

Emergency Staff _____	CHECK reg # _____ Date recv'd _____
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Finalized Doc email Date _____ Time _____

(Emergency Amendment - New Emergency Administrative Regulation - Emergency Repealer)

STATEMENT OF EMERGENCY or "SOE"

<input type="checkbox"/>	Typed, white paper, 8-1/2 in x 11 in	
<input type="checkbox"/>	2-inch top margin	- Required on 1st page of the SOE - Recommended remaining margin settings are 1 inch
<input type="checkbox"/>	STATEMENT OF EMERGENCY ___ KAR ___: ___E	Reg number
<input type="checkbox"/>	SOE usually consists of 3 parts* and signed by the governor & agency head	*Occasionally requires a 4th part (See KRS 13A.190(5) & (6)(f)) Remember to allow time to get governor's signature
<input type="checkbox"/>	Nature of emergency	
<input type="checkbox"/>	Why ordinary not sufficient	
<input type="checkbox"/>	Replaced by ordinary? If YES - Emergency & Ordinary filed simultaneously and this info provided: <input type="checkbox"/> Identical to ordinary; or <input type="checkbox"/> Not identical to ordinary If NO - Emergency filed alone, will also contain the following info not normally found in an "E" reg: <input type="checkbox"/> The reasons why the emergency will not be replaced by an ordinary administrative regulation	
<input type="checkbox"/>	*Detailed explanation as to how this reg differs from the previously-filed emergency reg	*Required if a regulation with the same number, same title, or governing the same subject matter was filed as an emergency in the last 9 months

EMERGENCY ADMINISTRATIVE REGULATION

<input type="checkbox"/>	Typed, white paper, 8-1/2 in x 11 in	
<input type="checkbox"/>	2-inch top margin	- Required on 1st page of actual regulation - Recommended remaining margin settings are 1 inch
<input type="checkbox"/>	12 pt font, double spaced through body of regulation	Signature page, Public Hearing and Public Comment Period info, RIA, Fiscal Note, Federal Mandate, and Summary of MIR may be single spaced
<input type="checkbox"/>	CABINET Department Division	- As applicable - Each on subsequent lines
<input type="checkbox"/>	Reg Type in parentheses	No bold or italics in these regs
	(Emergency Amendment)	Contains at least one of the following changes: <input type="checkbox"/> Insertions: underlined (goes in front of deleted material) <input type="checkbox"/> Deletions: surrounded by brackets and strikethrough applied
	(New Emergency Administrative Regulation) OR (Emergency Repealer)	No underlining or brackets and strikethrough
<input type="checkbox"/>	Reg #E and title of regulation	Reg number (with "E") and reg title. Prefer both to be followed by periods.
<input type="checkbox"/>	RELATES TO, STATUTORY AUTHORITY, NFC Paragraphs	If a change is made, it is shown using the underline and bracket-strikethrough method
<input type="checkbox"/>	Line numbers on reg starting with the Cabinet information, each page starts with Line 1	Prefer no line # on Signature Page, Public Hearing and Public Comment Period info, RIA, or other forms
<input type="checkbox"/>	Page numbers on SOE, regulation, and required forms	- Sequential, starting with page 1 on the SOE - If E & O identical, preference is for Emergency reg to restart with page #1. - Located at bottom center of each page

<input type="checkbox"/>	Body of Reg – Content <i>Obtain previous Word version from LRC Web site, agency's version does not contain Compiler clean-ups.</i> ___ Definitions (if applicable) - 1st section of reg AND in alphabetical order ___ Material Incorporated by Reference (MIR) (if applicable) - listed in last section of reg (Newer provision requires a web address of where to find MIR online – either agency's site or 3 rd party site.) <input type="checkbox"/> For an (Emergency Amendment) If a change is marked on MIR section of the reg: have MIR Summary & MIR summary of changes on back of reg (with sequential page number(s)) AND file clean and dirty material <input type="checkbox"/> For a (New Emergency Administrative Regulation) If MIR section: have MIR Summary on back of reg (with sequential page number) AND file new material
<input type="checkbox"/>	Signature and Approval date - Name and title of person typed under each signature line - If one person signed for another, both names/titles to be listed on page - TIP: If signed in blue, the original is easier to spot
<input type="checkbox"/>	Public Hearing and Public Comment Period info - Hearing: between 21st - last workday of month of publication; the notice due 5 workdays before, specific date not required - Written Comments accepted: through the last day of the month (11:59 p.m.) - Contact person: Name, position, full address, phone number, fax number, and email
<input type="checkbox"/>	Regulatory Impact Analysis and Tiering Statement - Reg #E, Contact person's name, phone, and email address - Contains all 9 questions - #9 requires an explanatory response (More than yes or no)
<input type="checkbox"/>	Federal Mandate - Include only if applicable (if C.F.R. or U.S.C. citation in STATUTORY AUTHORITY line) - Reg #E, Contact person's name, phone, and email address
<input type="checkbox"/>	Fiscal Note (New form title) - Reg #E, Contact person's name, phone, and email address
<input type="checkbox"/>	Summary of Material Incorporated by Reference - Include only if applicable - If existing MIR is amended, include detailed list of changes
<input type="checkbox"/>	Documentary Evidence Letter, bill, or other documentation explaining why the regulation is being filed on an emergency basis (Filed like MIR 4+ goes in one binder.)

MATERIAL INCORPORATED BY REFERENCE or "MIR"

<input type="checkbox"/>	If MIR is changing, an edition date change in the last section of the reg is required
<input type="checkbox"/>	If Filing MIR - On Paper <input type="checkbox"/> 4 pages or less, single-sided, 8-1/2 in x 11 in, and white paper: attach to <u>each copy</u> of reg <input type="checkbox"/> 5 pages or more, double-sided, on colored paper, OR an odd size: <u>one</u> copy in binder with the following information of the front of the binder and the 1st page (required by KRS 13A.2231(4)(b)1.): <input type="checkbox"/> - Reg number AND date filed (not edition date of material) AND List of each item included On CD/DVD <input type="checkbox"/> <u>One</u> copy with the following required information on the case and disc (required by KRS 13A.2251(4)(b)3.): - Reg number AND date filed (not edition date of material) - List of each item included

BEFORE FILING

<input type="checkbox"/>	Email final MS Word version to RegsCompiler@LRC.ky.gov - Regulation, Signature page, Public Hearing and Public Comment Period information, RIA, Federal Mandate (if applicable), Fiscal Note, and Summary of MIR (if applicable) all in 1 document - Signature page info still required; however, the ACTUAL signature is required <u>only</u> on the filed paper version - Emailing MIR is optional. If emailed, please put MIR in a document separate from the regulation but in the same email along with the regulation. - Please include the regulation number or numbers in the email (preferably in the email's subject line)
<input type="checkbox"/>	Once reg is "OK to file", prepare copies. For each regulation, file: - Original – single sided & stapled - 1 copy – single sided & paper-clipped (without staple holes) - 4 copies – single- or double-sided & stapled (One of these is stamped and given back to agency.)