

## ARTICLE 2. PROCEDURES AND DELEGATIONS

### Rule 1. Conduct of the Meetings of the Commission and Other Boards

#### 312 IAC 2-1-1 Applicability

Authority: IC 14-10-2-4

Affected: IC 14; IC 25

Sec. 1. (a) This rule governs the conduct of meetings of the commission and any other board.

(b) The rule is supplemental to 312 IAC 3. (*Natural Resources Commission; 312 IAC 2-1-1; filed Jul 26, 1996, 1:00 p.m.: 19 IR 3339; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

#### 312 IAC 2-1-2 Minutes of meetings

Authority: IC 14-10-2-4

Affected: IC 14; IC 25

Sec. 2. (a) Except as provided in 312 IAC 3-1, the minutes approved by a board are the official record of a meeting of the board.

(b) Notes or an electronic recording of a meeting, other than as provided in subsection (a), are not an official record of a board or the department. (*Natural Resources Commission; 312 IAC 2-1-2; filed Jul 26, 1996, 1:00 p.m.: 19 IR 3339; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

#### 312 IAC 2-1-3 Withdrawal of an item from a board agenda

Authority: IC 14-10-2-4

Affected: IC 14; IC 25

Sec. 3. (a) Except as provided in subsection (b), the director or a deputy director may withdraw an item from a meeting agenda at least forty-eight (48) hours before the meeting is scheduled to begin. Notification of the withdrawal shall be delivered to the following address:

Division of Hearings

Natural Resources Commission

Indiana Government Center North

100 North Senate Avenue, Room N501

Indianapolis, Indiana 46204-2200.

(b) An administrative law judge or hearing officer for the commission may withdraw an item, placed by that person on a commission meeting agenda, at least forty-eight (48) hours before the meeting is scheduled to begin.

(c) A board may remove an item from an agenda if a withdrawal is not performed under subsection (a) or (b). (*Natural Resources Commission; 312 IAC 2-1-3; filed Jul 26, 1996, 1:00 p.m.: 19 IR 3339; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; errata filed Jan 3, 2012, 10:47 a.m.: 20120118-IR-312120001ACA*)

### Rule 2. Delegations by the Natural Resources Commission

#### 312 IAC 2-2-1 Applicability

Authority: IC 14-10-2-4

Affected: IC 14; IC 25

Sec. 1. (a) This rule governs delegation of authority by the commission.

(b) A delegation in this rule may be supplemented by a delegation in another article of this title. (*Natural Resources Commission; 312 IAC 2-2-1; filed Jul 26, 1996, 1:00 p.m.: 19 IR 3339; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed*

May 26, 2004, 3:15 p.m.: 27 IR 3064; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA)

**312 IAC 2-2-2 Emergency actions by commission officers**

Authority: IC 14-10-2-4

Affected: IC 14; IC 25

Sec. 2. (a) The chair (or, if the chair cannot be contacted, the vice chair) and the secretary of the commission may jointly take an action for which the commission has authority where both of the following are established:

- (1) There is an emergency.
  - (2) Irreparable harm would result if action were delayed until the next meeting of the commission.
- (b) An action under subsection (a) shall be set forth in writing on a document that:
- (1) indicates who entered the order; and
  - (2) bears the signature of at least one (1) of the participants.

*(Natural Resources Commission; 312 IAC 2-2-2; filed Jul 26, 1996, 1:00 p.m.: 19 IR 3339; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA)*

**312 IAC 2-2-3 Issuance of sanctions and emergency orders by division directors**

Authority: IC 14-10-2-4

Affected: IC 4-21.5-3-6; IC 4-21.5-3-8; IC 14; IC 25

Sec. 3. A division director may do any of the following:

- (1) Issue an order and notice of the order under IC 4-21.5-3-6.
- (2) Cause a complaint to be filed with the commission under IC 4-21.5-3-8 and 312 IAC 3-1.

*(Natural Resources Commission; 312 IAC 2-2-3; filed Jul 26, 1996, 1:00 p.m.: 19 IR 3340; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA)*

**312 IAC 2-2-4 Preliminary adoption of rules and readoption of rules**

Authority: IC 14-10-2-4

Affected: IC 4-22-2-15; IC 4-22-2.5; IC 14; IC 25

Sec. 4. (a) The secretary of the commission may approve a rule for preliminary adoption.

(b) Where no amendment is proposed, the director of the commission's division of hearings may, under IC 4-22-2.5, give preliminary adoption to rules for recodification by readoption. *(Natural Resources Commission; 312 IAC 2-2-4; filed Jul 26, 1996, 1:00 p.m.: 19 IR 3340; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 26, 2004, 3:15 p.m.: 27 IR 3064; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA)*

**Rule 3. Public Hearings Prior to the Issuance of an Agency Order (Subject to 312 IAC 3-1)**

**312 IAC 2-3-1 Applicability of rule; late or incomplete license application; time for giving notice**

Authority: IC 14-11-4-9

Affected: IC 4-21.5; IC 14-11-4-8; IC 14-21-1-17

Sec. 1. (a) This rule governs the conduct of a public hearing held on the question of the issuance, conditioning, or denial of an original or renewal license under IC 14-11-4-8.

(b) This rule also governs the conduct of a public hearing held under IC 14-21-1-17. However, sections 3 through 5 of this rule do not apply to a public hearing under this subsection.

(c) A person who conducts a public hearing before any agency action is taken by the director, a board, or a delegate of the director or a board may apply this rule even if IC 14-11-4-8 is inapplicable. The hearing officer who applies this subsection shall announce at the beginning of the public hearing that this rule applies. A board may appoint a person, a panel of persons, or the

entirety of the board to serve as the hearing officer. If this subsection is implemented, section 3 of this rule does not apply.

(d) This rule does not apply to a hearing that is governed by 312 IAC 2-1 or 312 IAC 3-1.

(e) The director or the delegate of the director may deny a license application that is not completed in a reasonable period of time. If an agency action to deny a license application is made because the application is incomplete, the application does not qualify for a public hearing under this rule, but that agency action is subject to administrative review under IC 4-21.5 and 312 IAC 3-1.

(f) The time period for giving notice begins upon mailing if a notice required by this rule or IC 14-11-4 is made by the United States mail. Three (3) days are added to the period required for a notice that is made by the United States mail. (*Natural Resources Commission; 312 IAC 2-3-1; filed Aug 20, 1997, 3:16 p.m.: 21 IR 26; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 26, 2004, 3:15 p.m.: 27 IR 3064; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

**312 IAC 2-3-2 "Adjacent to the affected real property" defined**

Authority: IC 14-11-4-9

Affected: IC 14-11-4

Sec. 2. As used in this rule and IC 14-11-4, "adjacent to the affected real property" means real property owned by a person, other than the applicant, that is both of the following:

(1) Located within one-fourth ( $\frac{1}{4}$ ) mile of the site where the licensed activity would take place.

(2) Has a border or point in common with the exterior boundary of the property where the licensed activity would take place. Included is property that would share a common border if not for the separation caused by a right-of-way, an easement, or a railroad.

(*Natural Resources Commission; 312 IAC 2-3-2; filed Aug 20, 1997, 3:16 p.m.: 21 IR 27; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

**312 IAC 2-3-3 Notice of consideration of application for certain designated licenses; service by license applicant**

Authority: IC 14-11-4-9

Affected: IC 4-21.5; IC 14-22-26-3; IC 14-26-2; IC 14-26-5; IC 14-28-1; IC 14-29-1; IC 14-29-3; IC 14-29-4

Sec. 3. (a) Notice must be given under this section before a new license or a license renewal is issued by the department under the following statutes and rules:

(1) IC 14-26-2 and 312 IAC 11-1 through 312 IAC 11-5 (lake preservation).

(2) IC 14-26-5 (lowering of lakes).

(3) IC 14-29-4 (construction of channels).

(4) IC 14-28-1 and 312 IAC 10 (flood plain management).

(5) IC 14-22-26-3(2) and 312 IAC 9-11 (possession of wild animals that may be harmful or dangerous to plants or animals).

(6) IC 14-29-3 and 312 IAC 6-5 (removal of substances from navigable waters of the state), including under IC 14-29-1 where the removal of substances from navigable waters is an element of the license.

(b) The director or the department may not issue a license until thirty (30) days after the notice required under this section has been given. Notice may be given at any time after an application for a license is filed with the department.

(c) Service of a notice must be provided by the applicant at its expense as follows:

(1) If a license application affects real property, at least one (1) of the owners of each parcel of real property reasonably known to be adjacent to the affected real property.

(2) In addition to service of the notice as required in subdivision (1), the license applicant shall cause notice to be given by publication (with proof of service made by a publisher's affidavit) in any of the following circumstances:

(A) The current address of a person entitled to notice under this rule is not ascertainable.

(B) The identity or existence of a person entitled to notice is not ascertainable.

(C) The department directs the applicant to cause notice by publication because the license application is likely to evoke general public interest.

(d) Service of a notice must be provided by the department to those persons who have requested notification of a license

application that:

- (1) affects the specific real property to which the application relates; or
- (2) is of the same type as the application.

(e) Proof of service of the notifications required under subsection (c)(1) shall be provided by the applicant to the department as follows:

- (1) If service is made by certified mail with return receipt requested, by providing a mailing receipt showing successful return from the person notified.
- (2) If service is made in person or by first class mail (with a certificate of mailing), by an affidavit or affirmation on a department form including the following:
  - (A) The names and addresses of each person served.
  - (B) The date of personal service or mailing.
  - (C) If service was made by mail, that a period of at least twenty-one (21) days has passed without the mailing being returned as undelivered or undeliverable.

(f) A notice under this section shall do the following:

- (1) Provide the name and address of the applicant.
- (2) Identify the statute and rule under which a permit is sought.
- (3) Identify the specific real property to which the application relates (unless the license is not related to specific real property).
- (4) Set forth any other information required by statute or rule relative to the particular type of permit sought.
- (5) Include an explanation of the options available to the persons served. These options shall be as follows:
  - (A) File a petition with the director requesting an informal hearing that is signed by at least twenty-five (25) individuals who are at least eighteen (18) years of age and who:
    - (i) reside in the county where the licensed activity would take place; or
    - (ii) own real property within one (1) mile of the site of the proposed or existing licensed activity.
  - (B) Request the department to notify the person in writing when an initial determination is made to issue or deny the permit. Following the receipt of notice under this clause, the person may request administrative review by the commission, under IC 4-21.5 and 312 IAC 3-1, of the initial determination by the director.

*(Natural Resources Commission; 312 IAC 2-3-3; filed Aug 20, 1997, 3:16 p.m.: 21 IR 27; filed Dec 26, 2001, 2:42 p.m.: 25 IR 1542; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA)*

**312 IAC 2-3-4 Petition for a public hearing by local individuals**

Authority: IC 14-11-4-9

Affected: IC 14-11-4-8

Sec. 4. (a) This section establishes the requirements for a petition to request a public hearing under IC 14-11-4-8(a)(2).

(b) The petition shall include the signatures of at least twenty-five (25) individuals who are at least eighteen (18) years of age and who reside in the county where the licensed activity would take place or who own real property within one (1) mile of the site of the proposed or existing licensed activity.

(c) The complete mailing addresses of the petitioners shall be typed or printed legibly on the petition.

(d) Each individual who signs the petition shall affirm that the individual qualifies under subsection (b).

(e) The petition shall identify the application for which a public hearing is sought, either by division docket number or by the name of the applicant and the location of the permit. *(Natural Resources Commission; 312 IAC 2-3-4; filed Aug 20, 1997, 3:16 p.m.: 21 IR 28; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA)*

**312 IAC 2-3-5 Notice of public hearing under this rule**

Authority: IC 14-11-4-9

Affected: IC 14

---

PROCEDURES AND DELEGATIONS

---

Sec. 5. (a) The hearing officer shall set the time and place of the public hearing and give reasonable written notice to the following persons:

- (1) Each of the petitioners.
- (2) The applicant.
- (3) At least one (1) of the owners of each parcel of real property reasonably known to be adjacent to the affected real property.
- (4) Any other person who requests in writing to be notified.

(b) Unless a shorter period is stipulated by the petitioners and the applicant or as specified by statute, the hearing officer shall give at least fifteen (15) days' notice of the hearing. If notice is served through the United States mail, three (3) days must be added to the period required for the notice.

(c) If requested in the petition, the location of the public hearing under subsection (b) shall be in the county where the licensed activity would take place. (*Natural Resources Commission; 312 IAC 2-3-5; filed Aug 20, 1997, 3:16 p.m.: 21 IR 28; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

**312 IAC 2-3-6 Conduct of a public hearing by a hearing officer; informal recommendations to the director or director's designee for an agency action**

Authority: IC 14-11-4-9

Affected: IC 4-21.5-3-5; IC 5-14-3-2; IC 14-11-3-1

Sec. 6. (a) A public hearing under this section shall be conducted by a hearing officer appointed by the director or appointed by the director's designee under IC 14-11-3-1(c). The hearing officer shall be the director, the deputy director for the bureau in which the statute is administered, or an employee of the division that is primarily responsible for the administration of the statute.

(b) The hearing officer shall announce at the opening and closing of the public hearing that a person is entitled to notification of an agency action on the license application (or other action at issue) if the person provides a written request for notification that does the following:

- (1) Describes the subject of the order with reasonable particularity.
- (2) Is delivered to the address of the department at least seven (7) days before the day that notice is given under IC 4-21.5-3-5. The address specified by the hearing officer under this subdivision shall be the address of either of the following:

(A) The director.

(B) The person who has been delegated authority by the director to act upon the license or other agency action.

(c) The hearing officer shall conduct the public hearing under this section in a manner that is best suited to the solicitation of comments from the hearing participants. The public hearing is a nonevidentiary hearing, and neither the rules of evidence nor IC 4-21.5 apply.

(d) A hearing officer shall maintain a record of any portion of the public hearing to assist in providing written recommendations to the director or the director's delegate. Any other person may cause an audio or video recording to be made of the public hearing. The contents of any recording may be offered into evidence at a subsequent proceeding under IC 4-21.5 and this article, subject to objections that may apply to electronic recordings generally. The contents of a recording do not, however, limit the scope of administrative review under IC 4-21.5 and this article.

(e) Following the public hearing, the hearing officer shall make written recommendations to the director (or the director's designee) for an agency action. The director (or the director's designee) shall consider these recommendations. In taking an agency action, the director (or the director's designee) is not limited to facts and information received by the hearing officer under this rule.

(f) The written recommendations under subsection (e) do not constitute an agency action under IC 4-21.5. A person who disagrees with those recommendations is not required to file objections in order to obtain administrative review of any resulting agency action.

(g) The hearing officer shall not conduct a proceeding under IC 4-21.5 and 312 IAC 3-1 to provide administrative review of an agency action that results from a public hearing under this rule.

(h) The documentation received under this section, and any recording of the public hearing made by the department, is a public record under IC 5-14-3-2. (*Natural Resources Commission; 312 IAC 2-3-6; filed Aug 20, 1997, 3:16 p.m.: 21 IR 28; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

**312 IAC 2-3-7 Notice of determination by the department or historic preservation review board after public hearing; administrative review to natural resources commission**

Authority: IC 14-11-4-9

Affected: IC 4-21.5; IC 14-21-1-17

Sec. 7. (a) Notice of an order to issue, condition, or deny an original license, made following a public hearing under section 1(a) of this rule, shall be provided to the following persons:

(1) Each of the persons who signed a petition as provided under section 4 of this rule.

(2) The applicant.

(3) At least one (1) of the owners of each parcel of real property reasonably known to be adjacent to the affected real property.

(4) Any other person who requests in writing to be notified.

(b) Notice of a recommendation by a member or delegate of the historic preservation review board, made following a public hearing under section 1(b) of this rule, (and notice of the resulting determination by the historic preservation review board) shall be provided to the following persons:

(1) Any person who nominated the site or structure for addition or removal to or from the register of Indiana historic sites and historic structures.

(2) Any person who filed an objection to the nomination.

(3) Any affected person required to be notified under IC 14-21-1-17.

(4) Any other person who requests in writing to be notified.

(c) Notice of a determination, made following a public hearing under section 1(c) of this rule, shall be provided to any person required to be notified under IC 4-21.5.

(d) A notice of a determination under this section is the notice required to initiate administrative review under IC 4-21.5 and 312 IAC 3-1. (*Natural Resources Commission; 312 IAC 2-3-7; filed Aug 20, 1997, 3:16 p.m.: 21 IR 28; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

**Rule 4. Organized Activities and Tournaments on Designated Public Waters; Administration**

**312 IAC 2-4-1 Applicability**

Authority: IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14

Sec. 1. (a) This rule applies to both of the following:

(1) The process for designating any public water where organized activities and tournaments are regulated.

(2) The administration of organized activities and tournaments on waters designated under subdivision (1).

(b) Exempted from this rule are each of the following:

(1) A boat race.

(2) A water ski event.

(3) A major organized boating activity.

(c) A person must not conduct or participate in a fishing tournament or other organized activity on a public water designated in this rule except under a license issued under this rule.

(d) The department's division of law enforcement shall administer this rule. (*Natural Resources Commission; 312 IAC 2-4-1; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3930, eff Jan 1, 2002; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 27, 2003, 12:35 p.m.: 26 IR 3318, eff Oct 1, 2003; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

**312 IAC 2-4-2 Definitions**

Authority: IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14

Sec. 2. (a) The definitions in this section apply throughout this rule and are in addition to the definitions in 312 IAC 1.

(b) "Boat race" has the meaning set forth at 312 IAC 5-2-5.

(c) "Fishing tournament" means an activity involving fifteen (15) or more boats used for taking fish where:

(1) persons compete for a trophy, citation, cash, or prize; or

(2) a fee is charged to participants.

(d) "Major organized boating activity" means an activity other than a boat race, fishing tournament, or water ski event that:

(1) involves fifteen (15) or more boats as participants;

(2) involves fifty (50) or more boats as spectators;

(3) is conducted according to a prearranged schedule for a limited duration; or

(4) is reasonably expected to significantly disrupt boat traffic.

(e) "Water ski event" has the meaning set forth at 312 IAC 5-2-44. (*Natural Resources Commission; 312 IAC 2-4-2; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3930, eff Jan 1, 2002; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 27, 2003, 12:35 p.m.: 26 IR 3318, eff Oct 1, 2003; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; errata filed Jun 2, 2009, 10:29 a.m.: 20090624-IR-312090386ACA*)

**312 IAC 2-4-3 Petition to regulate the conduct of fishing tournaments or other organized activities on designated public waters**

Authority: IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14-33-1-1

Sec. 3. (a) The following persons may petition the commission to designate, by rule, a particular public water for regulation:

(1) The county executive for the county where the public water is located. A petition under this subdivision applies only to the portion of the public water located in that county. The county executives for adjoining counties may enter a joint petition.

(2) If a portion of a public water is located within a municipality, the executive for the municipality. A petition under this subsection applies only to the portion of the public water located in the municipality.

(3) A deputy director of the department.

(b) A petition filed under subsection (a) must include the following:

(1) The name and location of the public water to be regulated.

(2) The name, address, and telephone number of the petitioner.

(3) The periods when the public water would be regulated. These periods may be expressed in terms of months or beginning and ending days. Restrictions on activities regulated under this rule may be seasonally adjusted.

(4) Whether regulation would apply to fishing tournaments, other organized activities, or both fishing tournaments and other organized activities. If the regulation would apply to other organized activities, a description of the type of these activities that would be regulated.

(*Natural Resources Commission; 312 IAC 2-4-3; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3930, eff Jan 1, 2002; filed May 16, 2002, 12:25 p.m.: 25 IR 3046; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

**312 IAC 2-4-4 Notice of and response to petition**

Authority: IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14

Sec. 4. (a) Upon receipt of a completed petition under section 3 of this rule, the division of hearings of the commission shall cause:

(1) a copy of the petition to be delivered for each deputy director of the department; and

(2) notice of the petition and a brief summary of its contents to be delivered to the legislative services agency for publication in the Indiana Register.

(b) Within ninety (90) days after the receipt of a petition under subsection (a), the department shall review and tender written recommendations to the commission regarding preliminary adoption of a rule to implement the petition. A copy of the recommendations shall also be served upon the petitioner and any other person who requests in writing that the department provide

a copy.

(c) In preparing the recommendations described in subsection (b), the department shall consult with the petitioner and any other interested person. The recommendations shall consider each of the following:

(1) Fish, wildlife, or botanical resource management.

(2) The protection of users, including the following:

(A) Limitations of the public water to safely accommodate boats.

(B) Limitations of facilities relative to vehicular access, pedestrian safety, parking, and the launching of boats.

(3) The protection of private and public property.

(4) Cultural resources.

(d) For an application to establish a license requirement on a public freshwater lake, the department shall consider limiting the total number of boats in an activity conducted between April 1 and September 30, and licensed under this rule or under 312 IAC 5-3.

(e) The maximum number established under subsection (d) governs any date on which the activity or a portion of the activity is conducted.

(f) If the department does not tender its written recommendations to the commission in a timely fashion as provided in subsection (b), the petitioner may move the commission to place the petition on its agenda at the next regular meeting. (*Natural Resources Commission; 312 IAC 2-4-4; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3930, eff Jan 1, 2002; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 27, 2003, 12:35 p.m.: 26 IR 3318, eff Oct 1, 2003; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; errata filed Jun 2, 2009, 10:29 a.m.: 20090624-IR-312090386ACA*)

### **312 IAC 2-4-5 Designation of regulated public water by rule**

Authority: IC 14-10-2-4; IC 14-15-7-3

Affected: IC 4-22; IC 14

Sec. 5. (a) The commission may approve the recommendations of the department under section 4(b) of this rule or may modify or reject those recommendations.

(b) If a petition results in preliminary adoption of a rule, the proposal shall be reviewed under IC 4-22. A public hearing on the proposal shall be conducted in the county where the public water to be regulated is located.

(c) The regulation of a fishing tournament or other organized activity becomes effective for a particular public water when a section under this rule designating that public water becomes effective under IC 4-22. (*Natural Resources Commission; 312 IAC 2-4-5; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3931, eff Jan 1, 2002; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA*)

### **312 IAC 2-4-6 License application (Repealed)**

(*Repealed by Natural Resources Commission; filed Nov 1, 2010, 11:30 a.m.: 20101201-IR-312090986FRA, eff Jan 1, 2011*)

### **312 IAC 2-4-7 Advance date approval**

Authority: IC 14-10-2-1; IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14

Sec. 7. (a) The department shall conduct an organizational meeting or meetings between October 1 and November 15 to establish dates for the following year on which fishing tournaments or other organized activities can be conducted. The department may apply any reasonable process in an organizational meeting, including holding a drawing, to reserve a date or dates for a scheduled event and to minimize user conflict. As a condition for participation in a drawing, an individual may be required to identify the organization that the individual represents. The department shall not approve more than one (1) scheduled event for an individual on the same waterway, if the events would be separated by fewer than fourteen (14) days.

(b) In addition to the establishment of dates under subsection (a), the department may establish a date for a tournament beyond the following year if an individual presents satisfactory evidence that a tournament would have national significance.

(c) An individual who receives a reserved date must submit a completed license application within thirty (30) days of

notification and at least sixty (60) days before the scheduled event, whichever is earlier. Failure to submit a timely completed application releases the reservation.

(d) An individual is disqualified from participating in an organizational meeting unless the individual and the organization that the individual represents have paid any outstanding fee or cost established in section 12 of this rule. (*Natural Resources Commission; 312 IAC 2-4-7; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3931, eff Jan 1, 2002; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 27, 2003, 12:35 p.m.: 26 IR 3319, eff Oct 1, 2003; filed Jun 29, 2007, 2:32 p.m.: 20070725-IR-312060333FRA; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; filed Nov 1, 2010, 11:30 a.m.: 20101201-IR-312090986FRA, eff Jan 1, 2011*)

### **312 IAC 2-4-7.5 License application**

Authority: IC 14-10-2-1; IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14

Sec. 7.5. (a) An application for a license to conduct a fishing tournament or other organized activity must be completed on a department form at least sixty (60) days before the date of the proposed tournament.

(b) An applicant must be an individual who is:

- (1) at least eighteen (18) years of age; and
- (2) a resident of Indiana.

(c) The applicant must state one (1) of the following:

- (1) The terms of a reserved date obtained under section 7 of this rule.
- (2) If a reserved date was not obtained under subdivision (1), the activity location and number of boats for which approval is sought. An application under this subdivision is subject to an application previously:
  - (A) reserved under subdivision (1); or
  - (B) delivered to the department under this subsection.

(3) If an applicant seeks approval for additional boats to participate in a scheduled event approved under subdivision (1) or (2), the number of boats to be added. An application under this subdivision is subject to an application previously submitted under this subsection.

(d) The applicant must attach a copy of proposed standards that would govern the organized activity.

(e) The department shall not approve any license or amended license under this section that would authorize an organized activity to exceed the maximum limits applicable to a lake under sections 12 through 14 of this rule.

(f) The department shall condition any license to achieve at least one (1) of the following:

- (1) Prevention of unusual conditions or hazards.
- (2) Promotion of scientific fish, wildlife, or botanical resource management.
- (3) Assistance in the protection of users.

(g) To accomplish the purposes described in subsection (f), the department may do the following:

- (1) Designate the following:
  - (A) The starting time or ending time for an activity.
  - (B) The time and location for the use of any public facilities.
- (2) Spread starting times among license holders if more than one (1) is approved for a particular waterway.
- (3) Restrict portions of the waterway from use by the participants.

(h) The department may require a nonrefundable application fee with the application. The director shall establish the amount of the fee within a range approved by the commission. (*Natural Resources Commission; 312 IAC 2-4-7.5; filed Nov 1, 2010, 11:30 a.m.: 20101201-IR-312090986FRA, eff Jan 1, 2011*)

### **312 IAC 2-4-8 Bond; list of officials; user fee (Repealed)**

Sec. 8. (*Repealed by Natural Resources Commission; filed May 27, 2003, 12:35 p.m.: 26 IR 3323, eff Oct 1, 2003*)

**312 IAC 2-4-9 General duties of license holder**

Authority: IC 14-10-2-4; IC 14-11-2-1

Affected: IC 14

Sec. 9. In addition to the terms of the license and the requirements otherwise set forth in this rule, a license holder must do the following:

- (1) At least fourteen (14) days before the scheduled event, deliver a list of officials who will be present during the event.
- (2) Obtain permission from the department to use a zone or zones in the public water for:
  - (A) mooring;
  - (B) judging;
  - (C) weigh-in;
  - (D) starting; or
  - (E) any other activities using public facilities.
- (3) Upon the request of the department, meet with a designated authorized representative or representatives before a tournament or other organized activity begins.
- (4) Remove equipment and refuse and otherwise restore zones used in connection with a fishing tournament or other organized activity to the condition that existed before the event as directed by the department.
- (5) Provide officials needed to supervise participants and spectators.
- (6) Require each participating boat to clearly display a logo, banner, or other visible item approved by the department to identify the tournament or other organized activity.
- (7) Establish a starting location for the tournament or other organized activity within an idle speed zone.
- (8) Refrain from and prohibit the sale of food, beverages, or supplies within the area of the activity unless approved in writing by the department and the owner of the area.
- (9) Refrain from obstructing ingress, egress, or regress from private property.
- (10) Assure reasonable access to all persons to public use facilities, including swimming areas, mooring areas, navigational channels, and similar facilities. Limitations on the usage of facilities must include the following:
  - (A) Except as provided in clause (B), vehicles and trailers of contestants must use not more than seventy-five percent (75%) of the ramp and parking facilities in the staging area of the tournament.
  - (B) The owner of the staging area may, in writing, authorize more than the maximum allowed usage under clause (A). This clause does not apply to a fishing tournament that is subject to section 12 of this rule.
- (11) Apply in a drawing held under section 7(b) of this rule for not more than one (1) scheduled event on the same waterway with starting dates separated by fewer than fourteen (14) days. A tournament scheduled for two (2) consecutive days is a single event. For a tournament administered by the division of law enforcement, an individual may apply for more than one (1) event on the same waterway, with starting dates separated by fewer than fourteen (14) days, if the individual is the agent for different organizations.
- (12) Act in good faith to fully perform the event. An individual or organization that demonstrates a pattern of violations of this subdivision may be denied another license.

*(Natural Resources Commission; 312 IAC 2-4-9; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3931, eff Jan 1, 2002; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 27, 2003, 12:35 p.m.: 26 IR 3319, eff Oct 1, 2003; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; errata filed Jun 2, 2009, 10:29 a.m.: 20090624-IR-312090386ACA; filed Nov 1, 2010, 11:30 a.m.: 20101201-IR-312090986FRA, eff Jan 1, 2011)*

**312 IAC 2-4-9.5 Reporting**

Authority: IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14

Sec. 9.5. (a) A license holder must report the results of the event on a form provided by the department within thirty (30) days of the completion of the event, including the following:

- (1) The number of boats and participants.

PROCEDURES AND DELEGATIONS

- (2) The starting and ending times.
- (3) The actual use of public facilities.

(b) In addition to the terms of the license and the requirements otherwise set forth in this rule, the department may require a fishing tournament license holder to keep and report by a specified date, on a department form, legible and accurate records of the following:

- (1) The tournament name.
- (2) The name, address, and telephone number of the license holder.
- (3) The tournament date or dates, including starting time and ending time.
- (4) The target fish species.
- (5) The name of any waterway fished.
- (6) The number of boats and number of participants.
- (7) Individual or team catch statistics for each species of fish taken, including the following:
  - (A) The numbers and lengths of fish weighed-in.
  - (B) The numbers and lengths of fish caught and released.

*(Natural Resources Commission; 312 IAC 2-4-9.5; filed May 16, 2002, 10:00 a.m.: 25 IR 3045; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 27, 2003, 12:35 p.m.: 26 IR 3320, eff Oct 1, 2003; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; filed Nov 1, 2010, 11:30 a.m.: 20101201-IR-312090986FRA, eff Jan 1, 2011)*

**312 IAC 2-4-10 Limitation on usage of facilities (Repealed)**

Sec. 10. *(Repealed by Natural Resources Commission; filed May 27, 2003, 12:35 p.m.: 26 IR 3323, eff Oct 1, 2003)*

**312 IAC 2-4-11 Sanctions and emergency relief**

Authority: IC 14-10-2-4; IC 14-15-7-3  
 Affected: IC 4-21.5-3-8; IC 4-21.5-4; IC 14

Sec. 11. (a) The department may file a complaint under IC 4-21.5-3-8, or seek emergency relief under IC 4-21.5-4, to condition, suspend, or revoke the license of a person who violates a term of the license, this article, or another law. In addition, the department may seek an order in the complaint to disqualify the person from receiving another license under this rule, for a period not to exceed three (3) years, if the person:

- (1) conducts an activity, for which a license is required under this rule, without having such a license in effect; or
- (2) violates a term of a license issued under this rule.

(b) The department may file a complaint under IC 4-21.5-3-8, or seek emergency relief under IC 4-21.5-4, to condition, suspend, or revoke a license if warranted by changed circumstances at the staging area or on the public water that might reasonably be anticipated to endanger public health, safety, or the environment.

(c) In addition to the penalties prescribed by subsections (a) and (b), a person who violates this rule commits a Class C infraction. *(Natural Resources Commission; 312 IAC 2-4-11; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3932, eff Jan 1, 2002; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA)*

**312 IAC 2-4-12 Limitations on fishing tournaments at lakes administered by the division of state parks and reservoirs**

Authority: IC 14-10-2-1; IC 14-10-2-4; IC 14-15-7-3  
 Affected: IC 5-14-3; IC 14

Sec. 12. (a) This section governs fishing tournaments at lakes administered by the division of state parks and reservoirs.

(b) The number of boats that may participate in a fishing tournament must not, on any date, exceed the following:

	Monroe	Salamonie	Mississinewa	Brookville	Hardy	Patoka	Lieber	Raccoon
March	100	75	75	100	30	178	50	100
April	175	75	75	100	30	178	50	60
May	175	75	75	100	20	178	28	50

---

PROCEDURES AND DELEGATIONS

---

June	175	30	30	75	20	125	28	50
July	175	30	30	75	20	125	28	50
August	175	30	30	75	20	125	28	50
September	175	75	75	100	20	178	28	60
October	175	75	75	100	30	178	50	100
November	100	75	75	100	30	178	50	100

(c) A boat used to administer a tournament is excluded in determining the number of participating boats.

(d) The director may authorize a license for a fishing tournament under this section where the participants are not provided with the name of the lake at least ten (10) days before the tournament. A license issued under this subsection does not authorize a fishing tournament that conflicts with another license issued under this section. Subject to IC 5-14-3, the department will not publish the location of a fishing tournament issued under this subsection.

(e) Notwithstanding subsection (b), a fishing tournament on Monroe Lake, from October 15 through the end of February, is restricted to a maximum of one hundred (100) participating boats.

(f) At least thirty (30) days before the scheduled event, a license holder must file a certificate of insurance or an insurance binder with the department. The certificate of insurance or insurance binder shall name the license holder and the department as insureds and shall demonstrate the license holder has obtained an irrevocable general liability insurance policy with a limitation for each of the following of not less than:

- (1) One hundred thousand dollars (\$100,000) for all damages to property for a single occurrence.
- (2) One hundred thousand dollars (\$100,000) for injury or death of one (1) person in a single occurrence.
- (3) Three hundred thousand dollars (\$300,000) for injury to or death of multiple persons in a single occurrence.

(g) Attached to the application for each property, the applicant must deliver a cash bond or other security approved by the department in the amount of one hundred fifty dollars (\$150). Bond may be forfeited for any of the following reasons:

(1) Failure to:

- (A) pay the user fee within the prescribed time frame;
- (B) cancel the event within thirty (30) days from the date the application was submitted; or
- (C) comply with section 9.5 of this rule.

(2) Restoration of the mooring judge's or spectators' area.

(3) Reimburse to the department for cost of supervision, maintenance, and labor.

(4) To collect any other unpaid fees or costs that are due, including expenses incurred in the collection of the unpaid fees.

(h) Within fourteen (14) days after a tournament, the license holder must provide to the department a user fee equal to the greater of:

- (1) eighty percent (80%) of the number of boats listed on the license; or
- (2) the number of boats participating in the tournament.

If the user fee under this subsection is greater than the amount of the bond, the organization is also responsible for the difference.

(i) The amount of the fee shall be established by the director within a range of fees for this purpose approved by the commission. The director may waive the user fee if the:

- (1) tournament is held for charity where all of the profits are given to that charity; and
- (2) waiver request is:

- (A) made in writing; and
- (B) submitted with the application.

(j) The director may require insurance in addition to what is set forth in subsection (f) if the director determines a fishing tournament poses an unusual risk of liability to the department.

(k) A license holder shall:

- (1) indemnify;
- (2) defend;
- (3) exculpate; and
- (4) hold harmless;

the department and its officials, employees, and agents from liability due to loss, damage, injury, or other casualty to the person or property of anyone arising directly or indirectly from the activity.

(l) The department may deny a license application or may revoke a license issued under this section if any fee or cost provided under this section is delinquent. Upon the satisfaction of any delinquencies, an individual may apply for a new license. (*Natural Resources Commission; 312 IAC 2-4-12; filed Aug 3, 2001, 10:54 a.m.: 24 IR 3932, eff Jan 1, 2002; readopted filed Oct 2, 2002, 9:10 a.m.: 26 IR 546; filed May 27, 2003, 12:35 p.m.: 26 IR 3320, eff Oct 1, 2003; filed Jan 5, 2005, 11:00 a.m.: 28 IR 1460; filed Jun 29, 2007, 2:32 p.m.: 20070725-IR-312060333FRA; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; filed Nov 1, 2010, 11:30 a.m.: 20101201-IR-312090986FRA, eff Jan 1, 2011; filed Feb 6, 2012, 3:07 p.m.: 20120307-IR-312110442FRA, eff Jan 1, 2013*)

**312 IAC 2-4-13 Limitations on organized boating activities at Lake Wawasee and Syracuse Lake, Kosciusko County**

Authority: IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14

Sec. 13. (a) This section governs organized boating activities on Lake Wawasee and Syracuse Lake in Kosciusko County.

(b) On the combined waters of Lake Wawasee and Syracuse Lake, the maximum number of boats that can lawfully participate in a fishing tournament on a Saturday or a Sunday is as follows:

(1) One hundred twenty-five (125) for the following periods:

(A) from April 1 until the weekend including Memorial Day; and

(B) after the weekend including Labor Day until September 15.

(2) One hundred (100) from the weekend including Memorial Day through the weekend including Labor Day.

(c) For a tournament subject to subsection (b) that is scheduled to continue past midnight, the number of participating boats may be attributed either to Saturday or to Sunday so as to facilitate the ability of an organized boating activity to use the lake.

(*Natural Resources Commission; 312 IAC 2-4-13; filed May 27, 2003, 12:35 p.m.: 26 IR 3321, eff Oct 1, 2003; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; errata filed Jun 2, 2009, 10:29 a.m.: 20090624-IR-312090386ACA*)

**312 IAC 2-4-14 Limitations on organized boating activities at Sylvan Lake, Noble County**

Authority: IC 14-10-2-4; IC 14-15-7-3

Affected: IC 14

Sec. 14. (a) This section governs organized boating activities on Sylvan Lake, Noble County.

(b) On the waters of Sylvan Lake, the maximum number of boats that can lawfully participate in a fishing tournament is as follows:

(1) One (1) tournament each day, consisting of no more than sixty-five (65) boats, for the period of April 1 through April 30.

(2) One (1) tournament each day, consisting of no more than fifty (50) boats, for the period of May 1 through September 30.

(c) For a tournament subject to subsection (b) that is scheduled to continue past midnight, the number of participating boats may be attributed to either day so as to facilitate the ability of an organized boating activity to use the lake. (*Natural Resources Commission; 312 IAC 2-4-14; filed Mar 18, 2005, 11:00 a.m.: 28 IR 2348, eff Oct 1, 2005; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; errata filed Jun 2, 2009, 10:29 a.m.: 20090624-IR-312090386ACA*)

(*Natural Resources Commission; 312 IAC 2-4-14; filed Mar 18, 2005, 11:00 a.m.: 28 IR 2348, eff Oct 1, 2005; readopted filed Jul 21, 2008, 12:16 p.m.: 20080813-IR-312080052RFA; errata filed Jun 2, 2009, 10:29 a.m.: 20090624-IR-312090386ACA*)

**Rule 5. Review of Determinations for Testing and Programs for Continuing Education**

**312 IAC 2-5-1 Applicability**

Authority: IC 14-10-2-4; IC 25-39-4-9

Affected: IC 14; IC 25-39

Sec. 1. (a) This rule applies to a department determination that:

(1) a person has failed a test; or

(2) the sponsor of a continuing education program or license applicant has not satisfied minimum requirements for the department to sanction credit for the program;

if successful completion of the test or continuing education is required, by a statute or rule, for conduct of an activity licensed by the department.

(b) The requirements of this rule are in addition to any requirements for licensure or continuing education set forth by statute or another rule for a program that is governed by subsection (a). (*Natural Resources Commission; 312 IAC 2-5-1; filed Jan 2, 2013, 3:40 p.m.: 20130130-IR-312120273FRA*)

**312 IAC 2-5-2 Informal review of test failure by administering division**

Authority: IC 14-10-2-4; IC 25-39-4-9

Affected: IC 14; IC 25-39

Sec. 2. (a) A license applicant that is notified of a fail score on a written or practical examination may seek informal review from the director of the division, or the division director's designate, of the examination results.

(b) An applicant must submit the request for informal review with the director of the division, or the division director's designate, within the earlier of:

(1) fifteen (15) days if notification of a fail score included the address of the person to whom the request must be directed and a statement the request must be made within fifteen (15) days of the notice; or

(2) ninety (90) days if the notification of a fail score did not include the information described in subdivision (1).

(c) The division shall conduct the review in an informal manner. If requested by the applicant, the division shall confer with the applicant at the division's office before deciding the informal review.

(d) The division director or the division director's designate may take any appropriate action, including retesting or the issuance of a license, if determining the fail score was the likely result of any of the following:

(1) A significant procedural error by the division.

(2) Adverse environmental conditions immediately preceding or during the test administration.

(3) Both of the following:

(A) The applicant was within ten percent (10%) of a passing score.

(B) A test question or questions is demonstrated to exhibit fundamental ambiguity that could be reasonably expected to cause an applicant to select an answer other than the answer identified by the division as correct.

(*Natural Resources Commission; 312 IAC 2-5-2; filed Jan 2, 2013, 3:40 p.m.: 20130130-IR-312120273FRA*)

**312 IAC 2-5-3 Informal review of administering division's determination not to credit a continuing education program**

Authority: IC 14-10-2-4; IC 25-39-4-9

Affected: IC 14; IC 25-39

Sec. 3. (a) The sponsor of a continuing education program or a license applicant who attends a continuing education program may seek informal review from the director of the division, or the division director's designate, of a decision by the division not to authorize credit or to authorize fewer credits than the sponsor or license applicant believes are appropriate.

(b) A sponsor or an applicant must submit the request for informal review with the division director or the division director's designate. To qualify for administrative review under section 4 of this rule, a request for informal review under this subsection must be made before the program is presented.

(c) The division shall conduct the review in an informal manner. If requested by the sponsor or applicant, the division shall confer with the sponsor or applicant at the division's office before deciding the informal review.

(d) The division director or the division director's designate may take any appropriate action, including approving credit or additional credits, if the division is provided with sufficient written documentation to determine a continuing education program:

(1) includes information significant to the governing statute or rule that was not previously known to the division; or

(2) provides innovative or specialized instruction to a limited constituency, with extraordinary educational needs, and that is likely to enhance the interests protected or promoted by the governing statute or rule.

(*Natural Resources Commission; 312 IAC 2-5-3; filed Jan 2, 2013, 3:40 p.m.: 20130130-IR-312120273FRA*)

**312 IAC 2-5-4 Administrative review**

Authority: IC 14-10-2-4; IC 25-39-4-9

Affected: IC 4-21.5; IC 14; IC 25-39

Sec. 4. (a) A division director or the division director's delegate shall notify a person in writing who seeks review under section 2 or 3 of this rule, within thirty (30) days after completion of the review, of the division's decision.

(b) The notification provided under subsection (a) shall advise the recipient of the opportunity to seek administrative review of the division's decision, under IC 4-21.5 and 312 IAC 3-1, within eighteen (18) days of issuance of the notice. (*Natural Resources Commission; 312 IAC 2-5-4; filed Jan 2, 2013, 3:40 p.m.: 20130130-IR-312120273FRA*)

\*