

## HOW TO CITE

Cite all material in the Texas Administrative Code, Annotated, Approved by the Secretary of State of Texas by title number and section number. Example: Title 1, Texas Administrative Code, Section 17.51 (Short form: 1 TAC §17.51).

## HOW TO FILE

The *Texas Administrative Code* is a looseleaf service. All revisions will include a Master Transmittal Sheet which contains instructions indicating the old pages to be removed and the new pages to be inserted to update your copy of the *Code*. Along with the looseleaf update pages you will receive a Title Page Index for each Administrative Code title you have purchased the update service for. This Index lists the exact pages that the title must contain to qualify as part of the official *Texas Administrative Code*, revised to the specified date of certification as certified by the Secretary of State of Texas in compliance with the Texas Administrative Code Act (Texas Civil Statutes 6252-13b). Included on page A-2 of the front matter, distributed with all revisions of the *Texas Administrative Code*, is a Certification Date Reference Table. This table may be used to determine whether the user has the latest available revision for any particular title. A user may then refer to the current issue of the *Texas Register*, the official state register of the State of Texas published under the Administrative Procedure and Texas Register Act (Texas Civil Statutes article 6252-13a), which contains the revision number and date of the latest revision of the *Code* in a box on the inside front cover page.

When superceded pages are removed, they may be retained for historical purposes.

## HOW TO USE

The *Texas Administrative Code* is arranged by subjects. Each title brings together administrative rules on related subjects. Within each title in descending order come parts, chapters, subchapters, and sections. Each title is independently numbered and chapters in a title are sequentially numbered from the beginning of each title. Each section bears a two-part number, separated by a decimal point. The digits preceding the decimal point identify the number of the chapter, and the digits following the decimal point indicate the relative position of the section in the chapter. Thus §17.51 indicates that the section is located in Chapter 17.

The first section of each title is usually numbered "1.1". The sections typically run consecutively through the title except where gaps are left for expansion. The first page in each title is numbered "1". Page numbers (or folios), which are indicated at the bottom center of each page, run consecutively through a title except where omissions are specifically indicated or decimal pages are added.

There are a number of ways to find specific rules in the *Code*. The following illustrates how some of the important added-value features in the *Code* enables users to find the section or sections they seek:

- (1) If you know the name of the agency whose rules you wish to find, consult the Index of Agencies (alphabetical listing), *infra*. It will direct you to the title in which the rules of that agency appear and the section with which they begin.
- (2) If you desire information, but know only the general subject, consult the Table of Titles and Chapter Headings of the *Texas Administrative Code*, *infra*. It will direct you to the general subject matter contained in each title. By noting the list of chapters and subchapters you will find the name of an agency whose rules are likely to contain the desired material.
- (3) Having found the appropriate title and chapter, consult the table of contents which appears at the beginning of the title, part or chapter to find the number of the subchapter or section for the heading most appropriate to the rules for which you are looking.
- (4) Generally, you may also consult the subject index at the end of each title of the *Code*. The references in these subject indices are to *page numbers*. Appropriate revisions in the subject index are made periodically to reflect changes in the subject matter content of each title.
- (5) A comprehensive Full Set Subject index is also included as part of the front matter distributed with each subscription to the *Code*. This index references selected subjects across all of the *Texas Administrative Code* titles.

## THE TEXAS ADMINISTRATIVE CODE

### *Source notes*

Source notes, which provide a history of the rule, appear after each section. The note is not part of the rule. The source note indicates changes which have occurred since January 1, 1976.

The source note shows when the rule was adopted or amended. For rules adopted subsequent to January 1, 1976, a citation to the volume and page number of the *Texas Register* appears.

### *Citations of Authority*

Authority notes provide the statutory or other authority under which an agency's rules have been issued. An agency that files a rule is required to cite the statutory or other authority under which it was promulgated (Texas Civil Statutes article 6252-13a, §5(a)(3)). When looking for the citation of authority users should follow the same procedure as when looking for the history. Sometimes in amending a section, an agency cites an authority in addition to that previously cited for the section. In such instance, both additional authority cited at the end of the section and the blanket authority covering it and other sections should be consulted.

### *Notes of Decisions*

Pursuant to the Texas Administrative Code Act (Texas Civil Statutes article 6252-13b, §13(a)) the *Code* contains annotations to federal and state judicial decisions and opinions of the Attorney General of the State of Texas which interpret or construe specific rules. The annotations encompass court decisions and opinions of the Attorney General issued after December 31, 1975.

# THE TEXAS ADMINISTRATIVE CODE

## HOW TO BUY

The *Texas Administrative Code* may be purchased as a complete 15 Title set or as Individual Titles amended to the most recent certification date prior to the date of sale. The full *Code* is assembled as a set of 22 8" × 11" three ring looseleaf binders, complete with Part tabs appropriate to each Title. Individual Titles range from 1 to 3 volumes each.

An annual looseleaf update service is also available which provides four quarterly updates for each Title ordered.

Subscription prices for individual subscriptions and the annual update service are listed in the official *Texas Administrative Code Rate Schedule* which follows.

The official *Texas Administrative Code* may be ordered from Hart Information Systems, Inc., P.O. Box 9802 #588, Austin, Texas 78766 or by calling (512) 467-4572.

### RATE SCHEDULE THE TEXAS ADMINISTRATIVE CODE

	Number of Binders	Approximate Number Pages	Original Subscription	Quarterly Update Service (Annual Fee)
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Note: Prices and terms are subject to change without notice.

THE TEXAS ADMINISTRATIVE CODE