

CITY OF BUFFALO RESOLUTION 2026-14

WHEREAS, a plan for systematic inspection and maintenance of the city electric system is necessary to ensure reliable service; and

WHEREAS, a plan is essential in identifying and budgeting for resources sufficient to carry out the inspection, maintenance and repair of the electric system; and

WHEREAS, an electric system inspection and maintenance plan and annual compliance report must be filed with the Iowa Utilities Board;

NOW THEREFORE BE IT RESOLVED BY THE City Council of City of Buffalo, Buffalo Municipal Light and Power :

That the revised Electric Utility Inspection and Maintenance Plan attached to this resolution be approved for filing with the Iowa Utilities Board.

Adopted by the City Council of the City of Buffalo, Iowa, this 13th day of April, 2026.

Approved and signed by the mayor of the City of Buffalo, Iowa, this 13th day of April 2026.



Mayor, Sally Rodriguez

ATTEST:



Attest: Tanna Leonard, City Clerk

Roll Call Vote:

Adams- Yes No
Moore- Yes No
Leonard- Yes No
Teel-Vanderpool- Yes No
Roman- Yes No

Systematic Inspection and Maintenance Plan



Systematic Inspection and Maintenance Plan

City of Buffalo

Buffalo Municipal Light and Power

Updated April, 2026

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SECTION I

INTRODUCTION

Iowa law states that each municipal electric utility shall adopt and electronically file with the Iowa Utilities Board (IUB) a reliability plan annually. [199 IAC 27.10(3)(g)]. Further each municipal electric utility must adopt and file a written plan for inspecting and maintaining their electric supply lines and substations (excluding generating stations). [199 IAC 25.3].

In order to comply with these requirements and to assist municipal electric utilities in determining the necessity for replacement, maintenance, and repair, and the necessity for tree trimming or other vegetation management, Buffalo Municipal Light and Power has prepared the following Model Electric Transmission and Distribution Inspection Program.

let me know.

Sincerely,

Name

Title

ADOPTING AND FILING A REVISED PLAN

According to the practice at your utility, the plan may need to be approved by your utility's board of trustees or city council. The advantage of involving the governing body in the approval process is to ensure policy-level understanding of the requirements for inspection and related service work on your system.

The City Council shall approve by resolution any updates to the utility inspection and maintenance plan as shown below.

Resolution No. _____

City Council

City of Buffalo

Buffalo Municipal Light and Power

WHEREAS, a plan for systematic inspection and maintenance of the city electric system is necessary to ensure reliable service; and

WHEREAS, a plan is essential in identifying and budgeting for resources sufficient to carry out the inspection, maintenance and repair of the electric system; and

WHEREAS, an electric system inspection and maintenance plan and annual compliance report must be filed with the Iowa Utilities Board;

NOW THEREFORE BE IT RESOLVED BY THE City Council of City of Buffalo, Buffalo Municipal Light and

ANSI A300 (Part 1) -2001 — Tree, Shrub and Other Woody Plant
Maintenance — Standard Practices (Pruning)

199 IAC Sections 20.5, 20.7, and 20.8

Rural Electrification Administration (REA) and Rural Utilities (RUS) 161-3: "Inspection
and Maintenance of Distribution Lines"

REA and RUS 173013: "Pole Inspection and Maintenance" (replaces 161-4)

REA and RUS 1724E-300: "Substation Inspection and Maintenance" (replaces 65-1)

SECTION II

ELECTRIC UTILITY INSPECTION PROGRAM Buffalo

Electric Utility

Part I Inspection Schedule

1. Distribution Lines operated below 345 kV

The entire electrical distribution system shall be visually inspected at least once during each 10 year cycle. The inspection shall include, but not be limited to, the following items:

- Pole mounted transformers
- Poles, cross arms and associated hardware
- Disconnect switches, cutouts and arresters
- Insulators
- Conductors (including ground connections)
- Down guys, guy guards and anchors
- Clearances (per NESC 232-1)
- Switchgear and switch cabinets (including seals/locks)

2. Substations and switching stations

Substations and switching stations shall be visually inspected monthly. The inspection shall include, but shall not be limited to, the following items:

- Power transformer
- Voltage regulators
- Oil circuit breakers
- Insulators, busses, connections, arrester and ground wire
- Air break and disconnect switches
- Structures and physical site
- Locks, fences, gates and warning signs

3. Vegetation and tree trimming

Vegetation and trees that may interfere with the safe operation of electric lines, substations, and switching stations shall be visually inspected at least once every 5 years.

Per 199 IAC 25.3(4) the records of vegetation management shall include the date(s) during which the work was conducted. The records shall be kept until two years after the next periodic

This grade is used to describe a condition that is not in accordance with local, state, or national codes. Such a deficiency is one that could cause maintenance or operating problems and could become hazardous if not corrected. A non-conforming deficiency shall be scheduled for correction as soon as practical within the work plan. In all cases, they shall be corrected within a six-month period following inspection. (See National Electrical Safety Code, Rule 214A4)

Grade 3 - Engineering Deficiency

This grade is used to describe a condition that poses no danger to life or property. Such a deficiency, when corrected, could improve engineering, design, or safety on the system. An engineering deficiency may be corrected in the routine maintenance or replacement schedule.

Part III Other Inspection

More detailed inspections and testing may be conducted as deemed necessary by the utility.

Additional inspections or patrols will be conducted as soon as possible following damaging storms and as necessary in areas subject to high rates of vandalism.

All inspections will be completed in an approved manner consistent with accepted industry practice.

Part IV Emergency Notice and Repair (199 IAC 42.4)

If emergency repairs or non-routine maintenance need to be performed within a railroad right-of-way, it is important that immediate notification be given to other entities with facilities that may be affected. Each public utility must file with the IUB contact information for emergency notifications 24 hours per day, seven days per week. (See 199 IAC 42.4(2))

Part V Records (199 IAC 25.3(4))

Each utility shall keep sufficient records to demonstrate compliance with its inspection and

INSTRUCTIONS TO INSPECTORS

The following is an outline of the training and instructions that need to be provided to the utility inspector.

Additional items should be added to the list of inspection items as necessary, including any reference materials.

Purpose: The purpose of the inspection is to determine whether a facility is (1) in compliance with applicable codes and standards, (2) in need of maintenance or corrective action, (3) requires further investigation or (4) is in acceptable condition.

Guidelines and code requirements for conducting inspections can be found in:

- 1) ANSI A300 (Part I), as suggested by 199 IAC 25.3(5) -- Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning)
- 2) 199 IAC Sections 27.5, 27.7, and 27.8
- 3) Iowa Electrical Safety Code 199 IAC 25
- 4) Lineman's and Cableman's Handbook, as adopted by 199 IAC 25.2(5)(b)
- 5) National Electrical Code, as adopted by 199 IAC 25.2(5)a
- 6) National Electrical Safety Code, as adopted by 199 IAC 25.2(1) and modified by 199 IAC 25.2(2)
- 7) RUS 1730-1: "Electric System Operation and Maintenance (O&M)"
- 8) RUS 1730B-121: "Pole Inspection and Maintenance"

D. Hardware

1. Missing
2. Loose
3. Bent, twisted
4. Burns
5. Too close to the system ground

E. Insulators and Conductors

1. Chipped
2. Broken
3. Flash over
4. Firmly attached to insulator
5. Broken strands
6. Sag

TRANSMISSION AND DISTRIBUTION SYSTEM

INSPECTION GUIDELINES

(continued)

H. Guys

1. Insulated or grounded
2. Markers (including length and color)
3. Loose or cut
4. Damaged or broken strands
5. Condition, location of isolation device
6. Anchor eye

I. Miscellaneous

1. Clearances to (fire hydrants, gas storage, roadways)
2. Climbable towers
3. Warning signs
4. Barriers
5. Material stacked near or under towers
6. Aircraft warning devices
7. Equipment not in service that needs to be removed
8. Obstructions on structures

J. Equipment (including transformers, switches, arrestors, etc.)

1. Jumpers
2. Hardware
3. Grounding
4. Nests
5. Accessibility

K. Grounds

1. Broken or disconnected wires
2. Loose pole grounds
3. Exposed ground rods
4. Wire molding missing or broken

UNDERGROUND DISTRIBUTION SYSTEM

INSPECTION GUIDELINES

- A. Equipment (transformers, sectionalizing equipment, switch gears, etc.)
 - 1. Warning signs (legible)
 - 2. Locks
 - 3. Penta bolts
 - 4. Missing or loose hardware
 - 5. Tipped or leaning equipment
 - 6. Grounded

- B. Underground
 - 1. Riser
 - 2. Grounded (elbows, stress cones, etc.)
 - 3. Ground rod(s) and connections
 - 4. Well inserts leaking
 - 5. Secondary Bushings
 - 6. Insect, varmint free

SAMPLE FIELD INSPECTION FORMS

The following pages are examples of field inspection forms. Iowa Administrative Code does not specify a particular inspection form. The examples included in this model are acceptable and can be photo copied.

Remove any item(s) from the form that does not apply to your system. Also you should add any item(s) not on the list that you have on your system. Feel free to substitute your current field inspection forms.

Inspections must be conducted according to the plan on file with the Iowa Utility Board.

To use the inspection form, place the pole or location number at the top of each column. Then for each item inspected mark an "X" if nothing is wrong. If you find something wrong, fill out the work order and put the work order number in the space with the "X."

Even if deficiencies are repaired on the spot, a work order needs to be filled out. This is to document the actions taken during the inspection.

The important thing is to document your inspections and keep good records.

BUFFALO MUNICIPAL UTILITIES

ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM

SUBSTATIONS – MAP NO. _____

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
POWER TRANSFORMER				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Auxiliary Cooling				
• Bird Nests				
• Ground Connections				
• Buss Work				
• Buss Connections				
• Arrestors				
• Doors Closed				
VOLTAGE REGULATOR A PHASE				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Cabinet Weather Tight				
• Indicating Glass Cover				
• Ground Connections				
• Oil Level				
VOLTAGE REGULATOR B PHASE				
• Appearance				
• Bushing Clean				

BUFFALO MUNICIPAL UTILITIES

ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM

SUBSTATIONS -- MAP NO. _____

(continued)

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
VOLTAGE REGULATOR C PHASE				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Cabinet Weather Tight				
• Indicating Glass Cover				
• Ground Connections				
• Oil Level				
•				
BREAKER				
• Appearance				
• Bushing Clean				
• Bushing Good Condition				
• Oil Leaks				
• Oil Level				
• Cabinet Weather Tight				
• Ground Connections				
• Door Locked and Working				
•				
AIR BREAK SWITCHES				
• Appearance				
• Handle Grounded				
• Insulators Good Condition				
• Switching Mat Grounded				
• Structures Good Condition				

BUFFALO MUNICIPAL UTILITIES

ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM

SUBSTATIONS – MAP NO. _____

(continued)

ITEMS TO BE INSPECTED	CIRCUITS			
	#1	#2	#3	#4
FENCES				
• Grounded				
• Gates Locked and Working				
• Wire Tied to Posts				
• Warning Signs				
• Free of Weeds				
• Child Proof Around Bottom				
•				
YARD				
• Free of Weeds				
• Free of Litter				
• Material Stored Neatly				
• Rock Level				
• Lights All Work				
• Lightning Rod Grounded				
• Border Neat				
•				
STATION POWER TRANSFORMER				
• Appearance				
• Grounded				
• Oil Leaks				
•				

BUFFALO MUNICIPAL UTILITIES

ELECTRIC UTILITY GENERAL VISUAL INSPECTION PROGRAM

UNDERGROUND DISTRIBUTION SYSTEM – MAP NO. _____

ITEMS TO BE INSPECTED	LOCATION BY NUMBER OF TRANSFORMER, SECONDARY PEDESTAL, HIGH VOLTAGE SWITCH, OR MANHOLE									
Straight on Pad										
Level										
Warning Sticker										
Appearance										
Oil Leaks										
Locked										
Bolt in Lid										
Paint Condition										
Ground Connections										
Concentric Neutral Condition										
Cable Condition										
Elbows On All The Way										
Secondary Connections Tight										
Box Pad Not Filled with Dirt										
Manhole Ground Level										
Manhole Lid Level										
Fault Indicators All Clear										
Fault Indicators Tested										
Condition of Pad Mount Transformer										
Condition of Switching Cabinets										
Meter Condition										
Seals										
Neutral to Soil Test ½ Cell										
Resistance to Ground Test										
Secondary Voltage Reading										

INSPECTED BY _____ DATE _____ REVIEWED BY _____ DATE _____

IF SOMETHING NEEDS ATTENTION FILL OUT WORK ORDER AND PUT WORK ORDER NO. IN BLANK. "X" MEANS NOTHING WRONG FOUND AT TIME OF INSPECTION.

ATTACHMENT A

SAMPLE INSPECTION SCHEDULES

The following pages are examples of schedules that can be used by your utility. The first page is a month-to-month schedule that illustrates work to be completed during the year. The other inspection schedules can be used for long-term planning.

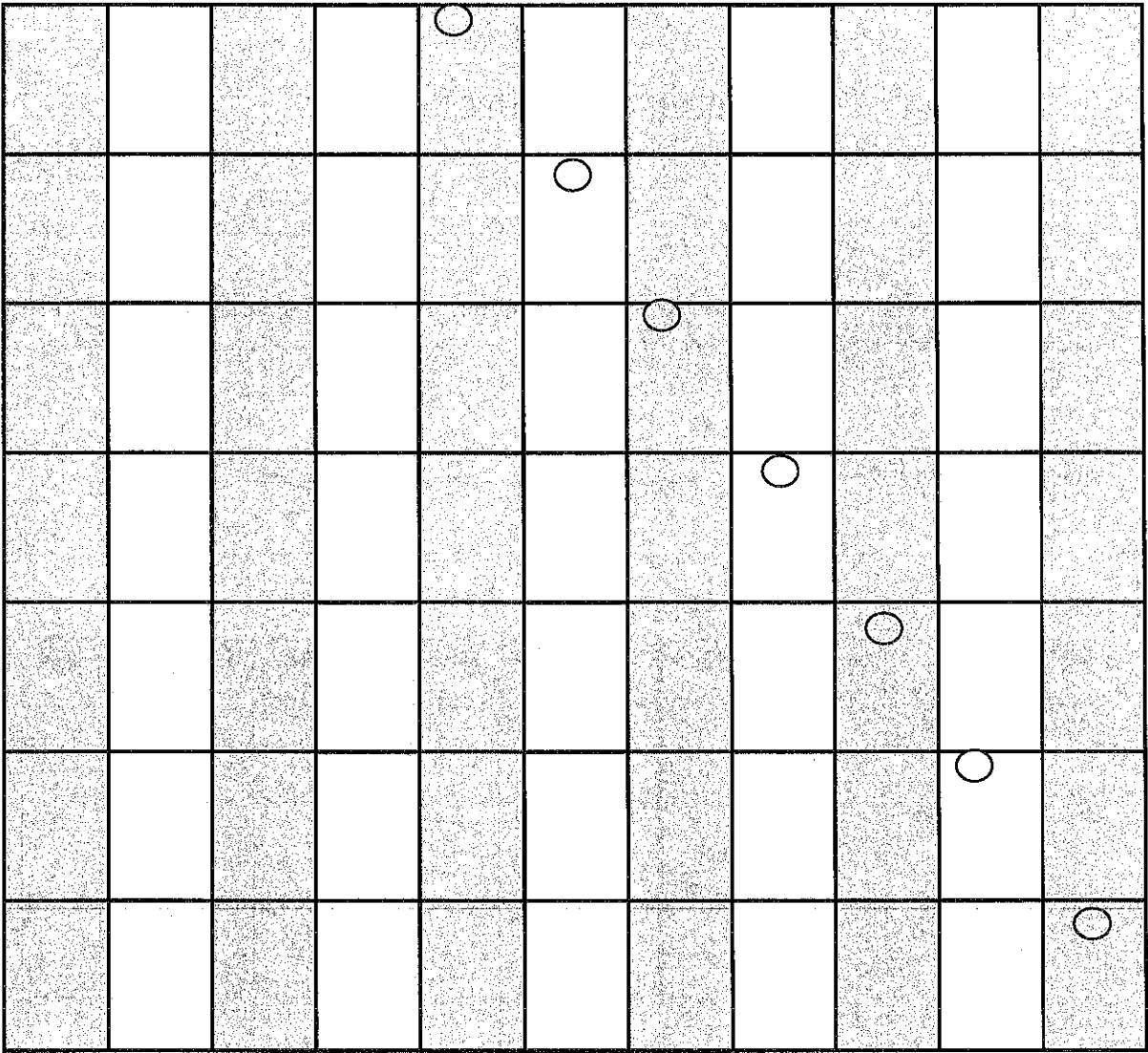
OCTOBER	NOVEMBER	DECEMBER
Inspect Substation Inspect U.R.D. (1 sheet)	Generate Pump Out Manholes Put Up Holiday Lights	Trim Trees Take Down Holiday Lights Take inventory Inspect Transmission Line

Use the blank form on the following page to create a month-to-month schedule for your utility.

OCTOBER	NOVEMBER	DECEMBER

NOT TO EXCEED 10 YEARS

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located _____.



20__	Sub #												
------	-------	--	--	--	--	--	--	--	--	--	--	--	--

The current status of this inspection schedule, as it pertains to the specific area (map number), is shown on the next page. If not included here, maps are located on page 52.

May										
June										
July										
Aug										
Sept										
Oct										
Nov										
Dec										

DISTRIBUTION SYSTEM GROUND LINE INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Zone 1	
20__	Zone 2	
20__	Zone 3	
20__	Zone 4	
20__	Zone 5	

DISTRIBUTION SYSTEM GROUND LINE INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.



-Unscheduled Inspection



-Area Scheduled for Inspections



-Inspection Completed



-Replacements and Repairs to Correct Deficiencies Completed

Inspection Schedule and Current Status

Zone #	20—	20—	20—	20—	220—	20—	20—	20—	20—	20—
1	○	○								
2										
3			○							
				○						

DISTRIBUTION SYSTEM GROUND ROD

INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Zone 1	
20__	Zone 2	
20__	Zone 3	
20__	Zone 4	
20__	Zone 5	
20__	Zone 6	
20__	Zone 7	
20__	Zone 8	
20__	Zone 9	
20__	Zone 10	

DISTRIBUTION SYSTEM GROUND ROD INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.

- ☐ - *Unscheduled Inspection*
- ☐ - *Area Scheduled for Inspections*
- ☒ - *Inspection Completed*
- ☒ - *Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Zone #	20—	20—	20—	20—	20—	20—	20—	20—	20—	20—
1	☐	☐								
2										
3			☐							
4				☐						

UNDERGROUND DISTRIBUTION SYSTEM

INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Zone 1	
20__	Zone 2	
20__	Zone 3	
20__	Zone 4	
20__	Zone 5	
20__	Zone 6	
20__	Zone 7	
20__	Zone 8	
20__	Zone 9	
20__	Zone 10	

UNDERGROUND DISTRIBUTION SYSTEM INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.



-Unscheduled Inspection



-Area Scheduled for Inspections



-Inspection Completed



-Replacements and Repairs to Correct Deficiencies Completed

Inspection Schedule and Current Status

Zone #	20__	20__	20__	20__	20__	20__	20__	20__	20__	20__
1	○	○								
2										
3			○							

URD GROUND ROD INSPECTION SCHEDULE

These inspections will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Zone 1	
20__	Zone 2	
20__	Zone 3	
20__	Zone 4	
20__	Zone 5	
20__	Zone 6	
20__	Zone 7	
20__	Zone 8	
20__	Zone 9	
20__	Zone 10	

URD GROUND ROD INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.



-Unscheduled Inspection



-Area Scheduled for Inspections



-Inspection Completed



-Replacements and Repairs to Correct Deficiencies Completed

Inspection Schedule and Current Status

Zone#	20—	20—	20—	20—	20—	20—	20—	20—	20—	20—
1	○	○								
2										
3			○							
				○						

VEGETATION & TREE TRIMMING

INSPECTION SCHEDULE

Inspection of all electric lines will be conducted over a _____ year period with approximately _____ percent inspected each year. The area to be inspected each year is described in the following schedule. Maps are used to identify the area to be inspected.

YEAR		DESCRIPTION
20__	Zone 1	
20__	Zone 2	
20__	Zone 3	
20__	Zone 4	
20__	Zone 5	
20__	Zone 6	
20__	Zone 7	
20__	Zone 8	
20__	Zone 9	
20__	Zone 10	

VEGETATION & TREE TRIMMING

INSPECTION SCHEDULE

Key: Indicate the current status by marking the diagram with the appropriate symbol.



-*Unscheduled Inspection*



-*Area Scheduled for Inspections*



-*Inspection Completed*



-*Replacements and Repairs to Correct Deficiencies Completed*

Inspection Schedule and Current Status

Map #	20—	20—	20—	20—	20—	20—	20—	20—	20—	20—
	○	○				○				
							○			
			○					○		
				○					○	
					○					○

ATTACHMENT B

GRAIN BIN NOTIFICATION

On an annual basis electric utilities are required to conduct public information campaigns regarding electric service to grain bins. [See 199 IAC 25.2(3)]. The notification is meant to reduce safety hazards as a result of improper clearance between grain bins and electric lines. Clearance requirements describing physical separation of power lines from grain bins are specified in the National Electrical Safety Code, Rule 234F.

To comply with these requirements, a utility must do the following:

1. Adopt an appropriate Notice of Compliance (see example on following page)
2. Provide public notice annually
3. Provide evidence of compliance with this rule to IUB inspectors during an on-site inspection

A utility may refuse electric service to any grain bin built near existing electric lines if the clearances specified in NESC rule 234F are not met. This right to refuse service only applies to grain bins loaded by portable augers, conveyors or elevators and built after September 9, 1992, or to grain bins loaded by permanently installed augers, conveyors, or elevator systems installed after December 24, 1997.

A brochure of grain bin clearance guidelines is available on the IAMU website at www.iamu.org. Insert that brochure, or similar information used for your Public Information Campaign, in this section along with the Notice of Compliance.

(City or Utility Letterhead)

DATE

Notice of Compliance

IAC-199 Chapter 25

25.2(3) Grain Bins

In accordance with section 25.2(3) of the Iowa Administrative Code, this notice is part of a public information campaign to inform farmers, farm lenders, grain bin merchants, and city and county zoning officials of the hazards of and standards for construction of grain bins near power lines.

To assure proper safety, if a new grain bin is built near an existing electric line, the electric utility may refuse service if the clearances specified by the American National Standards Institute "National Electrical Safety Code," Rule 234F are not met.

Do not hesitate to contact (Utility Contact) at (Phone Number) if you have any questions regarding this notice or need further information about appropriate clearances.

Utility Representative

ATTACHMENT D

SAMPLE OFFICE INSPECTION THAT IS CONDUCTED BY THE IOWA UTILITIES BOARD

Name of Utility:

Address of Office Checked:

Name and Title of Person Interviewed:

Date:

File: RE-

Inspector:

Sections cited are from Board rules 199 IAC chapter 20, chapter 25 and chapter 42.

	Question	Section	Answer
1.	Is a copy of the utility's Inspection and Maintenance Plan available?	27.10(3)(f), 25.3	
2.	Has the current version of the plan been filed using the Board's electronic filing system?	25.3(1)	
3.	Does the plan include a listing of all counties in which the utility has electric supply lines in Iowa?	25.3(3)a	
4.	If the plan is implemented by district or regional offices, are their addresses included?	25.3(3)a	
5.	Is the list of counties and addresses current?	25.3(3)a	
	Does the plan include periodic inspection intervals for facilities?		
6.	Distribution Interval: Transmission Interval: Substation Interval: Pole Inspection Interval:	25.3(3)b1	
7.	Are the inspection intervals based on good industry practice?	25.3(3)b1	
8.	Does the pole inspection procedure include tests in addition to visual inspection?	25.3(3)d	

	Question	Section	Answer
18.	Does assessment of the I&M Plan in the utility's most recent annual report to the Board agree with the findings of this inspection?	25.3(2)	
19.	Does the utility keep sufficient records to demonstrate compliance with its inspection and vegetation management program?	25.3(4)	
20.	Do the inspection records show the deficiencies found and the corrective actions taken or scheduled?	25.3(4)	
21.	Do the vegetation management records show the locations and dates the work was conducted?	25.3(4)	
22.	Do the records show the inspections and vegetation management are being done in accordance with the I&M Plan schedule?	25.3(4)	
23.	Are the records kept as long as required?	25.3(4)	
24.	Is corrective action for items identified during inspection taken in a reasonable period of time?	25.4	
25.	Does the utility possess a copy of the 2017 National Electrical Safety Code? (This edition is currently adopted in Board rules.)	25.2(1)	
26.	Does the utility conduct annual public information campaigns on grain bin locations and hazards?	25.2(3)a	
27.	Is the utility correctly using the overhead vertical line clearances from the tables in post-1990 editions of the National Electrical Safety Code?	25.2(2)b4	
28.	Is the utility aware of the accident reporting requirements?	25.5	
29.	If there were any reportable accidents since the last inspection, were they properly reported to the Board Duty Officer?	25.5	
30.	If the utility has facilities crossing a railroad right-of-way, has the required emergency contact information been filed? (This information can be checked or revised at https://iub.iowa.gov/node/74)	42.4(2)	
31.	Where there is joint-use construction and another company's equipment has caused a violation of the Iowa Electrical Safety Code, is the other company notified by the utility?	25.2	
32.	If the utility has notified another company of necessary repairs, does the utility keep records of the necessary repairs until the repairs are completed?	25.3(4)	

Other accepted standards of good practice recognized by the Iowa Utilities Board are found at 199 IAC 27.5 and 25.3

INTERNET LINKS

Adobe Acrobat Reader

Many files on the internet are in PDF format. An Adobe Acrobat Reader is required to view PDF files. You may download it free of charge from:

<http://www.adobe.com/prodindex/acrobat/readstep.html>

Department of Agriculture Bulletins URL

http://www.rurdev.usda.gov/UEP_HomePage.html

Iowa Administrative Code

Chapter 27

<https://www.legis.iowa.gov/law/administrativeRules/rules?agency=199&chapter=27&pubDate=11-03-2021>

Chapter 25

<https://www.legis.iowa.gov/law/administrativeRules/rules?agency=199&chapter=25&pubDate=11-03-2021>

