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# Executive Order

## EXECUTIVE ORDER DCT 80-18

WHEREAS, Louisiana's varied cultural resources are unique and irreplaceable; and

WHEREAS, Louisiana's cultural resources provide the citizens of this state with a sense of our history and identity; and

WHEREAS, the state itself must provide leadership in preserving, restoring and maintaining the historic and cultural environment of Louisiana; and

WHEREAS, preservation of Louisiana's cultural resources will also encourage education, recreation, craftsmanship, employment, protection of scarce natural resources and energy conservation,

NOW, THEREFORE, I, DAVID C. TREEN, Governor of the State of Louisiana, by virtue of the power and authority vested in me by the Constitution and statutes of the State of Louisiana, do hereby issue this order to become effective immediately:

1) All state agencies shall initiate procedures as soon as possible to preserve and maintain when prudent and feasible all state-owned sites under their jurisdiction eligible to be listed on the National Register of Historic Places. The State Historic Preservation Officer shall provide other agencies with advice or assistance as needed, and all agencies shall submit their proposed procedures to the State Historic Preservation Officer for review and comment no later than January 1, 1982.

2) No later than July 1, 1983, state agencies shall inventory all significant historic and cultural sites, structures and objects under their jurisdiction over fifty years of age which may qualify for listing on the National Register of Historic Places. Until such time as this inventory is completed, state agencies shall assure that any property which might qualify for listing is not inadvertently transferred or substantially altered. Questions regarding the eligibility of particular items for listing shall be referred to the State Historic Preservation Officer, who shall also be notified prior to any action which may endanger such items.

3) The State Historic Preservation Officer is directed to advise and assist state agencies in the identification and preservation of their historic properties and provide local governments with information on methods to preserve their historical properties.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 30th day of October, A.D., 1980.

David C. Treen  
Governor of Louisiana

## EXECUTIVE ORDER DCT 80-19

WHEREAS, Article 4, Section 5, of the 1974 Constitution of the State of Louisiana vests the executive authority of the State in the Governor; and

WHEREAS, Article 4, Section 5, of the 1974 Constitution of the State of Louisiana provides that the Governor shall be the Chief Executive Officer of the State; and

WHEREAS, Act 691 of the 1980 Regular Session of the Legislature of Louisiana authorized the Governor to prohibit or regulate the filling of vacancies and positions of new employment in the Executive Branch of government; and

WHEREAS, it is the intention of this Executive Order to

implement a program to monitor and supervise the increasing number of state employees at every level and in every agency without reducing the level of services or creating undue hardships,

NOW THEREFORE, I, DAVID C. TREEN, Governor of the State of Louisiana, by virtue of the power vested in me by the Constitution and the laws of the State, do hereby direct the following:

1) The Division of Administration develop procedures to effect a reduction in authorized positions in Executive Branch which procedures shall be made available to the Executive Department by December 1, 1980.

2) The Division of Administration is empowered to reduce the Table of Organization of each agency to ensure accomplishment of this reduction.

3) That each agency shall report quarterly in a manner prescribed in the Division of Administration procedures to the Office of the Governor as to the progress in accomplishing this reduction.

This Executive Order shall remain in effect until the General Appropriation Bill for Fiscal Year 1981-82 becomes law.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 25th day of November, A.D., 1980.

David C. Treen  
Governor of Louisiana

## EXECUTIVE ORDER DCT 80-20

WHEREAS, the Red River Waterway project will make navigation possible along the Red River for the first time in a century; and

WHEREAS, the State of Louisiana will soon commence construction of the first north-south interstate highway in Louisiana in the Red River Valley; and

WHEREAS, private industry is currently undertaking the first mining and industrial use of Red River Valley lignite coal deposits,

NOW, THEREFORE, I, DAVID C. TREEN, Governor of the State of Louisiana, by virtue of the power vested in me by the constitution and laws of this state do hereby create the Red River Valley Area Council to advise the Governor's Rural Development Council and federal, state and local officials of appropriate responses to these developments.

BE IT FURTHER RESOLVED, that the Council shall be composed of all citizens of the Red River Valley, together with state and federal agency representatives, who actively participate in the committees of the Council.

BE IT FURTHER RESOLVED, that the Council shall have a chairman to be appointed by the Governor from among the residents of the Red River Valley, such chairman to serve at the pleasure of the Governor.

BE IT FURTHER RESOLVED, that the Council shall have committees on: (1) Community Development; (2) Economic Development; (3) Employment and Training; (4) Energy Resource Development and (5) Small and Minority Business Development, the chairman of each of which shall be appointed by the Governor to serve at the pleasure of the Governor.

BE IT FURTHER RESOLVED, that the Council shall be governed by an Executive Committee composed of:

- 1) The chairman,
- 2) The chairman of the five Red River Valley Area Council Committees,

- 3) The chairman of the State Red River Valley Task Force who shall serve as the Council co-chairman,
- 4) The chairman of the Federal Red River Valley Task Force, who shall serve as the Council Federal co-chairman,
- 5) Five representatives of federal agencies named by the chairman of the Federal Red River Valley Task Force,
- 6) The Assistant Secretary of DOTD for Public Works,
- 7) The Secretary of Urban and Community Affairs or his designee,
- 8) The Secretary of Labor or her designee,
- 9) The Secretary of Natural Resources or his designee,
- 10) The Assistant Superintendent of Education for Vocational Education,
- 11) Senator from the Red River Valley appointed by the President of the Senate,
- 12) Representative from the Red River Valley appointed by the Speaker of the House of Representatives,
- 13) Mayor from the Red River Valley designated by the President, Louisiana Municipal Association,
- 14) Police Juror from the Red River Valley designated by the President, Louisiana Police Jury Association,
- 15) Elected Official from the Red River Valley designated by the State President, National Association for the Advancement of Colored People,
- 16) A Community Action Agency official from the Red River Valley area designated by the Chairman of the Louisiana Association of Community Action Agencies,
- 17) Representative of a Council on Aging in the Red River Valley designated by the President of the Association of Councils on the Aging,
- 18) Member of the Board of local Tourist Commission in the Red River Valley designated by the President of the Louisiana Hotel-Motel Association,
- 19) Representative of the Economic Planning and Development Commissions in the Red River Valley designated by the Chairman of the Louisiana Association of Planning and Development Districts,
- 20) Representative of an AFL-CIO local having members in the Red River Valley designated by the State President, AFL-CIO
- 21) Representative of a local Chamber of Commerce in the Red River Valley designated by the State President of the Louisiana Association of Business and Industry,
- 22) Representative of the Association of Minority Contractors from the Red River Valley designated by the State President, Association of Minority Contractors,
- 23) Representative of the Red River Valley Association designated by the Chairman of the Red River Valley Association
- 24) Representative of Rural Electric Cooperatives in the Red River Valley designated by the President of the Association of Louisiana Electric Cooperatives, and
- 25) Representatives of agriculture in the Red River Valley designated by the President of the Louisiana Farm Bureau Federation.

BE IT FURTHER RESOLVED, that the Red River Valley Area Council Executive Committee shall propose means of:

- 1) Insuring that residents of the Red River Valley have an opportunity to secure the jobs created by these projects
- 2) Meeting the increased demand for public facilities and services that growth will cause
- 3) Attracting additional economic development to the Red River Valley
- 4) Facilitating the participation of Valley small and minority businesses in the federal construction projects themselves
- 5) Obtaining maximum assistance from the United States government in the achievement of these objectives as promised in

the President's Small Community and Rural Development Policy

BE IT FURTHER RESOLVED, that the Red River Valley Area Council shall meet at the call of its Chairman, but not less often than twice a year, and shall make an annual report to the Governor and legislature of its activities

BE IT FURTHER RESOLVED, that the Chairman of the Council, acting on its behalf in consultation with the Executive Committee, is authorized to appoint such professional and clerical staff as may be necessary for the proper discharge of its duties under this Order and is further authorized to contract for, receive, accept and expend any funds made available from public or private sources to carry out the purposes of this order.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 8th day of December, A.D., 1980.

David C. Treen  
Governor of Louisiana

## Policy and Procedure Memoranda

### POLICY & PROCEDURE MEMORANDA

Office of the Governor  
Division of Administration  
Policy and Procedure Memorandum No. 66

Subject: Miscellaneous Payroll Deductions.

Policy and Procedure Memorandum No. 66, Miscellaneous Payroll Deductions, was published on October 20, 1980, with a proposed publication as a final rule on December 20, 1980. The Attorney General issued Opinion No. 80-1527 on November 11, 1980 which will require additional legal research and interpretation. Consequently, the publication of the final rule has been postponed indefinitely.

In addition, the Commissioner's restriction on the addition of employees to general insurance deductions as outlined in his memorandum of October 30, 1980 is continued indefinitely.

If you have any further questions in this matter, please contact Mr. David M. Bruce, Assistant Commissioner of Administration, (504) 342-7082.

E. L. Henry  
Commissioner of Administration

## Emergency Rules

### DECLARATION OF EMERGENCY Board of Elementary and Secondary Education

The State Board of Elementary and Secondary Education at its meeting on November 20, 1980, exercised those powers conferred by the emergency provisions of the Administrative Procedures Act R.S. 49:953B and adopted as emergency rule Bulletin

746, *Louisiana Standards for State Certification of School Personnel*. This emergency rule was necessary because Bulletin 746 was out of print in the State Department of Education. This bulletin has been in the revision process for the past two years and copies were not available for distribution to the public statewide. Administrators of colleges and schools are in dire need of an updated version in order to prepare programs for the implementation of certain certification requirements for the 1981 school year.

James V. Soileau  
Executive Director

## DECLARATION OF EMERGENCY

### Office of the Governor Division of Administration Office of Facility Planning and Control

SUBJECT: Standards for Capital Projects

Pursuant to the authority of the Commissioner of Administration in Act 14 of the Extraordinary Special Session of 1980, the Division of Administration, Office of Facility Planning and Control, proposes to adopt the following Standards for Capital Projects:

#### I. Source of Authority

The following rules and regulations have been adopted pursuant to R.S. 39:61.

#### II. Basic Policy

The Division of Administration, (hereafter sometimes referred to as DOA), shall manage state-owned and leased office buildings and administrative space located in the State of Louisiana and shall issue standards and criteria for the use of such space. DOA shall assign and reassign such administrative space to state agencies. The DOA and other state agencies shall be governed by the following policies for the assignment, reassignment, and utilization of office buildings and space.

A. Material consideration shall be given to the efficient performance of the missions and programs of the agencies and the nature of function of the facilities involved with due regard for the convenience of the public served and the maintenance and improvement of safe and healthful working conditions for employees.

B. In providing general purpose space, DOA will establish and maintain a balance between functional efficiency of agencies served and economy in space use.

C. Maximum use shall be made of existing state-owned permanent buildings which are adequate or economically adaptable to the space needs of agencies.

D. Suitable privately-owned space shall be acquired only when satisfactory state-owned space is not available.

E. Space planning and assignments shall take into account the objective of consolidating agencies and constituent parts thereof in common or adjacent space to improve management and administration.

#### III. Rules and Regulations

##### A. Responsibilities

##### 1. Responsibility of the Division of Administration

(a) DOA will assign agencies sufficient space to carry out their programs, provided that the need for such space is justified to the satisfaction of DOA.

(b) DOA may conduct space inspections and space utilization studies to promote and enforce efficient utilization, recapturing for release or reassignment any space which the agencies do not justify to the satisfaction of DOA as being required. Adequate advance notice of the planned survey will be given to the agency concerned.

(c) DOA may plan space inspections at periodic intervals on a community, building, or agency basis as appropriate. Inspec-

tions will be made in an orderly manner, on the basis of a floor-by-floor and room-by-room check of all assigned space. The agency will be provided with a written summary of significant findings and recommendations, together with data concerning improvements which can be effected by the agency and those which are planned by DOA.

(d) Space utilization studies are to quantify space needs and/or to ascertain whether a current assignment can be made more efficient and economical. These studies may be scheduled as a result of a request for space, an action to improve utilization, an assignment action requiring a relocation of an activity, or as a result of a space inspection. Agencies will be kept informed of space utilization studies and actions related thereto by the DOA.

(e) DOA will be responsible for the space planning and layout in all new state buildings. DOA will forward layout plans to occupant agencies for review and coordination and, at the same time, notify the agencies of the date beyond which design changes cannot be accepted.

(f) Alteration of state buildings — This part prescribes policies and procedures for the alteration of state buildings:

(1) Maximum use will be made of existing state-owned permanent buildings which are adequate or economically adaptable to the space needs of agencies.

(2) Suitable privately-owned space will be acquired only when satisfactory state-owned space is not available and only at rental charges which are consistent with prevailing rates in the community for comparable facilities.

(3) Space planning and assignments will take into account the objective of consolidating agencies and constituent parts thereof in common or adjacent space for the purpose of improving management and administration.

(4) To the maximum extent practical, DOA will plan the alteration of state facilities when such action can be shown to be the most prudent and economic means of meeting state agency space requirements.

(5) DOA will provide technical services and guidance to other agencies in the formulation and development of their programs for alteration of facilities.

(6) In the alteration of existing buildings, DOA will maintain architectural integrity and compatibility with existing structures.

(7) For the purposes of this Section, "Alter" means repairing, remodeling, improving, extending, or otherwise changing a public building. The term includes preliminary planning, engineering, architectural, legal, fiscal, and economic investigations and studies, surveys, designs, plans, working drawings, specifications, procedures, and other similar actions necessary for the alteration of a public building.

##### 2. Responsibility of Agencies.

(a) It is the responsibility of the agencies to assist and cooperate with DOA in the assignment and utilization of space, including the furnishing of data relative to the space occupied, and personnel housed or to be housed. It is also the responsibility of the agencies to continuously study and survey space occupied under assignment by DOA, to insure efficient and economical space utilization. It is also the responsibility of those agencies which control space to report to DOA any space which is excess to their needs and which might be assigned to other agencies.

(b) Each agency, department, commission, or authority will designate or appoint a person as space coordinator to represent that agency with DOA in all matters of space. This individual will be responsible for, but not limited to, providing criteria for space utilization studies, organizational charts, communications and work flow information, as well as aid in supplying answers to questions of function and requirements of that agency.

(c) Authorized Requesting Official shall:

(1) Cooperate with and assist the DOA in carrying out the official's responsibilities with respect to buildings and space.

(2) Give DOA early notice of new or changing space requirements.

(3) Economize in requirements for space.

(d) Certification of Request — The information requested on the standard Capital Outlay forms shall be certified by an authorized official of the requesting agency.

(e) The space utilization program is designed to effect maximum effective utilization of state-controlled space. Space for which there is no current foreseeable need will be relinquished.

(f) Agencies are responsible for making their needs known to DOA on a timely basis; providing cooperation and assistance if required in the preparation of space layouts; and requesting necessary changes prior to the design cutoff date.

(g) Notice to DOA of relinquishment of assigned space.

(1) DOA shall be notified by an agency occupying space assigned by DOA at least ninety days prior to the date on which the space, or portion thereof, will no longer be needed. Such notification shall be submitted in writing to the DOA, giving a description of the area involved, its location, and the estimated date of release. When a portion of space is released, it must be consolidated and accessible for reassignment.

(2) When an agency is responsible for operation, maintenance, payment of rentals, and protection of state-controlled space to which it has been assigned by DOA, notice must be given at least six months prior to relinquishing the space in the same manner indicated in paragraph (a) of this section. The operation, protection, payment of rentals, maintenance of the real property or portion thereof to be released shall continue to be the responsibility of the agency until the first day of the next fiscal year.

(3) Reviews and Appeals

(a) Agencies may at any time request a review of the measurement, classification, quality rating, service levels provided, or charges assessed that pertain to the space assignment without resorting to formal procedures. Such requests do not constitute appeals and should be directed to DOA.

(b) An appeal shall initially be filed by agency officials with the DOA office and include all pertinent information and documentation supporting the need for the appeal. The DOA office shall verify the data submitted and perform additional investigation as necessary. All data developed by the appealing agency and DOA shall be forwarded for review and ruling by the Commissioner of Administration.

4. Changes in Rules and Regulations — The Commissioner of Administration is authorized to adopt additional rules, regulations and standards, or to change the aforementioned rules, regulations and standards as may be required to carry out the provisions of the Act efficiently and effectively.

B. Net Space Requirement — The net space requirement represents in total the agency's space requirement based upon administrative space standards and administrative space allowances plus an additional twenty percent for circulation and traffic flow. The amount of space needed for an agency to function in an efficient manner will be derived from application of standards for administrative space, detailed listing of furniture and/or equipment for each employee, detailed listings of furniture, equipment, and supplementary common space used by various employees, and other requirements for which there are no existing standards and that are unique to the agency. The net space requirement represents that amount of space the agency would occupy under ideal circumstances where no portions would be wasted due to structural irregularities of a building, leftover corners of a floor, columns, pilasters or the like. Therefore, the space occupied by the agency

would rarely exactly equal the net space requirement. The standards are used to quantify the total space and are not intended to be literally applied for each employee's individual work station or for a specific area such as a conference room.

1. Administrative Space Standards — The administrative space standards represent the area in square feet which should normally be sufficient to accommodate typical office space. The standards provide the occupant of each work station with space sufficient to conduct his business in an efficient manner and with a reasonable degree of dignity.

(a) Administrative Work Station Standards — The allowable area for administrative work stations shall be 150 square feet for each person occupying the area including management personnel. The apportionment of the total area by individual function is the responsibility of the agency head and careful thought should be given to this apportionment.

(b) Common Function Standards

(1) Conference and Meeting Rooms — twenty square feet per person for first ten persons and fifteen square feet for each additional person based on average number of persons in attendance.

(2) Classrooms and Training Rooms — Desk/arm chair at ten square feet per person. Desk and chair at forty square feet per person.

(3) Reception Areas—Based on average visitor load at ten square feet per person.

(4) Exhibit Areas, Internal Duplicating Libraries, Mailrooms, Supply Rooms — Actual measurements of equipment plus circulation.

2. Administrative Space Allowance — It is recognized that agency functions and needs do vary and cannot always conform to the administrative space standards; therefore, space allowances are derived by DOA from direct input of the agency and from specific studies of the operations of the agency in order to provide that agency with sufficient space to function efficiently. Space allowances are usually applied to the following:

(a) Individual work stations when standards afford too little or too much space for the best utilization of space.

(b) Common office functions such as conference rooms, storage rooms, training rooms, etc., when standards are not applicable or there is no standard.

(c) Areas with specialized functions such as laboratories, printing facilities, warehouses, etc.

3. Appeals — The quantity of space needed as determined by DOA may be appealed by the affected agency as provided in Section III.A.3.

C. Space Planning

Scope of Subpart — This Subpart outlines the methods used in the planning and layout of space assignments and prescribes the conditions governing DOA agency coordination.

1. Space Planning Assistance — DOA shall be responsible for preparing the initial space layout. When an agency requires subsequent space layout assistance, a request for such assistance should be made to the DOA. In consultation with the agency, DOA will determine the scope of assistance required and will provide such service, by use of existing staff or by contract with consultant(s).

2. Use of Contractual Services for Space Planning — No state agency shall, without the written approval of DOA, enter into a contract for interior office design or space layout with any firm or individual, or government entity. When it is determined that a contract is required, DOA will enter into the contract and supervise the contractor's performance.

3. Space Planning of New Buildings — Modern space layout principles, which contribute to good space management