

Preface

THE IDAHO ADMINISTRATIVE CODE

The Administrative Code is a compilation of all final and temporary administrative rules affecting the citizens of Idaho that have been promulgated and adopted in accordance with the Administrative Procedure Act (Title 67, Chapter 52, Idaho Code). The Idaho Administrative Code is published by the Office of the Administrative Rules Coordinator (Department of Administration) pursuant to Section 67-5204, Idaho Code. The text of all documents published in the Administrative Code is the official text of that document and judicial notice is taken of all rules published in the Administrative Code.

RELATIONSHIP TO THE IDAHO ADMINISTRATIVE BULLETIN

The Idaho Administrative Code is published each year upon the conclusion of the legislative session and is a compilation of all final and enforceable administrative rules, either final or temporary, that are in effect in Idaho. All effective and enforceable administrative rules must be formally promulgated and adopted or extended by the Idaho Legislature in accordance with Title 67, Chapter 52, Idaho Code in order to be included in the Code. The Idaho Administrative Bulletin is a monthly publication of all rulemaking documents addressing or otherwise amending the Administrative Code.

*To determine if a particular rule remains in effect or whether any amendments have been made to the rule, the reader should refer to the **Cumulative Rulemaking Index** that can be accessed through the Administrative Rules homepage at <http://adm.idaho.gov/adminrules/>*

AVAILABILITY OF THE ADMINISTRATIVE CODE AND BULLETIN

The Idaho Administrative Code and the Administrative Bulletin are electronic-only publications that are available for viewing on line. The Administrative Code is also available for viewing on CD-ROM at any of Idaho's county law libraries, state university and college and community college libraries, the Supreme Court Law Library, the State Library, the Public Libraries in Boise, Pocatello, Idaho Falls, Twin Falls, and Lewiston, East Bonner County Library, Eastern Idaho Technical College Library, BYU Idaho Library, and Northwest Nazarene University Library.

***Internet Access** - The Administrative Code and Bulletin are available on the Office of the Administrative Rules Coordinator's homepage at the following address: <http://adm.idaho.gov/adminrules/>*

SUBSCRIPTIONS AND DISTRIBUTION

For information on how to purchase the Administrative Code on CD-ROM, please contact the Department of Administration, Office of the Administrative Rules Coordinator, 650 W. State Street, Room 100, Boise, Idaho 83720-0306, telephone (208) 332-1820 or order on-line at <http://adm.idaho.gov/adminrules/>

***EDITOR'S NOTE:** All rules are subject to frequent change. Users should reference all current issues of the Administrative Bulletin for negotiated, temporary, proposed, pending, and final changes to all rules, or call the Office of the Administrative Rules Coordinator at (208) 332-1820.*

HOW TO USE THE IDAHO ADMINISTRATIVE CODE

All administrative rules promulgated by state agencies are organized by a numbering system. Each state agency is designated by a two-digit identification code number known as the “**IDAPA**” number. If an agency has different divisions, bureaus or departments as part of its structure, these subdivisions are assigned a two-digit “**TITLE**” number that identifies each. A “**CHAPTER**” number is assigned to each of the individual rule chapters that are part of the agency subdivision or “**TITLE**.” The rule text itself is then divided among major sections and subsections. The following is an example of the numbering schematic used for all IDAPA rules:

IDAPA 38.05.01.060.02.c.ii.

“**IDAPA**” refers to Administrative Rules in general that are subject to the Administrative Procedures Act and are required by this act to be published in the Idaho Administrative Code and the Idaho Administrative Bulletin.

“**IDAPA 38.**” refers to the Idaho Department of Administration.

“**05.**” refers to Title 05 which identifies the Division of Purchasing in the Department of Administration.

“**01.**” refers to the first chapter of rules in Title 05, “Rules of the Division of Purchasing.”

“**060.**” refers to Major Section 060, “Content of the Invitation to Bid.”

“**02.**” refers to Subsection 060.02.

“**c.**” refers to Paragraph 060.02.c.

“**ii.**” refers to Subparagraph 060.02.c.ii.

A subject index is found at the back of each volume referencing two types of entries. First, an ALL CAPTIAL reference indicates that the particular reference is found at the major section level (i.e., “010” noted above). Second, a “Title Caps” reference indicates that the particular reference is found at the first level subdivision (i.e., “01” noted above).