**Section 110.70 Procedures for Arbitration Services**

The Illinois Arbitration Service has been delegated the responsibility for administering all requests for arbitration services under this part.

a) The IAS will designate an Arbitrator to a dispute upon request by the parties or a request pursuant to an agreement which does not require the IAS to provide a panel. Where such an agreement was executed prior to July 1, 1987, the IAS will designate an employee of the Department who is on the Roster.

b) The IAS will refer a panel of arbitrators to the parties upon a request or a request pursuant to an agreement that calls for the IAS to provide a panel. Where an agreement was executed prior to July 1, 1987, the names on the panel will consist of employees of the Department.

c) The IAS prefers to act upon a joint request which should be addressed to the Illinois Arbitration Service, Room 300, #1 West Old State Capitol Plaza, Springfield, Illinois, 62701-1217. In the event that the request is made by only one party, pursuant to the provisions of their Collective Bargaining Agreement, the IAS will submit a panel or designate an arbitrator in accordance with the above; however, any submission of a panel should not be construed as anything more than compliance with a request and does not necessarily reflect the contractual requirements of the parties.

d) The parties are urged to use the Request for Arbitration or Mediation form which has been prepared by the IAS and which is available in quantity at all Department of Labor regional offices and field officer stations or upon request to the Illinois Arbitration Service, Room 300, #1 West Old State Capitol Plaza, Springfield, Illinois 62701-1217. Those forms are reproduced herein for purposes of identification.

e) A brief statement of the issues in dispute should accompany the request to enable the IAS to submit the names of arbitrators qualified for the issues involved or to designate a qualified arbitrator. The request should also include a current copy of the arbitration section of the collective bargaining agreement or stipulation to arbitrate, as well as its date of execution.

f) If the forms are not utilized, the parties may request a panel or designation by letter which must include names, addresses, and phone numbers of the parties, the location of the contemplated hearing, the issue in dispute, the number of names desired on a panel request or that it is requested that the IAS designate an arbitrator, the industry involved and any special qualifications of the panel or designee desired.