

Request Form for Incorporation by Reference (IBR)

(Use for Emergency and Proposed Regulations)

NOTE: An agency must submit to DSD any document requiring the Administrator's approval before the regulation is submitted to the AELR Committee

Department or Agency: _____

Name of document to be incorporated (give full name of document exactly as it appears on cover/title): _____

Has this document already been incorporated by another State agency?

Yes, see COMAR _____ (Example: 08.07.06.03) No

Each of the following is enclosed (check each):

A copy of the document proposed for incorporation.

Text of that portion of the regulation incorporating the document. All IBR documents are to be listed under a single IBR regulation. In drafting the regulation, use the document title exactly as it appears above. Do not use "as amended from time to time," or "as subsequently amended," or other equivalent expressions.

This document will be incorporated at COMAR _____. (Example: 26.12.01.01)

This regulation is (check as many as apply):

an emergency regulation an amended regulation a new regulation

Has a previous version of this document been incorporated by the requesting agency? Yes No

If this document is not already incorporated into COMAR, the agency agrees to submit 17 additional free copies to DSD at the same time the emergency or proposed regulation incorporating it is filed for publication in the *Maryland Register*.

Issue date desired for publication in the *Maryland Register*: _____ (month/day/year).

Questions concerning the request should be directed to:

Name: _____ Telephone number _____

Return Approval Form to: (name, complete address, telephone number, and email address): _____

Submitted by:

- Name & Title of Authorized Officer _____
- Signature _____

Mail this form to:

Gail S. Klakring
Division of State Documents
State House
Annapolis MD 21401

If you have questions, call
(410) 974-2486 ext 3873, or
contact us by email, Gail.Klakring@maryland.gov