarterly basis consisting of three calendar months.

2. The quarterly periods for the year ending March 31, June 30, September 30 and December 31.

3. Twenty days are allowed following the close of each quarterly period in which to file the return and remit the tax before becoming delinquent.

Rule No. 150. Nonresident construction contractors required to make separate reports and returns on each individual Iowa construction contract.

1. Construction contractors, who are not residents of Iowa and who do not maintain a place of business in Iowa where full records are kept concerning sales and use tax transactions, are required to make a special report to the commission concerning each individual construction contract class "A", "B", "C" or "D" performed by it in Iowa, unless specifically relieved from doing so in writing by the commission, or its department handling these matters.

[Filed December 27, 1956]

2. The report shall consist of the filing of the following listed forms and supplying the information therein requested.

3. Form ST-42. List of subcontractors, if any, to whom the nonresident contractor has awarded a construction contract, under the terms of which his sub is to furnish its own material and install same on the job site. The further information as to the amount of the subcontract, the type of subcontract and the date let should be indicated. This information should be submitted on each project as soon as the information is available.

4. Form ST-43. List of material suppliers, both in Iowa and outside of Iowa from whom tangible personal property has been purchased for use in completing the particular construction contract in question, which should include all structural materials and supplies, as well as the contractor's own tools or equipment used on the job site. The information on this form should show the type of merchandise purchased, the purchase price and whether or not Iowa sales tax or use tax was paid to the supplier at the time of purchase. If a sales tax or use tax, imposed by a foreign state, was paid at the time of purchase, the name of the state should be listed together with the name and address of the supplier to whom the tax was paid, as well as the amount and type of tax.

5. Form UT-527 summary sheet of contract should be executed for each construction contract and which consists of a summary of the entire contract.

6. Form ST-43 and UT-527 should be filed by the construction contractor with the commission at the time of the filing of the final consumer use tax return on the particular contract in question.

7. The nonresident contractor is required to file quarterly use tax returns during the progress of the job, unless he has received permission in writing from the commission or its department handling such matters to file at the close of the job. (See rule No. 151 concerning special permission for reporting by the job.)

8. The construction contractor may at the close of the job request a letter of release, concerning sales and use tax, from the commission, the original of which will be sent to the sponsor and a copy to the construction contractor, provided, the required reports, returns and tax have been properly submitted.

[Amendment filed December 27, 1956]

Rule No. 151. Use tax returns by contract job.

1. This commission, having considered the matter of certain contractors making use tax returns by contract jobs instead of by quarters, finds it necessary in some cases, in order to insure the payment to the state of the amount of such tax, to grant permission to make returns and file reports by the contract job instead of by quarterly periods. Such permission may be granted only where a contract is to be completely performed within six months. The Retail Sales and Use Tax Division of this commission may grant, upon application of such contractors, permission to file use tax returns and remit the tax due on account of purchases made, as reported by said returns, for each and every job performed by such a lump-sum contractor instead of making use tax returns by quarterly periods. (See section 423.13.)

2. In cases where a contractor has obtained permission to make returns and file reports by the job instead of by the quarterly periods, the use tax payable to the state of Iowa shall be due immediately upon the purchase of tangible personal property upon which the law imposes such a tax. The use tax so imposed shall become delinquent twenty days after the contract shall have been completely performed or immediately in case of insolvency or bankruptcy of the contractor.

Rule No. 152. Payment of final estimate must be withheld. The sponsor of a construction contractor, class "A", "B", "C" or "D", if the latter is a non-resident of Iowa, as defined in Rule No. 150, shall not make payment of the final estimate due the contractor unless and until such sponsor shall have received a release from the Retail Sales and Use Tax Division of this commission showing that the contractor performing such contract has paid all retail sales and use tax due to the state of Iowa and that all required forms, returns and reports have been made to this commission or the Division of Retail Sales and Use Tax.

[Amendment filed December 27, 1956]

Rule No. 153. Liability of sponsors for retail sales and use tax due the state from general and special contractors. A lien on personal property and rights to personal property is created by operation of law for retail sales and use taxes due the state of Iowa without the necessity of recording or the giving of any notice whatsoever.

Rule No. 154. Money due a contractor is a right to property. Money due a general or a special construction contractor is a right to personal property on which a lien attaches for any retail sales or use tax owing to the state.

Rule No. 155. Sponsors are required to withhold payment. Sponsors are required to withhold payment of the final estimate until the general or special construction contractor shall have secured a release from the Retail Sales and Use Tax Division of this commission reciting that all required returns and reports have been made and that all taxes have been paid.

Rule No. 156. Liability of sponsors who fail to withhold payment. Sponsors who pay general and special construction contractors in full are liable to

the state for the payment of any retail sales or use tax not collected from such a general or special construction contractor on which the law had imposed a lien in favor of the state.

Rule No. 157. Release of sponsors. Sponsors who withhold payment due the general or special contractors are released from any liability created by the lien laws of the state of Iowa when such a release in writing is secured from this commission.

Rule No. 158. Taxes paid by general or special construction contractors received subject to audit. A release to a sponsor does not operate as a final release to the general construction contractor, special construction contractor or construction subcontractors as all tax accounts are released subject to an audit of the taxpayer at any future date.

Rule No. 159. Liability of general construction contractors for retail sales and use tax due the state from subcontractors. A lien on personal property and rights to personal property is created by operation of law without the necessity of recording or the giving of any notice whatsoever for retail sales and use taxes due the state.

Rule No. 160. Money due a subcontractor is a right to the property. Money due a subcontractor is a right to personal property on which a lien attaches for any retail sales or use tax owing to the state.

Rule No. 161. General construction contractors required to withhold payment. General construction contractors who pay subcontractors in full are liable to the state for the payment of any retail sales or use tax not collected from such subcontractor for the reason that such general contractor paid money to the subcontractor on which the law had imposed a lien in favor of the state.

Rule No. 162. Release of general contractors. General construction contractors who withheld payment due subcontractors are released from any liability created by the lien laws of the state of Iowa when such a release in writing is secured from this commission.

Rule No. 163. Taxes paid by subcontractors received subject to audit. A release to a general construction contractor does not operate as a final release of the subcontractor as all tax accounts are released subject to an audit of the taxpayer at any future date.

Rule No. 164. Iowa construction contractors must file certain reports.

1. Iowa construction contractors, who maintain a place of business in this state where complete records are kept concerning sales and use tax transactions, will not be required to file forms UT-527 and ST-43, concerning each construction contract in Iowa, unless specifically requested to do so by the commission or its department handling such matters.

2. However, Iowa construction contractors should file with the Sales and Use Tax Department form ST-42 whenever they sublet a construction subcontract to a nonresident subcontractor. This information should be submitted immediately the sub-

contract is let. The information shall include the name and out-of-state address of the subcontractor, the general nature of the work, the contract price and the date let, together with the name of the project where the subcontractor is to perform his contract.

3. The Iowa construction contractor shall file quarterly consumer's use tax returns, reporting and remitting any use tax due from him concerning all of his activities in the state of Iowa during the quarterly period covered by the return.

4. If the Iowa contractor desires to report and remit the use tax on the job basis, permission must be secured from the commission or its department as provided in rule No. 151.

Rule No. 165. Industrial materials and equipment not readily obtainable in Iowa are exempt to construction contractors under class "A", "B", "C" or "D".

1. The use tax law under part (c) of subsection 1 of section 423.1, Code of Iowa, exempts from the use tax "industrial materials and equipment, which are not readily obtainable in Iowa, and which are directly used in the actual fabricating, compounding, manufacturing or servicing of tangible personal property intended to be sold ultimately at retail."

2. Construction contractors, including general, special and sub, under Class "A", "B", "C" and "D", are consumers, under the provisions of Rule No. 138.7, of all tangible personal property which they purchase for use in completing construction contracts in Iowa. Therefore, such construction contractors are not "processors" within the meaning of the Use Tax Law and would therefore not be exempt from use tax on any tangible personal property purchased by them outside the state of Iowa for use in completing such construction contracts in the state of Iowa, even though the item involved might be "not readily obtainable in Iowa."

[Filed December 27, 1956]

Rule No. 166. Rental equipment. Persons purchasing equipment for rental purposes should pay Iowa sales or use tax on the purchase price of such equipment regardless of the fact that under some types of rental agreements the federal government or any other lessee may later acquire ownership of the equipment. The lessor of the equipment is considered to be the user or consumer and should pay the sales or use tax on the purchase price of the equipment at the time of purchase.

A retailer in Iowa or one outside the state, who is engaged in selling or renting or both similar equipment, is liable for either sales or use tax on the cost of such equipment when rented or leased for use in this state. If the contract of rental contains an option for subsequent purchase, and is accepted by the customer, the gross receipts on which sales tax would be computed is the combination of the rental fees received by the retailer, plus the balance due on the original selling price.

When equipment has been rented or leased and sales or use tax accounted for on the cost figure, sales or use tax will also apply on the total selling price when subsequently sold to a consumer, providing the sale has no connection with earlier rental agreements.

Rule No. 167. Contracts with federal, state or local governments. A construction contractor performing a class "A", "B", "C" or "D" construction contract for the United States government, the state of Iowa, counties, towns, school districts or any other political subdivision of the state of Iowa is not exempt from the payment of either the retail sales or use tax. Therefore, a contractor performing such a contract for any of the above mentioned governments or governmental subdivisions or agencies must make such reports and returns of either the retail sales or use tax as is required for contracts with private sponsors.

[Filed December 27, 1956]

Rule No. 168. A purchaser, who is a "processor" may be exempt from use tax when purchasing under a machinery or equipment sales contract with installation by the seller.

1. A purchaser who purchases machinery or equipment to be installed by the seller may be exempt from use tax, provided the machinery or equipment is directly used in the actual fabricating, compounding, manufacturing or servicing of tangible personal property intended to be sold ultimately at retail, and provided the sales transaction is one in interstate commerce, thus coming within the scope of the use tax law, and not coming within the scope of the retail sales tax law.

2. On the other hand, if the contract to furnish and install the machinery or equipment with installation by the seller is one in intrastate commerce, then the purchaser is not exempt from the payment of sales tax to his supplier, inasmuch as the transaction comes within the scope of the retail sales tax law and no exemption exists in the retail sales tax law because the item sold at retail in Iowa is "not readily obtainable in Iowa." (See use tax rule 172 A.)

Rule No. 168.1. Sales of building materials, supplies, equipment, etc. are at retail and taxable when sold to construction contractors, subcontractors, owners or builders.

Beginning January 1, 1957, sales to or purchases by construction contractors or subcontractors, of building materials, supplies or equipment for the erection of building or the alteration, repair or improvement of real property are subject to the sales tax or use tax, whichever applies, even though the class of construction contract being performed is "CLASS (D)" as described in Rule No. 138.6. In other words, the rules of the Commission shall be applied to construction contractor's or construction subcontractor's purchases, where a "CLASS (D)" contract is being fulfilled, in the same manner and to the same extent as though a Class "A", "B" or "C" contract was being fulfilled.

Iowa suppliers selling such items to such constructors for such purposes shall bill and collect from them the sales tax and report and return same to the state.

Likewise, out-of-Iowa suppliers, who are required to collect *use tax* for the state, shall, when selling such items to such constructors for such purposes, bill and collect from such persons the Iowa use tax and return same to the state quarterly.

If a construction contractor or construction subcontractor (who does not hold a retail sales tax

permit) purchases such items from an out of Iowa supplier who does not collect the Iowa tax, then such purchaser shall make a return (consumer's use tax return Form UT-510) directly to the State Tax Commission and remit the Iowa use tax thereon.

A person who is engaged exclusively in construction work as contractor or subcontractor is not required to hold a retail sales tax permit and such a permit should not be issued to such persons.

All such taxes on items hereinbefore mentioned shall be reported and paid *as indicated*, with the following exception, to wit: In some instances construction contractors or construction subcontractors are in a dual business, which includes substantial reselling on an "over the counter" basis the same type of building materials, supplies and equipment to others at retail in Iowa, as are used by them in their own construction work. We are in this rule referring to such persons as contractor-retailer. Because of the retail business ("over the counter" sales) such contractor-retailer is required to apply for and hold a retail sales tax permit. For the efficient administration of the statute and to simplify the accounting procedure in reporting and paying the tax in such instances, it is hereby provided that such contractor-retailer will be permitted to purchase *all* construction materials, supplies and equipment (for both purposes) *tax free*, only provided he holds a valid retail sales tax permit and certifies in writing to this fact to his supplier, describing the permit number of such permit and certifying to the resale of such merchandise. Such buyers shall furnish such certificates to their suppliers and the suppliers shall secure and maintain such certificates to support the noncollection and nonpayment of tax on such sales.

Purchases may be made, under the same circumstances, from out-of-Iowa suppliers, tax free.

Of course, the contractor-retailer would then be required to report and return the tax on all the items (both construction and "over the counter") directly to the Commission with his quarterly sales tax return on the basis of his cost as to items consumed by him in construction and on the basis of the selling price on "over the counter" items.

Tax must be paid by the contractor-retailer to his supplier, when purchasing *his own* tools, equipment, etc., or for his employees.

[Filed December 27, 1956]

Rule No. 169. When machinery or equipment sales contract with installation by seller is in interstate commerce and when in intrastate commerce.

1. When a seller agrees to furnish and install machinery or equipment in Iowa and where the offer and acceptance take place within the state of Iowa, the transaction will be regarded as a local intrastate sale, the receipts therefrom being subject to retail sales tax, if the sale is at retail and not otherwise expressly exempted by the retail sales tax law.

2. When a seller contracts to furnish and install machinery or equipment in Iowa and the offer and acceptance take place outside the state of Iowa, but the property is located in the state of Iowa prior to the agreement to sell, then the contract will be considered one in intrastate commerce, the receipts from which are subject to retail sales tax, provided, the sale is at retail in Iowa and not

otherwise expressly exempted by the provision of the retail sales tax law.

3. Where the seller contracts to furnish and install machinery or equipment in Iowa and the offer and acceptance take place outside the state of Iowa, but the title to the property does not pass to the buyer outside the state of Iowa, but passes to the buyer upon installation in Iowa by the seller, then the transaction shall be regarded as a sale in intrastate commerce, the receipts therefrom being subject to the retail sales tax law, if the sale is at retail in Iowa and not otherwise expressly exempted by the provisions of the retail sales tax law.

4. Where the seller contracts to furnish and install machinery or equipment in Iowa and the offer and acceptance take place outside the state of Iowa and the title to the property passes to the buyer outside the state of Iowa, then the transaction will be regarded as a sale in interstate commerce and the receipts therefrom to be exempted from the retail sales tax law. On the other hand, this transaction will be regarded as one coming within the scope of the use tax law and the provisions of the use tax law and rules of the commission pertaining thereto shall apply.

PART III

USE TAX

Rules Nos. 170 to 198, Inclusive

Rule No. 170. Applies to use tax only. General statement concerning the application of the use tax law. The use tax law imposes a tax on the purchaser for the privilege of using tangible personal property in the state of Iowa, where the property used in Iowa was not sold in Iowa subject to the sales tax law, with express exemptions. Generally speaking, this means that a person who purchases tangible personal property from out-of-state suppliers for "use" in Iowa and not for "resale" or "processing" is liable for the payment of use tax. The measure of the use tax is two per cent of the purchase price.

The purchaser for "use" should pay the use tax to the seller, if the seller is registered with the commission and authorized to collect the use tax for the state. If the seller is not registered with the commission and authorized to collect the use tax for the state, the purchaser should remit the use tax directly to the commission.

The consumer's use tax return blank, Form UT-510, is the proper form for the purchaser to use in reporting and remitting the use tax directly to the commission, unless the purchaser happens to be the holder of a certificate of registration under the use tax law and files retailer's use tax returns, under which last instance the value of the property used or consumed may be shown and reported under Item 4 of the retailer's use tax return blank. Form UT-511.

Under the use tax law, a collection responsibility is placed upon all interstate sellers who sell tangible personal property for delivery in Iowa for "use" in Iowa, provided the seller maintains in the state directly or through subsidiary a warehouse, sales office, or distribution house, or other place of business, or has an agent operating in the state either temporarily or permanently. Such a seller is re-

quired to apply for (on Form UT-507) and hold a certificate of registration under the use tax law and file retailer's use tax returns (UT-511). Each registered seller is required to bill its Iowa customers for all use tax due, showing the use tax as a separate item on the invoice and indicating thereon its registration number.

An exception from the general provisions hereinbefore stated is in the case of new motor vehicles and new trailers. The receipts from the sale at retail in Iowa of new motor vehicles and new trailers are expressly exempted from the sales tax. The law imposes use tax on new motor vehicles and trailers. The use tax law provides that county treasurers and the state motor vehicle department be charged with the responsibility of collecting two per cent of the full purchase price of new motor vehicles and new trailers for "use" in Iowa as use tax, before issuing auto registration plates. The county treasurers and state motor vehicle department also collect use tax due where cars previously bearing foreign registration plates are registered for "use" in Iowa.

For further information as to the collection of use tax on motor vehicles and trailers, see Part IV, rules Nos. 199 to 234.

Rule No. 171. Applies to use tax only. "Use" defined. "Use" is defined in subsection 1 of section 423.1, Code of Iowa, 1946. In substance, a taxable use is the exercise of any right of ownership over tangible personal property in Iowa, by any person owning the property, except the right to sell the property in the regular course of business and the right to process or manufacture the property into another article of tangible personal property intended to be sold ultimately at retail, subject to exemptions.

"Processing" of property is defined by this section to include: personal property which forms an integral or component part of the manufactured product which is intended to be sold ultimately at retail; that property which is consumed as fuel in creating power, heat or steam for processing or for generating electric current; that property which is used as industrial material and equipment (which does not form a component or integral part of the manufactured product) but which is *directly* used in the actual fabricating, compounding, manufacturing or servicing of tangible personal property intended to be sold ultimately at retail, provided such property is not readily obtainable in Iowa.

Persons who are using tangible personal property in the state of Iowa, within the meaning of "use," are expressly exempted from use tax if the property has been subjected to the Iowa retail sales tax law.

Section 423.1

Rule No. 172. Applies to use tax only. Definitions. "Readily obtainable in Iowa"—"servicing of tangible personal property intended to be sold ultimately at retail." An exemption from use tax is provided by part (c) of subsection 1 of section 6943.102, Code of Iowa, 1939, [§423.1, C.'50] which reads as follows: "Industrial materials and equipment, which are not readily obtainable in Iowa, and which are directly used in the actual fabricating, compound-

ing, manufacturing or servicing of tangible personal property intended to be sold ultimately at retail."

Two questions in this part require interpretation. First, the words "not readily obtainable in Iowa" as used in the law.

Second, the words "servicing of tangible personal property intended to be sold ultimately at retail" as used in the law.

With respect to "not readily obtainable in Iowa," a similar exemption does not appear in the Iowa retail sales tax law. Therefore, an Iowa retailer making sales in the state of Iowa at retail is required to pay sales tax on such sales.

The commission holds that, where industrial materials and equipment of the same general classification are offered for sale in Iowa, such material and equipment cannot be considered "not readily obtainable in Iowa" and therefore would not be entitled to use tax exemption when purchased in interstate commerce from points outside the state.

Quantity available, price element, or purchaser's preference for a particular brand or manufacture are not proper factors in determining the "readily obtainable" question.

The personal property use tax law, in addition to being a revenue law, is intended to serve as a complementary statute to our retail sales tax law, thereby placing the Iowa retailer selling tangible personal property in this state on a fair competitive basis with the out-of-state seller making sales for delivery in Iowa, in so far as the excise tax is concerned. In determining the "readily obtainable" exemption of a given article, it should be ascertained whether or not similar property within the same general classification could be purchased from a distributor or retailer in Iowa, notwithstanding the fact that such property might be of a different brand or manufacture. Where similar equipment of a different brand or manufacture can be secured through distributors or retailers in Iowa all property within the same general classification is to be considered readily obtainable in Iowa and therefore not exempt from use tax.

The words "servicing of tangible personal property intended to be sold ultimately at retail" as used in this law, mean something done to the property by a manufacturer or processor during the manufacturing state, which changes it and puts it in shape for distribution and sale.

This phrase does not mean anything done to the property manufactured, in connection with its distribution and sale after the property shall have been manufactured. It means some act done or performed on the property itself during the manufacturing process.

NOTE: (This rule 172 was a part of the 1942, 1945 and 1946 regulations.)

Rule 172A. Definitions. "Readily obtainable in Iowa"—"servicing of tangible personal property intended to be sold ultimately at retail." Part (c) of subsection 1 of section 423.1, Code of Iowa, 1950, which is a part of the use tax law, in part defines the term "use" and provides as follows:

"... industrial materials and equipment, which are not readily obtainable in Iowa, and which are directly used in the actual fabricating, compounding, manufacturing, or servicing of tangible personal property intended to be sold ultimately at

retail" which, in effect, exempts from use tax such industrial materials and equipment so used.

The 1949 legislature amended the use tax law by enacting a law known as, chapter 193, Acts of the 53rd General Assembly, section two (2) (in part) and section three (3) thereof being hereinafter set forth:

"Sec. 2. Amend section four hundred twenty-three point one (423.1), Code 1946, by adding at the end thereof the following:

"10. 'Readily obtainable in Iowa' shall mean kept in Iowa for sale or manufactured in Iowa for sale as distinguished from being obtainable by giving an order to an agent in Iowa for delivery from some point outside the state of Iowa."

"Sec. 3. The provisions of this act shall be applicable hereafter beginning with the quarter ending June 30, 1949, and every return and payment for said quarter shall be under the provisions of this act."

It is the commission's interpretation of the foregoing amendment, that an item is readily obtainable in Iowa, only:

(a) When normally carried as a stock item in Iowa for sale, irrespective of quantities, or,

(b) When the item is manufactured in Iowa for sale, irrespective of quantities, or,

(c) When an item acquired outside of Iowa, but not stocked or manufactured in Iowa, is fairly and reasonably competitive to an item which is stocked in Iowa for sale or manufactured in Iowa for sale.

Whether an item is fairly or reasonably competitive with an outside item is a fact question to be determined from time to time as the occasion arises. Price element is not to be considered as a factor in determining whether or not an item is readily obtainable in Iowa.

It is here pointed out that an item "not readily obtainable in Iowa" is not exempt from use tax for that reason alone but at the same time must be an item which falls within the category of "industrial materials and equipment, which are *directly* used in the *actual* fabricating, compounding, manufacturing or servicing of tangible personal property intended to be sold ultimately at retail." In other words the "not readily obtainable in Iowa" item must be *directly* used in processing tangible personal property intended to be sold ultimately at retail as the term is defined in the statute, to be free from tax.

However, due to the provisions of a different section of the use tax law (subsection 5 of section 423.4) there is exempt from use tax:

"Tangible personal property not readily obtainable in Iowa and used in the operation of street railways" (which means and includes urban transportation systems). (See paragraph 11 of section 2, chapter 193, Acts of 53rd General Assembly.)

"Servicing of tangible personal property intended to be sold ultimately at retail", as used in this law, means something done to the property by the manufacturer or processor during the manufacturing process, which changes it and puts it in shape for distribution and sale. This phrase does not mean anything done to the property manufactured in connection with its storage, distribution and sale after the property shall have been manufactured.

When determining whether an item of tangible personal property is or is not "readily obtainable

in Iowa" the facts and the law existing at the time the contract to purchase was made shall govern and not the facts and the law existing at the time the item was delivered into the state of Iowa.

This rule 172A replaces and modifies rule 172 as found in the pamphlet of regulations issued by the commission as of August 17, 1945 and any modifications or changes herein inconsistent with rule 172 shall be effective as of April, 1949. The commission's rule of June 15, 1949, pertaining to this subject is hereby rescinded.

The provisions of this rule 172A have application only to transactions coming within the scope of the use tax law and have no application to transactions coming within the scope of the retail sales tax law.

The foregoing rule 172A is hereby adopted this 15th day of February, 1950.

Rule No. 173. Applies to use tax only. Use tax law became effective in Iowa April 16, 1937. Persons who "use" tangible personal property in the state of Iowa who purchased such property on or after April 16, 1937, are liable for the payment of use tax on the same, unless expressly exempted. Persons who "use" tangible personal property in the state of Iowa which they have purchased prior to April 16, 1937, are not liable for the payment of use tax.

Section 423.2, section 423.3

Rule No. 174. Applies to use tax only. Measure of the use tax. The measure of the use tax is two per cent of the purchase price.

Purchase price means the total amount for which tangible personal property is sold, valued in money, whether paid in money or otherwise; provided that cash discounts allowed and taken on sales shall not be included.

Where a manufacturer used tangible personal property in this state, fabricated or manufactured by the manufacturer outside the state, the measure of use tax shall be two per cent of the manufacturer's cost of production.

Section 423.1

Rule No. 175. Applies to use tax only. Consumer's use tax return. A person who purchases tangible personal property from out-of-state sources for use in Iowa subject to the use tax law is liable for the payment of the use tax and is required to file a consumer's use tax return, Form UT-510, with the commission, reporting and remitting use tax on all property which has been delivered into Iowa during the quarterly period covered by the return unless the seller from whom he made the purchase is registered with the commission and authorized to collect the use tax for the state. Under the last circumstances the use tax should be paid by the purchaser to the registered seller, which seller in turn forwards the use tax to the commission quarterly.

The purchaser may ascertain when the seller is registered and authorized to collect the use tax for the state by inspecting the billing or invoice, inasmuch as the registered seller is required to show the Iowa use tax separately on the invoice together with his Iowa registration number.

The use tax imposes at the time the tangible personal property comes to rest in this state and is

required to be reported at the close of that quarterly period during which it comes to rest. The measure of the use tax is two per cent of the full purchase price, valued in money, whether paid for in money or otherwise. This means that where property is traded in as part consideration of the purchase price, the tax shall be computed on the full selling price before any amount is deducted for property traded in.

The quarterly periods for the year ending on March 31, June 30, September 30, and December 31. Twenty days are allowed after the close of each quarterly period in which to file a consumer's use tax return before becoming delinquent. Penalties are imposed if the tax is not paid before the twentieth day of the month following the close of each quarterly period.

For the convenience of those persons who regularly purchase tangible personal property outside the state subject to the use tax, the commission places such names upon its permanent mailing list, at the request of the taxpayer, in order that the taxpayer may receive a consumer's use tax return blank at the close of each quarterly period.

Those persons who may only occasionally purchase tangible personal property outside the state, concerning which use tax would be due, and who do not wish to be placed on the mailing list for the reception of a consumer's use tax return blank at the close of each quarterly period will be required to make a special request for such blanks when tax is due. The request may be made to the commission at Des Moines or to any of the commission's field agents.

See UT Form No. 510 in section V.

Rule No. 176. Applies to use tax only. Purchases made on a conditional sales basis. When a person is making a return of purchase made on a conditional sales contract and there remains an unpaid balance thereon, such return shall include tax computed at the rate of two per cent on the full purchase price of such property notwithstanding the fact that there is an unpaid balance.

Rule No. 177. Applies to use tax only. Exemptions. Chapter 423, Code of Iowa, known as the use tax law, contains the following exemptions:
See section 423.4

Rule No. 177.1. Applies to use tax only. Exemption of tangible personal property in interstate transportation or interstate commerce. Rescinded on June 30, 1952.

Rule No. 177.2. Purchases by pipe line companies. Rescinded on June 30, 1952.

Rule No. 177.3. Purchases by radio broadcasters—video telecasters. Rescinded on June 30, 1952.

Rule No. 178. Applies to use tax only. Sales tax or use tax paid to another state. Section 423.25, Code of Iowa, 1946, provides that where an article of tangible personal property has been subjected to tax with respect to its sale or its use by another state equal to the amount of tax imposed by the Iowa use tax law, no further tax shall be due the state of Iowa with respect to the use of that property in this state by the person who has paid said tax to another state.

If the amount of tax paid by a person to another state on a given article of tangible personal property is less than the amount of tax imposed by the Iowa use tax law, the tax shall be due the state of Iowa in the amount of the difference of tax so paid to the foreign state and the tax due under the Iowa law.

Persons claiming exemption from payment of use tax on the grounds that they have paid tax to another state with respect to the sale or use of the property in question must prove to the satisfaction of the commission, the county treasurer, or the state motor vehicle department that such tax has been paid.

Section 423.25.

Rule No. 179. Applies to use tax only. Persons having books or other tangible personal property belonging to them repaired by repairmen located outside the state of Iowa. Persons who own tangible personal property in the state of Iowa and who send such property or cause such property to be sent outside the state for the purpose of having it repaired, reconditioned, or altered, and where the repairman uses tangible personal property in connection with the repair thereof, the owner will be liable for the payment of use tax measured by two per cent of the full charge made for the repair service, unless the out-of-state repairman bills such person as separate items the charges made for labor and those made for material furnished, in which last instance the tax may be computed on two per cent of the charge made for the tangible personal property furnished by the repairman.

Rule No. 180. Interstate commerce. 1. Goods coming into this state.

When tangible personal property is purchased in interstate commerce for use or consumption in this state and (1) the seller is engaged in the business of selling such tangible personal property in this state for use or consumption and (2) delivery is made in this state, such sale is subject to the use tax law. Such sale is taxable regardless of the fact that the purchaser's order may specify that the goods are to be manufactured or procured by the seller at a point outside this state and shipped directly to the purchaser from the point of origin, and the seller is required to report all such transactions and collect and remit to this state the use tax on all taxable purchases.

If the conditions above are met it is immaterial (1) that the contract of sale is closed by acceptance outside the state or (2) that the contract is made before the property is brought into the state.

Delivery is held to have taken place in this state (1) when physical possession of the tangible personal property is actually transferred to the buyer within this state or (2) when the tangible personal property is placed in the mails at a point outside this state directed to the buyer in this state or placed on board a carrier at a point outside this state (or otherwise) and directed to the buyer in this state.

Engaging in business in this state shall include any of the following methods of transacting business: Maintaining directly, indirectly or through a subsidiary, an office, distribution house, sales house, warehouse or other place of business or by having

an agent, salesman or solicitor operating within the state under the authority of the seller or its subsidiary irrespective of whether such place of business, agent, salesman or solicitor is located in this state permanently or temporarily or whether such seller or subsidiary is qualified "to do business in this state."

2. Goods shipped from this state.

When tangible personal property is sold within the state and the seller is obligated to deliver it to a point outside of the state or to deliver it to a carrier or to the mails for transportation to a point outside the state, the retail sales tax or use tax does not apply, provided that the property is not returned to a point within the state. The most acceptable proof of transportation outside the state will be:

(a) A waybill or bill of lading made out to the seller's order and calling for delivery; or

(b) An insurance receipt or registry issued by the United States postal department, or a post office department receipt Form 3817; or

(c) A trip sheet signed by the seller's delivery agent and showing the signature and address of the person outside this state who received the goods delivered.

However, where tangible personal property pursuant to a sale is delivered in this state to the buyer or to an agent of his other than a common carrier, the retail sales tax applies notwithstanding that the buyer may subsequently transport the property out of the state.

See rule No. 55.

Rule No. 181. Applies to use tax only. **Interstate vendors—registration and billing of tax.** Each "retailer maintaining a place of business in this state" as defined in subsection 6 of section 423.1, Code of Iowa, shall, before collecting the use tax required to be collected, make application to the commission for a certificate of registration upon Form UT-507-A, to be provided by the commission. Each certificate of registration issued bears an individual number, the number appearing immediately above the registrant's name on the certificate. The holder of the certificate shall bill the use tax due as a separate item on the billing or invoice to the purchaser for "use" in Iowa and indicate thereon his registration number. This evidence in the hands of the purchaser who remits use tax to the registered seller shall constitute such purchaser's receipts for the tax having been so paid. The billing shall be in substantially the form as shown hereafter:

MERCHANDISE	\$.....
2% IOWA USE TAX	\$.....
IOWA REGISTRATION NO.

See form "certificate of registration" in section V. Section 423.9.

Rule No. 182. **Interstate vendor's application for certificate.** The interstate vendor's application for certificate of registration under the use tax law shall show the name of the person to whom the certificate is to be issued; the address of the location from which the returns thereunder are to be filed; the names and addresses of the officers in the case of a corporation; the names of all partners in the case of a partnership; the name of the owner in the case of an individual ownership; the date when the applicant (as "retailer maintaining a place of

business in this state") began selling tangible personal property in interstate commerce for delivery in Iowa for "use" in Iowa subject to the use tax law; the names and addresses of all offices, warehouses, or other places of business in Iowa either owned or controlled by the applicant or its subsidiary; the names and addresses of all agents of the applicant operating in the state either temporarily or permanently; the names and addresses of all out-of-state locations from which tangible personal property will be delivered into Iowa for "use" in Iowa from which billing for the merchandise will be made.

It will not be necessary that more than one certificate be held in order to report and remit all use tax due, even though shipment and billings may be made from several out-of-state locations. However, if desired, the commission, when practicable, will issue more than one certificate of registration to the same person for separate out-of-state locations.

Section 423.9.

Rule No. 183. Applies to use tax only. **Registered retailers required to collect all use tax due on all tangible personal property sold for delivery in Iowa.** Each retailer registered with the commission under the provisions of section 423.9 of the use tax law and each retailer registered and authorized to collect the use tax under the provisions of section 423.10 of the use tax law shall collect from his customer and remit to the commission all use tax due on all tangible personal property sold for delivery in Iowa by the retailer, unless the commission shall expressly authorize the retailer to do otherwise.

Section 423.5.

Rule No. 184. Applies to use tax only. **Retailer's use tax returns.** Retailer's use tax return blanks, Form UT-511, are furnished to each holder of a certificate of registration at the close of each quarterly period consisting of three months, for the taxpayer's use in reporting and remitting use tax due for the preceding quarterly period. The quarterly periods for the year end on March 31, June 30, September 30, and December 31. Twenty days are allowed after the close of each quarterly period in which to file returns without becoming delinquent, unless the commission shall otherwise provide.

Retailer's use tax return blanks are not furnished to persons who do not hold a certificate of registration under the use tax law, for the purpose of filing with the commission. Registration is necessary before retailer's use tax return blanks for filing are furnished.

If the certificate holder uses or consumes tangible personal property in the state of Iowa subject to the use tax law, the value of such purchases made during a given quarterly period should be included under Item 4 of return blank UT-511.

If the certificate holder delivers property from more than one out-of-state location from which separate bills are made, return Form UT-512 shall be filed with Form UT-511, showing the amount of taxable sales made from each respective location.

The holder of a certificate of registration under the use tax law shall file a return for each quar-

terly period, irrespective of whether or not tax may be due. In case no tax is due during a given quarterly period, proper memoranda should be noted on the return, same executed and filed.

See Form UT-511 and UT-512 in section V. Section 423.13.

Rule No. 185. Applies to use tax only. Cancellation of certificate of registration. Immediately the holder of a certificate of registration terminates his selling activities or when his liability for reporting and remitting use tax concerning sales made in interstate commerce has ceased, such person shall notify the commission and secure Form UT-517 for the purpose of requesting cancellation of the certificate of registration.

See Form UT-517 in section V.

Rule No. 186. Applies to use tax only. Bracket system to be used by registered vendors. Sellers registered with the commission and authorized to collect the use tax for the state may use the bracket system disclosed in rule No. 18 which was adopted under the provisions of the Iowa retail sales tax law, where registered vendors have occasion to sell tangible personal property, the purchase price of which is less than \$1.00.

The registered seller is required to remit to the commission two percent of the purchase price of all taxable property sold for "use" in Iowa.

See rule No. 18.

Rule No. 187. Applies to use tax only. Certificates of resale—processing.

1. Chapter 423, Code of Iowa, defines, subsection 1 of section 423.1, the word "use" as meaning and including "the exercise by any person of any right or power over tangible personal property incident to the ownership of that property, except that it shall not include processing, or the sale of that property in the regular course of business."

2. Sale in the regular course of business means the resale of the tangible, personal property purchased, either by a wholesaler who is regularly engaged in selling such property (but does not sell at retail to final consumers), or by a retailer who regularly sells such property at retail (to final consumers).

3. Persons selling at wholesale in Iowa but who do not sell at retail (to final consumers) are not required to hold retail sales tax permits.

4. Persons regularly engaged in selling at retail (to final consumers) in Iowa (intrastate sales) are required to hold retail sales tax permits.

5. In the use tax law, the term "used in processing" is classified into three parts, namely: (a) raw materials which are purchased by an Iowa processor and which by means of fabrication, compounding, manufacturing, or germination, become an integral part of other tangible personal property intended to be sold ultimately at retail; (b) fuel which is consumed in creating power, heat or steam for processing or for generating electric current; (c) industrial materials and equipment (which do not form an integral or component part of other tangible personal property intended to be sold ultimately at retail) which are directly used in the actual fabricating, compounding, manufacturing, or servicing of tangible personal property intended to be

sold ultimately at retail, provided such property is not readily obtainable in Iowa.

6. Section 423.5, Code of Iowa, provides that where tangible personal property is sold in interstate commerce for delivery in Iowa, it is presumed that the property is sold for "use" in Iowa and the registered seller is required to collect the use tax from the purchaser. In event the tangible personal property sold for delivery in Iowa is not sold for "use" in Iowa and, therefore, not subject to the use tax, the seller is required to secure from the purchaser a proper written certificate showing the use to be made of the property.

7. Where tangible personal property is sold for delivery in Iowa but is actually sold for "resale" and/ or "processing" within the meaning of the use tax law (and, therefore, exempt from the use tax), the seller shall secure from the purchaser a proper written certificate before omitting the billing and collection of the Iowa use tax. For the purpose of uniformity, the certain forms of certificate are suggested. While no rigid form of certificate is prescribed, the substance of the suggested forms should be contained in the certificate taken.

8. Where the registered seller repeatedly sells the same type of property to the same Iowa customer for "resale" and/or "processing," the seller may, at his risk, take a blanket certificate covering more than one transaction.

For sales tax certificate, see rule 24.

**UT-1 CERTIFICATE OF RESALE
(By retailer)**

The undersigned hereby certifies that the tangible personal property purchased from..... is for the

(Name and Address of Seller)
purpose of resale; that the undersigned holds Retail Sales Tax Permit No..... and will account to the Iowa State Tax Commission for any sales tax due as a result of the sale of this property.

Address of Purchaser Signature of Purchaser

**UT-2 CERTIFICATE OF RESALE
(By wholesaler)**

The undersigned hereby certifies that the tangible personal property purchased from..... is for the

(Name and Address of Seller)
purpose of resale; that the undersigned is solely engaged in selling tangible personal property at wholesale and does not sell to final consumers, and, therefore does not hold a Retail Sales Tax Permit.

Address of Purchaser Signature of Purchaser

**UT-3 CERTIFICATE OF PROCESSING
(By processor selling at retail)
(Component part material)**

The undersigned hereby certifies that the tangible personal property purchased from..... is to be used

(Name and Address of Seller)
in the fabricating, compounding, manufacturing, or germination of other tangible personal property intended to be sold ultimately at retail, and that said property will form an integral part of the property sold; that the undersigned holds Retail Sales Tax Permit No.....

Address of Purchaser Signature of Purchaser

UT-4 CERTIFICATE OF PROCESSING
(By processor not selling to final consumer)
(Component part material)

The undersigned hereby certifies that the tangible personal property purchased from.....

.....is to be used
(Name and Address of Seller)

in the fabricating, compounding, manufacturing, or germination of other tangible personal property intended to be sold ultimately at retail and that said property will form an integral part of the property sold; that the undersigned is not engaged in selling tangible personal property at retail in Iowa and, therefore, does not hold a Retail Sales Tax Permit.

.....
Address of Purchaser Signature of Purchaser

UT-5 CERTIFICATE OF PROCESSING
(Industrial materials and equipment)
(Not component part material)

The undersigned hereby certifies that the tangible personal property purchased from.....

.....is to be used
(Name and Address of Seller)

as industrial materials and/or equipment; that said property will not form an integral or component part of other tangible personal property intended to be sold ultimately at retail, but that said property will be directly used by the undersigned in the actual fabricating, compounding, manufacturing or servicing of tangible personal property intended to be sold ultimately at retail; that said property, or similar property for use for a similar purpose, is not readily obtainable in Iowa; that the undersigned is engaged in the business of

.....
Description of Purchaser's Business
.....
Address of Purchaser Signature of Purchaser

Rule No. 188. Applies to use tax only. Registered retailers selling tangible personal property on a conditional sales contract basis. Retailers registered with the commission and authorized to collect the use tax for the state when selling tangible personal property for delivery in Iowa for "use" in Iowa on a conditional sales contract basis, where the payment of the principal sum or a part thereof is extended over a period longer than sixty days, may collect from the consumer and report to the commission the use tax on those payments due during the quarterly period covered by the return, provided the retailer carries on his return as a deduction, the outstanding unpaid balance of conditional sales contracts for which he has not remitted the use tax.

It is pointed out that the law provides that the retailer may report on a collection basis; however, at his option, the retailer may also report and remit on a total sales basis, in which case he is entitled to bill his customers and collect therefrom the use tax computed on the full purchase price as a part of the first installment, under which circumstances the retailer must report and remit to the commission the full amount of the tax computed on the full selling price in the return for the quarterly period during which the sale and delivery was made.

Section 423.13.

Rule No. 189. Applies to use tax only. Trade-ins may not be deducted before computing the amount of tax. Trade-ins subject to use tax when sold in interstate commerce for "use" in Iowa. When property is traded in as part payment of the purchase price of other tangible personal property, the amount allowed for the trade-in shall not be deducted from the amount on which the use tax is computed. The use tax is computed on the full purchase price before any amount allowed for trade-in is deducted.

Where tangible personal property is accepted as part payment concerning the sale of other tangible personal property made in interstate commerce for delivery in Iowa for "use" in Iowa, the traded-in property is subject to use tax if and when it is sold in interstate commerce for delivery in Iowa for "use" in Iowa.

Rule No. 190. Applies to use tax only. Sellers of subscriptions to magazines and periodicals. Sellers of subscriptions to magazines and periodicals who solicit such subscriptions in Iowa as sales agents or representatives are deemed to be retailers and are required to procure a retail sales tax permit and pay sales tax on all orders procured, unless the person for whom sales are being made is a permittee under the provisions of the sales tax law or is legally registered with the commission to collect and pay use tax.

Rule No. 191. Applies to use tax only. Purchases by telephone companies. Rescinded on June 30, 1952.

Rule No. 192. Applies to use tax only. Purchases by federal government—state of Iowa—political subdivisions of the state, including counties, cities, towns, school districts, etc. The state of Iowa and state institutions as well as the federal government and federal institutions are not required to pay the use tax when purchasing tangible personal property directly for use in Iowa.

Also, all tax certifying or tax levying bodies of Iowa or governmental subdivisions thereof are, beginning July 4, 1953, exempted from sales tax or use tax concerning all purchases used for public purposes, EXCEPT purchases used by or in connection with the operation of any municipally-owned public utility, engaged in selling gas, electricity or heat to the general public, the latter being subject to tax on the same basis and subject to the same rules as such a business would be if privately operated.

Beginning with sales of tangible personal property made on and after July 1, 1947, vendors registered to collect Use Tax shall omit the billing and collection of Iowa Use Tax when selling to ANY TAX CERTIFYING OR TAX LEVYING BODY OF IOWA OR ANY GOVERNMENTAL SUBDIVISION thereof.

This has no application to retail sales tax, in the event sales are made subject to the Retail Sales Tax Law, but applies to USE TAX only.

Listed below are TAX CERTIFYING OR TAX LEVYING BODIES OF IOWA AND GOVERNMENTAL SUBDIVISIONS, for the purpose of explanation and which may not be all-inclusive:

Counties	Rural independent
Cities	school districts
Towns	County and municipal
Townships	hospitals
Township schools	Public libraries
Public schools	Consolidated school
Independent school districts	districts

Municipally-owned utilities will remit use tax due directly to the commission. (Amend. filed Aug. 19, 1954.)

See rules 50.1 and 192.1.

Rule No. 192.1. Consumers purchasing from the federal government or any of its agencies subject to use tax. Consumers purchasing tangible personal property, for "use" in Iowa, from the federal government or any of its agencies, on or after April 12, 1945, are liable for the payment of Iowa use tax.

The exception from the foregoing is as follows:

1. Purchases by counties or municipal corporations, from the federal government or any of its agencies, where the tangible personal property purchased is located in the state of Iowa at the time of purchase, are not subject to the use tax.

2. Consumers purchasing from the federal government or any of its agencies, industrial materials and equipment which are ordinarily not readily obtainable in Iowa from other sources, are exempted from the use tax when such industrial materials and equipment are directly used in the actual fabricating, compounding, manufacturing or servicing of tangible personal property intended to be sold ultimately at retail.

Since April 16, 1937, persons, including counties and municipal corporations, purchasing tangible personal property from the federal government or any of its agencies, for "use" in Iowa, which property was located outside the state of Iowa at the time of purchase, were liable for its payment of use tax and are still subject to use tax on such purchases so made.

Section 422.44, section 423.3.

Rule No. 193. Applies to use tax only. Penalties for late filing of use tax returns. Use tax returns are required to be filed on or before the twentieth day of the month following the close of the quarterly period for which the return is filed.

If the return is filed after the twentieth day of the month following the close of the quarterly period, five per cent of the net tax is imposed as penalty for late filing. For each additional month of delay, one per cent is added to the five per cent penalty for the first month.

Section 423.18.

Rule No. 194. Applies to use tax only. Registered vendors repossessing goods sold on conditional sale contract basis. Where a retailer, who is registered with the commission and authorized to collect the use tax for the state, repossesses tangible personal property which has been sold on a conditional sales contract basis concerning which the retailer has remitted use tax to the commission on the full purchase price, the retailer may take a deduction on his retailer's use tax return during the quarterly period in which the goods were repossessed in an amount equal to the credit allowed to the purchas-

er's account for the goods returned, provided the retailer returns to the purchaser the use tax at the rate of two per cent of the unpaid balance. If the purchaser does not claim use tax from the registered seller on the unpaid balance and the registered seller does not return to the purchaser the use tax on the unpaid balance, the registered seller may not take a deduction on his retailer's use tax return for the returned goods.

Rule No. 195. Applies to use tax only. Fuel which is consumed in creating power, heat, or steam for processing or for generating electric current. Tangible personal property purchased outside the state and consumed in creating power, heat, or steam for processing of tangible personal property intended to be sold ultimately at retail or for generating electric current, is exempt from use tax by the provisions of section 423.1, Code of Iowa, 1950. If the property purchased to be consumed as fuel in creating power, heat, or steam for processing is also used in the heating of the factory or office or for ventilating the building or for lighting the premises or for any use other than that of direct processing, that portion of the property so used is subject to the use tax, and that part of the property directly used in the processing is exempt from use tax.

The purchaser when buying tangible personal property part of which is exempt as fuel under the provisions of the law should, when purchasing from an out-of-state seller registered and authorized to collect the use tax for the state, furnish to such registered seller a written certificate certifying as to the value of the property which is to be used for processing and therefore exempt, and also the value of the property which is not to be used in processing and is therefore taxable, in order that the registered seller may properly bill the amount of use tax due.

See also rule No. 25.

Section 423.1.

Rule No. 196. Applies to use tax only. Federal manufacturers' or retailers' excise taxes may be excluded from the amount on which the use tax is computed, upon certain conditions. The manufacturer who manufactures tangible personal property and who pays a federal manufacturers' excise tax to the federal government with respect to the sale of that property may, when selling directly to users or consumers in the state of Iowa, exclude the amount of federal tax when computing the Iowa use tax, provided the federal excise tax is set out separately on the billing or invoice to the consumer customer.

The dealer who buys tangible personal property from a manufacturer, which manufacturer has paid a federal manufacturers' excise tax concerning the sale to the dealer, may not exclude the federal manufacturers' excise tax from the amount on which the use tax is computed even though the dealer purchasing for resale from the manufacturer and selling to the consumer should show the manufacturers' excise tax separately on the billing to his consumer customer. The federal manufacturers' excise tax is a part of the dealer's cost of merchandise and is lost when the dealer fixes his selling price to the consumer.

Persons selling furs, jewelry, and toilet preparations to consumers in Iowa in connection with which sales they are required to pay a federal retailers' excise tax may exclude the amount of federal retailers' tax before the Iowa use tax is computed, provided the federal retailers' excise tax is separately shown on the billing to the consumer customer and proper records are maintained.

Rule No. 197. Applies to use tax only. **Claim for refund of use tax.** Claims for refund of use tax must be made upon forms provided by the commission for such purposes (Form UT-513). Each claim for refund shall be filed in duplicate with the commission, fully executed and clearly stating the facts and reasons upon which the claim for refund is based and sworn to in the presence of a notary public or clerk of district court.

The use tax will be refunded only to those persons who have remitted the tax directly to the commission except use tax having been paid to the county treasurer or to the state motor vehicle department with respect to motor vehicles will be refunded, upon proper showing, directly to the person paying the tax to the county treasurer or state motor vehicle department.

Section 423.23, of the Code, which is a part of the use tax law, incorporates by reference section 422.66, Code of Iowa, which provides as follows:

See Form UT-513 in section V.

Section 422.66.

Rule No. 198. Out-of-state dental laboratories. Out-of-state dental laboratories registered with the commission for the collection of the use tax may, when furnishing "repair work" to Iowa dentists, remit the use tax on the same basis as does the Iowa dental laboratory under the provisions of rule No. 131.

PART IV

COLLECTION OF USE TAX

By County Treasurers and by the State Motor Vehicle Department on Motor Vehicles and Trailers

Rules No. 199 to 234, Inclusive

Rule No. 199. Applies to use tax only. **Use tax on motor vehicles.** Imposition of use tax, see Code section 423.2. Also see Code section 423.7.

From the law [section 423.7] it is clear that it is the duty of the county treasurer to collect the use tax on automobiles, trucks and trailers when first registered in the state of Iowa. County treasurers should not accept affidavits of exemption unless the claim of exemption is clearly within the provisions of one of the exemptions set forth on affidavit forms UT-503, UT-503A, UT-514 or UT-515, except as hereinafter provided.

Rule No. 200. Used vehicles. Code section 423.7 refers to new motor vehicles and new trailers. Authority for the collection of use tax on used motor vehicles and trailers by the county treasurer is found in this rule and subsection five of section 422.64.

By virtue of the authority granted in the above subsection, the commission does hereby authorize and direct county treasurers to collect use tax upon each used motor vehicle and used trailer registered

in Iowa for the first time unless such vehicles come within exemptions mentioned herein.

Section 422.64 is made a part of the use tax law by reference thereto in section 423.23.

Rule No. 200.1. Bicycles with attached motors. Where a motor on which the tax has been paid is attached to a bicycle on which the tax has been paid and the resultant motor vehicle is registered with the treasurer as required by law, such motor vehicle shall be exempt from tax. Therefore, the applicant for registration should prepare an affidavit stating the facts and file that affidavit with the county treasurer, or in the event the county treasurer has required the applicant for registration to pay the tax, then a claim for refund should be made stating the correct facts of the case.

Rule No. 201. Applies to use tax only. **County treasurers' monthly reports.**

The law, Code section 423.7, provides that county treasurers shall collect use tax on new motor vehicles and new trailers before such motor vehicles or trailers shall be registered by the county treasurer, said section also provides that the county treasurer shall on or before the tenth day of each month remit the tax collected to the commission.

The county treasurer shall make reports on forms furnished by the commission and such reports shall be made as follows:

On page 1 of the county treasurer's monthly report of use tax collections and exemptions, shall be listed each new or used motor vehicle for which registration was issued and which has been exempt from use tax by reason of an affidavit accepted by the county treasurer. In addition thereto, motor vehicles purchased outside the state of Iowa, where the purchase price has been established by the execution of affidavit number UT-515, shall be listed. The tax shall be reported and remitted for each motor vehicle registered where the tax applies. In each case where the tax does not apply, the original affidavit made by the purchaser must accompany the county treasurer's monthly report to explain the exemption.

Code section 423.7 provides that the use tax report shall be forwarded on or before the tenth day of the month following the month in which the tax was collected.

Each motor vehicle and trailer, whether new or used, which is registered for the first time in Iowa, and each motor vehicle and each trailer registered or purchased in a state other than Iowa the year preceding its registration in this state, is taxable, provided such a motor vehicle or trailer was purchased by the applicant on or after the sixteenth day of April, 1937. Use tax must be collected before the county treasurer issues registration plates, unless a legal reason for exemption from payment of the use tax is shown to exist. No exemption from use tax shall be allowed unless the applicant clearly proves the right to such an exemption. The burden of proof is on the applicant.

Whenever a legal reason for exemption from use tax is proven, such exemption must be claimed and verified by a return of information in the form of an affidavit which states the facts on which claimant relies for such exemption. Each affidavit must be in duplicate, the original copy thereof being for-

warded to the commission with the county treasurer's monthly report; the duplicate shall be retained by the county treasurer for his files.

Section 423.6, section 423.7.

Rule No. 202. Applies to use tax only. **Rate of use tax.** Use tax is imposed at the rate of two per cent of the total delivered price of the motor vehicle or trailer. The total delivered price shall include freight and manufacturer's tax as well as all additional accessories, such as radios, heaters and other equipment delivered with the motor vehicle or trailer. Trade-in allowance cannot be deducted when a used car is traded in as part payment. Provided, however, that gasoline furnished with the power vehicle shall not be included in the total delivered price. Where gasoline is billed separately or itemized separately on the bill to the purchaser, it may be excluded from the memorandum of sale required to be furnished to the county treasurer in the case of the sale of a new motor vehicle.

Rule No. 203. Applies to use tax only. **Total delivered price taxable.** Where a motor vehicle or trailer is sold by an Iowa dealer, the total delivered price shall be established by a memorandum of sale executed by the Iowa dealer. Where a motor vehicle is purchased from a dealer or other person outside this state, the purchase price must be established in every case by the applicant's return of information or affidavit form number UT-515.

The exclusion provided for in rule No. 202 shall apply to this rule.

Rule No. 204. Applies to use tax only. **Claim for refund of use tax.** No claim for refunds will be considered by this commission unless such claim is accompanied by verification, on a form provided by this commission, from the county treasurer in whose office the motor vehicle was registered.

Rule No. 205. Applies to use tax only. **Automobile dealers defined.** Dealers shall include only persons who are holders of a retail sales tax permit and are also licensed automobile dealers. Where a dealer files an affidavit of exemption from use tax, the sales tax permit number of the dealer must be shown on each affidavit except in the case of a finance company holding a retail sales tax permit to sell repossessed cars to individuals, in which case the finance company is not required to be a holder of a dealer's license. (Modified by use tax rule No. 235.)

Rule No. 206. Applies to use tax only. **Automobile dealers' exemptions.** Exemptions provided for dealers apply only in cases where registration is applied for in the name of the dealer holding a retail sales tax permit. Such an exemption is not allowable where members of the firm, salesmen or other persons connected with the firm register vehicles in their own individual names. (Modified by use tax rule No. 235.)

Rule No. 207. Applies to use tax only. **Finance companies.** Where a finance company repossesses a motor vehicle or trailer registered in a state other than Iowa, it may register such vehicle without payment of use tax by signing affidavit form

number UT-626 referring to that portion of the affidavit which claims exemption by reason of the fact that the vehicle is being registered solely for the purpose of resale. Retail sales tax shall be collected by the finance company when the vehicle is sold. (Modified by use tax rule No. 235.)

Rule No. 208. Applies to use tax only. **Sales tax permit required.** Finance companies selling repossessed vehicles to consumers are required to hold a retail sales tax permit, their permit number showing on the affidavit.

Rule No. 209. **Selling repossessed vehicles at wholesale.** Where finance companies dispose of repossessed vehicles at wholesale, that is, where such vehicles are sold to dealers, exemption must be claimed by making the return of information in the form of an affidavit stating the facts. No form of affidavit is provided for finance companies disposing of their repossessed cars by wholesale.

Rule No. 210. **Federal, state and vehicles owned by tax certifying or tax levying bodies of Iowa or governmental subdivisions thereof.** Federal or state vehicles owned by any tax certifying or tax levying body of Iowa or governmental subdivision thereof are exempt from sales or use tax EXCEPT those used in connection with or by a municipally-owned public utility engaged in selling GAS, ELECTRICITY or HEAT to the general public. (Filed Aug. 19, 1954)

Rule No. 211. Applies to use tax only. **Vehicles inherited.** Where a motor vehicle or trailer registered in a state other than Iowa is received by an Iowa resident as an inheritance from a decedent, the Iowa use tax is not imposed upon such a car. Where a motor vehicle or trailer is inherited, the county treasurer must require a special affidavit to be made before the vehicle is registered; no form is provided for such a case.

Rule No. 212. Applies to use tax only. **Exchange of vehicles.** When a resident of Iowa exchanges an automobile for a vehicle registered in another state, use tax is due when the Iowa resident makes application for registration of the car so received. The measure of the tax is two per cent of the Iowa resident's declared valuation of the car being registered. This valuation must be established by affidavit form number UT-515.

Rule No. 213. Applies to use tax only. **Four affidavit forms furnished.** Four returns of information in the form of affidavits are provided by this commission. They are forms UT-503, UT-503-A, UT-514 and UT-515. When any of the above-named forms of affidavit are used, the following rules must be observed:

The venue must be established, that is, the name of the county in which the affidavit is sworn to must be inserted in the heading of the affidavit.

Paragraph "A" must be used if the owner is just one individual and does not use a trade name. If paragraph "A" is used, do not use paragraph "B."

Paragraph "B" must be used if the owner is a corporation, a partnership, an individual doing business under a trade name, or if one individual makes affidavit on behalf of another individual.

The number of the paragraph on which the applicant relies for exemption must be written in the space of the same, in paragraph "A," if "A" is used, or in paragraph "B," if "B" is used.

The make, year and type, motor number and Iowa registration number must be written in the space provided for such information.

"A" must not be used if "B" is required.

The person swearing to an affidavit shall subscribe his own signature, not the name of the firm.

Example: If Peter Johnson signs an affidavit on behalf of the Johnson Motor Company, a corporation of Cherokee, Iowa, he should use paragraph "B," the heading of which should be made as follows: I, Peter Johnson, salesman for the Johnson Motor Company, a corporation. In the place designated for signature in the affidavit should be only the name "Peter Johnson"

Note: There has been filed in the code editor's office a copy of an order of the state tax commission rescinding the above rule 213, which order was filed in the office of the secretary of state June 27, 1952. No certificate appears with the rescinding order that it had been filed for approval as to form and legality with the attorney general nor any certificate that it was so approved or remained in his office for 20 days and no action taken thereon. [Acts 54 G.A., ch 51.]

Rule No. 214. Applies to use tax only. **Gifts.** Cars given to Iowa residents are taxable. Use tax must be paid at the time the application is made for the first registration in this state. It is immaterial whether the application is made by the donor or the recipient of the gift. If application for registration is made by the recipient of the gift and no evidence can be obtained as to the price the donor paid for the motor vehicle or trailer, use tax must be computed and paid upon the normal delivered price of a like car in the county where the application for registration is made.

Rule No. 215. Administration of oaths. Persons authorized by chapter 78 and section 421.21, Code, may administer oaths in respect to affidavits authorized and required by this commission to verify exemptions from use tax on motor vehicles and trailers.

Section 421.21.

See rule No. 7.

Rule No. 216. Applies to use tax only. **Returns of information.** Four forms of affidavits are furnished by this commission on which to make return of information verifying exemption from use tax on motor vehicles and trailers. The affidavits are forms UT-503, UT-626 and UT-515, which are explained in rules No. 217 to 231, inclusive, except rules 228, 229 and 230.

Rule No. 217. Affidavit form UT-503. Rescinded on June 30, 1952.

Rule No. 218. Applies to use tax only. **Affidavit form UT-503, Par. (3).**

"That I am a resident of the State of, and not a resident of the State of Iowa, and that said motor vehicle or trailer belongs to me individually and was brought by me into the State of

Iowa for my individual use and enjoyment while within the State of Iowa."

The above exemption should be claimed only in case a resident of a state other than Iowa is in this state for a short time and is using his motor vehicle or trailer, or both, for *personal reasons*. This exemption is not intended to and does not exempt persons who bring vehicles into the state of Iowa for use either directly or indirectly in the transaction of business in this state.

Example 1: Where a contractor brings vehicles into this state to be used on construction work, such vehicles are subject to use tax unless exempted by some other provision of the law.

Example 2: Where a salesman or representative of some firm brings either his own or his firm's vehicle into this state for use in connection with his work as such salesman or representative, he is not entitled to exemption under paragraph (3). Therefore, use tax shall be collected.

Rule No. 219. Applies to use tax only. **Affidavit form UT-503, paragraph (4).** Home made trailers. All new trailers purchased on or after April 16, 1937, for use in Iowa are subject to use tax, use tax being payable to the office which issues the registration plates; at the time the original certificate of registration is secured.

If a consumer, who is not engaged in the business of selling new trailers or is not engaged in the business of manufacturing new trailers, purchases articles of tangible personal property and assembles same into a homemade trailer, no use tax is to be collected by the office that issues the original certificate of registration for such trailer. On the other hand, the owner of such trailer under these circumstances would owe sales tax to his Iowa supplier when purchasing the parts and would likewise owe use tax if such parts are purchased outside of Iowa, the use tax to be reported and remitted directly to the state tax commission, unless the vendor from whom purchase is made is registered with and does bill and collect the Iowa use tax for the state. The purchaser in such instances does not purchase a new trailer, as such, and therefore owes no use tax on the completed unit to the county treasurer.

This exemption would not be in order, where a person engaged in the business of selling new trailers or of manufacturing new trailers applies for original certificate of registration in Iowa for the purpose of the use or consumption of the trailer by himself. In such cases use tax would be due at the rate of two per cent of the purchase price, where the trailer was purchased as such, or two per cent of the cost of manufacture where the trailer was manufactured.

Example 1: Where a manufacturer of vehicles brings a vehicle into the state of Iowa for use of the manufacturer or any of its agencies, and the particular car was not constructed for the individual use of the manufacturer, it is taxable.

Rule No. 220. Applies to use tax only. **Affidavit form UT-503, paragraph (5).**

"That said motor vehicle or trailer was purchased in the State of, and that a tax with respect to its sale or use was paid by me/it to that

state at the rate of%, purchase price \$....., tax \$.....”

The above exemption is allowed for the reason that it is not the intention of the use tax law that a tax shall be levied more than once on the property in the hands of the same individual. In order to prove the above exemption, the applicant for registration must show that the applicant is the identical person who paid retail sales tax or use tax on the same vehicle in a state other than Iowa.

The exemption provided for in paragraph (5) shall be allowed only when the amount of tax paid in another state is equal to or greater than the amount of use tax which would have been collected by this state if the vehicle had been purchased in Iowa. In Iowa, use tax is collected, on the full purchase price which includes the federal manufacturer's tax, freight and all accessories delivered with the car at the time of its sale. If the amount of tax paid in another state does not equal the amount of tax that would have been collected on such a purchase, had the purchase been made in Iowa, then the difference between the tax which was paid in another state and the tax which would have been paid if the vehicle had been purchased in Iowa, must be collected before it is registered in this state.

Rule No. 221. Applies to use tax only. **Affidavit form UT-503, paragraph (5a).**

“That said motor vehicle or trailer was formerly licensed by me/it in the State of Iowa and a Sales Tax or Use Tax paid to the State of Iowa by me/it.”

The above exemption is allowable only in case the applicant had previously registered the same car in Iowa and had paid either retail sales or use tax, then moved the vehicle out of the state, registering it in another state and later returning to the state of Iowa. In such a case the applicant must establish that he is the identical person who had previously registered the vehicle in this state and that the Iowa retail sales tax or use tax had been paid to the state of Iowa at the time of the original registration.

Rule No. 222. Applies to use tax only. **Affidavit form UT-503, paragraph (6).**

“That said motor vehicle or trailer was purchased by me in the state of, when I was a resident of said state and for use therein, and I have now changed my residence to the state of Iowa.”

The exemption provided in paragraph (6) may be allowed only in the case where the resident of another state actually moves from that state into the state of Iowa and brings with him a motor vehicle or trailer. A corporation organized under the laws of another state cannot claim exemption by reason of moving into this state. A corporation does not change its residence.

Example 1: Where a salesman or representative of a corporation moves from another state into this state bringing with him the vehicle licensed in the name of the corporation, there is no change of residence on the part of the owner of the vehicle and no exemption shall be allowed. The above would be effective if the owner were a corporation, a partnership, or a person, if the car sought to be registered were intended to be used for business purposes in the state of Iowa.

Rule No. 223. Applies to use tax only. **Affidavit form UT-503, paragraph (7).**

“That I am a resident of the state of, and not a resident of the state of Iowa; that said motor vehicle was purchased for use in the state of, and is being registered in Iowa for the sole purpose of facilitating movement to that state.”

The above paragraph is to be used for the purpose of securing exemption in case a resident of another state purchases a car in the state of Iowa and registers such a car for the sole purpose of driving the car out of the state.

Example 1: If a resident of another state should be driving through Iowa and wreck his car and should trade the wrecked car for a new one with which to travel on through the state, the car purchased for the purpose of continuing the journey would be exempted from the Iowa use tax and paragraph (7) should be used in support of the applicant's claim of exemption.

Rule No. 224. Affidavit form UT-503-A. Rescinded on June 30, 1952.

Rule No. 225. Affidavit form UT-503-A, (1), (2). Rescinded on June 30, 1952.

Rule No. 226. Applies to use tax only. Exemptions from use tax upon registration of motor vehicles and trailers by reason of use in interstate transportation or interstate commerce. A motor vehicle or trailer to be exempt from the Iowa use tax, under the provisions of subsection 2 of Code section 423.4, upon the grounds that it is used in interstate transportation or interstate commerce must clearly come within one or more of the following provisions. It must be shown:

1. That the motor vehicle or trailer is to be used exclusively in interstate transportation or interstate commerce; that is, the motor vehicle or trailer sought to be exempted is not intended to be used at any time for intrastate business;

2. That the motor vehicle or trailer sought to be exempted from use tax is intended to be used on a regular route between fixed termini, at least one terminus to be located outside the state of Iowa;

3. That the motor vehicle or trailer sought to be exempted from use tax must be intended to be used as a common carrier under all rules and regulations governing common carriers;

4. That motor vehicles or trailers, which are not common carriers, operate between a point in Iowa and points outside the state of Iowa in the transportation of goods, wares, or merchandise of the owner and make no deliveries in Iowa except such deliveries as are made to the warehouse of the owner.

A motor vehicle which is used for personal transportation of representatives of a person, firm or corporation, having its principal place of business in the state of Iowa or having a branch office or place of business in the state of Iowa, is not considered as being used in interstate commerce, notwithstanding the fact that such a vehicle may from time to time be used to transport persons across the state lines.

Any motor vehicle or trailer which is intended to be used at any time for the transaction of purely intrastate business or the making of purely intra-

state deliveries is not considered to be used exclusively in interstate transportation or interstate commerce and the use tax imposed by law should be collected when such a motor vehicle or trailer is registered in Iowa for the first time.

Form UT-503-A, is hereby designated as the official form on which to make affidavit in support of claim for exemption from payment of use tax for the reason that a motor vehicle or trailer is used exclusively in interstate commerce or interstate transportation.

No claimant shall be exempt until such claimant shall have established his right under this rule beyond all doubt and shall have made affidavit on form UT-503-A in which such a claimant sets forth the manner in which such a motor vehicle is used in the business of the applicant and shows by the statement made on said form UT-503-A that the motor vehicle is to be used in such manner as to be clearly exempt under the provisions hereinbefore set forth. [See note following 227.]

Rule No. 227. Leased motor vehicles and trailers. Rescinded on June 30, 1952.

Rule No. 228. (Modified by use tax Rule No. 235.)

Rule No. 229. (Modified by use tax Rule No. 235.)

Rule No. 230. (Modified by use tax Rule No. 235.)

Rule No. 231. Applies to use tax only. Affidavit form UT-515. Form UT-515 is to be used for the purpose of establishing and verifying the total delivered purchase price of a motor vehicle or trailer purchased outside the state of Iowa. The purchase price of a vehicle bought in Iowa must be established by a dealer's memorandum of sale. The price of a vehicle purchased outside the state of Iowa must be established by a return of information made on affidavit Form UT-515. Before a motor vehicle purchased outside this state is registered by a county treasurer, the county treasurer must be satisfied that the information stated on Form UT-515 is true and correct.

FORM UT-515 RETURN OF INFORMATION PURCHASER'S AFFIDAVIT SUBSTANTIATING TOTAL DELIVERED PRICE OF MOTOR VEHICLE PURCHASED OUTSIDE THE STATE OF IOWA

STATE OF IOWA }
COUNTY OF _____ } ss.

A.* I, _____, _____, _____
Name of Owner Street Address City
being first duly sworn upon oath depose

State and state, that I am the owner of the motor vehicle hereinafter described; that I wish to secure Iowa registration plates for said vehicle and, for the purpose of determining the amount of Use Tax to be paid to the State of Iowa, I hereinafter set out the following information:

B.* I, _____, _____, _____, for
Name of Individual Making Affidavit Title
being

Name of Partnership, Corporation, or Trade Name
first duly sworn upon oath depose and state that the foregoing applicant, whose principal place of business is located at _____, _____, is the
City State
owner of the motor vehicle hereinafter described;

*USE PARAGRAPH "A" IF INDIVIDUAL; "B" IF CORPORATION, PARTNERSHIP, OR TRADE NAME.

that it wishes to secure Iowa registration plates for said vehicle and, for the purpose of determining the amount of Use Tax to be paid to the State of Iowa, I hereinafter set out the following information:

1. That said motor vehicle was purchased by applicant from _____, of _____, _____;
Name of Seller City State

2. That said vehicle was purchased by applicant on the _____ day of _____, 19____;

3. That the total delivered purchase price to applicant was \$_____; that the purchase price mentioned is the total delivered price, without deducting any amount allowed for property traded in.

Said motor vehicle is described as follows:

Table with 4 columns: MAKE, YEAR AND TYPE, MOTOR NO., NEW IOWA REGISTRATION NO.

(Signature)
Subscribed and sworn to before me this _____ day of _____, 195____.

Notary Treasurer
This oath may be administered by any agent or employee of the State Tax Commission, State Motor Vehicle Department, or County Treasurer's office. Personal signature of party administering oath should be affixed. Accepted by County Treasurer_____County.

Note: This affidavit must be filed in duplicate with the County Treasurer. County Treasurer shall forward one copy to the State Tax Commission with his monthly report and retain the other copy for his files.

Rule No. 232. Applies to use tax only. Incorrect affidavits. Affidavits of exemption which are not correct in both substance and form cannot be accepted by this commission in lieu of use tax. In case of doubt, the county treasurer shall collect use tax. It is always the privilege of the taxpayer to file a claim for refund if he believes use tax has been erroneously collected.

Rule No. 233. Dealers selling new trailers, including house trailers, farm trailers and other trailers. Dealers engaged in the business of selling new trailers, including new house trailers, new farm trailers, and other new trailers are exempt from sales tax on their receipts from such sales under the provisions of section 423.8, Code of Iowa, but are required by the commission to report the amount of such sales in item 1 of their retail sales tax return to the commission and take a deduction for an equal amount under item 2 (f).

However, the term "trailer" is defined in the use tax law under subsection 8 of section 423.1 to mean "every trailer, as is now or may be hereafter so defined by the motor vehicle law of the state, which is required to be registered under such motor vehicle law."

Under certain circumstances house trailers, farm trailers and other similar type trailers are purchased new for use other than highway purposes which require registration as "trailers" within the provisions of the motor vehicle law. In such cases where such trailers are sold which are not registered, they are not new trailers within the meaning of the use tax law and therefore the dealer's receipts from

the sale of same are not exempted from the retail sales tax by section 423.8, Code of Iowa, 1946, 1950.

It shall be the duty of the dealers selling new farm trailers, new house trailers and other similar new trailers to determine at the time of the sale whether the purchaser is to register the unit as a "trailer" under the motor vehicle law of the state or if the purchaser is to use the unit for nonhighway purposes which do not require registration.

If the purchaser is to use the unit for purposes not requiring registration under the motor vehicle law of the state, the dealer's receipts therefrom will be subject to retail sales tax and the dealer will be required to remit the sales tax directly to the commission with the regular sales tax return.

If the purchaser is to register the new unit as a "trailer" under the motor vehicle law of the state, the dealer shall secure from the purchaser the serial number of the use tax receipt issued by the county treasurer or motor vehicle department to the purchaser for the use tax collected at the time of registering.

This use tax receipt serial number shall be retained by the dealer as a part of his records and sales tax exemption will not be recognized unless this evidence of registration is maintained.

Any changes or modifications expressed herein from previous rulings of the commission on this subject shall be effective on and after January 1, 1951.

Rule No. 233.1. Home made trailers for personal use. (See Rule 219.)

Rule No. 234. Applies to use tax only. Powers and duties of motor vehicle department. Where a motor vehicle or trailer is registered with the motor vehicle department, that department shall have all of the powers and duties in respect to the collection of use tax granted to county treasurers in collecting use tax on motor vehicles registered in their several counties.

Rule No. 235. Use tax to be collected by the county treasurers and the state motor vehicle registration division. (Applies to "new motor vehicles" and "new trailers".)

A. In each case where an original Iowa registration is issued for a "New Motor Vehicle" or a "New Trailer", as these terms are defined in the use tax law, the county treasurer or the state motor vehicle division, whoever issues the registration, shall collect from the applicant a use tax of 2% of the applicant's purchase price, except only as otherwise provided herein.

B. An original registration may be issued for a NEW MOTOR VEHICLE or a NEW TRAILER WITHOUT the collection of use tax only in the following situations:

1. When the applicant is applying for a registration for a "New House Trailer" or a "New Farm Trailer" and can prove he has paid the Iowa sales tax to the dealer selling the trailer (as provided in Rule No. 233) or that he purchased the unit from a consumer who paid the sales tax to the dealer selling the unit. An affidavit (in duplicate) stating the facts should be made and filed by the applicant with the office who issues the registration, a copy to be retained by the office and the original to be

sent to the use tax department with the monthly use tax report.

2. Where a CONSUMER is applying for registration of a "homemade trailer" never before registered, where he built the trailer himself from parts which he purchased at retail and upon which he paid a tax to the seller. These facts should be established by the applicant executing and filing in duplicate with the office issuing the registration, an affidavit, a copy to be retained by that office and the original to be sent to the use tax department with the monthly report. The term "homemade trailer" does not include those trailers which are manufactured by a person in such a business, for the purpose of rental or sales. (See Form UT-503 Affidavit No. 4.)

3. When a nonresident of Iowa applies for a "nonresident—in transit" registration (\$5.00) for a new motor vehicle which he has purchased in Iowa and for which he intends to secure permanent registration in a state other than Iowa. Such an applicant should establish such facts by executing an affidavit in duplicate and filing same with the office issuing the registration, a copy to be retained by that office and the original to be sent to the use tax department with the monthly use tax report. (See Form UT-503 Affidavit No. 7.)

4. When a nonresident of Iowa is applying for a truck, truck tractor, or semitrailer (but not passenger busses) registration for the sole purpose of complying with the motor truck reciprocity law and complies by properly executing affidavit Form UTMVR-611 (in triplicate) and presents same to the office issuing the registration, one copy to be sent with the monthly report to the use tax department, and one to the state motor vehicle registration division.

5. Where the applicant is a tax certifying or tax levying body of Iowa or governmental subdivision thereof and is to use the unit for public purposes, except municipally-owned electric, gas or heat departments selling to the public would owe use tax on units used in these departments.

6. Where the applicant for an Iowa registration for a new unit has paid and can prove sales tax or use tax or occupational tax payment by him to a state other than Iowa, credit shall be allowed for such tax so paid and proven, against the Iowa tax. If equal to the Iowa tax, no further tax should be collected, and if less than the Iowa tax, the difference shall be collected by Iowa. Iowa tax is measured at the rate of 2% of the applicant's purchase price, before any amount is deducted for property traded in, in event of a trade-in deal.

C. Chapter 110, Acts of the 54th General Assembly [§322.2 (6), Code 1954], defines "used motor vehicles" to mean "any motor vehicle of a type subject to registration under the laws of this state, which has been previously registered or for which a certificate of title has been issued in this or any other state."

D. For the purpose of this rule a new motor vehicle or a new trailer is one subject to registration under the laws of this state, which has not been previously registered or titled in this or any other state.

E. Licensed auto dealers are not required under the new motor vehicle "Title" law to register used for-

eign motor vehicles, but are required to secure a title for such units within 48 hours after they arrive in this state. Dealers, when applying for a title on such foreign used vehicles, should execute a resale affidavit Form UT-626 in duplicate and file with the office issuing the title, a copy to be retained by that office and the original to be sent to the use tax department with the monthly use tax report.

F. Upon adoption of this rule Affidavit Form UT-514 shall be abolished and its use no longer permitted in lieu of use tax.

G. Any and all opinions and rules of the State Tax Commission, including rules numbered 205, 206, 207, 228, 229 and 230 of the Commission's 1953 Sales and Use Tax Regulations, which are to be found in 1952 I. D. R. which are inconsistent herewith, are hereby amended and modified as of the effective date of this rule, to conform herewith.

The provisions of this rule, numbered 235, shall be effective the first day of April, 1954, and any modifications of previous rules hereby made shall not apply prior to April 1, 1954. (Filed March 15, 1954.)

TREASURER OF STATE

MOTOR VEHICLE FUEL TAX DEPARTMENT

Regulation 1. Withdrawals from marine and pipe line terminals

Par. 1. No person, firm or corporation owning, leasing, possessing or operating a marine or pipe line with one or more outlets, terminals or storage facilities in the state of Iowa shall withdraw any motor vehicle fuel or petroleum product therefrom except through meters and accompanying accessories installed at the points of withdrawal, all of which, including the installation, shall have been first approved by the Treasurer of State.

Par. 2. No change shall be made in the methods of withdrawal until after the new method has first been approved by the Treasurer of State.

Par. 3. Reports of withdrawals, on prescribed forms, shall be made to the Treasurer of State, as required by him.

Par. 4. The Treasurer of State reserves the right to waive the provisions of Paragraph One (1) of this regulation when withdrawals are made solely into railroad tank cars and the Treasurer of State is satisfied that such withdrawals are accurately recorded and accounted for.

Regulation 2. Transportation of liquefied gas by liquefied gas retailers

The transportation in any conveyance by a liquefied gas retailer of liquefied gas in bottles or drums in a gross amount of not to exceed 700 pounds at any one time shall not be construed to be a transportation in bulk so as to require the liquefied gas retailer so transporting to hold a motor vehicle fuel transport license.

Regulation 3. Use of double-faced carbon in preparation of refund invoices

Only double-faced carbon paper shall be used in preparing invoices showing the purchase of motor vehicle fuel on which a refund of the state gasoline tax is to be claimed.

Regulation 4. Enforcement officers designated. Each auditor, each inspector and each investigator employed in the Motor Vehicle Fuel Tax Division shall act as an enforcement officer in enforcing Chapter 324, Code 1954, and by virtue of Chapter 171, Laws of the 56th G.A., shall be vested with the powers of peace officers in the performance of such duties.

[Filed July 5, 1955]

VOCATIONAL EDUCATION

I. Sections II-VII inclusive, Iowa State Plan for Vocational Education, for the five-year period July 1, 1947 to June 30, 1952, includes information relative to the rules and regulations for programs in Agricultural Education, Home Economics Education, Trades and Industrial Education, Distributive Education, and Guidance, which will be reimbursed from state and federal funds. Copies of the plan are filed with this report.

II. I.O.F.T.—B-1—Iowa Policies and Procedures for Veterans Institutional On-Farm Training, developed by the state Board for Vocational Education in co-operation with the Veterans Administration, July 1950, includes the rules and regulations for the conduct of that program in Iowa. Copies of the bulletin are filed with this report.

III. Reimbursement policies for the regular programs included under I. above are determined by the Board for Vocational Education and consequently are not found in the state plan referred to above. The policies currently effective are as follows:

USE OF STATE AND FEDERAL FUNDS FOR VOCATIONAL EDUCATION EFFECTIVE JULY 1, 1951

A. State appropriations for state administration of vocational education are to be matched 100% with federal money where allowable under the fed-

eral Acts with the following two exceptions: First, any item that is questionable as far as use of federal funds is concerned, should be paid 100% from state funds. Second, any item approved by the Board for Vocational Education to be paid more than 50% out of state funds, does not need to be matched by federal funds.

B. Balance of funds to be distributed to local school districts, and state teacher training institutions (federal funds only), according to the following plans:

1. As long as funds are available, all reimbursements to be at the rate of 50%.

2. When it is no longer possible to reimburse at 50%, the available funds will be prorated for each service as follows:

a. Agriculture:

(1) Salaries paid for young farmer and adult programs to be reimbursed 50%.

(2) Balance of funds to be prorated on regular day school vocational agriculture classes.

(3) When rate of reimbursement falls to a minimum of 20%, no new departments will be established until sufficient funds are available to make the rate at least 20% for the established schools.

b. Distributive:

(1) Since all work reimbursed in this service is for part-time or adult classes, salaries will be reimbursed at the 50% rate.

c. Home economics:

(1) Salaries paid for part-time and adult programs to be reimbursed 50%.

(2) Reimbursement for summer employment to be at 50% rate.

(3) Balance of funds to be prorated on salaries of teachers of regular day school work.

(4) When rate of reimbursement falls to a minimum of 15%, no new departments will be added for reimbursement until funds are available to make the rate at least 15% for established departments.

d. Trades and industry:

(1) Part-time and adult classes to be reimbursed at 50%.

(2) Balance of funds will be prorated to the day trade classes.

(3) When rate of reimbursement on day trade falls to 15%, no new classes will be reimbursed until funds are available to make the rate at least 15% for established departments.

e. General conditions applying to all services:

(1) All approved travel to be reimbursed at 50% of local expenditures up to and including a rate of 7c per mile.

(2) All approvals are for current year only.

(3) All services may recommend that certain funds be set aside for special projects and studies which will further the development and improvement of the work of the state.

(4) Any increase in funds shall be used first, to maintain minimums suggested for various services; second, for new programs in school districts; third, to improve and expand going programs; fourth, to increase reimbursement up to the 50% rate.

Items I to VI, inclusive, are taken directly from the Iowa State Plan for Vocational Education for the five-year period, July 1, 1947 to July 1, 1952.

I. AGRICULTURAL EDUCATION

A. Plan for local supervision.

1. Types of organization.

a. The department of vocational agriculture functions as a part of the local public school program

and therefore comes under the general supervision of the superintendent of schools in accord with the policies and provisions as set forth in the state plan for vocational education. If a school employs two or more vocational agriculture instructors, the local school shall designate one as the head vocational agriculture instructor.

b. The employment of local or county supervisors for agricultural education is not contemplated.

B. Program of instruction.

1. Types of classes to be conducted.

a. All-day classes.

(1) The instruction shall be designed to meet the needs of persons over fourteen years of age. Each class shall have a minimum enrollment of ten students who are regularly enrolled in high school. If the enrollment in a class is less than ten students due to unforeseen conditions, the school must secure the approval of the supervisor before proceeding with the class if reimbursement is to be expected.

(2) A four-year course in vocational agriculture must be provided in the high school with an average of at least 400 minutes of classroom instruction per week. A three-year course may be approved in a three-year high school.

(3) The length of daily sessions must be scheduled for the 36 weeks of the regular school year according to Plan "A", "B" and "C".

(4) A school may adopt one of the following plans:

(a) Two consecutive 60-minute periods of instruction, five days per week, for one year, and one 60-minute period of instruction, five days per week, for the other years, when only two all-day classes are offered.

(b) Two consecutive 60-minute periods of instruction, two days per week, and one 60-minute period, three days per week, for each class.

(c) Two consecutive 45-minute periods of instruction per day, five days per week, for each class.

(5) Each student is to conduct a satisfactory supervised farming program. This farming program will ordinarily include productive projects, improvement projects and supplementary practices. Students without facilities for developing a farming program may be placed by the instructor on a farm to secure practical farm work experience. Supervised farming programs of students should continue throughout the year and on an enlarging and continuing basis from year to year. Farming programs should be planned each year, in co-operation with the parents and with the assistance of the instructor. Students will be required to use a standard vocational agriculture farming program record book. There must be definite correlation of the supervised farming programs and classroom instruction.

(a) A productive project is a business venture for profit. It usually involves a production cycle of a farm enterprise. It should be owned and managed by the student.

(b) An improvement project is designed to increase the efficiency of the home farm business, to improve the farm home and its environment or to increase the real estate value of the home farm. The student ordinarily has no direct financial benefit

though he may assume considerable managerial responsibility.

(c) Supplementary farm practices are specific jobs or practices. They are usually of short duration and are in addition to any work planned as productive or improvement projects. These may contribute directly to the improvement of the home farm and farm business.

(d) Placement for farming experience of a student without a farm background or with limited facilities on his home farm may be made to replace or supplement other types of supervised practice.

(6) Provision must be made by the local board of education for the instructor to provide follow-up instruction on the farm to students on their individual farming programs.

(a) The vocational agriculture teacher will be expected to make supervisory visits to all students according to their needs, throughout the year, averaging at least six each year. The purposes of these visits include providing individual on-the-job instruction, assisting with problems encountered in the students farming program, planning for the use of records and co-operating with parents.

(7) The Future Farmers of America organization is an integral part of the vocational agriculture program. The instructor of vocational agriculture shall consider it one of his regular duties to supervise the activities of the local F.F.A. chapter.

(8) Instruction in all-day classes shall:

(a) Be designed primarily to meet the needs of in-school youth preparing to farm.

(b) Deal with practical farm problems on the home farms of students, and related information.

(c) Include practical work in farm mechanics with adequate time provided.

(d) Provide time for laboratory work in the school.

(e) Provide time for studies and observations in the field.

(f) The course of study will include work in livestock, crops and soils, farm mechanics and farm management, with class time during the four years in high school to be distributed equally between these four general areas.

(g) Class work is to be organized to meet the needs and interests of students. It is to be based on the supervised farming program of students, on the problems arising on their home farms and on other farms in the community.

(h) In providing a four-year training program and classes of adequate size, any two consecutive grades may be combined.

(i) The methods of instruction will be such as to best prepare the student for the occupation of farming. They will be selected so that, as effectively as possible, the abilities, skills, attitudes and understandings necessary in the successful operation of a farm can be developed.

(9) Required rooms and equipment.

(a) The vocational agriculture classroom shall be fitted primarily for agricultural instruction. It must be fairly large, well lighted, equipped with running water, storage cabinets, a four-drawer filing cabinet, an instructor's desk and tables and chairs for the use of all-day, young farmer and adult farmer classes. Other rooms may be used for young farmer and adult farmer classes as needed.

The room should be on the ground floor and near or adjacent to the farm mechanics room.

(b) The farm mechanics room or building shall have adequate floor space, a large door opening to the outside, be well lighted and ventilated and fitted with equipment for farm woodworking, farm machinery, farm motors, farm electrification and farm metal work.

(c) Schools maintaining vocational agriculture departments must provide classroom equipment, agricultural reference books, agricultural bulletins and farm magazines as are required by the state Board for Vocational Education. It is recommended that a convenient telephone be available, a typewriter and stenographic help be provided, and that slide and motion picture projectors be available for use.

(d) The school district must make available a minimum of \$50 a year for the purchase of supplies and such materials as are required for general maintenance exclusive of equipment for farm mechanics.

b. Day-unit classes are not contemplated.

c. Young farmer classes.

(1) A minimum of ten students must be enrolled in each reimbursable class. The instruction shall be designed to meet the needs of persons who are 14 to 26 years of age and who are farming or preparing to farm.

(2) The course shall be planned for a minimum of three years with at least thirty hours of instruction provided each year.

(3) Each class session shall provide a minimum of 90 minutes of instruction in agriculture.

(4) In order to qualify for reimbursement, classes must meet for a minimum of 20 sessions and may be held during the day or evening. Ordinarily one class session will be held a week with a regular monthly meeting held throughout the remainder of the year.

(5) Each class member will be enrolled for a supervised farming program, or placed on a suitable farm for practical farming experience. It will be designed to assist the individuals in the class to become satisfactorily established in farming. It will include one or more productive projects, improvement projects, supplementary practices, or a partnership in farming or the operation of a farm.

(6) It shall be the responsibility of the regular or special instructor to provide follow-up instruction on the farm at regular intervals to assist the student in the further study of his farm problems and the development of his farming program.

(7) The instructor is to supervise activities of the group as a local organization for educational purposes to provide training in leadership, co-operation, recreation and group procedures in the community and in state-wide activities.

(8) The maintenance of records of the class members is a duty of the teacher as an aid in follow-up work, in placement in farming situations and in transition to adult farmer classes.

(9) It is a responsibility of the teacher to prepare reports on young farmer classes including supervised farming programs to be made to the state board.

(10) The course of study in young farmer classes is to be planned in co-operation with an ad-

visory council of representative class members. It is to be organized on a problem basis to assist the students with their problems in becoming established in farming on a satisfactory basis. The sequence of courses should be planned for succeeding years, though subject to adjustment each year to meet changing problems and situations.

(11) Classes may be conducted by the regular or special instructor.

(12) Classes will ordinarily meet in the school with the vocational agriculture and farm mechanics rooms and equipment available for their use.

(13) The methods of instruction shall be those employed in all-day and adult farmer classes adapted to the group in attendance, with emphasis given to the farm experiences of the members of the group. Discussions, demonstrations, field trips and the use of visual aids are considered essential.

(14) Young farmer classes are designed to provide systematic instruction in farming and where feasible in additional work for civic and vocational intelligence for young men who desire to establish themselves in the farming occupation.

d. Adult farmer classes.

(1) The minimum enrollment in an adult farmer class is at least ten farmers with an average attendance of ten or more farmers for the series of meetings.

(2) The course is planned on a yearly basis with long-time objectives in view to provide continuity. A minimum of twenty hours of instruction is required each year.

(3) Each class meeting shall be a minimum of 90 minutes in length.

(4) Each class shall cover a minimum of ten sessions exclusive of general, social and organization meetings. The sessions will be held at such intervals and at a time of day or evening best adapted to local conditions. Ordinarily the group meets periodically during the year after the series of classroom lessons is completed.

(5) It is the responsibility of the teacher to organize and supervise a follow-up program with the farmers enrolled, such work relating to the subject matter included in the evening school and including other farm problems of those enrolled. The evening school members ordinarily initiate new or improved practices in their farming programs to bring about managerial and manipulative improvements.

(6) It is an important duty of the teacher to provide individual on-the-farm instruction to the individuals on their farm problems by individual visits. In addition, group meetings and demonstrations are to be used in providing practical follow-up instruction.

(7) The teacher shall make reports to the state board on the lessons and follow-up instruction of the adult farmer classes.

(8) The adult farmer classes are considered a regular part of the vocational agriculture program as it is organized in the public school.

(9) The enrollment is confined to adult farmers, landowners and other persons directly interested in the production, handling and exchange of farm products who have common problems and interests.

(10) The planning of the adult farmer program is the responsibility of the teacher with the assist-

ance of a representative advisory council of class members.

(11) The course is to be based on farm problems according to the expressed needs and interests of the group. It may include problems on several phases of farming or on one subject.

(12) The plan for the adult farmer class shall be subject to approval by the state board.

(13) The classes are ordinarily held in the all-day centers and use the regular classrooms and equipment. If the classes are held in some other place, equipment and supplies adequate to meet the needs of the class shall be provided.

(14) The methods of instruction are largely group discussions on farming problems supplemented by reports, talks and demonstrations. The farmers are encouraged to give their own experiences and to exchange ideas. The instructor serves as a discussion leader, contributing such information and experimental data as seems desirable in the solution and summary of the problem under consideration. Outstanding farmers and recognized authorities may be used as speakers at not more than half of the meetings on the problems selected for the course.

2. Qualifications of vocational agriculture teachers.

a. Regular teachers of all-day, young farmer and adult farmer classes.

(1) Education:

(a) In technical agriculture training, the teacher of vocational agriculture must have completed the prescribed four-year course in agricultural education or its equivalent in a standard agricultural college, including balanced training in livestock production, crop production and soils, farm mechanics and farm management.

(b) In professional training, the teacher of vocational agriculture shall have not less than 11 quarter hours of credit in agricultural education including courses in special methods in vocational agriculture and observation and supervised student teaching in vocational agriculture in an institution approved for training teachers of vocational agriculture, the nine quarter hours of credit in educational psychology and three quarter hours in general or vocational education.

(2) Farm experience:

(a) The teacher of vocational agriculture must have had at least two calendar years of experience on the farm after reaching the age of 14.

(3) Provisional approval may be granted to teachers of vocational agriculture who need not more than 20 quarter hours of credit in meeting the regular standards for training in technical agriculture and in professional subjects, with preference to be given for experience in farming or in agricultural work.

(4) Teachers of vocational agriculture in approved schools must have a valid regular or special vocational certificate issued by the board of educational examiners.

b. Special teachers for young farmer and adult farmer classes.

(1) In education, the special teacher should have training beyond high school graduation, with preference given to those with special training in the type of work to be taught.

(2) In experience, the special teacher must have at least three and preferably five years of occupational experience in farming or in a related specialized field in the type of work to be taught.

(3) The qualifications of special teachers shall be subject to approval of the state board.

3. Employment of teachers of vocational agriculture.

a. The local board of education shall employ a qualified teacher for 12 months starting July 1 of each year, with a summer vacation not in excess of two weeks.

b. Provision shall be made for the transportation of the instructor to conduct on-the-farm teaching work, with all-day, young farmer and adult farmer class members; to visit farms and homes of students to advise on and evaluate their farming programs; to conduct a program of agricultural community work; to visit prospective all-day, young farmer and adult farmer students; to conduct and supervise the activities of the F.F.A. chapter; to survey the needs of the community for the further development of the community; to supervise students on educational field trips, to study agricultural demonstrations; to supervise students on trips to secure livestock, seed and supplies needed in their farming programs; to supervise students on educational trips, to participate in county, district and state vocational agriculture activities and F.F.A. meetings; and for other educational work of an agricultural nature subject to the approval of local school authorities and the state board for vocational education and for official conferences called by the state board for vocational education.

c. An instructor may be granted a leave of absence for summer school work with the approval of the local board of education and the state supervisor under one of the following provisions:

(1) By enrolling in agricultural education and technical agriculture courses of three weeks in length, including vacation time, without loss of reimbursement to the district.

(2) By enrolling for professional improvement courses not exceeding six weeks in length including vacation time by instructors who have previously served their districts at least two years, without loss of reimbursement to the district.

(3) Any other arrangement by employed teachers for attending professional and technical courses must be approved.

d. No school shall be approved where a new position combining vocational agriculture instruction and the superintendency is created.

e. No school will be approved where the vocational agriculture instructor is assigned to principalship or athletic coaching duties.

C. Local advisory councils.

1. An approved school is expected to organize a representative local advisory council for the vocational agriculture department to assist in the development of the program in the community.

2. The advisory council is to consist of nine or more public-minded farmers in the community who are representative of the various farm elements in the community. Membership of the council is to be rotated so that one-third of the members are replaced each year. Ordinarily members of the advisory

council are selected by the teacher of vocational agriculture and the superintendent of schools with the knowledge and approval of the board of education.

3. The advisory council is to meet at least six times each year, with minutes to be kept of each meeting.

4. The duties of the advisory council are to include the following: to make recommendations to administrative authorities on policies relating to vocational agriculture; to assist in determining community needs and in planning annual and long-time programs for the community; to assist in providing continuity in the program from year to year; to assist in developing proper relationships of the vocational agriculture department in the school with the public and with the agricultural and business organizations in the community; and to provide a systematic method for giving counsel on and evaluating the vocational agriculture program.

D. Program of teacher training.

The development of an adequate program for the selection and training of teachers of vocational agriculture is of primary importance in the development of the vocational agriculture program in the state. The Iowa State College of Agriculture and Mechanic Arts is the approved institution in the state for the training of teachers of vocational agriculture. Under the direction of the state Board for Vocational Education, the supervisor of agricultural education shall be responsible for the supervision of teacher training in agricultural education.

1. Selecting trainees.

a. Trainees will be selected in order to insure an adequate supply of capable and well-trained teachers of vocational agriculture to supply the demand. Persons selected to receive training for positions in approved schools shall be chosen on the basis of farming experience, scholarship, personality and interest in teaching, in farming and in farm people.

b. Persons in training will have available guidance and counselling services from the members of the teacher training staff.

2. Selecting, training and qualifying special teachers of young farmer and adult farmer classes.

a. Short, intensive courses of instruction for special teachers of young farmer and adult farmer classes will be provided as needed.

3. Groups of technical courses required for regular vocational agriculture teachers.

a. A teacher of vocational agriculture must have completed the prescribed four-year course in agricultural education in a standard agricultural college or its equivalent including balanced training in livestock production, crop production and soils, farm mechanics and farm management, including a minimum of 72 quarter hours of credit in technical agriculture courses.

4. Groups of professional courses required for regular vocational agriculture teachers.

a. A teacher of vocational agriculture must have satisfactorily completed a minimum of 11 quarter hours of credit in agricultural education including courses in special methods in vocational agriculture and observation and supervised student teaching in vocational agriculture in an institution approved

for training teachers of vocational agriculture, nine quarter hours in educational psychology and three quarter hours in general or vocational education courses.

b. The reimbursable courses offered in the training of teachers of vocational agriculture in approved schools are:

(1) Agricultural education courses:

(a) 321—Special methods in agricultural education. (3 quarter hours)

(b) 424—Young farmer and adult farmer classes in agriculture. (3 quarter hours)

(c) 425—Observation and supervised teaching in vocational agriculture. (5 quarter hours)

(d) 490A—Special problems in agricultural education. (1-5 quarter hours)

(e) 538—Part-time education in agriculture. (2-3 quarter hours)

(f) 593A—Workshop in agricultural education. (1-5 quarter hours)

(g) 604—The secondary school program of agricultural education. (2-3 quarter hours)

(h) 690A—Research in agricultural education. (1-5 quarter hours)

c. The satisfactory completion of at least 192 quarter hours of credit and two calendar years of farm experience are required for graduation in agricultural education.

5. Provisions for directed teaching.

Students enrolled in agricultural education and qualifying for positions in approved schools shall be required to complete work in student teaching in vocational agriculture in a vocational agriculture school which is approved by the state board for directed student teaching.

a. The minimum standards for directed student teaching centers are:

(1) A regularly approved vocational agriculture department with adequate rooms, library and equipment for vocational agriculture including farm mechanics.

(2) A full-time program including all-day classes, a young farmer class or an adult farmer class and preferably both, and an active F.F.A. chapter, all of normal size.

(3) A department with an outstanding program of supervised farming activities and community agricultural work.

(4) An instructor with at least three years of successful teaching experience in vocational agriculture, who is enthusiastic in his work.

(5) A school board and superintendent who are in sympathy with the purposes of directed student teaching in vocational agriculture and willing to co-operate in the work.

b. The participating experiences required of students enrolled for directed teaching are:

(1) The planning and supervision of farming programs with all-day students.

(2) The organization of the course of study for all-day classes.

(3) The planning and supervision of the F.F.A. chapter program.

(4) The organization of young farmer instruction, including the supervision of their farming programs, or adult farmer instruction.

(5) The organization of adult farmer instruction

including follow-up work, or young farmer instruction.

(6) Maintaining school and community relationships.

(7) Planning a vocational agriculture program for the year and on a long-time basis, including the use of an advisory council.

(8) Equipment and reference materials, including farm mechanics.

(9) Follow-up and establishment of former students in farming.

(10) Planning a program of professional improvement.

(11) Keeping adequate records and reports.

(12) Studying individual and community needs.

(13) Evaluating a vocational agriculture program.

c. Time allotted for directed teaching. Each student shall be required to spend six weeks in residence in directed student teaching. In addition, each student is to visit a minimum of ten approved departments in the state.

d. Plan for supervision of directed student teaching. The supervision of students enrolled for directed student teaching shall be the responsibility of a member of the teacher training department and the instructor in the student teaching center.

6. The placing of persons qualifying as teachers of vocational agriculture is a joint responsibility of a member of the teacher training department and the state supervisor.

7. Provisions for continuing training for teachers in service.

a. Professional and technical follow-up of first year teachers shall be planned in co-operation with the state supervisor to determine the effectiveness of the teacher training program, and the problems confronting vocational agriculture teachers and in maintaining close contact with developments in the program in the state.

b. The teacher training department shall arrange for resident under-graduate and graduate technical and professional courses during the regular summer session and for special short courses, and co-operate with the state board in state and district conferences and special meetings designed to give instruction which will lead to the improvement of the teacher's work.

c. Short, intensive, technical, professional and skill courses may be provided on or off the campus as needed in providing training for vocational agriculture teachers.

d. Individual in-service training of vocational agriculture teachers will be provided by members of the teacher training staff through individual conferences at the college as arranged.

8. Provision for conducting research and studies in agricultural education and disseminating and utilizing results shall be made in co-operation with the state board for the purpose of contributing to the development of the vocational agriculture program in the state by assigning a portion of the time of a member of the teacher training staff to this work and in assisting graduate students in this work.

9. Provisions for developing teaching materials for employed teachers.

a. The preparation of materials on methods of classroom and on-the-farm teaching will be prepared as requested.

b. Plans are to be made to instruct teachers in the use of teaching materials in summer session courses and in regular conferences.

10. Qualifications of teacher trainers.

a. Resident teacher trainer.

(1) Education:

(a) In technical agriculture training, he shall have completed the prescribed four-year course in agricultural education in a standard agricultural college or the equivalent.

(b) In professional training, he shall have not less than 11 quarter hours of credit in agricultural education including courses in special methods, and in practice teaching in vocational agriculture, 9 quarter hours in psychology and 3 in general education. He shall have a master of science degree with a major in agricultural education from a standard agricultural college. He shall have training and demonstrated ability in making studies and in research.

(2) Experience:

(a) In farming experience, he shall have at least two calendar years after 14 years of age.

(b) In teaching experience, he shall have at least five years in vocational agriculture in approved school and must be or recently have been engaged in some recognized phase of the program of vocational education in agriculture. Experience in a responsible administrative or supervisory position in vocational education in agriculture or as an instructor in a student teaching school will be given preference.

(c) He shall have ability as a leader and organizer, be familiar with farming and with current agricultural problems and have a wholesome attitude toward rural life.

b. Supervising teachers.

(1) He shall have the same qualifications as resident teacher trainers except that 8 quarter hours of graduate credit with a major in agricultural education will be accepted in lieu of a master of science degree and training in research will not be required.

11. Duties of the teacher training staff.

a. The kinds of courses to be taught will include under-graduate and graduate courses in agricultural education.

b. The follow-up of first-year teachers is to be planned in co-operation with the state supervisor to determine the effectiveness of teacher training in developing effective vocational agriculture programs.

c. Itinerant service to employed teachers may be provided upon request of the state board.

d. The preparation of teaching materials is considered to be a function of teacher training in co-operation with the supervisor in meeting specific problems of vocational agriculture teachers, for aids in classroom and on-the-farm teaching.

e. The supervision of directed student teaching centers is a responsibility of a member of the resident teacher training staff in agricultural education.

f. Research and studies in vocational education in agriculture if reimbursed are to be made by designated members of the teacher training staff upon request of the state board.

g. Improvement in the content and teaching of technical courses offered in the agricultural education curriculum, based on the objectives for vocational agriculture in the state and upon the abilities needed by teachers of vocational agriculture, is to be emphasized.

h. The preparation of all official reports requested by the state board and the Vocational Division, U. S. Office of Education.

II. DISTRIBUTIVE EDUCATION

A. Local supervision.

When local boards of education appoint qualified local supervisors for business education, the portion of their time devoted to supervision of the distributive phase of business education may be reimbursed from federal funds.

1. Duties of local supervisors.

a. To promote the establishment of additional distributive education service in the local area. This shall include both adult extension and co-operative programs.

b. To discover in what ways local distributive teachers can be helped.

c. To aid in the professional and instructional improvement of local teachers.

d. To co-ordinate the distributive activities with education and business interests.

e. To co-operate with the state department in improving the local work in distributive education.

2. Qualifications of local supervisors.

a. Educational:

(1) He shall be a graduate of a recognized four-year college course and shall have completed 24 quarter hours of vocational subjects. Local supervisors may be approved provisionally with less than the entire 24 quarter hours of vocational subjects.

(2) He shall have a minimum of 12 quarter hours in such technical subjects as marketing, merchandising, advertising, principles of retailing and selling.

(3) He shall have a minimum of 9 quarter hours in approved vocational education subjects selected from:

(a) History and philosophy of vocational education.

(b) Co-operative part-time programs in distributive education.

(c) Adult programs in distributive education.

(d) Methods of selecting and training business teachers.

(e) Preparation and use of educational materials for vocational education.

Note: All of these courses will be required of local supervisors within a reasonable time after appointment.

b. Experience:

(1) He shall have had 3 years of practical working experience as a wage earner in the distributive field.

(2) He shall have had 3 years of recent teaching experience, two years of which shall have been in distributive education in a school or distributive business.

(3) One year of either teaching or work experience may be gained in service in which case approval shall be conditional upon his obtaining the experience within a definite time limit.

B. Program of instruction.**1. Types and purposes of classes to be reimbursed.****a. Evening classes.**

(1) Distributive occupations are those followed by workers directly engaged in merchandising activities or in direct contact with buyers and sellers when:

(a) Distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry.

(b) Managing, operating, or conducting a commercial service or personal service business or selling the services of such a business.

(c) Distributive occupations do not include clerical occupations such as stenography, bookkeeping, office clerical work, and the like; nor do they include trade and industrial work followed by those engaged in railroading, trucking or other transportation activities. It does not include clerical occupations nor trade and industrial work although such workers may meet the consumer.

(2) Instruction must be limited to vocational or related distributive subjects which are supplemental to the daily employment, or

(3) Which will prepare workers in a distributive occupation for changing to a related kind of work in another distributive occupation.

(4) A vocational distributive subject is one which will increase the skill, technical knowledge, occupational information or judgment of workers engaged in that specific occupation.

(5) A related distributive subject is one which will enlarge the vocational knowledge, understanding, morale or judgment of workers from one or more distributive occupations.

b. Part-time classes.**(1) Extension:**

(a) Classes for the instruction of any group of regularly employed distributive workers who can attend a part-time school for only a few hours a week over a period usually of several weeks.

(b) Short intensive courses organized for special groups of distributive workers who can leave their regular employment to attend classes for a substantial portion of the time over a period of only a few days.

(c) The instruction must be limited to vocational or related distributive subjects which are supplemental to the daily employment as defined for the evening distributive classes.

(2) Co-operative:

(a) Co-operative part-time classes organized and conducted on a school-and-employment schedule which combine vocational and related instruction

with occupational experience in the kind of job in which the trainee expects to become a full-time worker. Co-operative classes must be organized and administered so as to provide for regular employment in stores and other distributive businesses.

c. Special training or classes for out-of-school youth.

(1) Class programs for out-of-school youth in distributive occupational subjects:

(a) These classes shall be organized to provide instruction suitable to increase the civic or vocational competency of out-of-school youth employed in distributive occupations or unemployed but qualified and desiring to enter a distributive occupation.

(b) Youth entering these classes must have legally left the full-time school, may be employed or unemployed, and must be 16 years of age or over.

(c) Classes may be organized to meet at any suitable hour. The work shall be given in short units organized upon a practical basis and to give youth technical and related information to increase his employability.

(2) Work experience programs for out-of-school youth in distributive occupations:

(a) This program shall be organized to provide supervised on-the-job instruction, usually on an individual basis for employed out-of-school youth 16 years of age or over working in distributive occupations.

(b) The instruction will be given usually during the working hours of the trainee by the employer or co-ordinator. This instruction shall be agreed upon by the employer, the trainee, and the co-ordinator and shall be based on an adequate job breakdown.

(c) No reimbursement to local districts for any salary paid an employer for on-the-job instruction of his employees shall be made unless he is employed by the local board of education as a part-time teacher, meets the qualifications for such a teacher and the instruction is given outside of working hours.

(3) Either of these programs may be co-ordinated as are evening programs.

2. Qualifications of personnel.**a. Teachers and co-ordinators.****(1) Evening extension classes (adult):**

(a) Education: An evening school instructor, giving 50% or more of his time to teaching, must be a high school graduate or the equivalent and must have taken or be taking 60 clock hours of special teacher training courses provided by the state Board for Vocational Education. An evening school instructor, employed on an hourly basis for only a few hours per week, shall have sufficient education to conduct his class and shall be willing to accept and use suggestions from a supervisor.

(b) Experience: He must be at least 25 years of age and be proficient in the distributive occupation to be taught. He must have had at least three years of wage earning experience in the distributive field to which the instruction is related.

Note: Co-ordination of evening school classes shall be done by local vocational directors, distributive supervisors or qualified distributive teachers.

(2) Part-time extension classes:

(a) Education: Same as for evening school teachers with the addition that if part-time classes are organized as a part of a regular day school program, the instructor must be certified as a secondary school teacher.

(b) Experience: Same as for evening school teachers.

Note: Co-ordinators must qualify as under evening schools.

(3) Part-time co-operative classes:

(a) Education: He must be certified as a secondary school teacher and shall meet the qualifications set forth under D-3-b, D-2-a-(2), and D-2-b-(2). Credit shall be given for work experience that parallels any of these courses.

(b) Experience: He must be at least 25 years of age and be proficient in a distributive occupation as well as having had at least two years of practical experience as a wage earner, at least one year of which shall have been in the field of distribution.

Note: Co-ordinators shall be qualified as for evening classes.

(4) Class programs for out-of-school youths:

These teachers shall qualify as part-time extension class teachers.

(5) Work experience programs:

There are no requirements for employer trainers except that they shall be able and willing to teach the employee.

b. Teachers of related subjects.

(1) Education: Related subject teachers must be proficient in the branch they are to teach, shall be at least 25 years of age and shall have had or be taking a course in the history and philosophy of vocational education. When the related work is given for high school credit the teacher must hold a valid secondary school certificate.

(2) Experience:

(a) They shall have had at least one full year's experience as a wage earner in the distributive field.

(b) Except in the case of night school teachers related subjects teachers shall have had experience in teaching.

3. Qualifications of those enrolled.

a. Pupils in either part-time or evening classes shall be 16 years of age or older.

b. Pupils shall be employed in a distributive occupation or in other work involving contact with consumers.

(1) Part-time pupils are those who have legally left the full-time school and are employed as above or who have been legally employed but are temporarily without employment.

(2) A part-time pupil should receive wages for the time he is employed comparable with other employees and his ability.

(3) A part-time pupil must be employed for as many or more hours per week as are spent in school.

(4) Evening school pupils shall have legally left the full-time public school.

c. Ability to profit by instruction.

(1) It is assumed that a part-time pupil who is giving satisfaction in a distributive occupation can profit by related instruction. In the case of the co-operative part-time pupil the teacher or co-ordina-

tor should interview and test, so far as possible, all pupils before enrollment is final. When it can be arranged, a one-semester elective course should be arranged for the pupils who are planning to elect the co-operative course the following year. This course should be taught by the retailing teacher or co-ordinator but is not reimbursable from federal funds.

(2) Instruction in part-time classes must be related as closely as possible to daily employment; therefore, classes should be as homogeneous as possible. When numbers are large enough for two classes this must be considered in making up the classes.

4. Time schedule.

a. Instruction and employment.

(1) The time given to instruction of part-time pupils shall not exceed each day, week, or other unit of time, the number of hours that the pupils are employed during the same unit of time.

(2) Evening school classes may be held at any time day or night that the enrollees can meet. The class meets in the nonworking hours of the worker.

b. Minimum time in co-operative part-time classes.

(1) Vocational instruction:

(a) The time for vocational and related instruction shall not exceed the time given to employment. This should be met by an alternating program of school and work but the periods of alternation shall not be longer than two weeks.

(b) The time for instruction shall not exceed the hours of work for the school year but work on Saturdays and holidays within the school year may be counted. Three plans for meeting the requirements may be used.

Plan A: For a co-operative part-time program covering two school years of at least 30 weeks each, the equivalent of at least one regular class period a day is devoted to vocational and related instruction.

Plan B: In a co-operative part-time program covering only one school year of at least 30 weeks, the equivalent of at least two regular class periods a day is devoted to vocational and related instruction.

Plan C: In a co-operative part-time program for persons who have completed a minimum of two high school units of credit in such vocational subjects as retail bookkeeping, business arithmetic, business economics, salesmanship, merchandise studies, retailing and advertising, under vocationally competent instructions in the all-day school, the equivalent of one regular class period a day is devoted to vocational and related instruction.

(2) Employment in distributive occupations:

(a) The minimum time to be given to regular employment shall average 15 hours per week for a minimum of 30 weeks.

5. Plan for co-ordination.

a. Extension classes. Reimbursement may be made for time spent in co-ordinating activities by a qualified local supervisor or teacher. This time given to any group, however, should not be excessive.

b. Co-operative part-time classes. Reimbursement may be made for time spent in co-ordination of co-operative part-time classes. A co-ordinator may be a distributive teacher, a supervisor who gives part-

time to co-ordination or may in some circumstances be a full-time co-ordinator.

C. Local advisory committees. The use of local advisory service committees is recommended in addition to the over-all local vocational education advisory committee. These service committees should be set up by the local board of education to give advice and counsel to the local administrators and supervisors regarding the distributive work to be done in their particular field.

The details as to selection, term of office, etc., shall be left to the local board of education.

D. Program of teacher training.

1. Preservice and in-service teacher training will be maintained by the state board and co-operating state teacher training institutions. The state board will also co-operate with local school districts employing a local supervisor in the training of teachers in service.

a. The state board through the state supervisor and itinerant teacher trainers will be responsible for the training of teachers in service. This will be done through unit courses, work shops, conferences, and personal visits to the teacher.

b. Iowa State Teachers College is designated as an institution for teacher training in the distributive phases of business education. The State University of Iowa is designated as an institution for graduate teacher training in the distributive phases of business education and to give courses for administrators in vocational education.

c. In cities employing a local supervisor for business education, a portion of his time may be given to training local distributive teachers provided he meets the qualifications of a local co-ordinator or supervisor. In all cases reimbursed local programs of teacher training must be approved by and under the direct supervision of the state Board for Vocational Education.

2. Types of teacher training.

a. Preservice for:

(1) Extension teachers (adult and part-time, except co-operative classes): Persons who are vocationally qualified may take the required special teacher training courses before entering upon teaching provided they are definitely planning to become teachers of adult classes.

(2) Co-operative part-time: These teachers must have taken at least one-half of the required hours of teacher training courses listed under 3-b-(1) before entering upon distributive teaching.

(3) Related subject teachers: These teachers may take the required teacher training course in history and philosophy of vocational education before entering upon distributive teaching.

b. In-service for:

(1) Extension teachers (adult part-time, except co-operative, classes): Teachers of adult classes may take the required special teacher training courses after starting to teach.

(2) Co-operative part-time teachers who have not completed the required courses may have a reasonable time (usually not to exceed two calendar years) in which to complete the work.

(3) Related subject teachers who have not completed the required course in history and philosophy

of vocational education must complete this work within one calendar year.

3. Course of study for training.

a. Extension teachers (adult and part-time, except co-operative, classes).

(1) Courses—60 clock hours.

*Conference leading and methods—15 hours.

*Occupational analysis and curriculum building—15 hours.

*Technique of teaching adults—15 hours.

Foundations of vocational education—15 hours.

Co-ordination of part-time education—15 hours.

(2) Included above.

(3) Each unit must be completed within a six-months period. Upon satisfactory completion of this 60 clock hours of work, a teacher otherwise qualified will be issued a vocational certificate attesting his completion of the work.

(4) Extension teachers must give evidence that they are keeping their occupational knowledge up to date through continuing contact with business. This is done through recent successful employment in the lines of business to be taught.

b. Co-operative part-time teachers.

(1) Courses:

(a) Professional (6 hours required).

History and philosophy of vocational education—2 quarters hours.

Co-operative part-time programs in distributive education—2 quarter hours.

Adult programs in distributive education—2 quarter hours.

Occupational analysis and curriculum building—2 quarter hours.

(b) Technical courses required.

Materials of merchandising—textiles—3 quarter hours.

Materials of merchandising—nontextiles—3 quarter hours.

Salesmanship—2 quarter hours.

Advertising—3 quarter hours.

Marketing—3 quarter hours.

Retail store operation—3 quarter hours.

Retail merchandising—3 quarter hours.

A total of 30 quarter hours of technical subjects is required.

(c) Related courses required.

Courses in the following closely related subjects are required—accounting, economics, business law and labor problems.

(d) Provisional approval may be given for teachers not meeting all of these requirements if they have worked out a satisfactory plan for meeting the requirements.

(e) Shall hold at least standard secondary teacher's certificate.

(2) Included above.

(3) Any course started must be completed within one calendar year.

(4) Co-operative part-time teachers must keep in touch with business by working in stores for at least three months every three years. This work should be varied rather than in just one kind of employment.

c. Related subjects teachers.

(1) Courses:

History and philosophy of vocational education—

*Required courses

2 quarter hours—is required of all related subjects teachers.

In addition they must hold valid secondary school teachers certificates if the work is given for credit and must present evidence of ability in the line of work to be taught.

(2) Given above.

(3) The required course must be completed within one calendar year.

(4) Does not apply.

4. Qualifications for entrance in a teacher training program.

a. Preservice classes.

(1) Extension teacher trainees shall be proficient in the distributive occupation to be taught and have had three years of practical experience as wage earners in the field to which the instruction is related. They shall be high school graduates and at least 25 years of age.

(2) Co-operative part-time teacher trainees shall have had or shall have completed before entering distributive teaching at least two years of wage earning experience in the distributive field. This may be obtained during two academic years while in school provided the work is organized and supervised by the college giving teacher training.

They shall obtain before entering a teaching position a valid state teacher's certificate for secondary school and shall be at least 25 years of age.

(3) Related subject teacher trainees shall have had or shall have completed before entering distributive teaching at least one year of wage earning experience in the distributive field. This may be obtained during one academic year while in school provided the work is organized and supervised by the college giving teacher training. They shall obtain before entering a teaching position a valid state teacher's certificate for secondary school and shall be at least 25 years of age.

b. In-service classes. To be eligible for in-service training a teacher must be employed in a distributive program.

5. Provisions for observation and directed training. No provision at present.

6. Provisions for conducting, disseminating, and utilizing the results of research and studies. The state supervisor of distributive education shall be responsible for conducting, disseminating, and utilizing of all research and studies in his field when reimbursed from state or federal vocational funds. All work of this nature shall have the approval of the state director.

7. Qualifications of teacher trainers.

a. Resident and itinerant teacher trainers.

(1) Education:

(a) Technical—He shall have taken technical courses in the field of business including marketing, merchandising, advertising, selling, textiles, and other basic materials of merchandising.

(b) General—He shall be a graduate of a recognized four-year college with a major in the field of business education, business administration or marketing.

(c) Professional—He must have the equivalent of 45 quarter hours in approved professional education courses including:

1. History and philosophy of vocational education.

2. Co-operative part-time programs in distributive education.

3. Adult programs in distributive education.

4. Making and utilizing job analysis for the training of teachers in the distributive trades field.

5. Methods of training part-time and evening school teachers and supervisors for distributive classes.

6. Conference methods. He shall have qualifications for and shall give evidence of ability in leadership and organization and his general education shall have included training in this field.

(2) Experience.

(a) Practical working experience in distributive occupations. He shall have had such experience in the distributive field as to give him an appreciation of the types of work to be performed in various distributive occupations. A minimum of three full years of experience as a wage earner in the distributive field will be required.

(b) Teaching experience in business or distributive classes. He shall have had four years of teaching in the field of business education, at least two of which shall have been with distributive classes. This experience must include a minimum of two years teaching in part-time or evening school classes which were organized for employed adults.

(c) Supervisory or administrative experience.

1. He shall have had a minimum of two years of recent experience in the supervision and administration of an approved program of distributive education.

2. This experience shall have included the directing and aiding of teachers in conducting their class instructions and assisting them in analyzing and organizing their teaching material and in improving their teaching ability.

b. Supervising teachers in practice schools. The Board for Vocational Education may, at their discretion, select suitable schools as practice teaching centers for distributive education.

c. Research and subject matter specialists. No training in this field is anticipated.

8. Duties of teacher trainers.

a. Kinds of courses to be taught. Only professional vocational education courses may be given for reimbursement such as:

(1) History and philosophy of vocational education.

(2) Co-operative part-time programs in distributive education.

(3) Adult programs in distributive education.

b. Follow-up of beginning teachers. Teacher trainers shall arrange with the state department of vocational education to make follow-up visits to beginning teachers.

c. Itinerant service. Itinerant teacher training service shall be arranged by the state department of vocational education and will consist of such courses or special help to the teacher as needed.

d. Supervision of directed teaching. No provision at present.

e. Research, studies, and preparation of teaching materials. All work of this nature must be arranged with the state department of vocational education.

f. Training conferences and courses for special groups. Teacher trainers may be called upon by the state supervisor to help with conferences when needed or to give special short unit technical courses to selected groups of teachers.

III. HOME ECONOMICS EDUCATION

A. Plan for local supervision including type of organization. Part or full-time local supervisors may be approved in centers where there are three or more teachers. These teachers should meet approval for vocational homemaking and their programs meet the standards for vocational homemaking programs in this state. The amount of time approved will depend upon the extent of the supervision.

1. Duties of local supervisors including responsibility for nonreimbursed programs. A local supervisor shall be responsible for all approved programs in the local center. Duties shall include:

- a. Teacher training for the professional improvement of teachers in service.
- b. Promotional activities and surveys to guide the development of the local program.
- c. Responsibility for co-operation with the state supervisor of homemaking education in all phases of the program.

2. Qualifications of local supervisors. A local supervisor shall meet the same qualifications as approved teachers in local vocational homemaking programs and the following additional qualifications:

a. Education. She shall have at least twenty-two quarter hours of graduate work, some of which have been in home economics education and including a course in supervision.

b. Experience.

(1) **Homemaking:** Homemaking experience is necessary. A statement concerning the character and amount of experience will be formulated when some means is determined to evaluate such experience.

(2) **Teaching:** She shall have at least three years of successful home economics teaching experience, including both day school and adult evening school classes in a vocational program.

(3) **Other leadership:** She shall have demonstrated administrative ability and ability to promote, organize and direct a program in day school, part-time, and adult education.

B. Program of instruction.

1. Purposes of various types of reimbursed programs in homemaking education.

a. The controlling purpose of vocational education in home economics is to provide instruction which will enable individuals and families to improve the quality of their family life through the more effective development and utilization of human and material resources. This can be accomplished through various types of programs.

(1) Instruction for day school pupils fourteen years of age and over which will prepare them for the responsibilities and activities involved in their present home living and in the homes which they will establish in the future.

(2) Instruction on pursuits and occupations which are based upon or related to homemaking

for individuals over fourteen years of age who have entered upon employment and spend part of their time in school.

(3) Opportunities for adults to gain a better understanding of their responsibilities for home and family life and its improvement, and to help them solve personal and home problems.

b. The following characteristics are essential in a vocational education program in home economics for the satisfactory achievement of the purposes set forth above:

(1) The curriculum deals with the fundamental values and problems in the several aspects of home living and homemaking.

(2) Problems studied are derived from the needs and concerns of the individuals served, taking into consideration their maturity and experience.

(3) The individuals reached through the program are sufficiently mature to develop a realization of the importance of homemaking and increasingly assume managerial responsibilities in the home.

(4) The total program is sufficiently intensive and extensive to enable the individuals served to participate effectively in homemaking and in community activities affecting the home.

(5) Over a period of years the program in any one center meets the homemaking needs of the various age groups taking into account other educational opportunities which the home, the school, and the community provide.

(6) The people in the community understand and participate in the program.

(7) Administrative arrangements and relationships are of a kind to facilitate maximum development of the program.

(8) Continuous evaluation of the program is carried on and is used as a basis for changes in the program.

2. Local programs to be reimbursed and conditions for organizing each.

a. Where George-Barden funds are to be used. Two plans for programs may be authorized in this state. They are described below as plan "A" and plan "B".

(1) Plan "A":

(Note: To be followed by all schools unless there is a special agreement with the state board to work under Plan "B")

(a) For in-school groups—

1. Instruction should include the following aspects of homemaking:

a. Selection and purchase of goods and services for the home and for family members.

b. Achievement and maintenance of satisfying personal and family relationships.

c. Selection, preparation, serving, conservation, and storage of food for the family.

d. Selection, care, renovation, and construction of clothing.

e. Guidance and care of children.

f. Selection and care of the house and of its furnishings.

g. Selection, use and conservation of household equipment.

h. Achievement and maintenance of health and home safety.

i. Home care of the sick, and first aid.

j. Consumer responsibility and relationships.

k. Selection and provision of educational and recreational experiences for family members.

Consideration should be given to optimum time allotment and sequence for each aspect of homemaking so that a well-rounded program will be offered.

2. Space, equipment, maintenance, and teaching materials. Such space, equipment, maintenance, and teaching materials should be provided and so arranged as to facilitate effective learning in all the various aspects of homemaking. The school lunch and the homemaking departments should be housed in separate quarters.

Location of department—A homemaking department housed in the main school building is preferable to one housed in a separate building. The rooms should be above ground level.

*Equipment and furnishings**—Equipment in a homemaking department should be in keeping with economic levels in the community and should be selected in accordance with recommendations of recent studies. Furnishings should be such as will give the department a home-like atmosphere.

Maintenance—Financial provisions should be made for maintenance of the department including such items as upkeep, repair and replacement, and the addition of new equipment which is needed, relative to all the various aspects of the program and in keeping with accepted standards.

Each local board should approve a budget previous to the beginning of the school year based upon the recommendations of the homemaking teacher and the local administrator. This budget should provide school funds for new equipment and furnishings, maintenance, teaching materials, and such other items as are necessary to maintain an effective program.

It is recommended that each school have a long-time plan to provide for department improvement.

*Teaching materials**—Provision should be made for books, bulletins, pamphlets, magazines, audio-visual aids, other instructional supplies, etc., for all the various aspects of the program.

3. Program organization. When schools operate on a six-period day, one period or approximately sixty minutes per school day throughout the school year shall be allowed for each class in homemaking.

When schools operate on an eight-period day, two periods or approximately eighty consecutive minutes per school day throughout the school year shall be allowed for each class in homemaking.

Two full years of homemaking shall be offered. Additional years of homemaking may be offered.

Schools offering two full years of vocational homemaking may also offer semester courses in the junior and senior years. Such courses may be of the laboratory or nonlaboratory type. The amount of time allowed per day shall be not less than that required for other subjects for full credit for one semester.

Directed home experiences will be provided in every program.

Related subjects—Approval will not be given for the reimbursement of related subjects.

4. Teachers' schedules. Home economics salary funds may be used for reimbursement on the home economics teacher's salary for:

a. Scheduled classes. Time devoted to teaching vocational classes in home economics for high school pupils, elementary school pupils over fourteen years of age, older youth, and adults.

b. Regularly scheduled conference periods for work with individual pupils on directed home experiences. The teacher shall have the equivalent of one period each day during the week for supervision of individual problems. If it is the policy of a school to allow each teacher one free period per day the conference period shall be in addition to the free period.

c. Work in connection with the Future Homemakers of America. This is an integral part of the home economics education program and will be approved as such. It is strongly recommended that time be allowed in the teacher's schedule if she is to serve as an adviser to an F.H.A. chapter.

d. Instruction for out-of-school groups. It is strongly recommended that time be allowed during the school day for conducting homemaking instruction for out-of-school groups. It is also strongly recommended that time be allowed in the schedule for promotion and organization of such educational activities and follow-up of the students.

e. Employment beyond the regular school year. It is strongly recommended that the teacher be employed at least one month additional to the regular school term for making home and community contacts, and working with day school as well as out-of-school groups.

f. Local studies and community contacts. Time of teachers may be devoted to the making of other community contacts needed for adequate program planning and development.

g. Correlated work. When adequate attention has been given to those items that a community considers essential parts of its basic program, reimbursement may be made for a reasonable amount of time in the teacher's schedule (not more than 20 per cent) for the development and correlation with homemaking education of such work as nutrition education in connection with the school lunch; assistance to elementary school teachers on programs of education for home living; and assistance to programs of education for home living on the secondary school level.

5. Qualifications of teachers.

a. Home economics teachers.

(1) Education—technical and professional:

(a) The teacher shall have been graduated from a four-year course in home economics from an accredited college or university. Other requirements for approval are:

She shall hold an active certificate issued by the board of educational examiners of Iowa.

Her technical and professional credits shall be not less than the minimum required in each of the areas as stated in section V, D, 2, (1), program of teacher training, and shall include the following:

Residence in a home management house.
Child or adolescent psychology.
Child development.

*Revised supplements will be supplied periodically to describe details.

Methods of teaching home economics.
Supervised teaching.

Methods for adult education in home economics.

Credits in the last three named shall have been granted by an institution approved for training teachers for vocational home economics.

The following courses are strongly recommended:

Family relationships.
Curriculum planning.
Evaluation.

Approval of any one teacher shall be for a period of three years. Renewal of approval shall be dependent upon evidence of professional growth within this three-year period.

Such evidence, in addition to evidence of successful experience and participation in state board called conferences, may include college credits earned, participation in approved noncredit workshops, and continued active participation on state curriculum committees.

In cases of emergency, annual temporary approval may be granted to an individual on request of the local school administrator who wishes to employ her. In such cases the individual to be approved shall have been graduated from a four-year curriculum in home economics from an accredited college or university and shall lack not more than approximately ten per cent of the total number of credits required, as outlined in section V, D, 2, (1), program of teacher training. She shall indicate her intentions of removing the deficiencies within a reasonable length of time.

(2) Experience: In addition to residence in a home management house, the teacher should have had practical experience in homemaking. A statement concerning the character and amount of experience will be formulated when some means is determined to evaluate such experience.

b. Teacher for child development laboratory in the home economics program.

When teachers for child development laboratories are needed, statements of qualifications will be submitted.

c. Related subjects teacher.

Not applicable in this state.

(b) For out-of-school groups (part-time and adult)—

1. Aspects of homemaking to be emphasized. The aspects of homemaking are the same as those for in-school groups (section V, B, 2a, (1), (a), 1). Those emphasized will vary with the needs and interest of the particular groups to be served at a particular time in a given community. However, the program in any local community should be so planned that over a period of years, a broad, well-rounded program is offered.

2. Space, equipment, maintenance, and teaching materials. The place for group meetings should be as conveniently located as possible for members of the group.

Special centers available for the use of out-of-school persons at any time of the day or evening are recommended. Where such centers are not available, homemaking departments or other convenient and suitable rooms in public buildings or homes may be used, depending upon the nature of the work to be done.

Space and equipment should be sufficient to carry out successfully the program of work planned, meet

the needs of the groups to be served, and meet accepted standards.

The local school board shall be expected to allow sufficient funds to cover such expenses as publicity, rent for meeting rooms when necessary, heating and lighting for meeting rooms, references, demonstration supplies, other audio-visual materials, services of resource people, and any other necessities for successfully conducting the program.

3. Program organization. Local boards of education are strongly urged to establish homemaking programs to meet the needs of out-of-school groups in their communities.

In addition to the essential characteristics for a vocational program in home economics, the following are specific characteristics of an acceptable program for out-of-school groups:

a. Reaches a good cross section of out-of-school individuals in the community over a period of years.

b. Is planned in consultation with representative members of the community.

c. Is co-ordinated with the day school and with other adult education.

d. Makes wise use of resource people and materials.

e. Is available at a reasonable cost in money and teacher time for school and community.

f. Uses a variety of methods to reach and serve those who can profit by the education offered.

g. Is planned on a long-time basis and is revised from year to year to meet important needs and interests of people.

It is recommended that each unit have not less than ten clock hours. However, out-of-school classes may be organized for any length lesson or unit or series of units as best meets the needs and interests of the group to be served and within the possibilities of the community.

Informal types of adult education are also recommended as part of the promotional and follow-up program of organized instruction. Such activities are considered a part of the program of a teacher whose salary is reimbursed from vocational education funds.

Attention should be given to the promotion and organization of educational activities and to the follow-up of students. Time for such activities may be approved if plans are submitted to the state board before the program is initiated.

4. Qualifications of teachers.

a. Education—technical and professional.

(1) Teachers responsible for planning and conducting programs of education for out-of-school groups should meet the same requirements as specified for the day school homemaking teacher.

(2) Teachers serving as resource people either teaching classes or performing some other educational activity should be technically informed about subjects they are to present. Qualifications of such persons must be approved by the state Board for Vocational Education.

b. Experience. Experience in applying technical information to home situations is required.

(2) Plan "B":

(Note: For use in school systems in which special studies are being made to determine provisions for meeting essential characteristics of a program.)

Special studies will be carried on to determine what provisions are needed for meeting the essential characteristics of a program in Iowa to provide a more adequate basis for planning programs throughout the state. Since some of the studies will be of such a nature as to necessitate experimentation in local centers, the school systems selected will not be required to meet the standards for reimbursement described in section V, B, 2, a.

(a) Purposes and general nature of studies—

The main purpose of studying the characteristics of programs is to discover what elements make for strength under such differing conditions as size of school, length and grade placement of day school programs, needs of groups served (adults, out-of-school youth, boys and men, elementary school children), etc. Problems of local administration would also be explored to determine the feasibility of proposals in terms of such factors as class schedules, equipment, teacher load, etc.

Two general types of studies will be needed. One is investigation of desirable practices throughout the state to discover conditions favorable and unfavorable to a program. The other type of study would be experimental in nature, involving selected communities where ideas could be put to the test to determine their effectiveness. Those ideas found to be sound could then be recommended to other communities having similar conditions.

A secondary purpose would be that of determining what techniques are useful in aiding local communities to discover their needs and develop programs consistent with these needs.

(b) Criteria for selection of school systems to participate in studies under Plan "B"—

The systems selected will vary with the type of study undertaken. For the selection of a system to participate in an experimental community study to test ideas, criteria such as the following may be used:

1. The community should be typical in most respects of groups of communities in Iowa. For example, if studies of the type of program feasible in the small school or the city were undertaken, the communities selected would need to be sufficiently typical of a group of communities of a similar size in order for the findings to have greatest value in the state.

2. There should be sufficient interest in the community, including the school administrators, in participating in the experiment to assure the needed co-operation.

3. Other things being equal, a community would be given preference which facilitated most effective use of funds and efforts of personnel.

The selection of communities to use in studies designed to discover desirable practices would be based on a representative sample of schools within the state.

(c) Agreements with the communities selected—

1. For the experimental type of study, the following understandings between the state board and the local community will be needed.

- a. The type of co-operation and the responsibilities of the local communities and of the state Board for Vocational Education will be joint decisions of the local board of education and the state Board for Vocational Education. There will be

a definite agreement between the state board and the local board as to the financial responsibility of each for such items as teacher's salary, travel of local personnel participating in the study, equipment and supplies.

- b. Agreements will be made with the local community to facilitate the contacts of research personnel with the appropriate persons and agencies.

- c. All publicity regarding the experiments will be approved jointly by the superintendent of schools and the state Board for Vocational Education.

2. For other types of studies. Agreements with school systems participating in studies of a survey type may be less formal but an understanding of the nature of the studies will be made clear and permission of local communities to undertake them will be obtained by the state Board for Vocational Education.

(d) Personnel and facilities on state level for assisting with studies—

1. A leader in charge of the studies who meets the qualifications as set up in section V, D, 5, d, (1), and who is a member of the home economics education department of an approved teacher training institution will be available for a specified amount of time. The amount of her time and the proportion of salary reimbursed may change from year to year upon agreement between the teacher training institution and the state board.

2. Research assistants will be obtained to aid in carrying out the plans.

3. Facilities for carrying out the experimental study, such as stenographic and statistical help, office, space and travel budget will be provided.

4. Time will be allotted to a member or members of the state supervisory staff of the home economics education service for participation in studies.

5. Members of the home economics education staffs of the state Board for Vocational Education and Iowa State College will be available for consultation as the need arises.

6. Additional consultants in the state may be needed from time to time, particularly in the field of administration. These can be obtained from the staffs of the state institutions of higher education and the office of the state superintendent of public instruction or other agencies.

(e) Procedures for assisting school systems with studies—

The nature of the study will determine what procedures are needed, but in general the following policies will be followed:

1. In order to test out techniques of community planning, in those communities participating in local studies the agencies and individuals will be encouraged to take responsibility consistent with the ability of the community. Techniques for furthering this community planning will be experimented with and exploitation of individuals will be avoided.

2. Devices for carrying on the studies will be worked out with as much community participation as is feasible and educationally sound. Technical advice will be used as needed.

(f) Plan for carrying out each step outlined in plan "B"—

Plans for specific studies will be submitted to the United States Office of Education for review prior to initiating the study.

(g) Qualifications of teachers participating in studies—

In studies of an experimental nature in local communities, the teachers should be interested in the study to be undertaken (or underway) and willing to co-operate. Since it is desired to test ideas under typical conditions no special previous training is required. However, preference will be given to teachers likely to remain in the system throughout the experiment. Where other types of studies are involved, no special qualifications are needed for teachers in schools.

(h) Plan for utilization of findings in other schools—

Findings will be utilized for the further development of the total program in the state.

b. Where Smith-Hughes funds are to be used.

(1) For in-school groups:

(a) Part-time homemaking classes for minors.

1. Aspects of homemaking to be emphasized. The aspects of homemaking to be emphasized are the same as those for in-school groups where George-Barden funds are used (section V, B, 2, a, (1), (a), 1). Special emphasis should be placed on those aspects of the program which are related to the work experiences of the pupil at any given time.

Consideration should be given also to optimum time allotment and sequence for each aspect of homemaking so that a balanced program will be offered.

2. Space, equipment, maintenance, and teaching materials. Such space, equipment, maintenance, and teaching materials shall be provided and so arranged as to facilitate effective learning in all the various aspects of homemaking. For details see section V, B, 2, a, (1), (a), 2.

3. Program organization. Eight hours of class work per week shall be required of persons who are subject to the part-time school law. For persons not subject to the state law, 144 hours per year shall be required. The classes shall be held during the regular hours of employment.

4. Teachers' schedules. In addition to the teaching of classes, the teaching staff of a part-time school shall spend regularly scheduled time in visiting homes of class members, places of employment, or any other agency which will aid in the development of this work and the improvement of the class members.

5. Qualifications of teachers.

a. Education. The teacher shall have two or more years of homemaking training above the high school and special professional training on methods in part-time schools. If teachers without this training are employed, their previous training shall be supplemented by courses organized under the direction of the state Board for Vocational Education.

b. Experience. Two years of homemaking experience and one year of experience in teaching are required. One year of employment accompanied by part-time homemaking may substitute for one year of homemaking experience. Experience in social welfare work is considered desirable.

(b) At the present time, there is no need for the use of Smith-Hughes funds for regular day school classes. When such need arises, an amendment to this plan will be submitted in which provisions will be outlined.

(2) For out-of-school groups:

(a) Evening homemaking schools and classes—

The entire program may be planned and carried out the same as the program described for out-of-school groups where George-Barden funds are used (section V, B, 2, a, (1), (b)).

(b) Part-time home economics classes for adults—

1. Aspects of the program, space, equipment, maintenance, teaching materials, provision for promotion and followup, and qualifications of teachers will be the same as described in the plan for out-of-school groups where George-Barden funds are to be used.

2. Classes shall be so arranged as to give an individual the opportunity to enroll in 144 hours of class work per year.

C. Provisions for representative local advisory committees, when such are used a representative local advisory committee may be set up in a community. Such a committee must remain advisory in its scope and functions. The functions of the committee may include assisting the teacher in long-time and immediate planning, making recommendations about interests and needs in the community, discovering community resources, suggesting ways and means of co-ordinating various projects in the community to make a smooth dovetailing of activities, and assisting with the interpretation of the homemaking program.

D. Program of teacher training.

1. Working relationships to be maintained between the state Board for Vocational Education and the institution engaged in teacher education.

a. Provisions for co-operative planning of the total teacher training program preservice and in-service. The preservice and in-service training of teachers will be planned jointly by the staff of the home economics education service of the state Board for Vocational Education and the home economics education department of the teacher training institution. Others having responsibilities for teacher education will participate in the planning at appropriate times.

b. Provisions for recruiting prospective teachers. Plans for recruiting and selecting prospective teachers will be made jointly by the staff of the home economics education service of the state board and the home economics education department of the teacher training institution. Plans will include the locating and contacting of promising young women who may go to college and the selecting of those students who have special interest in and aptitude for teaching.

c. Provisions for selecting directed teaching centers. Student teaching centers will be selected jointly by the teacher training institution and the state board. Contracts of agreement are signed by both agencies and the local board of education.

d. Provisions for the administration and supervision of directed teaching. The state board will

be responsible for the in-service training of the teachers in charge of student teaching centers. The supervised teaching in such centers will be a part of the total preservice teacher training program of the approved institution and will be directly under the supervision of the home economics education department of that institution.

e. Provisions for the follow-up of graduates.

(1) Placement service will be maintained by the teacher training institution and a member of the home economics education staff will be assigned to this service. Joint planning with the state department staff will facilitate effective placement.

(2) Follow-up of graduates in teaching positions will be planned jointly with the staff of the home economics education service of the state department and the staff of the teacher training institution as a part of the total in-service training program.

f. Provisions for preparation of teaching materials. Materials needed by teachers will be planned, prepared and issued by both the state Board for Vocational Education and the home economics education department of the approved institution. Decisions as to which agency shall assume major responsibility for each publication will be made jointly.

2. Preservice.

a. Standards to be maintained in institutions designated for training vocational teachers.

(1) Undergraduate curriculum for home economics teachers:

(a) Minimum length of course—

Not less than 128 semester hours or 192 quarter hours of credit will be accepted for qualifying teachers of vocational programs in home economics. Four years are preferable for the training period, thus freeing summer quarters for valuable supplementary work and professional experience.

(b) Range in proportion of curriculum offerings to be given—

1. Requirements.

Professional education—15 to 18% (28 to 35 quarter credits). In Iowa, state certification requirements include courses in principles of education and methods of secondary school teaching (nine quarter credits) and psychology and its application to education (nine quarter credits).

Home economics education courses should include in addition to observation and teaching, specific instruction in adult education for homemakers.

Home economics—25 to 35% (48 to 58 quarter credits). Family economics and home management (not less than one-eighth of minimum home economics credits required).

Housing, home furnishings and equipment (not less than one-eighth of minimum home economics credits required).

Foods and nutrition (not more than one-fourth of home economics credits).

Clothing and textiles and costume design (not more than one-fourth of home economics credits).

Family relationships and child development (not less than one-eighth of minimum home economics credits required).

Related Fields—The arts—3 to 5% (six to nine quarter credits). Basic art and art appreciation.

Science—physical and biological—15 to 18% (27 to 35 quarter credits). Courses in inorganic and organic chemistry, bacteriology, and human physiology should be included.

Social sciences—6 to 10% (12 to 20 quarter credits). At least one course in economics and one in sociology.

Other—18 to 25% (35 to 48 quarter credits). General education, which includes such subjects as English and literature, speech, history and government, should be a part of any well-prepared home economics teacher's education. Physical education and home economics orientation are also desirable.

2. Electives—not less than 10% (19 or 25 quarter credits). Flexibility in students' programs is made possible through elective courses. These enable students to choose in relation to their particular needs and interests.

(c) Provisions made for:

1. Homemaking experiences. Experiences which place individual managerial responsibility upon college women will be carried by them at appropriate vacation periods at home. Such experiences shall be planned and followed through with designated faculty members for the specific areas in which the experience is undertaken. Experiences in meal management and clothing construction are considered as a minimum requirement.

2. Residence in home management courses. Home management instruction for prospective teachers includes not less than one-half quarter (approximately six weeks) residence in a home management house. The experiences in family group living are under the direction of qualified supervisors. Managerial responsibilities in relation to all phases of group living, including care of an infant, are assumed by each individual. These are planned, carried out and evaluated through group participation with a view to developing students' abilities to plan, guide, direct and co-ordinate their human and material resources.

3. Directed experiences with children. Instruction in child development includes experiences in observing nursery school children under varying conditions and participating in the program as opportunity permits.

4. Community experiences. Community experiences are recognized as essential in teacher preparation. The nature and extent of these experiences are dependent upon the facilities available in students' own communities, the campus activity program, the living arrangement while in college, and the college community offerings. Guidance in effective community participation shall be given by counselors and instructors of appropriate courses throughout college.

During student-teaching, special opportunities for worthwhile community experiences shall be provided.

5. Actual work experience which offers opportunities for developing a better understanding of problems in living is desirable for all who can arrange for it during vacations while in college.

Such experience shall be encouraged and followed up by the counselors of the education staff.

(d) Provisions made for directed teaching experience—

1. With in-school and out-of-school groups (older youth and adults). Supervised teaching shall be provided in typical Iowa schools that have recognized vocational programs. Actual experience with adolescents shall include individual conferences, visits to their homes, and guidance of club activities as well as classroom teaching.

Experience with older youth and adult groups shall be provided in each student-teaching center. The nature and amount of such experience will necessarily vary with the time of the school year when students take supervised teaching.

2. Time requirement. Not less than one-half quarter (approximately six weeks) when full-time is devoted to teaching and special methods in off-campus student-teaching centers.

Not less than one full quarter (approximately twelve weeks) when student carries her supervised teaching with other subjects.

(2) Requirements other than curriculum:

(a) Minimum staff—

An institution approved for the preparation of teachers shall have not less than five full-time home economics staff members one of whom shall be a qualified teacher trainer. The advanced training of the other staff members should be such that adequate training for prospective teachers can be provided in the following areas:

Family economics and home management
Housing, home furnishings and equipment
Foods and nutrition
Clothing and textiles and costume design
Family relationships and child development
Related arts and sciences

(b) Space and equipment shall include laboratories, classrooms, a home management house, and a nursery school to provide basic home economics courses listed under home economics curriculum requirements (section V, D, 2, a, (1), (b), 1). These should exemplify practical types and arrangements of home furnishings and equipment.

(c) Library facilities should be adequate for reference work in connection with all courses in the curriculum. A budget sufficiently large to add new books and references is expected.

(d) Other—

Supplementing the library facilities, home economics education students should have access to an education reference room or workshop where pamphlets, current professional publications, bulletins, and pertinent exhibits of education materials are made available.

Facilities for audio-visual aids in teaching should be available to home economics education students throughout their college preparation.

b. Duties of teacher trainers. Duties of teacher trainers in approved teacher training institutions are:

(1) Teaching approved courses for prospective teachers and teachers in service.

(2) Teaching short, intensive technical courses under the following conditions:

(a) The instructor has had suitable preparation and experience in the field of the short, intensive-technical course to be reimbursed.

(b) Such course enrolls only qualified vocational teachers and supervisors.

(c) The subject matter in such technical course is of immediate value to the employed teachers and supervisors.

(d) The course is authorized by the state board.

(e) The course is not a regular course of a designated teacher training institution.

(3) Certain assignments other than classroom instruction, including:

(a) Developing the teacher education curriculum.

(b) Research in vocational education.

(c) Itinerant teacher training.

(d) Preparation of teaching materials.

(e) Assisting with placement of graduates.

(f) Follow-up of graduates.

(g) Supervising student teachers.

(h) Assisting with conferences called by the state board.

c. Qualifications of teacher trainers.

(1) Head teacher trainer:

(a) Education—technical and professional—
A bachelor's degree in home economics education from a recognized college or university.

A master's degree in home economics education.

Evidence of keeping abreast of education developments through periodic study, attendance at professional conferences, workshops or meetings, and broad reading.

(b) Experience—

Not less than ten years of successful experience in teaching home economics in high school and adult vocational programs, in supervision of student teaching, in city or state supervision, or other administrative positions.

Responsibility for maintaining a home.

(2) Assistant teacher trainer:

(a) Education—

A bachelor's degree in home economics education from a recognized college or university.

A master's degree or considerable work toward it in home economics education.

(b) Experience—

Not less than five years of successful teaching experience in home economics in vocational programs and in supervision of student teaching.

Responsibility for maintaining a home.

(3) Supervising teachers in directed teacher centers:

(a) Education—the same as for assistant teacher trainer.

(b) Experience—

Three years of successful teaching experience in vocational programs for youth and adults.

Responsibility for maintaining a home.

(4) Itinerant teacher trainer:

(a) Education—the same as for assistant teacher trainer.

(b) Experience—the same as for assistant teacher trainer.

3. In-service training of employed teachers.

a. Purpose. The purpose of in-service teacher training is to provide opportunity for continued professional growth of teachers and thus strengthen the program in vocational homemaking. The improvement of teachers in the day schools shall be

accomplished by supervisory visits to the schools, by conducting local, sectional, and state conferences, by issuing helpful mimeographed and printed material from the state office, and by correspondence.

b. Titles, responsibilities, etc.

(1) State:

(a) State supervisor—

The state supervisor of vocational homemaking shall be responsible for the training of teachers in service. For details see section I, C, 2, and section I, C, 5, a.

(b) Assistant state supervisor—

The assistant state supervisor shall be responsible for assisting with the training of teachers in service. For details see section I, C, 5, a.

(2) District:

When provision is made for district supervisors, plans will be submitted for approval.

(3) Local:

Local supervisors shall be responsible for co-operating with the state supervisor by developing a training program for teachers under her supervision. For details see section V, A, 1.

(4) Institutional:

(a) Itinerant teacher trainer—

The itinerant teacher trainer, under the direction of the state supervisor and the head teacher trainer in the institution which employs her, shall give full time to the training of teachers in service. Her duties will include visits to teachers for the purpose of giving training in service, preparation of materials for teachers in service, participating in planning and conducting local, sectional, and state conferences, and assisting with developing the curriculum.

(b) Resident teacher trainer—

A portion of the time of one or more members of the home economics teacher trainer staff may be allotted to the training of teachers in service. Such training may include teaching, direction and consultant service for workshops and other offerings beyond the bachelor's degree, assisting with planning and conducting conferences, co-operating with the state supervisory staff in follow-up of graduates, and assisting with the development of curriculum.

c. Provisions for special, short, intensive technical courses requested by the state board to meet professional needs. Approved technical courses which are requested by the state Board for Vocational Education may be offered at the designated teacher training institution at times when it is convenient for teachers and supervisors to enroll. These courses shall deal with subject matter related to homemaking education to the end that teachers and supervisors may keep abreast of current developments. These courses shall be selected co-operatively by the teacher training institution and the state Board for Vocational Education and shall not be regular courses of a designated teacher training institution.

4. Graduate programs for home economics teachers including provisions for technical and professional courses.

a. A graduate program for the professional preparation of secondary and college home economics teachers, teacher trainers, state and city supervisors,

adult homemaking supervisors and co-ordinators of local programs, and research workers in home economics education may be maintained at institutions designated by the state Board for Vocational Education.

b. The graduate program shall include advanced professional courses (including seminars, workshops and special problems) in home economics education, vocational education, and psychology for students seeking a master's or a doctor's degree. These courses shall provide for advanced study of:

Philosophy of education

Program planning

Administration and supervision

Curriculum

Psychology of adolescents and adults

Methods of research, including statistics

Evaluation

Research basic to the thesis required of candidates for advanced degrees should as a rule make a contribution, either direct or indirect, to the state program of vocational education.

c. The graduate program shall also provide for advanced technical courses, beyond that in pre-service training, in one or more areas of home economics, or in home economics in combination with biological, physical or social science. There shall be a sufficient number of graduate courses offered in appropriate sequence to permit students working for a master's degree to select approximately fifteen quarter hours in a minor field.

d. Graduate courses in the designated aspects of professional and technical preparation shall be available during both regular and summer sessions in such sequence that any student may have the opportunity, in successive quarters, to complete a well-balanced program of advanced study.

e. In addition to the above, special workshops or courses shall be offered during summer sessions as they appear to be needed for the improvement of the state program of vocational homemaking education. These may be offered with the co-operation of the state Department of Vocational Education and other departments and divisions of the institution offering teacher education.

f. Qualifications of teachers who serve as major professors for individual graduate students shall be the same as the qualifications of research workers, as outlined in section V, D.

5. Provisions for research and studies in home economics education.

a. The nature and extent of some proposed investigations have been described in section V, B, 2, (2), plan B. In addition to those, opportunities shall be provided as time allows for research personnel to study problems agreed upon jointly by the state board and the designated institution. These studies may include such problems as recruitment and selection of prospective teachers, methods of college teaching which result in better trained home economics teachers, needs of homemakers pertinent to the adult program, and evaluation of the adult program.

b. Conditions to be maintained where federal vocational funds will be used.

(1) Studies shall be of definite value to the vocational homemaking program in the state and

shall be approved by the state board before or at the time that the study is initiated.

(2) Qualifications of personnel—see section V, D, 5, d.

(3) Co-operation in planning—see section V, D, 5, c, (1).

(4) Publications—see section V, D, 5, c, (2).

c. Allocation of responsibility.

(1) Problems to be studied may be proposed by the staff of the state Board for Vocational Education, the staff of institutions supplying research personnel, school administrators, teachers, and others whose programs would be affected by the research. Plans for research using funds from federal vocational and/or state vocational funds will be made jointly and the plans will be executed using the resources of both the state board and the institution to best advantage. However, it is anticipated that the major responsibility for execution will fall on those persons having special training in research techniques. See also section V, B, 2, (2), plan "B."

(2) Any findings should be published with the full consent of all individuals and agencies which have made a major contribution to the research either through funds or work.

Agreement will be made in advance regarding what agencies will be responsible for disseminating the findings. In every case, due recognition shall be given the individuals and agencies making major contributions to the research. The findings shall be utilized in any appropriate fashion within or outside the state.

d. Qualifications of research personnel.

(1) Persons directing research should:

(a) Have the ability to think logically and independently; be alert to problems needing investigation and to the interrelationships of knowledge from fields contributing to family life education; be able to establish and maintain effective relationships with persons co-operating on research projects.

(b) Have experience in conducting independent research and in guiding others in carrying on research at least at the master's degree level.

(c) Have an educational background of a bachelor's degree with a major in home economics and courses in education, psychology, economics and sociology. In addition, they should have work beyond the master's degree in education or psychology and have had courses on methods of research including statistical techniques.

(2) Persons assisting must meet requirements for graduate assistantships in the institution supplying personnel for the research.

IV. TRADE AND INDUSTRIAL EDUCATION

A. Plan for local supervision.

The development of a well-rounded program of trade and industrial education requires the service of an approved qualified local supervisor. The improvement of teachers in service is the most immediate problem in the field of supervision of industrial education. This is particularly true in the case of part-time and evening school teachers. Since local supervisors of trade and industrial subjects should be directly responsible for the success of the local program for trade and industrial education and the efficiency of the teachers under their super-

vision, they are the logical persons to carry on informal specialized professional improvement work with their own teachers.

1. Duties of local supervisors.

a. Promotional. Promotional activities of local supervisors shall be devoted to the establishment of additional trade and industrial classes, particularly in the field of part-time and evening schools, and in selecting and training teachers on the job for these classes.

b. Inspectional. It is understood that the inspectional activities of local supervisors under this plan shall be primarily for the purpose of discovering those points on which their local teachers need help and assistance.

c. Instructional. Instructional activities shall constitute the major portion of the administrative work as supervisor of industrial education and particular attention shall be given to the professional improvement of his teachers in reimbursable classes.

2. Qualifications of local supervisors.

a. Education.

(1) Technical education:

He shall be a graduate of a recognized four-year college course with a major in industrial education or have its practical equivalent in a minimum of two years of college training and a minimum of three years of supervisory experience in industry on a foremanship level or above.

(2) Professional education:

Professional education shall be the equivalent of at least 18 quarter credits in approved educational subjects under an approved qualified teacher trainer, including

(a) Supervision and administration of trade and industrial schools.

(b) Making and utilizing of trade and job analyses for training trade teachers and organization of content of trade courses.

(c) Methods of training trade teachers—

This training may be partially gained in service, in which case approval shall be conditional until requirements are fully met. Approval shall be for such definite period as is deemed desirable in order to complete this training.

b. Experience.

(1) Trade experience:

Local supervisors shall have had at least three years of practical working experience as a wage earner in a skilled trade.

(2) Teaching experience:

Teaching experience shall be at least three years of successful experience as a teacher of approved trade classes which meet the standards of the state plan. This experience may be partially gained in service in which case approval shall be conditional until requirements are fully met. Approval shall be for such definite period as is deemed desirable in order to acquire the required experience.

B. Program of instruction.

1. Evening trade extension classes including public service and foremanship training.

The controlling purpose is to provide trade extension instruction of less than college grade which will increase the technical knowledge or manipula-

tive skill of workers in their particular field of employment.

a. Minimum entrance age requirement. The minimum entrance age shall be 16 years.

b. Character and content of the course of study. The character and content of the course of study is shown in Appendix. The instruction shall be of such character as to supplement the daily work of members of the school or classes.

c. Qualifications of teachers.

(1) Shop and trade-practice teachers:

(a) He shall be proficient in the trade to be taught, with at least three years wage earning experience in this trade field.

(b) A shop teacher must be a graduate of at least high school or equivalent and he must be not less than 25 years of age, and if inexperienced in teaching, not over 45.

(c) He shall have not less than 18 quarter credits of the special teacher training courses provided by the state Board for Vocational Education, or shall be enrolled in one of these courses either in class work or by correspondence.

(2) Related-technical teachers:

They shall have the full qualifications of shop instructors or at least two years of technical education beyond the high school and at least one full year of trade experience in a trade or industrial pursuit. Related subjects teachers shall have completed or be enrolled in the same teacher training courses as provided for shop teachers.

(3) Plan for co-ordination:

The George-Barden funds may be used to reimburse salaries paid for the organization, supervision, and co-ordination of trade and industrial evening school programs when these duties are performed by a qualified local supervisor who has been approved by the state Board for Vocational Education.

2. Part-time classes.

a. Trade extension.

(1) Hours per week—weeks per year:

The term and hours per week for employed persons under 16 years of age shall conform to state laws; viz., 8 hours per week during public school sessions. Part-time courses shall not be less than 144 hours per year and shall be organized to fit into existing industrial situations.

(a) Controlling purpose—

The purpose of the work shall be to improve the qualifications of employed workers in the occupations they are already following.

(b) Age of pupils—

Pupils shall be 16 years of age or over, in all cases complying with state and local laws and regulations.

(2) Character and content of courses of study:

The character and content of the course of study is shown in Appendix. Methods of instruction shall be less than college grade and adapted to individual persons, and shall be conducted by demonstrations; lectures, supplemented by demonstrations and illustrations; free class discussions; or mechanical or occupational manipulations by pupils. Shop activities should be used to make clear the instruction even if not used to give skill in manipulation.

(3) Qualifications of teachers:

(a) Shop or trade instructor—

1. He shall be proficient at the trade to be taught, with at least three years experience as a wage earner beyond the customary apprenticeship period.

2. A shop teacher must be a graduate of at least high school or the equivalent.

3. He must be not less than 25 years of age. If inexperienced in teaching, he must not be over 45 years of age.

4. He must have not less than 18 quarter credits of the special teacher training course provided by the state Board for Vocational Education, or shall be enrolled in one of these courses either in class work or by correspondence.

(b) Instructors in related subjects—

They shall have the full qualifications of shop instructors or at least two years of technical education beyond the high school and at least one full year of trade experience in a trade or industrial pursuit. Related subjects teachers shall have completed or be enrolled in the same teacher training courses as provided for shop instructors.

(4) Plan for co-ordination:

Instructors in part-time schools and classes paid in part from federal moneys may serve also as co-ordinators of work between the school and the employment or work of the pupil. By co-ordinator is meant the person who correlates the class instruction and the practical experience of part-time students and secures satisfactory employment and does follow-up work. Reimbursement may be made from federal funds up to one-half of the salary paid for actual teaching or co-ordination of vocational classes. This permits:

(a) The employment of a person as a teacher giving full time to the instruction of part-time workers.

(b) The employment of a person who gives a portion of the time to the instruction of part-time workers and a portion of the time to co-ordination of the school activities with the employment activities of the workers.

(c) Under certain circumstances the employment of a person who gives full time to the co-ordination of the school work and the employment work of the part-time workers.

In each of these cases the person for whose services reimbursement is to be made to the school must meet the minimum qualifications set up in the state plan for teachers of part-time work. The duties of such co-ordinators shall include those of informing parents and employers of the importance and value of the part-time school and securing their active support and co-operation; of studying industrial conditions and occupations; of eliminating friction in the adjustment of hours of schooling and employment; of assisting in the placement of pupils temporarily out of work or in transferring them from undesirable to better jobs; of following up the pupils in their out-of-school activities; and of consulting with teachers and supervisor or director as to changes in the school program, and instructional matter. The keeping of records shall not exceed ten per cent of the co-ordination time.

b. Trade preparatory.

(1) Hours per week—weeks per year:

The term and hours per week for employed persons under 16 years of age shall conform to state

laws; viz., 8 hours per week during public school sessions. Part-time courses shall not be less than 144 hours per year and shall be organized to fit into existing industrial situations.

(a) Controlling purpose—

The purpose shall be to train persons for definite occupations other than the one in which they are employed at the time of taking the instruction.

(2) Character and content of courses of study:

The character and content of the courses of study is shown in Appendix. Methods of instruction shall be less than college grade and adapted to individual pupils and shall consist of suitable demonstrations; lectures supplemented by demonstrations and illustrations; free class discussions; and actual manipulation of material and apparatus by class members. When a school system is unable to provide suitable shop equipment for adequate trade preparatory instruction, arrangements may be made for giving this instruction in industrial establishments. If the person to give such instruction is to receive compensation for it, he shall have approved qualifications set up in the plan for teachers of part-time classes.

(3) Qualifications of teachers:

(a) Shop or trade instructor—

1. He shall be proficient at the trade to be taught, with at least three years of practical experience as a wage earner beyond the customary apprenticeship period.

2. A shop teacher must be a graduate of high school or the equivalent.

3. He must be not less than 25 years of age. If inexperienced in teaching, he must not be over 45 years of age.

4. He must have not less than 18 quarter credits of the special teacher training courses provided by the state Board for Vocational Education, or shall be enrolled in one of these courses either in class work or by correspondence.

(b) Related subjects teachers—

They shall have the full qualifications of shop instructors or at least two years of technical education beyond the high school and at least one full year of trade experience in a trade or industrial pursuit. Related subjects teachers shall have completed or be enrolled in the same teacher training courses as provided for shop instructors.

(4) Plan for co-ordination:

Same as the plan to be used under (4), B, 2, (a).

c. General continuation—for workers over 14 years of age.

(1) To extend the civic or vocational intelligence of such workers through general education:

(a) Controlling purpose—

The controlling purpose shall be to increase the civic or vocational intelligence of persons 14 years of age or over who have entered employment by instruction given during the legal working time of pupils.

(b) Length of term—hours a week—

The term and hours per week for employed persons under 16 years of age shall conform to state laws; viz., 8 hours per week during public school sessions. Part-time courses shall not be less than 144 hours per year and shall be organized to fit into existing industrial situations.

(c) Character and content of courses of study—

The character and content of the course of study is shown as Appendix. Methods of instruction shall be those adapted to the particular line of work selected and conducted by means of group recitations, drills, demonstrations, objective illustrations, and practice.

(d) Qualifications of teachers—

1. Shop teachers for general continuation schools shall have a minimum of two years of experience in a trade or industrial pursuit and shall have at least two years of resident instructor training in a recognized course for the training of industrial teachers. If teachers are tradesmen without such training, they shall be taking the teacher training course for shop instructor as provided by the state Board for Vocational Education.

2. Any properly certificated elementary or secondary school teacher who is not now engaged in continuation school provided he is approved by the state Board for Vocational Education at the time he is assigned to general continuation school work. He shall start and continue on the course of special training for continuation school teachers which includes the following:

Philosophy of vocational education, either a or b.

a. Social significance of industrial education3 qt. cr.

Social influences bearing on industrial education and effects of this form of education on society.

b. Foundations of industrial education3 qt. cr.

Development of vocational education movement; Smith-Hughes and George-Barden Acts, state plans and laws relating to industrial education.

Co-ordination in part-time education3 qt. cr.

Organization and supervision of part-time education, problems of the co-ordinator. Teachers shall attend such conferences as are called for the improvement of work in the continuation school by the state Board for Vocational Education.

(2) To supplement the experiences of such workers regularly employed in stores with customer contact as an objective.

(a) On full-time employment basis—

Note: Instruction for such workers on a full-time employment basis will be given under the provisions of the section in the state plan for distributive education.

(b) On co-operative basis between school and store or office.

1. Controlling purpose. The controlling purpose is to increase the vocational intelligence of employed boys and girls in commercial and mercantile establishments, to help the worker in his present job, and to prepare him for satisfactory employment.

2. Age of pupils. The minimum age shall be 16 years.

3. Required or minimum plant and equipment. The equipment shall be adequate to meet all the requirements of the course and subject to the approval of the state Board for Vocational Education.

4. Character and content of course of study.

a. Provision must be made for employment in a sequence of positions during the co-operative period, and for direct instruction related to the needs of workers in each of these positions.

b. Provision must be made for related instruction amounting to at least one period in each school day based upon the working experiences of the pupils. Thus, for sales girls, wrappers, stock clerks, and other store workers, two periods in each school day should be devoted to instruction in either general or special subjects directly related to retail selling; and for pupils employed in office positions two periods a day of instruction directly related to either general or special office work must be given.

5. Methods of instruction. Methods of instruction shall include lectures, classroom and laboratory work, demonstrations, discussions, conferences, practical applications, and teacher supervision of the employed pupil while on the job. The needs of individual pupil-workers should be ascertained by interviewing employers and by observation of pupil-workers while on the job and at school. Class teachers should, therefore, do some co-ordinating and base much of their instruction upon observed needs of pupil-workers.

6. Length of term—hours a week. The minimum time for class instruction with the co-ordinator must not be less than 144 clock hours a year. The maximum time for school instruction must not exceed in point of actual clock hours the amount of time spent in regular employment. Instruction should cover a minimum of 15 clock hours a week for at least 36 weeks a year.

7. Division of time between school and work. The division of time between school and employment shall be equal except for special students who shall be in school not less than eight hours weekly.

8. Qualifications of teachers. The qualifications of teachers in part-time schools shall be the same as those of teachers of the same subjects in the secondary schools with the additions noted below:

a. Completion of teacher training courses for general continuation school teachers as outlined below:

Philosophy of vocational education, either (1) or (2).

(1) *Social significance of industrial education*3 qt. cr.

Social influences bearing on industrial education and effects of this form of education on society.

(2) *Foundations of industrial education*3 qt. cr.

Development of vocational education movement; Smith-Hughes and George-Barden Acts, State plans and laws related to industrial education.

Co-ordination in part-time education3 qt. cr.

Organization and supervision of part-time education, problems of the co-ordinator. Teachers shall attend such conferences as are called for improvement of work in the continuation school by the state Board for Vocational Education.

b. Practical experience of at least one year in the type of work being taught; e.g., teachers of

office subjects shall have had a minimum of one year of consecutive office experience, or teachers of store subjects shall have had a year of consecutive store selling experience. Experience gained through an approved teacher training course may be accepted as meeting these requirements.

c. Proven ability as a teacher.

9. Teachers for whom reimbursement is to be asked who teach either the general educational or the technical commercial subjects provided in segregated classes or who act as co-ordinators for such classes. If a teacher devotes only a portion of his time to this work, reimbursement shall be made on the basis of the part of his daily teaching program spent in any or all of these three types of work. Class teachers should co-ordinate part-time.

10. Plan for co-ordination. Instructors in part-time schools and classes paid in part from federal moneys may serve also as co-ordinators of work between the school and the employment or work of the pupil. By co-ordinator is meant the person who correlates the class instruction and the practical experience of part-time students. Reimbursement may be made from federal funds up to one-half of the salary paid for actual teaching or co-ordination of vocational classes. This permits:

a. The employment of a person as a teacher giving full time to the instruction of part-time pupils.

b. The employment of a person who gives a portion of the time to the instruction of part-time pupils and a portion of the time to co-ordination of the school activities with the employment activities of the pupils.

c. Under certain circumstances, the employment of a person who gives full time to the co-ordination of the school work and the employment work of the part-time pupils.

In each of these cases the person for whose services reimbursement is to be made to the school must meet the minimum qualifications set up in the state plan for teachers of part-time work. The duties of such co-ordinators shall include those of informing parents and employers of the importance and value of the part-time school and securing their active support and co-operation; of studying industrial conditions and occupations; of eliminating friction in the adjustment of hours of schooling and employment; of assisting in the placing of pupils temporarily out of work or in transferring them from undesirable to better jobs; of following up the pupils in their out-of-school activities; and of consulting with teachers and supervisor or director as to changes in the school program, instructional matter, etc. Co-ordinators shall have in addition adequate experience in conducting employee training, sales organization, and personnel management. He shall keep records, but the keeping of such records shall not exceed ten per cent of the co-ordination time.

(3) To provide vocational training through co-operation of the school and industrial and business establishments for groups of young people whose individual occupational objectives differ and whose co-operative agreement provides for legal employment, systematic training on the job and supplemental training in the school.

(a) Controlling purpose—

The controlling purpose is to provide vocational training of an extension type in various local occupations through co-operation between the schools and local employers.

(b) Age of pupils—

The minimum age shall be 16 years.

(c) Required or minimum plant and equipment—

A satisfactory classroom equipped with tables, chairs, blackboards, and supplementary teaching material shall be provided. Where occupational instruction is to be given in the school, equipment similar to that used locally in the occupations shall be provided.

(d) Character and content of course of study—

1. One school period per day, equal in length to other regular school periods, will be provided for the groups of pupils who are enrolled in this type of work. These pupils will be handled in a segregated class with the co-ordinator in charge. The work given to the members of this group will be such as will help to prepare them for satisfactory employment and may include instruction in industrial relations and problems of employment, occupational instruction given to individuals or to occupational groups, supervised occupational study, and individual conferences.

2. For each student an outline or analysis of his present and future needs for occupational training shall be prepared by the co-ordinator working with the employer, and this shall be used as the basis for the training to be given.

3. An agreement shall be made before the pupils enter the class whereby the employer agrees to make the work educational as far as possible under the working conditions.

(e) Methods of instruction—

All instruction must be suited to the needs of workers over 16 years of age: Since workers from a variety of occupations will be enrolled, the instruction shall be very largely on an individual basis. The co-ordinator shall have available at least two consecutive regular school periods each day which shall be used in co-ordinating school instruction to employment. The information thus secured shall be used in adjusting the instruction given to the working needs of the pupils.

(f) Length of term—

The minimum time of classroom instruction shall be not less than one regular school period each school day and not less than 144 hours per year.

(g) Division of time between school and employment—

1. The pupils shall be legally employed for a minimum of 15 hours per week throughout the school year.

2. The time at work shall equal or exceed the time in clock hours per week devoted to school instruction throughout the year. A student who spends more time in school during the school year than he spends actually at work under regular employment conditions cannot be considered a part-time student.

3. The arrangement of time schedule under this co-operative plan of half time in school and

half time in employment shall be a half day in school followed or preceded by a half day in employment.

(h) The kind of employment may be regular employment in any occupation which offers an opportunity for advancement and possibilities for training.

(i) Qualifications of teachers—

1. The co-ordinator shall meet qualifications similar to those set up for shop teachers in section 2-c-(1)-(d) for part-time trade extension or trade preparatory classes except that a variety of occupational experience may be substituted for the trade experience required of such teachers.

2. The teacher of segregated classes, when he is other than the co-ordinator, shall meet the qualifications of the state plan for part-time teachers of the specific subjects taught.

(j) Plan for co-ordination—

A co-ordinator shall be employed through the school year who shall have available, free from other school duties, at least three regular school periods each day for work with pupils enrolled under this plan. Of these periods, one each day shall be given to instruction in a segregated class composed of these students, and at least two consecutive periods each day shall be given to the duties of co-ordinating school instruction to employment. The work of co-ordination shall include visits to places of employment and to the homes of pupils; conferences with parents, employers, and teachers, and the keeping of records and reports of the pupils employed under this plan, providing the time for office work shall not exceed 10 per cent of the co-ordination time. Where the number of pupils employed is more than 30 the time given to co-ordination shall be increased.

(k) Distribution of co-ordinator's time—

In schools where the number of pupils enrolled under this plan is not more than 30, the time of the co-ordinator shall be distributed approximately as follows:

1. Teaching regular high school classes—three periods of the school day for which no reimbursement will be made.

2. Teaching segregated classes which includes all part-time pupils enrolled under this plan—five hours per week.

3. Visiting places of employment and consulting with employers—8 hours per week.

4. Conferences with other teachers, planning outlines of occupational study, and conferences with pupils—two hours per week.

The duties listed above may require some time beyond the usual length of school day. In determining reimbursement this additional time shall be considered as a part of the school day for the co-ordinator.

(l) Teachers for whom reimbursement may be asked—

1. Co-ordinators who devote at least three consecutive regular school periods per day to the duties of instruction, co-ordinating school instruction to employment, and who, in addition, teach all pupils enrolled under this plan in a segregated class for one period per day.

2. Teachers of other segregated classes arranged for by the co-ordinator and organized to give

training for the specific occupations of part-time pupils enrolled under this plan.

(m) Age of admission to part-time schools—The provisions of section IX of the Smith-Hughes Vocational Act requiring at least one-third of the sum appropriated to any state to be spent for part-time schools or classes shall be held to include any part-time day school classes for workers 16 years of age and over. Except that the minimum age of entrance into part-time general continuation school classes reimbursed from Smith-Hughes funds remains at 14 years.

This change in the age of admission to such classes applies to trade and industrial part-time classes aided from George-Barden funds.

3. All-day trade and industrial classes.

a. Plan "A"—Day trade.

The aim of the day unit trade school must be to prepare students for advantageous entrance into a trade or industrial pursuit.

Age of admission. Pupils shall be at least 16 years of age.

Plant and equipment shall be of such nature and sufficient to make the instruction effective, and must meet the approval of the state Board for Vocational Education.

(1) Character and content of courses of study: The character and content of the course of study is shown in Appendix.

Methods of instruction.

(a) Must be adapted to prepare the student for useful employment.

(b) Must be suitable to the stage of development and experience of persons enrolled 16 years of age or over, but shall be less than college grade.

(c) Should be based on concrete demonstrations and experience by the use of material objects, but theory and reason should be so associated with the concrete instruction as to make an intelligent and thoughtful workman rather than a mere mechanical manipulator.

(d) Should include the use of books, charts, pictures, slides, machines, and other objects. Shops, demonstrations, lectures, and class discussions should all find a place in the process of instruction.

(2) Amount of time given to practical work on a useful or productive basis:

(a) Types of program offered—

1. Related work taught by shop teacher incidentally on the job as problems arise. This plan requires a minimum of three continuous hours with the shop teacher and the balance of the school day may be devoted to nonvocational subjects.

2. Related work taught in segregated groups by teachers other than the shop teachers for one period daily. This plan requires as a minimum 50 per cent of the school day or 15 hours per week in shop on a useful and productive basis in periods not less than three hours. (One-half of the school day if more than six hours in length.) The remainder of the school day may be given to nonvocational subjects.

Reimbursement shall be made only on salaries of approved qualified teachers of shop and related subjects for such time as they are actually teaching in approved trade and industrial courses.

(b) Work shall be conducted with practical, commercial shop equipment and the products used by the school district in new buildings, repairs and maintenance. Commercial work may be undertaken when instruction is benefited thereby and when it is agreeable to labor and industry.

(3) Length of school year and hours per week:

(a) The school year must be at least nine months in length.

(b) The hours of instruction shall be not less than 30 clock hours per week. The vocational instruction may be set up as follows:

1. Fifteen hours where related work is taught by shop teachers incidentally on the job as problems arise.

2. Fifteen hours of shop and five hours of related subjects where related work is taught in a segregated group by a teacher other than the shop teacher.

(4) Qualifications of teachers:

(a) Shop teachers—

1. Trade experience. He shall be proficient at the trade to be taught, with at least three years of reasonable continuous practical wage earning experience beyond the customary apprenticeship period.

2. Technical training. A shop teacher must be a graduate of at least high school or the equivalent.

He must be not less than 25 years of age, and if inexperienced in teaching not over 45 years of age.

3. Training for teaching. He must have not less than 18 quarter credits of the special teacher training course provided by the state Board for Vocational Education, or shall be enrolled in one of these courses either in class work or by correspondence.

4. Teacher certification. Comply with the Iowa teacher certification requirements.

(b) Related subjects teachers—

They shall have the full qualifications of shop instructors or at least two years of technical education beyond the high school and at least one full year of trade experience in a trade or industrial pursuit. Related subjects teachers shall have completed or be enrolled in the same teacher training courses as provided for shop instructors.

(5) Plan for co-ordination. Federal funds may be used for reimbursement on salaries for full or part-time co-ordinators in day-trade vocational trade and industrial education programs under the following conditions:

(a) The local co-ordination program must be arranged through and have the approval of the state Board for Vocational Education.

(b) The duties of the co-ordinator will include advisement with pupils enrolled in trade and industrial vocational classes, placement and follow-up of graduates from day-trade classes, advising with instructors in curriculum revision in order to keep pace with changing conditions, keeping the necessary records and reports (not to exceed ten per cent of co-ordination time), and making outside promotional contacts with industrial and labor groups in order that the vocational program at the school will be understood and have the unqualified support of the employers and workers in the community.

(c) The co-ordinator must meet the minimum qualifications set up in the state plan for shop teachers of day-trade classes.

b. Plan "B"—General industrial schools for the small cities and towns.

The controlling purpose is to give trade preparatory instruction which will prepare a student for entrance into one of the several allied trades as an advanced learner.

Pupils shall be not less than 16 years of age.

Plant and equipment shall be of such nature as to make the instruction efficient and effective, and must meet the approval of the state Board for Vocational Education.

(1) Character and content of courses of study:

The character and content of the course of study is shown in Appendix.

Methods of instruction—

(a) Must be adapted to prepare the student for useful employment in a trade or industrial pursuit.

(b) Must be suitable to the stage of development and experience of persons enrolled but of less than college grade.

(c) Should be based on concrete demonstrations and experience by the use of material objects, but theory and reason should be so associated with the concrete instruction as to make an intelligent and thoughtful workman rather than a mere mechanical manipulator.

(d) Should include the use of books, charts, pictures, slides, machines, and other objects. Shops, demonstrations, lectures, and class discussions should all find a place in the process of instruction.

(2) Amount of time given to practical work on a useful or productive basis:

(a) Not less than 50 per cent of the school time, which in no case may be less than three consecutive clock hours per day and 15 clock hours per week, is given to practical work on a useful or productive basis.

(b) Work shall be conducted with practical, commercial shop equipment and the products used by the school district in new buildings, repairs and maintenance. Commercial work may be undertaken when instructional in character and when it is agreeable to labor and industry.

(3) Length of school year and hours per week:

(a) The school year must be at least nine months in length.

(b) The hours of instruction require at least 50 per cent of the school day to be devoted to shop work on a useful and productive basis and related information taught incidentally by shop teacher. A total of not less than 15 hours per week, or three consecutive hours per day shall be devoted to shop and related subjects. There shall be no regular division of the three-hour period.

(4) Qualifications of teachers:

(a) Shop or trade instructor—

1. Trade experience. He shall be proficient at the trade to be taught with at least three years of reasonable continuous wage earning experience in a trade or industrial pursuit.

2. Technical training. A shop teacher must be a graduate of at least high school or the equivalent.

He must be not less than 25 years of age, and if inexperienced in teaching not over 45 years of age.

3. Training for teaching. He must have not less than 18 quarter credits of the special teacher training course provided by the state Board for Vocational Education, or shall be enrolled in one of these courses either in class work or by correspondence.

(b) Related subjects teachers—

They shall have the full qualifications of shop instructors or at least two years of technical education beyond the high school and at least one full year of trade experience in a trade or industrial pursuit. Related subjects teachers shall have completed or be enrolled in the same teacher training courses as provided for shop instructors.

(5) Plan for co-ordination:

Federal funds may be used for reimbursement on salaries for full or part-time co-ordinators in general industrial vocational trade and industrial education programs under the following conditions:

(a) The local co-ordination program must be arranged through and have the approval of the state Board for Vocational Education.

(b) The duties of the co-ordinator will include advisement with pupils enrolled in trade and industrial vocational classes, placement and follow-up of graduates from general industrial classes, advising with instructors in curriculum revision in order to keep pace with changing conditions, keeping the necessary records and reports (not to exceed ten per cent of co-ordination time), and making outside promotional contacts with industrial and labor groups in order that the vocational program at the school will be understood and have the unqualified support of the employers and workers in the community.

(c) The co-ordinator must meet the minimum qualifications set up in the state plan for shop teachers of general industrial classes.

c. Plan "C"—Pre-employment schools and classes in trade and industrial occupations. The George-Barden Act provides for "pre-employment schools and classes organized for persons over 18 years of age or who have left the full-time school which may be operated for less than nine months per year and less than 30 hours per week and without the requirements that a minimum of 50 per centum of the time must be given to shop work on a useful or productive basis." Since the conditions from which these "pre-employment schools and classes" are to be exempted apply only to trade and industrial education in all-day classes, it is understood that the Act intended to provide for more flexible time arrangements. These courses will have the following characteristics:

(1) They will be designed to provide training for trade and industrial occupations prior to entering employment.

(2) Enrollment will be restricted to:

(a) Persons over 18 years of age, or

(b) Persons over the age of 14 who have left the regular full-time schools.

Plan "C" will be organized and operated when a need for this particular type of training develops. The same standards will be used as outlined under 3, a,—Plan "A" excepting the time restrictions which are set up for hours of instruction per week, months

of instruction per year and proportion of time to be given to useful or productive work.

(3) Qualifications of students:

Pupils shall be at least 16 years of age for admittance to courses under Plan "A" and Plan "B." Under Plan "C" students will be admitted to these courses as stated in (b) under Plan "C."

4. Plan for co-ordination for each type of class listed under 1, 2, 3.

Note: The duties and qualifications for co-ordinators of evening, part-time and all-day trade and industrial classes are included in the standards set up for each of these trade training programs.

C. Provisions for representative local advisory committees.

1. Plan for the use of local advisory committees. The objectives of instruction offered in the field of trade and industrial education are to prepare prospective workers for advantageous entrance into industrial pursuits and to increase the knowledge and skills of those already engaged in specific trades or occupations. Therefore, employer and employee groups have a vital interest in this type of education and should be consulted by school authorities regarding the establishment and conduct of such training in order that the instruction may be organized to meet most effectively the stated objectives. The advice and counsel of representative advisory committees composed of equal representation of employers and employees, with others serving as consultants, is essentially needed in connection with such problems as student counseling and guidance, content of courses, qualifications of instructors, proper and adequate equipment, and standard practices in the trade or occupation for which instruction is offered.

Recommendations and suggestions of the committee should be formal and made a matter of record in the minutes of the meetings. It should also be a part of the committee's responsibility to follow up actions taken and results of all recommendations.

a. Type. Past experience indicates that equal numbers of representatives of employers and employees selected from industry should constitute the local advisory committee.

b. Interest represented and numbers from each. Local advisory committees should be composed of at least three employers and three employees from industries. The representatives of employers and employees should constitute the committee, with the representatives of local agencies serving as consultants without a vote. Each local advisory committee should include as consultants one representative each from the state public employment service and local director or co-ordinator of the public school vocational trade training program.

c. Method of selection. The local board of education, or its authorized representative, should use the following procedure in selecting members:

(1) Request, in writing, the various local employer associations to nominate a definite number of employers from industries to serve as representatives. From these lists of nominees select the number of representatives needed, so that the employee-employer representation shall be equal.

(2) Request, in writing, the various recognized bona fide labor organizations with jurisdiction to

nominate a definite number of employees from industries to serve as representatives. From these lists of nominees select the number of representatives needed so that the employee-employer representation shall be equal.

(3) Request, in writing, the state agencies to be represented to name persons to serve as consultants.

d. Term of office. Terms in office should be staggered in order that no member might serve beyond the three-year term without reappointment.

e. Duties. The local advisory committee should counsel and advise the local school authorities in matters such as:

(1) Determination of the essential occupations and industries in the community.

(2) Determination of the type-jobs, job specifications, subject matter, and number of workers to be trained.

(3) Determination of the possibilities of training for various jobs, from the standpoint of instructors, equipment and space.

(4) Selection of craft or occupational consultants.

(5) Development of the local program.

f. Provisions for meeting.

(1) At call of whom:

The advisory committee should meet on call from the local director or co-ordinator of vocational trade and industrial education.

(2) Frequency of meetings:

The local advisory committee should meet at least once a month in order to check on the progress of the training program and advise on other operational problems to be presented by the committee members or local school representative.

2. Plan for use of craft committees. Before courses are organized for a specific craft or occupation the local advisory committee should consult representatives from that particular craft or occupation. The labor organizations concerned should be requested, in writing, to select representatives to serve with the committee as consultants. Where needed, individual craft committees should be organized under the same plan which is set forth for local advisory committees.

D. Program of teacher training.

1. Duties of teacher trainers. The state supervisor of trade and industrial education shall be responsible for the supervision of the entire teacher-training program for trade and industrial education under the direction of the state Board for Vocational Education and sufficient amount of his time shall be given to this work. He shall have direct supervision of all teacher training done through the designated state institutions and local boards of education. He shall be responsible for the organization of resident, extension, itinerant, and short-unit courses and for conferences called for industrial teachers in service. He shall maintain an adequate program of supervision and instruction of teachers who have entered service, and shall give practical and supervised teaching on the job. He shall be in close touch with the entire field of teacher training in trade and industrial education, and shall be prepared to report to the state Board for Vocational Education on its progress. Each institution shall

report to him each course including qualifications of persons enrolled for his approval before reimbursement can be claimed. The teacher trainers' duties are concerned with the improvement of instruction as outlined in this section of the plan. They are not responsible for the approval of instructors and courses of instruction which are organized and operated in state or local vocational trade and industrial training programs.

2. Qualifications of teacher trainers.

a. Professional education. He must be qualified in the following approved educational subjects under an approved qualified teacher trainer including:

(1) Supervision and administration of trade and industrial schools.

(2) Making and utilization of trade and job analyses for training trade teachers and organization of content for trade courses.

(3) Methods of training trade teachers which may be partially gained in service in which case approval shall be conditional until requirements are fully met. Approval shall be for such definite period as is deemed desirable in order to complete this training.

b. Technical training. In lieu of one year there may be substituted the four years of shop training in trade and industrial courses at Iowa State College or similar courses in other approved institutions.

c. Work experience. Trade experience shall be adequate (at least three years) practical working experience as a wage earner in trade or industrial occupations.

d. Teaching experience in approved trade classes. Teaching experience shall be at least three years of successful experience as a teacher of approved vocational trade classes which meet the standards of the state plan. This experience may be partially gained in service in which case approval shall be conditional until requirements are fully met. Approval shall be for such definite period as is deemed desirable in order to acquire the required experience.

e. Supervisory or administrative experience. Supervisory experience shall be adequate, covering at least three years in a responsible administrative or supervisory capacity in the field of industry or industrial education, and must include supervisory experience in trade and industrial education of an approved vocational grade.

3. Allocation of responsibility among the several agencies giving teacher training.

a. State board.

(1) Systematic group instruction:

(a) For shop teachers—

1. By itinerant teacher trainers. The state Board for Vocational Education through the state supervisor and other assigned itinerant approved qualified teacher trainers shall be responsible for the training of teachers who have entered service. This shall be done through unit courses of instruction or conferences called to consider specific problems related to administration and methods of teaching for upgrading vocational teacher problems.

a. Entrance requirements.

(1) Competent tradesmen meeting standards set up in the state plan.

(2) General education and characteristics must meet minimum requirements set up in state plan.

b. Length of course. Approximately 18 quarter credits. Extension units of teacher training shall be completed within the calendar year except for supervised teaching which may cover two calendar years.

c. Plan for giving training. The state Board for Vocational Education in co-operation with the Iowa State College shall conduct itinerant teacher-training courses in short units through extension in local communities where there is a need for improving vocational trade and industrial teachers in service.

Instruction for individual teachers or groups will be conducted when necessary under the provisions of 3, a, (1).

d. Course of study. The following units of work are offered to qualified shop teachers of evening, part-time, or day trade vocational classes in the itinerant program of teacher training.

Philosophy of vocational education, either (1) or (2).

(1) *Social significance of industrial education* 3 qt. cr.

Social influences bearing on industrial education and effects of this form of education on society.

(2) *Foundations of industrial education* 3 qt. cr.

Development of vocational education movement; Smith-Hughes and George-Barden Acts, state plans and laws related to industrial education.

Trade and job analysis 3 qt. cr.

Basic types of analyses. Practice in preparation of instructional materials.

Technique of teaching trades 3 qt. cr.

Teaching processes, methods of presentation and testing, lesson planning, organization of instruction.

Problems in industrial education 3 qt. cr.

Organization, administration and supervision of industrial education programs in the public schools.

Co-ordination in part-time education 3 qt. cr.

Organization and supervision of part-time education, problems of the co-ordinator.

Industrial conference methods 3 qt. cr.

Use of conference method in instruction. Study and practice of conference procedures, devices and techniques.

e. Requirements for completion. Extension units of training must be completed within the calendar year when such units are given for required teacher training credits. Certificates will be issued by the teacher training institution upon the successful completion of each unit course.

f. Relation to state certification. Persons who have fulfilled the teacher training provisions and met the requirements as to vocational experience and contact as outlined in this plan shall be approved by the state Board for Vocational Education to teach trade subjects in the vocational schools of the state. Certification is granted by the state Board of Educational Examiners.

Note: The above mentioned required courses shall be completed within a five-year limit in order that the vocational trade and industrial teacher can be

certified by the state Board for Vocational Education as a fully qualified instructor.

2. By state or district conferences. The state Board for Vocational Education will conduct such state or district teacher training conferences as are necessary for the upgrading of trade and industrial teachers. Problems relating to administration and methods of teaching in the vocational trade and industrial education field will be given special attention on these conference programs.

Note: Reimbursement may be made on railroad fare only to approved qualified trade and industrial teachers when attending state or district conferences called by the state Board for Vocational Education.

(b) For related subjects teachers—

The itinerant teacher training program for related subjects teachers will be organized and conducted by the state Board for Vocational Education as outlined in the plan for training shop teachers.

(c) For continuation school teachers—

Special training of continuation school teachers and co-ordinators will be done through extension by the state Board for Vocational Education with such special help of the designated teacher trainer as may be necessary. This training will be given under a similar plan as outlined for the training of shop teachers.

(2) Systematic individual instruction:

(3) Short, intensive instruction, individual or group:

Note: Systematic individual instruction and short intensive instruction for individuals or groups will be conducted when necessary under the provisions of D, 3, a, (1).

b. Local boards of education.

(1) Systematic group instruction:

(a) For shop teachers—

Local boards of education through the local qualified supervisor approved by the state Board for Vocational Education shall conduct conferences and teacher training courses as are essential to the upgrading of the local corps of vocational trade and industrial teachers.

1. Entrance requirements. Competent tradesmen with general education and characteristics which meet the requirements set up in the state plan.

2. Length of course. Six courses of teacher training are offered in units of 36 clock hours each. Each course must be completed within the calendar year except for supervised teaching which may cover two calendar years.

3. Plans for giving training. The state Board for Vocational Education in co-operation with approved qualified teacher trainers will assist in organizing and conducting local teacher training programs in communities where no qualified local supervisors are in charge. In all cases local teacher training programs must be approved by and under the direct supervision of the state Board for Vocational Education.

4. Course of study. The following units of work are offered to approved qualified shop teachers of evening, part-time, or day trade classes:

Philosophy of vocational education, either a or b.

a. *Social significance of industrial education*3 qt. cr.

Social influences bearing on industrial education and effects of this form of education on society.

b. *Foundations of industrial*

education3 qt. cr.

Development of vocational education movement; Smith-Hughes and George-Barden Acts, State plans and laws relating to industrial education.

Trade and job analysis3 qt. cr.

Basic types of analyses. Practice in preparation of instructional materials.

Technique of teaching trades.....3 qt. cr.

Teaching processes, methods of presentation and testing, lesson planning, organization of instruction.

Problems in industrial education.....3 qt. cr.

Organization, administration and supervision of industrial education programs in the public schools.

Co-ordination in part-time edu-

cation3 qt. cr.

Organization and supervision of part-time education, problems of the co-ordinator.

Industrial conference methods.....3 qt. cr.

Use of conference method in instruction. Study and practice of conference procedures, devices and techniques.

5. Requirements for completion. No graduation is required. Certificates will be issued by the teacher training institution or local boards upon the successful completion of each unit.

6. Relation to state and local certification.

Persons who have fulfilled the teacher training provisions and met the requirements as to vocational experience and contact as outlined in this plan shall be approved by the state Board for Vocational Education to teach trade subjects in the vocational schools of the state. Certification is granted by the state Board of Educational Examiners.

Note: The above mentioned required courses shall be completed within a five-year limit in order that the vocational trade and industrial teacher can be certified by the state Board for Vocational Education as a fully qualified instructor.

(b) For related subjects teachers—

Local supervisors will prepare teachers of related subjects as outlined in the plan for training shop teachers. Entrance requirements shall include sufficient trade and industrial experience to make satisfactory correlation between related and manipulative skills. It is desirable that the teachers meet requirements for teachers of related subjects as set up in the plan. Preparation of teachers not fully meeting the entrance requirements must have the approval of the state supervisor of trade and industrial education.

(2) Systematic individual instruction.

(3) Short, intensive instruction, individual or group.

Note: Systematic individual instruction and short intensive instruction for individuals or groups will be conducted when necessary under the provisions of D, 3, b, (1).

c. Designated institutions.

(1) Systematic group instruction:

(a) For shop teachers—

1. Resident courses.

a. Entrance requirements.

(1) Competent tradesmen meeting state plan requirements. Prospective teachers must

produce satisfactory evidence indicating trade experience.

(2) General education and characteristics must meet minimum requirements set up in state plan.

b. Length of course. Six courses of teacher training are offered in units of 36 clock hours each. Each course must be completed within the calendar year except for supervised teaching which may cover two calendar years.

c. Plan for giving training. Teacher training shall be undertaken by Iowa State College in resident courses and through extension courses. Both resident and extension courses shall consist of short units.

4. Courses of training.

a. Titles of courses with brief descriptions.

Philosophy of vocational education, either (1) or (2):

(1) *Social significance of industrial education*3 qt. cr.

Social influences bearing on industrial education and effects of this form of education on society.

(2) *Foundations of industrial education*.....3 qt. cr.

Development of vocational education movement; Smith-Hughes and George-Barden Acts, state plans and laws relating to industrial education.

Trade and job analysis.....3 qt. cr.

Basic types of analyses. Practice in preparation of instructional materials.

Technique of teaching trades.....3 qt. cr.

Teaching processes, methods of presentation and testing, lesson planning, organization of instruction.

Problems in industrial education.....3 qt. cr.

Organization, administration and supervision of industrial education programs in the public schools.

Co-ordination in part-time education.....3 qt. cr.

Organization and supervision of part-time education, problems of the co-ordinator.

Industrial conference methods3 qt. cr.

Use of conference method in instruction. Study and practice of conference procedures, devices and techniques.

Note: Provision is made for observation and supervised teaching to a total of three quarter credits additional.

(1) Requirement for completion:

No graduation is required. Certificates will be issued by the teacher training institution upon the successful completion of each unit.

(2) Relation to state certifications:

Persons who have fulfilled the teacher training provisions and met the requirements as to vocational experience and contact as outlined in this plan shall be approved by the state Board for Vocational Education to teach trade subjects in the vocational schools of the state. Certification is granted by the state board of educational examiners.

Note: The above mentioned required courses shall be completed within a five-year limit in order that the vocational trade and industrial teacher can be certified by the state Board for Vocational Education as a fully qualified instructor.

(3) Nonresident courses:

Extension courses may be offered to vocational and nonvocational teachers who will become supervisors, and administrators of public schools for the

purpose of promoting a program of trade and industrial education or to enable these persons to better co-operate with established programs of trade and industrial education. The following courses may be used for such purposes:

Social significance of vocational education.

Foundations of trade and industrial education.

Problems in industrial education.

(4) For related subjects teachers:

Iowa State College will prepare teachers of related subjects as outlined in the plan for training shop teachers. Entrance requirements shall include trade and industrial experience as set up in the state plan to make satisfactory correlations between related and manipulative skills. It is desirable that prospective teachers meet the requirements for teachers of related subjects as set up in the plan. Prospective teachers not fully meeting the entrance requirements must have the approval of the state supervisor of trade and industrial education.

All courses and enrollment shall be reported to the state supervisor of trade and industrial education and have his approval before reimbursement can be claimed.

(5) For continuation school teachers:

(a) Entrance requirements—

1. Certification as an elementary or secondary school teacher.

2. At least two years of successful teaching experience and meeting requirements set up in the state plan.

(6) Plan of training:

Special training of continuation school teachers and co-ordinators shall be done through extension by the state Board for Vocational Education with such special help as may be needed from designated qualified teacher trainers.

(7) Course of study:

Philosophy of Vocational Education, either (a) or (b).

(a) *Social significance of industrial education*3 qt. cr.

Social influences bearing on industrial education and effects of this form of education on society.

(b) *Foundations of industrial education*3 qt. cr.

Development of vocational education movement; Smith-Hughes and George-Barden Acts, state plans and laws relating to industrial education.

Problems in industrial education.....3 qt. cr.

Organization, administration and supervision of industrial education programs in the public schools.

Co-ordination in part-time education.....3 qt. cr.

Organization and supervision of part-time education, problems of the co-ordinator.

(8) Requirement for completion:

No graduation is required. Certificates will be issued by the teacher-training institution upon the successful completion of each unit.

(9) Relation to state certification:

Proper certification by the state board of educational examiners is a condition precedent to a teacher entering upon continuation school work.

However, successful completion of the above courses shall be a condition precedent to approval of the school in which the teacher works.

b. Plan for workshop which includes:

(1) The state supervisor, with the co-operation of the teacher trainer, may organize workshops

for local directors, supervisors, co-ordinators and teachers of trade and industrial education for the purpose of preparing teaching aids and improving instruction.

(2) These workshops may be conducted on the campus of the designated teacher training institution or in centers designated by the state supervisor.

c. By which agency or agencies given. The agency or agencies conducting workshops will be subject to the same standards which are set up under D-3. Plans for workshops must be approved by the state supervisor of trade and industrial education and the teacher trainer.

5. Plan for training.

a. Co-ordinators.

b. Supervisors. Plans for training of co-ordinators and supervisors are covered in section D-3-c.

6. Plan for training conference leaders for foremen and supervisory training programs.

a. Scope of proposed work.

(1) Training conference leaders.

There shall be conducted from time to time, when conditions warrant it, conferences for the training of foreman conference leaders by members of the staff of the state Board for Vocational Education, its teacher training agents, or other approved qualified persons designated by the board.

(2) Training instructor foremen:

(a) The following plan will be pursued in training foremen in their instructional responsibilities.

1. Purpose of the proposed course is to introduce and promote employee training in the field of industry and trade.

2. The courses are intended for persons ranking as working foremen or assistant foremen, and supervisors having as part of their duties the directing of one or more assistants.

(b) General method of procedure—

1. Methods of discussion and analysis shall be used throughout. Men shall be led with a discussion of specific cases in the more familiar industrial occupations, and from these discussions shall be developed the generalized statements.

2. Discussion sheets, analysis forms, and reports to lead thought in the desired direction shall be used. These courses are intended to follow a preliminary of 1 to 4 units of nine 2-hour sessions dealing with the problems of foremanship.

b. Qualifications of personnel to be employed. Foremen and supervisory conference leaders shall meet the requirements set up for evening school instructors in section B-1-c.

Personnel engaged in foreman instructor training shall meet the qualifications for teacher trainers which are set up under section D-2.

7. Plan for certifying teachers, co-ordinators, supervisors and conference leaders. Provisions for certification are made in the state plan section D-3-a-b-c.

8. Plan for studies, investigations, research, and the preparation and distribution of professional and technical material for employed teachers.

a. Provision for research and investigation. Research and investigation may be maintained in designated teacher training institutions when organized, approved, and supervised in accordance with the general provisions as outlined in D-3-a-b-c. All

research activities shall be in the field of immediately useful studies and shall function directly to the furtherance of the entire program of trade and industrial education of vocational grade.

b. Other provisions. This plan for teacher training presumes to cover the various opportunities offered for training shop and related subjects teachers as contemplated for the immediate future, but reserves the right to submit variations as they may arise for the training for unit trade, general industrial, evening, part-time continuation, trade extension, and preparatory school teachers.

V. GUIDANCE

A. Federal funds may be used to reimburse the salaries and necessary travel of qualified local supervisors of vocational guidance on a full or part-time basis for in-school and out-of-school groups. The state Board for Vocational Education shall assume responsibility for approving and evaluating the effectiveness of the local supervisory program.

1. Types of supervisory organization for which funds may be used.

a. Supervision in a local administrative unit.

b. Supervision in county school systems.

c. Supervision in two or more administrative units.

d. Supervision in special schools, such as evening, adult, part-time and area.

2. Duties of local supervisors.

a. Shall supervise the vocational guidance services in public schools and programs for out-of-school groups.

b. Shall develop means of improving the professional preparation of counselors under his supervision.

c. Shall conduct group conferences and meetings for the purpose of improving local programs of guidance.

d. Shall devote time to making supervisory visits with counselors and teachers in order to improve the guidance program.

e. Shall co-operate with other supervisors, co-ordinators and special personnel in order to make the benefits of a guidance program available to the entire school system and community.

f. Shall in co-operation with local school administrators and supervisors survey the school facilities to ascertain the best means for developing a guidance service suited to the schools and the community.

g. Shall prepare proposals to assist the school administrator in organizing and using a guidance service on the local level.

h. Shall plan studies, surveys and evaluations in the guidance field.

i. Shall secure, interpret and disseminate educational and occupational information from national, state and local sources.

j. Shall prepare in advance an agenda or program for each year's work and present it to the local school administrator.

k. Shall prepare all reports and records for local programs as required by the local administrator.

l. Shall develop and make available practices and techniques for selection of students for specialized training.

3. Qualifications of local supervisors.

a. Education.

(1) General—the supervisor shall possess a degree in education from a standard accredited college.

(2) Professional—the supervisor shall have completed at least one year of graduate work in education in a recognized college or university. This graduate work shall include at least one course in each of the following areas:

Organization and administration of guidance services.

Analysis of the individual.

Counseling.

Educational and occupational information.

In addition to those above, the supervisor will have completed courses in the principles and practices of vocational education.

b. Experience.

(1) Teaching—the supervisor shall have had at least two years of successful teaching experience in the public schools of a secondary grade.

(2) Counseling—two years of counseling experience.

(3) Occupational—one year of wage-earning experience in jobs other than teaching or counseling.

B. Program of vocational guidance.

1. Conditions for reimbursement of a vocational guidance program.

a. Federal funds when available may be used for reimbursement on the local level when the guidance program serves a school or group of schools maintaining a vocational course or courses and where program meets requirements of the state plan.

2. Types of services to be rendered.

a. In-school and out-of-school groups.

(1) Assisting the individual in finding out his interests, abilities, and opportunities.

(2) Continuing a program of collecting, maintaining and using educational and occupational information.

(3) Providing individual counseling for in-school youth in selecting and planning for their educational and vocational objectives.

(4) Continuing individual counseling for in-school youth who have selected and are progressing towards their vocational or educational objectives.

(5) Providing follow-up studies of school drop-outs for purpose of securing occupational information, further aiding the students, aid to curriculum revision and evaluating the counseling services.

(6) Assisting in placement in the next opportunity by both direct activities and referral agencies, part-time, full-time, before and after leaving school.

3. Duties and qualifications of counselors.

a. In-school groups.

(1) Full-time counselors:

(a) Duties—

1. Duties pertaining to individuals:

a. Assist in preparing individual inventories.

b. Secure, prepare and utilize educational and occupational information.

c. Counsel with individuals in need of service.

d. Conduct follow-up studies of value to the individuals, the school and the community.

e. Assist in making placements.

f. Locate and maintain relationships with referral and resource agencies in assisting individuals in need of special assistance.

2. Promoting faculty participating in guidance activities such as:

a. Encourage and assist teachers to utilize guidance services and to contribute to guidance resources.

b. Providing leadership in identifying and studying guidance problems.

c. Assisting the teacher in analyzing problems as they relate to individual pupils.

d. Assisting the teacher in securing and utilizing occupational and educational information related to his subject field.

3. Aiding the principal and staff in using the guidance program in adapting the school to the needs of individuals and the community, such as:

a. Evaluating the results of the guidance program.

b. Conducting surveys, studies and investigations within the guidance field.

c. Suggesting needs for curriculum changes.

d. Planning the adaptation of work experience programs to individual needs.

e. Developing selection procedures.

f. Adapting guidance data to administrative uses.

(b) Qualifications of full-time counselor—

1. Education.

a. General: Meet state education requirements for a teacher in the grade and kind of school in which the counselor is employed.

b. Professional: Shall have completed one course in each of the following areas:

Organization and administration of a guidance program.

Counseling.

Educational and occupational information.

Analysis of the individual.

Principles and practices of a guidance program.

The counselor should select additional courses from the following:

Labor relations.

Sociology.

Political science.

Principles and practices of vocational education.

Mental hygiene.

Adolescent psychology.

2. Experience.

a. Two years of successful teaching in the grade or kind of school in which the counselor is employed.

b. One year of wage-earning experience other than teaching or counseling.

(2) Part-time counselor:

(a) The part-time counselor in the reimbursed program of guidance shall have the same duties and basic qualifications as those of the full-time counselor except as noted below. (Part-time shall mean a minimum of three 60-minute periods per day.)

1. Education.

a. General: Same as full-time counselor.

b. Professional: One course in each of the following areas:

Principles and practices of guidance program.

Organization and administration of a guidance program.

Counseling.

2. Experience.

a. One year of successful teaching in the grade or kind of school employed.

b. One year wage-earning experience.

b. Out-of-school groups.

(1) Full-time or part-time counselors for out-of-school groups shall have the qualifications of a full-time counselor for in-school groups with exceptions as noted below:

(a) Education—same.

(b) Experience—

1. Shall have three or more years of work experience in as many fields.

2. Shall have at least 2 years of counseling experience.

C. Provisions for local advisory committees.

1. School systems contemplating a reimbursed vocational guidance program will be encouraged to enlist the advice and counsel of a committee made up of representatives of schools, business, industry, agriculture, homemaking, employment services and other interested groups. They shall be invited to serve by the local school authorities, and shall function in a way which shall contribute most of the development, maintenance and evaluation of the guidance services.

D. Program of counselor training. Federal funds may be used to maintain a state program of training for counselors when the classes are organized and conducted for groups composed of persons enrolled in a program qualifying for vocational counseling, of persons enrolled in a program qualifying for vocational teachers and of groups composed of teachers, counselors, supervisors or directors of vocational education or vocational guidance.

1. Duties of counselor trainers.

a. Conducting counselor training classes on-campus.

b. Conducting counselor training classes off-campus.

c. Supervising directed counseling activities for trainees.

d. Assisting the supervisory staff in organizing and conducting in-service trainees' activities.

e. Developing research activities related to vocational guidance at the request of the state board.

f. Developing materials and aids for counselors.

2. Qualifications of counselor trainers.

a. Education.

General: Same basic training as required for state supervisory staff in guidance.

Professional: Graduate degree with a major of at least thirty hours in the field of guidance with training in each of the following:

Analysis of individual.

Counseling.

Educational and occupational information.

Organization and administration of guidance programs.

Additional work should include courses in:

Research methods in guidance.

Tests and measurements.

Administration of secondary schools.

Mental hygiene.

Labor relations.

Curriculum building.

b. Experience.

(1) Two years of successful teaching experience in public schools of secondary grade.

(2) One year of administrative or supervisory experience.

(3) Two years of wage-earning experience other than teaching or counseling.

(4) Two years of counseling experience (full time).

3. Qualifications of persons to be trained as counselors.

a. Persons enrolled in a program of study which upon completion will enable them to qualify as vocational teachers or counselors.

b. Counselors, administrators, teachers, supervisors, co-ordinators or directors of vocational education or guidance service.

4. Allocation of responsibility among the several agencies for counselor training.

a. The state Board for Vocational Education shall assume responsibility for maintaining an adequate program of counselor training. The state board may employ a person or persons who meet the qualifications for a counselor trainer as described in D-2 to supply service on an itinerant basis to organized groups or on an individual basis in the several administrative units, in workshops, conferences, or by such other methods as may be necessary. The counselor trainer shall be approved by the state Board for Vocational Education.

b. Local boards of education may employ a counselor trainer as described in D-2 to supply instructional services to classes, workshops, conferences and to work on an individual basis in the administrative unit. The counselor trainer shall be appointed by the local administrative officer upon recommendation of the state supervisor of guidance services and subject to the approval of the state director of vocational education.

c. Those institutions which may be designated and approved as counselor training institutions may employ one or more persons as counselor trainers who meet the qualifications described in D-2 to teach on and off campus the courses listed in this plan as requisites of qualifications as counselors, local supervisors, state supervisors, counselor trainers, and such other courses as may be offered under the provision of this plan and to perform other duties as described in D-1. Iowa State College has been designated as the counselor training institution.

5. Provisions for the training of counselors.

a. Preservice training.

(1) Undergraduates:

(a) Persons eligible for enrollment shall be in the fourth year of study as an undergraduate and engaged in a program of study which on completion will enable them to qualify as counselors.

(b) Reimbursable courses—

<i>Title</i>	<i>Brief Description of Courses</i>
**Principles and practices of guidance program	An over-all view of the counselor's function in the total guidance program including philosophy, principles and practices of a functional guidance service.
Techniques of counseling	Collecting and interpreting data for the cumulative record. The use of various tools and devices in assisting the individual to solve his personal, educational, and vocational problems. This course should be of elementary nature and designed to acquaint the teacher with counseling processes.

(2) Graduate:

(a) Persons eligible for enrollment shall be college graduates with at least one year of teaching experience and who meet the qualifications outlined in VII-D-3.

(b) The following courses on the graduate level may be reimbursed:

<i>Course Areas</i>	<i>Course Titles</i>
Counseling	*Techniques in counseling Practice counseling Seminar in counseling
Analysis of individual	*Techniques of the individual inventory Tests and measurements Testing for special characteristics
Analysis of individual Cont'd	Psychology of individual difference First Principle of mental hygiene Clinical methods in individual analysis
Educational and occupational information	Nature and sources of educational and occupational information *Function and techniques of educational and occupational information Seminar in educational and occupational information, including community surveys, follow-up studies and other procedures
Organization and administration of guidance program	*Administrative relationships in the guidance program The counselor's role in the school and community Seminar and practicum **Principles and practices of the guidance program **Philosophy, principles and practices of vocational education

*Required courses.
**Philosophy, principles and practices of vocational education.

b. In-service

(1) Group work: The state supervisory staff and local supervisors may organize and direct workshops, conferences, and other group activities for those employed as teachers or counselors in the administrative unit under his supervision.

(2) Individualized work: The state supervisory staff and local supervisory staff may render individual professional services to counselors and staff members under their supervision through co-operative evaluation and in assisting the counselor in planning for the extension and refinement of guidance services on whatever problem and at whatever level they may arise.

6. Plans for studies, investigations, and research, and the preparation, distribution and utilization of these and other guidance materials for the professional use of guidance and vocational personnel.

The preparation, distribution and utilization of guidance materials for the professional use of guidance and vocational personnel are to be recommended by the state supervisor of guidance and approved by the state director of vocational education. Studies, investigations and research for the purpose of securing information useful to the guidance program may be made by counselors, local supervisors, state vocational personnel or others approved by the state Board for Vocational Education.

VI. GENERAL CONDITIONS

General conditions applicable to the preceding five service areas: Agriculture, Distributive Education, Home Economics Education, Trade and Industrial Education, and Guidance Services.

A. Conditions for use of federal funds.

1. Every dollar of Smith-Hughes and George-Barden federal funds expended must be matched by a dollar of state and/or local money.

2. Reimbursement to schools.

a. All schools submit an application for approval each year covering all work to be carried on. When properly approved, this becomes a contract under which a local school may operate and receive reimbursement.

b. Such reports covering work as may be required by the Board for Vocational Education shall be submitted by the local school.

c. Final notarized reports asking for reimbursement shall be submitted and checked before reimbursement can be granted.

d. In addition to personal visits to supervise and check local programs, all reports including reimbursement requests must be approved by service supervisors.

3. Purposes other than teacher training for which Smith-Hughes and George-Barden federal funds may be expended:

a. Smith-Hughes funds may be expended only for:

(1) Salaries of teachers, supervisors, and directors of vocational agriculture who are properly qualified under the standards set up in this plan and in accordance with the provisions of the national vocational acts.

*Required courses.
**These courses are prerequisite for graduate training and may be taken either at the undergraduate or graduate level.

(2) Salaries of teachers of trade, homemaking, and industrial subjects who are properly qualified under the standards set up in this plan, and in accordance with the provisions of the national vocational acts.

b. George-Barden funds may be expended only for:

(1) Salaries and travel expenses of teachers, supervisors, and directors of agricultural subjects, homemaking subjects, trade and industrial subjects, distributive subjects, and vocational guidance.

(2) Travel expenses of members of state advisory committee to meeting called by the Board for Vocational Education.

(3) Travel expenses for consultants when called to conferences by the Board for Vocational Education.

(4) Travel expenses of the state Board for Vocational Education and executive officer of the board when on official business.

(5) For the purchase or rent of equipment and supplies for vocational instruction.

(6) For rental of space including light, heat, janitor service when not available in public buildings on the state level.

(7) For the maintenance of research in the fields of vocational education.

(8) For pre-employment schools and classes organized for persons over 18 years of age or who have left the full-time school.

(9) For training and work experience training for out-of-school youth.

(10) For a portion of the salary of the executive officer for time devoted exclusively to vocational education.

(11) For adequate programs of administration including clerical service, printing, communication and supplies.

(12) Local directors of vocational education.

4. Both Smith-Hughes and George-Barden funds may be used in part for the maintenance of teacher training services as outlined under each service.

a. Smith-Hughes federal teacher training funds not less than 20% nor more than 60% may be expended for any one of the three phases of work—agriculture, homemaking, or trade and industrial education.

b. Salaries and travel expenses of teacher trainers when giving short intensive technical courses and conducting workshops.

c. Salaries and travel expenses of teacher trainers when giving professional courses in administration of vocational education for school administrators, directors, and supervisors of vocational education. Reimbursement for such courses shall be divided among the several federal funds provided for teacher training.

d. For salaries and travel in connection with studies and research and for compilation and distribution of subject matter materials for employed teachers and counselors.

e. For maintenance of teacher training, state supervision and research including clerical service, supplies, instruction materials, communication, printing, rent, heat, light, and janitor service.

(1) Printing must be confined to instruction materials to be used by teachers in class work.

(2) Rent, light, heat, and janitor service may only be reimbursed if they cannot be obtained in a public building.

f. For salaries and travel of consultants and college technical subject matter teachers when giving short technical courses for vocational teachers.

5. Travel.

a. George-Barden funds may be used in part for the necessary travel expenses of the state Board for Vocational Education and the executive officer when on official business connected with vocational education.

b. George-Barden funds may be used in part for the necessary travel expenses of the employees of the state Board for Vocational Education when on official business in connection with vocational education.

(1) Within the state:

(a) Travel shall include expenses for transportation, meals, and lodgings and shall be subject to the state regulations regarding travel of state employees.

(b) All travel of the employees of the state Board for Vocational Education shall be authorized by the board and shall be on official business for vocational education.

(2) Outside the state:

(a) Subject to the same regulations as in (1)-(a).

(b) Subject to the same regulations as in (1)-(b).

c. Teacher and counselor trainers employed by designated institutions.

(1) Within the state:

(a) Subject to the same regulations as in b-(1)-(a).

(b) Subject to the same regulations as in b-(1)-(b) and authorized by the employing institutions.

(2) Outside the state:

(a) Subject to the same regulations as in b-(1)-(a).

(b) Subject to the same regulations as in c-(1)-(b).

d. State advisory committees.

(1) Within the state:

(a) Subject to the same regulations as in b-(1)-(a).

(b) All travel of advisory committee shall be to meetings called by the Board for Vocational Education.

(2) Outside the state:

No travel of advisory committees outside the state shall be authorized.

e. Local directors, supervisors, teacher trainers, counselors, and teachers except itinerant teachers.

(1) Within the service area:

(a) Travel expense shall be limited to mileage paid for the use of the teacher's automobile and reimbursement will not exceed the rate authorized for state employees.

(b) Travel shall be authorized by the local board of education and a maximum amount shall be indicated in the application for approval.

(2) Within the state but outside the service area:

(a) Travel expense shall be limited to transportation at the round trip bus or railroad fare or at the authorized state rate for automobile travel.

(b) Travel outside the service area shall be only to meetings called by the state Board for Vo-

ational Education and must be authorized by the local board of education.

(3) Outside the state:

No travel of local teachers outside the state shall be authorized without specific approval of a representative of the state board.

f. Itinerant teachers when employed by the state or by several school districts for short intensive courses.

(1) Travel expense may include expenses for transportation, meals and lodging and shall be subject to the approval of the state Board for Vocational Education and state regulations regarding travel of state employees.

6. Purchase or rent of equipment and supplies.

a. Equipment.

(1) Federal money shall not be used for the purchase or rental of equipment until the reimbursement needs for instruction shall have been met except when the state Board for Vocational Education specifically authorizes an expenditure to meet an exceptional local or state need.

(2) Equipment shall mean any physical object used in vocational instruction exclusively which may be expected to last, with reasonable care and use, for more than one year.

(a) Reference books may be included but the cost of texts for individual students will not be considered reimbursable.

b. Supplies.

(1) Federal money shall not be used to reimburse local communities for the purchase of supplies.

(2) The state Board for Vocational Education may authorize the purchase of supplies from state and federal funds for specific courses conducted on a state-wide basis.

7. Limitation on expenditures of federal funds.

a. Trade and industrial part-time classes.

(1) At least one-third of the Smith-Hughes funds allotted to the state for trade and industrial education if expended must be expended for part-time classes meeting for at least 144 hours per year.

(2) At least one-third of the George-Barden funds allotted to the state for trade and industrial education if expended must be expended for part-time and evening classes.

(a) Part-time classes may meet for less than 144 hours per year and may include any part-time day school classes for workers 16 years of age and over.

b. Home economics.

(1) Not more than 20% of the Smith-Hughes appropriation for trade and industrial education may be used for home economics.

(2) If the trade and industrial service is unable to use more than one-third of its 80% of the Smith-Hughes funds for part-time classes, the home-making service shall be responsible for expending one-third of its Smith-Hughes money for part-time classes as prescribed in the law.

8. Local directors.

In local communities having more than two approved phases of vocational education and employing at least six approved vocational teachers, the local board of education may be reimbursed on the salary of a local director of vocational education.

a. Duties of a local director.

(1) Carry out the policies of the local board of education in respect to vocational education.

(2) Be responsible for all records and reports for all phases of vocational education in his community.

(3) Encourage and promote vocational education.

(4) Be in charge of some phase of vocational education.

(5) Co-ordinate all phases of vocational education in the local community.

b. Qualifications.

(1) He shall have the full qualifications of a local supervisor in some approved field of vocational education.

B. Provisions regarding:

1. Methods of instruction.

a. All instruction in day school classes shall be such as will best prepare the student for the occupation which he has chosen. It shall consist, when possible, of class work, discussions, supervised study, laboratory and shop work, field trips, home project work, demonstrations, and the solving of problems. It must be adapted to the maturity and experience of the student.

b. Part-time school instructions shall be related to the occupation in which the student is engaged or is preparing to enter and will make use of most of the types of work listed under "a".

c. Evening school and instruction shall supplement day employment.

2. Plant and equipment. The plant and equipment shall be adapted to successful work and subject to the approval of the state Board for Vocational Education.

3. Maintenance of instruction. A minimum for maintenance shall be established for each service sufficient to assure good work. This minimum shall be subject to the approval of the state Board for Vocational Education and may be changed by them as need arises.

4. Well-rounded course of study. The supplementary instruction necessary to build a well-rounded course of training for pupils taking vocational subjects shall be provided by the state and local communities and no part of this cost may be charged to the federal vocational funds.

5. Typical courses of study. Typical courses of study will be found on file in the offices of the Board for Vocational Education.

C. General provisions.

1. All schools and classes must be under public supervision or control.

2. The controlling purpose must be to prepare students for useful employment.

3. The instruction must be of less than college grade.

4. The instruction must be designed to meet the needs of persons over 14 years of age.

D. Provision for co-operation between services.

1. Regular staff meetings.

2. Conferences between supervisors where more than one service is working in a community.

3. Encourage co-ordination of activities in local communities.

4. Analyze local community when establishing one service to see if others should be encouraged.

5. In general encourage the development of well-rounded vocational programs in local communities.

6. Present the various phases of vocational education to interested educational leaders in the state.

E. Provisions for training and work experience for out-of-school youth.

1. Iowa proposes to use federal funds provided under the George-Barden Act to reimburse schools giving training and work-experience training for out-of-school youth.

2. Detailed plans for this work will be given in the plan for each service of vocational education.

3. Training will be given to increase the employability or competency of the worker.

VII. REIMBURSEMENT POLICIES

Reimbursement policies for vocational education programs are determined by the Board for Vocational Education, with the following policies being currently effective:

A. State appropriations for state administration of vocational education are to be matched 100% with federal money where allowable under the federal acts with the following two exceptions: First, any item that is questionable as far as use of federal funds is concerned, should be paid 100% from state funds. Second, any item approved by the Board for Vocational Education to be paid more than 50% out of state funds, does not need to be matched by federal funds.

B. Balance of funds to be distributed to local school districts, and state teacher training institutions (federal funds only), according to the following plans:

1. As long as funds are available, all reimbursements to be at the rate of 50%.

2. When it is no longer possible to reimburse at 50%, the available funds will be prorated for each service as follows:

a. Agriculture.

(1) Salaries paid for young farmer and adult programs to be reimbursed 50%.

(2) Balance of funds to be prorated on regular day school vocational agriculture classes.

(3) When rate of reimbursement falls to a minimum of 20%, no new departments will be established until sufficient funds are available to make the rate at least 20% for the established schools.

b. Distributive.

(1) Since all work reimbursed in this service is for part-time or adult classes, salaries will be reimbursed at the 50% rate.

c. Home economics.

(1) Salaries paid for part-time and adult programs to be reimbursed 50%.

(2) Reimbursement for summer employment to be at 50% rate.

(3) Balance of funds to be prorated on salaries of teachers of regular day school work.

(4) When rate of reimbursement falls to a minimum of 15%, no new departments will be added for reimbursement until funds are available to make the rate at least 15% for established departments.

d. Trades and industry.

(1) Part-time and adult classes to be reimbursed at 50%.

(2) Balance of the funds will be prorated to the day trade classes.

(3) When rate of reimbursement on day trade falls to 15%, no new classes will be reimbursed until funds are available to make the rate at least 15% for established departments.

e. General conditions applying to all services.

(1) All approved travel to be reimbursed at 50% of local expenditures up to and including a rate of 7c per mile.

(2) All approvals are for current year only.

(3) All services may recommend that certain funds be set aside for special projects and studies which will further the development and improvement of the work of the state.

(4) Any increase in funds shall be used first, to maintain minimums suggested for various services; second, for new programs in school districts; third, to improve and expand going programs; fourth to increase reimbursement up to the 50% rate.

VIII. The following is taken directly from I.O.F.T. B-1, "Iowa Policies and Procedures for Veterans Institutional On-Farm Training," a bulletin developed by the state Board for Vocational Education in co-operation with the Veterans Administration, July 1950. This includes the rules and regulations for the conduct of that program in Iowa.

I. PURPOSE OF THE PROGRAM

The purpose of Public Law 377, 80th Congress, was to provide a basis for the highest quality of training which might be given to a veteran who elects to pursue a course of institutional on-farm training; to prevent abuses of the institutional on-farm training program; to pay full subsistence allowance to the trainee when he is pursuing full time institutional on-farm training, and to authorize the Administrator of Veterans Affairs to contract with approved schools for such courses when the Administrator finds the agreed cost reasonable and fair.

II. OBJECTIVES OF THE PROGRAM

The program is designed to provide intensive vocational training in farming, co-ordinated with the individual veteran's farming program and activities. The training is to be developed with due consideration to the size and character of the farm on which the veteran is working and to the needs of the veteran in the type of farming for which he is training.

The major objectives of the program are to assist the veteran to:

A. Become successfully established in farming.

B. Produce farm commodities efficiently.

C. Market farm products advantageously.

D. Conserve soil and other natural resources.

E. Manage a farm business.

1. Keep and use farm and home records.

2. Finance the farm business.

- F. Perform mechanical work in farming.
- G. Maintain a favorable home environment.
- H. Co-operate in community and other agricultural programs.

III. AUTHORIZATION OF THE PROGRAM

Public Law 346, known as the "G.I. Bill of Rights," authorized institutional and on-the-job training for eligible veterans of World War II.

Public Law 377, passed by 80th Congress of the United States, became effective September 1, 1947. It authorized and set up standards and requirements for "institutional on-farm training" for eligible veterans of World War II. "Instruction No. 9" was issued by the Veterans Administration on August 28, 1947, to implement Public Law 377.

Public Law 16, the Veterans' Rehabilitation Act, provided for the training and rehabilitation of disabled veterans of World War II.

IV. AGENCIES RESPONSIBLE FOR THE PROGRAM

The state Board for Vocational Education, by authority of the governor of the state of Iowa, has been designated to administer and supervise institutional on-farm training. The policies and standards must conform to the general provisions of the federal legislation. A contract has been negotiated between the state Board for Vocational Education and the Veterans Administration to provide institutional on-farm training in Iowa, effective July 1, 1950.

Local public schools conduct training programs for eligible veterans in their locality under a contract with the state Board for Vocational Education. The local board of education, through its school administrator, is responsible for carrying out the provisions of the training program. The local school has no legal responsibility to the Veterans Administration, though it is hoped that there will be co-operation with the veteran and the Veterans Administration for the best development of the program in the state.

V. GENERAL RESPONSIBILITIES

The general responsibilities of the several agencies concerned with institutional on-farm training are:

- A. The state Board for Vocational Education.
 1. Formulate state-wide plans and policies.
 2. Contract with local public schools to provide training.
 3. Maintain standards for enrollments, hours of instruction, progress of trainees, vacations, reports and other items.
 4. Determine standards for qualifications of instructors, classrooms, farm shops, instructional materials, length of courses and other items.
 5. Approve schools, instructors and courses of study.
 6. Reimburse schools for authorized costs of training.
 7. Audit school accounts of expenditures.
 8. Provide supervisory service to public schools.
 9. Co-operate with the Veterans Administration.
- B. Public schools by the board of education and the superintendent.
 1. Offer a training program.
 2. Enroll eligible veterans.

3. Provide rooms, equipment and institutional materials.

4. Secure qualified instructors.

5. Make application for approval.

6. Plan and conduct classroom and individual on-farm instruction.

7. Evaluate the progress of trainees.

8. Keep needed records.

9. Submit required reports.

10. Administer and supervise the program.

C. The Veterans Administration.

1. Administer the public laws relating to the program.

2. Look to the welfare of the veterans.

3. Determine and pay subsistence to veterans.

4. Determine eligibility and entitlement of veterans for training and issue certificates to veterans.

5. Provide certain forms and materials.

6. Supervise Public Law 16 veterans.

7. Spot check records of participating schools.

VI. APPROVAL OF SCHOOLS

All public schools in the state may offer training programs providing they can meet the minimum standards for rooms and equipment.

A. Schools starting programs.

1. All public secondary schools with approved vocational agriculture departments have been given general prior approval for institutional on-farm training. All other public secondary schools desiring to offer training will be approved if the state Board for Vocational Education determines that facilities and equipment are, or will be made adequate.

B. Schools with programs.

1. The state Board for Vocational Education is responsible for determining that all courses which have been approved continue to meet the requirements of Public Law 377. When such courses do not meet such requirements, it will notify the Veterans Administration in order that subsistence allowance and training costs may be discontinued effective as of the date of such finding. It is the responsibility of the supervisors to make whatever checks are necessary to assure that the above provision is met.

VII. ADVISORY COMMITTEE

Each school shall establish a veterans' agricultural advisory committee for institutional on-farm training. It should be composed of at least five members, at least three of whom are leading farmers and the others with an agriculture background, who are definitely interested in the agricultural welfare of the community. Representatives of the public school should provide information to the committee but should not be members of the committee.

Services of this committee shall be in an advisory capacity to local school authorities for the following purposes:

A. To recommend to the local school the feasibility of training the veteran through institutional on-farm training, after determining the sincerity of the veteran in his desire to become a farmer and appraising his background, physical fitness, previous agricultural experience and training, and his possibilities for a successful life on a farm.

B. To counsel the veteran regarding the kind and extent of farming opportunities available or likely to be available during the training period and after training is completed.

C. To indicate acceptability of a proposed farm as properly equipped and of a size and quality to require the full time of the veteran as a place to train.

D. To insure, in the case of the veteran who is planning to rent, that a desirable lease agreement is negotiated which will assure the veteran control of the farm.

E. To recommend approval or disapproval of a proposed or actual employer as a suitable employer-trainer, if the veteran is or proposes to be in training on a farm where he is hired.

F. To review veteran's individual training program and farm plan and make such recommendations as are deemed advisable.

G. To make recommendation as to the length of training period required for each veteran to secure a good working knowledge of approved farm practices and familiarize him with recent agricultural developments. For veterans who have completed two years of training, the committee will need to recommend their needs for additional training.

H. To recommend discontinuance of training where the individual veteran's progress or attendance is unsatisfactory.

I. To evaluate the wages and wages in kind of farm workers to determine that they are in line with the wages of nonveterans in the community.

J. To assist in evaluating the accomplishments of the program in the community in terms of the progress of individual veterans in becoming successfully established in farming.

K. Review V.A. Form 7-1921, application for enrollment.

L. Review V.A. Form 7-1922, report of earnings for previous year.

M. Review V.A. Form 7-1905e, application for additional training beyond two years.

VIII. INSTRUCTORS

In order to provide the best possible training for veterans who desire to successfully establish themselves in farming, local schools will be expected to secure instructors who have a farm background, training in farming and if possible, training in teaching farming. Statements of qualifications of instructors must carry the endorsement of local school authorities and must be forwarded for prior approval to the state Board for Vocational Education.

A. Qualifications.

1. When available, instructors must be secured who have two years of experience on the farm after 14 years of age, who are graduates in agriculture of a standard agricultural college, and who have a minimum of 22 quarter hours of credit in education and agricultural education.

2. When persons with the above qualifications are not available, persons with degrees in agriculture from a standard agricultural college and with

recent experience, preferably in farming or otherwise in agricultural work with farm people, may be approved.

3. Other persons with at least five years of recent and successful experience in operating a farm, and with such general education as will assure their success, may be approved on a year-to-year basis to teach under the supervision of a regular vocational agriculture instructor or instructor with similar qualifications, when instructors with technical training in agriculture are not available.

4. Special instructors used for single class meetings without pay, need not be approved. The qualifications of other special instructors, if to be paid for special or intensive work, are subject to prior approval. The qualifications of such instructors must show special training or at least 3 years of successful occupational experience in the work to be taught.

B. Full-time and part-time instructors.

1. In any one particular school, an instructor will be classified and paid as a full-time instructor subject to the following class sizes:

a. With four or more classes, each instructor will be assigned a minimum of 18 and a maximum of 25 trainees.

b. With three classes, each instructor will be assigned a minimum of 17 and a maximum of 25 trainees.

c. With two classes, each instructor will be assigned a minimum of 14 and a maximum of 25 trainees.

d. With one final class, the maximum enrollment may not exceed 27 for no more than three months and thereafter 25 with a minimum enrollment which does not result in a total cost in excess of \$41.66 per trainee per calendar month (including state costs).

2. The use of a part-time instructor requires prior approval.

3. The regular vocational agricultural instructor may be used for that portion of his time not assigned to vocational agricultural work.

4. A part-time instructor may be used only for a partial class with no more than one part-time instructor used in each school.

5. Only one instructor may be employed when the enrollment drops to 27 or below.

6. An instructor on a part-time basis in a school with two or more classes will be assigned the following number of students:

a. One-fourth time—5 or more trainees

b. One-half time—9 or more trainees

c. Three-fourths time—14 or more trainees

[Filed October 22, 1952]

IX. INSTRUCTIONAL PROGRAM REQUIREMENTS

Institutional on-farm training will include organized classroom and individual on-farm instruction in agriculture and related subjects.

A. For the self-employed veteran who performs part of his course on a farm under his control, the requirements are:

1. Organized classroom instruction of at least 200 hours per year at an educational or training institution.

2. He shall receive not less than 100 hours of individual instruction per year, not less than 50

hours of which shall be on such farm (with at least two visits by the instructor to such farm each month). Such individual instruction shall be given by the instructor responsible for the veteran's institutional instruction and shall include instruction and home study assignments in the preparation of budgets, inventories and statements showing the production, use of the farm, and sale of crops, livestock products. Not more than 50% of above individual instruction may be given in small groups under the provisions of the following criteria:

a. Limited to a maximum of five trainees on a self-proprietor basis.

b. Must be conducted on a neighboring farm.

c. All veterans must actively participate.

3. He shall be assured of sole control of such farm (whether by ownership, lease agreement, or other tenure arrangement) until completion of his course.

4. Such farm shall be of a size and character which:

a. Together with the classroom instruction part of the course will occupy the full time of the veteran, all seasons of the year.

b. Will permit instruction in all aspects of the management of a farm of the type for which the veteran is being trained.

c. Will assure him a satisfactory income under normal conditions, at the close of the course.

B. For the farm-employee veteran, who performs part of his course as the employee of another, the requirements are:

1. Organized classroom instruction of at least 200 hours per year at an educational or training institution.

2. He shall receive, on his employer's farm, not less than 50 hours of individual instruction per year (with at least one visit by the instructor to such farm each month). Such individual instruction shall be given by the instructor responsible for the veteran's institutional instruction.

a. No credit shall be given for small group instruction.

3. His employer's farm shall be of a size and character which:

a. Together with the classroom instruction part of the course will occupy the full time of the veteran.

b. Will permit instruction in all aspects of the management of a farm of the type for which the veteran is being trained.

4. His employer shall agree to instruct him in various aspects of farm management, including the keeping of farm and home accounts in accordance with the training schedule developed for the veteran by his instructor working in co-operation with his employer.

C. A "farm or other agricultural establishment" shall mean those places where the farm is operated to produce livestock, poultry, grain crops, forage crops, fruits and vegetables which with the instruction will occupy the full time of the trainee. It will not apply to those establishments engaged in the sale, processing or distribution of agricultural products.

D. The school must agree to provide the following instruction:

1. Except as noted in par. 2 below, the school

will provide not less than the following minimum instruction per month:

a. Organized classroom instruction of 16 2/3 hours.

b. Individual on-farm instruction per farm operator of 8 1/3 hours and two visits per month.

c. Individual on-farm instruction per farm employee of 4 1/6 hours and one visit per month.

2. In the case of accumulative surpluses in excess of the requirement as outlined in par. 1 above, monthly organized classroom and/or individual on-farm instruction will not be less than:

a. Eight hours of organized classroom instruction.

b. Two individual on-farm instruction visits for each farm operator.

c. One individual on-farm instruction visit for each farm employee.

E. Training requirements:

1. No veteran will be approved for training who is already qualified by training and experience for the objective.

2. The approved period of training for the individual veteran shall be as long as, but no longer than, necessary to attain the objective of a course outlined to meet the needs of the individual veteran. (Maximum of four years).

3. An individual on-farm training program has been outlined to meet the specific needs of the individual veteran and is on file in the school 30 days after his enrollment.

4. The veteran who is enrolled as a self-proprietor is assured of sole operational and management control of the farm, as evidenced by a legal control agreement filed for public record, a copy of which is available in the school files for inspection.

5. The farm is of a size and character which, together with the institutional instruction, will occupy the full time of the veteran, all seasons of the year.

6. The farm is of a size and quality to be a satisfactory training facility for his training and productive enough to insure the trainee an income sufficient under normal conditions for reasonable living.

7. The farm is of a size and character to permit instruction in all phases of the management of a farm of the type for which the veteran is being trained.

8. In the case of the veteran who performs part of his course as the employee of another, the employer shall agree to instruct him in the various phases of farm management, including the keeping of farm and home accounts, in accordance with the training schedule developed for the veteran by his instructor working in co-operation with his employer.

9. The approved school offering the approved course of institutional on-farm training shall be responsible for supervising the veteran while in training and evaluating his accomplishments and for determining and notifying immediately the state Board for Vocational Education when the veteran-trainee's conduct, attitude or progress is not satisfactory, such as to raise a question as to the desirability of his continuance as a trainee or when the veteran ceases to be in attendance.

10. The farm is properly equipped.

11. Only in exceptional cases will it be permissible for more than one veteran to train on one farm; and in no case will more than two veterans train on a single farm. If a bona fide training situation exists, two such veterans may be approved for training only under one of two plans: (1) If both veterans are employed on the same farm and by a qualified trainer who himself is not a trainee. (2) If both veterans have entered into a partnership agreement providing for equal authority between the veterans in the management and operation of a farm in their own control.

12. A veteran who pursues a course of institutional on-farm training shall be entitled to that leave which the approved school grants to other students but not in excess of thirty days, providing such leave does not interfere with the progress of the trainee. Only such leave will be allowed which is applied for in advance by the veteran and is approved by the instructor. Leave cannot be accumulated and all excused and unexcused absences are to be deducted from the thirty days.

13. No veteran will be permitted to enter a class which has already been organized and the course of instruction begun unless the approved institution is satisfied that the veteran will be able to complete the approved course without impeding the progress of other trainees.

F. Trainee's requirements:

1. The trainee must attend class and group instruction regularly and promptly.

2. All time lost from tardiness and absences must be made up.

3. The trainee must be available for individual on-farm and group instruction as scheduled by the instructor.

4. All trainees, self-proprietors and employee-trainees, are required by law, to keep accurate farm accounts on accrual and inventory basis from which correct reports of earnings are made at the end of the calendar year. Trainees who do not keep satisfactory farm accounts will be discontinued from training.

5. Each trainee must make satisfactory training progress according to an evaluation plan in operation in each school. The trainee must put into operation such practices, improvements and skills which can reasonably be expected to be done during the year.

6. Each trainee must keep a classroom notebook.

G. Course of study:

1. The course shall meet the particular needs of the individual veteran in the type of farming for which he is training, for proficiency in planning, producing, marketing, farm mechanics, conservation of resources, food conservation, farm financing, farm management, and the keeping of farm and home accounts.

2. A course of institutional on-farm training shall provide for continuous training for the duration of the course and shall be pursued on a full-time basis as defined by Public Law 377.

3. The course of instruction for any veterans' class should be organized as nearly as possible to fit the needs and interests of the veterans in the particular class. No standard course would fit all sections of Iowa.

4. The instructor should develop with each veteran a plan of instruction based on his individual needs. From these plans, a course of study can be developed for the class.

5. Class and individual problems should be taught on a seasonal or need basis.

6. The course of study for classroom work should be planned to attain the objectives of the course outlined to meet the needs of the individual veterans, but not to exceed four years.

7. The individual veteran's on-farm instruction plan shall be in the veteran's file.

8. Outside speakers may be used only when the veteran's instructor has developed the lesson with the speaker.

9. Moving picture films, slide films and slides should be shown only when they can be well correlated with the job being discussed.

10. Instruction in farm mechanics may not exceed 25% of the classroom time.

H. Classroom instruction (off farm):

1. The minimum requirement of organized classroom instruction is 200 hours per year, 50 hours per quarter and 8 hours per month. It is recommended that schools offer more than 200 hours of class instruction each year.

2. The instruction is to be well planned in accordance with the course of study.

3. Classes may be held during the day or evening. It is recommended that one-half of the instruction be given between 8:00 a.m. and 6:00 p.m.

4. A maximum of four hours of class instruction may be given in any one day.

5. Classes must assemble promptly at the scheduled time and continue in session according to the plan to fulfill the time requirements.

6. Classes must meet in the public school building or other approved facilities, except for field trips.

7. Field trips may not be classified as classroom instruction but must be in addition to the minimum requirements for classroom (and individual on-farm) instruction. (Filed October 30, 1952.)

I. Individual on-farm instruction (and small group):

1. For farm operators, the minimum requirements of on-farm instruction is 100 hours per year, 25 hours per quarter and two instructional visits to each trainee's farm per month. No more than 50% of such instruction may be group instruction with 3-5 trainees on neighboring farms.

2. For farm laborers, the minimum requirement of on-farm instruction is 50 hours per year, 12½ hours per quarter and one instructional visit to each trainee's farm per month. No group instruction is permitted.

3. An individual training outline is to be developed with each trainee each year. This is to include the practices, farm improvements and skills which the trainee is to put into practice during the year.

4. Group instruction must be given on a neighboring farm providing desirable facilities for instruction. It must be planned and correlated with classroom instruction. The trainees must actively participate in and actually perform jobs and skills.

5. All individual on-farm instruction must be planned and conducted by the regular instructor.

J. Record of instruction:

1. Both classroom and individual on-farm hours of instruction must be recorded daily and kept up-to-date by the instructor.

2. The instructor must keep on file at the school an outline of the problems and information taught in the classroom and on individual on-farm visitations.

3. A summary of classroom and individual on-farm hours of instruction must be submitted with requests for reimbursement.

4. For individual on-farm instruction, a statement signed by the trainees showing dates and hours of instruction received, must be attached to requests for reimbursement.

K. Instructor's itinerary:

1. Each instructor must leave on file at the school, his itinerary for the coming week.

L. Size of classes:

1. Schools shall maintain classes with the following minimum and maximum enrollments:

a. With four or more classes, a minimum enrollment of 18 trainees and a maximum of not more than 25 trainees in each class.

b. With three classes, a minimum of 17 trainees and a maximum of 25 trainees in each class.

c. With two classes, a minimum of 14 trainees and a maximum of 25 trainees in each class.

d. With one final class, a minimum enrollment that does not result in a total cost in excess of \$41.66 per trainee per calendar month and a maximum enrollment of 27 trainees for no more than three months (including state costs).

M. Absences, tardies and deficiencies in training.

1. The school is required to maintain complete and accurate records of attendance with such records to be kept on file for at least three years.

2. Any failure to attend either scheduled classroom instruction or an on-farm visit will be classified and recorded as an absence, irrespective of whether or not the absence was authorized or unauthorized, made up or not made up.

a. All absences will be recorded and classified as authorized or unauthorized.

b. Every absence will be covered by a written excuse signed by the veteran.

c. Absences not covered by a written excuse will be automatically recorded as unauthorized.

d. A student late 4 times in any one quarter will be charged with one full absence.

e. Absences will be classified as authorized for the following reasons only:

(1) Illness of the trainee which makes it inadvisable for him to attend.

(2) Critical illness or death in the immediate family.

(3) Floods, storms and emergencies over which the trainee has no control.

(4) Any order from a public agency legally requiring the absence of the trainee.

f. Make-up work must be on the work missed and require at least as much time as was missed.

g. No allowance will be made to the school for make-up of instruction not furnished in the current quarter, except where an illness consistent with the school's policy on sick leave or an Act of God emergency prevents compliance with the quarterly requirements. Any surpluses of instruction accumulated in one quarter will not serve to reduce the hours of compliance necessary in a succeeding quarter or quarters. If an instructor fails to meet the minimum requirements for any quarter for either classroom or individual on-farm instruction, a proportionate reduction in the amount claimed for his services will be effected.

3. General limitations:

a. The veteran is entitled to a maximum of 30 days leave per year.

b. The charging of leave will be computed as follows:

(1) One hour of approved absence from individual on-farm instruction equals 1½ days of accrued leave.

(2) One hour of approved absence from classroom instruction equals 1½ days of accrued leave.

(3) One day of approved absence from work on the farm equals 1 day of accrued leave.

(4) Any absence approved in excess of 30 days per year and all nonapproved absences will effect a reduction in subsistence.

4. The school must report promptly to the state Board for Vocational Education:

a. Extended absences of over 14 calendar days duration, either approved or disapproved, so that the trainee can be interrupted as of the last date instruction was received either in the classroom or on the farm.

b. Any unauthorized absence from classroom or individual on-farm instruction.

c. Any failure to receive the minimum yearly requirement in classroom and individual on-farm instruction.

d. Whenever the farming operation and the training program do not occupy the full time of the veteran.

e. Whenever progress of a trainee is unsatisfactory. (Filed October 22, 1952.)

5. Public Law 610, 81st Congress, provides that in any case where an overpayment of subsistence allowance has been made to a veteran and has not been recovered or waived and is the result of willful or negligent failure of the school to report unauthorized absences, from a course or discontinuance or interruption of a course by a veteran, the amount of such overpayment shall constitute a liability of the school and may be recovered from the school.

N. A certificate of training will be given by the school to the trainee upon completion of the course.

X. SUMMARY OF RECORDS AND REPORTS

Submit all reports to the state Board for Vocational Education except as indicated.

A. Starting a program

(Submit before starting a program)

Form No.	Title	No. Copies	Submit To
IOFT-F-7	Facilities	1	
IOFT-F-2	Qualifications of Instructor	1	
IOFT-F-8	Course of Study	1	

B. Enrolling New Trainees

(Due by the tenth of the month)

Form No.	Title	No. Copies	Submit To
V.A. 7-1950	Application for Course of Education or Training	1	Vets. Adm.
V.A. 7-1953	Certificate of Eligibility and Entitlement	1	
V.A. 7-1921	Application for Course of On-Farm Training	2	
IOFT-F-4	Farm Plan	1	
IOFT-F-5	Farm Inventory	1	
V.A. 8-686C	Declaration as to Marital Status	1	
V.A. 7-1905	Authorization and Notice of Entrance to Trng. (P.L. 16)	1	
V.A. 8-509	Affidavit of Dependency	1	

C. Interruption from Training

(Form IOFT—due within 24 hours after interruption.

Form V.A. 7-1922 due within two weeks after interruption.)

Form No.	Title	No. Copies	Submit To
Letter	Interruption from Training	1	
V.A. 7-1922	Report of Income	1	
SP 7-108	Financial Statement for Veteran Trainer	1	
SP-7-108a	Summary of Monthly Income	1	

D. Change of facilities or plan of training

(Due when changing farms and from farm employee to farm operator.)

Form No.	Title	No. Copies	Submit To
IOFT-F-14	Notice of Change in Type of Training	1	
V.A. 7-1921	Application for Course of Institutional On-Farm Training	2	
IOFT-F4	Farm Plan and Training Program	1	
IOFT-F5	Farm Inventory	1	
V.A. 4-572	Change of Address	2	

E. Transfer

(Due at time of transfer—Transfers to be made on the first day of the month.)

Form No.	Title	No. Copies	Submit To
Letter	Interruption from Training	1	
V.A. 7-1909	Certification of Re-entrance into Training	1	
V.A. 7-1905	Authorization and Notice of Entrance into Training (P.L. 16)		

If trainee's facilities have changed. See XIV—C—E.

F. Re-entrance into Training

Form No.	Title	No. Copies	Submit To
Letter	Letter from last school attended.....		
V.A. 7-1921	Application for Course of Institutional On-Farm Training	2	School to Attend
V.A. 7-1909	Certification on Re-entrance into Training	1	
V.A. 7-1905	Authorization and Notice of Entrance into Training (P.L. 16)		

If trainee's facilities have changed. See XIV—C—E.

G. Weekly Reports

Form No.	Title	No. Copies	Submit To
	Itinerary for following week	1	Supt. or Voc. Agr. Instr.

H. Monthly Reports

(Due the fifth of each month)

Form No.	Title	No. Copies	Submit To
IOFT-F-9	Monthly Report	1	

I. Quarterly Reports

(Due by the tenth of the month)

Form No.	Title	No. Copies	Submit To
IOFT-F-10	Request for Reimbursement	1	
IOFT-F-11	Reimbursable travel and On-Farm Instruction	1	
IOFT-F-12	Instruction Time	1	
IOFT-F-13	Book and supplies Voucher	1	

J. Annual Reports

Form No.	Title	No. Copies	Submit To
V.A. 7-1922	Report of Income	1	
SP 7-108	Financial Statement for Veteran Trainee (Farm Operator)	1	
SP 7-108A	Summary of Monthly Income	1	
	(Farm Employee)	1	
	(Practices adopted) (Trainees)	1	
	(Annual Report) (Instructors)	1	
	(Change in instructor's salary)	1	

XI. RECORDS IN VETERAN'S INDIVIDUAL FOLDER

A. The school is to maintain an up-to-date folder for each trainee, these records to be available to representatives of the state Board for Vocational Education.

B. The following materials are to be kept in each trainee's folder:

1. Copy of farm lease with evidence of filing for public record
2. The Farm Plan
3. Individual Training Program
4. V.A. Form 7-1907-c-1, Authorization of Sub-sistence Allowance
5. Farm Inventory
6. Signed Statement of Items Issued
7. Report of Income V.A. Form 7-1922
8. Record of Interruption or Discontinuance
9. Record of Progress
10. Record of Individual On-Farm Training

XII. DATES FOR STARTING AND COMPLETING TRAINING

A. Eligible veterans must commence training before July 25, 1951, or within four years from discharge or separation, whichever is later, except for enlistment under the Voluntary Recruitment Act.

B. Training must be completed before July 25, 1956, except for enlistments under the Voluntary Recruitment Act.

C. An exception is made for veterans who enlisted or re-enlisted under the Voluntary Recruitment Act, who may commence training up to four years from

the date of their enlistment and must complete training nine years from the same date.

D. Trainees must be enrolled in and pursuing training on July 24, 1951 and may continue in training if they meet the requirements under P.L. 377.

XIII. SECURING A CERTIFICATE OF ELIGIBILITY AND ENTITLEMENT OR A SUPPLEMENTAL CERTIFICATE

A. The V.A. Form 7-1950, Application for course of education of training must be completed by the veteran and forwarded with a certified or original size photostatic copy of his discharge direct to the Veterans Administration Center, Des Moines, at least 30 days before the anticipated date of entry into training.

B. Two copies of V.A. Form 7-1953, certificate of eligibility and entitlement will be issued by the Veterans Administration and sent directly to the veteran when his eligibility is determined. Both copies should be presented to the school, one copy will be retained in the school files and the original copy endorsed and forwarded to the state Board for Vocational Education. (See XIV-c)

C. For the veteran who has previously been in training at another institution either under P.L. 346 or P.L. 16, a supplemental certificate is required. V.A. Form 7-1905e must be completed by the veteran and used in place of V.A. Form 7-1950.

D. A school should in no case enroll a P.L. 346 veteran in training until he has presented to the school a valid certificate of eligibility and entitlement for the designated course in that school.

XIV. ENROLLING OR RE-ENROLLING P.L. 846 TRAINEES

A. The school is responsible for determining whether or not the veteran needs training and has a training situation. (See training requirements.)

B. The trainee should secure a certificate of eligibility and entitlement or a supplemental certificate.

C. The school should send to the state Board for Vocational Education the following:

1. Original copy of V.A. Form 7-1953, certificate of eligibility and entitlement. (Retain duplicate in school files.)

2. Two copies of V.A. Form 7-1921, Application for course of institutional on-farm training.

3. One copy of farm inventory. (If operator.)

4. One copy of farm plan.

5. One copy of lease, as filed for record.

6. Attach a certified copy of public record of marriage.

7. Attach certified copy of birth certificate of child, showing names of the parents on public record.

8. Complete and attach V.A. Form 8-686c, declaration as to marital status and proof of dissolution of prior marriage or marriages, if any.

9. If dependents other than spouse or children are claimed, V.A. Form 8-509 (affidavit of dependency) should be completed and submitted with enrollment papers.

D. When the veteran's application and related forms are received by the state Board for Vocational Education, it will be reviewed and if approved, certified and forwarded to the Veterans Administration. The V.A. Authorization will be made on V.A. Form 7-1907c-1, a copy of which will be forwarded to the veteran and two copies to the state Board for Vocational Education, one of which will be sent to the school. This form will indicate the date training began, the length of entitlement time and the subsistence allowance payable.

E. For the veterans changing course or re-entering training, from another institution, the veteran should secure a supplemental certificate. Form V.A. 7-1953 with the related material (see C above) is to be sent to the state Board for Vocational Education.

F. For the veterans re-entering training in the same institution, a supplemental certificate is not required. Form V.A. 7-1921 with related materials (See C-2, 3 and 5 above) and "Supplement for Extension of Course" is to be sent to the state Board for Vocational Education.

G. Any veterans enrolled for institutional on-farm training as farm employees who have completed twelve months will be terminated except any veteran who meets the following criteria:

1. Prior to the conclusion of his 12 calendar months of enrollment the veteran must submit evidence of operation control of a farm facility, with such control effective within 24 calendar months from date of his initial enrollment.

2. Prior to the continuation of any veteran classified as a farm employee beyond 12 calendar months from date of initial enrollment, the school must survey the proposed farm facility for which the veteran will assume operational control, to determine the adequacy of the facility in meeting the regulations of P.L. 377.

3. Reclassify the training status of the veteran immediately upon his assumption of operational control of a farm facility. (Filed Oct. 22, 1952)

XV. INTERRUPTING OR DISCONTINUING TRAINING

A. If a veteran interrupts his training, he should notify the school. The school will immediately (within 24 hours) notify by letter, the state Board for Vocational Education, giving the date and reason for interruption.

B. If the training of a veteran is interrupted by the school, the school will notify the state Board for Vocational Education. In addition, the school and the veteran should complete two copies of V.A. Form 7-1922 with supporting evidence on S.P. 7-108 for self-employed and on S.P. 7-108a for farm employees. For all self-employed trainees, the earnings are to be projected and determined for the year, regardless of the date of interruption. For trainees who received a definite monthly wage, the supporting evidence should include, by months from January 1 to the date of interruption, a listing of cash earnings and the value of their indirect allowances furnished.

C. The state board will complete their records and forward one copy of V.A. Form 7-1908 and Form 7-1922 to the Veterans Administration who will take the necessary action and notify the veteran of the effective date that his subsistence was discontinued.

D. If the Veterans Administration interrupts or discontinues a veteran's training, the state Board for Vocational Education, the school and the veteran will be notified.

XVI. REPORT OF EARNINGS

A. Each veteran enrolled in institutional on-farm training is required to complete V.A. Form 7-1922, report of earnings, with supporting evidence to show true earnings for the past year.

B. The report must be completed on or before February 1 of the following year, and forwarded to the state Board for Vocational Education. If necessary, the Veterans Administration will adjust the veteran's subsistence allowance.

C. If a trainee interrupts his training during the year, a report of earnings must be filed. The veteran must complete V.A. Form 7-1922 with supporting evidence on V.A. Form 7-108 or 7-108a.

D. The report of earnings will be determined from the records maintained by the trainee and certified by the trainee and the local school as being to the best of their knowledge and belief, a true and correct statement in support of the veteran's claim for subsistence allowance.

E. Failure of veterans to submit reports of income and supporting evidence may result in the withholding of all benefits under the Servicemen's Readjustment Act by the Veterans Administration until the report is received.

XVII. PUBLIC LAW 16 TRAINING

A. Veterans of World War II receiving 10% or more disability compensation for service-connected disabilities may be eligible for education or training under Public Law 16.

B. The veteran submits an application on V.A. Form 7-1900 to the Regional Office of the Veterans

Administration. After advisement, vocational counseling and the selection of a training objective, he is inducted into training by a representative of the Veterans Administration.

C. The training officer with the co-operation of the veteran and his instructor prepares a complete training program for the veteran.

D. The training officer continues to supervise the training during the length of the course, and advises the Veterans Administration Regional Office of the veteran's entry into training and any changes in his program which may affect rates of subsistence or completion dates.

E. For purposes of paying training costs, the state Board for Vocational Education is advised by the Regional Office of any action taken from the time of entry to the time of rehabilitation so that the board's records may be kept up-to-date. Vouchers covering training costs for these veterans under Public Law 16 will be handled through the state Board for Vocational Education.

F. Notices of enrollment, interruption, discontinuance, completion, etc., will be sent direct to the veteran on Form 7-1923 and two copies of this form will be sent to the state Board for Vocational Education, one for its record and the other for transmittal to the school.

G. The Veterans Administration is desirous of having the co-operation of the schools in the enrolling of Public Law 16 veterans, giving them some measure of priority over Public Law 346 veterans who have no disabilities.

H. While the training officer exercises rather close supervision over Public Law 16 veterans, it will still be the responsibility of the school to notify the state Board for Vocational Education immediately in case of any unforeseen interruptions or discontinuances so that overpayments of subsistence allowance may be avoided.

XVIII. SUBSISTENCE ALLOWANCE

A. The Veterans Administration is responsible for determining the entitlement of veterans for training and the amount of the subsistence allowance while in training.

B. Maximum monthly allowances for veterans (1) with no dependents from \$65.00, to \$67.50, (2) with one dependent from \$90.00 to \$93.75, and (3) with more than one dependent from \$90.00 to \$97.50.

C. Veterans may qualify for maximum monthly subsistence allowances when their income from productive labor and subsistence for those (1) with no dependents does not exceed \$210.00 a month and (2) with one dependent does not exceed \$270.00 a month and (3) with more than one dependent \$290.00 a month.

D. For self-employed veterans, income from productive labor on a calendar year basis will be determined from the farm and home accounts developed as a part of the course.

E. For farm employees, income from productive labor will include all wages paid by the employee both cash and in kind, including allowances for food, fuel, shelter for self and family.

F. Reduction of subsistence will be made by the Veterans Administration on the basis of 1½ days for each hour of instruction missed.

G. A veteran with dependents must submit documentary proof of dependency. If a veteran claims dependents on his original application, he has one year to furnish proof.

1. Wife.

a. Certified copy of the public record of marriage.

b. Completed V.A. Form 8-686c.

c. Proof of the dissolution of previous marriage in the event either the veteran or his wife was previously married. (Certified copy of public record of divorce or death)

2. Child.

a. Proof of marriage of parents as indicated in 1, a.

b. Certified copy of the public record of the child's birth. (Certificate must show both parents' names)

3. Dependent Parent.

a. Completed V.A. Form 8-509.

b. Certified copy of the public record of the veteran's birth. (Certificate must show both parents' names)

H. Evidence supporting a claim for additional subsistence allowance by reason of a change of relationship or dependency should be submitted promptly to the state Board for Vocational Education. The effective date of increase in subsistence allowance may not be prior to the date satisfactory evidence of such relationship or dependency is received in the Veterans Administration office. All changes in dependency status should be reported promptly.

XIX. CONTRACTS

A. Contracts to conduct institutional on-farm training will be made with public schools in the state by the state Board for Vocational Education. These contracts will provide for payment of costs for institutional on-farm training in accordance with the provisions of Public Law 377, 80th Congress, for all authorized costs which are determined to be fair and reasonable.

B. The effective date of contracts will be July 1, 1950, for schools operating programs as of that date and a later date for schools starting programs subsequent to July 1, 1950.

XX. ALLOWABLE COSTS FOR CONDUCTING THE PROGRAM

A. Salary of Instructors:

1. The salary of the instructor, including withholding tax and deductions for Iowa old-age and survivors insurance.

2. Reimbursement will be made on the basis of the approved salary. Schools are expected to employ qualified instructors at salaries commensurate with those paid to persons in similar work with similar qualifications in their community or area.

3. Payment to special instructors may be made; to those persons with prior approval by the state Board for Vocational Education; at a fair and reasonable rate of pay; for not more than 5 percent of the yearly classroom hours of instruction; and for the purpose of providing special or technical instruction. Any specialist whose salary is paid by the federal government for such services is not entitled to additional payment for such instruction.

B. Travel of instructors:

1. Mileage may be paid to instructors only at the rate paid to other school employees but not to exceed seven cents per mile.

2. Reimbursable travel is limited to travel from the school, or the instructor's residence, whichever is nearer, and the residences of trainees for individual on-farm (and small group) instruction.

3. Requests for reimbursement must be accompanied by a report showing the trainees visited, the miles travelled, and bearing the signature of the trainees.

4. Nonreimbursable travel includes administrative mileage, trips to demonstrations, fairs and other events, trips of a professional nature, trips to secure instructional materials and travel of the instructor from his place of residence to the school.

C. School building and equipment costs:

1. Costs for heat, light, janitor service, use of building and depreciation of school equipment may be charged at a cost of \$1.25 per month per veteran without interrogation or justification.

D. Administration and supervision:

1. An amount of 5 percent, less state supervision costs, is allowable to the school for administration and supervision of Institutional On-Farm Training based on the total costs of instructors' salaries, travel of instructors, school building and equipment costs and consumable classroom instructional supplies.

2. Expenditures may be made for clerical and stenographic service, supervision by a qualified person, office supplies, telephone toll charges, postage and other necessary costs.

3. It is expected that expenditures will be made in accord with accepted administrative procedure and by authorization of the Board of Education. (Filed Oct. 22, 1952)

E. Books and other instructional materials which become the property of the veteran:

1. A maximum of \$20.00 per trainee per year is available to pay costs of books and instructional materials.

2. The school may purchase only those books which are on the standard list of the school and have been approved. The books must be those in which lessons are assigned as a part of the classroom instruction offered.

3. Costs of reference books, of farm magazines, and of equipment and supplies for the use of either the instructor or the veteran are not reimbursable.

4. One farm and home account book may be purchased for each veteran provided that it is used for instructional purposes.

5. Books must be purchased from the publisher and advantage taken of any educational discounts, or purchased on the basis of bids by three or more jobbers.

F. Consumable classroom instructional supplies:

1. Actual costs are allowable for teaching supplies and materials which are consumed or made worthless in the process of instruction, and from which no benefit accrues to either the veteran or the institution.

2. Allowable supplies include the following:

- a. Milk testing, soil testing and other supplies of a similar nature.

- b. Bulletins and pamphlets for which a nominal charge is made.

- c. Paper and pencils distributed to class members and used in the class.

- d. Chalk.

- e. Supplies required in the preparation of lesson plans such as mimeograph paper, stencils and duplicating supplies.

- f. Shop supplies used in instruction for which no benefit accrues to the veteran or the institution on such as welding rod, solder, acetylene gas, etc.

- g. Drill bits, files and band saw blades broken during class instruction.

- h. Rental of films, insurance and postage therefor.

3. Nonallowable supplies include the following:

- a. Any supplies which benefit an individual veteran or the instructor.

- b. Any supplies used in on-farm instruction.

- c. Typing or other similar services in the preparation of teaching plans and materials.

- d. Any shop supplies used up or broken outside of classroom instruction.

- e. Purchase of film, film strips, slides or films.

- f. Administrative supplies, stationery, telephone, class record books.

- g. Repair or depreciation of equipment such as projector, power tools and office equipment.

- h. Instructor's reference books and supplies.

XXI. REIMBURSING SCHOOLS**A. Requests for reimbursement:**

1. Quarterly payments will be made to the school by the state Board for Vocational Education for all allowable costs of the training program.

2. If necessary, monthly payments will be made to the school by the state Board for Vocational Education for the salary and travel of instructors.

3. Requisitions should be submitted by the 10th of the following month at the close of each quarter such as October 10, January 10, April 10, and July 10.

B. Records to be submitted:

1. Requisition for reimbursement IOFT-F-10.

- a. List all costs as indicated.

- b. Must be notarized.

- c. Submit one copy and retain a duplicate in the school file.

2. Instruction time IOFT-F-12.

- a. Attach one copy and retain duplicate in school file.

3. Reimbursable travel and on-farm instruction IOFT-F-11.

- a. Attach one copy and retain a duplicate in school file.

4. Book vouchers, IOFT-F-13.

- a. Attach one copy and retain a duplicate in school file.

5. Statement of consumable classroom supplies.

- a. The itemized statement must be signed by a school official.

- b. Attach one copy and retain one copy in school file.

6. Invoice for books.

- a. Attach original invoice for books.

XXII. AUDITS

A. Scheduled audits of records maintained by each school will be made by representatives of the state Board for Vocational Education.

B. Periodic spot checks of supporting records may be made by representatives of the Veterans Administration.

XXIII. SURPLUS OR DEFICIT AMOUNTS

A. Any surplus or deficit amount incurred by schools in institutional on-farm training through June 30, 1950, will be computed by the Veterans Administration by December 31, 1950.

B. For schools continuing to conduct institutional on-farm training after June 30, 1950, consideration will be given to any uncollected surpluses and accumulated deficits existing.

C. For schools not conducting institutional on-farm training on or subsequent to July 1, 1950, no liability exists with the state Board for Vocational Education.

State Board for Vocational Education REHABILITATION DIVISION

SECTION 1. AGENCY FOR ADMINISTRATION

- 1.1 Designation of State Board.
- 1.2 Vocational Rehabilitation of the Blind.
- 1.3 Responsibility of the State Board.
- 1.4 Plan Materials and Reports.
- 1.5 Plan Materials and Reports—Agency for the Blind.
- 1.6 Legal Basis.

SECTION 2. ELIGIBILITY

- 2.1 Responsibility for Determination.
- 2.2 Residence.
- 2.3 Criteria of Eligibility for Vocational Rehabilitation.
- 2.4 Criteria of Eligibility for Specific Services.
- 2.5 Nondiscrimination.
- 2.6 Classes of Individuals to be Rehabilitated.
- 2.7 War-Disabled Civilians and Civil Employees of the United States.
- 2.8 Hearings on Applicants' Appeals.

SECTION 3. CASE FINDING

- 3.1 Finding and Intake.
- 3.2 Working Arrangements with Other Agencies.

SECTION 4. CASE DIAGNOSIS

- 4.1 Scope of Diagnosis.
- 4.2 Basis of Diagnosis.
- 4.3 Medical Diagnosis.
- 4.4 Vocational Diagnosis.

SECTION 5. RECORDING OF CASE DATA

SECTION 6. CONFIDENTIAL INFORMATION

- 6.1 Rules and Regulations.
- 6.2 Use and Exchange of Information.

SECTION 7. REHABILITATION PLAN FOR THE INDIVIDUAL

- 7.1 Formulation of the Plan.
- 7.2 Content of Plan.
- 7.3 Client's Participation and Approval.
- 7.4 Conditions for Undertaking the Individual Plan.
- 7.5 Trainee Co-operation.

SECTION 8. SERVICES

- 8.1 Scope of Services.
- 8.2 Counseling and Guidance.
- 8.3 Placement.
- 8.4 Working Arrangements.

SECTION 9. FACILITIES

- 9.1 Types of Facilities.
- 9.2 General Standards.
- 9.3 Standards for Hospitals.
- 9.4 Standards for Persons Providing Physical Restoration Services.
- 9.5 Standards for Facilities Providing Specialized Training or Other Services.

SECTION 10. ECONOMIC NEED

- 10.1 Establishment of Need.
- 10.2 Standards for Determining Amount of Supplementation.
- 10.3 Resources of Client.
- 10.4 Rules Respecting Capital Assets.

SECTION 11. PERSONNEL ADMINISTRATION

- 11.1 Methods and Policies of Selection and Appointment.
- 11.2 Separation of Permanent Employees.
- 11.3 Participation in Political Activity.
- 11.4 Personnel Qualifications.
- 11.5 Vacations and Leaves for Illness and Military Service.

SECTION 12. ADMINISTRATIVE ORGANIZATION

(Internal Operations)

SECTION 13. FISCAL ADMINISTRATION

(Internal Operations)

SECTION 14. MAXIMUM FEES FOR SERVICES

- 14.1 Training.
- 14.2 Physical Restoration Services (Other than Hospitalization and Prosthetic Devices) and Medical Examinations.
- 14.3 Hospitalization.
- 14.4 Prosthetic Devices.
- 14.5 Travel.

SECTION 15. COMPENSATION SCHEDULE

(Internal Operations)

SECTION 16. REIMBURSEMENT FROM FEDERAL FUNDS

(Internal Operations)

SECTION 17. SUBMISSIONS OF REPORTS

(Internal Operations)

Section 1. Agency for administration.

1.1 Designation of State Board. The state Board for Vocational Education is designated as the sole agency for the administration, supervision and con-

trol of the state plan except as indicated in section 1.2.

1.2 Vocational Rehabilitation of the Blind. The Commission for the Blind is authorized by State Law to rehabilitate the blind.

The following definition of blindness observed by the department of public welfare in determining eligibility for blind assistance is the basis for allocating cases between the two agencies:

"An individual approved for blind assistance shall be one who has no vision, not more than 20/200 central visual acuity in the better eye with correcting glasses, or a field defect, in which the peripheral field has contracted to such an extent that the widest diameter of visual field subtends at an angular distance of no greater than 20 degrees."

1.3 Responsibility of the State Board. The state board assumes responsibility for the statistical and financial reports containing estimates of expenditures, accounting for federal funds and the furnishing of other information to meet federal requirements found necessary by the federal director.

1.4 Plan Materials and Reports. (a) The superintendent of public instruction as chairman and executive officer of the state board may act for the board in approving plan material that does not involve a major change in policies.

(b) The plan and all amendments thereto shall be transmitted to the federal director by the state director of the Rehabilitation Division with a statement over the signature of the executive officer indicating the effective date and the fulfillment of any conditions necessary to its operation. Plan materials relating to the rehabilitation of the blind will also indicate the date of adoption by the commission for the blind.

1.5 Plan Materials and Reports—Agency for the Blind. (a) Plan materials and reports of the commission for the blind will be submitted to the federal director through the state board according to special agreement.

(b) An agreement exists between the state board and the commission for the blind which provides that plan materials and reports transmitted to the federal office by the commission will be of the same effect as though transmitted by the state board if: (a) copies of such plan materials and reports are simultaneously furnished to the state board; (b) such plan materials and reports indicate that copies have been furnished to the state board; (c) within a specified period after the transmission of such materials the Executive Officer of the state board has not advised the federal director that for any reason the state board does not concur in such material.

1.6 Legal Basis. Certified copies of all laws, including current appropriation laws, pertaining to the administration of the Division of Vocational Rehabilitation are included as attachments to this plan.

Section 2. Eligibility.

2.1 Responsibility for Determination. The Division of Vocational Rehabilitation assumes responsibility for determination of individuals for vocational rehabilitation, and of the nature and scope of vocational rehabilitation services to be provided such individuals; and such responsibility will not be delegated to any other agency or individual not on the staff of the division.

2.2 Residence. Six months of residence is required to establish eligibility for rehabilitation services; however, applicants who have resided in the state for less than six months may be accepted for service upon submission of satisfactory evidence of intention to remain as permanent residents. If applicant is a former resident of another state, a summary of that state's case record will be sought as a part of investigative procedure.

2.3 Criteria of Eligibility for Vocational Rehabilitation. Eligibility for vocational rehabilitation will be determined upon the basis of two established criteria: (1) the existence of a physical or mental disability; and (2) a substantial employment handicap resulting from such disability.

2.4 Criteria of Eligibility for Specific Services. (a) The following criteria are established for determination of eligibility of clients for the following services:

1. Physical restoration.
 - a. The service is necessary for the individual's satisfactory occupational adjustment.
 - b. The condition causing disability is relatively stable or slowly progressive.
 - c. The condition is of such a nature that treatment may be expected to remove, arrest or substantially reduce the handicap within a reasonable length of time.
 - d. The prognosis for life and employability are favorable.

2. Training and training materials.
 - a. The training and books and supplies are necessary for the individual's satisfactory occupational adjustment.
 - b. The individual has the mental and physical capacity to acquire a skill that he can perform in an occupation commensurate with his abilities and limitations.

3. Transportation, occupational licenses and occupational tools and equipment.
 - a. An individual may be provided transportation in connection with securing medical or psychological examinations, physical restoration, training or placement and a companion may be transported at rehabilitation expense if the disabled individual cannot travel alone.
 - b. An individual is eligible for occupational licenses and customary occupational tools and equipment when such services are necessary for entrance into, and successful performance in, a selected occupation.

4. Maintenance.
 - a. A client is eligible for maintenance when it is necessary to his vocational rehabilitation.
 - (b) Financial need must be established prior to provision of certain services at rehabilitation expense. Individuals are eligible for physical restoration, occupational licenses, customary occupational tools and equipment, training materials, maintenance and transportation (except transportation for diagnosis, guidance or placement) only on the basis of financial need and when such services are not otherwise immediately available. Federal reimbursement for these services will be requested only for disabled individuals found to require financial assistance with respect thereto.

2.5 Nondiscrimination. The division observes the principle that sex, race or color do not justify in-

equality in the determination of eligibility and in the provision of necessary rehabilitation service.

2.6 Classes of Individuals to be Rehabilitated. The division makes rehabilitation services available only to such classes of disabled individuals who through rehabilitation services may be made employable; or more suitably employable; and individuals who are severely disabled or homebound are not excluded.

2.7 War-disabled Civilians and Civil Employees of the United States. The division accepts for vocational rehabilitation under the state plan any individual certified by the federal director as a war-disabled civilian or a civilian employee of the United States disabled in the performance of his duty, who is a resident of the state or who chooses the state as and for his residence.

All necessary rehabilitation services, other than maintenance will be made available to persons so certified irrespective of the individual's financial need.

2.8 Hearings on Applicants' Appeals. Disabled persons may appeal from the decision of any counselor to a district case board (supervisor and two other counselors). Appeals from the decision of a district case board will be heard by the state case board (director and two supervisors), or in instances where the district case board cannot properly function the case may be heard originally by the state case board. In making his appeal to the state case board the client is required to set forth his contentions in writing and submit them to the state director at least ten days prior to the date of the hearing. The individual may be accorded an appeal from the state case board to the state Board for Vocational Education if the state director and the executive officer of the board agree that the problem merits further review. Notification of the right to appeal is verbal in the first instance; in the second instance the written decision of the district case board will include notification of the right to appeal to the state case board.

Section 3. Case finding.

3.1 Finding and Intake. The organized program of case finding now in effect at both the local and state level will be maintained and improvements will continuously be sought. Counselors share the responsibility for developing referral arrangements with local co-operators and accepting referrals in the field for prompt handling. All new cases whether referred to a local worker or to the state office are checked against a master index for previous information and are acknowledged promptly by letter or a personal call. Public information directed to all known sources of referrals as well as to the general public seeks to localize all disabled individuals of employable age who may be eligible, interpret rehabilitation to them and ascertain whether or not they are interested in or in need of the services offered.

3.2 Working Arrangements with Other Agencies. In order to facilitate the over-all case finding program the division establishes wherever possible working relationships with public and private agencies in areas of health, welfare, compensation, education, employment and other related services.

Section 4. Case Diagnosis.

4.1 Scope of Diagnosis. The case diagnosis constitutes a comprehensive study of the client, including medical as well as a vocational diagnosis of the individual.

4.2 Basis of Diagnosis. The case diagnosis in each case is based on pertinent information, including the individual's health and physical status, intelligence, educational background and achievements, vocational aptitudes and interests, employment experience and opportunities, and personal and social adjustments.

4.3 Medical Diagnosis. (a) As a basis for determination of eligibility and formulation of the individual's rehabilitation plan the division secures competent medical diagnosis and provides every case with the opportunity for a general medical examination. Where reasonably necessary to a decision in doubtful cases, the diagnosis is, if at all practicable, secured from recognized specialists in specific fields indicated by the general medical diagnosis.

Whenever possible the diagnosis is accompanied by recommendations as to the means and methods of restoration and by a statement of any physical or mental limitations that may exist.

(b) The division accepts a medical report in lieu of securing a new examination when such report is from a reliable source and can be relied upon to provide a sound basis for diagnosis of the physical or mental condition of the individual.

(c) Minimum procedures routinely required in the general medical diagnosis are a determination of the physical and mental abilities and limitations of the individual including blood serologic tests, urinalysis and other necessary laboratory tests.

(d) Hospitalization for diagnostic purposes is provided by the division upon proper medical recommendation and upon approval of the medical consultant or supervisor. Normally such hospitalization is not for more than three days and in no case does it exceed ten days.

4.4 Vocational Diagnosis. The methods of the vocational diagnosis include (1) counseling interviews with the client; (2) such reports as may be needed, including when necessary in the individual case, reports from schools, employers, social agencies, and others; (3) psychological information substantiating the determination of eligibility where such eligibility is based on the existence of mental retardation; and (4) exploratory services, services provided by workshops or centers, and short try out courses.

Section 5. Recording of case data.

The division maintains a record for each case which includes pertinent case information including as a minimum, the basis for determination of eligibility, the basis justifying the plan of services and the reason for closing each case together with a justification of the closure. Records and case files may be destroyed when deemed obsolete by the director but in no instance shall such records be destroyed until five years after both state and federal audits have been completed and satisfactory adjustments made. A summary card showing pertinent facts will be retained on all case files retired in this manner.

Section 6. Confidential information.

6.1 Rules and Regulations. The division maintains in effect such rules and regulations as are necessary to assure that all information as to personal facts and circumstances of clients given or made available to the division, its representatives, or employees in the course of administration of the vocational rehabilitation program, including lists of names and addresses and records of evaluation, will be held to be confidential.

6.2 Use and Exchange of Information. (a) The use of such information and records is limited to purposes directly connected with the administration of the vocational rehabilitation program, and is not disclosed, directly or indirectly, other than in the administration of the program, unless the consent of the client to such release has been obtained either expressly or by necessary implication.

Release of information to employers in connection with placement is considered as a release of information in connection with the administration of the program.

(b) Such information is released to other welfare agencies or programs from which the client has requested certain services under circumstances which presume his consent, provided such agencies have adopted regulations which assure that the information will be held confidential and be used only for the purposes for which it was intended.

(c) All such information is the property of the division and may be used only in accordance with the division's regulations.

(d) Procedures and Standards. The division has adopted such procedures and standards as are necessary to (1) give effect to its regulations; (2) assure that clients and interested persons will be informed as to the confidentiality of rehabilitation information and that a copy of the division's regulations is available to them; and (3) assure the adoption of such office practices and the availability of such office facilities and equipment as will assure the adequate protection of the confidentiality of such reports.

Section 7. Rehabilitation plan for the individual.

7.1 Formulation of the Plan. The division formulates an individual plan of rehabilitation for each eligible individual to whom rehabilitation services are to be furnished. Such plans are formulated on the basis of an evaluation of all data secured through the case diagnosis.

7.2 Content of Plan. The individual plan summarizes diagnostic findings, sets forth the services necessary to accomplish the individual's vocational rehabilitation, the way in which these services are provided, the estimated costs, and the established job objective.

7.3 Client's Participation and Approval. The individual plan is formulated with the individual's participation and approval and provides for all rehabilitation services that are recognized to be necessary to fully accomplish the individual's vocational rehabilitation whether or not such services are at the expense of the Rehabilitation Division.

7.4 Conditions for Undertaking the Individual Plan. The basic conditions to the undertaking of the individual plan are: (1) the belief of the division that when concluded it will satisfactorily

achieve the individual's vocational rehabilitation; and (2) that all services are to be carried to completion, provided, however, that the division exercises its discretion in relation to the termination or revision of the individual's plan when, for any reason, it becomes evident that the above underlying conditions will not be met or when the financial condition of the individual or the division makes termination necessary.

7.5 Trainee Co-operation. The division requires good conduct, regular attendance and co-operation of all individuals engaged in rehabilitation training but believes that these requirements will usually be achieved through the maintenance of the previously developed counseling relationship rather than by an authoritative approach. The division makes the following provisions for assuring itself of trainee co-operation: (1) instruction, verbally or by pamphlet, emphasizing the importance of these factors to the success of the individual plan; (2) advising each trainee at the beginning of the program just what is expected of him and that services will continue only if his progress, attitude and conduct are satisfactory; (3) requiring periodic progress, grade and attendance reports from the training agency; (4) maintaining personal supervision of each training program by a counselor—the intensity of supervision as specifically outlined in the Manual of Operations Procedures depends upon the type of training and the individual problems involved; (5) promptly calling the trainee's attention to evidence of unsatisfactory progress or attendance before such conditions become serious; (6) providing encouragement to the trainee to promote good work habits with due commendation for effective effort; (7) maintaining good relationships with the training agency and with one instructor or advisor on the school staff responsible as a co-ordinator. A co-ordinator is an absolute requirement in all out-of-state resident training programs.

Section 8. Services.

8.1 Scope of Services. (a) All necessary vocational rehabilitation services, including counseling, physical restoration, training and placement are made available to eligible individuals to the extent necessary to achieve their vocational rehabilitation.

(b) The division in selected instances assumes responsibility for providing short periods of medical care for acute conditions arising in the course of rehabilitation, which, if not cared for, would constitute a hazard to the achievement of the rehabilitation objective because of the client's limited funds and the unavailability of free medical services.

(c) Duration of Training. Rehabilitation training is provided according to the actual needs of the individual case and is limited to the amount of such training necessary to fit the client for the vocational objective agreed upon.

8.2 Counseling and Guidance. (a) Systematic counseling and guidance for the benefit of each individual is provided from acceptance to completion of all services included in the rehabilitation plan.

(b) Service Reports. Adequate reports are obtained at reasonable intervals from physicians, schools, hospitals, employers and other agencies providing services to rehabilitation clients and such reports become a part of the individual case files.

8.3 Placement. (a) The division recognizes that satisfactory employment is the objective of all services of preparation and that placement is an integral part of the rehabilitation program. The division assumes responsibility not only for preparing the disabled for jobs and training them in techniques in securing their own jobs, but also for accomplishing the actual placement, either directly or indirectly, of all eligible disabled individuals receiving rehabilitation services. Prompt selective placement following preparation is always sought.

(b) Provision is made for a reasonable period of post placement follow-up to insure that placement has been successfully accomplished.

8.4 Working Arrangements. The division cooperates with federal and other state agencies providing vocational rehabilitation or similar services and written agreements providing for interagency cooperation may be entered into at the discretion of the state board.

Section 9. Facilities.

9.1. Types of Facilities. It is the policy of the state division to use any type of public or private facility which is equipped to render the required services of diagnosis, physical restoration training and placement. Such facilities include public and private schools, colleges and universities, correspondence schools, tutors, agencies or individuals for personal adjustment training, business and industrial establishments for employment training, psychometric service agencies, physicians and dentists, hospitals, sanatoria and clinics, audiometric service centers, rehabilitation centers, occupational, physical and work therapists or agencies providing these services, hospitals and convalescent homes, nurses, prosthetic appliance dealers, and other similar facilities that are adequately equipped to contribute to the rehabilitation of the disabled.

9.2 General Standards. It is the policy of the division to use only those facilities which meet standards indicating that the services offered are of high quality. Indications of these standards are accreditation, approval or certification by a recognized agency if such exists; use of the facility by other public agencies; reputation and community standing; or investigative survey by the division to determine adequacy of (1) professional and technical qualifications of personnel; (2) quantity and quality of equipment and quarters; (3) scope and completeness of services including guarantee of materials and workmanship in case of artificial appliances.

9.3 Standards for Hospitals. Hospitals approved by the American College of Surgeons will be used when available. In areas where approved hospitals are not available a local hospital approved by the medical consultant may be used, but only in cases in which the physical condition to be corrected is one which does not present a serious problem and is the type that is commonly handled in that hospital by local physicians. To the extent that is practicable, preference will be given to hospitals with more than one hundred beds with well developed surgical and specialty services which have submitted satisfactory reimbursable cost statements.

9.4 Standards for Persons Providing Physical Restoration Services. (a) Persons providing physical restoration services must meet standards which insure services of high quality. Clients have free choice of professional persons meeting these standards to the extent that such is reasonable and appropriate.

(b) Medical diagnosis and treatment are provided only by physicians licensed to practice medicine and surgery and who are otherwise qualified by training and experience to perform the specific services required. In instances where qualifications are questionable decision as to the acceptability of a physician is made by the medical consultant. Whenever possible, well organized clinics offering services of high quality or recognized medical schools are used.

Standards for physical therapists and occupational therapists are those adopted by the Council on Medical Education and Hospitals of the American Medical Association. Therapists working under approved medical supervision in hospitals approved by the American College of Surgeons are assumed to have acceptable qualifications. When personnel of such qualifications are not available other experienced therapists may be used under medical supervision.

Standards for graduate nurses are those adopted by the state board of nursing examiners. Practical nurses are used only when absolutely necessary and when considered qualified as to education and experience in the opinion of local physicians.

Dental diagnosis and dental treatment are provided only by dentists who are licensed to practice dentistry and are otherwise qualified by training and experience to perform the specific dental services required.

(c) The division determines which of the services required by a client are specialty services and such specialty services are rendered only by physicians found by the division to be specialists qualified to perform the particular services required.

(d) It is the policy of the state division to select specialists according to the following standards and in descending order of preference:

(1) Diplomates of an American board in a medical specialty.

(2) Those eligible for certification as such diplomates.

(3) If a physician of one of the first two groups is not available or is not the acceptable choice of the client, other doctors of medicine who are recognized as being qualified in the specialty may be selected by the medical consultant after conferring when necessary with members of the professional advisory committee or local physicians.

9.5 Standards for Facilities Providing Specialized Training or Other Services. The division selects its training agencies on the basis of their ability to supply the quality of training desired. The general practice of the division is to utilize the facilities of accredited or approved colleges, universities, trade and commercial schools for residence and correspondence training.

(a) Tutorial Training. The standards of selection of tutors will be based upon adequate training and experience in the field in which the instruction is to be given. In so far as possible these tutors

will meet the educational standards for instructors in the regular fields of education.

(b) On-the-job Training. Agencies selected for employment training must have personnel qualified with respect to personality, knowledge and skill in the technique of instruction, have adequate equipment and instructional material and be willing to make definite provision for a plan of graduated progress in the job to be learned according to an efficiently organized and supervised instructional schedule.

(c) Personal Adjustment Training. In addition to other standards set for tutorial and on-the-job training, an important basis for selection of facilities for personal adjustment training is a sympathetic understanding of the personal adjustment needs of the individual and their importance to the client's total rehabilitation.

(d) The standards for facilities used in purchasing testing services are: (1) that the service be secured from the psychological department of a recognized educational institution or counseling service, or (2) that the testing be performed by a competent psychologist or psychometrist qualified by adequate training and at least one year of successful experience. Test technicians must be practical in their interpretation of test results to the division and be willing to recognize that they are not employed to do direct counseling with the disabled since the counseling done by the division must be based on all diagnostic information including results of objective measurement.

(e) Determination of Compliance with Standards. The division will use the following methods of determining compliance with standards: careful surveys will be made when deemed necessary of all pertinent factors, including qualification of instructors or other personnel concerned, adequacy of quarters and instructional or other equipment, the use of well organized instructional schedules, the use of good materials, and business integrity with the provision of conscientious complete service.

Section 10. Economic Need.

10.1. Establishment of Need. The division establishes the client's economic need prior to providing physical restoration including prostheses, transportation (for other than diagnostic guidance or placement purposes), maintenance, occupational licenses, tools and equipment and training books and supplies except that financial need is only considered when providing maintenance for war-disabled civilians or civil employees of the United States.

In determining economic need the clients, or in the case of minors their parents, guardians or responsible relative, are required to make a specific declaration regarding all capital assets and income from any source that may be applied toward the cost of rehabilitation services except those of diagnosis, counseling, training and placement which are provided without regard to economic need.

It is considered desirable to secure an appraisal of the client's financial situation in every instance, however, in order to be certain that the client possesses the resources necessary to carry his part of the planned program through to completion. A properly signed financial inventory which certifies as to the total resources available and agrees to notify the

division in event of significant change is required prior to the approval of any plan requesting the purchase of services and such inventory becomes a part of the individual's case file. If there is any doubt as to the accuracy of information submitted on the signed inventory, further investigation is made to determine the correctness of the data collected.

The following policies are observed in making determination of need based upon the findings:

(a) All services requiring the determination of financial need are provided on the basis of supplementing the resources of the client or those responsible for him.

(b) Personal savings, especially the income from the client's own earnings, are not required to be invested in the rehabilitation program to the extent that the individual's future security may be jeopardized.

(c) Consideration will be given to the client's responsibility for the maintenance of his dependents and he will be expected to reserve sufficient funds to meet his family obligations and provide for their future care, education and medical expense.

(d) Consideration will also be given to such factors as prior obligations as well as to the desirability of conserving the client's own resources for future rehabilitation purposes such as becoming established in business or providing himself with a business automobile required for his transportation or employment.

(e) Income or resources which are considered must be real and should not include apparent assets that are actually liabilities and produce no income.

(f) The income or resources should be available to the client, that is, actually on hand, free from prior obligations and ready when needed.

(g) Income or resources up to a reasonable amount should be considered from the standpoint of its conservation and its maximum utilization to the long term interest of the client. Small casual earnings and unpredictable gifts of indeterminate value should not be counted as resources.

(h) Financial aid from public assistance is disregarded as a resource except as it applies to maintenance.

(i) Since the major and fundamental purpose of the rehabilitation program is the upbuilding and maintaining of attitudes of independence and self-reliance among disabled persons, every effort is made to avoid impoverishing the individual by exhausting his accumulated resources or requiring that he mortgage his future.

10.2. Standards for Determining Amount of Supplementation. (a) The amount of financial supplementation that is required to meet the cost of necessary services in any individual rehabilitation plan requiring the establishment of need is determined in the following manner: (1) the total cost of the services to be provided is determined; (2) the net available resources of the client which may be used to apply toward the purchase of these services is calculated; (3) the division assumes that portion of the cost which is not covered by the client's available resources; (4) when it is not reasonable to expect any of the client's resources to be applied the total cost of the services is assumed by the division.

(b) In providing maintenance, the dollar standard method of determining need is followed. The standard is changed as advisable to reflect changes in living costs and varies according to type and size of community, kind of training program and other factors affecting living standards. In no case, however, does the maximum maintenance allowance exceed twenty dollars per week except that in cases where special diets, medicines or special transportation must be provided for severely disabled individuals or during a special training program, the maximum amounts in the dollar standard may be increased by twenty per cent.

(c) Goods and services provided are required to be of standard quality, avoiding both inferior and luxury types of purchases, and are required to be provided in such amount and at such time as will contribute most to the satisfactory consummation of the client's rehabilitation plan.

(d) The cost of care during short periods of acute illness as set forth in section 8.1 (b) is paid for clients in financial need at the rates specified in the fee schedules. These amounts may be in addition to payments under the dollar standard.

(e) The standards set forth in this section are uniformly applied.

10.3. Resources of Client. In determining the economic circumstances of the individual the division takes into consideration all consequential resources available to the individual, however derived, including any benefit to which the individual may be entitled by way of pension, compensation, insurance, services in kind, or remuneration in connection with employment training. In appraising the income level of the individual, consideration is given to all factors above set forth.

10.4. Rules Respecting Capital Assets. The general policy of the division (subject to the special provisions indicated above) with respect to the extent that capital assets not constituting current income may be disregarded in determining the economic circumstances of the individual is:

(a) The "reasonable amount of capital assets" which may be disregarded in determining need for assistance is established as: (1) any form of life insurance; (2) real property which consists mainly of a home for himself or dependents; (3) personal property in any amount needed to carry on his business or earn his livelihood, that is: necessary stock and equipment and business automobile are exempt as are cash or liquid net assets up to five hundred dollars if client has no dependents or one thousand dollars if client has dependents.

(b) Capital assets representing the client's earnings from his own labor are given special consideration as are other factors connected with the client's long term responsibilities as set forth under section 10.1.

Section 11. Personnel Administration.

11.1. Methods and Policies of Selection and Appointment. The personnel administration of the division is conducted in accordance with the standards, rules and regulations provided by state law. Acting within the scope of state personnel legislation currently in effect the Board for Vocational Education selects and appoints all personnel upon recommendation of the director of the division and the executive officer of the board. This procedure

applies also to promotions, thus insuring that no individual will be appointed or promoted except on the basis of fitness, merit and experience and unless it is believed that he possesses all the qualifications required for the position and otherwise merits the appointment or advancement. Demotions and discharges of professional workers are made according to the same procedure and in accordance with state personnel regulations currently in effect but authority is delegated to the director to adjust work assignments, re-establish territories, designate actual official residences or transfer employees within the division whenever such action, in his opinion, contributes to the efficiency of the division and is carried out in accord with state personnel regulations currently in effect. The state Board for Vocational Education also delegates to the director the authority to immediately suspend any professional worker for cause or discharge any clerical worker for cause subject to provisions of state personnel legislation currently in effect. The director reports in writing all such action to the executive officer and final action as to the termination or reinstatement of suspended professional workers rests with the board.

It is recognized that only the highest caliber of personnel should be engaged in molding the vocational future of the handicapped and therefore the education, experience, and personal qualifications of all professional workers are required to equal or exceed the highest standards required of professional employees in the state department of public instruction. The relative merits of all applicants are weighed and selection is made from among those available possessing the highest qualifications for specific positions. Applicants submit written statements of their education and experience to the executive officer through the director who personally interviews the applicants and investigates their records and qualifications. Transcripts of college credit, records of graduate study and copies of these, dissertations or other professional writings and accomplishments are required to be submitted for review. The director reports the results of his interviews and investigations and makes recommendations to the executive officer who makes appointments with board approval. The board delegates authority to the director to investigate, select and employ clerical workers as needed to carry on the operating program of the division but requires that such action be in accord with accepted personnel regulations and be reported in writing to the executive officer. All appointments and promotions on the professional or clerical staff are considered to be on a probationary basis for the first year or to the extent consistent with state personnel regulations currently in effect.

11.2. Separation of Permanent Employees. No permanent employee engaged in the day-to-day administration of the program is discharged except for cause or for reasons of curtailment of work or lack of funds, and that in event of separation, he shall have the right of appeal through established procedure and opportunity for a fair hearing consistent with personnel legislation currently in effect.

11.3. Participation in Political Activity. Personnel employed in the day-to-day administration of the program will be prohibited from participation in political activity as required by the federal

government except that an employee shall have the right to express his views and cast his vote.

11.4. Personnel Qualifications. The qualifications here stated are the minimum to be applied in the appointment of new employees and it is the policy of the board to secure whenever possible persons whose qualifications exceed those established as the minimum in an effort to engage only the best prepared and highest caliber of individuals to meet the challenge of rehabilitating the handicapped.

The following minimum qualifications are required of junior vocational counselors or of any employee appointed on a temporary, probationary or permanent basis to do direct interviewing and vocational diagnosis, counseling and plan building:

(1) Personal qualifications.

(a) Physical stamina: Physical ability and energy required to meet the rigorous duties of rehabilitation service.

(b) Initiative, resourcefulness, and persistence: Aggressiveness in originating, planning, and carrying out an undertaking; the ability to find the ways and means of accomplishing it; and the tenacity in following it through to completion.

(c) High moral standards, business integrity, and sympathetic understanding of handicapped persons.

(d) Adaptability: The capacity to get along with others whatever their social or economic status, to understand the viewpoint of others and to discuss matters connected with vocational rehabilitation with an open mind and without becoming argumentative.

(e) Maturity of judgment: Good common sense in meeting situations, handling people, and in helping the disabled to lay sound plans for carrying through logical rehabilitation programs to successful conclusion.

(f) Emotional stability: Free from peculiarities of temperament or behavior and from timidity and shyness in meeting and dealing with people.

(g) A good command of English: Ability to speak and write with a reasonable degree of correctness and to express himself clearly.

(h) Co-operativeness: Willingness to work harmoniously with his co-workers and to carry out the details of his work according to instructions and in line with approved policies.

(2) Educational Qualifications.

(a) A minimum of formal education as represented by graduation from a four-year course in an accredited college or university or four or more years of such training satisfactorily completed above graduation from high school.

(b) Preference is given to persons whose major educational preparation has been in technical fields related to vocational rehabilitation, such as vocational guidance, personnel or industrial management, educational administration, specialized social work or applied psychology.

(3) Experience Qualifications.

(a) A minimum of three years recent, full-time, paid experience during which the individual has demonstrated personal qualities as indicated above.

(b) Other factors being equal preference is given individuals having two or more years experience in one or a combination of the following fields:

1. Full-time vocational counseling and guidance work with adults or vocational rehabilitation work involving counseling, training, physical restoration and placement of disabled persons.

2. Selection, training, employee counseling, and vocational adjustment of employees in a commercial or industrial concern or public agency employing fifty or more persons.

3. Public or quasi-public employment service with major responsibility for employee placement and employer contacts through actual field work.

4. Instructor in skilled trades or vocational courses or a supervisor of such training.

5. Workmen's compensation referee or claims adjudication officer or job adjustment specialist.

Junior Vocational Rehabilitation Counselor. The above statement of minimum personal, educational and experience qualifications applies to the junior vocational rehabilitation counselor. An employee is classified as a junior vocational rehabilitation counselor during a period of temporary or probationary employment, thereafter, if his services are satisfactory, he is added to the permanent professional staff as counselor unless promoted to an advanced classification by approved procedures. Counselors whose services are otherwise satisfactory but who are unable to meet the minimum production standard for full-time counselors employed by the division are retained as junior vocational rehabilitation counselors or are reduced to that status upon the recommendation of the director, who will take into consideration the quality of work being performed, types of difficult cases being served, and other factors affecting production. This policy will not be applied in such a manner that will discourage quality work or encourage the acceptance of "easy" cases.

Vocational Rehabilitation Counselor. The minimum qualifications listed above apply to this position and the qualities required must have been demonstrated by successfully passing the probationary period of employment and meeting quantitative and qualitative standards of production.

Senior Vocational Rehabilitation Counselor. In addition to the qualifications of counselor, the senior vocational rehabilitation counselor must hold a master's degree or other technical experience or training in a specialized area of service connected with some phase of rehabilitation and have demonstrated by five or more years of employment to be qualified for handling specialty services to the disabled within the rehabilitation program.

District Supervisor. In addition to the minimum qualifications of counselor, the district supervisor must have demonstrated by two or more years additional case work or technical experience in vocational rehabilitation or by one year of such experience and additional specialized training to possess the abilities to perform the duties outlined for this position. Special consideration is given to qualities shown by outstanding case work and the ability to train other counselors and supervise and evaluate their work to the end that the highest quality and quantity of rehabilitation services are obtained.

State Medical Consultant and District Medical Consultant. Graduation from a school of medicine ap-

proved by the Council on Medical Education and Hospitals of the American Medical Association, licensed to practice medicine and surgery in the state, at least three years of resident or graduate training or experience in a medical field appropriate to physical restoration, and held in high regard by his fellow physicians, the state department of health and the Iowa Medical Society.

Assistant State Director. In addition to the minimum personal and educational qualifications of the counselor, the assistant state director must possess a master's degree or not less than five years of formal training above high school graduation. He shall possess additional personal qualifications as follows:

(1) *Leadership ability:* The ability to enlist, organize and use effectively the co-operative efforts of others including co-workers, agencies, groups and individuals and to retain their loyalty.

(2) *Planning ability:* The ability to anticipate, analyze and lay plans for developing the state-wide service to rehabilitate the handicapped.

(3) *Administrative and supervisory ability:* The ability to develop organization and manage personnel efficiently; the ability to train subordinates in their duties, to analyze and evaluate their work, to effectuate plans, and to devise and apply remedial measures when necessary.

These qualities must have been demonstrated by at least five years of technical experience in civilian vocational rehabilitation employment, including two years in an administrative or supervisory capacity. A person who has qualified for and successfully held the position of district supervisor for three or more years is considered to have met the educational and experience requirements for this position.

State Director. Same as for assistant state director and in addition must possess the ability to manage funds, maintain financial and statistical records, account for state property, conduct administrative details according to established policy and promote the general rehabilitation program.

Chief Fiscal Officer. Because of the responsibilities entailed in this position, high personal as well as educational and experience qualifications are required. The chief fiscal officer must be at least 21 years of age and qualified to serve as a notary public; must be of good moral character and must have demonstrated high standards of business integrity throughout his business or professional life; must have completed high school training with additional training at the university or business college level in mathematics or accounting and must have excelled in such activity and in addition must have had at least four years of successful business or office experience, at least two years of which must have been in the handling of financial accounts. Preference is given to persons who are 4-year college graduates and qualify as certified public accountants or to those whose experience has been closely related to the Rehabilitation Division in auditing or managing financial accounts.

Clerical Staff Assistant. This clerical position requires the ability to co-ordinate office activities, manage inventories, case files, and record systems. The individual must be capable of being a personal secretary or administrative aid and to take special assignments in supervising clerical personnel or in

performing the more responsible duties in the various departments. The personal qualifications for this position are: (1) strong personality; (2) initiative; (3) emotional stability; (4) good judgment; and (5) interest in the total development of the program. In addition to possessing the educational and experience qualifications of a secretary, the clerical staff assistant must have demonstrated the required abilities by actual employment of not less than one year.

Secretary. Minimum educational qualifications consist of graduation from a four-year high school with additional business training necessary to meet above average requirement in both speed and accuracy in the fields of typing, shorthand, business English, and related subjects. In addition a secretary must have demonstrated proficiency by at least one year of successful employment in secretarial or stenographic work. Personal characteristics required are: (1) initiative; (2) industry; (3) neatness; (4) accuracy; (5) pleasing personality; (6) good judgment; and (7) good health.

Stenographer. Minimum educational qualifications consist of graduation from a four-year high school with additional business training necessary to meet at least average requirements in both speed and accuracy in the fields of typing, shorthand, business English and related subjects. In addition a stenographer must have demonstrated proficiency by at least six months of successful employment in secretarial or stenographic work. Personal characteristics required are: (1) initiative; (2) industry; (3) neatness; (4) accuracy; (5) pleasing personality; (6) good judgment; and (7) good health.

Statistical Clerk. The minimum educational, experience and personal qualifications for this position are those set forth for the position of stenographer and in addition the individual must possess sufficient ability in handling mathematical and statistical problems to handle case accounting procedures and prepare analyses of statistical data.

Bookkeeper. The minimum educational, experience and personal qualifications for this position are those set forth for the position of stenographer and in addition the individual must have specialized in bookkeeping or accounting procedures and have demonstrated proficiency in handling routine financial accounts.

Junior Stenographer. Minimum educational qualifications consist of graduation from a four-year high school with additional business training necessary to meet at least average requirements in both speed and accuracy in the fields of typing, shorthand, business English and related subjects. Personal characteristics required are: (1) initiative; (2) industry; (3) neatness; (4) accuracy; (5) pleasing personality; (6) good judgment; and (7) good health.

Typist. Minimum educational qualifications consist of graduation from a four-year high school with additional training whenever necessary to meet average requirements in both typing speed and accuracy. In addition the personal qualifications of a stenographer are required.

11.5. Vacations and Leaves for Illness and Military Service. In so far as is consistent with state personnel regulations currently in effect the di-

vision will allow all employees an annual vacation with pay for one week after the first year of employment and two weeks after two years or more of employment. An employee is not entitled to a portion of his vacation as the vacation is only due when fully earned but the director may at his discretion adjust vacation periods to permit them to fall during the usual vacation months. Short leaves of absence due to personal illness or serious illness or death in the employee's immediate family will be granted by the director upon request as conditions seem to warrant. Permanent employees on the professional or clerical staff may be granted a leave of absence with pay of not to exceed 30 days per year when necessary by reason of sickness or injury. The question of need is determined by the director and he may request substantiating medical information. Unused portions of such sick leave may be accumulated for three consecutive years.

Leaves for military service will be granted in accordance with state law.

Section 14. Maximum Fees for Services.

14.1. Training. (a) In no case is the amount paid a training facility in excess of the rate published and in the case of facilities not having published rates, the amount paid the facility does not exceed the amount paid to the facility by other public agencies for similar services.

(b) When facilities are used which have no published rates or from which other public agencies do not purchase similar services, such as on-the-job training, tuition fees will be established by agreement after ascertaining the comprehensiveness of instruction, the adequacy of equipment, the personal and technical qualifications of instructors and other factors which contribute to the success of such programs. In establishing tuition fees consideration will be given to the productive value of the trainee's services to the employer, the amount of wages which the employer will be required to pay the trainee, the amount and type of supervision required of the employer and the length of the training program. Fees may be graduated downward as training progresses but in no case will the division pay an amount in excess of twenty dollars per week tuition for on-the-job training or two dollars and a half per clock hour for special tutorial instruction. Travel costs of tutors, when required, may be reimbursed in accordance with applicable state regulations.

(c) The division will maintain such information as is necessary to justify the rates of payment made to training facilities.

14.2. Physical Restoration Services (Other than Hospitalization and Prosthetic Devices) and Medical Examinations. (a) The division has established fee schedules which indicate the maximum payments that may be made for physical restoration services and medical examinations. These maximum fees do

not exceed those paid by other public agencies operating in the state for such services or examinations.

(b) When medical personnel or facilities located in another state are utilized, the rates of payment of the Vocational Rehabilitation Division of the other state will be observed.

(c) The division maintains such information as is necessary to justify the rates of payment made for physical restoration services and medical examinations.

14.3. Hospitalization. (a) Payments made for days of hospital care are made at inclusive per diem rates as defined in the regulations, and shall not exceed the average per diem cost for hospitalization as computed by the reimbursable cost method promulgated by the federal director, except that services at the Iowa State University Hospitals may be purchased at rates not in excess of the average of per diem rates established by all hospitals being used by the Iowa division.

(b) The reasonableness of the cost of such items as blood donors, X-rays, anesthesia, appliances, casts, drugs and supplies, not purchased or provided by the hospital, for which the hospital has made no expenditures during the accounting period and which, therefore, are not covered by the inclusive rates, will be determined by the charges made for such services to the general public and will not exceed the amount paid by other public agencies for other services.

14.4. Prosthetic Devices. (a) In no case is the amount paid for prosthetic devices in excess of the published rates for such devices, or, if there are no published rates, the amount paid for such devices does not exceed the amount generally paid for such devices by other public agencies operating in the state.

(b) The division maintains information necessary to justify the rates of payment for prosthetic devices.

14.5. Travel. (a) All travel expenditures will be made in accordance with applicable state regulations.

(b) The authority for all official travel of a duly constituted official of the division is issued by the director. He delegates authority to control the official travel of all members of the operating staff to the assistant director. Travel within a district is under the immediate supervision of the district supervisor and authority for district personnel to travel outside of their district is issued by the assistant director on specific request. All out-of-state travel must be recommended by the director and approved by the executive officer of the board and by the executive council of the state.

(c) Official travel will not be allowed for expenses within the official station of an officer or employee except for necessary transportation expenses other than between home and office or place of duty.

EXAMINERS IN WATCHMAKING

1. **Examination time limit.** All applicants must complete the practical examination within ten hours.

2. **Passing grades.** A passing grade in the examination for certificate of registration shall be an average of 75%, in each subject.

3. **Retake requirements.** Persons failing in the examination shall be required to take an examination in all subjects in which their grades were less than 75%, and upon receiving a passing grade in said subjects and a passing grade in the examination, a certificate of registration may be issued.

4. **Examination grades—mailed out.** Examination grades will not be given to applicant on the day of examination. All grades are determined by the board during meetings at which a quorum is present. The applicant shall be notified by mail.

5. **Applicant failing—may be apprenticed.** An applicant, failing to pass the required examination, may be apprenticed to a registered watchmaker, and issued a certificate as such. The applicant must, however, again appear for examination within six months.

6. **School credit defined.** Applicants will receive credit for training received only in watchmaking schools duly accredited by the Horological Institute of America, or the United Horological Association of America.

7. **Repair records required.** Every registered and apprentice watchmaker shall keep a repair record of all repairs made by him, for at least one year thereafter. This record shall set out the number for each respective repair, the date such repairs were made, what repairs were made, the price charged for such repair, and the name and address of the owner of each such repaired timepiece. The number of each repair job shall be marked on the inside of the back of the case.

8. **Unethical conduct—defined.** Unethical conduct is defined as follows:

(a) It shall include and mean any conduct of a character which is likely to mislead, deceive or defraud the public.

(b) The loaning of a certificate of registration to any person.

(c) The failure to display the certificate of registration conspicuously at all times, as required by statute.

(d) The representation that a watch has been cleaned, although its major parts, train wheels and mainspring, have not been disassembled and the cap jewels removed and all parts thereof properly cleaned.

(e) Performance of any work upon a timepiece in an unworkmanlike or unskilled manner.

(f) Representation that certain services or parts are necessary, or have been or will be used in the repair of a timepiece, when such parts or services are not necessary, and have not been used in such repairs.

(g) Employment of any unregistered watchmaker to perform any watchmaking or repairs on timepieces.

9. No certificate of registration will be revoked while the holder thereof is an active member of the military or naval forces of the United States or engaged as a civilian in the service of the federal government for national defense work during a period of national emergency or limited national emergency, provided such holder is not, during said time, engaged in the practice of watchmaking in this state. Upon the return of the holder to the practice of watchmaking, his certificate may be renewed upon payment of the renewal fee of the then current year.

The Standards of Workmanship and Skill (Sec. 120.7, Code 1950)

Part 1. Practical demonstration of applicant's skill in the manipulation of watchmaker's tools. Time limit 10 hours.

Subject A. Applicant furnishes a pocket watch which will meet the following requirements: 12 or 16 size, 15 or more jewels, bi-metallic balance, double roller and rivet type staff. He is required to completely overhaul, repair and reassemble.

Subject B. Applicant given a bracelet size watch without a stem. Required to completely make and fit a stem.

Bench, lathe and attachments, staking tool and cleaning machine are furnished. Applicants are asked to bring their own small tools, poisoning tool, calipers, tweezers, gravers, screw drivers, polishing slips and steel for making staff and stem. This request is in the interest of the applicant, as we desire that each applicant work under the least possible handicap.

Part 2. Examination of theoretical knowledge of watch construction, repair, and adjustment. Time limit 5 hours.

Subject A. Written examination, 50 questions.

Requirements for passing: This examination, in effect, constitutes the definition of standards required by statute. Every individual, to receive a certificate of registration, legally empowering or licensing him to practice this profession, must have the ability to pass the above examination with a grade of at least 75%, in each part of the examination.

INTRODUCTORY NOTE TO INDEX

The purpose of this index is to provide an entry into the Iowa Departmental Rules by subject matter. See the table of contents in the front of this book for the rules of any particular department. Where practicable, references are to rule or section number. In some cases, reference is made to page number. See the italicized material immediately following the main heading, explaining the method of reference used therein.

A uniform system of numbering has not been adopted for the Iowa Departmental Rules. Each department has been left to formulate its own system for numbering or otherwise identifying its rules. In many cases, there is no uniformity within departments, a different system having been formulated for each set of rules. In some instances, the system used in a particular set of rules is not consistent, and in others no system has been followed.

For this reason, references within main headings are all to a specific set of rules. The italicized material following the main heading gives the page number at which this set of rules begins, except where the index reference is to page number. Cross-references have been provided where similar subject matter is dealt with under other headings, and the reader is cautioned that pertinent material may be found under more than one main heading.

JOHN J. YEAGER, *Indexer*

INDEX

ABORTIONS

See *COMMUNICABLE DISEASES*

ACCOUNTANTS

References to sections beginning on page 1

Assumed name, accountants using, 11
 Certificate required, 9
 Certificates issued to individuals only, 11
 Certificate suspended or revoked, 22-25
 C.P.A. title used, 9, 26 (12)
 Education required, 12
 Ethical standards, 26
 Examinations, 12-18
 Fees, 8, 25
 Fees, accountants, 8, 25
 Fees, examination, 14
 Fees, failure to pay, 25
 Fees, foreign certificate registered, 20
 Firm name registered, 11
 Foreign certificates registered, 19, 20
 Nonregistered, temporary practice, 21
 Partnership practicing accounting, 10, 11
 Process agent, nonregistered accountant, 21
 Qualifications of applicants, 12
 Reciprocity, accountants' certificates, 19, 20

ACCOUNTING

Tax regulations, see *INCOME TAX*

ACCOUNTING, MOTOR CARRIERS

References to rules on page 74

Rules governing, S1-S3

ADOPTION

See *CHILDREN'S AGENCIES*

AGRICULTURAL EDUCATION

See also *IOWA STATE COLLEGE; VETERANS INSTITUTIONAL ON FARM TRAINING*

References to rules beginning on page 503

(*Vocational Education, Section I*)

Adult farmer classes, B, 1, d
 All-day classes, B, 1, a
 Classes, type offered, B, 1
 Iowa State College to train teachers, D
 Local councils, C
 Program, B
 Public school program, A
 Resident teacher trainee, D, 10, a
 Supervising teachers, D, 10, b
 Teachers' qualifications, B, 2
 Teachers, terms of employment, B, 3
 Teacher training program, D
 Young farmer classes, B, 1, c

AID TO DEPENDENT CHILDREN

References to rules beginning on page 394

Amount determined, 239.5
 Definitions, 239.1
 Eligibility, generally, 239.1
 Funeral expenses, 239.9
 Guardians, 239.1
 Hospitalization of child, 239.2(3)
 Persons receiving grant, 239.1
 Removal from county, 239.8
 Residence, 239.2(2)
 Suitable home, 239.2(1)

ALCOHOL

See *FLAMMABLE LIQUIDS; LIQUOR AND WINE*

ANIMALS

Barber shop, pets, see *BARBERS*
 Disease, see *LIVESTOCK DISEASE CONTROL*

ANTHRAX

See *LIVESTOCK DISEASE CONTROL*

ARCHITECTS

References to rules beginning on page 28

Change of rating, 8
 Fees, 7
 Junior examination, 1, 3, 5
 National council syllabus adopted, 2
 Senior examination, 1, 6
 Supplemental examination, 4

AUDITING PROCEDURE, CLAIMS

References to rules beginning on page 81

Approval by department, 1
 Automobile travel expenses, 10
 Claims for property sold or services rendered, 2-4
 Conference rooms, 14
 Economy to be practiced, 15
 Form of claims, 1
 Invoices to be attached, 2
 Services, compensation, 3, 4
 Stenographic service, 14
 Taxis, 11
 Telegrams, 12
 Telephone calls, 12
 Travel allowances, 5-13

BACTERIOLOGICAL LABORATORY

See *STATE HYGIENIC (BACTERIOLOGICAL) LABORATORY*

BANG'S DISEASE

See *LIVESTOCK DISEASE CONTROL*

BANKS

References to rules beginning on page 29

Articles of incorporation, 1.5
 Bond investment records, 7.2
 Bonds, officers and employees, 5.1
 Books and records, 7.1-7.12
 Branch offices, branch banking, 8.3-8.10
 Cash items, daily record kept, 7.9
 Certificate forms, branch banks, 8.9, 8.10
 Charged-off assets, records, 7.12
 Collateral loan files, 7.6
 Corporate loan files, 7.7
 Credit information kept, 7.3
 Director's duties, compensation, 2.1-2.10
 Directors' meetings, record of minutes, 2.2, 2.3, 2.5-2.7
 Directors to review expenses monthly, 2.5
 Earnings accumulated for capital, 2.4
 Examiners to check for violations, 8.6
 Examining committees, 2.3
 Fee schedule adopted, 2.8
 Gifts, donations by bank, 6.1
 Investigation expense paid, 1.4
 Investments supervised, 2.7, 4.1
 Liability ledger, 7.4

BANKS—Continued

References to rules beginning on page 29

- Loans, policy for making, 2.6, 4.1
- New banks organized, 1.1-1.5
- Officers and employees, policy governing, 2.9
- Operating policy, 2.10
- Overdrafts, policy, records, 7.10
- Partnership, loans to, filed, 7.8
- Premises, furniture, fixtures, equipment, amount limited, 3.1
- Premises leased or improved, plan for payment, 1.3
- Real estate loans, supporting records, 7.5
- Records examined, *see INCOME TAX*
- Safe-deposit boxes, policy, 7.11
- Sureties required, 5.1

BARBERS

References are to page numbers

- Animals not kept in shop, 193
- Barber schools, 193
- Disinfectants, 193
- Equipment, 191
- Food sold, 193
- Infected barber not to practice, 193
- Instructors, 192
- Instruments, 193
- Library required, 191
- License displayed, 193
- Linens, 193
- Manager's duty to supervise, 193
- Pets not kept in shop, 193
- Plumbing, 193
- Residence not used for shop, 193
- Shops, rules governing, 193
- Styptic powder and alum, 193

BEEES

References to regulations beginning on page 24

- Foulbrood control regulations, 1, 2
- State fair exhibits, *see STATE FAIR*

BLACKLEG

See LIVESTOCK DISEASE CONTROL

BLIND, AID

References to rules beginning on page 393

- Action on application in thirty days, 241.6
- Blind defined, 241.1
- County's responsibility, 241.22
- Eligibility, 241.3
- Examination of applicant, 241.8
- Funeral expenses, 241.17
- Hospital care, *see STATE UNIVERSITY OF IOWA HOSPITALS*
- Investigation, record made, 241.7
- Naturalization completed, 241.2(2)
- Residence, 241.2(3)
- Review of cases annually, 241.12
- Vending stands, *see VENDING STANDS OPERATED BY THE BLIND*
- Vocational rehabilitation, *see VOCATIONAL REHABILITATION*

BLIND PERSONS, VOCATIONAL TRAINING

References to rules beginning on page 38

- Blind person defined, 1.2
- Case records kept, 5.0
- Complaints and grievances to commission, 2.8
- Diagnosis of case, 4.1-4.4
- Discrimination, 2.5

BLIND PERSONS, VOCATIONAL TRAINING—

Continued

References to rules beginning on page 38

- Economic need, how determined, significance, 10.1-10.5
- Eligibility for program, 2.1-2.8
- Facilities maintained, 9.1-9.4
- Fees paid by commission for services, 14.1-14.4
- Fiscal regulations, 13.1-13.4
- Individual rehabilitation plan, 7.1-7.5
- Information confidential, permitted uses, 6.1, 6.2
- License and tools furnished, 2.4
- Maintenance furnished, 2.4
- Physical restoration services, 2.4
- Placement service, 8.3
- Transportation provided, 2.4
- Veterans, 2.7
- Vocational services, 8.1-8.3

BLOOD TEST

See COMMUNICABLE DISEASES

BOILERS

References to rules beginning on page 222. The numbers in parentheses refer to rules within the sections.

- Blow-off pipes, 2(18-22), 4(6)
- Code to apply, 2(27), 6(10)
- Condemned boilers, 7(13)
- Electric boilers, heating element, 4(3)
- Electric devices grounded, guards required, 7(9)
- Factors of safety, 2(2), 4(2), 6(2)
- Feed pipes, 2(23), 4(5, 6)
- Feed pumps, when required, 4(5)
- Gas-fired boilers, 4(11)
- Gauge cocks, 2(13)
- Inspection, 7(1-7)
- Inspection certificate, 7(14)
- Jackets removed during inspection, 7(10)
- Lapsam crack, use of vessel discontinued, 6(3), 7(8)
- Leaks and cracks, inspector's duty, 7(16)
- Maximum working pressure, 2(1, 3), 4(1), 6(1)
- Miniature boilers, 3, 4
- New installations, 1, 3
- Outlet connections, 2(14)
- Railroad boiler explosions, *see RAILWAY ACCIDENT REPORTS*
- Relocation of boiler, requirements, 7(17)
- Repairs or replacements, 2(25), 6(9), 7(11, 12)
- Riveted patches, 7(18)
- Rivets, size computed, 2(7), 6(7)
- Safety valves, 2(8-11), 6(8)
- Serial number required, 2(26)
- Steam gauges, 2(15), 4(8)
- Stop valve, 2(16, 17), 4(10)
- Strength of materials computed, 2(4-6), 6(4-6)
- Test pressure, 2(24)
- Unfired pressure vessels, 5, 6
- Unsafe boiler inspected, 7(15)
- Unsafe boilers not used, 7(6, 13)
- Washout plugs, 4(4)
- Water gauge, 2(12), 4(7)
- Welding, repairs by 6(9)

BONDS

Bank investment, *see BANKS*

Bank officers and employees, *see BANKS*

Fidelity and surety, *see INSURANCE*

Liquor commission, *see LIQUOR AND WINE*

Motor carriers, *see CARRIERS*

Warehouseman's, *see WAREHOUSES*

BOTTLE GAS

See *LIQUEFIED PETROLEUM GAS*

BREAD

See *DAIRY PRODUCTS AND FOOD*

BROKERS

Real estate, see *REAL ESTATE BROKERS AND SALESMEN*

BRUCELLOSIS

See *LIVESTOCK DISEASE CONTROL*

BULBS, FLOWERS

See *INSECTS AND PLANT DISEASE*

CARRIERS

References to rules beginning on page 50

Accident reports, MT13
 Acids not transported in passenger vehicle, MT36
 Assignment of insurance, MT9
 Baggage, receipts, MT41
 Bond instead of insurance, MT10
 Cattle, see *LIVESTOCK DISEASE CONTROL*
 Certificate of convenience and necessity, application, notice, of hearing, MT14-MT16
 Certificate of convenience and necessity, one only, MT2
 Certificate of insurance filed, MT6
 Certificate transferred, commission approval, MT42
 Chains required, MT33
 C.O.D. shipments, prompt remittance, MT25
 Collecting fares while vehicle in motion, MT35
 Compensation tax, MT17, MT26-MT28
 Complaints on rates, MT55
 Compliance receipt carried by interstate carrier, MT46, MT50, MT52
 Contract carrier permit, MT47-MT49, MT56
 Conversation, driver with passenger, prohibited, MT35
 Detours, restriction on using, MT44
 Doors opened, closed by driver, MT35
 Doors, where located, MT38
 Drivers' qualifications and conduct, MT35
 Explosives not transported in passenger vehicle, MT36
 Express in passenger vehicles, MT40
 Fire extinguisher, MT37
 Freight carried in passenger vehicles, MT39, MT40
 Freight, receipts, MT41, MT54
 Heating, MT43
 Identification plate, MT27
 Inflammables not transported in passenger vehicle, MT36
 Insurance provisions, MT4-MT11, MT46, MT52
 Insurance, self insurance, MT57-MT62
 Interstate carriers, MT46, MT52
 Lights inside vehicle required, MT32
 Liquids, see *LIQUID TRANSPORT CARRIERS*
 Livestock, see *LIVESTOCK DISEASE CONTROL*
 Marking equipment, MT12
 New vehicle, tax or fee paid, MT17, MT51
 Occasional use of vehicle as carrier, MT29
 Passengers in freight vehicles, MT40
 Rates, MT24, MT53
 Rates, complaints on, MT55
 Receipt displayed in truck, MT50
 Receipts issued for freight, baggage, MT41, MT54
 Records required, reports, MT30
 Refund, compensation tax, MT28

CARRIERS—Continued

References to rules beginning on page 50

Reserve equipment required, MT18
 Self insurance, MT57-MT62
 Service begun, interrupted, suspended, MT19-MT21
 Smoking by passengers restricted, MT43
 Spare parts carried, MT31
 Spare tires required, MT34
 Tariffs, MT24, MT53
 Time schedules, MT23
 Tire chains required, MT33
 Tools carried, MT31
 Transport under certificate or permit, MT2, MT22
 Travel orders, MT29
 Truck operator permit, MT47-MT49
 Unused tickets redeemed, MT45
 Ventilation required, MT43

CATTLE

See *STATE FAIR; LIVESTOCK DISEASE CONTROL*

CERTIFICATE OF CONVENIENCE AND NECESSITY

See *CARRIERS*

CHILDREN

See *AID TO DEPENDENT CHILDREN*

CHILDREN'S AGENCIES

References to rules beginning on page 400

Adoption, V
 Buildings, IIb
 Care given, IIIb
 Community relationship, VIII
 Discharge, VI
 Family contacts preserved, IIIc
 Foster home placement, IV
 Incorporation required, Ia
 Intake policy, IIIa
 Office, IIa
 Organization, I
 Records and reports, VII
 Staff, Ic

CHILDREN'S BOARDING HOMES

References are to page numbers

Building and equipment, 410
 Care of child, 411
 Certificate of approval, 409
 Day-care homes, 409
 Defined, 409
 License, 409
 Location, 410
 Number of children, 410
 Personal qualifications, 410
 Records and reports, 411
 Tuition to school district, 409

CHIROPODY

References are to page numbers

Examination of applicants for license, 194
 Reciprocity, 195

CHIROPRACTORS

Reference is to page number

Examination and schools, 195

CLAIMS AGAINST STATE

See *AUDITING PROCEDURE, CLAIMS*

COLLEGES

See *DEAD BODIES FOR SCIENTIFIC USE; IOWA STATE COLLEGE; IOWA STATE TEACHERS COLLEGE; STATE UNIVERSITY OF IOWA*

COMMERCE COMMISSION PRACTICE RULES

References to rules beginning on page 44
 Advice to litigants on procedural points, 15
 Amendments to petition or answer, 7
 Answer, 5
 Demurrer, 6
 Complaint, formal, petition, 3
 Complaints, informal, disposition of, 2
 Hearings, provisions governing, 11, 13
 Information and advice furnished, 15
 Notice served, 4, 9
 Petition, complaint, 3
 Record of hearings, 13
 Rehearings, 12
 Sessions, 1
 Stipulations filed, 10
 Subpoena, 14
 Time extended at request of party, 8
 Witness, compulsory attendance, 14

COMMERCIAL FEEDS

Reference to section on page 22
 Standards adopted, 1

COMMUNICABLE DISEASES

References to rules beginning on page 115
 Abortions, death resulting, reported, XVI
 Blood test, premarital and prenatal, list of approved laboratories, XIV
 Carriers of diseases, XIII
 Childbirth, deaths resulting, reported, XVI
 Dairy farm with infectious disease, sale of milk V(D)
 Dead bodies, precaution, XI; see also *EMBALMING; FUNERALS; DEAD BODIES, SHIPMENT OF*
 Disinfection, approved methods, VII, X
 Embalmers, XI; see also *EMBALMING*
 Fumigation not recommended, X
 Funerals, provisions governing, XI; see also *FUNERALS*
 Health officer, local, duties, I
 Industrial health hazards, III(B, C)
 Infants' eyes treated, XV
 Isolation procedures, V
 Local board of health, powers, duties, I
 Maternal deaths reported, XVI
 Occupational or industrial diseases, III
 Placards, VI, VIII
 Poliomyelitis quarantine, IX
 Pregnancy, deaths during, reported, XVI
 Quarantine procedure, V
 Reportable diseases listed, II
 Reportable occupational diseases, III(D)
 Reporting procedure, IV
 Schools, closing not recommended, XII
 Test for, see *STATE HYGIENIC LABORATORY*
 Tuberculosis, recalcitrant patients isolated, VIII
 Typhoid carriers, tests, XIII

COMMUNICATION LINES

See *ELECTRIC SUPPLY LINES AND COMMUNICATION LINES*

COSMETOLOGY

References are to page numbers
 Examination for license, 196
 Sanitary requirements, shops and schools, 198
 Schools, 196

C.P.A.

See *ACCOUNTANTS*

CREAM STATIONS

See *DAIRIES*

CRIPPLED CHILDREN

See *STATE UNIVERSITY OF IOWA HOSPITALS*

CROSS-CONNECTIONS IN WATER SUPPLIES

Reference to rule on page 189
 Prohibited, 4

CUSTODIAL HOMES, DESIGN AND CONSTRUCTION

References to sections on page 145
 Note: pertinent sections will be found under *CUSTODIAL HOMES, FIRE; CUSTODIAL HOMES, OPERATION*
 Construction standards, 6
 General requirements, 4.1-4.4
 Facilities provided, 5.1-5.8
 Location, 1

CUSTODIAL HOMES, FIRE

References to rules beginning on page 362
 Acoustical material, restriction on use, 4.4, 6.4
 Additions, governed by new home regulations, 5.1
 Attendants, 4.1, 6.1
 Carpeting made flame-resistant, 4.4, 6.4
 Cellars not used for sleeping, 4.5, 6.5
 Classification of homes, 2.1-2.6
 Combustible material not permitted to accumulate, 4.6, 6.6
 Construction, new homes, 5.2-5.8
 Corridors, specifications, 3.5, 5.6
 Curtains made flame-resistant, 4.4, 6.4
 Decorative material, 4.4, 6.4
 Definitions, 1.1-1.32
 Doors, 5.7, 5.8
 Evacuation plan, 4.1, 6.1
 Exits, 3.3-3.6, 4.3, 5.4-5.8
 Fibre-base tile and wallboard not used, 4.4, 6.4
 Fire detection systems, 3.8, 5.10
 Fire extinguishers, 3.9, 5.11
 Fire walls, when required, 3.2, 5.3
 Heating, 3.10, 5.12
 Lighting, exits and stairways, 4.3, 6.3
 Locks on doors prohibited, 5.7
 Maintenance standards, 4.6, 6.6
 Mattresses equipped with handles, 4.1, 6.1
 New homes, 5.1-5.12
 Occupancy of home restricted to patients and personnel, 4.5, 6.5
 Passageways, specifications, 3.5, 5.6
 Patients or residents housed above second floor, 3.1
 Ramps, specifications, 3.4, 5.5
 Remodeled homes or additions considered as new homes, 5.1
 Signs on exits, 4.3, 6.3
 Smoking regulations, 4.2, 6.2
 Sprinkler systems, 3.7, 5.9
 Stairs, specifications, 3.4, 3.6, 4.3, 5.5, 5.8
 Storerooms kept neat, 4.6, 6.6

CUSTODIAL HOMES, OPERATION*References to rules beginning on page 142*

Admission policies, 1.1, 1.2
 Care and treatment of residents, 4.1-4.3
 Drugs and medicines, 7.1-7.7
 Employee's living quarters, 9.1-9.4
 Equipment required, 6.1-6.8
 Facilities required, 6.1-6.8
 Food and food service, 8.1-8.9
 Furnishings required, 6.1-6.8
 Medical attention, 3.2
 Personnel requirements, 2.1-2.5
 Personnel qualifications, 3.1
 Plumbing, 6.3, 9.4
 Records required, 5.1-5.3
 Reports required, 5.4
 Sanitation requirements, 10

DAIRIES*References to rules beginning on page 21*

Babcock test recognized, 1
 Contaminating articles excluded from cream rooms, 8
 Cream stations free from dust and odors, 6, 8
 Diseased persons, *see* **COMMUNICABLE DISEASES**
 Flavored milk, 9
 Test equipment approved, 2, 4
 Test for fat, 1-5
 Transport of milk and cream, 7

DAIRY PRODUCTS AND FOOD*References to sections beginning on page 20*

Benzoate of soda in food, 3
 Bread to be wrapped and labeled, 1, 2
 Ham, use of term limited, 5
 Ice cream containers, metal, 7
 Labels, bread, 1, 2
 Meat and meat product standards, 6
 Strawberries, minimum weight of quart, 4

DEAD ANIMALSDisposal of, *see* **LIVESTOCK DISEASE CONTROL****DEAD BODIES***See* **COMMUNICABLE DISEASES; EMBALMING****DEAD BODIES DISINTERRED***References to sections beginning on page 208*

Permit delivered to cemetery official, 3
 Permit or court order required, 1, 2
 Removal from temporary depository, permit required, 4

DEAD BODIES, FOR SCIENTIFIC USE*References to sections beginning on page 207*

Burial requested by relative or friend, expenses paid, 2-5
 Embalmer's fees paid by college, 8
 Embalming, *see* **EMBALMING**
 Unclaimed body defined, 1
 Unclaimed body, disposition of, 6-8

DEAD BODIES, SHIPMENT OF*References to rules beginning on page 208*

Ambulance-hearse combination, 9
 Ashes, 10
 Carrier not to ship without papers, 4
 Death certificate, form, 8
 Deaths from contagious diseases, 3

DEAD BODIES, SHIPMENT OF—Continued*References to rules beginning on page 208*

Disinfectant fluid, 7
 Embalming required, 1, 7
 Outside case, 5, 6
 Papers accompanying body, 2
 Several bodies in one grave, 12
 Shipment to foreign country, 12

DEATHReport of, *see* **COMMUNICABLE DISEASES****DENTISTS***References to rules beginning on page 200*

Examinations of applicants, 4-16
 License, 1-3, 18, 19
 Meetings of board, 4
 Professional card, 21-24
 Reciprocity, 15
 Recognized schools, 8
 Reinstatement of license, 18
 School for, *see* **STATE UNIVERSITY OF IOWA**
 U. S. citizenship required, 25
 Violation of dental law, 20

DISEASE*See* **COMMUNICABLE DISEASES; LIVESTOCK DISEASE CONTROL****DISTRIBUTIVE EDUCATION***References to rules beginning on page 508**(Vocational Education, Section II)*

Classes, types, B, 1
 Co-operative classes, B, 1, b
 Co-ordinators, B, 2
 Extension classes, B, 1, b
 Iowa State Teachers College to train teachers, D, 1
 Local committees, C
 Local supervision, A
 Night classes, B, 1, a
 Program, B
 Special classes, B, 1, c
 Supervisors appointed, duties, A
 Teachers, B, 2
 Teachers training, D
 Work experience programs, B, 1, c

DOGS*See* **LIVESTOCK DISEASE CONTROL****DRAINS***See* **PLUMBING CODE; SANITATION****DRIVERS LICENSES***References are to page numbers*

Disabled persons, 301
 Examinations, 300
 Instruction permits, 301
 Mentally-retarded or disabled persons, 302
 Minors, restricted license, 301
 Re-examination, 300
 Restricted license, 301
 Road rules test, 300
 Road sign test, 300
 Road test, bad weather, 300
 Vehicle inspection, 300
 Vision examinations, 300

EATING PLACES*See* **SANITATION**

EDUCATION

See *AGRICULTURAL EDUCATION; BLIND PERSONS, VOCATIONAL TRAINING; TRADE AND INDUSTRIAL EDUCATION; VETERANS EDUCATION PROGRAMS; VETERANS INSTITUTIONAL ON FARM TRAINING*

EGGS

References to rules beginning on page 21
 Buying regulated, 1, 4, 5
 Candling required, 1, 4
 Cold-storage eggs labeled, 2
 Nest-run sales prohibited, 1
 Records kept by buyers, 5
 Unfit for food, 3

ELECTRIC SUPPLY LINES AND COMMUNICATION LINES

References to rules beginning on page 45
 Accident report required, E-8
 Construction, required notice, E-7
 Electric supply system, rules, E-2
 Employee injured, report, E-8
 Facilities increased, approval necessary, E-4
 Franchise, electric supply lines, E-3
 Inductive effects reduced, E-10(1B)
 Installation and maintenance standards, E-10
 Joint use of lines, electric and communication, E-9
 Location of lines, E-10(2)
 Notice, petition for change in circuit or line, E-7
 Notice, petition for franchise, E-6
 Petition for permission to increase facilities, E-4, E-5
 Safety rules, E-1

EMBALMERS

See *COMMUNICABLE DISEASES; FUNERAL DIRECTORS AND EMBALMERS*

EMBALMING

References to rules beginning on page 206
 Audience not permitted at embalming, 11
 Death from communicable disease, 1-6
 Embalming fluid, 9, 10
 Grave depth, 12
 Preparation of bodies shipped to colleges, 8
 Preparation of body, 7
 Required, see *DEAD BODIES, SHIPMENT OF*

EMPLOYMENT SECURITY

References to rule and regulation numbers beginning on page 86

(The Commission has promulgated both Rules and Regulations with identical numbers in some instances.)

Appeal to tribunal, Rules 3, 5
 Appeal to commission, Rules 4, 5
 Benefits charged against several employers, Rule 7
 Benefits to interstate claimants, Reg. 203-205
 Board and room, cash value determined, Rule 1
 Canneries and employees, Rule 8
 Change of occupation, when required, Rule 9
 Claimant to seek work, Rule 9
 Claims for benefits, Reg. 201
 Contribution of employer, Reg. 20
 Employer, records kept, Reg. 6, 201
 Employers' contributions, Reg. 20
 Employing unit, reports by, Reg. 7
 Identification of worker by social security number, Reg. 12-A
 Interest on employers' back payments, Reg. 29

EMPLOYMENT SECURITY—Continued

References to rule and regulation numbers beginning on page 86

Interstate workers, Reg. 203-205
 Records kept by employer, Reg. 6, 201
 Reports by employing unit, Reg. 7
 Social security number required of worker, Reg. 12-A
 Truck driver's services, value determined, Rule 2
 Wages, defined, Reg. 8, 33, 34
 Week of disqualification defined, Reg. 202
 Week of total unemployment defined, Reg. 202
 Worker to obtain social security number, Reg. 12-A

ENGINEERS

References to rules beginning on page 101
 Application based on out-of-state registration, 8
 Duplicate certificate, fee, 4
 Ethics, 10
 Examination, 1, 5, 6, 9
 Photograph on application required, 3
 Practice pending examination, 2
 School for, see *IOWA STATE COLLEGE; STATE UNIVERSITY OF IOWA*
 Surveying, practice restricted, 7

ENTERITIS

See *LIVESTOCK DISEASE CONTROL*

ERYSIPELAS

See *LIVESTOCK DISEASE CONTROL*

EXPENSE ACCOUNT

See *AUDITING PROCEDURE, CLAIMS*

EXPRESS AGENCY

See *RAILWAY STATIONS ABANDONED*

FEEBLE-MINDED

See *HANDICAPPED CHILDREN, EDUCATION*

FEED

See *COMMERCIAL FEED*

FINANCIAL RESPONSIBILITY, MOTOR VEHICLES

Reference to page number

Insurance certificates, 370

FIRE ESCAPES

References are to page numbers

Balconies, iron ladder type, construction details, 298
 Balconies, iron stairway type, construction details, 296
 Balcony brackets, iron ladder type, 298
 Bolts, 299
 Cast-iron fittings not used, 299
 Class "A" defined, 296
 Class "B" escapes, 296
 Class "C" escapes, 298
 Counterweight, iron stairway type, construction details, 297
 Doors to open outward, 299
 Emergency exits, 299
 Enclosed stairways, 296
 Exits, public building, 297
 Foyers in public buildings, 299
 Holes in masonry plugged, 299
 Ladders, 298
 Maintenance and painting, 299
 Painting ironwork, 299
 Plans approved before manufacture, 299
 Ramps used instead of stairs, 299

FIRE ESCAPES—Continued*References are to page numbers*

- Rivets, 299
- Roof ladder, 299
- Safety factor, 299
- Seats in auditoriums fastened down, 299
- Slide type, 296
- Stairways, iron, outside, construction details, 296
- Used material not to be used, 299

FISHING*References to administrative orders beginning on page 82*

- Bow and arrow fishing permitted, 169
- Cold Springs lake, 168
- Creston lake, 158
- Green Valley lake, 197
- Lake Darling, 168
- Lake Geode, 168
- Lake Macbride, 238
- Limits, 208, 234, 237
- Mussels, closed season, 232, 248
- Nine Eagles lake, 168
- Obstructions in lakes, permit required, 227
- Paddlefish, commercial, 236
- Pike, walleye, and sauger, limit, 237
- Rock Creek lake, 158, 197
- Sand sturgeon, commercial, 236
- Seasons, 208, 234
- Spear fishing permitted, 169
- Viking lake, 238

FLAMMABLE LIQUIDS*References to rules beginning on page 336*

- Applicability of regulations, II, 101
- Buildings, bulk plants, II, 405
- Bulk plants, fire precautions, II, 407-II, 410
- Bulk plants, generally, II, 401-II, 410
- Bulk plants, location approved, II, 401
- Bulk plant storage, II, 402
- Commercial establishments, storage and use, II, 601-II, 606
- Containers filled, emptied, II, 403
- Definitions, I, 101, II, 104
- Drainage, service stations, II, 506
- Existing installations, applicability, II, 102
- Farms, storage, II, 901-II, 905
- Fire extinguishers in service stations required, II, 508
- Industrial establishments, storage and use, II, 601-II, 606
- Intermixing prevented in truck, III, 641; III, 642
- Loading, unloading facilities, II, 406
- Marine service station, II, 505
- Modifications, request to fire marshal, I, 102
- Oil burners, II, 801
- Pipes, II, 301-II, 305
- Plans for installations approved, II, 103
- Processing plants, storage and use, II, 701-II, 706
- Pumps, service stations, II, 503; II, 504
- Retroactivity of regulations, II, 102
- Service pit, II, 501
- Service stations generally, II, 501-II, 508
- Smoking in service stations prohibited, II, 507
- Smoking on tank trucks prohibited, III, 631
- Storage in drums or containers, II, 217-II, 223
- Storage inside buildings, II, 217-II, 221
- Storage on farms, II, 901-II, 905
- Storage outside buildings, II, 222; II, 223
- Storage, service stations, II, 502

FLAMMABLE LIQUIDS—Continued*References to rules beginning on page 336*

- Storage tanks, specifications and installations, II, 201-II, 216
- Tanks for transport, III, 210-III, 304
- Transportation, III, 110-III, 642
- Valves, II, 304
- Vehicles for transport, III, 410-III, 611
- Ventilation, bulk plants, II, 404
- Waste oil, service stations, II, 506

FOOD*See HOSPITALS; NURSERIES***FOOD DRESSINGS***References to sections beginning on page 20*

- French dressing described, ingredients, 1
- Labels, contents noted, 4
- Mayonnaise described, ingredients, 2
- Salad dressing described, ingredients, 3

FOOD ESTABLISHMENTS*See SANITATION***FOULBROOD***See BEES***FUNERAL DIRECTORS AND EMBALMERS***References to rules beginning on page 209*

- Approved schools, F
- Ethics, F
- Examination, B
- Reciprocity provisions, D
- Registration of applicants, A
- Reinstatement of license, E
- Studentship, period required, C

FUNERALS

- Blind persons, expenses paid, *see BLIND*
- Deaths from communicable disease; *see also COMMUNICABLE DISEASES*
- Dependent children, *see AID TO DEPENDENT CHILDREN*
- Old persons, *see OLD-AGE ASSISTANCE*

GARBAGE

- Animal feed, *see LIVESTOCK DISEASE CONTROL*
- Disposal, *see MOBILE HOME PARK LICENSE; SANITATION*

GASOLINE*See FLAMMABLE LIQUIDS***GLANDERS***See LIVESTOCK DISEASE CONTROL***GOATS***See LIVESTOCK DISEASE CONTROL***GUIDANCE***See VOCATIONAL GUIDANCE***HAM***See DAIRY PRODUCTS AND FOOD***HANDICAPPED CHILDREN, EDUCATION***References to sections beginning on page 278*

- Co-operation between adjacent counties, 4
- Group programs, maximum reimbursement, 3(b)
- Hearing therapist, 1(b)
- Individual program, maximum reimbursement, 3(a)

HANDICAPPED CHILDREN, EDUCATION—

Continued

References to sections beginning on page 278
 Mentally-retarded children, program, 5, 6
 Noncomplying programs, prorata reimbursement, 2
 Programs, requirements, 1
 Psychologist, 1(c, d)
 Speech therapist, 1(b)
 Supervisor, 1(a, d)

HEATINGSee *SANITATION***HERDSMAN PROGRAM**See *IOWA STATE COLLEGE***HIGHWAY COMMISSION REGULATIONS**See *Editor's Note page 219***HOG CHOLERA**See *LIVESTOCK DISEASE CONTROL***HOGS**See *LIVESTOCK DISEASE CONTROL***HOME ECONOMICS EDUCATION***References to rules beginning on page 513**(Vocational Education, Section III)*

Local advisory committees, C
 Local programs reimbursed, B2, B4
 Local supervisors, duties and qualifications, A
 Program of instruction, B
 Teachers' qualifications, B
 Teachers' salaries, reimbursement for, B4
 Teacher training program, D

HOMESSee *SANITATION***HORSES**See *LIVESTOCK DISEASE CONTROL; STATE FAIR***HOSPITALS***References to regulations beginning on page 123*

Anesthetic gas storage, 14
 Annual report, 6
 Babies separated from visitors by glass window, 23
 Building and construction specifications, 7, 8, 24
 Children's hospitals, 31
 Classification of hospitals, 2
 Common towels prohibited, 18
 Communicable disease, report, 6
 Communicable diseases, control, 23
 Contagious disease hospitals, 34
 Contagious diseases, control, 23
 Definitions, 1
 Dependent child's expenses, see *AID TO DEPENDENT CHILDREN*
 Dietitian to supervise food preparation, 20
 Emergency service, 28
 Employees caring for patients, 4C
 Equipment for care of patient, 21
 Explosive anesthetic gas storage, 14
 Facilities for care of patient, 21
 Fire prevention rules, equipment, 24
 Food, 19, 20
 Food handlers, 19
 Food preparation areas, requirements, 19
 Governing board, 4A
 Hand washing facilities provided, 18
 Heating and ventilating, 9
 Incinerators required, 16
 Infected waste burned, 16

HOSPITALS—Continued*References to regulations beginning on page 123*

Infectious diseases, control, 23
 Laboratories, 27
 Laundry, hospital's responsibility, 17
 License required, not required, posted, 3
 Location of hospitals, 7
 Maternity department, visitors restricted, 23
 Medical staff, 4B
 Medicines stored, 22
 Mental hospitals, 33
 Narcotics stored, 22
 Nursery, 30
 Nursing staff, 4C
 Obstetrics, 30
 Pathology, 29
 Pediatric services, 31
 Penalty provisions, 35
 Pharmacy service, 25
 Plumbing, 12
 Poisons stored, 22
 Radiology service, 26
 Records, 5
 Report to health department, 6
 Saving clause, 36
 Screens and screen doors, 15
 Sewage disposal, 11
 Stimulants stored, 22
 Sterilizing equipment, 13
 Suction apparatus, water operated, prohibited, 12
 Surgery, 29
 Towels, common, prohibited, 18
 Tuberculosis hospitals, 32
 University, see *STATE UNIVERSITY OF IOWA HOSPITALS*
 Ventilation, 9
 Visitors, 23
 Waste matter burned, 16
 Water supply, 10
 Window screens, 15
 X-ray equipment, 26

HUNTING

Blinds and decoys on conservation lands, order of
 Nov. 7, 1957, p. 84

ICE CREAMSee *DAIRY PRODUCTS AND FOOD***INCOME TAX***References to regulations beginning on page 412*

Accounting methods, corporate, 22.33(2)-2
 Accounting method used, 22.13-5
 Adjusted gross income, 22.7-1
 Administration of estate, period of, defined, 22.6-4
 Agricultural co-operatives, exemptions, 22.34-1-22.34-3
 Allocation of corporate income, 22.33(1)-3, 22.33(1)-6, 22.33(2)-1
 Allocation of income among states, deductions, 22.9-12
 Allocation of income, spouses filing separately, 22.7-7
 Allocation of public utility income, 22.33(1)-10
 Amended returns, 22.13-2, 22.13-3
 Appeals to commission, 22.28-1-22.28-7
 Apportionment, income from multi-state business, 22.8(2)-5
 Apportionment schedule, nonresident, 22.8(2)-11
 Armed forces personnel, nonresidents' income exempt, 22.8(2)-2

INCOME TAX—Continued*References to regulations beginning on page 412*

Armed forces personnel, residence and domicile, 22.5-2
 Assessment, formal notice, 22.25-6
 Association defined, 22.32-1
 Audits, 22.25-1
 Bad checks used to pay tax, collection, 22.21-4
 Bank records of taxpayer examined, 22.63-2
 Beneficiaries of trusts and estates taxed, 22.6-9
 Bond, nonresident, 22.17-1
 Capital gains and losses, basis, 22.7-4
 Capital gains and losses, corporations, 22.33(1)-7
 Capital gains by nonresident taxable, 22.8(2)-10
 Capital gains prior to 1955, 22.7-11
 Capital loss prior to 1955, 22.7-13
 Carrying on trade or business defined, 22.4-1
 Check, payment by, 22.21-3, 22.21-4
 Checks and stubs produced, 22.63-2
 Compromise of tax controversies, 22.25-3, 22.25-7
 Computed tax defined, 22.4-1
 Consolidated corporate returns, 22.37-1
 Co-operatives, exemptions, 22.34-1-22.34-3
 Copyrights, income taxable, 22.8(2)-6
 Corporate income from manufacture or sale, 22.33(1)-8
 Corporate income other than from manufacture or sale, 22.33(1)-8
 Corporate income, public utility allocated, 22.33(1)-10
 Corporate net income, 22.35-1, 22.35-2
 Corporate officers and directors, nonresident, taxable income, 22.8(2)-3
 Corporate returns, 22.36-1-22.37-2
 Corporate tax basis, 22.33(1)-1-22.33(2)-2
 Corporation defined, 22.32-1
 Corporations in liquidation, returns, 22.36-2, 22.36-3
 Corporations, other regulations applicable, 22.38-1-22.41-1
 Date returns are due, 22.13-4, 22.21-1
 Decedent's return, 22.6-5
 Deduction, income from federal securities, 22.7-2
 Deductions, generally, 22.9-1-22.9-13
 Deductions itemized, 22.9-3
 Deductions, nonresidents' income, 22.9-13
 Deductions verified, 22.9-10
 Deductions where income is allocated among states, 22.9-12
 Definitions, 22.4-1
 Dependents, credit, 22.12-4
 Discrepancies found in returns, procedure, 22.25-2-22.25-8
 Dishonored checks, collection, 22.21-4
 Dissolved corporations, returns, 22.36-4
 Dividends received by corporations, 22.33(1)-4, 22.33(1)-5
 Domicile defined, 22.5-2
 Errors found in returns, procedure, 22.25-2-22.25-8
 Estate, returns, 22.6-6, 22.6-7
 Estates, income taxed as entity, 22.6-2, 22.6-3
 Estates, income taxed to beneficiaries, 22.6-9
 Estimated tax assessed to avoid limitation, 22.30-2
 Expenses prorated, 22.33(1)-6
 Fair market value defined, 22.4-1
 Federal government securities, not taxable, 22.8(2)-9
 Federal income tax deductible, 22.9-5
 Federal income tax refunds as taxable income, 22.8(2)-7
 Federal returns examined, 22.63-1

INCOME TAX—Continued*References to regulations beginning on page 412*

Federal rulings and regulations applicable, 22.61-1
 Federal securities, interest and dividends deducted, 22.7-2
 Fiduciary as withholding agent, 22.6-6
 Fiduciary defined, 22.6-1
 Fiduciary returns, 22.6-6, 22.6-7
 Foreign commerce, income taxable, 22.7-9
 Foreign corporation, federal tax copy filed, 22.36-7
 Foreign securities, income taxable, 22.7-3
 Forms, 22.21-8, 22.21-9
 Franchises, income taxable, 22.8(2)-6
 Guardian, return by, 22.6-8
 Hearings before commission, 22.28-2-22.28-7
 Individual returns, general requirements, 22.13-1
 Installment sales prior to 1955, 22.7-12
 Intangible property defined, 22.4-1
 Intangible property, income taxable, 22.8(2)-6
 Interest received by corporations, 22.33(1)-4, 22.33(1)-5
 Interstate commerce, income taxable, 22.7-9
 Inventory to accompany state or trust return, 22.6-7
 Iowa income tax not deductible, 22.9-4
 Jeopardy assessments, 22.30-1
 Joint return, decedent a party, 22.6-5
 Limitations, 22.25-8
 Losses, operating, as deduction, 22.9-6
 Municipality, income received from, taxable, 22.7-10
 Municipal securities, income taxable, 22.7-3
 Mutual farm telephone companies, exemptions, 22.34-1-22.34-3
 Net income, corporate, 22.35-1, 22.35-2
 Nonresident partners' shares, 22.8(2)-8
 Nonresident, return required, 22.16-5
 Nonresident's bond, 22.17-1
 Nonresident's credit for tax paid at residence, 22.18-1
 Nonresidents, deductions, 22.9-13
 Nonresident's income, 22.8(2)-1-22.8(2)-12
 Nonresidents, tax withheld, 22.16-1
 Nonresident to file copy of federal return, 22.13-6
 Nonresident to resident change of status, 22.8(2)-12
 Notice, discrepancies found by audit, 22.25-2
 Operating losses, 22.9-6
 Optional standard deduction, 22.9-2
 Out-of-state business, income from, 22.8(1)-1-22.8(1)-4
 Overpayments refunded, 22.66-1
 Partnership returns, 22.15(2)-1-22.15(2)-5
 Patents, income taxable, 22.8(2)-6
 Payment by check, 22.21-3
 Payment, time and manner, 22.21-5, 22.21-6
 Penalty, failure to file corporate return, 22.36-5
 Personal exemption, 22.12-1-22.12-3
 Property, gain or loss from, basis, 22.7-4
 Public utility income allocated, 22.33(1)-10
 Reciprocity provision for allocation of income, 22.8(1)-1-22.8(1)-4
 Reciprocity provisions, 22.18-1
 Refunds, overpayments, 22.66-1
 Rents received by corporations, 22.33(1)-4, 22.33(1)-5
 Resident to nonresident change of status, 22.8(2)-12
 Return by agent, 22.21-7
 Return certified correct, 22.21-7
 Return, individual, general requirements, 22.13-1
 Return of information, 22.15(1)-1-22.15(1)-6
 Returns, corporate, 22.36-1-22.37-2
 Returns, date due, 22.13-4

INCOME TAX—Continued*References to regulations beginning on page 412*

Returns filed, time and place, 22.21-1, 22.21-2

Returns of information, dividends paid by corporation, 22.36-6

Royalties received by corporations, 22.33(1)-4, 22.33(1)-5

Rural electrification company, exemptions, 22.34-1-22.34-3

Salesman, nonresident, taxable income, 22.8(2)-2

Separate returns by spouses, deductions, 22.9-8

Soil conservation expenditures deductible, 22.9-7

Spouses' separate returns, deductions, 22.9-8

State, income received from, taxable, 22.7-10

State securities, income taxable, 22.7-3

Tax evasion by corporations, particular devices noted, 22.37-2

Taxpayer, persons included, 22.5-1

Time for filing returns extended, 22.21-2

Trade-marks, income taxable, 22.8(2)-6

Trust, return, 22.6-6, 22.6-7

Trusts, income taxed as entity, 22.6-2, 22.6-3

Trusts, income taxed to beneficiaries, 22.6-9

United States, income received from, taxable, 22.7-10

Withholding agent's duties, 22.16-2

Withholding tax, 22.16-1-22.16-4

INSECTS AND PLANT DISEASES*References to rules beginning on page 22*

Advertisement to state certificate number, 27

Bulb growers, application for inspection, 18, 19

Carriers not to transport stock without certificate, 25

Certificate of inspection, nursery stock, 8, 9

Certificate of inspection, plants, bulbs, and tubers, 19

Certificates displayed, 24

Certificates not transferable, 29

Dealer's license, 20-23

Dealers, references required, 23

Dealers to furnish list of sources of stock, 17

Definitions 1-6

Imported nursery stock inspected, 7-12

Imported nursery stock reshipped by local nursery, 16

Inspection in transit, 12

Nurseries inspected, 13

Nurseryman, proof of good character required, 14

Nurserymen to furnish list of sources of stock, 17

Nursery stock entering state inspected, 7-12

Nursery stock held over after delivery season re-inspected, 15

Orders filled locally for out-of-state nurserymen, 26

Plant growers, application for inspection, 18, 19

Reciprocal inspection agreements, 10, 11

Quarantine regulations to take precedence, 28

INSURANCE DEPARTMENT DECISIONS*References to rulings beginning on page 219*

Agency merged, new license, 3

Agents, unethical practice, 3

Assessable and nonassessable policies not compatible, 20

Backdating policy, 1

Bonds, fidelity or surety, maximum single risk, 25

Collateral loans by companies, 17

Effective date of policy, 1

Examination of companies, 7

Expiration date of policy, 9, 18

Fees, taxation, 2

Investment, life insurance companies, 5, 24

Joint stock land banks, investment in, 5

INSURANCE DEPARTMENT DECISIONS—

Continued

*References to rulings beginning on page 219*Liability, see *FINANCIAL RESPONSIBILITY, MOTOR VEHICLES*

License of agents revoked, ground, 3

Life insurance companies, funds invested, 5, 24

Loans by company restricted as to person, 23

Medical examination required, 6

Motor trucks and busses, see *CARRIERS*

Multiple lines, capital stock requirement, 19

Notes for premium not sold before policy issues, 10

Preferred stock, investment in, 24

Premium lowered by backdating, 1

Premium notes not sold before policy issues, 10

Premiums, taxation, 22

Premium, taxability, 2

Rebate, practice constituting, 8, 12

Reinsurance, 21

Reserves, method of computing, 11

Tie-in sales, insurance and other commodities, 14, 15

Title of policy not to be misleading, 13

IOWA STATE COLLEGE, ENTRANCE REQUIREMENTS AND PROCEDURE*References are to page numbers*

Advanced standing, 375

Graduate college, 376

Herdsman program, 375

High school graduates, Iowa, 375

High school graduates, non-Iowa, 375

High school graduates, unaccredited, 375

High school preparation, 374

Nongraduates of high schools, 375

Residence, how determined, 377

Special students, 375

State colleges in general, 373

Teachers trained, see *AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION*

Veterinary medicine, 375

IOWA STATE TEACHERS COLLEGE*References are to page numbers*

Admission procedure, 383

Graduate students, admission policies, 384

State colleges generally, 373

Undergraduates, admission policies, 384

IOWA TRADE-MARK*Reference is to page number*

Use of trade-mark, 222

KEROSENESee *FLAMMABLE LIQUIDS***LAMBS**See *LIVESTOCK DISEASE CONTROL***LAW LIBRARY***References to rules beginning on page 228*

Books not reshelved by readers, 6

Borrower to sign for books, 5

Hours, 1

Loan period, 3

Loans, to whom made, 2

Marking books prohibited, 9

Noise prohibited, 8

Penalties and fines, 10

Shipping charges, 4

Smoking restricted, 7

LIBRARIANSee **SCHOOL PERSONNEL CERTIFICATION****LIBRARY**See **LAW LIBRARY; MEDICAL LIBRARY****LIGHTS**See **CARRIERS; SANITATION****LIQUEFIED PETROLEUM GAS**References to basic rules, with the *B-prefix*, and to rules beginning on page 302

- Aboveground containers, 2.3, 2.6
- Appliances and installation, 8.4, 8.5
- Appliances, approval required, B.19
- Appliances used in vehicles, 6.10
- Boilers, 8.10
- Bulk plants, 2.13
- Bulk storage, B.6
- Cast-iron pipe fittings prohibited, B.8
- Clothes driers, 8.16
- Containers and equipment on vehicles located, 6.4
- Containers and regulating equipment, location, B.6
- Containers, construction, test, B.3
- Containers, design, working pressure and classification, 2.1, 3.1, 4.2, 7.1
- Containers filled, B.14, 6.12
- Containers for use on vehicles, 6.1, 6.2
- Containers installed, 2.6-2.12
- Containers installed in service stations, 7.5, 7.6
- Containers kept painted, 2.16
- Containers loaded on trucks to be secured, 3.17
- Containers, location, 1.3
- Containers, marking required, B.5
- Containers, maximum capacity, 2.5, 4.9, 7.4
- Containers, minimum strength, 1.8
- Containers mounted on trucks, method, 3.7
- Containers not reinstalled until requalified, 1.6
- Containers other than I.C.C. approved, 2.1-2.19
- Containers reinstalled, 2.4
- Containers, repair, B.4
- Containers, required marking, 1.1
- Containers stored for retail, 5.2
- Containers stored, user's premises, 5.1
- Container to building, minimum distance, B.6
- Container valves and accessories, B.7, 1.4, 2.2, 3.2, 4.4, 6.5, 7.2
- Conversion burners, 8.14
- Counter appliances, 8.21
- Cylinder filling rooms, electric equipment, open flame, B.17
- Dikes not required, 2.7
- Discharge pipes, 2.2, 2.3
- "Division I System" defined, 1.2
- "Division VI System" defined, 6.3
- Draft hoods, 8.24
- Drainage into pit or sewers prohibited, 2.12
- Duct furnaces, 8.13
- Electric equipment near installations, B.17
- Engines in building, requirements, 4.10
- Equipment approved, B.2
- Excess flow valves, when required, B.7
- Filler pipes, 2.2
- Filling plants, 2.14
- Filling density, maximum, B.12
- Fire control in industrial installations, 2.15
- Fire extinguishers on trucks, 3.12
- Fittings, B.8
- Flammable liquids separated from containers, B.6
- Flexible hose, use restricted, B.8
- Floor furnaces, 8.12
- LIQUEFIED PETROLEUM GAS**—Continued
- References to rules beginning on page 302
- Fryers, 8.20
- Furnaces, 8.10, 8.12-8.14
- Gas meter installation, 8.29
- Gauge, liquid level, required, B.18
- Hose, use, specifications, B.8, B.9
- Hotel ranges and equipment, 8.20, 8.21
- Hot plates, 8.19
- I.C.C. approved containers, 1.1-1.8
- Incinerators, 8.17
- Industrial installations kept lighted, 2.17
- Industrial use, 1.7
- Installation in buildings, 8.1-8.29
- Internal combustion engines, 2.18, 2.19
- Laundry stoves, 8.19
- Liquid gas inside building, restrictions, B.13
- Liquid level gauging device, B.18
- Location of containers, 1.3
- Marking containers, B.5
- Mobile homes, installations, 6.1-6.12
- Motor fuel, use of LP gas as, 4.1-4.10; see also **MOTOR VEHICLE FUEL**
- Motor vehicles, installation, other than motor fuel, 6.1-6.12
- Odorizing gases, B.1
- Open flames prohibited near installations, B.17
- Personnel to be trained, B.16
- Pipe and fittings in buildings, 8.2, 8.3
- Pipes, B.8
- Pipes and fittings, 3.3
- Pipes, tubes, fittings, motor fuel use, 4.5
- Portable ovens, 8.22
- Pressure gauge required, 2.3
- Pump houses, electric equipment, open flames, B.17
- Ranges, 8.6, 8.20
- Recessed heaters, 8.11
- Refrigerators, 8.18
- Room heaters, 8.8, 8.9, 8.11, 8.15
- Safety rules, vehicle installation, 6.11
- Safety valves, B.10, 1.5, 2.3, 3.4, 4.6, 6.6, 7.3
- Service station installation and equipment, 7.5-7.10, 7.12
- Service stations, 7.1-7.12
- Skid tanks, 2.6, 3.16
- Smoking in service stations prohibited, 7.11
- Smoking prohibited near trucks, 3.13
- Space heaters, 8.8, 8.9, 8.11, 8.15
- Storage, containers, 5.1-5.3
- Stoves, 8.6, 8.19, 8.20
- Systems approved, B.2
- Tank car unloading point operation, B.15
- Trailers and semitrailers, specifications, 3.9
- Trailers, installations, 6.1-6.12
- Transfer of liquids between containers, B.14
- Truck cargo used as motor fuel, 4.1
- Truck fuel supply containers, location and mounting, 4.3
- Truck fuel systems, 3.5
- Truck light systems, 3.8
- Trucks and trailers transporting gas, 3.1-3.17
- Truck specifications generally, 3.5-3.11, 3.14-3.16
- Truck tanks, loading, 3.6
- Truck unloading point, 7.7
- Truck unloading point operation, B.15
- Tubes, B.8
- Tubing and fittings in buildings, 8.2, 8.3
- Underground containers, 2.3, 2.6

LIQUEFIED PETROLEUM GAS—Continued*References to rules beginning on page 302*

- Unit broilers, 8.20
- Unit heaters, 8.15
- Unloading point, tank car or truck, B.15
- Valves, 1.4, 2.2, 3.2, 4.4, 6.5, 7.2
- Valves, container, B.7, B.10
- Vaporizers, construction and installation, B.11
- Vaporizers, motor fuel, 4.7
- Vaporizers, safety devices, 2.3
- Vaporizing house, electric equipment and open flames, B.17
- Vehicles, installation, 6.1-6.12
- Vents, 8.23, 8.25-8.28
- Water heaters, 8.7
- Welding, 2.6
- Welding containers, B.4

LIQUID TRANSPORT CARRIERS*References to rules beginning on page 77*

- Bond in lieu of insurance, LC9
- Certificate of convenience and necessity, provisions governing, LC12-LC16
- Definitions, LC2, LC19
- Driver's daily log, LC20-LC27
- Drivers' qualifications, LC28
- Drivers to know, obey law, LC18
- Driving time limited, LC29
- Equipment marked, LC11
- Fire marshal's regulations, *see FLAMMABLE LIQ. IDS*
- Insurance requirements, LC3-LC10
- Interstate operations, LC17

LIQUOR AND WINE*References to rules beginning on page 229*

- Ethyl alcohol, sale, permit to buy, 5-7
- Licenses, manufacturers and wholesalers, 2-4
- Manufacturer's regulations, 2
- Native wine, manufacture and sale, 1
- Permits, 3-7
- Records confidential, 7-8
- Returned liquor, seal destroyed, 10
- Statistics not released, 8
- Suppliers not to deal with commission employees, 9
- Transport of liquor, 11
- Wholesalers regulations, 2

LIVESTOCK*See STATE FAIR***LIVESTOCK DISEASE CONTROL***References to rules beginning on page 5*

- Animal industry division chief, disease control duties, 2, I
- Anthrax control measures, 23, I
- Anthrax, sale of infected animal, 14, A, II
- Arthritis, sale of pigs with, 14-A, II, B
- Asses, imported, health regulations, 1, VIII
- Bang's disease, 15, I-15, XII
- Barns, sanitary measures, 9, I
- Blackleg, control procedures, 6, I
- Breeding cattle, tuberculosis control, 16, IX; 16, X; 16, XIII
- Brucellosis control, 15, 1-15, XII
- Brucellosis, imported cattle, 1, V
- Carcass, disposal of, license, regulation, 22, I-22, XVIII
- Carcasses infected with anthrax destroyed, 23, I
- Carcasses infected with hog cholera destroyed, 19, I; 23, II

LIVESTOCK DISEASE CONTROL—Continued*References to rules beginning on page 5*

- Carcasses infected with noncommunicable disease, 23, III
- Carcasses not to pollute waters, 23, IV
- Carcass infected with blackleg burned, 6, I
- Carcass infected with glanders burned, 5, II
- Carriers bringing livestock into state, 1, IV
- Cattle, accredited tuberculosis-free herd, 17, I-17, XIII
- Cattle exhibited at fairs, health regulations, 11, II
- Cattle, imported, health regulations, 1, V; 16, VIII
- Cattle sold at sale barn, 14, A, VIII
- Cattle tested for Bang's disease and marked, 15, I-15, XII
- Cattle, tuberculosis control, 16, I-16, XIII
- Chief of division of animal industry, livestock disease control duties, 2, I
- City health board, livestock disease control duties, 7, I
- Community sales supervised, regulated, 14, A, I-14, A, XII
- Co-operation with U. S. agriculture department, 14, I
- Dead animals, disposal of, license, regulations, 22, I-22, XVIII
- Dipping equipment required when sheep sold, 14, A, X
- Disposal plants, dead animals, 22, I-22, XVIII
- Dogs breaking rabies quarantine destroyed, 7, III
- Dogs brought into state, health regulations, 1, VI
- Dogs exposed to rabies confined, 7, II
- Enteritis, sale of infected animal, 14, A, II
- Erysipelas, sale of infected animal, 14, A, II
- Exposed animal defined, 3, I
- Fairgrounds, disinfecting, 10, I; 10, II
- Fairs, animals exhibited, health regulations, 11, I-11, III
- Farcy, suspected cases isolated, 5, I; 5, III
- Feeder cattle imported, health regulations, 1, V
- Feeder lambs, imported, health regulations, 1, IX
- Garbage-fed hogs quarantined, 25, I-25, III
- Garbage fed to animals, processing required, 24, I
- Garbage processing plants, 24, II-24, X
- Glanders, carcass of infected animal burned, 5, II
- Glanders, recognized test for, 5, IV
- Glanders, suspected cases isolated, 5, I; 5, III
- Goats, imported, health regulations, 1, VII
- Health board, local, livestock disease control duties, 2, II; 7, I
- Health board, local, disposal of animal carcasses, 23, V
- Health certificate, imported livestock, 1, I; 1, II
- Hog cholera control method, 19, I; 19, II
- Hog cholera, sale of infected animal, 14, A, II
- Hog cholera serum, manufacture, sale and use, 20, I-20, XIII
- Hog cholera virus, permit to use, 21, I
- Hog cholera virus, who may administer, 4, I
- Hog houses, sanitary measures, 9, I
- Hogs fed raw garbage quarantined, 25, I-25, III
- Hogs immunized by double method isolated, 19, II
- Hogs, imported, health regulations, 1, X
- Horses, imported, health regulations, 1, VIII
- Label required, hog cholera serum, 20, VII-20, XIII
- Lakes not to be polluted with animal carcass, 23, IV
- Lambs sold at sale barn, 14, A, X
- Livestock brought into state, 1
- Mules, imported, health regulations, 1, VIII
- Official health certificate, imported livestock, 1, II

LIVESTOCK DISEASE CONTROL—Continued*References to rules beginning on page 5*

- Permit to conduct sale, 14, A, I
- Pigs, imported, health regulations, 1, X
- Ponds not to be polluted with animal carcass, 23, IV
- Poultry houses, sanitary measures, 9, I
- Quarantine defined, 13, I
- Quarantine, glanders, 5, III
- Quarantine, livestock, authority to impose, 2, I; 2, II
- Quarantine, rabies, 7, III
- Quarantine, scabies, 8, I
- Rabies, control measures, 7, II; 7, III
- Railways bringing livestock into state, 1, IV
- Railways, sanitary measures, 12, I-12, III
- Rhinitis, sale of pigs with, 14, A, II
- Sale barns and pavilions, 14, A, I-14, A, XII
- Sanitary measures, animal pens and yards, 9, I
- Scabies, quarantine and treatment, 8, I
- Sewage and waste, animal-disposal plants, 22, IX
- Sheep, imported, health regulations, 1, IX
- Sheep sold at sale barn, 14, A, IX; 14, A, X
- Special permit to import livestock, 1, III
- Stables, sanitary measures, 9, I
- Stockyards, supervision and regulation, 14, A, I-14, A, XII
- Streams not to be polluted with animal carcass, 23, IV
- Swine exhibited at fairs, 11, III
- Swine fed raw garbage quarantined, 25, I-25, III
- Swine, imported, health regulations, 1, X
- Swine, infected with vesicular exanthema, 25, III
- Swine sold at sale barn, 14, A, II-14, A, VII
- Township trustees, disposal of animal carcasses, 23, V
- Township trustees, livestock disease control duties, 2, II
- Trucks bringing livestock into state, 1, IV
- Trucks carrying infected hogs disinfected, 25, IV
- Trucks hauling dead animals, 22, X-22, XVII
- Trucks, sanitary measures, 12, II; 12, III
- Trucks transporting raw garbage, 24, IX
- Tuberculin tests approved, 16, I-16, IV
- Tuberculin, use and sale restricted, 18, I; 18, II
- Tuberculosis control, 16, I-16, XIII
- Tuberculosis-free herds and areas, 17, I-17, XIII
- Tuberculosis, imported cattle, 1, V
- Vaccinated cattle imported, 1, V
- Vaccination, rabies, imported dogs, 1, VI
- Vaccination, swine at sale barn, 14, A, III-14, A, VII
- Vaccine for livestock, sale and use limited, 4, I
- Vehicles hauling dead animals, 22, X-22, XVII
- Vesicular exanthema, infected swine destroyed, 25, III
- Veterinarians, imported livestock inspected, 1, I; 1, II
- Veterinarian to supervise sales, duties, 14, A, XI
- Water not to be polluted with animal carcass, 23, IV

MARKETING*See DISTRIBUTIVE EDUCATION***MAYONNAISE***See FOOD DRESSINGS***MEAT***See DAIRY PRODUCTS AND FOOD***MEDICAL LIBRARY***References to rules beginning on page 231*

- Borrowers, 1, 4, 7
- Loan period, 2
- Loans to students, 4
- Loans to transients, 8

MEDICAL LIBRARY—Continued*References to rules beginning on page 231*

- Postage, 3
- Reserve material, 5
- Restricted material, 6
- Right to borrow forfeited, 7
- MEDICAL SCHOOLS**
- See DEAD BODIES FOR SCIENTIFIC USE; STATE UNIVERSITY OF IOWA*
- MERIT SYSTEM**
- References to rules beginning on page 231*
- (Statutes and statement of policy appear on page 233)
- Appeals, XIV, 1-XIV, 5
- Applicant disqualified, V, 4
- Applicant rejected, appeal, XIV, 1
- Application form not to inquire into politics or religion, XVI, 2
- Applications for examination, V, 3
- Appointments, VIII, 1-VIII, 7
- Attendance, XV
- Certification of eligibles, VII, 1-VII, 3
- Changed address, director notified, V, 14
- Classification plans, III, 1-III, 5
- Compensation plans, IV, 1-IV, 3
- Competitive examination for promotion, XI, 2; XI, 3
- Conflicting employment or office, XVIII
- Co-operation with other departments, XXI
- Council, II, 1
- Crippled children service employees, IX, 5
- Definitions, I, 1-I, 26
- Demotions, XII, 2; XIV, 4
- Director, II, 2
- Discrimination between employees, XIII, 5
- Dismissals, XIII, 2; XIV, 4
- Education and experience rated, V, 7
- Effective date of rules, XXIV
- Emergency appointments, VIII, 4
- Employment security commission employees, IX, 1
- Examinations, V, 1-V, 14
- Health department employees, IX, 4
- Intermittent appointments, VIII, 3
- Investigation of applicant, V, 8
- Leave, XV
- Notice of examination, V, 2
- Notice of examination result, V, 10
- Oral examination, V, 9; XXV, 1
- Original appointments, VIII, 1
- Payroll certified, XIX
- Penalties, uniform, XIII, 5
- Personnel officer in agencies, II, 3
- Physical examination, V, 12
- Political action, XVII, 1
- Politics not considered, XVI, 3
- Probation, X, 1-X, 6; XXV, 3
- Promotion during probation, X, 4
- Promotions, XI, 1-XI, 3; XII, 1; XIV, 5
- Provisional appointments, VIII, 2; XXV, 3
- Rating, examination, VI, 1; XIV, 2
- Rating, service, XVI
- Records and reports, XX
- Reduction of staff, XIII, 4
- Register of eligibles, VI, 1-VI, 3
- Reinstatement, XIII, 7; XIII, 8
- Religion not considered, XVI, 3
- Removal from register, VI, 3; XIV, 3
- Residence requirement, VIII, 6
- Resignation, XIII, 1

MEDICAL LIBRARY—Continued*References to rules beginning on page 231*

Rules of construction, XXIII
 Salary advance, probationer, X, 3
 Separation during probation, X, 6
 Social welfare, county, employees, IX, 3
 Social welfare, state, employees, IX, 2
 Special examination, V, 11; IX, 6
 Suspensions, XIII, 3; XIV, 4
 Temporary appointments, VIII, 5
 Tenure, XIII, 6
 Transfer during probation, X, 5
 Transfers, XII, 1
 Veterans' preference, VIII, 7
 Wartime amendments, XXV, 1-XXV, 4

MILK*See DAIRIES; SANITATION***MINES***References to rules beginning on page 250*

Abandoned rooms shut off, 19
 Blasting, 6-17
 Daily test for gas, abandoned rooms, 19
 Electrical equipment, 1-5
 Explosive, permit required, 14
 Explosives and detonators kept separate, 7
 Explosives, permissible, 12
 Fuses, length, 8
 Gas, daily test, 19
 Gas mask, shot firer to have, 13
 Misfires, 11
 Permit to use explosives, 14
 Rock duster required, 20
 Roofs tested, 15
 Self-rescuer, shot firer to have, 13
 Shot firers certified, 6
 Shot firer to have gas mask, 13
 Silence, periodic, while roof tested, 16
 Sprinkler required, 20
 Tamping material, 17
 Tamping sticks, 9
 Ventilation, 18
 Warning signals, blasting, 10

MOBILE HOME PARK LICENSE*References to rules beginning on page 183*

Abandoned wells filled, 7.14
 Bathhouses, 5.3
 Definitions, 2.1-2.9
 Garbage and refuse disposal, 9.1, 9.2
 Laundry facilities, 6.1-6.6
 License procedure, 3.1-3.3
 Lights in park required, 5.1
 Number of homes limited, 5.2
 Owner's responsibility to supervise, 10.1
 Permit to construct, 4.1, 4.2
 Sewage disposal, 8.1-8.9
 Swimming pools, 5.3
 Toilet facilities, 6.1-6.6
 Wading pools, 5.3
 Washing facilities, 6.1-6.6
 Water supply, 7.1-7.14
 Wells, 7.1-7.14

MOTOR CARRIERS, ACCOUNTING*Reference to rules beginning on page 74*

Rules governing, S1-S3

MOTOR VEHICLE AND BICYCLE EQUIPMENT*References to rules beginning on page 294*

Application for approval, 1
 Approval, 9
 Approval revoked, 10
 Fees, 3
 Instructions to accompany equipment, 6
 Marks on equipment, 7
 Requirements for approval, 5, 8
 Samples submitted, 2
 Test of equipment, 1-4, 8
 Test report, 4

MOTOR VEHICLE DEALERS*References to rules beginning on page 295*

Dealer plates, 4
 Foreign-registered cars, identification sticker, 5
 License requirements, 1-3

MOTOR VEHICLE FUEL*References to regulations on page 502*

Carbon paper, double-faced required, 3
 Enforcement officers designated, 4
 Invoices, double-faced carbon paper used, 3
 Liquefied gas, bulk transport, 2
 Marine terminals, withdrawals, 1
 Pipe line, withdrawals, 1
 Railroad tank cars loaded, 1
 Reports of withdrawals, 1

MOTOR VEHICLE REGISTRATION*References to rules beginning on page 367*

Charter bus party, 14
 Court order, transfer by, 9
 Current registration receipt defined, 17
 Emergency vehicle, 11
 House trailer, 7, 15
 Judicial sale, transfer by, 9
 Notice of transfer, 12
 Out-of-state owner, 6
 Out-of-state purchase, 5
 Plates issued in numerical sequence, 8
 Repossessed vehicles, registration transferred, 1
 Special mobile equipment, 10
 Transfer by attorney, 13
 Transfer during January, 3
 Truck or trailer, transfer, 4
 Vehicle in storage, 2

MOTOR VEHICLES*See CARRIERS; DRIVERS LICENSES; SCHOOL BUSES AND TRANSPORTATION*

Financial responsibility, page 37

MULES*See LIVESTOCK DISEASE CONTROL***NURSERIES, CHILDREN***See also CHILDREN'S BOARDING HOMES**References to rules beginning on page 398*

Administration, nonprofit, 12-19
 Age of staff members, 29
 Case work, 54
 Fees, 45
 Fire regulations, fire escapes, 40, 41
 Fiscal matters, 13-19
 Food, 51, 52
 Health matters, 46-53
 License, 2-9

NURSERIES, CHILDREN—Continued
References to rules beginning on page 398

Nursery defined, 1
 Operator, qualifications, 21
 Organization, 10-12
 Personnel, 20-29
 Plant and equipment, 30-39, 42
 Program, 43-58
 Records and reports, 59-61
 Services, 43-58
 Staff, minimum, 20
 Teacher, when required, qualifications, 25

NURSERIES, HORTICULTURAL
*See INSECT AND PLANT DISEASES***NURSES**

See SCHOOL PERSONNEL CERTIFICATION; STATE UNIVERSITY OF IOWA; VETERANS EDUCATION PROGRAMS; See also information on page 251.

NURSING HOME DESIGN AND CONSTRUCTION
References to rules beginning on page 139

Note: Pertinent sections will also be found under NURSING HOMES, FIRE REGULATIONS; NURSING HOMES, OPERATION

Door width, 6.6
 Electric system, 6.4
 Elevators, dumbwaiters, 6.5, 6.6
 Gas, 6.3
 General requirements, 4.1-4.4
 Heating system, 6.3
 Incinerators, 6.6
 Laundry chutes, 6.6
 Location, 1
 Minimum area and facilities, 5.1-5.3
 Nurses call system, 5.3, 6.6
 Oxygen systems, 6.3
 Plumbing, 6.3
 Room finishes, 6.1
 Structural requirements, 6.2
 Ventilation, 6.3

NURSING HOMES, FIRE REGULATIONS

References to rules beginning on page 362
 Acoustical material, restrictions on use, 4.4, 6.4
 Additions, governed by new home regulations, 5.1
 Attendants, 4.1, 6.1
 Carpet made flame-resistant, 4.4, 6.4
 Cellars not used for sleeping, 4.5, 6.5
 Classification of homes, 2.1-2.6
 Combustible material not permitted to accumulate, 4.6, 6.6
 Construction, new homes, 5.2-5.8
 Corridors, specifications, 3.5, 5.6
 Curtains made flame-resistant, 4.4, 6.4
 Decorative material, 4.4, 6.4
 Definitions, 1.1-1.32
 Doors, 5.7, 5.8
 Evacuation plan, 4.1, 6.1
 Exits, 3.3-3.6, 4.3, 5.4-5.8
 Fibre-base tile and wallboard not used, 4.4, 6.4
 Fire detection systems, 3.8, 5.10
 Fire extinguishers, 3.9, 5.11
 Fire walls, when required, 3.2, 5.3
 Heating, 3.10, 5.12
 Lighting, exits and stairways, 4.3, 6.3
 Locks on doors prohibited, 5.7
 Maintenance standards, 4.6, 6.6

NURSING HOMES, FIRE REG.—Continued
References to rules beginning on page 362

Mattresses equipped with handles, 4.1, 6.1
 New homes, 5.1-5.12
 Occupancy of home restricted to patients and personnel, 4.5, 6.5
 Passageways, specifications, 3.5, 5.6
 Patients or residents housed above second floor, 3.1
 Ramps, specifications, 3.4, 5.5
 Remodeled homes or additions considered as new homes, 5.1
 Signs on exits, 4.3, 6.3
 Smoking regulations, 4.2, 6.2
 Sprinkler systems, 3.7, 5.9
 Stairs, specifications, 3.4, 3.6, 4.3, 5.5, 5.8
 Storerooms kept neat, 4.6, 6.6

NURSING HOMES OPERATION

References are to rules beginning on page 131

Admission policies, 2.1-2.3
 Care of patients, 5.1, 5.2
 Child patients, 2.3. *See also pages 141 and 142*
 Definitions of terms, 1.1-1.16
 Drugs and medicines, 9.1-9.13
 Employee's living quarters, 11.1-11.4
 Equipment required, 7.1-7.8, 8.2
 Facilities required, 7.1-7.8
 Food preparation and service, 7.4, 7.6, 10.1-10.9, 12.8
 Furnishing required, 7.1-7.8
 Garbage disposal, 12.5
 Heating, 12.9
 Incinerators required, 12.6
 Laundry, 12.10
 Medicines and drugs, 9.1-9.13
 Operator's living quarters, 11.1-11.4
 Patients admitted, number and condition, 2.1-2.3
 Patients, treatment of, 5.1-5.3
 Personnel administration, 3.1-3.5
 Personnel qualifications, 4.1-4.3
 Pharmacy, 9.13
 Plumbing, 7.3, 11.1, 11.4, 12.3, 12.1, 12.8
 Records required, 6.1-6.3
 Report required, 6.4
 Sanitation requirements, 12.1-12.10
 Screens required, 12.7
 Supplies required, 8.2
 Water supply, 12.3

OIL

See FLAMMABLE LIQUIDS

OLD-AGE ASSISTANCE

References to rules beginning on page 387
 Age, eligibility established when birth date unknown, 249.6(2)
 Amount of grant established, 249.7-249.9
 Application for assistance made, action taken, 249.11
 Effective date of initial grant, 249.17
 Eligible persons, 249.5
 Funeral expenses, 249.18
 Homestead, 249.9
 Income as affecting need, 249.8
 Inmates in public institutions, 249.6(5)
 Investigation, record made, 249.4
 Need for assistance, 249.7
 Payment of assistance, method used, 249.13
 Property, real and personal, of applicant, 249.9
 Relative's responsibility to support, 249.26

OLD-AGE ASSISTANCE—Continued*References to rules beginning on page 387*

Residence, 249.6(1, 3, 5)

Review of cases yearly, 249.13

Spouse of recipient of aid supported, 249.29

Tax suspended on property, 249.9

OLD-AGE INSURANCE*References to regulations beginning on page 99*

Court reporters' salaries, 5

Interest on employer's delinquent tax, 1, 2

Overpayment of tax, 2

Political subdivisions participating, 4

Tax paid, collected, 3

Underpayment of tax, 2

OPTOMETRY*References are to page numbers*

Ethics, 216

Examinations, 215

Reciprocity, 215

OSTEOPATHS*References are to page numbers*

Examinations, 217

Reciprocity, 218

Surgery, 219

PAETNERSHIP*See ACCOUNTANTS; REAL ESTATE BROKERS AND SALESMEN***PEACE OFFICERS PENSIONS***References to rules beginning on page 369*

Board meetings, 2

Contributions certified, 6

Fiscal year, 5

Refunds, 7

Service computed, 3

Treasurer as vice-president of board, 1

Women, vouchers to, 4

PENSIONS*See OLD-AGE ASSISTANCE; OLD-AGE INSURANCE; PUBLIC EMPLOYEES RETIREMENT; PEACE OFFICERS PENSIONS***PERSONNEL***See MERIT SYSTEM***PHARMACY***References are to page numbers*

Examination, 251

Fees, 252

Hospital pharmacies, *see HOSPITALS*

Itinerant vendors, 253

Narcotics, 253

Nursing home pharmacies, *see NURSING HOMES OPERATION*

Practical experience, 251

Reciprocity, 252

Registration, 252

Schools, *see STATE UNIVERSITY OF IOWA***PHYSICIANS AND SURGEONS***References are to page numbers*

Certificate of national board recognized, 215

Examinations, 212

License requirements, 212

Reciprocity, 214

Reciprocity agreements abandoned, 215

Schools, *see STATE UNIVERSITY OF IOWA*

Temporary license, none issued, 215

PIGS*See LIVESTOCK DISEASE CONTROL***PIPE LINES***References to rules beginning on page 71*

Accidents reported, PL111

Amendments to rules, effect, PL95, PL96

Crossing highway or railroad, PL109, PL114

Definitions, PL97

Deviations and exceptions from rules, PL96

Extending line, permit, PL103

Fees, PL106-PL108

Inspection by commission, PL112

Inspection fees, PL106, PL107

Motor vehicle fuel, *see MOTOR VEHICLE FUEL*

Permit expires, PL102

Permit, petition, hearing, granting, PL99-PL101, PL114

Permit sold, commission's approval required, PL104

Permit transferred, notice required, PL105

Resurvey after construction, PL110

Routes, deviation from plan, PL98

Standards for construction, operation, maintenance, PL113

PLUMBING CODE*References to rules beginning on page 145*

(The code consists of basic principles shown with the P-prefix, and rules)

Acidproof traps, 5.8.1

Acid waste, 9.9.1, 9.9.2

Aerials on vent pipes prohibited, 12.4.4

Air gap, indirect waste pipe, 9.4.1-9.4.3

Air gaps, water supply, 10.4.3-10.5.5

Alterations, deviation from code, 2.5.1

Aquariums, 7.20.1

Asbestos cement sewer-pipe joints, 4.2.11

Backfill around and over pipe, 2.7.5, 2.7.6

Backflow and backsiphonage preventers, 10.4.2

Backflow in water supply, 10.4.1-10.6.4

Backwater valves, 6.14.1-6.14.6

Baptistries, 7.20.1

Barber shops, *see BARBERS*

Bar sinks, 12.7.1, 12.7.2

Bathing places, *see SANITATION*

Bell traps prohibited, 5.3.6

Bituminized-fibre pipe joints, 4.2.12

Booster system, 10.8.1-10.8.8

Bottling plants, interceptors required, 6.9.1

Braze joints, 4.2.8

Breakage, pipes protected, 2.10.1

Buried pipes, 2.7.1-2.7.6

Burned-lead joints, 4.2.10

Cabin camps, *see SANITATION*

Calked joints, 4.2.1

Calking ferrules, standards, 3.2.3

Cast-iron soil pipe supports, 8.3.2

Cement-mortar joints, 4.2.9

Chemical toilets, *see SANITATION*

Cinders not put in drains, 2.11.1

Circuit venting, 12.15.1-12.15.3

Cisterns, *see SANITATION*

Cleanouts, pipe, 5.4.1-5.6.4

Cleanouts, specifications, 3.2.6

Cleanouts, traps, 5.3.2

Coils, cooling or refrigerating, drains, 9.1.2

Comfort stations, *see SANITATION*

Condemned equipment not reused, 2.16.1

Connections to be watertight and gastight, 4.1.1

PLUMBING CODE—Continued

References to rules beginning on page 145

Construction camps, *see* **SANITATION**
 Copper, sheet, standard weights, 3.2.2
 Copper tubing supports, 8.3.4
 Corrosion, pipes protected, 2.10.1
 Cross connections, 10.4.1
 Crown-vented traps prohibited, 5.3.6
 Dead ends, 2.28.1
 Defective plumbing corrected, 14.14.1
 Definitions, 1.2.1–1.2.126
 Discharging sewage into soil, *see* **SANITATION**
 Discharging sewage into waters, *see* **SANITATION**
 Dishwashing machines, 7.16.1–7.16.4, 9.1.3–9.1.5
 Disposal units, no interceptor required, 6.11.1, 6.11.2
 Double trapping prohibited, 5.3.7
 Drainage system, general specifications, P-8, P-11, P-12
 Drain and water pipe in same ditch permitted, 10.6.2
 Drainpipe, change in direction, fittings, 2.3.1, 2.3.2
 Drainpipe fittings, 2.4.1–2.4.3
 Drainpipes and water pipes not in same ditch, 2.6.1
 Drainpipes below sewer level, installation, 2.19.1
 Drainpipes through or under foundation protected, 2.10.3
 Drainpipe, uniform grade, 2.2.1
 Drains, backflow guarded against, P-15, P-18
 Drains, connection with sewer required, 2.21.1
 Drains, dead ends avoided, 2.28.1
 Drains, fixtures connected, 2.20.1
 Drains, frost protection, 11.9.1
 Drains installed below frost line, 2.17.1
 Drains, load computed, 11.4.1–11.4.4
 Drains made to conform to code, new installations, 11.2.5
 Drains, material used, 11.1.1–11.2.5
 Drains, maximum fixtures, 11.5.1
 Drains, prohibited joints, 4.7.1–4.7.3
 Drains, sanitary and storm in same trench, 11.2.4
 Drains, size determined, 11.5.1–11.5.6
 Drains, storm, 13.1.1–13.8.1
 Drains, substances not to be deposited in, 2.11.1
 Drains to be kept free of damaging or clogging matter, P-14
 Drains to be vented, 2.25.1
 Drain system, 11.1–13.8.1
 Drinking fountains, 7.14.1, 7.14.2
 Drinking fountains, indirect drains permitted, 9.8.1
 Drips on appliances, 9.1.7
 Earth closets, *see* **SANITATION**
 Explosives not put in drains, 2.11.1
 Fittings, drains, 2.4.1–2.4.3
 Fixture location, 2.23.1, 2.23.2
 Fixtures, 7.1.1–7.20.1
 Fixtures and drains connected to drainage system, 2.20.1
 Fixtures, installation, P-20
 Fixtures, make and location, P-7
 Fixtures, maximum per drain, 11.5.1
 Fixtures, minimum required, P-6
 Fixtures revented, 12.14.1–12.14.3
 Fixtures set back to back, vents, 12.8.1
 Fixture traps, 5.1.1–5.8.1
 Fixture unit valves, 11.4.1–11.4.4
 Fixture vents, 12.8.1–12.16.1
 Flagpoles on vent stacks prohibited, 12.4.4
 Flanges, water closet, standard quality and installation, 3.2.5

PLUMBING CODE—Continued

References to rules beginning on page 145

Flared joints, 4.2.5
 Flashings, vents, 12.4.3
 Floor drains, 7.15.1, 7.15.2, 11.8.1–11.8.4
 Flushing tanks equipped with ball cock, 10.5.2
 Flushometers, 7.7.5–7.8.2
 Flushometer valve, vacuum breaker, 10.5.1
 Food-handling equipment, drains, 9.1.2
 Food waste grinders, 7.13.1–7.13.3
 Fountains, ornamental, 7.20.1
 Freezing, pipes protected, 2.10.4
 Garbage-can washers, 7.18.1–7.18.4
 Garbage-disposal units, 7.13.1–7.13.3
 Gas lines, rubber tubing not to be used, 2.26.2
 Grease traps, 6.2.1, 6.2.2
 Gutters, size, 13.6.3
 Hangers, 8.1.1–8.6.1
 Health hazard, additional equipment required, 2.5.2
 Homes, *see* **SANITATION**
 Horizontal drains, slope and velocity, 11.3.1–11.3.4
 Hospitals, *see* **HOSPITALS**
 Hot-poured joints, 4.2.6
 Hot-water system, 10.15.1–10.16.6
 House traps prohibited, 5.3.6
 Icebox drains, 9.1.2
 Indirect waste pipe, 9.1.1–9.10.2
 Industrial wastes treated, 2.12.1
 Inflammables not put in drains, 2.11.1
 Inspection, 14.7.1–14.14.1
 Inspection, trenches kept open, 2.7.3
 Interceptors, 6.1.1–6.13.3
 Irrigation with sewage, *see* **SANITATION**
 Joints, 4.2.1–4.9.1
 Joints to be watertight and gastight, 4.1.1
 Laundries, interceptors required, 6.8.1
 Laundry trays, 7.19.1
 Lavatory outlets, 7.10.1
 Leaching pits, *see* **SANITATION**
 Lead bend, branch connections prohibited, 4.7.3
 Lead-pipe supports, 8.3.5
 Lead, standard weight, 3.2.1
 Light required, rooms with fixtures, 2.23.1
 Loop venting, 12.15.1–12.15.3
 Maintenance of plumbing system, P-19
 Material, approved type indicated in code, 3.4.2
 Material not specifically approved, use, 3.3.1–3.3.6
 Materials, standard of quality, 3.1.1–3.5.
 Mobile home parks, *see* **MOBILE HOME PARK LICENSE; SANITATION**
 Nonpotable water, yellow pipe, 10.2.1
 Offsets in drains, 11.6.1–11.6.5
 Offsets in vents, 12.18.1–12.18.3
 Oil not poured down drains, 2.11.1
 Oil separators, 6.3.1, 6.13.1–6.13.3
 Opening in walls, floors, ceilings, rat-proofed, 2.14.1, 2.14.2
 Openings in building watertight, 4.8.1
 Overflows on fixtures, 7.3.1, 7.3.2
 Pilot flame, water heater, 10.17.4
 Pipe joints, 4.2.1–4.9.1
 Pipes, how measured, 2.24.1
 Pipes installed below frost line, 2.17.1
 Pipe size, water system, 10.13.1–10.14.2
 Pipes not laid parallel with footings, 2.18.1
 Pipes protected, 2.10.1–2.10.4
 Pipes supported, 8.1.1–8.6.1
 Piping, specifications, P-9

PLUMBING CODE—Continued

References to rules beginning on page 145
 Poisonous substances not put in drains, 2.11.1
 Pools, ornamental, 7.20.1
 Precast joints, 4.2.7
 Private and public water supply not joined, 10.6.4
 Public and private water supply not joined, 10.6.4
 Public water supply, *see* **SANITATION**
 Pumps, 10.7.1; *see also* **SANITATION**
 Quasi-public water supply, *see* **SANITATION**
 Rags not put in drains, 2.11.1
 Rat-proofing, 2.14.1, 2.14.2
 Refrigerators, waste pipe, 9.1.2
 Relief vents, 12.17.1
 Repairs, deviation from code, 2.5.1
 Renting individual fixtures, 12.14.1–12.14.3
 Rinse sink drains, 9.1.2
 Sand interceptors, 6.4.1
 Screwed pipe supports, 8.3.3
 Separators, 6.1.1–6.13.3
 Septic tanks, 2.22.1; *see also* **SANITATION**
 Sewage disposal, P-17, P-22; *see also* **SANITATION**
 Sewage disposal system, private, 2.22.1
 Sewer connections required, P-5
 Sewers, connection required, 2.21.1
 Showers and shower compartments, 7.11.1–7.11.7
 Sink, minimum number, P-6
 Sink outlets, 7.12.1
 Sinks, 7.2.1
 Sinks, multiple wash type, 7.17.1, 7.17.2
 Slaughterhouses, interceptors required, 6.10.1
 Sleeves, calking, 2.13.1
 Slip-joint connections, 7.6.2
 Slip joints, 4.4.3, 4.4.4
 Soda fountain sinks, 12.7.1, 12.7.2
 Soil stacks, minimum size, 11.5.4
 Soldered joints, 4.2.4, 4.2.8
 Springs, *see* **SANITATION**
 Stacks supported, 8.6.1
 Stack venting, 12.13.1
 Stack vent, minimum size, 11.5.4
 Steam pipes and exhaust, drains, 9.7.1
 Sterilizers, 9.1.6
 Stills, 9.1.6
 Stop and waste valve in underground line, 10.6.3
 Storm drains, 13.1.1–13.8.1
 Storm drains, size, 13.6.1–13.6.3
 Strainers required in fixture outlets, 7.9.1, 7.12.1
 S-traps prohibited, 5.3.6
 Structural members of building not to be weakened, 2.8.1, 2.10.2
 Structural members of building not weakened, P-21
 Sumps, sump pumps, 11.7.1–11.7.9
 Support for pipes, 8.1.1–8.6.1
 Sweat joints, 4.2.4
 Swimming pools, *see* **SANITATION**
 Tanks, 10.7.2–10.8.8
 Tanks, hot water, 10.16.1–10.17.4
 Testing required, P-13
 Threaded joints, 4.2.2
 Toilet facilities for construction workers, 2.29.1
 Toilet rooms, public, *see* **SANITATION**
 Tourist camps, *see* **SANITATION**
 Trailer camps, *see* **MOBILE HOME PARK LICENSING; SANITATION**
 Traps, generally, 5.1.1–5.8.1
 Traps, indirect waste pipe, 9.3.1
 Traps on all fixtures, P-10

PLUMBING CODE—Continued

References to rules beginning on page 145
 Trap standards, drain connections, 4.6.1
 Trenches, 2.7.1–2.7.6
 Tunneling, 2.7.2
 Unions, 4.5.1, 4.5.2
 Unsafe water, *see* **SANITATION**
 Urinals, 7.8.1–7.8.6
 Urinals, drain connections, 4.6.1
 Used equipment, minimum standards, 2.15.1
 Valves required in water system, 10.12.1–10.12.3
 Valves, size, 10.17.2
 Valve, stop and waste, underground line, 10.6.3
 Vent grades, 12.6.1–12.6.3
 Vent headers, 12.20.1
 Ventilation ducts separate from plumbing vents, 2.26.1
 Ventilation, rooms with fixtures, 2.23.1
 Vent pipes, opening in roof watertight, 4.8.1
 Vents, 12.1.1–12.24.1
 Vents, indirect waste pipe, 9.3.2
 Vents, interceptors, 6.5.1
 Vents required, drains, 2.25.1
 Vents, size, 12.21.1–12.21.5
 Vent stacks, 12.3.1–12.3.3
 Vent stacks, minimum size, 11.5.4
 Vent terminals outside building, P-12
 Vertical pipes supported, 8.2.1
 Water and drain pipe in same ditch permitted, 10.6.2
 Water and drain pipe underground, minimum distance, 10.6.1
 Water closet connections, 2.27.1–2.27.4
 Water closets, 7.7.1–7.7.6
 Water closets, drain connections, 4.6.1
 Water closets, light and ventilation, P-16
 Water closets, minimum number, P-6
 Water closets, prohibited types, 7.6.1
 Water heaters, designed to avoid explosion, P-4
 Water heaters, vent pipes, 2.26.2
 Water, nonpotable, yellow pipe, 10.2.1
 Water pipe, material used, 10.10.1, 10.11.1
 Water pipes and drain pipes not in same ditch, 2.6.1
 Water pipes installed below frost line, 2.17.1
 Water pipe, used, restrictions, 10.11.2
 Water supply, 10.1.1–10.17.4; *see also* **CROSS CONNECTIONS IN WATER SUPPLIES; SANITATION**
 Water supply for habitations, P-1
 Water supply lines, valves required, 10.12.1–10.12.3
 Water supply, public and private, not joined, 10.6.4
 Water supply, size of pipes, 10.13.1–10.14.2
 Water supply tested, *see* **STATE HYGIENIC LABORATORY**
 Water system disinfected, 10.9.1–10.9.3
 Water used for cooling, disposal, 10.17.3
 Water, use kept to minimum, P-3
 Water, volume and pressure, P-2
 Wells, *see* **SANITATION**
 Wet vents, 12.12.1–12.12.5
 Wiped joints, 4.2.3
 Workmanship, standards, 2.9.1

POLIOMYELITIS

See **COMMUNICABLE DISEASES**

POULTRY

See **LIVESTOCK DISEASE CONTROL; STATE FAIR**

PSYCHOLOGIST

See **HANDICAPPED CHILDREN, EDUCATION**

PUBLIC EMPLOYEES RETIREMENT*References to rules beginning on page 100*

Deceased member, refund, 1

Interest on FOAB delinquent payments, FOAB-1

Recomputation of benefits, re-employed persons, Rule 2

QUARANTINE*See COMMUNICABLE DISEASES; INSECT AND PLANT DISEASE; LIVESTOCK DISEASE CONTROL***RABIES***See LIVESTOCK DISEASE CONTROL***RAILROADS, GRADE CROSSING SIGNALS***References to rules beginning on page 67*

Bells, HGC66

Circuits, required types, HGC61

Deviation from rules, when permitted, HGC74

Drawings of signals obtained from commission, HGC57

Flashing light with automatic gate, specifications, HGC70

Flashing light with rotating disk, specifications, HGC68, HGC69

Foundations, HGC72

Lamps, specifications for various signals, HGC62

Lights, flashing or wigwag, time cycle, HGC63

Lights, required range, HGC64

Location, HGC58

Operating time, HGC59

Painting required, HGC71

Quality of material and workmanship, HGC73

Signs, HGC65, HGC67, HGC68

Sources of power, two required, HGC60

RAILROADS, MINIMUM CLEARANCE*References to rules beginning on page 60*

Awnings over tracks, CL13, CL32

Between tracks, CL6-CL10, CL25-CL29

Bridges, CL11, CL30

Building materials piled near tracks, CL24, CL41

Buildings and tracks, CL12, CL31

Canopies over tracks, CL13, CL32

Clearance below minimum, safety measures, CL3-CL5

Color lights, CL20, CL38

Construction permit, CL42-CL46

Fences between tracks, CL22, CL40

General requirements, CL2

Guard rails, CL18

Mail cranes, CL23

Miscellaneous structures and tracks, CL12, CL31

Overhead loading platforms, CL14, CL33

Penstocks, CL19

Permit for construction, CL42-CL46

Platforms, CL14-CL16, CL33-CL35

Poles and posts, CL21, CL39

Scope of rules, CL1

Semaphores, CL20, CL38

Signal apparatus, CL18, CL20, CL37, CL38

Signs, CL21, CL39

Switch stands, CL17, CL18, CL36, CL37

Third rail, electric, CL18

Warning signs, no clearance, CL3, CL4

Water tanks, CL19

RAILROADS, SAFETY DEVICES AND SIGNALS*References to rules beginning on page 65*

Abandonment of existing system, INTL54

Changes in existing system, permission required, INTL48-INTL52

RAILROADS, SAFETY DEVICES, SIGNALS—

Continued

References to rules beginning on page 65

I.C.C. rules for installation and maintenance adopted, INTL47

Modification of rules, petition, INTL53

Reports required, INTL55

RAILWAY ACCIDENT REPORTS*References to rules beginning on page 69*

Accidents apparently requiring investigation, RYA80

Boiler accidents, RYA78

Clearance insufficient, RYA78

Collision, telegraphic report, RYA78

Defective equipment causing accident, RYA78

Derailments, RYA78

Immediate report of accident, when required, RYA77

Monthly report required, form, RYA76, RYA81

Serious injury to person, RYA77-RYA79

Telegraphic report, when required, RYA78

RAILWAY SERVICE ABANDONED OR CURTAILED*References to rules beginning on page 70*

Authority requested, TS89

Notice, form, TS88

Notice posted, TS89-TS91

Objections filed, TS89

Time of abandonment, TS91

RAILWAY STATION ABANDONED*References to rules beginning on page 70*

Express agency service discontinued, SA85

Notice, form, SA82

Notice posted, SA83, SA84

Objections filed, SA85

Request to abandon filed, SA83

Time of abandonment, SA85

REAL ESTATE BROKERS AND SALESMEN*References to rules beginning on page 372*

Broker not to buy listed property, 9

Commission controversies not heard by commission, 12

Commission, meetings, 17

Complaints against licensee, 6

Examination, 1-4, 10

License not converted, 11

License renewed, 7

Listing contract, termination date required, 5

Lotteries, 15

Partnership license, all partners to qualify, 13

Prizes offered in connection with sale, 20

Progress report, 18

Protective clause, 19

Refund to purchaser when sale fails, 14

Salesmen's license, activity restricted, 8

Signs placed on property without owner's consent, 16

REINSURANCE*See INSURANCE***RESIDENCE***See AID TO DEPENDENT CHILDREN; BLIND; OLD AGE ASSISTANCE; STATE UNIVERSITY OF IOWA; VOCATIONAL REHABILITATION***RESTAURANTS***See SANITATION***RETAILING***See DISTRIBUTIVE EDUCATION*

SALAD DRESSING*See FOOD DRESSINGS***SALES AND USE TAX***References are to rules beginning on page 437*

Abstracts and law briefs, 73
 Abstracts of title, 73
 Accounts for resale, 24
 Address for applications and opinions desired, 1
 Administration of oaths, 7, 215
 Administrators, requirements, 45
 Admissions
 List of tickets taxable, 111
 Tax imposed, rate, 20, 37.3
 To skating rink, 112
 To state, county, district and local fairs, 111.4
 Advancements on purchase price, 60
 Advertising booths, 111.1
 Advertising circulars, 72
 Advertising service, 76
 Affidavit forms
 UT-503, par. (3), 218
 UT-503, par. (4), 219
 UT-503, par. (5), 220
 UT-503, par. (5A), 220
 UT-503, par. (6), 222
 UT-503, par. (7), 223
 UT-515, 231
 Affidavits, incorrect, vehicles, 232
 Agencies, advertising, 76
 Agencies of relief, 51
 Agreements, rental, 126
 Agricultural limestone, 25.4
 Aircraft sales, 124
 Alterations, 58
 Altering property belonging to others, 64
 American Red Cross, sales to, 28
 Amount of tax required, 10
 Amusement operators, vending machines, 59
 Amusements,
 Admission refunds, 20
 Admission tax, 111
 Commercial, 111.9
 Legal and illegal, 111.1
 Antiques, curios, old coins or collector's postage stamps, 116
 Appeals, 6
 Applications
 Fee, 10, 15
 For permit, 15.1
 Required by retailer, 10
 Use tax law, 170
 Assessments
 Collections, 3.2
 Field audits, 3.1
 Received by commission, 5
 Twenty-day requirement, 3.1
 Assignment for benefit of creditors, 21.1
 Athletic activities
 Activities of schools, 128
 Clubs, 123
 Auctioneers, public auctions, 61
 Auctions, public, 46, 60
 Audit of records, 3
 Auditors, powers and duties, 1.5
 Auditors, reports confidential, 4
 Audits, limitations on, 1.4
 Automobile dealers, UT-514, 228, 235
 Dealers defined, 205

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Dealers exemption, 206
 Automobiles
 Exchange of, tax liability, 212, 221
 Federal and state owned, 210
 Given as a gift, 214
 Inherited, exemption from tax, 211
 Parts sales, excise tax, 37.5
 Purchased for resale, 229
 Refinishers and painters, 84
 Shops and garages, 88
 Tops, fabrication, 58
 Washing and chassis lubrication, 81
 Awnings, fabrication, 58
 Baby chick sales, 97
 Bad debts, 31, 31.1
 Bakeries, wholesale containers, 52.4
 Baling wire, binder twine, 136
 Bankruptcy, insolvency or assignment, benefit of creditors, 21.1
 Barber and beauty shops, 93
 Barbers, 40
 Basis of tax, 11
 Bedding and litter sales, 102.2
 Beer and cigarette sales, dining cars, 105
 Beer sales, exemption from sales tax, 29.2
 Bicycles with attached motors, 200.1
 Billboards, painters, 86
 Binder twine, 136
 Bird and pet feed stores, 102.1
 Blacksmith, machine shops and similar activities, 83
 Blasting powder, 25.6
 Blocks and excelsior, packing, 52.1
 Boarding houses, 104
 Boards, punch, cigarettes, 111.1
 Boat rides, river, 111.2
 Bonds required of foreign truckers, 110
 Bonds required of itinerant or transient sellers, 62
 Bookbinders, paper cutters, etc., 71
 Books
 Coupon, 103
 Examination of, 3
 Books repaired outside this state, 179
 Booth reservations, 111, 111.1
 Bottled gas and equipment used in motor vehicles, 25.9
 Bottles, labels, 52
 Bowling alleys, defined, 111.1
 Bracket system, sales tax, 18
 Bracket system to be used by registered vendors, 186
 Briefs, law, 73
 Building material and supplies, 138, 168.1
 Building owners or operators, 57
 Bulbs, electric, federal excise tax, 37.4
 Bulbs, plants, seeds, 98
 Business
 Bought, 21
 Discontinued, 1.5
 Sold, 21
 Butterchips, 52.3
 Buttermilk, 99
 Butter, sale of, to patrons by creamery, 99
 Cafeteria, meals consumed by employees and family, 54
 Calcium chloride used in tractor tires, 95.1
 Canvass sales, 62

SALES AND USE TAX—Continued

References to rules beginning on page 437

Carboys and drums, 52
 Cards, merchandise, 103
 Carnival concessions, 111.1
 Carpeting, fabrication thereof, 58
 Carrying charges, 32
 Cars, railway dining, 105
 Cartons, 52
 Cash collections, receipts for, 1.5
 Cash discounts, penalties and carrying charges, 32
 Cash records, 2
 Cash remittances, 1.5
 Casual or isolated sales, 30
 Certificates
 For delivery out of state, 55.3
 For gifts, 56.1
 Interstate vendors, 182
 Registration, cancellation thereof, 185
 Resale, burden of proof, 24, 187
 Sales tax, exemption from, 24
 Use tax, exemption from, 187
 Change of location
 In same county, 15.4
 Not in same county, 15.5
 Regarding permits, 15.2
 Charges, service, handling, 22.2
 Charitable activities, 128
 Checkrooms, 111
 Chemical compounds used to treat water, 26.1
 Chick sales, 26, 97
 Churches, 24, 128
 Cigarettes and cigars, 29.2
 Cities and towns making purchases, 49, 192
 Civilian conservation corporation purchases, 47
 Claim for refund
 Sales tax, 137
 Use tax, motor vehicles, 204
 Use tax, 197
 Classification of construction contracts, 138.6
 Classification of contract determined by general nature of the contract, 139
 Classification D, contracts, 146
 Clay pigeons, 75
 Cleaners
 Dry, 82
 Wallpaper, 85
 Clock repair, 67
 Closing out sales, 61
 Cloth repairer, 68
 Clothing, fabrication thereof, 58
 Clubs
 Gun, clay pigeons, 75
 Private, 123
 Coal
 Consumed as fuel for processing, 25.1
 Delivery charges, 108
 Mine operators making sales, 25.1
 Truckers, purchases, 109
 Coins, old, collectors, 116
 Collections
 Assessments, 3.2
 Assessments after five-year lapse, 1.4
 Method of reporting sales tax, 22.1
 Use tax, 188
 Color process plates, 25.7
 Commerce, interstate, 180
 Commodity credit corporation, sales to, 50.1
 Community sales, 61

SALES AND USE TAX—Continued

References to rules beginning on page 437

Companies, finance, 207
 Compounds, boiler, 26.1
 Computation of tax, 11.1
 Concessions, 111.1
 Concessions, fair, 111.4
 Conditional sales contracts
 Contract basis, repossession, 194
 Sales contract basis, 188
 Conditional sales, purchases thereof, 176
 Conditional sales to be included in gross sales, 22.1
 Confidential information, 4
 Consignment sales, 35
 Consolidated return optional, 15.7
 Consumer's
 Purchasing from federal government or any of its agencies, 192.1
 Use tax return, 175
 Use tax returns and tax due quarterly, 149
 Consumption
 By manufacturers, 10.3
 By purchasers, 53
 Personal, 44, 53, 54
 Use, 12
 Containers, including packing cases, shipping cases, wrapping materials, etc., 52, 52.4
 Contents of application for sales tax, 15.1
 Contractors
 Construction, Iowa, 164, 168.1
 General, 138.1
 General, release, 162
 Liabilities of subcontractors, 159
 Materials not readily obtainable, 165
 Nonresident, 150
 Own tools and equipment, 140
 Payment of final estimate withheld, 155
 Performing contracts with government, 167
 Purchasing for resale but incidentally consuming same, 141
 Release secured from commission, 157
 Release subject to audit, 161
 Required to file returns of information, 148
 Required to file use tax returns, 146
 Required to withhold part payment, 164
 Retailers, 147, 168.1
 Special, 138.2, 138.3
 Sponsors liability for sales and use tax, 156
 Subject to audit, 158
 When considered consumer, 138, 168.1
 Contractors—retailers, 168.1
 Contracts
 Classified, 138.6
 Conditional basis, 188
 Construction, 138
 Construction required to withhold payment, 161
 Cost plus, 138.7
 Entertainment, 111.9
 Federal, state or local governments, 167
 Final payment thereof, 152
 Installation, 143
 Lump sum, 138.7
 Mixed, 145
 Sale of gravel and stone, 115
 Time and material, 138.7
 Tire mileage, 79.1
 Under classification D, 146
 Use tax returns, 151
 When title passes, 27

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Contributions, voluntary, amusements, 111.1

Construction

Contract, 138

Contracts classified, 138.6

Contracts distinguished, 144

Cooking of food for sale, 26

Co-operative sales, dairy products, 99

Corporations under federal statutes, 50

Correspondence to employees of tax commission, 1.1

Cosmetics sold by beauty shops, 93

Cost plus contracts

Buying out of state, 140

Defined, 138

Fixed for contracts, 163

Country clubs, 123

County fairs, admissions, 111.4

County purchasers, 49

County treasurer

Collection of use tax on motor vehicles, 199, 200

Monthly reports, 201

Coupon books, 103

Creamery association, sales by, 99

Cream, sales tax schedule, 19

Credit

For defective merchandise, 33

Of bad debts, 31

On retail sales tax, 29.2

On sales tax, cigarettes, 29.2

Records, 2

To relief agency, 51

Cups, paper, 52.3

Curios, 116

Curtains, fabrication thereof, 58

Dairy products, 19

Dairy products sold by co-operatives, 99

Damages paid for goods destroyed, 34

Date of sale, 27

Debtors for whom receiver is appointed, 45

Debits against taxpayer, 3.1

Decorators, interior, 85

Deductions, 11

Deductions allowed on repossessed goods, 23

Defective merchandise, 33

Defense training, purchases for, 125

Definitions

Automobile dealer, 205

Bowling alleys, 111.1

Construction contract, 138

Construction contractor, 138.1

Construction subcontractors, 138.3

Fair, 111.5

Fertilizer, 101

Manufacturers, 10.3

Material supplies, 138.5

Processing of property, 171

Readily obtainable in Iowa, 172, 172A

Resale, 24

Special construction contractor, 138.2

Sponsor, 138.4

Trailer, 39, 233

Use, 171

Delinquent returns, rules, 3.1, 11

Delivery

Charges, 41

Charges on sale of coal, fuel and other merchandise, 108

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Notices of appeal, 1.3

Out of state delivery certificate, 55.3

Dental laboratories, 130, 132

Dental laboratories, out of state, 198

Dentists, 130

Deposits or prepayments on purchase price, 60

Determination of a contract, 139

Dining cars, railway, 105

Dirt and sod, 96.1

Disaster loan corporation, sale to, 50.1

Discontinuing of business, 1.5

Discounts, cash, 32

Dishes, paper, 52.3

District court appeals, 6

District fairs, admission, 111.4

Doctors, 90

Donations of tangible personal property, 56

Drapes, fabrication thereof, 58

Drawings, commercial, 86.1

Druggists and pharmacists, 118

Drums and carboys, 52

Dry cleaners, 82

Dry goods merchants, property made to order, 58

Dynamite, tax on, 25.6

Educational, religious and charitable activities, requirements, 24, 128

Effective date of use tax law, 173

Eggs, turkeys, 97

Electrical co-operative association, 100

Electricity used in processing, when exempt, 24.2

Electric light bulb sales, excise tax, 37.4

Electrification associations, 100

Electrotypes, type, zinc, etchings, half tones, stereo-type, color process plates and wood mounts, 25.7

Employees

Authorized to collect money, 1.5

Bound by law, 1.5

Meals, 54

Obtain information from public officers, 8

Enforce collection by means of distress and sales, 3.2

Entertainments by schools and churches, 128

Envelopes, sales, 72

Equipment

Purchased in other states, 151

Rental, 166

Sales contracts, distinguished, 144

Tools, contractors, 140

Etchings, zinc, 25.7

Examination, books, papers, records, 1.4

Examination of records, 2

Excelsior and blocks, packing, 52.1

Excise tax and federal tonnage tax, 37.6

Exclusion by definition, 29.1

Executors' requirements, 45

Exemptions on

Abstracts and briefs, 73

Advertising service, 76, 77

Automobile dealers, 206

Automobile refinishing, 84

Board and lodging, 106

Book binding, 71

Car washing and lubricating, 81

Casual sales, 30

Coal used in processing, 25.1

Containers and cases, 52

Dental services, 130

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Educational activities, 24
 Electricity used in processing, 25.2
 Federal or state purchases, 192
 Finance companies, sale by, 207, 209
 From retail sales tax, 29
 Fuel oil used in processing, 25.1
 Fuel used in processing, 195
 Fur repairing, 66
 Gasoline, 95
 Gas used in processing, 25.1
 Goods sold for resale, 24
 Harness repairing, 70
 Hospital services, 91
 Installation charges, 42
 Laundry and dry cleaning, 82
 Law briefs, 73
 Listed, 29
 Livestock and poultry feeds, 102
 Mattress repairing, 70
 Motor rewinding, 80
 Motor vehicles and trailers, 38
 Motor vehicles, interstate commerce, 226
 Newspaper and magazine sales, 77
 Painting and paperhanging, 85
 Physicians' and surgeons' services, 90
 Pipe lines, 177.2
 Printing and type setting, 72
 Property tax paid to another state, 178
 Property used in processing, 25
 Repairing property belonging to others, 64
 Retreading and recapping tires, 79
 Returned merchandise, 33.1
 Sales in interstate commerce, 55
 Sales to American Red Cross, 28
 Sales to U. S. or state of Iowa, 47, 48
 Shoe repairing, 69
 Steam used in processing, 25.3
 Telephone and telegraph purchases, 121
 Tire repairing, vulcanizing, 78, 79
 Trade-in property, 40
 Veterinarians' services, 92
 Watch, clock and jewelry repair, 67
 Explosives used in mines, quarries, 25.6
 Extension request in filing return, 10
 Exterminators, pest or insect, 65
 Exterminators, weeds, 65.1
 Eyeglasses, sales of, 89
 Fabricating labor, 42, 58
 Fabricators and processors, 24
 Failure to file return, 3.1
 Failure to keep records, 2
Fair
 Admissions, 29, 111.4
 Concessions, 111.1, 111.4
 Defined, 111.5
 Farmers selling produce, 30, 94
 Farm sales, 61
 Farm trailers, dealers, 233
 Farm trailer sales, 39
 Federal admission tax, 37.3
 Federal deposit insurance corporation, sales to, 50.1
Federal taxes
 Excise taxes, 37
 Excise tax on auto parts, 37.5
 Excise tax on electric light bulbs, 37.4
 Farm mortgage corporation, 50.1
 Federal and state owned vehicles, 210

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Federal government, purchases from, 192.1
 Federal home loan banks, sales to, 50.1
 Federal instrumentalities, 47
 Federal land banks, sales to, 50.1
 Federal manufacturers' excise tax, 37.1, 196
 Federal national mortgage association, sales to, 50.1
 Federal retailers' excise tax, 37.2
 Federal savings and loan associations, 50
 Federal, state or local governments, contracts to, 167
 Federal tonnage tax, 37.6
 Fee and application, 15
 Feeds, livestock and poultry, 102
 Fee for application, 10
 Fee for permits, 15
 Fee required for reinstating revoked permits, 15.3
 Fees, membership, 111
 Fertilizer sales, 101
 Fiduciary may sell for reasonable time, 45
 Filing return blank, 1.5
 Filling stations, 95
 Final return, 1.5, 21
 Finance companies, 207
 Finance companies, permits required, 208
 Finance companies, sales by, 135
 Five-year limitation on examining records, 1.4
 Floor waxers, 85
 Florists and nurserymen, 96
 Food sold in dining cars, 105
 Foreclosure sales at retail, 46
 Foreign trucks selling at retail in Iowa, 110
 Formal assessment, 3.1
Forms
 UT-503, (E-par 3), rule 218
 UT-503, (par 4), rule 219
 UT-503, (par 5), rule 220
 UT-503, (par 5a), rule 221
 UT-503, (par 6), rule 222
 UT-503, (par 7), rule 223
 UT-515, rule 231
 ST-1 certificate of resale (by retailer), 24
 ST-2 certificate of resale (by wholesaler), 24
 ST-3 certificate of processing (by processor selling at retail) (component part material), 24
 ST-4 certificate of processing (by processor not selling to final consumer) (component part material), 24
 ST-5 certificate of resale (by persons engaged in religious, charitable, educational purposes), 24
 ST-30 certificate of processing, 24
 ST-200 lessor's notice of leasing department, 36
 ST-14, certificate of intent to register trailer, 39
 Statement with respect to gas consumed as fuel for processing, 25.1
 Statement with respect to electrical energy used for processing, 25.2
 Fortune telling, 111.1
 Fraternal organizations, 123
 Fraternities, purchases, 106
 Freight charges, coal, 108
 Freight charges, computation thereof, 41
 Fuel, delivery charges, 108
 Fuel oil sales, 95
 Fuel, processing, 195
 Fuel sales, 25.1

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Funeral directors, 129
 Furniture auctions, 61
 Furniture repairers, 66
 Fur repairers, 68
 Fur sales, excise tax, 37.2
 Games, 111.1
 Garages, 88
 Gardener, making sales, 30
 Gasoline sales, 95
 Gasoline sales, exemptions, 29.2
 Garment repairer, 68
 Gas used for processing, 25.1
 Gas, water, heat and telephone services sold for public purposes, 49.1
 Gifts, 53
 Gifts and premiums, 56
 Gifts, automobiles, 214
 Gifts, certificates, 56.1
 Give away prizes, 53
 Golf clubs, rentals, 111.3
 Golf course, membership fees, 111
 Goods coming into the state, 55
 Goods damaged in transit, 34
 Goods on consignment, 35
 Goods repossessed, 23
 Goods taken from stock for use, 44, 53, 54
 Government contracts, 168
 Grading, rock and gravel for sale, 26
 Grass, sod and seeds, 96
 Gratuities not accepted, 1.5
 Gravel and stone, 115
 Greenhouse, fuel consumed, 96
 Grinding feed and hulling oats for sale, 26
 Gross receipts, 10, 11
 Gross receipts defined, 9, 22
 Gun clubs, clay pigeons, 75
 Half tones, 25.7
 Handling and service charges, 22.2
 Harness and mattress, repairers, 70
 Hatcheries, 97
 Hatching or incubation of chicks, 26
 Hearings, 3.1, 5
 Heat furnished to tenants, 57
 Heat, water, gas and telephone service sold for public purposes, 49.1
 Heels, rubber, 69
 Home made trailers for personal use, 219, 233.1
 Home made vehicles, 219
 Home owners corporation, sales to, 50.1
 Hormones, plant, 98.2
 Horses, saddle, 111.3
 Horse shows not a fair, fair defined, 111.5
 Hospitals, infirmaries and sanitariums, 91
 Hotels, lodging and boarding houses, 104
 Household furniture sales by owner, 30
 Household sales, 61
 Houses, lodging and boarding, 104
 House to house canvass sales, 62
 House trailer sales, 39, 233
 Ice sales, 113
 Ice skating rinks, 112
 Infirmaries, 91
 Information
 Application of retail sales or use tax, 15.1

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Confidential, 4
 Official receipts, 1.5
 Opinions, 1
 Public officers, 8
 Sponsor's, 148
 Inherited vehicles, 211
 Inoculations, seed, 98.1
 Insect or pest exterminators, 65
 Insolvency, bankruptcy or assignment for benefit of creditors, 21.1
 Installation charges, computation thereof, 42
 Installation contracts, 143
 Instructions, returns, payment of tax, 11
 Interior decorators, 85
 Interstate commerce, 180
 Interstate commerce exemption from, vehicles, 226
 Interstate commerce sales, 55
 Interstate commerce trade-in, 189
 Interstate commerce use tax liability, 180
 Interstate machinery sales contract, 169
 Interstate sales by dental laboratories, 132
 Interstate sellers of magazines, 190
 Interstate vendors, 181, 182
 Intrastate machinery sales contracts, 169
 Intrastate sale of magazines, 190
 Inventories required, 2
 Itinerant or transient sellers, 15.15, 62
 Janitor supplies, 57
 Jewelry repairer, 67
 Jewelry sales, excise tax, 37.2
 Jobbers' requirements of records, 43
 Labels, 52
 Labor cost in fabricating personal property, 42
 Ladies' wearing apparel, alterations thereof, 58
 Laundries, dry cleaners, etc., 82
 Lease agreements, 126
 Leased departments, 36
 Leased equipment to contractors, 141
 Leasing, receipts thereof, 126.1
 Letterhead sales, 72
 Liability of manufacturer who consumes tangible personal property, 10.3
 Liability of seller, 10
 Liability of sponsors, 153
 Liability of sponsors who fail to withhold payment, 156
 Lien against delinquent taxpayer, 3.1
 Limestone, agricultural, 25.4
 Limitations on examination of records, 1.4
 Limitation of time in serving notices, 1.3
 Lining paper, 52.1
 Linotype makers, 25.8
 Livestock and poultry feeds and medicine, 102
 Livestock purchased for feeding purposes, 61
 Livestock sold by farmers, 94
 Loaning tangible personal property, receipts thereof, 126.1
 Lodging and boarding houses, 104
 Lubrication, chassis, 81
 Lump sum contracts, 138.7
 Lunch program, school, 127.1
 Machinery and equipment sales contracts of interstate nature, 169
 Machinery and equipment sales contracts with installation involved, 143

SALES AND USE TAX—Continued

References to rules beginning on page 437
 Machinery contracts, distinguished, 144
 Machinery purchaser who is a processor, 168
 Machinery used by contractors, 152
 Machine shops, 83
 Machines, slot, 111.1
 Machines, vending, 59
 Magazines
 Advertising, 76
 Binders, 71
 Magazine and news distributors, 133
 Magazine and periodicals, sellers of subscriptions, 190
 Subscriptions by independent dealers, 134
 Trade journals, newspapers, 77
 Manufacturers
 Consumers, 10.3
 Excise tax, 37
 Material suppliers not a subcontractor, 138.5
 Materials, wrapping, 52
 Mattress and harness repairers, 70
 Meals sold to employees, rate thereof, 54
 Meal tickets, coupon books and merchandise cards, 103
 Medicine, livestock and poultry, 102
 Membership fees, 111
 Memorial stones, 119
 Merchandise cards, 103
 Merchandise, defective, computation of tax thereon, 33
 Merchandise returned, 33.1
 Merchandise taken from stock, 53
 Metal reserve company, sales to, 50.1
 Milk bottles, 52
 Milk, cream and other dairy products, 19
 Mimeographers, printers and multigraphers, 72
 Mine, explosives used in, 25.6
 Mine operators selling to coal truckers and haulers, 109
 Mineral sales for livestock, 102
 Monotype and linotype makers and makers of photo offset plates, 25.8
 Monuments, sale of, 119
 Mortgagee selling goods at auction, 46
 Mortgages and trustees, 46
 Motor oils, sales of, 95
 Motors, rewinding, 80
 Motor vehicles
 Motor bikes, 200.1
 Motor vehicle department, 234
 Motor vehicles and trailers leased, 227
 Motor vehicles, federal and state, 210
 Motor vehicles, interstate, exemption thereof, 226
 Motor vehicles repair shops and garages, 88
 Motor vehicles, use tax, 199
 Multigraphers, printers and mimeographer, 72
 Municipal swimming pools, 111.1
 Nameplates, tags and labels, 52.2
 Napkins, paper, 52.3
 National defense training schools, 125
 News and magazine distributors, 133
 Newspapers, advertising, 76
 Newspapers, magazines, trade journals, 77
 Nonresident construction contractors, 150
 Notice of appeals, 1.3
 Notice of assessment, 3.1

SALES AND USE TAX—Continued

References to rules beginning on page 437
 Notices, service of, 1.3
 Notice to the public, 16.1
 Number games, 111.1
 Nurserymen and florists, 96
 Oaths, administration of, automobile, 215
 Oculists, ophthalmologists, optometrists and opticians, 89
 Original portion of return blank, 1.5
 Out-of-state delivery, 55
 Out-of-state truckers selling at retail in Iowa, 110
 Packing cases, 52
 Packing paper, 52.1
 Painters and paperhangers, 85
 Painters, sign, 86
 Paintings and sketches, 86.1
 Paper containers, cups, dishes, napkins, etc., 52.3
 Paper cutters, bookbinders, etc., 71
 Papers and books, examination of, 3
 Parking meters, purchases thereof, 49.2
 Part consideration defined, 40
 Partnerships securing permits, 15.1
 Parts, automobile federal excise tax on, 37.5
 Parts used for reconditioning, 40
 Pasteurizing of milk for sale, 26
 Patterns and dies, 25.5
 Pavilion sales, 61
 Pawnbrokers, 117
 Peddlers and street vendors, 63
 Penalties, 11.2
 Periodicals, sales thereof, 77
 Permits, sales tax
 Application for fee, 10, 15
 Change of location same county, 15.4
 Displayed by retailer, 16
 Not in same county, 15.5
 Not transferable, 15.6
 Regular sales tax, 15 to 15.8
 Return blanks mailed to permittee, 15.8
 Revoked permit, 15.3
 Sales tax reinstatement of cancelled permit, 15.2
 Personal consumption, 44, 53, 54
 Personal use, 53
 Pertinent facts to be stated in securing information or opinions, 1
 Pest or insect exterminators, 65
 Pet or bird feed sales, 102.1
 Petroleum products, 95
 Pharmacists and druggists, 118
 Philatelists, 116
 Photo equipment sales, 114
 Photo finishers, 114, 114.1
 Photograph sales to newspaper or magazines, 114.2
 Photo offset plate makers, 25.8
 Physicians and surgeons, 90
 Pipe lines, 177.2
 Place of business, defined, 59
 Place and time for filing, 11
 Plant hormones, 98.2
 Plants, seeds and bulbs, 98
 Plates, color process, 25.7
 Plates, color, 52.3
 Pools, swimming, 111.1
 Postage stamps, collectors, 116
 Post exchanges and army activities, 47
 Poultry and livestock medicines, 102
 Poult, 97

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Powder, blasting, 25.6
 Premiums and gifts, 56
 Prepayments on purchase price, 60
 Prescriptions, receipts from, 118
 Printers, mimeographers and multigraphers, 72
 Private clubs, 123
 Private swimming pools, 111.1
 Processing activities, 26
 Processing certificates, 24
 Processing, certificates of resale, 187
 Processing fuel, 195
 Processing of property, defined, 171
 Processors, 168
 Processors and fabricators, 24
 Process plates, color, 25.7
 Property made to order, 58
 Property used by manufacturer, 10.3
 Public amusement admissions, 20
 Public auction, 46
 Public, notice to sales tax, 16.1
 Public officers required to give information, 8
 Pumping of water, 26
 Punch boards, cigarettes, 111.1
 Purchase records, 2
 Purchaser buys for resale and later consumes, 53
 Purchaser who is a processor, 168
 Purification of water for sale, 26
 Purpose of use tax, 12
 Quarries, explosives used in, 25.6
 Quarterly periods in which returns are filed, 15.8
 Radio broadcasting stations and television purchases, 177.3
 Railroads, sale of ice, 113
 Railway dining cars, 105
 Rate of penalties, 11.2
 Rate of tax, 11
 Rate of tax, motor vehicles, 202
 Rate of tax on admissions, 20
 Rate of use tax, 12, 174
 Readily obtainable in Iowa, definitions, 172A
 Recapping and retreading tires, 79
 Receivers, requirements, 45
 Reconstruction finance corporation, sales to, 50.1
 Records, examinations, 2, 3
 Records required, 2
 Recovery of bad debts by collection agency or attorney, 31.1
 Recreation, admission tax, 111
 Red Cross, sales to, 28
 Refinishers, automobile, 84
 Refrigeration, fuel or power used in, 26
 Refunds
 Admission tickets, 20
 Procedure regarding tax levying and certifying bodies, 49
 Relief agencies, 51
 Sales tax, 137
 Tax on purchase from athletic fund, 49.2
 Use, motor vehicles, 204
 Use tax claim, 197
 Refusal to pay assessment, 3.2
 Refusal of taxpayer to produce records for examination, 3
 Registration, cancellation thereof, 185
 Registration of interstate vendors, 181, 182
 Regulations, general, 1.5

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Reimbursement of seller, 10
 Reinstatement of canceled permit, 15.2
 Reinstatement of revoked permits, 15.3
 Release of general contractors, 162
 Release of sponsors, 157, 160
 Relief agencies, 51
 Religious activities, 128
 Religious organizations, 24
 Remedies, sale of by veterinarians, 92
 Remedies, stock and poultry, 102
 Remittances by mail, 1.5
 Rental agreements, 126
 Rental equipment, 166
 Rentals, golf clubs, 111.3
 Rentals, operation of amusements, 111.3
 Rentals, roller skates, 111.3
 Rentals, swim suits, 111.3
 Repairers
 Clock, 67
 Fur, 68
 Furniture, 66
 Harness, 70
 Jeweler, 67
 Mattress, 70
 Shoes, 69
 Tennis racket, 74
 Tires, vulcanizing, 78
 Upholsterers, 66
 Watch, 67
 Repairing property belonging to others, 64
 Repair shops, automobile, 88
 Repair work defined, dentist, 130
 Repair work outside of state of Iowa, 179
 Report by county treasurers of use tax collected, 20.1
 Repossessed goods, 23
 Repossessed trade-ins, 40
 Repossessed, vehicles, selling thereof, 209
 Repossession, conditional contract basis, 194
 Resale accounts, 24
 Reserved seats, 111
 Reservations, booth, 111, 111.1
 Residence in another state, vehicle brought into Iowa, 222
 Restaurant, meals consumed by employees and family, 54
 Retailers
 Collection of use tax due, 183
 Contractors, 147
 Defined, 9
 Excise tax, 37
 Manufacturers' excise tax, 196
 Not to include tax in selling price, 17
 Repossessing merchandise, how reported, 23
 Required to keep records, 2
 Required to keep records of sales for resale, 24
 Selling coal and other fuels, 108
 Selling goods on conditional sales basis, 188
 Selling business, records, 21
 Taking merchandise from stock for own use, 53
 Use tax return, 184
 Retail sales tax
 Bracket system, 18
 Exemption, 29
 Imposed on, 10

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Permit required, 15
 Permit required of finance company, 208
 Return to include total gross sales, 22
 Stores buying for own use, 44
 Retreading and recapping tires, 79
 Returned merchandise, 33.1
 Returns, sales tax
 Become delinquent, 11
 Blank duplicate, 1.5
 Blanks mailed to permittees only, 15.8
 Due, 11.2
 Explanation thereof, 11.1
 Including conditional sales, 22.1
 Including gross sales, 22
 Instructions, payment of tax, 11
 Not filed, 3.1
 Payments due, 10
 Required with remittances, 1.5
 Returns, use tax
 Consumer's use tax, 149
 Contract job, permission, 154
 Contractor required to file, 146-148
 Dental laboratories (out of state), 198
 Information affidavits, 216
 Information by contractors, 149
 Information by sponsors, 153
 Information, motor vehicles, 216
 Penalty for late filing, 193
 Property purchased on conditional basis, 176
 Rate on motor vehicles or trailers, 202
 Registered retailers, quarterly periods, 184
 Retailers use tax, 184
 Terms defined, 172
 Trade-in computation of tax, 189
 Trailers, collection of tax by county treasurer, 39
 Trailers (new), 233
 Revenue received from leasing or loaning tangible personal property, 126.1
 Review of assessments, 5
 Rewinding motors, 80
 Rinks, skating, 112
 River boat rides, 111.2
 Roller skate rentals, 111.2
 Roller skating rinks, 112
 Rubber heels, 69
 Rubber reserve company, sales to, 50.1
 Rug cleaners, 82
 Rural electrification associations, 100
 Saddle horses, 111.3
 Sales at retail, defined, 10
 Sales barns, 61
 Sales by
 Dental supply houses, 132
 Farmers, 94
 Finance companies, 135
 Gardener, 30
 Hatcheries, chicks, 97
 Pawnbrokers, 117
 Sales pavilions, 61
 Schools, 127, 128
 Sheriffs, 30
 State of Iowa, 11
 Trains, 105.1
 Truck gardener, 30
 Vending machines, 59
 Sales contract, when title passes, 27

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Sales for resale requirements, 24
 Sales, furnishing or service of transportation service, 11
 Sales in interstate commerce, 11, 55
 Sales made for personal consumption, 43
 Sales not considered as interstate commerce, 55.1
 Sales of
 Aircraft, 124
 Agricultural limestone, 25.4
 Articles specially taxed, 11
 Baling wire, binder twine, 136
 Bedding and litter, 102.2
 Building materials, 10.3
 Business, regarding permits, 15.6, 21
 Cartons and bags, 52
 Cigarette papers, 11.1, 29.2
 Clay pigeons, 75
 Coal to truckers, 109
 Commercial fertilizer, 25.4
 Dies, 25.5
 Drugs and medicines, 118
 Eggs, turkey, 97
 Electric current, gas, etc., owners of buildings to tenants, 57
 Explosives, 25.6
 Feed, 102
 Fertilizers, 101
 Grease and lubricants, 95
 Ice, 113
 Limestone, agriculture, 25.4
 Livestock and poultry feeds, 102
 Monuments, 119
 New and used motor vehicles by dealers, 38
 Patterns, 25.5
 Pet and bird feeds, 102.1
 Photographers to publishers for reproduction, 114.2
 Second-hand merchandise, 10.1, 10.2
 Signs, 87
 Telegraph service, 122
 Tickets or admissions to fairs, 11
 Trailers, 39
 Turkey poult, 97
 Sales on
 Relief orders, 51
 Returned merchandise, 33.1
 Trains, 105.1
 Sales tax adding to price, 17, 18, 19
 Sales to
 American Red Cross, 28
 Automobile refinishers, 84
 Barber and beauty shops, 93
 Blacksmith and machine shops, 83
 Bookbinders, 71
 Certain corporations organized under federal statutes, 50
 Civilian conservation corporation, 47
 Clubs, (private), 123
 Conditional, 22.1
 Consignment, 35
 Consumers by truckers, 107
 Contractors (lump sum or cost plus), 140
 Corporations organized under federal law, 50
 County, cities, towns and school districts, not exempt, 49
 Dental laboratories located in Iowa, 131
 Dentists, 130

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Educational, religious or charitable activities, 11
 Employees, 43, 54
 Fraternities and sororities, 106
 Funeral directors, 129
 Furniture repairers, 66
 Furriers and fur repairers, 68
 Government institutions, 47
 Harness repairers, 70
 Hospitals and sanitariums, 91
 Hotels and lodging houses, 104
 Insect or pest exterminators, 65
 Jewelry repairmen, 67
 Laundries and dry cleaners, 82
 Mattress repairers, 70
 Navy relief society, 28
 Oculists and ophthalmologists, 89
 Peddlers and street vendors, 63
 Photographers and photo finishers, 114
 Physicians and surgeons, 90
 Radio broadcasting stations and television, 177.3
 Relief agency, 51
 Repairmen repairing property of others, 64
 Schools, 127
 Shoe repairs, 69
 State of Iowa, 11
 Telephone and telegraph companies, 121
 Tire repairmen, 78
 United States government or to state of Iowa, 47
 United States post office, 47
 U. S. O., 28
 Veterans hospital, 47
Sales tax
 Admission charges, 20
 Application for permit, 15.1, 15.9
 Contractor liability, 139
 Contractors having use tax number or sales tax permit, 150
 Credit on, 29.2, 31
 Exemption listed, 29
 Leased departments, permit for, 36
 Not to be included in price, 17
 Penalties, 11.2
 Permit duration, 15
 Permit must be posted by retailer, 16
 Permit required by finance companies, 208
 Rate of tax, 11
 Refund form, 137
 Repossessed goods, deductions, 23
 Returns, 11, 11.1
 Returns by contractors quarterly periods, 148
 Returns, explanation thereof, 11.1
 Returns to include conditional sales, 22.1
 Returns to include gross sales, 22
 Sales tax schedule, 18
 Trade-in property, computation of tax, 40
 Trailers subject to tax, 233
 When paid to another state, 178
 Sanitariums, 91
 Schedule of tax, bracket system, 18
 School district purchases, 49, 192
 School lunch program, 127.1
 School purchases, 127
 Schools sponsoring national defense training school courses, 125
 Season tickets, 111
 Second hand tangible personal property, 10.1

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Seed inoculations, 98.1
 Seeds, plants, bulbs and like products, 98
 Sellers' duty, 10
 Sellers of subscriptions to magazines and periodicals, 190
 Sellers' reimbursement, 10
 Separate business, permits for each, 15
 Service and handling charges, 22.2
 Serving of notices, 1.3
 Shells sold by a gun club, 75
 Shipping cases, 52
 Shoe repairers, 69
 Shops, barber and beauty, 93
 Shops, machine, 83
 Shows, contract, 111.9
 Shows, horse, 111.5
 Shrubs, tax on, 96
 Signs, sales, 87
 Signs and sign painters, 86
 Silverware repairers, 67
 Skating rinks, 112
 Skeet shooting, 75
 Sketches and paintings, 86.1
 Slot machines, 111.1
 Sod and dirt, 96.1
 Sororities and fraternities, 106
 Special tax, sales, 29.2
 Spoons and forks, wooden and paper, 52.3
 Sponsor, 138.4
 Sponsors' liability, 153
 Sponsors' release, 157, 160
 Sponsors required to withhold payment, 155
 Sponsors' return of information, 148
 Stamps, collectors, 116
 State and federal owned vehicles, 210
 State institutions, purchases, 192
 State of Iowa purchases, 47, 48
 State or federal government purchases, exempt, 192
 Stations, filling, 95
 Statute of limitations, 1.4
 Steamboats, river, 111.2
 Steam used in processing, when exempt, 25.3
 Stereotype, 25.7
 Stock remedies, 102
 Stone and gravel, 115
 Stones, memorial, 119
 Straws, 52.3
 Straw, sales, 102.2
 Street vendors and peddlers, 63
 Subcontractor, money due, 160
 Subcontractors, construction, 138.3
 Subcontractors, defined, 140
 Subcontractor, subject to audit, 163
 Subcontractors supplying materials only, 140
 Subpoena of records, 3
 Subscriptions to magazines, 134, 190
 Supplies sold to counties, cities and towns, 49
 Supplies sold to retail stores, 44
 Supplies to building owners or operators, 57
 Surgeons and physicians, 90
 Swim suit rentals, 111.3
 Swimming pools, 111.1
 Tags, labels and nameplates, 52.2
 Tailors, property made to order, 58
Tax due
 Bankruptcy, etc., 21.1
 Imposed on seller, 10

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Liability on used or second hand tangible personal property, 10.1
 Not to be included in price, 17
 Payable to treasurer of the state, 11
 Taxpayer's copy of return blank, 1.5
 Taxpayers may appeal, hearing, 5, 6
 Taxpayer's objection to assessments, 5
 Taxpayer's returns confidential, 4
 Tax rate, 11
 Tax, special, 29.2
 Tax, telegraph service, 122
 Tax, telephone, exchanges, 120
 Telephone and telegraph purchases, 121
 Telephone, heat, gas and water service sold for public purposes, 49.1
 Television purchases, 177.3
 Tennis racket restringing and repairing, 74
 Tents, fabrication thereof, 58
 Theatre admissions, 20
 Tickets, complimentary, 111
 Tickets, meal, 103
 Time and material contracts, 138.7
 Time and place of filing, 11
 Tire mileage contracts, 79.1
 Tires, recapping and retreading, 79
 Tire repairing and vulcanizing, 78
 Tobacco, 29.2
 Toilet preparation sales, excise tax, 37.2
 Tonnage tax, federal, 37.6
 Tools and equipment, contracts, 140
 Tools and machinery purchased in other state, 151
 Tools used by contractors, 152
 Towel rentals, amusements, 111.3
 Town purchases, 49
 Tractor tires, calcium chloride, 95.1
 Trade-ins, 40, 189
 Trade journals, newspapers, magazines, 77
 Trade-ups, 40
 Trailers
 Defined, 39, 233
 Application of tax (new), 39
 Certificate of intent to register (new), 39
 Dealers (new), 233
 Dealers' requirements, 39
 Given as gifts, 214
 Home made, 233.1
 Purchased for homes, 39
 Purchased for nonuse on highways, 39
 Sale of, 38
 Sales or use tax due, 233
 Use tax paid to county treasurer, 200
 Train vendors, 105, 105.1
 Transformers, rewinding, 80
 Transient or itinerant sellers, 62
 Transit, goods damaged in, 34
 Transportation charges, 41
 Transportation, federal tax on, 37.6
 Treasurers, county, monthly reports, 201
 Trees, fruit and shade, 96
 Truck gardener making sales, 30
 Trucker, coal, 109
 Trucker engaged in retail business, 107
 Trucker, foreign, requirements, 110
 Trustee, receiver, executor and administrator, 45, 46
 Twine, binder, 136
 Twine, wrapping, 52
 Type, 25.7

SALES AND USE TAX—Continued*References to rules beginning on page 437*

Undertakers and funeral directors, 129
 United States government sales, 10.2, 47
 United States postal cards, 72
 United States post office purchases, 47
 Upholsterers, 66
 Use or consumption, 12
 Use tax, defined, 171
 Use tax paid to county treasurer, 200
 Use tax
 Affidavit forms, 213
 Application of law, 170
 Bracket system, 186
 Certificate of registration, 185
 Collection by registered retailers, 183
 Collection by motor vehicle, 234
 Collection reported by county treasurer, 201
 Contractors (Iowa) forms, 150
 Exemptions listed, 177
 Goods coming into state, 55
 Imposed on tangible property, 12
 Incorrect affidavits, 232
 Leased motor vehicles and trailers, 227
 Measure of tax, 174
 Motor vehicles, total delivered price, 12, 202, 203
 Nature of, 12, 170
 Penalties, 193
 Property repaired outside of state, 179
 Rate, 12, 174
 Refund, claim, 197
 Use tax or sales tax paid to another state, 178
 Use tax returns
 Consumers, 149, 175
 Contract (nonresident), 147
 Contract job, 151
 Contract job, permission, 154
 Contractors' quarterly periods, 148
 Contractors required to file, 146
 Dental laboratories (out of state), 198
 Information affidavits, 216
 Penalty for late filing, 193
 Property purchased on conditional sales basis, 176
 Registered retailers, quarterly periods, 184
 Retailers, 184
 Terms, defined, 172
 Trade-ins, computation of tax, 189
 Trailers, collection of tax by county treasurer, 39
 Trailers (new), 233
 Used merchandise, 10.1, 10.2
 Used motor vehicles, sales by dealers, 38
 Used vehicles, 200
 Vehicles
 Demonstrators, 230
 Exchange of, 212
 Exemption, previous residence, 222
 Federal and state owned, 210
 Four affidavits, forms furnished, 213
 Inherited, 211
 Motor, use tax, 199
 Out of state purchase price, 231
 Repair shops and garages, 88
 Repossessed, selling of, 209
 To be transported out of state upon purchase, 223
 Used, 200
 Vending machines, 69
 Vendors
 Interstate, 181
 Peddlers, 63

SALES AND USE TAX—Continued*References to rules beginning on page 437*

- Registration and billing of use tax, 181
- To use bracket system, 186
- Train, 105
- Veterans hospitals, purchases, 47
- Veterinarians, 92
- Vitamin sales, 102
- Voluntary contributions, amusement, 111.1
- Vulcanizing, tire repairing, 78
- Washing and chassis lubrication, 81
- Washing, grading, crushing rock and gravel for sale, 26
- Watch, clock and jewelry repair, 67
- Water, gas, heat and telephone service sold for public purposes, 49.1
- Water pumping, 26
- Waxers, floor, 85
- Weed exterminators, 65.1
- Welding, shaping, fabricating iron and steel products for sale, 26
- Wholesale bakery containers, 52.4
- Wholesalers and jobbers selling at retail, 43
- Will call orders, 10
- Wire, baling, 136
- Wood mounts, 25.7
- Wrapping material, 52
- Zinc etchings, 25.7

SALESMEN*See REAL ESTATE BROKERS AND SALESMEN***SANITATION***References to rules beginning on page 176*

- Barbershops, *see* **BARBERS**
- Bathing places, V
- Beauty parlors, *see* **COSMETOLOGY**
- Cabin camps, VIII
- Chemical toilets, II, 7
- Cisterns, I, 4
- Comfort stations, II, 8
- Construction camps, VIII
- Discharging sewage into soil, II, 4
- Discharging sewage into waters, II, 2
- Earth closets, II, 4; II, 5
- Eating places, IV
- Food establishments, IV
- Garbage and refuse disposal, VI
- Habitations, general health and sanitation, VII
- Heating, homes, VII, 1
- Hospitals, *see* **HOSPITALS**
- Irrigation with sewage, II, 3
- Leaching pits, II, 6
- Lighting, homes, VII, 1
- Milk, milk products, III
- Plumbing, homes, VII, 1; *see also* **PLUMBING CODE**
- Public water supplies, I, 2
- Pumps, I, 4
- Quasi-public water supplies, I, 3; I, 4
- Restaurants, IV
- Rooms in homes, size, VII, 1
- Rooms, sleeping or living, maximum occupancy, VII, 1
- Screens, homes, VII, 1
- Septic tanks, II, 4
- Sewage and waste disposal, II
- Springs, I, 4
- Swimming pools, V
- Toilet rooms, public, II, 8
- Tourist camps, VIII
- Trailer camps, VIII

- Unsafe water, I, 4
- Ventilation, homes, VII, 1
- Water supply, I
- Wells, I, 4

SCALES*See WEIGHTS AND MEASURES***SCHOOL BUSES AND TRANSPORTATION***References to rules beginning on page 278*

- Accident reports, XIV, 1
- Activity trips, cost deducted from yearly bill, V, 8
- Area designations, I, A
- Body, school bus, specifications, XV, C
- Bonds issued to purchase bus, IX, 2, b
- Brakes, XV, B, 4
- Bus route controversies, II, C
- Chassis, specifications, XV, B
- Collision insurance not recommended, XII
- Color, body, XV, C, 7
- Color, chassis, XV, B, 6
- Contingent expenses, V, 3
- Contracts to carry pupils, standard provisions, XIII
- Contracts to transport children, IV
- County board, designation duties, III
- Designations changed, I, c; III
- Driver instruction, XI
- Drivers' qualifications, VIII
- Exhaust system, XV, B, 8
- Fire extinguishers, XV, C, 11
- First-aid kit, XV, C, 12
- Flags, flares, fuses, XV, C, 13
- Governor on engine, XV, B, 13
- Horn, XV, B, 14
- Inspection of busses, annual, X
- Insurance on busses, XII
- Intercounty routes, II, B
- Intracounty routes, II, A
- Liability insurance, XII
- Lights, XV, C, 21; XV, C, 22
- Manufacturers to submit specifications, XV, A, 1
- Maps required, descriptions, VI
- Medical care insurance, XII
- Nonresident pupils, full cost charged, V, 1
- Parents transporting children, requirements, IV
- Passenger cars used to carry pupils, XV, D, 1
- Private contractors transporting children, IV
- Purchase of busses, procedure, IX
- Railroad crossing, full stop required, XIV, 2
- Records and reports, financial, V
- Signs, XV, C, 17
- Solicitation of pupils forbidden, I, D
- Special designations, I, B
- Specifications for school busses, XV
- Station wagons used to carry pupils, XV, D, 2
- Stops on highway, XIV, 3
- Suburban carryalls used to carry pupils, XV, D, 3
- Swimming classes, transportation to, VII, 1, c
- Teachers transported, VII, 2
- Use of busses, permitted purposes, VII
- Weight of vehicle, XV, B, 17

SCHOOL LUNCH PROGRAM*See page 277***SCHOOL PERSONNEL CERTIFICATION***References to rules beginning on page 257*

- Advisory committee, III, A
- Age of applicants, I, B, 1
- Application filed, I, A
- Applicants, requirements, I, B

SCHOOL PERSONNEL CERTIFICATION—Cont'd

References to rules beginning on page 257

- Approval of teacher education institutions and programs, III
- Certificated personnel approval, generally, VI
- Certificate endorsed for both elementary and secondary, I, D
- Certificate revoked, I, J, 3
- Certificates classified, II
- Certificates converted, old type to new, IV
- Certificates, effective dates, I, A, 12
- Certificates, old type, exchanged for new type, I, H
- Certificates renewed, V
- Certificates, when required, I, E
- Colleges, recognized for teacher training, I, C
- Contracts to teach void without registered certificate, I, E, 3
- Counselors, requirements, VII, G
- Degree holders, how to qualify for certificate, I, G
- Educational requirements, I, B, 2; I, B, 3
- Education for teachers, standards, I, F
- Effective dates of certificate, I, A, 12
- Elementary schoolteachers, requirements, VII, E
- Endorsements for professional certificate, II, B, 2
- Endorsements on preprofessional certificate, II, C, 2
- Endorsements on professional commitment certificate, II, F, 2
- Exchange teachers, certificate, I, J, 2
- Experience in lieu of education, I, C, 4
- Experience in lieu of student teaching, I, I
- Experience of applicant, evidence furnished, I, B, 2; I, B, 4
- Fees, application for certificate, I, A, 7
- Junior college teachers, requirements, VII, C, 2
- Librarians, requirements, VII, F
- Military service, certificate extended, I, J, 1
- Nonaccredited school, teacher training credit validated, I, C, 3
- Nurse, requirements, VII, H
- Permanent professional certificate, II, A
- Preprofessional certificate, II, C
- Principal and assistant, requirements, VII, A, 2; VII, A, 3
- Private schoolteachers, certificate required, I, E, 2
- Professional certificate, II, B
- Professional commitment certificate, II, F
- Public school personnel, certificate required, I, E, 1
- Reciprocity agreement, Appendix
- Recommendation of applicants, I, B, 5
- Schools for teacher training, recognized, I, C
- Secondary schoolteachers, requirements, VII, C, 1
- Special subject or area teachers, requirements, VII, D; VII, I
- Substitute certificate, II, D
- Superintendent and assistant, requirements, VII, A, 1
- Supervisors, requirements, VII, B
- Teachers' education, standards, I, F
- Teaching without certificate, penalties, I, E, 4; I, E, 5
- Temporary certificate, II, F
- Transcripts not returned to applicants, I, A, 8

SCHOOLS—Continued

- Embalmers, *see* **FUNERAL DIRECTORS AND EMBALMERS**
- Funeral directors, *see* **FUNERAL DIRECTORS AND EMBALMERS**
- Handicapped, *see* **HANDICAPPED CHILDREN, EDUCATION**
- Health measures, *see* **COMMUNICABLE DISEASES**
- Tuition, children in homes, *see* **CHILDREN'S BOARDING HOMES**
- Vocational training, *see* **VOCATIONAL EDUCATION**

SCHOOLS, STATE AID

References are to page numbers

- Claims, procedure, 257
- County institutes, 256
- County institute, schools dismissed, aid granted, 257
- Improvement of instruction funds, 256
- Ineligible items, 256
- Study centers, 256
- Supply of handbooks, 256
- Testing programs, 256
- Workshops, 256

SCHOOL STANDARDS

References are to page numbers

- Grade schools, 253
- High schools, 255

SERVICE STATIONS

See **FLAMMABLE LIQUIDS**

SEWAGE

See **HOSPITALS; MOBILE HOME PARK LICENSE; PLUMBING CODE**

SHEEP

See **LIVESTOCK DISEASE CONTROL; STATE FAIR**

SOCIAL SECURITY

See **OLD-AGE INSURANCE; PUBLIC EMPLOYEES RETIREMENT**

SPEECH THERAPY

See **HANDICAPPED CHILDREN, EDUCATION**

STATE FAIR

References are to page numbers

- Admissions, 103
- Advertising material restricted, 104
- Agricultural exhibits, 110
- Art salon, 112
- Awards, 104
- Baby health contest, 113
- Bees and honey, 111
- Buildings on fairgrounds, privately-owned, 104
- Cattle, 107-109
- Concessions, rules governing, 105
- Culinary exhibits, 112
- Electricity, charge for, 105
- Entries, generally, 103
- Exhibit space forfeited for nonoccupancy, 104
- F.F.A. department, 115
- Floricultural exhibits, 111
- Forage, 103
- 4-H Club department, 115
- Horses, generally, 105-107
- Horseshoe pitching tournament, 113
- Horticultural exhibits, 111
- Industrial and machinery department, 105
- Inspection of livestock, 104
- Newspaper and periodical subscriptions solicited, 105

SCHOOLS

- Agriculture, *see* **AGRICULTURAL EDUCATION**
- Barber, *see* **BARBERS**
- Beauty, *see* **COSMETOLOGY**
- Chiropody, *see* **CHIROPODY**
- Commercial, *see* **DISTRIBUTIVE EDUCATION**

STATE FAIR—Continued*References to page numbers*

- Old fiddlers' contest, 114
- Photographic salon, 112
- Placing and releasing exhibits, 104
- Poultry, 110
- Premiums, 104
- Protests, 104
- Rabbits, 114
- Rural family living, 113
- Sheep, 109
- Shetland ponies, 107
- Show horses, 106
- Special premiums, 104
- Swine, 109
- Team pulling contest, 114
- Textile exhibits, 112
- Traffic regulations, 104
- Trotting horses, 105
- Varied industries building, regulations as to use, 105

STATE HYGIENIC (BACTERIOLOGICAL) LABORATORY*References to sections beginning on page 384*

- Communicable diseases, test for, II, 1
- Specimens examined, I, 1; III, 2
- Specimens examined, who may submit, I, 2
- Water supply, private, tested, I, 2; E; III, 1

STATE UNIVERSITY OF IOWA*References are to page numbers*

- Advanced standing, dentistry, 380
- Advanced standing, law, 378
- Advanced standing, medicine, 381
- Advanced standing, pharmacy, 383
- Combined course, liberal arts and dentistry, 380
- Combined course, liberal arts and law, 378
- Commerce college, admission requirements, 378
- Dentistry college, admission rules, 379
- Engineering college, admission rules, 381
- Graduate college, admission rules, 383
- Law college, admission rules, 378
- Liberal arts, admission rules, 382
- Medical school, *see* **DEAD BODIES FOR SCIENTIFIC USE**

Medicine, admission rules, 380

Nonresidents, how so classified, 377

Nursing, admission rules, 382

Pharmacy college, admission rules, 383

Residents, how so classified, 377

State colleges in general, 373

STATE UNIVERSITY OF IOWA HOSPITALS*References to rules beginning on page 385*

- Blind, aid, to VIII
- Clinical pay patients, III
- County clinical pay patients, IV
- Crippled children, VI
- Indigent patients, I, II
- Private patients, V
- Quota, indigent patients, I, II
- State institution patients, VII
- Sterilization, IX
- University students, XII
- Venereal disease treated, X
- Veterans, XI
- Ward special, X

STENOGRAPHERCost of service on expense account, *see* **AUDITING PROCEDURE, CLAIMS****STRAWBERRIES**Standard quart, *see* **DAIRY PRODUCTS AND FOOD****SURETY**Bank officers and employees, *see* **BANKS****SWINE***See* **LIVESTOCK DISEASE CONTROL; STATE FAIR****TAXATION***See* **INCOME TAX; SALES AND USE TAX****TAXI**Cost on expense account, *see* **AUDITING PROCEDURE, CLAIMS****TEACHERS***See* **AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HOME ECONOMICS EDUCATION; IOWA STATE TEACHERS COLLEGE; NURSERIES; SCHOOL PERSONNEL CERTIFICATION; TRADE AND INDUSTRIAL EDUCATION; VETERANS INSTITUTIONAL ON FARM TRAINING****TELEGRAM**Cost on expense account, *see* **AUDITING PROCEDURE, CLAIMS****TELEPHONE**Cost on expense account, *see* **AUDITING PROCEDURE, CLAIMS****TRADE AND INDUSTRIAL EDUCATION***References to rules beginning on page 521*
(*Vocational Education, Section IV*)

All-day classes, B3

Extension classes, B2

Local committees, C

Local supervisors, duties and qualifications, A

Night classes, B1

Program of instruction, B

Teacher's qualifications, B

Teacher training program, D

TRANSPORTATIONBlind, *see* **BLIND PERSONS, VOCATIONAL TRAINING**Expense account, *see* **AUDITING PROCEDURE, CLAIMS****TRUCKS***See* **CARRIERS; LIQUEFIED PETROLEUM GAS; LIQUID TRANSPORT CARRIERS**Driver's unemployment compensation, *see* **EMPLOYMENT SECURITY**Flammable liquid transport, *see* **FLAMMABLE LIQUIDS**Stock, *see* **LIVESTOCK DISEASE CONTROL**Transporting milk and cream, *see* **DAIRIES****TUBERCULOSIS***References are to page numbers*Cattle, *see* **LIVESTOCK DISEASE CONTROL**

Free care, general provisions, 189, 190

Hospitals, *see* **HOSPITALS**Regulations concerning, *see* **COMMUNICABLE DISEASES**

TYPHOID

See *COMMUNICABLE DISEASES*

UNEMPLOYMENT COMPENSATION

See *EMPLOYMENT SECURITY*

USE TAX

See *SALES AND USE TAX*

VENDING STANDS OPERATED BY THE BLIND

References to rules beginning on page 34

Assistant, when necessary, 3.7
 Commission to own stand and equipment, 6.3
 Federal buildings, stands in, 3.5, 6.2
 Form of contract with operator, 8.1
 Funds of commission, 7.1-7.12
 Locating stands, 3.1
 Operators of stands selected, standards, 6.1
 Relationship between commission and operator defined, 6.3
 Supervision by state, 3.6, 3.7
 Types of enterprises limited, 3.3, 3.4

VETERANS

Blind, see *BLIND PERSONS, VOCATIONAL TRAINING*

Hospitalization, see *STATE UNIVERSITY OF IOWA HOSPITALS*

VETERANS EDUCATION PROGRAMS

References to rules beginning on page 293

Apprentice training, 3
 Barber schools, 8
 Bible or theology schools, 4
 Business schools, 10
 Colleges, 1
 Correspondence courses, 12
 Cosmetology schools, 7
 Flight schools, 9
 High schools, 2
 Hospitals, 6
 Nursing schools, 5
 Trade schools, 11

VETERANS INSTITUTIONAL ON FARM TRAINING

References to rules beginning on page 538

(Vocational Education, Section VIII)
 Administrative and supervisory costs, XX, D
 Applicable federal law, III
 Audits of school records, XXII
 Books and instructional material, cost, XX, E
 Buildings and equipment, cost, XX, C
 Certificate of eligibility secured, XIII
 Classroom supplies, XX, F
 Contracts with public schools for training, XIX
 Cost of instruction, schools reimbursed, XX; XXI
 Course of study, IX, G
 Dates, starting and completing training, XII
 Deficit incurred by schools, XXIII
 Disabled veterans training, XVII
 Discontinued training, XV
 Earnings reported, XVI
 Enrolling trainees, XIV
 Farm employee veterans, IX, B
 Farm, size and type, IX, C; IX, E
 Interrupted training, XV
 Local advisory committee, VII
 Local school's responsibility, IV; V, B

VETERANS TRAINING—Continued

References to rules beginning on page 538

Objectives of program, II
 Program requirements, IX
 Public schools, contracts to furnish training, XIX
 Purpose of program, I
 Records and reports, X; XI; XVI
 Records, audited, XXII
 Re-enrolling trainees, XIV
 Schools, minimum standards, VI
 Schools reimbursed, XXI
 Self-employed veterans, IX, A
 State board's responsibility, IV; V, A
 Subsistence allowance, XVIII
 Surplus remaining with schools, XXIII
 Teachers, full and part-time, VIII, B
 Teachers, qualifications, VIII, A
 Teacher's salary and expenses, XX, A; XX, B
 Trainee's requirements, IX, E; IX, F
 Veterans administration responsibility, V, C

VETERANS ON-THE-JOB TRAINING

References to rules beginning on page 292

Application, inspection, approval of training unit, 1-3
 Wage schedule, training unit, 4

VETERANS PREFERENCE

See *MERIT SYSTEM*

VETERINARIANS

See *IOWA STATE COLLEGE; LIVESTOCK DISEASE CONTROL*

VOCATIONAL EDUCATION

References to rules beginning on page 535

Agriculture (Vocational Education I, page 503), See *AGRICULTURAL EDUCATION*
 Blind, See *BLIND PERSONS, VOCATIONAL TRAINING*
 Guidance (Vocational Education V, page 532), See *VOCATIONAL GUIDANCE*
 Home Economics (Vocational Education III, page 513), See *HOME ECONOMICS EDUCATION*
 Rehabilitation, page 549
 Retailing (Vocational Education II, page 508), See *DISTRIBUTIVE EDUCATION*
 State and federal funds, policies regarding use, 502
 Trade and industrial (Vocational Education IV, page 521), See *TRADE AND INDUSTRIAL EDUCATION*
 Veterans farm training (Vocational Education VIII, page 538), See *VETERANS INSTITUTIONAL ON FARM TRAINING*
 Co-operation between services required, VI, D
 Course, model on file, VI, B, 5
 Federal funds, condition on use, VI, A; VII
 Federal funds, purposes for which used, VI, A, 3-VI, A, 6
 Home economics, limit on use of funds, VI, A, 7
 Instruction methods, VI, B, 1
 Instruction, purpose and quality, VI, C
 Limitations on use of federal funds, VI, A, 7
 Local directors, general provisions, VI, A, 8
 Maintenance of instruction, VI, B, 3
 Out-of-school youth, training, VI, E
 Plant and equipment, VI, B, 2
 Public supervision required, VI, C, 1
 Reimbursement policies, VII
 School districts, funds granted to, VII, B

VOCATIONAL EDUCATION--Continued*References to rules beginning on page 535*

States to match federal grant, VI, A, 1; VII, A
 Supplementary instruction, VI, B, 4
 Trade and industrial education, limit on use of funds,
 VI, A, 7

VOCATIONAL GUIDANCE*References to rules beginning on page 532**(Vocational Education, Section V)*

Counselors, duties and qualifications, B3
 Counselor training, D
 Local advisory committees, C
 Local supervisors, duties, qualifications, A
 Program, B
 Services to be rendered, B2
 Use of federal funds, A

VOCATIONAL REHABILITATION*References to rules beginning on page 549*

Administration of program, 1.1-1.6
 Appeals to district and state boards, 2.8
 Blind persons, 1.2, 1.5
 Case diagnosis, 4.1-4.4
 Case finding, 3.1, 3.2
 Counseling, 8.2
 Criteria of eligibility, 2.3, 2.4
 Discrimination prohibited, 2.5
 Eligible persons, 2.1-2.8
 Facilities used in program, 9.1-9.5
 Fees paid by board, 14.1-14.5
 Guidance, 8.2
 Hospital fees, 14.3
 Hospitals, standards, 9.3
 Information obtained confidential, 6.1, 6.2
 Leaves for personnel, 11.5
 Maintenance, eligibility, 2.4
 Need established, 10.1-10.4
 Personal qualifications, 11.4
 Personnel appointed, 11.1
 Personnel discharged, 11.2
 Physical restoration services, fees, 14.2
 Physical restoration services, persons furnishing, 9.4
 Physical treatment, eligibility, 2.4
 Placement service, 8.3
 Plan forwarded to federal officer, 1.4
 Political activity prohibited, 11.3
 Prosthetic devices, maximum cost, 14.4
 Records of cases, 5
 Rehabilitation plan, 7.1-7.5
 Residence requirement, 2.2
 Services furnished, 8.1-8.4
 Specific services, eligibility for, 2.4
 Standards, facilities used, 9.1-9.5
 State board to administer, 1.1, 1.3
 Superintendent of public instruction, plan duties, 1.4
 Training, eligibility, 2.4
 Training, maximum fees, 14.1
 Transportation, eligibility, 2.4
 Travel expenditures, 14.5
 Vacations for personnel, 11.5
 War-disabled persons, nonmilitary, 2.7

WAREHOUSES*References to rules beginning on page 74*

Bonds, warehousemen's, W7
 Classification of products, W2
 Death of warehouseman, notice to commission, W9
 Identification numbers or letters placed on units, W21
 Insurance on stored products, requirements, W8
 Ladders required, W21
 Licenses, W3-W6
 Lifts required, W21
 Loss or damage to storage or facilities, commission
 notified, W9
 Maintenance standards, W21
 Method of storage, so that amount can be deter-
 mined, W14
 Monthly reports to commission, W16
 Name of warehouse changed, notice to commission,
 W9
 Ownership of warehouse changed, notice to commis-
 sion, W9
 Rates, W20
 Storage sufficient to cover outstanding receipts, W15
 Tariffs filed, amended, published, posted, W17-W19
 Warehouse receipts, provisions governing, W10-W15

WATCHMAKERS*Reference to page number*

Examination and registration, 559

WATER

Plumbing, *see CROSS CONNECTIONS IN WATER
 SUPPLIES; PLUMBING CODE*

Testing, *see STATE HYGIENIC LABORATORY***WEIGHTS AND MEASURES***References to rules beginning on page 25*

Automatic grain scales, design and tolerances, 7
 Beam scales defined, 24
 Classification of scales, 4
 Coal mine scales, tolerances, 3
 Computing scales, indicators on customer's side re-
 quired, 6
 Computing scales, tolerances, 6
 Counter scales, tolerances, 5
 Definitions, 1, 24-28
 Freight scales, tolerances, 3
 Grain dump scales, approval required, 10
 Livestock scales defined, 9, 27
 Livestock scales, tolerances, 3
 Master test weights sealed, use restricted, 13
 Meters at filling stations, 28, 29
 Motor truck scales defined, 8
 Owner of scale to assist tester, 23
 Pitless scales, temporary only, 12
 Pivots, design, 14
 Platform scale, tolerances, 2
 Pumps at filling stations, 28, 29
 Quart, strawberries, *see DAIRY PRODUCTS AND
 FOOD*
 Scale design, 14-22
 Scale pit specifications, 11
 Spring scales, defined, tolerances, 6, 25
 Vehicle scales, tolerances, 3