

CHAPTER 1. ADMINISTRATIVE RULES OF PROCEDURE

[**Authority:** 52 O.S., §§ 420.1 et seq.]

[**Source:** Codified 12-12-91]

420:1-1-1. Purpose

The purpose of the Chapter following is to list the Administrative Rules of Procedure for the Oklahoma Liquefied Petroleum Gas Board.

420:1-1-2. Organization

The Liquefied Petroleum Gas Administration shall consist of State Liquefied Petroleum Gas Administrator, Chief Deputy Administrator, Safety Code Enforcement Officers, other staff members and the Oklahoma Liquefied Petroleum Gas Board, whose operations and duties shall be those set forth in Oklahoma Statute Title 52 O.S. 420.1 et. seq.

[**Source:** Amended at 22 Ok Reg 2598, eff 7-11-05]

420:1-1-3. Location, office hours

(a) Any member of the public may obtain information or make submissions and requests to the Oklahoma Liquefied Petroleum Gas Administration, located at 2501 N. Lincoln Blvd., Suite 218, Oklahoma City, Oklahoma 73105. Office hours from 7:30 a.m. to 4:30 p.m., Monday through Friday, except for holidays legally declared by the State of Oklahoma.

(b) Any person seeking information, making submissions or requests shall contact the Administrator who shall act on behalf of the Administration.

[**Source:** Amended at 18 Ok Reg 3087, eff 7-12-01; Amended at 32 Ok Reg 2054, eff 9-11-15; Amended at 40 Ok Reg 1636, eff 8-27-23]

420:1-1-4. Public inspection of policies and rules

(a) All rules and other written statements of policy or interpretations formulated, or adopted by the Administration in the discharge of its functions shall be available for public inspection during normal business hours at the office of the LP Gas Administration.

(b) All orders and decisions will be made available for public inspection within a reasonable period following order or decision.

420:1-1-5. Procedure for requesting promulgation, amendment or repeal of a rule

Any request for promulgation, amendment or repeal of a rule by a person shall be by petition. Said petition must specify the rule to be promulgated, amended or repealed, and indicate why such a rule change would be in the interest of those involved. Such petition shall bear the signatures of no less than twenty-five registrants, with no more than forty (40%) percent from any one category of registrants. Such petition shall be filed with the Administration office. Within thirty (30) calendar days of the submission of a petition, the petition must either be put before the LP Gas Board in a special or regular Board meeting, or the agency must provide a written response to the petitioner explaining why rulemaking proceedings were not initiated.

[**Source:** Amended at 39 Ok Reg 1903, eff 9-11-22]