CHECKLIST FOR MAJOR SUBSTANTIVE RULES FILINGS

Twenty copies of the following are required by law

- [ ] Full text of the provisionally adopted rule (for rule amendments, new language underlined and language to be deleted stricken through)
- [ ] Description and copy of any existing rule the agency proposes to amend or repeal
- [ ] Summary of the rule (may be the same as rule description required for notice of proposed rules by 5 MRSA §8057-A, sub-§1, para. B)
- [ ] Statement of the circumstances that require the rule (basis statement for adopted rules required by 5 MRSA §8052, sub-§5))
- [ ] A statement of the economic impact of the rule on the State and its residents.

One copy of the following is "required by the committee"

- [ ] Identification of an agency contact
- [ ] Verification that the rule has been approved as to form and legality by the Attorney General's Office (identification of the member of the AG's staff who reviewed and approved the rule) (*MAPA-1 Rulemaking Cover Sheet*)
- [ ] Statement, signed by the head of the agency, certifying that the agency has complied with the procedural requirements of the MAPA and any other applicable law in provisionally adopting the rule submitted for review (*MAPA-1 Rulemaking Cover Sheet*)
- [ ] Copy of the procedural checklist required by 5 MRSA §8056-A, sub-§1
- [ ] Citation of the statutory authority for adoption of the rule (*Rulemaking Fact Sheet*)
- [ ] Copy of any federal law or regulation that governs the content of the rule
- [ ] Copy of the transcript of the public hearing on the rule (if one exists)
- [ ] Copy of any written comments or testimony submitted during agency rulemaking proceedings on the proposed rule
- [ ] Electronic copy of the full text of the rule in Microsoft Word -- 2010 format, if possible