

STATEMENTS OF POLICY

Title 4—ADMINISTRATION

GOVERNOR'S OFFICE

[4 PA. CODE CH. 1]

Index of Issuances—Directives Management System

The Index of Issuances is being updated to reflect changes since 36 Pa.B. 4205 (August 5, 2006). This amendment adds new issuances, amends and rescinds others. Recipients of publications listed in this index should be kept informed of the status of these publications.

The Directives Management System provides comprehensive statements of policy and procedure on matters that affect employees in all agencies under the Governor's jurisdiction. This amendment updates the index for all Executive Orders, Management Directives, and Manuals issued, amended and rescinded by the Directives Management System after publication of the last Index dated July 13, 2006.

This Index and all documents listed herein can be accessed on the OA Enterprise AquaLogic Portal at www.oa.state.pa.us. Click on "Directives Management." Click on the respective category. Note that all documents preceded by the letter "M" are manuals. Documents with a strike-through line have been rescinded.

Title 4 of the *Pennsylvania Code* § 1.2 specifies that:

"Issuances from the Governor's Office and from agencies under the Governor's jurisdiction, except proclamations and press releases, that are intended for distribution to two or more agencies are to be issued through the Directives Management System in one of four types of publications:

- (1) Numbered Executive Orders, signed by the Governor, announcing broad policies, programs, and responsibilities that are relatively permanent.
- (2) Numbered Management Directives announcing detailed policies, programs, responsibilities, and procedures that are relatively permanent. Management Directives are to be signed by the Governor, Lieutenant Governor, Secretary of Administration, Budget Secretary, or the head of a department or independent board, commission, or council under the Governor's jurisdiction.
- (3) Numbered Administrative Circulars containing either informational material or instructions that are one-time or temporary in nature. Administrative Circulars are to be signed the same as Management Directives.
- (4) Numbered procedural issuances containing detailed information and guidelines for relatively restricted, well-defined operations, or sets of operations. Procedural issuances may be manuals, handbooks, catalogs, guides, or similar publications. Manuals are to be signed the same as Management Directives."

Management Directives and Manuals are numbered in sequence by category (e.g., Financial Management) and subcategory (e.g., Payroll).

Changes to Executive Orders, Management Directives, and Manuals (catalogs, handbooks, bulletins, etc.) may be

issued in the form of amendments. Amendments are complete documents incorporating all changes since the last complete issuance. Dots are placed in the margins to show the new or revised text. Some older documents have revisions, which are generally pen and ink changes or replacement pages and affect only those parts of an issuance being changed. (Revisions are no longer being issued; changes are now made in the document and it is reissued as an Amended version of the document.) Additionally, when a document has been amended, the previous document should be removed from the file and recycled.

Individuals may subscribe to receive e-mail notifications, referred to as eAlerts, when issuances are published. To subscribe:

You will need to login to the OA Portal Community to access the e-Alerts subscriptions. If you are seeing the "e-Alert Self Management" portlet at the bottom of this screen, you are logged in. If you do not see the "e-Alert Self Management" portlet, follow these instructions:

CWOPA Account: For Commonwealth Employees Under the Governor's Jurisdiction: When logging in from your desktop, you should automatically be logged into the portal. If not, check [Log In] in the left navigation. If it is set to [Log In], click it. You will be taken back to the OA Home page. Click on e-Alerts Subscriptions. If you are logged in, you will see the "e-Alert Self Management" at the bottom of the page. Quick way to tell if you are logged in is see if the [Log In] link reads [Log Off].

MUSER Account: For Business Partners or Commonwealth Employees Not Under the Governor's Jurisdiction That Use SAP (examples: Attorney General, Auditor General, Pennsylvania Treasury Department and Commonwealth Courts):

Click on [Log In] located at the bottom of the left navigation. If after clicking on [Log In], you see the Windows Challenge Response (i.e., Windows Login Pop-up), click on the "cancel" button of the Windows Login Pop-up and you should be redirected to the Enterprise Portal Login Page.

Enter [MUSER\user name] for your MUSER account, then enter your [password]. Once you submit the login form you will be taken to the Enterprise Portal Information Site. In the right navigation, click on [OA Home]. At the bottom of the left navigation, select the "e-Alert Subscriptions" link to return to this page. You should see the "e-Alert Self Management" portlet at the bottom of the page.

USER Account: For Citizens or Commonwealth Employees Not Under the Governor's Jurisdiction who do not use SAP: Click on [Log In] in the left navigation located at the bottom of the left navigation underneath "My Account." Enter your [username] from your PA Login Registration then the [password] you created when you registered through PA Login.

Once you submit the login form you will be taken to the Enterprise Portal Information Site. In the right navigation, click on [OA Home]. At the bottom of the left navigation, select the "e-Alert Subscriptions" link to return to this page. You should see the "e-Alert Self Management" portlet at the bottom of the page. If you do not have a PA Login Account, please register following the instructions below:

PA Login Registration:

1) If you do not have an account, please visit the <<https://www.state.pa.us/papower/guestaccount/login.asp?>> PA PowerPort. (Instructions: Place your mouse pointer over the name PA PowerPort and click on the name).

2) Once you are at the PA Login Site you may register for a new account.

3) Once registered, the new account will be activated within an hour. If you are having trouble logging in with your account, please visit the <<https://www.state.pa.us/papower/guestaccount/login.asp?>> PA PowerPort

VERY IMPORTANT: After you create a USER Account using PA Login, you need to wait at least 2 hours for PA Login and the Enterprise Portal to synchronize before logging into the Enterprise Portal and accessing the e-Alert Subscription Service.

Logging in from home or non-government site: Open a browser, go to <<http://www.portal.state.pa.us/>> www.portal.state.pa.us, enter the appropriate user name, password for either CWOPA, USER, or MUSER from the Authentication Source drop down.

Originators of all proposed documents, excluding *Executive Orders*, are to send documents by e-mail, in Word format, to Directives Management Resource Account, OA, EB-DMS. All *Executive Orders* should be sent by e-mail, in Word format, to the Governor's General Counsel.

All agency contact recipients receiving electronic notification are responsible for notifying affected offices in their agencies of new documents listed out on the OA website.

Marginal dots indicate new, amended, revised, or rescinded documents since publication of the last issuance of this Index.

For any questions regarding Directives Management, contact ra-eb-dms@state.pa.us or 717/783-5055.

This manual replaces, in its entirety, Manual M210.3 dated July 13, 2006.

This manual includes all new and amended issuances through June 30, 2008.

NAOMI WYATT,
Secretary of Administration

Fiscal Note: GOV 2008-210.3. No fiscal impact; (8) recommends adoption.

(Editor's Note: This Index of Issuances is published under 1 Pa. Code § 3.1(a)(9) (relating to contents of Code). This document meets the criteria of 45 Pa.C.S. § 702(7) as a document general and permanent in nature which shall be codified in the *Pennsylvania Bulletin*.)

Annex A

TITLE 4. ADMINISTRATION

CHAPTER 1. AGENCY OPERATION AND ORGANIZATION

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M210.6	Publications Management	8/1/1984.....	1
M210.7	State Records Management Manual	6/8/2004	
M210.8	Vital Records Disaster Planning	5/9/1995	
M210.9	General Administrative Records Retention and Disposition Schedule for Records Common to Most Agencies.....	2/27/2008	
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215.6	Contract Management	Rescinded by M215.3—8/20/99	
215.7	Affirmative Action/Contract Compliance Program	Rescinded by M210.3—4/8/1997	
215.8	Contractor Integrity Provisions for Commonwealth Contracts	12/20/1991	
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215.10	Offset Provision for Commonwealth Contracts	Rescinded by 215.9—4/16/1999	
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215.12	Provisions for Commonwealth Contracts Concerning the <i>Americans With Disabilities Act</i>	1/16/2001	
215.13	Contract Provision for Donation of Excess Prepared Food	6/21/1994	
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215.14	Recycled Content Products Provision for Commonwealth Contracts for Services.....	Rescinded by M215.3—8/20/1999	
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215.16	Contract Compliance Program	6/30/1999	
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M215.3*	Field Procurement Handbook	* * * *	
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220.3	Mail Delivery Between Harrisburg and the Philadelphia and Pittsburgh State Office Buildings	1/10/2006	
220.5	Payment of Interagency Billings for Centralized Services	Rescinded by MD310.25—12/5/2002	
220.9	Graphic Design, Typesetting, Reproduction, and Printing Services.....	6/4/1987	
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230.11	Use of Pittsburgh and Erie Convention Centers by State Agencies.....	Rescinded/Obsolete 2/10/2006	
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230.16	Using E-ZPass in Commonwealth Vehicles	Rescinded/Obsolete	2/10/2006
230.17	Commonwealth Office of Travel Operations	3/28/2007	
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245.12	Implementation of the Data Center Project Plan	7/1/1997	
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245.17	Commonwealth of Pennsylvania Public Safety Communications Council	12/19/2006	
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245.19	Enterprise Technology Security Council	5/3/2006	
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M245.2	State Computer Maintenance Contract for Terminals, Microcomputers, Printers, and Other Related Peripheral Equipment	Rescinded/Obsolete	10/18/2005
M245.4	Policy for Personal Computers and Networks (PCs/LANs)	Rescinded/Obsolete	11/2/2005
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250.1	The Sunshine Act Meeting Notice	9/22/1995	
250.3	State Contracts Information Document	Rescinded M215.3 Rev 2—	10/5/2001
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260.1	Organization Requests	10/17/2005	
260.2	Reorganization Plans for Transfers of Functions Between Agencies	11/16/1987	
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M260.1	Manual For Space Utilization	3/11/2004	
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305.5	Cash Management	11/16/1992	
305.6	Withholding Payments to Municipalities (<i>Act No. 166 of 1978</i>)	5/1/1997	
305.7	Interest Penalties for Late Payments	3/24/1995	1
305.8	Commonwealth Bank Accounts and Special Banking Services	6/11/1997	
305.9	Use of Forms STD-419/419L, Refund of Expenditures, and STD-420/C420/420L, Transmittal of Revenue, When Unaccompanied by Remittances	11/5/1999	1-2
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305.12	Accounting, Reporting, and Cash Management of Federal Grants and Contracts	1/25/1999	
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305.17	Preparation and Use of Form STD-417, Adjustment Memorandum From Department of Revenue to Treasury Department	10/29/1990 1
305.18	Obtaining Authority for Electronic Approval of Commonwealth Voucher Transmittals	Rescinded/Obsolete—8/24/2006	
305.19	Identification of Boards, Commissions, and Councils.....	8/15/1997	
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310.7	Report of Lapse (STD-292).....	Rescinded/Obsolete 2/10/2006	
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310.13	Generally Accepted Accounting Principles (GAAP).....	6/13/1995	
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315.27	Recoupment of Conversion Pay Amounts.....	5/4/1992	
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505.2	Salaried Complement Management System	12/1/2006	
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505.8	Transmittal of Personnel Action Notifications	4/2/1998	
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505.9	Standard Abbreviations for Use With the Compensation Plan and SAP R/3 System.....	3/11/2004	
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505.27	<i>The Worker and Community Right to Know Act (P. L. 734, No. 159)</i>	8/3/1993	
505.28	Family Care Account Program	10/11/2005	
505.29	Commercial Driver License Drug and Alcohol Testing Requirements ...	Rescinded by M505.5—11/5/1999	
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525.6	Advances on Salaries or Wages Earned	8/29/1996	
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530.3	State Employee Combined Appeal for New Employees and Employees on Inter-Agency Transfers	1/18/1996	
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530.4	State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay.....	3/11/2008	
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530.10	Administrative Leave to Compete in International and World Championships	7/23/1996	
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530.27	Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit.....	2/7/1997	
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570.2	Use of Form SERS-147 to Elect Membership in Full Coverage Retirement Group.....	Rescinded/Obsolete	11/28/2005
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570.8	Reinstatement of Dismissed or Furloughed Employees Into the State Employees' Retirement System	4/3/2006	
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570.10	Final Average Salary-Part-Time Service, State Employees' Retirement System.....	Rescinded/Obsolete	11/28/2005
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580.11	Documentation of Classified Service Personnel Actions	6/27/2006	
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580.13*	Report of Personnel Transactions for Non-State Employees	8/18/1987	
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590.3	Deduction of Union Dues/Fair Share Fees	5/22/2006	
590.5	Guidelines to be Followed During Legal or Illegal Strikes	5/25/2006	
590.6	Information Needed to Obtain Injunctions Against Illegal Strikes	Rescinded by 590.5—5/13/1997	
590.7	Labor Relations—Grievance Administration	6/8/2006	
590.8	Classification Grievance Processing	3/30/2006	
Manual.			
M590.2	Digest of Commonwealth Employee Classification Arbitration Cases	Rescinded/Obsolete 11/25/2005	
SUPPLIES, SERVICES, AND EQUIPMENT			
Supplies and Equipment Acquisition/Disposition			
610.2	Release and Receipt of Surplus State Property	Rescinded by M215.3—8/20/1999	
610.3	Transfer or Sale of Surplus State Property	Rescinded by M215.3—8/20/1999	
610.4	Procedures for Purchasing Goods and Services Not Exceeding \$1,500 Through Advancement Accounts	11/17/1983	

Management Directives and Manuals.	Date of or Latest Amendment	Current Revisions
610.5	Disposition of Personal Property and Equipment Purchased with GSA Bond Moneys	Rescinded by M215.3—8/20/1999
610.7	Acquisition of Surplus Federal Personal Property	Rescinded by M215.3—8/20/1999
Supplies and Equipment Acquisition/Disposition		
610.9	Recovery of Precious Metals	Rescinded by M215.3—8/20/1999
610.11	Equipment Lease Renewals.....	Rescinded by M215.3—8/20/1999
610.12	Renewal of Multiyear Equipment Leases Containing Purchase Options	Rescinded by M215.3—8/20/1999
610.13	Local Bids and Local Awards for Goods Costing \$1,500 to \$10,000	Rescinded by M215.3—8/20/1999
610.14	Review of Sole Source Purchase Requisitions for Equipment and Supplies.....	Rescinded by M215.3—8/20/1999
610.15	Master Lease Program	Rescinded by 610.15 Rev. 1—7/26/2004
(Revision No. 1 to 610.15 is rescinded upon publication of M210.3, Index of Issuances dated 3/18/2005)		
Manuals.		
M610.1	General Services Commodity Distribution Center Catalog.....	Rescinded/Obsolete 7/14/2005
M610.5	Field Purchasing Manual.....	Rescinded by M215.3—8/20/1999
Automotive Services		
615.1	Temporary Assignment of Commonwealth Automotive Fleet Vehicles... ..	1/6/2006
615.2	Motor Vehicle Liability Insurance and Accident Reporting.....	6/17/1996
615.3	Rates and Billing for Motor Vehicles of the Commonwealth Automotive Fleet.....	10/12/2005
615.6	License Plates for Commonwealth-Owned Vehicles	6/30/1997
615.7	Repairs, Maintenance, and Payment for Services.....	10/12/2005
615.8	Use of State Automobiles	3/26/1980
615.9	Permanent Assignment of Commonwealth Automotive Fleet Vehicles ..	10/12/2005
615.11	Use and Condition Inspections of Commonwealth-Owned Motor Vehicles.....	Rescinded/Obsolete 04/28/2006
615.12	Motor Vehicle Authorization List.....	5/1/2006
615.13	Emission Control Program—Commonwealth Automotive Fleet Vehicles.....	9/26/1997
615.14	Repairs and Maintenance, Commonwealth Automotive Fleet	Rescinded/Obsolete 10/13/2005
615.15	Vehicle Parking License Agreements	10/26/2006
Commodity Standards		
620.1	Coal Sampling and Reporting.....	10/4/2005
Buildings, Property, and Real Estate		
625.1	Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services ..	10/4/2004
625.2	Inventory of Commonwealth Real Property	5/22/2006
625.3	Moving Employee Household Goods and Commonwealth Property.....	3/14/1996
Buildings, Property, and Real Estate		
625.4	Enforcement of Fire and Panic Regulations	3/27/1991
625.5	Reporting Surplus Real Property.....	5/6/1996
625.6	Lease Amendment Exceptions for Leasehold Construction Improvements Costing Less than \$10,000.....	2/28/2001
625.7	Use of Form STD-291, Request for Lease Action and Budget Approval ..	11/6/1997
625.8	Contracting for Bargaining Unit Work.....	2/25/1994
625.9	Payment of Contractors and Design Professionals for Agency-Funded Construction Projects Undertaken by the Department of General Services.....	3/9/2001

Management Directives and Manuals.		Date of or Latest Amendment	Current Revisions
625.10	Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings	1/30/2008	
Bonds and Insurance			
630.1	Agency Insurance Coordinators	10/2/1987	
630.2	Reporting of Employee Liability Claims	4/28/1998	
COMMONWEALTH PROGRAMS			
Protection and Safety			
720.2	Wage Standards Picketing	2/3/1977	
720.3	Emergency Evacuation Plans at Commonwealth Facilities	12/3/2004	
720.4	Safety and Loss Prevention Program	10/2/1987	
720.5	Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings	1/3/2008	
720.6	Call Trace Procedures for Threatening, Harassing, and Nuisance Telephone Calls	9/28/2005	
720.7	Bomb Threats and Suspicious Packages	11/1/2004	

[Pa.B. Doc. No. 08-2296. Filed for public inspection December 19, 2008, 9:00 a.m.]

Title 52—PUBLIC UTILITIES

PENNSYLVANIA PUBLIC UTILITY COMMISSION

[52 PA. CODE CH. 69]

Operation of Telecommunications Relay Service System and Relay Service Fund; Rescission of Policy Statement

Public Meeting held
August 21, 2008

Commissioners Present: James H. Cawley, Chairperson; Robert F. Powelson; Tyrone J. Christy; Kim Pizzingrilli; Wayne E. Gardner

*Rescission of Policy Statements in 52 Pa. Code §§ 69.511—69.513 regarding Operation of Telecommunications Relay Service System and Relay Service Fund;
Doc. No. M-00900239 (1121115)*

Order

By the Commission:

The Pennsylvania Public Utility Commission (Commission) is rescinding its policy statement in 52 Pa. Code §§ 69.511—69.513 (relating to operation of Telecommunications Relay Service System and Relay Service Fund). The rescission shall take effect immediately upon publication of this order in the *Pennsylvania Bulletin*.

Background

The Commission's policy statements in §§ 69.511—69.513 became effective at 29 Pa.B. 2034 (April 17, 1999). The purpose for the policy statements was to ensure accurate Telecommunications Relay Service (TRS) surcharge calculations, accurate and timely remittance of

TRS charge revenues, and cooperation with audit procedures. On August 21, 2008, at L-2008-2020165, the Commission adopted a final-form regulation order codifying provisions of the subject policy statements to ensure adequate TRS fund balances, timely remittance of TRS fund revenues and cooperation with TRS fund audits.

Discussion

The policy statements are being rescinded by the Commission to remove obsolete material from the *Pennsylvania Code*. The rescission of this obsolete material will eliminate any confusion regarding which provisions control the management and operation of the TRS Fund. Simultaneous to the publication of this rescission, the Commission is publishing a final-form TRS Fund management regulation that incorporates the provisions of the policy statements and therefore renders the policy statements obsolete.

Conclusion

Accordingly, under sections 501, 1501, 3015 and 3019 of the Public Utility Code, 66 Pa.C.S. §§ 501, 1501, 3015 and 3019; sections 201 and 202 of the act of July 31, 1968 (45 P.S. §§ 1201 and 1202), and the associated regulations in 1 Pa. Code §§ 7.1, 7.2 and 7.5; section 204(b) of the Commonwealth Attorneys Act (71 P.S. § 732.204(b)); section 5 of the Regulatory Review Act (71 P.S. § 745.5); and section 612 of The Administrative Code of 1929 (71 P.S. § 232), and the associated regulations in 4 Pa. Code §§ 7.231—7.234, the Commission finds that rescinding the policy statements in §§ 69.511—513 should be approved as set forth in Annex A; therefore,

It Is Ordered That:

1. Title 52 of Pa. Code Chapter 69 is amended by the rescission of the policy statements in §§ 69.511—69.513 as set forth in Annex A.

2. The Secretary shall certify this Order and Annex A and deposit them with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

3. The Secretary shall submit this Order and Annex A to the Governor's Budget Office for review of fiscal impact.

4. A copy of this Order and Annex A shall be served upon the Pennsylvania Telephone Association and all local exchange carriers in this Commonwealth and that a copy be filed at the related rulemaking Doc. L-2008-202165.

5. The contact persons for this matter are Christopher Hepburn, Bureau of Fixed Utility Services, (717) 214-9115 (technical), and Louise Fink Smith, Assistant Counsel, Law Bureau, (717) 787-8866 (legal). Alternate formats of this document are available to persons with disabilities and may be obtained by contacting Sherri DelBiondo, Regulatory Coordinator, Law Bureau, (717) 772-4597.

6. The effective date of this rescission coincides with the effective date of the final-form regulation in § 63.37 which was adopted at 38 Pa.B. 6908 (December 20, 2008), and was effective upon publication.

By the Commission

JAMES J. MCNULTY,
Secretary

Annex A

TITLE 52. PUBLIC UTILITIES

PART I. PUBLIC UTILITY COMMISSION

Subpart C. FIXED SERVICE UTILITIES

**CHAPTER 69. GENERAL ORDERS, POLICY
STATEMENTS AND GUIDELINES ON FIXED
UTILITIES**

§§ 69.511—69.513. [Reserved].

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