

STATEMENTS OF POLICY

Title 4—ADMINISTRATION

GOVERNOR’S OFFICE

[4 PA. CODE CH. 1]

Executive Orders, Management Directives and Other Issuances of the Directives Management System Indexed for Reference Purposes

The Index of Issuances is being updated to reflect changes since 39 Pa.B. 4760 (August 8, 2009). 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.

NAOMI WYATT,
Secretary of Administration

(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) (relating to contents of Pennsylvania Code) as a document general and permanent in nature which shall be codified in the *Pennsylvania Bulletin*.)

This manual provides a complete listing of issuances, specified in Title 4 of the *Pennsylvania Code* § 1.2, 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 following the procedures for publication of issuances in Management Directive 210.1, Directives Management System.

Effective January 2010, this manual is updated semi-annually for publication on the Office of Administration’s web site. The manual will be amended to reflect the latest issuances, and published annually in Title 4 of the *Pennsylvania Code* § 1.4 at the end of each fiscal year.

This amendment updates the index for all executive orders, management directives, and manuals issued, amended, and rescinded between July 1, 2009 and June 30, 2010.

Individuals should subscribe to receive e-Alerts to receive notification of published issuances. For questions regarding the Directives Management System, contact OA, EB-DMS.

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This manual replaces, in its entirety, Manual 210.3 dated July 21, 2009. This manual includes all new and amended issuances through June 30, 2010.

How to Use Index:

- Executive orders are by year of issuance.
- Management directives and manuals are numbered in sequence by category (e.g., Financial Management) and subcategory (e.g., Payroll).
- All documents preceded by the letter “M” are manuals.
- Documents that have been rescinded are indicated as rescinded.
- Amendments are presented as complete documents that incorporate all changes since the last issuance.
- Revisions which generally affect older issuances are pen and ink changes or replacement pages and affect only those parts of an issuance being changed. Therefore the issuance changed by a revision will be in more than one document because there will be original issuance and any revision.

Fiscal Note: M210.3 Amended. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR’S OFFICE

CHAPTER 1. AGENCY OPERATION AND ORGANIZATION

Subchapter A. DIRECTIVES MANAGEMENT SYSTEM

§ 1.4. Index of Issuances.

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305.6	Withholding Payments to Municipalities (<i>Act No. 166 of 1978</i>)	5/1/1997	
305.7	Interest Penalties for Late Payments	5/11/2009	
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	Rescinded by MD305.11—5/22/2009	

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305.12	Accounting, Reporting, and Cash Management of Federal Grants and Contracts	1/25/1999	
305.13	Use of Forms STD-419/419L, Refund of Expenditures, and STD-420/C420/420L, Transmittal of Revenue, When Accompanied by Remittances	Rescinded by MD305.11—5/22/2009	
305.14	Identifying Payments to Local Governments and Other Subrecipients	Rescinded by MD305.21—6/13/2003	
305.15	Processing and Distributing Returned Checks	8/30/1989	
305.16	Lobbying Certification and Disclosure	7/3/2003	
305.17	Preparation and Use of Form STD-417, Adjustment Memorandum From Department of Revenue to Treasury Department	Rescinded by MD305.11—5/22/2009	
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	
305.20	Grant Administration	5/26/2000	
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305.22	Commonwealth Business License Information Exchange Program ...	4/13/2006	
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310.3	Encumbering and Lapsing of Appropriations	5/4/1998.....	1
310.7	Report of Lapse (STD-292)	Rescinded/Obsolete	2/10/2006
310.8	Postage Due Procedures	1/8/1987	
310.9	Purpose and Use of Restricted Receipt and Restricted Revenue Accounts	11/20/1978	
310.10	Collection, Requests for Compromise, and Write-Off of Delinquent Claims	8/29/1996	
310.11	Payment and Financial Reporting Requirements for Non-Preferred Appropriations	1/19/1982.....	1
310.12	Refunding Erroneously Collected Fees and Charges	4/30/1982	
310.13	Generally Accepted Accounting Principles (GAAP)	6/13/1995	
310.14	Fixed Asset Accounting and Reporting	Rescinded/Obsolete	2/10/2006
310.14	General Capital Asset and Other Fixed Asset Accounting and Reporting in SAP	2/3/2003	
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310.16	Advancement Account Balances	8/21/1987	
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310.20	Charging Equipment Expenditures to Federal Programs	8/31/1994	
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310.22	Central Vendor Information System	Rescinded/Obsolete	6/17/2006
310.23	Commonwealth Purchasing Card Program	5/11/2009	
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310.25	Transfers of Revenue or Expenses in SAP	12/5/2002	

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310.30	Pennsylvania Electronic Payment Program (PEPP)	5/22/2009	
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310.33	Processing Electronic Invoices in SAP	8/21/2009	
310.34	Use of Agency-Level Dun & Bradstreet Data Universal Numbering System (DUNS) Numbers in Applications for Federal Grants and Cooperative Agreements	9/18/2009	
310.36	Identifying, Recording, and Reporting Computer Software as a Capital Asset	12/10/2009	
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M310.1	Agency Operated Advancement Accounts	8/11/1999	
M310.2	Definitions of Major and Minor Objects of Expenditures	8/26/1998	1
M310.3	Manual of Accounting	7/17/1996	
M310.4	Fixed Asset Accounting System	Rescinded/Obsolete	2/10/2006
M310.10	Revenue and Receipts Accounting Subsystem	Rescinded/Obsolete	2/10/2006
M310.11	Budget Control Subsystem	Rescinded/Obsolete	2/10/2006
M310.12	General Ledger Subsystem	Rescinded/Obsolete	2/10/2006
M310.13	Project Accounting Subsystem	Rescinded/Obsolete	2/10/2006
M310.14	Grant Accounting Subsystem	Rescinded/Obsolete	2/10/2006
M310.15	Commitment and Expenditure Control Subsystem	Rescinded/Obsolete	2/10/2006
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315.8	Restitution of Overpayments	10/1/1997	
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315.10	Recording and Reporting of Wage, Overtime, Shift Differential, and Short-Term Leave Without Pay	Rescinded/Obsolete	2/10/2006
315.11	Distribution and Retention of Payroll Deduction Authorization Documents	4/24/1980	
315.13	Payments of Wages, Salary, Benefits, and Travel Expenses to Survivors of Deceased Employees	8/19/1996	
315.14	Charges for State Employees Residing or Subsisting in Commonwealth Facilities	5/29/1997	
315.15	Withholding of Pennsylvania Higher Education Assistance Agency Loans from Employee Paychecks	8/28/2008	
315.16	Payment of Annuitant Medical and Hospital Benefits	9/10/1997	
315.17	Direct Deposit of Pay Program	10/20/2000	1
315.18	Delivery of Payroll Checks to Employees	11/28/1990	
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315.20	Taxability of the Use of State-Provided Vehicles	11/17/2008	

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315.23	Processing Employee's Withholding Allowance Certificate (W-4)	2/9/1988	
315.25	Pennsylvania Personal Income Tax	9/12/1988	
315.26	Backup Withholding on Missing and/or Incorrect Taxpayer Identification Numbers	1/24/1994	1
315.27	Recoupment of Conversion Pay Amounts	5/4/1992	
315.28	Taxability of State-Provided Parking	6/18/2008	
315.29	Mailing SAP-Generated Checks	12/5/2002	

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M315.1	Municipal Tax Rate Schedules	Rescinded by Rev. 3—4/1/2002	
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325.2	Audit Inquiry Relative to Agency Litigation, Claims, and Assessments	9/12/2008	
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325.10	Review of Auditor General, Treasury, Legislative Budget and Finance Committee, and Other Audit Reports	8/27/2009	

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410.10	Guidelines for Investigating and Resolving Internal Discrimination Complaints	2/21/2008	
410.11	Commonwealth's Equal Employment, Outreach, and Employment Counseling Program	5/8/1997	

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M410.3	Guidelines for Equal Employment Opportunity Plans and Programs	12/18/2007	
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505.1	Employee Furlough Policy	2/16/2006	
505.2	Salaried Complement Management System	12/1/2006	
505.4	Salaried Complement Control	2/18/1982	1
505.7	Personnel Rules	9/1/2009	
505.8	Transmittal of Personnel Action Notifications	4/2/1998	
505.9	Standard Abbreviations for Use With the Compensation Plan and SAP R/3 System	3/11/2004	
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505.12	Annual List of Employees	6/26/2001	
505.15	Employee Mobility Information Program	10/3/2007	
505.17	Furlough of Employees on Work-Related Disability Leave	Rescinded/Obsolete 2/1/2008	
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505.26	HIV/AIDS and Other Bloodborne Infections/Diseases in the Workplace	3/18/2005	
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	
505.30	Prohibition of Sexual Harassment in Commonwealth Work Settings.....	6/19/2002.....	1
505.31	Domestic Violence and the Workplace	5/31/2004	
505.32	Governor's Awards for Excellence	10/29/2009	
505.33	Working From Home During Emergencies Including a Pandemic Influenza Event	8/20/2007	
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M505.2	Personnel Management Review	7/9/1997	
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515.4	Seniority Rights of Commonwealth Employees	7/12/2006	
515.10	Selection and Appointment to Non-Civil Service Positions.....	2/16/2006	
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515.15	Identification, Employment, and Education Verification Checks	6/13/1997	
515.16	Appointment to Senior Level Positions	2/14/2006	
515.17	Computer Systems Intern Program.....	Rescinded by MD580.38—10/8/2004	
515.18	Supplementary Employment.....	7/7/1998	
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515.20	Reemployment of Commonwealth Annuitants	2/21/2002	
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525.13	Maintenance of Weighted Salaries	9/28/2001	
525.15	Overtime	2/10/1997	
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525.17	Internal Revenue Service Levies on Wages, Salary, and Other Income or Payments	6/28/1991	
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M525.2	Commonwealth Pay Plan	Rescinded by M210.3—3/12/2004	
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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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530.8	<i>Motor Vehicle Financial Responsibility Law</i>	7/22/1997	
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530.10	Administrative Leave to Compete in International and World Championships	7/23/1996	
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530.22	Unemployment Compensation, Noncovered Employment—"Major Nontenured Policymaking or Advisory Positions"	11/20/1996	
530.23	State Employee Combined Appeal	12/2/2009	
530.24	Retired Employees Health Program Eligibility Requirements	4/7/2009	
530.26	Military Leaves of Absence	9/3/2008	
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530.29	Commuter Benefits Program	5/20/2009	
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530.31	Workplace Safety and Health Program	9/29/2008	
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M530.14	Unemployment Compensation and the Supervisor	3/1/1982	
M530.15	State Police Health Program/State Police Supplemental Benefits Program Administrative Manual	6/5/2001	1-2
M530.16	Temporary Clerical Pool Agency User Manual	10/1/1999	
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M530.18	The Benefits of a "Healthy" Sick Leave Balance	11/1/1997	
M530.19	Leave Without Pay and Injury Leave Processing Instructions	Rescinded/Obsolete	2/1/2008
M530.20	Commonwealth of Pennsylvania Employee Benefits	Rescinded by M210.3—	03/18/2005
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535.1	Employee Training and Development	2/9/2000	
535.2	Physicians and Related Occupations Specialty Board Certification Payments	2/21/2006	
535.3	Out-Service Training	11/16/1999	
535.4	Use of State Work Program and Public Services Trainee Classes	2/16/1984	
535.5	Use of Trainee Classes in the Classified Service	10/8/2004	
535.6	Commonwealth Management Development Program	2/9/2000	
535.7	Annual Agency Training Plan and Report	7/8/1999	
535.9	Physical and Information Security Awareness Training	10/3/2006	
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540.7	Employee Performance Review	3/5/2002	
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570.1	State Employees' Retirement System, Duties of Departments and Agencies	5/8/2006	
570.2	Use of Form SERS-147 to Elect Membership in Full Coverage Retirement Group	Rescinded/Obsolete	11/28/2005
570.5	Employer Contributions Required on the Purchase of Previously Uncredited State Service	4/9/2006	
570.6	Optional Membership in State Employees' Retirement System	2/22/2006	
570.7	Credited State Service	Rescinded/Obsolete	11/28/2005
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
570.11	Changes to Retirement and Personnel/Payroll System and Collection of Arrears Balances	3/23/2006	
570.12	Refusal of Recall From Furlough—Termination of Interest on Retirement Contributions	2/17/2006	
570.13	State Employees' Retirement System, Regional Field Offices	5/30/2007	
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580.6	Tabulation of Classified Service Employees	6/16/2006	
580.8	Classified Service Probationary Periods.	10/5/2004	
580.10	Rights of Certified Eligibles in the Classified Service	5/16/1986	
580.11	Documentation of Classified Service Personnel Actions	6/27/2006	
580.12	Recruitment for Classified Service Positions	3/28/2007	
580.13*	Report of Personnel Transactions for Non-State Employees	8/18/1987	
580.15	Selective Certification of Classified Service Eligibles.	6/26/1990	
580.16	Provisional Employment in the Classified Service	11/16/2006	
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580.18	Pennsylvania Residency Requirements for the Classified Service	2/15/2005	
580.19	Promotion in the Classified Service Without Examination.	8/31/2009	
580.21	Veterans' Preference on Classified Service Employment Lists.	5/5/2008	
580.23	Resignation From and Reinstatement to the Classified Service	3/12/1990	
580.24	Promotion of Employees in Unskilled Positions Into the Classified Service	9/14/2006	
580.25	Political Activities of Classified Service Employees	9/30/1992	
580.26	Transfer or Reassignment of Classified Service Employees	6/29/2010	
580.27	Limited Appointments to Positions Exempted from the Classified Service Pursuant to <i>Section 3(c)(4), Civil Service Act</i>	10/28/2009	
580.28	Reallocation to a Lower Class in the Classified Service	2/27/1990	
580.29	Rapid Promotion Examinations in the Classified Service.	Rescinded/Obsolete	5/17/2006
580.30	Classified Service Leave Without Pay and Return Rights	3/24/1986	
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580.33	Reproductions of Documents for Classified Service Personnel Actions	4/30/2009	
580.34	Removal of Eligibles for Certification or Appointment in the Classified Service.	3/19/2010	
580.35	Employees Placed in the Classified Service by Position Reallocation .	3/29/1988	
580.36	Engineering Intern Program	Rescinded by MD580.38—	10/8/2004
580.37	Promotion by Appointment of Unclassified Service Employees Into the Classified Service	5/5/2008	
580.38	Use of Intern Job Titles in the Classified Service	10/8/2004	
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M580.1	Certification of Eligibles for the Classified Service.	4/7/1997	
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590.5	Guidelines to be Followed During Legal or Illegal Strikes	5/25/2006	

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590.7	Labor Relations-Grievance Administration.....	6/8/2006	
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M590.2	Digest of Commonwealth Employee Classification Arbitration Cases.....	Rescinded/Obsolete	11/25/2005
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SUPPLIES, SERVICES, AND EQUIPMENT**Supplies and Equipment Acquisition/Disposition**

610.4	Procedures for Purchasing Goods and Services Not Exceeding \$1,500 Through Advancement Accounts	11/17/1983	
610.15	Master Lease Program	Rescinded by MD610.15 R1—7/26/2004	
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Manuals.

M610.1	General Services Commodity Distribution Center Catalog.....	Rescinded/Obsolete	7/14/2005
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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 by MD615.7—	10/12/2005
615.15	Vehicle Parking License Agreements	10/26/2006	

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625.3	Moving Employee Household Goods and Commonwealth Property ...	3/14/1996	
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625.5	Reporting Surplus Real Property.....	5/6/1996	
625.6	Leasehold Improvements	5/1/2009	
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	

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625.9	Payment of Contractors and Design Professionals for Agency-Funded Construction Projects Undertaken by the Department of General Services.	3/9/2001	
625.10	Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings	1/30/2008	
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630.1	Agency Insurance Coordinators	10/2/1987	
630.2	Reporting of Employee Liability Claims	4/28/1998	
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720.2	Wage Standards Picketing	2/3/1977	
720.3	Emergency Evacuation Plans at Commonwealth Facilities	Rescinded by MD205.38—7/31/2009	
720.4	Safety and Loss Prevention Program	10/2/1987	
720.5	Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings	7/25/2008	
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. 10-1395. Filed for public inspection July 30, 2010, 9:00 a.m.]

Title 7—AGRICULTURE

DEPARTMENT OF AGRICULTURE

[7 PA. CODE CH. 28b]

Commercial Kennel Exercise of Nursing Mothers

The Department of Agriculture (Department), under the general authority in section 901 of the Dog Law (act) (3 P. S. § 459-901), adds statements of policy in Chapter 28b (relating commercial kennel exercise of nursing mothers) to read as set forth in Annex A.

Scope

These statements of policy apply to “commercial kennels” licensed by the Department’s Bureau of Dog Law Enforcement, as defined in section 102 of the act (3 P. S. § 459-102).

Purpose

The purpose of these statements of policy is to provide direction to commercial kennel owners regarding the requirements of exercise for nursing mothers in commercial kennels.

Background

The purpose of these statements of policy is to clarify the commercial kennel exercise provisions of the act and provide direction to commercial kennel owners regarding the requirements of exercise for nursing mothers in commercial kennels.

Discussion

Section 207(i) of the act (3 P. S. § 459-207(i)) establishes certain commercial kennel housing standards for dogs over 12 weeks of age, including exercise area requirements. However, section 207(i)(6)(viii) of the act

defines a separate exercise requirement for nursing mother dogs as follows: “Nursing bitches and puppies shall be exercised separately from other dogs.” Dogs 12 weeks of age and under, that is puppies, are not subject to any of the exercise area requirements of section 207(i) of the act. This is consistent with provisions elsewhere in the act requiring that nursing mother dogs must be housed separately with their puppies. See section 207(h)(4) of the act.

To address any potential uncertainty created by the absence of specific standards for the “separate” exercise required for nursing mothers, the Department established these statements of policy for exercise of nursing mothers in commercial kennels.

Summary of Major Features

There are three requirements established by these statements of policy.

The first requirement is that the nursing mother be provided daily access to an exercise area meeting the applicable requirements of the act.

The second requirement is that the kennel owner, as part of the annual kennel license application process, set forth a plan to provide daily exercise to nursing mothers.

The third requirement is that a failure to adhere to the plan set forth by the kennel owner may be considered material misrepresentation and may constitute grounds for revocation or refusal of the kennel license.

Fiscal Impact

Commonwealth

These statements of policy will not have additional fiscal impact on the Department. The Department is already required to review kennel license applications and inspect kennels for compliance with the act and the

regulations. The addition of a plan and enforcement thereof will not create any significant administrative or enforcement costs for the Department.

Political subdivisions

These statements of policy have no effect on political subdivisions and will not create additional enforcement or administrative costs.

Private sector

The act already requires that commercial kennel owners provide exercise for the nursing mother and therefore, these statements of policy, which merely clarify the extent and manner of the exercise, do not create additional costs not already imposed by the act.

General public

No additional direct or indirect costs will be imposed on the general public by these statements of policy.

Paperwork Requirements

The Department will have to develop one additional section to the kennel license application; however, it will not create significant cost. In addition, it will not significantly extend the review period of a kennel license application.

Effective Date

These statements of policy will be effective immediately upon publication in the *Pennsylvania Bulletin*.

Sunset Date

There is no sunset date for these statements of policy. The Department will review its efficacy on an ongoing basis.

RUSSELL C. REDDING,
Secretary

(*Editor's Note:* Title 7 of the *Pennsylvania Code* is amended by adding statements of policy in §§ 28b.1—28b.3 to read as set forth in Annex A.)

Fiscal Note: 2-172. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 7. AGRICULTURE

PART II. DOG LAW ENFORCEMENT BUREAU

**CHAPTER 28b. COMMERCIAL KENNEL
EXERCISE OF NURSING MOTHERS—
STATEMENT OF POLICY**

Sec.	
28b.1.	Requirement for commercial kennels.
28b.2.	Plan.
28b.3.	Grounds for revocation or refusal.

§ 28b.1. Requirement for commercial kennels.

The Bureau of Dog Law Enforcement will consider a kennel owner to be compliant with the requirements of section 207(i)(6)(viii) of the Dog Law (3 P.S. § 459-207(i)(6)(viii)) if the nursing mother is provided daily access to an exercise area meeting all of the requirements of section 207(i)(6)(ii), (iii), (iv), (v), (vi), (vii), (viii) and (ix) of the Dog Law.

§ 28b.2. Plan.

As part of the annual kennel application, the kennel owner applying for a license shall set forth a plan to provide a nursing mother with the opportunity for daily exercise while housed with her puppies.

§ 28b.3. Grounds for revocation or refusal.

The failure to adhere to the plan set forth in the annual kennel application may be considered a material misrepresentation under section 211(a)(1) and (2) of the Dog Law (3 P.S. § 459-211(a)(1) and (2)), and may be grounds for the revocation or refusal of a kennel license under section 211(a) of the Dog Law.

[Pa.B. Doc. No. 10-1396. Filed for public inspection July 30, 2010, 9:00 a.m.]