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# *The* **NORTH CAROLINA REGISTER**

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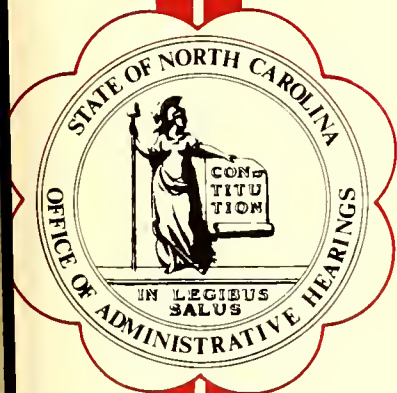
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**ISSUE DATE: AUGUST 15, 1990**

**Volume 5 • Issue 10 • Pages 636-723**



# INFORMATION ABOUT THE NORTH CAROLINA REGISTER AND ADMINISTRATIVE CODE

## NORTH CAROLINA REGISTER

The *North Carolina Register* is published bi-monthly and contains information relating to agency, executive, legislative and judicial actions required by or affecting Chapter 150B of the General Statutes. All proposed, administrative rules and amendments filed under Chapter 150B must be published in the Register. The Register will typically comprise approximately fifty pages per issue of legal text.

State law requires that a copy of each issue be provided free of charge to each county in the state and to various state officials and institutions. The *North Carolina Register* is available by yearly subscription at a cost of one hundred and five dollars (\$105.00) for 24 issues.

Requests for subscriptions to the *North Carolina Register* should be directed to the Office of Administrative Hearings, P. O. Drawer 11666, Raleigh, N. C. 27604, Attn: *Subscriptions*.

## ADOPTION, AMENDMENT, AND REPEAL OF RULES

An agency intending to adopt, amend, or repeal a rule must first publish notice of the proposed action in the *North Carolina Register*. The notice must include the time and place of the public hearing; a statement of how public comments may be submitted to the agency either at the hearing or otherwise; the text of the proposed rule or amendment; a reference to the Statutory Authority for the action and the proposed effective date.

The Director of the Office of Administrative Hearings has authority to publish a summary, rather than the full text, of any **amendment** which is considered to be too lengthy. In such case, the full text of the rule containing the proposed amendment will be available for public inspection at the Rules Division of the Office of Administrative Hearings and at the office of the promulgating agency.

Unless a specific statute provides otherwise, at least 30 days must elapse following publication of the proposal in the *North Carolina Register* before the agency may conduct the required public hearing and take action on the proposed adoption, amendment or repeal.

When final action is taken, the promulgating agency must file any adopted or amended rule for approval by the Administrative Rules Review Commission. Upon approval of ARRC, the adopted or amended rule must be filed with the Office of Administrative Hearings. If it differs substantially from the proposed form published as part of the public notice, upon request by the agency, the adopted version will again be published in the *North Carolina Register*.

A rule, or amended rule cannot become effective earlier than the first day of the second calendar month after the adoption is filed with the Office of Administrative Hearings for publication in the NCAC.

Proposed action on rules may be withdrawn by the promulgating agency at any time before final action is taken by the agency.

## TEMPORARY RULES

Under certain conditions of an emergency nature, some agencies may issue temporary rules. A temporary rule becomes effective when adopted and remains in

effect for the period specified in the rule or 180 days whichever is less. An agency adopting a temporary rule must begin normal rule-making procedures on the permanent rule at the same time the temporary rule is adopted.

## NORTH CAROLINA ADMINISTRATIVE CODE

The North Carolina Administrative Code (NCAC) is a compilation and index of the administrative rules of 25 state agencies and 38 occupational licensing boards. The NCAC comprises approximately 15,000 letter size single spaced pages of material of which approximately 35% is changed annually. Compilation and publication of the NCAC is mandated by G.S. 150B-63(b).

The Code is divided into Titles and Chapters. Each state agency is assigned a separate title which is further broken down by chapters. Title 21 is designated for occupational licensing boards.

The NCAC is available in two formats.

- (1) Single pages may be obtained at a minimum cost of two dollars and 50 cents (\$2.50) for 10 pages or less, plus fifteen cents (\$0.15) per each additional page.
- (2) The full publication consists of 52 volumes totaling in excess of 15,000 pages. It is supplemented monthly with replacement pages. A one year subscription to the full publication including supplements can be purchased for seven hundred and fifty dollars (\$750.00). Individual volumes may also be purchased with supplement service. Renewal subscriptions for supplements to the initial publication available.

Requests for pages of rules or volumes of the NCAC should be directed to the Office of Administrative Hearings.

## NOTE

The foregoing is a generalized statement of the procedures to be followed. For specific statutory language it is suggested that Articles 2 and 5 of Chapter 150B of the General Statutes be examined carefully.

## CITATION TO THE NORTH CAROLINA REGISTER

The *North Carolina Register* is cited by volume, issue, page number and date. **1:1 NCR 101-201, April 1, 1986** refers to Volume 1, Issue 1, pages 101 through 201 of the *North Carolina Register* issued on April 1, 1986.

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**North Carolina Administrative Code.** Published in looseleaf notebooks with supplement service by the Office of Administrative Hearings, P.O. Drawer 11666, Raleigh, North Carolina 27604, pursuant to Chapter 150B of the General Statutes. Subscriptions seven hundred and fifty dollars (\$750.00). Individual volumes available.

# NORTH CAROLINA REGISTER



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# NORTH CAROLINA REGISTER

## *Publication Schedule*

*(April 1990 - December 1991)*

Issue Date	Last Day for Filing	Last Day for Electronic Filing	Earliest Date for Public Hearing & Adoption by Agency	* Earliest Effective Date
*****	*****	*****	*****	*****
04/02/90	03/12/90	03/19/90	05/02/90	08/01/90
04/16/90	03/23/90	03/30/90	05/16/90	08/01/90
05/01/90	04/09/90	04/17/90	05/31/90	09/01/90
05/15/90	04/24/90	05/01/90	06/14/90	09/01/90
06/01/90	05/10/90	05/17/90	07/01/90	10/01/90
06/15/90	05/24/90	06/01/90	07/15/90	10/01/90
07/02/90	06/11/90	06/18/90	08/01/90	11/01/90
07/16/90	06/22/90	06/29/90	08/15/90	11/01/90
08/01/90	07/11/90	07/18/90	08/31/90	12/01/90
08/15/90	07/25/90	08/01/90	09/14/90	12/01/90
09/04/90	08/13/90	08/20/90	10/04/90	01/01/91
09/14/90	08/24/90	08/31/90	10/14/90	01/01/91
10/01/90	09/10/90	09/17/90	10/31/90	02/01/91
10/15/90	09/25/90	10/02/90	11/14/90	02/01/91
11/01/90	10/11/90	10/18/90	11/30/90	03/01/91
11/15/90	10/24/90	10/31/90	12/14/90	03/01/91
12/03/90	11/08/90	11/15/90	01/02/91	04/01/91
12/14/90	11/21/90	11/30/90	01/13/91	04/01/91
01/02/91	12/07/90	12/14/90	02/01/91	05/01/91
01/15/91	12/20/90	12/31/90	02/14/91	05/01/91
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03/15/91	02/22/91	03/01/91	04/14/91	07/01/91
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07/15/91	06/21/91	06/28/91	08/14/91	11/01/91
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08/15/91	07/25/91	08/01/91	09/14/91	12/01/91
09/03/91	08/12/91	08/19/91	10/03/91	01/01/92
09/16/91	08/23/91	08/30/91	10/16/91	01/01/92
10/01/91	09/10/91	09/17/91	10/31/91	02/01/92
10/15/91	09/24/91	10/01/91	11/14/91	02/01/92
11/01/91	10/11/91	10/18/91	12/01/91	03/01/92
11/15/91	10/24/91	10/31/91	12/15/91	03/01/92
12/02/91	11/07/91	11/14/91	01/01/92	04/01/92
12/16/91	11/21/91	12/02/91	01/15/92	04/01/92

\* The "Earliest Effective Date" is computed assuming that the public hearing and adoption occur in the calendar month immediately following the "Issue Date", that the agency files the rule with The Administrative Rules Review Commission by the 20th of the same calendar month and that ARRC approves the rule at the next calendar month meeting.



EXECUTIVE ORDER NUMBER 121  
GOVERNOR'S MINORITY, FEMALE AND  
DISABLED-OWNED BUSINESSES  
CONSTRUCTION CONTRACTORS ADVISORY  
COMMITTEE

It is my policy that the State of North Carolina shall enhance and promote construction contract opportunities for all of its citizens without regard to race gender or hardship.

Therefore, by the authority vested in me as Governor by the Constitution and laws of North Carolina, IT IS ORDERED:

Section 1. Establishment. There is hereby established the Governor's Minority, Female and Disabled-Owned Businesses Construction Contractors Advisory Committee.

Section 2. Purpose. The purpose of the Committee is to serve as a technical advisory committee to the Governor in order to increase opportunity for minority, female and disabled-owned businesses to participate in the construction of public facilities.

Section 3. Duties. The Committee shall have the following duties:

- (A) provide expertise to the Governor and his Special Assistant for Minority Affairs on the subject of minority, female and disabled-owned businesses utilization on public work;
- (B) review problems minority, female and disabled-owned businesses encounter in becoming a competitive part of the construction industry and develop recommendations designed to resolve the problems;
- (C) review the implementation of minority, female and disabled-owned businesses plans by state agencies and where applicable, develop recommendations on modifications to existing plans that would increase the opportunities for minority, female and disabled-owned businesses to compete for state funded contracts and subcontracts; and
- (D) develop recommendations for assistance programs the State can make available to local governments in developing and implementing local minority, female and disabled owned businesses plans.

Section 4. Membership. The membership of the Committee shall be comprised of at least the following 15 members to be appointed by, and serve at the pleasure of, the Governor:

- (A) five members to be recommended by the Association of General Contractors;
- (B) five members to be recommended by the North Carolina Association of Minority Businesses; and
- (C) five members from the public at large.

Section 5. Chairperson. The Governor shall appoint a Chairperson from among the membership. The Chairperson shall serve at the pleasure of the Governor. The Chairperson shall coordinate the activities of the Committee.

Section 6. Meetings. Meetings shall be called by the Chairperson.

Section 7. Administrative Support. Administrative support will be provided by the Governor's Special Assistant for Minority Affairs.

Section 8. Reporting. The Chairperson shall report on the Committee's progress on a quarterly basis.

This order is effective the 11th day of July, 1990.

EXECUTIVE ORDER NO. 122  
ESTABLISHING THE GOVERNOR'S  
COUNCIL OF FISCAL ADVISORS

It is desirable that Governors have benefit of the combined counsel of those officials primarily responsible for the State's fiscal affairs. Therefore, to accomplish that end and pursuant to authority vested in me by the Constitution and by statute, it is ORDERED:

Section 1: There is established the Governor's Council of Fiscal Advisors whose membership shall consist of:

- (a) The State Treasurer,
- (b) The State Auditor,
- (c) The Executive Assistant to the Governor for Budget and Management,
- (d) The Secretary of the Department of Revenue,
- (e) The State Controller,
- (f) the Governor's General Counsel.

Section 2: The purpose of the Council shall be to consider and advise the Governor concerning the fiscal affairs of the State.

Section 3: (a) The Council shall meet in regular session with the Governor each quarter on such dates and at such times as the Governor directs and in special session with the Governor at the Governor's call. In addition, the Council shall meet regularly without the Governor on

such dates and at such times as the Council selects and in special session without the Governor at the call of the Executive Assistant to the Governor for Budget and Management.

(b) Council members shall attend Council meetings in person and not by surrogates.

Section 4: In addition to Council members, the following are invited to attend and participate in Council meetings as the Governor's invitees:

- (a) the Chief of Staff to the Governor,
- (b) the Deputy Director of the Budget,
- (c) a designee of the Lt. Governor,
- (d) the Director of Fiscal Research for the North Carolina General Assembly, or his designee.

Section 5: The Governor shall preside at all meetings of the Council at which he is present. The Executive Assistant to the Governor for Budget and Management shall preside at all meetings of the Council at which the Governor is not present. Agendas for all meetings of the Council shall be prepared by the Executive Assistant to the Governor for Budget and Manage-

ment and distributed to attendees in advance of the meetings.

Section 6: Council members who are not members of the Council of State are invited to attend meetings of the Council of State as invitees of the Governor. Council members who are not members of the Advisory Budget Commission are invited to attend meetings of the Advisory Budget Commission as invitees of the Governor.

Section 7: The State Office of Budget and Management shall provide administrative support to the Council.

Section 8: Council members shall serve without compensation or reimbursement for expenditures incurred by them in attending council meetings.

Section 9: This executive order is effective immediately and shall remain in effect until terminated by the undersigned or a successor.

Done in Raleigh, North Carolina, this 17th day of July, 1990.

## VOTING RIGHTS ACT FINAL DECISION LETTER

---

*[G.S. 120-30.9H, effective July 16, 1986, requires that all letters and other documents issued by the Attorney General of the United States in which a final decision is made concerning a "change affecting voting" under Section 5 of the Voting Rights Act of 1965 be published in the North Carolina Register.]*

U.S. Department of Justice  
Civil Rights Division

JRD:GS:TGL:lrj  
DJ 166-012-3  
AD873;AH629  
AF151;AH630

Voting Section  
P.O. Box 66128  
Washington, D.C. 20035-6128

July 20, 1990

David A. Holec, Esq.  
City Attorney  
P.O. Box 1388  
Lumberton, North Carolina 28359

Dear Mr. Holec:

This refers to the two annexations [Ordinance Nos. 1198 (1990) and 1200 (1990) as amended by a May 14, 1990 ordinance] and the designation of the annexed areas to districts for the City of Lumberton in Robeson County, North Carolina, submitted to the Attorney General pursuant to Section 5 of the Voting Rights Act of 1965, as amended, 42 U.S.C. 1973c. We received your submissions on May 22 and 29, 1990.

The Attorney General does not interpose any objections to the changes in question. However, we feel a responsibility to point out that Section 5 of the Voting Rights Act expressly provides that the failure of the Attorney General to object does not bar any subsequent judicial action to enjoin the enforcement of such changes. See the Procedures for the Administration of Section 5 (28 C.F.R. 51.41).

Sincerely,

John R. Dunne  
Assistant Attorney General  
Civil Rights Division

By:

Barry H. Weinberg  
Acting Chief, Voting Section

*[The following Statements of Organization were submitted to the Director of the Office of Administrative Hearings for publication pursuant to G.S. 150B-10 and 26 NCAC 2B .0102.]*

## **NORTH CAROLINA DEPARTMENT OF ADMINISTRATION**

The Department of Administration (DOA) was created by the 1957 General Assembly in an effort to consolidate many of the administrative aspects of State Government. The Executive Organization Act of 1973 recreated the Department and established the Department as one of nineteen major departments of State Government. The head of the Department is the Secretary who is appointed by the Governor and serves at the pleasure of the Governor.

The Department of Administration has two primary duties:

1. Advance the effective management, efficient operation and fair conduct of the executive branch.
2. Host advocacy programs representing various segments of North Carolina's population that have traditionally been underrepresented.

The Department is organized into Divisions and Agencies with brief descriptions as follows:

### **OFFICE OF THE SECRETARY**

#### **Agency for Public Telecommunications**

This agency offers media production services, satellite and audio teleconferencing, and production and distribution of radio and television public service announcements for state agencies.

#### **Division of Policy and Planning**

This division encourages and assists in the development of the planning process within the agencies of state and local government; develops and maintains liaison and cooperative arrangements with federal, interstate, state, private agencies, and organizations in order to obtain information and assistance for state and regional planning; assists state agencies by providing them with information and technical assistance needed in preparing their short-range and long-range programs; and develops and maintains a comprehensive plan for development of the state.

#### **Division of Veterans Affairs**

This office assists veterans, their dependents, and the dependents of deceased veterans in obtaining and maintaining those rights and benefits to which they are entitled by law.

#### **DOA Personnel**

This office is responsible for recruitment, hiring, grievance and appeal procedures, classification of positions to ensure equitable compensation for all employees, monitoring the departmental affirmative action plan, and implementation of the State Personnel System within the department.

#### **DOA Public Information Office**

The duties of this office include preparation of news releases, the editing of and supervision over production of official publications and the permitting of the use of state buildings and grounds. The Public Information Office counsels divisions on ways to effectively communicate with the public. The divisions assists the public with inquiries and acts as a conduit between the public and other Department of Administration divisions.

#### **Intergovernmental Relations**

This office provides staff support for the state's participation in national and regional organizations such as the National Governors' Association and the Southern Governors' Association. It manages the Appalachian Regional Council program and staffs the Local Government Advocacy Council.

The office also contains the State Clearinghouse which coordinates the state agency and local government intergovernmental review process. Notifications of intent to apply for federal funds and environmental review documents are submitted for comment.

#### **Office of Administrative Analysis**



## STATEMENTS OF ORGANIZATION

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This office provides cost-free consulting services to state agencies to help make improvements in organization, methods, equipment use, staffing levels, cost reduction, and procedures.

### Office of Fiscal Management

This office accounts for all fiscal activity of the department in conformity with requirements of the Office of State Budget and Management, the Department of State Auditor, and federal funding agencies.

### Office of Marine Affairs

The Office of Marine Affairs advocates and promotes public awareness, appreciation and wise utilization of the natural and cultural resources of coastal North Carolina. To these ends, the office administers the three North Carolina Aquariums, which provide unique marine educational opportunities. The Office of Marine Affairs also houses some staff of the North Carolina Aquarium Society, a non-profit group established in 1986 solely for the purpose of supporting the North Carolina Aquariums.

### Outer Continental Shelf Office

The purpose of the OCS Office is to review and coordinate information, policies and comments of all state agencies regarding offshore leasing, exploration, and production for oil and gas and hard minerals in federal waters off the North Carolina coast. The office also prepares recommended positions and comments for the Governor in his fulfillment of responsibilities under the federal Outer Continental Shelf Lands Act; serves as staff to the Governor's Working Group; and serves as staff of the North Carolina Marine Science Council.

## GOVERNMENT OPERATIONS

### Division of Purchase and Contract

This office serves as the central purchasing activity for state government and certain other entities. Contracts are established for the purchase, lease and lease-purchase of the goods and services required by all state agencies, institutions, public school districts, community colleges, and the university system.

**State Government Printing Office** A receipt-supported operation, this office provides typesetting and printing services throughout state government.

### Facility Management Division

The division manages, directs, coordinates and plans the daily activities of the five sections that constitute the division including centralization of personnel and purchasing and fiscal procedures. It acts as the coordinating point in contact with the Secretary's Office, other DOA sections and agencies, the Governor's Office and other agencies that may use or inquire about the services available from Construction Services, Building Services, Landscape Services, and Housekeeping Services. It engages in planning and possibly expanding the units constituting Facility Management Division and their availability to all agencies in state government and other qualified constituents. The division also oversees the management of the Museum of Art's Facilities.

### General Services Division

The division manages, directs, coordinates, and plans the daily activities of the three branches that constitute the General Services Division: Courier Service, State Surplus Property, Federal Surplus Property, and the DOA Mailroom and Expendable Supply Store. It engages in planning and possibly expanding the units constituting General Services and their availability to all agencies in state government and other qualified constituents.

**Courier Service** A receipt-supported operation, this service provides courier mail and inter-office mail to local state government offices and 89 counties in North Carolina.

**Federal Surplus Property** This office acquires and distributes available federal surplus property needed by the eligible recipients in the state and funds costs for operations through receipts from sales.

**State Surplus Property** This office is responsible for the sale of all supplies, materials, and equipment owned by the state and considered to be surplus, obsolete, or unused.

**Motor Fleet Management** This office is responsible for the approximately 4,000 vehicles owned

by state government. Aside from purchasing and maintenance of state vehicles, this office enforces state regulations relating to their use.

**State Capitol Police** This law enforcement agency, with police powers throughout the city of Raleigh, provides security and property protection functions for state government facilities within the Capitol City. This agency is also responsible for enforcement of regulations in state-operated parking lots.

### State Construction Office

This office is responsible for the administration of the planning, design, and construction of all state facilities, including the university and community college systems. It also provides the architectural and engineering services necessary to carry out the capital improvement program for all state institutions and agencies.

### State Property Office

This office is responsible for state government's acquisition and disposition of all interest in real property whether by purchase, sale, exercise of the power of eminent domain, lease, or rental. This office also prepares and keeps current a computerized inventory of all land holdings and buildings owned or leased by the state or any state agency.

## PROGRAMS

### Council on the Status of Women

The primary responsibility of the Council is to advise the Governor, the North Carolina Legislature, and other principal state departments on the special needs of women in North Carolina. In addition, the Council identifies and assesses women's needs, collects and distributes information, coordinates efforts within the state to meet the special needs of women, acts as a resource for the county and regional Councils on the Status of Women, and encourages innovative programs for women.

The North Carolina Council on the Status of Women offers a variety of programs and services based on the following priorities: equal opportunities in employment and education for women, services to women in crisis, and coordi-

nation among groups and individuals working on behalf of women.

### Governor's Advocacy Council for Persons with Disabilities

The Council pursues appropriate remedies, including legal ones, on behalf of disabled citizens who feel they have been the subject of discrimination. The Council also offers technical assistance regarding disability issues, promotes employment opportunities for disabled persons, and reviews policies and legislation relating to these persons.

### North Carolina Commission of Indian Affairs

The Commission is responsible for bringing local, state and federal resources into focus for the implementation or continuation of meaningful programs for the Indian citizens of North Carolina.

### North Carolina Human Relations Council

The NCHRC provides services and programs aimed at improving relationships among all citizens of this state, while seeking to ensure equal opportunities in the areas of employment, housing, public accommodation, recreation, education, justice, and governmental services. The Council also enforces the North Carolina Fair Housing Law.

### Youth Advocacy and Involvement Office

YAIO seeks to tap the productivity of the youth of North Carolina through their participation in community services and the development of youth leadership capabilities. The office provides case advocacy to individuals in need of services for children and youth.

## OTHER AGENCIES

For administrative, budgetary or personnel purposes only, the following agencies are listed under the Department of Administration: Alcoholism Research Authority, Board of Science and Technology, Energy Development Authority, 504 Steering Committee, Low-Level Radioactive Waste Management Authority and the Office of State Personnel.

## NORTH CAROLINA DEPARTMENT OF AGRICULTURE

The North Carolina Department of Agriculture is a statutorily created agency G.S. 106-2, within the executive branch of the state government. The Commissioner of Agriculture, a statewide elected official as provided for in Article III, Section 7(1) of the North Carolina Constitution, is the head of the Department of Agriculture and is a member of the Council of State. The Department of Agriculture is organized into fourteen divisions. A number of boards and commissions are administratively located in the Department.

### A. Departmental Divisions:

#### 1) Agricultural Statistics

The Agricultural Statistics Division is responsible for collecting, preparing, and disseminating regular series of official crop, livestock and price estimates along with other statistics relative to agriculture in North Carolina and the nation.

Mailing Address:  
Agricultural Statistics Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7293

#### 2) Agronomic Services

The Agronomic Services Division performs laboratory analysis of soil and plant samples for farmers and homeowners. Tests determine the fertility of soil and the nutrient quantity and balance of plants through tissue analysis. Nematodes are quantified from soil and plant root samples and diseases are diagnosed. Fertilizer application and nematode management recommendations are made based on test results. Growers are assisted in the field with problem diagnosis and optimum crop production strategies by Regional Agronomists.

Mailing Address:  
Agronomic Services Division  
North Carolina Department of Agriculture  
Blue Ridge Road Center  
Raleigh, NC 27611  
Telephone: (919) 733-2657

#### 3) Aquaculture, Natural Resources and Environmental Affairs

The Aquaculture, Natural Resources and Environmental Affairs Division promotes the development of aquaculture, staffs the Aquaculture Advisory Board, and advises the Commissioner of Agriculture on natural resources and environmental issues affecting agriculture.

Mailing Address:  
Aquaculture, Natural Resources  
and Environmental Affairs  
North Carolina Department of Agriculture  
P.O. Box 27647  
Raleigh, N.C. 27611  
Telephone: (919) 733-7125

#### 4) Food Distribution

The Food Distribution Division operates in cooperation with the USDA to provide food at no cost for distribution to schools of high school grade or under, charitable institutions and needy persons. It is the responsibility of this division to requisition, store, and deliver the food.

Mailing Address:  
Food Distribution Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7661

#### 5) Food and Drug Protection

The Food and Drug Protection Division assures consumers that foods, feeds, drugs, cosmetics, pesticides, and automotive antifreezers are safe, wholesome and properly labeled. Statewide inspections and chemical analyses offer protection against unsafe, deceptive and fraudulent products. Annual registration of pesticides offered for sale within North Carolina and pesticide applicator licensing and certification is administered by the Pesticide Section.

Mailing Address:  
Food and Drug Protection Division  
North Carolina Department of Agriculture  
4000 Reedy Creek Road  
Raleigh, NC 27607  
Telephone: (919) 733-7366



Mailing Address:  
Pesticide Section  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-3556

6) Marketing

The Marketing Division promotes the sale of North Carolina agricultural products, reports farm prices on major commodities and determines and certifies the official grade of farm products. The Marketing Division also organizes special livestock sales, arranges buyer-seller contacts, provides marketing advice and assistance to producers, processors and handlers and administers the N. C. Egg Law and the Farm Products marketing and branding law. Regional Farmers Markets in Raleigh, Charlotte and Asheville are also operated by the Marketing Division.

Mailing Address:  
Marketing Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7887

7) Museum of Natural Sciences

The Museum of Natural Sciences Division maintains collections and disseminates knowledge concerning the natural history (flora, fauna, minerals, fossils and ecology) of North Carolina through (1) temporary and permanent exhibits; (2) systematic collections and data files in the charge of taxonomic specialists trained to solve problems of identification and classification; (3) ecological and other field studies of southeastern biota; (4) educational services including teacher education programs, vocational training, curriculum and program development, classes, lectures and preparation of popular and educational materials on natural history topics; and (5) publication of natural history books, papers, articles, pamphlets, and similar materials.

Mailing Address:  
Museum of Natural Sciences Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7450

8) North Carolina Maritime Museum

The North Carolina Maritime Museum is the State's only museum charged with the collection and preservation of North Carolina's coastal marine and maritime heritage. Its collection emphasizes traditional work boats, decoys, the U.S. Life Saving Service, ship models, and nautical instruments. Its educational programs treat marine and barrier ecology, marine biology, and coastal culture. It supports a live aquaria. The museum is open year-round, 9AM to 5PM and is free to the public.

Mailing Address:  
N.C. Maritime Museum  
North Carolina Department of Agriculture  
315 Front Street  
Beaufort, NC 28516  
Telephone: (919) 728-7317

9) North Carolina State Fair

The North Carolina State Fair Division is responsible for the annual North Carolina State Fair in October. During non-fair time, the North Carolina State Fair rents various fair facilities to the general public for special events.

Mailing Address:  
North Carolina State Fair Division  
North Carolina Department of Agriculture  
1025 Blue Ridge Blvd.  
Raleigh, NC 27607  
Telephone: (919) 733-2145

10) Plant Industry

The Plant Industry Division performs fertilizer and seed examinations to check for accuracy in labeling and product quality. The Division also administers plant pest laws, the Plant Protection and Conservation Act, and the Genetically Engineered Organisms Act.

Mailing Address:  
Plant Industry Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-3930

11) Research Stations



## STATEMENTS OF ORGANIZATION

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Fifteen research stations and four state farms comprise the Research Stations Division of the Department of Agriculture. The research stations cooperate with scientists at the land-grant universities to develop new agronomic products and trends, working in conventional crops but also working in crops new to the State. Research is also conducted on the state farms, whose primary purpose is to produce food for state institutions.

Mailing Address:  
Research Stations Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-3236

### 12) Standards

The Standards Division administers the weights and measures program which includes the verification of the accuracy of commercial weighing and measuring devices and the inspection of packaged items for compliance with net contents statements. The Division also tests petroleum products and inspects LP Gas installations.

Mailing Address:  
Standards Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-3313

### 13) Structural Pest Control

The Structural Pest Control Division is responsible for licensing commercial pest control operators within North Carolina. It is also the responsibility of the Division to inspect the quality of work performed by licensed operators, and to enforce pesticide safety requirements.

Mailing Address:  
Structural Pest Control Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-6100

### 14) Veterinary

The Veterinary Division monitors all animal disease outbreaks and administers animal health

programs in North Carolina. The Division also provides veterinary diagnostic services and animal health inspections. Meat processing and slaughter facilities in the State are inspected by the Division to insure cleanliness of the operation and wholesomeness of the finished product. The Division also regulates dog and cat dealers under the Animal Welfare Act.

Mailing Address:  
Veterinary Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7601

### B. Boards and Commissions

#### 1) North Carolina Agricultural Hall of Fame Board of Directors

The North Carolina Agricultural Hall of Fame Board of Directors was created by G.S. 106-568.14. The eight-member Board of Directors is composed of the Commissioner of Agriculture, the Director of the North Carolina Extension Service, the State Supervisor of Vocational Agriculture, the President of the North Carolina Farm Bureau, and the Master of the State Grange, as ex officio members, and three members appointed by the Governor.

The Board of Directors is authorized to adopt rules and regulations which govern the acceptance and admission of candidates to the North Carolina Agricultural Hall of Fame Rules promulgated by the Board are codified in 2 NCAC 31.

Mailing Address:  
Public Affairs Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-4216

#### 2) Board of Agriculture

The Board of Agriculture was created by G.S. 106-2. The eleven-member Board of Agriculture is composed of the Commissioner of Agriculture, an ex officio member who serves as the Board's Chairman, and ten members appointed by the Governor.

The Board of Agriculture is a policymaking body with respect to the improvement of agriculture and a rulemaking body with respect to all programs administered by the Department of Agriculture, exclusive of Pesticides, Plant Conservation, Gasoline and Oil Inspection and Structural Pest Control promulgated by the Board are codified in 2 NCAC.

Mailing Address:  
Secretary, Board of Agriculture  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7125

3) Aquaculture Advisory Board

The Aquaculture Advisory Board was created by G.S. 106-760. The seven-member Board is composed of various State officials or their designees who serve ex-officio. The Board promotes aquaculture by reviewing laws, regulations and policies affecting aquaculture and by coordinating aquaculture activities of the various State agencies.

Mailing Address:  
Aquaculture Advisory Board  
North Carolina Department of Agriculture  
P.O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7125

4) Board of Crop Seed Improvement

The Board of Crop Seed Improvement was created by G.S. 106-269. The Board promotes the development and distribution of pure strains of crop seed to North Carolina farmers. The Board is authorized to adopt rules and regulations which relate to the certification of pure crop seeds. Rules promulgated by the Board are codified in 2 NCAC 29.

Mailing Address:  
Board of Crop Seed Improvement  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-3930

5) Gasoline and Oil Inspection Board

The Gasoline and Oil Inspection Board was created by G.S. 119-26. The five-member Board is composed of the Commissioner of Agriculture, the Director of the Standards Division and three members appointed by the Governor. The Board is authorized to adopt rules and regulations which govern the quality, labeling, transportation and inspection of liquid motor fuels, kerosene and other heating oils. Rules promulgated by the Board are codified in 2 NCAC 42.

Mailing Address:  
Standards Division  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-3313

6) Genetic Engineering Review Board

The Genetic Engineering Review Board was created by G.S. 106-769. The ten-member Board regulates the release and commercial use of genetically engineered organisms. The Board, through the Commissioner of Agriculture, issues permits for such activities, and also has the authority to levy civil penalties for violations of the Genetically Engineered Organisms Act.

Mailing Address:  
Genetic Engineering Review Board  
Plant Industry Division  
North Carolina Department of Agriculture  
P.O. Box 27647  
Raleigh, NC 27611

Telephone: (919) 733-6930

7) North Carolina Public Livestock Market Advisory Board

The North Carolina Public Livestock Market Advisory Board was created by G.S. 106-407.1. The eight-member Board serves in an advisory capacity to the Commissioner of Agriculture and the Board of Agriculture on issues which relate to the livestock markets and proposes rule changes related to this area. The Board also is required to attend any hearing for a license to operate a public livestock market.

Mailing Address:  
Veterinary Division  
North Carolina Department of Agriculture  
P. O. Box 27647

Raleigh, NC 27611  
Telephone: (919) 733-7601

8) Advisory Commission for the Museum of Natural Sciences

The Advisory Commission for the Museum of Natural Sciences was created by G.S. 143-370. The nine-member Commission establishes policies for the Museum and works to promote and develop the Museum and its resources.

Mailing Address:  
Museum of Natural Sciences  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7430

9) Structural Pest Control Committee

The Structural Pest Control Committee was created by G.S. 106-65.23. The six-member Committee is authorized to adopt rules to regulate Structural Pest Control activities. The Committee is an occupational licensing board for Structural Pest Control operators in North Carolina. Rules promulgated by the Committee are codified in 2 NCAC 34. The Committee has the authority to assess civil penalties and to deny, revoke, suspend or modify the license, certified applicator's card or identification card of any person adjudged to have violated the Law or regulations.

Mailing Address:  
Secretary,  
Structural Pest Control Committee  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-6100

10) North Carolina Pesticide Board

The Pesticide Board was created by G.S. 143-436. The seven-member Board is authorized to adopt rules and regulations which govern the non-structural application, sale, disposal, and registration of pesticides and the licensing and certification of pesticide applicators. The Board is an occupational licensing board with respect to commercial pesticide applicators. Rules promulgated by the Board are codified in 2 NCAC 9L. The Board has the authority to ac-

cess civil penalties and to suspend, revoke, deny or modify the licenses of persons adjudged to have violated the Law or regulations.

Mailing Address:  
Secretary,  
North Carolina Pesticide Board  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-3556

11) Pesticide Advisory Committee

The Pesticide Advisory Committee was created by G.S. 143-439. The nineteen-member Committee is appointed by the Pesticide Board. The Committee serves in an advisory capacity to the Commissioner of Agriculture and the Pesticide Board on technical questions submitted to it and the development of rules and regulations which relate to pesticides.

Mailing Address:  
Pesticide Advisory Committee  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-3556

12) North Carolina Plant Conservation Board

The North Carolina Plant Conservation Board was created by G.S. 106-202.14. Four members of the seven-member Board are appointed by the Governor and the remaining members are appointed by the Commissioner of Agriculture. The Board is authorized to adopt rules and regulations which classify plant species as either endangered, threatened or of special concern when necessary, and regulate the handling of classified plants. Rules promulgated by the Board are codified in 2 NCAC 10.

Mailing Address:  
Plant Protection Section  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-6930

13) North Carolina Plant Conservation Scientific Committee



The North Carolina Plant Conservation Scientific Committee was created by G.S. 106-202.17. The ten-member Committee serves in an advisory capacity to the North Carolina Plant Conservation Board on matters relating to plant species classified as either endangered, threatened or of special concern.

Mailing Address:  
Plant Protection Section  
North Carolina Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-6930

14) North Carolina Agricultural Finance Authority

The North Carolina Agricultural Finance Authority was created by G.S. 122D-4. The ten-member Finance Authority is empowered to provide capital and credit at interest rates within the financial means of persons and businesses engaged in agriculture and agricultural exports.

Mailing Address:  
Secretary, North Carolina  
Agricultural Finance Authority  
North Carolina Department of  
Agriculture  
Suite 406  
19 W. Hargett Street  
Raleigh, NC 27601  
Telephone: (919) 733-0635

15) North Carolina Grape Growers Council

The North Carolina Grape Growers Council was created by G.S. 106-750. The eleven-member Council is appointed by the Commissioner of Agriculture. The Council promotes the growth and development of North Carolina's grape and wine industry.

Mailing Address:  
Secretary, North Carolina  
Grape Growers Council  
Markets Division  
North Carolina Department of  
Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7136

16) Rural Rehabilitation Corporation Board of Directors

The Rural Rehabilitation Corporation Board of Directors was created by G.S. 137-31.3. The nine-member Board acts as the governing body of the North Carolina Rural Rehabilitation Corporation which serves as a social and financial instrumentality in assisting to rehabilitate farm families by enabling them to secure subsistence and gainful employment from the soil.

Mailing Address:  
Secretary, Rural Rehabilitation  
Corporation  
Fiscal Management Division  
North Carolina Department of  
Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-2113

17) Northeastern North Carolina Farmers Market Commission

The Northeastern North Carolina Farmers Market Commission was created by G.S. 106-720. The nine-member Commission is empowered to establish a farmers market in northeastern North Carolina that will facilitate the sale and marketing of agricultural commodities produced in the area. The Commission also serves in an advisory capacity to the Commissioner of Agriculture on the operation of the market.

Mailing Address:  
Chairman, Northeastern North  
Carolina Farmers Market Commission  
N. C. Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7125

18) Northeastern Farmers Market Advisory Board

The Northeastern Farmers Market Advisory Board was created by G.S. 106-721. The Board consists of one member from each of the counties served by the Northeastern North Carolina Farmers Market, appointed by the Commissioner of Agriculture. The Board serves in an advisory capacity to the Northeastern North Carolina Farmers Market Commission.



**Mailing Address:**

Secretary, Northeastern Farmers  
Market Advisory Board  
N. C. Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7125

**19) Southeastern North Carolina Farmers  
Market Commission**

The Southeastern North Carolina Farmers Market Commission was created by G.S. 106-727. The nine-member Commission is empowered to establish a farmers market in southeastern North Carolina that will facilitate the sale and marketing of agricultural commodities produced in the area. The Commission also serves in an advisory capacity to the Commissioner of Agriculture on the operation of the market.

**Mailing Address:**

Chairman, Southeastern North Carolina  
Farmers Market Commission  
N. C. Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7125

**20) Southeastern Farmers Market Advisory  
Board**

The Southeastern Farmers Market Advisory Board was created by G.S. 106-728. The Board consists of one member from each of the counties served by the Southeastern North Carolina Farmers Market, appointed by the Commissioner of Agriculture. The Board serves in an advisory capacity to the Southeastern North Carolina Farmers Market Commission.

**Mailing Address:**

Secretary, Southeastern Farmers  
Market Advisory Board  
N. C. Department of Agriculture  
P. O. Box 27647  
Raleigh, NC 27611  
Telephone: (919) 733-7125

**NORTH CAROLINA OFFICE OF THE  
STATE AUDITOR**

**300 North Salisbury Street  
Raleigh, North Carolina 27603-5903**

The State Auditor is a constitutionally elected official of the State of North Carolina. He is the administrative head of the State Auditor's Office and is a member of the Council of State.

The State Auditor is the independent auditor for state government and all audits are conducted under the authority of Article 5A of General Statute 147 and the Federal Single Audit Act of 1984. An important part of the audit function is the annual audit of the general purpose statements included in the State of North Carolina's Comprehensive Annual Financial Report. This is an annual report that is widely circulated throughout the nation and is heavily relied upon by bondholders and federal authorities. Another equally important audit function is the Single Audit. The State Auditor's Office is responsible for the auditing of all federal monies that flow both through and to the state, ensuring compliance with the federal and state guidelines. This report is also performed on an annual basis.

In addition, the State Auditor's Office conducts performance audits on state programs and activities and reports on the economy, efficiency and effectiveness of operations along with whether they achieve intended results.

The State Auditor's Office also has a telephone "Hotline" for receiving reports of alleged instances of fraud, waste, and abuse in state government. That number is (919) 733-3276. The "Hotline" division is dedicated to the investigation of these alleged violations to determine if, in fact, fraud, waste, or abuse has occurred or is occurring in state government.

The State Auditor's Office employs 162 people and is managed by the State Auditor and the Chief Deputy State Auditor. The audit staff is comprised of approximately 135 professionals and is supervised by two Deputy State Auditors, the Director of Audits and five audit managers.

The State Auditor also administers the North Carolina Firemen's and Rescue Squad Workers' Pension Fund. The fund has a current membership of 24,051 active and 2,269 retired members. The Pension Fund telephone number is (919) 733-3275.

**NORTH CAROLINA DEPARTMENT OF  
ECONOMIC AND COMMUNITY  
DEVELOPMENT**

The Department of Economic and Community Development was established as part of the State

Government Reorganization Act of 1971. At that time, the Department consisted almost entirely of regulatory agencies and Employment Security Commission.

In 1977, the economic development divisions, state ports, and energy programs were merged into the Department of Economic and Community Development. Thus, for the first time, all major state government programs designed to develop and promote economic development in North Carolina were consolidated within one department.

The regulatory agencies use their authority independently of the Economic and Community Development department, including holding hearings and engaging in rule making. The department provides administrative services for those regulatory agencies.

Among the Department's most important non-regulatory agencies are its five Economic Development Divisions. Supervised by the Secretary and the North Carolina Board of Economic Development, the divisions are also directed to assist the Department's Assistant Secretary for Traditional Industry. The divisions are:

**Business/Industry Development Division.** This division is North Carolina's lead industrial recruitment and business assistance agency. Its staff works closely with other public and private development organizations to encourage the growth and expansion of North Carolina's existing companies, as well as to attract new industries to the state. The Division operates a statewide office in Raleigh and nine regional field offices.

**International Division.** As its name implies, the department's International Division is primarily responsible for North Carolina's foreign trade. With representatives in Tokyo, Japan, Dusseldorf, West Germany, Hong Kong and Toronto Canada, the division helps foreign firms interested in establishing new business operations in North Carolina, and assists Tar Heel firms in marketing products and services overseas.

**Small Business Development Division.** While the Business/Industry Development Division works with existing firms, Small Business Development Division acts to encourage the growth and development of new businesses and smaller firms that are already operational. The division operates a clearinghouse for small business information and referrals, and serves as an advocate for small business concerns in government policy

making. The Division's Office of Minority Business Development helps minority-owned firms.

**Travel and Tourism.** The division promotes North Carolina as a vacation destination. The purpose of the division is to increase travel expenditures in North Carolina, create additional employment and personal income for those employed by the Travel Industry, and to strengthen the overall economy of the state. This is achieved by conducting the state travel advertising campaign, servicing travel inquiries, and producing a public relations program on behalf of the state. Sports Development is a new aspect of this division.

**Film Office.** Established in 1980 to encourage and assist motion picture and television production activity throughout the state, the office operates as a specialized unit of economic development under the direction of the Secretary. Primary targets of the office's recruitment program are major Hollywood studio productions, television commercials, and independent theatrical and television films.

Other non-regulatory agencies housed within the Department of Economic and Community Development and important to North Carolina's overall economic development are:

**State Ports Authority.** North Carolina operates state ports at Wilmington and Morehead City and leases operation of a small harbor at Southport as well as the Charlotte Intermodal Terminal in Charlotte. Ships from most of the world bring or pick up goods at the Morehead City and Wilmington Ports. Under the direction of **The State Ports Authority Board**, the State Ports Authority promotes the use of North Carolina's ports, oversees construction of facilities at the ports, and operates ports services, such as cranes to unload the goods off the ship.

**Energy Division.** Duties and responsibilities are to serve as the principal agency in state government to promote energy efficiency, prepare and implement emergency energy plans, prepare energy forecasts, provide energy information, support the Energy Policy Council, and provide energy policy support to the Governor.

**Employment Security Commission.** Administers the North Carolina Employment Service, North Carolina's unemployment insurance program, and prepares labor market information.

The Commission's Employment Service provides job placement services to all members of the public, including interviewing, counseling, testing, job development, and referral. Specialized services are available to the handicapped, the aged, youth, veterans, and to migrant and seasonal farm workers. The Employment Service is also involved in the administration of such federal programs as Work Incentive (WIN), Veterans Employment Service (VES).

The unemployment insurance program provides benefits to workers unemployed through no fault of their own. The ESC determines entitlement to benefits and makes payments to eligible claimants. The agency also administers federal unemployment insurance programs such as Federal Supplemental Benefits (FSB); Special Unemployment Assistance (SUA); Unemployment Compensation for Federal Employees (UCFE), and others.

The Labor Market Information division of ESC statistical department compiles figures on unemployment and employment in wages, projected occupational needs, and other data. This information is used by federal and state officials, planners, and prospective employers for a variety of purposes.

**Technological Development Authority.** Provides direct seed capital financing for North Carolina small businesses developing new or improved products and processes. The authority also provides direct grants to nonprofit community-based organizations establishing small business 'incubator' facilities designed to house and support new small businesses in their earliest stages of development.

#### REGULATORY AGENCIES

Regulatory agencies housed in the Department of Economic and Community Development include:

**Alcoholic Beverage Control Commission.** Responsible for controlling all aspects of the sale and distribution of alcoholic beverages in North Carolina. The State's system is unique among the 50 states because of more than 152 separate county and municipal ABC Boards which are responsible for the sale of alcoholic beverages in the counties of cities or the State. In each case a vote of the people was required to establish the system.

**Banking Commission.** Regulates and supervises the activities of the 49 banks and their 874 branches chartered under the laws of North Carolina. The Commission is responsible for the safe conduct of business; the maintenance of public confidence; and the protection of the banks' depositors, debtors, creditors, and shareholders. The staff of the Office of Commissioner of Banks conducts examinations of all state-chartered banks and consumer finance licensees; processes applications for new banks, applications for branches of existing banks, and all applications for licenses. In addition, the Office of Commissioner of Banks supervises the state's bank holding companies, Sale of Checks Act licensees, and pre-need burial trust fund licensees.

**Burial Commission.** Supervises and audits 280 North Carolina mutual burial associations, which have approximately one-half million members. A mutual burial association is a nonprofit corporation that pays a limited amount toward burial expenses.

**Cemetery Commission.** Regulates and supervises the activities of cemeteries, cemetery management organizations, cemetery sales organizations, cemetery brokers, and individual pre-need cemetery sales people licensed under the laws of North Carolina. Its principal function is to conduct examinations of all licensed cemeteries. It also authorizes the establishment of and licenses cemeteries, cemetery sales organizations, cemetery management organizations, cemetery brokers, and pre-need salespeople.

**Credit Union Commission.** Supervises and regulates the operations of 192 state chartered credit unions, which serve over 450,000 members. Its staff conducts annual examinations of all credit unions to insure proper bookkeeping and compliance with the law.

**Industrial Commission.** Administers the Workers' Compensation Act (NC G.S. 97-1, *et seq.*); the State Tort Claims Act (NC G.S. 143-291, *et seq.*); and the Law Enforcement Officers', Firemen's and Rescue Squad Workers' Death Benefit Act (NC G.S. 143-166.1, *et seq.*). Additionally, the Commission has been charged with the responsibility for administering the Childhood Vaccine-Related Injury Compensation Program (NC G.S. 130-422, *et seq.*), effective October 1, 1986. The Commission administratively handles approximately 200,000 claims per year and conducts trials in nearly 5,000 contested claims annually.



**Milk Commission.** Formed in 1953, the Commission has the primary responsibility of assuring that an adequate supply of wholesome milk is available to the state's citizens. To accomplish this, the Commission has been given the authority to regulate the production, marketing, and distribution of milk. The Commission establishes the minimum prices milk producers are paid for raw milk.

**Rural Electrification Authority.** Supervises 28 electric membership corporations and 9 telephone membership corporations in the state to see that they apply their rules and regulations on a non-discriminatory basis to individual North Carolinians. It also acts as an ombudsman for member complaints and as the liaison between the membership corporations and the United States Rural Electrification Administration for federal loans. All loan applications must first have the approval of the North Carolina Rural Electrification Authority Board before they can be considered by the federal Rural Electrification Administration.

**Savings and Loan Commission.** Regulates and supervises savings and loan associations chartered under the laws of North Carolina. Its principal functions are to supervise and to examine all state-chartered savings and loan associations and to process applications for new charters, branches, mergers, and acquisitions.

**Utilities Commission.** Regulates rates of various utilities. It also investigates customer complaints regarding utility operations and services. The seven member Commission has jurisdiction over public electric, telephone, natural gas, water and sewer companies, passenger carriers, freight carriers, and railroads.

**Utilities Commission Public Staff.** Created by the legislature in 1977, the Public Staff represents customers in rate cases and other utilities matters. This independent staff appears before the Commission as an advocate of the using and consuming public.

Together, the Economic and Community Development Department's regulatory and non-regulatory agencies now employ approximately 2,600 workers; roughly 2,000 of these are housed in the Employment Security Commission. The Department's annual budget, not including Employment Security, totals around \$70,000,000, roughly \$9,250,000 of which is federal funds. The Employment Security Commission, which

is funded entirely by the federal government, operates on an annual budget of approximately \$67,000,000.

In summary, the North Carolina Department of Economic and Community Development serves the public in a variety of ways.

By recruiting new industry, encouraging the development of small businesses and other existing firms, and promoting tourism and international trade, the Department encourages the creation of new jobs and other forms of economic opportunity which contribute to North Carolina's overall quality of life.

Through the Employment Security Commission, the Department administers North Carolina's unemployment insurance program and provides free job placement services for North Carolina citizens.

Finally, Economic and Community Development's regulatory agencies work to assure fair and equitable treatment for consumers and producers throughout the state's economy.

**BOARDS WITHIN THE DEPARTMENT OF  
ECONOMIC AND COMMUNITY  
DEVELOPMENT**

**ALCOHOLIC BEVERAGE CONTROL  
COMMISSION  
(G.S. 18B-200, 18B-203)**

The Alcoholic Beverage Control Commission is an agency of the North Carolina Department of Economic and Community Development. The Commission consists of a chairman, and two associate members who meet monthly to review cases and other matters under its jurisdiction.

The Commission performs the following duties:

1. Administers the ABC laws;
2. Provides for enforcement of the ABC laws, in conjunction with the ALE Division;
3. Sets the prices of alcoholic beverages sold in local ABC stores;
4. Requires reports and audits from local boards;
5. Determines what brands of alcoholic beverages may be sold in this State;
6. Contracts for State ABC warehousing and the distribution of liquors;
7. Disposes of damaged alcoholic beverages;
8. Removes for cause any member or employee of a local board;



9. Supervises or disapproves purchasing by any local board and inspects all records of purchases by local boards;
10. Approves or disapproves rules adopted by any local board;
11. Approves or disapproves the opening and location of ABC stores;
12. Issues ABC permits, and imposes sanctions against permittees;
13. Provides for the testing of alcoholic beverages;
14. Fixes the amount of bailment charges and bailment surcharges to be assessed on liquor shipped from the Commission warehouse and collects those charges from local boards;
15. Provides for the distribution of spirituous liquor to armed forces installations within this State for resale on the installations.

The Commission is located at 3322 Garner Road in Raleigh.

The mailing address is:

PO Box 26687  
Raleigh, NC 27611-6687  
Telephone (919) 779-0700

**COMMISSIONER OF BANKS**  
(G.S. 53-92)

**Purpose:** To charter, license, and supervise state-chartered banks, industrial banks, trust companies, consumer finance licensees, pre-need burial licensees, and sale of checks act licensees.

To take charge of or to close insolvent banks, industrial banks, and trust companies.

To sue or defend in actions necessary or proper to the discharge of his office.

To exercise powers under supervision of Banking Commission.

To keep records of all official acts, rulings, and transactions.

**Composition:** Appointed by Governor. General Assembly confirmation required.

**Term:** 4 years.

**STATE BANKING COMMISSION**  
(G.S. 53-92)

**Purpose:** On request, provide for hearings before the Commission in connection with banking laws.

Supervise, direct and review the actions of the Commissioner of Banks.

**Composition:** 12 appointed by Governor (five are practical bankers and seven represent the borrowing public), 1 appointed by General Assembly upon recommendation of President of the Senate (practical banker), 1 appointed by General Assembly upon recommendation of Speaker of the House of Representatives (representing the borrowing public) and 1 ex officio (State Treasurer).

**Term:** 4 years.

**Officers:** Chairman is State Treasurer.

**NC MUTUAL BURIAL ASSOCIATION  
COMMISSION  
(BURIAL COMMISSION)**  
(G.S. 58-241.8)

**Purpose:** Supervise all burial associations authorized to operate in NC, to determine that such associations are operated in conformity.

To assist the Burial Association Administrator with prosecution of violations.

Counsel and advise the Administrator in performance of his duties and to protect the interest of members of Mutual Burial Associations.

**Composition:** 5 members - 1 appointed by Governor and 4 elected by Burial Associations (authorized by the Statutes.)

**Term:** 5 years.

**Officers:** Chairman is elected by Commission. Secretary - Burial Association Administrator.

**CAPE FEAR RIVER NAVIGATION AND  
PILOTAGE COMMISSION**  
(G.S. 76-1)

**Purpose:** Make and establish rules and regulations for the qualifications, arrangements, and stations of pilots.

To prescribe, reduce and limit the number of pilots necessary to maintain an effective pilotage service for the Cape Fear River and Bar.

To organize all pilots licensed by it into a mutual association.

Examination and licensing of pilots for the Cape Fear River and Bar.

Appoint and regulate pilots' apprentices.

Grant permission to any pilot in good standing and authorized to pilot vessels, to run regularly as pilots on steamers running between the port of Wilmington and other ports of the U.S.

Cancel licenses.

To hear and determine any matter of dispute between pilots and masters of vessels or between pilots themselves.

Retire pilots from active service.

**Composition:** 5 members appointed by Governor. (At least 4 residents of New Hanover county and none shall be licensed pilots.)

**Term:** 4 years.

**Officers:** Chairman designated by the Governor to serve at his pleasure.

#### CEMETERY COMMISSION (G.S. 65-50)

**Purpose:** To regulate and supervise the activities of cemetery companies, cemetery sales and/or management organizations, cemetery brokers and individual selling pre-need cemetery property that comes within the jurisdiction of the NC Cemetery Act.

**Composition:** 7 members - appointed by Governor. (2 owners or managers of cemeteries in NC, 2 public members who have no financial interest in and are not involved in management of any cemetery or funeral related business, 3 members selected from 6 nominees submitted by the NC Cemetery Association.)

**Term:** 4 years.

**Officers:** Chairman and Vice Chairman elected by Commission.

#### CREDIT UNION COMMISSION (G.S. 143B-439)

**Purpose:** Review, approve or modify any action taken by the administrator of Credit Unions.

To hear an appeal from a ruling order or decision of the Administrator which any credit union feels aggrieved.

To fix a date, time, and place for hearing of the appeal and serve notice upon the Administrator.

**Composition:** 7 members appointed by Governor. (3 with at least 3 years of experience as Credit Union Directors or in management of State-chartered Credit Unions. No 2 persons shall be residents of the same senatorial district, no person shall be on a Board of Directors or employed by another type of financial institution, and no person shall serve on the Commission for more than two complete consecutive terms.)

**Terms:** 4 years.

**Officers:** Chairman elected by and from membership.

#### ECONOMIC DEVELOPMENT BOARD (G.S. 143B-434)

**Purpose:** Formulate a program for the economic development of the State of NC and assist the Secretary of Economic and Community Development in carrying out his duties and powers in matters relating to existing industry, the recruitment of industry and the expansion of the travel and tourism industries.

Members serve on four committees: Travel and Tourism (3490), International Committee, Business Assistance Committee, Industrial Committee.

**Composition:** 25 members appointed by Governor, Lt. Governor and the Speaker of the House.

**Term:** 4 years.

**Officers:** Chairman and Vice Chairman designated by the Governor. Secretary of Economic and Community Development serves as Secretary.

#### EMPLOYMENT SECURITY COMMISSION (G.S. 96-3)

**Purpose:** To reduce and prevent unemployment.

To encourage and assist in the adoption of practical methods of vocational training, retraining and guidance.

To investigate, recommend, advise and assist in the establishment and operation of reserves for public works to be used in times of business depression and unemployment.

To promote the reemployment of unemployed workers.

To distribute the Commission's regulations, general rules and its biennial reports to the Governor.

**Composition:** 7 members appointed by Governor, one of whom is designated by the Governor as Chairman.

**Term:** 4 years for Commissioners; Chairman serves at the pleasure of the Governor.

**Officers:** Chairman is appointed by the Governor.

**EMPLOYMENT SECURITY COMMISSION  
ADVISORY COUNCIL**  
(G.S. 96-4(e))

**Purpose:** Aid the Employment Security Council in forming policies and discussing problems related to the administration of Employment Security, and in assuring impartiality and freedom from political influence in the solution of such problems.

**Composition:** No specified number of members appointed by Governor. (An equal number of employees and employers who represent the State because of their vocation, employment or affiliation. Public members may be designated.)

**Term:** Pleasure of Governor.

**ENERGY POLICY COUNCIL**  
(G.S. 113B-3)

**Purpose:** To develop and recommend to the Governor a comprehensive long-range State energy policy to achieve maximum effective management and use of present and future sources of energy.

To conduct an ongoing assessment of the opportunities and constraints presented by various uses of all forms of energy and to encourage the efficient use of all such energy.

To continually review and coordinate all State government research, education, and management programs and educate and inform the general public.

To recommend to the Governor and to the General Assembly needed energy legislation and the changes for implementation.

**Composition:** 18 members - 9 appointed by Governor; 2 by the President of Senate, 2 by the Speaker of the House, and 5 Ex officio. (2 Representatives, 2 Senators, 1 experienced in the electric power industry, 1 experienced in the natural gas industry, 1 petroleum marketing industry, 1 economic analysis of energy requirements, 1 environmental protection, 1 industrial energy consumption, 1 alternative sources of energy, 1 city government, and 1 county government. Ex officio - Chairman of NC Utilities, Commissioner of Agriculture, Secretary of Natural Resources and Community Development, Secretaries of Economic and Community Development and Administration or their designees).

**Term:** 4 years.

**Officers:** Chairman appointed by Governor. Vice Chairman elected from and by membership.

**HAZARDOUS WASTE TREATMENT  
COMMISSION**  
(G.S. 143B-470)

**Purpose:** To provide for siting, construction and operation of comprehensive hazardous waste management facilities for cost-effective treatment and disposal of hazardous waste consistent with public health and safety and maintenance of the environment.

Seek communities interested in hosting hazardous waste treatment facilities and private operators of hazardous waste treatment facilities and present appropriate sites to those operators.

If no permit to operate treatment facility granted to operator by April 1, 1987, begin proceedings to purchase, or if necessary condemn, property for treatment facility site(s) under the State's power of eminent domain, and seek private operators to construct facility on such site(s).

If no permit to operate a hazardous waste treatment facility granted to operator by September 1, 1987, submit plans to General Assembly for construction of a facility and seek private operator, and if no private operator can be found, operate the facility.

Issue bonds and other notes of obligation.

**Composition:** 9 members, 3 appointed by the Governor, 3 by the Lt. Governor, and 3 by the Speaker of the House. Members of the General Assembly may not serve on the commission and no member may serve more than two consecutive four year terms.

**Term:** 4 years.

**Officers:** Chairman and Vice Chairman appointed by Governor to serve at his pleasure.

**INDUSTRIAL COMMISSION**  
(G.S. 97-1 et seq.)  
(G.S. 143-291 et seq.)  
(G.S. 143-166.1 et seq.)

**Purpose:** The Industrial Commission administers the Workers' Compensation Act; the State Tort Claims Act; the Law Enforcement Officers', Firemen's and Rescue Squad Workers' Death Benefit Act; and the Childhood Vaccine-Related Injury compensation Program.

The Commission administratively processes non-contraverted matters under the various Acts



and serves as a court in the hearing of contested matters arising under the same statutes.

**Composition:** 3 members appointed by Governor. The Commission employs Deputy Commissioners, who are subject to the State Personnel Act. The Deputy Commissioners hold hearings and render decisions in contested cases.

**Term:** Commissioners serve 6 year terms, with one of the three terms expiring every two years.

**Officers:** Chairman is appointed by and serves at the pleasure of the Governor.

**MILK COMMISSION**  
(G.S. 106-266.7)

The North Carolina Milk Commission is an agency in the Department of Economic and Community Development, which operates under the provisions of G.S. 106-266.6, et seq. The Milk Commission licenses milk processors and distributors, establishes marketing and classification rules, producer base plans and minimum prices to be paid producers by processors for raw milk. Information and inquiries may be directed in writing to the Executive Secretary, North Carolina Milk Commission, 430 North Salisbury Street, Raleigh, North Carolina 27611, or by telephone (919) 733-3733.

**MOREHEAD CITY NAVIGATION AND  
PILOTAGE COMMISSION**  
(G.S. 76-1)

**Purpose:** Make and establish rules and regulations for the qualification, arrangements, and stations of pilots.

To govern the number of pilots necessary to maintain an effective pilotage service for the Morehead City Harbor and Beaufort Bar.

Examination and licensing of pilots for the Morehead Harbor and Beaufort Bar.

Appoint and regulate pilots' apprentices.

Set charges for pilotage rates.

Cancel and suspend licenses.

To have jurisdiction over any matter of dispute between pilots or matters related to navigation in regulated areas.

Retire pilots from active service.

**Composition:** 3 residents of Carteret County appointed by Governor (none shall be licensed pilots or immediate family) and representative maritime interests serving as ex officio, non-voting member.

**Term:** 3 years.

**Officers:** Chairman designated from voting membership by Governor.

**N.C. NATIONAL PARK, PARKWAY AND  
FOREST DEVELOPMENT COUNCIL**  
(G.S. 143B-447)

**Purpose:** To promote the development of that part of the Smoky Mountains National Park lying in NC; the completion and development of the Blue Ridge Parkway and the development of Nantahala and Pisgah national forests.

To study the development of these areas and to recommend a policy that will promote the entire mountain section of NC with emphasis upon scenic and recreational resources and the encouragement of the location of federal government and governments of adjoining states about federal areas and projects in this section.

Advise and confer with interested individuals and organizations.

Study the need for additional entrances to the Great Smoky Mountains National Park and file them with the National Park Service of the federal government and the NC Departments of Transportation and Economic and Community Development.

**Composition:** 7 members appointed by Governor. (1 resident from each of the following counties: Buncombe, Haywood, Jackson and Swain. 3 residents of counties adjacent to the Blue Ridge Parkway, the Great Smoky Mountain National Park or the Pisgah or Nantahala National Forests).

**Term:** 4 years.

**Officers:** Chairman elected by Commission.

**PORTS AUTHORITY**  
(G.S. 143B-452)

**Purpose:** Promote, develop, construct, equip, maintain, and operate the harbors and seaports within the State of within the jurisdiction of the state.

To aid the shipment of freight and commerce through the ports.

To increase the movement of waterborne commerce, foreign and domestic, to and through and from the harbors and ports.

**Composition:** 11 members - 7 appointed by Governor; 2 by the Lt. Governor; and 2 by the



## STATEMENTS OF ORGANIZATION

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Speaker of the House. (No member shall live in a House or Senate District containing a port. Speaker and Lt. Governor's appointees each serve 2 years.)

**Term:** 6 years.

**Officers:** Chairman and Vice Chairman appointed by Governor.

### PORTS RAILWAY COMMISSION (G.S. 143B-469)

**Purpose:** To operate and control all railway equipment and railway operations transferred to it by the State Ports Authority.

To make agreements as to scale of wages, seniority and working conditions with railroad employees.

To apply for and accept loans.

**Composition:** 5 members appointed by the Governor.

**Term:** 4 years.

**Officers:** Chairman designated by the Governor to serve at his pleasure, Vice Chairman elected by and from membership, general manager selected by the commission with the approval of the Governor.

### RURAL ELECTRIFICATION AUTHORITY (G.S. 117-1)

**Purpose:** To secure electrical and telephone service for the rural districts of the State where service is not now being rendered.

To review, approve, disapprove or cause to have modified all loan applications from the 28 rural electric and the nine rural telephone cooperatives prior to their submission to the federal Rural Electrification Administration. To respond to all complaints of consumers receiving service from these electric and telephone systems.

**Composition:** 5 members appointed by Governor.

**Term:** 4 years.

**Officers:** Chairman and Secretary are elected by the Board.

### SAVINGS AND LOAN COMMISSION (G.S. 54-24-1)

**Purpose:** To review, approve, disapprove or modify any action taken by the Administrator of Savings and Loan Division.

Advise and assist the Administrator.

Review recommendations of the Administrator regarding each application for permission to establish a new savings and loan association in the State and by majority vote approve or disapprove the recommendations of the Administrator.

**Composition:** 7 members appointed by Governor. (2 members currently serving as managing officers of state associations. At least 4 members representatives of the borrowing public and not employees or directors of any financial institution).

**Term:** 4 years.

**Officers:** Chairman and Vice Chairman are elected by the Commission.

### SEAFOOD INDUSTRIAL PARK AUTHORITY (G.S. 113-315.25)

**Purpose:** To develop and improve Wanchese Seafood Industrial Park and other such places, including inland ports and facilities for a more expeditious and efficient handling of seafood commerce.

To acquire, construct, equip, maintain, develop, and improve the port facilities.

Stimulate the shipment of seafood commerce through these ports, including the investigation and handling matters of transportation rates and rate structures.

To generally aid in the development and improvement of seafood industrial parks of the State of NC and to increase the movement of waterborne seafood commerce, foreign and domestic, to, through and from seafood industrial parks.

**Composition:** 11 members - 9 appointed by Governor; 1 by President of the Senate; and 1 by the Speaker of the House (1 Senator, 1 Representative, 1 resident of village or town where park is located, 2 members from area where park is located, 5 at-large who represent other sections of State, no less than 5 members from coastal counties).

**Term:** 4 years.

**Officers:** Chairman and Vice chairman are appointed by Governor.

**TECHNOLOGICAL DEVELOPMENT  
AUTHORITY  
(G.S. 143B-471)**

**Purpose:** to increase the rate at which new jobs are created in all regions of the state by stimulating the development of existing and new small businesses.

Apply for and accept grants of money from the United States, the State of North Carolina, or any political subdivision thereof, or from any person, corporation, foundation or trust.

Establish 'incubator' facilities to house and support small business concerns which are beginning, and to make one-time matching grants (not to exceed \$200,000) to nonprofit corporations affiliated with local colleges, universities and technical institutes to aid in the creation of such facilities.

To provide equity financing for the research activities of new and existing small businesses leading to the development of new or improved products or services.

To make agreements with recipient businesses to ensure proper use of Authority awards and receipt of royalties, where appropriate.

**Composition:** 12 members, 8 appointed by the Governor, 2 by the Lt. Governor, and 2 by the Speaker of the House. Consideration given to qualifications in technical fields as well as experience in entrepreneurial business and capital formation.

**Term:** 4 years, except 2 years for Speaker's appointments. No members may serve more than two complete, consecutive four year terms.

**Officers:** Chairman designated by Governor to serve at his pleasure, Vice chairman elected from and by membership.

**UTILITIES COMMISSION  
(G.S. 62-10)**

**Purpose:** Exercise the power and authority to supervise and control the public utilities of the State.

Supervise the rates charged and service rendered by all public utilities in the state.

Employ qualified personnel to serve as members of its staff.

**Composition:** 7 members appointed by governor with General Assembly confirmation.

**Term:** 8 years.

**Officers:** Chairman appointed by Governor every four years.

**UTILITIES COMMISSION  
(PUBLIC STAFF)  
(G.S. 62-15)**

**Purpose:** Review, investigate, intervene, and make recommendations to the Commission relating to matters affecting the using and consuming public.

**Composition:** 78 employees, Executive Director appointed by Governor with General Assembly confirmation. Executive Director hires employees, including professional, administrative, technical, and clerical personnel.

**Officers:** Executive Director serving 6 year term.

The following information is the process a citizen of North Carolina could seek information from the various divisions and agencies in the Department of Economic and Community Development:

Utilities Commission, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Bob Wells\*, 733-4249; Utilities Commission-Public Staff, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Robert Gruber, 733-2435; Industrial Commission, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Phil Wilson, 733-4820; Banking Commission, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Doris Perry, 733-3016; Savings and Loan Commission, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Ron Raxter, 733-3525; Credit Union Commission, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Roy High\*\*, 733-7501; Milk Commission, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Grady Cooper, 733-3733; Rural Electrification Authority, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Arch Hathcock, 733-7513; Mutual Burial Assoc. Commission, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Virginia Harris, 733-3403; Cemetery Commission, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Bill Gladden, 733-4915; Alcoholic Beverage Control Commission, 3322 Old Garner Rd., Raleigh, NC 27610, Contact Person, Ann Fulton, 779-0700; Energy Division, 430 N. Salisbury St., Raleigh, NC 27611, Contact Person, Chris Mogensen, 733-2230; Employment Security Commission, 700 Wade Ave., Raleigh,

NC 27605, Contact Person, Tom Whitaker, 733-7546.

\*Through June 30, 1987

\*\*Through August 31, 1987

#### **NORTH CAROLINA DEPARTMENT OF CORRECTION**

The North Carolina Department of Correction is authorized under Article III, Section 11 of the Constitution of North Carolina as a principal department of State government. Pursuant to the Executive Organization Act of 1973, the Department is organized to include the Board of Correction, the Division of Adult Probation and Parole, the Division of Prisons, and the Parole Commission. In 1974, the General Assembly created the Inmate Grievance Commission as an autonomous agency within the Department.

The primary responsibility of the Department is to provide for the control and rehabilitation of criminal offenders committed to its custody.

The administrative head of the Department is the Secretary of Correction, who is appointed by and serves at the pleasure of the Governor.

The Board of Correction shall assist the Secretary in the development of priorities and major programs within the Department. Board members are appointed by and serve at the pleasure of the Governor.

The Division of Adult Probation and Parole is responsible for the supervision of probationers and parolees within the state. Additionally, it operates seven pre-release and aftercare centers which are designed to facilitate social adjustment of the former offender. The public may obtain information from the Division at 1307 Glenwood Avenue, Suite 260, Raleigh, North Carolina and by telephone at (919) 733-2957.

The Division of Prisons is responsible for the management and operation of 86 prison facilities for the state prison system. It is divided into five commands: Eastern Geographic, Western Geographic, Youth Services, Female Command and the Specialized Institution Command. The public may obtain information from the Division of Prisons at 831 West Morgan Street, Raleigh, North Carolina, 27603, and by telephone at (919) 733-3226.

The North Carolina Parole Commission is comprised of five full-time members appointed

by the Governor. It is an autonomous agency within the Department. The Parole Commission determines parole eligibility and assists the Governor's Office with commutation and pardons. It is also authorized to revoke or suspend paroles. The public may obtain information from the Parole Commission at 831 West Morgan Street, Raleigh, North Carolina, 27603, and by telephone at (919) 733-3414.

The Inmate Grievance Resolution Board is comprised of five members appointed by the Governor. The purpose of this Board is to provide inmates with an administrative process for resolution of grievances or complaints. The public may obtain information from the Inmate Grievance Resolution Board at 1307 Glenwood Avenue, Suite 260, Raleigh, North Carolina, 27605, and by telephone at (919) 733-2957.

The public may obtain information about and make submissions or requests to the Department of Correction in person at 214 West Jones Street, Raleigh, North Carolina, 27603-1337, and by telephone at (919) 733-4926.

#### **NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES**

The North Carolina Department of Cultural Resources was created in 1971. The first cabinet level agency of its kind in the United States, the new department brought together a number of existing councils, commissions, and agencies for the first time.

The mission of the Department of Cultural Resources is to enrich the cultural, educational, and economic well-being of citizens and visitors to North Carolina through the preservation, development, promotion, and dissemination of artistic, historical, and informational resources.

This is done through the operation of the Department's three major divisions: Archives and History, the State Library, and the Arts Council, and two semi-autonomous agencies, the Museum of Art and the North Carolina Symphony.

#### **NORTH CAROLINA STATE BOARD OF ELECTIONS**

The State Board of Elections serves the electorate by appointing and training County and Municipal Election Officials prior to each primary and election as mandated by law, providing copies of all election laws, rules and regulations,



and ballots and registration forms as prescribed by law.

The State Board must hear and act on complaints on failure or neglect of a Board of Elections as well as conduct investigations and hearings on complaints of fraud and irregularities in any elections or the Campaign Reporting Act, preparing presentations to Grand Juries.

The Campaign Reporting Office provides the public with campaign disclosures of campaign contributions and expenditures by candidates and committees and provides supervision of County Boards of Elections.

### OFFICE OF THE GOVERNOR

The Office of the Governor is one of the 19 major departments in the Executive Branch of State Government. The Office is comprised of such personnel as the Governor needs to carry out his functions as chief executive officer of the State and director of the budget.

The following divisions and personnel of the Office of the Governor are located in the Administrative Building, 116 West Jones Street, Raleigh, NC 27603: The Governor's Office of Citizen Affairs; Ombudsman's Office; Office of Budget and Management; Boards, Commissions and Personnel Appointments; Senior Education Advisor; Non-Public Education; Special Assistant for Minority Affairs; Science Advisor; General Counsel; Legal Counsel; Special Counsel; Legislative Counsel; Legislative Services; Executive Advisor; and Agriculture Advisor.

The Governor's Chief of Staff, Deputy Chief of Staff, Scheduler, Personal Secretary, and Communications Office are located at the State Capitol Building, Raleigh, NC 27603.

The Governor's Eastern Office is located at P. O. Box 985, New Bern, NC 28560.

The Governor's Western Office is located at Haywood Building, Suite 300, 46 Haywood Street, Asheville, NC 28801.

The Governor's Washington Office is located at 444 B, Capitol Street, NW, Washington, DC 20002.

The Governor's Mansion is located at 200 N. Blount Street, Raleigh, NC 27601.

Mailing Address:  
Office of the Governor  
116 West Jones Street  
Raleigh, NC 27603-8001  
Telephone: (919) 733-5811

### NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES

The North Carolina Department of Human Resources is one of the principal departments in the Executive Branch of State government. Its mission is to deliver or oversee the delivery of human services to the citizens of North Carolina and to participate in the development of human resources in the State.

To accomplish these objectives, the Department of Human Resources works to obtain needed legislation in the subject areas under its authority, adopts rules to govern the administration of its programs, and channels State and Federal funds to many local grantees and provider agencies in the service delivery system. As the supervision of programs and the allocation of funds carry with them significant responsibilities, the Department of Human Resources performs monitoring and enforcement functions as well.

The Secretary of the Department of Human Resources, the administrative head of the agency, is appointed by the Governor and serves at the pleasure of the Governor.

The Department of Human Resources is divided into the following divisions:

- (1) Division of Aging;
- (2) Division of Facility Services;
- (3) Division of Economic Opportunity;
- (4) Division of Medical Assistance;
- (5) Division of Mental Health, Mental Retardation, and Substance Abuse Services;
- (6) Division of Services for the Blind;
- (7) Division of Social Services;
- (8) Division of Vocational Rehabilitation Services;
- (9) Division of Youth Services; and

(10) Division of Services for the Deaf and Hard of Hearing.

Members of the public may obtain information from and make submissions or requests to the Department of Human Resources by communicating with the agency in writing or in person at 101 Blair Drive, Raleigh, North Carolina 27603 or by calling 1-800-662-7030. Inquiries concerning specific programs or subject areas within the purview of the Department of Human Resources may also be directed to the appropriate division.

**NORTH CAROLINA DEPARTMENT OF INSURANCE**

The Department of Insurance regulates the various kinds of insurance sold in North Carolina and the companies and agents that sell it.

Specifically, the Commissioner and the Department:

- Oversee the formation and operation of insurance companies
- Enforce financial standards for their licensing and operations
- Regulate premium rates insurers may charge, the language in their insurance policies, and their risk classification systems
- Require periodic financial disclosures by insurers and agents
- Provide for audits of insurers in order to monitor their solvency
- License and regulate agents, brokers, and claims adjusters
- Determine what kinds of insurance may be sold in this State
- Provide information and assistance to insurance consumers who may be having problems with their coverage
- Prohibit unfair and deceptive trade practices by persons in the business of insurance.

• **PUBLIC SERVICES GROUP**

The AGENTS SERVICES DIVISION licenses and regulates insurance agents, adjusters, brokers, and damage appraisers; reviews applications for and oversees licensing examinations; and maintains a file on every licensed individual doing business in North Carolina.

The CONSUMER SERVICES DIVISION helps North Carolina consumers get answers to their insurance questions and resolve their insurance problems. A large staff of consumer specialists advises and acquaints consumers with courses of actions they may pursue to solve their particular problems.

• **COMPANY SERVICES GROUP**

The FINANCIAL EVALUATION DIVISION monitors the solvency of insurance companies; reviews admission applications of foreign, domestic, and surplus lines companies seeking to do business in the State; audits domestic and foreign insurance organizations; and helps assure the solvency and stability of employers and employer groups that self-insure their workers' compensation liabilities.

The ACTUARIAL SERVICES DIVISION assists in the review of rate, form, and statistical filings. It also conducts actuarial studies for financial evaluation of insurers and is involved in special projects and studies.

The INFORMATION SYSTEMS DIVISION is responsible for all Departmental data processing, word processing, office automation, and data and voice communications.

• **TECHNICAL SERVICES GROUP**

The FIRE AND CASUALTY DIVISION reviews homeowners, farmowners, automobile, workers' compensation, and other personal and commercial property or casualty insurance policies, rates, and rules. It also licenses rating, advisory, and underwriting organizations.

The LIFE, ACCIDENT, AND HEALTH DIVISION reviews rate, rule, and policy form filings made by life and health insurance companies. It also administers advertising and life insurance replacement regulations.

The MARKET CONDUCT DIVISION monitors insurance company behavior in the marketplace and its effect on consumers. It also conducts field examinations of the market practices of insurers and their representatives.

• **REGULATORY SERVICES GROUP**

The SPECIAL SERVICES DIVISION licenses and regulates insurance premium finance companies, professional bail bondsmen and runners, collection agencies, and motor clubs. It also investigates all related complaints.

The INVESTIGATIONS DIVISION investigates criminal and civil violations of the State's insurance laws. Requests for investigations come from within the Department and from consumers, law enforcement agencies, local, State, and federal agencies, and insurance companies.

• **SAFETY SERVICES GROUP**

The ENGINEERING DIVISION administers the State Building Code. Providing staff to the N.C. Building Code Council and the N.C. Code Officials Qualifications Board, it comprises seven sections: Code Consultant, Electrical, Mechanical, Modular, Inspector Certification, Building Code Council, and Accessibility, which oversees compliance with accessibility requirements for the handicapped.

The MANUFACTURED HOUSING DIVISION sees that construction standards for manufactured homes are complied with and that warranty obligations under State law are met. It monitors the handling of consumer complaints, licenses the makers, dealers, sales representatives, and set-up contractors of manufactured homes and provides staff services to the N.C. Manufactured Housing Board.

The STATE PROPERTY FIRE INSURANCE FUND DIVISION administers the self-insurance fund for State-owned property and vehicles. It collects premiums from those State agencies responsible for payment, investigates claims, adjusts losses, and pays losses with Council of State approval.

The RISK MANAGEMENT DIVISION assists local governments with property and casualty insurance programs and provides staff and research services to the Public Officers' and Employees' Liability Insurance Commission. It is also charged with making available a plan of professional liability coverages for law enforcement officers, public officials, and employees of any political subdivision of the State.

The FIRE AND RESCUE SERVICES DIVISION administers the Firemen's Relief Fund, trains fire

departments and rescue squads, and works to improve fire and rescue protection in conjunction with the N.C. Firemen's Association and N.C. Association of Rescue Squads. It also administers matching grants to volunteer fire departments and rescue squads and offers fire prevention education in the public schools.

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**BOARDS AND COMMISSIONS IN THE  
DEPARTMENT**

- N.C. Self-Insurance Guaranty Association
- N.C. Code Officials Qualifications Board
- N.C. Building Code Council
- N.C. Manufactured Housing Board
- N.C. Health Insurance Trust Commission
- N.C. Medical Database Commission
- N.C. Fire and Rescue Commission
- N.C. Arson Awareness Council
- N.C. Public Officers' and Employees' Liability Insurance Commission

**SPECIAL PROGRAMS AND SERVICES**

- SENIORS' HEALTH INSURANCE INFORMATION PROGRAM--SHIP has trained thousands of adults in nearly every county in the State to counsel senior citizens in the areas of Medicare, Medicare supplement and long-term care insurance policies, and claims procedures.
- OFFICE OF MINORITY ASSISTANCE--OMA provides assistance to minorities, women, and economically disadvantaged persons, professionals, and businesses.
- N.C. MEDICAL DATABASE COMMISSION--The Commission serves as a public source of data for analyzing health issues and for making decisions about the planning, management, delivery, and purchase of health care services.
- MARKET ASSISTANCE PROGRAM-- Begun as a result of an availability crisis in commercial liability insurance, MAP helps individuals and businesses locate needed coverages.



• **REGIONAL OFFICES**-- The Department's offices in New Bern and Asheville have brought the full range of Department services closer to the public.

## **NORTH CAROLINA DEPARTMENT OF JUSTICE**

2 West Morgan Street  
Raleigh, North Carolina

The North Carolina Department of Justice was created under the provisions of General Statutes Chapter 114. The Department is under the supervision and direction of the Attorney General, who is elected by the qualified voters of the State for a four-year term pursuant to Article III, § 7 of the North Carolina Constitution and is a member of the Council of State. The Department is organized into five principal subdivisions.

### **ADMINISTRATION DIVISION** - (733-3377)

Administration provides administrative services and support to the other branches of the Department of Justice. It is comprised of the:

- (1) Office of the Controller;
- (2) Budget Section;
- (3) Personnel Section;
- (4) Purchasing/Property Section.

### **LEGAL SERVICES DIVISION**

Legal Services is comprised of approximately 165 attorneys together with support staff of paraprofessionals, secretaries, and clerical employees. The Division provides a complete range of legal services to State agencies, boards, and commissions and to State officials and employees in matters arising out of their official duties. It also provides services to certain local agencies and officials. The Legal Division is divided into divisions and sections, which generally relate to areas of legal specialization.

- (1) The Administrative Division, comprised of the:

Collections Section (733-4029)  
Elections Section (733-6026)  
Health and Public Assistance Section (733-4618)

Human Resources and Medical Facilities Section (733-4618)  
Legislative Drafting and Codification Section (733-6026)  
Real Estate Section (733-9580)  
Service to State Agencies Section (733-6026)  
Tort Claims Section (733-3805)

- (2) The Civil Division, comprised of the:

Highway Section (733-3316)  
Labor Section (733-4721)  
Property Control Section (733-7408)  
Motor Vehicles Section (733-3254)  
Revenue Section (733-3252)

- (3) The Criminal Division, comprised of the:

Appellate Section (733-6012)  
Correction Section (733-7188)  
Crime Control Section (733-7952)  
Federal Habeas Corpus Section (733-3109)  
Medicaid Investigations Section (733-5760)  
Special Prosecutions Section (733-2011)

- (4) The Trade and Commerce Division, comprised of the:

Consumer Protection/Antitrust Section (733-7188)  
Environmental Section (733-5725)  
Utilities/Insurance Section (733-6118)

- (5) Special Litigation/Education (733-3786 / 733-7387)

### **POLICY AND PUBLIC AFFAIRS DIVISION** (733-3377)

This branch is instrumental in developing internal and external policy for the Department and provides liaison between the Department and the media, the legislature, and the general public.

### **TRAINING AND STANDARDS DIVISION** (733-3377)

The Division promotes professional development and integrity in the criminal justice professions through developing standards for employment and certification and providing professional training and technical assistance. The Division provides coordinated staffing support to various boards, commissions, and associations in the criminal justice field, provides criminal justice training courses and instructional resources, pro-

vides police legal advice to local agencies, and publishes current material of interest to those in the criminal justice field. The Division is comprised of the:

- (1) Criminal Justice Standards Division (733-2530)
- (2) Justice Academy, P.O. Drawer 99, Salemburg, N.C. 28385 (919) 525-4151
- (3) Justice Officers' Standards Division (733-9236)
- (4) Law Enforcement Liaison Section (733-4723)

The Division administers, in addition, the Information Services Section, which provides technical assistance, maintenance, and training related to the office automation network of the Legal Services Division. The Section's telephone number is 733-9236.

Members of the public may obtain information or make requests to the Department of Justice by writing to the North Carolina Department of Justice, P.O. Box 629, Raleigh, North Carolina 27602 or by calling (919) 733-3377. Inquiries concerning specific subject areas may be directed to the appropriate division or section as listed above. Persons desiring to communicate with the State Bureau of Investigation should use the address or telephone numbers set out below.

#### STATE BUREAU OF INVESTIGATION

3320 Old Garner Road  
Raleigh, North Carolina 27610-5698  
Telephone (919) 779-1400

This division of the Department of Justice is charged with the responsibility for providing methods for identification and apprehension of criminals, for the scientific analysis of evidence of crime, and preparation of evidence to be used in criminal courts. It also has a specific investigatory function with regard to certain types of crime when the investigation is ordered by the Governor and or the Attorney General. This function includes assisting sheriffs, police officers, district attorneys, and judges and investigating controlled substance violations, lynchings, mob violence, election fraud, Social Security fraud, gambling, theft or damage to State property, and other crimes specified in Article 4 of General Statutes Chapter 114. It has the added responsibility for coordinating and providing inter- and

intra-state communications among law enforcement agencies. The Bureau is comprised of the:

- (1) Administrative Division (779-1400)
- (2) Field Investigation Division (779-1400)
- (3) Crime Laboratory (779-1400)
- (4) Division of Criminal Information (733-3171)

The Bureau provides administrative support to the:

- (1) Private Protective Services Board (779-1611), which is responsible for the adoption and enforcement of regulations and standards and administration of statutes governing licensing, education, and training of persons, firms, and corporations acting as or engaged in the business of providing private armed or unarmed security guards, including private investigators; and
- (2) Alarm Systems Licensing Board (779-1611), which is responsible for the adoption and enforcement of regulations and standards and administration of statutes governing licensing, education, and training of persons, firms, and corporations engaged in the business of selling, installing, servicing, or responding to alarm systems designed to detect unauthorized entry or intrusion.

#### NORTH CAROLINA DEPARTMENT OF LABOR

The Department of Labor is an independent executive agency created under Chapter 95 of the North Carolina General Statutes. The department is responsible for promoting the safety, health and general well-being of the industrial population of the state. The department administers and enforces health and safety regulations, wage and hour laws, apprenticeship regulations, mine and quarry regulations, elevator, amusement device and aerial passenger tramway regulations, boiler and pressure vessel regulations, regulations for private employment agencies, the hazardous chemical right-to-know law and the migrant housing law. In addition, the department offers arbitration and mediation services for labor management disputes.

## STATEMENTS OF ORGANIZATION

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The Commissioner of Labor, who is a member of the Council of State and elected by the people of the state for a term of four years, is the executive and administrative head of the department. The Commissioner is assisted by an assistant commissioner and a special assistant for productivity.

The department is organized into three major groups, each under the supervision of a deputy commissioner. These groups are Administration and Regulation, Education and Training, and Health and Safety.

The Administration and Regulation Group is supervised by the Chief Deputy Commissioner. This group is composed of the Arbitration, Conciliation and Mediation Division, the Private Personnel Service Division, the Research and Statistics Division, and the Wage and Hour Division.

The Arbitration, Conciliation and Mediation Division works to promote permanent labor-management peace and to protect the interests and rights of labor, management, and the people of the state by the prevention and prompt settlement of labor disputes. The division offers (1) voluntary arbitration services of labor disputes through its voluntary arbitration panel, (2) conciliation and mediation services in labor disputes, (3) educational services in labor relations, and (4) technical services in labor relations.

The Private Personnel Services Division regulates and licenses private personnel services and job listing services by enforcing the provisions of the Regulation of Private Personnel Services Act and the Regulation of Job Listing Services Act.

The Research and Statistics Division compiles and publishes comprehensive data on occupational injuries and illnesses in the state. The division also assembles and publishes monthly data on building activity in North Carolina by county and by cities.

The Wage and Hour Division enforces the minimum wage, overtime, wage payment, and youth employment laws of the state. The division investigates worker complaints and collects back wages due employees.

The Education and Training Group is organized into two divisions: Apprenticeship and Training, and Pre-Apprenticeship.

The Apprenticeship and Training Division promotes and monitors a broad range of apprenticeship programs designed to train journeyman-level craftworkers to meet the demands of industries for high-skilled workers. Apprenticeship programs are established with private employers or under the sponsorship of labor-management committees. Apprenticeships combine on-the-job experience with related technical training furnished by the individual employer or at a technical institute or community college. The division establishes standards, approves apprenticeship programs which meet established criteria, is a records depository and issues completion certificates to citizens who complete apprenticeship training.

The Pre-Apprenticeship Division promotes opportunities for skills training through on-the-job training programs, pre-apprenticeship programs, and skills up-grading programs. Division representatives meet employers to help design skill training programs designed to meet the employers' needs.

The Health and Safety Group is organized into six divisions: the Boiler and Pressure Vessel Division, the Elevator and Amusement Device Division, the Migrant Housing Division, the Mine and Quarry Division, the Occupational Safety and Health Division and the Right-to-Know Division.

The Boiler and Pressure Vessel Division regulates the construction, installation, repair, alteration, inspection, use and operation of vessels subject to the Uniform and Pressure Vessel Act of North Carolina. The division conducts periodic inspections, monitors inspection reports by certified insurance company inspectors, and issues operating certificates to owners and operators whose equipment is found to be in compliance with the act.

The Elevator and Amusement Device Division is responsible for the proper installation and safe operation of all elevators, escalators, workers' hoists, dumbwaiters, moving walks, aerial passenger tramways, amusement rides, inclined railways and lifting devices for persons with disabilities which operate in public establishments and private places of employment.

The Migrant Housing Division administers a program for the registration and inspection of housing provided to migrant agricultural workers.



The Mine and Quarry Division enforces the Mine Safety and Health Act of North Carolina. The division conducts a program of inspections, education and training, technical assistance, and consultation to implement the Act. The division also assists mine and quarry operators to comply with the provisions of the 1977 federal Mine Safety and Health Act.

The Occupational Safety and Health (OSH) Division administers and enforces the Occupational Safety and Health Act of North Carolina which is a broadly inclusive law that applies to most private sector employment in the state, and to all agencies of state and local government. In addition to enforcing the state OSHA standards, the program offers free consultative services, education and training opportunities, and engineering assistance to employers under its jurisdiction. The OSH Division also administers the Safety Awards Program which recognizes private firms and public agencies which achieve and maintain good safety records.

The Right-to-Know Division administers the North Carolina Hazardous Chemicals Right-to-Know Act of 1985 which requires all users of hazardous chemicals in amounts of at least 55 gallons or 500 pounds to provide lists of these materials to local fire chiefs.

Six advisory groups assist the Commissioner with policy development and program planning. These are the Apprenticeship Council, the Board of Boiler and Pressure Vessel Rules, the Industry Advisory Board, the Mine Safety and Health Advisory Council, and the Occupational Safety and Health Advisory Council, and the Private Personnel Services Advisory Council. A separate unit independent from the Department of Labor is the Occupational Safety and Health Review Board, which hears appeals of citations and penalties imposed by the OSH Division and whose members are appointed by the Governor.

The public may obtain information from and make submissions or requests to the Department of Labor in person or by mail at 4 West Edenton Street, Raleigh, North Carolina 27601 or by telephone as follows:

Administration  
(919) 733-7166

Apprenticeship and Training Division  
(919) 733-7533

Arbitration, Conciliation and Mediation  
Division  
(919) 733-7495

Boiler and Pressure Vessel Division  
(919) 733-2383

Communications Division  
(919) 733-4904

Elevator and Amusement Device Division  
(919) 733-7394

Library  
(919) 733-2799

Migrant Housing Division  
(919) 733-8731

Mine and Quarry Division  
(919) 733-7428

Occupational Safety and Health Division  
(919) 733-2486

Personnel Division  
(919) 733-6943

Pre-Apprenticeship Division  
(919) 733-6550

Private Personnel Service Division  
(919) 733-4895

Publications Division  
(919) 733-6590

Research and Statistics Division  
(919) 733-4940

Right to Know Division  
(919) 733-2658

Safety Awards Program  
(919) 733-5683

Wage and Hour Division  
(919) 733-2152

## **NORTH CAROLINA DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY**

The North Carolina Department of Crime Control and Public Safety was established by the 1977 General Assembly to serve as an umbrella department for essential State government services related to the well-being of its citizens. As its name implies, the department serves as the

State's chief coordinating agency for controlling crime and protecting the public.

When you attend a Community Watch meeting or observe a trooper catch a speeder, remember the Department of Crime Control and Public Safety is working hard to reduce and control crime.

By the same token, when you hear of hurricanes, plane crashes or nuclear accidents, know also that Crime Control and Public Safety will be on the scene to make sure disaster victims receive aid and help.

Wherever or whatever the need, the Department of Crime Control and Public Safety is working with you to make North Carolina a safer and better place to live.

The office of the Secretary of the Department of Crime Control and Public Safety is located in the Archdale Building in Raleigh. The department has nine divisions: Alcohol Law Enforcement, Butner Public Safety, Civil Air Patrol, Crime Prevention, Emergency Management, Governor's Crime Commission, North Carolina National Guard, North Carolina State Highway Patrol, and Victim and Justice Services.

### Alcohol Law Enforcement

The Division of Alcohol Law Enforcement (ALE) enforces the State's laws governing the sale, purchase, transportation, manufacture and possession of intoxicating liquors and controlled substances. Anyone who sells beer, wine or alcohol in North Carolina must have a license. Before that license can be issued, an ALE agent must investigate the applicant and the place where the products will be sold. Once the license is granted, ALE agents check back periodically to ensure that no liquor or drug laws are being violated, such as selling alcohol to a minor. With the passage of the Safe Roads Act of 1983 and the drinking age change law of 1986, ALE is making a special effort to reduce the sale of alcohol to anyone under the age of 21. ALE agents routinely conduct undercover operations, utilizing under-age persons, to check licensed outlets to see if they are selling to minors. Enforcement is one part of an ALE agent's job. Public education and awareness are also important. ALE conducts Driving While Impaired (DWI) Source Prevention seminars at which employees of outlets are instructed about irresponsible service of alcohol. ALE agents also speak to community, church, civic, professional

and school groups about alcohol laws and regulations.

### Butner Public Safety

Butner Public Safety officers are trained to perform a variety of functions. These officers provide police and fire protection to the patients and staffs of the State hospitals at Butner and other surrounding State and federal facilities, including the 4,600-acre National Guard Training Range. Their jurisdiction covers some 35 square miles.

Officers patrol the streets of Butner and the grounds of the more than 11 State facilities and are also responsible for fire prevention and suppression. When a fire occurs at any facility, including Butner Federal Correctional Facility, these unique officers are on the scene. One hour, they may be called on to fight a raging fire, and the next hour, these same officers may be called on to capture a bank robber. Butner Public Safety officers are trained to do each job with skill and courage.

### Civil Air Patrol

The Civil Air Patrol (CAP) is a volunteer organization and an official auxiliary of the United States Air Force. CAP has three missions of service to the public. Its primary responsibilities are to perform search and rescue missions for missing or downed aircraft and to provide disaster relief assistance during emergencies. CAP personnel play a vital role in the State's emergency plan. Personnel fly aircraft for transportation, aerial photography, and courier service. The Civil Air Patrol's communications system provides backup communications during disasters.

CAP also promotes aerospace education. Interest in aerospace education is encouraged by membership in the CAP cadet program. The cadet program is a strong part of CAP's service to North Carolinians. It gives men, women, children opportunities for leadership and education through aviation. Cadets regularly participate in drills and exercises to test the readiness of each squadron to respond to a call for assistance.

There are 37 squadrons in the North Carolina CAP wing. Many CAP members operate their own airplanes and fly at their own expense. Membership dues, donations, grants, estates, State funds and Air Force reimbursements account for a large portion of the CAP budget.

### Crime Prevention

The Crime Prevention Division works to prevent crimes against property, crimes of violence, and juvenile crimes in North Carolina. The division provides crime prevention education to the citizens of North Carolina through various organizations, including law enforcement, schools, community groups, and news media. The goal is to get citizens involved in the fight against crime by establishing community, county, and statewide crime prevention programs.

Staff members in the Crime Prevention Division keep track of changing crime trends and stay abreast of the latest State and national crime prevention programs. In addition to providing technical assistance to organizations, crime prevention specialists also help citizens to overcome the fear of crime.

A variety of crime prevention programs are promoted and coordinated by the division. These include Community Watch, Crime Prevention in Business, Sexual Assault Prevention, Child Safety Identification, Crime Stoppers, Athletes Against Crime. A variety of materials is available, free of charge, from the division.

### Emergency Management

The Division of Emergency Management is responsible for protecting North Carolinians from the effects of disasters, natural and manmade. The division offers assistance to local and county officials through the State office and six area offices strategically located across North Carolina. Division personnel work with local governments to develop emergency action plans for such hazards as chemical spills, fires, floods, tornadoes, hurricanes and nuclear incidents. These plans are routinely tested by communities during drills and table-top exercises with the assistance of the division's training staff.

When an emergency arises or a disaster threatens, the State's response is directed by the State Emergency Response Team (SFRT). Representatives from each agency involved in the emergency response serve on the team. This team works out of the Emergency Operations Center (EOC) in Raleigh.

The division also administers and provides staff to the N.C. Emergency Response Commission. This Commission was formed as required by the

Superfund Amendments and Reauthorization Act, known as SARA. This act concerns emergency planning and community right-to-know laws for potentially harmful materials. The 13-member Commission is responsible for approving emergency response plans to handle these materials in the event of an accident at hazardous waste or chemical plants in the State.

### Governor's Crime Commission

The Governor's Crime Commission is the chief advisory board to the Governor and the Secretary of Crime Control and Public Safety on crime and justice issues. The Crime Commission is made up of 40 members, including the heads of statewide criminal justice and human services agencies as well as representatives from the courts, law enforcement, local government, and legislature. Juvenile justice officials and concerned citizens also serve on the Crime Commission.

As a coordinating and planning body, the Commission studies issues and makes reports to the Governor on a wide range of criminal justice subjects and has been a force behind the passage of such laws and programs as North Carolina's tough Driving While Impaired (DWI) law, Community Service Work Program, Community Watch Program, and Rape Victim Assistance. Community-based alternatives to prison, in-school suspension, juvenile court counselors, and computerized criminal justice information systems were also recommended by the Crime Commission.

### National Guard

The North Carolina National Guard, with its more than 13,000 members, has a dual role. It is a State militia subject to the call of the Governor, and it is a federal reserve force subject to the call of the President. Led by the Adjutant General, the Guard raises and trains ground and air troops for mobilization when State or national emergencies require military support. The North Carolina Army National Guard is located in more than 100 communities across the State with more than 12,000 personnel. The North Carolina Air National Guard, with units in Baden and Charlotte, has more than 1,300 personnel.

As part of its peacetime mission, the National Guard assists the public in times of emergency or civil disorder. Guard aviation units support local governments in searching for missing persons, assist law enforcement with aerial searches



for marijuana, and carry drinking water to drought-stricken communities or those whose supplies have been contaminated. To maintain its readiness for wartime missions, Guard troops are trained and equipped like their counterparts on active military duty. The State is responsible for raising and training the troops to federal standards.

### State Highway Patrol

Since 1929, the North Carolina State Highway Patrol has provided for the safety of the motoring public by enforcing motor vehicle laws on the State's highways. The largest State law enforcement agency, the Patrol has more than 1,100 uniformed members. The patrol is divided into eight troops headquartered in Greenville, Fayetteville, Raleigh, Salisbury, Monroe, Newton, Greensboro and Asheville. Each headquarters has its own motor pool, and its sophisticated radio network links each Trooper to his headquarters.

The Highway Patrol maintains a comprehensive training center near Raleigh for the training of new Troopers and continuing in-service schools. New Troopers study constitutional and motor vehicle laws and learn pursuit driving and firearms techniques. State Troopers provide many additional services to North Carolinians such as assisting stranded motorists, directing traffic at sporting events and the State Fair, and providing security to the Governor and his family. The Patrol plays a vital role in the State's emergency response plans. Anytime a local government has a law enforcement or emergency problem, they may call on the State Highway Patrol for help. Troopers have been called on to help evacuate victims of natural disasters or to transport blood, donor organs, or seriously ill people.

### Victim and Justice Services

The Division of Victim and Justice Services administers statewide victim and community service programs. The victims programs include the Crime Victims Compensation Program. This program reimburses persons who suffer uninsured medical expenses and lost wages as a result of being crime victims. Victims may receive a maximum of \$20,000, plus an additional \$2,000 for funeral expenses if the victim dies from the crime. Claims must be submitted to the N.C. Crime Victims Compensation Commission for verification and approval.

The Rape Victim Assistance Program provides financial assistance up to \$500 for victims of rape and sexual assault. This program also underwrites a standardized rape evidence collection kit which is used by hospitals to collect evidence.

The division operates the North Carolina Center for Missing Persons. Trained staff members at the Center assist local law enforcement agencies to locate missing persons, especially children. They also help families coordinate searches and exchange information with law enforcement agencies and the National Center for Missing and Exploited Children. Calls are received from a 24-hour toll free hotline (1-800-522-5437).

The community service programs include: Driving While Impaired (DWI) Community Service, First Offender Programs (Misdemeanor and Felony Division), Court-Ordered Community Service, and Early Release Parole Community Service. To administer these programs, the division has field offices in each of the 34 judicial districts in North Carolina.

### **NORTH CAROLINA DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES**

P.O. Box 27687  
Raleigh, North Carolina 27611  
(919) 733-4984

The Department of Environment, Health, and Natural Resources has two primary duties:

To promote and protect the public health of the citizens of the state;

To provide for the management and environmental protection of the State's natural resources; the air, water, land, and coastal resources.

The head of the Department is the Secretary who is appointed by the Governor and serves at the pleasure of the Governor.

In addition to administrative functions, the Department is organized into the following divisions and programs:

### ENVIRONMENTAL PROTECTION DIVISIONS

Division of Coastal Management  
Division of Environmental Management  
Division of Land Resources  
Division of Radiation Protection

Division of Solid Waste Management  
Division of Water Resources

PUBLIC HEALTH DIVISIONS

Division of Adult Health Services  
Division of Postmortem Medicolegal  
Examination  
Division of Dental Health  
Division of Environmental Health  
Epidemiology Division  
Division of Laboratory Services  
Division of Maternal and Child Health

NATURAL RESOURCES DIVISIONS

Division of Forest Resources  
Division of Marine Fisheries  
North Carolina Zoological Park  
Division of Parks and Recreation  
Division of Soil and Water Conservation

OTHER

Office of Environmental Education  
Office of Waste Reduction

\* \* \* \* \*

The Wildlife Resources Commission and its staff are responsible to the Department for coordinating and reporting purposes.

A detailed account of each division follows.

ENVIRONMENTAL PROTECTION  
DIVISIONS

**DIVISION OF COASTAL MANAGEMENT**  
225 North McDowell Street - Cooper Building  
P.O. Box 27687  
Raleigh, NC 27611-7687  
(919) 733-2293

The Division is responsible for implementing the North Carolina Coastal Management Program for the protection, preservation, orderly development and management of the state's twenty coastal counties. The Division provides staff support to the Coastal Resources Commission and Coastal Resources Advisory Council created by the Coastal Area Management Act (CAMA) of 1974 (G.S. 113A-100 et seq.). The Division processes major development permits, determines consistency of state and federal grants and projects with the North Carolina Coastal Management Program, prepares guidelines for

local land use planning in the coastal counties, administers grants to local governments for planning, permitting and beach access programs, and acquires and manages coastal and estuarine reserves as natural areas for research, education and preservation.

ORGANIZATION

Permitting and Enforcement This section is responsible for securing and reviewing state, federal and public comments on CAMA major development permit application, drafting proposed decision documents, maintaining permit file, and reviewing federal agency actions, grants, and permit decisions for consistency the North Carolina Coastal Management Program. Field services are provided from four regional district offices located in Elizabeth City, Washington, Morehead City and Wilmington. The field staff handles direct contact with CAMA major development permit applicants, including on-site evaluations of permit applications, and supports local government administration of the CAMA minor development permit program. The field staff is also responsible for enforcement actions against violators of permit conditions and other CAMA rules.

Policy and Planning This section provides technical support for the Division and Coastal Resources Commission. Raleigh staff conducts studies and administers grants necessary to support program operations, develops and evaluates proposed rules and policies for CAMA implementation, and reviews proposed revisions to Area of Environmental Concern designations. Field staff provides technical assistance to local governments for land use planning, beach access, and other local planning and management projects. The section assists in development of policy relating to such issues as wetlands, marina siting, public trust waters, cumulative impacts and resource evaluation.

Coastal Reserves This section is responsible for the identification, acquisition, and management of critical coastal natural areas to be preserved in a natural state for future research and education. The unit also coordinates research and education activities for six reserve sites, including Zeke's Island, the Rachel Carson Reserve, the Currituck Banks Reserve, Masonboro Island, Permuda Island, and Buxton Woods.

Public Information. This unit is responsible for education and public information services, including media contacts, presentations, work-

shops, newsletters, journals, brochures, and related materials.

#### COASTAL RESOURCES COMMISSION

The Coastal Resources Commission was created to administer the Coastal Area Management Act of 1974. The Commission consists of 15 members appointed by the Governor to represent specified interests.

The Commission is responsible for developing a management program for the coastal area by designating Areas of Environmental Concern in the 20 coastal counties; by adopting policies, standards and guidelines for coastal development and natural resource protection; and by approving local governments' land use plans (N.C.G.S. 113A-104).

#### COASTAL RESOURCES ADVISORY COUNCIL

The Coastal Resources Advisory Council consists of not more than 47 members. The Council assists the Secretary of Environment, Health, and Natural Resources and the Coastal Resources Commission in an advisory capacity on technical questions relating to the development of rules and policies, and other matters arising under the Coastal Area Management Act (N.C.G.S. 113A-105).

#### COASTAL RESERVE ADVISORY COMMITTEES

The Advisory Committee has been formed for each fully acquired Coastal Reserve under the Coastal Reserve Program. Each committee includes local officials, scientists, educators, adjacent landowners and site users. Reference to these advisory committees is included in 15 NCAC 70 .0104.

#### DIVISION OF ENVIRONMENTAL MANAGEMENT P.O. Box 27687 Raleigh, NC 27611 (919) 733-7015

The Division is responsible for comprehensive planning and management of the state's air, surface water, and groundwater resources. The Division issues permits to control sources of pollution; monitors compliance at permitted facilities; evaluates ambient environmental quality; and pursues enforcement actions for violations of environmental regulations.

#### ORGANIZATION

Air Quality Section. The Air Quality Section conserves and protects the State's air resources. The section develops air quality standards and emission control standards, and monitors air contaminant sources. The section administers the federal regulations which have been delegated to the State by the Environmental Protection Agency. By implementing the State and federal regulations designed to prevent significant deterioration, the section preserves the quality of clean air and the potential for continued economic growth.

Water Quality Section. The Water Quality Section strives to maintain the quality of the State's surface waters at levels sufficient to protect their best intended uses. The Section performs four major functions: water quality monitoring which provides data for permit issuance and compliance, water quality assessments and special projects; computer modeling which evaluates the impacts of proposed discharges and recommends protective wasteload allocations; permitting which sets permissible pollution levels for both discharging and nondischarging wastewater treatment systems; and planning which updates and maintains water quality standards and classifications and administers the State's nonpoint source pollution program. The Section will also initiate technical assistance or enforcement actions to correct permit or standards violations.

Laboratory Section. The Laboratory Section provides analytical services to support the air, water and groundwater programs in the Division through two regional laboratories and a central laboratory. The regional laboratories are primarily responsible for bacteriological and biochemical analyses. The central laboratory provides a much broader range of chemical analyses. The Laboratory Section administers a certification program for commercial, municipal, and industrial laboratories performing wastewater analyses for permit holders. The laboratory staff also provides consultation assistance and limited training to municipalities and industries.

Groundwater Section. The Groundwater Section protects groundwater quality and promotes the wise management of the resource. The program objectives are threefold: 1) to prevent pollution by limiting the potential for the discharge of pollutants to the groundwaters; 2) to restore groundwater quality where impacted by man's activities; 3) to understand the factors



and conditions affecting the use and availability of groundwater.

The section issues permits for certain classes of wells and registers water well contractors and pump installers.

Construction Grants. The Construction Grants Section helps local units of government finance wastewater pollution control facilities. It administers both the EPA Construction Grants Program and the Federally seeded State Revolving Fund (SRF) program which provide funding for wastewater treatment facilities. The Section provides technical review and certification for State funds under the N.C. Clean Water Revolving Loan Program. It also serves as a resource to local communities for providing diagnostic evaluations of wastewater treatment facilities through the Municipal Compliance Initiative program. The Section also operates a Small Communities Outreach program to assist the State's smaller communities to achieve solutions to their wastewater treatment problems.

#### WASTEWATER TREATMENT PLANT OPERATORS CERTIFICATION COMMISSION (WWTPOCC)

The purpose of the WWTPOCC is to protect the public health and to conserve and protect the quality of the water resources of the State. The Commission protects the public investment in wastewater treatment facilities by classifying wastewater treatment plants and requiring, through examination and certification, competent plant operators. North Carolina law creates the WWTPOCC and empowers the Commission to adopt rules with respect to the certification of treatment plant operators.

#### ENVIRONMENTAL MANAGEMENT COMMISSION

The Environmental Management Commission is created and empowered under Chapter 143B-282 of the General Statutes of North Carolina. The seventeen member commission promulgates rules necessary to protect, preserve, and enhance the water and air resources of the State. Included in its duties are, the authority to grant permits and orders to control sources of air and water pollution; permit and inspect dam construction; establish water and air quality standards and classifications; protect the land and waters from oil pollution and leaking underground storage tanks storing oil or hazardous substances. The Commission investigates water

and air pollution incidents and may assess penalties for violations of water and air standards.

#### DIVISION OF LAND RESOURCES P. O. Box 27687 Raleigh, NC 27611 (919) 733-3833

The Division of Land Resources is a Division of the Department of Environment, Health, and Natural Resources which is created by G.S. 143B-279 and G.S. 143B-275. The purpose of the Division of Land Resources is to protect and conserve the State's land, minerals, and related resources through the effective implementation and management of programs related to sedimentation pollution control, mined land reclamation, dam safety, land records management, geodetic survey, and mineral resources inventory, analysis, conservation, and development.

#### ORGANIZATION

Geodetic Survey Section. The primary activity of the Geodetic Survey Section is to place precisely positioned, monumented survey points, often called stations, marks, or benchmarks, throughout the State for use in boundary surveys, chart making, transportation systems and other related activities. These survey points become a part of the North Carolina Coordinate system, which is an X and Y grid covering North Carolina.

Land Records Management Program. The Land Records Management Program provides technical assistance to counties in modernizing their land records through orthobase mapping, orthophotos and computers. This program also makes financial grants to counties, through an application process funded by the General Assembly, for modernizing county land records.

Geological Survey Section. The Geological Survey Section examines, surveys and maps the geology of the State and publishes reports and maps for the private sector and the general public. The Section also administers the Oil and Gas Conservation Act.

Land Quality Section. The Land Quality Section is responsible for administering the North Carolina Mining Act of 1971, the North Carolina Sedimentation Pollution Control Act of 1973, and the North Carolina Dam Safety Act of 1967 (G.S. 143-215). In addition, this Section provides staff support for the Mining Commission and the Sedimentation Control Commission.

#### NORTH CAROLINA MINING COMMISSION

This 9-member commission is appointed by the Governor to function as the regulatory body for the enhancement of the mining resources of North Carolina and to insure that mining activity is accomplished in a manner that protects the environment and the health, safety and welfare of the public pursuant to the North Carolina Mining Act of 1971 (G.S. 74-50 and 74-76).

#### NORTH CAROLINA SEDIMENTATION POLLUTION CONTROL COMMISSION

This 11-member commission is appointed by the Governor to function as the regulatory body for the administration and enforcement of minimal mandatory standards which will permit development of North Carolina to continue with the least detrimental effects from pollution by sedimentation pursuant to the Sedimentation Pollution Control Act of 1973 (G.S. 113A-50).

#### NORTH CAROLINA ADVISORY COMMITTEE ON LAND RECORDS

This 12-member committee is appointed by the governor to advise the department on establishing standards, and providing technical assistance to local governments in implementing and maintaining minimum standards with regard to:

- 1 - uniform indexing of land records;
- 2 - uniform recording and indexing procedures for maps, plats, and condominiums; and
- 3 - security and reproduction of land records.

(Land Records Management Program - G.S. 143-345.6).

#### DIVISION OF RADIATION PROTECTION

P.O. Box 27687  
701 Barbour Drive  
Raleigh, NC 27611-7687  
(919) 733-4283

The purpose of the Division of Radiation Protection is to protect the public and the environment from radiation hazards. Under the North Carolina Radiation Protection Act and rules of the North Carolina Radiation Protection Commission, the Division implements programs for regulatory permitting of facilities for the receipt and use of radioactive material, accelerators, x-ray machines and tanning equipment and for management of low-level radioactive waste. The

Division also implements programs for ambient and source-oriented environmental radiation surveillance, for response to radiation emergencies and for advising the public on any radiation concerns.

#### ORGANIZATION

Nuclear Facilities and Environmental Radiation Surveillance Section. This Section develops and implements monitoring and evaluation programs for radiation and radioactive contamination levels in the statewide environment and in the off-site environs of facilities with potential for release of radiation and radioactivity to the environment.

Radioactive Materials Section. This Section licenses and inspects radioactive material and particle accelerator facilities to ensure protection of the public, workers and environment from radiation hazards. This Section specifically regulates and permits the receipt, possession, use, transfer and disposal of radioactive material and particle accelerators.

X-Ray Control Section. This Section registers and inspects all x-ray machines and facilities (medical, industrial, research, etc.) in the State with emphasis on worker, public and patient protection. This Section is also currently implementing new registration requirements for all tanning facilities in the State.

#### RADIATION PROTECTION COMMISSION

This 21 member Commission (11 voting public and 10 nonvoting ex-officio) is appointed by the Governor and is empowered to promulgate rules to be followed in the administration of a radiation protection program. Through the active use of their committees, they advise the Department in the development of comprehensive policies and programs for the evaluation, determination, and reduction of hazards associated with the use of radiation.

#### DIVISION OF SOLID WASTE MANAGEMENT

P.O. Box 27687  
401 Oberlin Road  
Raleigh, NC 27611-7687  
(919) 733-4996

The Division is responsible for management of solid waste in such a fashion that protects the public health and environment. This is accomplished by providing comprehensive plans for management of solid waste, hazardous waste, and the clean-up of uncontrolled waste sites, provid-

ing technical assistance to local governments and waste generators for waste minimization and waste management, issuing permits for waste facilities, investigating sites, initiating enforcement actions for violations, and providing a public education program.

#### ORGANIZATION

Solid Waste Section. This Section is responsible for developing, implementing and maintaining a comprehensive program for the management of solid waste. This is accomplished through permitting and compliance evaluations of sanitary landfills, waste to energy facilities, medical waste facilities, demolition landfills, transfer facilities, recycling facilities and septage disposal sites. Assistance is provided to local governments with planning strategies and implementation of recycling programs. Industrial recycling programs are certified in order for industries to qualify for tax exemptions. Educational efforts relating to solid waste management issues are also provided to government, industry, and private citizens.

Superfund Section. This Section is responsible for evaluating uncontrolled hazardous waste sites in NC. The Section works with the US Environmental Protection Agency to identify the most serious sites in the State, known as National Priority List (NPL) sites. The Section also evaluates uncontrolled hazardous waste sites which will not be cleaned up by the Federal Government. These sites may be cleaned up under the State Inactive Hazardous Sites Program.

Hazardous Waste Section. The Hazardous Waste Section educates the public and regulates the hazardous waste community by providing technical assistance through individual consultations and seminars, implements waste minimization and certification of industrial recycling reuse programs for hazardous waste, issues operating permits that specify requirements which each hazardous waste treatment, storage or disposal facility must meet, and conducts compliance audits and, with the cooperation of the State Attorney General's Office, takes enforcement actions against those found in violation.

#### HEALTH SERVICES COMMISSION

The Division of Solid Waste Management in carrying out the programs it is responsible for, establishes rules and enforces these rules as adopted by the Health Services Commission.

#### DIVISION OF WATER RESOURCES

P.O. Box 27687  
Raleigh, NC 27611  
(919) 733-4064

The Division of Water Resources manages programs for planning, technical assistance, and financial assistance for river basin management, water supply, water conservation, navigation, stream clearance, flood control, beach protection, aquatic weed control, hydroelectric power, and recreational uses of water. The Division develops plans and special studies in cooperation with local governments and other state and federal agencies on complex water resource problems related to regional water use and interstate river basins.

#### ORGANIZATION

Water Resources Planning Section. The Water Resources Planning Section develops plans and special studies in cooperation with local governments and other state and federal agencies, performs instream flow studies, conducts aquatic weed control projects, develops water use projections for municipal, county, and regional water supplies, provides technical and financial assistance for local government-sponsored water development projects, prepares environmental assessments of major projects affecting water resources, and administers the Stream Watch Program and North Carolina Rivers Month.

Water Supply Assistance Section. The Water Supply Assistance Section provides technical assistance to counties, municipalities, and other public water supply systems and their consultants. Some of the services provided include: surveys of existing water supply systems, investigation of alternative and emergency raw water sources, coordination of regional cooperation between local water supply systems, evaluation of future water demands, information on sources of financial assistance and water conservation, and notification to municipalities of potential water shortages.

Hydrology and Management Section. The Hydrology and Management Section provides information and interpretive studies on surface water and groundwater to other State agencies, federal agencies, and municipal and industrial water users and their consultants. Study topics include: reservoir operation, reservoir yield, groundwater modelling for water supply planning, and low flow frequency.



ENVIRONMENTAL MANAGEMENT  
COMMISSION

The Environmental Management Commission (EMC) receives staff support from the Divisions of Environmental Management, Water Resources, and Land Resources. The primary statutes administered by the Division of Water Resources for the EMC are the Water Use Act (GS 143-215.11 et seq.), the Water Emergency Act [GS 143-354(b)-(e)], and the Federal Water Resources Development Projects Act (GS 143-215.38 et seq.).

AQUATIC WEED COUNCIL

The Aquatic Weed Council meets quarterly to coordinate the activities of the numerous agencies involved in aquatic weed control and to exchange information on aquatic weed control methods. The Council reviews the proposed weed control program developed by the Division of Water Resources each year to assure that all effects on the environment and on public health have been adequately evaluated.

PUBLIC HEALTH DIVISIONS

DIVISION OF ADULT HEALTH SERVICES

1330 Saint Mary's Street  
P.O. Box 27687  
Raleigh, NC 27611-7687  
(919) 733-7081

The Division administers programs in the following areas: adult screening, arthritis, cancer control/prevention, diabetes, epilepsy diagnosis/treatment, health promotion, home health, human tissue donation, hypertension, kidney disease prevention/treatment, migrant and refugee health, and pharmacy services. Division programs provide for planned, programmatic efforts to prevent or reduce risks for chronic diseases, and refer and/or treat persons identified as having chronic diseases.

ORGANIZATION

Health Promotion Section. This section establishes and maintains cooperative relations with local health departments and other health services providers in order to improve the health status, quality of life and productivity of adult North Carolinians by preventing disease, disabilities, and injury.

Health Care Section. The goal of the Health Care Section is to improve the health status, quality of life and productivity of medically indigent and other disadvantaged residents of North Carolina by reimbursing providers who deliver specified preventive and treatment health and medical care services.

COMMISSION OF ANATOMY

The purpose of this Commission is to oversee the disposition of unclaimed bodies and of donated bodies for the purpose of promoting the study of anatomy.

GOVERNOR'S COUNCIL ON PHYSICAL  
FITNESS AND HEALTH

This council consists of 10 members including a chairman. (See 130A-33.41 for members structure). The functions and duties are summarized as follows:

- (1) To promote interest in the area of physical fitness; to consider the need for new State programs in the field of physical fitness;
- (2) To examine current programs of physical fitness available to the people of North Carolina, and to make recommendations to the Governor for coordination of programs to prevent duplication of such services;
- (3) To serve as an agency for recognizing outstanding developments, contributions, and achievements in physical fitness in North Carolina; (See 130A-33.40 for detailed duties).

(All other commission functions are within the Commission for Health Services)

DIVISION OF POSTMORTEM MEDICOLEGAL  
EXAMINATION

Office of the Chief Medical Examiner  
Brinkhous-Bullitt Building  
Chapel Hill, NC 27599-7580  
(919) 966-2253

The purpose of the Medical Examiner System is to investigate and certify deaths that are unattended, suspicious, or the result of violence (homicide, suicide, accident). The Division of Postmortem Medicolegal Examiner conducts medicolegal autopsies and toxicological analyses, and consults with and supports the work of over

600 physicians who volunteer their services as local medical examiners.

(The body with rulemaking authority for this Division is the Commission for Health Services)

#### DIVISION OF DENTAL HEALTH

2431 Crabtree Boulevard  
Gateway Plaza  
Raleigh, NC 27602  
(919) 733-3853

The mission of the Division is to promote, protect and assure dental health among the citizens of North Carolina. Current Division goals focus on improving oral health through the reduction of dental decay and periodontal disease. Program activities in dental disease prevention include the appropriate use of fluorides, dental health education, and dental care services. The Division provides financial and technical assistance to municipal water systems to start and monitor local water fluoridation activities. The Division also runs school water supply fluoridators and fluoride mouthrinse programs, and promotes the use of supplements. Dental health education is provided to children and adults to improve individual behavior patterns in oral hygiene and dietary practices and routine professional care. Dental screening and referral is offered to targeted school children and adults. Limited clinical services stressing prevention and the use of pit and fissure sealants are available in some counties for indigent children.

(The body with rulemaking authority for this Division is the Commission for Health Services)

#### DIVISION OF ENVIRONMENTAL HEALTH

1330 Saint Mary's Street  
P.O. Box 27687  
Raleigh, NC 27611-7687  
(919) 733-2870

The Division is responsible for administering eight programs in the following areas: food and lodging sanitation, institutional sanitation, milk sanitation, on-site sewage, shellfish sanitation, public water supply plans review, coastal mosquito management and sleep products sanitation.

#### ORGANIZATION

Environmental Health Services Section. The Environmental Health Services Section goal is to protect the health, safety, and well being of residents and visitors of North Carolina from po-

tential health hazards in the areas of food lodging, and institutions; to oversee on-site sewage collection, treatment, and disposal systems; to maintain the sanitary Grade "A" milk supply, and to assure that marketed shellfish, scallops and crustacea are safe for human consumption.

Public Water Supply Section. The purpose of the Public Water Supply Section is to ensure that safe, potable water is available in adequate quantities to the residents and visitors of the state served by public water supplies by assuring that such supplies are properly located, constructed and maintained. This is accomplished through a program which includes review and approval of water supply sites - plans and specifications, review of required laboratory reports of water samples from water systems, inspections, construction and training and follow-up investigations of spills and other contamination.

Public Health Pest Management Section. The Public Health Pest Management Section protects the residents of North Carolina from mosquito transmitted diseases, tick transmitted diseases and the nuisance and economic hardship produced by these organisms. The section provides education and training to the public and to public health professionals involved in pest management and enforces the laws and administrative rules for mosquito control on impounded waters of North Carolina. In addition, the section protects the public from disease and injury caused by bedding which contains disease-causing organisms, flammable materials, and toxic or irritant chemicals and materials by inspecting and testing bedding products at the point of sale and manufacture.

#### WATER TREATMENT FACILITY OPERATORS CERTIFICATION BOARD

In 1969 the General Assembly passed the law providing for the certification of water treatment facility operators. G.S. 90A-20 states that the purpose of the certification program is "to protect the public health and to conserve and protect the water resources of the State; to protect the public investment in water treatment facilities; to provide for the classifying of public water treatment facilities; to require the examination of water treatment facility operators and the certification of their competency to supervise the operation of water treatment facilities; and to establish the procedures for such classification and certification".

## STATEMENTS OF ORGANIZATION

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(All other commission functions are within the Commission for Health Services)

**EPIDEMIOLOGY DIVISION**  
225 North McDowell Street  
P.O. Box 27687  
Raleigh, NC 27611-7687  
(919) 733-3421

The Division is responsible for administration of 17 diversified programs in the following areas: general communicable disease control, AIDS, immunization, tuberculosis control, sexually transmitted disease control, injury prevention, driver medical evaluation, chemical tests for alcohol, industrial hygiene consultation, dusty trades, occupational health nursing, asbestos hazard management, environmental epidemiology, pesticides, lead poisoning, veterinary public health and vital records. These programs provide for the assessment of risks posed to the population by certain communicable diseases environmental or occupational hazards, and such human hazards as the drinking driver. This assessment is accomplished through statistical surveillance, investigative epidemiology, and applied research. Once the risks are assessed, the various programs work to eliminate or control the risks through measures such as early treatment, immunization against vaccine-preventable diseases, epidemiologic follow-up of cases, and education of the public.

### ORGANIZATION

Communicable Disease Control. This section attempts to minimize the occurrence and control the spread of communicable diseases in North Carolina through surveillance, investigation of outbreaks, issuing control measures, immunization, treatment, consultation, education, and the provision of resources to local providers primarily local health departments.

Occupational Health Section. The purpose of this section is to ensure safe and healthful work environments for all employees in North Carolina by aiding in the reduction of illness, disability and discomfort arising from physical and biological stress or exposure to chemicals in the work environment. There are four basic program efforts: occupational health nursing consultation, industrial hygiene consultation, dusty trades, and asbestos hazard management.

Vital Records Section. Vital Records maintains and operates a statewide system to register vital records involving local registrars, deputy

registrars, hospitals, physicians, medical records, register of deeds, clerks of court, funeral directors, midwives, and others. The program obtains and preserves permanently a record of each birth, death, fetal death, marriage and divorce which occurs in the state and retrieves and certifies or verifies these records for the entire population of North Carolina.

Environmental Epidemiology Section. Environmental Epidemiology assumes sole responsibility in state government for assessment of human risk due to advancements in technology as well as changes in North Carolina industry that increase risks of toxic and hazardous chemicals to individuals and groups. In addition, all health interests including private physicians, local health departments and hospitals use Environmental Epidemiology staff as the authoritative word on rabies and other diseases which are transmitted from animals to man and pose a threat to the health of the population of the State.

Injury Control Section. This section was created within the Epidemiology Division in January 1989, incorporating the programs of the existing Highway Safety Branch, Driver Medical Evaluation Program and Chemical Tests for Alcohol Program, and adding a new program in injury prevention. The major functions of the Section are to plan, develop, evaluate and coordinate injury control projects and to provide technical assistance to local health departments and the Epidemiology Division.

### INJURY PREVENTION TASK FORCE

The duties of the task force are to:

- (1) promote coordination of state injury prevention efforts so their resources can be used efficiently;
- (2) strengthen injury prevention efforts in the state;
- (3) serve as a resource to the injury control section of DEHNR; and
- (4) encourage study and discussion of safety issues.

(All other commission functions are within the Commission for Health Services)

**DIVISION OF LABORATORY SERVICES**  
306 North Wilmington Street  
P.O. Box 28047  
Raleigh, NC 27611  
(919) 733-7834



This division provides testing clinical and environmental specimens as a service to physicians, local health departments, other laboratories, as well as public and private organizations to aid in the monitoring, diagnosis and treatment of health problems; endeavoring to improve the quality and relevance of laboratory services performed across the state.

#### ORGANIZATION

Cancer Cytology Section. This section examines cervical Pap smears for abnormal cells.

Environmental Science Section. This section provides environmental analytical services to a variety of programs dealing with microbiological, chemical, and radiological environmental concerns. It is also the certification group for drinking water and milk laboratories.

Laboratory Improvement Section. This section provides training, proficiency testing and consultation for other laboratories.

Microbiology Section. This section assists in epidemiological investigations to establish the incidence of communicable disease and prevent the spread by isolating and identifying bacterial, mycotic, and parasitic agents of disease.

Newborn Screening Clinical Chemistry Section. This section analyzes blood collected on filter paper from all infants born in the State for thyroid hormones, phenylalanine (PKU), galactose and hemoglobins (A,S,C,F). The section also analyzes blood for lead absorption levels, ABO groupings and Rh typing, as well as performing antibody screens on Rh negative patients. Screening testings are done to detect and monitor chronic diseases.

Virology/Serology Section. This section detects, isolates and identifies chlamydia and viruses. The section also does serologic tests for immune status to diagnose bacterial, chlamydial, fungal, mycoplasmal, parasitic, rickettsial, and viral diseases.

(The body with rulemaking authority for this Division is the Commission for Health Services)

#### DIVISION OF MATERNAL AND CHILD HEALTH

P.O. Box 27687  
Raleigh, NC 27611-7687  
(919) 733-3816

The mission of the Division is to assure, promote and protect the health of families, with emphasis on women of childbearing age, infants, children, and adolescents. The Division has two goals. One goal is to improve pregnancy outcome. Another goal is to enhance the health, growth and development of all children and adolescents. The general nutrition program and the Office for Prevention are administered out of the Division office.

#### ORGANIZATION

Women's Health Section. The Women's Health Section, through contracts with local providers and tertiary centers, seeks to reduce the incidence of poor pregnancy outcome by providing comprehensive care to low income women. Services include prenatal care, women's preventive health services and preconceptional health services. Other programs and grants administered by this Section include adolescent pregnancy prevention projects, delivery funds, high risk maternity clinics, the Sudden Infant Death Syndrome Program, and Healthy Generations special projects grant.

Children and Youth Section. The Children and Youth Section focuses on preventive health services for children such as child health screening through local health departments, school health, and genetic services. It also concentrates on early identification, evaluation and treatment of children with chronic handicapping conditions. The goal of the section is to prevent and ameliorate disabilities in an effort to maximize each individual's life potential. The section administers the Child Health Program, the School Health Program, the Genetic Health Care Program, the Sickle Cell Syndrome Program, the Developmental Evaluation Centers Program, and Children's Special Health Services.

Women, Infants and Children Section. The goal of the Women, Infants and Children Section is to improve the pregnancy outcome and health status of women and children determined to be at risk (defined as pregnant, postpartum and breastfeeding and lactating women, and infants and children from birth to five years of age who have household incomes of less than 185 percent of the federal poverty level) through the provision of supplemental foods, nutrition education and referral to health care.

#### REDUCTION OF INFANT MORTALITY COMMISSION

The Commission has the following duties:

- (1) advises the governor on measures necessary to reduce current rate of infant mortality and morbidity;
- (2) assesses existing programs concerning the health of women and infants during their first year of life including prenatal care, whether such programs be public or private. A principle goal of this assessment shall be the elimination of duplication and gaps in establishing effective and efficient delivery of services;
- (3) facilitate coordination of existing or proposed state and local programs relating to prenatal care and reduction of infant mortality and morbidity;
- (4) determine whether such existing programs above are in need of assistance in carrying out their purpose and to determine whether such programs in need of assistance would benefit from such assistance as the Commission thru its association with any private, non-profit corporation working closely with the Commission; and
- (5) promote programs among businesses and industries within the state which if implemented and utilized by employees would have a beneficial effect upon maternal and infant health.

#### COUNCIL ON SICKLE CELL SYNDROME AND RELATED DISORDERS

This council consists of a chairperson and 14 other members appointed by the Governor. The council shall advise the Department and the Commission for Health Services on the needs of persons with sickle cell syndrome, and shall make recommendations to meet these needs. (See I30A-130 thru I30A-131.2.)

#### PERINATAL HEALTH CARE PROGRAM ADVISORY COUNCIL

This advisory council is composed of 10 members with representation as follows: obstetrics, pediatrics, public health, nursing, social services, hospital administration, consumers and other members. The council shall advise the Secretary in the planning, organization, administration and evaluation of the program. (See I30A-128)

(All other Commission functions are within the Commission for Health Services)

#### POWERS AND DUTIES OF THE COMMISSION FOR HEALTH SERVICES

The Commission for Health Services is the rule-making body for public health programs created and administered under Chapter I30A of the North Carolina General Statutes. The Commission consists of twelve members, four of whom are elected by the North Carolina Medical Society and eight of whom are appointed by the Governor. The Governor's appointments include a licensed pharmacist, a registered engineer, a licensed veterinarian, a licensed optometrist, a licensed dentist, a registered nurse, and two members-at-large representing the general public. The Commission meets at least quarterly.

The Commission for Health Services for Health Services adopts rules covering a broad spectrum of public health concerns. The following is a partial list of public health issues which fall under the Commission's authority:

- Communicable Disease Control, Including Immunization Requirements and Control Measures for AIDS and HIV Infection
- Adolescent Pregnancy Prevention Projects
- Sickle Cell Program
- Children's Special Health Services Program
- Home Health Services Funds
- Restaurant Sanitation Standards
- Sewage Collection, Treatment, and Disposal
- Standards for Public Water Supply Systems
- Hazardous Waste Management
- Solid Waste Management
- Mandated Services for Local Health Departments
- State Cancer Registry

## NATURAL RESOURCES DIVISIONS

### DIVISION OF FOREST RESOURCES

P.O. Box 27687  
Raleigh, NC 27611  
(919) 733-2162

North Carolina's forestland is one of the greatest influences on the state in terms of economic value and quality of life. The Division of Forest Resources' primary purpose is to ensure adequate and quality forest resources for the state to meet present and future needs. The processes used to accomplish this involve management of existing resources, development and establishment of new and better quality forests and protection of these resources.

The primary emphasis in carrying out the programs involved in these objectives is directed at the state's more than 330,000 private forest landowners who own the majority of the forestland.

Specific activities the Division is involved with are forest management assistance to private landowners, reforestation services, forest fire prevention and suppression, and insect and disease control programs. Other activities are operation of tree seedling nurseries, long range forestry planning and technical development, water quality controls, urban forestry assistance, training and support to volunteer fire departments and forestry education.

To summarize, the Division has an active role in planning and carrying out all activities related to maintaining, protecting and improving the forest resources of the state. To accomplish this role, the Division is organized statewide as follows:

- Director's Office (Raleigh)
- Sections of Administrative Services, Forest Protection, and Forest Management Forest Development (Raleigh)
- 3 Regional Offices (Asheville, Jordan Lake, and Kinston)
- 13 District Offices (Asheville, Lenoir, Rockingham, New Bern, Rocky Mount, Fayetteville, Elizabeth City, Whiteville, Sylva, Lexington, Hillsborough, Mount Holly, Fairfield)

### ORGANIZATION

Fire Control. The primary objective of the program is to prevent and minimize wildfire damage in the state. The program provides leadership and assumes primary responsibility for preventing and controlling forest fires on more than eighteen million acres in the state. North Carolina averages approximately 5000 wildfires annually with many areas in the state subject to large, disastrous fires. Close coordination with forest industries, rural fire departments, the Division of Emergency Management and numerous other concerns is an essential part of this program. This program also provides training support to volunteer fire departments.

Forest Management. The objective of this program is to ensure adequate forest resources to meet the current and future needs of the state. This program provides professional and technical management assistance to all N.C. forest landowners which involves a detailed examination of the woodlands including the determination of the types, quality and quantity of trees; age, vigor, and general growing conditions of the trees; and general overall situation of the resources. A written management plan recommending, for instance, reforestation plans, water quality and erosion control, intermediate or final harvesting, prescribed burning and various other forest practices is prepared for the landowner. Information is also provided on several cost sharing programs available for reforestation.

Pest Control. The objective of this program is to minimize loss of resources to forest pests and disease. The program identifies and takes control actions as warranted on endemic forest pest and disease problems in the state, and also works closely with other agencies in developing improved means to lessen damages from these activities.

Urban Forestry. The goal of Urban and Community Forestry for North Carolina is to improve the quality of life, (environmentally, economically, and aesthetically) in urban areas through technical assistance and services to towns in developing and carrying out multi-year management plans for urban vegetation. Emphasis is on both extension of services to a growing number of urban areas, and increasing the intensity of service to those areas with more aggressive programs. Service is on a continuing basis to all areas that maintain an active program.

Nursery and Tree Improvement. This program provides adequate, high quality seedlings to meet



the reforestation and Christmas tree production needs of the state. The Tree Improvement Program produces and provides genetically improved seeds to the Nursery Program which produces the seedlings for sale to the public. The production of 50 to 60 million seedlings per year occurs at three nurseries and one greenhouse.

Educational State Forests. The purpose of this program is to make N.C. citizens more aware of the importance of forestry by means of programs and demonstrations at several state forests. These forests are currently operated at Clayton, near Lenoir, Elizabethtown, near Wilkesboro and Hendersonville.

Forest Products Market Development. The primary objective of this program is to create adequate markets for all the wood fiber grown in North Carolina, helping to ensure an adequate return on investments for landowners who grow timber and motivating them to regenerate their forestland and practice sound forest management. The program is defined by four major activities: 1) industrial development - - recruiting new wood-using industries into the state, expand existing industry, and increase the use of North Carolina grown timber by instate industries; 2) export market development - - to increase the amount of North Carolina forest products being exported to foreign markets; 3) wood energy to promote the use of wood fuel; and, 4) new technology transfer - - to assure that industry is aware of and utilizes new technology, innovative processes and equipment resulting from research.

#### FORESTRY ADVISORY COUNCIL

The Forestry Advisory Council advises the Department of Environment, Health, and Natural Resources Secretary concerning conservation and development of private and public forests in the state. The Council also makes studies directed by the Secretary, conducts a continuing review of Division programs, and participates in evaluations and in hearings related to the public interest in forestry.

#### SOUTHEASTERN FOREST FIRE COMPACT ADVISORY COMMITTEE

The Southeastern Forest Fire Compact is authorized by the Legislature and its purpose is to promote effective prevention and control of forest fires in the Southeastern Region of the United States. The Advisory Committee is composed of legislators and forest industry representatives and meets periodically with the State Foresters

of member states to promote adequate forest fire protection measures throughout the Southeastern Region.

#### DIVISION OF MARINE FISHERIES

Post Office Box 769  
Morehead City, NC 28557-0769  
(919) 726-7021

The Division is responsible, under direction of the Marine Fisheries Commission and the Secretary, Department of Environment, Health, and Natural Resources, for stewardship of the marine and estuarine resources of the State of North Carolina. As such it is responsible for the maintenance, preservation, protection and development of all marine and estuarine fisheries resources. This includes the promulgation of rules governing coastal fisheries, and their enforcement. It includes scientific endeavors leading to the development of information upon which regulatory and developmental decisions will be based. It also includes developmental activities intended to improve the cultivation, harvesting and marketing of shell and finfish.

#### ORGANIZATION

The Division is organized into four programs: Administration, Research, Operations, and Development.

Administration. Responsible for personnel, budget, physical plant management, licensing, public information and submerged lands claim activities.

Research. Responsible for planning, processing, analyzing, and publishing fisheries management data. Coordinates federal funding and project management.

Operations. Headquartered at Morehead City with offices in Elizabeth City, Manteo, Washington, and Wilmington, this program is responsible for fisheries management and law enforcement activities.

Development Program. Responsible for shellfish development, shellfish leasing and artificial reef construction and management.

#### MARINE FISHERIES COMMISSION

This 15 member Commission is appointed by the Governor and is responsible for management, restoration, development, cultivation, conservation protection and regulation of the marine and

estuarine resources of the State (G.S. 143B-289.3); and to adopt rules to be followed in the management, protection, preservation and enhancement thereof (G.S. 143B-289.4); all such rules to be enforced by the Department and Division [143B-289.4(5)].

**NORTH CAROLINA ZOOLOGICAL PARK**

Route 4, Box 83  
Asheboro, NC 27203  
(919) 879-7100

Office of the Director. Responsible for the overall policy, management, and development of the North Carolina Zoological Park. Reports to the Assistant Secretary of Natural Resources. Works through the North Carolina Zoological Park Council on matters delegated to their authority and keeps them informed on all zoo related matters. Maintains close working relationship with North Carolina Zoological Society, AAZPA, and other Zoological/ Conservation organizations worldwide.

Executive Secretary. Provides all administrative support to Office of the Director. Responsible for liaison to all council, Committees, Boards, and Societies. Administrative Procedures Act Coordinator. State Regulations Retention Coordinator, Zoo lead secretary.

Deputy Director's Office. Responsible for management and consolidation of the various services of the Park. Oversees operation of the Zoo except for functions assigned to the General Curator's Office. Directly plans, coordinates, and manages the activities of Management Services, Facilities, Marketing, Exhibit Graphics, and Education Divisions. Develops objectives and strategies to meet Zoo goals, master plan expansion and other issues. Serves as Acting Director in the absence of the Director.

General Curator's Office. Responsible for overall management of the biological (Zoological Botanical) collections, research, and veterinary medicine programs. Oversees the curatorial programs, develops and conducts research and propagation programs, initiates and participates in multi-institution conservation programs and other related wildlife issues. Plans, coordinates, and manages the activities of Animal Husbandry, Veterinary Medical Services and Horticulture Divisions. Chairs the NCZP, UNCG Research Coordinating Committee. Professional liaison with AAZPA, ISIS, SSP programs and international zoological organizations. Principal biological authority of the Zoo.

Veterinary Medical Services. Responsible for the health and welfare of the Animal Collections. Operates the Hanes Medical Center. Initiates and conducts medical research projects and collaborates with institutions worldwide in such activities. Liaison with AAZV, North Carolina School of Veterinary Medicine.

Animal Husbandry. Provides direct care to the Animal Collection. Responsible for feeding, housing, hygiene, containment, daily health, record keeping, preventive medical practices, and safety of all specimens in the collection. Maintains and operates animal exhibits, night quarters, and related facilities.

Horticulture. Responsible for the planning, development, and maintenance of the botanic collections, introduced and indigenous. Introduces plant material to create or simulate natural environments. Develops research and educational projects, initiates and participates in multi-institution conservation programs and other related botanical issues. Professional liaison with AZH and other national international botanical organizations.

Management Services. Responsible for all visitor service revenue activities. Manages and operates all personnel, zoo ranger, financial management, purchasing, budgeting, and accounting functions of the zoo. Responsible for staff development programs, contract and grant administration, ADP, and related administrative services.

Facilities. Responsible for coordination and development of all Park construction. Single point of contact for architects and contractors. Manages all construction/maintenance contracts. Responsible for the maintenance and accounting of all physical property and equipment (less animals plants) belonging to the zoo.

Marketing. Responsible for increasing positive awareness and attendance. Develops and administers marketing strategies. Disseminates information to media, government agencies, tourism entities and general public. Approves all media releases involving the zoo, including those issued by the Zoological Society. Plans and coordinates special events, joint promotions, and publicity opportunities. Solicits and coordinates group visits. Responsible for informational brochures, speaking engagements, and displays. Public relations spokesperson for the zoo.

## STATEMENTS OF ORGANIZATION

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Exhibit and Graphics. Responsible for the design, construction, and maintenance of exhibits and natural habitats. Manages the graphics program, provides graphic services to other divisions, maintains graphic standards, and maintenance of graphic elements in use.

Education. Responsible for the development and presentation of all education programs. Conducts research, workshops, classes, and related activities concerning the zoo and conservation. Responsible for the scientific technical accuracy of all information relating to the animal/plant collection as used in graphics, brochures, media releases, or other outlets. Operates volunteer programs (docents, neonatal care, horticulture), Smart Carts, Discovery Room, and other educational activities/events initiated by the zoo. Liaison to the N.C. school system for all educational matters.

### NORTH CAROLINA ZOOLOGICAL PARK COUNCIL

This fifteen-member council is appointed by the Governor to oversee the development and operation of the Zoological Park (G.S. 143B-335; 143-177.3). Responsibilities include:

- 1 - Advise on the basic concepts of and for the Park, approve conceptual plans for the Park and its buildings.
- 2 - Advise on the construction, furnishings, equipment and operations of the Park.
- 3 - Establish and set admission fees with the approval of the Secretary, EHNR.
- 4 - Recommend programs to promote public appreciation of the Park.
- 5 - Disseminate information on animals and the Park as deemed necessary.
- 6 - Develop effective public support for the Park through whatever means are desirable and necessary.
- 7 - Solicit financial and material support from various private sources within and without the State.
- 8 - Advise the Secretary on any other matters referred to it.

DIVISION OF PARKS AND RECREATION  
P.O. Box 27687

Raleigh, NC 27611-7687  
(919) 733-4181

The North Carolina Division of Parks and Recreation is responsible for planning for a statewide system of park and recreation resources. The Division administers the State Parks System which includes state parks, state natural areas, state recreation areas, state trails, state lakes, and natural and scenic rivers. The system functions to preserve unique examples of archaeological, biologic, geologic, scenic, and recreational resources. The Division is also responsible for the Land and Water Conservation Fund Program, a federal matching-fund program which supports outdoor recreation, conservation, and statewide recreation planning. Recreation consulting services are provided through a cooperative agreement with North Carolina State University. The Division is organized into four sections.

### ORGANIZATION

Design and Development Section. The Design and Development Section is responsible for managing the Division's capital improvement projects, land acquisition program, and resource management program. The section maintains an inventory of repair and renovation needs in the State Parks System.

Operations Section. The Operations Section is responsible for efficient management of the State Parks System. On-site park superintendents serve to manage park units. Section responsibilities include State Parks Systems operation, interpretation and education, visitor protection and safety, natural resource management, concessions management, state trails, and volunteer program administration.

Consulting Services Section. The Consulting Services Section, through a contract with North Carolina State University, provides advisory services, planning assistance, and training programs to public, private and commercial agencies and organizations. The section conducts the field administration of the Land and Water Conservation Fund by providing information, processing applications, performing inspections, and resolving conversions. The unit also conducts special projects, such as the "Take Pride in America" program--a nationwide effort to promote public land stewardship.

Planning and Assessment Section. The Planning and Assessment Section prepares system-wide plans and general management plans for the



State Parks System. The section is responsible for maintaining the State Comprehensive Outdoor Recreation Plan, conducting special studies, and preparing preliminary and feasibility studies of river segments nominated for inclusion into the State Natural and Scenic River System. The Natural Heritage Program, a part of the section, serves to identify, inventory, and provide protection for rare and endangered plant and animal species, special wildlife habitats, sensitive wetlands, and geologic landforms.

### PARKS AND RECREATION COUNCIL

The Parks and Recreation Council functions to advise the Department on the promotion, development, and administration of the State Parks System. The Council works to educate and inform the citizens of the State on the needs and opportunities of the State Parks System. The Council also advises the Department with respect to the quality and quantity of the total recreation services provided to the citizens of the State (G.S. 143B-311 through 313).

### RECREATION AND NATURAL HERITAGE TRUST FUND BOARD OF TRUSTEES

The Board administers the Natural Heritage Trust Fund which was established to provide support for acquisition and management of significant natural areas (G.S. 113-77.6 through 77.9).

### NORTH CAROLINA TRAILS COMMITTEE

The Committee coordinates trail development among state and federal agencies, and local governments and advises the Department on all matters pertaining to trails. The Committee reviews and recommends trails for the designation as State Trails including segments of the Mountains-to-Sea Trail (G.S. 143B-88; 333; and 334).

### DIVISION OF SOIL AND WATER CONSERVATION

512 North Salisbury Street  
Raleigh, NC 27611  
919/733-2302

The Division of Soil and Water Conservation is a comprehensive, statewide program for conserving our soil and water resources and operates under the Department of Environment, Health, and Natural Resources. The Division provides staff, clerical assistance, and policy implementation for the N.C. Soil and Water Conservation

Commission. It also helps the 94 local Soil and Water Conservation Districts and their State Association in their campaign for soil and water conservation.

### ORGANIZATION

District Program Section. The District Program Section coordinates the activities of the 94 local soil and water conservation districts across the state and serves as staff for the N.C. Association of Soil and Water Conservation Districts, the 94 Districts' member association.

N.C. Agriculture Nonpoint Source Pollution Control Section. The N.C. Agriculture Nonpoint Source Pollution Control Section, commonly known as the N.C. Agriculture Cost-Share Section, is responsible for encouraging the voluntary adoption of Best Management Practices (BMP's) to control agricultural nonpoint source pollution. This Section administers the North Carolina Agriculture Cost-Share Program which addresses water quality.

Watershed Planning Section. The Watershed Planning Section supports the planning and implementation of PL 566 Small Watershed Projects (250,000 acres or less) under USDA-Soil Conservation Service Authority. The projects address community-wide natural resource problems such as flooding, erosion, and water quality.

Soil Survey Section. The Soil Survey Section collects and classifies soils data and prepares county soil survey reports. This Section works in close cooperation with the Soil Conservation Service (SCS).

Wetlands Inventory Section. The Wetlands Inventory Section provides quality control for the National Wetlands Inventory underway in North Carolina by the U.S. Fish and Wildlife Service.

### NORTH CAROLINA SOIL AND WATER CONSERVATION COMMISSION

G.S. 143B-294 states "there is hereby created the Soil and Water Conservation Commission of the Department of Natural Resources and Community Development with the power and duty to adopt rules and regulations to be followed in the development and implementation of a soil and water conservation program."

### OTHERS

## STATEMENTS OF ORGANIZATION

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**OFFICE OF ENVIRONMENTAL EDUCATION**  
P.O. Box 27687  
Raleigh, NC 27611  
(919) 733-0711

The Office of Environmental Education will promote efforts to educate citizens about their role in protecting and conserving the state's natural resources and environment. The office will inventory existing environmental education materials within the Department and determine where there are needs for additional educational materials. It will serve as a clearinghouse for the dissemination of environmental education materials. The office will also establish and administer the Governor's Project Tomorrow Environmental Awards Program.

**OFFICE OF WASTE REDUCTION**  
P.O. Box 27687  
Raleigh, NC 27611  
(919) 733-7015

This office reports to the Assistant Secretary for Environmental Protection of EHNR. This office coordinates the states pollution prevention, waste minimization and recycling programs.

### ORGANIZATION

Pollution Prevention Program (PPP). The PPP provides positive alternatives to costly pollution control options to improve environmental quality and to generate economic benefits. The program supports and works with industries, small businesses, and communities to identify and apply techniques at the source of generation which will prevent, reduce, or recycle wastes before they become pollutants of North Carolina's environment. The program provides an information clearinghouse, technical assistance, and financial support to help reduce or minimize hazardous waste, wastewater discharges, air emissions, and industrial solid waste.

Solid Waste Reduction Program. The Solid Waste Reduction Program coordinates recycling efforts on county, municipal and commercial levels in an effort to reduce pressures on overburdened landfill and derive useful alternatives for waste products. The program provides an information clearinghouse, technical assistance, education and training, and financial assistance to help reduce municipal solid waste.

### **NORTH CAROLINA WILDLIFE RESOURCES COMMISSION**

512 North Salisbury Street  
Raleigh, North Carolina 27604-1188  
(919) 733-3391

The North Carolina Wildlife Resources Commission is a separate State agency created under Article 24 of Chapter 143 of the General Statutes. The Wildlife Resources Commission is responsible for the management, restoration, development, cultivation, conservation, protection and regulation of the wildlife resources of the State. The Wildlife Resources Commission is also charged with the responsibility of administering and enforcing the laws relating to game and freshwater fishes and other wildlife resources.

### **NORTH CAROLINA DEPARTMENT OF PUBLIC EDUCATION**

The Department of Public Education consists of the policy-making State Board of Education and the Department of Public Instruction, which is headed by the Superintendent of Public Instruction. The Superintendent is the secretary and chief administrative officer of the State Board of Education.

The Department of Public Instruction is organized in seven areas - Superintendent's Office, Deputy Superintendent's Office, Program Services, Personnel Services, Research and Development Services, Auxillary Services, and Financial Services.

Any person wishing to submit a petition requesting the adoption, amendment or repeal of a rule by the State Board of Education shall address the petition to:

Superintendent of Public Instruction  
116 West Edenton Street  
Raleigh, NC 27603-1712

### **NORTH CAROLINA DEPARTMENT OF THE SECRETARY OF STATE**

The Secretary of State is a constitutional officer elected to a four-year term by the citizens of North Carolina at the same time as other elected executive officials. He heads the Department of the Secretary of State which was created by the Executive Organization Act of 1971. The Secretary of State is a member of the Council of State and is an ex-officio member of the Local Government Commission and Capital Planning Commission. He also serves on the Information Technology Commission (formerly the Computer Commission) and is chairman of the Con-

stitutional      Amendments      Publications  
Committee.

By statute he receives all ratified bills of the General Assembly as well as the original journals of the state Senate and state House of Representatives.

The Secretary of State is empowered by law to administer oaths to any public official of whom an oath is required. He is frequently called upon to administer oaths to officers of the Highway Patrol, judges and other elected officials.

The Secretary of State is required to faithfully perform the duties assigned him by the Constitution and laws of North Carolina. The Department of the Secretary of State, under the direction of the Secretary of State, is charged with maintaining certain records pertaining to state and local government actions and the commercial activities of private business. This duty is imposed by many widely distributed sections of the General Statutes of North Carolina and involves varying degrees of responsibility from reviewing of documents for conformity to statutory requirements prior to filing to enforcement authority. The Department has responsibility under approximately fifty separate statutes which may be divided into categories dealing with custodianship of the Constitution and laws of the State, administrative commercial law, the elective process, the General Assembly and public information.

#### General Administration Division

The General Administration Division, under the supervision of the Secretary of State and his chief deputy, is responsible for all administrative and management functions including budget, personnel, planning and coordination. In addition, the Division handles miscellaneous statutory duties and responsibilities not assigned to one of the other departmental divisions. Included among these are the registration of lobbyists, the registration of trademarks, and the recording of municipal annexation ordinances.

#### Corporations Division

The Corporations Division is responsible for filing corporation and limited partnership documents as required by the laws of North Carolina. The various corporation and limited partnership laws are enabling statutes under which these organizations are created. The responsibility of the Secretary of State is to ensure uniform compli-

ance with such statutes, record information required as a public record, prevent duplication of corporate names and furnish information to the public.

The division is responsible for maintaining records on approximately 150,000 current corporations and limited partnerships. The Information Services Group handles more than 700 inquiries daily regarding the records and the unit processes more than 50,000 documents each year.

#### Notary Public Division

The function of issuing commissions to notaries public was transferred to the Department of the Secretary of State from the Office of the Governor under the Executive Organization Act of 1971. The primary purpose of the Notary Public Division is to provide a means for establishing the authenticity of signatures. This is accomplished through the issuing of commissions to notaries public in all of the counties in North Carolina.

#### Publications Division

The Publications Division is primarily responsible for the compiling and publishing of information which will be useful to the General Assembly, to state agencies, and to the people of North Carolina. In addition, it is also responsible for maintaining for public inspection, certain records for which the Secretary of State is custodian. The division publishes such useful items as the *Directory of State and County Officials of North Carolina*, the *North Carolina Manual*, and other smaller publications.

Within the Publications Division is the Land Grants Section where the historical land grants for North Carolina dating from the 1660's are found. Also in this section are the original ratified acts of the General Assemblies of North Carolina, as well as primary and general election voting results for recent elections. In an effort to preserve and protect these valuable records, the Publications Division is working with the state Archives to microfilm the land grant records and transfer them to the state Archives for permanent keeping.

#### The Securities Division

The Securities Division is responsible for administering the state's securities laws. These "blue sky" laws, as they are known, are provided



for in Chapters 78A, 78B, 78C, and 78D of the General Statutes. The intent of these laws is to protect the investing public by requiring a satisfactory investigation of both the people who offer securities and of the securities themselves. The laws provide for significant investigatory powers and for due process in any administrative, civil or criminal action. The Securities Division is the appropriate state agency for addressing investor complaints concerning securities brokers, stockbrokers, investment advisors, or commodity dealers, and for inquiring about offerings of particular securities or commodities. Although the division cannot represent an investor in a claim for monetary damages, the staff can investigate alleged violations and suspend or revoke a license, issue stop orders against securities offerings, issue cease and desist orders, seek court ordered injunctions, or refer the matter to the appropriate district attorney for criminal prosecution.

The Secretary of State, as the state's securities administrator, is a member of the North American Securities Administrators Association (NASAA). Through this organization the division's staff assists in the adoption of nationwide, uniform policies on securities. The Division works with other state securities agencies, various federal agencies (including the Securities and Exchange Commission), and with various industry groups such as the National Association of Securities Dealers.

### Uniform Commercial Code Division

The Uniform Commercial Code Division is required under Article 9 of the Code to provide a method of giving notice of security interests in personal property to interested third parties. The method adopted is a "notice" filing system. Recorded information in the UCC Division is public record.

The Secretary of State, as central filing officer, receives and files financing statements and related "notice" statements and furnishes information to the public regarding such statements.

It is the responsibility of the secured party to file a statement showing the name and address of the debtor, the name and address of the secured party and a brief description of the collateral. These documents are indexed by the debtor's name. A search of the records on a particular debtor will produce a list of all active creditors who have filed statements with this office. Interested parties are given information sufficient to contact the

creditors for further information regarding the lien.

The Secretary of State is also central filing officer for federal tax liens which are handled in the same manner as UCC filings.

### The Business License Information Office

The newest addition to the Department of the Secretary of State is the Business License Information Office. Created in 1987 by the General Assembly, this office grew out of the recognition of the business community's need for relief from an often confusing licensing system, and the recognition that the time and energy of prospective business owners could be better spent in other areas. There are hundreds of business related licenses and permits issued by the State of North Carolina with hundreds of applications and related forms to be completed to obtain them. This experience can be very frustrating.

The purpose of the Business License Information Office is:

- (1) to offer new and existing businesses an accessible central information source;
- (2) to assist potential business owners to secure the necessary state issued licenses, permits, and/or other authorizations in order to operate a business in North Carolina;
- (3) to monitor the license application review process; and
- (4) to act as an advocate for regulatory reform.

Assistance is available to all businesses regardless of size, type or location. There are no fees for the services provided and assistance is available by telephoning or by visiting the office. A toll free telephone number has been established for the convenience of the users. The number is 1-800-228-8443.

A directory, the *North Carolina State Directory of Business Licenses and Permits* has been published by the office. This publication contains up-to-date information on over 600 state required licenses and permits.

### MAILING ADDRESSES:

The mailing address for the General Administration Division, the Corporations Division, the Notary Public Division, the Publications Division, and the Uniform Commercial Code Division of the Department of the Secretary of State:

## STATEMENTS OF ORGANIZATION

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(name of division)  
Department of the Secretary of State  
Room 302  
Legislative Office Building  
300 N. Salisbury St.  
Raleigh, N.C. 27603-0509

The mailing address for the Securities Division of the Department of the Secretary of State is:

Securities Division  
Department of the Secretary of State  
Room 404  
Legislative Office Building  
300 N. Salisbury St.  
Raleigh, N.C. 27603-0509

The mailing address for the Business License Information Office of the Department of the Secretary of State is:

Business License Information Office  
Department of the Secretary of State  
301 W. Jones St.  
Raleigh, N.C. 27603

Telephone numbers for the divisions of the Department of the Secretary of State are:

General Administration Division  
(919) 733-4161

Corporations Division  
(919) 733-4201

Notary Public Division  
(919) 733-3406

Publications Division  
(919) 733-7355

Securities Division  
(919) 733-3924

Uniform Commercial Code Division  
(919) 733-4205

Business License Information Office  
(919) 733-0641

### NORTH CAROLINA DEPARTMENT OF STATE TREASURER

The Department of State Treasurer is organized along functional lines as follows:

1. The Office of the State Treasurer. This unit consists of the State Treasurer and his

immediate staff. It is headed by the State Treasurer and is responsible for the overall operation of the Department and carrying out the special duties of the State Treasurer. The budget is part of function code 1110, General Administration.

2. The Administrative Services Division. This division is responsible for Department-wide functions and for the administration of the Escheat Fund. The Director of the Division is a Deputy Treasurer. The Division has five operating components as follows:

- a. General Administration Section - This section is headed by the Division Director and is responsible for the following Department-wide functions:

- (1) Personnel and payroll,
- (2) Purchasing,
- (3) Supply, messenger and mailroom services,
- (4) Technical assistance, and
- (5) Miscellaneous general administration, e.g. insurance.

Its budget is part of function code 1110, General Administration.

- b. Departmental Accounting Section - This section is headed by the Controller and is responsible for the basic accounting for all funds used by the Department including but not limited to:

- (1) Accounting for the investment pools,
- (2) Accounting for the retirement systems,
- (3) Accounting for the Escheat and Abandoned Property Fund,
- (4) Accounting for the Debt Service Funds,
- (5) Preparation and administration of the Department's budget, and
- (6) Accounting for the expenditures made pursuant to the appropriation provided to the Department.

The budget is part of function code 1110, General Administration.

- c. Word Processing Section - This section is headed by a section chief and is responsible for the preparation of all typesetting and camera ready copy for the Department and for word processing services requested by other components of the Department. The budget is function code 1140, Word Processing.
  - d. Data Processing Section - This section is headed by a section chief and is responsible for the operation and programming of the mainframe computer of the Department. In addition the Section is responsible, along with the Division Director for planning and approving acquisition and use of microcomputers. Its budget is function code 1150, Data Processing.
  - e. Escheat Fund Administration Section - This section is headed by a section chief and is responsible for the administration of the Escheat and Abandoned Property Fund including processing of receipts from holders, making refunds to the rightful owners and auditing holders for legal compliance. The budget is function code 1130, Escheat Fund Administration.
3. The Investment and Banking Division. This division is responsible for carrying out the banking operations and investment activities of the State which have been assigned by statute to the State Treasurer. The Director of the Division is a Deputy Treasurer and the State Investment Officer. The Division has three operating components as follows:
- a. Investment Management Section - This section is headed by the Division Director and is responsible for the general supervision of the Division and for the management of all investment pools which consist of funds belonging to the General and Highway Funds, the retirement systems, and other special trust funds. The budget is a part of function code 1210, Investment Management.
  - b. Operations Section - This section is headed by a section chief and is responsible for clearing State warrants, for clearing investment principal and income transactions, and for maintaining the records relating to bank accounts and budgetary code accounts. For budgetary purposes, the personnel and other costs associated with clearing of investment transactions are a part of function code 1210, Investment Management; the personnel and other costs associated with the clearing of State warrants are in function code 1220, Banking Operations.
4. The Retirement Systems Division. This division is responsible for administering the State-operated pension funds and fringe benefit trust funds assigned by law to the Department of State Treasurer. The Director of the Division is a Deputy Treasurer and is the Director of each pension fund as established by law. The budgets for all components of the Division are contained in one function code 1410, Retirement Operations. The Division has six operating components as follows.
- a. Office of the Director - This section is headed by the Director and is responsible for the overall supervision and operations of the Division.
  - b. Data Control - This section is headed by a section chief and is responsible for the receipt of monthly reports from participating employers, the control of documents being sent to Data Processing for updating the computer files, and for verifying the accuracy of the subsidiary records.
  - c. Benefits Processing - This section is headed by a section chief and is responsible for calculating all payments to members, including retired pay, refunds and death claims, and all cost calculations for service purchases.
  - d. Member Services - This section is headed by a section chief and is responsible for helping individual members who call, write in, or come in with problems. This section counsels soon-to-be retired and retirees to make certain that these people obtain their proper rights. The section assists employing units on eligibility questions and questions from its employees.



e. Disability - This section is headed by a section chief and is responsible for determining eligibility and processing disability claims for the Local Governmental Employees' Retirement System and the Disability Income Plan for teachers and State employees. This Section also administers the Retiree Contributory Death Benefit Plan.

f. Records - This section is headed by a section chief and is responsible for maintaining files on all members, active, inactive and retired. Primarily files are maintained in microfilm or microfiche forms.

5. The State and Local Governmental Finance Division. This division is responsible for providing staff to the Local Government Commission, the North Carolina Educational Facilities Finance Agency, and the North Carolina Solid Waste Management Capital Projects Financing Agency. The Director of the Division is a Deputy Treasurer, the Secretary of the Local Government Commission and the Secretary-Treasurer of the North Carolina Educational Facilities Finance Agency, and of the North Carolina Solid Waste Management Capital Project Financing Agency. The budgets for the component units are contained in one function code 1310, Local Government Operations. The Division has two operating components as follows:

a. Debt Management Section - This section is headed by the Division Director and is responsible for reviewing requests for issuing debt and making proposals thereon to the approving agency. In addition, this Section is responsible for the sale of State and local governmental debt that is authorized but unissued.

b. Fiscal Management Section - This section is headed by a section chief and is responsible for assisting local governments keep a strong fiscal position. Among the ways this is accomplished are the review of all audits of local governments received by the Division, the preparation of memoranda for local governments on solutions to old and new problems, and the provision of technical assistance in person and by phone.

6. The Advisory Council on Vocational Education. This division provides staff to the Advisory Council on matters dealing with vocational education. The costs of the Council and staff are reimbursed from federal grants which are renewed every year. The Director of the Division is the Executive Director of the Council. The budget is function code 1510, Advisory Council on Education.

The mailing address for all divisions of the Department of State Treasurer is 325 North Salisbury Street, Raleigh, North Carolina 27603-1388. The telephone numbers are:

State Treasurer  
(919) 733-3951

Administrative Services  
(919) 733-4440

Investment and Banking  
(919) 733-7282

Retirement System  
(919) 733-4191

State and Local Government Finance  
(919) 733-3064

Advisory Council on Vocational Education  
(919) 733-2064

#### **NORTH CAROLINA STATE BOARD OF ARCHITECTURE**

The North Carolina Board of Architecture is charged with the licensing and regulation of the practice of architecture in the State of North Carolina. For submissions, requests or further information, please contact the Executive Director, Cynthia B. Skidmore, 501 N. Blount Street, Raleigh, North Carolina 27604, telephone (919) 733-9544.

#### **NORTH CAROLINA AUCTIONEER LICENSING BOARD**

The Auctioneer Licensing Board is responsible for the administration and enforcement of the Auctioneers Law, G.S. 85B, which establishes specific standards of conduct for auctioneers and auction firms that serve to protect the public from incompetent or unqualified persons engaging in auction activities, and from deceitful practices, willful misrepresentations or fraudulent and dishonest dealings; affords a means of redress of

grievances to any person suffering damage, and provides a means of monetary restitution for loss suffered.

The Auctioneers Law stipulates that there shall be a five-member Commission, appointed by the Governor. By law, three members are from nominations submitted to the Governor by the Auctioneers Association of North Carolina. At least three members must be experienced licensed auctioneers; one member is appointed to represent the public at large, and cannot be licensed as an auctioneer.

It is the responsibility of the board to license auctioneers, apprentice auctioneers, and auction firms and to see that the qualifications and activities of those engaged in auctioneering activities are in accord with the law, and in the best interest of the public. The board is not a board of arbitration and has no jurisdiction to settle disputes between parties concerning such matters of contract as the rate of commissions, the division of commissions, pay of assistants and similar matters.

The Commission may upon its own motion or upon the written complaint of any person, provided the complaint and any evidence presented with it establishes a prima facie case, hold a hearing and investigate the actions of any licensee, and has the power to suspend or revoke any license issued. The Commission may in its own name seek injunctive relief to restrain any violation or anticipated violation of the Auctioneers Law; is entitled to the services of the Attorney General in enforcing the provisions of G.S. 85B, or may employ an attorney to assist and represent it in enforcement of specific matters.

The Commission holds monthly meetings; receives and acts upon license applications; adopts rules and regulations; investigates complaints; holds administrative hearings as needed; suspends or revokes licenses when warranted; sponsors and underwrites educational projects for the benefit of licensees and provides recovery and guaranty protection through the Auctioneer Recovery Fund.

The board's office is staffed by an executive director, administrative assistant and two secretaries. All employees serve at the pleasure of the Commission. Operational activities are supported totally by license fees collected from those in the auction profession and deposited with the State Treasurer; no funds are appropriated for the

use of this agency. The staff administers examinations, issues and renews licenses, publishes an annual directory and biannual newsletters, and is responsible for the daily functioning of the office. Complaints are investigated with the assistance of a contractual investigative firm.

The administrative offices of the Auctioneer Licensing Board are located at:

3509 Haworth Drive, Suite 306  
Raleigh, North Carolina 27609-7276  
Telephone: (919) 733-2182

Office hours are 8:30 a.m. until 5:00 p.m., Monday through Friday, except holidays.

### **NORTH CAROLINA BOARD OF BARBER EXAMINERS**

The Barber Examiners Board is responsible for the administration and enforcement of the Barber Law, G.S. 86A, which was established in 1929. G.S. 86A regulates barbering and barbering facilities in the State.

The Barber Law stipulates that there shall be a four member Board, each appointed by the Governor to serve no more than two three-year terms. Three of the members must be experienced licensed barbers; one is to represent the public at large, and cannot be licensed as a barber.

It is the responsibility of the Board to see that inspection of barber shops and barber schools are conducted to determine compliance with sanitary regulations; to adopt sanitary regulations concerning barber shops and barber schools in accordance with guidelines; to review the barber laws of other states and to determine which are substantive equivalent of the laws of North Carolina for purposes of endorsement and reciprocity and to conduct apprentice, registered and instructor examinations.

The Board holds monthly meetings; administers examinations monthly; adopts rules and regulations; holds administrative hearings as needed and suspends or revokes licenses when warranted.

The Board's office is staffed by an executive secretary, one secretary, one temporary typist and four inspectors. The inspectors inspect the 2300 licensed barber shops in North Carolina and the barber schools and investigates complaints received. The secretarial staff prepares lists of ap-

plicants for the examinations, issues and renews approximately 5000 barber licenses and 2300 shops permits and is responsible for the daily functioning of the office.

Operational activities are supported totally by fees collected from those in the barbering profession and deposited with the State Treasurer. The Board is a Special Fund agency in that no state funds are appropriated for the Board's use.

The Board is entitled to the services of the Attorney General in enforcing the provisions of G.S. 86A, or may employ an attorney to assist and represent it in enforcement of specific matters.

Office hours are 8:00 a.m. until 5:00 p.m., Monday through Friday except holidays. The administrative offices of the Barber Board are located at:

3901 Barrett Drive, Suite 300  
Raleigh, North Carolina 27609  
Telephone: (919) 733-3623

#### **NORTH CAROLINA STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANT EXAMINERS**

The North Carolina State Board of Certified Public Accountant Examiners is an independent State agency and an occupational licensing board authorized by Chapter 93 of the N.C. General Statutes.

#### **BOARD RESPONSIBILITIES**

The Board has these primary responsibilities:

- (1) to grant CPA certificates to those who have met legal requirements including age, citizenship, education, experience and good moral character;
- (2) to register CPA firms;
- (3) to annually renew CPA certificates and firm registrations;
- (4) to administer the semi-annual CPA Examination;
- (5) to administer the CPE compliance program;
- (6) to adopt rules of professional ethics and conduct to be observed by CPAs in this State;

- (7) to conduct administrative hearings with respect to State statutes and Board rules; and

- (8) to administer other provisions of G.S. 93.

#### **BOARD COMPOSITION**

The Board is composed of five persons who are CPAs and two persons who are not CPAs who represent the public at large. The Board's staff includes an Executive Director who is a CPA, a Deputy Director, nine other full-time staff members and several part-time assistants.

#### **USE OF CPA TITLE RESTRICTED BY LAW**

North Carolina accountancy law is unusual in that anyone can practice public accountancy by paying a minimal privilege license fee. However, anyone not licensed by the North Carolina Board of CPA Examiners is restricted to only the title "accountant". Even though a person is a CPA in another state and holds a position in such fields as industry, government or education, a North Carolina certificate issued by the Board must be obtained in order to use the CPA title while in this State.

#### **INFORMATION**

You may obtain information from and make submissions or requests to the North Carolina State Board of Certified Public Accountant Examiners in person at 1101 Oberlin Road, Suite 104, Raleigh, North Carolina; by mail at Post Office Box 12827, Raleigh, NC 27605-2827; and by telephone at (919) 733-4222.

#### **NORTH CAROLINA BOARD OF CHIROPRACTIC EXAMINERS**

The North Carolina Board of Chiropractic Examiners is an occupational licensing agency which regulates the practice of Chiropractic by (1) determining whether applicants have satisfied the statutory requirements to be admitted to practice, and (2) enforcing the statutory provisions governing the practice of Chiropractic.

Any interested party may obtain information and make submissions or requests by contacting the Board in writing at the following address:

N.C. Board of Chiropractic Examiners  
c/o Mrs. Carol Hall, Executive Secretary



P.O. Box 312  
Concord, N.C. 28025

**NORTH CAROLINA LICENSING BOARD  
FOR GENERAL CONTRACTORS**

The North Carolina Licensing Board for General Contractors is located at 3509 Haworth Drive, Suite 302, Raleigh, North Carolina. Its mailing address is Post Office Box 17187, Raleigh, North Carolina 27619. The telephone number is (919) 781-8771. H.M. McCown is Secretary-Treasurer of the Board. Requests for information or similar inquiries should be made to the Board's office. The members of the Board are: D. Bruce Armstrong, Chairman; Arthur C. Flood, Vice-Chairman; Nathaniel E. Clement; Robert A. Harvell; Richard T. Howard; Douglas A. Lopp and Dean B. McClatchey.

**NORTH CAROLINA BOARD OF  
COSMETIC ART EXAMINERS**

**Goal:** The goal of the State Board is to assure the consumer of clean and sanitary salons and that the services offered are not damaging to the consumer.

The purpose of this Board is to license all people employed as professionals in cosmetology, schools, colleges, and salons in North Carolina and to assure they have met all standards and requirements to have a license.

The Board consists of four members appointed by the Governor, one by the N.C. House Speaker, and one appointed by the Lt. Governor. The Board Members conduct the State Board Examinations and meet to set policy and standards for Cosmetic Art in North Carolina.

Board Members are: Chairman, Phil Shehdan; First Vice-Chairman, Alma Tilghman; Second Vice-Chairman, Carol Richardson; Members, Benjamine Carpenter, Joyce Mason, and Dianne Rains.

**Objectives:**

1. To increase accessibility of training in the area of cosmetology.
2. To increase the number of licensed cosmetologists, schools, colleges, and salons.
3. To reduce complaints filed against salons and cosmetologists.

Office Hours are 8-5 P.M., and Telephone number is 790-8460. The Executive Secretary is Vicky Rothrock Goudie.

N.C. State Board of Cosmetic Arts  
4101 Capital Blvd., Suite H  
Raleigh, North Carolina 27604

**NORTH CAROLINA STATE BOARD OF  
DENTAL EXAMINERS**

The North Carolina State Board of Dental Examiners is located at 3716 National Drive, Suite 221, Raleigh, North Carolina. Its mailing address is Post Office Box 32270, Raleigh, North Carolina 27622. The telephone number is (919) 781-4901. Christine H. Lockwood is the Executive Secretary of the Board. Request for information or similar inquiries should be made to the Board's office. The members of the Board are: Dr. Stanley L. Fleming, President; Dr. Bettie R. McKaig, Secretary-Treasurer; Dr. Kent N. Tucker; Dr. Carlton B. Winter; Dr. James C. Elliott Jr.; Dr. E. Smith Jewel; Ms. Nancy A. St. Onge, R.D.H.; and Ms. Marie S. Moore, Consumer Member.

**NORTH CAROLINA STATE BOARD OF  
EXAMINERS OF ELECTRICAL  
CONTRACTORS**

The State Board of Examiners of Electrical Contractors was created by Article 4, Chapter 87, of the General Statutes. The Board consists of seven members as follows: one member from the North Carolina Department of Insurance designated by the Commissioner of Insurance; one member who is a representative of the North Carolina Association of Electrical Contractors designated by the governing body of that organization; and five members appointed by the Governor: one from the faculty of the Greater University of North Carolina who teaches or does research in the field of electrical engineering, one who is serving as a chief electrical inspector of a municipality or county in North Carolina, one who has satisfied the requirements for a license classified under G.S. 87-43.3 and who represents a sole proprietorship, partnership or corporation located in North Carolina which is actively engaged in the business of electrical contracting, and two who have no ties with the construction industry and who represent the interest of the public at large.

The Board meets several times a year to transact business and it administers the written qualifying

examinations to applicants for a license twice a year in March and September.

Information may be obtained from and submissions and requests may be made at the Board's office located at 1200 Front Street, Suite 105, Raleigh, North Carolina 27609, Telephone (919) 733-9042.

**BOARD OF REGISTRATION FOR FORESTERS**

The State Board of Registration for Foresters has the statutory duty and authority to administer a voluntary program of registration for foresters. These rules shall govern the registration program of the Board.

All communications with the Board shall be through the secretary of the Board at the following address;

Secretary of the State Board of Registration for Foresters  
P. O. Box 27393  
Raleigh, North Carolina 27611.

**NORTH CAROLINA BOARD FOR LICENSING OF GEOLOGISTS**

The North Carolina Board for Licensing of Geologists is an occupational licensing board which regulates the practice of geology by (1) determining whether applicants meet the statutory requirements for licensing, and (2) enforcing the statutory provisions governing the practice of geology. N.C.G.S. Chapter 89E sets out the statutory authority of the Board.

Any interested party may obtain information and make submissions or requests by contacting the Board at P. O. Box 27402, Raleigh, N.C. 27402 or by calling 919-781-7297.

**NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS**

The North Carolina Board of Landscape Architects is an occupational licensing board responsible for the profession of landscape architecture, to include administering examinations, issuing certificates of registration, issuing annual renewal of certificates of registration, and for insuring compliance with the landscape architects' law.

**NORTH CAROLINA LANDSCAPE CONTRACTORS' REGISTRATION BOARD**

The North Carolina Landscape Contractors' Registration Board is an occupational licensing board responsible for the profession of landscape contracting, to include administering examinations, issuing certificates of registration, issuing annual renewal of certificates of registration, and for insuring compliance with the landscape contractors' law.

**NORTH CAROLINA MARITAL AND FAMILY THERAPY CERTIFICATION BOARD**

The North Carolina Marital and Family Therapy Certification Board was established in 1979 in accordance with Chapter 31, Article 18C of the North Carolina General Statutes. The Certification Act was established to provide a structure and procedures which insure that the public has a means of protecting itself from unprofessional, improper, and unauthorized use of certain titles by persons who practice marital and family therapy.

Information on the certification process or the status of an applicant may be obtained by calling 919-760-4536 Monday through Friday between the hours of 8:00 a.m. - 5:00 p.m., or by writing:

Shelia K. Beck, Executive Secretary  
N.C. Marital and Family Therapy Certification Board  
3000 Bethesda Place, Suite 304  
Winston-Salem, NC 27103

**BOARD OF MEDICAL EXAMINERS OF THE STATE OF NORTH CAROLINA**

**HISTORY AND PURPOSE:** The North Carolina Board of Medical Examiners was established in 1859 by legislature of the State of North Carolina with the purpose of the proper regulation of the practice of medicine and surgery. It is for that purpose that the Board of Medical Examiners exists today.

**COMPOSITION:** The current Board of Medical Examiners is composed of eight members. Seven of the members are physicians appointed by the Governor after being nominated by the North Carolina Medical Society, and one public member who is also appointed by the Governor.

**MEETINGS:** Pursuant to Statute, the Board meets at least annually. Current regularly scheduled meetings are held in the months of January, March, May, June, August, October

and December. Other meetings are scheduled during the year as needed to accomplish the Board's purpose. The Board has its greatest contact with the public in receiving complaints regarding physician behavior and competence and in the direct licensure of members of the public who satisfy the Board that they are competent for licensure to practice medicine in the State of North Carolina.

**PUBLIC COMPLAINTS:** The public may complain regarding practices of physicians or concerns regarding the practice of medicine in the state by submission of a written complaint stating the name of the physician concerned and the nature of the complaint. Such complaints can be submitted to the office of the North Carolina Board of Medical Examiners which is located at 1313 Navaho Drive, Raleigh, North Carolina 27609. The phone number at the office of the Board of Medical Examiners is 919/876-3885.

Applicants for licensure to practice medicine in the State of North Carolina may make an application upon submitting a request for an application to the North Carolina Board of Medical Examiners. Upon receipt of such licensure request the Board will send out appropriate application materials for the applicant. Any questions from the public not addressed herein may be addressed to the North Carolina Board of Medical Examiners at the address shown above.

#### **MIDWIFERY JOINT COMMITTEE OF THE STATE OF NORTH CAROLINA**

"Midwifery Joint Committee administers the provisions of Article 10A 'Practice of Midwifery' by the approval of nurses to practice midwifery in North Carolina and by regulation of that practice.

All meetings of the Midwifery Joint Committee are open to the public. Persons wishing to bring matters to the attention or consideration of the Midwifery Joint Committee may write the Midwifery Joint Committee, P.O. Box 2129, Raleigh, NC 27602."

#### **NORTH CAROLINA BOARD OF MORTUARY SCIENCE**

The North Carolina Board of Mortuary Science was created by Article 13A, Chapter 90, General Statutes. The Board consists of six persons licensed by the Board and elected by licensees, plus one public member appointed by the Governor. The Board meets as often as necessary to

transact its business. (It is required by law to meet at least twice a year.) It administers the examination to applicants for licensure twice a year.

Information may be obtained from the submissions and requests may be made to the Board office, located at 412 North Wilmington Street, Raleigh, NC 27601, telephone (919) 733-9380.

#### **NORTH CAROLINA BOARD OF NURSING**

"The North Carolina Board of Nursing licenses registered nurses and licensed practical nurses; regulates the practice of nursing; approves educational units leading to licensure; approves nurse aide educational programs; maintains the Nurse Aide Central Registry; issues interpretations of the Nursing Practice Act; and maintains a joint subcommittee with the North Carolina Board of Medical Examiners for matters relating to the performance of medical acts of registered nurses.

All meetings of the Board, including Board committee meetings, are open to the public. Persons wishing to bring matters to the Board for its attention or consideration shall submit the request in writing no less than 30 days prior to the scheduled regular meeting. The Board office is located at 3724 National Drive, Suite 201, Raleigh, NC 27612; mailing address is P.O. Box 2129, Raleigh, NC 27602."

#### **NORTH CAROLINA STATE BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS**

The N.C. State Board of Examiners for Nursing Home Administrators has the following functions and duties:

1. Develop standards for licensure of nursing home administrators.
2. Development and administration of examinations for licensure candidates.
3. Issuance of licenses as nursing home administrators.
4. Establish and implement procedures to insure that licensees comply with licensure standards.
5. Investigation of complaints relating to nursing home administrators.



6. Continuing study for the purpose of improvements in the standards for licensing.
7. Conduct and review continuing education programs for nursing home administrators.
8. Develop and implement rules and regulations.
9. Receive and disburse funds for the operation of the Board.
10. Maintain a register of all applicants for licensure and of licensed nursing home administrators.
11. Develop an administrator-in-training program to insure that nursing home administrators have adequate training and experience prior to licensure.

Location: 3701 National Drive, Suite 123,  
Raleigh, N.C. 27612.

Mailing Address: Same  
Telephone Number: 919/881-0029  
Contact: Jane C. Abernathy

#### **NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY**

The North Carolina Board of Occupational Therapy licenses Occupational Therapists and Occupational Therapist Assistants to practice the profession of Occupational Therapy in the State of North Carolina. The Board is composed of six members appointed by the Governor for staggered terms from one to four years. The Board consists of three Occupational Therapists, one Occupational Therapist Assistant, a public member and an orthopedic surgeon. The Board receives applications for prospective licensees, reviews the applications and if appropriate, issues licenses. It also conducts hearings with regard to licensure and with regard to the furnishing of competent occupational therapy services to the citizens of North Carolina.

The Office of the Board is located at Suite 1921, Center Plaza Building, 411 Fayetteville Street Mall, Raleigh, North Carolina. The mailing address of the Board is P.O. Box 2280, Raleigh, North Carolina 27602, and its telephone number is (919) 832-1380. The office hours of the Board are from 9:00 a.m. to 5:00 p.m. Monday through Friday.

#### **NORTH CAROLINA STATE BOARD OF OPTICIANS**

The North Carolina State Board of Opticians is located at:

412 North Wilmington Street  
Raleigh, North Carolina 27601-1061

The Board consists of seven members. Any information, submissions or requests may be directed to the Board office at the address above or by calling (919) 733-9321.

#### **NORTH CAROLINA STATE BOARD OF EXAMINERS IN OPTOMETRY**

The Board is established pursuant to North Carolina General Statute Section 90-116. Statutes concerning the Board are found at Sections 90-114 *et. seq.* Rules and regulations concerning the Board are found at 21 NCAC 42A .0001. The Board's office is located at 321 East Main Street, Post Office Drawer 609, Wallace, North Carolina 28466-0609.

Officers of the Board are:

##### President

Dr. L. S. Christian  
413 West Main  
Williamston, North Carolina 27892  
(919) 792-2195

##### Vice-President

Mrs. Charles Martin  
2560 Beechmont  
Winston-Salem, North Carolina 27101  
(919) 724-3294

##### Secretary

Dr. John D. Robinson  
321 East Main Street  
Post Office Drawer 609  
Wallace, North Carolina 28466  
(919) 285-3160  
NC WATS 800-426-4457

Questions concerning the Board's operations or activities should be directed to Secretary Robinson. The Board's legal counsel are:

G. Eugene Boyce  
Johnny M. Loper  
Womble Carlyle Sandridge and Rice  
Post Office Box 831  
Raleigh, North Carolina 27602  
(919) 755-2100

The Board does not hold regularly-scheduled meetings other than its annual meeting and those associated with the licensing examination, but rather meets as events require. Although the Board has not designated a specific site for its meetings, they are most often held in Raleigh. The licensing examination meetings have been scheduled in Raleigh twice yearly through 1992. Administrative hearings are usually held in Raleigh.

#### **NORTH CAROLINA BOARD OF PHARMACY**

The North Carolina Board of Pharmacy is located at 602H Jones Ferry Road, Carrboro, North Carolina. Its mailing address is Post Office Box 459, Carrboro, North Carolina 27510. The telephone number is (919) 942-4454. David R. Work is Executive Director of the Board. Requests for information or similar inquiries should be made to the Board's office. Members of the Board are: Jack G. Watts; William H. Randall Jr.; William Whitaker Moose; Harold Vann Day; William T. Biggers and Albert F. Lockamy Jr.

#### **NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS**

The North Carolina Board of Physical Therapy Examiners is an occupational licensing board which was created by the General Assembly in 1951. The Physical Therapy Practice Act is found in G.S. 90-270.24 -- 90-270.39.

The Board:

- (1) issues licenses to practitioners of physical therapy in order to protect the safety and welfare of recipients of physical therapy services in North Carolina. Both physical therapists and physical therapist assistants are licensed by the Board. Currently there are 2191 physical therapists holding active licenses with 1531 of these residing in North Carolina. There are 664 licensed physical therapist assistants and 558 of them live in the State.
- (2) is charged with the responsibility of investigating complaints regarding the unauthorized practice of physical therapy in North Carolina and acts of licensees that violate the Practice Act.
- (3) issues interpretation of questions arising from the Physical Therapy Practice Act.

The Board consists of eight members including one medical doctor, four physical therapists, two physical therapist assistants, and one public member, who represents the interest of the public at large and is a person who is not licensed under Chapter 90.

Licenses are granted both by endorsement of an active license in another state and by examination. Examinations will be held on July 2, 1990, November 2, 1990, and February 28, 1991.

The Board has adopted rules and regulations pursuant to the Administrative Procedure Act which are codified in 21 NCAC, Chapter 48.

Further information may be obtained by writing the Executive Secretary, 2426 Tryon Road, Durham, North Carolina 27705.

#### **NORTH CAROLINA BOARD OF EXAMINERS OF PLUMBING AND HEATING CONTRACTORS**

The State Board of Examiners of Plumbing and Heating Contractors administers the qualification licensing requirements for plumbing, heating and air conditioning contractors as defined by General Statutes 87 Article 2. The Board Rules are contained in 21 NCAC 50.

The Board is composed of seven members appointed by the Governor pursuant to G.S. 87-16.

The Board's office is located at 806 Raleigh Building, 5 West Hargett Street, Raleigh, N.C. 27602; telephone (919) 733-9350, office hours are 8:30 - 5:00, Monday through Friday.

#### **NORTH CAROLINA BOARD OF PODIATRY EXAMINERS**

The Board of Podiatry Examiners for the State of North Carolina is established by G.S. 90-202.4 of the North Carolina General Statutes. The Board consists of four members appointed by the Governor. Three of the members are licensed podiatrists and the other member is chosen by the Governor to represent the public at large.

The Board of Podiatry Examiners for the State of North Carolina is an occupational licensing Board responsible for the practice of podiatry, including examinations, licensure, discipline, continuing education, record keeping and other matters pertaining to the practice of podiatry in the State of North Carolina.

Information may be obtained from and submissions and requests may be made through Ann Carlton, the Board's Executive Secretary, P. O. Box 1088, Raleigh, North Carolina 27602, or the Board President, Dr. C. Jeff Mauney, P. O. Box 1801, Shelby, North Carolina 28150. Ms. Carlton's phone number is (919) 829-4989 and Dr. Mauney's phone number is (704) 487-7555.

### **BOARD OF REGISTERED PRACTICING COUNSELORS**

The North Carolina Board of Registered Practicing Counselors certifies counselors for private practice who hold a minimum of a masters degree in counseling (or related area), have at least two years of counseling experience, and have passed an examination. The Board maintains a registry of counselors who have submitted credentials for review and have been certified. Information on registration procedures or verification of counselors credentials may be obtained by writing: NCBRPC, Box 12023, Raleigh, NC 27605.

### **NORTH CAROLINA STATE BOARD OF EXAMINERS OF PRACTICING PSYCHOLOGISTS**

The North Carolina State Board of Examiners of Practicing Psychologists was established in 1967 by an Act of the North Carolina Legislature known as the Practicing Psychologist Licensing Act. The purpose of the Board is to provide for the examination and licensure of persons who engage in the practice of psychology in the State. The mailing address is University Hall, Appalachian State University, Boone, North Carolina 28608. Telephone (704) 262-2258.

### **NORTH CAROLINA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

The North Carolina State Board of Registration for Professional Engineers and Land Surveyors is established under the provisions of Chapter 89C of the North Carolina General Statutes. The Board is composed of nine members, appointed by the Governor for a five year term. There are four (4) Professional Engineer members, three (3) Registered Land Surveyor members, and two (2) public members.

The Board is responsible for the administration and regulation of the professions of engineering and land surveying in North Carolina. The

Board reviews applications, administers examinations, registers qualified applicants, and regulates the professional practice of the registrants throughout the State. Complaints are investigated, and those requiring further action are scheduled for a hearing before the Board.

Board meetings are held at the Board's offices in Raleigh, and are open to the public. Persons wishing to bring matters for the Board's consideration should submit written notification or request to be placed on the agenda at least 20 days prior to the scheduled regular meeting. The Board address is 3620 Six Forks Road, Suite 300, Raleigh, North Carolina 27609; phone (919) 781-9499.

### **NORTH CAROLINA REAL ESTATE COMMISSION**

The North Carolina Real Estate Commission is a state governmental agency. Its address is Post Office Box 17100, Raleigh, NC 27619 and its telephone number is (919) 733-9580.

The Commission licenses and regulates real estate agents including brokers, salesmen and corporate brokers. It handles complaints from consumers against licensees. The Commission also registers time share projects and regulates their sales activities, and licenses, certifies and regulates real estate appraisers. The Commission has the power to take disciplinary action against real estate agents, appraisers and time share projects where it determines there is a violation of the License Law.

Departments and personnel in the Real Estate Commission include the Commission itself, consisting of seven volunteer members appointed by the Governor. The Executive Director is responsible for overall administration of the Commission's staff, and programs and operations in accordance with the policies and directives of the Commission. The administrative section is responsible for personnel and financial management, as well as general and technical support. The licensing section processes the various applications submitted and maintains records on all licensees. The education section develops standards and materials for pre-licensing study, approves real estate schools and develops and administers the real estate and appraiser license examination program. The investigative section investigates complaints against real estate agents, appraisers and time share sales and management personnel. The section also employs auditors who examine the trust accounts of real estate



firms and time share projects. The legal section conducts inquiries and coordinates investigations of consumer complaints, prosecutes charges against licensees at hearings before the Commission, and provides legal counsel to the Commission. The appraiser section administers a voluntary program for licensing and certifying real estate appraisers.

#### **NORTH CAROLINA BOARD OF REFRIGERATION EXAMINERS**

The State Board of Refrigeration, under Chapter 87, Article 5 of the General Statutes of North Carolina, consists of seven members appointed by the Governor to serve seven-year staggered terms. The Board administers two examinations per year to license commercial refrigeration contractors for this State. For further information concerning this Board, please contact Mrs. Kathleen M. Hansinger, Executive Director, P.O. Box 10553, Raleigh, NC 27605.

#### **NORTH CAROLINA CERTIFICATION BOARD FOR SOCIAL WORK**

The North Carolina Certification Board for Social Work is an occupational regulatory board authorized by the Social Worker Certification Act, Chapter 90B of the North Carolina General Statutes.

The North Carolina Certification Board for Social Work administers and enforces the provisions of the Social Worker Certification Act. The primary responsibilities of the Board are:

- (1) To examine and pass on the qualifications of all applicants for certification; and
- (2) To establish or approve study or training courses.

The North Carolina Certification Board for Social Work is composed by law of seven members appointed by the Governor. Board members shall include four certified social workers and three members from the general public. At all times the Board shall include at least one member primarily engaged in social work education, at least one member primarily engaged in social work in the public sector, and at least one member primarily engaged in social work in the private sector.

The public may obtain information about certification or submit applications to the North Carolina Certification Board for Social Work,

P.O. Box 1043, Asheboro, North Carolina 27204, telephone (919) 625-1679.

#### **BOARD OF EXAMINERS FOR SPEECH AND LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

Board Chair: Gregg D. Givens, Ph.D.  
Board Members: LuVern H. Kunze, Ph.D.  
John E. Sexton, M.S.  
Doris S. Blackwell, M. Ed.  
G. Don Roberson, M.D.  
Ms. Sheila W. Cothran  
Ms. Thayle M. Sanderson

Executive Secretary: Sandra S. Capps

#### **NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES**

The Department of Community Colleges fulfills its administrative responsibilities through the following organizational structure: Office of the System's President with an Executive Vice President, six special assistants, and three divisions-- Finance and Administrative Support, Programs, and Student Development Services.

#### **NORTH CAROLINA HOUSING FINANCE AGENCY**

##### Description of Organization

The North Carolina Housing Finance Agency was created by the North Carolina General Assembly in 1973. The purpose of the Agency is to finance affordable housing for the state's low- and moderate-income citizens. The Agency obtains funds to meet this goal through the sale of tax-exempt bonds, the management of federal housing programs and the administration of the state's housing trust fund. Funds earned through Agency operations pay staff salaries and administrative expenses.

For state budget purposes, the Agency is categorized with the Governor's Office. However, a thirteen member board of directors, with expertise in various aspects of housing, sets policy for the organization and hires the Executive Director. Eight members of the board are appointed by the General Assembly, four upon the recommendation of the Speaker of the House of Representatives and four upon the recommendation of the President of the Senate. The Governor also appoints four members to the Board of Directors and the members of the Board elect a thirteenth member.

The Agency operates several housing programs that are in one of three program areas: single family homeownership; multifamily rental housing; and housing rehabilitation. In 1988, the Agency was also given responsibility for administration of the North Carolina Housing Trust Fund.

To Obtain Additional Information About the Agency or to Make Submissions or Requests

For information about the Agency and its programs, contact the North Carolina Housing Finance Agency, 3300 Drake Circle, (Suite 200), Post Office Box 28066, Raleigh, North Carolina 27611. Telephone: (919) 781-6115. For general information about the Agency, interested parties should contact the Manager of Communications. For program information, or to make submissions related to specific programs, the director of the applicable program area (single family, multifamily or housing rehabilitation) should be contacted.

### **NORTH CAROLINA OFFICE OF STATE PERSONNEL**

Our purpose as an agency of State Government is to serve the interests of State employees; to manage the programs established by the Governor, the Legislature and the State Personnel Commission; and to provide specific services to the general public.

The Office of State Personnel is the administrative arm of the State Personnel Commission. It monitors the policies and programs set by the State Personnel Commission, establishes procedures to complement personnel policies, and develops proposals for new or revised policies for Commission consideration. Under the direction and guidance of the State Personnel Director, a staff of approximately 130, including an assistant director and seven division managers, carry out the services and programs of the Office of State Personnel.

The Director's Office provides the leadership for the Office of State Personnel and its staff of personnel professionals. Another area of responsibility of the Director's Office is to monitor personnel problems within State government, Federal laws and policies affecting personnel administration, and ratified bills of the N. C. General Assembly. This division also manages the Credentials Verification Program which provides for checks on the education and professional credentials of employees.

The Safety and Health Division administers the Workplace Requirements for Safety and Health Program. The Program's goals are: (a) to assist in protecting employees from job-related injuries or health impairment; (b) help in preventing accidents; and (c) to provide training in emergency medical procedures, forming emergency plans, and monitoring industrial hygiene, house-keeping and sanitation.

The Administrative Services Division is organized into three major sections: Policy Administration, Personnel Management Information Systems (PMIS), and the Office of State Personnel's Internal Administration. The Policy Administration Section develops and monitors policies pertaining to the administration of the pay plan, leave, holidays, and other conditions of employment, and coordinates policy recommendations with the Office of State Personnel's managers and the State Personnel Commission. The Personnel Management Information Systems (PMIS) maintains computerized personnel and position data system on all employees subject to the State Personnel Act. The Internal Administration Section provides on-going systematic operation of State Personnel including automating OSP's operations by the use of word processing, electronic filing and retrieval, and electronic mail and communications. This section also coordinates budgeting, purchasing, mail and supply functions with the Department of Administration.

The Employee Relations Division provides services in the research and development of programs and policies which apply modern management concepts and practices in the area of employee-employer relations, placing emphasis on the dignity and value of the individual. Programs and services of this division include: Governor's Awards for Excellence; Service Awards; Wage and Hour Law Administration; Pre-retirement Employee's Planning Program (PREPARE); Employee Assistance Program; Wellness Improvement for State Employees (WISE) Program; Employee Management Communications; Work Planning and Performance Review (WPPR).

The Employee and Management Development Division provides general employee and management training programs, staff support, and resources for personnel development activities for all State agencies. Among its programs and services are: Public Manager Program; Professional Skills Program; Supervisory Skills Training Pro-

gram; Educational Assistance/Tuition Refund; Media Services Assistance.

The Equal Opportunity Services Division is responsible for providing leadership for the State's Equal Employment and Affirmative Action Program. Technical assistance for affirmative action planning and implementation is provided to State and local government agencies, and their affirmative action plans and programs are monitored on a regular basis. Specialized programs and services offered to meet the special and unique needs of protected groups, enhance their retention and promotability and to sensitize managers to EEO/AA related issues include: Model Cooperative Education Program; Affirmative Action Skills Bank; Affirmative Action Outreach Program; Positive Emphasis Program; Upward Mobility Program.

The Position Management Division has the primary responsibility of establishing and maintaining the State's Position Classification and Pay Plan for approximately 79,000 positions subject to the State Personnel Act. This division also has a significant responsibility to 140 local governmental jurisdictions in reviewing and approving pay plans for positions in those jurisdictions. Another duty of this division is the conducting of comprehensive salary and benefits surveys to assure that State Government salary levels are adequate to attract and retain competent employees. It also assists in developing and approving recommendations for substantially equivalent separate systems for local government jurisdictions.

The Workforce Resources Division administers policies guiding recruitment and selection for SPA positions and those subject to the Federal Standards for a Merit System of Personnel Administration. The division also provides assistance to agencies in particular areas of recruitment needs and carries out recruitment goals advantageous to State government as a whole. Some programs and services offered by this division are: Temporary Solutions; Careers in Government Counseling and Career Support Services; Work Options. Reduction in force and priority re-employment policies are administered in this division. Other functions include acting as liaison and coordinator on major policy matters relating to the State Local Government relationship under the State Personnel Act, and in the interchange of personnel loaned from one governmental level to another due to an agency's need for special skills and knowledges not available within the organization.

## STATE OF NORTH CAROLINA OFFICE OF ADMINISTRATIVE HEARINGS

The Office of Administrative Hearings (OAH) is an independent, quasi-judicial agency. It is one of the twenty-five administrative departments of state government authorized by Article III, Section 11 of the North Carolina Constitution.

The purpose of this agency is to establish and carry out a uniform system of administrative rulemaking and adjudicatory procedures for state agencies thereby ensuring that the functions of rulemaking, investigation, advocacy and adjudication are not all performed by the same group, staff or agency in the administrative process.

The mission of this agency is carried out through six groups within the Office:

- (1) The Adjudicative Staff - consists of the Chief Administrative Law Judge, who is also the Director of the agency, and Administrative Law Judges responsible for conducting hearings on various grievable issues covered by administrative law.

The Deputy Director is responsible to the Director for all functions of the agency except adjudications.

- (2) The Hearings Staff - administers the contested case hearing provisions, the processing of cases and the collection, coding and tabulation of data related to cases.

The Hearings Manager will be responsible for the support activities for the hearings function.

- (3) The Rules Publication Staff - performs administrative and technical work in the compilation, production and publication of the North Carolina Register and the North Carolina Administrative Code.

The Director of APA Services is responsible for the operations of the Rules Publication Staff.

- (4) The Administrative Staff - performs ministerial activities involved in personnel and public relations.
- (5) The Civil Rights Division - conducts investigations and seeks resolutions of dis-



## STATEMENTS OF ORGANIZATION

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crimination cases deferred by the Equal Employment Opportunities Commission.

- (6) The Fiscal Staff - performs activities involved in budget, purchasing and payroll.

The public may obtain information about and make submissions or requests to the Office of Administrative Hearings in person at 424 North Blount Street, Raleigh, North Carolina, by mail at Post Office Drawer 11666, Raleigh, N. C., 27604, and by telephone as follows:

Administrative Staff  
(919) 733-2691

Rules Publication Staff  
(919) 733-2678

Hearings Staff  
(919) 733-2698

Civil Rights Division  
(919) 733-0431

The following agencies did not submit a Statement of Organization: Council of State; Revenue; Transportation; Hearing Aid Dealers and Fitters; Board of Osteopathic Examination and Registration; Sanitarian Examiners; Veterinary Medical Board.

**TITLE 10 - DEPARTMENT OF HUMAN  
RESOURCES**

*Notice is hereby given in accordance with G.S. 150B-12 that the Medical Care Commission (Division of Facility Services) intends to adopt rule(s) cited as 10 NCAC 3V .0101, .0201 - .0204, and .0301 - .0303.*

*The proposed effective date of this action is January 1, 1991.*

*The public hearing will be conducted at 9:30 a.m. on September 21, 1990 at Room 201, Council Building, 701 Barbour Drive, Raleigh, N. C. 27603.*

*Comment Procedures: Any interested person may present comments in writing at least three days prior to or at the hearing or orally at the hearing for a maximum of ten minutes. Any person may request information by writing or calling Lynda McDaniel, Division of Facility Services, 701 Barbour Drive, Raleigh, North Carolina 27603, (919) 733-2342.*

**CHAPTER 3 - FACILITY SERVICES**

**SUBCHAPTER 3V - NURSING POOL  
LICENSURE**

**SECTION .0100 - GENERAL INFORMATION**

**.0101 DEFINITIONS**

The following definitions apply throughout this Subchapter:

- (1) "Division" means the Division of Facility Services within the Department of Human Resources.
- (2) "Premises" means a building and the tract of land upon which it sits.

*Statutory Authority G.S. 131E-154.4.*

**SECTION .0200 - LICENSING**

**.0201 APPLICATION FOR LICENSE**

(a) Requests for a nursing pool license shall be submitted on application forms made available by the Division. Each application shall include the following information:

- (1) Business identification consisting of the following:
  - (A) The business name or names under which the licensed services will be offered in brochures, yellow pages, and other advertisements.

- (B) The full street address location of the office premises which the public will contact to obtain the offered nursing pool services.

- (C) The postal address of the office for which licensing is requested.

- (D) A listing or description of any state issued licenses applicable to the premises for which the application is submitted.

- (2) Ownership disclosure consisting of the following:

- (A) The name of the legal person, corporation, partnership, or proprietor, with ownership liability and authority applying for a license.

- (B) The name, business title, address, and telephone number of the proprietor, managing partner, or chief executive officer.

- (C) The name of other corporations, trusts, or holding companies involved when the applying entity is a wholly owned subsidiary corporation.

- (3) Names, title and telephone number of the on-site manager for the location to be licensed.

- (4) General information on all health care related services expected to be offered to the public from the premises on the effective date of licensure.

- (b) Nursing pools subject to this Subchapter, but exempt from separate licensure, shall submit an application in accordance with this Rule and an addendum to their existing license shall be issued.

- (c) A copy of this Subchapter together with the governing statutes shall be maintained on the licensed premises for use by on-site personnel.

*Statutory Authority G.S. 131E-154.4.*

**.0202 ISSUANCE OF LICENSE**

- (a) Each site shall be individually licensed when it has been determined by the Division that the site involved is substantially in compliance with this Subchapter. Business sites using the same public business name already licensed by the Division pursuant to G.S. 131E, Articles 5 or 6 shall have "nursing pool" added to their existing license.

- (b) Nursing pools administered by health care facilities as defined in G.S. 131E-154.2 of the Nursing Pool Licensure Act, and agencies licensed under Article 5 or 6 of Chapter 131E of the General Statutes and not required to be separately licensed may request the issuance of a license as a more visible means of demonstrating

their compliance with the provisions of this Subchapter.

(c) All licenses shall be renewed annually.

*Statutory Authority G.S. 131E-154.3; 131E-154.4; 131E-154.5.*

#### **.0203 PROGRAM COMPLIANCE**

(a) The Division shall employ a system of initial and renewal applications, complaint investigation and on-site inspections for nursing pools with sites in the state as a means for monitoring and determining program compliance. This system shall be applied uniformly to all licensed and license-exempt nursing pool premises. Routine licensing renewal activities may be conducted by mail. Licensing of nursing pools with sites outside the state, but which provide personnel to health care facilities within the state, shall be conducted by mail.

(b) In the event of non-compliance with any rule or rules in this Subchapter or the Nursing Pool Licensure Act, the business shall be given no more than thirty days, the specific time period to be determined by the Division, to correct the non-compliance.

(c) The Division may suspend, revoke, annul, withdraw, recall, cancel, or amend a license in accordance with G.S. 131E-154.6 for any nursing pool that substantially fails to comply with the rules contained in this Subchapter or that fails to implement an approved plan of correction for violations of rules cited by the Division. A nursing pool may appeal any adverse decision made by the Division concerning its license by making such appeal in accordance with the Administrative Procedures Act, G.S. 150B and departmental rules 10 NCAC 1B .0200 et seq. As provided for in G.S. 131E-154.7, the Division may seek injunctive relief to prevent a person from establishing or operating a nursing pool without a license.

*Statutory Authority G.S. 131E-154.4.*

#### **.0204 PUBLIC DISPLAY**

(a) The nursing pool's license shall be valid only for the premises on which displayed and specified on the license.

(b) The public use of the pool's license status shall not be included in any advertisement which involves any unlicensed services offered by the licensee and has the potential for misleading the public into believing that both covered and non-covered services are represented by the license.

*Statutory Authority G.S. 131E-154.3; 131E-154.4.*

### **SECTION .0300 - ADMINISTRATION**

#### **.0301 WRITTEN POLICIES AND PROCEDURES**

(a) The nursing pool shall have written administrative and personnel policies to govern the services that it provides. These policies shall include those concerning patient care, personnel, training and orientation, supervision, employee evaluation, and organizational structure.

(b) At the option of the licensee, written policies and procedures may address other services not subject to the Nursing Pool Licensure Act. The Division shall not require separate policies and procedures if the premises from which nursing pool services are offered also offers additional temporary nursing services not subject to licensure.

(c) Policies shall provide that no reprisal action shall be taken against any employee who reports instances of patient rights violations or patient abuse, neglect or exploitation to the appropriate governmental authority.

*Statutory Authority G.S. 131E-154.4.*

#### **.0302 PERSONNEL RECORDS**

(a) A nursing pool shall maintain a personnel record on each individual.

(b) Each individual's personnel record shall include:

- (1) A legible copy of a current license or registration card issued by the North Carolina Board of Nursing or a document issued after July 1, 1989, by an institution or program acceptable to the Division certifying that the individual involved has completed a competency evaluation for a nursing home nurse aide or level 1 nurse aide.
- (2) A completed job application with employment history, training, education and continuing education.
- (3) Results of reference checks.
- (4) Performance evaluations at least annually.

*Statutory Authority G.S. 131E-154.4.*

#### **.0303 INSURANCE REQUIRED**

The nursing pool shall carry general and professional liability insurance written by an insurer approved by the North Carolina Department of Insurance. The amount of insurance coverage shall be subject to approval by the Division.

*Statutory Authority G.S. 131E-154.4.*



\*\*\*\*\*

*Notice is hereby given in accordance with G.S. 150B-12 that the Division of Aging intends to amend rule(s) cited as 10 NCAC 22G .0802.*

*The proposed effective date of this action is December 1, 1990.*

*The public hearing will be conducted at 10:00 a.m. on September 17, 1990 at the 693 Palmer Drive, Room 127, Raleigh, N. C. 27603.*

*Comment Procedures:* Written comments concerning the proposed regulation must be submitted by 9/17/90 to: Ms. Debbie Brantley, Division of Aging, 693 Palmer Drive, Raleigh, N.C. 27603. Oral presentations may be presented at the hearing. Any person may request information or copies of the proposed regulation by writing Ms. Brantley at the aforementioned address or by calling her at 733-8400.

## CHAPTER 22 - AGING

### SUBCHAPTER 22G - PROGRAM OPERATIONS

#### SECTION .0800 - ADVOCACY ASSISTANCE

##### .0802 LONG-TERM CARE OMBUDSMAN PROGRAM

The Division of Aging has established and operates a statewide long-term care ombudsman program that meets federal and state requirements as reprinted in the Division's "Manual of Policies and Procedures," Section 800. The Division of Aging operates the ombudsman program directly.

The Division shall provide a long-term care ombudsman program subject to the following:

- (1) The identity of the resident, complainant and individuals who provide information to the state or regional ombudsman relevant to a complaint she or he is attempting to resolve is confidential and can only be disclosed with written permission of the resident unless the court requires that such persons' identity be revealed.
- (2) The state and regional ombudsman shall have access to medical and personal financial records which are maintained by the facility with written permission of the resident, his legally appointed guardian or upon court order.
- (3) If the regional ombudsman receives a complaint directly and plans to utilize any community advisory committee members

for complaint resolution, written permission must be obtained from the resident or resident's legal representative to utilize the community advisory committee members for this purpose.

- (4) When the regional ombudsman receives a complaint directly, she or he retains jurisdiction and oversight over the complaint throughout the complaint resolution process.
- (5) If the community advisory committee chairman discloses the identity of the resident who files a complaint or on whose behalf a complaint is filed to the regional ombudsman, the regional ombudsman assumes jurisdiction and oversight over the complaint.
- (6) If the regional ombudsman believes the resident on whose behalf a complaint has been filed is not competent, she or he shall consult with the attorney designated to provide legal representation regarding procedures for pursuing appointment of a legal representative for the resident.

Authority G.S. 143B-181.1(c); 143B-181.15 - .25; 45 C.F.R., c. XIII, Part 1321.

## TITLE 12 - DEPARTMENT OF JUSTICE

*Notice is hereby given in accordance with G.S. 150B-12 that the North Carolina Criminal Justice Education and Training Standards Commission intends to amend rule(s) cited as 12 NCAC 9B .0104, .0205, .0212 - .0214, .0226 - .0227, .0310; 9C .0308, .0601 and .0603.*

*The proposed effective date of this action is February 1, 1991.*

*The public hearing will be conducted at 10:00 a.m. on September 14, 1990 at the Hearing Room of the Alcoholic Beverage Control Commission Building, 3322 Old Garner Road, Raleigh, North Carolina.*

*Comment Procedures:* Any person interested in these rules may present oral or written comments relevant to the proposed action at the Public Rule-Making Hearing. Written statements not presented at the Hearing should be directed to the undersigned. The proposed rules are available for public inspection and copies may be obtained at the following address:

Criminal Justice Standards Division  
North Carolina Department of Justice  
1 West Morgan Street

Room 123  
Court of Appeals Building  
Post Office Drawer 149  
Raleigh, North Carolina 27602

CHAPTER 9 - CRIMINAL JUSTICE  
EDUCATION AND TRAINING STANDARDS

SUBCHAPTER 9B - STANDARDS FOR  
CRIMINAL JUSTICE EMPLOYMENT:  
EDUCATION AND TRAINING

SECTION .0100 - MINIMUM STANDARDS FOR  
CRIMINAL JUSTICE EMPLOYMENT

.0104 MEDICAL EXAMINATION

(a) Each applicant for employment as a criminal justice officer shall complete the commission's Medical History Statement Form within one year prior to employment by the employing agency and shall be examined by either a physician or surgeon licensed to practice medicine in North Carolina or by a physician or surgeon authorized to practice medicine in accordance with the rules and regulations of the United States Armed Forces within one year prior to employment by the employing agency.

Statutory Authority G.S. 17C-6; 17C-10.

SECTION .0200 - MINIMUM STANDARDS FOR  
CRIMINAL JUSTICE SCHOOLS AND  
CRIMINAL JUSTICE TRAINING PROGRAMS  
OR COURSES OF INSTRUCTION

.0205 BASIC TRAINING - LAW  
ENFORCEMENT OFFICERS

(b) The course entitled "Basic Recruit Training -- Law Enforcement" shall consist of a minimum of ~~440~~ 432 hours of instruction and shall include the following identified topic areas and minimum instructional hours for each area:

<del>(8)</del> Emergency Medical Services	<del>24</del> Hours
(9) First Responder	40 Hours
(24) Electrical and Hazardous Material Emergencies	6 Hours
Materials Emergencies	12 Hours

Statutory Authority G. S. 17C-6; 17C-10.

.0212 CERTIFICATION TRAINING  
FOR RADAR OPERATORS

(c) Each radar operator training course for law enforcement officers shall include the following topic areas and corresponding instructional hours and incorporate the corresponding minimum trainee performance objectives within the course curriculum:

→ Field Operation of

(7) Supervised Monitored Practice with  
Specific Radar Instruments 6 Hours

Statutory Authority G.S. 17C-6.

.0213 CERTIFICATION TRAINING FOR  
RADAR TD/SMI OPERATORS

(c) Each combined radar and time-distance speed measurement instrument operators' training course shall include all topic areas specified in 12 NCAC 9B .0212(c). The additional 16 instructional hours in the time-distance speed measurement instrument operators' training course shall include but not be limited to the following topic areas and corresponding instructional hours and incorporate the corresponding minimum trainee performance objectives within the course curriculum:

~~(5)~~ Field Operation of

(5) Supervised Monitored Practice with  
Specific Time-Distance Speed  
Measurement Instruments: 5 Hours

Statutory Authority G.S. 17C-6.

.0214 CERTIFICATION TRAINING FOR  
TD/SMI OPERATORS

(c) Each time-distance speed measurement instrument operator training course for law enforcement officers shall include the following topic areas and corresponding instructional hours and incorporate the corresponding minimum student performance objectives within the course curriculum:

~~(7)~~ Field Operation of

(7) Supervised Monitored Practice with  
Specific Time-Distance Speed  
Measurement Instruments: 8 Hours

Statutory Authority G.S. 17C-6.

.0226 SPECIALIZED INSTRUCTOR  
TRAINING - FIREARMS

(d) Each specialized firearms instructor training course shall include as a minimum the following identified topic areas and minimum instructional hours for each area:

(1) Orientation Pretest	4 8 Hours
(2) Range Operations	<del>4</del> 35 Hours
(3) Civil Liability	2 1 Hours
(4) Night Firing	2 2 Hours
(5) Combat Shooting	4 5 Hours
(7) Shotgun Operation and Firing	<del>4</del> 4 Hours
(9) Rifle - Operation and Maintenance	2 1 Hours
(10) Service Handgun - Maintenance and Cleaning	4 2 Hours
(11) Range Medical Emergencies	4 2 Hours

- (12) In-Service Firearms Requirements 2 Hours  
~~(12)~~ (13)

*Statutory Authority G.S. 17C-6.*

**.0227 SPECIALIZED INSTRUCTOR  
TRAINING - DRIVING**

(a) The instructor training course required for specialized driver instructor certification shall consist of a minimum of ~~32~~ 35 hours of instruction presented during a continuous period of not more than one week.

(d) Each specialized driver instructor training course shall include as a minimum the following identified topic areas and minimum instructional hours for each area:

- |   |                  |
|---|------------------|
| (2) Lesson Plan Review (BLET)                           | <u>3 4 Hours</u> |
| (3) General Mechanical Knowledge                        | <u>4 2 Hours</u> |
| (7) Fundamentals of Professional Liability for Trainers | <u>3 4 Hours</u> |
| (8) <u>Course Review State Exam</u>                     | <u>3 Hours</u>   |

*Statutory Authority G.S. 17C-6.*

**SECTION .0300 - MINIMUM STANDARDS FOR  
CRIMINAL JUSTICE INSTRUCTORS**

**.0310 TERMS AND CONDITIONS  
- SMI INSTRUCTORS**

(a) The term of a radar instructor or a radar and time-distance speed measurement instrument instructor is two years from the date the commission issues the certificate, unless sooner terminated by the commission. The certificate may be renewed for subsequent three year periods. The SMI instructor desiring renewal shall:

- (2) Have been active in the SMI classroom instructional process during the previous certification period.

*Statutory Authority G.S. 17C-6.*

**SUBCHAPTER 9C - ADMINISTRATION OF  
CRIMINAL JUSTICE EDUCATION AND  
TRAINING STANDARDS**

**SECTION .0300 - CERTIFICATION OF  
CRIMINAL JUSTICE OFFICERS**

**.0308 INSTRUMENT OPERATORS  
CERTIFICATION PROGRAM**

Certification in either category will reflect operational proficiency in the designated type(s) of approved equipment for which the trainee has been examined and tested. Such certification shall be ~~continuous~~ for a two year period from the date of issue and re-certifications shall be ~~continuous~~ for a three year period from the date of issue, unless sooner terminated by the com-

mission. However, if retesting on the motor-skill area is necessary, re-certification shall be for a two year period from the date of issue, unless sooner terminated by the commission. At a minimum, the applicant shall meet the following requirements for operator certification or re-certification upon the presentation of documentary evidence showing that the applicant:

*Statutory Authority G.S. 17C-6.*

**SECTION .0600 - EQUIPMENT AND  
PROCEDURES**

**.0601 APPROVED SPEED-MEASURING  
INSTRUMENTS**

(a) The following ~~speed~~ speed-measuring instruments are approved for radio microwave (radar) use, provided they are not equipped with dual antennas:

- (35) MP11 K15 II (86) Stationary

(b) The following ~~speed~~ speed-measuring instruments are approved for time-distance use provided that the instrument is not capable of accepting double time or double distance into the computer:

*Statutory Authority G.S. 17C-6.*

**.0603 TESTING: RADIO MICROWAVE  
(RADAR)**

(b) During the radio microwave (radar) accuracy test the technician shall test each instrument to determine that the:

- (6) If the above five functions have not been disconnected the radio microwave (radar) instrument shall not pass the ~~six month~~ test.

*Statutory Authority G.S. 17C-6.*

**TITLE 15A - DEPARTMENT OF  
ENVIRONMENT, HEALTH, AND  
NATURAL RESOURCES**

*Notice is hereby given in accordance with G.S. 150B-12 that the Environmental Management Commission intends to amend rule(s) cited as 15A NCAC 2B .0315.*

*The proposed effective date of this action is May 1, 1991.*

*The public hearing will be conducted at 7:00 p.m. on October 23, 1990 at the Courtroom, Pamlico County Courthouse, Main Street, Bayboro, NC.*



*Comment Procedures:* All persons interested in this matter are invited to attend. Comments, statements, data, and other information may be submitted in writing prior to, during, or within thirty (30) days after the hearing or may be presented orally at the hearing. Oral statements may be limited at the discretion of the hearing officer. Submittal of written copies or oral statements is encouraged. For more information contact Suzanne H. Keen, Division of Environmental Management, P.O. Box 27687, Raleigh, NC 27611, (919) 733-5083.

## CHAPTER 2 - ENVIRONMENTAL MANAGEMENT

### SUBCHAPTER 2B - SURFACE WATER STANDARDS: MONITORING

#### SECTION .0300 - ASSIGNMENT OF STREAM CLASSIFICATIONS

##### .0315 NEUSE RIVER BASIN

(b) The Neuse River Basin Schedule of Classification and Water Quality Standards was amended effective:

- (1) March 1, 1977;
- (2) December 13, 1979;
- (3) September 14, 1980;
- (4) August 9, 1981;
- (5) January 1, 1982;
- (6) April 1, 1982;
- (7) December 1, 1983;
- (8) January 1, 1985;
- (9) August 1, 1985;
- (10) February 1, 1986;
- (11) May 1, 1988;
- (12) July 1, 1988;
- (13) October 1, 1988;
- (14) January 1, 1990;
- (15) August 1, 1990;
- (16) December 1, 1990;
- (17) May 1, 1991.

(g) The Schedule of Classifications and Water Quality Standards for the Neuse River Basin was amended effective May 1, 1991 with the reclassification of the Bay River [Index No. 27-150-(1)] within a line running from Flea Point to the Hammock, east to a line running from Bell Point to Darby Point, including Harper Creek, Tempe Gut, Moore Creek and Newton Creek, from Class SC Sw NSW to Class SA Sw NSW.

Statutory Authority G.S. 143-214.1; 143-215.1; 143-215.3(a)(1).

\*\*\*\*\*

*Notice* is hereby given in accordance with G.S. 150B-12 that the EHNR - Division of Coastal Management intends to amend rule(s) cited as 15A NCAC 7H .0309.

The proposed effective date of this action is January 1, 1991.

The public hearing will be conducted at 10:00 a.m. on September 27, 1990 at the Howard Johnson Plaza Hotel, 5032 Market Street, Wilmington, NC 28405.

*Comment Procedures:* All persons interested in these matters are invited to attend the public hearing. The Coastal Resources Commission will receive written comments up to the date of the hearing. Any person desiring to present lengthy comments is requested to submit a written statement for inclusion in the record of proceedings. Additional information concerning the hearing or the proposal may be obtained by contacting Jim Wuenscher, Division of Coastal Management, PO Box 27687, Raleigh, NC 27611-7687, (919) 733-2293.

## CHAPTER 7 - COASTAL MANAGEMENT

### SUBCHAPTER 7H - STATE GUIDELINES FOR AREAS OF ENVIRONMENTAL CONCERN

#### SECTION .0300 - OCEAN HAZARD AREAS

##### .0309 USE STANDARDS FOR OCEAN HAZARD AREAS: EXCEPTIONS

(a) The following types of development may be permitted seaward of the oceanfront setback requirements of Rule .0306(a) of the Subchapter if all other provisions of this Subchapter and other state and local regulations are met:

- (1) campgrounds that do not involve substantial permanent structures;
- (2) parking areas with clay, packed sand or similar surfaces;
- (3) outdoor tennis courts;
- (4) elevated decks not exceeding a footprint of 500 square feet;
- (5) beach accessways consistent with Rule .0308(c) of this Subchapter;
- (6) unenclosed, uninhabitable gazebos with ~~floor areas~~ a footprint of 200 square feet or less;
- (7) uninhabitable, single-story storage sheds with ~~floor areas~~ a footprint of 200 square feet or less;
- (8) temporary amusement stands; and
- (9) swimming pools.

In all cases, this development shall only be permitted if it is landward of the vegetation line; involves no significant alteration or removal of primary or frontal dunes or the dune vegetation; has overwalks to protect any existing dunes; is not essential to the continued existence and/or use of an associated principal development; is not required to satisfy minimum requirements of local zoning, subdivision or health regulations; and meets all other non-setback requirements of this Subchapter.

(b) Where strict application of the oceanfront setback requirements of Rule .0306(a) of this Subchapter would preclude placement of permanent substantial structures on lots existing as of June 1, 1979, single family residential structures may be permitted seaward of the applicable setback line in ocean erodible areas, but not inlet hazard areas, if each of the following conditions are met:

- (1) The development is set back from the ocean the maximum feasible distance possible on the existing lot and the development is designed to minimize encroachment into the setback area;
- (2) The development is at least 60 feet landward of the vegetation line;
- (3) The development is not located on or in front of a frontal dune, but is entirely behind the landward toe of the frontal dune;
- (4) The development incorporates each of the following design standards, which are in addition to those required by Rule .0308(d) of this Subchapter.
  - (A) All pilings have a tip penetration that extends to at least four feet below mean sea level;
  - (B) The footprint ~~(the greatest exterior dimension of the structure, including covered porches and covered stairways, when extended to ground level)~~ of the structure be no more than 1,000 square feet or 10 percent of the lot size, whichever is greater.
- (5) All other provisions of this Subchapter and other state and local regulations are met. If the development is to be serviced by an on-site waste disposal system, a copy of a valid permit for such a system must be submitted as part of the CAMA permit application.

For the purposes of this Rule, an existing lot is a lot or tract of land which, as of June 1, 1979, is specifically described in a recorded plat and which cannot be enlarged by combining the lot or tract of land with a contiguous lot(s) or tract(s) of land under the same ownership. The footprint is defined as the greatest exterior di-

mensions of the structure, including covered stairways, when extended to ground level.

*Statutory Authority G.S. 113A-107 (a); 113A-107 (b); 113A-113 (b) (6)a.; 113A-113 (b) (6)b.; 113A-113 (b) (6)d.; 113A-124.*

## TITLE 21 - OCCUPATIONAL LICENSING BOARD

*Notice is hereby given in accordance with G.S. 150B-12 that the N.C. State Board of Cosmetic Art Examiners intends to adopt rule cited as 21 NCAC 14B .0603 and amend rule(s) cited as 21 NCAC 14I .0105; 14K .0002, .0007.*

*The proposed effective date of this action is December 1, 1990.*

*The public hearing will be conducted at 10:00 a.m. on September 17, 1990 at N.C. State Board of Cosmetic Art Examiners, 4101 Capital Blvd., Suite H, Raleigh, N.C. 27604.*

*Comment Procedures: Written comments and/or requests for information or copies of the above rules may be sent to Vicky R. Goudie, Executive Secretary, N.C. State Board of Cosmetic Art Examiners, 4101 Capital Blvd., Suite H, Raleigh, N.C. 27604. Written and oral comments (for no more than ten minutes) on these rules may be presented at the hearing. Notice should be sent to Mrs. Goudie at least three days prior to the hearing, if you desire to speak.*

### CHAPTER 14 - BOARD OF COSMETIC ART EXAMINERS

#### SUBCHAPTER 14B - RULE-MAKING PROCEDURES

##### SECTION .0600 - FEES

##### .0603 POSTAGE AND HANDLING

There will be a one dollar (\$1.00) charge for Postage and Handling for all mailings.

*Statutory Authority G.S. 12-3.1; 150B-11(1).*

#### SUBCHAPTER 14I - OPERATIONS OF SCHOOLS OF COSMETIC ART

##### SECTION .0100 - RECORD KEEPING

##### .0105 TRANSFER OF CREDIT

(a) In order that hours may be transferred from one ~~cosmetology~~ cosmetic art school to another, a student must pass an entrance examination

given by the school to which the student is transferring, ~~to~~ covering the portion of work completed in the previous school or schools attended.

(b) A cosmetology student must complete at least 250 hours in the ~~cosmetology~~ cosmetic art school certifying his or her application for the state board examination.

(c) Upon written petition by the student, the Board, in its discretion, may waive the requirement set forth in Paragraph (b) if the student shows unusual circumstances beyond the student's control prohibited him or her from completing 250 hours at the school which certifies his or her application.

Statutory Authority G.S. 88-23; 88-30.

#### SUBCHAPTER 14K - MANICURIST TRAINING

##### .0002 COURSE OF STUDY

The following course of study is required by the board before taking the ~~cosmetologist's~~ examination, and each student must be given a complete course in the following:

- (1) 100 hours of actual practice in manicuring, including trimming, filing, nail sculpturing, shaping, decorating, and applying sculptured or other artificial nails;
- (2) ten hours of arm and hand massage;
- (3) ten hours of theory and salesmanship as it relates to manicuring;
- (4) 15 hours of sanitization; and
- (5) 15 hours of bacteriology.

(a) Pursuant to G.S. 88-30(1), an applicant for registration as a manicurist must have completed 150 hours in classes in a cosmetic art school approved by the Board.

(b) The 150 hours in classes must include at least 130 hours of "classroom work" as described in Paragraph (c) and at least 20 hours of supervised "live model performances" as set forth in 21 NCAC 14K .0007(a).

(c) The following amount of classroom work is required by the Board before taking the manicurist examination:

- (1) 15 hours in manicuring, including trimming, filing, shaping, decorating and arm and hand massage;

(2) 70 hours in sculptured and other artificial nails;

(3) 5 hours in pedicuring;

(4) 10 hours in theory and salesmanship as it relates to manicuring;

(5) 15 hours in the procedures and methods of sanitation, including the study of The Federal Environmental Protection Agency's disinfectant guidelines and the recommendations on the Material Safety Data Sheets prepared by the manufacturers on all products used by the school's students in the live model performance set forth in 21 NCAC 14K .0007(a); and

(6) 15 hours in the study of bacteriology including communicable diseases and the requirements of The Pure Food and Drug Law for creams and lotions.

(d) Classroom work includes lectures on the subject as well as demonstrations and in-class practice of procedures and methods but not live model performances as described by 21 NCAC 14K .0007(b).

Statutory Authority G.S. 88-23(a) (1); 88-30.

##### .0007 LIVE MODEL PERFORMANCES

(a) In completing the 20 hours of live model performances required by 21 NCAC 14K .0002(b), ~~all~~ all manicurist students must complete the following live model performances during the manicurist course under the supervision of a registered manicurist teacher before taking the manicurist examination:

- (1) 30 manicures, including trimming, filing, and shaping; decorating; and arm and hand massage;
- (2) 25 applications or repair of sculptured or other artificial nails; and
- (3) 2 pedicures.

(b) Live model performances are the rendering of the required service on a live person other than himself or herself. They do not include performing the service on a mannequin.

Statutory Authority G.S. 88-23; 88-30.



## FINAL RULES

*The List of Rules Codified is a listing of rules that were filed to be effective in the month indicated.*

*Rules filed for publication in the NCAC may not be identical to the proposed text published previously in the Register. Rules filed with changes are noted with \*\* Amended, \*\* Adopted. Please contact this office if you have any questions.*

*Adopted rules filed by the Departments of Correction, Revenue and Transportation are published in this section. These departments are not subject to the provisions of G.S. 150B, Article 2 requiring publication in the N.C. Register of proposed rules.*

*Upon request from the adopting agency, the text of rules will be published in this section.*

*Punctuation, typographical and technical changes to rules are incorporated into the List of Rules Codified and are noted as \* Correction. These changes do not change the effective date of the rule.*

### NORTH CAROLINA ADMINISTRATIVE CODE

#### LIST OF RULES CODIFIED

AUGUST 1990

AGENCY			ACTION TAKEN
<u>DEPARTMENT OF AGRICULTURE</u>			
2	NCAC	10G .0301 - .0302 .0304 - .0305 .0501 .0508 - .0511 .0512 - .0515 48E .0101 .0303 .0401	** Amended ** Amended ** Amended ** Amended ** Adopted * Correction * Correction * Correction
<u>DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT</u>			
4	NCAC	12C .0007 16A .0302 .0402 18 .0306 19Q .0202 .0601 - .0602 .0604 - .0605	** Amended Adopted Adopted Temp. Amended Expires 2-1-91 Adopted Adopted Adopted
<u>OFFICES OF GOVERNOR/LIEUTENANT GOVERNOR</u>			
9	NCAC	2B Executive Order Number 120 Eff. June 28, 1990 Executive Order Number 121 Eff. July 11, 1990	

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*FINAL RULES*

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Executive Order Number 122  
Eff. July 17, 1990

DEPARTMENT OF HUMAN RESOURCES

The following is a listing of Chapters within the Department of Human Resources that have been transferred and recodified to the Department of Environment, Health, and Natural Resources pursuant to Session Laws 1989, Chapter 727, effective April 4, 1990.

10 NCAC 4B-4C	to 15A NCAC 24
10 NCAC 5C .0007 - .0008	to 15A NCAC 26
10 NCAC 6	to 15A NCAC 17
10 NCAC 7	to 15A NCAC 19
10 NCAC 8A .0800	to 15A NCAC 26
10 NCAC 8A and 8I	to 15A NCAC 16
10 NCAC 8B - 8H	to 15A NCAC 21
10 NCAC 9	to 15A NCAC 20
10 NCAC 10A - 10E	to 15A NCAC 18
10 NCAC 10F - 10H	to 15A NCAC 13
10 NCAC 11	to 15A NCAC 23
10 NCAC 12	to 15A NCAC 25

10	NCAC	3B .0401 - .0410	ARRC Repealed Eff. July 1, 1990
		.0501 - .0517	ARRC Repealed Eff. July 1, 1990
		3E .0308	ARRC Repealed Eff. July 1, 1990
		3U .0202	Amended
		.0203	Repealed
		.0303	Amended
		.0401	Amended
		.0712 - .0713	Amended
		.1606	Amended
		.1904	Amended
		.2008	Amended
		.2011	Amended
		.2611	Amended
		4A .0101 - .0103	ARRC Repealed Eff. July 1, 1990
		.0201 - .0203	ARRC Repealed Eff. July 1, 1990
		.0401 - .0402	ARRC Repealed Eff. July 1, 1990
		.0501 - .0503	ARRC Repealed Eff. July 1, 1990
		.0601	ARRC Repealed Eff. July 1, 1990
		.0603	ARRC Repealed Eff. July 1, 1990
		.0701 - .0703	ARRC Repealed Eff. July 1, 1990
		.0801 - .0803	ARRC Repealed Eff. July 1, 1990
		.0901 - .0902	ARRC Repealed Eff. July 1, 1990
		.1003 - .1005	ARRC Repealed Eff. July 1, 1990

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	.1007	ARRC Repealed Eff. July 1, 1990
	.1201 - .1203	ARRC Repealed Eff. July 1, 1990
4B	.0104 - .0105	ARRC Repealed Eff. July 1, 1990
	.0109	ARRC Repealed Eff. July 1, 1990
	.0301 - .0305	ARRC Repealed Eff. July 1, 1990
8J	.0101 - .0110	ARRC Repealed Eff. July 1, 1990
	.0201 - .0210	ARRC Repealed Eff. July 1, 1990
	.0301 - .0304	ARRC Repealed Eff. July 1, 1990
	.0401 - .0403	ARRC Repealed Eff. July 1, 1990
	.0501 - .0505	ARRC Repealed Eff. July 1, 1990
	.0601 - .0608	ARRC Repealed Eff. July 1, 1990
	.0701 - .0709	ARRC Repealed Eff. July 1, 1990
	.0801 - .0805	ARRC Repealed Eff. July 1, 1990
	.0901 - .0918	ARRC Repealed Eff. July 1, 1990
	.1001 - .1003	ARRC Repealed Eff. July 1, 1990
9D	.0321	ARRC Repealed Eff. July 1, 1990
10A	.1101 - .1138	ARRC Repealed Eff. July 1, 1990
	.2001 - .2011	ARRC Repealed Eff. July 1, 1990
	.2114 - .2116	ARRC Repealed Eff. July 1, 1990
	.2118 - .2119	ARRC Repealed Eff. July 1, 1990
	.2121 - .2122	ARRC Repealed Eff. July 1, 1990
	.2124 - .2131	ARRC Repealed Eff. July 1, 1990
10C	.0601 - .0608	ARRC Repealed Eff. July 1, 1990
	.0701 - .0702	ARRC Repealed Eff. July 1, 1990
	.0705	ARRC Repealed Eff. July 1, 1990
10D	.0504	ARRC Repealed Eff. July 1, 1990
	.0603	ARRC Repealed Eff. July 1, 1990
	.0608	ARRC Repealed Eff. July 1, 1990
10G	.0205	ARRC Repealed Eff. July 1, 1990
	.0802	ARRC Repealed



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		Eff. July 1, 1990
14B	.0106	Amended
14C	.1402	Amended
14G	.0102	Amended
14K	.0103	Amended
	.0309	Amended
	.0312	Amended
	.0314 - .0315	Amended
	.0403	Amended
14M	.0602	Amended
17A	.0201	Amended
18I	.0120	Amended
18L	.1512 - .1513	Amended
	.1517	Amended
	.1520	Amended
	.1522	Amended
18M	.0408	Amended
	.0409	Adopted
19B	.0105	Amended
	.0201 - .0202	Amended
19C	.0207	Amended
	.0409 - .0410	Amended
22I	.0103	Amended
26D	.0015	ARRC Repealed
		Eff. July 1, 1990
26E	.0001 - .0005	Amended
	.0006	Repealed
42B	.1208	ARRC Repealed
		Eff. July 1, 1990
42C	.2007 - .2008	ARRC Repealed
		Eff. July 1, 1990
42D	.1408	ARRC Repealed
		Eff. July 1, 1990
42W	.0002	Amended
	.0003	ARRC Repealed
		Eff. July 1, 1990
44F	.1305	Amended
45G	.0502 - .0503	Amended
	.0506	Amended
45H	.0202	Amended
48B	.0001 - .0003	Amended
	.0004	* Correction
	.0005	Amended
	.0006 - .0007	* Correction
	.0008 - .0010	Amended
	.0011	* Correction
	.0012	Amended
50A	.0101	Amended
	.0201	Amended
	.0301	Repealed
	.0302 - .0303	Amended
	.0304	Repealed
	.0401	Amended
	.0402	Repealed
	.0404	Amended
	.0406 - .0407	Amended
	.0409	Amended
	.0411	Amended
	.0414	Amended

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*FINAL RULES*

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		.0501	Amended
50B		.0101 - .0102	Amended
		.0201 - .0207	Amended
		.0301 - .0303	Amended
		.0304	Repealed
		.0305 - .0310	Amended
		.0312 - .0313	Amended
		.0401 - .0409	Amended
		.0501 - .0502	Amended
		.0503	Repealed
		.0504	Amended
50C		.0101 - .0103	Amended
		.0201 - .0203	Amended

DEPARTMENT OF INSURANCE

11	NCAC	8	.0702	Amended
			.0705	Amended
			.0706	** Amended
			.0709	Amended

DEPARTMENT OF LABOR

13	NCAC	7C	.0101	Amended
		14	.0204	** Amended
			.0404	Amended

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY

14A	NCAC	9H	.0302	Amended
			.0801 - .0804	Amended

DEPARTMENT OF ENVIRONMENT, HEALTH, AND NATURAL RESOURCES

15A	NCAC	2B	.0101	** Amended
			.0201	Amended
			.0202	** Amended
			.0301 - .0305	** Amended
			.0307 - .0312	** Amended
			.0315 - .0317	** Amended
		2D	.1104 - .1106	* Correction
		2F	.0102	** Amended
			.0105	Repealed
		2H	.0610	* Correction
		4B	.0016	* Correction
			.0018	* Correction
			.0020	* Correction
		4C	.0007	* Correction
		10B	.0106	Amended
			.0115 - .0116	Amended
		10C	.0502 - .0503	** Adopted
		10D	.0002	Amended
		10F	.0350	Amended
			.0362	Adopted
		10H	.1201 - .1202	Adopted
			.1203 - .1204	** Adopted
			.1205	Adopted
			.1206	** Adopted
			.1207	Adopted

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*FINAL RULES*

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11	.1232	ARRC Repealed Eff. July 1, 1990
13A	.0001 - .0002	Amended
	.0005	Amended
	.0008	Amended
	.0010	Amended
	.0012 - .0014	Amended
13B	.0802	Amended
	.0805	Amended
	.0807	Amended
18A	.1818	Adopted
18C	.1513 - .1514	Amended
	.1516 - .1517	Amended
	.1533	Adopted
21A	.0815 - .0821	Adopted

DEPARTMENT OF PUBLIC EDUCATION

16	NCAC	6C .0101	Adopted
		.0312	Adopted

REAL ESTATE COMMISSION

21	NCAC	58C .0302	Temp. Amended Expires 1-1-91
		.0308	Temp. Amended Expires 1-1-91
	58D	.0102	Temp. Amended Expires 1-1-91
		.0201	Temp. Amended Expires 1-1-91
		.0302	Temp. Amended Expires 1-1-91
		.0401	Temp. Amended Expires 1-1-91
		.0403	Temp. Amended Expires 1-1-91
		.0405 - .0407	Temp. Amended Expires 1-1-91
		.0409	Temp. Amended Expires 1-1-91

CERTIFICATION BOARD FOR SOCIAL WORK

21	NCAC	63 .0104	Amended
		.0301	Amended
		.0403	Amended



## ARRC OBJECTIONS

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*The Administrative Rules Review Commission (ARRC) objected to the following rules in accordance with G.S. 143B-30.2(c). State agencies are required to respond to ARRC as provided in G.S. 143B-30.2(d).*

### ECONOMIC AND COMMUNITY DEVELOPMENT

#### Banking Commission

<i>4 NCAC 3C .0201 - Establishment of Branch and Limited Svcs Facilities</i>	<i>ARRC Objection 7/19/90</i>
<i>4 NCAC 3C .0202 - Branch Closing</i>	<i>ARRC Objection 7/19/90</i>
<i>4 NCAC 3C .0901 - Books and Record</i>	<i>ARRC Objection 7/19/90</i>
<i>4 NCAC 3C .1301 - Annual Vacation</i>	<i>ARRC Objection 7/19/90</i>

#### Community Assistance

<i>4 NCAC 19L .0501 - Definition</i>	<i>ARRC Objection 7/19/90</i>
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#### Savings Institutions Division

<i>4 NCAC 16A .0302 - Response of Administrator to Petition Agency Revised Rule</i>	<i>ARRC Objection 5/17/90 Obj. Removed 6/21/90</i>
<i>4 NCAC 16A .0402 - Informal Settlement Agency Revised Rule</i>	<i>ARRC Objection 5/17/90 Obj. Removed 6/21/90</i>

### ENVIRONMENT, HEALTH, AND NATURAL RESOURCES

#### Environmental Health

<i>15A NCAC 18A .1814 - Disposal of Garbage and Trash: Premises</i>	<i>ARRC Objection 6/21/90</i>
<i>15A NCAC 18C .1528 - Point-of-Entry and Other Treatment Devices</i>	<i>ARRC Objection 6/21/90</i>

#### Environmental Management

<i>15A NCAC 2F .0102 - General Criteria Agency Revised Rule</i>	<i>ARRC Objection 5/17/90 Obj. Removed 6/21/90</i>
<i>15A NCAC 2F .0105 - Effective Contingent Upon Federal Funds Allocated Agency Revised Rule</i>	<i>ARRC Objection 5/17/90 Obj. Removed 6/21/90</i>

#### Health: Epidemiology

<i>15A NCAC 19B .0202 - Granting Permits</i>	<i>ARRC Objection 6/21/90</i>
<i>15A NCAC 19D .0407 - Medical Eligibility</i>	<i>ARRC Objection 6/21/90</i>
<i>15A NCAC 19D .0408 - Medical Eligibility/Licensed Nursing Home Svcs</i>	<i>ARRC Objection 6/21/90</i>

#### Laboratory Services

<i>15A NCAC 20A .0002 - Definitions</i>	<i>ARRC Objection 6/21/90</i>
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#### Wildlife Resources Commission

<i>15A NCAC 10C .0501 - Scope and Purpose</i>	<i>ARRC Objection 6/21/90</i>
---	-------------------------------

### HUMAN RESOURCES

## ARRC OBJECTIONS

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### AFDC

10 NCAC 49C .0101 - Eligibility for Coverage

ARRC Objection 7/19/90

### Governor Morehead School

10 NCAC 21A .0301 - Eligibility

ARRC Objection 7/19/90

### Medical Assistance

10 NCAC 50B .0311 - Reserve

ARRC Objection 6/21/90

### Youth Services

10 NCAC 44F .1305 - Corporal Punishment and Child Abuse

ARRC Objection 5/17/90

Agency Revised Rule

Obj. Removed 6/21/90

10 NCAC 44B .0504 - Medical Care

ARRC Objection 7/19/90

10 NCAC 44B .0506 - Room Restriction or Confinement

ARRC Objection 7/19/90

## LICENSING BOARDS AND COMMISSIONS

### Certification Board for Social Work

21 NCAC 63 .0104 - Organization of the Board

ARRC Objection 5/17/90

Agency Revised Rule

Obj. Removed 6/21/90

21 NCAC 63 .0301 - Written Examinations

ARRC Objection 5/17/90

Agency Revised Rule

Obj. Removed 6/21/90

21 NCAC 63 .0403 - Renewal Fees

ARRC Objection 5/17/90

Agency Revised Rule

Obj. Removed 6/21/90

## PUBLIC EDUCATION

### Elementary and Secondary Education

16 NCAC 6D .0105 - Use of School Day

ARRC Objection 6/21/90

## SECRETARY OF STATE

### Corporations Division

18 NCAC 4 .0101 - Location and Hours

ARRC Objection 6/21/90

18 NCAC 4 .0102 - Administration and Functions

ARRC Objection 6/21/90

18 NCAC 4 .0205 - Overpayment

ARRC Objection 6/21/90

18 NCAC 4 .0206 - Documents Not Specifically Provided For

ARRC Objection 6/21/90

18 NCAC 4 .0302 - Execution

ARRC Objection 6/21/90

18 NCAC 4 .0303 - Rejection

ARRC Objection 6/21/90

18 NCAC 4 .0305 - Corrective Filings-Nonprofit Corp/Limited Partnerships

ARRC Objection 6/21/90

18 NCAC 4 .0306 - Articles of Incorporation - Nonprofit Corporations

ARRC Objection 6/21/90

18 NCAC 4 .0307 - Application For Reservation of Corporate Name

ARRC Objection 6/21/90

18 NCAC 4 .0308 - Registered Office and Registered Agent

ARRC Objection 6/21/90

18 NCAC 4 .0311 - Art of Merger/Share Exch /G.S. 55-11-07/55A-42.1

ARRC Objection 6/21/90

18 NCAC 4 .0312 - Appl For Cert of Authority/Foreign Prof Corporation

ARRC Objection 6/21/90

18 NCAC 4 .0313 - Filing Merger Involving Foreign Corporation

ARRC Objection 6/21/90

18 NCAC 4 .0314 - Filing Evidence of Dissolution/Foreign Nonprofit Corp

ARRC Objection 6/21/90

18 NCAC 4 .0316 - Form for Annual Report

ARRC Objection 6/21/90

18 NCAC 4 .0401 - Documents

ARRC Objection 6/21/90

18 NCAC 4 .0402 - Cert of Facts Certificate of Exit Authorization

ARRC Objection 6/21/90

18 NCAC 4 .0501 - General

ARRC Objection 6/21/90

## *ARRC OBJECTIONS*

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*18 NCAC 4 .0502 - Words Prohibited in Addition to Statutory Prohibitions*    *ARRC Objection 6/21/90*  
*18 NCAC 4 .0503 - Deceptively Similar and Distinguishable Names*            *ARRC Objection 6/21/90*  
*18 NCAC 4 .0504 - Filing Fictitious/Assumed Name/Foreign Corporation*    *ARRC Objection 6/21/90*

### *Securities Division*

*18 NCAC 6 .1210 - Securities Exchgs/Auto Quotation Sys Approve/Admin*    *ARRC Objection 6/21/90*



*This Section of the Register lists the recent decisions issued by the North Carolina Supreme Court, Court of Appeals, Superior Court (when available), and the Office of Administrative Hearings which invalidate a rule in the North Carolina Administrative Code.*

**10 NCAC 3R .0317(g) - WITHDRAWAL OF A CERTIFICATE**

Robert Roosevelt Reilly, Jr., Administrative Law Judge with the Office of Administrative Hearings, declared Rule 10 NCAC 3R .0317(g) void as applied in *Dawn Health Care, a North Carolina General Partnership, Petitioner v. Department of Human Resources, Certificate of Need Section, Respondent* (90 DHR 0296).

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**NORTH CAROLINA ADMINISTRATIVE CODE CLASSIFICATION SYSTEM**

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*The North Carolina Administrative Code (NCAC) has four major subdivisions of rules. Two of these, titles and chapters, are mandatory. The major subdivision of the NCAC is the title. Each major department in the North Carolina executive branch of government has been assigned a title number. Titles are further broken down into chapters which shall be numerical in order. The other two, subchapters and sections are optional subdivisions to be used by agencies when appropriate.*

**TITLE/MAJOR DIVISIONS OF THE NORTH CAROLINA ADMINISTRATIVE CODE**

<b>TITLE</b>	<b>DEPARTMENT</b>	<b>LICENSING BOARDS</b>	<b>CHAPTER</b>
1	Administration	Architecture	2
2	Agriculture	Auctioneers	4
3	Auditor	Barber Examiners	6
4	Economic and Community Development	Certified Public Accountant Examiners	8
5	Correction	Chiropractic Examiners	10
6	Council of State	General Contractors	12
7	Cultural Resources	Cosmetic Art Examiners	14
8	Elections	Dental Examiners	16
9	Governor	Electrical Contractors	18
10	Human Resources	Foresters	20
11	Insurance	Geologists	21
12	Justice	Hearing Aid Dealers and Fitters	22
13	Labor	Landscape Architects	26
14A	Crime Control and Public Safety	Landscape Contractors	28
15A	Environment, Health, and Natural Resources	Marital & Family Therapy	31
16	Public Education	Medical Examiners	32
17	Revenue	Midwifery Joint Committee	33
18	Secretary of State	Mortuary Science	34
19A	Transportation	Nursing	36
20	Treasurer	Nursing Home Administrators	37
*21	Occupational Licensing Boards	Occupational Therapists	38
22	Administrative Procedures	Opticians	40
23	Community Colleges	Optometry	42
24	Independent Agencies	Osteopathic Examination and Registration	44
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		Plumbing and Heating Contractors	50
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**Note:** Title 21 contains the chapters of the various occupational licensing boards.

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- AO - Administrative Order
- AG - Attorney General's Opinions
- C - Correction
- FR - Final Rule
- GS - General Statute
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