

# PENNSYLVANIA BULLETIN

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for the Governor's Office's  
Catalog of Nonregulatory  
Documents Notice

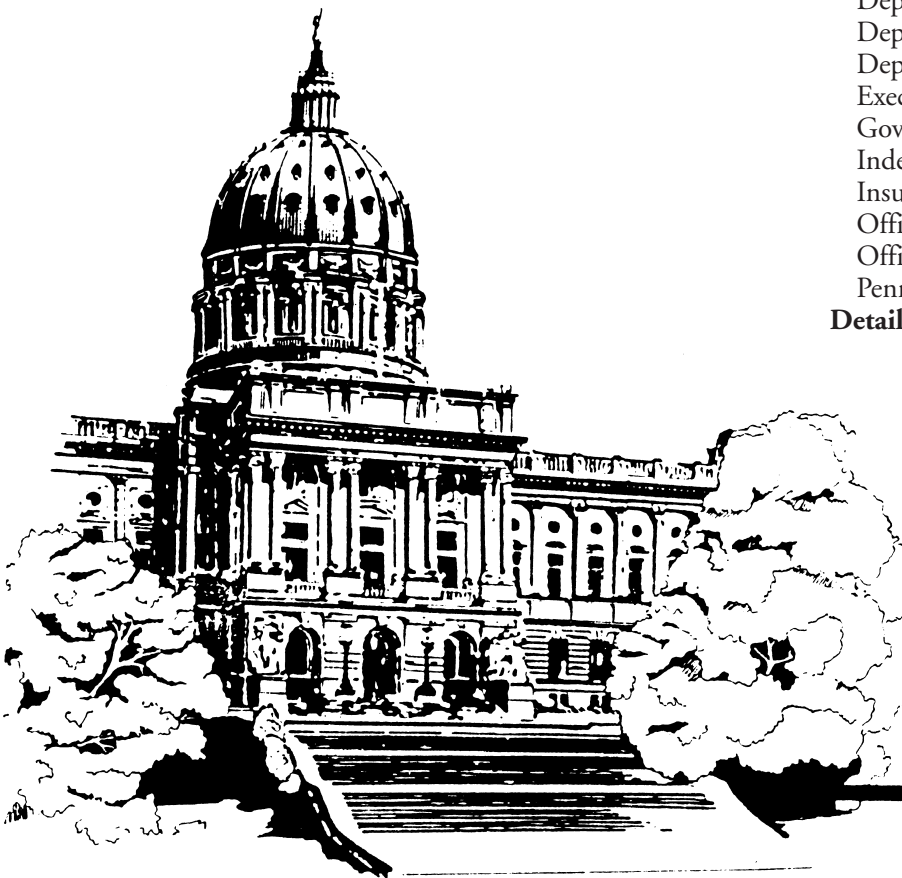
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January—September 2014

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(Master Transmittal Sheet):**

**No. 479, October 2014**

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# READER'S GUIDE TO THE *PENNSYLVANIA BULLETIN* AND THE *PENNSYLVANIA CODE*

## *Pennsylvania Bulletin*

The *Pennsylvania Bulletin* is the official gazette of the Commonwealth of Pennsylvania. It is published every week and includes a table of contents. A cumulative subject matter index is published quarterly.

The *Pennsylvania Bulletin* serves several purposes. First, it is the temporary supplement to the *Pennsylvania Code*, which is the official codification of agency rules and regulations and other statutorily authorized documents. Changes in the codified text, whether by adoption, amendment, repeal or emergency action must be published in the *Pennsylvania Bulletin*. Further, agencies proposing changes to the codified text do so in the *Pennsylvania Bulletin*.

Second, the *Pennsylvania Bulletin* also publishes: Governor's Executive Orders; State Contract Notices; Summaries of Enacted Statutes; Statewide and Local Court Rules; Attorney General Opinions; Motor Carrier Applications before the Pennsylvania Public Utility Commission; Applications and Actions before the Department of Environmental Protection; Orders of the Independent Regulatory Review Commission; and other documents authorized by law.

The text of certain documents published in the *Pennsylvania Bulletin* is the only valid and enforceable text. Courts are required to take judicial notice of the *Pennsylvania Bulletin*.

### **Adoption, Amendment or Repeal of Regulations**

Generally an agency wishing to adopt, amend or repeal regulations must first publish in the *Pennsylvania Bulletin* a Notice of Proposed Rulemaking. There are limited instances when the agency may omit the proposal step; it still must publish the adopted version.

The Notice of Proposed Rulemaking contains the full text of the change, the agency contact person, a fiscal note required by law and background for the action.

The agency then allows sufficient time for public comment before taking final action. An adopted proposal must be published in the *Pennsylvania Bulletin* before it can take effect. If the agency

wishes to adopt changes to the Notice of Proposed Rulemaking to enlarge the scope, it must repropose.

### **Citation to the *Pennsylvania Bulletin***

Cite material in the *Pennsylvania Bulletin* by volume number, a page number and date. Example: Volume 1, *Pennsylvania Bulletin*, page 801, January 9, 1971 (short form: 1 Pa.B. 801 (January 9, 1971)).

### ***Pennsylvania Code***

The *Pennsylvania Code* is the official codification of rules and regulations issued by Commonwealth agencies and other statutorily authorized documents. The *Pennsylvania Bulletin* is the temporary supplement to the *Pennsylvania Code*, printing changes as soon as they occur. These changes are then permanently codified by the *Pennsylvania Code Reporter*, a monthly, loose-leaf supplement.

The *Pennsylvania Code* is cited by title number and section number. Example: Title 10 *Pennsylvania Code*, § 1.1 (short form: 10 Pa. Code § 1.1).

Under the *Pennsylvania Code* codification system, each regulation is assigned a unique number by title and section. Titles roughly parallel the organization of Commonwealth government. Title 1 *Pennsylvania Code* lists every agency and its corresponding *Code* title location.

### **How to Find Documents**

Search for your area of interest in the *Pennsylvania Code*. The *Pennsylvania Code* is available at [www.pacode.com](http://www.pacode.com).

Source Notes give the history of regulations. To see if there have been recent changes, not yet codified, check the List of *Pennsylvania Code* Chapters Affected in the most recent issue of the *Pennsylvania Bulletin*.

A chronological table of the history of *Pennsylvania Code* sections may be found at [www.legis.state.pa.us/cfdocs/legis/CH/Public/pcde\\_index.cfm](http://www.legis.state.pa.us/cfdocs/legis/CH/Public/pcde_index.cfm).

The *Pennsylvania Bulletin* also publishes a quarterly List of Pennsylvania Code Sections Affected which lists the regulations in numerical order, followed by the citation to the *Pennsylvania Bulletin* in which the change occurred. The *Pennsylvania Bulletin* is available at [www.pabulletin.com](http://www.pabulletin.com).

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Material proposed to be added to an existing rule or regulation is printed in **bold face** and material proposed to be deleted from a rule or regulation is enclosed in brackets [ ] and printed in **bold face**. Asterisks indicate ellipsis of *Pennsylvania Code* text retained without change. Proposed new or additional regulations are printed in ordinary style face.

### Fiscal Notes

Section 612 of The Administrative Code of 1929 (71 P. S. § 232) requires that the Office of Budget prepare a fiscal note for regulatory actions and administrative procedures of the administrative departments, boards, commissions or authorities receiving money from the State Treasury stating whether the proposed action or procedure causes a loss of revenue or an increase in the cost of programs for the Commonwealth or its political subdivisions; that the fiscal note be published in the *Pennsylvania Bulletin* at the same time as the proposed change is advertised. A fiscal note provides the following information: (1) the designation of the fund out of which the appropriation providing for expenditures under the action or procedure shall be made; (2) the probable cost for the fiscal year the program is implemented; (3) projected cost estimate of the program for each of the 5 succeeding fiscal years; (4) fiscal history of the program for which expenditures are to be made; (5) probable loss of revenue for the fiscal year of its implementation; (6) projected loss of revenue from the program for each of the 5 succeeding fiscal years; (7) line item, if any, of the General Appropriation Act or other appropriation act out of which expenditures or losses of Commonwealth funds shall occur as a result of the action or procedures; (8) recommendation, if any, of the Secretary of the Budget and the reasons therefor.

The required information is published in the foregoing order immediately following the proposed change to which it relates; the omission of an item indicates that the agency text of the fiscal note states that there is no information available with respect thereto. In items (3) and (6) information is set forth for the first through fifth fiscal years; in that order, following the year the program is implemented, which is stated. In item (4) information is set forth for the current and two immediately preceding years, in that order. In item (8) the recommendation, if any, made by the Secretary of Budget is published with the fiscal note. See 4 Pa. Code § 7.231 *et seq.* Where “no fiscal impact” is published, the statement means no additional cost or revenue loss to the Commonwealth or its local political subdivision is intended.

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# List of Pa. Code Chapters Affected

The following numerical guide is a list of the chapters of each title of the *Pennsylvania Code* affected by documents published in the *Pennsylvania Bulletin* during 2014.

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# THE COURTS

## Title 207—JUDICIAL CONDUCT

### PART II. CONDUCT STANDARDS

[ 207 PA. CODE CH. 33 ]

#### Amendment of Rules 4.2 and 4.4 of the Code of Judicial Conduct; No. 427 Judicial Administra- tion Doc.

##### Order

*Per Curiam*

And Now, this 18th day of September, 2014, *It Is Ordered* pursuant to Article V, Section 10 of the Constitution of Pennsylvania that Rules 4.2 and 4.4 of the Code of Judicial Conduct of 2014 are amended in the following form.

To the extent that notice of proposed rulemaking would otherwise be required by Pa.R.J.A. No. 103, the immediate promulgation of the amendments is found to be in the interests of justice and efficient administration.

This *Order* shall be processed in accordance with Pa.R.J.A. No. 103(b), and shall be effective immediately.

##### Annex A

#### TITLE 207. JUDICIAL CONDUCT

#### PART II. CONDUCT STANDARDS

#### CHAPTER 33. CODE OF JUDICIAL CONDUCT

##### Subchapter A. CANONS

**Canon 4. A judge or candidate for judicial office shall not engage in political or campaign activity that is inconsistent with the independence, integrity, or impartiality of the judiciary.**

**Rule 4.2. Political and Campaign Activities of Judicial Candidates in Public Elections.**

\* \* \* \* \*

(C) A judge who is a candidate for elective judicial office shall not:

[ (1) personally solicit or accept campaign contributions other than through a campaign committee authorized by Rule 4.4;

(2) ] (1) use or permit the use of campaign contributions for the private benefit of the candidate or others;

[ (3) ] (2) use court staff, facilities, or other court resources in a campaign for judicial office except that a judge may use court facilities for the purpose of taking photographs, videos, or other visuals for campaign purposes to the extent such facilities are available on an equal basis for other candidates for such office;

[ (4) ] (3) knowingly or with reckless disregard for the truth, make, or permit or encourage his or her campaign committee to make, any false or misleading statement; or

[ (5) ] (4) make any statement that would reasonably be expected to affect the outcome or impair the fairness of a matter pending or impending in any court.

##### Comment:

##### *General Considerations*

(1) Paragraphs (B) and (C) permit judicial candidates in public elections to engage in some political and campaign activities otherwise prohibited by Rule 4.1. Candidates may not engage in these activities earlier than immediately after the General Election in the year prior to the calendar year in which a person may become a candidate for such office.

(2) Despite paragraph (B) and (C), judicial candidates for public election remain subject to many of the provisions of Rule 4.1. For example, a candidate continues to be prohibited from soliciting funds for a political organization, knowingly making false or misleading statements during a campaign, or making certain promises, pledges, or commitments related to future adjudicative duties. See Rule 4.1(A), paragraphs (4) and (11), and Rule 4.2(C), paragraph [ (4) ] (3).

(3) In public elections for judicial office, a candidate may be nominated by, affiliated with, or otherwise publicly identified or associated with a political organization, including a political party. This relationship may be maintained throughout the period of the public campaign, and may include use of political party or similar designations on campaign literature and on the ballot.

(4) Judicial candidates are permitted to attend or purchase tickets for dinners and other events sponsored by political organizations.

(5) For purposes of paragraph (B)(3), candidates are considered to be a candidate for the same judicial office if they are competing for a single judgeship or for one of several judgeships on the same court to be filled as a result of the election. In endorsing or opposing another candidate for a position on the same court, a judicial candidate must abide by the same rules governing campaign conduct and speech as apply to the candidate's own campaign.

##### *Statements and Comments Made During a Campaign for Judicial Office*

(6) Judicial candidates must be scrupulously fair and accurate in all statements made by them and by their campaign committees. Paragraph [ (C)(4) ] (C)(3) obligates candidates and their committees to refrain from making statements that are false or misleading, or that omit facts necessary to make the communication considered as a whole not materially misleading.

(7) Judicial candidates are sometimes the subject of false, misleading, or unfair allegations made by opposing candidates, third parties, or the media. For example, false or misleading statements might be made regarding the identity, present position, experience, qualifications, or judicial rulings of a candidate. In other situations, false or misleading allegations may be made that bear upon a candidate's integrity or fitness for judicial office. As long as the candidate does not violate paragraphs [ (C)(4) or (C)(5) ] (C)(3) or (C)(4), or Rule 4.1, paragraph (A)(11), the candidate may make a factually accurate public response. In addition, when an independent third party has made unwarranted attacks on a candidate's opponent, the candidate may disavow the attacks, and request the third party to cease and desist.

(8) Subject to paragraph [ (C)(5) ] (C)(4), a judicial candidate is permitted to respond directly to false, mis-

leading, or unfair allegations made against him or her during a campaign, although it is preferable for someone else to respond if the allegations relate to a pending case.

(9) Paragraph [ (C)(5) ] (C)(4) prohibits judicial candidates from making comments that might impair the fairness of pending or impending judicial proceedings. This provision does not restrict arguments or statements to the court or jury by a lawyer who is a judicial candidate, or rulings, statements, or instructions by a judge that may appropriately affect the outcome of a matter.

**Rule 4.4. Campaign Committees.**

\* \* \* \* \*

**Comment:**

(1) Judicial candidates are prohibited from personally soliciting campaign contributions or personally accepting campaign contributions. [ See Rule 4.2(C)(1). ] This Rule recognizes that in Pennsylvania, judicial campaigns must raise campaign funds to support their candidates, and permits candidates, other than candidates for appointive judicial office, to establish campaign committees to solicit and accept reasonable financial contributions or in-kind contributions.

\* \* \* \* \*

[Pa.B. Doc. No. 14-2051. Filed for public inspection October 3, 2014, 9:00 a.m.]

**PART II. CONDUCT STANDARDS  
[ 207 PA. CODE CH. 51 ]**

**Adoption of New Rules Governing Standards of Conduct of Magisterial District Judges; No. 376 Magisterial Rules Doc.**

**Order**

*Per Curiam*

And Now, this 18th day of September, 2014, *It Is Ordered* pursuant to Article V, Section 10 of the Constitution of Pennsylvania that Rules 1—15 and 23 of the Rules Governing Standards of Conduct of Magisterial District Judges are rescinded effective December 1, 2014, and new Rules are adopted in the following form.

To the extent that notice of proposed rulemaking would otherwise be required by Pa.R.J.A. No. 103, the immediate promulgation of the new Rules is found to be in the interests of justice and efficient administration.

This *Order* shall be processed in accordance with Pa.R.J.A. No. 103(b), and the new Rules shall be effective on December 1, 2014. A person to whom the new Rules become applicable shall comply with all provisions by December 1, 2014, except for Rules 3.4, 3.7, 3.8 and 3.11; such persons shall comply with Rules 3.4, 3.7, 3.8 and 3.11 as soon as reasonably possible and shall do so in any event by December 1, 2015.

**Annex A**

**TITLE 207. JUDICIAL CONDUCT  
PART II. CONDUCT STANDARDS  
CHAPTER 51. STANDARDS OF CONDUCT OF  
MAGISTERIAL DISTRICT JUDGES**

*(Editor’s Note:* The current Rules Governing Standards of Conduct of Magisterial District Judges 1—15 which

appear in 207 Pa. Code pages 51-1—51-10, serial pages (318355), (318356), (316001)—(316004), (319851), (319852), (355797) and (355798), and Rule 23, codified at 246 Pa. Code Rule 114, pages 100-5 and 100-6, serial pages (348315) and (348316), are replaced with the following Rules Governing Standards of Conduct of Magisterial District Judges 2014.)

**Rules 1—15. (Reserved).**

**Rule 23. (Reserved).**

**Canon**

**1. A magisterial district judge shall uphold and promote the independence, integrity, and impartiality of the judiciary, and shall avoid impropriety and the appearance of impropriety.**

**2. A magisterial district judge shall perform the duties of judicial office impartially, competently, and diligently.**

**3. A magisterial district judge shall conduct the magisterial district judge’s personal and extrajudicial activities to minimize the risk of conflict with the obligations of judicial office.**

**4. A magisterial district judge or candidate for judicial office shall not engage in political or campaign activity that is inconsistent with the independence, integrity, or impartiality of the judiciary.**

**Rules Governing Standards of Conduct of  
Magisterial District Judges 2014**

**Preamble**

(1) These Rules Governing Standards of Conduct (“Conduct Rules”) shall constitute the “canon of . . . judicial ethics” referenced in Article V, Section 17(b) of the Pennsylvania Constitution, which states, in pertinent part: “Justices of the peace (now magisterial district judges) shall be governed by rules or canons which shall be prescribed by the (Pennsylvania) Supreme Court.”

(2) An independent, fair, honorable and impartial judiciary is indispensable to our system of justice. The Pennsylvania legal system is founded upon the principle that an independent, fair, impartial, and competent judiciary, composed of persons of integrity, will interpret and apply the law that governs our society. The judiciary consequently plays a fundamental role in ensuring the principles of justice and the rule of law. The rules contained in these Conduct Rules necessarily require magisterial district judges, individually and collectively, to treat and honor the judicial office as a public trust, striving to preserve and enhance legitimacy and confidence in the legal system.

(3) Magisterial district judges should uphold the dignity of judicial office at all times, avoiding both impropriety and the appearance of impropriety in their professional and personal lives. They should at all times conduct themselves in a manner that garners the highest level of public confidence in their independence, fairness, impartiality, integrity, and competence.

(4) The Conduct Rules denote standards for the ethical behavior of magisterial district judges and judicial candidates. It is not an all-encompassing model of appropriate conduct for magisterial district judges and judicial candidates, but rather a complement to general ethical standards and other rules, statutes and laws governing such persons’ judicial and personal conduct. The Conduct Rules are designed to assist magisterial district judges in practicing the highest standards of judicial and personal

conduct and to establish a basis for disciplinary agencies to regulate magisterial district judges' conduct.

(5) The Conduct Rules are rules of reason that should be applied consistently with constitutional requirements, statutes, other court rules, and decisional law, and with due regard for all relevant circumstances. The Conduct Rules are to be construed so as not to impinge on the essential independence of magisterial district judges in making judicial decisions.

(6) Where a Rule contains a permissive term, such as "may" or "should," the conduct being addressed is committed to the personal and professional discretion of the magisterial district judge or candidate in question, and no disciplinary action should be taken for action or inaction within the bounds of such discretion. Moreover, it is not intended that disciplinary action would be appropriate for every violation of the Conduct Rules' provisions. Whether disciplinary action is appropriate, and the degree of discipline to be imposed, should be determined through a reasonable application of the text and should depend on such factors as the seriousness of the violation, the intent of the magisterial district judge, whether there is a pattern of improper activity, and the effect of the improper activity on others or on the judicial system.

(7) These Conduct Rules are not designed or intended as a basis for civil or criminal liability. Neither are they intended to be the basis for litigants to seek collateral remedies against each other or to obtain tactical advantages in proceedings before a court.

(8) The Ethics Committee of the Pennsylvania Conference of State Trial Judges and the Ethics and Professionalism Committee of the Special Court Judges Association of Pennsylvania are designated as the approved bodies to render advisory opinions regarding ethical concerns involving magisterial district judges and judicial candidates subject to the Conduct Rules. Although such opinions are not, *per se*, binding upon the Judicial Conduct Board, the Court of Judicial Discipline or the Supreme Court of Pennsylvania, action taken in reliance thereon and pursuant thereto shall be taken into account in determining whether discipline should be recommended or imposed. It is anticipated that ethical concerns directed to the Ethics Committee of the Pennsylvania Conference of State Trial Judges would be limited to matters more appropriately before that body, *e.g.*, campaigning for election to the court of common pleas or an appellate court.

(9) In 2014, these Conduct Rules were reformatted and revised in material respects, upon guidance taken from the 2011 edition of the American Bar Association's Model Code of Judicial Conduct, other states' codes, and experience.

### Terminology

*Aggregate*—In relation to contributions for a candidate, includes contributions in cash or kind made directly to a candidate's campaign committee or indirectly with the understanding that they will be used to support the election of a candidate or to oppose the election of the candidate's opponent.

*Appropriate authority*—The authority having responsibility for initiation of disciplinary process in connection with the violation to be reported.

*Contribution*—Both financial and in-kind contributions, such as professional or volunteer services, advertising, and other assistance, which if otherwise obtained, would require a financial expenditure.

*Domestic partner*—A person with whom another person maintains a household and an intimate relationship, other than a person to whom he or she is legally married.

*Economic interest*—More than a *de minimis* legal or equitable ownership interest. Except for situations in which the magisterial district judge participates in the management of such a legal or equitable interest, or the interest could be substantially affected by the outcome of a proceeding before a magisterial district judge, it does not include:

(1) an interest in the individual holdings within a mutual or common investment fund;

(2) an interest in securities held by an educational, religious, charitable, fraternal, or civic organization in which the magisterial district judge or the magisterial district judge's spouse, domestic partner, parent, or child serves as a director, an officer, an advisor, or other participant;

(3) a deposit in a financial institution or deposits or proprietary interests the magisterial district judge may maintain as a member of a mutual savings association or credit union, or similar proprietary interests; or

(4) an interest in the issuer of government securities held by the magisterial district judge.

*Fiduciary*—Includes relationships such as executor, administrator, trustee, or guardian.

*Impartial, impartiality, impartially*—Absence of bias or prejudice in favor of, or against, particular parties or classes of parties, as well as maintenance of an open mind in considering issues that may come before a magisterial district judge.

*Impending matter*—A matter that is imminent or expected to occur in the near future.

*Impropriety*—Includes conduct that violates the law, court rules, or provisions of these Conduct Rules, and conduct that undermines a magisterial district judge's independence, integrity, or impartiality.

*Independence*—A magisterial district judge's freedom from influence or controls other than those established by law or Rule.

*Integrity*—Probity, fairness, honesty, uprightness, and soundness of character.

*Judicial candidate*—Any person, including a sitting magisterial district judge, who is seeking appointment or election to judicial office. A person becomes a candidate for judicial office as soon as he or she makes a public announcement of candidacy, declares or files as a candidate with the appointment or election authority, or where permitted, engages in solicitation or acceptance of contributions or support, or is nominated for appointment or election to office.

*Knowingly, knowledge, known, and knows*—Actual knowledge of the fact in question. A person's knowledge may be inferred from the circumstances.

*Law*—Refers to constitutional provisions, statutes, decisional law, Supreme Court Rules and directives, including these Conduct Rules and the Unified Judicial System Policy of Non-Discrimination and Equal Opportunity, and the like which may have an effect upon judicial conduct.

*Member of the candidate's family*—The spouse, domestic partner, child, grandchild, parent, grandparent, or other relative or person with whom the candidate maintains a close familial relationship.

*Member of the magisterial district judge's family*—The spouse, domestic partner, child, grandchild, parent, grandparent, or other relative or person with whom the magisterial district judge maintains a close familial relationship.

*Member of the magisterial district judge's family residing in the magisterial district judge's household*—Any relative of a magisterial district judge by blood or marriage, or a person treated by a magisterial district judge as a member of the magisterial district judge's family, who resides in the magisterial district judge's household.

*Nonpublic information*—Information that is not available to the public. Nonpublic information may include, but is not limited to, information that is sealed by statute or court order or impounded or communicated in camera, and information offered in grand jury proceedings, presentence reports, dependency cases, or psychiatric reports.

*Party*—A person or entity who has a legal interest in a court proceeding.

*Pending matter*—A matter that has commenced and continuing on until final disposition.

*Personally solicit*—A direct request made by a magisterial district judge or a judicial candidate for financial support or in-kind services, whether made by letter, telephone, or any other means of communication.

*Political organization*—A political party or group sponsored by or affiliated with a political party or candidate, the principal purpose of which is to further the election or appointment of candidates for political office, excluding a judicial candidate's campaign committee created as authorized by these Conduct Rules.

*Public election*—Includes primary, municipal, and general elections, partisan elections, and nonpartisan elections.

*Third degree of relationship*—Includes the following persons: great-grandparent, grandparent, parent, uncle, aunt, brother, sister, child, grandchild, great-grandchild, nephew, and niece.

### Application

(1) The provisions of these Conduct Rules shall apply to all magisterial district judges as defined in paragraph (2) *infra*.

(2) A magisterial district judge within the meaning of these Conduct Rules is a magisterial district judge, whether or not a lawyer; a judge of the Philadelphia Municipal Court, Traffic Division; and all senior judges as set forth in (3) *infra*.<sup>1</sup>

(3) All senior magisterial district judges, active or eligible for recall to judicial service, shall comply with the provisions of these Conduct Rules; provided however, a senior magisterial judge may accept extra-judicial appointments which are otherwise prohibited by Rule 3.4 (Appointments to Governmental Positions and Other Organizations); and incident to such appointments a senior magisterial district judge is not required to comply with Rule 3.2 (Appearances Before Governmental Bodies and Consultation with Government Officials). However, dur-

<sup>1</sup> Though not covered by these Conduct Rules, there is a Code of Conduct for Employees of the Unified Judicial System ("Employee Code"). It applies to "employees" defined as, "Employees of the Unified Judicial System" and includes 1) all state-level court employees, and 2) all county-level court employees who are under the supervision and authority of the President Judge of a Judicial District of Pennsylvania, unless otherwise indicated by Supreme Court order or rule.

ing the period of such extrajudicial appointment the senior magisterial district judge shall refrain from judicial service.

(4) Canon 4 (governing political and campaign activities) applies to all judicial candidates.

**Canon 1. A magisterial district judge shall uphold and promote the independence, integrity, and impartiality of the judiciary, and shall avoid impropriety and the appearance of impropriety.**

#### Rule

- 1.1. Compliance with the Law.
- 1.2. Promoting Confidence in the Judiciary.
- 1.3. Avoiding Abuse of the Prestige of Judicial Office.

#### Rule 1.1. Compliance with the Law.

A magisterial district judge shall comply with the law, including the Rules Governing Standards of Conduct of Magisterial District Judges.

#### Comment:

This Rule concerns a magisterial district judge's duty to comply with the law. For a magisterial district judge's duty to uphold and apply the law in judicial decision-making, see Rule 2.2 and Comment (3) to Rule 2.2.

#### Rule 1.2. Promoting Confidence in the Judiciary.

A magisterial district judge shall act at all times in a manner that promotes public confidence in the independence, integrity, and impartiality of the judiciary, and shall avoid impropriety and the appearance of impropriety.

#### Comment:

(1) Public confidence in the judiciary is eroded by improper conduct and conduct that creates the appearance of impropriety. This principle applies to both the professional and personal conduct of a magisterial district judge.

(2) A magisterial district judge should expect to be the subject of public scrutiny that might be viewed as burdensome if applied to other citizens, and must accept the restrictions imposed by the Conduct Rules.

(3) Conduct that compromises or appears to compromise the independence, integrity, and impartiality of a magisterial district judge undermines public confidence in the judiciary. Because it is not practicable to list all such conduct, the Rule is necessarily cast in general terms.

(4) Magisterial district judges should participate in activities that promote ethical conduct among judges and lawyers, support professionalism within the judiciary and the legal profession, and promote access to justice for all.

(5) "Impropriety" is a defined term in the Terminology Section of these Conduct Rules. Actual improprieties include violations of law, court rules or provisions of these Conduct Rules. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the magisterial district judge violated these Conduct Rules or engaged in other conduct that reflects adversely on the magisterial district judge's honesty, impartiality, temperament, or fitness to serve as a magisterial district judge. This test differs from the formerly applied common law test of whether "a significant minority of the lay community could reasonably question the court's impartiality."

(6) Magisterial district judges are encouraged to initiate and participate in community outreach activities for the purpose of promoting public understanding of and confidence in the administration of justice. In conducting

such activities, the magisterial district judge must act in a manner consistent with these Conduct Rules.

**Rule 1.3. Avoiding Abuse of the Prestige of Judicial Office.**

A magisterial district judge shall not abuse the prestige of judicial office to advance the personal or economic interests of the magisterial district judge or others, or allow others to do so.

**Comment:**

(1) It is improper for a magisterial district judge to use or attempt to use his or her position to gain personal advantage or preferential treatment of any kind. For example, it would be improper for a magisterial district judge to allude to his or her judicial status to gain favorable treatment in encounters with traffic officials. Similarly, a magisterial district judge must not use judicial letterhead to gain an advantage in conducting his or her personal business. A magisterial district judge should also not lend the prestige of his or her office to advance the private interests of others, nor convey or knowingly permit others to convey the impression that they are in a special position to influence the magisterial district judge.

(2) A magisterial district judge may provide a reference or recommendation for an individual based upon the magisterial district judge's personal knowledge. The magisterial district judge may use official letterhead if the magisterial district judge indicates that the reference is personal and if there is no likelihood that the use of the letterhead would reasonably be perceived as an attempt to exert pressure by reason of the judicial office.

(3) Magisterial district judges may participate in the process of judicial selection by cooperating with appointing authorities and screening committees, and by responding to inquiries from such entities concerning the professional qualifications of a person being considered for judicial office.

(4) Special considerations arise when magisterial district judges write or contribute to publications of for-profit entities, whether related or unrelated to the law. A magisterial district judge should not permit anyone associated with the publication of such materials to exploit the magisterial district judge's office in a manner that violates this Rule or other applicable law. In contracts for publication of a magisterial district judge's writing, the magisterial district judge should retain sufficient control over the advertising and promotion of such writing to avoid such exploitation.

**Canon 2. A magisterial district judge shall perform the duties of judicial office impartially, competently, and diligently.**

Rule	
2.1.	Giving Precedence to the Duties of Judicial Office.
2.2.	Impartiality and Fairness.
2.3.	Bias, Prejudice, and Harassment.
2.4.	External Influences on Judicial Conduct.
2.5.	Competence, Diligence and Cooperation.
2.6.	Ensuring the Right to Be Heard.
2.7.	Responsibility to Decide.
2.8.	Decorum, Demeanor, and Communication in an Official Capacity.
2.9.	Ex parte Communications.
2.10.	Judicial Statements on Pending and Impending Cases.
2.11.	Disqualification.
2.12.	Supervisory Duties.
2.13.	Administrative Appointments.
2.14.	Disability and Impairment.
2.15.	Responding to Judicial and Lawyer Misconduct.
2.16.	Cooperation with Disciplinary Authorities.

**Rule 2.1. Giving Precedence to the Duties of Judicial Office.**

The duties of judicial office, as prescribed by law, shall ordinarily take precedence over a magisterial district judge's personal and extrajudicial activities.

**Comment:**

(1) Magisterial district judges shall devote the time necessary for the prompt and proper disposition of the business of their office, which shall be given priority over any other occupation, business, profession, pursuit or activity. A magisterial district judge's personal and extrajudicial activities should be arranged so as not to interfere unreasonably with the diligent discharge of the magisterial district judge's duties of office.

(2) To ensure that magisterial district judges are available to fulfill their judicial duties, magisterial district judges must conduct their personal and extrajudicial activities to minimize the risk of conflicts that would result in frequent disqualification. See Canon 3.

(3) Although it is not a duty of judicial office unless prescribed by law, magisterial district judges are encouraged to participate in activities that promote public understanding of and confidence in the administration of justice.

(4) Magisterial district judges shall not use or permit the use of premises established for the disposition of their magisterial business for any other occupation, business, profession or gainful pursuit.

**Rule 2.2. Impartiality and Fairness.**

A magisterial district judge shall uphold and apply the law, and shall perform all duties of judicial office fairly and impartially.

**Comment:**

(1) To ensure impartiality and fairness to all parties, a magisterial district judge must be objective and open-minded.

(2) Although each magisterial district judge comes to the bench with a unique background and personal philosophy, a magisterial district judge must interpret and apply the law without regard to whether the magisterial district judge approves or disapproves of the law in question. This comment is not intended to restrict the appropriate functions of the courts in statutory or common law review.

(3) When applying and interpreting the law, a magisterial district judge sometimes may make good-faith errors of fact or law. Errors of this kind do not violate this Rule.

(4) It is not a violation of this Rule for a magisterial district judge to make reasonable accommodations to ensure *pro se* litigants the opportunity to have their matters heard fairly and impartially.

**Rule 2.3. Bias, Prejudice, and Harassment.**

(A) A magisterial district judge shall perform the duties of judicial office, including administrative duties, without bias or prejudice.

(B) A magisterial district judge shall not, in the performance of judicial duties, by words or conduct manifest bias or prejudice, or engage in harassment, including but not limited to bias, prejudice, or harassment based upon race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation, and shall not permit

court staff, court officials, or others subject to the magisterial district judge's direction and control to do so.

(C) A magisterial district judge shall require lawyers in proceedings before the court to refrain from manifesting bias or prejudice, or engaging in harassment, based upon attributes including but not limited to race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation, against parties, witnesses, lawyers, or others.

(D) The restrictions of paragraphs (B) and (C) do not preclude magisterial district judges or lawyers from making legitimate reference to the listed factors, or similar factors, when they are relevant to an issue in a proceeding.

**Comment:**

(1) A magisterial district judge who manifests bias or prejudice in a proceeding impairs the fairness of the proceeding and brings the judiciary into disrepute.

(2) Examples of manifestations of bias or prejudice include but are not limited to epithets; slurs; demeaning nicknames; negative stereotyping; attempted humor based upon stereotypes; threatening, intimidating, or hostile acts; suggestions of connections between race, ethnicity, or nationality and crime; and irrelevant references to personal characteristics. Even facial expressions and body language can convey to parties and lawyers in the proceeding, the media, and others an appearance of bias or prejudice. A magisterial district judge must avoid conduct that may reasonably be perceived as prejudiced or biased.

(3) Harassment, as referred to in paragraphs (B) and (C), is verbal or physical conduct that denigrates or shows hostility or aversion toward a person on bases such as race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic status, or political affiliation.

(4) Sexual harassment includes but is not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is unwelcome.

(5) The Supreme Court's Rules and Policies, e.g., the Rules of Judicial Administration and the Unified Judicial System Policy on Non-Discrimination and Equal Employment Opportunity, have continued force and effect.

**Rule 2.4. External Influences on Judicial Conduct.**

(A) A magisterial district judge shall not be swayed by public clamor or fear of criticism.

(B) A magisterial district judge shall not permit family, social, political, financial, or other interests or relationships to influence the magisterial district judge's judicial conduct or judgment.

(C) A magisterial district judge shall not convey or permit others to convey the impression that any person or organization is in a position to influence the magisterial district judge.

**Comment:**

An independent judiciary requires that magisterial district judges decide cases according to the law and facts, without regard to whether particular laws or litigants are popular or unpopular with the public, the media, government officials, or the magisterial district judge's friends or

family. Confidence in the judiciary is eroded if judicial decision making is perceived to be subject to inappropriate outside influences.

**Rule 2.5. Competence, Diligence and Cooperation.**

(A) A magisterial district judge shall perform judicial and administrative duties competently and diligently.

(B) A magisterial district judge shall cooperate with other magisterial district judges and court officials in the administration of court business.

**Comment:**

(1) Competence in the performance of judicial duties requires the legal knowledge, skill, thoroughness, and preparation reasonably necessary to perform a magisterial district judge's responsibilities of judicial office.

(2) A magisterial district judge should seek the necessary docket time, court staff, expertise, and resources to discharge all adjudicative and administrative responsibilities.

(3) Prompt disposition of the court's business requires a magisterial district judge to devote adequate time to judicial duties, to be punctual in attending court and expeditious in determining matters under submission, and to take reasonable measures to ensure that court officials, litigants, and their lawyers cooperate with the magisterial district judge to that end.

(4) In disposing of matters promptly and efficiently, a magisterial district judge must demonstrate due regard for the rights of parties to be heard and to have issues resolved without unnecessary cost or delay. A magisterial district judge should monitor and supervise cases in ways that reduce or eliminate dilatory practices, avoidable delays, and unnecessary costs.

(5) Magisterial district judges should require their staffs to observe the standards of competence and diligence that apply to them.

**Rule 2.6. Ensuring the Right to Be Heard.**

(A) A magisterial district judge shall accord to every person or entity who has a legal interest in a proceeding, or that person or entity's lawyer or authorized representative, the right to be heard according to law.

(B) A magisterial district judge may encourage parties to a proceeding and their lawyers or authorized representatives to settle matters in dispute but shall not act in a manner that coerces any party into settlement.

**Comment:**

(1) The right to be heard is an essential component of a fair and impartial system of justice. Substantive rights of litigants can be protected only if procedures protecting the right to be heard are observed.

(2) The magisterial district judge plays an important role in overseeing the settlement of disputes, but should be careful that efforts to further settlement do not undermine any party's right to be heard according to law.

**Rule 2.7. Responsibility to Decide.**

A magisterial district judge shall hear and decide matters assigned to the magisterial district judge, except where the magisterial district judge has recused himself or herself or when disqualification is required by Rule 2.11 or other law.

**Comment:**

(1) Magisterial district judges shall be available to decide the matters that come before the court. Although

there are times when disqualification or recusal is necessary to protect the rights of litigants and preserve public confidence in the independence, integrity, and impartiality of the judiciary, magisterial district judges must be available to decide matters that come before the courts. Unwarranted disqualification or recusal may bring public disfavor to the court and to the magisterial district judge personally. The dignity of the court, the magisterial district judge's respect for fulfillment of judicial duties, and a proper concern for the burdens that may be imposed upon the magisterial district judge's colleagues require that a magisterial district judge should not use disqualification or recusal to avoid cases that present difficult, controversial, or unpopular issues.

(2) This Rule describes the duty of a magisterial district judge to decide matters assigned to the magisterial district judge. However, there may be instances where a magisterial district judge is disqualified from presiding over a particular matter or shall recuse himself or herself from doing so. A magisterial district judge is disqualified from presiding over a matter when a specified disqualifying fact or circumstance is present. See Rule 2.11. The concept of recusal envisioned in this Rule overlaps with disqualification. In addition, however, a magisterial district judge may recuse himself or herself from presiding over a matter even in the absence of a disqualifying fact or circumstance where—in the exercise of discretion, in good faith, and with due consideration for the general duty to hear and decide matters—the magisterial district judge concludes that prevailing facts and circumstances could engender a substantial question in reasonable minds as to whether disqualification nonetheless should be required. This test differs from the formerly applied common law test of whether “a significant minority of the lay community could reasonably question the court's impartiality.”

(3) A magisterial district judge should disclose information that the magisterial district judge believes the parties or their lawyers might reasonably consider relevant to a possible motion for disqualification or recusal, even if the magisterial district judge believes there is no proper basis for disqualification or recusal.

**Rule 2.8. Decorum, Demeanor, and Communication in an Official Capacity.**

(A) A magisterial district judge shall require order and decorum in proceedings before the court. They shall wear judicial robes while conducting hearings and trials.

(B) A magisterial district judge shall be patient, dignified, and courteous to litigants, witnesses, lawyers, authorized representatives, court staff, court officials, and others with whom the magisterial district judge deals in an official capacity, and shall require similar conduct of lawyers, court staff, court officials, and others subject to the magisterial district judge's direction and control.

(C) Magisterial district judges shall prohibit broadcasting, televising, recording or taking photographs in the courtroom and areas immediately adjacent thereto during sessions or recesses between sessions, except that magisterial district judges may authorize:

(1) the use of electronic or photographic means for the presentation of evidence, for the perpetuation of a record or for other purposes of judicial administration; and

(2) the broadcasting, televising, recording or photographing of investitive or ceremonial proceedings.

**Comment:**

The duty to hear all proceedings with patience and courtesy is not inconsistent with the duty imposed in Rule 2.5 to dispose promptly of the business of the court. Magisterial district judges can be efficient and business-like while being patient and deliberate.

**Rule 2.9. Ex parte Communications.**

(A) A magisterial district judge shall not initiate, permit, or consider *ex parte* communications, or consider other communications made to the magisterial district judge outside the presence of the parties or their lawyers or authorized representatives, concerning a pending or impending matter, except as follows:

(1) When circumstances require it, *ex parte* communication for scheduling, administrative, or emergency purposes, which does not address substantive matters, is permitted, provided:

(a) the magisterial district judge reasonably believes that no party will gain a procedural, substantive, or tactical advantage as a result of the *ex parte* communication; and

(b) the magisterial district judge makes provision promptly to notify all other parties of the substance of the *ex parte* communication, and gives the parties an opportunity to respond whenever the circumstances reasonably permit.

(2) A magisterial district judge may obtain the written advice of a disinterested expert on the law applicable to a proceeding before the magisterial district judge, if the magisterial district judge gives advance notice to the parties of the person to be consulted and the subject matter of the advice to be solicited, and affords the parties a reasonable opportunity to object and respond to the notice and to the advice received.

(3) A magisterial district judge may consult with court staff and court officials whose functions are to aid the magisterial district judge in carrying out the magisterial district judge's adjudicative responsibilities, or with other magisterial district judges, provided the magisterial district judge makes reasonable efforts to avoid receiving factual information that is not part of the record, and does not abrogate the responsibility to decide the matter personally.

(4) A magisterial district judge may initiate, permit, or consider any *ex parte* communication when expressly authorized by law to do so.

(B) If a magisterial district judge inadvertently receives an unauthorized *ex parte* communication bearing upon the substance of a matter, the magisterial district judge shall promptly notify the parties of the substance of the communication and provide the parties with an opportunity to respond.

(C) A magisterial district judge shall not investigate facts in a matter independently, and shall consider only the evidence presented and any facts that may properly be judicially noticed.

(D) A magisterial district judge shall make reasonable efforts, including providing appropriate supervision, to ensure that this Rule is not violated by court staff, court officials, and others subject to the magisterial district judge's direction and control.

(E) It is not a violation of this Rule for a magisterial district judge to initiate, permit, or consider *ex parte* communications expressly authorized by law, such as when serving on therapeutic or problem-solving courts,



mental health courts, or drug courts. In this capacity, a magisterial district judge may assume a more interactive role with the parties, treatment providers, probation officers, social workers, and others.

**Comment:**

(1) To the extent reasonably possible, all parties or their lawyers shall be included in communications with a magisterial district judge.

(2) Whenever the presence of a party or notice to a party is required by this Rule, it is the party's attorney of record or authorized representative, or if the party is unrepresented, the party, who is to be present or to whom notice is to be given.

(3) The proscription against communications concerning a proceeding includes communications with lawyers, law teachers, and other persons who are not participants in the proceeding, except to the limited extent permitted by this Rule.

(4) A magisterial district judge shall avoid comments and interactions that may be interpreted as *ex parte* communications concerning pending matters or matters that may appear before the court, including a magisterial district judge who participates in electronic social media.

(5) A magisterial district judge may consult with other magisterial district judges on pending matters, but must avoid *ex parte* discussions of a case with magisterial district judges who have previously been disqualified from hearing the matter, and with judges who have appellate jurisdiction over the matter.

(6) The prohibition against a magisterial district judge investigating the facts in a matter extends to information available in all mediums, including electronic.

(7) A magisterial district judge may consult ethics advisory committees, outside counsel, or legal experts concerning the magisterial district judge's compliance with these Conduct Rules. Such consultations are not subject to the restrictions of paragraph (A)(2).

(8) In order to obtain the protection afforded to *ex parte* communication under paragraph (E) of this Rule, a magisterial district judge should take special care to make sure that the participants in such voluntary special court programs are made aware of and consent to the possibility of *ex parte* communications under paragraph (E).

**Rule 2.10. Judicial Statements on Pending and Impending Cases.**

(A) A magisterial district judge shall not make any public statement that might reasonably be expected to affect the outcome or impair the fairness of a matter pending or impending in any court, or make any nonpublic statement that might substantially interfere with a fair trial or hearing.

(B) A magisterial district judge shall not, in connection with cases, controversies, or issues that are likely to come before the court, make pledges, promises, or commitments that are inconsistent with the impartial performance of the adjudicative duties of judicial office.

(C) A magisterial district judge shall require court staff, court officials, and others subject to the magisterial district judge's direction and control to refrain from making statements that the magisterial district judge would be prohibited from making by paragraphs (A) and (B).

(D) Notwithstanding the restrictions in paragraph (A), a magisterial district judge may make public statements in the course of official duties, may explain court procedures, and may comment on any proceeding in which the magisterial district judge is a litigant in a personal capacity.

(E) Subject to the requirements of paragraph (A), a magisterial district judge may respond directly or through a third party to allegations in the media or elsewhere concerning the magisterial district judge's conduct in a matter.

**Comment:**

(1) This Rule's restrictions on judicial speech are essential to the maintenance of the independence, integrity, and impartiality of the judiciary. A magisterial district judge should be mindful that comments of a magisterial district judge regarding matters that are pending or impending in any court can sometimes affect the outcome or impair the fairness of proceedings in a matter. See Rule 1.2.

(2) This Rule does not prohibit a magisterial district judge from commenting on proceedings in which the magisterial district judge is a litigant in a personal capacity, or represents a client as permitted by these Rules. In cases in which the magisterial district judge is a litigant in an official capacity, such as a writ of mandamus, the magisterial district judge must not comment publicly.

(3) Depending upon the circumstances, the magisterial district judge should consider whether it may be preferable for a third party, rather than the magisterial district judge, to respond or issue statements in connection with allegations concerning the magisterial district judge's conduct in a matter.

(4) This Rule is not intended to impede a magisterial district judge from commenting upon legal issues or matters for pedagogical purposes.

**Rule 2.11. Disqualification.**

(A) A magisterial district judge shall disqualify himself or herself in any proceeding in which the magisterial district judge's impartiality might reasonably be questioned, including but not limited to the following circumstances:

(1) The magisterial district judge has a personal bias or prejudice concerning a party or a party's lawyer, or personal knowledge of facts that are in dispute in the proceeding.

(2) The magisterial district judge knows that the magisterial district judge, the magisterial district judge's spouse or domestic partner, or a person within the third degree of relationship to either of them, or the spouse or domestic partner of such a person is:

(a) a party to the proceeding, or an officer, director, general partner, managing member, or trustee of a party;

(b) acting as a lawyer in the proceeding;

(c) a person who has more than a de minimis interest that could be substantially affected by the proceeding; or

(d) likely to be a material witness in the proceeding.

(3) The magisterial district judge knows that he or she, individually or as a fiduciary, or the magisterial district judge's spouse, domestic partner, parent, or child, or any other member of the magisterial district judge's family residing in the magisterial district judge's household, has an economic interest in the subject matter in controversy or is a party to the proceeding.

(4) The magisterial district judge knows or learns that a party, a party's lawyer, or the law firm of a party's lawyer has made a direct or indirect contribution(s) to the magisterial district judge's campaign in an amount that would raise a reasonable concern about the fairness or impartiality of the magisterial district judge's consideration of a case involving the party, the party's lawyer, or the law firm of the party's lawyer. In doing so, the magisterial district judge should consider the public perception regarding such contributions and their effect on the magisterial district judge's ability to be fair and impartial. There shall be a rebuttable presumption that recusal or disqualification is not warranted when a contribution or reimbursement for transportation, lodging, hospitality or other expenses is equal to or less than the amount required to be reported as a gift on a magisterial district judge's Statement of Financial Interest.

(5) The magisterial district judge, while a magisterial district judge or a judicial candidate, has made a public statement, other than in a court proceeding, judicial decision, or opinion, that commits the magisterial district judge to reach a particular result or rule in a particular way in the proceeding or controversy.

(6) The magisterial district judge:

(a) served as a lawyer in the matter in controversy, or was associated with a lawyer who participated substantially as a lawyer or was a material witness in the matter during such association;

(b) served in governmental employment, and in such capacity participated personally and substantially as a lawyer or public official concerning the proceeding, or has publicly expressed in such capacity an opinion concerning the merits of the particular matter in controversy; or

(c) was a material witness concerning the matter.

(B) A magisterial district judge shall keep informed about the magisterial district judge's personal and fiduciary economic interests, and make a reasonable effort to keep informed about the personal economic interests of the magisterial district judge's spouse or domestic partner and minor children residing in the magisterial district judge's household.

(C) A magisterial district judge subject to disqualification under this Rule, other than for bias or prejudice under paragraph (A)(1), may disclose on the record the basis of the magisterial district judge's disqualification and may ask the parties and their lawyers to consider, outside the presence of the magisterial district judge and court personnel, whether to waive disqualification. If, following the disclosure, the parties and lawyers agree, without participation by the magisterial district judge or court personnel, that the magisterial district judge should not be disqualified, the magisterial district judge may participate in the proceeding. The agreement, in writing and signed by all parties and lawyers, shall be attached to the record copy of the complaint form.

#### **Comment:**

(1) Under this Rule, a magisterial district judge is disqualified whenever the magisterial district judge's

impartiality might reasonably be questioned, regardless of whether any of the specific provisions of paragraphs (A)(1) through (6) apply.

(2) A magisterial district judge's obligation not to hear or decide matters in which disqualification is required applies regardless of whether a motion to disqualify is filed.

(3) The rule of necessity may override the rule of disqualification. For example, a magisterial district judge might be the only magisterial district judge available in a matter requiring immediate judicial action, such as a hearing on probable cause. In matters that require immediate action, the magisterial district judge must disclose the basis for possible disqualification and make reasonable efforts to transfer the matter to another magisterial district judge as soon as practicable.

(4) The fact that a lawyer in a proceeding is affiliated with a law firm with which a relative of the magisterial district judge is affiliated does not itself disqualify the magisterial district judge. If, however, the magisterial district judge's impartiality might reasonably be questioned under paragraph (A), or the relative is known by the magisterial district judge to have an interest in the law firm that could be substantially affected by the proceeding under paragraph (A)(2)(c), the magisterial district judge's disqualification is required.

(5) A magisterial district judge should disclose information that the magisterial district judge believes the parties or their lawyers might reasonably consider relevant to a possible motion for disqualification, even if the magisterial district judge believes there is no basis for disqualification.

(6) The procedure in Rule 2.11(C) is designed to minimize the chance that a party or lawyer will feel coerced into an agreement. When a party is not immediately available, magisterial district judges may proceed on the written assurance of the lawyers that their parties' consent will be subsequently filed.

(7) Rule 2.11(A)(4) represents a first inroad into complex issues associated with the financing of judicial campaigns in the scheme prescribed by the Pennsylvania Constitution, per which judicial officers are elected by the citizenry. See Pa. Const. art. V, § 13. For example, the rule presently does not address a number of circumstances which have arisen in the context of public judicial elections, including the involvement of political action committees ("PACs"). Under the direction of an independent board of directors, such entities may aggregate then distribute individual contributions among judicial campaigns, political campaigns, their own operating expenses, and other expenditures. There is no attempt, under the present rule, to require disqualification on account of individual contributions made to a PAC, so long as the organization does not serve as the alter-ego of a specific donor or donors. Rulemaking, in this regard, would require further study and deliberation in order to appropriately balance all respective interests involved. Thus, the Court has reserved any treatment to a later time.

#### **Rule 2.12. Supervisory Duties.**

A magisterial district judge should require court staff, court officials, and others subject to the magisterial district judge's direction and control to act in a manner consistent with the judge's obligations under these Conduct Rules.

**Comment:**

A magisterial district judge may not direct court personnel to engage in conduct on the magisterial district judge's behalf or as the magisterial district judge's representative when such conduct would violate the Conduct Rules if undertaken by the magisterial district judge.

**Rule 2.13. Administrative Appointments.**

(A) In making administrative appointments and hiring decisions, a magisterial district judge or President Judge:

(1) shall exercise the power of appointment impartially and on the basis of merit; and

(2) shall avoid nepotism, favoritism, and unnecessary appointments.

(B) A magisterial district judge or President Judge shall not approve compensation of appointees beyond the fair value of services rendered.

**Comment:**

(1) The concept of "appointment" includes hiring decisions. Appointees of a magisterial district judge or President Judge include personnel such as clerks and secretaries. Consent by the parties to an appointment or an award of compensation does not relieve the magisterial district judge or President Judge of the obligation prescribed by paragraph (A).

(2) Nepotism is the appointment of a magisterial district judge's or President Judge's spouse or domestic partner, or any relative within the third degree of relationship of either the magisterial district judge or President Judge, or the magisterial district judge's or President Judge's spouse or domestic partner, or the spouse or domestic partner of such relative.

**Rule 2.14. Disability and Impairment.**

A magisterial district judge having a reasonable belief that the performance of a lawyer or another magisterial district judge is impaired by drugs or alcohol, or by a mental, emotional, or physical condition, shall take appropriate action, which may include a confidential referral to a lawyer or judicial assistance program.

**Comment:**

(1) "Appropriate action" means action intended and reasonably likely to help the magisterial district judge or lawyer in question address the problem and prevent harm to the justice system. Depending upon the circumstances, appropriate action may include but is not limited to speaking directly to the impaired person, notifying an individual with supervisory responsibility over the impaired person, or making a referral to an assistance program.

(2) Taking or initiating corrective action by way of referral to an assistance program may satisfy a magisterial district judge's responsibility under this Rule. Assistance programs have many approaches for offering help to impaired magisterial district judges and lawyers, such as intervention, counseling, or referral to appropriate health care professionals. Depending upon the gravity of the conduct that has come to the magisterial district judge's attention, however, the magisterial district judge may be required to take other action, such as reporting the impaired magisterial district judge or lawyer to the appropriate authority, agency, or body. See Rule 2.15.

**Rule 2.15. Responding to Judicial and Lawyer Misconduct.**

(A) A magisterial district judge having knowledge that another magisterial district judge has committed a viola-

tion of these Conduct Rules that raises a substantial question regarding the magisterial district judge's honesty, trustworthiness, or fitness as a magisterial district judge shall inform the appropriate authority.

(B) A magisterial district judge having knowledge that a lawyer has committed a violation of the Pennsylvania Rules of Professional Conduct that raises a substantial question regarding the lawyer's honesty, trustworthiness, or fitness as a lawyer shall inform the appropriate authority.

(C) A magisterial district judge who receives information indicating a substantial likelihood that another magisterial district judge has committed a violation of these Conduct Rules shall take appropriate action.

(D) A magisterial district judge who receives information indicating a substantial likelihood that a lawyer has committed a violation of the Pennsylvania Rules of Professional Conduct shall take appropriate action.

**Comment:**

(1) Taking action to address known misconduct is a magisterial district judge's obligation. Paragraphs (A) and (B) impose an obligation on the magisterial district judge to report to the appropriate authority or other agency or body the known misconduct of another magisterial district judge or a lawyer that raises a substantial question regarding the honesty, trustworthiness, or fitness of that magisterial district judge or lawyer. Ignoring or denying known misconduct among one's judicial colleagues or members of the legal profession undermines a magisterial district judge's responsibility to participate in efforts to ensure public respect for the justice system. This Rule limits the reporting obligation to those offenses that an independent judiciary must vigorously endeavor to prevent.

(2) A magisterial district judge who does not have actual knowledge that another magisterial district judge or a lawyer may have committed misconduct, but receives information indicating a substantial likelihood of such misconduct, is required to take appropriate action under paragraphs (C) and (D). Appropriate action may include, but is not limited to, communicating directly with the magisterial district judge who may have violated these Conduct Rules, communicating with a supervising judge, or reporting the suspected violation to the appropriate authority or other agency or body. Similarly, actions to be taken in response to information indicating that a lawyer has committed a violation of the Rules of Professional Conduct may include but are not limited to communicating directly with the lawyer who may have committed the violation, or reporting the suspected violation to the appropriate authority or other agency or body.

**Rule 2.16. Cooperation with Disciplinary Authorities.**

(A) A magisterial district judge shall cooperate and be candid and honest with judicial and lawyer disciplinary agencies.

(B) A magisterial district judge shall not retaliate, directly or indirectly, against a person known or suspected to have assisted or cooperated with an investigation of a magisterial district judge or a lawyer.

**Comment:**

Cooperation with investigations and proceedings of judicial and lawyer discipline agencies, as required in paragraph (A), instills confidence in magisterial district

judges' commitment to the integrity of the judicial system and the protection of the public.

**Canon 3. A magisterial district judge shall conduct the magisterial district judge's personal and extrajudicial activities to minimize the risk of conflict with the obligations of judicial office.**

Rule	
3.1.	Extrajudicial Activities in General.
3.2.	Appearances Before Governmental Bodies and Consultation with Government Officials.
3.3.	Testifying as a Character Witness (Reserved).
3.4.	Appointments to Governmental Positions and Other Organizations.
3.5.	Use of Nonpublic Information.
3.6.	Affiliation with Discriminatory Organizations.
3.7.	Participation in Educational, Religious, Charitable, Fraternal or Civic Organizations and Activities.
3.8.	Fiduciary Activities.
3.9.	Incompatible Practices.
3.10.	Prohibited Practice of Attorney Magisterial District Judges.
3.11.	Financial Activities.
3.12.	Compensation for Extrajudicial Activities.
3.13.	Acceptance of Gifts, Loans, Bequests, Benefits, or Other Things of Value.
3.14.	Reimbursement of Expenses and Waivers of Fees or Charges.
3.15.	Reporting Requirements.

**Rule 3.1. Extrajudicial Activities in General.**

Magisterial district judges shall regulate their extrajudicial activities to minimize the risk of conflict with their judicial duties and to comply with all provisions of this Canon. However, a magisterial district judge shall not:

(A) participate in activities that will interfere with the proper performance of the magisterial district judge's judicial duties;

(B) participate in activities that will lead to frequent disqualification of the magisterial district judge;

(C) participate in activities that would reasonably appear to undermine the magisterial district judge's independence, integrity, or impartiality;

(D) engage in conduct that would reasonably appear to be coercive; or

(E) make use of court premises, staff, stationery, equipment, or other resources, except for incidental use for activities that concern the law, the legal system, or the administration of justice, or unless such additional use is permitted by law.

**Comment:**

(1) To the extent that time permits, and judicial independence and impartiality are not compromised, magisterial district judges are encouraged to engage in appropriate extrajudicial activities. Magisterial district judges are uniquely qualified to engage in extrajudicial activities that concern the law, the legal system, and the administration of justice, such as by speaking, writing, teaching, or participating in scholarly research projects. In addition, magisterial district judges are permitted and encouraged to engage in educational, religious, charitable, fraternal or civic extrajudicial activities not conducted for profit, even when the activities do not involve the law. See Rule 3.7.

(2) Participation in both law-related and other extrajudicial activities helps integrate magisterial district judges into their communities, and furthers public understanding of and respect for courts and the judicial system.

(3) Discriminatory actions and expressions of bias or prejudice by a magisterial district judge, even outside the magisterial district judge's official or judicial actions, are likely to appear to a reasonable person to call into

question the magisterial district judge's integrity and impartiality. Examples include jokes or other remarks that demean individuals based upon their race, sex, gender, religion, national origin, ethnicity, disability, age, sexual orientation, or socioeconomic status. For the same reason, a magisterial district judge's extrajudicial activities must not be conducted in connection or affiliation with an organization that practices invidious discrimination. See Rule 3.6.

(4) While engaged in permitted extrajudicial activities, magisterial district judges must not coerce others or take action that would reasonably be perceived as coercive.

(5) Paragraph (E) of this Rule is not intended to prohibit a magisterial district judge's occasional use of office resources, such as a telephone, for personal purposes.

**Rule 3.2. Appearances Before Governmental Bodies and Consultation with Government Officials.**

A magisterial district judge shall not make a presentation to a public hearing before, or otherwise consult with, an executive or legislative body or official, except:

(A) in connection with matters concerning the law, the legal system, or the administration of justice;

(B) in connection with matters about which the magisterial district judge acquired knowledge or expertise in the course of the magisterial district judge's judicial duties; or

(C) when the magisterial district judge is acting *pro se* in a matter involving the magisterial district judge's legal or economic interests, or when the magisterial district judge is acting in a fiduciary capacity.

(D) a magisterial district judge may consult with and make recommendations to public and private fund-granting agencies on projects and programs concerning the law, the legal system, or the administration of justice.

**Comment:**

(1) Magisterial district judges possess special expertise in matters of law, the legal system, and the administration of justice, and may properly share that expertise with governmental bodies and executive or legislative branch officials.

(2) In appearing before governmental bodies or consulting with government officials, magisterial district judges must be mindful that they remain subject to other provisions of these Conduct Rules, such as Rule 1.3, prohibiting magisterial district judges from using the prestige of office to advance their own or others' interests, Rule 2.10, governing public comment on pending and impending matters, and Rule 3.1(C), prohibiting magisterial district judges from engaging in extrajudicial activities that would appear to a reasonable person to undermine the magisterial district judge's independence, integrity, or impartiality.

(3) In general, it would be an unnecessary and unfair burden to prohibit magisterial district judges from appearing before governmental bodies or consulting with government officials on matters that are likely to affect them as private citizens, such as zoning proposals affecting their real property. In engaging in such activities, however, magisterial district judges must not refer to their judicial positions, and must otherwise exercise caution to avoid using the prestige of judicial office.

**Rule 3.3. Testifying as a Character Witness (Reserved).**

Reserved.

**Comment:**

In Pennsylvania, this subject matter is addressed in Rule of Judicial Administration 1701(e).

**Rule 3.4. Appointments to Governmental Positions and Other Organizations.**

(A) A magisterial district judge shall not accept appointment to a governmental committee, board, commission, or other governmental position, unless it is (1) one that concerns the law, the legal system, or the administration of justice or (2) a non-law related board or commission, to the extent that such service is not compensated, and would not create a conflict of interest or the appearance of impropriety.

(B) A magisterial district judge may serve as a member, officer, or director of an organization or governmental agency devoted to the improvement of the law, the legal system, or the administration of justice. A magisterial district judge shall not personally solicit funds but may attend fundraising events for such organizations.

(C) Senior magisterial district judges eligible for recall to judicial service may accept extrajudicial appointments not permitted by Rule 3.4(B) but during the term of such appointment shall refrain from judicial service.

**Comment:**

(1) Rule 3.4 implicitly acknowledges the value of magisterial district judges accepting appointments to entities that concern the law, the legal system, or the administration of justice. Appointments to non-law related boards or commissions, such as historic preservation boards, are permissible as long as they will not create any conflicts of interest. Even in such instances, however, a magisterial district judge should assess the appropriateness of accepting an appointment, paying particular attention to the subject matter of the appointment and the availability and allocation of judicial resources, including the magisterial district judge's time commitments, and giving due regard to the requirements of the independence and impartiality of the judiciary.

(2) A magisterial district judge may represent his or her country, state, or locality on ceremonial occasions or in connection with historical, educational, or cultural activities. Such representation does not constitute acceptance of a governmental position.

**Rule 3.5. Use of Nonpublic Information.**

Nonpublic information acquired by magisterial district judges in their judicial capacity shall not be used or disclosed by them in financial dealings or for any other purpose not related to their judicial duties.

**Comment:**

(1) In the course of performing judicial duties, a magisterial district judge may acquire information of commercial or other value that is unavailable to the public. The magisterial district judge must not reveal or use such information for personal gain or for any purpose unrelated to his or her judicial duties.

(2) This Rule is not intended, however, to affect a magisterial district judge's ability to act on information as necessary to protect the health or safety of the magisterial district judge or a member of the magisterial district

judge's family, court personnel, other judicial officers or other persons if consistent with other provisions of these Conduct Rules.

**Rule 3.6. Affiliation with Discriminatory Organizations.**

(A) A magisterial district judge shall not hold membership in any organization that practices invidious discrimination on the basis of race, sex, gender, religion, national origin, ethnicity, disability or sexual orientation.

(B) A magisterial district judge shall not use the benefits or facilities of an organization if the magisterial district judge knows or should know that the organization practices invidious discrimination on one or more of the bases identified in paragraph (A). A magisterial district judge's attendance at an event in a facility of an organization that the magisterial district judge is not permitted to join is not a violation of this Rule when the magisterial district judge's attendance is an isolated event that could not reasonably be perceived as an endorsement of the organization's practices.

**Comment:**

(1) A magisterial district judge's public manifestation of approval of invidious discrimination on any basis gives rise to the appearance of impropriety and diminishes public confidence in the integrity and impartiality of the judiciary. A magisterial district judge's membership in an organization that practices invidious discrimination creates the perception that the magisterial district judge's impartiality is impaired.

(2) An organization is generally said to discriminate invidiously if it arbitrarily excludes from membership on the basis of race, sex, gender, religion, national origin, ethnicity, disability or sexual orientation persons who would otherwise be eligible for admission. Whether an organization practices invidious discrimination is a complex question to which magisterial district judges should be attentive. The answer cannot be determined from a mere examination of an organization's current membership rolls, but rather, depends upon how the organization selects members, as well as other relevant factors, such as whether the organization is dedicated to the preservation of religious, ethnic, or cultural values of legitimate common interest to its members, or whether it is an intimate, purely private organization whose membership limitations could not constitutionally be prohibited.

(3) When a magisterial district judge learns that an organization to which the magisterial district judge belongs engages in invidious discrimination, the magisterial district judge must resign immediately from the organization.

(4) A magisterial district judge's membership in a religious organization as a lawful exercise of the freedom of religion is not a violation of this Rule.

(5) This Rule does not apply to national or state military service.

**Rule 3.7. Participation in Educational, Religious, Charitable, Fraternal or Civic Organizations and Activities.**

(A) *Avocational activities.* Magisterial district judges may write, lecture, teach, and speak on non-legal subjects and engage in the arts, sports, and other social and recreational activities, if such avocational activities do not detract from the dignity of their office or interfere with the performance of their judicial duties.

(B) *Civic and Charitable Activities.* Magisterial district judges may participate in civic and charitable activities that do not reflect adversely upon their impartiality or interfere with the performance of their judicial duties. Magisterial district judges may serve as an officer, director, trustee, or nonlegal advisor of an educational, religious, charitable, fraternal, or civic organization not conducted for the economic or political advantage of its members, subject to the following limitations:

(1) A magisterial district judge shall not serve if it is likely that the organization will be engaged in proceedings that would ordinarily come before the magisterial district judge or will be regularly engaged in adversary proceedings in any court.

(2) A magisterial district judge shall not personally solicit funds for any educational, religious, charitable, fraternal, or civic organization, or use or permit the use of the prestige of the judicial office for that purpose, but may be listed as an officer, director, or trustee of such an organization. A magisterial district judge shall not be a speaker or the guest of honor at an organization's fundraising events that are not for the advancement of the legal system, but may attend such events.

(3) A magisterial district judge shall not give investment advice to such an organization.

(C) Notwithstanding any of the above, a magisterial district judge may encourage lawyers to provide *pro bono* legal services.

**Comment:**

(1) The nature of many outside organizations is constantly changing and what may have been innocuous at one point in time may no longer be so. Cases in point are boards of hospitals and banks. Magisterial district judges must constantly be vigilant to ensure that they are not involved with boards of organizations that are often before the court.

(2) Magisterial district judges are also cautioned with regard to organizations of which they were members, and/or in which they remain members, such as the District Attorney's organization, the Public Defender's organization, and MADD, as examples only. Review should be made to make sure that a reasonable litigant appearing before the magisterial district judge would not think that membership in such an organization would create an air of partiality on the part of the tribunal.

**Rule 3.8. Fiduciary Activities.**

A magisterial district judge may serve as the executor, administrator, trustee, guardian, attorney in fact, or other personal representative or other fiduciary only if such service will not interfere with the proper performance of judicial duties. As fiduciaries for the estate, trust, or person of a member of the magisterial district judge's family, magisterial district judges are subject to the following restrictions:

(A) They shall not serve if it is likely that as fiduciaries they will be engaged in proceedings that would ordinarily come before them, or if the estate, trust, or ward becomes involved in adversary proceedings in the court on which they serve.

(B) While acting as fiduciaries magisterial district judges are subject to the same restrictions on financial activities that apply to them in their personal capacity.

(C) If a person who is serving in a fiduciary position becomes a magisterial district judge, he or she must

comply with this Rule as soon as reasonably practicable, but in no event later than one year after becoming a magisterial district judge.

**Comment:**

(1) Magisterial district judges' obligations under this Canon and their obligations as fiduciaries may come into conflict. For example, a magisterial district judge should resign as trustee if divesting the trust of holdings that place the magisterial district judge in violation of Rule 3.1 of these Conduct Rules would result in detriment to the trust.

(2) The Effective Date of Compliance provision of these Conduct Rules, found at No. 376 Magisterial Rules Docket, qualifies this subsection with regard to a magisterial district judge who is an executor, administrator, trustee, or other fiduciary at the time these Conduct Rules become effective.

**Rule 3.9. Incompatible Practices.**

A. Magisterial district judges and all employees assigned to or appointed by magisterial district judges shall not engage, directly or indirectly, in any activity or act incompatible with the expeditious, proper and impartial discharge of their duties, including, but not limited to, (1) in any activity prohibited by law; (2) in the collection business; or (3) in the acceptance of any premium or fee for any judicial bond. Magisterial district judges shall not exploit their judicial position for financial gain or for any business or professional advantage. Magisterial district judges shall not receive any fee or emolument for performing the duties of an arbitrator.

B. Magisterial district judges shall not hold another office or position of profit in the government of the United States, the Commonwealth or any political subdivision thereof, except in the armed services of the United States or the Commonwealth.

**Rule 3.10. Prohibited Practice of Attorney Magisterial District Judges.**

A. Attorneys who are magisterial district judges shall not practice before any magisterial district judge in the Commonwealth, nor shall they act as a lawyer in a proceeding in which they have served as a magisterial district judge or in any other proceeding related thereto. Nor shall they practice criminal law in the county within which their magisterial district is located. An employer, employee, partner of office associate of such magisterial district judges shall not appear or practice before them.

B. Attorneys who are magisterial district judges shall not practice before, or act as an attorney or solicitor for, any county or local municipal, governmental or quasi governmental agency, board, authority or commission operating within the Commonwealth.

**Rule 3.11. Financial Activities.**

(A) A magisterial district judge may hold and manage investments of the magisterial district judge and members of the magisterial district judge's family.

(B) Except as provided in Rule 3.9 and Rule 3.10, a magisterial district judge may serve as an officer, director, manager, general partner, advisor, or employee of any business entity.

(C) A magisterial district judge shall not engage in financial activities permitted under paragraphs (A) and (B) if they will:

(1) interfere with the proper performance of judicial duties;

(2) lead to frequent disqualification of the magisterial district judge;

(3) involve the magisterial district judge in frequent transactions or continuing business relationships with lawyers or other persons likely to come before the magisterial district judge; or

(4) result in violation of other provisions of these Conduct Rules.

**Comment:**

(1) Magisterial district judges are generally permitted to engage in financial activities, including managing real estate and other investments for themselves or for members of their families. Participation in these activities, like participation in other extrajudicial activities, is subject to the requirements of these Conduct Rules. For example, it would be improper for a magisterial district judge to spend so much time on business activities that it interferes with the performance of judicial duties. See Rule 2.1. Similarly, it would be improper for a magisterial district judge to use his or her official title or appear in judicial robes in business advertising, or to conduct his or her business or financial affairs in such a way that disqualification is frequently required. See Rules 1.3 and 2.11.

(2) As soon as practicable without serious financial detriment, the magisterial district judge must divest himself or herself of investments and other financial interests that might require frequent disqualification or otherwise violate this Rule. Alternatively, a magisterial district judge may place such investments or other financial interests in a blind trust or similarly protective financial vehicle. So long as continuation will not interfere with the proper performance of judicial duties, a magisterial district judge serving as an officer or director otherwise precluded by this Rule may complete the term of service if such may be accomplished in twelve months or less.

(3) Pursuant to the authority granted by Article V, Section 10 of the Pennsylvania Constitution, the Supreme Court adopted the Rules Governing Standards of Conduct of Magisterial District Judges as the exclusive means of regulating the conduct of magisterial district judges under the supervision of the Supreme Court. Disqualification from proceedings is the most appropriate means of ensuring judicial integrity and impartiality in proceedings, including, but not limited to, those arising from the Pennsylvania Race Horse Development and Gaming Act (4 Pa.C.S.A. § 1101 et seq.).

No magisterial district judge shall have a financial interest, as defined by Section 1512(B) of the Pennsylvania Race Horse Development and Gaming Act (4 Pa.C.S.A. § 1101 et seq.), in or be employed, directly or indirectly, by any licensed racing entity or licensed gaming entity, or any holding, affiliate, intermediary or subsidiary company thereof or any such applicant, or engage in the active ownership or participate in the management of any such entities and related companies.

Rule 2.11 of these Conduct Rules continues to govern the disqualification of magisterial district judges where the interest in or relationship with a licensed racing or licensed gaming entity or related company thereto, or any such applicant therefor, of the magisterial district judge or a family member is at issue.

**Rule 3.12. Compensation for Extrajudicial Activities.**

A magisterial district judge may accept reasonable compensation for extrajudicial activities such as speaking,

teaching and writing unless such acceptance would appear to a reasonable person to undermine the magisterial district judge's independence, integrity, or impartiality.

**Comment:**

(1) A magisterial district judge is permitted to accept honoraria, stipends, fees, wages, salaries, royalties, or other compensation for speaking, teaching, writing, and other similar extrajudicial activities, provided the compensation is reasonable and commensurate with the task performed. The magisterial district judge should be mindful, however, that judicial duties must take precedence over other activities. See Rule 2.1.

(2) Compensation derived from extrajudicial activities shall be subject to public reporting. See Rule 3.15.

(3) The provisions of this rule are subject to the restrictions imposed by Rules 3.9 and 3.10.

**Rule 3.13. Acceptance of Gifts, Loans, Bequests, Benefits, or Other Things of Value.**

(A) A magisterial district judge shall not accept any gifts, loans, bequests, benefits, or other things of value, if acceptance is prohibited by law or would appear to a reasonable person to undermine the magisterial district judge's independence, integrity, or impartiality.

(B) Unless otherwise prohibited by law, or by paragraph (A), a magisterial district judge may accept the following without publicly reporting such acceptance:

(1) items with little intrinsic value, such as plaques, certificates, trophies, and greeting cards;

(2) gifts, loans, bequests, benefits, or other things of value from friends, relatives, or other persons, including lawyers, whose appearance or interest in a proceeding pending or impending before the magisterial district judge would in any event require disqualification of the magisterial district judge under Rule 2.11;

(3) ordinary social hospitality;

(4) commercial or financial opportunities and benefits, including special pricing and discounts, and loans from lending institutions in their regular course of business, if the same opportunities and benefits or loans are made available on the same terms to similarly situated persons who are not magisterial district judges;

(5) rewards and prizes given to competitors or participants in random drawings, contests, or other events that are open to persons who are not magisterial district judges;

(6) scholarships, fellowships, and similar benefits or awards, if they are available to similarly situated persons who are not magisterial district judges, based upon the same terms and criteria;

(7) books, magazines, journals, audiovisual materials, and other resource materials supplied by publishers on a complimentary basis for official use; or

(8) gifts, awards, or benefits associated with the business, profession, or other separate activity of a spouse, a domestic partner, or other family member of a magisterial district judge residing in the magisterial district judge's household, but that incidentally benefit the magisterial district judge.

(C) Unless otherwise prohibited by law or by paragraph (A), a magisterial district judge may accept the following items, and must report such acceptance to the extent required by Rule 3.15:

- (1) gifts incident to a public testimonial;
- (2) invitations to the magisterial district judge and the magisterial district judge's spouse, domestic partner, or guest to attend without charge:

(a) an event associated with a bar-related function or other activity relating to the law, the legal system, or the administration of justice; or

(b) an event associated with any of the magisterial district judge's educational, religious, charitable, fraternal or civic activities permitted by these Conduct Rules, if the same invitation is offered to non-magisterial district judges who are engaged in similar ways in the activity as is the judge; and

(3) gifts, loans, bequests, benefits, or other things of value, if the source is a party or other person, including a lawyer, who has come or is likely to come before the magisterial district judge, or whose interests have come or are likely to come before the magisterial district judge.

(D) A magisterial district judge must report, to the extent required by Rule 3.15, gifts, loans, bequests, benefits, or other things of value received by the business, profession, or other separate activity of a spouse, a domestic partner, or other family member of a magisterial district judge residing in the magisterial district judge's household, if the source is a party or other person, including a lawyer, who has come or is likely to come before the magisterial district judge, or whose interests have come or are likely to come before the magisterial district judge.

**Comment:**

(1) Whenever a magisterial district judge accepts a gift or other thing of value without paying fair market value, there is a risk that the benefit might be viewed as a means to influence the magisterial district judge's decision in a case. Rule 3.13 restricts the acceptance of such benefits, according to the magnitude of the risk. Paragraph (B) identifies circumstances in which the risk that the acceptance would appear to undermine the magisterial district judge's independence, integrity, or impartiality is low, and explicitly provides that such items need not be publicly reported. As the value of the benefit or the likelihood that the source of the benefit will appear before the magisterial district judge increases, the magisterial district judge is prohibited under paragraph (A) from accepting the gift, or required under paragraph (C) and (D) to publicly report it.

(2) Gift-giving between friends and relatives is a common occurrence, and ordinarily does not create an appearance of impropriety or cause reasonable persons to believe that the magisterial district judge's independence, integrity, or impartiality has been compromised. In addition, when the appearance of friends or relatives in a case would require the magisterial district judge's disqualification under Rule 2.11, there would be no opportunity for a gift to influence the magisterial district judge's decision making. Paragraph (B)(2) places no restrictions upon the ability of a magisterial district judge to accept gifts or other things of value from friends or relatives under these circumstances, and does not require public reporting.

(3) Businesses and financial institutions frequently offer special pricing, discounts, and other benefits, either in connection with a temporary promotion or for preferred customers, based upon longevity of the relationship, volume of business transacted, and other factors. A magisterial district judge may freely accept such benefits if they are available to the general public, or if the

magisterial district judge qualifies for the special price or discount according to the same criteria as are applied to persons who are not magisterial district judges. As an example, loans provided at generally prevailing interest rates are not gifts, but a magisterial district judge could not accept a loan from a financial institution at below-market interest rates unless the same rate was offered to the general public for a certain period of time or only to borrowers with specified qualifications that the magisterial district judge also possesses.

(4) Rule 3.13 applies only to acceptance of gifts or other things of value by a magisterial district judge. Nonetheless, if a gift or other benefit is given to the magisterial district judge's spouse, domestic partner, or member of the magisterial district judge's family residing in the judge's household, it may be viewed as an attempt to evade Rule 3.13 and influence the magisterial district judge indirectly. This concern is reduced if the magisterial district judge merely incidentally benefits from a gift or benefit given to such other persons. A magisterial district judge should, however, inform family and household members of the restrictions imposed upon magisterial district judges, and urge them to consider these restrictions when deciding whether to accept such gifts or benefits.

(5) Rule 3.13 does not apply to contributions to a magisterial district judge's campaign for judicial office. Such contributions are governed by other Rules of these Conduct Rules, including Rules 4.3 and 4.4.

**Rule 3.14. Reimbursement of Expenses and Waivers of Fees or Charges.**

(A) Unless otherwise prohibited by Rules 3.1 and 3.13(A) or other law, a magisterial district judge may accept reimbursement of necessary and reasonable expenses for travel, food, lodging, or other incidental expenses, or a waiver or partial waiver of fees or charges for registration, tuition, and similar items, from sources other than the magisterial district judge's employing entity, if the expenses or charges are associated with the magisterial district judge's participation in extrajudicial activities permitted by these Conduct Rules.

(B) Reimbursement of expenses for necessary travel, food, lodging, or other incidental expenses shall be limited to the actual costs reasonably incurred by the magisterial district judge and, when appropriate to the occasion, by the magisterial district judge's spouse, domestic partner, or guest.

(C) A magisterial district judge who accepts reimbursement of expenses, waivers, partial waivers of fees or charges on behalf of the magisterial district judge or the magisterial district judge's spouse, domestic partner, or guest shall publicly report such acceptance as required by Rule 3.15.

**Comment:**

(1) Educational, civic, religious, fraternal, and charitable organizations often sponsor meetings, seminars, symposia, dinners, awards ceremonies, and similar events. Magisterial district judges are encouraged to attend educational programs, as both teachers and participants, in law-related and academic disciplines, in furtherance of their duty to maintain competence in the law. These Conduct Rules also permit and support participation in a variety of other extrajudicial activity.

(2) Often, sponsoring organizations invite certain magisterial district judges to attend seminars or other events on a fee-waived or partial-fee-waived basis, sometimes



including reimbursement for necessary travel, food, lodging, or other incidental expenses. A magisterial district judge's decision whether to accept reimbursement of expenses or waiver or partial waiver of fees or charges in connection with these or other extrajudicial activities must be based upon an assessment of all the circumstances. The magisterial district judge must reasonably obtain and consider information necessary to make an informed judgment about whether acceptance would be consistent with the requirements of these Conduct Rules.

(3) A magisterial district judge must be confident that acceptance of reimbursement or fee waivers would not reasonably undermine the magisterial district judge's independence, integrity, or impartiality. The factors that a magisterial district judge should consider when deciding whether to accept reimbursement or a fee waiver for attendance at a particular activity include:

(a) whether the sponsor is an accredited educational institution or a bar association rather than a trade association or a for-profit entity;

(b) whether the funding comes largely from numerous contributors rather than from a single entity and is restricted to programs with specific content;

(c) whether the content is related or unrelated to the subject matter of litigation pending before the magisterial district judge, or to matters that are likely to come before the magisterial district judge;

(d) whether the activity is primarily educational, rather than recreational, and whether the costs of the event are reasonable and comparable to those associated with similar events sponsored by the judiciary, bar associations, or similar groups;

(e) whether information concerning the activity and its funding sources is available upon inquiry;

(f) whether the sponsor or source of funding is generally associated with particular parties or interests currently appearing or likely to appear in the magisterial district judge's court, thus possibly requiring disqualification of the magisterial district judge under Rule 2.11;

(g) whether differing viewpoints are presented; and

(h) whether a broad range of judicial and nonjudicial participants are invited, whether a large number of participants are invited, and whether the program is designed exclusively for judges.

### **Rule 3.15. Reporting Requirements.**

(A) A magisterial district judge shall publicly report:

(1) the source of income for compensation over \$1,300;

(2) the amount or value of gifts and other things of value as permitted by Rule 3.13(C), unless the value of such items, alone or in the aggregate with other items received from the same source in the same calendar year, does not exceed \$250; and

(3) the amount or value of reimbursement of expenses and waiver of fees or charges permitted by Rule 3.14(A), unless the amount of reimbursement or waiver, alone or in the aggregate with other reimbursements or waivers received from the same source in the same calendar year, does not exceed \$650.

(B) When public reporting is required by paragraph (A), a magisterial district judge shall report:

(1) the date, place, and nature of the activity for which the magisterial district judge received any compensation;

(2) the date and description of any gift, loan, bequest, benefit, or other thing of value accepted;

(3) the date and source of any reimbursement of expenses or waiver or partial waiver of fees or charges; and

(4) the date and source of any gifts, loans, bequests, benefits, or other things of value received by the business, profession, or other separate activity of a spouse, a domestic partner, or other family member of a magisterial district judge residing in the magisterial district judge's household if the source is a party or other person, including a lawyer, who has come or is likely to come before the magisterial district judge, or whose interests have come or are likely to come before the magisterial district judge.

(C) The public report required by paragraph (A) shall be made at the filing due date for the Pennsylvania Supreme Court Statement of Financial Interest.

(D) Reports made in compliance with this Rule shall be filed as public documents on the Pennsylvania Supreme Court Statement of Financial Interest form.

### **Canon 4. A magisterial district judge or candidate for judicial office shall not engage in political or campaign activity that is inconsistent with the independence, integrity, or impartiality of the judiciary.**

#### **Rule**

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|------|--|
| 4.1. | Political and Campaign Activities of Magisterial District Judges and Judicial Candidates in General. |
| 4.2. | Political and Campaign Activities of Judicial Candidates in Public Elections.                        |
| 4.3. | Activities of Candidates for Appointive Judicial Office.   |
| 4.4. | Campaign Committees.   |
| 4.5. | Activities of Magisterial District Judges Who Become Candidates for Nonjudicial Office.              |

### **Rule 4.1. Political and Campaign Activities of Magisterial District Judges and Judicial Candidates in General.**

(A) Except as permitted by Rules 4.2, 4.3, and 4.4, a magisterial district judge or a judicial candidate shall not:

(1) act as a leader in, or hold an office in, a political organization;

(2) make speeches on behalf of a political organization or a candidate for any public office;

(3) publicly endorse or publicly oppose a candidate for any public office;

(4) solicit funds for, pay an assessment to, or make a contribution to a political organization or a candidate for public office;

(5) attend or purchase tickets for dinners or other events sponsored by a political organization or a candidate for public office;

(6) use or permit the use of campaign contributions for the private benefit of the judge or others;

(7) use court staff, facilities, or other court resources in a campaign for judicial office;

(8) knowingly or with reckless disregard for the truth make any false or misleading statement;

(9) make any statement that would reasonably be expected to affect the outcome or impair the fairness of a matter pending in any court;

(10) engage in any political activity on behalf of a political organization or candidate for public office except on behalf of measures to improve the law, the legal system, or the administration of justice; or

(11) in connection with cases, controversies or issues that are likely to come before the court, make pledges, promises, or commitments that are inconsistent with the impartial performance of the adjudicative duties of judicial office.

(B) A magisterial district judge or judicial candidate shall take reasonable measures to ensure that other persons do not undertake, on behalf of the magisterial district judge or judicial candidate, any activities prohibited under paragraph (A).

**Comment:**

*General Considerations*

(1) Even when subject to public election, a magisterial district judge plays a role different from that of a legislator or executive branch official. Rather than making decisions based upon the expressed views or preferences of the electorate, a magisterial district judge makes decisions based upon the law and the facts of every case. Therefore, in furtherance of this interest, magisterial district judges and judicial candidates must, to the extent reasonably possible, be free and appear to be free from political influence and political pressure. This Canon imposes narrowly tailored restrictions upon the political and campaign activities of all magisterial district judges and judicial candidates, taking into account the various methods of selecting magisterial district judges.

(2) When a person becomes a judicial candidate, this Canon becomes applicable to his or her conduct. These Rules do not prohibit candidates from campaigning on their own behalf, from endorsing or opposing candidates for the same judicial office for which they are a candidate, or from endorsing candidates for another elective judicial office appearing on the same ballot. See Rules 4.2(B)(2) and 4.2(B)(3). Candidates do not publicly endorse another candidate for public office by having their name on the same ticket.

*Participation in Political Activities*

(3) Public confidence in the independence and impartiality of the judiciary is eroded if judges or judicial candidates are perceived to be subject to political influence. Although magisterial district judges and judicial candidates may register to vote as members of a political party, they are prohibited by paragraph (A)(1) from assuming leadership roles in political organizations.

(4) Paragraphs (A)(2) and (A)(3) prohibit magisterial district judges from making speeches on behalf of political organizations or publicly endorsing or opposing candidates for public office, respectively, to prevent them from abusing the prestige of judicial office to advance the interests of others. See Rule 1.3.

(5) Although members of the families of magisterial district judges and judicial candidates are free to engage in their own political activity, including becoming a candidate for public office, there is no "family exception" to the prohibition in Rule 4.1(A)(3) against a magisterial district judge or candidate publicly endorsing candidates for public office. A magisterial district judge or judicial candidate must not become involved in, or publicly associated with, a family member's political activity or campaign for public office. To avoid public misunderstanding, magisterial district judges and judicial candidates should take, and should urge members of their families to take, reasonable steps to avoid any implication that they endorse any family member's candidacy or other political activity.

(6) Magisterial district judges and judicial candidates retain the right to participate in the political process as voters in both primary and general elections.

*Pledges, Promises, or Commitments Inconsistent with Impartial Performance of the Adjudicative Duties of Judicial Office*

(7) The role of a magisterial district judge is different from that of a legislator or executive branch official, even when the magisterial district judge is subject to public election. Campaigns for judicial office must be conducted differently from campaigns for other offices. The narrowly drafted restrictions upon political and campaign activities of judicial candidates provided in Canon 4 allow candidates to conduct campaigns that provide voters with sufficient information to permit them to distinguish between candidates and make informed electoral choices.

(8) Rule 4.1(A)(11) makes applicable to both magisterial district judges and judicial candidates the prohibition that applies to magisterial district judges in Rule 2.10(B), relating to pledges, promises, or commitments that are inconsistent with the impartial performance of the adjudicative duties of judicial office.

(9) The making of a pledge, promise, or commitment is not dependent upon, or limited to, the use of any specific words or phrases; instead, the totality of the statement must be examined to determine whether the candidate for judicial office has specifically undertaken to reach a particular result. Pledges, promises, or commitments must be contrasted with statements or announcements of personal views on legal, political, or other issues, which are not prohibited. When making such statements, a magisterial district judge should acknowledge the overarching judicial obligation to apply and uphold the law, without regard to his or her personal views.

(10) A judicial candidate may make campaign promises related to judicial organization, administration, and court management, such as a promise to dispose of a backlog of cases, start court sessions on time, or avoid favoritism in appointments and hiring. A candidate may also pledge to take action outside the courtroom, such as advocating for more funds to improve the physical plant and amenities of the courthouse.

(11) Judicial candidates may receive questionnaires or requests for interviews from the media and from issue advocacy or other community organizations that seek to learn their views on disputed or controversial legal or political issues. Paragraph (A)(11) does not specifically address judicial responses to such inquiries. Depending upon the wording and format of such questionnaires, candidates' responses might be viewed as pledges, promises, or commitments to perform the adjudicative duties of office other than in an impartial way. To avoid violating paragraph (A)(11), therefore, candidates who respond to media and other inquiries should also give assurances that they will keep an open mind and will carry out their adjudicative duties faithfully and impartially if elected. Candidates who do not respond may state their reasons for not responding, such as the danger that answering might be perceived by a reasonable person as undermining a successful candidate's independence or impartiality, or that it might lead to frequent disqualification. See Rule 2.11.

**Rule 4.2. Political and Campaign Activities of Judicial Candidates in Public Elections.**

(A) A judicial candidate in a public election shall:

(1) act at all times in a manner consistent with the independence, integrity, and impartiality of the judiciary;

(2) comply with all applicable election, election campaign, and election campaign fundraising laws and regulations of this jurisdiction;

(3) review and approve the content of all campaign statements and materials produced by the candidate or his or her campaign committee, as authorized by Rule 4.4, before their dissemination; and

(4) take reasonable measures to ensure that other persons do not undertake on behalf of the candidate activities, other than those described in Rule 4.4, that the candidate is prohibited from doing by this Rule.

(B) A candidate for elective judicial office may, unless prohibited by law, and not earlier than immediately after the General Election in the year prior to the calendar year in which a person may become a candidate for such office:

(1) establish a campaign committee pursuant to the provisions of Rule 4.4;

(2) speak on behalf of his or her candidacy through any medium, including but not limited to advertisements, websites, or other campaign literature;

(3) publicly endorse or speak on behalf of, or publicly oppose or speak in opposition to, candidates for the same judicial office for which he or she is a judicial candidate, or publicly endorse or speak on behalf of candidates for any other elective judicial office appearing on the same ballot;

(4) attend or purchase tickets for dinners or other events sponsored by a political organization or a candidate for public office;

(5) seek, accept, or use endorsements from any person or organization;

(6) contribute to a political organization or candidate for public office;

(7) identify himself or herself as a member or candidate of a political organization; and

(8) use court facilities for the purpose of taking photographs, videos, or other visuals for campaign purposes to the extent such facilities are available on an equal basis to other candidates for such office.

(C) A magisterial district judge who is a candidate for elective judicial office shall not:

(1) use or permit the use of campaign contributions for the private benefit of the candidate or others;

(2) use court staff, facilities, or other court resources in a campaign for judicial office except that a magisterial district judge may use court facilities for the purpose of taking photographs, videos, or other visuals for campaign purposes to the extent such facilities are available on an equal basis for other candidates for such office;

(3) knowingly or with reckless disregard for the truth, make, or permit or encourage his or her campaign committee to make, any false or misleading statement; or

(4) make any statement that would reasonably be expected to affect the outcome or impair the fairness of a matter pending or impending in any court.

#### **Comment:**

##### *General Considerations*

(1) Paragraphs (B) and (C) permit judicial candidates in public elections to engage in some political and campaign activities otherwise prohibited by Rule 4.1. Candidates may not engage in these activities earlier than

immediately after the General Election in the year prior to the calendar year in which a person may become a candidate for such office.

(2) Despite paragraph (B) and (C), judicial candidates for public election remain subject to many of the provisions of Rule 4.1. For example, a candidate continues to be prohibited from soliciting funds for a political organization, knowingly making false or misleading statements during a campaign, or making certain promises, pledges, or commitments related to future adjudicative duties. See Rule 4.1(A), paragraphs (4) and (11), and Rule 4.2(C), paragraph (3).

(3) In public elections for judicial office, a candidate may be nominated by, affiliated with, or otherwise publicly identified or associated with a political organization, including a political party. This relationship may be maintained throughout the period of the public campaign, and may include use of political party or similar designations on campaign literature and on the ballot.

(4) Judicial candidates are permitted to attend or purchase tickets for dinners and other events sponsored by political organizations.

(5) For purposes of paragraph (B)(3), candidates are considered to be a candidate for the same judicial office if they are competing for a single judgeship or for one of several judgeships on the same court to be filled as a result of the election. In endorsing or opposing another candidate for a position on the same court, a judicial candidate must abide by the same rules governing campaign conduct and speech as apply to the candidate's own campaign.

##### *Statements and Comments Made During a Campaign for Judicial Office*

(6) Judicial candidates must be scrupulously fair and accurate in all statements made by them and by their campaign committees. Paragraph (C)(3) obligates candidates and their committees to refrain from making statements that are false or misleading, or that omit facts necessary to make the communication considered as a whole not materially misleading.

(7) Judicial candidates are sometimes the subject of false, misleading, or unfair allegations made by opposing candidates, third parties, or the media. For example, false or misleading statements might be made regarding the identity, present position, experience, qualifications, or judicial rulings of a candidate. In other situations, false or misleading allegations may be made that bear upon a candidate's integrity or fitness for judicial office. As long as the candidate does not violate paragraphs (C)(3) or (C)(4), or Rule 4.1, paragraph (A)(11), the candidate may make a factually accurate public response. In addition, when an independent third party has made unwarranted attacks on a candidate's opponent, the candidate may disavow the attacks, and request the third party to cease and desist.

(8) Subject to paragraph (C)(4), a judicial candidate is permitted to respond directly to false, misleading, or unfair allegations made against him or her during a campaign, although it is preferable for someone else to respond if the allegations relate to a pending case.

(9) Paragraph (C)(5) prohibits judicial candidates from making comments that might impair the fairness of pending or impending judicial proceedings. This provision does not restrict arguments or statements to the court or jury by a lawyer who is a judicial candidate, or rulings,

statements, or instructions by a judge that may appropriately affect the outcome of a matter.

**Rule 4.3. Activities of Candidates for Appointive Judicial Office.**

A candidate for appointment to judicial office may:

(A) communicate with the appointing or confirming authority, including any selection, screening, or nominating commission or similar agency; and

(B) seek endorsements for the appointment from any person or organization.

**Comment:**

When seeking support or endorsement, or when communicating directly with an appointing or confirming authority, a candidate for appointive judicial office must not make any pledges, promises, or commitments that are inconsistent with the impartial performance of the adjudicative duties of the office. See Rule 4.1(A)(11).

**Rule 4.4. Campaign Committees.**

(A) A judicial candidate subject to public election may establish a campaign committee to manage and conduct a campaign for the candidate, including seeking, accepting, and using endorsements from any person or organization, subject to the provisions of these Conduct Rules. The candidate shall take reasonable steps to cause his or her campaign committee to comply with applicable provisions of these Conduct Rules and other applicable law.

(B) A judicial candidate subject to public election shall take reasonable steps to cause the magisterial district judge's campaign committee:

(1) to solicit and accept only such campaign contributions as are permitted by law or Rule;

(2) not to solicit or accept contributions earlier than immediately after the General Election in the year prior to the calendar year in which a person may become a candidate for such office, and all fundraising activities in connection with such judicial campaign shall terminate no later than the last calendar day of the year in which the judicial election is held; and

(3) to comply with all applicable statutory requirements for disclosure and divestiture of campaign contributions, and to file with the Secretary of the Commonwealth a report stating the name, address, occupation, and employer of each person who has made campaign contributions to the committee in an aggregate value exceeding \$250 and the name and address of each person who has made campaign contributions to the committee in an aggregate value exceeding \$50. The report must be filed not later than thirty days following an election, or within such other period as is provided by law.

**Comment:**

(1) Judicial candidates are prohibited from personally soliciting campaign contributions or personally accepting campaign contributions. This Rule recognizes that in Pennsylvania, judicial campaigns must raise campaign funds to support their candidates, and permits candidates, other than candidates for appointive judicial office, to establish campaign committees to solicit and accept reasonable financial contributions or in-kind contributions.

(2) Campaign committees may solicit, accept, and use campaign contributions and endorsements, and may generally conduct campaigns. Candidates are responsible for

compliance with the requirements of election law and other applicable law, and for the activities of their campaign committees.

(3) At the start of a campaign, the candidate should instruct the campaign committee to solicit or accept only such contributions as are in conformity with applicable law. Although lawyers and others who might appear before a successful candidate for judicial office are permitted to make campaign contributions, the candidate should instruct his or her campaign committee to be especially cautious in connection with such contributions, so they do not create grounds for disqualification or recusal if the candidate is elected to judicial office. See Rule 2.11.

**Rule 4.5. Activities of Magisterial District Judges Who Become Candidates for Nonjudicial Office.**

(A) Upon becoming a candidate for a nonjudicial elective office, a magisterial district judge shall resign from judicial office, unless permitted by law to continue to hold judicial office.

(B) Upon becoming a candidate for a nonjudicial appointive office, a magisterial district judge is not required to resign from judicial office, provided that the magisterial district judge complies with the other provisions of these Conduct Rules.

(C) Notwithstanding Rule 4.5(A) and (B) a magisterial district judge may continue to hold a judicial office while being a candidate for election to serve or while serving as a delegate to a state constitutional convention if the magisterial district judge is otherwise permitted by law to do so.

**Comment:**

(1) In campaigns for nonjudicial elective public office, candidates may make pledges, promises, or commitments related to positions they would take and ways they would act if elected to office. Although appropriate in nonjudicial campaigns, this manner of campaigning is inconsistent with the role of a magisterial district judge, who must remain fair and impartial to all who come before him or her. The potential for misuse of the judicial office, and the political promises that the magisterial district judge would be compelled to make in the course of campaigning for nonjudicial elective office, together dictate that a magisterial district judge who wishes to run for such an office must resign upon becoming a candidate.

(2) The "resign to run" rule set forth in paragraph (A) is required by Article V, Section 18(d)(4) of the Pennsylvania Constitution, which states: "A justice, judge or justice of the peace (now magisterial district judge) who files for nomination for or election to any public office other than a judicial office shall forfeit automatically his judicial office." It ensures that a magisterial district judge cannot use the judicial office to promote his or her candidacy, and prevents post-campaign retaliation from the magisterial district judge in the event the magisterial district judge is defeated in the election. When a magisterial district judge is seeking appointive nonjudicial office, however, the dangers are not sufficient to warrant imposing the "resign to run" rule.

[Pa.B. Doc. No. 14-2052. Filed for public inspection October 3, 2014, 9:00 a.m.]

# Title 210—APPELLATE PROCEDURE

## PART I. RULES OF APPELLATE PROCEDURE

[ 210 PA. CODE CH. 19 ]

### Order Amending Rule 1941 of the Rules of Appellate Procedure; No. 249 Appellate Procedural Rules Doc.

#### Order

##### *Per Curiam*

*And Now*, this 19th day of September, 2014, upon the recommendation of the Appellate Court Procedural Rules Committee; the proposal having been submitted without publication pursuant to Pa.R.J.A. 103(a)(3) in the interests of efficient administration:

*It Is Ordered* pursuant to Article V, Section 10 of the Constitution of Pennsylvania that Pennsylvania Rule of Appellate Procedure 1941 is adopted in the following form.

This *Order* shall be processed in accordance with Pa.R.J.A. No. 103(b), and the amendment herein shall be effective immediately.

#### Annex A

### TITLE 210. APPELLATE PROCEDURE

#### PART I. RULES OF APPELLATE PROCEDURE

##### CHAPTER 19. PREPARATION AND TRANSMISSION OF RECORD AND RELATED MATTERS

##### REVIEW OF DEATH SENTENCES

Rule 1941. Review of [ **Death Sentences** ] **Sufficiency of the Evidence and the Propriety of the Penalty in Death Penalty Appeals.**

(a) *Procedure in trial court.*—Upon the entry of a sentence subject to 42 Pa.C.S. § 9711(h) (review of death sentence) the court shall direct the official court reporter and the clerk to proceed under this chapter as if a notice of appeal had been filed 20 days after the date of entry of the sentence of death, and the clerk shall immediately give written notice of the entry of the sentence to the Administrative Office and to the Supreme Court Prothonotary's Office. The clerk shall insert at the head of the list of documents required by [ **Rule** ] **Pa.R.A.P. 1931(c) [ (duty of clerk to transmit the record) ]** a statement to the effect that the papers are transmitted under this rule from a sentence of death.

(b) *Filing and docketing in the Supreme Court.*—Upon receipt by the Prothonotary of the Supreme Court of the record of a matter subject to this rule, the Prothonotary shall immediately:

[ (1) ] **1.** Enter the matter upon the docket as an appeal, with the defendant indicated as the appellant and the Commonwealth indicated as the appellee.

[ (2) ] **2.** File the record in the Supreme Court.

[ (3) ] **3.** Give written notice of the docket number assignment in person or by first class mail to the clerk of the [ **lower** ] trial court.

[ (4) ] **4.** Give notice to all parties and the Administrative Office of the docket number assignment and the date

on which the record was filed in the Supreme Court, and [ **shall** ] give notice to all parties of the date, if any, specially fixed by the Prothonotary pursuant to [ **Rule** ] **Pa.R.A.P. 2185(b) [ (notice of deferred briefing schedule) ]** for the filing of the brief of the appellant.

(c) *Further proceedings.*—Except as required by [ **Rule** ] **Pa.R.A.P. 2189** or by statute, a matter subject to this rule shall proceed after docketing in the same manner as other appeals in the Supreme Court.

**Official Note:** Formerly the [ **act** ] **Act** of February 15, 1870 (P. L. 15, No. 6) required the appellate court to review the sufficiency of the evidence in certain homicide cases regardless of the failure of the appellant to challenge the matter. *See, e.g., Commonwealth v. Santiago*, [ **476 Pa. 340,** ] 382 A.2d 1200 (Pa. 1978). [ **Rule** ] **Pa.R.A.P. 302 [ (requisites for reviewable issue) ]** now provides otherwise with respect to homicide cases generally. However, under [ **Subdivision** ] **paragraph** (c) of this rule the procedure for automatic review of capital cases provided by 42 Pa.C.S. § 9711(h) (review of death sentence) will permit an independent review of the sufficiency of the evidence in such cases. **In capital cases, the Supreme Court has jurisdiction to hear a direct appeal and will automatically review (1) the sufficiency of the evidence “to sustain a conviction for first-degree murder in every case in which the death penalty has been imposed”; (2) the sufficiency of the evidence to support the finding of at least one aggravating circumstance set forth in 42 Pa.C.S. § 9711(d); and (3) the imposition of the sentence of death to ensure that it was not the product of passion, prejudice, or any other arbitrary factor. *Commonwealth v. Mitchell*, 902 A.2d 430, 444, 468 (Pa. 2006); 42 Pa.C.S. § 722; 42 Pa.C.S. § 9711(h)(1), (3). Any other issues from the proceedings that resulted in the sentence of death may be reviewed only if they have been preserved and if the defendant files a timely notice of appeal.**

[ **Although Rule 702(b) (matters tried with capital offenses) ] Likewise, although Pa.R.A.P. 702(b) vests jurisdiction in the Supreme Court over appeals from sentences imposed on a defendant for lesser offenses as a result of the same criminal episode or transaction where the offense is tried with the capital offense, the appeal from the lesser offenses is not automatic. Thus the right to appeal the judgment of sentence on a lesser offense will be lost unless all requisite steps are taken, including preservation of issues ([ **e.g.** ] **such as** by filing post-trial motions)[ , ] **and** filing a timely notice of appeal[ , *etc.* ].**

**See [ Rule 2189 for procedure ] Pa.R.A.P. 2189 for provisions specific to the production of a reproduced record in cases involving the death penalty.**

[Pa.B. Doc. No. 14-2053. Filed for public inspection October 3, 2014, 9:00 a.m.]

## PART II. INTERNAL OPERATING PROCEDURES

[ 210 PA. CODE CH. 65 ]

### Amendments to the Superior Court Operating Procedures

The Superior Court of Pennsylvania has adopted amendments to its published Operating Procedures.

These amendments are reflected in the Superior Court Operating Procedures with amendments to Pa. Code § 65.0 *et seq.*

The changes to the title of Chapter 65 and § 65.5 were approved on September 11, 2013 and the changes to §§ 65.21, 65.23, 65.24 and 65.38 were approved on August 25, 2014; effective on those dates.

**Annex A**

**TITLE 210. APPELLATE PROCEDURE**

**PART II. INTERNAL OPERATING PROCEDURES**

**CHAPTER 65. [ INTERNAL ] OPERATING PROCEDURES OF THE SUPERIOR COURT**

**ADMINISTRATIVE OFFICES AND STAFF**

**§ 65.5. Panels.**

\* \* \* \* \*

F. If, following argument or submission, a member of the three judge panel assigned to decide an appeal becomes unavailable, and the remaining two judges are unable to decide the appeal, they shall request the President Judge or his/her designee to either reassign the appeal for reargument or submission before another panel, or they may request that the appeal be reargued before a court en banc. If the full court shall decline to accept the appeal for reargument before a court en banc, the President Judge or his/her designee shall reassign the same to another three judge panel for reargument or submission and decision.

G. Cases remanded to this Court from the Supreme Court for further disposition shall be returned to the panel originally assigned to the case. In the event that the original panel cannot be reconstituted, for instance as a result of retirement from the court, the president judge, in consultation with any remaining members of the merits panel, will create a new argument or submission panel depending on the nature of the remand. If an en banc case is remanded, the president judge will determine if the case can be submitted or argued to the same members of the original en banc court or whether the case should be reargued or submitted to a new en banc court which would include as many members of the original en banc panel as feasible.

**MOTIONS PRACTICE**

**§ 65.21. Motions Review Subject to Single Judge Disposition.**

\* \* \* \* \*

B. All petitions for extension of time shall be referred by the Prothonotary to the motions judge. Such petitions should be acted upon as soon as possible unless the motions judge feels an answer is necessary.

1. Petitions for extension shall be granted only on cause shown and in any event the filing of the brief is required, particularly in criminal cases, even though the right to argue is lost. [ **Central Legal Staff shall be notified of the filing of the motion and the disposition.** ] However, if the petition for extension is accompanied by a substantive motion, such as a motion to quash, remand, or withdraw, Central Legal Staff shall review the motion in an expeditious manner pursuant to the procedures set forth in Section [ **65.21(C) herein** ] **65.21(D)**. [ **Whenever an order is entered granting a petition for extension of time, and the order provides that**

**no further extensions will be granted, any subsequent petition for extension of time shall be referred by the Prothonotary to the judge who issued the original order. ]**

\* \* \* \* \*

D. Central Legal Staff, upon receiving an application for relief pursuant to subsection C, shall review the application and prepare a recommendation and present the application and recommendation to the assigned motions judge at a time and place convenient to the motions judge. **Central Legal Staff may also present recommendations for sua sponte orders deemed necessary to correct or clarify preliminary procedural matters.**

\* \* \* \* \*

**§ 65.23. Discontinuances.**

[ **A. Before argument or submission of a case on briefs, an appeal may be withdrawn without approval of the Court.**

**B. After argument or submission of a case on briefs, a petition for discontinuance is referred to the presiding judge of the panel. The panel will determine whether to grant or deny the petition.**

**Comment**

**Fugitive appeals will be quashed rather than discontinued on motion of the District Attorney or sua sponte by the Court. See Pa.R.A.P. 1972(6), Commonwealth v. Passaro, 504 Pa. 611, 476 A.2d 346 (1984). ]**

**A. Discontinuances shall be reviewed pursuant to Pa.R.A.P. 1973.**

**B. Fugitive appeals will be quashed rather than discontinued on motion of the District Attorney or sua sponte by the Court. See Pa.R.A.P. 1972(6), Commonwealth v. Passaro, 504 Pa. 611, 476 A.2d 346 (1984).**

**§ 65.24. [ Pro Se Policy ] Hybrid Representation.**

[ **All pro se petitions, motions, and briefs shall be filed in this Court and docketed by the Prothonotary. If the litigant himself or herself files a petition, motion, or brief and is represented by counsel, copies of the said document filed shall be forwarded to his or her counsel of record. ]**

**Where a litigant is represented by an attorney before the Court and the litigant submits for filing a petition, motion, brief or other type of pleading in the matter, it shall not be accepted for filing, but noted on the docket and forwarded to counsel of record.**

**Exceptions:**

**1. A pro se notice of appeal received from the trial court shall be docketed, even in instances where the pro se was represented by counsel in the trial court.**

**2. A motion by the pro se for appointment of new counsel, for reasons such as abandonment by counsel, or to proceed pro se shall be docketed and referred to Central Legal Staff, or the merits panel if constituted, for review and further action by the Court.**

**3. A pro se brief or writing filed in response to counsel's petition to withdraw from representation.**

## DECISIONAL PROCEDURES

## § 65.38. Petition for Reargument.

\* \* \* \* \*

D. [ Untimely petitions for reargument shall be referred immediately by Central Legal Staff to the President Judge for entry of an order dismissing the petition. ] Following a decision by the merits panel, motions or petitions dealing with clarification, costs or sanctions, requests for publication pursuant to § 65.37, and petitions for extension of time to file an application for reargument will be referred to the merits panel for review and disposition. Untimely reargument applications shall be referred immediately by Central Legal Staff to the President Judge for entry of an order dismissing the application.

[Pa.B. Doc. No. 14-2054. Filed for public inspection October 3, 2014, 9:00 a.m.]

## Title 225—RULES OF EVIDENCE

[ 225 PA. CODE ART. VI ]

Order Amending Rule of Evidence 611; No. 650  
Supreme Court Rules Doc.

### Order

*Per Curiam*

And Now, this 18th day of September, 2014, upon the recommendation of the Committee on Rules of Evidence; the proposal having been submitted without publication pursuant to Pa.R.J.A. 103(a)(3) in the interests of efficient administration, and a Final Report to be published with this Order:

*It Is Ordered* pursuant to Article V, Section 10 of the Constitution of Pennsylvania that Rule 611 of the Pennsylvania Rules of Evidence is amended in the following form.

This Order shall be processed in accordance with Pa.R.J.A. No. 103(b), and the amendment herein shall be effective immediately.

### Annex A

#### TITLE 225. RULES OF EVIDENCE

#### ARTICLE VI. WITNESSES

#### Rule 611. Mode and Order of Examining Witnesses and Presenting Evidence.

(a) *Control by the Court; Purposes.* The court should exercise reasonable control over the mode and order of examining witnesses and presenting evidence so as to:

- (1) make those procedures effective for determining the truth;
- (2) avoid wasting time; and
- (3) protect witnesses from harassment or undue embarrassment.

(b) *Scope of Cross-Examination.* Cross-examination of a witness other than a party in a civil case should be limited to the subject matter of the direct examination and matters affecting credibility, however, the court may,

in the exercise of discretion, permit inquiry into additional matters as if on direct examination. A party witness in a civil case may be cross-examined by an adverse party on any matter relevant to any issue in the case, including credibility, unless the court, in the interests of justice, limits the cross-examination with respect to matters not testified to on direct examination.

(c) *Leading Questions.* Leading questions should not be used on direct or redirect examination except as necessary to develop the witness's testimony. Ordinarily, the court should allow leading questions:

(1) on cross-examination; and

(2) when a party calls a hostile witness, an adverse party, or a witness identified with an adverse party. **A witness so examined should usually be interrogated by all other parties as to whom the witness is not hostile or adverse as if under redirect examination.**

#### Comment

Pa.R.E. 611(a) is identical to F.R.E. 611(a).

Pa.R.E. 611(b) differs from F.R.E. 611(b). F.R.E. 611(b) limits the scope of cross-examination of all witnesses to matters testified to on direct and matters bearing on credibility, unless the court in its discretion allows inquiry into additional matters as if on direct examination. This has been the traditional view in the Federal courts and many State courts. The cross-examiner does not lose the opportunity to develop the evidence because, unless the witness is the accused in a criminal case, the cross-examiner may call the witness as his or her own. Therefore, the introduction of the evidence is merely deferred.

Pa.R.E. 611(b), which is based on Pennsylvania law, applies the traditional view in both civil and criminal cases to all witnesses except a party in a civil case. Under Pa.R.E. 611(b), a party in a civil case may be cross-examined on all relevant issues and matters affecting credibility. See *Agate v. Dunleavy*, [ 398 Pa. 26, ] 156 A.2d 530 (Pa. 1959); *Greenfield v. Philadelphia*, [ 282 Pa. 344, ] 127 A. 768 (Pa. 1925). However, in both of those cases, the Court stated that the broadened scope of cross-examination of a party in a civil case does not permit a defendant to put in a defense through cross-examination of the plaintiff. The qualifying clause in the last sentence of Pa.R.E. 611(b) is intended to give the trial judge discretion to follow this longstanding rule.

When the accused in a criminal case is the witness, there is an interplay between the limited scope of cross-examination and the accused's privilege against self-incrimination. When the accused testifies generally as to facts tending to negate or raise doubts about the prosecution's evidence, he or she has waived the privilege and may not use it to prevent the prosecution from bringing out on cross-examination every circumstance related to those facts. See *Commonwealth v. Green*, [ 525 Pa. 424, ] 581 A.2d 544 (Pa. 1990). However, when the accused's testimony is limited to a narrow topic, there is some authority that the scope of cross-examination may be limited as well. See *Commonwealth v. Camm*, [ 443 Pa. 253, ] 277 A.2d 325 (Pa. 1971); *Commonwealth v. Ulen*, [ 414 Pa. Super. 502, ] 607 A.2d 779 (Pa. Super. 1992), *rev'd on other grounds*, [ 539 Pa. 51, ] 650 A.2d 416 (Pa. 1994).

Pa.R.E. 611(c) differs from F.R.E. 611(c) in that the word "redirect" has been added to the first sentence. This is consistent with Pennsylvania law. See *Commonwealth*

*v. Reidenbaugh*, [ 282 Pa. Super. 300, ] 422 A.2d 1126 (Pa. Super. 1980). Additionally, the last sentence of Pa.R.E. 611(c)(2) includes a clause providing that when the court gives permission to use leading questions to a party who has called a hostile witness, an adverse party or one identified with an adverse party, the court should not extend that permission to other parties to whom the witness is not hostile or adverse.

A party who calls a hostile witness, adverse party or one identified with an adverse party may use leading questions because these witnesses are “unfriendly” to the party calling them and there is little risk that they will be susceptible to any suggestions inherent in the questions. The risk of susceptibility to suggestion is present, however, when a party to whom the witness is “friendly” (*i.e.* to whom the witness is not hostile, an adverse party or one identified with an adverse party) interrogates the witness. The last clause of Pa.R.E. 611(c) restricts the use of leading questions by a party to whom the witness is “friendly.” The word “usually”, however, was included to give the court discretion to permit leading questions in an appropriate case. For example, leading questions may be appropriate when the testimony of a witness who was called and examined as a hostile witness by one party substantially harms the interest of another party with whom the witness is neither friendly nor unfriendly.

**Official Note:** Adopted May 8, 1998, effective October 1, 1998; rescinded and replaced January 17, 2013, effective March 18, 2013; amended September 18, 2014; effective immediately.

*Committee Explanatory Reports:*

Final Report explaining the January 17, 2013 rescission and replacement published with the Court’s Order at 43 Pa.B. 651 (February 2, 2013).

Final Report explaining the September 18, 2014 amendment published with the Court’s Order at 44 Pa.B. 6226 (October 4, 2014).

**FINAL REPORT<sup>1</sup>**

**Amendment of Rule of Evidence 611**

On September 18, 2014, effective immediately, upon recommendation of the Committee on Rules of Evidence, the Court amended Pennsylvania Rule of Evidence 611 to insert language inadvertently removed during the restyling of the rules.

By Order of January 17, 2013, the Court approved amendment of the entire body of rules to incorporate stylistic revisions similar to those made to the Federal Rules of Evidence. The purpose of that amendment was to improve the readability of the rules and maintain its parallelism with the federal rules, while preserving any differences between the Pennsylvania and the federal rules. The changes were not intended to be substantive.

It came to the Committee’s attention that the restyling of Pa.R.E. 611(c) resulted in the inadvertent omission of the following rule text: “a witness so examined should usually be interrogated by all other parties as to whom the witness is not hostile or adverse as if under redirect examination.” The absence of such language may have suggested an unintended substantive amendment to the rule.

<sup>1</sup> The Committee’s Final Report should not be confused with the official Committee Comments to the rules. Also note that the Supreme Court does not adopt the Committee’s Comments or the contents of the Committee’s explanatory Final Reports.

Accordingly, the Committee recommended the insertion of the previously removed rule text, together with corresponding language in the Comment.

[Pa.B. Doc. No. 14-2055. Filed for public inspection October 3, 2014, 9:00 a.m.]

## Title 25—LOCAL COURT RULES

### CARBON COUNTY

**Amendment of Local Rules of Criminal Procedure  
CARB.R.Crim.P. 202 Approval of Search Warrant  
Application by Attorney for Commonwealth—  
Local Option and CARB.R.Crim.P. 507 Approval  
of Police Complaints and Arrest Warrant Affidavits  
by Attorney for the Commonwealth—Local  
Option; No. CP-13-AD-0000004-2014**

#### Administrative Order No. 15-2014

*And Now*, this 17th day of September, 2014, in order to acknowledge the filing of a new certification filed by District Attorney Jean A. Engler, it is hereby

*Ordered and Decreed*, that effective October 15, 2014, the Carbon County Court of Common Pleas *Amends* Local Rules of Criminal Procedure CARB.R.Crim.P. 202 governing Approval of Search Warrant Applications by the Attorney for the Commonwealth and CARB.R.Crim.P. 507 governing the Approval of Police Complaints and Arrest Warrant Affidavits by the Attorney for the Commonwealth.

The Carbon County District Court Administrator is *Ordered and Directed* to do the following:

1. File one (1) certified copy of this Administrative Order and Rule with the Administrative Office of Pennsylvania Courts.
2. File two (2) certified copies, one (1) computer diskette and a copy of the written notification received from the Criminal Procedural Rules Committee with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.
3. Publish a copy of this Rule on the Unified Judicial System’s website at: <http://ujportal.pacourts.us/localrules/ruleselection.aspx>.
4. Forward one (1) copy for publication in the *Carbon County Law Journal*.
5. Forward one (1) copy to the Carbon County Law Library.
6. Keep continuously available for public inspection copies of the Order in the Clerk of Courts’ Office.

*By the Court*

ROGER N. NANOVIC,  
*President Judge*

**Rule 202. Approval of Search Warrant Application  
by Attorney for Commonwealth—Local Option.**

The District Attorney of Carbon County, having filed on August 29, 2014 a certification pursuant to Pa.R.Crim.P. 202(A), search warrants in all circumstances shall not hereafter be issued by any judicial officer unless the



search warrant application has the approval of an attorney for the Commonwealth prior to filing.

**Rule 507. Approval of Police Complaints and Arrest Warrant Affidavits by Attorney for the Commonwealth—Local Option.**

The District Attorney of Carbon County, having filed on August 29, 2014 a certification pursuant to Pa.R.Crim.P. 507, criminal complaints and arrest warrant affidavits by police officers, as defined in the Rules of Criminal Procedures, charging one or more felony or misdemeanor of the first, second, or third degree, shall not hereafter be accepted by any judicial officer unless the complaint and affidavit has the approval of an attorney for the Commonwealth prior to filing.

[Pa.B. Doc. No. 14-2056. Filed for public inspection October 3, 2014, 9:00 a.m.]

**CLINTON COUNTY**

**Establishment of Juvenile Court Restitution Fund;  
No. AD-1-2014**

**Order of Court**

*And Now*, this 15th day of August, 2014, *It Is Hereby*

*Ordered* that the Clinton County Juvenile Court Restitution Fund be established as follows:

*Authority*

The statutory authority for the creation of the Fund may be found at 42 Pa.C.S.A. § 6352(a)(5).

*Purpose of Fund*

The purpose of the Fund is to provide a means whereby the Court may direct children under its supervision to pay a reasonable amount of money into a common fund, which is under the supervision of the Court, and which will be distributed in a fair and equitable manner to the victims of delinquent behaviors as defined in the Juvenile Act.

*Guidelines*

The Juvenile Probation Department shall establish and administer the Fund in accordance with the following guidelines and any further guidelines promulgated by the President Judge.

*Name*

The name of the Fund shall be the "Clinton County Juvenile Court Restitution Fund." For brevity, when referenced in orders, decrees, judgments or other legal or financial documents, the Fund may be referred to as the "Juvenile Restitution Fund."

*Eligibility*

For the purpose of the Fund, eligibility will be defined as follows:

*Eligible Benefactor*—An eligible benefactor of the Fund is any child under the jurisdiction of the Clinton County Juvenile Probation Department on or after the effective start date of the Fund and whose disposition, as rendered by the Court or Juvenile Probation Department, requires the child to pay restitution to a victim of a delinquent act.

*Eligible Recipient*—An eligible recipient of the Fund is any person, business, organization, etc., including the Commonwealth Crime Victim Compensation Fund, who has a legitimate restitution claim on file with the Clinton

County Juvenile Probation Department after the effective start date of the Fund that is the result of the delinquent act(s) of an Eligible Benefactor.

*Fund Revenue*

On or after the effective date of the creation of the Fund, it will be supported financially in the following manner:

A. The Juvenile Probation Department shall assess a fee in the amount of \$50.00 payable to the Juvenile Restitution Fund to every child subject to delinquency proceedings whose case results in an Informal Adjustment.

B. The Juvenile Probation Department shall assess a fee in the amount of \$50.00 payable to the Juvenile Restitution Fund to every child who is adjudicated delinquent or placed on a Consent Decree.

C. Pursuant to 42 Pa.C.S.A. § 6304.1, monies collected from a child whose case has been referred to the Juvenile Probation Department for nonpayment of fines and costs imposed by a magisterial district court shall be deposited in the Juvenile Restitution Fund.

D. The Court, at its discretion or upon the recommendation of the Juvenile Probation Department, will explore other sources of revenue payable to the fund as the same becomes available.

E. The Chief Juvenile Probation Officer, with the approval of the President Judge, may waive the requirement of any juvenile to pay the Juvenile Restitution Fund Fee due to indigency and/or other appropriate reasons.

*Fund Management*

The Fund receipts and expenditures will be managed by the Juvenile Probation Department. Any and all funds received by the department that may be considered revenue for the Fund will be deposited into an account separate and apart from all other accounts managed by the Juvenile Probation Department. The purpose of this account will be to receive and disburse funds associated with the Fund. As of the date of creation of the Fund, the account(s) used by the Juvenile Probation Department shall require for disbursement the signatures of two (2) of the following individuals: the Chief Juvenile Probation Officer, the Office Manager of Collections, or a person designated by President Judge.

*Review Committee*

The President Judge will establish a committee to review the requests made by the eligible benefactors requesting benefits from the Fund. The committee will be comprised of the following individuals:

Chief Juvenile Probation Officer  
Victim Services Coordinator for Juvenile Court  
The child's supervising Probation Officer

*Fund Expenditures*

Eligible benefactors of the Fund will be able to request assistance from the Fund in the following manner:

A. The Juvenile Probation Department will prepare an application for eligible benefactors to utilize in order to request assistance from the Fund.

The application will include the following information:

1. Descriptive information about the child including name, DOB, type and length of supervision, and the child's ability to pay.

2. A report as to the child's overall performance while under supervision, including school (report cards and attendance), home and community behavior (summary citations), community service hours ordered and completed and the amount of restitution ordered and paid to date.

B. The review board committee will review the memorandum and recommend the amount of expenditures to be made on behalf of the appellant.

C. The President Judge will authorize the amount to be expended from the Fund and credited to the applicant's restitution account. The Juvenile Probation Department will then disburse payment to all the applicant's victims in a proportionate share.

D. The Juvenile Probation Department shall require the juvenile to complete community service at the minimum wage rate for monies expended from this Fund.

#### *Suspension of Activity*

The President Judge shall have the authority to suspend any and all activities associated with the Fund.

#### *Audit*

The fund shall be subject to an audit by the duly elected Auditors of Clinton County on an annual calendar year basis, and any other audit required by law or authorized by the President Judge.

#### *Effective Date*

The establishment of the Clinton County Juvenile Court Restitution Fund shall become effective thirty (30) days after publication of this Order in the *Pennsylvania Bulletin*.

*By the Court*

CRAIG P. MILLER,  
*President Judge*

[Pa.B. Doc. No. 14-2057. Filed for public inspection October 3, 2014, 9:00 a.m.]

### FAYETTE COUNTY

#### **Custody of Evidence Admitted in Court; No. 808 of 2014 GD**

#### **Administrative Order**

*And Now*, this 9th day of September, 2014, it is hereby Ordered that our practice with regard to the Custody of Evidence Admitted in Court is amended as follows. The Prothonotary is directed as follows:

(1) Seven certified copies of the order and policy shall be filed with the Administrative Office of Pennsylvania Courts.

(2) Two certified copies and (1) diskette of the order and policy shall be distributed to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

(3) One certified copy of this order shall be sent to the State Civil Procedural Rules Committee.

(4) One certified copy shall be sent to the Fayette County Law Library and the Editor of the *Fayette Legal Journal*.

The amendment of the Custody of Evidence Admitted in Court policy shall become effective thirty (30) days after publication in the *Pennsylvania Bulletin*.

*By the Court*

JOHN F. WAGNER, Jr.,  
*President Judge*

#### **Custody of Evidence Admitted in Court**

1. Unless otherwise ordered by the Court, ALL evidence offered by a party in any civil, criminal, juvenile or orphans' court proceeding SHALL, after admission, remain in the custody of counsel for the party offering said evidence; and counsel for the offering party SHALL be required to secure and maintain the evidence, unadulterated, and insure the evidence is present in Court during all Court proceedings and available for jury deliberation.

2. Counsel for the party offering an exhibit which is admitted into evidence by the Court SHALL be required to secure and maintain said exhibit throughout the pendency of all appeals.

3. The parties may substitute and make a part of the record an 8.5 x 11 or 8.5 x 14 copy of ANY type of evidence, provided that said copy SHALL clearly indicate the same exhibit number as that under which it was admitted by the Court.

4. Under NO CIRCUMSTANCES SHALL the Court, or any officer thereof, take custody of any controlled substances, intoxicants, firearms, explosives, currency, money, or negotiable instruments admitted into evidence in Court. Nor shall any of the aforementioned items be permitted to be in the custody of a jury at any time, including deliberations.

If during deliberations, the jury requests to view such evidence, the Court in its discretion, may permit such viewing in open court or by providing the evidence to a Deputy Sheriff, or other person then authorized by the Court who shall display the evidence to the jury in the jury room. In so doing, the Deputy Sheriff, or other authorized person shall at all times maintain custody of such evidence and shall not speak or answer any questions.

5. All such evidence as described in paragraph (4) shall remain in the custody of the offering party and may only be disposed of by return, forfeiture, or destruction pursuant to a Court Order and according to law.

6. Where, IN CIVIL MATTERS, the Court exercises its discretion in retaining exhibits, the same shall be processed as follows:

a. Such exhibits shall be held by the Court until the appeal period has elapsed or there is a final disposition of the case or as otherwise ordered by the Court;

b. After final disposition of any civil matter, the Court shall transfer custody of said exhibits to the Prothonotary's Office;

c. At that time, the Prothonotary's Office shall send a notice to the parties of record that unless they withdraw their respective exhibits from the Prothonotary's Office within thirty (30) days, the exhibits will be identified in an inventory list, or in the case of exhibits or documents

that are of a size capable of scanning shall be scanned and filed electronically, and then disposed of according to the retention policy of the Prothonotary.

[Pa.B. Doc. No. 14-2058. Filed for public inspection October 3, 2014, 9:00 a.m.]

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## LYCOMING COUNTY

### Amendments to Rules of Criminal Procedure; Doc. No. 14-00007

#### Order

*And Now*, this 8th day of September, 2014, it is hereby *Ordered and Directed* as follows:

1. Lycoming County Rule of Criminal Procedure L530 is hereby promulgated.
2. The Prothonotary is directed to:
  - a. Forward two (2) certified copies of this order and a computer disk containing the text of the local rule to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.
  - b. File one (1) certified copy of this order with the Administrative Office of the Pennsylvania Courts.
  - c. Forward one (1) copy of this order to the chairman of the Lycoming County Customs and Rules Committee.
3. The District Court Administrator shall publish a copy of new rule L530 on the Unified Judicial System's web site.
4. The revisions shall become effective 30 days after the publication of this order in the *Pennsylvania Bulletin*.

*By the Court*

NANCY L. BUTTS,  
*President Judge*

#### L530. Designation and Powers of County Bail Agency.

A. The Lycoming County Bail Release Program is hereby designated as the county bail agency pursuant to Pa.R.Crim.P. 530.

B. The bail agency shall have all of the duties and powers specified in Pa.R.Crim.P. 530, including the authority to supervise persons released on bail pursuant to conditions established by the bail agency and approved by the court, and the authority, upon issuance of a bail piece, to apprehend and detain a defendant for the purpose of bringing the defendant before the bail authority, as provided for in Pa.R.Crim.P. 536(B).

C. The county bail agency shall, in all cases, be qualified to act as supervisory agency with respect to supervised and intensive supervised bail, and may be so

designated by the court or issuing authority; but the county bail agency shall incur no financial liability by acting as supervisory agency.

D. Designation of the county bail agency as the supervisory agency in supervised and intensive supervised bail cases shall subject the defendant to the supervisory rules and regulations of that agency.

E. Designation of the county bail agency as supervisory agency shall authorize the county bail agency to charge a fee payable to Lycoming County for the performance of the supervisory obligations mandated by Pa.R.Crim.P. 530, which fee will be set from time to time by administrative order of the court.

F. Nothing in this rule shall prohibit the posting of any other type of bail allowed under Pa.R.Crim.P. 527, by other private or licensed sureties.

G. Any designation of the Lycoming County Bail Release Program as supervisory agency shall be listed on the bail bond as a condition of bail pursuant to Pa.R.Crim.P. 526.

H. Any defendant taken into custody pursuant to a bail piece issued by a judge of this court under section A of this rule shall be processed and afforded a hearing before the court in accordance with the procedure set forth in Pa.R.Crim.P. 150.

[Pa.B. Doc. No. 14-2059. Filed for public inspection October 3, 2014, 9:00 a.m.]

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## WESTMORELAND COUNTY

### Rule W212.3(c); No. 3 of 2014

#### Order

*And Now* this 18th day of September, 2014, *It Is Hereby Ordered* that current Westmoreland Rule of Civil procedure W212.3(c) is rescinded and new Rule W212.3(c) and its associated Note are adopted.

*By the Court*

RICHARD E. McCORMICK, Jr.,  
*President Judge*

#### Rule W212.3. Pre-Trial Conference.

c) The Court Administrator shall place each case to be tried by a jury on a Jury Trial List for each civil court judge. The Jury Trial Lists will be posted on the Westmoreland County Web Site at [www.co.westmoreland.pa.us](http://www.co.westmoreland.pa.us).

*Note:* Beginning with the January, 2015 Jury Trial List, copies will no longer be mailed to litigants and attorneys.

[Pa.B. Doc. No. 14-2060. Filed for public inspection October 3, 2014, 9:00 a.m.]

# STATEMENTS OF POLICY

## Title 4—ADMINISTRATION

### PART II. EXECUTIVE BOARD

#### [ 4 PA. CODE CH. 9 ]

#### Reorganization of the Department of Conservation and Natural Resources

The Executive Board approved a reorganization of the Department of Conservation and Natural Resources effective September 18, 2014.

The organization chart at 44 Pa.B. 6231 (October 4, 2014) is published at the request of the Joint Committee on Documents under 1 Pa. Code § 3.1(a)(9) (relating to contents of *Code*).

*(Editor's Note: The Joint Committee on Documents has found organization charts to be general and permanent in nature. 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 Code.)*

[Pa.B. Doc. No. 14-2061. Filed for public inspection October 3, 2014, 9:00 a.m.]

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### PART II. EXECUTIVE BOARD

#### [ 4 PA. CODE CH. 9 ]

#### Reorganization of the Governor's Office of Administration

The Executive Board approved a reorganization of the Governor's Office of Administration effective September 18, 2014.

The organization chart at 44 Pa.B. 6232 (October 4, 2014) is published at the request of the Joint Committee on Documents under 1 Pa. Code § 3.1(a)(9) (relating to contents of *Code*).

*(Editor's Note: The Joint Committee on Documents has found organization charts to be general and permanent in nature. 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 Code.)*

[Pa.B. Doc. No. 14-2062. Filed for public inspection October 3, 2014, 9:00 a.m.]

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### PART II. EXECUTIVE BOARD

#### [ 4 PA. CODE CH. 9 ]

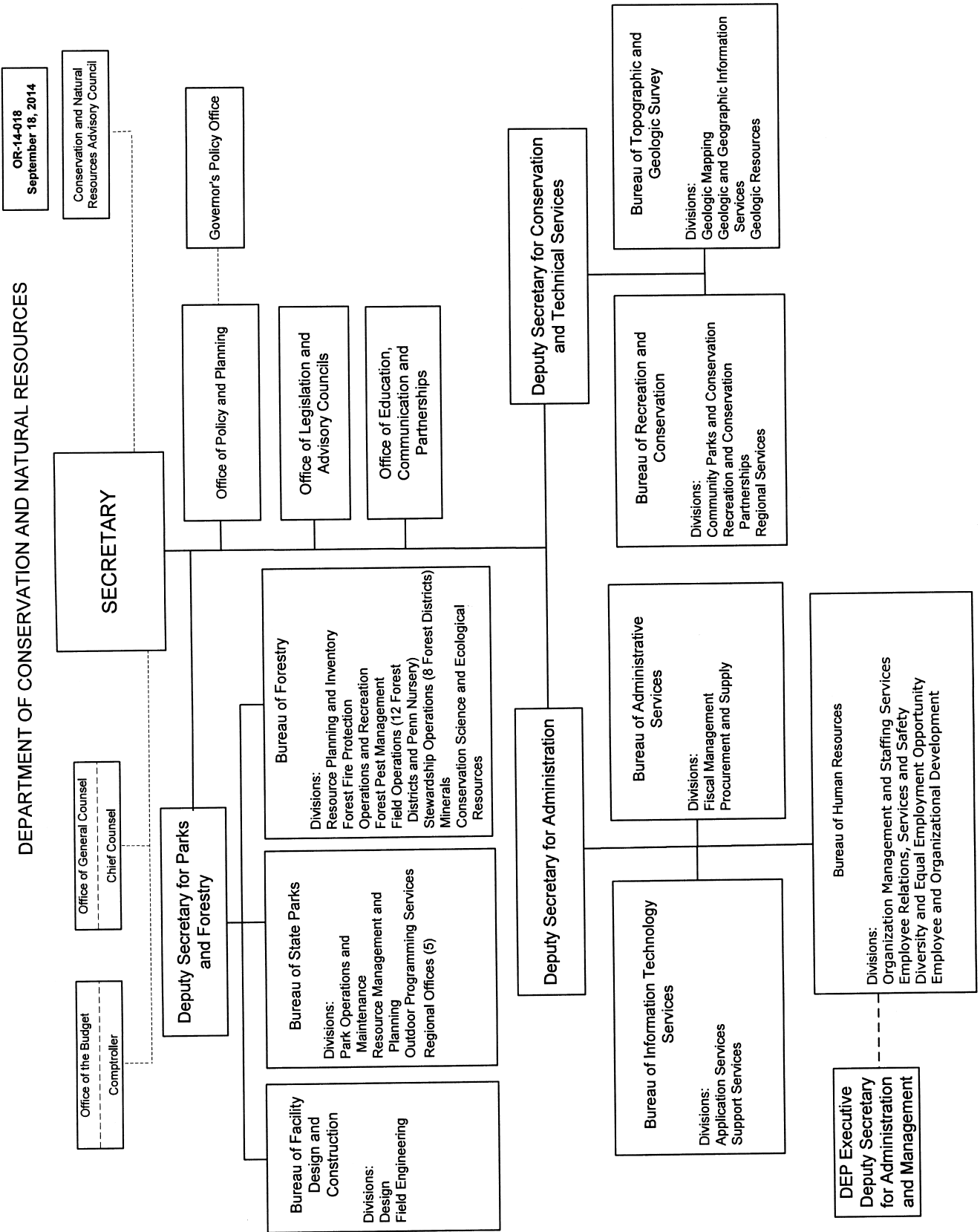
#### Reorganization of the Governor's Office of the Budget

The Executive Board approved a reorganization of the Governor's Office of the Budget effective September 18, 2014.

The organization chart at 44 Pa.B. 6233 (October 4, 2014) is published at the request of the Joint Committee on Documents under 1 Pa. Code § 3.1(a)(9) (relating to contents of *Code*).

*(Editor's Note: The Joint Committee on Documents has found organization charts to be general and permanent in nature. 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 Code.)*

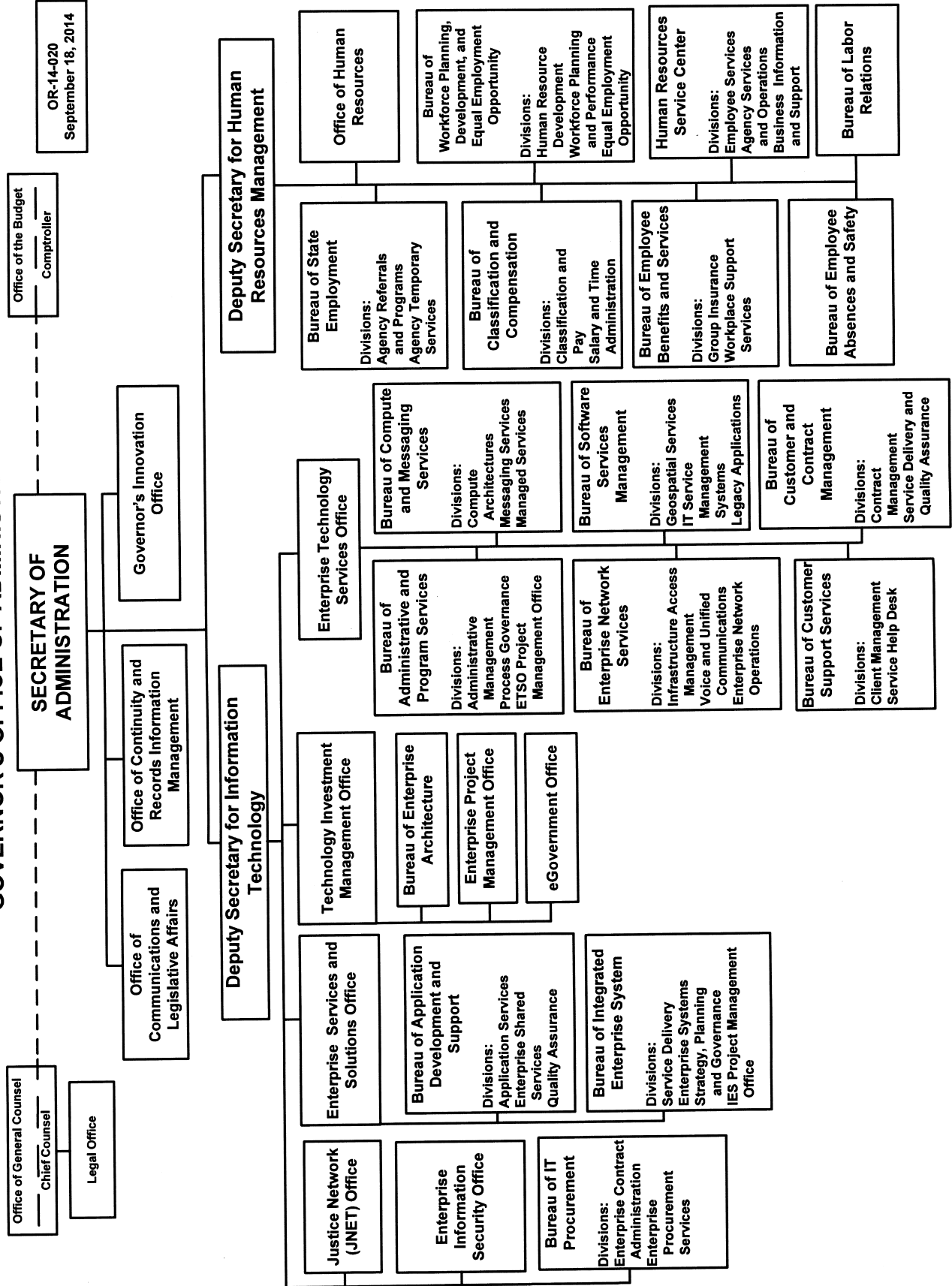
[Pa.B. Doc. No. 14-2063. Filed for public inspection October 3, 2014, 9:00 a.m.]



OR-14-018  
September 18, 2014

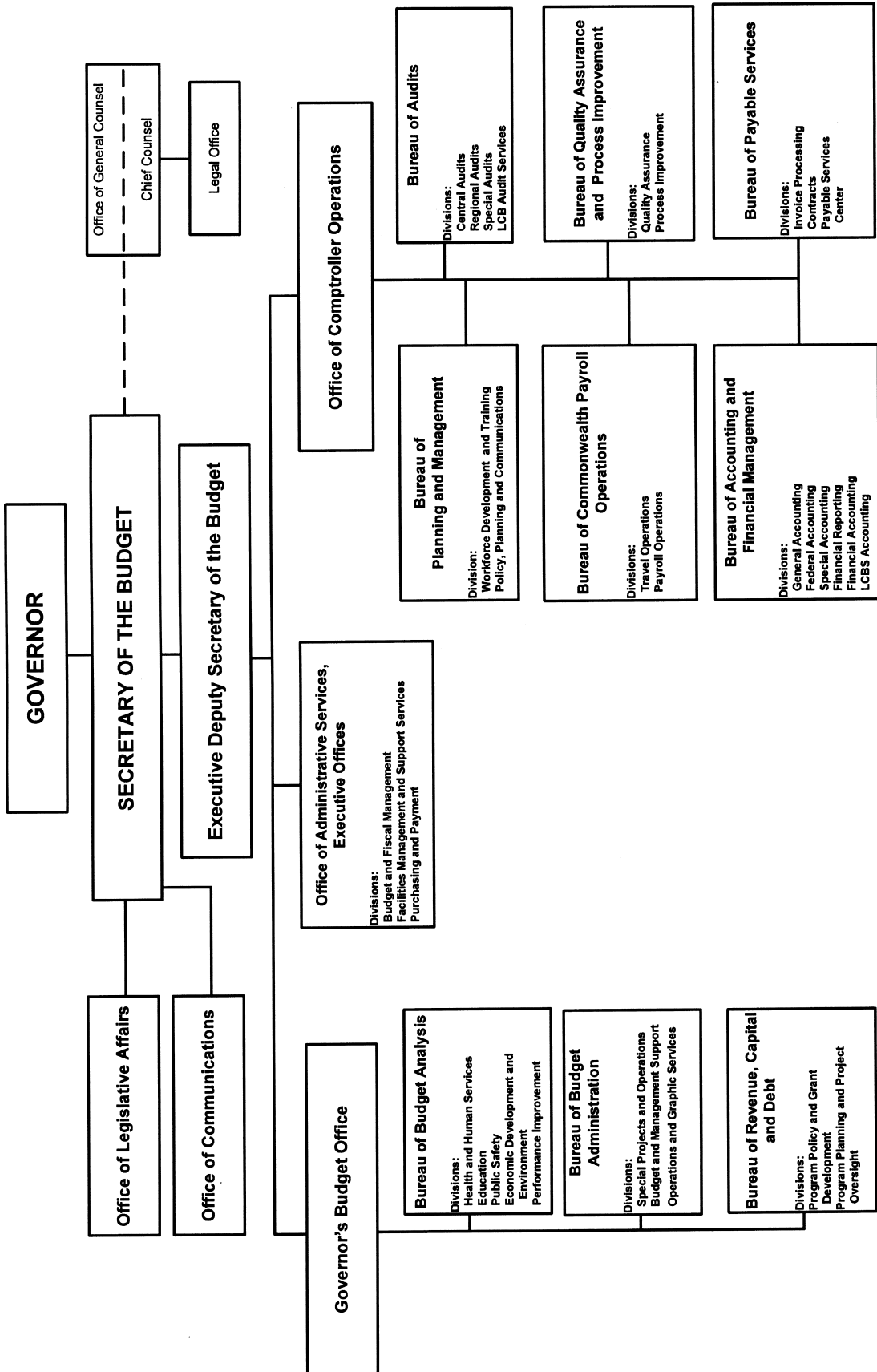
Conservation and Natural  
Resources Advisory Council

GOVERNOR'S OFFICE OF ADMINISTRATION



OR-14-019  
September 18, 2014

**GOVERNOR'S OFFICE OF THE BUDGET**



# NOTICES

## DEPARTMENT OF BANKING AND SECURITIES

### Actions on Applications

The Department of Banking and Securities (Department), under to the authority contained in the Act of November 30, 1965 (P. L. 847, No. 356), known as the Banking Code of 1965; the act of May 15, 1933 (P. L. 565, No. 111), known as the Department of Banking Code; and the Act of December 19, 1990 (P. L. 834, No. 198), known as the Credit Union Code, has taken the following actions on applications received for the week ending September 23, 2014.

Under section 503.E of the Department of Banking and Securities Code (71 P. S. § 733-503.E), any person wishing to comment on the following applications, with the exception of branch applications, may file their comments in writing with the Department of Banking and Securities, Corporate Applications Division, 17 North Second Street, Suite 1300, Harrisburg, PA 17101-2290. Comments must be received no later than 30 days from the date notice regarding receipt of the application is published in the *Pennsylvania Bulletin*. The nonconfidential portions of the applications are on file at the Department and are available for public inspection, by appointment only, during regular business hours. To schedule an appointment, contact the Corporate Applications Division at (717) 783-2253. Photocopies of the nonconfidential portions of the applications may be requested consistent with the Department's Right-to-Know Law Records Request policy.

#### BANKING INSTITUTIONS

##### Branch Applications

##### De Novo Branches

<i>Date</i>	<i>Name and Location of Applicant</i>	<i>Location of Branch</i>	<i>Action</i>
8-1-2014	Royal Bank America Narberth Montgomery County	20 Nassau Street Princeton Mercer County, NJ (Limited Service Facility)	Opened
9-8-2014	Union Community Bank Mount Joy Lancaster County	1759 West Main Street Ephrata Lancaster County	Opened
9-19-2014	Prudential Savings Bank Philadelphia Philadelphia County	329 North Main Street Chalfont Bucks County	Filed
9-23-2014	Peoples Security Bank & Trust Company Scranton Lackawanna County	2355 City Line Road Bethlehem Lehigh County	Filed

##### Branch Discontinuances

<i>Date</i>	<i>Name and Location of Applicant</i>	<i>Location of Branch</i>	<i>Action</i>
8-31-2014	Huntingdon Valley Bank Huntingdon Valley Montgomery County	900 Pine Valley Boulevard Philadelphia Philadelphia County	Closed

##### Branch Relocations

<i>Date</i>	<i>Name and Location of Applicant</i>	<i>Location of Branch</i>	<i>Action</i>
9-8-2014	Royal Bank America Narberth Montgomery County	<i>To:</i> 180 West Girard Avenue Philadelphia Philadelphia County  <i>From:</i> 401 Fairmount Avenue Philadelphia Philadelphia County	Effective

#### CREDIT UNIONS

##### Branch Applications

##### De Novo Branches

<i>Date</i>	<i>Name and Location of Applicant</i>	<i>Location of Branch</i>	<i>Action</i>
9-23-2014	TruMark Financial Credit Union Trevese Bucks County	301 Horsham Road Horsham Montgomery County	Filed

The Department's web site at [www.dobs.state.pa.us](http://www.dobs.state.pa.us) includes public notices for more recently filed applications.

GLENN E. MOYER,  
*Secretary*



## DEPARTMENT OF EDUCATION

### Cyber Charter School Applications; Public Hearings

The Department of Education (Department) has scheduled three dates for public hearings regarding cyber charter school applications that it received on or before October 1, 2014. The hearings will be held on November 3, 2014, November 10, 2014, and November 14, 2014, in Heritage Rooms A and B on the lobby level of 333 Market Street, Harrisburg, PA 17126, beginning at 9 a.m. on each day. The hearings pertain to applicants seeking to operate a cyber charter school beginning in the 2015-2016 school year. The purpose of the hearings is to gather information from the applicants about the proposed cyber charter schools as well as receive comments from interested individuals regarding the applications. The names of the applicants, copies of the applications and a listing of the dates and times scheduled for the hearing on each application can be viewed on the Department's web site at [www.education.state.pa.us](http://www.education.state.pa.us).

Individuals who wish to provide comments during the hearing on an application must provide a copy of their written comments to the Department and the applicant on or before October 27, 2014. Comments provided by this deadline and presented at the hearing will become part of the certified record. Failure to comply with this deadline will preclude the individual from providing comments at the hearings. Verbal comments may be limited based on the number of individuals requesting time to provide comments and may be limited if the comments are duplicative or repetitive of another individual's comments. Persons who are unable to attend the hearing may also

provide the Department and the applicant with written comments on or before October 27, 2014. Any written comments provided to the Department by this deadline will also become part of the certified record.

During the public hearing on an application, the cyber charter applicant will have 30 minutes to present information about the proposed cyber charter school. Each hearing will be conducted by the panel of individuals who have completed an initial review of the application. The panel members may question the applicant regarding issues identified during their review, as well as issues raised in the written comments filed by the deadline. Panel members may also question individuals who offer verbal comments. Commentators will not be permitted to question either the applicant or the panel members.

Comments sent to the Department should be addressed to Steve Carney, Charter Schools Office, 333 Market Street, 10th Floor, Harrisburg, PA 17126-0333. Hearing agendas will be prepared after October 27, 2014, when the Department is aware of the number of individuals who wish to provide verbal comments at each hearing. The hearing agenda will provide the order of presentation, as well as specify the amount of time allotted to each commentator. Hearing agendas will be posted under the "Charter School Administration" heading on the Department's web site at [http://www.portal.state.pa.us/portal/server.pt/community/charter\\_schools/7356](http://www.portal.state.pa.us/portal/server.pt/community/charter_schools/7356).

For questions regarding these hearings, contact Steve Carney at (717) 787-9744 or [charterschools@pa.gov](mailto:charterschools@pa.gov).

CAROLYN C. DUMARESQ, Ed.D.,  
*Acting Secretary*

[Pa.B. Doc. No. 14-2065. Filed for public inspection October 3, 2014, 9:00 a.m.]

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### Applications, Actions and Special Notices

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### APPLICATIONS

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#### THE CLEAN STREAMS LAW AND THE FEDERAL CLEAN WATER ACT

#### APPLICATIONS FOR NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMITS AND WATER QUALITY MANAGEMENT (WQM) PERMITS

This notice provides information about persons who have applied for a new, amended or renewed NPDES or WQM permit, a permit waiver for certain stormwater discharges or submitted a Notice of Intent (NOI) for coverage under a General Permit. The applications concern, but are not limited to, discharges regarding industrial, animal or sewage waste, discharges to groundwater, discharges associated with municipal separate storm sewer systems (MS4), stormwater associated with construction activities or concentrated animal feeding operations (CAFO). This notice is provided in accordance with 25 Pa. Code Chapters 91 and 92a and 40 CFR Part 122, implementing The Clean Streams Law (35 P. S. §§ 691.1—691.1001) and the Federal Clean Water Act (33 U.S.C.A. §§ 1251—1376).

<i>Location</i>	<i>Permit Authority</i>	<i>Application Type or Category</i>
Section I	NPDES	Renewals
Section II	NPDES	New or Amendment
Section III	WQM	Industrial, Sewage or Animal Waste; Discharge into Groundwater
Section IV	NPDES	MS4 Individual Permit
Section V	NPDES	MS4 Permit Waiver
Section VI	NPDES	Individual Permit Stormwater Construction
Section VII	NPDES	NOI for Coverage under NPDES General Permits

For NPDES renewal applications in Section I, the Department of Environmental Protection (Department) has made a tentative determination to reissue these permits for 5 years subject to effluent limitations and monitoring and reporting requirements in their current permits, with appropriate and necessary updated requirements to reflect new and changed regulations and other requirements.

For applications for new NPDES permits and renewal applications with major changes in Section II, as well as applications for MS4 Individual Permits and Individual Stormwater Construction Permits in Sections IV and VI, the Department, based upon preliminary reviews, has made tentative determinations of proposed effluent limitations and other terms and conditions for the permit applications. In accordance with 25 Pa. Code § 92a.32(d), the proposed discharge of stormwater associated with construction activities will be managed in accordance with the requirements of 25 Pa. Code Chapter 102. These determinations are published as proposed actions for comments prior to taking final actions.

Unless indicated otherwise, the United States Environmental Protection Agency (EPA) Region III Administrator has waived the right to review or object to proposed NPDES permit actions under the waiver provision in 40 CFR 123.24(d).

Persons wishing to comment on NPDES applications are invited to submit statements to the contact office noted before the application within 30 days from the date of this public notice. Persons wishing to comment on WQM permit applications are invited to submit statements to the office noted before the application within 15 days from the date of this public notice. Comments received within the respective comment periods will be considered in the final determinations regarding the applications. A comment submittal should include the name, address and telephone number of the writer and a concise statement to inform the Department of the exact basis of a comment and the relevant facts upon which it is based.

The Department will also accept requests for public hearings on applications. A public hearing may be held if the responsible office considers the public response significant. If a hearing is scheduled, a notice of the hearing will be published in the *Pennsylvania Bulletin* and a newspaper of general circulation within the relevant geographical area. The Department will postpone its final determination until after a public hearing is held.

Persons with a disability who require an auxiliary aid, service, including TDD users, or other accommodations to seek additional information should contact the Department through the Pennsylvania AT&T Relay Service at (800) 654-5984.

### I. NPDES Renewal Applications

*Southwest Regional Office: Clean Water Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745. Phone: 412.442.4000.*

<i>NPDES No. (Type)</i>	<i>Facility Name &amp; Address</i>	<i>County &amp; Municipality</i>	<i>Stream Name (Watershed No.)</i>	<i>EPA Waived Y/N?</i>
PA0219487 (Sewage)	Mine 84 Hallam Portal STP Hallam Road (T-477) Amity, PA 15331	Washington County Amwell Township	Unnamed tributary to Redd Run (19-B)	Y
PA0098345 (Sewage)	Clifford Pritts Township Elementary School 1542 Indian Creek Valley Road Melcroft, PA 15462	Fayette County Saltlick Township	Indian Creek (19-E)	Y

*Northwest Region: Clean Water Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

<i>NPDES No. (Type)</i>	<i>Facility Name &amp; Address</i>	<i>County &amp; Municipality</i>	<i>Stream Name (Watershed#)</i>	<i>EPA Waived Y/N?</i>
PA0221236 (Sewage)	Brocklehurst MHP 350 Fox Mine Road Jackson Center, PA 16133	Mercer County Jackson Township	Unnamed Tributary to Fox Run (20-A)	Y
PA0240061 (Sewage)	Country Acres Personal Care Home 2017 Meadville Road Titusville, PA 16354	Venango County Cherrytree Township	Unnamed Tributary to Prather Creek (16-D)	Y
PA0104019 (Sewage)	Veolia ES Solid Waste of PA 6330 Route 219 Brockway, PA 15824	Jefferson County Washington Township	Unnamed Tributary to the Wolf Run (17-C)	Y

### II. Applications for New or Expanded Facility Permits, Renewal of Major Permits and EPA Non-Waived Permit Applications

*Southcentral Region: Clean Water Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110. Phone: 717-705-4707.*

**PA0086282**, GWCU, SIC Code 4922, **Texas Eastern Transmission LP**, 2601 Market Place, Harrisburg, PA 17110-9363. Facility Name: Texas East Eastern—Grantville Compressor Station. This existing facility is located in East Hanover Township, **Dauphin County**.

Description of Existing Activity: The application is for a renewal of an NPDES permit for an existing discharge of treated groundwater.

The receiving stream(s), Unnamed Tributary to Bow Creek, is located in State Water Plan watershed 7-D and is classified for Warm Water Fishes and Migratory Fishes, aquatic life, water supply and recreation. The discharge is not expected to affect public water supplies.

The proposed effluent limits for Outfall 001 are based on a design flow of 0.0884 MGD.

Parameters	Mass (lb/day)			Concentration (ug/l)		
	Average Monthly	Daily Maximum	Minimum	Average Monthly	Daily Maximum	Instant. Maximum
Flow (MGD)	Report	Report	XXX	XXX	XXX	XXX
Total PCBs (µg/L)	XXX	XXX	XXX	0.000188	0.000293	0.00047

In addition, the permit contains the following major special conditions:

- WQBELs below quantitation limits (QLs)

You may make an appointment to review the DEP files on this case by calling the File Review Coordinator at 717-705-4732.

The EPA Waiver is in effect.

*Northwest Region: Clean Water Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**PA0006343**, Industrial Waste, SIC Code 3312, **AK Steel Corp**, 9227 Centre Point Drive, West Chester, OH 45069. Facility Name: AK Steel Main Facility. This existing facility is located in the City of Butler & Butler Township, **Butler County**.

Description of Existing Activity: The application is for a renewal of an NPDES permit for an existing discharge of treated industrial waste, non-contact cooling water, miscellaneous wastewaters and stormwater. This is a re-draft of the NPDES permit that was originally published in the *Pennsylvania Bulletin* on 7/26/14.

The receiving streams are Connoquenessing Creek (Outfalls 001-005, 007-016, 027-030, 033-037 and 040-048), unnamed tributary to Connoquenessing Creek (Outfall 050), Sawmill Run (Outfalls 006, 026, 031 and 032), Rocklick Run (Outfalls 017-024, 038, 039 and 049) and Sullivan Run (Outfall 025). The receiving streams are in State Water Plan 20-C and are classified for the following uses: warm water fishes, aquatic life, water supply and recreation. The discharges are not expected to affect public water supplies.

The proposed effluent limits for Outfall 001 are based on a design flow of 0.341 MGD.

Parameters	Mass (lb/day)			Concentration (mg/l)		
	Average Monthly	Daily Maximum	Minimum	Average Monthly	Daily Maximum	Instant. Maximum
Flow (MGD)	Report	Report	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6.0	XXX	XXX	9.0
Total Suspended Solids	179	417	XXX	Report	Report	157
Hexavalent Chromium	0.26	0.51	XXX	0.093	0.19	0.23
Total Chromium	2.4	6.0	XXX	Report	Report	2.1
Total Iron	Report	Report	XXX	4.3	8.7	10.9
Total Nickel	1.8	5.4	XXX	Report	Report	1.6

The proposed effluent limits for Outfall 002 are based on a design flow of 0.0029 MGD.

Parameters	Mass (lb/day)			Concentration (mg/l)		
	Average Monthly	Daily Maximum	Minimum	Average Monthly	Daily Maximum	Instant. Maximum
Flow (MGD)	Report	XXX	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6.0	XXX	XXX	9.0
Total Suspended Solids	XXX	XXX	XXX	XXX	XXX	150
Oil and Grease	XXX	XXX	XXX	XXX	XXX	30

The proposed effluent limits for Outfall 003 are based on a design flow of N/A MGD.

Parameters	Mass (lb/day)			Concentration (mg/l)		
	Average Monthly	Daily Maximum	Minimum	Average Monthly	Daily Maximum	Instant. Maximum
Flow (MGD)	Report	XXX	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6.0	XXX	XXX	9.0
Total Suspended Solids	XXX	XXX	XXX	XXX	XXX	150
Oil and Grease	XXX	XXX	XXX	XXX	XXX	30

The proposed effluent limits for Outfall 004 are based on a design flow of 0.034 MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>		<i>Minimum</i>	<i>Average Monthly</i>		
Flow (MGD)	Report	XXX	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6.0	XXX	XXX	9.0

The proposed effluent limits for Outfall 005 are based on a design flow of 1.5 MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>	<i>Daily Maximum</i>	<i>Minimum</i>	<i>Average Monthly</i>	<i>Daily Maximum</i>	
Flow (MGD)	Report	Report	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6	XXX	XXX	9
Total Suspended Solids	1,211	2,935	XXX	Report	Report	242
Oil and Grease	398	1,191	XXX	15	Report	30
Total Chromium	14.7	37	XXX	Report	Report	3.0
Total Iron	55.7	111	XXX	2.54	5.08	6.35
Total Nickel	11.1	33.3	XXX	Report	Report	2.7
Naphthalene	XXX	0.05	XXX	XXX	XXX	XXX
Tetrachloroethylene	XXX	0.08	XXX	XXX	XXX	XXX
Total Dissolved Solids	Report	XXX	XXX	Report	XXX	XXX

The proposed effluent limits for Outfall 006 are based on a design flow of 0.0029 MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>		<i>Minimum</i>	<i>Average Monthly</i>		
Flow (MGD)	XXX	Report	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6	XXX	XXX	9
Total Suspended Solids	XXX	XXX	XXX	XXX	XXX	60
Oil and Grease	XXX	XXX	XXX	XXX	XXX	30

The proposed effluent limits for Outfall 007 are based on a design flow of 1.0 MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>	<i>Daily Maximum</i>	<i>Minimum</i>	<i>Average Monthly</i>	<i>Daily Maximum</i>	
Flow (MGD) (Final)	Report	XXX	XXX	XXX	XXX	XXX
pH (Interim)	XXX	XXX	6.0	XXX	XXX	9.0
Total Suspended Solids (Interim)	1,181	3,153	XXX	Report	Report	378
(Final)	1,181	3,153	XXX	XXX	XXX	XXX
Oil and Grease (Interim)	XXX	790	XXX	15	Report	30
(Final)	XXX	790	XXX	XXX	XXX	XXX
Total Aluminum (Interim)	XXX	XXX	XXX	Report	XXX	XXX
Total Zinc (Interim)	XXX	XXX	XXX	Report	XXX	XXX

The proposed effluent limits for Suboutfall 107 are based on a design flow of 1.0 MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>	<i>Daily Maximum</i>	<i>Minimum</i>	<i>Average Monthly</i>	<i>Daily Maximum</i>	
Flow (MGD) Internal Monitoring Point (Final)	Report	XXX	XXX	XXX	XXX	XXX
pH (S.U.) Internal Monitoring Point (Final)	XXX	XXX	6.0	XXX	XXX	9.0
Total Suspended Solids Internal Monitoring Point (Final)	Report	Report	XXX	Report	Report	XXX
Oil and Grease Internal Monitoring Point (Final)	Report	Report	XXX	15	Report	30

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>	<i>Daily Maximum</i>	<i>Minimum</i>	<i>Average Monthly</i>	<i>Daily Maximum</i>	
Total Aluminum						
Internal Monitoring Point (Final)	XXX	XXX	XXX	Report	XXX	XXX
Total Zinc						
Internal Monitoring Point (Final)	XXX	XXX	XXX	Report	XXX	XXX

The proposed effluent limits for Suboutfall 207 are based on a design flow of N/A MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>	<i>Daily Maximum</i>	<i>Minimum</i>	<i>Average Monthly</i>	<i>Daily Maximum</i>	
Flow (MGD)						
Internal Monitoring Point (Final)	XXX	Report	XXX	XXX	XXX	XXX
pH (S.U.)						
Internal Monitoring Point (Final)	XXX	XXX	6.0	XXX	XXX	9.0
Total Suspended Solids						
Internal Monitoring Point (Final)	XXX	Report	XXX	XXX	Report	XXX
Oil and Grease						
Internal Monitoring Point (Final)	XXX	Report	XXX	XXX	Report	XXX

The proposed effluent limits for Outfall 025 are based on a design flow of N/A MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>	<i>Daily Maximum</i>	<i>Minimum</i>	<i>Average Monthly</i>	<i>Daily Maximum</i>	
Flow (MGD)	XXX	Report	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6.0	XXX	XXX	9.0
Total Suspended Solids	XXX	XXX	XXX	XXX	XXX	60
Oil and Grease	XXX	XXX	XXX	XXX	XXX	30

The proposed effluent limits for Outfall 034 are based on a design flow of 0.004 MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>	<i>Daily Maximum</i>	<i>Minimum</i>	<i>Average Monthly</i>	<i>Daily Maximum</i>	
Flow (MGD)	XXX	Report	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6.0	XXX	XXX	9.0

In addition, the permit contains the following major special conditions:

- Chemical Additives
- Stormwater
- Warning Sign requirement—Outfalls 001 & 004 (Heated Discharges)
- Monitoring Waiver—Outfall 005—Naphthalene & Tetrachloroethylene
- Reactivation of the Steel Making Processes related to Outfalls 001 & 025
- Electronic Discharge Monitoring Reporting requirement
- Hauled-In Waste Reporting (clarification)

You may make an appointment to review the DEP files on this case by calling the File Review Coordinator at 814-332-6340.

The EPA Waiver is not in effect.

**PA0028223**, Sewage, SIC Code 4952, **Corry City Municipal Authority Erie County**, 36 West Main Street, Corry, PA 16407. Facility Name: Corry WWTP. This existing facility is located in Corry City, **Erie County**.

Description of Existing Activity: The application is for a renewal of an NPDES permit for an existing discharge of treated Municipal sanitary wastewater.

The receiving stream, the Hare Creek, is located in State Water Plan watershed 16-B and are classified for Cold Water Fishes and Warm Water Fishes, respectively, as well as aquatic life, water supply, and recreation. The discharge is not expected to affect public water supplies.

The proposed effluent limits for Outfall 001 are based on a design flow of 3.5 MGD.

Parameters	Mass (lbs/day)		Minimum	Concentration (mg/l)		Instant. Maximum
	Average Monthly	Weekly Average		Average Monthly	Weekly Average	
Flow (MGD)	Report	Report Daily	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6.0	XXX	XXX	9.0
Dissolved Oxygen	XXX	XXX	7.0	XXX	XXX	XXX
Total Residual Chlorine	XXX	XXX	XXX	0.4	XXX	1.2
COD <sub>5</sub>						
May 1 - Oct 31	437	642	XXX	15	22	30
Nov 1 - Apr 30	729	1,167	XXX	25	40	50
BOD <sub>5</sub>						
Influent	XXX	XXX	XXX	Report	XXX	XXX
Total Suspended Solids						
Influent	XXX	XXX	XXX	Report	XXX	XXX
Total Suspended Solids	876	1,314	XXX	30	45	60
Fecal Coliform (CFU/100 ml)						
May 1 - Sep 30	XXX	XXX	XXX	200	XXX	2,000
Oct 1 - Apr 30	XXX	XXX	XXX	2,000	XXX	10,000
				Geo Mean		
Ammonia-Nitrogen						
May 1 - Oct 31	58	XXX	XXX	2.0	XXX	4.0
Nov 1 - Apr 30	175	XXX	XXX	6.0	XXX	12.0
Total Nitrogen	Report	XXX	XXX	Report	XXX	Report
Total Phosphorus	Report	XXX	XXX	Report	XXX	Report
Total Copper						
(Interim)	Report	Report	XXX	Report	XXX	Report
(Final)	0.35	0.52	XXX	0.012	XXX	0.024
Free Available Cyanide						
(Interim)	Report	Report	XXX	Report	XXX	Report
(Final)	0.20	0.30	XXX	0.0069	XXX	0.0138
Bis(2-Ethylhexyl)Phthalate						
(Interim)	Report	Report	XXX	Report	XXX	Report
(Final)	0.11	0.17	XXX	0.004	XXX	0.008

In addition, the permit contains the following major special conditions:

- Requirement to Use eDMR System
- Maximizing Treatment at the Existing POTW
- Combined Sewer Overflows
- Solids Management
- Whole Effluent Toxicity (WET)
- Requirements Applicable to Stormwater Outfalls
- Toxics Reduction Evaluation (TRE)

You may make an appointment to review the DEP files on this case by calling the File Review Coordinator at 814-332-6340.

The EPA Waiver is not in effect.

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Southwest Regional Office: Clean Water Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745. Phone: 412.442.4000.

**PA0095273**, SIC Code 1381, **Fluid Recovery Service LLC**, PO Box 232, Creekside, PA 15732. Facility Name: FRS Josephine Facility. This existing facility is located in Burrell Township, **Indiana County**.

Description of Existing Activity: The application is for a renewal of an NPDES permit for an existing discharge of treated oil & gas wastewater.

The receiving stream, Blacklick, is located in State Water Plan watershed 18-D and is classified for Trout Stocking, aquatic life, water supply and recreation. The discharge is not expected to affect public water supplies.

The proposed effluent limits for Outfall 001 are based on a design flow of 0.155 MGD.

<i>Parameters</i>	<i>Mass (lb/day)</i>			<i>Concentration (mg/l)</i>		<i>Instant. Maximum</i>
	<i>Average Monthly</i>	<i>Daily Maximum</i>	<i>Minimum</i>	<i>Average Monthly</i>	<i>Daily Maximum</i>	
Flow (MGD)	Report	Report	XXX	XXX	XXX	XXX
pH (S.U.)	XXX	XXX	6.0	XXX	XXX	9.0
BOD <sub>5</sub>	Report	Report	XXX	53	163	XXX
Total Suspended Solids	Report	Report	XXX	30	60	XXX
Total Dissolved Solids						
(Interim)	Report	Report	XXX	Report	Report	XXX
(Final)	Report	Report	XXX	500	1,000	XXX
Oil and Grease	XXX	XXX	XXX	15	XXX	30
Acidity, Total (as CaCO <sub>3</sub> )	XXX	XXX	XXX	Report	Report	XXX
Alkalinity, Total (as CaCO <sub>3</sub> )						
Effluent Net	XXX	XXX	0	XXX	XXX	XXX
Alkalinity, Total (as CaCO <sub>3</sub> )	XXX	XXX	Report	Report	Report	XXX
Total Aluminum	Report	Report	XXX	0.75	0.75	XXX
Total Antimony	XXX	XXX	XXX	0.206	0.249	XXX
Total Arsenic	XXX	XXX	XXX	0.104	0.162	XXX
Total Barium						
(Interim)	XXX	XXX	XXX	Report	Report	XXX
(Final)	XXX	XXX	XXX	10	20	XXX
Total Cadmium	Report	Report	XXX	0.0102	0.0172	XXX
Total Chromium	XXX	XXX	XXX	0.323	0.746	XXX
Total Cobalt	XXX	XXX	XXX	0.124	0.192	XXX
Total Copper	XXX	XXX	XXX	0.242	0.5	XXX
Total Iron	Report	Report	XXX	1.5	3.0	XXX
Total Lead	XXX	XXX	XXX	0.160	0.350	XXX
Total Manganese	Report	Report	XXX	1.0	2.0	XXX
Total Mercury						
(Interim)	XXX	XXX	XXX	0.000734	0.00234	XXX
(Final)	XXX	XXX	XXX	0.000246	0.0000641	XXX
Total Nickel						
(Interim)	XXX	XXX	XXX	1.45	3.95	XXX
(Final)	XXX	XXX	XXX	0.309	0.794	XXX
Total Selenium						
(Interim)	XXX	XXX	XXX	Report	Report	XXX
(Final)	XXX	XXX	XXX	0.0698	0.176	XXX
Total Silver						
(Interim)	XXX	XXX	XXX	0.0351	0.120	XXX
(Final)	XXX	XXX	XXX	0.0122	0.0318	XXX
Total Strontium						
(Interim)	XXX	XXX	XXX	Report	Report	XXX
(Final)	XXX	XXX	XXX	10	20	XXX
Sulfate	Report	Report	XXX	Report	Report	XXX
Total Uranium (µg/L)	XXX	XXX	XXX	Report	Report	XXX
Total Thallium	XXX	XXX	XXX	0.027	0.042	XXX
Total Tin						
(Interim)	XXX	XXX	XXX	0.165	0.335	XXX
(Final)	XXX	XXX	XXX	0.0367	0.0955	XXX
Total Titanium						
(Interim)	XXX	XXX	XXX	0.0618	0.0947	XXX
(Final)	XXX	XXX	XXX	0.00612	0.0159	XXX
Total Vanadium						
(Interim)	XXX	XXX	XXX	0.0662	0.218	XXX
(Final)	XXX	XXX	XXX	0.0518	0.0628	XXX
Total Zinc						
(Interim)	XXX	XXX	XXX	0.420	0.497	XXX
(Final)	Report	Report	XXX	0.252	0.497	XXX
o-Cresol	XXX	XXX	XXX	0.561	1.92	XXX
2,4,6-Trichlorophenol	XXX	XXX	XXX	0.106	0.155	XXX
Phenol	XXX	XXX	XXX	1.08	3.65	XXX
Acetone	XXX	XXX	XXX	7.97	30.2	XXX
Acetophenone	XXX	XXX	XXX	0.0562	0.114	XXX
Ethylbenzene	XXX	XXX	XXX	Report	Report	XXX
Benzene	Report	Report	XXX	0.001	0.002	XXX
Butyl Benzyl Phthalate	XXX	XXX	XXX	0.0887	0.188	XXX
Total BTEX	XXX	XXX	XXX	0.1	0.2	XXX

Parameters	Mass (lb/day)			Concentration (mg/l)		Instant. Maximum
	Average Monthly	Daily Maximum	Minimum	Average Monthly	Daily Maximum	
Chloride (Interim)	Report	Report	XXX	Report	Report	XXX
(Final)	Report	Report	XXX	250	500	XXX
Bromide	Report	Report	XXX	Report	Report	XXX
2-Butanone	XXX	XXX	XXX	1.85	4.81	XXX
Bis(2-Ethylhexyl)Phthalate	XXX	XXX	XXX	0.101	0.215	XXX
Fluoranthene	XXX	XXX	XXX	0.0268	0.0537	XXX
Carbazole	XXX	XXX	XXX	0.276	0.598	XXX
n-Decane	XXX	XXX	XXX	0.437	0.948	XXX
n-Octadecane	XXX	XXX	XXX	0.302	0.589	XXX
p-Cresol	Report	Report	XXX	0.205	0.698	XXX
Pyridine	XXX	XXX	XXX	0.182	0.370	XXX
Toluene	XXX	XXX	XXX	Report	Report	XXX
Total Xylenes	XXX	XXX	XXX	Report	Report	XXX
Gross Alpha (pCi/L)	XXX	XXX	XXX	Report	Report	XXX
Radium 226/228, Total (pCi/L)	XXX	XXX	XXX	Report	Report	XXX

In addition, the permit contains the following major special conditions:

- Chemical Additives, Kiskiminetas-Conemaugh TMDL Allocated Load

You may make an appointment to review the DEP files on this case by calling the File Review Coordinator at 412-442-4000.

The EPA Waiver is not in effect.

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*Central Office: Bureau of Point and Non-Point Source Management, Planning and Permitting Program Manager, 400 Market Street, Harrisburg, PA 17105-8774, Telephone: 717.787.8184.*

**PA0270784**, Pesticides, SIC Code 0921, **PA Fish & Boat Commission**, 1735 Shiloh Road, State College, PA 16801.

Description of Proposed Activity: The application is for a new NPDES permit for a new discharge associated with the application of pesticides (including algaecide, herbicides and fish control chemicals) to control weeds and algae: to maximize fish production in all fish ponds of the state fish hatcheries; and to maintain aesthetic condition around these ponds and lakes associated with Pennsylvania Fish and Boat Commission for anglers, boaters, and all other recreational users statewide.

Applicators are required to follow product labeling instructions of pesticides, which may include provisions to reduce application doses and notify public water suppliers in the event applications are conducted near public water supply intakes. Applicators are required to coordinate with the operators of such drinking water treatment plants prior to treatment to avoid any shortages. The discharges associated with the pesticide applications are not expected to affect public water supplies.

PA DEP has made a tentative determination to issue the NPDES permit subject to the terms and conditions of the permit. An anti-degradation analysis has been completed to document that pesticide application activities in High Quality (HQ) or Exceptional Value (EV) waters will be conducted in a manner that minimizes adverse environmental effects. The proposed permit contains conditions that require implementation of Pest Management Measures, Recordkeeping and Annual Reporting Requirements, Corrective Action Documentation and Reporting, and a Pesticides Discharge Management Plan.

This notice appeared in the August 9, 2014, edition of the *Pennsylvania Bulletin*. The 30-day comment period ended on September 8, 2014. The Department has decided to extend the comment period by an additional 15 days in accordance with 25 Pa. Code § 92a.82(d). You may make an appointment to review the DEP files on this case by calling the File Review Coordinator at 717-787-8184. You may submit written comments on the application and draft permit within 15 days to the address above. After the 15-day extended comment period, PA DEP will make a final determination on the issuance of the permit.

The EPA waiver is not in effect.

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### **III. WQM Industrial Waste and Sewerage Applications Under the Clean Streams Law (35 P. S. §§ 691.1—691.1001)**

*Southwest Regional Office: Regional Clean Water Program Manager, 400 Waterfront Dr, Pittsburgh, PA 15222-4745. Phone: 412.442.4000.*

**WQM Permit No. 1114405**, Sewage, **City of Johnstown**, 401 Main Street, Johnstown, PA 15901.

This proposed facility is located in the City of Johnstown, **Cambria County**.

Description of Proposed Action/Activity: Proposed construction of new sanitary sewers to replace existing defective sewers in the Moxham—Phase I Area.

The Pennsylvania Infrastructure Investment Authority (PENNVEST) which administers Pennsylvania's State Revolving Fund has been identified as a possible funding source.



**WQM Permit No. 1114404**, Sewage, **Portage Area Sewer Authority**, 606 Cambria Street, Portage, PA 15946-1516.

This proposed facility is located in Portage Township, **Cambria County**.

Description of Proposed Action/Activity: Installation of a new sanitary sewer collection system to serve Martindale and the replacement of Ward 3 sanitary sewers.

The Pennsylvania Infrastructure Investment Authority (PENNVEST) which administers Pennsylvania's State Revolving Fund has been identified as a possible funding source.

**WQM Permit No. 6372404**, Sewage, **Carroll Township Authority**, PO Box 661, Donora, PA 15033.

This proposed facility is located in Carroll Township, **Washington County**.

Description of Proposed Action/Activity: The Authority proposes to replace the pumps and add a new comminutor to their existing El Dora pump station.

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## VI. NPDES Individual Permit Applications for Discharges of Stormwater Associated with Construction Activities

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*Southeast Region: Water Management Program Manager, 2 East Main Street, Norristown, PA 19401*

<i>NPDES Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>County</i>	<i>Municipality</i>	<i>Receiving Water/Use</i>
PAI01 1514025	Valley Investments Group VII 55 Country Club Drive, Suite 200 Downingtown, PA 19335	Chester	Charlestown Township	Valley Creek EV
PAI01 2314005	Tyler Arboretum 515 Painter Road Media, PA 19063	Delaware	Middletown Township	Ridley Creek HQ—TSF
PAI01 5114016	Wexford Development, LLC 801 W. Baltimore Street, Suite 505 Baltimore, MD 21201	Philadelphia	City of Philadelphia	Schuylkill River WWF—MF
PAI01 5114010-1	The Church of Jesus Christ Latter-Day Saints 50 East North Temple Street Salt Lake City, UT 84150	Philadelphia	City of Philadelphia	Schuylkill River WWF

*Northeast Region: Watershed Management Program Manager, 2 Public Square, Wilkes-Barre, PA 18701-1915.*

*Lehigh County Conservation District, Lehigh Ag Center, Suite 102, 4184 Dorney Park Rd., Allentown PA 18104*

<i>NPDES Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>County</i>	<i>Municipality</i>	<i>Receiving Water/Use</i>
PAI023914015	Mark Stein Bethlehem Area School District 250 E. Fairview Street Bethlehem, PA 18018	Lehigh	City of Bethlehem	Monocacy Creek (HQ-CWF, MF)
PAI023914014	Randy Soriano Salisbury Township 2900 S. Pike Avenue Allentown, PA 18103	Lehigh	Salisbury Township	Little Lehigh Creek (HQ-CWF, MF)

*Monroe County Conservation District, 8050 Running Valley Rd., Stroudsburg PA 18360-0917*

<i>NPDES Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>County</i>	<i>Municipality</i>	<i>Receiving Water/Use</i>
PAI024514009	Transcontinental Gas Pipeline Company 2800 Post Oak Blvd., Level 17 Houston, TX 77056	Monroe	Tunkhannock Township	UNT to Mud Pond Run (HQ-CWF, MF)

*Northampton County Conservation District, 14 Gracedale Avenue Greystone Bldg., Nazareth PA 18064-9211*

<i>NPDES Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>County</i>	<i>Municipality</i>	<i>Receiving Water/Use</i>
PAI024814011	Wayne Holmberg Victaulic Co. 4901 Kesslerville Road Easton, PA 18040	Northampton	Forks Township	Bushkill Creek (HQ-CWF, MF)

Northwest Region: Watershed Management Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481

Elk County Conservation District, Elk Courthouse Annex, 300 Center Street, Ridgway PA 15853

NPDES Permit No.	Applicant Name & Address	County	Municipality	Receiving Water/Use
PAI062414001	PADOT District 2 1924 Daisy Street Ext PO Box 342 Clearfield PA 16830	Elk	Ridgway Township	Big Mill Creek HQ-CWF

## STATE CONSERVATION COMMISSION

### PROPOSED NUTRIENT MANAGEMENT PLANS RELATED TO APPLICATIONS FOR NPDES PERMITS FOR CAFOs

This notice provides information about agricultural operations that have submitted nutrient management plans (NMPs) for approval under 3 Pa.C.S. Chapter 5 and that have or anticipate submitting applications for new, amended or renewed NPDES permits, or Notices of Intent (NOIs) for coverage under a general permit, for CAFOs, under 25 Pa. Code Chapter 92a. This notice is provided in accordance with 25 Pa. Code Chapter 92a and 40 CFR Part 122, implementing The Clean Streams Law and the Federal Clean Water Act.

Based upon preliminary reviews, the State Conservation Commission (SCC) or County Conservation Districts (CCD) working under a delegation agreement with the SCC have completed an administrative review of NMPs described. These NMPs are published as proposed plans for comment prior to taking final actions. The NMPs are available for review at the CCD office for the county where the agricultural operation is located. A list of CCD office locations is available at <http://www.nacdnet.org/about/districts/directory/pa.phtml> or can be obtained from the SCC at the office address listed or by calling (717) 787-8821.

Persons wishing to comment on an NMP are invited to submit a statement outlining their comments on the plan to the CCD, with a copy to the SCC for each NMP, within 30 days from the date of this public notice. Comments received within the respective comment periods will be considered in the final determinations regarding the NMPs. Comments should include the name, address and telephone number of the writer and a concise statement to inform the SCC of the exact basis of the comments and the relevant facts upon which they are based. Comments should be sent to the SCC, Agriculture Building, Room 310, 2301 North Cameron Street, Harrisburg, PA 17110.

Persons with a disability who require an auxiliary aid, service, including TDD users or other accommodations to seek additional information should contact the SCC through the Pennsylvania AT&T Relay Service at (800) 654-5984.

#### APPLICATIONS

#### NUTRIENT MANAGEMENT PLAN—PUBLIC NOTICE SPREADSHEET

Agricultural Operation Name and Address	County	Total Acres	Animal Equivalent Units	Animal Type	Special Protection Waters (HQ or EV or NA)	Renewal / New
Dream Farms 13689 Dream Hwy Newburg, PA 17240	Franklin	220.5	2,295	Heifers	NA	Renewal
Melvin Bricker 8310 Ft. McCord Rd. Chambersburg, PA 17202	Franklin	5.9	358.31	Turkey	NA	New
Chickies Creek Farm LLC Dustin Ginder 2537 Risser Mill Road Mount Joy, PA 17552	Lancaster	91.2	1,190.16	Layers	NA	Renewal
Joel Rutt 1178 White Oak Road Manheim, PA 17545	Lancaster	194	410.44	Swine / Broiler / Beef	NA	Renewal

#### Application for NPDES Permit to Discharge to State Waters

Southwest Regional Office: Regional Clean Water Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745, Telephone: 412.442.4000.

**Application No. PA0252905**, Concentrated Animal Feeding Operation (CAFO), **Washington Trotting Association**. (Meadows Racetrack & Casino), PO Box 449, Meadow Lands, PA 15347-0449.

Mec PA Racing Inc. has submitted an application for an Individual NPDES permit for an existing CAFO known as

Meadows Racetrack & Casino, located in North Strabane Township, **Washington County**.

The CAFO is situated near Unnamed Tributary to Chartiers Creek in Watershed 20-F, which is classified for Warm Water Fishes. The CAFO is designed to maintain an animal population of approximately 845.0 animal equivalent units (AEUs) consisting of 845 horses. Manure will be stored in a covered building and loaded out periodically to export to a mushroom farm or to the Arden Landfill. Washwater from the barns is collected with the sanitary sewer. A release or discharge to waters of the

Commonwealth under normal operating conditions is not expected.

The Department has conducted administrative and technical reviews of the application. Based on the preliminary review and application of lawful standards and regulations, the Department has made a tentative determination to issue an NPDES permit for the operation subject to the terms and conditions and monitoring and reporting requirements specified in the permit.

You may make an appointment to review the DEP files on this case by calling the File Review Coordinator at 412-442-4000.

The Environmental Protection Agency (EPA) permit waiver provision under 40 CFR 123.24(e) does not apply to this NPDES permit.

**PUBLIC WATER SUPPLY (PWS) PERMITS**

Under the Pennsylvania Safe Drinking Water Act (35 P. S. §§ 721.1—721.17), the following parties have applied for PWS permits to construct or substantially modify public water systems.

Persons wishing to comment on permit applications are invited to submit statements to the office listed before the application within 30 days of this public notice. Comments received within this 30-day comment period will be considered in the formulation of the final determinations regarding an application. A comment should include the name, address and telephone number of the writer and a concise statement to inform the Department of the exact basis of a comment and the relevant facts upon which it is based. A public hearing may be held after consideration of comments received during the 30-day public comment period.

Following the comment period, the Department will make a final determination regarding the proposed permit. Notice of this final determination will be published in the *Pennsylvania Bulletin* at which time this determination may be appealed to the Environmental Hearing Board.

The permit application and related documents are on file at the office listed before the application and available for public review. Arrangements for inspection and copying information should be made with the office listed before the application.

Persons with a disability that require an auxiliary aid, service or other accommodations to participate during the 30-day public comment period should contact the office listed before the application. TDD users may contact the Department through the Pennsylvania AT&T Relay Service at (800) 654-5984.

**SAFE DRINKING WATER**

**Applications Received Under the Pennsylvania Safe Drinking Water Act**

*Southeast Region: Safe Drinking Water Program Manager, 2 East Main Street, Norristown, PA 19401*

**Permit No. 4614517** Public Water Supply  
 Applicant **Pennsylvania Air National Guard**  
 County **Montgomery**  
 Township **Horsham**

Responsible Official **Jacqueline Siciliano**  
 1120 Fairchild Street  
 Horsham, PA 19044  
 Type of Facility **PWS**  
 Consulting Engineer **William N. Malin, P.E.**  
 Carroll Engineering Corporation  
 949 Easton Road  
 Warrington, PA 18976  
 Application Received Date **September 8, 2014**  
 Description of Action **Rehabilitation of two existing wells. Construction of a new water treatment facility.**

**Permit No. WA-09-1008** Public Water Supply  
 Applicant **Doylestown Township Municipal Authority**  
 County **Bucks**  
 Township **Doylestown**  
 Responsible Official **Richard E. John**  
 Executive Director  
 425 Wells Road  
 Doylestown, PA 18901-2717  
 Type of Facility **PWS**  
 Consulting Engineer **Alfred S. Ciotton, P.E.**  
 SC Engineering, Inc.  
 P.O. Box 407  
 Fort Washington, PA 19034-0407  
 Application Received Date **September 3, 2014**  
 Description of Action **Application for a subsidiary water allocation for existing water interconnections with North Penn Water Authority and Warrington Township.**

*Northeast Region: Safe Drinking Water Program Manager, 2 Public Square, Wilkes-Barre, PA 18701-1915*

**Application No. 4814506**, Public Water Supply.  
 Applicant **East Bangor Municipal Authority**  
 555 West Central Avenue  
 East Bangor, PA 18013  
 [Township or Borough] **Upper Mount Bethel Township Northampton County**  
 Responsible Official **Brad Wagner, Chairman**  
 East Bangor Municipal Authority  
 555 West Central Avenue  
 East Bangor, PA 18013  
 Type of Facility **PWS**  
 Consulting Engineer **Mark A. Bahnick, P.E.**  
 Van Cleef Engineering Associates  
 520 North New Street  
 Bethlehem, PA 18018  
 Application Received Date **September 8, 2014**  
 Description of Action **This application proposes permitting of existing Well #3 to allow its use as a back-up water supply, and connecting this well to the distribution system.**

**Application No. 4514505, Major Amendment, Public Water Supply.**

Applicant **Delaware Water Gap Borough**  
 [Township or Borough] Delaware Water Gap Borough  
 Responsible Official Wayne McWilliams  
 Borough Council President  
 P. O. Box 218  
 Delaware Water Gap, PA 18327

Type of Facility PWS  
 Consulting Engineer Michael Gable, PE  
 Boucher & James Inc.  
 2738 Rimrock Drive  
 Stroudsburg, PA 18360  
 570-629-0300

Application Received 9/11/2014  
 Date

Description of Action Application is for the replacement of the current dilapidated well house and underground chlorine tanks for the operation of Well # 4 used by the Delaware Water Gap Borough water system.

*Southwest Region: Safe Drinking Water Program Manager, 400 Waterfront Drive, Pittsburgh, Pa 15222-4745*

**Permit No. 0314503, Public Water Supply.**

Applicant **Ford City Borough**  
 1000 4th Avenue  
 PO Box 112  
 Ford City, PA 16226

[Township or Borough] Ford City Borough  
 Responsible Official Kathy Bartuccio, Council  
 President  
 Ford City Borough  
 1000 4th Avenue  
 PO Box 112  
 Ford City, PA 16226

Type of Facility Water system  
 Consulting Engineer Gibson-Thomas Engineering Co.,  
 Inc.  
 1004 Ligonier Street  
 Box 853  
 Latrobe, PA 15650

Application Received September 23, 2014  
 Date

Description of Action Construction of the Ford City water treatment plant which includes renovation of the existing clarifiers and media filters, new softeners and a reverse osmosis system.

*Northwest Region: Safe Drinking Water Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**Permit No. 4314501, Public Water Supply**

Applicant **Jiffy Mini Mart**

Township or Borough Jackson Township  
 County **Mercer**  
 Responsible Official Daniel L. Heath  
 Type of Facility Public Water Supply

Consulting Engineer K. Daniel Hall, P.E.  
 DHI Engineering &  
 Environmental Services  
 3037 School Street  
 P.O. Box 29  
 Claridge, PA 15623

Application Received September 8, 2014  
 Date

Description of Action 4-Log treatment of viruses.

**Permit No. 3314502, Public Water Supply**  
 Applicant **Falls Creek Borough  
 Municipal Authority**

Township or Borough Falls Creek Borough  
 County **Jefferson**  
 Responsible Official Chad Smith  
 Type of Facility Public Water Supply  
 Consulting Engineer David M. Cunningham, P.E.  
 Keller Engineers, Inc.  
 420 Allegheny Street  
 Hollidaysburg, PA 16648

Application Received September 8, 2014  
 Date

Description of Action Construction of an 8" water main and appurtenances, and a waterline interconnection with Sandy Township. Also, replacement of the filter media and chemical pumps at the Borough water treatment plant and installation of a continuous chlorine analyzer inside the existing valve vault near the in-town water tank.

#### WATER ALLOCATIONS

**Applications received under the act of June 24, 1939 (P. L. 842, No. 365) (35 P. S. §§ 631—641) relating to the Acquisition of Rights to Divert Waters of the Commonwealth**

*Northwest Region: Safe Drinking Water Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**WA 25-22B, Water Allocations. Municipal Authority of the Borough of Union City, 29 South Main Street, Union City, PA 16438, Union Township, Erie County.** Renewal of their water rights for continued use of Bentley Run for 700,000 gpd for average day use.

#### LAND RECYCLING AND ENVIRONMENTAL REMEDIATION

##### UNDER ACT 2, 1995 PREAMBLE 1

**Acknowledgment of Notices of Intent to Remediate Submitted under the Land Recycling and Environmental Remediation Standards Act (35 P. S. §§ 6026.101—6026.907)**

Sections 302—305 of the Land Recycling and Environmental Remediation Standards Act (act) (35 P. S. §§ 6026.302—6026.305) require the Department to publish in the *Pennsylvania Bulletin* an acknowledgment noting receipt of Notices of Intent to Remediate. An acknowledgment of the receipt of a Notice of Intent to

Remediate is used to identify a site where a person proposes to, or has been required to, respond to a release of a regulated substance at a site. A person intending to use the background standard, Statewide health standard, the site-specific standard or intend to remediate a site as a special industrial area shall file a Notice of Intent to Remediate with the Department. A Notice of Intent to Remediate filed with the Department provides a brief description of the location of the site, a list of known or suspected contaminants at the site, the proposed remediation measures for the site and a description of the intended future use of the site. A person who demonstrates attainment of one or a combination of cleanup standards or receives approval of a special industrial area remediation identified under the act will be relieved of further liability for the remediation of the site for contamination identified in reports submitted to and approved by the Department. Furthermore, the person shall not be subject to citizen suits or other contribution actions brought by responsible persons not participating in the remediation.

Under sections 304(n)(1)(ii) and 305(c)(2) of the act, there is a 30-day public and municipal comment period for sites proposed for remediation using a site-specific standard, in whole or in part, and for sites remediated as a special industrial area. This period begins when a summary of the Notice of Intent to Remediate is published in a newspaper of general circulation in the area of the site. For the following site, proposed for remediation to a site-specific standard or as a special industrial area, the municipality, within which the site is located, may request to be involved in the development of the remediation and reuse plans for the site if the request is made within 30 days of the date specified as follows. During this comment period, the municipality may request that the person identified as the remediator of the site develop and implement a public involvement plan. Requests to be involved and comments should be directed to the remediator of the site.

For further information concerning the content of a Notice of Intent to Remediate, contact the environmental cleanup program manager in the Department regional office listed before the notice. If information concerning this acknowledgment is required in an alternative form, contact the community relations coordinator at the appropriate regional office. TDD users may telephone the Department through the AT&T Relay Service at (800) 654-5984.

The Department has received the following Notices of Intent to Remediate:

*Northcentral Region: Environmental Cleanup & Brownfields Program Manager, 208 West Third Street, Williamsport, PA 17701*

**Proposed CVS Store No. 1916 Site**, 1101 North Atherton Street, Ferguson Township, **Centre County**. ECS Mid-Atlantic, LLC, 56 Grumbacher Road, York, PA 17406, on behalf of J.C. Bar Development LLC, 415 Fallowfield Road, Camp Hill, PA 17011, submitted a Notice of Intent to Remediate. A release of hydraulic fluid was discovered underneath the former location of a service garage. The proposed future use of the property will be a CVS Store. The Notice of Intent to Remediate was published in *Centre Daily Times* on August 7, 2014.

**Dakotaland Transportation**, Interstate 80 @ MM 186E, Greene Township, **Clinton County**. Northridge Group, Inc., P.O. Box 231, Northumberland, PA 17857, on behalf Dakotaland Transportation submitted a Notice of

Intent to Remediate. A release of diesel fuel on the interstate road. The site was and will remain a right-of-way area along the interstate roadway. The Notice of Intent to Remediate was published in *The Daily Times* on July 9, 2014.

*Northwest Region: Environmental Cleanup & Brownfields Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**Shenango Valley Mall—Sears Auto**, 3303 East State Street, City of Hermitage, **Mercer County**. Mountain Research, LLC, 825 25th Street, Altoona, PA 16601, on behalf of JSMN International, Inc., 591 Summit Avenue, Suite #522, Jersey City, NJ 07306, submitted a Notice of Intent to Remediate. Historical petroleum contamination has resulted in the site groundwater being impacted with Benzene, Toluene, Ethylbenzene, Xylenes, Cumene, Naphthalene, 1,2-dibromoethane, 1,2-dichloroethane, and Methyl Tert Butyl Ether. The site will be remediated to the Statewide Health Standard. The intended future use of the property will be commercial. The Notice of Intent to Remediate was published in *The Herald* on August 21, 2014.

*Southwest Region: Environmental Cleanup & Brownfield Development Program Manager, 400 Waterfront Drive, Pittsburgh, Pa 15222-4745*

**XTO Energy—Wyatt Seanor #7 Well Site**, Bigam Road, Salem Township, **Westmoreland County**. Groundwater & Environmental Services, Inc., 301 Commerce Drive, Cranberry Township, PA 16066 on behalf of XTO Energy, Inc., 395 Airport Road, Indiana, PA 15701 has submitted a Notice of Intent to Remediate to meet a combination of the (residential and non-residential) Statewide Health and Site Specific Standards concerning site soils contaminated with volatile and semi-volatile organic compounds (VOC's & SVOC's), metals and chlorides from a release that occurred at the well site. Future use of the property is expected to be a gas production well. Notice of the NIR was published in the *Tribune-Review* on September 9, 2014.

**Christoff Michell Bulk Plant 2** (former Hoover Gas and Oil Bulk Plant), 1205 Theatre Road, Borough of Northern Cambria, **Cambria County**. McKee Environmental, Inc., 218 Washington Ave., Bellefonte, PA 16823 on behalf of Christoff Mitchell Petroleum, 2719 Walton Street, Philipsburg, PA 16866 has submitted a Notice of Intent to Remediate to meet the Statewide Health Standard concerning site soils and groundwater contaminated with petroleum from former underground and above ground storage tanks. Future use of the property is non-residential; continued commercial use. Notice was published in the *Star-Courier* on September 18, 2014.

#### HAZARDOUS WASTE TREATMENT, STORAGE & DISPOSAL FACILITIES

**Applications Received Under the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1003) and Regulations to Operate a Hazardous Waste Treatment, Storage or Disposal Facility.**

*Southeast Region: Regional Solid Waste Manager, 2 East Main Street, Norristown, PA 19401*

**PAR000544486. Elcon Recycling Services, LLC**, 100 Dean Sievers Place, Morrisville PA 19067. A Phase I Siting Application for a proposed commercial hazardous waste storage and treatment facility to be located at 100 Dean Sievers Place within the Keystone Industrial Port Complex in Falls Township, **Bucks County** was submit-

ted to commence the RCRA Hazardous Waste permitting process. The Phase I Siting Application was determined to be administratively complete by the Siting Team on September 16, 2014.

## AIR QUALITY

### PLAN APPROVAL AND OPERATING PERMIT APPLICATIONS

The Department has developed an "integrated" plan approval, State Operating Permit and Title V Operating Permit program. This integrated approach is designed to make the permitting process more efficient for the Department, the regulated community and the general public. This approach allows the owner or operator of a facility to submit permitting documents relevant to its application for all sources related to a facility or a proposed project, affords an opportunity for public input, and provides for a decision on the issuance of the necessary permits.

The Department received applications for Plan Approvals or Operating Permits from the following facilities.

Copies of the application, the Department's analysis, all pertinent documents used in the evaluation of the application and subsequently prepared proposed plan approvals/operating permits are available for public review during normal business hours at the appropriate Department Regional Office. Appointments for scheduling a review must be made by calling the appropriate Department Regional Office. The address and phone number of the Regional Office is listed before the application notices.

Persons wishing to file a written protest or provide comments or additional information, which they believe should be considered prior to the issuance of a permit, may submit the information to the Department's Regional Office. A 30-day comment period from the date of this publication will exist for the submission of comments, protests and information. Each submission must contain the name, address and telephone number of the person submitting the comments, identification of the proposed Plan Approval/Operating Permit including the permit number and a concise statement regarding the relevancy of the information or objections to issuance of the permit.

A person wishing to request a hearing may do so during the 30-day comment period. A public hearing may be held, if the Department, in its discretion, decides that a hearing is warranted based on the information received. Persons submitting comments or requesting a hearing will be notified of the decision to hold a hearing by publication in the newspaper, the *Pennsylvania Bulletin* or by telephone, when the Department determines this type of notification is sufficient. Requests for a public hearing and any relevant information should be directed to the appropriate Department Regional Office.

Permits issued to the owners or operators of sources subject to 25 Pa. Code Chapter 127, Subchapter D or E, or located within a Title V facility or subject to 25 Pa. Code § 129.51(a) or permits issued for sources with limitations on their potential to emit used to avoid otherwise applicable Federal requirements may be submitted to the United States Environmental Protection Agency for review and approval as a revision to the State Implementation Plan. Final Plan Approvals and Operating Permits will contain terms and conditions to ensure that the sources are constructed and operating in compliance with applicable requirements in the Air Pollution Control Act (35 P. S. §§ 4001—4015), 25 Pa. Code Chap-

ters 121—145, the Federal Clean Air Act (42 U.S.C.A. §§ 7401—7671q) and regulations adopted under the Federal Clean Air Act.

Persons with a disability who wish to comment and require an auxiliary aid, service or other accommodation to participate should contact the regional office listed before the application. TDD users may contact the Department through the Pennsylvania AT&T Relay Service at (800) 654-5984.

### PLAN APPROVALS

**Plan Approval Applications Received under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and 25 Pa. Code Chapter 127, Subchapter B that may have special public interest. These applications are in review and no decision on disposition has been reached.**

*Northeast Region: Air Quality Program, 2 Public Square, Wilkes-Barre, PA 18711-0790*

*Contact: Ray Kempa, New Source Review Chief—Telephone: 570-826-2507*

**17-00001E: NRG REMA LLC** (250 Power Plant Drive, Shawville, PA 16873), for the construction of a cooling tower for the utility boilers, (units 1 through 4), at the Shawville Generating Station located in Bradford Township, **Clearfield County**. The facility is a Title V facility.

**54-00009A: Omnova Solutions Inc** (95 Hicory Drive Auburn, PA 17922) has submitted an application to the Pennsylvania Department of Environmental Protection for plan approval to construct a new coating station and drying oven at their facility in West Brunswick Township, **Schuylkill County**.

Plan Approval No. 54-00009A is for installation of a new coating station and associated drying oven on an existing high performance coater. VOC emissions from this source will be controlled by the existing Regenerative Thermal Oxidizer (RTO). The current permit limit of 28 tons/year VOC is not being changed as a result of this new source. The facility shall utilize the RTO for VOC destruction along with a total enclosure for 100% VOC capture. The source shall also comply with 40 CFR Part 63 Subpart JJJJ, and 40 CFR Part 60 Subpart FFF, and 25 Pa. Code § 129.67(b)(3) for VOC destruction efficiency. These limits will meet BAT requirements for this source. The Plan Approval and Operating permit will contain additional recordkeeping and operating restrictions designed to keep the facility operating within all applicable air quality requirements.

Copies of the application, DEP's analysis and other documents used in the evaluation of the application are available for public review during normal business hours at Air Quality Program, 2 Public Square, Wilkes-Barre, PA 18701-1915.

Any person(s) wishing to provide DEP with additional information, which they believe should be considered prior to the issuance of this permit, may submit the information to the address shown in the preceding paragraph. Each written comment must contain the name, address and telephone number of the person submitting the comments, identification of the proposed permit No.: 54-00009A and a concise statement regarding the relevancy of the information or objections to the issuance of the permit.

A public hearing may be held, if the Department of Environmental Protection, in its discretion, decides that such a hearing is warranted based on the comments

received. All persons submitting comments or requesting a hearing will be notified of the decision to hold a hearing by publication in the newspaper or the *Pennsylvania Bulletin* or by telephone, where DEP determines such notification is sufficient. Written comments or requests for a public hearing should be directed to Ray Kempa, Chief, New Source Review Section, Air Quality Program, 2 Public Square, Wilkes-Barre, PA 18701-1915, Phone 570-826-2511 within 30 days after publication date.

*Northcentral Region: Air Quality Program, 208 West Third Street, Williamsport, PA 17701*

*Contact: Muhammad Q. Zaman, Environmental Program Manager—Telephone: 570-327-3648*

**17-00001E: NRG REMA LLC** (250 Power Plant Drive, Shawville, PA 16873), for the construction of a cooling tower for the utility boilers, (units 1 through 4), at the Shawville Generating Station located in Bradford Township, **Clearfield County**. The facility is a Title V facility.

**Intent to Issue Plan Approvals and Intent to Issue or Amend Operating Permits under the Air Pollution Control Act and 25 Pa. Code Chapter 127, Subchapter B. These actions may include the administrative amendments of an associated operating permit.**

*Southeast Region: Air Quality Program, 2 East Main Street, Norristown, PA 19401*

*Contact: James Beach, New Source Review Chief—Telephone: 484-250-5920*

**15-0114A: Action Manufacturing Company** (500 Bailey Crossroads Road, Atglen, PA 19310; Attn: Mr. Randy Aukamp) for the installation of two additional detonator chambers and the use of ethyl alcohol, at an existing ordinance detonator manufacturing facility located in West Fallowfield Township, **Chester County**. This facility is a non-Title V facility. The installation of two additional units will allow for Action Manufacturing to better utilize the detonator chambers without having to reconfigure them as often. Action Manufacturing will continue to maintain the restriction of operating no more than three test chambers at a time, as per their State Only Operating Permit (Source ID 100). Emissions will be controlled by an existing Airomax Filtration System (Source ID C100), which consists of two levels of pre-filters, a set of fabric filter bags, and a high-efficiency particulate air (HEPA) filter. Potential emissions from all criteria pollutants for Source ID 100 are less than 0.1 TPY. Emissions of PM are expected to be less than 0.02 grain per dry standard cubic feet. As part of the operations at the facility, ethyl alcohol is used throughout the facility. It is used in small quantities within the various buildings at the facility, with a total potential VOC emission rate of 4.1 TPY. Because ethyl alcohol usage is dispersed throughout the facility, BAT is best management practices.

The Plan Approval will contain monitoring, recordkeeping, and operating conditions designed to keep the facility operating within the allowable emissions and all applicable air quality requirements.

*Southcentral Region: Air Quality Program, 909 Elmerston Avenue, Harrisburg, PA 17110*

*Contact: Thomas J. Hanlon, Facility Permitting Chief—Telephone: 717-705-4862 or William Weaver, Regional Air Quality Manager, Telephone: 717-705-4702.*

**06-05002L: Lehigh Cement Company, LLC** (Evansville Cement Plant and Quarry), (537 Evansville Road,

Fleetwood, Pennsylvania 19522-8541) for installation of mercury emission control systems at their facility in Maiden Creek Township, **Berks County**. Plan Approval No. 06-05002L is for the installation of two (2) new mercury emission control systems on Kiln Nos. 1 & 2 (Source Ids 121 & 122). The mercury emission control systems include dust shuttling and activated carbon injection (ACI) and are part of the facility's compliance strategy with regard to the February 12, 2013 amended 40 CFR Part 63, Subpart LLL—National Emission Standards for Hazardous Air Pollutants from the Portland Cement Manufacturing Industry mercury emission limit. The project will not increase the clinker production capacity of the kilns nor will it debottleneck emission units upstream or downstream of the new equipment. The facility is a Title V facility. DEP's review of the information submitted by the applicant indicates that the air contamination sources as constructed or modified will comply with all regulatory requirements pertaining to air contamination sources and the emission of air contaminants including the best available technology requirement (BAT) of 25 Pa. Code §§ 127.1 and 127.12, and 40 CFR Part 63, Subpart LLL. Based on these findings, the Department proposes to issue a plan approval for the proposed construction. If, after the project has been implemented, the Department determines that the sources are constructed and operated in compliance with the plan approval conditions and the specification of the application for plan approval, the requirements established in the plan approval will be incorporated into a State Only Operating Permit pursuant to the administrative amendment provisions of 25 Pa. Code § 127.450.

*Northwest Region: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481*

*Contact: Edward Orris, New Source Review Chief—Telephone: 814-332-6636*

**25-1030A: Burton Funeral Home & Crematory, Inc.** (602 West 10th Street, Erie, PA 16502), for changes in their method of operating one existing animal crematory (relating to door opening) at their facility in the City of Erie, **Erie County**. Public notice is required for sources required to obtain a Plan Approval in accordance with 25 Pa. Code § 127.44.

Their facility consists of a single animal crematory installed under authorization from GP14-25-1030A. This plan approval application was submitted per the Department's instruction that those crematories which open their primary chamber's door during operation could no longer use the GP-14 for authorization and must be authorized by a plan approval or discontinue the opening of the door during the cremation cycle and continue to maintain their GP-14. Burton Funeral Home & Crematory has elected to apply for a plan approval rather than discontinue the opening of their door which they feel is necessary for efficient and complete cremation cycles. Special conditions will be included in the plan approval which address door opening and its impact on emissions and operation.

Emissions are estimated to be: less than 1.25 tons per year (tpy) of particulate matter, less than 1.0 tpy (each) of SO<sub>x</sub>, NO<sub>x</sub>, CO, VOC, and HAP.

In accordance with 25 Pa. Code § 127.44(e)(1), all the pertinent documents regarding this application (applications, review memos, and draft approvals) are also available for review from 8:00 a.m. to 4:00 p.m. at the Meadville Regional DEP office (Air Quality). Appointments for scheduling a review must be made by calling the DEP at (814) 332-6340.

In accordance with 25 Pa. Code § 127.44(e)(2), a 30-day comment period, from the date of publication, will exist for the submission of comments. Any person(s) wishing to provide DEP with additional information, which they believe should be considered prior to the issuance of this permit, may submit the information to Regional Air Quality Program Manager, Pennsylvania Department of Environmental Protection, 230 Chestnut Street, Meadville, PA 16335-3494 and must contain the name, address and telephone number of the person submitting the comments, identification of the proposed plan approval [25-1030A] and a concise statement regarding the relevancy of the information or objections to the issuance of the permit.

A public hearing may be held, if the Department of Environmental Protection, in its discretion, decides that such a hearing is warranted based on the comments received. All persons submitting comments or requesting a hearing will be notified of the decision to hold a hearing by publication in the newspaper or the *Pennsylvania Bulletin* or by telephone, where DEP determines such notification is sufficient. Written comments or requests for a public hearing should be directed to Jacob G. Chemsak, 230 Chestnut St., Meadville, PA 16335; Phone (814) 332-6638.

In accordance with 25 Pa. Code § 127.45, a person may oppose the proposed plan approval by filing a written protest with the Department's Northwest Region.

**25-987F: Hanes Erie, Inc.** (7601 Klier Drive, Fairview, PA 16415) for installation of a painting line at their facility in Fairview Township, **Erie County**.

Notice is hereby given pursuant to 25 Pa. Code §§ 127.44(b) and 127.424(b), that the Pennsylvania Department of Environmental Protection (DEP) intends to issue Plan Approval 25-987F to Hanes Erie, Inc. for the installation of a painting line at the company's facility located at 7601 Klier Drive, Fairview Township, Erie County.

The facility currently has a State Only Operating Permit No. 25-00987. The Plan Approval will subsequently be incorporated into the State Only Operating Permit through an administrative amendment in accordance with 25 Pa. Code § 127.450.

Based on the information provided by the applicant and DEP's own analysis, the subject source will result in potential emissions of 2.5 tons of volatile organic compounds (VOC) and 0.8 ton of total hazardous air pollutants (HAP) per year.

The Plan Approval will contain additional recordkeeping, and work practice requirements designed to keep the facility operating within all applicable air quality requirements. Copies of the application, DEP's analysis, and other documents used in the evaluation are available for public inspection between the hours of 8 a.m. and 4 p.m. weekdays at the address shown below. To make an appointment, contact Records Management at 814-332-6340, for an appointment.

Anyone wishing to provide DEP with additional information they believe should be considered may submit the information to the address shown below. Comments must be received by the Department within 30 days of the last day of publication. Written comments should include the name, address, and telephone number of the person submitting comments, identification of the proposed Plan Approval; No. 25-987F and concise statement regarding the relevancy of the information or any objections to issuance of the Plan Approval.

A public hearing may be held, if the Department of Environmental Protection, in its discretion, decides that such a hearing is warranted on the comments received during the public comment period. All persons submitting comments or requesting a hearing will be notified of the decision to hold a hearing by publication in a local newspaper of general circulation or the *Pennsylvania Bulletin* or by telephone, where the Department determines such notification is sufficient. Written comments or requests for a public hearing should be directed to Edward Orris, Regional Air Quality Manager, Department of Environmental Protection, Northwest Regional Office, 230 Chestnut St., Meadville, PA 16335, 814-332-6636.

### OPERATING PERMITS

#### Intent to Issue Title V Operating Permits under the Air Pollution Control Act and 25 Pa. Code Chapter 127, Subchapter G.

*Northwest Region: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481*

*Contact: Edward Orris, New Source Review Chief—Telephone: 814-332-6131*

**43-00142: Salem Tube Incorporated** (951 4th Street, Reynolds Industrial Park, Greenville, PA 16125-8253) for renewal of a Title V Permit to operate a process steel tube manufacturing facility. The facility is located in Pymatuning Township, **Mercer County**. The facility's emitting sources included 1) Degreaser system boiler, 2) Miscellaneous natural gas usage, 3) Boiler for pickling tank, 4) TCE degreasing system, 5) Annealing furnaces (3) [#2, #7, and #5 Standby], 6) General solvent cleaning, 7) Lubricating operation, 8) TCE Storage tank, 9) Solvent cleaning degreaser, 10) Batch pickling tank, 11) Vacuum cleaning and degreasing machine, 12) TCE storage tank and, 13) Groundwater TCE Clean-Up. The facility is a Title V facility due to its potential to emit Trichloroethylene, a hazardous air pollutant (HAP). The facility provided the following emission inventory for the 2013 calendar year: Ammonia: 0.0076 ton per year (TPY), CO: 0.1991 TPY, Methane: 0.0184 TPY, Carbon Di Oxide: 974.60 TPY, Nitrous Oxide: 0.002 TPY, HAP (TCE): 12.4 TPY VOC (Non-HAP): 5.839 TPY, VOC (including HAP): 18.34 TPY, NO<sub>x</sub>: 0.84 TPY, SO<sub>x</sub>: 0.0049 TPY, PM<sub>10</sub>: 0.0071 TPY. The facility shall maintain the RACT permit #43-172, condition #8, emission restriction of 68.4 tons per year.

*Southwest Region: Air Quality Program, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

*Contact: Barbara Hatch, Facilities Permitting Chief—Telephone: 412-442-4174*

**04-00227: IPSCO Koppel Tubular**, (PO Box 410, Ambridge, PA 15003) In accordance with 25 Pa. Code §§ 127.424, 127.425 and 127.521, the Department of Environmental Protection (DEP) is providing notice that it intends to issue a Title V Operating Permit renewal to authorize the continued operation of a seamless steel tube manufacturing facility known as the Ambridge Plant, located in Harmony Township, **Beaver County**, Pennsylvania.

IPSCO Koppel Tubulars LLC manufactures seamless steel tubing, ranging in diameter from 2.375" thru 5.500". The majority of that tubing production is from solid 6.5" diameter steel billets produced at other locations. This facility includes various heat treating furnaces, saws, straighteners, lathes, tube upsetters, draft stations and coaters.



Facility-wide emissions reported for the 2013 calendar year include approximately 83.81 tons of NO<sub>x</sub>, 52.87 tons of filterable PM<sub>10</sub>, 18.7 tons of VOC, 10.83 tons of CO, and 0.33 ton of SO<sub>x</sub>. Although actual emissions do not exceed any major source thresholds, the Ambridge plant is a Title V facility because its potential to emit (PTE) NO<sub>x</sub> is greater than the major source threshold (100 tpy). The emission restriction, testing, monitoring, recordkeeping, reporting and work practice conditions of the TVOP have been derived from the applicable requirements of 25 Pa. Code Chapters 121–145.

**03-00027: GenOn Northeast Management Company** (121 Champion Way, Canonsburg, PA 15317) In accordance with 25 Pa. Code §§ 127.441, 127.425 and 127.521, the Department is providing notice that they intend to issue a Title V Operating Permit for the continued operation of a coal preparation plant, known as the Keystone Station, located in Plumcreek Township, **Armstrong County**.

The facility is a coal-fired electrical power plant. The main sources at this facility are two pulverized coal-fired (PC) boilers (Source IDs 031 and 032), each with nominal maximum heat inputs of 8,717 MMBtu/hour. Each boiler powers an electrical generator with a nameplate capacity of 936-MW, for a combined capacity of 1,872-MW. Emissions from the PC boilers are controlled by low NO<sub>x</sub> burners and discretionary selective catalytic reduction systems to control NO<sub>x</sub> emissions, ammonia injection enhanced electrostatic precipitators to control PM emissions and wet limestone scrubbers to control sulfur dioxide emissions. The facility also has a discretionary powdered sorbent injection system to provide powdered hydrated lime into the flue gas of both Boiler 1 and Boiler 2. Supporting equipment at this site includes two 138 MMBtu/hour auxiliary boilers, four 3,600-BHP, peaking diesel electrical generators, three emergency diesel generators (Rated at 2,400-bhp, 2,300-bhp and 1,500-bhp.), two emergency fire pumps, limestone processing, two emergency quench pumps, coal storage piles, plant roads, and gypsum production.

This facility has the potential to emit the following type and quantity of pollutants: 91,702 tons of SO<sub>2</sub>, 31,638 tons of NO<sub>x</sub>, 8,165 tons of PM<sub>10</sub>, 6,388 tons of CO, 41 tons of VOC, 41.4 tons of the sum of all HAPs including 7.3 tons of cyanide, 3.8 tons of benzene, 3.8 tons of selenium, 2.4 tons of hydrochloric acid, and 2 tons of benzyl chloride, 15,871,353 tons of CO<sub>2e</sub>, and 3.7 pounds of mercury per year. Sources at the facility are subject to 40 CFR Part 60, Subpart OOO Standards of Performance for Nonmetallic Mineral Processing Plants and Subpart IIII Standards of Performance for Stationary Compression Ignition Internal Combustion Engines and 40 CFR, Part 63, Subpart ZZZZ National Emission Standards for Hazardous Pollutants for Stationary Reciprocating Internal Combustion Engines, Subpart DDDDD National Emission Standards for Hazardous Pollutants for Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters, and Subpart UUUUU National Emission Standards for Hazardous Pollutants for Coal- and Oil-fired Electric Steam Utility Steam Generating Units, as well as 40 CFR 64 Compliance Assurance Monitoring, and 25 Pa. Code Chapters 121–145. No equipment or emission changes are being approved by this action. The permit includes emission limitations and operational, monitoring, testing, recordkeeping, and reporting requirements for the facility.

DEP also intends to issue an Acid Rain Permit for this site. The Title IV Permit is included by reference in the

Title V Operating Permit renewal. The EGUs at this facility comply with a Phase II NO<sub>x</sub> Averaging Plan. During the Department's review, SO<sub>2</sub> allowances were obtained from EPA's Acid Rain Program Database as follows:

Calendar Year	2014	2015	2016	2017	2018
Unit 1	28,267	28,267	28,267	28,267	28,267
Unit 2	30,098	30,098	30,098	30,098	30,098

**Intent to Issue Operating Permits under the Air Pollution Control Act and 25 Pa. Code Chapter 127, Subchapter F.**

*Southeast Region: Air Quality Program, 2 East Main Street, Norristown, PA 19428*

*Contact: Janine Tulloch-Reid, Facilities Permitting Chief—Telephone: 484-250-5920*

**09-00010: Teva Pharmaceuticals USA, Inc.**, (650 Cathill Road, Sellersville, PA 18960) for a non-Title V, State Only, Synthetic Minor Operating Permit in West Rockhill Township, **Bucks County**. This action is a second renewal of the State Only Operating Permit. The permit was initially issued on 12/16/2004 and was subsequently renewed on 3/2/2009. TEVA Pharmaceuticals USA Inc. manufactures granular pharmaceutical products that emit volatile organic compounds in the drying process. Volatile organic compounds are limited through this permit to 24.0 tons per year from these drying processes. The facility also has three (3) boilers, two (2) emergency generators, and two (2) fire pumps that burn No. 2 fuel oil. The renewed permit will include monitoring, recordkeeping and reporting requirements designed to keep the facility operating within all applicable air quality requirements.

*Northeast Region: Air Quality Program, 2 Public Square, Wilkes-Barre, PA 18711-0790*

*Contact: Ray Kempa, New Source Review Chief—Telephone: 570-826-2507*

**54-00019: Air Products and Chemicals, Inc.**, (357 Marian Avenue, Tamaqua, PA 18252) The Department intends to issue a renewal State Only (Synthetic Minor) operating permit for an Industrial Gas manufacturing facility in Rush Township, **Schuylkill County**. The permittee is taking source level limitations to maintain Synthetic Minor status. The State Only (Synthetic Minor) operating permit includes emissions, monitoring, record keeping, reporting, testing and additional conditions designed to ensure compliance with all applicable Federal and State air pollution control requirements.

**54-00067: Keystone Potato Products, LLC** (2317 Shermans Mountain Road, Hegins, PA 17938-0027) The Department intends to issue a renewal State Only operating permit for a potato products manufacturing facility in Frailey Township, **Schuylkill County**. The facility has potential to emit particulate matter (PM), volatile organic compounds (VOCs), hazardous air pollutants (HAPs), nitrogen oxides (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>) and carbon monoxide (CO) below the major emission thresholds. The proposed State Only Operating Permit contains applicable requirements for emissions limitations, monitoring, record keeping, reporting and work practice standards designed to ensure facility compliance with Federal and State air pollution regulations.

**35-00065: Insituform Technologies, LLC** (17988 Edison Avenue, Chesterfield, MO 63005-3700) for con-

struction of water, sewer, and utility lines in Olyphant Borough, **Lackawanna County**. The sources consist of two storage tanks and flexible pipeline liner manufacturing process. The sources are considered minor emission sources of nitrogen oxide (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>), carbon monoxide (CO), total suspended particulate (TSP) and VOC's. This is a renewal of the State-Only Natural Minor operating permit. The State-Only operating permit includes applicable state and federal requirements, work practice standards, testing, monitoring, recordkeeping and reporting requirements.

**48-00063: Columbia Gas Transmission** (1700 MacCorkle Avenue, Charleston, WV 25314) for pipeline transportation of natural gas in Williams Township, **Northampton County**. The primary sources consist of two Reciprocating Engines/Integral Compressors with Oxidation Catalyst as control devices. The sources are considered minor emission sources of nitrogen oxide (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>), carbon monoxide (CO), total suspended particulate (TSP) and VOC's. This is a renewal of the State-Only Natural Minor operating permit. The State-Only operating permit includes applicable state and federal requirements, work practice standards, testing, monitoring, recordkeeping and reporting requirements.

*Southcentral Region: Air Quality Program, 909 Elmerston Avenue, Harrisburg, PA 17110*

*Contact: Thomas J. Hanlon, Facility Permitting Chief—Telephone: 717-705-4862 or William Weaver, Regional Air Quality Manager, Telephone: 717-705-4702.*

**21-05036: Hempt Brothers, Inc.** (205 Creek Road, Camp Hill, PA 17011) to issue a State Only Operating Permit for their batch asphalt operation located in Lower Allen Township, **Cumberland County**. The primary emissions from the facility are particulate matter; the potential emissions from the facility are estimated at 17 tpy after controls. The Operating Permit will include emission limits and work practice standards along with monitoring, recordkeeping and reporting requirements to ensure the facility complies with the applicable air quality regulations. Among other items, the conditions include provisions for Source group ID 001 derived from 25 Pa. Code §§ 123.13(b)(2) and 123.21(b).

**06-05095: Unicast Company** (241 North Washington Street, Boyertown, PA 19512) to issue a State Only Operating Permit for their gray iron foundry in Boyertown Borough, **Berks County**. Actual emissions from the facility in 2013 were estimated at 4.3 tons CO, 0.3 ton NO<sub>x</sub>, 26.9 tons PM<sub>10</sub>, 2.2 tons SO<sub>x</sub>, 3.6 tons VOC, 0.3 ton of a single HAP, and 0.4 ton of combined HAPs. The Operating Permit will include emission limits and work practice standards along with monitoring, recordkeeping and reporting requirements to ensure the facility complies with the applicable air quality regulations. Among other items, the conditions include provisions derived from 25 Pa. Code § 129.63, 40 CFR 63, Subpart ZZZZZ—National Emission Standards for Hazardous Air Pollutants for Iron and Steel Foundries at Area Sources & 40 CFR 63, Subpart ZZZZ—National Emission Standards for Hazardous Air Pollutants for Stationary Reciprocating Internal Combustion Engines.

**67-03021: General Dynamics OTS** (200 East High Street, Red Lion, PA 17356) to issue a State Only Operating Permit for operation of a boiler and metal finishing operations at the ordinance and tactical systems plant in Red Lion Borough, **York County**. Potential emissions from the natural gas boiler are estimated at 4.88 tpy of nitrogen oxides and 0.4 tpy of particulate

matter. Particulate matter emissions from metal finishing are less than one ton per year. The Operating Permit includes emission limits and work practice standards along with monitoring, recordkeeping and reporting requirements to ensure the facility complies with the applicable air quality regulations. Among other items, the conditions include provisions for 40 CFR 63, Subpart WWWW—National Emission Standards for Hazardous Air Pollutants: Area Source Standards for Plating and Polishing Operations.

*Northwest Region: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481*

*Contact: Edward Orris, New Source Review Chief—Telephone: 814-332-6131*

**25-00996: Advanced Finishing USA**, (7401 Klier Drive, Fairview, PA 16415) to issue the renewal of the State Only Operating Permit for the coating facility located in Fairview Township, **Erie County**. The primary sources at the facility include 2 paint booths; 10 natural gas fueled process ovens; and a 475,000 Btu/hr natural gas fueled burn off oven. The facility is a Natural Minor. Potential emissions are 8.17 tpy VOC, 17.19 tpy for PM, and less than 1 tpy for CO, SO<sub>x</sub>, NO<sub>x</sub>, & all HAPs. The renewal permit contains emission restrictions, recordkeeping, work practice, and additional requirements to ensure compliance with the Clean Air Act and the Air Pollution Control Act.

**62-00171: Meridien Hardwoods of PA Inc.** (2595 Old Pittsfield Road, PO Box 227, Pittsfield, PA 16340), to issue a renewal State Only Operating Permit for wood manufacturing operations at the facility located in Pittsfield Township, **Warren County**. The facility is a Natural Minor. The primary sources at the facility include a natural gas / waste oil boiler and a backup natural gas boiler for providing steam for the wood drying kilns. The facility also has various woodcutting and trimming operations. The facility oil boiler was converted to natural gas and will not be subject to 40 CFR 63 Subpart JJJJJ because they will burn oil for a combined total of 48 hours or less during any calendar year for periodic testing. The actual emissions from the facility are less than: PM<sub>10</sub>—1.2 TPY; PM<sub>2.5</sub>—1.1 TPY; SO<sub>x</sub>—0.02 TPY; NO<sub>x</sub>—4.5 TPY; VOC—0.85 TPY; and CO—3.8 TPY. The permit contains the requirements of the previous plan approval 62-171A.

*Department of Public Health, Air Management Services: 321 University Avenue, Philadelphia, PA 19104*

*Contact: Edward Wiener, Chief—Telephone: 215-685-9426*

**25-00996: Advanced Finishing USA**, (7401 Klier Drive, Fairview, PA 16415) to issue the renewal of the State Only Operating Permit for the coating facility located in Fairview Township, **Erie County**. The primary sources at the facility include 2 paint booths; 10 natural gas fueled process ovens; and a 475,000 Btu/hr natural gas fueled burn off oven. The facility is a Natural Minor. Potential emissions are 8.17 tpy VOC, 17.19 tpy for PM, and less than 1 tpy for CO, SO<sub>x</sub>, NO<sub>x</sub>, & all HAPs. The renewal permit contains emission restrictions, recordkeeping, work practice, and additional requirements to ensure compliance with the Clean Air Act and the Air Pollution Control Act.

**62-00171: Meridien Hardwoods of PA Inc.** (2595 Old Pittsfield Road, PO Box 227, Pittsfield, PA 16340), to issue a renewal State Only Operating Permit for wood manufacturing operations at the facility located in Pittsfield Township, **Warren County**. The facility is a

Natural Minor. The primary sources at the facility include a natural gas / waste oil boiler and a backup natural gas boiler for providing steam for the wood drying kilns. The facility also has various woodcutting and trimming operations. The facility oil boiler was converted to natural gas and will not be subject to 40 CFR 63 Subpart JJJJJJ because they will burn oil for a combined total of 48 hours or less during any calendar year for periodic testing. The actual emissions from the facility are less than: PM<sub>10</sub>—1.2 TPY; PM<sub>2.5</sub>—1.1 TPY; SO<sub>x</sub>—0.02 TPY; NO<sub>x</sub>—4.5 TPY; VOC—0.85 TPY; and CO—3.8 TPY. The permit contains the requirements of the previous plan approval 62-171A.

*Southwest Region: Air Quality Program, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

*Contact: Barbara Hatch, Facilities Permitting Chief-Telephone: 412-442-4174*

**03-00151: Rosebud Mining Company** (301 Market Street, 435, Kittanning, PA 16201), for an initial facility-wide Natural Minor Operating Permit for the operation of a coal preparation plant, known as the Dutch Run Coal Preparation Plant, DARMAC #2, located in Plumcreek Township, **Armstrong County**. The facility contains air contamination sources consisting of coal stockpiles, conveyers, one breaker, one crusher, screens, froth flotation, loadout, and roadways. Air pollution prevention equipment at the Facility includes covers, enclosures, a water truck, and tarping of truck loads. Coal throughput is limited to a maximum of 1,300,000 tons of cleaned coal per year. Facility emissions are 26.6 tons of VOC, 18.7 tons of PM<sub>10</sub>, 1.8 tons of NO<sub>x</sub>, and 0.5 ton of CO per year. The facility is limited to a maximum opacity from any processing equipment of 20 percent. The facility is subject to 40 CFR 60, Subpart Y, 40 CFR 63, Subpart ZZZZ, and 25 Pa. Code Chapters 121—145. The permit includes emission limitations, and operational, monitoring, testing, reporting and recordkeeping requirements for the facility.

**11-00306 Penn Cambria School District**, (201 6th St., Cresson, PA, 16630-1363), for a renewal Air Quality Synthetic Minor State Only Operating Permit (SOOP) to authorize the operation of the Penn Cambria High School located in Cresson Boro, **Cambria County**. Equipment at this facility includes one tri-fuel boiler which burns primarily coal, a natural gas-fired boiler, a natural gas-fired hot water boiler, and an emergency generator fired on natural gas. Potential emissions from the facility are based on a limit of burning 2,150 tons of coal per consecutive 12-month period in the tri-fuel boiler, 8,760 hours of operation for the natural gas boiler and hot water boiler, and 500 hours of operation per consecutive 12-month period for the emergency generator. Potential emissions are estimated to be 13.8 tons NO<sub>x</sub>, 1.6 tons VOCs, 14.8 tons CO, 5.9 tons particulate matter, and 76.6 tons SO<sub>2</sub>. Emission from the tri-fuel boiler are controlled with a Breslove Separator. No emission or equipment changes are being proposed by this action. This facility is subject to the applicable requirements of 25 Pa. Code Chapters 121—145. The proposed SOOP renewal includes conditions relating to applicable emissions restrictions, testing, monitoring, recordkeeping, reporting and work practice standards requirements.

**03-00224: McVile Mining Company** (301 Market Street, 435, Kittanning, PA 16201), for an initial facility-wide Natural Minor Operating Permit for the operation of a coal preparation plant, known as the Clementine Mine Coal Preparation Plant, located in South Buffalo Township, **Armstrong County**. The facility contains air contamination sources consisting of coal stockpiles, convey-

ers, crusher, screens, gravimetric separation, froth flotation, loadout, and roadways. Air pollution prevention equipment at the Facility includes covers, enclosures, a water truck, and tarping of truck loads. Coal throughput is limited to a maximum of 1,300,000 tons of cleaned coal per year. Facility emissions are 17.6 tons of VOC, 8.3 tons of PM<sub>10</sub>, and 0.8 ton of NO<sub>x</sub> per year. The facility is limited to a maximum opacity from any processing equipment of 20 percent. The facility is subject to 40 CFR 60, Subpart Y, 40 CFR 63, Subpart ZZZZ, and 25 Pa. Code Chapters 121—145. The permit includes emission limitations, and operational, monitoring, testing, reporting and recordkeeping requirements for the facility.

## COAL AND NONCOAL MINING ACTIVITY APPLICATIONS

Applications under the Surface Mining Conservation and Reclamation Act (52 P. S. §§ 1396.1—1396.19a); the Noncoal Surface Mining Conservation and Reclamation Act (52 P. S. §§ 3301—3326); The Clean Streams Law (35 P. S. §§ 691.1—691.1001); the Coal Refuse Disposal Control Act (52 P. S. §§ 30.51—30.66); and The Bituminous Mine Subsidence and Land Conservation Act (52 P. S. §§ 1406.1—1406.20a). Mining activity permits issued in response to such applications will also address the applicable permitting requirements of the following statutes: the Air Pollution Control Act (35 P. S. §§ 4001—4015); the Dam Safety and Encroachments Act (32 P. S. §§ 693.1—693.27); and the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1003).

The following permit applications to conduct mining activities have been received by the Department. A copy of the application is available for inspection at the district mining office indicated before each application. Notices of requests for 401 Water Quality Certifications are included in individual application notices, as noted.

Written comments or objections, or requests for an informal conference, or a public hearing, as applicable, on a mining permit application and request for Section 401 water quality certification application may be submitted by any person or any officer or head of any Federal, state or local government agency or authority to the Department at the address of the district mining office indicated before each application within 30 days of this publication, or within 30 days after the last publication of the applicant's newspaper advertisement as provided by 25 Pa. Code §§ 77.121—77.123 and 86.31—86.34.

Written comments or objections regarding a mining permit application should contain the name, address and telephone number of persons submitting comments or objections, application number and a statement of sufficient detail to inform the Department on the basis of comment or objection and relevant facts upon which it is based.

A request for an informal conference or a public hearing, as applicable, on a mining permit application, as provided by 25 Pa. Code § 77.123 or § 86.34, must contain the name, address and telephone number of the requestor; the application number; a brief summary of the issues to be raised by the requestor at the conference; and a statement whether the requestor desires to have the conference conducted in the locality of the proposed mining activities.

When an NPDES number is listed, the mining activity permit application was accompanied by an application for an individual NPDES permit. A separate notice will be provided after the draft NPDES permit is prepared.

*Coal Applications Received*

*California District Office: 25 Technology Drive, Coal Center, PA 15423, 724-769-1100*

**03921602 and NPDES No. PA0214388. Glacial Sand & Gravel Company**, (PO Box 1022, Kittanning, PA 16201). To renew the permit for the Glacial Coal Tipple in East Franklin Township, **Armstrong County** and related NPDES permit. No additional discharges. The application was considered administratively complete on September 16, 2014. Application received December 6, 2013.

**56911602 and NPDES No. PA0214400. Berwind Coal Sales Company**, (509 15th Street, Windber, PA 15963-1603). To renew the permit for the Huskin Run Tipple in Shade Township, **Somerset County** and related NPDES permit. No additional discharges. The application was considered administratively complete on September 16, 2014. Application received December 6, 2013.

*Cambria District Mining Office: 286 Industrial Park Road, Ebensburg, PA 15931, 814-472-1900*

**Permit No. 11970106 and NPDES No. PA0234591, Laurel Sand & Stone, Inc.**, 210 East Main Street, P.O. Box 556, Ligonier, PA 15658, commencement, operation and restoration of a bituminous surface mine to reconstruct the outfalls of Sediment basins SP-1, SP-4 and SP-5 to be modified to a non-point source discharge due to the TMDL limits of the renewed permit in Jackson Township, **Cambria County**, affecting 85.2 acres. Receiving stream: unnamed tributary to south Branch of Blacklick Creek classified for the following use: cold water fishery. There are no potable water supply intakes within 10 miles downstream. Application received: August 29, 2014.

**Permit No. 56793091 and NPDES No. PA0119296. Hardrock Coal Company**, 275 Saddle Ridge Road, Berlin, PA 15530, permit renewal of a bituminous surface and auger mine in Brothersvalley Township, **Somerset County**, affecting 559.9 acres. Receiving streams: unnamed tributaries to/and Tubs Run and an unnamed tributary to Millers Run classified for the following use: cold water fishery. There are no potable water supply intakes within 10 miles downstream. Application received: September 12, 2014.

*Moshannon District Mining Office: 186 Enterprise Drive, Philipsburg, PA 16866, 814-342-8200*

**14080102 and NPDES PA0256854. AMFIRE Mining Company, LLC** (One Energy Place, Latrobe, PA 15650). Permit renewal for the continued operation and restoration of an existing bituminous surface and auger mine located in Rush Township, **Centre County** affecting 173.4 acres. Receiving streams: Unnamed Tributaries to Moshannon Creek classified for Trout Stocked Fishes. There are no potable water supply intakes within 10 miles downstream. Application received: September 12, 2014.

*New Stanton District Office: 131 Broadview Road, New Stanton, PA 15672, 724-925-5500*

**30080201 and NPDES Permit No. PA0251470. Shannopin Materials, Inc.** (308 Dents Run Road, Morgantown, WV 26501). Renewal application for continued mining to an existing bituminous surface mine, located in Monongahela Township, **Greene County**, affecting 39 acres. Receiving streams: unnamed tributaries to Monongahela River, classified for the following use: WWF. The potable water supplies with intake within 10 miles downstream from the point of discharge: Dunkard

Valley Water Authority and Masontown Water Works. Renewal application received: September 12, 2014.

**26090104 and NPDES Permit No. PA0251721. David L. Patterson, Jr.** (12 Shortcut Road, Smithfield, PA 15478). Renewal application for reclamation only to an existing bituminous surface mine, located in Nicholson Township, **Fayette County**, affecting 43.6 acres. Receiving streams: unnamed tributaries to Cats Run, classified for the following use: WWF. The potable water supplies with intake within 10 miles downstream from the point of discharge: Carmichaels Municipal Authority and Masontown Water Works. Renewal application received: September 11, 2014.

**03830116 and NPDES Permit No. PA0599727. Bedrock Mines, LP** (111 Freeport Road, Pittsburgh, PA 15215). Renewal application for reclamation only to an existing bituminous surface mine, located in Kittanning Township, **Armstrong County**, affecting 830 acres. Receiving streams: unnamed tributaries of Mill Run, classified for the following use: WWF. There is no potable water supply intake within 10 miles downstream from the point of discharge. Renewal application received: September 11, 2014.

*Knox District Mining Office: P.O. Box 669, 310 Best Avenue, Knox, PA 16232-0669, 814-797-1191*

**16090102. Reichard Contracting, Inc.** (212 Olean Trail, New Bethlehem, PA 16242) Renewal of an existing bituminous surface and auger mine in Porter Township, **Clarion County** affecting 46.0 acres. Receiving streams: Three unnamed tributaries to Leisure Run and one unnamed tributary to Long Run, both classified for the following uses: CWF. The first downstream potable water supply intake from the point of discharge is Redbank Valley Municipal Authority. This renewal is for reclamation only. Application received: September 15, 2014.

**16140108. Ben Hal Mining Company** (389 Irishtown Road, Grove City, PA 16127) Commencement, operation and restoration of a bituminous surface mine in Elk Township, **Clarion County** affecting 14.8 acres. Receiving streams: Unnamed tributary to Little Deer Creek and unnamed tributary to Little Paint Creek, both classified for the following uses: CWF. There are no potable surface water supply intakes within 10 miles downstream. Application received: September 12, 2014.

*Coal Applications Withdrawn*

*California District Office: 25 Technology Drive, Coal Center, PA 15423, 724-769-1100*

**65131301 and NPDES No. PA0236241, LCT Energy, LP**, (938 Mt. Airy Drive, Suite 200, Johnstown, PA 15904). To operate the Rustic Ridge #1 Mine in Donegal Township and Donegal Borough, Westmoreland County, and Saltlick Township, **Fayette County** to operate a new underground mine and related NPDES permit. Surface Acres Proposed 67.7, Underground Acres Proposed 2,886.5, Subsidence Control Plan Acres Proposed 2,780.6. Receiving Stream: Champion Creek, classified for the following use: CWF. The application was considered administratively complete on June 20, 2014. Application received April 7, 2014. Application withdrawn September 16, 2014.

*Noncoal Applications Received*

*Knox District Mining Office: P.O. Box 669, 310 Best Avenue, Knox, PA 16232-0669, 814-797-1191*

**37010301. Allegheny Mineral Corporation** (P.O. Box 1022, Kittanning, PA 16201) Revision to an existing

industrial minerals mine to add 8.0 acres in Slippery Rock Township, **Lawrence County** affecting a total of 205.0 acres. Receiving streams: Slippery Rock Creek, classified for the following uses: CWF. The first downstream potable water supply intake from the point of discharge is Camp Allegheny. Application received: August 29, 2014.

**MINING ACTIVITY NPDES DRAFT PERMITS**

This notice provides information about applications for a new, amended or renewed NPDES permits associated with mining activity (coal or noncoal) permits. The applications concern industrial waste (mining) discharges to surface water and discharges of stormwater associated with mining activities. This notice is provided in accord-

ance with 25 Pa. Code Chapters 91 and 92a and 40 CFR Part 122, implementing provisions of The Clean Streams Law (35 P. S. §§ 691.1—691.1001) and the Federal Clean Water Act (33 U.S.C.A. §§ 1251—1376).

The Department of Environmental Protection (Department) has prepared a draft NPDES permit and made a tentative determination to issue the NPDES permit in conjunction with the associated mining activity permit.

*Effluent Limits for Coal Mining Activities*

For coal mining activities, NPDES permits, when issued, will contain effluent limits that are the more stringent of technology-based (BAT) effluent limitations or Water Quality Based Effluent Limits (WQBEL).

The BAT limits for coal mining activities, as provided in 40 CFR Part 434 and 25 Pa. Code Chapters 87—90 are as follows:

<i>Parameter</i>	<i>30-Day Average</i>	<i>Daily Maximum</i>	<i>Instantaneous Maximum</i>
Iron (Total)	3.0 mg/l	6.0 mg/l	7.0 mg/l
Manganese (Total)	2.0 mg/l	4.0 mg/l	5.0 mg/l
Suspended solids	35 mg/l	70 mg/l	90 mg/l
pH*		greater than 6.0; less than 9.0	
Alkalinity greater than acidity*			

\* The parameter is applicable at all times.

In addition, the Department imposes a technology-based aluminum limit of 2.0 mg/l (30 day average) to protect stream uses.

A settleable solids instantaneous maximum limit of 0.5 ml/l applies to: surface runoff (resulting from a precipitation event of less than or equal to a 10-year 24-hour event) from active mining areas; active areas disturbed by coal refuse disposal activities; mined areas backfilled and revegetated; and all other discharges and drainage (resulting from a precipitation event of greater than 1-year 24-hour to less than or equal to a 10-year 24-hour event) from coal refuse disposal piles. Similarly, modified BAT limits apply to iron, manganese and suspended solids in surface runoff, discharges and drainage resulting from these precipitation events and those of greater magnitude in accordance with 25 Pa. Code §§ 87.102, 88.92, 88.187, 88.292, 89.52 and 90.102.

Exceptions to BAT effluent limits may be applicable in accordance with 25 Pa. Code §§ 87.102, 88.92, 88.187, 88.292, 89.52 and 90.102.

*Effluent Limits for Noncoal Mining Activities*

The BAT limits for noncoal mining activities as provided in 40 CFR Part 436 and 25 Pa. Code Chapter 77 are as follows:

<i>Parameter</i>	<i>30-day Average</i>	<i>Daily Maximum</i>	<i>Instantaneous Maximum</i>
Suspended solids	35 mg/l	70 mg/l	90 mg/l
Alkalinity exceeding acidity*		greater than 6.0; less than 9.0	
pH*			

\* The parameter is applicable at all times.

Discharges from noncoal mines located in some geologic settings (for example, in the coal fields) may require additional water quality based effluent limits. If additional effluent limits are needed for an NPDES permit associated with a noncoal mining permit, then the permit description specifies the parameters.

In addition to BAT or WQBEL limits, coal and noncoal NPDES permits establish effluent limitations in the form of implemented Best Management Practices (BMPs) identified in the associated Erosion and Sedimentation Plan, the Reclamation Plan and the NPDES permit application. These BMPs restrict the rates and quantities of associated pollutants from being discharged into surface waters in this Commonwealth.

More restrictive effluent limitations, restrictions on discharge volume or restrictions on the extent of mining that may occur are incorporated into an NPDES permit when necessary for compliance with water quality standards and antidegradation requirements (in accordance with 25 Pa. Code Chapters 91—96).

The procedures for determining the final effluent limits, using a mass-balance equation or model, are found in Technical Guidance Document 362-0600-001, NPDES Program Implementation—Memorandum of Understanding (MOU) Concerning Water Quality Management, NPDES Program Implementation, and Related Matters. Other specific factors to be considered include public comments and Total Maximum Daily Load(s). Additional discharge limitations may apply in the event that unexpected discharges occur.

Discharge rates for surface mining activities are precipitation driven. Discharge rates for proposed discharges associated with underground mining are noted in the permit description.

Persons wishing to comment on an NPDES draft permit should submit a written statement to the Department at the address of the district mining office indicated before each draft permit within 30 days of this public notice. Comments received within the comment period will be considered in the final determinations regarding the NPDES permit applications. Comments must include the name, address and telephone number of the writer and a concise statement to inform the Department of the exact basis of a comment and the relevant facts upon which it is based.

The Department will also accept requests or petitions for a public hearing on NPDES permit applications, as provided in 25 Pa. Code § 92a.82(d). The request or petition for a public hearing shall be filed within 30 days of this public notice and contain the name, address, telephone number and the interest of the party filing the request, and state the reasons why a hearing is warranted. A public hearing may be held if the Department considers the public interest significant. If a hearing is scheduled, a notice of the hearing on the NPDES permit application will be published in the *Pennsylvania Bulletin* and a newspaper of general circulation within the relevant geographical area. When a public hearing is held, the Department will consider comments from the public hearing in the final determination on the NPDES permit application.

#### Coal NPDES Draft Permits

*Cambria District Mining Office: 286 Industrial Park Road, Ebensburg, PA 15931, 814-472-1900*

**NPDES No. PA0269387 (Mining Permit No. 11130101), Laurel Sand & Stone, Inc.,** 210 East Main Street, P.O. Box 556, Ligonier, PA 15658-0558, new NPDES permit for surface mine in Elder and Susquehanna Townships, **Cambria County**, affecting 382 acres. Receiving streams: Little Brubaker Run to Brubaker Run, classified for the following use: cold water fishery. This receiving stream is included in the Chest Creek sediment TMDL. Application received: March 20, 2014.

The outfall listed below discharges to Little Brubaker Run:

<i>Outfall Nos.</i>	<i>New Outfall (Y/N)</i>
001 (TP-1)	Y
002 (TP-2)	Y
003 (TP-3)	Y
004 (TP-4)	Y
005 (SP-1)	Y
006 (SP-2)	Y
007 (SP-3)	Y
008 (SP-4)	Y
009 (SP-5)	Y
010 (7-4)	Y

The proposed effluent limits for the above listed outfalls are as follows:

*Outfalls: 001, 002, 003, 004, 005, 006, 007, 008, 009 & 010*

<i>Parameter</i>	<i>30-Day Average</i>	<i>Daily Maximum</i>	<i>Instant. Maximum</i>
Iron (mg/l)	3.0	6.0	7.0
Manganese (mg/l)	1.9	3.8	4.75
Aluminum (mg/l)	1.3	2.6	3.25
Total Suspended Solids (mg/l)	25.7	51.4	66.1
Osmotic Pressure (milliosmoles/kg)	50.0	50.0	50.0
pH (S.U.): Must be between 6.0 and 10.0 standard units at all times			
Alkalinity must exceed acidity at all times			

*Outfalls: 005, 006, 007, 008, 009*

*(>10yr/24hr precip. Event)*

<i>Parameter</i>	<i>30-Day Average</i>	<i>Daily Maximum</i>	<i>Instant. Maximum</i>
Iron (mg/l)	N/A	N/A	7.0
pH (S.U.): Must be between 6.0 and 10.0 standard units at all times			
Alkalinity must exceed acidity at all times			

## FEDERAL WATER POLLUTION CONTROL ACT, SECTION 401

The following permit applications, requests for Environmental Assessment approval and requests for 401 Water Quality Certification have been received by the Department. Section 401 of the Federal Water Pollution Control Act (FWPCA) (33 U.S.C.A. § 1341) requires the Commonwealth to certify that the involved projects will not violate the sections 301—303, 306 and 307 of the FWPCA (33 U.S.C.A. §§ 1311—1313, 1316 and 1317) as well as relevant State requirements. Persons objecting to ap-

proval of a request for certification under section 401 of the FWPCA, the issuance of a Dam Permit or Water Obstruction and Encroachment Permit or the approval of an Environmental Assessment shall submit comments, suggestions or objections within 30 days of the date of this notice as well as any questions to the office noted before an application. Comments should contain the name, address and telephone number of the person commenting, identification of the certification request to which the comments or objections are addressed and a concise statement of comments, objections or suggestions including the relevant facts upon which they are based.

The Department may conduct a fact-finding hearing or an informal conference in response to comments if deemed necessary. Each individual will be notified, in writing, of the time and place of a scheduled hearing or conference concerning the certification request to which the comment, objection or suggestion relates. Maps, drawings and other data pertinent to the certification request are available for inspection between 8 a.m. and 4 p.m. on working days at the office noted before the application.

Persons with a disability who wish to attend the hearing and require an auxiliary aid, service or other accommodation to participate in the proceedings should contact the specified program. TDD users may contact the Department through the Pennsylvania AT&T Relay Service at (800) 654-5984.

**Applications Received under the Dam Safety and Encroachments Act (32 P. S. §§ 693.1—693.27) and section 302 of the Flood Plain Management Act (32 P. S. § 679.302) and Requests for Certification under section 401(a) of the FWPCA.**

**WATER OBSTRUCTIONS AND ENCROACHMENTS**

*Southeast Region: Waterways and Wetlands Program Manager, 2 East Main Street, Norristown, PA 19401, Telephone 484-250-5900*

**E23-507. Aston Township**, 5021 Pennell Road, Aston, PA, 1904, Aston Township, **Delaware County**, ACOE Philadelphia District.

To perform the below listed water obstruction and encroachment activities associated minor re-alignment, stream bank restoration and regrading of the East Branch Marcus Hook Creek (WWF) under the Weir Park Drainage Improvements Project. Specific water obstruction and encroachment are:

1. To replace an existing 51" X 72" culvert and construct and maintain in its place a 20-foot and 6-foot conspan arch bridge which conveys the East Branch Marcus Hook Creek through Weir Park.
2. To provide for energy dissipation by lining the downstream side of the proposed bridge with rip-rap.
3. To construct and maintain stream bank protection for the downstream right bank along with minor grading and the installation of cross vane deflectors upstream of the bridge to facilitate the Streambank restoration overall strategy.
4. To construct and maintain a coir mat liner and plants through the project area and on the banks of the stream to create a riparian buffer area.

The project site mid-section of the stream reach is located approximately 200 feet south of the intersection of Belleview Drive and Weir Road in Aston Township, Delaware County. (Meridian at the center of the River Reach -Latitude 39° 05' 38.13"; Longitude 75° 26' 24.17").

*Southwest Region: Waterways & Wetlands Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

**E03-461. PennDOT District 10-0**, 2550 Oakland Ave. PO Box 429 Indiana, PA 15701; Bethel Township, **Armstrong County**; ACOE Pittsburgh District.

The applicant is proposing to remove the existing SR 2029 two lane, 41 foot wide by 14.5 foot long single span bridge having a minimum underclearance of 7.5 feet; construct and maintain adjacent to and downstream a replacement two lane 16 foot span by 93.7 foot long open

bottom arch culvert having a minimum underclearance of 8.0 feet in Taylor Run (WWF) with a drainage area of 2.95 square miles; fill and maintain a 761 ft long section of Taylor Run beginning at the bridge replacement; construct and maintain a relocated 664 ft long open channel of Taylor Run with a drainage area of 4 square miles; fill and maintain a 30 ft long section of Spur Run (WWF) tributary to the to be relocated Taylor Run section with a drainage area of 1 square mile; and construct and maintain a relocation of 134 ft of Spur Run needed to reconnect with the to be relocated Taylor Run section.

In addition the applicant is proposing to install and maintain road associated stormwater outfalls; fill and maintain a 52 ft long section of an ephemeral UNT to Taylor Run (WWF) with drainage areas less than 100 acres and construct and maintain a relocated 35 ft long open channel of UNT to Taylor Run; temporarily impact 1,068 feet of stream for construction of the new structure and stream relocations; and provide onsite stream mitigation as part of the relocation of Taylor Run.

This project is associated with the SR 2029, Logansport Road relocation and improvement project with these encroachments extending south of the SR 66 intersection with SR 2029, Logansport Road and just north of the intersection with SR 2030, Kelly Station Road in Bethel Township, Armstrong County (Leechburg PA Quadrangle, beginning North 13.9. inches and West 7.7 inches; Latitude 40° 42' 6" and Longitude -79° 33' 20"; to North 14.1 inches and West 8.2 inches; Latitude: 40° 42' 9" and Longitude: -79° 33' 31").

*District Oil & Gas Operations: Eastern Oil & Gas District, 208 West Third Street, Suite 101, Williamsport, PA 17701*

**E5829-086: Auburn Township, Appalachia Mid-stream Services, LLC**, 100 IST Center, Horseheads, NY 14845, Auburn Township, **Susquehanna County**, ACOE Baltimore District.

To construct, operate, and maintain:

1. one 8 inch and one 6 inch diameter steel natural gas pipelines and a temporary timber bridge crossing impacting 86 lineal feet of Little Meshoppen Creek (CWF, MF) (Auburn Center, PA Quadrangle; Lat. 41° 42' 32", Long. -76° 02' 58"),
2. one 8 inch and one 6 inch diameter steel natural gas pipelines and a temporary timber bridge crossing impacting 84 lineal feet of Unnamed tributary to Meshoppen Creek (CWF, MF) (Auburn Center, PA Quadrangle; Lat. 41° 42' 49", Long. -76° 03' 38"),
3. one 8 inch and one 6 inch diameter steel natural gas pipelines and a temporary timber mat crossing impacting 8,413 square feet (0.19 acre) of a PSS wetland (Auburn Center, PA Quadrangle; Lat. 41° 42' 32", Long. -76° 02' 58"),
4. one 8 inch and one 6 inch diameter steel natural gas pipelines and a temporary timber mat crossing impacting 1,934 square feet (0.04 acre) of a PEM wetland (Auburn Center, PA Quadrangle; Lat. 41° 41' 04", Long. -76° 03' 00"),
5. one 8 inch and one 6 inch diameter steel natural gas pipelines and a temporary timber mat crossing impacting 396 square feet (0.01 acre) of a PEM wetland (Auburn Center, PA Quadrangle; Lat. 41° 42' 37", Long. -76° 03' 15").

The Parkhurst Pipeline will consist of an 8" and 6" steel natural gas gathering line from the Parkhurst Well Pad

to existing pipeline, all located within Auburn Township, Susquehanna County. The project will result in 170 linear feet of temporary stream impacts, 8,413 (0.19 acre) square feet of permanent wetland impacts and 2,330 (0.05 acre) square feet of temporary wetland impacts all for the purpose of conveying Marcellus Shale natural gas to market.

**E5829-087. Apolacon Township and Little Meadows Borough;** Talisman Energy USA, Inc.; 337 Daniel Zenker Drive, Horseheads, NY 14845; Apolacon Township and Little Meadows Borough, **Susquehanna County,** ACOE Baltimore District. To construct, operate, and maintain:

1. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber bridge crossing impacting 62 lineal feet of an unnamed tributary to Cork Hill Creek (CWF, MF) (Friendsville, PA Quadrangle: 41° 59' 06" N; -76° 06' 30" W),

2. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 475 square feet (0.01 acre) of a palustrine forested wetland (PFO) (Friendsville, PA Quadrangle: 41° 59' 06" N; -76° 06' 30" W),

3. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber bridge crossing impacting 132 lineal feet of an unnamed tributary to Cork Hill Creek (CWF, MF) (Friendsville, PA Quadrangle: 41° 59' 05" N; -76° 06' 24" W),

4. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 988 square feet (0.02 acre) of a palustrine scrub shrub wetland (PSS) (Friendsville, PA Quadrangle: 41° 59' 06" N; -76° 06' 24" W),

5. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 1,264 square feet (0.03 acre) of a palustrine scrub shrub wetland (PSS) (Friendsville, PA Quadrangle: 41° 59' 05" N; -76° 06' 23" W),

6. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber bridge crossing impacting 55 lineal feet of an unnamed tributary to Cork Hill Creek (CWF, MF) (Friendsville, PA Quadrangle: 41° 59' 05" N; -76° 06' 23" W),

7. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 550 square feet (0.01 acre) of a palustrine emergent wetland (PEM) (Friendsville, PA Quadrangle: 41° 59' 05" N; -76° 06' 22" W),

8. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 489 square feet (0.01 acre) of a

palustrine scrub shrub wetland (PSS) (Friendsville, PA Quadrangle: 41° 59' 05" N; -76° 06' 22" W),

9. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 1,103 square feet (0.03 acre) of a palustrine emergent wetland (PEM) (Friendsville, PA Quadrangle: 41° 59' 00" N; -76° 06' 16" W),

10. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 2,963 square feet (0.07 acre) of a palustrine emergent wetland (PEM) (Friendsville, PA Quadrangle: 41° 58' 58" N; -76° 06' 13" W),

11. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber bridge crossing impacting 71 lineal feet of Cork Hill Creek (CWF, MF) (Friendsville, PA Quadrangle: 41° 58' 56" N; -76° 06' 11" W),

12. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber bridge crossing impacting 56 lineal feet of an unnamed tributary to Cork Hill Creek (CWF, MF) (Friendsville, PA Quadrangle: 41° 58' 55" N; -76° 06' 09" W),

13. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 1,597 square feet (0.04 acre) of a palustrine emergent wetland (PEM) (Friendsville, PA Quadrangle: 41° 58' 55" N; -76° 06' 08" W),

14. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 505 square feet (0.01 acre) of a palustrine emergent wetland (PEM) (Friendsville, PA Quadrangle: 41° 58' 55" N; -76° 06' 06" W),

15. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 913 square feet (0.02 acre) of a palustrine emergent wetland (PEM) (Friendsville, PA Quadrangle: 41° 58' 55" N; -76° 06' 00" W),

16. One 12 inch diameter steel natural gas pipeline, one 8 inch diameter flex-steel waterline, and a timber mat crossing impacting 384 square feet (0.01 acre) of a palustrine forested wetland (PFO) (Friendsville, PA Quadrangle: 41° 58' 55" N; -76° 06' 00" W).

The project consists of constructing approximately 0.91 mile of 12" steel natural gas gathering line and an 8" flex-steel waterline connecting the York 088 well site to the Thorne Field Riser located in Apolacon Township and Little Meadows Borough, Susquehanna County. The project will result in 376 lineal feet of temporary stream impacts, 7,631 square feet (0.18 acre) of temporary wetland, and 3,600 square feet (0.08 acre) of permanent wetland conversion, all for the purpose of conveyance of Marcellus Shale natural gas to market.

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## ACTIONS

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### THE PENNSYLVANIA CLEAN STREAMS LAW AND THE FEDERAL CLEAN WATER ACT

#### FINAL ACTIONS TAKEN FOR NPDES PERMITS AND WQM PERMITS

The Department has taken the following actions on previously received applications for new, amended and renewed NPDES and WQM permits, applications for permit waivers and NOIs for coverage under General Permits. This notice of final action is provided in accordance with 25 Pa. Code Chapters 91 and 92a and 40 CFR Part 122, implementing provisions of The Clean Streams Law (35 P.S. §§ 691.1—691.101) and the Federal Clean Water Act (33 U.S.C.A. §§ 1251—1376).



<i>Location</i>	<i>Permit Authority</i>	<i>Application Type or Category</i>
Section I	NPDES	Renewals
Section II	NPDES	New or Amendment
Section III	WQM	Industrial, Sewage or Animal Wastes; Discharges to Groundwater
Section IV	NPDES	MS4 Individual Permit
Section V	NPDES	MS4 Permit Waiver
Section VI	NPDES	Individual Permit Stormwater Construction
Section VII	NPDES	NOI for Coverage under NPDES General Permits

Sections I—VI contain actions regarding industrial, animal or sewage wastes discharges, discharges to groundwater, and discharges associated with MS4, stormwater associated with construction activities and CAFOs. Section VII contains notices for parties who have submitted NOIs for Coverage under General NPDES Permits. The approval for coverage under these General NPDES Permits is subject to applicable effluent limitations, monitoring, reporting requirements and other conditions in each General Permit. The approval of coverage for land application of sewage sludge or residential septage under applicable general permit is subject to pollutant limitations, pathogen and vector attraction reduction requirements, operational standards, general requirements, management practices and other conditions in the respective permit. The permits and related documents, effluent limitations, permitting requirements and other information are on file and may be inspected and arrangements made for copying at the contact office noted before the action.

Persons aggrieved by an action may appeal that action to the Environmental Hearing Board (Board) under section 4 of the Environmental Hearing Board Act (35 P.S. § 7514) and 2 Pa.C.S. §§ 501—508 and 701—704 (relating to Administrative Agency Law). The appeal should be sent to the Environmental Hearing Board, Second Floor, Rachel Carson State Office Building, 400 Market Street, PO Box 8457, Harrisburg, PA 17105-8457, (717) 787-3483. TDD users may contact the Board through the Pennsylvania Relay Service, (800) 654-5984. Appeals must be filed with the Board within 30 days of publication of this notice in the *Pennsylvania Bulletin* unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in Braille or on audiotape from the Secretary to the Board at (717) 787-3483. This paragraph does not, in and of itself, create a right of appeal beyond that permitted by applicable statutes and decisional law.

For individuals who wish to challenge an action, the appeal must reach the Board within 30 days. A lawyer is not needed to file an appeal with the Board.

Important legal rights are at stake, however, so individuals should contact a lawyer at once. Persons who cannot afford a lawyer may qualify for free pro bono representation. Call the Secretary to the Board at (717) 787-3483 for more information.

### **I. NPDES Renewal Permit Actions**

*Southcentral Region: Clean Water Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110. Phone: 717-705-4707.*

<i>NPDES No. (Type)</i>	<i>Facility Name &amp; Address</i>	<i>County &amp; Municipality</i>	<i>Stream Name (Watershed #)</i>	<i>EPA Waived Y/N?</i>
PA0082341 (Sew)	Hopewell Borough PO Box 160 Hopewell, PA 16650-0160	Bedford County Hopewell Borough	Raystown Branch Juniata River / 11-D	Y
PA0038326 (Sew)	Pequea Valley School District PO Box 130 Kinzers, PA 17535-0130	Lancaster County Leacock Township	Pequea Creek / 7-K	Y
PA0031968 (Sew)	PA DPW 4534 Tar Kiln Road James Creek, PA 16657	Huntingdon County Todd Township	UNT to Great Trough Creek / 11-D	Y
PA0083186 (Sew)	HMS Host PO Box 8 Middletown, PA 17057	Fulton County Taylor Township	Lick Branch / 12-C	Y
PA0260975 (Sew)	Richmond Township 11 Kehl Drive Fleetwood, PA 19522-9285	Berks County Richmond Township	Sacony Creek / 3-B	Y
PA0246565 (IW)	Kinsley Concrete 629 Loucks Mill Road York, PA 17403-1010	York County Spring Garden Township	UNT to Codorus Creek (locally known as Poorhouse Run) / 7-H	Y
PA0038318 (Sew)	Pequea Valley School District PO Box 130 Kinzers, PA 17535-0130	Lancaster County Salisbury Township	Pequea Creek / 7-K	Y
PA0009741 Amendment No. 2 (IW)	Exelon Generation Co., LLC 300 Exelon Way, Suite 310 Kennett Square, PA 19348	Lancaster County Drumore Township	Susquehanna River / 7-K	Y

<i>NPDES No. (Type)</i>	<i>Facility Name &amp; Address</i>	<i>County &amp; Municipality</i>	<i>Stream Name (Watershed #)</i>	<i>EPA Waived Y/N?</i>
PA0028975 (Sew)	Womelsdorf Sewer Authority 101 West High Street Womelsdorf, PA 19567-1108	Berks County Heidelberg Township	Tulpehocken Creek / 3-C	Y
PA0039730 (Sew)	Pure Events LP 100 Chipmunk Crossing James Creek, PA 16657-1000	Huntingdon County Lincoln Township	Tatman Run (Raystown Lake) / 11-D	Y
PA0009733 (IW)	Exelon Generation Company LLC 1848 Lay Road Delta, PA 17314-9032	York County Peach Bottom Township	Susquehanna River / 7-I	Y

*Southwest Regional Office: Regional Clean Water Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

<i>NPDES No. (Type)</i>	<i>Facility Name &amp; Address</i>	<i>County &amp; Municipality</i>	<i>Stream Name (Watershed No.)</i>	<i>EPA Waived Y/N?</i>
PA0025852 (Industrial Waste)	Marathon Petroleum Company, L.P. 1100 Glasshouse Road Jefferson Hills, PA 15025	Allegheny County Jefferson Hills Borough	Lobbs Run and Monongahela River (19-C)	Y

*Northwest Region: Clean Water Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

<i>NPDES No. (Type)</i>	<i>Facility Name &amp; Address</i>	<i>County &amp; Municipality</i>	<i>Stream Name (Watershed #)</i>	<i>EPA Waived Y/N?</i>
PA0092819 (Sewage)	Fair Winds Manor Nursing Home 126 Iron Bridge Road Sarver, PA 16055	Butler County Winfield Township	Unnamed Tributary of Buffalo Creek (18-F)	Y
PA0001945 (Industrial Waste)	Cemex Wampum Cement Plant 2001 Portland Park Wampum, PA 16157-3913	Lawrence County Wampum Borough	Unnamed Tributary to the Beaver River (20-B)	Y

## II. New or Expanded Facility Permits, Renewal of Major Permits and EPA Nonwaived Permit Actions

*Southcentral Region: Clean Water Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110. Phone: 717-705-4707.*

**NPDES Permit No. PA0262197**, Industrial Stormwater, **Hollenbaugh's Trash & Recycling, LLC**, 65 Industrial Park Road, Lewistown, PA 17044-9342.

This proposed facility is located in Granville Township, **Mifflin County**.

Description of Proposed Action/Activity: Permit authorization for discharge to UNT Juniata River in Watershed 12-A.

**NPDES Permit No. PA0080829 Amendment 1**, Industrial Waste, **KP Acquisition, LLC**, 154 West Main, Fredericksburg, PA 17026.

This proposed facility is located in Bethel Township, **Lebanon County**.

Description of Proposed Action/Activity: Transfer of permit authorizing discharge from a facility known as Keystone Protein Poultry Rendering Fredericksburg to an UNT to Beach Run in Watershed 7-D.

*Southwest Regional Office: Regional Clean Water Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

**NPDES Permit No. PA0206075**, SIC Code 1389, **Keyrock Energy LLC**, 106 Ferrell Avenue Suite 5, Kingsport, TN 37663-2371.

This existing facility is located in Burrell Township, **Indiana County**.

Description of Existing Action/Activity: Issuance of an NPDES Permit for an existing discharge of treated coalbed methane connate.

*Northwest Region: Water Management Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**NPDES Permit No. PA0263591**, Concentrated Animal Feeding Operation (CAFO), **Apple Shamrock Dairy Farms LLC** (Apple Shamrock Dairy), 32821 Guys Mills Road, Townville, PA 16360.

This existing facility is located in Steuben Township, **Crawford County**.

Description of Proposed Action/Activity: Renewal of an Individual NPDES permit for an existing CAFO known as Apple Shamrock Dairy, located in Steuben Township, Crawford County.

## III. WQM Industrial Waste and Sewerage Actions under The Clean Streams Law

*Southcentral Region: Clean Water Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110. Phone: 717-705-4707.*

**WQM Permit No. 3814401**, Sewerage, **Fredericksburg Sewer & Water Authority**, PO Box 161, Fredericksburg, PA 17026.

This proposed facility is located in Bethel Township, **Lebanon County**.

Description of Proposed Action/Activity: Permit approval for the modifications of sewage facilities consisting of: Replacing the entire length of the existing 4" diameter forcemain originating at the East Main Street Pump Station with a new 6" diameter PVC forcemain. An air release/vacuum valve will also be installed on the common manifold in the pump station.

**WQM Permit No. 2214401**, Sewerage, **Elizabethville Borough Area Authority**, 4154 North Route 225, Elizabethville, PA 17023-9704.

This proposed facility is located in Elizabethville Borough, **Dauphin County**.

Description of Proposed Action/Activity: Permit approval for the construction of sewage facilities consisting of: A liquid aluminum chloride (28%) chemical feed system for phosphorus removal. Aluminum chloride will be introduced into the SBR influent stream on a continuous basis. A combination of diffused air and mechanical mixing will assure that the aluminum chloride is completely mixed throughout the SBR. The aluminum chloride solution will be conveyed through a 3/8" PVC line housed inside a 6" PVC carrier line. A new chemical feed building is proposed to be constructed to house the chemical feed system. Three 250-gallon totes of aluminum chloride will be stored within the proposed chemical feed building with sufficient secondary containment.

**WQM Permit No. WQG02281401**, Sewerage, **Hamiltonban Township Municipal Authority**, Adams County, PO Box 526, Fairfield, PA 17320.

This proposed facility is located in Hamiltonban Township, **Adams County**.

Description of Proposed Action/Activity: Permit approval for the construction and operation of sewer extension and pump station.

**WQM Permit No. 3185402 Transfer 3**, Sewerage, **Pure Events LP**, 100 Chipmunk Crossing, James Creek, PA 16657-1000.

This proposed facility is located in Lincoln Township, **Huntingdon County**.

Description of Proposed Action/Activity: Transfer of permit from RRP Recreation LP.

**WQM Permit No. 0577407 Transfer 1**, Sewerage, **James Bauman**, 2302 Shellsburg Road, Queen, PA 16670.

This proposed facility is located in Kimmel Township, **Bedford County**.

Description of Proposed Action/Activity: Transfer of permit ownership consisting of a single family residence sewage treatment plant, septic tank, subsurface sand filter, chlorine disinfection.

**WQM Permit No. 3691201 A-5**, Industrial Waste, **Valley Proteins Inc.**, 673 Wide Hollow Road, East Earl, PA 17519.

This proposed facility is located in East Earl Township, **Lancaster County**.

Description of Proposed Action/Activity: Permit amendment modifying the land application rates of treated wastewater.

**WQM Permit No. 3890202 Transfer 1**, Industrial Waste, **KP Acquisition LLC**, 154 West Main, Fredericksburg, PA 17026.

This proposed facility is located in Bethel Township, **Lebanon County**.

Description of Proposed Action/Activity: Permit approving the transfer and operation of industrial wastewater facilities consisting of the construction of Dissolved Air Flotation Cell with sludge storage tank for pretreatment; modification to the existing 1.3 MG flow equalization basin to reactor 1, conversion of the existing nitrification basin and existing clarifier to reactor 2 and reactor 3 respectively and construction of a new aerobic reactor 4 and final clarifier to provide 4-stage BNR process; construction of a new UV, new rapid sand filter and retrofit existing aerobic digester and upgrade existing chlorine tank to post aeration system; construction of equipment building, effluent pump station, site drain station, waste activated sludge pump station, nitrate recycle pump station and chemical storage and feed systems.

*Southwest Regional Office: Regional Clean Water Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745. Phone: 412.442.4000.*

**WQM Permit No. 0207404**, SIC Code 4952, **West Elizabeth Sanitary Authority**, 125 Lower First Street, P. O. Box 503, West Elizabeth, PA 15088-0503.

This existing facility is located in West Elizabeth Borough, **Allegheny County**.

Description of Proposed Action/Activity: This application is for the rehab of the existing Ferry Street Lift Station that is owned and operated by the West Elizabeth Sanitary Authority. The construction activity will include conversion of the existing dry well / wet well configuration sewage lift station into a new submersible pumping station.

*Northwest Region: Clean Water Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**WQM Permit No. 1614402**, Sewage, **Knox Borough Clarion County**, PO Box 36, 620 Main Street, Knox, PA 16232-0366.

This proposed facility is located in Knox Borough, **Clarion County**.

Description of Proposed Action/Activity: Upgrade and expansion of a municipal wastewater treatment plant.

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**VI. NPDES Discharges of Stormwater Associated with Construction Activities Individual Permit Actions**


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*Southeast Region: Water Management Program Manager, 2 East Main Street, Norristown, PA 19401*

<i>NPDES Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>County</i>	<i>Municipality</i>	<i>Receiving Water/Use</i>
PAI01 1514003	Brown Family Partnership 125 Limestone Road Oxford, PA 19363	Chester	New London Township	Hodgson Run HQ
PAI01 510704R(2)	SugarHouse HSP Gaming, L.P. 1600 Arch Street, Suite 201 Philadelphia, PA 19103	Philadelphia	City of Philadelphia	Delaware River WWF—MF

*Northeast Region: Watershed Management Program Manager, 2 Public Square, Wilkes-Barre, PA 18701-1915.*

<i>NPDES Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>County</i>	<i>Municipality</i>	<i>Receiving Water/Use</i>
PAI024514003(1)	UGI Utilities, Inc. 225 Morgantown Road Reading, PA 19611	Monroe	Mount Pocono Borough Coolbaugh Township Tobyhanna Township	Red Run (HQ-CWF, MF) Unnamed Tributaries to Tobyhanna Creek (HQ-CWF, MF) Unnamed Tributaries to Indian Run (EV)

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**VII. Approvals to Use NPDES and/or Other General Permits**


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The EPA Region III Administrator has waived the right to review or object to this permit action under the waiver provision 40 CFR 123.23(d).

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**List of NPDES and/or Other General Permit Types**


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PAG-1	General Permit for Discharges From Stripper Oil Well Facilities
PAG-2	General Permit for Discharges of Stormwater Associated With Construction Activities
PAG-3	General Permit for Discharges of Stormwater From Industrial Activities
PAG-4	General Permit for Discharges From Small Flow Treatment Facilities
PAG-5	General Permit for Discharges From Gasoline Contaminated Ground Water Remediation Systems
PAG-6	General Permit for Wet Weather Overflow Discharges From Combined Sewer Systems (CSO)
PAG-7	General Permit for Beneficial Use of Exceptional Quality Sewage Sludge by Land Application
PAG-8	General Permit for Beneficial Use of Non-Exceptional Quality Sewage Sludge by Land Application to Agricultural Land, Forest, a Public Contact Site or a Land Reclamation Site
PAG-8 (SSN)	Site Suitability Notice for Land Application Under Approved PAG-8 General Permit Coverage
PAG-9	General Permit for Beneficial Use of Residential Septage by Land Application to Agricultural Land, Forest, or a Land Reclamation Site
PAG-9 (SSN)	Site Suitability Notice for Land Application Under Approved PAG-9 General Permit Coverage
PAG-10	General Permit for Discharge Resulting from Hydrostatic Testing of Tanks and Pipelines
PAG-11	(To Be Announced)
PAG-12	Concentrated Animal Feeding Operations (CAFOs)
PAG-13	Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4)
PAG-14	(To Be Announced)
PAG-15	General Permit for Discharges From the Application of Pesticides

*General Permit Type—PAG-02*

<i>Facility Location &amp; Municipality</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water/Use</i>	<i>Contact Office &amp; Phone No.</i>
Douglass Township Montgomery County	PAG0200 4614035	Provco Pinegood Grosser Rd, LP 1288 Valley Forge Road #987 Unit 66 Valley Forge, PA 19482	Unnamed Tributary to Minister Creek TSF—MF	Southeast Regional Office 2 East Main Street Norristown, PA 19401 484-250-5900

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<i>Facility Location &amp; Municipality</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water/Use</i>	<i>Contact Office &amp; Phone No.</i>
Lower Merion Township Montgomery County	PAG0200 4612061R	10 Union Avenue Associates, L.P. 33 Rock Hill Road, Suite 200 Bala Cynwyd, PA 19004	Schuylkill River WWF—MF	Southeast Regional Office 2 East Main Street Norristown, PA 19401 484-250-5900
Marlborough Township Montgomery County	PAG0200 4610070R	Macintosh Builders, Inc. 602 E. Broad Street Souderton, PA 18964	Perkiomen Creek TSF	Southeast Regional Office 2 East Main Street Norristown, PA 19401 484-250-5900
City of Philadelphia Philadelphia County	PAG0201 511325-1	Waterford Development Associates, L.P. 180 Glastonbury Boulevard, Suite 200 Glastonbury, CT 06033	Schuylkill River WWF	Southeast Regional Office 2 East Main Street Norristown, PA 19401 484-250-5900

*Waterways & Wetlands Program, 909 Elmerton Avenue, Harrisburg, PA 17110-8200, Nathan Crawford, Section Chief, 717.705.4802*

<i>Facility Location: Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water/Use</i>	<i>Contact Office &amp; Phone No.</i>
West Hanover Township Dauphin County	PAG02002214049 Issued	Lexington Partners 2325 Paxton Church Road Harrisburg, PA 17110	Beaver Creek/WWF	Dauphin County Conservation District 1451 Peter's Mountain Road Dauphin, PA 17018-9504 717.921.8100
Washington Township Franklin County	PAG02002814024 Issued	Pacemaker Press 6197 Bowmans' Crossing Frederick, MD 21703	West Branch Antietam Creek/ CWF, MF	Franklin County Conservation District 185 Franklin Farm Lane Chambersburg, PA 17202 717.264.5499
Waynesboro Borough Franklin County	PAG02002805062R Issued	Walnut Knolls 1625 East Main Street Waynesboro, PA 17268	West Branch Antietam Creek/ CWF, MF	Franklin County Conservation District 185 Franklin Farm Lane Chambersburg, PA 17202 717.264.5499
Chambersburg Borough Franklin County	PAG02002812025R Issued	Chambersburg Waste Water Treatment Plant 100 South Second Street Chambersburg, PA 17201	Conococheague Creek/WWF	Franklin County Conservation District 185 Franklin Farm Lane Chambersburg, PA 17202 717.264.5499
Chambersburg Borough Franklin County	PAG02002813049 Issued	Chambersburg Square Phase 2 6500 Seven Locks Road Cabin John, MD 20818	Falling Springs Branch/TSF	Franklin County Conservation District 185 Franklin Farm Lane Chambersburg, PA 17202 717.264.5499

<i>Facility Location: Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water/Use</i>	<i>Contact Office &amp; Phone No.</i>
Greene Township Franklin County	PAG02002809011R Issued	Chambersburg Baptist Church 588 South Second St Chambersburg, PA 17201	UNT to Conococheague Creek/CWF	Franklin County Conservation District 185 Franklin Farm Lane Chambersburg, PA 17202 717.264.5499
Peters Township Franklin County	PAG02002814013 Issued	Bear Valley Water Treatment BVFCPJJA 218 School House Road Saint Thomas, PA 17252	UNT to Conococheague Creek/TSF, MF	Franklin County Conservation District 185 Franklin Farm Lane Chambersburg, PA 17202 717.264.5499
Everett Borough Bedford County	PAG02000514003 Issued	Down River Golf Course 134 Rivers Bend Drive Everett, PA 15537	Raystown Branch of the Juniata River/TSF, MF	Bedford County Conservation District 702 West Pitt Street, Suite 4 Bedford, PA 15522 814.623.8099
Ontelaunee Township Berks County	PAG02000604004R Issued	Forino Company, LP 555 Mountain Home Road Sinking Spring, PA 19608	UNT to Schuylkill River/WWF	Berks County Conservation District 1238 County Welfare Road, Suite 200 Leesport, PA 19533-0520 610.372.4657
Amity Township Berks County	PAG02000610060(1) Issued	Forino Company, LP 555 Mountain Home Road Sinking Spring, PA 19608	Manatawny Creek/ CWF, MF	Berks County Conservation District 1238 County Welfare Road, Suite 200 Leesport, PA 19533-0520 610.372.4657
Muhlenberg Township Berks County	PAG0200614043 Issued	Frush Valley Holdings, LLC 1549 Farr Road Wyomissing, PA 19610	Laurel Run/ WWF, MF	Berks County Conservation District 1238 County Welfare Road, Suite 200 Leesport, PA 19533-0520 610.372.4657
Kutztown Borough Berks County	PAG02000614025 Issued	College Town Communities PO Box 222 Southeastern, PA 19399	Sacony Creek/TSF	Berks County Conservation District 1238 County Welfare Road, Suite 200 Leesport, PA 19533-0520 610.372.4657
Maxatawny Township Berks County	PAG02000614002 Issued	Advantage Point, LP 328 Buttonwood Street Reading, PA 19601	Sacony Creek/ CWF, MF	Berks County Conservation District 1238 County Welfare Road, Suite 200 Leesport, PA 19533-0520 610.372.4657

## NOTICES

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<i>Facility Location: Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Belfast Township Fulton County	PAG02002912001(1) Issued	Belfast Township 121 Homestead Lane Needmore, PA 17238	Tonoloway Creek/WWF, MF; UNT to Tonoloway Creek/WWF, MF; Barnetts Run/ TSF, MF; Palmer Run/ WWF, MF	Fulton County Conservation District 216 North Second Street, Suite 15 McConnellsburg, PA 17233 717.485.3547, x121
Jackson Township and Spring Grove Borough York County	PAG02006714016 Issued	Glatfelter 228 South Main Street Spring Grove, PA 17362	Bunch Creek/WWF	York County Conservation District 118 Pleasant Acres Road York, PA 17402 717.840.7430
Lower Chanceford Township York County	PAG02006714045 Issued	Downs Farms 1883 Woodbine Road Airville, PA 17302	UNT to Muddy Creek/TSF	York County Conservation District 118 Pleasant Acres Road York, PA 17402 717.840.7430
Dover Township York County	PAG02006705038R Issued	Michael Barshinger 655 Owen Road York, PA 17403	UNT to Fox Run/ TSF	York County Conservation District 118 Pleasant Acres Road York, PA 17402 717.840.7430
East Providence Township Bedford County	PAG02000514005 Issued	East Providence Township Municipal Authority 224 Municipal Road Breezewood, PA 15533	UNT to Tub Mill Run/WF, MF	Bedford County Conservation District 702 West Pitt Street, Suite 4 Bedford, PA 15522 814.623.8099
Franklin Township Adams County	PAG02000111014(2)R Issued	Daniel Colvin 1207 Flohrs Church Road Biglerville, PA 17307	UNT to Marsh Creek/CWF, MF	Adams County Conservation District 670 Old Harrisburg Road, Suite 201 Gettysburg, PA 17325 717.334.0636
Straban Township Adams County	PAG02000114020 Issued	TKC CLXI LLC 5935 Carnegie Boulevard, Suite 200 Charlotte, NC 28209	UNT to Rock Creek/ WWF	Adams County Conservation District 670 Old Harrisburg Road, Suite 201 Gettysburg, PA 17325 717.334.0636
Manheim Township Lancaster County	PAG02003604093R Issued	Wetherburn North Partnership 1525 Oregon Pike Suite 1202 Lancaster, PA17601	Little Conestoga Creek, Bachman Run/TSF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361

<i>Facility Location: Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Rapho Township Lancaster County	PAG02003609040R Issued	PennDOT District 8-0 2140 Herr Street Harrisburg, PA17103	Chiques Creek/ WWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Brecknock Township Lancaster County	PAG02003610017R Issued	David H. Esh 230 Osceola Road Gordonville, PA 17529	UNT Muddy Creek/ TSF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Mount Joy Borough Lancaster County	PAG02003612050R Issued	Cross Roads Brethren In Christ 800 Donegal Springs Road Mount Joy, PA 17552	UNT Donegal Creek/CWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Penn Township Lancaster County	PAG02003612071R Issued	Kreider Farms 1461 Lancaster Avenue Manheim, PA 17545	Chickies Creek, Lititz Run/ WWF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Elizabeth Township Lancaster County	PAG02003614001-1 Issued	PA Fish & Boat Commission 450 Robinson Lane Bellefonte PA 16823	Hammer Creek/ HQ, WWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Warwick Township Lancaster County	PAG02003614047 Issued	HMM Associates 15 Meadow Lane Lancaster, PA 17601	Hubers Run/WWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
East Cocalico Township Lancaster County	PAG02003614050-1 Issued	Cherry Place Properties 400 Wabash Road PO Box 788 Ephrata, PA 17522	Cocalico Creek/ WWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Penn Township Lancaster County	PAG02003614052 Issued	Thomas F. Schell 2578 Hartwell Court Lancaster, PA 17601	UNT to Lititz Run/ WWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361



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<i>Facility Location: Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Penn Township Lancaster County	PAG02003614053 Issued	G K Partners LP 637 Ditz Drive Manheim, PA 17545	Chiques Creek/ WWF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Pequea Township Lancaster County	PAG02003614055 Issued	MBI Development Company Inc. 725 Cuthbert Boulevard Cherry Hill, NJ 08002	Goods Run/TSF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
East Hempfield Township Lancaster County	PAG02003614059 Issued	Vehicle Cleaning Lancaster LP 340 Royal Hunt Way Lititz PA 17543	Brubaker Run/ WWF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Rapho Township Lancaster County	PAG02003614060 Issued	Gerry Kready 1113 North Colebrook Road Manheim, PA 17545	UNT Rife Run/ WWF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
East Lampeter Township Lancaster County	PAG02003614065 Issued	Isaac Esh 914 Hartman Station Road Lancaster, PA 17601	UNT Stauffer Run, Stauffer Run/ WWF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Manheim Township Lancaster County	PAG02003614066 Issued	Neffsville Associates 616 Paxton Place Lititz, PA 17543	UNT Landis Run/ WWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Lancaster City Lancaster County	PAG02003614067 Issued	Packaging Corporation of America 1530 Fruitville Pike Lancaster, PA 17601	UNT Little Conestoga/ WWF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
East Earl Township Lancaster County	PAG02003614069 Issued	Twin Springs LLC 1647 Union Grove Road East Earl, PA 17519	UNT Shirks Run/ WWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361

<i>Facility Location: Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
West Earl Township Lancaster County	PAG02003614070 Issued	Earl G. Martin 123 Willis Pierce Road Ephrata, PA 17522	UNT Conestoga River/WWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Caernarvon Township Lancaster County	PAG02003614072 Issued	Alvin Horning 2680 Conestoga Creek Road Morgantown, PA 19543	Conestoga River/ WWF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
East Hempfield Township Lancaster County	PAG02003614081 Issued	Genesys Controls Corporation PO Box 5771 Lancaster, PA17606	Swarr Run/TSF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Penn Township Lancaster County	PAG02003614077 Issued	Robert Kreider 1218 Cameron Drive Manheim, PA17545	UNT Little Conestoga Creek/ TSF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Manheim Township Lancaster County	PAG02003614087 Issued	Bent Creek Country Club 620 Bent Creek Drive Lititz, PA 17543	Little Conestoga Creek/TSF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
Manor Township Lancaster County	PAG02003614088 Issued	Professional Design & Construction 61 Church St Landisville, PA 17538	UNT Little Conestoga Creek/ WWF, MF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361
East Hempfield Township Lancaster County	PAG02003614048 Issued	David Costello PO Box 95 East Petersburg, PA 17520	UNT Swarr Run/ CWF	Lancaster County Conservation District 1383 Arcadia Road, Room 200 Lancaster, PA 17601 717-299-5361

*Northcentral Region: Waterways & Wetlands Program Manager, 208 West Third Street, Williamsport, PA 17701, 570.327.3636*

<i>Facility Location &amp; Municipality</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Bradford County Athens Twp	PAG02000814010	Michael P Kelly Senior Health Solutions 401 Moltke Ave Ste 100 Scranton PA 18505	Chemung River WWF	Bradford County Conservation District Stoll Natural Resource Ctr 200 Lake Rd Ste E Towanda PA 18848 (570) 265-5539, X 6

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<i>Facility Location &amp; Municipality</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Centre County College Twp	PAG02001414009	Joel Martin All Nations Bible Translation Inc 297 Black Creek Rd East Earl PA 17519	UNT Spring Creek CWF, MF	Centre County Conservation District 414 Holmes Ave Ste 4 Bellefonte PA 16823 (814) 355-6817
Clinton County Dunnstable Twp	PAG02001814005	Steven T Krouse 7824 Coudersport Pike Lock Haven PA 17745	UNT WB Susquehanna River WWF, MF	Clinton County Conservation District 45 Cooperation Ln Mill Hall PA 17751 (570) 726-3798
Columbia County South Centre Twp	PAG02001913007(1)	Harry Mathias Central Columbia Sc Dist 4777 Old Berwick Rd Bloomsburg PA 17815	UNT Susquehanna River CWF, MF	Columbia County Conservation District 702 Sawmill Rd Ste 204 Bloomsburg PA 17815 (570) 784-1310 X 102
Columbia County Briar Creek Boro	PAG02001914001	John Ludwig 1300 Dundaff St Dickson City PA 18519	Susquehanna River WWF	Columbia County Conservation District 702 Sawmill Rd Ste 204 Bloomsburg PA 17815 (570) 784-1310 X 102
Columbia County Sugarloaf Twp	PAG02001914004	EXCO Resources (PA) LLC 3000 Ericsson Dr Ste 200 Warrendale PA 15086	Ashelman Run CWF Coles Creek CWF	Columbia County Conservation District 702 Sawmill Rd Ste 204 Bloomsburg PA 17815 (570) 784-1310 X 102
Tioga County Deerfield Twp	PAG02005914002	Wolf Springs Off-Rd Park Inc 2449 California Rd Westfield PA 16950	Yarnell Brook WWF, MF	Tioga County Conservation District 50 Plaza Ln Wellsboro PA 16901 (570) 724-1801 X 5

*Northwest Regional Office—Waterways and Wetlands, 230 Chestnut Street, Meadville PA 16335*

<i>Facility Location: Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Jackson Township Butler County	PAG02001005017R	Maronda Homes Inc c/o Mr. Ronald Wolf 1383 State Route 30 Clinton PA 15026	UNT Connoquenessing Creek WWF	Butler County Conservation District 724-284-5270
Benezette Township Elk County	PAG02002414005	Pa Game Commission 2001 Elmerton Avenue Harrisburg PA 17110	Trout Run CWF	Elk County Conservation District 814-776-5373

<i>Facility Location: Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Pinegrove Township Venango County	PAG02006114003	Oil Region Astronomical Society PO Box 1529 Oil City PA 16301	East Sandy Creek CWF	Venango Conservation District 814-676-2832
<i>General Permit Type—PAG-03</i>				
<i>Facility Location Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Upper Hanover Township Montgomery County	PAG030012	Harry's U Pull It 2557 Geryville Pike Pennsburg, PA 18073	Unnamed Tributary to Macoby Creek 3-E	Southeast Region Clean Water Program 484.250.5970
Philadelphia City Philadelphia County	PAR600071	Essington Avenue Auto Parts Inc. 6770 Essington Avenue Philadelphia, PA 19153	—3-F	Southeast Region Clean Water Program 484.250.5970
Lancaster County / Mount Joy Borough	PAR123533	Wenger's Feed Mill, Inc.— Mount Joy Mill 101 West Harrisburg Avenue Rheems, PA 17570	UNT Donegal Creek / CWF & MF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707
Lebanon County / Jackson Township	PAR703524	Elk Corporation of Texas— Myerstown Plant 401 Weavertown Road Myerstown, PA 17067	Tulpehocken Creek / TSF & MF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707
Blair County / Williamsburg Borough	PAR143504	Envelope Products Group, LLC—East Plant PO Box C Williamsburg, PA 16693	Frankstown Branch Juniata River / TSF & MF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707
Bedford County / Londonderry Township	PAR603569	Jim Sacco Auto Wreckers 2469 Cooksmill Road Hyndman, PA 15545	Wills Creek / CWF & MF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707
Cumberland County / Hampden Township	PAR203521	The AMES Companies, Inc.—Camp Hill 465 Railroad Avenue Camp Hill, PA 17011	UNT Cedar Run / CWF & MF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707
Lancaster County / New Holland Borough	PAR803534	Sindall Truck Service, LLC 465 Diller Avenue New Holland, PA 17557	UNT Mill Creek / WWF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707
Berks County Reading City	PAR233508	Quadrant EPP USA Inc. 2120 Fairmont Avenue PO Box 14235 Reading, PA 19612-4235	Schuylkill River / WWF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707
Berks County Douglass Township	PAR603565	A.E. Minotto Used Auto Parts Inc. 1496 Benjamin Franklin Highway Douglassville, PA 19518	Schuylkill River / WWF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707

*General Permit Type—PAG-4*

<i>Facility Location &amp; Municipality</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Bedford County Napier Township	PAG043641	William Hillegass 510 Harrison Road Schellsburg, PA 15559	UNT to Shawnee Branch / WWF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707
Bedford County Kimmel Township	PAG043545 A-1	Jereme Bauman 2302 Shellsburg Road Queen, PA 16670	Beaverdam Creek / CWF	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110 717-705-4707

*General Permit Type—PAG-7*

<i>Facility Location &amp; County / Municipality</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Site Name &amp; Location</i>	<i>Contact Office &amp; Phone No.</i>
Cumberland County / Mechanicsburg Borough	PAG073523	Borough of Mechanicsburg 36 West Allen Street Mechanicsburg, PA 17055	Mechanicsburg Borough Wastewater Treatment Plant 842 West Church Road Mechanicsburg, PA 17055	DEP—SCRO— Clean Water Program 909 Elmerton Ave. Harrisburg, PA 17110-8200 717-705-4707

*General Permit Type—PAG-8 (SSN)*

<i>Facility Location: County / Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Site Name &amp; Location</i>	<i>Contact Office &amp; Phone No.</i>
York County / Peach Bottom Township	PAG080002, PAG080005, PAG080006, PAG080007, PAG080011, PAG080013, PAG080017, PAG080018, PAG080020, PAG082203, PAG083518, PAG083522, PAG083533, PAG083551, PAG083605, and PAG089910	Jesse Baro, Inc. 157 Quarry Road Douglassville, PA 19518	David Stewart Farm #2 Slateville & Prospect Roads Delta, PA 17314	DEP—SCRO— Clean Water Program 909 Elmerton Avenue Harrisburg, PA 17110-8200 717-705-4707

*General Permit Type—PAG-10*

<i>Facility Location Municipality &amp; County</i>	<i>Permit No.</i>	<i>Applicant Name &amp; Address</i>	<i>Receiving Water / Use</i>	<i>Contact Office &amp; Phone No.</i>
Carroll Township Washington County	PAG106182 A-1	Rice Poseidon Midstream LLC 400 Woodcliff Drive Canonsburg, PA 15317	Barneys Run, Browns Run, North Branch Fishpot Run, Tenmile Creek, Unnamed Tributary of Pike Run, Unnamed Tributary of South Fork Tenmile Creek, Unnamed Tributary to Monongahela River—19-B and 19-C TSF and WWF	DEP Southwest Regional Office Clean Water Program 400 Waterfront Drive, Pittsburgh, PA 15222-4745 412.442.4000

## PUBLIC WATER SUPPLY PERMITS

The Department has taken the following actions on applications received under the Pennsylvania Safe Drinking Water Act (35 P. S. §§ 721.1—721.17) for the construction, substantial modification or operation of a public water system.

Persons aggrieved by an action may appeal that action to the Environmental Hearing Board (Board) under section 4 of the Environmental Hearing Board Act and 2 Pa.C.S. §§ 501—508 and 701—704. The appeal should be sent to the Environmental Hearing Board, Second Floor, Rachel Carson State Office Building, 400 Market Street, PO Box 8457, Harrisburg, PA 17105-8457, (717) 787-3483. TDD users may contact the Board through the Pennsylvania Relay Service, (800) 654-5984. Appeals must be filed with the Board within 30 days of publication of this notice in the *Pennsylvania Bulletin* unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in Braille or on audiotape from the Secretary to the Board at (717) 787-3483. This paragraph does not, in and of itself, create a right of appeal beyond that permitted by applicable statutes and decisional law.

For individuals who wish to challenge an action, the appeal must reach the Board within 30 days. A lawyer is not needed to file an appeal with the Board.

Important legal rights are at stake, however, so individuals should show this document to a lawyer at once. Persons who cannot afford a lawyer may qualify for free pro bono representation. Call the Secretary to the Board at (717) 787-3483 for more information.

### SAFE DRINKING WATER

#### Actions taken under the Pennsylvania Safe Drinking Water Act

*Southeast Region: Water Supply Management Program Manager, 2 East Main Street, Norristown, PA 19401*

**Permit No. 0914514**, Public Water Supply.

Applicant	<b>Warminster Municipal Authority</b> 415 Gibson Avenue Warminster, PA 18974
Township	Warminster
County	<b>Bucks</b>
Type of Facility	PWS
Consulting Engineer	CKS Engineers, Inc. 88 South Main Street Doylestown, PA 18901
Permit to Construct Issued	September 10, 2014

**Operations Permit # 4614518** issued to: **Aqua Pennsylvania, Inc.**, 762 West Lancaster Avenue, Bryn Mawr, PA. 19010 [(PWSID)] Hatboro Borough, **Montgomery County** on September 12, 2014 for the operation of prepackaged summit booster pump station facilities approved under construction permit # 4611533.

*Southcentral Region: Safe Drinking Water Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110*

**Uniform Environmental Report Approval**, Public Water Supply.

Applicant	<b>Middletown Borough Authority (PWS ID 7220038)</b>
Municipality	Middletown Borough
County	<b>Dauphin</b>
Responsible Official	Kenneth Klinepeter, Superintendent of Public Works 60 West Emaus Street Middletown, PA 17057
Type of Facility	Replacement of the existing water line along SR 230 from approximately the Wood Street intersection to the Hoffman Street intersection with Main Street.
Consulting Engineer	Joshua T. Fox, P.E. Herbert, Rowland & Grubic, Inc. 369 East Park Drive Harrisburg, PA 17111
UER Approval Issued	9/8/2014

The Pennsylvania Infrastructure Investment Authority, which administers the Commonwealth's State Revolving Fund, is intended to be the funding source for this project. The Department's review of the project and the information received in the Uniform Environmental Report for the project has not identified any significant, adverse environmental impact resulting from this proposal. The Department approved the Uniform Environmental Assessment on September 8, 2014.

**Operation Permit No. 0114503 MA** issued to: **Hoffman Homes, Inc. (PWS ID No. 7010021)**, Mt. Joy Township, **Adams County** on 9/22/2014 for facilities at Hoffman Homes for Youth approved under Construction Permit No. 0114503 MA.

**Operation Permit No. 2213505 MA** issued to: **Millersburg Area Authority (PWS ID No. 7220034)**, Millersburg Borough, **Dauphin County** on 9/22/2014 for facilities approved under Construction Permit No. 2213505 MA.

**Operation Permit No. 7360164** issued to: **Northwestern Lancaster County Authority (PWS ID No. 7360164)**, Penn Township, **Lancaster County** on 9/16/2014 for facilities approved under Construction Permit No. 7360164.

*Northwest Region: Safe Drinking Water Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**Transfer of Operation Permit** issued to **Landmark Real Estate Group, LLC, PWSID No. 6200066**, Vernon Township, **Crawford County** on September 22, 2014. Action is for change in ownership; the potable water supplier will do business as Timbercrest Apartments and Townhouses. The new permit number is 2008501-T1.

**WATER ALLOCATIONS**

**Actions taken on applications received under the act of June 24, 1939 (P. L. 842, No. 365) (35 P. S. §§ 631—641) relating to the acquisition of rights to divert waters of the Commonwealth.**

*Southcentral Region: Safe Drinking Water Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110*

**WA 07-924, Water Allocations. Willowbrook Associates (PWS ID No. 4070015), Blair County.** Willowbrook is now a customer of the Altoona Water Authority and no longer operates a public water supply agency as defined in the Water Rights Act of 1939, Water Allocation Permit WA 07-942 is rescinded. Permittee Contact: William M. Hess, Owner, Willowbrook Associates, 146 Cambridge Drive, Duncansville, PA 16635. Consulting Engineer: Daniel J. Carbaugh, P.E. Keller Engineers, Inc., 420 Allegheny Street, P O Box 61, Hollidaysburg, PA 16648. Permit Rescission Issued: 9/9/2014.

**SEWAGE FACILITIES ACT PLAN APPROVAL**

**Plan Approvals Granted Under the Pennsylvania Sewage Facilities Act (35 P. S. § 750.5)**

*Northwest Region: Water Management Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

*Plan Location:*

<i>Borough or Township</i>	<i>Borough or Township Address</i>	<i>County</i>
Perry Township	P. O. Box 69 Hadley, PA	Mercer County

*Plan Description:* The approved plan provides for the construction of two new sewage treatment facilities in Perry Township, as well as a new sewage collection and conveyance system. The malfunction rate of the on-lot sewage disposal systems, as well as the existence of “wildcat” sewers, has created a need for community sewage treatment to abate potential public health and safety concerns. Numerous alternatives were identified to address the treatment of sewage in the study areas. These alternatives ranged from a single, centralized treatment facility to constructing three, smaller treatment facilities. The chosen alternative calls for the construction of a treatment facility with a hydraulic design capacity of 81,450 gpd to serve the Hadley and Camp Perry study areas. A second community system with a hydraulic capacity of 10,800 gpd will be constructed to serve the Clarks Mills study area. The collection and conveyance system to be constructed, is a hybrid system. There will be approximately 5,500 LF of gravity sewers, almost 20,000 LF of low pressure sewers, and 135 grinder pumps. This alternative will address sewage treatment in the three main focus areas and will also serve the growth needs of these areas in Perry Township. Any required NPDES Permits or WQM Permits must be obtained in the name of the municipality or authority as appropriate.

**SEWAGE FACILITIES ACT PLAN DISAPPROVAL**

**Plan Approvals Granted Under the Pennsylvania Sewage Facilities Act**

*Southcentral Region: Water Management Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110. 717-705-4707.*

*Plan Location:*

<i>Borough or Township</i>	<i>Borough or Township Address</i>	<i>County</i>
North Middleton Township	2051 Spring Rd, Carlisle, PA 17013	Cumberland

*Plan Description:* The Request for Planning Exemption for Lot 106, DEP Code No. A3-21920-237-3E, APS Id 852500, consisting of a commercial lot for a carwash with flows of 970 gallons per day using sewer service, is disapproved. The Request for Planning Exemption form was not completed in accordance with the instructions for the Sewage Facilities Planning Module Application Mailer. Specifically, Section 6 of the form must provide the name of the facilities proposed for use. The owners of the collection, conveyance and treatment facilities must provide written documentation that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. This documentation must then be attached to the Request for Planning Exemption. The submission failed to provide a plot plan for review.

*Plan Location:*

<i>Borough or Township</i>	<i>Borough or Township Address</i>	<i>County</i>
Derry Township	15 W Mill St, PO Box 445, Yeagertown, PA 17099	Mifflin

*Plan Description:* The Request for Planning Exemption for Wray’s Landscaping, Inc., DEP Code No. A3-44907-184-3E, APS Id 851304, consisting of a landscaping and retail facility with sewage flows of 200 gallons per day using sewer service provided by the Derry Township Sanitary Sewer Authority, is disapproved. The submission failed to provide a fully completed Request for Planning Exemption. The submission failed to include written documentation from the sewage collection, conveyance and treatment providers that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. The submission failed to provide a properly completed PNDI Environmental Review in accordance with the “Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation” as referenced in the instructions for completing the Sewage Facilities Planning Module Application Mailer.

**LAND RECYCLING AND ENVIRONMENTAL REMEDIATION UNDER ACT 2, 1995 PREAMBLE 2**

**The following plans and reports were submitted under the Land Recycling and Environmental Remediation Standards Act (35 P. S. §§ 6026.101—6026.907).**

Provisions of Sections 301—308 of the Land Recycling and Environmental Remediation Standards Act (act) (35 P. S. §§ 6026.301—6026.308) require the Department to publish in the *Pennsylvania Bulletin* a notice of submission of plans and reports. A final report is submitted to document cleanup of a release of a regulated substance at a site to one of the act’s remediation standards. A final report provides a description of the site investigation to characterize the nature and extent of contaminants in environmental media, the basis for selecting the environmental media of concern, documentation supporting the

selection of residential or nonresidential exposure factors, a description of the remediation performed and summaries of sampling analytical results which demonstrate that remediation has attained the cleanup standard selected. Submission of plans and reports, other than the final report, will also be published in the *Pennsylvania Bulletin*. These include the remedial investigation report, risk assessment report and cleanup plan for a site-specific standard remediation. A remedial investigation report includes conclusions from the site investigation; concentration of regulated substances in environmental media; benefits of reuse of the property; and, in some circumstances, a fate and transport analysis. If required, a risk assessment report describes potential adverse effects caused by the presence of regulated substances. If required, a cleanup plan evaluates the abilities of potential remedies to achieve remedy requirements.

For further information concerning plans or reports, contact the environmental cleanup program manager in the Department regional office under which the notice of receipt of plans or reports appears. If information concerning plans or reports is required in an alternative form, contact the community relations coordinator at the appropriate regional office. TDD users may telephone the Department through the AT&T Relay Service at (800) 654-5984.

The Department has received the following plans and reports:

*Northcentral Region: Environmental Cleanup & Brownfields Program Manager, 208 West Third Street, Williamsport, PA 17701*

**Dakotaland Transportation**, Interstate 80 @ MM 186E, Greene Township, **Clinton County**. Northridge Group, Inc., P. O. 231, Northumberland, PA 17857, on behalf of Dakotaland Transportation, 25809 Trade Avenue, Sioux Falls, SD 57118, submitted a Final Report concerning remediation of site soils contaminated with diesel fuel. The report is intended to document remediation of the site to meet the Statewide Health—Residential Standard.

**Horwith Freightliner Petroleum Spill**, Scott Township, **Columbia County**. Taylor Geo Services, Inc., 38 Bishop Hollow Road, Newtown Square, PA 19073, on behalf of Horwith Freightliner, 1449 Nor-Bath Blvd. Northampton, Pa 18067 submitted a Final Report concerning remediation of site soils contaminated with Benzene, Toluene, Ethylbenzene, Napthalene, 1,3,5-Trimethylbenzene, 1,2,4-Trimethylbenzene, Cumene, Pyrene, Benzo(a)anthracene, Chrysene, Benzo(b)fluoranthene, Benzo(a) pyrene, Indeno(1,2,3-cd) pyrene, Benzo(g,h,i) perylene, MTBE and Lead. The report is intended to document remediation of the site to meet the Statewide Health Standard.

**Proposed CVS Store #1916 Site**, corner of West Cherry Lane and N. Atherton Street, Ferguson Township, **Centre County**. ECS Mid-Atlantic, LLC, 56 Grumbacher Road, York, PA 17406 on behalf of J.C. Bar Development, LLC, 415 Fallowfield Road, Camp Hill, PA 17011 submitted a Final Report concerning remediation of site soils contaminated with Benzene, chloroethane, cis-1,2-dichloroethene, trans-1,2-dichloroethene, Methylene chloride, 1,2,4-trimethylbenzene, 1,3,5-trimethylbenzene, Tetrachloroethylene, Trichloroethylene, 1,1,1-trichloroethane, 1,1-dichloroethane, 1,2-dichloroethane, 1,1-dichloroethene, vinyl chloride. The report is intended to document remediation of the site to meet the Statewide Health Standard.

**XTO Energy, Inc. Litke 8152 Well Site**, Coordinates: 41.117836 N and 77.750974 W, Beech Creek Township, **Clinton County**. ARCADIS, 6041 Wallace Road Ext, Wexford, PA 15090 on behalf of XTO Energy Inc., 502 Keystone Drive, Warrendale, PA 15086, submitted a Final Report concerning remediation of site soils contaminated with a brine fluid. The report is intended to document remediation of the site to meet the Statewide Health Standard.

*Northeast Region: Eric Supey, Environmental Cleanup and Brownfields Program Manager, 2 Public Square, Wilkes-Barre, PA 18701-1915.*

**Bethlehem Commerce Center—Lots 15 and 16**, 1805 East 4th Street, Bethlehem City, **Northampton County**, James Koval, HDR Engineering Inc., 1720 Spillman Drive, Suite 280, Bethlehem, PA 18015, has submitted a Final Report on behalf of his client, Lehigh Valley Industrial Park Inc., 1720 Spillman Drive, Suite 150, Bethlehem, PA 18015-2164, concerning the remediation of soil found to have been impacted by SVOCs (Benzo (a) Pyrene) and heavy metals (Total Chromium) as a result of historical manufacturing operations at the site. The applicant proposes to remediate the site to meet the Site Specific Standard for soil. A summary of the Final Report was published in *The Morning Call* on June 23, 2014.

**Rehrig Property**, 329 1/2 North 15th Street, City of Allentown, **Lehigh County**, Daniel Brown, HEPACO React LLC, 716 Jersey Ave., Gloucester City, NJ 08030, has submitted a Final Report on behalf of his client, Mr. Bradley Jensen, Wells Fargo Home Mortgage, 1 Home Campus, Des Moines, IA 50328, concerning the remediation of soil found to have been impacted by an unknown amount of #2 fuel oil from a malfunctioning heating oil tank in the basement of the home. The applicant proposes to remediate the site to meet the Residential Statewide Health Standard for soil. The intended use of the site will be for residential purposes. A summary of the Final Report was published in *The Morning Call* on September 13, 2014.

**Kratzke Property**, 174 Greentree Drive, Washington Township, **Northampton County**, Richard Trimpi, Trimpi Associates Inc., 1635 Old Plains Road, Pennsburg, PA 18073, has submitted a Final Report on behalf of his client, Mr. David and Mrs. Melissa Kratzke, 174 Greentree Drive, Bangor, PA, concerning the remediation of soil found to have been impacted by an unknown amount of #2 fuel oil from a leaking fuel filter associated with two aboveground storage tanks. The applicant proposes to remediate the site to meet the Residential Statewide Health Standard for soil. The intended use of the site will be for residential purposes. A summary of the Final Report was published in *The Express Times* on August 22, 2014.

**Former Union Metal Site**, 830 Crowe Road, Stroud Township, **Monroe County**, Dana J Wagner, Liesch Associates Inc., 13400 15th North, Minneapolis, MN 55441, has submitted a Final Report on behalf of his client, Union Metal Corporation, 1432 Maple Avenue NE, Canton, OH 44705, concerning the background determination of groundwater found to have been impacted by VOCs (TCE-PCE). The applicant proposes to remediate the site to meet the Background Standard for groundwater. The current and future use of the property is non-residential-commercial/light industrial. A summary of the Final Report was published in *The Pocono Record* on July 26, 2014.

**Former Excel Storage Products Facility**, Route 447, Stroud Township, **Monroe County**, Mary A King,



Civil & Environmental Consultants Inc., has submitted a Final Report, on behalf of her clients, Route 447 Storage Center LLC, Route 447, East Stroudsburg, PA 18301 and ECP Real Estate Partners LP, P. O. Box 110546, Lakewood Ranch, FL, concerning the remediation of soil and groundwater due to trichloroethene (tce), tetrachloroethene (pce) and cis-1,2-dichloroethene (c-1,2-dce) in shallow exterior soils and below the interior floor slab at concentrations above the soil to groundwater at the property location cited above. The applicant proposes to remediate the site to meet the Site Specific Standard for soil and groundwater. A summary of the Final Report were published in *The Pocono Record* on June 23, 2014.

*Northwest Region: Environmental Cleanup & Brownfields Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**Parcel 25-04-20-06**, 450 feet Northeast of the northernmost end of Mitchell Avenue, Cornplanter Township, **Venango County**. URS Corporation, 12420 Milestone Center Drive, Germantown, MD 20876, on behalf of Shell Oil Products, US, 17 Junction Drive, PMB #399, Glenn Carbon, IL 62034, submitted a Final Report concerning the remediation of site soil contaminated with Acenaphthene, Acenaphthylene, Anthracene, Benzene, Benzo[a]anthracene, Benzo[a]pyrene, Benzo[b]fluoranthene, Benzo[g,h,i]perylene, Benzo[k]fluoranthene, Benzoic Acid, Bis[2-ethylhexyl]phthalate, Butylbenzene, N-butylbenzene, Sec-butylbenzene, Carbazole, Chrysene, o-cresol, 3 & 4-methylphenol, Cumene, Cyclohexane, Dibenzo[a,h]anthracene, Dibenzofuran, 2,4-dimethylphenol, Dimethyl Phthalate, Ethyl Benzene, Fluoranthene, Fluorene, Ideno[1,2,3-cd]pyrene, p-isopropyltoluene, 2-methylnaphthalene, Naphthalene, Phenanthrene, Phenol, N-propylbenzene, Pyrene, Toluene, 1,3,4-trimethylbenzene, o-xylene, m,p-xylene, Xylenes, Arsenic, Barium & Compounds, Cadmium, Chromium, Lead, Mercury, and Silver. The report is intended to document remediation of the site to meet the Statewide Health Standard.

*Southwest Region: Environmental Cleanup & Brownfield Development Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

**XTO Energy Inc.—Curtis Poole #5 Well Site**, Blacklegs Road, Young Township, **Indiana County**. Groundwater & Environmental Services, Inc., 301 Commerce Park Drive, Cranberry Township 16066 on behalf of XTO Energy, Inc., 395 Airport Road, Indiana, PA 15701 has submitted a Final Report concerning the remediation of site soils contaminated with volatile and semi-volatile compounds (VOC's & SVOC's), metals and chloride. The Final Report is intended to document remediation of the site to meet a combination of Statewide and Site-Specific Standards. Notice of the Final Report was published in the Indiana Gazette on September 12, 2014.

## LAND RECYCLING AND ENVIRONMENTAL REMEDIATION

### UNDER ACT 2, 1995 PREAMBLE 3

**The Department has taken action on the following plans and reports under the Land Recycling and Environmental Remediation Standards Act (35 P. S. §§ 6026.101—6026.907).**

Section 250.8 of 25 Pa. Code and administration of the Land Recycling and Environmental Remediation Standards Act (act) require the Department to publish in the *Pennsylvania Bulletin* a notice of its final actions on plans

and reports. A final report is submitted to document cleanup of a release of a regulated substance at a site to one of the remediation standards of the act. A final report provides a description of the site investigation to characterize the nature and extent of contaminants in environmental media, the basis of selecting the environmental media of concern, documentation supporting the selection of residential or nonresidential exposure factors, a description of the remediation performed and summaries of sampling methodology and analytical results which demonstrate that the remediation has attained the cleanup standard selected. Plans and reports required by the act for compliance with selection of remediation to a site-specific standard, in addition to a final report, include a remedial investigation report, risk assessment report and cleanup plan. A remedial investigation report includes conclusions from the site investigation; concentration of regulated substances in environmental media; benefits of reuse of the property; and, in some circumstances, a fate and transport analysis. If required, a risk assessment report describes potential adverse effects caused by the presence of regulated substances. If required, a cleanup plan evaluates the abilities of potential remedies to achieve remedy requirements. A work plan for conducting a baseline remedial investigation is required by the act for compliance with selection of a special industrial area remediation. The baseline remedial investigation, based on the work plan, is compiled into the baseline environmental report to establish a reference point to show existing contamination, describe proposed remediation to be done and include a description of existing or potential public benefits of the use or reuse of the property. The Department may approve or disapprove plans and reports submitted. This notice provides the Department's decision and, if relevant, the basis for disapproval.

For further information concerning the plans and reports, contact the environmental cleanup program manager in the Department regional office under which the notice of the plan or report appears. If information concerning a final report is required in an alternative form, contact the community relations coordinator at the appropriate regional office. TDD users may telephone the Department through the AT&T Relay Service at (800) 654-5984.

The Department has received the following plans and reports:

*Northcentral Region: Environmental Cleanup & Brownfields Program Manager, 208 West Third Street, Williamsport, PA 17701*

**Proposed CVS Store No. 1916 Site**, 1101 North Atherton Street, Ferguson Township, **Centre County**. CS Mid-Atlantic, LLC, 56 Grumbacher Road, York, Pa 17406 on behalf of J.C. Bar Development, LLC, 415 Fallowfield Road, Camp Hill, PA 17011, submitted a Final Report concerning the remediation of site soils contaminated with Benzene, chloroethane, cis-1,2-dichloroethene, trans-1,2-dichloroethene, Methylene chloride, 1,2,4-trimethylbenzene, 1,3,5-trimethylbenzene, Tetrachloroethylene, Trichloroethylene, 1,1,1-trichloroethane, 1,1-dichloroethane, 1,2-dichloroethane, 1,1-dichloroethene, vinyl chloride. The Final Report demonstrated attainment of the Statewide Health Standard, and was approved by the Department on September 11, 2014.

*Northeast Region: Eric Supey, Environmental Cleanup and Brownfields Program Manager, 2 Public Square, Wilkes-Barre, PA 18701-1915.*

**Dyno Nobel Property**, 7400 Tanglewood Road, East Allen Township, **Northampton County**, James H.

Mulry, Mulry and Cresswell Environmental Inc., has submitted a Final Report on behalf of his client, Dyno Noble Inc, 660 Hopmeadow Street, Simsbury, CT 06070, concerning the remediation of soil and groundwater found to have been impacted by various chemicals at the property cited above as a result of historical operations at the site. The applicant proposes to remediate the site to meet the Residential Statewide Health Standard for soil & groundwater. The report documented attainment of the Residential Statewide Health Standard for soil & groundwater and was approved on September 17, 2014.

**Rehrig Property**, 329 1/2 North 15th Street, City of Allentown, **Lehigh County**, Daniel Brown, HEPACO React LLC, 716 Jersey Ave., Gloucester City, NJ 08030, has submitted a Final Report on behalf of his client, Mr. Bradley Jensen, Wells Fargo Home Mortgage, 1 Home Campus, Des Moines, IA 50328, concerning the remediation of soil found to have been impacted by an unknown amount of #2 fuel oil from a malfunctioning heating oil tank in the basement of the home. The applicant proposes to remediate the site to meet the Residential Statewide Health Standard for soil. The intended use of the site will be for residential purposes. The report documented attainment of the Residential Statewide Health Standard for soil and was approved on September 22, 2014.

*Southcentral Region: Environmental Cleanup and Brownfields Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110. Phone 717.705.4705.*

**Nittany Heights (former Collins Property)**, 331 West Main Street, Middletown, PA 17057, Lower Swatara Township, **Dauphin County**. Century Engineering, 200 Airport Road, New Cumberland, PA 17070, on behalf of Lawrence Street Partners, LP, 3029 North Front Street, Harrisburg, PA 17110, submitted a Final Report concerning remediation of site soils contaminated with No. 2 fuel oil. The Final Report demonstrated attainment of the Residential Statewide Health Standard, and was approved by the Department on September 16, 2014.

*Northwest Region: Environmental Cleanup & Brownfields Program Manager, 230 Chestnut Street, Meadville, PA 16335-3481*

**Stoneboro Custom Cycles**, 9 Branch Street, Borough of Stoneboro, **Mercer County**. URS Corporation, 12420 Milestone Center Drive, Germantown, MD 20878, on behalf of Pennzoil Quaker State Company, 700 Milam Road, Houston, TX 77002, submitted a Risk Assessment/Final Report concerning the remediation of site soil contaminated with Benzene, Toluene, Ethylbenzene, Xylenes (total), Naphthalene, Isopropylbenzene, 1,2,4-trimethylbenzene, 1,3,5-trimethylbenzene, Cumene, Lead, Methyl tert butyl ether and site groundwater contaminated with Benzene, Toluene, Ethylbenzene, Xylenes (total), Naphthalene, 1,2,4-trimethylbenzene, 1,3,5-trimethylbenzene, 1,2-dichloroethane, Cumene, Lead, and Methyl tert butyl ether. The Risk Assessment/Final Report demonstrated attainment of the Site-Specific Standard and was approved by the Department on September 16, 2014.

*Southwest Region: Environmental Cleanup & Brownfield Development Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

**Stewart Burchell Property**, 301 E. Smithfield Street, Mt. Pleasant Township, **Westmoreland County**. Hudec Excavating, 296 High Street, Mt. Pleasant, PA 15666 on behalf of Jean Shaw, 304 East Smithfield Street, Mt. Pleasant, PA 15666 submitted a Final Report concerning the remediation of site soils contaminated with home

heating oil. The Final Report demonstrated attainment of the residential Statewide Health Standard in soils and was approved by the Department on September 22, 2014.

### **HAZARDOUS WASTE TREATMENT, STORAGE AND DISPOSAL FACILITIES**

**Draft permits issued, revised or withdrawn under the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1003) and Regulations to Operate a Hazardous Waste Treatment, Storage, or Disposal Facility.**

*Southcentral Region: Regional Solid Waste Manager, 909 Elmerton Avenue, Harrisburg, PA 17110*

**PA6213820503. Letterkenny Army Depot**, 1 Overcash Avenue, Chambersburg, PA, Letterkenny, Greene & Hamilton Townships, **Franklin County**. On February 27, 2014, the Department received a Class 3 permit modification from Letterkenny Army Depot to their hazardous waste permit. This modification is for the addition of a new, enclosed treatment unit and associated storage and preparation areas for the destruction of ammonium perchlorate rocket motors. The Department has completed its review of the permit application and has issued a draft permit on September 24, 2014. As required by 25 Pa. Code Chapter 270a.80(d)(2), the Department is providing public notice of this action.

Persons wishing to comment on the draft permit are invited to submit a statement to the Southcentral Regional Office within 45 days from the date of this public notice. Comments received within this 45-day period will be considered in the formulation of the final determination regarding this application. Responses should include the name, address, and telephone number of the writer; and a concise statement to inform the Regional Office of the exact basis of any comment and the relevant facts upon which it is based. A public hearing may be held if the Regional Office considers the public response significant.

Following the 45-day comment period and/or public hearing, the Department will make a final determination regarding the proposed permit action. Notice of this action will be published in the *Pennsylvania Bulletin* at which time this determination may be appealed to the Environmental Hearing Board.

### **RESIDUAL WASTE GENERAL PERMITS**

**Permit(s) Amended Under the Solid Waste Management Act; the Municipal Waste Planning, Recycling and Waste Reduction Act (53 P. S. §§ 4000.101—4000.1904); and Residual Waste Regulations for a General Permit to Operate Residual Waste Processing Facilities and the Beneficial Use of Residual Waste other than Coal Ash.**

*Central Office: Division of Municipal and Residual Waste, Rachel Carson State Office Building, 14th Floor, 400 Market Street, Harrisburg, PA 17105-8472.*

**General Permit No. WMGR106. Lafarge North America**, 5160 Main St, Whitehall, PA 18052-1827. General Permit Number WMGR106 authorizes the processing of Types 4 through 7 plastics from municipal recycling facilities and residual waste generators to produce plastic-derived fuel. The processing authorized by the general permit is polyvinyl chloride (PVC) removal using infrared or x-ray technology with air separation, shredding, magnetic and manual metal removal, and blending.

General Permit Number WMGR106 was amended to allow Types 1 and 2 plastics that cannot be recycled by other means to be processed into plastic derived fuel and to allow blending of paper, cardboard, wood and woody materials into the plastic derived fuel. The general permit was also amended to update the format to the current format used for residual waste general permits. The general permit was amended by Central Office on September 19, 2014.

Persons interested in reviewing the general permit may contact Scott E. Walters, Chief, Permits Section, Division of Municipal and Residual Waste, Bureau of Waste Management, P. O. Box 69170, Harrisburg, PA 17106-9170, 717-787-7381. TDD users may contact the Department through the Pennsylvania Relay service, (800) 654-5984.

**Permit Issued Under the Solid Waste Management Act; the Municipal Waste Planning, Recycling and Waste Reduction Act; and Residual Waste Regulations for a General Permit to Operate Residual Waste Processing Facilities and the Beneficial Use of Residual Waste other than Coal Ash.**

*Central Office: Division of Municipal and Residual Waste, Rachel Carson State Office Building, 14th Floor, 400 Market Street, Harrisburg, PA 17105-8472.*

**General Permit Application No. WMGR003. Pennsylvania Precision Cast Parts, Inc.,** P. O. Box 1429, Lebanon, PA 17042, **Lebanon County.** This renewal permit authorizes the beneficial use as a construction material of spent fired ceramic wastes generated from the lost wax casting process by a ferrous metal foundry. The permit was issued by Central Office on August 1, 2014.

Persons interested in reviewing the general permit may contact Scott E. Walters, Chief, Permits Section, Division of Municipal and Residual Waste, Bureau of Waste Management, P. O. Box 69170, Harrisburg, PA 17106-9170, 717-787-7381. TDD users may contact the Department through the Pennsylvania Relay service, (800) 654-5984.

**DETERMINATION OF APPLICABILITY FOR RESIDUAL WASTE GENERAL PERMITS**

**Determination of Applicability Issued Under the Solid Waste Management Act; the Municipal Waste Planning, Recycling and Waste Reduction Act; and Residual Waste Regulations for a General Permit to Operate Residual Waste Processing Facilities and/or the Beneficial Use of Residual Waste Other Than Coal Ash**

*Southcentral Region: Regional Solid Waste Manager, 909 Elmerton Avenue, Harrisburg, PA 17110*

**General Permit Application No. WMGRO81SC001. Skills of Central Pennsylvania, Inc., Huntingdon County,** 40 Pennsylvania Avenue, Huntingdon, PA 16652 The Southcentral Regional Office, Waste Management Program issued a determination of applicability (DOA) under Residual Waste General Permit No. WMGR081 for Skills of Central Pennsylvania, Inc., Huntingdon County, 40 Pennsylvania Avenue, Huntingdon PA, in Smithfield Township, Huntingdon County, PA 16652. This general permit is for processing by disassembling, mechanical processing (by sizing, shaping, separating and volume reduction only), and associated storage prior to reuse or recycling at the processing or transfer facility, of uncontaminated and source-separated electronic devices The DOA was issued on September 23, 2014.

Persons interested in obtaining more information about this determination of applicability may contact John

Oren, P.E., Facilities Manager, Southcentral Regional Office, Waste Management Program at 717-705-4706. TDD users may contact the Department through the Pennsylvania Relay service, (800) 654-5984.

**OPERATE WASTE PROCESSING OR DISPOSAL AREA OR SITE**

**Applications deemed administratively complete under the Solid Waste Management Act, the Municipal Waste Planning, Recycling and Waste Reduction Act and Regulations to Operate Solid Waste Processing or Disposal area or Site.**

*Southcentral Region: Regional Solid Waste Manager, 909 Elmerton Avenue, Harrisburg, PA 17110-8200*

**Permit No. 101092 Diller Transfer Station, Inc. (Municipal Waste Transfer Station)** 6820 Wertzville Road, Enola, PA 17025-1032. The application submitted is to renew the permit for Diller Transfer Station, Inc. Municipal Waste Transfer Station, which expires May 30, 2015. This application was deemed administratively complete by the Southcentral Regional Office on September 22, 2014. The Department will accept comments from the general public recommending revisions to, and approval or denial of the application during the entire time the Department is reviewing the permit application.

Comments concerning the application should be directed to Mr. John Oren, Permits Chief, Waste Management Program, 909 Elmerton Avenue, Harrisburg, PA 17110-8200. Persons interested in obtaining more information about this permit application may contact the Southcentral Regional Office at (717) 705-4706. TDD users may contact the Department through the Pennsylvania Relay Service, (800) 654-5984.

**AIR QUALITY**

**General Plan Approval and Operating Permit Usage Authorized under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and 25 Pa. Code Chapter 127 to construct, modify, reactivate or operate air contamination sources and associated air cleaning devices.**

*Northeast Region: Air Quality Program, 2 Public Square, Wilkes-Barre, PA 18711-0790*

*Contact: Ray Kempa, New Source Review Chief—Telephone: 570-826-2507*

**GP3-64-005: E.R. Linde Construction Corporation** (9 Collan Park, Honesdale, PA 18431) on August 25, 2014 to construct and operate a portable crushing operation with water sprays at their Middle Creek quarry in Palmyra Township, **Wayne County.**

**GP11-64-001: E.R. Linde Construction Corporation** (9 Collan Park, Honesdale, PA 18431) on August 29, 2014 to install and operate two (2) nonroad engines at the Middle Creek quarry in Palmyra Township, **Wayne County.**

**GP3-48-003: New Enterprise Stone & Lime Co. d/b/a Eastern Industries Inc.** (4401 Camp Meeting Road, Suite 200, Center Valley, PA 18034) on September 19, 2014 to construct and operate a portable crushing operation with water sprays at their Martins Creek Quarry in Lower Mt Bethel Township, **Northampton County.**

**GP9-48-004 New Enterprise Stone & Lime Co. d/b/a Eastern Industries Inc.** (4401 Camp Meeting Road, Suite 200, Center Valley, PA 18034) on September 22,

2014 to install and operate two (2) Diesel I/C engines at the Martins Creek Quarry in Lower Mt Bethel Township, **Northampton County**.

**GP14-40-002: Grey Stone Crematory, LLC** (426 West Broad Street, Hazleton, PA 18201) on August 25, 2014 to install and operate a human crematory at their facility in Butler Township, **Luzerne County**.

*Northcentral Region: Air Quality Program, 208 West Third Street, Williamsport, PA 17701*

*Contact: Muhammad Q. Zaman, Environmental Program Manager—Telephone: 570-327-3648*

**GP5-08-391: Regency Marcellus Gas Gathering, LLC** (101 West Third Street, Williamsport, PA 17701) on September 16, 2014, for the construction and operation of five 2370 bhp natural-gas-fired Caterpillar model G3608LE lean-burn compressor engines (Engines 1-5) each equipped with a Miratech model ZES-54x61-20-XH4B2 oxidation catalyst, three electric reciprocating compressors, one 125 MMscf/day dehydrator equipped with a 2.0 MMBtu/hrre boiler, one 175 MMscf/day dehydrator equipped with a 2.0 MMBtu/hrre boiler, one 225 MMscf/day dehydrator equipped with a 2.5 MMBtu/hrre boiler where each of the three dehy units are controlled by their own natural-gas-fired enclosed ground flare rated at 7 MMBtu/hr and equipped with a constant pilot light, one 380 bhp natural-gas fired Cummins model KTA 19GC rich-burn emergency generator set equipped with an Emit Technologies model EAS-1450T-0808F-21CEE three-way non-selective catalytic reducer (NSCR), six 10,000-gallon produced water tanks, one 2000-gallon compressor oil tank, one 2000-gallon engine oil tank, eight 300-gallon compressor oil tanks, and five 300-gallon engine oil tanks under the General Plan Approval and/or General Operating Permit for Natural Gas Compression and/or Processing Facilities (BAQ-GPA/GP-5) at the Taylor Compressor Station in Canton Township, **Bradford County**.

*Southwest Region: Air Quality Program, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

*Contact: M. Gorog & B. Hatch, Environmental Engineer Managers—Telephone: 412-442-4163/5226*

**GP9-63-00979A: Liquidmetal Coatings, LLC** (50 Technology Drive, California, PA 15423) on September 16, 2014, to allow continuation of one (1) previously installed Cummins diesel engine rated at 270 bhp for abrasive blasting and coating operations at their facility located in California Borough, **Washington County**.

**GP5-30-00171B: Range Resources Appalachia, LLC** (100 Throckmorton Street, Suite 1200, Fort Worth, TX, 76102) on September 17, 2014, received authorization under GP-5 to operate previously installed sources and controls associated with a natural gas compression and/or processing facility at its Apted Compressor Station located in Greene Township, **Greene County**.

*Northwest Region: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481*

*Contact: Edward Orris, New Source Review Chief—Telephone: 814-332-6636*

**GP5-37-336B: Hillcorp Energy Company** (3140 Garner Road, Edinburg, PA 16116) on September 15, 2014 for the authority to construct and/or operate a 10MMscf/d capacity glycol dehydrator, storage tanks, and electrically powered refrigeration unit (BAQ-GPA/GP5) located in Pulaski Township, **Lawrence County**.

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**Plan Approvals Issued under the Air Pollution Control Act and regulations in 25 Pa. Code Chapter 127, Subchapter B relating to construction, modification and reactivation of air contamination sources and associated air cleaning devices.**

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*Southeast Region: Air Quality Program, 2 East Main Street, Norristown, PA19401*

*Contact: James Beach, New Source Review Chief—Telephone: 484-250-5920*

**46-0005AP: Merck, Sharp & Dohme, Corp.** (770 Sumneytown Pike, West Point, PA 19486-0004) On September 16, 2014, for installation of ten (10) thin-walled trailers, each with its own diesel-fired IC engine to provide backup power to the refrigerated trailers in the event of an electrical outage and to increase the operating time of thirty (30) similar existing units in Upper Gwynedd Township, **Montgomery County**. This action does not trigger applicability to the Department's New Source Review (NSR) regulation or to the Federal Potential for Significant Deterioration (PSD) regulations. The overall air emissions associated will increase as follows: NO<sub>x</sub>—1.45 ton, VOC—1.45 ton, CO—1.18 ton, SO<sub>x</sub>—0.27 ton, GHG—39.3 tons, and PM—0.05 ton. This project does not trigger applicability toward PADEP's NSR regulations or the federal PSD regulations. The plan approval will include monitoring, recordkeeping and reporting requirements designed to keep the facility operating within all applicable air quality requirements.

*Northeast Region: Air Quality Program, 2 Public Square, Wilkes-Barre, PA 18711-0790*

*Contact: Ray Kempa, New Source Review Chief—Telephone: 570-826-2507*

**45-00034A: Donald N Gower Funeral Home Inc.** (1426 Route 209, Gilbert, PA 18331) on September 22, 2014 for the operation of one Matthews human cremation unit at the site located in Chestnuthill Twp., **Monroe County**.

*Southcentral Region: Air Quality Program, 909 Elmer-ton Avenue, Harrisburg, PA 17110*

*Contact: Thomas J. Hanlon, Facility Permitting Chief—Telephone: 717-705-4862 or William Weaver, Regional Air Quality Manager, Telephone: 717-705-4702.*

**06-05105C: Green Gas Pioneer Crossing LLC** (4251 SW High Meadows Avenue, Palm City, FL 34990) on September 19, 2014, for their landfill-gas-to-energy facility located in Exeter Township, **Berks County**. Plan Approval 06-05105C revises emission limitations in Title V permit 06-05105. Plan Approval 06-05105C also revises emission limitations in Plan Approval 06-05105B and replaces Plan Approval 06-05105B. The specific changes to the requirements for the facility are as follows:

- 1.) increase the allowable sulfur ppm in the landfill gas from 500 to 825.
- 2.) increase the allowable 12-month rolling SO<sub>x</sub> emissions from Engines 1-4 from 47.3 tons to 87.2 tons (39.9 tpy increase)
- 3.) add 22.2 tpy SO<sub>x</sub> limit on each of Engines 5-6 (12-month rolling)
- 4.) add facility SO<sub>x</sub> limit of 109.4 tpy (12-month rolling)
- 5.) remove the 12-month rolling operating hour restriction on Engines 1-4
- 6.) remove the non-formaldehyde engine HAP testing requirements

7.) update references to the NSPS 4J and MACT 4Z regulations

8.) streamline the Source 101 and 103 requirements into Source Group 05

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**Plan Approval Revisions Issued including Extensions, Minor Modifications and Transfers of Ownership under the Air Pollution Control Act and 25 Pa. Code §§ 127.13, 127.13a and 127.32.**

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*Southeast Region: Air Quality Program, 2 East Main Street, Norristown, PA19401*

*Contact: James Beach, New Source Review Chief—Telephone: 484-250-5920*

**46-0272: Tech Tube, Inc.** (750 Vandenberg Road, King of Prussia, PA 19406) On September 16, 2014, for the operation of a batch vapor degreaser in Upper Merion Township, **Montgomery County**.

**46-0026G: Global Packaging, Inc.** (209Brower Avenue, Oak, PA 19456) On September 18, 2014, for the operation of a new 10-station flexographic printing press in Upper Upper Providence Township, **Montgomery County**.

*Southcentral Region: Air Quality Program, 909 Elmerston Avenue, Harrisburg, PA 17110*

*Contact: Thomas J. Hanlon, Facility Permitting Chief—Telephone: 717-705-4862 or William Weaver, Regional Air Quality Manager, Telephone: 717-705-4702.*

**06-05069U: East Penn Manufacturing Co., Inc.** (P. O. Box 147, Lyon Station, PA 19536) on September 19, 2014, to modify the A-2 Facility operations at their lead-acid battery assembly facility in Richmond Township, **Berks County**. The plan approval was extended.

*Southwest Region: Air Quality Program, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

*Contact: M. Gorog & B. Hatch, Environmental Engineer Managers—Telephone: 412-442-4163/5226*

**26-00588A: Laurel Mountain Midstream, LLC** (1550 Coraopolis Heights Road, Suite 140, Moon Township, PA 15108) plan approval minor modification effective September 18, 2014, to revise the original leak detection and repair condition and other conditions impacted by the U.S. Supreme Court's June 23, 2014, ruling in Utility Air Regulatory Group v. EPA at Shamrock Compressor Station located in German Township, **Fayette County**. There are no new sources or potential or actual emission increases associated with this modification.

**26-00579A: Tri-State Bio Fuels, LLC** (PO Box 10, Lemont Furnace, PA 15456) plan approval extension is effective October 1, 2014, with an expiration date of April 1, 2015, for the Lemont Pellet Plant, a wood pellet manufacturing plant located in North Union Township, **Fayette County**.

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**Title V Operating Permits Issued under the Air Pollution Control Act and 25 Pa. Code Chapter 127, Subchapter G.**

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*Northeast Region: Air Quality Program, 2 Public Square, Wilkes-Barre, PA 18711-0790*

*Contact: Ray Kempa, New Source Review Chief—Telephone: 570-826-2507*

**35-00032: Cinram Manufacturing, LLC** (1400 E. Lackawanna Street, Olyphant, PA 18448-0999) A Title V Operating Permit was issued September 17, 2014, for a

compact disc, tape, and record reproducing facility in Olyphant Borough, **Lackawanna County**.

*Southcentral Region: Air Quality Program, 909 Elmerston Avenue, Harrisburg, PA 17110*

*Contact: Thomas J. Hanlon, Facility Permitting Chief—Telephone: 717-705-4862 or William Weaver, Regional Air Quality Manager, Telephone: 717-705-4702.*

**67-05007: Adhesives Research, Inc.** (PO Box 100, Glen Rock, PA 17327-0100) on September 19, 2014, for their adhesive manufacturing and coating facility in Springfield Township, **York County**. The Title V permit was renewed.

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**Operating Permits for Non-Title V Facilities Issued under the Air Pollution Control Act and 25 Pa. Code Chapter 127, Subchapter F.**

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*Southeast Region: Air Quality Program, 2 East Main Street, Norristown, PA 19428*

*Contact: Janine Tulloch-Reid, Facilities Permitting Chief—Telephone: 484-250-5920*

**09-00080: Milford Enterprises, Inc.** (450 Commerce Drive Quakertown, PA 18951) On September 16, 2014, located in Milford Township, **Bucks County**, for the manufacturing of custom display cases that are used for commercial, architectural, and other professional applications. This action is a renewal of a State Only Operating Permit (Synthetic Minor), which was issued on December 18, 2008. The permit is for a non-Title V (State Only) facility. The facility has elected to cap Volatile Organic Compounds (VOCs) to less than 25 tons per year making the facility a Synthetic Minor. The permit includes monitoring, recordkeeping and reporting requirements designed to keep the facility operating within all applicable air quality requirements.

**23-00035: Community Light and Sound, Inc.** (333 East 5th Street, Chester, PA 19013-4511) On September 18, 2014, for a renewal of a non-Title V, State-Only, Synthetic Minor Permit in Chester City, **Delaware County**. Community Light and Sound is a manufacturer of household audio and video equipment. The facility has taken site level restriction limits of 24.9 tons per year for VOC's and 9.9 tons per year for any single HAP and 24.9 tons per year for combined HAP's. The restrictions will ensure that Community Light and Sound remains under the emission thresholds. Monitoring, record keeping and reporting requirements have been added to the permit to address applicable limitations.

**09-00199: Mars Fishcare, N.A., Inc.** (50 East Hamilton St., Chalfont, PA 1891) On September 18, 2014, for a non-Title V, State Only, Natural Minor operating permit in Chalfont Borough, **Bucks County**. The permit is for the operation of an existing bulk material handling pneumatic conveying system, a dust collector and a vacuum filter receiver system. The system will emit 1.03 ton of particulate matter per year. The facility's potential to emit criteria pollutants is less than major thresholds; therefore the facility is a Natural Minor. This action is a renewal of the State Only Operating Permit. The initial permit was issued on 9-4-2009. The renewed permit will include monitoring, recordkeeping and reporting requirements designed to keep the facility operating within all applicable air quality requirements.

*Northeast Region: Air Quality Program, 2 Public Square, Wilkes-Barre, PA 18711-0790*

*Contact: Ray Kempa, New Source Review Chief—Telephone: 570-826-2507*

**35-00044: National Park Service/Steamtown National Historic Site** (150 South Washington Avenue, Scranton, PA 18503-2018) issued on September 17, 2014, for the operation of two (2) boilers at the facility in the City of Scranton, **Lackawanna County**. This is a renewal of a State-Only operating permit. The State-Only operating permit includes emission limits, work practice standards, testing, monitoring, recordkeeping and reporting requirements designed to keep the facility operating within applicable air quality requirements.

**39-00033: Lutron Electronics Company, Inc.** (7200 Suter Road, Coopersburg, PA 18036) on September 12, 2014 for electrical equipment and supplies manufacturing in Lower Macungie Township, **Lehigh County**. The sources consist of a spray paint booth, two (2) wave solder fluxers and clean-up operations. The spray booth is controlled by filters. The sources are considered minor emission sources of nitrogen oxide (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>), carbon monoxide (CO), total suspended particulate (TSP) and VOC's. This is a renewal of the State-Only Natural Minor operating permit. The State-Only operating permit includes applicable state and federal requirements, work practice standards, testing, monitoring, recordkeeping and reporting requirements.

**35-00030: General Dynamics Land Systems, Eynon Plant** (175 East Street, Archbald, PA 18403) on September 12, 2014 for military armored vehicle, tank, and tank component manufacturing in Archbald Borough, **Lackawanna County**. The sources consist of two (2) natural gas fired boilers and paint booths. The sources are controlled by particulate arrestors. The sources are considered minor emission sources of nitrogen oxide (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>), carbon monoxide (CO), total suspended particulate (TSP) and VOC's. This is a renewal of the State-Only Synthetic Minor operating permit. The State-Only operating permit includes applicable state and federal requirements, work practice standards, testing, monitoring, recordkeeping and reporting requirements.

**39-00022: Sunoco Partners Marketing & Terminals, L.P., Fullerton Terminal** (2480 Main Street, Whitehall, PA 18052) on September 17, 2014 for Petroleum Bulk Stations and Terminals operations in Whitehall Township, **Lehigh County**. The sources consist of a gasoline truck loading rack and internal floating and fixed roof tanks. The control devices consist of a Vapor Destruction Unit (VDU) and a Vapor Recovery Unit (VRU).

The sources are considered minor emission sources of nitrogen oxide (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>), carbon monoxide (CO); total suspended particulate (TSP) and VOC's. This is a renewal State-Only Synthetic Minor operating permit. The State-Only operating permit includes applicable state and federal requirements, work practice standards, testing, monitoring, recordkeeping and reporting requirements.

**40-00025: Sunoco Partners Marketing & Terminals, L.P., Kingston Terminal** (60 S. Wyoming Avenue, Edwardsville, PA 18704-3102) on September 17, 2014 for Petroleum Bulk Stations and Terminals operations in Edwardsville Borough, **Luzerne County**. The sources consist of a gasoline truck loading rack and internal floating and fixed roof tanks. The control devices consist of a Vapor Destruction Unit (VDU) and a Vapor Recovery Unit (VRU).

The sources are considered minor emission sources of nitrogen oxide (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>), carbon monoxide (CO); total suspended particulate (TSP) and VOC's. This is a renewal State-Only Synthetic Minor operating permit. The State-Only operating permit includes applicable state and federal requirements, work practice standards, testing, monitoring, recordkeeping and reporting requirements.

*Southcentral Region: Air Quality Program, 909 Elmer-ton Avenue, Harrisburg, PA 17110*

*Contact: Thomas J. Hanlon, Facility Permitting Chief—Telephone: 717-705-4862 or William Weaver, Regional Air Quality Manager, Telephone: 717-705-4702.*

**07-03017: Juniata Packing Co.**, (118 Poorman Street, PO Box 276, Tyrone, PA 16686-0276) on September 10, 2014, for their meat processing and smoking facility in Snyder Township, **Blair County**. The State-only permit was renewed.

**67-05104: Tate Access Floors, Inc.** (52 Springvale Road, PO Box 398, Red Lion, PA 17356) on September 10, 2014, for their access flooring systems manufacturing facility in Windsor Township, **York County**. The State-only permit was renewed.

**67-03007: Apex Tool Group, LLC** (3990 East Market Street, York, PA 17402-2769) on September 19, 2014, for their steel chain manufacturing facility in Springettsbury Township, **York County**. The State-only permit was renewed.

*Northcentral Region: Air Quality Program, 208 West Third Street, Williamsport, PA 17701*

*Contact: Muhammad Q. Zaman, Environmental Program Manager—Telephone: 570-327-3648*

**57-00003: Sullivan County School District** (777 South Street, PA 18626-9800) on September 16, 2014 issued a state only operating permit for their facility located in Laporte Borough, **Sullivan County**. The state only operating permit contains all applicable regulatory requirements including monitoring, recordkeeping and reporting conditions.

*Southwest Region: Air Quality Program, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

*Contact: Barbara Hatch, Facilities Permitting Chief—Telephone: 412-442-4174*

**56-00302: Lincoln Contracting & Equipment Co.** (2478 Lincoln Highway, Stoytown, PA 15531) on September 16, 2014 a State Only Operating Permit (SOOP) renewal to Lincoln Contracting & equipment Co. to authorize the continued operation of a metal fabrication and painting operation located in Jenner Township, **Somerset County**.

*Northwest Region: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481*

*Contact: Edward Orris, New Source Review Chief—Telephone: 814-332-616636*

**20-00093: DIC Tool, Division of Trojan** (114 Poplar Street, Meadville, PA 16335) for the renewal of a State Only operating permit for the manufacturing facility located in the City of Meadville, **Crawford County**. The sources at the facility include 6 natural gas fueled space heaters with a combined total rating of less than 1 million Btu/hr; natural gas fueled equipment for etching,

heating, & parts drying; a silicone rubber coating line; a Teflon coating line; and parts cleaning operations. The facility is a Natural Minor. The potential emissions from the facility are less than the Title V thresholds. The permit contains emission restrictions, recordkeeping, work practice, and additional requirements to ensure compliance with the Clean Air Act and the Air Pollution Control Act.

**Operating Permit Revisions Issued including Administrative Amendments, Minor Modifications or Transfers of Ownership under the Air Pollution Control Act and 25 Pa. Code §§ 127.412, 127.450, 127.462 and 127.464.**

*Southeast Region: Air Quality Program, 2 East Main Street, Norristown, PA 19428*

*Contact: Janine Tulloch-Reid, Facilities Permitting Chief—Telephone: 484-250-5920*

**Permit No. 46-00031: Glaxosmithkline** (1250 S. Collegeville Road, Upper Providence Township, **Montgomery County**) On September 16, 2014, submitted a Title V Operating Permit (TVOP) Minor Modification. The following changes were made to the permit:

1. Source ID 102. Name of source was changed from Pilot Plant Fac—(Bldg 8 Legacy Sec) to IMS Primary Fac (Legacy)—Bldg 8.

a. Under additional requirements, the source list has been revised.

2. Source ID 103. Name of source was changed from Pharm SciFac—Bldg 9 to IMS Secondary Fac—Bldg 9

a. Pressure drop range for the HEPA filters was changed to 0.1 to 3 inches w.g.

b. All references to the Glatt filters have been removed.

c. Under additional requirements, the source list has been revised.

3. Source ID 104. Name of source was changed from Hydrogenation Fac (Bldg 11) to IMS Hydrogenation Fac—Bldg 11.

4. Source ID 105. Name of source was changed from Chem Development Facility (B-8 Expansion Sec) to IMS Primary Fac (Expansion)—Bldg 8.

The modified TVOP includes monitoring, recordkeeping, reporting, and work practice requirements designed to keep the facility operating within all applicable air quality requirements.

Minor modification of TVOP No. 46-00031 is issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and 25 Pa. Code § 127.462.

**09-00187: Sims Metal East, LLC.** (300 S Steel Rd, Morrisville, PA 19067-3614) On September 16, 2014, for operation of their metal recycling facility in Falls Township, **Bucks County**. The permit amendment is to address a typographical error in the name of the facility. Administrative Amendment and modification of State-Only Operating Permit issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and 25 Pa. Code §§ 127.450 and 127.461.

**09-00027: Fres-Co System USA, Inc.** (3005 State Road, Telford, PA 18969) On September 18, 2014, for a Title V Administrative Amendment application in West Rockhill Township, **Bucks County**. The amendment in-

corporates a new Rotogravure Press and Solvent Distillation System and its conditions from Plan Approval 09-0027G and a Six (6) tons per year VOC emission increase on Press 203 and its conditions from Plan Approval 09-0027H into the Title V Operating Permit. Administrative Amendment of State Only Operating Permit issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and 25 Pa. Code § 127.450.

**ACTIONS ON COAL AND NONCOAL MINING ACTIVITY APPLICATIONS**

**Actions on applications under the Surface Mining Conservation and Reclamation Act (52 P. S. §§ 1396.1—1396.19a); the Noncoal Surface Mining Conservation and Reclamation Act (52 P. S. §§ 3301—3326); The Clean Streams Law; the Coal Refuse Disposal Control Act (52 P. S. §§ 30.51—30.66); and The Bituminous Mine Subsidence and Land Conservation Act (52 P. S. §§ 1406.1—1406.20a). The final action on each application also constitutes action on the NPDES permit application and, if noted, the request for a Section 401 Water Quality Certification. Mining activity permits issued in response to applications will also address the application permitting requirements of the following statutes: the Air Quality Pollution Act (35 P. S. §§ 4001—4014); the Dam Safety and Encroachments Act (32 P. S. §§ 693.1—693.27); and the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1002).**

*Coal Permits Issued*

*California District Office: 25 Technology Drive, Coal Center, PA 15423, 724-769-1100*

**02141301 (formerly 02891701) and NPDES No. PA0215571. Consol Mining Company LLC, CNX Center,** (1000 Consol Energy Drive, Canonsburg, PA 15317). To transfer the permit and related NPDES permit for the Harmar Mine in Harmar and Indiana Townships, **Allegheny County** from Consolidation Coal Company to Consol Mining Company LLC. No additional discharges. The application was considered administratively complete on January 27, 2014. Application received January 6, 2014. Permit issued September 17, 2014.

**65091301 and NPDES No. PA0235873. C&D Coal Company, LLC,** (200 Chestnut Ridge Rd., Latrobe, PA 15650). To revise the permit for the Kingston-West Mine in Derry Township, **Westmoreland County** to add acreage to the subsidence control plan permit area. Subsidence Control Plan Acres Proposed 372.4. No additional discharges. The application was considered administratively complete on August 5, 2014. Application received May 15, 2014. Permit issued September 17, 2014.

**32961302 and NPDES No. PA0214949. AMFIRE Mining Company, LLC,** (One Energy Place, Latrobe, PA 15650). To revise the permit for the Ondo Mine in Brush Valley Township, **Indiana County** and related NPDES permit to install two boreholes. Surface Acres Proposed 6.5. No additional discharges. The application was considered administratively complete on April 15, 2014. Application received January 23, 2014. Permit issued September 17, 2014.

**32141301 (formerly 32101701) and NPDES No. PA0235890. Consol Mining Company LLC, CNX Center,** (1000 Consol Energy Drive, Canonsburg, PA 15317). To transfer the permit and related NPDES permit for the O'Donnell No. 4/Manor No. 8 Treatment Systems in

Washington Township, **Indiana County** from Keystone Coal Mining Corporation to Consol Mining Company LLC. No additional discharges. The application was considered administratively complete on January 27, 2014. Application received January 6, 2014. Permit issued September 18, 2014.

**32841321 and NPDES No. PA0006874. Consol Mining Company LLC, CNX Center**, (1000 Consol Energy Drive, Canonsburg, PA 15317). To transfer the permit and related NPDES permit for the O'Donnell No. 3 Mine in Plumcreek Township, Armstrong County and Washington Township, **Indiana County** from Keystone Coal Mining Corporation to Consol Mining Company LLC. No additional discharges. The application was considered administratively complete on January 27, 2014. Application received January 6, 2014. Permit issued September 18, 2014.

*Pottsville District Mining Office: 5 West Laurel Boulevard, Pottsville, PA 17901, 570-621-3118*

**Permit No. PA0224138GP104**, General NPDES Stormwater Permit for stormwater discharges associated with mining activities in West Brunswick Township, **Schuylkill County**, receiving stream: Schuylkill River. Application received: June 19, 2014. Permit issued: September 18, 2014.

*Knox District Mining Office: P. O. Box 669, 310 Best Avenue, Knox, PA 16232-0669, 814-797-1191*

**24980105 and NPDES Permit No. PA0227871. Tamburlin Brothers Coal Co., Inc.** (P. O. Box 1419, Clearfield, PA 16830) Renewal of an existing bituminous surface and auger mine and associated NPDES permit in Horton Township, **Elk County**, affecting 139.0 acres. Receiving streams: Karns Run, Johnson Run, and unnamed tributary to Brandy Camp Creek. Application received: March 28, 2014. Permit Issued: September 11, 2014.

#### *Noncoal Permits Issued*

*Pottsville District Mining Office: 5 West Laurel Boulevard, Pottsville, PA 17901, 570-621-3118*

**Permit No. 58122512. J & E Flagstone**, (2512 Whitney Road, Laceyville, PA 18623), commencement, operation and restoration of a General Permit for Bluestone (GP105) in Choconut Township, **Susquehanna County** affecting 9.4 acres, receiving stream: Choconut Creek. Application received: August 6, 2012. Permit issued: September 17, 2014.

**Permit No. 58122512GP104. J & E Flagstone**, (2512 Whitney Road, Laceyville, PA 18623), General NPDES Stormwater Permit for stormwater discharges associated with mining activities on Surface Mining Permit No. 58122512 in Choconut Township, **Susquehanna County**, receiving stream: Choconut Creek. Application received: August 6, 2012. Permit issued: September 17, 2014

### **ACTIONS ON BLASTING ACTIVITY APPLICATIONS**

**Actions on applications under the Explosives Acts of 1937 and 1957 and 25 Pa. Code § 211.124. Blasting activity performed as part of a coal or noncoal mining activity will be regulated by the mining permit for that coal or noncoal mining activity.**

#### *Blasting Permits Issued*

*Pottsville District Mining Office: 5 West Laurel Boulevard, Pottsville, PA 17901, 570-621-3118*

**Permit No. 23144105. Brubacher Excavating, Inc.**, (P. O. Box 528, Bowmansville, PA 17507), construction blasting for Somerset Terrazza Newtown Township, **Delaware County** with an expiration date of September 12, 2015. Permit issued: September 17, 2014.

**Permit No. 36144150. Maine Drilling & Blasting, Inc.**, (P. O. Box 1140, Gardiner, ME 04345), construction blasting for Mt. Joy Country Homes in Mt. Joy Borough, **Lancaster County** with an expiration date of September 10, 2015. Permit issued: September 17, 2014.

**Permit No. 36144151. Keystone Blasting Service**, (15 Hopeland Road, Lititz, PA 17543), construction blasting for Harold Weaver Dwelling in Rapho Township, **Lancaster County** with an expiration date of October 30, 2014. Permit issued: September 17, 2014.

**Permit No. 38144142. Keystone Blasting Service**, (15 Hopeland Road, Lititz, PA 17543), construction blasting for Jerry Musser Manure Pit in Heidelberg Township, **Lebanon County** with an expiration date of October 30, 2014. Permit issued: September 17, 2014.

**Permit No. 46144110. Rock Work, Inc.**, (1257 DeKalb Pike, Blue Bell, PA 19422), construction blasting for Red Fox Farm in Whitpain Township, **Montgomery County** with an expiration date of September 10, 2015. Permit issued: September 17, 2014.

**Permit No. 67144114. M & J Explosives, Inc.**, (P. O. Box 608, Carlisle, PA 17013), construction blasting at the West Manchester Mall in West Manchester Township, **York County** with an expiration date of September 11, 2015. Permit issued: September 17, 2014.

**Permit No. 67144115. Maine Drilling & Blasting, Inc.**, (P. O. Box 1140, Gardiner, ME 04345), construction blasting at the West Manchester Mall in West Manchester Township, **York County** with an expiration date of September 11, 2015. Permit issued: September 17, 2014.

### **MINING ACTIVITY NPDES DRAFT PERMITS**

This notice provides information about applications for a new, amended or renewed NPDES permits associated with mining activity (coal or noncoal) permits. The applications concern industrial waste (mining) discharges to surface water and discharges of stormwater associated with mining activities. This notice is provided in accordance with 25 Pa. Code Chapters 91 and 92a and 40 CFR Part 122, implementing provisions of The Clean Streams Law (35 P. S. §§ 691.1—691.1001) and the Federal Clean Water Act (33 U.S.C.A. §§ 1251—1376).

The Department of Environmental Protection (Department) has prepared a draft NPDES permit and made a tentative determination to issue the NPDES permit in conjunction with the associated mining activity permit.

#### *Effluent Limits for Coal Mining Activities*

For coal mining activities, NPDES permits, when issued, will contain effluent limits that are the more stringent of technology-based (BAT) effluent limitations or Water Quality Based Effluent Limits (WQBEL).

The BAT limits for coal mining activities, as provided in 40 CFR Part 434 and 25 Pa. Code Chapters 87—90 are as follows:



<i>Parameter</i>	<i>30-Day Average</i>	<i>Daily Maximum</i>	<i>Instantaneous Maximum</i>
Iron (Total)	3.0 mg/l	6.0 mg/l	7.0 mg/l
Manganese (Total)	2.0 mg/l	4.0 mg/l	5.0 mg/l
Suspended solids	35 mg/l	70 mg/l	90 mg/l
pH*		greater than 6.0; less than 9.0	
Alkalinity greater than acidity*			

\* The parameter is applicable at all times.

In addition, the Department imposes a technology-based aluminum limit of 2.0 mg/l (30 day average) to protect stream uses.

A settleable solids instantaneous maximum limit of 0.5 ml/l applies to: surface runoff (resulting from a precipitation event of less than or equal to a 10-year 24-hour event) from active mining areas; active areas disturbed by coal refuse disposal activities; mined areas backfilled and revegetated; and all other discharges and drainage (resulting from a precipitation event of greater than 1-year 24-hour to less than or equal to a 10-year 24-hour event) from coal refuse disposal piles. Similarly, modified BAT limits apply to iron, manganese and suspended solids in surface runoff, discharges and drainage resulting from these precipitation events and those of greater magnitude in accordance with 25 Pa. Code §§ 87.102, 88.92, 88.187, 88.292, 89.52 and 90.102.

Exceptions to BAT effluent limits may be applicable in accordance with 25 Pa. Code §§ 87.102, 88.92, 88.187, 88.292, 89.52 and 90.102.

#### *Effluent Limits for Noncoal Mining Activities*

The BAT limits for noncoal mining activities as provided in 40 CFR Part 436 and 25 Pa. Code Chapter 77 are as follows:

<i>Parameter</i>	<i>30-day Average</i>	<i>Daily Maximum</i>	<i>Instantaneous Maximum</i>
Suspended solids	35 mg/l	70 mg/l	90 mg/l
Alkalinity exceeding acidity*		greater than 6.0; less than 9.0	
pH*		greater than 6.0; less than 9.0	

\* The parameter is applicable at all times.

Discharges from noncoal mines located in some geologic settings (for example, in the coal fields) may require additional water quality based effluent limits. If additional effluent limits are needed for an NPDES permit associated with a noncoal mining permit, then the permit description specifies the parameters.

In addition to BAT or WQBEL limits, coal and noncoal NPDES permits establish effluent limitations in the form of implemented Best Management Practices (BMPs) identified in the associated Erosion and Sedimentation Plan, the Reclamation Plan and the NPDES permit application. These BMPs restrict the rates and quantities of associated pollutants from being discharged into surface waters in this Commonwealth.

More restrictive effluent limitations, restrictions on discharge volume or restrictions on the extent of mining that may occur are incorporated into an NPDES permit when necessary for compliance with water quality standards and antidegradation requirements (in accordance with 25 Pa. Code Chapters 91—96).

The procedures for determining the final effluent limits, using a mass-balance equation or model, are found in Technical Guidance Document 362-0600-001, NPDES Program Implementation—Memorandum of Understanding (MOU) Concerning Water Quality Management, NPDES Program Implementation, and Related Matters. Other specific factors to be considered include public comments and Total Maximum Daily Load(s). Additional discharge limitations may apply in the event that unexpected discharges occur.

Discharge rates for surface mining activities are precipitation driven. Discharge rates for proposed discharges associated with underground mining are noted in the permit description.

Persons wishing to comment on an NPDES draft permit should submit a written statement to the Department at the address of the district mining office indicated before each draft permit within 30 days of this public notice. Comments received within the comment period will be considered in the final determinations regarding the NPDES permit applications. Comments must include the name, address and telephone number of the writer and a concise statement to inform the Department of the exact basis of a comment and the relevant facts upon which it is based.

The Department will also accept requests or petitions for a public hearing on NPDES permit applications, as provided in 25 Pa. Code § 92a.82(d). The request or petition for a public hearing shall be filed within 30 days of this public notice and contain the name, address, telephone number and the interest of the party filing the request, and state the reasons why a hearing is warranted. A public hearing may be held if the Department considers the public interest significant. If a hearing is scheduled, a notice of the hearing on the NPDES permit application will be published in the *Pennsylvania Bulletin* and a newspaper of general circulation within the relevant geographical area. When a public hearing is held, the Department will consider comments from the public hearing in the final determination on the NPDES permit application.

*Coal NPDES Draft Permits**Cambria District Mining Office: 286 Industrial Park Road, Ebensburg, PA 15931, 814-472-1900*

**NPDES No. PA0269387 (Mining Permit No. 11130101), Laurel Sand & Stone, Inc.**, 210 East Main Street, P. O. Box 556, Ligonier, PA 15658-0558, new NPDES permit for surface mine in Elder and Susquehanna Townships, **Cambria County**, affecting 382 acres. Receiving streams: Little Brubaker Run to Brubaker Run, classified for the following use: cold water fishery. This receiving stream is included in the Chest Creek sediment TMDL. Application received: March 20, 2014.

The outfall listed below discharges to Little Brubaker Run:

<i>Outfall Nos.</i>	<i>New Outfall (Y/N)</i>
001 (TP-1)	Y
002 (TP-2)	Y
003 (TP-3)	Y
004 (TP-4)	Y
005 (SP-1)	Y
006 (SP-2)	Y
007 (SP-3)	Y
008 (SP-4)	Y
009 (SP-5)	Y
010 (7-4)	Y

The proposed effluent limits for the above listed outfalls are as follows:

*Outfalls: 001, 002, 003, 004, 005, 006, 007, 008,*

*009 & 010*

*Parameter*

<i>Parameter</i>	<i>30-Day Average</i>	<i>Daily Maximum</i>	<i>Instant. Maximum</i>
Iron (mg/l)	3.0	6.0	7.0
Manganese (mg/l)	1.9	3.8	4.75
Aluminum (mg/l)	1.3	2.6	3.25
Total Suspended Solids (mg/l)	25.7	51.4	66.1
Osmotic Pressure (milliosmoles/kg)	50.0	50.0	50.0
pH (S.U.): Must be between 6.0 and 10.0 standard units at all times			
Alkalinity must exceed acidity at all times			

*Outfalls: 005, 006, 007, 008, 009*

*(>10yr/24hr precip. Event)*

*Parameter*

<i>Parameter</i>	<i>30-Day Average</i>	<i>Daily Maximum</i>	<i>Instant. Maximum</i>
Iron (mg/l)	N/A	N/A	7.0
pH (S.U.): Must be between 6.0 and 10.0 standard units at all times			
Alkalinity must exceed acidity at all times			

## FEDERAL WATER POLLUTION CONTROL ACT SECTION 401

The Department has taken the following actions on previously received permit applications, requests for Environmental Assessment approval and requests for Water Quality Certification under section 401 of the Federal Water Pollution Control Act (FWPCA) (33 U.S.C.A. § 1341).

Except as otherwise noted, the Department has granted 401 Water Quality Certification certifying that the construction and operation described will comply with sections 301–303, 306 and 307 of the FWPCA (33 U.S.C.A. §§ 1311–1313, 1316 and 1317) and that the construction will not violate applicable Federal and State water quality standards.

Persons aggrieved by an action may appeal that action to the Environmental Hearing Board (Board) under section 4 of the Environmental Hearing Board Act and 2 Pa.C.S. §§ 501–508 and 701–704. The appeal should be sent to the Environmental Hearing Board, Second Floor, Rachel Carson State Office Building, 400 Market Street, PO Box 8457, Harrisburg, PA 17105-8457, (717) 787-3483. TDD users may contact the Board through the Pennsylvania Relay Service, (800) 654-5984. Appeals must be filed with the Board within 30 days of publication of this notice in the *Pennsylvania Bulletin* unless the appropriate

statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in Braille or on audiotape from the Secretary to the Board at (717) 787-3483. This paragraph does not, in and of itself, create a right of appeal beyond that permitted by applicable statutes and decisional law.

For individuals who wish to challenge an action, the appeal must reach the Board within 30 days. A lawyer is not needed to file an appeal with the Board.

Important legal rights are at stake, however, so individuals should show this notice to a lawyer at once. Persons who cannot afford a lawyer may qualify for free pro bono representation. Call the Secretary to the Board at (717) 787-3483 for more information.

**Actions on applications for the following activities filed under the Dam Safety and Encroachments Act (32 P. S. §§ 693.1–693.27), section 302 of the Flood Plain Management Act (32 P. S. § 679.302) and The Clean Streams Law and Notice of Final Action for Certification under section 401 of the FWPCA.**

*Permits, Environmental Assessments and 401 Water Quality Certifications Issued:*

**WATER OBSTRUCTIONS AND ENCROACHMENTS**

*District Oil and Gas Operations: Eastern Oil & Gas District, 208 West Third Street, Suite 101, Williamsport, PA 17701*

**E5829-073: Harmony and Thompson Townships; Bluestone Pipeline Company of Pennsylvania, LLC;** 1429 Oliver Road, New Milford, Pennsylvania 18834; Harmony and Thompson Townships, **Susquehanna County;** ACOE Baltimore District.

To construct, operate, and maintain:

1) a 24 inch diameter natural gas pipeline and temporary timber bridge crossing impacting 41 lineal feet of unnamed tributaries to Wildcat Run (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 55' 20", W -75° 31' 08");

2) a 24 inch diameter natural gas pipeline and temporary timber bridge crossing impacting 36 lineal feet of unnamed tributaries to Wildcat Run (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 55' 14", W -75° 31' 17");

3) a 24 inch diameter natural gas pipeline and temporary timber bridge crossing impacting 43 lineal feet of unnamed tributaries to Wildcat Run (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 55' 06", W -75° 31' 22");

4) a 24 inch diameter natural gas pipeline and temporary timber bridge crossing impacting 48 lineal feet of the East Branch Canawacta Creek (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 54' 30", W -75° 32' 18");

5) a 24 inch diameter natural gas pipeline and temporary timber bridge crossing impacting 55 lineal feet of unnamed tributaries to South Branch Canawacta Creek (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 54' 21", W -75° 32' 39");

6) a 24 inch diameter natural gas pipeline and temporary timber bridge crossing impacting 65 lineal feet of unnamed tributaries to South Branch Canawacta Creek (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 54' 17", W -75° 33' 03");

7) a 24 inch diameter natural gas pipeline and temporary timber bridge crossing impacting 52 lineal feet of the South Branch Canawacta Creek (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 54' 22", W -75° 33' 30");

8) a 24 inch diameter natural gas pipeline and temporary timber bridge crossing impacting 50 lineal feet of unnamed tributaries to South Branch Canawacta Creek (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 54' 22", W -75° 33' 30");

9) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 67 lineal feet of unnamed tributaries to South Branch Canawacta Creek (CWF, MF) (Susquehanna, PA Quadrangle, N 41° 54' 07", W -75° 33' 46");

10) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 828 square feet (0.02 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 55' 20", W -75° 31' 08");

11) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 2,047 square feet (0.05 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 55' 20", W -75° 31' 08");

12) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 3,180 square feet

(0.07 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 55' 16", W -75° 31' 14");

13) a temporary timber mat crossing impacting 44 square feet (0.01 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 55' 15", W -75° 31' 17");

14) a 24 inch diameter natural gas pipeline impacting 306 square feet (0.01 acre) of PFO wetlands (Susquehanna, PA Quadrangle, N 41° 54' 39", W -75° 31' 53");

15) a temporary timber mat crossing impacting 2,811 square feet (0.06 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 39", W -75° 31' 53");

16) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 8,102 square feet (0.19 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 30", W -75° 32' 16");

17) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 915 square feet (0.02 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 30", W -75° 32' 19");

18) a 24 inch diameter natural gas pipeline impacting 697 square feet (0.02 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 17", W -75° 33' 02");

19) a temporary timber mat crossing impacting 87 square feet (0.01 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 22", W -75° 33' 30");

20) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 479 square feet (0.01 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 22", W -75° 33' 30");

21) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 523 square feet (0.01 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 21", W -75° 33' 30");

22) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 2,134 square feet (0.05 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 20", W -75° 33' 40");

23) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 348 square feet (0.01 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 14", W -75° 33' 43");

24) a 24 inch diameter natural gas pipeline and temporary timber mat crossing impacting 871 square feet (0.02 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 12", W -75° 33' 44");

25) a 24 inch diameter natural gas pipeline impacting 131 square feet (0.01 acre) of PEM wetlands (Susquehanna, PA Quadrangle, N 41° 54' 07", W -75° 33' 47").

The Bluestone Loop Pipeline construction consists of approximately 18,480 feet (3.5 miles) of 24" steel natural gas gathering line located in Harmony and Thompson Township, Susquehanna County. The project will result in 477 lineal feet of temporary stream impacts and 23,503 square feet (0.54 acre) of temporary wetland impacts all for the purpose of development and conveyance of Marcellus Shale natural gas.

**E5829-077: Springville Township, Williams Field Services Company, LLC;** Park Place Corporate Center 2, 2000 Commerce Park Drive, Pittsburgh, PA 15275; Springville Township, **Susquehanna County,** ACOE Baltimore District.

To construct, operate, and maintain:

1) a 24-inch diameter natural gas pipeline and temporary timber bridge crossing impacting 153 lineal feet of unnamed tributary to Monroe Creek (CWF-MF) (Hop Bottom, PA Quadrangle; N 41° 39' 33" Lat., W -75° 52' 23" Long.),

2) a temporary timber mat crossing impacting 786 square feet of floodway to an unnamed tributary of Monroe Creek (CWF-MF) (Hop Bottom, PA Quadrangle; N 41° 39' 33" Lat., W -75° 52' 23" Long.),

3) a 24-inch diameter natural gas pipeline and temporary timber mat crossing impacting 5,674 square feet (0.13 acre) of a PEM wetland (Hop Bottom, PA Quadrangle; N 41° 39' 33" Lat., W -75° 52' 23" Long.),

4) a temporary timber mat crossing impacting 91 square feet of floodway to an unnamed tributary of Monroe Creek (CWF-MF) (Hop Bottom, PA Quadrangle; N 41° 39' 36" Lat., W -75° 52' 24" Long.),

5) a temporary timber mat crossing impacting 2,919 square feet of floodway to an unnamed tributary of Monroe Creek (CWF-MF) (Hop Bottom, PA Quadrangle; N 41° 39' 40" Lat., W -75° 52' 24" Long.),

6) a temporary timber mat crossing impacting 665 square feet (0.02 acre) of a PEM wetland (Hop Bottom, PA Quadrangle; N 41° 39' 44" Lat., W -75° 52' 21" Long.),

7) a 24-inch diameter natural gas pipeline and temporary timber bridge crossing impacting 137 lineal feet of Pond Brook (CWF-MF) (Springville, PA Quadrangle; N 41° 40' 02" Lat., W -75° 52' 33" Long.),

8) a temporary timber bridge crossing impacting 10 lineal feet of an unnamed tributary of Pond Brook (CWF-MF) (Springville, PA Quadrangle; N 41° 40' 14" Lat., W -75° 52' 35" Long.),

9) a 24-inch diameter natural gas pipeline and temporary timber mat crossing impacting 24,460 square feet (0.56 acre) of a PEM wetland (Springville, PA Quadrangle; N 41° 39' 33" Lat., W -75° 52' 23" Long.),

10) a 24-inch diameter natural gas pipeline and temporary timber mat crossing impacting 4,171 square feet (0.10 acre) of a PEM wetland (Springville, PA Quadrangle; N 41° 40' 46" Lat., W -75° 52' 40" Long.),

11) a temporary timber mat crossing impacting 791 square feet (0.02 acre) of a PEM wetland (Springville, PA Quadrangle; N 41° 40' 46" Lat., W -75° 52' 37" Long.).

The project consists of constructing approximately 10,560 lineal feet (2 miles) of 24" natural gas gathering line, located in Springville Township, Susquehanna County. The project will result in 300 lineal feet of temporary stream impacts, 37,061 square feet of floodway impacts, and 35,761 square feet (0.82 acre) of temporary wetland impacts; all for the purpose of conveying Marcellus Shale natural gas to market.

**E0829-092: Appalachia Midstream, LLC**, 100 IST Center, Horseheads, NY 14845, Canton Township, **Bradford County**, ACOE Baltimore District.

To construct, operate and maintain:

1. a 6 inch diameter natural gas line and a temporary timber mat bridge impacting 151 linear feet of Towanda Creek (TSF, MF) and impacting 4,145 square feet of an adjacent Palustrine Emergent Wetland (Canton, PA Quadrangle, Latitude: 41°39'26", Longitude: -76°48'48");

2. a 6 inch diameter natural gas line and a temporary timber mat bridge impacting 84 linear feet of an un-

named tributary to Towanda Creek (CWF, MF) (Canton, PA Quadrangle, Latitude: 41°39'24", Longitude: -76°48'53");

3. a 6 inch diameter natural gas line and a temporary timber mat bridge impacting 81 linear feet of an unnamed tributary to Towanda Creek (CWF, MF) (Canton, PA Quadrangle, Latitude: 41°39'27", Longitude: -76°49'11");

4. a 6 inch diameter natural gas line and a temporary timber mat bridge impacting 1,392 square feet of a Palustrine Emergent Wetland (Canton, PA Quadrangle, Latitude: 41°39'23", Longitude: -76°49'28");

5. a 6 inch diameter natural gas line impacting 10 linear feet of an unnamed tributary to Towanda Creek (CWF, MF) and impacting 2 square feet of an adjacent Palustrine Emergent Wetland (Canton, PA Quadrangle, Latitude: 41°39'21", Longitude: -76°49'30");

6. a 6 inch diameter natural gas line and a temporary timber mat bridge impacting 16,452 square feet of a Palustrine Emergent and Palustrine Scrub-Shrub Wetland (Canton, PA Quadrangle, Latitude: 41°39'17", Longitude: -76°49'30");

7. a 6 inch diameter natural gas line and a temporary timber mat bridge impacting 54 linear feet of an unnamed tributary to Towanda Creek (CWF, MF) (Canton, PA Quadrangle, Latitude: 41°38'47", Longitude: -76°49'41");

8. a temporary timber mat bridge impacting 270 square feet of a Palustrine Scrub-Shrub Wetland (Canton, PA Quadrangle, Latitude: 41°38'46", Longitude: -76°49'45").

The project will result in 380 linear feet or 6,903 square feet of temporary stream impacts and 22,261 square feet (0.51 acre) of temporary PEM and PSS wetland impacts all for the purpose of installing a natural gas pipeline with associated access roadways for Marcellus shale development in Canton Township, Bradford County.

**E0829-097: Appalachia Midstream, LLC**, 100 IST Center, Horseheads, NY 14845, Troy and West Burlington Township, **Bradford County**, ACOE Baltimore District.

To construct, operate and maintain:

1. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 923 square feet of a Palustrine Emergent Wetland (East Troy, PA Quadrangle, Latitude: 41°47'07", Longitude: -76°41'41");

2. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 4,577 square feet of a Palustrine Emergent Wetland (East Troy, PA Quadrangle, Latitude: 41°47'07", Longitude: -76°42'24");

3. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 150 linear feet of an unnamed tributary to Sugar Creek (TSF, MF) and impacting 3,574 square feet of an adjacent Palustrine Emergent and Palustrine Forested Wetland (East Troy, PA Quadrangle, Latitude: 41°47'36", Longitude: -76°48'48");

4. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 80 linear feet of an unnamed tributary to Sugar Creek (TSF, MF) (East Troy, PA Quadrangle, Latitude: 41°47'30", Longitude: -76°42'51");

5. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 80 linear feet of an unnamed tributary to Sugar Creek (TSF, MF) (East Troy, PA Quadrangle, Latitude: 41°47'20", Longitude: -76°42'50");

6. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 80 linear feet of an unnamed tributary to Sugar Creek (TSF, MF) (East Troy, PA Quadrangle, Latitude: 41°47'15", Longitude: -76°43'06");

7. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 8 linear feet of an unnamed tributary to Sugar Creek (TSF, MF) and impacting 2,992 square feet of an adjacent Palustrine Emergent and Palustrine Scrub-Shrub Wetland (East Troy, PA Quadrangle, Latitude: 41°47'15", Longitude: -76°43'20");

8. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 80 linear feet of an unnamed tributary to Leonard Creek (TSF, MF) (East Troy, PA Quadrangle, Latitude: 41°46'55", Longitude: -76°43'54");

9. a temporary access road impacting 10,202 square feet of an unnamed tributary to Leonard Creek (TSF, MF) floodway (East Troy, PA Quadrangle, Latitude: 41°46'43", Longitude: -76°44'01");

10. an 8 inch diameter natural gas line and a temporary timber mat bridge impacting 161 linear feet of Leonard Creek (TSF, MF) (East Troy, PA Quadrangle, Latitude: 41°46'49", Longitude: -76°44'13").

The project will result in 639 linear feet or 8,187 square feet of temporary stream impacts and 10,008 square feet (0.23 acre) of temporary PEM and PSS wetland impacts and 2,058 square feet (0.05 acre) of permanent PFO wetland impacts all for the purpose of installing a natural gas pipeline with associated access roadways for Marcellus shale development in Troy and West Burlington, Bradford County.

#### ENVIRONMENTAL ASSESSMENTS

*Northeast Region: Waterways and Wetlands Program Manager, 2 Public Square, Wilkes-Barre, PA 18711-0790*

#### Water Quality Certification under Section 401 of the Federal Clean Water Act for the Constitution Pipeline Project

##### Natural Gas Pipeline and Compressor Station Project and Related Mitigation

FERC Docket NO. CP13-499-000

PADEP File No. EA 58-002 NE

On September 5, 2014, the DEP issued Section 401 Water Quality Certification to Constitution Pipeline Company, LLC for the Constitution Pipeline project. The Pennsylvania Department of Environmental Protection (PADEP) certifies that the construction, operation and maintenance of the Project complies with the applicable provisions of sections 301—303, 306 and 307 of the Federal Clean Water Act (33 U.S.C.A. §§ 1311—1313, 1316 and 1317). The PADEP further certifies that the construction, operation and maintenance of the projects complies with Commonwealth water quality standards and that the construction, operation and maintenance of the projects does not violate applicable Commonwealth water quality standards provided that the construction, operation and maintenance of the projects complies with the conditions for this certification, including the criteria and conditions of the following permits:

1. *Discharge Permit*—Constitution Pipeline Company shall obtain and comply with a PADEP National Pollutant Discharge Elimination System (NPDES) permit for the discharge of water from the hydrostatic testing of the pipeline pursuant to Pennsylvania's Clean Streams Law (35 P. S. §§ 691.1—691.1001) and all applicable implementing regulations (25 Pa. Code Chapter 92a).

2. *Erosion and Sediment Control Permit*—Constitution Pipeline Company shall obtain and comply with PADEP's Chapter 102 Erosion and Sediment Control General Permit for Earth Disturbance Associated with Oil and Gas Exploration, Production, Processing or Treatment issued pursuant to Pennsylvania's Clean Streams Law and Storm Water Management Act (32 P. S. §§ 680.1—680.17) and all applicable implementing regulations (25 Pa. Code Chapter 102).

3. *Water Obstruction and Encroachment Permits*—Constitution Pipeline Company shall obtain and comply with a PADEP Chapter 105 Water Obstruction and Encroachment Permits for the construction, operation and maintenance of all water obstructions and encroachments associated with the project pursuant to Pennsylvania's Clean Streams Law, Dam Safety and Encroachments Act (32 P. S. §§ 673.1—693.27), and Flood Plain Management Act (32 P. S. §§ 679.101—679.601.) and all applicable implementing regulations (25 Pa. Code Chapter 105).

4. *Water Quality Monitoring*—PADEP retains the right to specify additional studies or monitoring to ensure that the receiving water quality is not adversely impacted by any operational and construction process that may be employed by Constitution Pipeline Company.

5. *Operation*—For each Project under this certification, Constitution Pipeline Company shall at all times properly operate and maintain all Project facilities and systems of treatment and control (and related appurtenances) which are installed to achieve compliance with the terms and conditions of this Certification and all required permits. Proper operation and maintenance includes adequate laboratory controls, appropriate quality assurance procedures, and the operation of backup or auxiliary facilities or similar systems installed by Constitution Pipeline Company.

6. *Inspection*—The Projects, including all relevant records, are subject to inspection at reasonable hours and intervals by an authorized representative of PADEP to determine compliance with this Certification, including all required permits required, and Pennsylvania's Water Quality Standards. A copy of this Certification shall be available for inspection by the PADEP during such inspections of the Projects.

7. *Transfer of Projects*—If Constitution Pipeline Company intends to transfer any legal or equitable interest in the Projects which is affected by this Certification, Constitution Pipeline Company shall serve a copy of this Certification upon the prospective transferee of the legal and equitable interest at least thirty (30) days prior to the contemplated transfer and shall simultaneously inform the PADEP Regional Office of such intent. Notice to PADEP shall include a transfer agreement signed by the existing and new owner containing a specific date for transfer of Certification responsibility, coverage, and liability between them.

8. *Correspondence*—All correspondence with and submittals to PADEP concerning this Certification shall be addressed to Department of Environmental Protection, Northeast Regional Office, Waterways and Wetlands Program, 2 Public Square, Wilkes-Barre, PA 18701-1915.

9. *Reservation of Rights*—PADEP may suspend or revoke this Certification if it determines that Constitution Pipeline Company has not complied with the terms and conditions of this Certification. PADEP may require additional measures to achieve compliance with applicable law, subject to Constitution Pipeline Company's applicable procedural and substantive rights.

10. *Other Laws*—Nothing in this Certification shall be construed to preclude the institution of any legal action or relieve Constitution Pipeline Company from any responsibilities, liabilities, or penalties established pursuant to any applicable federal or state law or regulation.

11. *Severability*—The provisions of this Certification are severable and should any provision of this Certification be declared invalid or unenforceable, the remainder of the Certification shall not be affected thereby.

Any person aggrieved by this action may appeal, pursuant to Section 4 of the Environmental Hearing Board Act, 35 P.S. Section 7514, and the Administrative Agency Law, 2 Pa.C.S. Chapter 5A, to the Environmental Hearing Board, Second Floor, Rachel Carson State Office Building, 400 Market Street, PO Box 8457, Harrisburg, PA 17105-8457, 717.787.3483. TDD users may contact the Board through the Pennsylvania Relay Service, 800.654.5984. Appeals must be filed with the Environmental Hearing Board within 30 days of receipt of written notice of this action unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in braille or on audiotape from the Secretary to the Board at 717.787.3483. This paragraph does not, in and of itself, create any right of appeal beyond that permitted by applicable statutes and decisional law.

If you want to challenge this action, your appeal must reach the board within 30 days. You do not need a lawyer to file an appeal with the board.

Important legal rights are at stake, however, so you should show this document to a lawyer at once. If you cannot afford a lawyer, you may qualify for free pro bono representation. Call the secretary to the board (717.787.3483) for more information.

*District Oil and Gas Operations: Eastern Oil & Gas District, 208 West Third Street, Suite 101, Williamsport, PA 17701*

**EA4129-001: XTO Energy, Inc.**, 395 Airport Road, Indiana, PA 15701, Shrewsbury Township, **Lycoming County**, ACOE Baltimore District.

To restore the site to pre-developed conditions by removing a gravel access drive and cross culvert located within 3,738 square feet of palustrine emergent (PEM) wetland. 563 linear feet of new access drive will be installed around the impacted wetland to allow for upland passage for the land owner. The wetland restoration includes the removal of fill as well as filling an erosional channel created by the culvert and the construction of an additional 5,500 square feet of wetland creation to mitigate the previous impacts. (Picture Rocks, PA Quadrangle 41°18'57"N, 76°43'14"W).

#### **EROSION AND SEDIMENT CONTROL**

The following Erosion and Sediment Control permits have been issued.

Persons aggrieved by an action may appeal that action to the Environmental Hearing Board (Board) under section 4 of the Environmental Hearing Board Act and 2 Pa.C.S. §§ 501—508 and 701—704. The appeal should be sent to the Environmental Hearing Board, Second Floor, Rachel Carson State Office Building, 400 Market Street, PO Box 8457, Harrisburg, PA 17105-8457, (717) 787-3483. TDD users may contact the Board through the Pennsylvania Relay Service, (800) 654-5984. Appeals must be filed with the Board within 30 days of publication of this

notice in the *Pennsylvania Bulletin* unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in Braille or on audiotape from the Secretary to the Board at (717) 787-3483. This paragraph does not, in and of itself, create a right of appeal beyond that permitted by applicable statutes and decisional law.

For individuals who wish to challenge an action, the appeal must reach the Board within 30 days. A lawyer is not needed to file an appeal with the Board.

Important legal rights are at stake, however, so individuals should show this notice to a lawyer at once. Persons who cannot afford a lawyer may qualify for free pro bono representation. Call the Secretary to the Board at (717) 787-3483 for more information.

*Northwest Region: Oil and Gas Program Manager, 230 Chestnut St., Meadville, PA16335*

ESCGP-2 #ESX14-019-0037—Geyer to Kennedy Pipeline Project

Applicant MarkWest Liberty Bluestone, LLC

Contact Rick Lowry

Address 4600 J. Barry Court, Suite 500

City Canonsburg State PA Zip Code 15317

County Butler Township(s) Middlesex(s)

Receiving Stream(s) and Classification(s) Unnamed tributaries to Glade Run (28173), Glade Run (28173) and Unnamed tributaries to Glade Run (26915) and Glade Run (26915) WWF. Connoquenessing Creek

*Eastern Region: Oil & Gas Management Program Manager, 208 West Third Street, Williamsport, PA 17701*

ESCGP-2 # ESG29-113-14-0013

Applicant Name Appalachia Midstream Services, LLC

Contact Person Randy DeLaune

Address 100 IST Center

City, State, Zip Horseheads, NY 14845

County Sullivan County

Township(s) Fox Township

Receiving Stream(s) and Classification(s) UNT to Schrader Creek (EV/Wild Trout); Hoagland Branch (EV, Class A Wild Trout);

Secondary: Schrader Creek (EV, Wild Trout); Elk Creek (EV)

ESCGP-2 # ESX29-115-14-0067

Applicant Name Southwestern Energy Production Company

Contact Person Dave Sweeley

Address 917 State Route 92 North

City, State, Zip Tunkhannock, PA 18657

County Susquehanna County

Township(s) Oakland Township

Receiving Stream(s) and Classification(s) Hilborn Creek (CWF/MF), UNT to North Branch Susquehanna River (CWF/MF)

ESCGP-2 # ESX29-115-14-0076

Applicant Name Southwestern Energy Production Company

Contact Person Dave Sweeley

Address 917 State Route 92 North

City, State, Zip Tunkhannock, PA 18657

County Susquehanna County

Township(s) Oakland Township

Receiving Stream(s) and Classification(s) Hilborn Creek (CWF/MF), UNT to North Branch Susquehanna River (CWF/MF)

ESCGP-2 # ESG29-081-14-0030  
 Applicant Name NFG Midstream Clermont, LLC  
 Contact Person Duane Wassum  
 Address 1100 State Street  
 City, State, Zip Erie PA 14221  
 County Lycoming County  
 Township(s) Lewis and Gamble Townships  
 Receiving Stream(s) and Classification(s) UNT to Lycoming Creek/Antes-Lycoming Creeks, Mill Creek and an UNT to same/Loyalsock Creek (TSF/MF);  
 Secondary: Lycoming Creek and Loyalsock Creek

ESCGP-2 # ESX29-117-14-0012  
 Applicant Name Talisman Energy USA, Inc.  
 Contact Person Ben Younkin  
 Address 337 Daniel Zenker Drive  
 City, State, Zip Horseheads, NY 14845  
 County Tioga County  
 Township(s) Jackson Township  
 Receiving Stream(s) and Classification(s) UNTs Hammond Creek #30951 (CWF/MF) and UNTs to Mutton Lane Creek #31172 (WWF/MF);  
 Secondary: Tioga River, Chemung River

ESCGP-2 # ESX29-115-14-0077  
 Applicant Name Regency Marcellus Gas Gathering, LLC  
 Contact Person Kevin Roberts  
 Address 101 West Third Street  
 City, State, Zip Williamsport, PA 17701  
 County Susquehanna County  
 Township(s) Springville Township  
 Receiving Stream(s) and Classification(s) White Creek (CWF/MF) and UNT to Meshoppen Creek (CWF/MF)

ESCGP-2 # ESG29-081-14-0032  
 Applicant Name Regency Marcellus Gas Gathering, LLC  
 Contact Person Kevin Roberts  
 Address 101 West Third Street  
 City, State, Zip Williamsport, PA 17701  
 County Lycoming County  
 Township(s) Lewis Township  
 Receiving Stream(s) and Classification(s) UNT Trout Run (HQ/CWF), UNTs to Wolf Run (HQ/CWF), Steam Valley Run (HQ/CWF);  
 Secondary: Lycoming Creek (EV)

ESCGP-2 # ESX29-115-14-0080  
 Applicant Name Cabot Oil & Gas Corporation  
 Contact Person Kenneth Marcum  
 Address Five Penn Center West, Suite 401  
 City, State, Zip Pittsburgh, PA 15276  
 County Susquehanna County  
 Township(s) Auburn and Dimock Townships  
 Receiving Stream(s) and Classification(s) UNTs to White Creek (CWF/MF), UNT to Riley Creek (CWF/MF) and West Creek (CWF/MF)

ESCGP-2 # ESX11-115-14-0110 (01)  
 Applicant Name Cabot Oil & Gas Corporation  
 Contact Person Kenneth Marcum  
 Address Five Penn Center West, Suite 401  
 City, State, Zip Pittsburgh, PA 15276  
 County Susquehanna County  
 Township(s) Lenox Township  
 Receiving Stream(s) and Classification(s) Millard Creek (CWF/MF)

ESCGP-2 # ESX29-115-14-0079  
 Applicant Name Cabot Oil & Gas Corporation  
 Contact Person Kenneth Marcum  
 Address Five Penn Center West, Suite 401  
 City, State, Zip Pittsburgh, PA 15276  
 County Susquehanna County

Township(s) Rush Township  
 Receiving Stream(s) and Classification(s) Terry Creek (WWF/MF)

ESCGP-2 # ESX29-115-14-0071  
 Applicant Name Williams Field Services, LLC  
 Contact Person Sandra Lojek  
 Address Park Place Corporate Center 2, 2000 Commerce Drive  
 City, State, Zip Pittsburgh, PA 15275  
 County Susquehanna County  
 Township(s) Lathrop Township  
 Receiving Stream(s) and Classification(s) UNTs to Martins Creek (CWF/MF), Horton Creek (CWF/MF) and UNTs thereto

*Southwest Region: Oil & Gas Program Mgr. 400 Waterfront Dr. Pittsburgh PA*

ESCGP-2 No: ESX14-125-0031  
 Applicant Name: Range Resources Appalachia LLC  
 Contact Person Mr Glenn D Truzzi  
 Address: 3000 Town Center Boulevard  
 City: Canonsburg State: PA Zip Code: 15317  
 County: Washington  
 Township: Robinson  
 Receiving Stream (s) and Classifications: North Branch Robinson Run / Chartiers Creek Watershed; Other WWF; Siltation-Impaired

ESCGP-2 No.: ESX14-125-0027  
 Applicant Name: Range Resources Appalachia LLC  
 Contact Person: Ms Laura M Rusmiser  
 Address: 3000 Town Center Boulevard  
 City: Canonsburg  
 State: PA Zip Code: 15317  
 County: Washington  
 Township(s): Robinson  
 Receiving Stream(s) and Classifications: Little Raccoon Run / Raccoon Creek Watershed; Other WWF

ESCGP-2 No.: ESX13-005-0007  
 Applicant Name: PennEnergy Resources LLC  
 Contact Person: Mr Robert Crissinger  
 Address: 1000 Commerce Drive Park Place One Suite 100  
 City: Pittsburgh State: PA Zip Code: 15275  
 County: Armstrong  
 Township(s): West Franklin  
 Receiving Stream(s) and Classifications: UNT to Buffalo Creek / Buffalo Creek; HQ; Other HQ-TSF

ESCGP-2 No.: ESX14-125-0026  
 Applicant Name: Cone Gathering LLC  
 Contact Person: Renee Thomas  
 Address: 200 Evergreene Drive  
 City: Waynesburg State: PA Zip Code: 15370  
 County: Washington  
 Township(s): East Finley & South Franklin  
 Receiving Stream(s) and Classifications: UNTs to Tenmile Creek (TSF) Tenmile Creek (TSF) Templeton Fork (WWF); Other Warm Water Fishery, Trout Stocked Fisheries (TSF)

ESCGP-2 No.: ESG14-125-0017 Major Revision  
 Applicant Name: MarkWest Liberty Midstream & Resources LLC  
 Contact Person: Mr Rick Lowry  
 Address: 4600 J Barry Court Suite 500  
 City: Canonsburg State: PA Zip Code: 15317  
 COUNTY Washington  
 Township(s): Amwell, North Franklin  
 Receiving Stream(s) and Classifications: UNTs to Reservoir #3, UNTs to Little Tenmile Creek; HQ; Other TSF

ESCGP-2 No.: ESX09-059-0006 Renewal  
 Applicant Name: EQT Production Company  
 Contact Person: Mr Todd Klaner  
 Address: 455 Racetrack Road  
 City: Washington State: PA Zip Code: 15301  
 County: Greene  
 Township(s): Morris  
 Receiving Stream(s) and Classifications: UNTs to Browns  
 Creek; HQ; Other WWF

[Pa.B. Doc. No. 14-2066. Filed for public inspection October 3, 2014, 9:00 a.m.]

### Availability of Technical Guidance

Technical guidance documents are available on the Department of Environmental Protection's (Department) web site at [www.elibrary.dep.state.pa.us](http://www.elibrary.dep.state.pa.us). The "Technical Guidance Final Documents" heading is the link to a menu of the various Department bureaus where each bureau's final technical guidance documents are posted. The "Technical Guidance Draft Documents" heading is the link to the Department's draft technical guidance documents.

#### Ordering Paper Copies of Department Technical Guidance

The Department encourages the use of the Internet to view and download technical guidance documents. When this option is not available, persons can order a paper copy of any of the Department's draft or final technical guidance documents by contacting the Department at (717) 783-8727.

In addition, bound copies of some of the Department's documents are available as Department publications. Check with the appropriate bureau for more information about the availability of a particular document as a publication.

#### Changes to Technical Guidance Documents

Following is the current list of recent changes. Persons who have questions or comments about a particular document should call the contact person whose name and phone number is listed with each document.

#### Draft Technical Guidance—New Guidance

**DEP ID:** 260-0500-001. **Title:** Policy for Coordinating Immediate Responses and Final Remediation of Spills and Releases. **Description:** This policy summarizes how the Department oversees immediate responses and final remediation of spills and releases of regulated substances onto soils. The purpose of the policy is to facilitate the consistent investigation of and the response to spills and to coordinate immediate response needs with final remediation endpoints.

**Effective Date:** Upon publication as final in the *Pennsylvania Bulletin*.

**Written Comments:** Interested persons may submit written comments on this Draft Technical Guidance Document by November 3, 2014. Comments submitted by facsimile will not be accepted. Comments, including comments submitted by e-mail, must include the originator's name and address. Written comments should be submitted to Molly Adams, Bureau of Environmental Cleanup and Brownfields, P. O. Box 8471, Harrisburg, PA 17105-8471, (717) 787-1566, [moadams@pa.gov](mailto:moadams@pa.gov).

**Contact:** Randy Roush, (717) 787-1566, [raroush@pa.gov](mailto:raroush@pa.gov).

#### Draft Technical Guidance—Substantive Revision

**DEP ID:** 550-3000-001. **Title:** Standards and Guidelines for Identifying, Tracking, and Resolving Oil and Gas Violations. **Description:** This policy provides direction to Department staff in determining enforcement actions the Department will pursue to resolve violations and achieve compliance with applicable laws and regulations related to conventional and unconventional oil and gas development. The policy also provides advisory information to the regulated industry. Once finalized, this document will replace the previous policy "Compliance Monitoring of Oil and Gas Wells and Related Facilities and Activities" that was issued in 2005. Revisions are necessary to reflect changes to the organizational structure of the agency and to update the policies and procedures to reflect current oil and gas development activities in Pennsylvania.

**Effective Date:** Upon publication as final in the *Pennsylvania Bulletin*.

**Written Comments:** Interested persons may submit written comments on this Draft Technical Guidance Document by November 3, 2014. Comments submitted by facsimile will not be accepted. Comments, including comments submitted by e-mail, must include the originator's name and address. Written comments should be submitted to John Ryder, Department of Environmental Protection, Bureau of District and Oil and Gas Operations, Rachel Carson State Office Building, 15th Floor, P. O. Box 8765, Harrisburg, PA 17105-8467, [ra-epoilandgas@pa.gov](mailto:ra-epoilandgas@pa.gov) with the subject line "Comments on Standards and Guidelines for Identifying, Tracking, and Resolving Violations."

**Contact:** John Ryder, (570) 327-3636, [ra-epoilandgas@pa.gov](mailto:ra-epoilandgas@pa.gov).

E. CHRISTOPHER ABRUZZO,  
*Secretary*

[Pa.B. Doc. No. 14-2067. Filed for public inspection October 3, 2014, 9:00 a.m.]

### Nutrient Credit Trading Program; Certification Requests

The Department of Environmental Protection (Department) provides notice of the following certification requests that have been submitted under the Nutrient Credit Trading Program (Trading Program). See 25 Pa. Code § 96.8 (relating to use of offsets and tradable credits from pollution reduction activities in the Chesapeake Bay Watershed), published at 40 Pa.B. 5790 (October 9, 2010).

#### Credit Certification Requests

The following requests are being reviewed by the Department. The Department will accept written comments on these proposed pollutant reduction activities for 16 days.

#### Applicant

Manheim Borough  
 Authority  
 (Lancaster County)  
 (NPDES Permit No.  
 PA-0020893)

#### Pollutant Reduction Activity Description

This certification request is for nutrient reduction credits to be generated from the pollutant reduction activity of the township's installed wastewater treatment process.



<i>Applicant</i>	<i>Pollutant Reduction Activity Description</i>
Twin Boroughs Sanitary Authority (Juniata County) (NPDES Permit No. PA-0023264)	This certification request is for nutrient reduction credits to be generated from the pollutant reduction activity of the township's installed wastewater treatment process.

*Written Comments*

Interested persons must submit written comments on these credit certification requests by October 20, 2014. The Department will accept comments submitted by e-mail, but comments submitted by facsimile will not be accepted. A return name and address must be included in each e-mail transmission. Written comments should be submitted to Jay Braund, Department of Environmental Protection, Bureau of Point and Non-Point Source Management, P. O. Box 8774, Harrisburg, PA 17105-8774, (717) 772-5636, jbraund@pa.gov.

For further information about these certification request's or the Trading Program contact Jay Braund, at the previously listed address or phone number, or visit the Department's web site at [www.dep.state.pa.us](http://www.dep.state.pa.us) (DEP Keywords: "Nutrient Trading").

E. CHRISTOPHER ABRUZZO,  
*Secretary*

[Pa.B. Doc. No. 14-2068. Filed for public inspection October 3, 2014, 9:00 a.m.]

### **Pennsylvania Small Business Advantage Grant Availability**

The Department of Environmental Protection (Department) announces the availability of \$969,000 in grant funding for the eleventh year of the Commonwealth's Small Business Advantage Grant Program (Program). Funding is available for small businesses that adopt or acquire equipment or processes that promote pollution prevention or energy efficiency projects, or both.

With over 900,000 small businesses in this Commonwealth, a well-designed energy efficiency or pollution prevention project can help small businesses cut operating costs and complement the economy, while simultaneously protecting the environment.

The Program is a first-come, first-serve grant program that provides up to 50% reimbursement matching grants, up to a maximum of \$9,500. Eligible projects must save the small business a minimum of \$500 and at least 25% annually in energy consumption or pollution related expenses.

An eligible applicant must have 100 or fewer employees, be a for-profit small business owner and be taxed as a for-profit business located in this Commonwealth. The project to which the grant will apply must be located within the applicant's facility in this Commonwealth.

For a copy of the application package and to review the Program's administrative requirements, contact the Department's Grants Center at (717) 705-5400 or on the Department's web site at [www.dep.state.pa.us](http://www.dep.state.pa.us) (click on "Energy," then click "Small Business Ombudsman's Office"). To ask a technical question concerning a project, write to [epadvantagegrant@pa.gov](mailto:epadvantagegrant@pa.gov) before submitting an application.

Applications may be submitted on or after Monday, October 6, 2014, and will be accepted until the funds are exhausted for this fiscal year. Faxes or other electronic submissions will not be accepted.

Completed applications can be mailed to the Department of Environmental Protection Grants Center, P. O. Box 8776, Harrisburg, PA 17105-8776; hand-delivered or sent by other shipping services to Department of Environmental Protection Grants Center, 15th Floor, Rachel Carson State Office Building, 400 Market Street, Harrisburg, PA 17101-2301. The application package contains the materials and instructions necessary for applying for the Small Business Advantage Grant.

E. CHRISTOPHER ABRUZZO,  
*Secretary*

[Pa.B. Doc. No. 14-2069. Filed for public inspection October 3, 2014, 9:00 a.m.]

### **Proposed State Implementation Plan Revision; Redesignation Request and Maintenance Plan for the Johnstown Nonattainment Area for the 1997 Annual and 2006 24-Hour Fine Particulate Matter National Ambient Air Quality Standards; Public Hearing**

Particulate matter (PM) includes both solid and liquid particles suspended in the air. Fine particle pollution describes particulate matter that is less than or equal to 2.5 micrometers in diameter (PM<sub>2.5</sub>). PM<sub>2.5</sub> concentrations above the Federal health-based standard pose a serious human health threat. With significant improvements in air quality in the Johnstown Area, this nonattainment area now meets the 1997 annual and the 2006 24-hour PM<sub>2.5</sub> National Ambient Air Quality Standards (NAAQS). Therefore, the Department of Environmental Protection (Department) intends to submit a request to the United States Environmental Protection Agency (EPA) for the redesignation of the Johnstown Area to attainment of the 1997 and 2006 PM<sub>2.5</sub> NAAQS.

The Department is seeking public comments on the proposed redesignation request, a proposed revision to the State Implementation Plan (SIP) containing the 2007 comprehensive inventory as required under section 172(c)(3) of the Federal Clean Air Act (CAA) (42 U.S.C.A. § 7502(c)(3)) and a maintenance plan demonstrating that the area can maintain the 1997 and 2006 PM<sub>2.5</sub> health-based NAAQS for the next 10 years as required under section 175A(a) of the CAA (42 U.S.C.A. § 7505a(a)). Upon EPA approval of the SIP revision, the maintenance plan will also establish new motor vehicle emission budgets for transportation conformity purposes.

The Department's proposed request to the EPA for the redesignation of the Johnstown Area to attainment and the proposed SIP revision are available on the Department's web site at [www.dep.state.pa.us](http://www.dep.state.pa.us) (choose "Air," choose "Bureau of Air Quality," choose "Regs/Plan," choose "Clean Air Plans") or through the following contact persons.

The Department will hold a public hearing to receive comments on the proposal on Wednesday, November 5, 2014, at 11 a.m. at the Department's Ebensburg District Office, 286 Industrial Park Road, Ebensburg, PA 15931-4119. Persons wishing to present testimony at the hearing should contact Alex Haas, P. O. Box 8468, Harrisburg,

PA 17105, (717) 787-9495, alehaas@pa.gov to reserve a time. Witnesses should keep testimony to 10 minutes and should also provide two written copies of their statement at the hearing.

If by Monday, November 3, 2014, no person has expressed an interest in testifying at the hearing, the hearing will be cancelled. The Department will provide public notice on the Bureau of Air Quality web page at [www.dep.state.pa.us](http://www.dep.state.pa.us) (choose "Air," choose "Bureau of Air Quality") if the hearing is cancelled. Persons may also contact the Department to find out if the hearing is cancelled by contacting Alex Haas.

Persons with a disability who wish to attend the hearing and require an auxiliary aid, service or other accommodation to participate in the proceeding should contact Alex Haas. TDD users may contact the AT&T Relay Service at (800) 654-5984 to discuss how the Department can best accommodate their needs.

The Department must receive comments no later than Friday, November 7, 2014. Written comments should be sent to the attention of Nancy Herb, Bureau of Air Quality, P. O. Box 8468, Harrisburg, PA 17105-8468, [nherb@pa.gov](mailto:nherb@pa.gov). Use "Johnstown PM2.5 Redesignation" as the subject line in written communication.

E. CHRISTOPHER ABRUZZO,  
Secretary

[Pa.B. Doc. No. 14-2070. Filed for public inspection October 3, 2014, 9:00 a.m.]

## 2015 Environmental Education Grants Program Application Announcement

Applications for the 2015 Environmental Education Grants Program (Program) are now available from the Department of Environmental Protection (Department). The grants provide funding to public and incorporated private schools, colleges and universities, county conservation districts, incorporated nonprofit organizations, along with incorporated conservation and education organizations and institutions, businesses, municipalities and municipal authorities to create or develop projects that support environmental education in this Commonwealth. Grants will provide environmental education on timely and critically important topics, including the following:

- *Chesapeake Bay and Watershed Education*—Organizations are encouraged to develop environmental education programs that promote the reduction of nonpoint source pollution, such as nutrient and sediment loads, along with other water-related education programs.
- *Air Quality*—Organizations are encouraged to develop air quality education and outreach programs.
- *Keystone Energy Education Program*—Applicants are encouraged to form or enhance an energy team with teachers, students, building facility managers and administrators with the goal to reduce the school building's energy use. Applying schools will coordinate energy education workshops focusing on energy basics, electricity generation and usage, efficiency and conservation, sustainability, alternative transportation fuels, career development, Energy Star Portfolio Manager benchmarking; purchase hands-on energy education classroom kits; and develop and implement school-centered energy conservation plans, including student-led energy audits. Schools

may partner with colleges or universities, nonprofit environmental education centers, science, technology, engineering and mathematics (STEM) organizations, math and science collaboratives, or other organizations.

- *Energy Education*—Organizations are encouraged to develop other educational programs on energy efficiency and conservation, as well as natural gas, coal, wind, solar, and other energy sources and technologies.
- *Brownfields*—Organizations are encouraged to develop education and outreach programs for students, youth, educators, community members, community groups, developers, property owners and others that are interested in brownfield redevelopment and sustainable communities.
- *Environmental Literacy Planning and Programming*—Applicants are encouraged to engage educators and stakeholders in content standards and field-based environmental education. Areas of specific focus should include graduation requirements, professional development on environmental education content knowledge and field-based pedagogy, assessment and evaluation, partnering to build capacity, identifying existing resources and sustainability of programs. Additionally, projects may focus on high performing green schools and buildings; providing high quality programming for children, youth or adults, or both (programs to include STEM, outdoor education, service learning, ensuring access for participants with disabilities); professional development for formal and nonformal educators; environmental service learning programs for youth and adults; and environmental careers/green jobs.

- *Formal and Nonformal EE Certification*—Applicants are encouraged to develop and implement institutionalized and community-based certification programs designed for teachers, naturalists and educators working in schools and environmental education facilities at parks, county conservation districts, nature/EE centers, conservancies and more. The program should give educators in these arenas access to a formal credential that standardizes and upgrades professional development, allowing educators to address academic standards in a meaningful and relevant way.

- *STEM Education*—Applicants are encouraged to develop environmental education programs integrating STEM program instruction into programs.

- *Curriculum Integration Projects*—Applicants are encouraged to articulate the Academic Standards for Environment and Ecology into the formal K-12 curriculum, including energy education, for the entire school district, private school or charter school.

- *Curriculum Revision Projects*—Applicants are encouraged to revise current (or write new) lesson plans or units to meet the changes identified in the alignment to the Environment and Ecology Standards, including energy education, and provide a means for classroom assessment.

- *Outdoor Learning Resource Projects*—Applicants are encouraged to develop resources such as trails, agricultural demonstration areas, energy demonstration areas, ponds, wetland areas, sheltered learning stations, and the like, as well as similar nearby community resources as a framework within which students can learn about natural systems and the interrelationship among natural and manmade communities.

- *Natural Landscaping and Trees*—Applicants are encouraged to develop educational programs on landscaping with native plants; the social, economic and environmental benefits of trees; and invasive plant management, along with information on how to sustainably maintain these natural landscapes.

- *Connecting Children to Nature*—Applicants are encouraged to develop and facilitate educational programs or infrastructure for programs designed to align science, environment and ecology and resource learning with immersive activities in the out-of-doors. Students within these programs should receive regular time outdoors during instruction or during healthful play.

The Program was established by the Environmental Education Act (35 P. S. §§ 7521—7528), which mandates setting aside 5% of the pollution fines and penalties collected annually by the Department for environmental education in this Commonwealth.

Environmental education grant awards are limited to \$3,000. This announcement opens on October 6, 2014, and grant applications submitted to the Department must be postmarked by December 19, 2014.

Applications may be obtained by contacting the Department of Environmental Protection, Environmental Education Grants Program, P. O. Box 2063, Harrisburg, PA 17105-2063, (717) 772-1828. For additional information and to obtain the electronic copy of the grants manual and application forms, visit the Department's web site at [www.dep.state.pa.us](http://www.dep.state.pa.us) (DEP Keyword: EE Grants).

E. CHRISTOPHER ABRUZZO,  
*Secretary*

[Pa.B. Doc. No. 14-2071. Filed for public inspection October 3, 2014, 9:00 a.m.]

## DEPARTMENT OF HEALTH

### Application of Wexford Surgery Center for Exception

Under 28 Pa. Code § 51.33 (relating to requests for exceptions), the Department of Health (Department) hereby gives notice that Wexford Surgery Center, has requested exceptions to the requirements of 28 Pa. Code § 553.31 (relating to administrative responsibilities).

This request is on file with the Department. Persons may receive a copy of a request for exception by requesting a copy from the Department of Health, Division of Acute and Ambulatory Care, Room 532, Health and Welfare Building, Harrisburg, PA 17120, (717) 783-8980, fax (717) 772-2163, [ra-paexcept@pa.gov](mailto:ra-paexcept@pa.gov).

Persons who wish to comment on an exception request may do so by sending a letter by mail, e-mail or facsimile to the Division at the address listed previously.

Comments received by the Department within 10 days after the date of publication of this notice will be reviewed by the Department before it decides whether to approve or disapprove the request for exception.

Persons with a disability who wish to obtain a copy of a request and/or provide comments to the Department and require an auxiliary aid, service or other accommodation to do so, should contact the Director, Division of Acute and Ambulatory Care at (717) 783-8980, for speech and/or

hearing impaired persons V/TT (717) 783-6154, or the Pennsylvania AT&T Relay Service (800) 654-5984 (TT).

MICHAEL WOLF,  
*Secretary*

[Pa.B. Doc. No. 14-2072. Filed for public inspection October 3, 2014, 9:00 a.m.]

### Health Policy Board Meeting

The Health Policy Board is scheduled to hold a meeting on Wednesday, October 15, 2014, at 10 a.m. in Room 812, Health and Welfare Building, 625 Forster Street, Harrisburg, PA 17120.

Persons with a disability who require an alternative format of this notice (for example, large print, audiotape, Braille) should contact Katrina Kyle, Bureau of Health Planning at (717) 772-5298, or for speech and/or hearing impaired persons V/TT (717) 783-6514 or the Pennsylvania AT&T Relay Service at (800) 654-5984.

This meeting is subject to cancellation without notice.

MICHAEL WOLF,  
*Secretary*

[Pa.B. Doc. No. 14-2073. Filed for public inspection October 3, 2014, 9:00 a.m.]

### Long-Term Care Nursing Facilities; Request for Exception

The following long-term care nursing facilities are seeking exceptions to 28 Pa. Code § 211.9(g) (relating to pharmacy services):

Coventry Manor Health and Rehabilitation Center  
3031 Chestnut Hill Road  
Pottstown, PA 19465  
FAC ID # 034202

Neshaminy Manor  
1660 Easton Road  
Warrington, PA 18976  
FAC ID # 140202

Pickering Manor Home  
226 North Lincoln Avenue  
Newton, PA 18940  
FAC ID # 160802

The following long-term care nursing facility is seeking an exception to 28 Pa. Code § 201.22(j) (relating to prevention, control and surveillance of tuberculosis (TB)):

Quarryville Presbyterian Retirement Community  
625 Robert Fulton Highway  
Quarryville, PA 17566  
FAC ID # 170102

The following long-term care nursing facility is seeking an exception to 28 Pa. Code § 205.20(a) (relating to resident bedrooms):

Pleasant Acres Nursing & Rehabilitation Center  
118 Pleasant Acres Road  
York, PA 17402  
FAC ID # 250102

The following long-term care nursing facility is seeking an exception to 28 Pa. Code § 205.36(h) (relating to bathing facilities):

Rolling Hills Manor  
17350 Old Turnpike Road  
Millmont, PA 17845  
FAC ID # 320202

The following long-term care nursing facility is seeking an exception to 28 Pa. Code § 205.67(k) (relating to electric requirements for existing and new construction):

Oxford Health Center  
7 East Locust Street  
Oxford, PA 19363  
FAC ID # 410302

The following long-term care nursing facilities are seeking an exception to 28 Pa. Code § 205.67(j) and (k):

Brookline Manor and Rehabilitative Services  
2 Manor Boulevard  
Mifflintown, PA 17059  
FAC ID # 022902

Colonial Manor Nursing Home  
970 Colonial Avenue  
York, PA 17403  
FAC ID # 033402

These requests are on file with the Department. Persons may receive a copy of a request for exception by requesting a copy from the Department of Health, Division of Nursing Care Facilities, Room 526, Health and Welfare Building, Harrisburg, PA 17120, (717) 787-1816, fax (717) 772-2163, ra-paexcept@pa.gov.

Persons who wish to comment on an exception request may do so by sending a letter by mail, e-mail, or facsimile to the Division at the address listed previously.

Comments received by the Department within 10 days after the date of publication of this notice will be reviewed by the Department before it decides whether to approve or disapprove the request for exception.

Persons with a disability who wish to obtain a copy of the request and/or provide comments to the Department and require an auxiliary aid, service or other accommodation to do so, should contact the Division at the address or phone numbers listed previously, or for speech and/or hearing impaired persons V/TT (717) 783-6514 or the Pennsylvania AT&T Relay Service (800) 654-5984 (TT).

MICHAEL WOLF,  
*Secretary*

[Pa.B. Doc. No. 14-2074. Filed for public inspection October 3, 2014, 9:00 a.m.]

### Traumatic Brain Injury Advisory Board Meeting

The Traumatic Brain Injury Advisory Board (Board), established under section 1252 of the Federal Traumatic Brain Injury Act of 1996 (42 U.S.C.A. § 300d-52), will hold a public meeting on Friday, November 7, 2014, from 10 a.m. to 3 p.m. The meeting will be held in the large conference room of the Community Center, 2nd Floor, Giant Food Store, 2300 Linglestown Road, Harrisburg, PA 17110.

Currently in this Commonwealth, nearly 250,000 individuals are living with brain injury. On an annual basis, an additional 8,600 residents in this Commonwealth sustain long-term disabilities from brain injury. The Department of Health's (Department) Head Injury Program (HIP) strives to ensure that eligible individuals receive high quality rehabilitative services aimed at re-

ducing functional limitations and improving quality of life. The Board assists the Department in understanding and meeting the needs of persons living with traumatic brain injury and their families. This quarterly meeting will provide updates on the number of people served by the HIP and the number of people waiting to be served by the HIP. In addition, meeting participants will discuss budgetary and programmatic issues, community programs relating to traumatic brain injury and available advocacy opportunities.

For additional information, or for persons with a disability who wish to attend the meeting and require an auxiliary aid, service or other accommodation to do so, contact Julie Hohney, Division of Child and Adult Health Services at (717) 772-2762, or for speech and/or hearing impaired persons contact V/TT (717) 783-6514 or the Pennsylvania AT&T Relay Service at (800) 654-5984.

This meeting is subject to cancellation without notice.

MICHAEL WOLF,  
*Secretary*

[Pa.B. Doc. No. 14-2075. Filed for public inspection October 3, 2014, 9:00 a.m.]

## DEPARTMENT OF REVENUE

### Method of Filing Notice; PA Directory of Corporate Partners Return, PA-65 Corp

Under the provisions of section 10 of The Fiscal Code (72 P. S. § 10) (Act 2009-50), the Secretary of Revenue hereby provides public notice of the filing mandate for third party preparers of PA Directory of Corporate Partners Returns (Form PA-65 Corp).

#### *Filing Mandate—PA Directory of Corporate Partners Return, PA-PA-65 Corp*

For all calendar years following a calendar year in which a third party preparer prepares 11 or more PA Directory of Corporate Partners Returns, the third party preparer is required to electronically file (e-file) in the manner prescribed by Departmental instructions all such PA Directory of Corporate Partners Returns and associated schedules (including Federal Form 1065 and Schedule K-1) and attachments. Once a third party preparer is subject to this filing mandate, the third party preparer shall continue to be subject to the mandate regardless of how many PA Directory of Corporate Partners Returns he or she prepares during a calendar year.

A third party preparer who is subject to this filing mandate must have software that is compatible with Department e-filing requirements.

#### *Rules applicable to the Filing Mandate*

(a) *Third Party Preparer*: For purposes of this notice, the phrase "third party preparer" means any natural person, fiduciary, corporation or other entity who or that prepares for remuneration, or who employs one or more persons to prepare for remuneration, any return for a tax administered by the Department or is assigned a Preparer Tax Identification Number (PTIN) by the Internal Revenue Service. None of the following, however, are considered third party preparers for remuneration: (1) Tax return preparers who voluntarily prepare the returns of others for no pecuniary benefit. (2) Persons who merely

provide mechanical assistance such as typing. (3) Regular employees of an employer who prepare returns for other regular employees of the employer or the employer's officers and regular employees. (4) Fiduciaries who prepare returns for the trusts or estates that they serve.

(b) *11 Return Threshold.* A third party preparer must include all PA Directory of Corporate Partners Returns that the third party preparer or his or her members, or employees prepare and submit to the Department. This amount includes all original and amended returns, or short year returns to the extent that such return can be e-filed with the Department. If a third party preparer has multiple business locations, the combined total of all the returns for all locations are included for purposes of calculating the 11 return threshold.

#### *Penalty*

A third party preparer who fails to file PA Directory of Corporate Partners Returns by the method required under this notice shall be subject to a penalty of ten dollars (\$10) for each improperly filed return.

#### *Penalty Waiver*

(a) The Department will waive the penalty applicable to a return that is not filed pursuant to this filing mandate in the following situations:

(1) The taxpayer has specifically directed the third party preparer to file the return pursuant to a different filing method than mandated in this notice. This directive must be in a written form, signed by an officer of the corporation, and provided to the Department upon request.

(2) The preparer's tax software does not support e-filing of a required attachment to the return.

(b) The Department, at its discretion, may waive the penalties applicable to returns that are not filed as prescribed in this notice, if the Department determines the filing mandate of this notice constitutes undue hardship on the third party preparer. The third party preparer must submit a written request for the waiver for every calendar year. The request must clearly explain why the filing method causes an undue hardship. A request for a waiver must be mailed to the Pennsylvania Department of Revenue at the following address by November 1st of the preceding calendar year for which the waiver is requested: Pennsylvania Department of Revenue, Pass Through Business Office, Director's Office, P.O. Box 1240, Harrisburg, PA 17128-1240.

DANIEL MEUSER,  
*Secretary*

[Pa.B. Doc. No. 14-2076. Filed for public inspection October 3, 2014, 9:00 a.m.]

## DEPARTMENT OF STATE

### Bureau of Corporations and Charitable Organizations; Proposed Official Forms

The Department of State (Department), Bureau of Corporations and Charitable Organizations (Bureau) proposes to amend 19 Pa. Code Appendix B (relating to official forms) to read as set forth in Annex A.

#### *A. Effective Date*

The proposed forms will be effective 30 days after publication in the *Pennsylvania Bulletin*.

#### *B. Statutory Authority*

The Department has the authority to promulgate Bureau sample forms and instructions under 15 Pa.C.S. § 133 (relating to powers of Department of State). Section 133(a)(1) of 15 Pa.C.S. specifies that sample filing forms shall not be agency regulations and are therefore explicitly excluded from the requirements of section 612 of The Administrative Code of 1929 (71 P. S. § 232) and review under the Commonwealth Attorneys Act (71 P. S. §§ 732-101—732-506) and the Regulatory Review Act (71 P. S. §§ 745.1—745.12a). Section 133(a)(1) of 15 Pa.C.S. does, however, require that the forms and instructions be subject to the opportunity for public comments under section 201 of the act of July 31, 1968 (P. L. 769, No. 240) (45 P. S. § 1201), known as the Commonwealth Documents Law (CDL).

#### *C. Description of Proposed Revisions*

This proposal revises three of the existing forms and instructions promulgated by the Department and currently published in the *Pennsylvania Code*. The need for these revisions is based on the Department's ongoing review of its forms and procedures.

#### *DSCB:15-5306/7102 (Articles of Incorporation—Non-profit)*

This form relates to the registration of a domestic nonprofit corporation or nonprofit cooperative corporation. Formerly DSCB:15-5306/7102B, the form is being renamed to reflect the proper statutory citation for the cooperative corporation provisions. Box 5 is being amended to clarify that all nonprofit corporations may be organized on a non-stock basis or a stock-share basis per 15 Pa.C.S. § 5306(a)(6) (relating to articles of incorporation). Box 6 is being amended to clarify the organization's choice to have members or no members. Box 6 is also being amended to better express the statement required under 15 Pa.C.S. § 5331 (relating to incorporation of unincorporated associations), wherein a statement that the incorporators constitute a majority of the members of the committee of the unincorporated association authorized to incorporate the association by the requisite vote required by the organic law of the association for the amendment of the organic law.

#### *DSCB:15-8981/8211/8582 (Application for Registration—Foreign)*

This form relates to the registration of foreign limited liability companies, limited liability partnerships and limited partnerships. It conforms box 2 to the procedures for registration of a foreign corporation (DSCB:15-4124/6124—Application for Certificate of Authority). If the name of the foreign entity is not available, it may adopt an available name for use in this Commonwealth. As with foreign corporation registrations, the available name must be simultaneously registered under 54 Pa.C.S. §§ 301—332 (Fictitious Names Act) and the Bureau will cross-index both names in its records management database.

#### *DSCB:15-8511 (Certificate of Limited Partnership)*

This form relates to the registration of domestic limited partnerships. It eliminates box 4, which is duplicative of the information provided in box 5, and conforms this form to other forms. Under 15 Pa.C.S. § 136(c) (relating to processing of documents by Department of State) and 15 Pa.C.S. § 8511(b) (relating to certificate of limited partnership) a document forming a limited partnership is effective upon filing in the Department unless a future effective date is specified for the formation of the limited partnership.

The forms DSCB:15-5306/7102B, DSCB:15-8981/8211/8582 and DSCB:15-8511 and corresponding instructions, which are codified in 19 Pa. Code (relating to corporations and business associations), are being deleted and replaced with the revised forms DSCB:15-5306/7102, DSCB:15-8981/8211/8582 and DSCB:15-8511. All the forms are set forth in Annex A. Even though Rule 2.12(a) of the *Pennsylvania Code and Bulletin Style Manual* recommends that forms be referenced in regulations rather than adopted in regulations, 15 Pa.C.S. § 133 requires that the forms and instructions be published in the *Pennsylvania Code*.

D. *Fiscal Impact*

Although this proposal would not have measurable fiscal impact upon the Commonwealth, its political subdivisions or the private sector, a formal fiscal analysis was not conducted because these forms are exempt from section 612 of The Administrative Code of 1929.

E. *Paperwork Requirements*

This proposal would not create new paperwork.

F. *Regulatory Review*

Under section 15 Pa.C.S. § 133(a), sample forms are exempt from the requirements of the Regulatory Review Act but shall be subject to the opportunity of public comment requirement under section 201 of the CDL.

G. *Public Comment*

Under 15 Pa.C.S. § 133(a)(1), which requires that publication of these forms be subject to the opportunity for public comment, the Department invites interested persons to submit written comments, suggestions or objections regarding this proposal to Martha H. Brown, Assistant Counsel, Department of State, 301 North Office Building, Harrisburg, PA 17120, within 30 days following publication of this notice in the *Pennsylvania Bulletin*. Reference Bureau of Corporations and Charitable Organizations—Official Forms when submitting comments.

CAROL AICHELE,  
*Secretary*

**PENNSYLVANIA DEPARTMENT OF STATE  
BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS**

**Articles of Incorporation-Nonprofit**  
(15 Pa.C.S.)

- Domestic Nonprofit Corporation (§ 5306)  
 Nonprofit Cooperative Corporation (§ 7102)

Name		
_____		
Address		
_____		
City	State	Zip Code
_____	_____	_____

**Document will be returned to the name and address you enter to the left.**



Fee: \$125

In compliance with the requirements of the applicable provisions (relating to articles of incorporation or cooperative corporations generally), the undersigned, desiring to incorporate a nonprofit/nonprofit cooperative corporation, hereby state(s) that:

1. The name of the corporation is:

\_\_\_\_\_

2. Complete part (a) or (b) – not both:

(a) The address of this corporation’s current registered office in this Commonwealth is:  
*(post office box alone is not acceptable)*

Number and Street	City	State	Zip	County
_____	_____	_____	_____	_____

(b) The name of this corporation’s commercial registered office provider and the county of venue is:

c/o:

Name of Commercial Registered Office Provider	County
_____	_____

3. The corporation is incorporated under the Nonprofit Corporation Law of 1988 for the following purpose or purposes.

\_\_\_\_\_

\_\_\_\_\_

4. The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.

5. Check and complete one:

The corporation is organized on a nonstock basis.

The corporation is organized on a stock share basis and the aggregate number of shares authorized is: \_\_\_\_\_

DSCB:15-5306/7102-2

6. *For unincorporated association incorporating as a nonprofit corporation only. Check if applicable:*  
 \_\_\_\_\_ The incorporators constitute a majority of the members of the committee authorized to incorporate such association by the requisite vote required by the organic law of the association for the amendment of such organic law.

7. *For Nonprofit Corporation Only:*  
 Check one: \_\_\_\_\_ The corporation shall have no members.  
 \_\_\_\_\_ The corporation shall have members.

8. *For Nonprofit Cooperative Corporation Only:*  
 Check and complete one:  
 \_\_\_\_\_ The corporation is a cooperative corporation and the common bond of membership among its members is: \_\_\_\_\_.  
 \_\_\_\_\_ The corporation is a cooperative corporation and the common bond of membership among its shareholders is: \_\_\_\_\_.

9. The name(s) and address(es) of each incorporator(s) is (are) *(all incorporators must sign below):*

Name(s)	Address(es)
_____	_____
_____	_____
_____	_____

10. The specified effective date, if any, is:  
 \_\_\_\_\_  
 month      day      year      hour, if any

11. Additional provisions of the articles, if any, attach an 8½ x 11 sheet.

IN TESTIMONY WHEREOF, the incorporator(s) has/have signed these Articles of Incorporation this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



DSCB:15-5306/7102



**Department of State  
Bureau of Corporations and Charitable Organizations  
P.O. Box 8722  
Harrisburg, PA 17105-8722  
(717) 787-1057  
Web site: [www.dos.state.pa.us/corps](http://www.dos.state.pa.us/corps)**

**Instructions for Completion of Form – (Articles of Incorporation–Nonprofit):**

- A. Typewritten is preferred. If not, the form shall be completed in black or blue-black ink in order to permit reproduction. The filing fee for this form is \$125 made payable to the Commonwealth of Pennsylvania. Checks must contain a commercially pre-printed name and address.
- B. Under 15 Pa.C.S. § 135(c) (relating to addresses) an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.
- C. The following, in addition to the filing fee, shall accompany this form:
- (1) One copy of a completed form DSCB:15-134A (Docketing Statement).
  - (2) Any necessary copies of form DSCB:17.2 (Consent to Appropriation of Name).
  - (3) Any necessary governmental approvals.
- D. *For Domestic Nonprofit Corporation Only:* For general instructions relating to the incorporation of nonprofit corporations see 19 Pa. Code Ch. 41 (relating to nonprofit corporations generally). These instructions relate to such matters as corporate name, stated purposes, term of existence, authorized share structure, inclusion of names of first directors in the Articles of Incorporation, provisions on incorporation of unincorporated associations, etc.
- E. *For Nonprofit Cooperative Corporation Only:* For general instructions relating to the incorporation of cooperative corporations see 19 Pa. Code Ch. 51 (relating to cooperative corporations). Under 15 Pa.C.S. § 7103 (relating to use of term "cooperative" in corporate name) the corporate name in Paragraph 1 must, unless otherwise provided by statute, contain one of the terms "cooperative" or "coop." See 19 Pa. Code § 17.7 (relating to cooperative names). See also the general instructions relating to the incorporation of nonprofit corporations, 19 Pa. Code Ch. 41 (relating to nonprofit corporations generally). These instructions relate to such matters as corporate name, stated purposes, term of existence, authorized share structure, inclusion of names of first directors in the Articles of Incorporation, provisions on incorporation of unincorporated associations, etc.
- Under 15 Pa.C.S. § 7102(a) the articles of the corporation must set forth a common bond of membership among its members or shareholders by reason of occupation, residence or otherwise.
- F. One or more corporations or natural persons of full age may incorporate a nonprofit/nonprofit cooperative corporation.
- G. 15 Pa.C.S. § 5307 (relating to advertisement) requires that the incorporators shall advertise their intention to file or the corporation shall advertise the filing of articles of incorporation. Proofs of publication of such advertising should not be submitted to, and will not be received by or filed in, the Department, but should be filed with the minutes of the corporation.
- H. This form and all accompanying documents shall be mailed to the address stated above.

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DSCB: 15-5306/7102

#### NONPROFIT CORPORATIONS ONLY

Pursuant to 15 Pa.C.S. § 5110, a nonprofit corporation is required to annually notify the Department of State of any change of its officers. If no change of officers has occurred since the last report, the report need not be filed. These annual reports are submitted on form DSCB:15-5110 (Annual Statement-Nonprofit Corporation). No fee is required for this filing.

Please forward annual report to the Department of State, Bureau of Corporations and Charitable Organizations, P.O. Box 8722, Harrisburg, PA 17105-8722.

#### ADDITIONAL INFORMATION REGARDING NONPROFIT CORPORATIONS

Nonprofit corporations that solicit funds from citizens of the Commonwealth of Pennsylvania must register with the Bureau of Corporations and Charitable Organizations of the Department of State, unless exempt from registration requirements. Please contact the Bureau of Corporations and Charitable Organizations at 207 North Office Building, Harrisburg, PA 17120, (717) 783-1720 or 1-800-732-0999 within Pennsylvania, for more information on registration.

Pennsylvania sales tax exempt status may be obtained from the Department of Revenue, Registration Division, Exemption Unit, Department 280901, Harrisburg, PA 17128-0901. Any other type of exempt status may be obtained or explained by contacting your local Federal Internal Revenue Service.

Please be advised that the date and signature of the Secretary of the Commonwealth indicate the filing in the Department of State. **NO CERTIFICATE OF INCORPORATION IS ISSUED** for nonprofit corporations.

**PENNSYLVANIA DEPARTMENT OF STATE  
BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS**

**Application for Registration - Foreign**  
(15 Pa.C.S.)

- Limited Liability Company (§ 8981)
- Limited Partnership (§ 8582)
- Registered Limited Liability General Partnership (§ 8211)
- Registered Limited Liability Limited Partnership (§ 8211)

Name		
Address		
City	State	Zip Code

**Document will be returned to the name and address you enter to the left.**  
←

Fee: \$250

In compliance with the requirements of the applicable provisions (relating to registration), the undersigned, desiring to register to do business in this Commonwealth, hereby states that:

1. The name of the limited liability company/limited liability partnership/limited partnership in the jurisdiction in which it is formed:

---

2. *If the name set forth in paragraph 1 is not available for use in this Commonwealth, complete the following:*  
The fictitious name which the limited liability company/limited liability partnership/limited partnership adopts for use in transacting business in this Commonwealth is:

---

The limited liability company/limited liability partnership/limited partnership shall do business in Pennsylvania only under such fictitious name pursuant to the attached form DSCB:54-311 (Application for Registration of Fictitious Name).

3. The name of the jurisdiction under the laws of which it was organized and the date of its formation:

Jurisdiction: \_\_\_\_\_ Date of Formation: \_\_\_\_\_.

4. *Complete part (a) or (b) – not both:*

(a) The address of this limited liability company/limited liability partnership/limited partnership’s current registered office in this Commonwealth is: *(post office box alone is not acceptable)*

---

Number and Street	City	State	Zip	County
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(b) The name of this limited liability company/limited liability partnership/limited partnership’s commercial registered office provider and the county of venue is:

c/o: \_\_\_\_\_

---

Name of Commercial Registered Office Provider	County
---	--------

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DSCB:15-8981/8211/8582-2

5. Check and complete one of the following:

\_\_\_ The address of the office required to be maintained by it in the jurisdiction of its organization by the laws of that jurisdiction is:

Number and street	City	State	Zip
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\_\_\_ It is not required by the laws of its jurisdiction of organization to maintain an office therein and the address of its principal office is:

Number and street	City	State	Zip
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6. *For Restricted Professional Limited Liability Company Only. Strike out if inapplicable:* The company is a restricted professional company organized to render the following professional service(s):

---

**Limited Liability Partnership and Limited Partnership: Complete paragraphs 7 and 8**

7. The name and business address of each general partner:

Name	Business Address
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8. The address of the office at which is kept a list of the names and addresses of the limited partners and their capital contribution is:

Number and street	City	State	Zip	County
-------------------	------	-------	-----	--------

The registered partnership hereby undertakes to keep those records until its registration to do business in the Commonwealth is canceled or withdrawn.

IN TESTIMONY WHEREOF, the undersigned has caused this Application for Registration to be signed by a duly authorized officer/member or manager thereof this

\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

---

Name of Partnership/Company

---

Signature

---

Title

DSCB:15-8981/8211/8582



**Department of State  
Bureau of Corporations and Charitable Organizations  
P.O. Box 8722  
Harrisburg, PA 17105-8722  
(717) 787-1057  
Web site: [www.dos.state.pa.us/corps](http://www.dos.state.pa.us/corps)**

**Instructions for Completion of Form – (Application for Registration–Foreign):**

- A. Typewritten is preferred. If not, the form shall be completed in black or blue-black ink in order to permit reproduction. The filing fee for this form is \$250 made payable to the Department of State. Checks must contain a commercially pre-printed name and address.
- B. If its name is not available for use in this Commonwealth, a foreign limited liability company/limited liability partnership/limited partnership may adopt a name to register and do business in the Commonwealth of Pennsylvania that is different from the name in its formation documents filed in its state of domicile. The name must be a fictitious name for use in transacting business in the Commonwealth of Pennsylvania which is distinguishable upon the record to the name of any registered association and that is otherwise available for use by a registered association. An additional filing fee of \$70 shall accompany form DSCB:54-311 (Application for Registration of Fictitious Name), which must be submitted together with this Application for Registration – Foreign.
- C. *Designators: Limited Partnership:* The name may contain the word “company”, “limited” or “limited partnership” or abbreviation. *Limited Liability Partnership:* The name must contain the word “company”, “limited” or “limited liability partnership” or abbreviation. *Limited Liability Company:* The name must contain the word “company,” “limited” or “limited liability company” or abbreviation.
- D. Under 15 Pa.C.S. § 135(c) (relating to addresses) an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.
- E. The following, in addition to the filing fee, shall accompany this form:
- (1) *For Limited Liability Company Only:* One copy of a completed form DSCB:15-134A (Docketing Statement).
  - (2) Any necessary copies of form DSCB:17.2 (Consent to Appropriation of Name).
  - (3) Any necessary governmental approvals.
- F. Under 15 Pa.C.S. § 8981 or § 8583, upon the filing of this form the applicant shall be authorized to do business in the Commonwealth of Pennsylvania and no certificate of authority will be issued to the applicant by the Department.
- G. This form and all accompanying documents shall be mailed to the address stated above.

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**PENNSYLVANIA DEPARTMENT OF STATE  
BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS**

**Certificate of Limited Partnership**  
(15 Pa.C.S. § 8511)

Name
Address
City <span style="margin-left: 100px;">State</span> <span style="margin-left: 100px;">Zip Code</span>

Document will be returned to the name and address you enter to the left.  
←

Fee: \$125

In compliance with the requirements of 15 Pa.C.S. § 8511 (relating to certificate of limited partnership), the undersigned, desiring to form a limited partnership, hereby certifies that:

1. The name of the limited partnership (*may contain the word "company", or "limited" or "limited partnership" or any abbreviation*):

---

2. Complete part (a) or (b) – not both:

(a) The address of this limited partnership’s current registered office in this Commonwealth is:  
(*post office box alone is not acceptable*)

Number and Street	City	State	Zip	County
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(b) The name of this limited partnership’s commercial registered office provider and the county of venue is:

c/o:

Name of Commercial Registered Office Provider	County
---	--------

3. The name and business address of each general partner of the partnership is:

Name	Address

4. The specified effective date, if any, is:

month	date	year	hour, if any
-------	------	------	--------------

IN TESTIMONY WHEREOF, the undersigned general partner(s) of the limited partnership has (have) executed this Certificate of Limited Partnership this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

---

Signature

---

Signature

---

Signature

DSCB:15-8511



**Department of State  
Bureau of Corporations and Charitable Organizations  
P.O. Box 8722  
Harrisburg, PA 17105-8722  
(717) 787-1057  
web site: [www.dos.state.pa.us/corps](http://www.dos.state.pa.us/corps)**

**Instructions for Completion of Form – (Certificate of Limited Partnership):**

- A. Typewritten is preferred. If not, the form shall be completed in black or blue-black ink in order to permit reproduction. The filing fee for this form is \$125 made payable to the Commonwealth of Pennsylvania. Checks must contain a commercially pre-printed name and address.
- B. Under 15 Pa.C.S. § 135(c) (relating to addresses) an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.
- C. The following, in addition to the filing fee, shall accompany this form:
  - (1) Any necessary copies of form DSCB:17.2 (Consent to Appropriation of Name).
  - (2) Any necessary governmental approvals.
- D. For general instructions relating to the formation of limited partnerships see 19 Pa. Code Ch. 73 (relating to limited partnerships).
- E. This form shall be executed by all general partners named herein. Any natural person of full age, general partnership, limited partnership, corporation or business or other trust may form a limited partnership if the organizing entity is designated as a general partner in and executes this form. Under 15 Pa.C.S. § 8513 (relating to certificate of cancellation), the Certificate of Limited Partnership shall be canceled whenever there are no limited partners, but it is not necessary to name the limited partners in the Certificate of Limited Partnership.
- F. Optional provisions required or authorized by law may be added. If a partner's interest in the limited partnership is to be evidenced by a certificate of partnership interest, a statement to that effect must be included in this form. See 15 Pa.C.S. § 8511(a)(4).
- G. This form and all accompanying documents shall be mailed to the address stated above.

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[Pa.B. Doc. No. 14-2077. Filed for public inspection October 3, 2014, 9:00 a.m.]

# DEPARTMENT OF TRANSPORTATION

## Transportation Advisory Committee Meeting

The Transportation Advisory Committee will hold a meeting on Thursday, October 9, 2014, from 10 a.m. to 12 p.m. in Conference Room 8N1 of the Commonwealth Keystone Building, Harrisburg, PA. For more information, contact Julie Harmantzis at (717) 787-2913 or jharmantzi@pa.gov.

BARRY J. SCHOCH, PE,  
*Secretary*

[Pa.B. Doc. No. 14-2078. Filed for public inspection October 3, 2014, 9:00 a.m.]

## INDEPENDENT REGULATORY REVIEW COMMISSION

### Action Taken by the Commission

The Independent Regulatory Review Commission met publicly at 10 a.m., Thursday, September 18, 2014, and announced the following:

#### *Action Taken—Regulations Approved:*

Environmental Quality Board #7-480: Regulated Medical and Chemotherapeutic Waste (amends 25 Pa. Code Chapters 271, 272, 273, 284, 285, 287, 288 and 299)

Pennsylvania Gaming Control Board #125-168: Gaming Junket Enterprises, Accounting and Internal Controls, Compulsive and Problem Gambling, Self-Exclusion, Underage Gaming, Equipment, Blackjack (amends 58 Pa. Code Subparts B, E, G, I, J and K)

State Board of Medicine #16A-4937: Genetic Counselors (amends 49 Pa. Code Sections 16.11 and 16.13 and adds Sections 18.701 to 18.710)

#### *Action Taken—Regulation Disapproved: Order not yet Issued*

\* Department of State #16-56: Lobbying Disclosure Registration Fee

\* Will advise when order is issued.

### Approval Order

Public Meeting Held  
September 18, 2014

*Commissioners Voting:* John F. Mizner, Esq., Chairperson, George D. Bedwick, Vice Chairperson, W. Russell Faber, Lawrence J. Tabas, Esq., Dennis A. Watson, Esq.

*Regulated Medical and Chemotherapeutic Waste—  
Environmental Quality Board;  
Regulation No. 7-480 (#3017)*

On August 5, 2013, the Independent Regulatory Review Commission (Commission) received this proposed regula-

tion from the Environmental Quality Board (EQB). This rulemaking amends 25 Pa. Code Chapters 271, 272, 273, 284, 285, 287, 288 and 299. The proposed regulation was published in the August 24, 2013 *Pennsylvania Bulletin* with a 30-day public comment period. The final-form regulation was submitted to the Commission on August 29, 2014.

This final-form regulation updates the Department of Environmental Protection's regulated medical and chemotherapeutic waste provisions to make them consistent with federal requirements, including clarifying and streamlining the storage, transportation and shipment requirements for regulated medical waste; allowing the use of electronic tracking systems to record the proper processing and disposal of regulated medical waste; and allowing the transportation of regulated medical waste through the United States Postal Service.

We have determined this regulation is consistent with the statutory authority of EQB (35 P. S. §§ 6018.102 and 104, 35 P. S. §§ 6019.2(b) and 4(b)) and the intention of the General Assembly. Having considered all of the other criteria of the Regulatory Review Act, we find promulgation of this regulation is in the public interest.

*By Order of the Commission:*

This regulation is approved.

### Approval Order

Public Meeting Held  
September 18, 2014

*Commissioners Voting:* John F. Mizner, Esq., Chairperson, George D. Bedwick, Vice Chairperson, W. Russell Faber, Lawrence J. Tabas, Esq., abstained, Dennis A. Watson, Esq.

*Gaming Junket Enterprises, Accounting and Internal  
Controls, Compulsive and Problem Gambling,  
Self-Exclusion, Underage Gaming, Equipment,  
Blackjack—Pennsylvania Gaming Control Board;  
Regulation No. 125-168 (#3003)*

On April 5, 2013, the Independent Regulatory Review Commission (Commission) received this proposed regulation from the Pennsylvania Gaming Control Board (Board). This rulemaking amends 58 Pa. Code Subparts B, E, G, I, J and K. The proposed regulation was published in the April 20, 2013 *Pennsylvania Bulletin* with a 30-day public comment period. The final-form regulation was submitted to the Commission on August 13, 2014.

This regulation is a general update of provisions that address Gaming Junket Enterprises, Accounting and Internal Controls, Compulsive and Problem Gambling, Self-Exclusion, Underage Gaming, Equipment, and Blackjack.

We have determined this regulation is consistent with the statutory authority of the Board (4 Pa.C.S. § 1202(b)(30)) and the intention of the General Assembly. Having considered all of the other criteria of the Regulatory Review Act, we find promulgation of this regulation is in the public interest.



By Order of the Commission:

This regulation is approved.

### Approval Order

Public Meeting Held  
September 18, 2014

*Commissioners Voting:* John F. Mizner, Esq., Chairperson,  
George D. Bedwick, Vice Chairperson, W. Russell Faber,  
Lawrence J. Tabas, Esq., Dennis A. Watson, Esq.

*Genetic Counselors—  
State Board of Medicine;  
Regulation No. 16A-4937 (#3034)*

On October 7, 2013, the Independent Regulatory Review Commission (Commission) received this proposed regulation from the State Board of Medicine (Board). This rulemaking amends 49 Pa. Code Sections 16.11 and 16.13 and adds Sections 18.701 to 18.710. The proposed regulation was published in the October 19, 2013 *Pennsylvania Bulletin* with a 30-day public comment period. The final-form regulation was submitted to the Commission on June 5, 2014. At its July 10, 2014 public meeting, the

Commission voted to disapprove the final-form regulation. On August 29, 2014, the revised final-form regulation was submitted to the Commission.

This regulation implements Act 125 of 2011 which established licensure and regulation of genetic counselors. The regulation includes fees, provisions for three types of licensure, biennial registration, disciplinary actions, continuing education and professional liability insurance.

We have determined this regulation is consistent with the statutory authority of the State Board of Medicine (63 P. S. § 422.8) and the intention of the General Assembly. After considering all of the other criteria of the Regulatory Review Act, we find promulgation of this regulation is in the public interest.

By Order of the Commission:

This regulation, as revised, is approved.

JOHN F. MIZNER, Esq.,  
Chairperson

[Pa.B. Doc. No. 14-2079. Filed for public inspection October 3, 2014, 9:00 a.m.]

### Notice of Comments Issued

Section 5(g) of the Regulatory Review Act (71 P. S. § 745.5(g)) provides that the Commission may issue comments within 30 days of the close of the public comment period. The Commission comments are based upon the criteria contained in section 5.2 of the Regulatory Review Act (71 P. S. § 745.5b).

The Commission has issued comments on the following proposed regulation. The agency must consider these comments in preparing the final-form regulation. The final-form regulation must be submitted within 2 years of the close of the public comment period or it will be deemed withdrawn.

<i>Reg No.</i>	<i>Agency/Title</i>	<i>Close of the Public Comment Period</i>	<i>IRRC Comments Issued</i>
#4-95	Department of Community and Economic Development Industrial Housing and Components 44 Pa.B. 5026 (July 26, 2014)	08/25/14	09/24/14

#### Department of Community and Economic Development

#### Regulation #4-95 (IRRC #3063)

#### Industrial Housing and Components

September 24, 2014

We submit for your consideration the following comments on the proposed rulemaking published in the July 26, 2014 *Pennsylvania Bulletin*. Our comments are based on criteria in Section 5.2 of the Regulatory Review Act (71 P. S. § 745.5b). Section 5.1(a) of the Regulatory Review Act (71 P. S. § 745.5a(a)) directs the Department of Community and Economic Development (Department) to respond to all comments received from us or any other source.

#### 1. Consistency with statute; Implementation procedures; and Economic impact

##### *Industrialized Housing Advisory Commission (IHAC)*

The Industrialized Housing Act (Act) requires the Department “to consult with and obtain advice of the Industrialized Housing Advisory Commission in the drafting and promulgation of rules and regulations.” 35 P. S.

§§ 1651.5(a) and 1651.8. Commentators state that the final version of the proposed regulation was not presented to IHAC. In developing the final-form regulation, we recommend that the Department work closely with IHAC and consider publishing an Advanced Notice of Final Rulemaking to give IHAC and any other interested party the opportunity to build consensus on the language of the regulation prior to submittal of the final-form regulation.

##### *Housing and components manufactured prior to the effective date of the regulation*

At 35 P. S. § 1651.4(d), the Act states:

All industrialized housing or housing components manufactured prior to the effective date of the duly promulgated rules and regulations adopted by the department pursuant to section 5 of this act and not carrying the insignia of certification may be sold, leased or installed in any municipality of the Commonwealth subject to any and all local ordinances, regulations, building codes, and special local requirements.

Several commentators expressed strong concerns that the regulation does not address existing housing and components, and therefore, effectively bans their existing

inventory. The commentators cite costs to them in the millions of dollars, as well as loss of jobs and tax revenue. The commentators are also concerned that, based on the language of the proposed regulation, local officials might only accept units with an insignia.

We do not believe it was the Department's intent to exclude existing inventories. The regulation needs to be amended to directly address existing inventories to be consistent with the business protections established by 35 P. S. § 1651.4(d). Some of the commentators cite the language of Section 145.31(a) as the specific problem. However, given the above concern regarding consultation with IHAC, we ask the Department to review the entire regulation in consultation with the regulated community and explain how the final-form regulation complies with 35 P. S. § 1651.4(d).

**2. Evaluation of costs in the Regulatory Analysis Form (RAF)—Compliance with the provisions of the Regulatory Review Act.**

The RAF requests information we must consider in determining whether a regulation is in the public interest. 71 P. S. §§ 745.5 and 745.5b(b)(6). There are responses in the RAF which should be further explained:

- RAF 19, 20 and 21 ask for "specific estimates of the costs and/or savings." The Department describes minimal costs of the Insignia Certification, but does not provide a specific estimate, as requested.
- RAF 22 states there is an attached form, but we did not find this form in our copy of the submittal.
- The responses to RAF 23, 23a, 24, 25, 26, 27 and 28 are "N/A."

We recommend that the Department review the responses provided in the RAF. For example, in addition to Insignia Certification, the Department is amending its fees in Section 145.94 which is not mentioned in the RAF. If the appropriate response is "N/A," then we recommend that the Department explain why a particular RAF request is not applicable. In all other instances, we ask the Department to provide more detailed and complete RAF responses to assist us in our determination of whether the regulation is in the public interest.

**3. Section 145.1. Definitions.—Protection of the public; Reasonableness; Economic impact; and Clarity.**

*Substantive provision in a definition*

The definition of "permanent foundation" includes substantive provisions addressing how the foundation must be constructed. Subsection 2.11(e) of the *Pennsylvania Code & Bulletin Style Manual* (fifth edition) states that substantive provisions may not be contained in a definition section. For clarity, we recommend moving these provisions to the body of the regulation.

*Requirements*

Commentators stated that the requirements for permanent foundations:

- Are more restrictive than the Uniform Construction Code;
- Limit the method of installation and securing buildings to grade;
- Favor welded attachment and crane setting of buildings over other options currently in use; and
- Go against standard installation practices through the use of mortared piers and no tie downs.

We recommend that the Department review the requirements for permanent foundations with the regulated community to reach consensus on the requirements and how to amend them.

**4. Section 145.94. Fees—Economic Impact; Reasonableness.**

The Department is amending and adding fees in this section. For each fee in this section, we ask the Department to provide support for the amount of the fee, the amount of revenue the Department expects the fee to generate and an explanation of why the fee is reasonable.

JOHN F. MIZNER, Esq.,  
*Chairperson*

[Pa.B. Doc. No. 14-2080. Filed for public inspection October 3, 2014, 9:00 a.m.]

**Notice of Filing of Final Rulemakings**

The Independent Regulatory Review Commission (Commission) received the following regulation. It is scheduled to be considered on the date noted. The Commission's public meetings are held at 333 Market Street, 14th Floor, in Harrisburg, PA at 10 a.m. To obtain a copy of the regulation, interested parties should first contact the promulgating agency. If a copy cannot be obtained from the promulgating agency, the Commission will provide a copy or a copy can be obtained from our web site at [www.irrc.state.pa.us](http://www.irrc.state.pa.us).

<i>Final Reg. No.</i>	<i>Agency/Title</i>	<i>Resubmitted</i>	<i>Public Meeting</i>
#18-450	Department of Transportation Display of Registration Plates	9/19/14	10/23/14

JOHN F. MIZNER, Esq.,  
*Chairperson*

[Pa.B. Doc. No. 14-2081. Filed for public inspection October 3, 2014, 9:00 a.m.]

# INSURANCE DEPARTMENT

Joseph Garrity; License Denial; Doc. No. AG14-09-012

The proceeding in this matter will be governed by 2 Pa.C.S. §§ 501—508 and 701—704 (relating to Administrative Agency Law), 1 Pa. Code Part II (relating to General Rules of Administrative Practice and Procedure) and 31 Pa. Code Chapter 56 (relating to special rules of administrative practice and procedure).

A prehearing telephone conference initiated by this office is scheduled for October 29, 2014, at 9:30 a.m. Each party shall provide the Hearings Administrator a telephone number to be used for the telephone conference on or before October 27, 2014. A hearing shall occur on October 29, 2014, at 9:30 a.m. in the Administrative Hearings Office, Capitol Associates Building, Room 200, 901 North Seventh Street, Harrisburg, PA.

At the prehearing telephone conference, the parties shall be prepared to discuss settlement, stipulations, witnesses and the documents anticipated for use at the hearing, estimated time for the hearing, special evidentiary or legal issues and other matters relevant to the orderly, efficient and just resolution of this matter.

On or before October 15, 2014, each party shall file with the Administrative Hearings Office a prehearing statement which shall contain: (1) a statement of undisputed facts to be stipulated between the parties; (2) a statement of additional contended facts; (3) names and addresses of witnesses along with the specialties of experts to be called; (4) a list of documents to be used at the hearing; (5) special evidentiary or other legal issues; and (6) the estimated time for that party's case.

Contemporaneously with service of the prehearing statement on the opposing party, each party shall supply the other with a copy of any listed document not previously supplied and a copy of any report generated by an expert witness designated on the prehearing statement. Any report subsequently received from a party's expert witness prior to hearing shall be supplied to the other party within 2 business days. Copies of documents and expert reports need not be filed with the Administrative Hearings Office. A party will be precluded at hearing from using a document not listed and supplied unless the use was not reasonably foreseeable. Experts may testify only on matters substantially contemplated by reports supplied to the other party in accordance with this paragraph.

Motions preliminary to those at hearing, protests, petitions to intervene or notices of intervention, if any, must be filed on or before October 15, 2014, with the Hearings Administrator, Administrative Hearings Office, Capitol Associates Building, Room 200, 901 North Seventh Street, Harrisburg, PA 17102. Answer to petitions to intervene, if any shall be filed on or before October 27, 2014.

Persons with a disability who wish to attend the previously-referenced administrative hearing and require an auxiliary aid, service or other accommodation to participate in the hearing should contact Donna R. Fleischauer, Human Resources Director at (717) 705-4194.

MICHAEL F. CONSEDINE,  
*Insurance Commissioner*

[Pa.B. Doc. No. 14-2082. Filed for public inspection October 3, 2014, 9:00 a.m.]

# OFFICE OF ATTORNEY GENERAL

[ OFFICIAL OPINION 2014-1 ]

## Request for Legal Advice Concerning the Pennsylvania Gaming Control Board's Authority to Limit the Possession of Firearms Inside a Licensed Casino Facility

August 5, 2014

William H. Ryan, Jr., Chairman  
Pennsylvania Gaming Control Board  
P.O. Box 69060  
Harrisburg, PA 17106-9060

Dear Chairman Ryan:

On behalf of the Pennsylvania Gaming Control Board ("Board"), you have requested a legal opinion, pursuant to the Commonwealth Attorneys Act, 71 P.S. § 732-204, concerning whether the Board has the authority, under 58 Pa. Code § 465a.13, to limit the possession of firearms in the state's licensed casino facilities by persons who possess a valid permit to carry a concealed firearm pursuant to 18 Pa.C.S. § 6109 et seq. From the outset, please understand that the forthcoming opinion pertains only to the legality of the Board's authority to regulate the possession of firearms in the state's licensed casino facilities. That is to say, this opinion is not an evaluation of whether the private owner(s) of a state-licensed casino facility may or may not limit the possession of firearms in his/her privately-owned casino.

As a threshold matter and for purposes of precision and clarity, in your May 5, 2014, letter, you seem to use the terms "weapon(s)," "deadly weapon(s)," "firearm(s)," "concealed weapon," and "firearm concealed" in an interchangeable fashion. However, because 18 Pa.C.S. § 6109 et seq. relates exclusively to firearms and not weapons or deadly weapons this opinion accordingly addresses only the former terminology.

On October 11, 2008, the Board implemented 58 Pa. Code § 465a.13. In pertinent part, this regulation provides:

(a) Individuals, including security department personnel, are prohibited from possessing any deadly weapon as defined in 18 Pa.C.S. § 2301 (relating to definitions), stun gun or other device designed to injure or incapacitate a person within a licensed facility without the express written approval of the Board.

(b) The prohibition in subsection (a) does not apply to:

(1) Pennsylvania State Police assigned to its Gaming Enforcement Office.

(2) An on-duty officer or agent of any local, State or Federal law enforcement agency when the officer or agent is acting in an official capacity.

58 Pa. Code § 465a.13.

On June 28, 2011, the Governor signed into law HB40.<sup>1</sup> Known also as Act 10 of 2011, HB40 amended Titles 18 (Crimes and Offenses) and 42 (Judiciary and Judicial Procedure). Among other things, HB40 added new language to Section 6109 of Title 18 as follows:

<sup>1</sup> Act of Jun. 28, 2011, P.L. 48, No. 10.

(m.3) *Construction*.—Nothing in this section shall be construed to:

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(2) Authorize any Commonwealth agency to regulate the possession of firearms in any manner inconsistent with the provisions of this title.

18 Pa.C.S. § 6109(m.3).

It would now appear that the Board's regulation at 58 Pa. Code § 465a.13(a) contravenes 18 Pa.C.S. § 6109(m.3). If there is a conflict between a statute and regulation, the statute controls. See generally *Commonwealth v. DeFusco*, 549 A.2d 140, 145 (1988); *Dep't of Transportation v. Colonial Nissan, Inc.*, 691 A.2d 1005, 1009 (1997); *Heaton v. Dep't of Public Welfare*, A.2d 1350, 1355 (1986). Section 465a.13(a) regulates the possession of firearms in a licensed casino facility. Section 6109(m.3), on the other hand, prohibits a Commonwealth agency from regulating the possession of firearms in any manner inconsistent with Title 18. The Board is a Commonwealth agency. Title 18 enumerates those specific locations in which individuals are prohibited from possessing firearms and such does not include a licensed casino facility. See 18 Pa.C.S. §§ 912—913, 5122. Accordingly, the Board's regulation is inconsistent with the provisions of Title 18 inasmuch as it regulates the possession of firearms in a location (licensed casino facility) not contemplated by Title 18.

In summary, for the reasons set forth herein, it is our opinion, and you are so advised, that the Board does not have the authority, under 58 Pa. Code § 465a.13, to limit the possession of firearms in the state's licensed casino facilities by persons who possess a valid permit to carry a concealed firearm pursuant to 18 Pa.C.S. § 6109 et seq.

Finally, you are advised that, in accordance with Section 204(a)(1) of the Commonwealth Attorneys Act, 71 P. S. § 732-204(a)(1), you are required to follow the advice set forth in this opinion and shall not in any way be liable for doing so.

KATHLEEN G. KANE,  
*Attorney General*

[Pa.B. Doc. No. 14-2083. Filed for public inspection October 3, 2014, 9:00 a.m.]

## OFFICE OF OPEN RECORDS

Hearing in the Matter of Dianemarie Haring v.  
Pennridge School District; Pennsylvania Office  
of Open Records Doc. No. AP 2014-1060

A hearing on the previously-captioned Right-To-Know appeal will be held as follows:

*Date:* October 28, 2014

*Time:* 10 a.m.

*Location:* Hearing Room 1  
North Office Building  
Harrisburg, PA 17125

*Presiding:* Edward S. Finkelstein, Esq.  
Hearing Officer  
400 North Street, Plaza Level  
Harrisburg, PA 17120  
(717) 364-9903, fax (717) 425-5343

This hearing is being conducted under section 1101(a)(2) of the Right-to-Know Law (65 P. S.

§ 67.1101(a)(2)) to determine whether the Pennridge School District is required to provide fiscal records concerning Pennridge School District booster and support clubs.

Persons with a disability who wish to attend the hearing should contact the Office of Open Records (OOR) to make arrangements for their special needs. Call the OOR at least 5 business days prior to the hearing to submit a request.

For persons who require an interpreter to participate in the hearings, the OOR will make every reasonable effort to have an interpreter present. Call the OOR at (717) 346-9903 at least 10 business days prior to the hearing to submit the request.

TERRY MUTCHLER,  
*Executive Director*

[Pa.B. Doc. No. 14-2084. Filed for public inspection October 3, 2014, 9:00 a.m.]

## PENNSYLVANIA PUBLIC UTILITY COMMISSION

### Service of Notice of Motor Carrier Applications

The following temporary authority and/or permanent authority applications for the right to render service as a common carrier or contract carrier in this Commonwealth have been filed with the Pennsylvania Public Utility Commission (Commission). Formal protests and petitions to intervene must be filed in accordance with 52 Pa. Code (relating to public utilities). A protest shall indicate whether it applies to the temporary authority application, the permanent authority application, or both. Filings must be made with the Secretary, Pennsylvania Public Utility Commission, P. O. Box 3265, Harrisburg, PA 17105-3265, with a copy served on the applicant by October 21, 2014. Documents filed in support of the applications are available for inspection and copying at the Office of the Secretary between 8 a.m. and 4:30 p.m., Monday through Friday, and at the business address of the respective applicant.

**Applications of the following for approval to *begin* operating as *common carriers* for transportation of *persons* as described under each application.**

**A-2014-2434084. McIlwain Charters, Inc.** (1551 Ferndale Avenue, Johnstown, PA 15905) for the right to begin to transport, as a common carrier, by motor vehicle, persons, in group and party service, in vehicles seating 11 to 15 passengers, including the driver, between all points in Pennsylvania; excluding areas under the jurisdiction of the Philadelphia Parking Authority.

**A-2014-2438797. Ishfaq Minhas and Shiraz Ahmed Co-Partners t/a Sky King Limo Service** (522 West Marshall Street, Apartment D, West Chester, Chester County, PA 19380) persons, in limousine service, from points in Bucks, Chester, and Montgomery Counties, to points in Pennsylvania, and return, excluding service that is under the jurisdiction of the Philadelphia Parking Authority.

**Applications of the following for approval of the beginning of the exercise of the right and privilege of operating motor vehicles as common carriers for the transportation of persons by transfer of rights as described under the application.**

**A-2014-2438472. Lifeline Medical Services, Inc. t/a Lifecare Transport** (960 Brook Road, Suite #1, Conshohocken, Montgomery County, PA 19428) persons in paratransit service, between points in the Counties of Bucks, Delaware, Montgomery and Philadelphia, which is to be a transfer of all rights authorized under the certificate issued at A-6410694 to Advanced Medical Express Ambulance, LLC, t/a AMEX Ambulance, LLC, subject to the same limitations and conditions. *Attorney:* Christopher M. McLean, American Heritage Building, 4400 Walbert Avenue at Ridgeview Drive, Allentown, PA 18104.

**Application of the following for amendment to the certificate of public convenience approving the operation of motor vehicles as common carriers for transportation of persons as described under the application.**

**A-2014-2436574. Burgit City Taxi, Inc.** (565 South Main Street, Wilkes-Barre, Luzerne County, PA 18702) for the amended right to transport, as a common carrier, by motor vehicle, persons in call or demand service, between points in the City of Wilkes-Barre, Luzerne County, and points within 15 air miles of the municipal limits of said

city. *Attorney:* James J. Haggerty, Esquire, 840 West Market Street, Kingston, PA 18704.

**Applications of the following for approval of the additional right and privilege of operating motor vehicles as common carriers for transportation of persons as described under each application.**

**A-2014-2434077. Nasser Limousine, LLC** (4751 Birney Avenue, Moosic, PA 18507) for the additional right to begin to transport, as a common carrier, by motor vehicle, persons, in limousine service, between points, within the Counties of Bradford, Berks, Carbon, Columbia, Lehigh, Luzerne, Lycoming, Monroe, Montour, Northampton, Northumberland, Pike, Schuylkill, Sullivan and Susquehanna.

**A-2014-2439521. Cranberry Taxi, Inc. t/a Veterans Taxi & Cranberry-X** (Sheraton Hotel/Northwest, 910 Sheraton Drive, Mars, PA 16046) for the additional right to begin to transport, as a common carrier, by motor vehicle, persons, in paratransit service, between points in the Counties of Allegheny, Butler, Beaver, Washington, Westmoreland, Fayette, Lawrence, Armstrong and Philadelphia, to points in Pennsylvania, and return. *Attorney:* William A. Gray, Esquire, Vuono & Gray, LLC, 310 Grant Street, Suite 2310, Pittsburgh, PA 15219-2383.

ROSEMARY CHIAVETTA,  
*Secretary*

[Pa.B. Doc. No. 14-2085. Filed for public inspection October 3, 2014, 9:00 a.m.]









# NOTICES

## GOVERNOR'S OFFICE

### Catalog of Nonregulatory Documents

Under Executive Order 1996-1, agencies under the jurisdiction of the Governor must catalog and publish nonregulatory documents such as policy statements, guidance manuals, decisions, rules and other written materials that provide compliance related information. The following compilation is the eighteenth list of the nonregulatory documents. This list is updated and published annually on the first Saturday in August.

This catalog is being provided to ensure that the public has complete access to the information necessary to understand and comply with State regulations. We have made every effort to ensure that the catalog includes all documents in effect as of August 2, 2014; however, due to the breadth and changing nature of these documents, we cannot guarantee absolute accuracy. Facilitating access to information is important to enhancing the partnership between the regulated community and the State.

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#### ADMINISTRATION

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**Editor's Note:** The Index of Issuances, Manual M210.3, issued by the Governor's Office of Administration, Directives Management System, includes Executive Orders, Management Directives and Manuals. New or revised documents to the Index are published monthly in the *Pennsylvania Bulletin* and the entire index is revised yearly in the *Pennsylvania Code*.

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#### AGING

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#### LEGAL DECISIONS:

##### Office of Chief Counsel

**Contact: Harriet F. Withstandley, Chief Counsel (717) 783-2670**

- *Reynolds v. Department of Aging*, 570 A.2d 1373 (Pa. Commw. 1990).
- *Pennsylvania Department of Aging v. Lindbergh*, 469 A.2d 1012 (Pa.1983).
- *Suburban/Bustleton v. Department of Aging*, 579 A.2d 426 (Pa. Commw. 1990).
- *McGuire v. Department of Aging*, 592 A.2d 830 (Pa. Commw. 1991).
- *Dickey v. Department of Aging*, 615 A.2d 990 (Pa. Commw. 1992).
- *In the Interest of M.B.*, 686 A.2d 87 (Pa. Commw. 1996).
- *Calabro v. Department of Aging*, 689 A.2d 34 (Pa. Commw. 1997).
- *Calabro v. Department of Aging*, 698 A.2d 596 (Pa. 1997).
- *Schaffren v. Philadelphia Corporation for Aging*, 1997 U.S. Dist. Lexis 17493 (M.D. Pa., 1997).
- *Scanlon v. Department of Aging*, 739 A.2d 635 (Pa. Commw. 1999).
- *Nixon v. Com. of PA*, 789 A.2d 376 (Pa. Commw. 2001), affirmed by 576 Pa. 385 (Pa. 2003).
- *Peek v. Department of Aging*, 873 A.2d (Pa. Commw. 2005).
- *Silo v. Commonwealth*, 886 A.2d 1193 (Pa. Commw. 2005).
- *Commonwealth v. TAP Pharmaceutical Products, Inc.*, 885 A.2d 1127 (Pa. Commw. 2005).
- *Christian Street Pharmacy v. Department of Aging*—unreported Commonwealth Court Opinion—May 30, 2007.
- *Christian Street Pharmacy v. Pa. Department of Aging*, 946 A.2d 798 (Pa. Commonwealth Court, April 10, 2008).
- *Commonwealth v. TAP Pharmaceutical Products, et al.*, 212 MD 2004
- *Commonwealth v. Janssen Pharmaceutical Inc. Philadelphia Court of Common Pleas*, Case #002181
- *Commonwealth v. TAP Pharmaceutical Products, Inc.—Appeals of Ortho-McNeil-Janssen Pharmaceuticals, Inc.—Commonwealth Court 802-CD-2011*—Appeal Argued-pending.
- *Commonwealth v. TAP Pharmaceutical Products, Inc.—Appeals of Bristol Myers-Squibb and Johnson & Johnson—PA Supreme Court—84 and 85 MAP 2011*—argument May 7, 2013-pending.

#### INTERNAL GUIDELINES:

#### PHARMACEUTICAL PROGRAM (PACE)

**Contact: PACE Compliance Division (717) 787-7313**

#### PACE PROVIDER BULLETINS: 2013

- PPB-12-013 Non-Participating Manufacturers Bulletin sent September, 2012  
This list and representative sampling of drugs informed pharmacies of what manufacturers and drugs will no longer be reimbursed by the Program to allow them time to notify their suppliers to change to different manufacturers.
- PPB-12-014 FUL (Federal Upper Limits) Bulletin sent October 2012  
The Federal Upper Limits bulletin advised providers that the August 2013 FUL prices were used to price certain drugs and that a reprocessing would be done.
- PPB-12-015 Short Cycle Dispensing Bulletin sent October 2012  
Providers were informed of how the Program was responding to the CMS Short Cycle Dispensing mandate which impacted cardholders residing in Long Term Care facilities.
- PPB-12-016 Part D Plans for 2013 sent November 2012  
Announcement listing the Part D Partner plans selected for 2013.
- PPB-12-018 Pro DUR Bulletin sent November 2012  
This bulletin identified four (4) drugs that were now subject to DUR (Drug Utilization and Review) edits requiring a diagnosis for continued reimbursement..
- PPB-13-002 FUL Reimbursement Bulletin sent May 2013  
Announcement informing providers of the status of the FUL (Federal Upper Limits) reprocessing.
- PPB-13-003 New DUR Edits Bulletin sent March 2013  
Notification identifying thirteen (13) drugs that were now subject to DUR (Drug Utilization and Review) edits and the criteria being applied for continued reimbursement.

- PPB-13-004 Rejected Reversals Bulletin sent April 2013 Notification of the Program's intent to void claims that providers had attempted, but were unsuccessful in, reversing or voiding because the cardholder did not receive the medication.
- PPB-13-005 NCPDP 7C Edit Bulletin sent March 2013 Notification that the Program was implementing edit (Error 7C) to ensure that the provider was billing the correct primary payer prior to billing the Program.
- PPB-13-006 Compound Enhancement Bulletin sent May 2013 Notification instructing pharmacies how to bill compounds when the an ingredient, such as water or petroleum jelly, is not a drug.
- PPB-13-007 Non-Participating Manufacturers Bulletin sent May 2013 List of three (3) and representative sampling of the drugs affected informing pharmacies of what manufacturers and drugs will no longer be reimbursed by the Program thereby giving them time to notify their suppliers to change to different manufacturers.

#### **PACE PROVIDER BULLETINS: 2012**

- January 12, 2012—Medicare Part D Plans with Premium Agreements: The following Part D Plans have premium agreements with the PACE Program.
- March 6, 2012—March 31, 2012 POSTPONEMENT: Claims submitted for PACE, CRDP, SPBP and all ancillary programs administered by the Department of Aging must continue to be submitted in NCPDP v. 5.1 after the March 31, 2012 CMS deadline.
- March 16, 2012—April 21, Implementation: On Saturday, April 21, 2012, PACE will begin accepting NCPDP vD.Ø on its new processing platform. Claims submitted for PACE, CRDP, SPBP and all ancillary programs administered by the Department of Aging are to continue to be submitted in NCPDP v5.1 until that date. Claims submitted in D.Ø before April 21, 2012 will deny.
- March 30, 2012—Part D Plan BINS: Most PACE/PACENET cardholders have a primary Part D plan. Each year, cardholders have the opportunity to change plans resulting in plan membership updates
- April 10, 2012—April 21, 2012 IMPLEMENTATION REMINDER: As stated in an earlier bulletin, on Saturday April 21, 2012, PACE will begin accepting claims in NCPDP vD.Ø for PACE, CRDP, SPBP and all ancillary programs. Claims submitted in version D.Ø before April 21, 2012 will deny.
- April 16, 2012—PACE Portal: On Saturday, April 21, 2012, the Pennsylvania Department of Aging is introducing a new website: [papaceportal.magellanhealth.com](http://papaceportal.magellanhealth.com). The Pennsylvania PACE portal is designed to assist cardholders, pharmacies, and physicians by providing information about PACE and other pharmacy programs it administers, as well as providing links to Pennsylvania governmental websites.
- May 4, 2012—NCPDP v5.1 Claims: Effective Monday May 7, 2012, claims submitted in NCPDP version 5.1 will deny with NCPDP Error "Ø2: Missing / Invalid Version Number" for the following programs. . . :
- May 14, 2012—Prescriber NPI Edit: PACE D.Ø specifications require the prescriber's NPI (Prescriber ID field 411-DB) for all claims unless the cardholder's primary plan requires the prescriber's DEA.
- June 1, 2012—Part D 4Rx Identifier Edit: CMS has mandated that by July 1, 2012, all Aprt D sponsors require pharmacies to use current 4Rx data for Medicare Part D drug claim submissions.

#### **PACE PROVIDER BULLETINS: 2011**

- January 4, 2011—Medicare Part D Partner Plan Assignments: PACE, CRDP and SPBP Programs solicit qualified Prescription Drug Plans who are interested in partnering with the Program to provide a coordinated benefit.
- January 6, 2011—Medicare Part D Additional Cardholders: Enclosed is an additional list of Medicare Part D cardholders.
- January 14, 2011—Part D Partner Plan Update: Wellcare PCN.
- January 21, 2011—Other Payer BIN: When submitting a claim to PACE/CRDP/SPBP as the secondary payer, be sure the BIN entered in the primary claim is the same as the BIN entered in the COB segment.
- January 28, 2011—Part D Primary Plan Edit: Effective Tuesday, February 1, 2011, claims billed to the cardholder's incorrect primary plan will deny with NCPDP Reject Code 7C—Missing/Invalid Other Payer ID.
- April, 2011—Non-Participating Manufacturer: Effective April 1, 2011, Fresenius Medical Care, labeler code 49230, has terminated its manufacturer's rebate agreement with the Commonwealth.
- May 16, 2011—Same Cycle Voids: The PACE processing system will be implementing a change effective October 1, 2011, affecting claims paid and voided with the same processing cycle.
- May 16, 2011—Chain Provider Voids: The PACE Processing system will be implementing a change effective October 1, 2011, that may impact chain providers.

#### **PACE PROVIDER BULLETINS: 2010**

- January, 2010—2010 Medicare Part D Partner Plans: PACE is conducting its annual assignment of cardholders into Part D partner plans.
- February 1, 2010—New PACE Cardholder ID Number: Beginning March 4, 2010, PACE will be mailing new PACE Cards to all current PACE/PACENET members.
- February 2, 2010—NEW PACE/PACENET CARD: All Cardholders will receive a new PACE/PACENET card and ID number. Effective Tuesday, May 4, 2010, only the new PACE/PACENET ID will be accepted. The old number will reject with the NCPDP error 07 M/I Cardholder ID number.
- February 19, 2010 New Edits: Effective February 23, 2010, PACE will implement the following edits: . . .
- March 1, 2010 New PACE/PACENET Card Implementation Revision: The PACE/PACENET card implementation has been delayed until April.
- March 10, 2010—CMS Termination of Fox Insurance: Effective March 9, 2010, CMS terminated Fox Insurance as a Medicare Part D plan.
- March 29, 2010—PPI EDIT: Effective Tuesday March 30, PACE will implement a PPI edit for cardholders enrolled in either MemberHealth Community CCRX or Ovations AARP Rx Saver plans.
- April 9, 2010—Osteopathic Assistants (OA's): The State Board of Osteopathic Medicine has amended its regulations whereby the supervising physician may delegate

to the physician assistant (Osteopathic Assistant) the prescribing, dispensing, and administering of drugs and therapeutic devices.

- April 23, 2010—Osteopathic Assistants (OA's): As stated in the previous bulletin, the State Board of Osteopathic Medicine amended its regulations whereby the supervising physician may delegate to the physician assistant (Osteopathic Assistant) the prescribing, dispensing and administering of drugs and therapeutic devices.
- June 7, 2010—NEW PACE/PACENET CARD EDIT: The new PACE/PACENET card mailing has been completed. Distribution of pharmacy cardholder lists was completed in early April.
- June 11, 2010—New PACE/PACENET Card NCPDP Error 07.
- June 21, 2010—340B Pricing: Providers are advised that pharmaceuticals billed to the Commonwealth that are eligible for 340B pricing are being reviewed.
- June 24, 2010—Workers' Compensation Security Fund, Catastrophic Loss Benefits Continuation Fund Programs: All PACE Providers have been mailed packets of information inviting their participation as a pharmacy provider in the above mentioned Programs.
- August 23, 2010—Remittance Advice Name Change: In September the sender ID value and the electronic R/A file name will be changing.
- September 14, 2010—Prescription Imaging: The Department has reviewed the practice of scanning (imaging) a prescriber's original written order into pharmacy computer systems.
- October 1, 2010—Non-Participating Manufacturers: Effective immediately, the manufacturers and labeler codes listed below are not reimbursed by PACE.
- October, 2010—Prescription Records: The "Prescription Imaging" Bulletin dated September 14, 2010 addressed prescriptions received by the pharmacy as an "Original handwritten order."
- November 23, 2010—Propoxyphene (Darvon®, Darvocet®): Xanodyne Pharmaceuticals is withdrawing propoxyphene.
- December 14, 2010—Prospective Drug Utilization Review (ProDUR) Criteria Additions: Effective December 14, 2010 the following maximum daily dose, duration, age and step therapy criteria have been added to the Department of Aging's Prospective Drug Utilization Review Program in the following drug classes.
- December 17, 2010—340B Pricing Retraction: Effective immediately the Department of Aging is withdrawing the June 21, 2010 Bulletin mandating that providers submitting claims using pharmaceuticals purchased through the 240B Drug Discount Program bill the Program a Usual and Customary price that reflected the 240B discounted price.
- December 28, 2010—Medicare Part D Partner Plans: PACE is sending lists of PACE cardholders and their Part D partner information to the cardholder's pharmacy to enable cardholder primary payer information to be updated as quickly as possible.

#### **PACE PROVIDER BULLETINS: 2009**

- September 23, 2009—Valid Claim Data: The May 2009, Provider Bulletins (included with this transmission) reminded providers that the responsibility for the validity of their claim data lies with them.
- July 1, 2009—MemberHealth CCRX and First Health Premier Claim Submissions: Enclosed is a list of cardholders that frequent your pharmacy and are enrolled in either MemberHealth CCRX or First Health Premier Part D Plans. This list contains the correct BIN, PCN, Member ID and Group for each member and is a duplicate of the list sent in early January.
- July 1, 2009—PACE Claim Submissions: The Pennsylvania Pharmaceutical Assistance Contract for the Elderly Program (PACE) has received bulletins forwarded by Pennsylvania pharmacy providers.
- May 29, 2009—Future Provider Notifications: As announced, this week's Remittance Advice is the last paper R/A for PACE, SPBP, CRDP, PAP and SWIF. To inform providers of Program changes or initiatives in the future, Provider Bulletins will continue to be e-mailed to pharmacy associations, chain corporate offices as well as being available on the Department of Aging's website at [www.aging.state.pa.us](http://www.aging.state.pa.us).
- May 29, 2009—Prospective Drug Utilization Review (ProDUR): Criteria Additions: The following list contains recommended initial maximum dose, maximum daily dose and duration criteria which have been added to the Department of Aging's Prospective Drug Utilization Review program in the following drug classes:
- May 29, 2009—Validity of Claim's Information: Providers are responsible for the validity of their claims' data. The PACE Provider Agreement states.
- May 15, 2009—Claim Reversal Specification Revision: PACE receives approximately 20,000 voids weekly. To insure that the PART D TrOOP (True Out Of Pocket) expenses, is calculated correctly, effective Tuesday, June 16, 2009, ALL voids / reversals for ALL Programs must include the cardholder's Program specific identification number.
- May 15, 2009—Payer Specification Sheet: COMPLIANCE: PACE Providers are responsible for the validity of their claims submissions data. PACE is receiving TrOOP (True Out Of Pocket) expense data indicating that the Patient Paid Amount field (Field 433-DX) reported to PACE is not matching the data returned by the primary payer. This discrepancy is appearing both when the primary payer is making payment as well as during the deductible and the "donut hole."
- May 1, 2009—Effective June 1, 2009, PACE IS GOING GREEN! The last paper Remittance Advice for PACE, CRDP, SPBP and all other Programs under the auspices of the Department of Aging will be printed May 29, 2009.
- April 11, 2008—Effective immediately, PAP will begin enrolling eligible patients into a new program.
- April 3, 2009—Other Coverage Code "6" EDIT: Effective Monday April 6, 2009, Providers submitting claims with the Other Coverage Code of "6" will have the claim(s) denied when identified as a participating pharmacy by certain plans.
- March 27, 2009—Disallowed Claims: As stated in the March 6, 2009 Provider Bulletin, PACE is currently developing an edit to ensure that the Other Coverage Code (OCC) 6 "Other Coverage Denied-Not a Participating Provider" is being used correctly.
- March 27, 2009—Pennsylvania Rx Price Finder Website: Last July, it was announced that the Commonwealth was creating a website that would permit the public to access pharmacy usual and customary pricing information.

**PACE PROVIDER BULLETINS: 2008**

- December 31, 2008—Medicare Part D Plans: Effective January 1, 2009, approximately 138,000 PACE/PACENET cardholders will be enrolled.
- December 26, 2008—OTHER COVERAGE CODE EDITS: The Program has found that the submission of inaccurate data accompanying certain Other Coverage Code (OCC) values is compromising the integrity of PACE data.
- November 21, 2008—PA RX PRICEFINDER: On July 22nd, the Commonwealth unveiled a website to permit the public to access usual and customary billing information. This website, [www.parxpricefinder.com](http://www.parxpricefinder.com), enables consumers to shop around and get the best price for their medications.
- November 12, 2008—PACE and EASY PRINT: A Guide to using Medicare Remit Easy Print (MREP) with PACE.
- October 31, 2008—Program Updates: For AVANDIA and ACTOS, Effective January 1, 2009, all new prescriptions.
- October 31, 2008—Program Training Information: Provider Services is currently developing a downloadable power point training presentation module that will be available to any pharmacy provider.
- October 3, 2008—PACE & E-PRESCRIBING: The number of prescribers and pharmacies utilizing e-prescribing continues to increase throughout Pennsylvania. To facilitate e-prescribing for cardholders, PACE will make eligibility data available for e-prescribing physicians beginning in November.
- March 5, 2008—2008 Part D Partner Plan List Update. To ensure that the correct Part D plan is being billed as the primary, PACE/PACENET is providing this revised cumulative list (enclosed) of all cardholders currently enrolled in the selected Medicare Part D plans who frequent your pharmacy.
- March 28, 2008—Primary Payer Edits: Effective Monday, March 31, 2008, PACE/PACENET is implementing edits to insure providers bill the correct PACE Medicare Part D partner plan as the primary payer.
- April 11, 2008—PAPAP (Pennsylvania Patient Assistance Program) Effective immediately, PAP will begin enrolling eligible patients into a new program.
- April 25, 2008—Important Information About Prescriber NPI: On May 23, 2008, many primary prescription plans will accept only the prescriber's NPI in Field 411-DB. PACE/PACENET, CRDP, SPBP and other programs administered by the Department of Aging will accept either the prescriber's NPI or his/her Pennsylvania state license number. To avoid a denied claim, the correct Prescriber ID Qualifier must be entered in field 466-EZ. The Pennsylvania state license number qualifier is "13"; the NPI qualifier is "1".
- May 2, 2008—PACENET Premium for Additional IBC Plans to be collected at Point of Sale: Effective for claims with a date of service of May 1, 2008, 6,800 PACENET cardholders enrolled in the following IBC Part D plans will have the Individual Plan's Premium, up to the monthly premium benchmark of \$26.59, collected at the point of sale.
- May 2, 2008—Will Call Bin Spot—Check: The Department is conducting unannounced spot-checks of phar-

macies' "Will Call Bins" to insure that claims paid for by the Commonwealth of Pennsylvania have been received by the cardholder.

- May 16, 2008—Prescriber NPI: Effective Friday, May 23, 2008 PACE/PACENET, CRDP, SPBP and other programs administered by the Department of Aging will accept either the prescriber's NPI or Pennsylvania state license number in the PRESCRIBER ID Field, number 411-DB.
- June 6, 2008—Remittance Advice Enhancement: PACE, SPBP, CRDP and all programs under the auspices of the Department of Aging are transitioning to all electronic remittance advices. When complete, this will eliminate the current paper R/A's.

**Current Aging Program Directives**

**Contact: Policy Office (717) 783-1550**

Provided below is a comprehensive list of current Aging Program Directives. Directives which do not appear on the list are no longer in effect. Current directives are as follows:

**Program Area 01—Area Agency on Aging (AAA) Administration**

88-01-07 Personnel Action Plan for Private Non-Profit Area Agencies on Aging

91-01-01 Certification and Disclosure Regarding Lobbying

91-01-05 Area Agency on Aging Involvement in Corporate Eldercare Activities

92-01-01 Single Audit Act Requirements

92-01-06 Minimum Standards for Governing Boards of Private Non-Profit Area Agencies on Aging

93-01-04 Providing AAA Funded Services to Domiciliary Care and Personal Care Home Residents

94-01-04 Department of Aging Heat Emergency Plan

95-01-09 Assessments of Persons With An "Other Related Condition" Who Are Exceptional Admissions

97-01-02 Accounting Manual for Area Agency on Aging Programs Updates to Accounting Manual 7/21/2005

00-01-04 Aging Waiver Paid Claims Reconciliation

Sections of the Home and Community-Based Service manual are currently being revised. The Department of Aging/Office of Long-Term Living (OLTL) has been working closely with the Centers for Medicare & Medicaid Services (CMS) on several waiver amendments and renewals. The two waiver renewals most recently approved by CMS—Attendant Care and Aging—are accompanied by detailed work plans and contain significant changes that require policy clarifications. Until revisions are completed, please refer to the Waiver applications for policy guidance regarding all Aging/OLTL waivers. The applications may be found at the following link: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=733116&mode=2>

OPTIONS Cost Sharing Scale 2013

Functional Needs Measurement Tool Financial Resources Chart 2013

Family Caregiver Support Program Reimbursement Benefits Chart 2013

Family Caregiver Support Program Cost Sharing Guide

Family Caregiver Support Program Comparison Chart

- 03-01-07 HIPAA Standards for Privacy of Individually Identifiable Health Information and How the Requirements Impact the Pennsylvania Aging Network
- 05-01-05 FY 2005-06 Data Submission Requirements Annual Submission Requirements  
<http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701698&mode=2> Memo to APD# 05-01-05  
<http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701701&mode=2>
- 05-01-10 Indirect Cost Policy for Department of Aging Contracts
- 05-01-11 Area Agency on Aging Program Income Policies
- 06-01-05 Program Requirements final planning allocations for the tobacco/bridge agreement for FY 2005-06
- 06-01-08 Guidelines and approval process for authorization of environmental modification and adaptations in the Aging Waiver program
- 06-01-14 AAA Cost Settlement Process
- 07-01-03 FY 06-07 Aging Block Grant Amendment: Final Funding Allocations  
 Amendment to FY 06-07 Block Grant Allocations—memo
- 07-01-04 Electronic Transfer of Client specific Information
- 07-01-05 AAA Program Requirements, Planning Allocation and Aging Services Block Grant Format for SFY 2007-2008
- 07-01-06 Increase in Current Service Plan Cost Cap for Options
- 07-01-07 FY 2008-2012 Four-Year Plan Requirements
- 07-01-08 FY 2007-2008 Financial Reporting Requirements
- 07-01-09 AAA Program requirements, planning allocations, and reporting requirements for the Aging program agreement for FY 2007-2008 Aging Program Directive APD 07-01-09 Supplement
- 08-01-01 Temporary Moratorium on Reimbursement Rates for Services
- 08-01-02 <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701724&mode=2> Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2008-2009
- 08-01-02 2008-2009 Aging Block Grant Supplement #2: Final Funding Allocations Supp #2
- 08-01-03 Area Agency on Aging (AAA) Program Requirements, Planning, Allocations and Reporting Requirements for the Aging Waiver Program For Fiscal Year 2008-2009 Aging Program Directive <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701723&mode=2>
- 08-01-04 Fiscal Year (FY) 2008-2009 Financial Reporting Requirements (FRR)
- 08-01-05 Fiscal Year 2008-2009 Annual Program Reporting Requirements
- 08-01-08 FY 2008-2009 Annual Program Reporting Requirements (Memo)
- 09-01-01 Incident Reporting APD  
 Incident Reporting Q&A  
 Incident Report Form
- 09-01-02 Nursing Facility Clinically Eligible Clarification
- 09-01-03 Aging Contract Procurement Requirements for Area Agencies on Aging
- 09-01-05 Telecare Service Definitions and Standards [http://www.aging.state.pa.us/aging/lib/aging/APD\\_09-01-05\\_TELECARE\\_100109\\_final.pdf](http://www.aging.state.pa.us/aging/lib/aging/APD_09-01-05_TELECARE_100109_final.pdf)
- 09-01-06 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for SFY 2009-10
- 09-01-06 2009-2010 Aging Block Grant Supplement #2: Final Funding Allocations Supp #2
- 10-01-01 Nursing Home Transition Payment
- 10-01-02 Family Caregiver Support Program
- 10-01-03 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the Aging Waiver Program Agreement for FY 2009-10 Aging Program Directive
- 10-01-04 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2010-11
- 11-01-01 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Reporting Requirements for the Aging Waiver Program Agreement for FY 2010-11 Aging Program Directive
- 12-01-01 2011-2016 Area Plan
- 12-01-02 2011-2012 Cooperative Agreement Supplement
- 12-01-03 2011-2012 Title XIX Agreement Supplement
- 13-01-01 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2012-13 Amendment #1
- 13-01-02 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and reporting Requirements for the Nursing Home Transition Program FY 2012-13
- 13-01-03 AGING PROGRAM DIRECTIVE: ISSUANCE OF AGING SERVICE POLICY AND PROCEDURE MANUAL CHAPTER II: HEARINGS AND APPEALS
- 13-01-04 2012-13 Aging Block Grant Amendment #1: Funding Allocations
- 13-01-05 Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2012-13
- Program Area 02—Home Delivered Meals**  
 See APD #06-03-01
- Program Area 03—Congregate Meals**  
 06-03-01 Policies and Standards for the Department of Aging Funded Nutrition Service Programs  
 Attachment V., Breakfast Meal Template, Five-Day Excel Version  
 Attachment V., Breakfast Meal Template, Seven-Day Excel Version  
 Attachment VI., Lunch/Dinner Meal Template, Five-Day Excel Version  
 Attachment VI., Lunch/Dinner Meal Template, Seven-Day Excel Version
- 09-03-01 Leftover Food and Off-Site Consumption of Food/Private Pay Meals [http://www.aging.state.pa.us/aging/lib/aging/APD\\_09-03-01\\_Nutrition.pdf](http://www.aging.state.pa.us/aging/lib/aging/APD_09-03-01_Nutrition.pdf)
- Program Area 04—Socialization/Recreation/Education/Health Promotion**  
 96-04-01 Senior Community Center and Satellite Center Policies and Standards Revised Language for Aging Program Directive 96-04-01, Senior Community Center and Satellite Center Policies and Standards  
 98-04-01 PrimeTime Health Program

**Program Area 05—Employment Services**

07-05-01 Senior Community Services Employment Program: Eligibility Determination

07-05-02 Fiscal Year 2007-2008 Title V Allocation, Slot Level, Fiscal Program and Reporting Requirements

07-05-05 FY 08-09 Title V Allocation, Slot Level, Fiscal Program and Reporting Requirements

08-05-01 Senior Community Service Employment Program (SCSEP) <http://www.portal.state.pa.us/portal/server.pt?open=18&objID=701750&mode=2> - Final Fiscal Year

08-05-02 FY 2008-2009 Amended Senior Community Service Employment Program (SCSEP) Allocations and Slot Levels

08-05-03 FY 2008-2009 Amended Senior Community Service Employment Program (SCSEP) Allocations and Slot Levels—Supplements APD# 08-05-02

09-05-01 Senior Community Service Employment Program (SCSEP: Final FY 2008-2009 Funding Allocations)

09-05-02 American Recovery and Reinvestment Act of 2009 SCSEP Funding Allocations

09-05-03 Fiscal Year (FY) 2009-10 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements

Senior Community Service Employment Program State Plan

FY 2006-2007 Direct Care Worker Report

FY 2007-2008 Direct Care Worker Report

FY 2008-2009 Direct Care Worker Report

FY 2009-2010 Direct Care Worker Report

10-05-01 Senior Community Service Employment Program (SCSEP): Final FY 2009-2010 Funding Allocations

10-05-02 Fiscal Year (FY) 2010-11 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements

10-05-03 Senior Community Service Employment Program (SCSEP) Individual Durational Limit Policy

11-05-02 Fiscal Year (FY) 2011-12 Title V Allocation, Slot Level, Fiscal, Program and Reporting Requirements

11-05-03 Senior Community Service Employment Program (SCSEP) Revised Durational Limit Policy

11-05-04 SCSEP Policies Governing Federal Holidays, Necessary Sick Leave, Leave of Absences, Terminations and Grievances

**Program Area 06—Volunteer Services**

85-06-01 Volunteer Services

**Program Area 07—Passenger Transportation Services**

85-07-01 Policies for Transportation Services

04-07-01 Payer of Last Resort Policy (additionally see ATAB 08-07-01)

08-07-01 ATAB: Aging Waiver vs. DPW MATP

**Program Area 09—Legal Assistance**

85-09-01 AAA Program of Legal Services to the Elderly

**Program Area 10—Ombudsman**

98-10-01 Long Term Care Ombudsman Program

02-10-01 Implementation of Ombuds Manager

13-10-01 Upgrade to Statewide Reporting System OmbudsManager (Replaces 02-10-01)

**Program Area 11—Information and Referral**

85-11-01 Policies and Procedures for the Provision of Information & Referral Services by AAAs

**Program Area 12—Home Health**

Attendant Care Program Rate Change

**Program Area 13—Personal Care****Program Area 14—Personal Assistance Services****Program Area 18—Medical Equipment, Supplies and Adaptive Devices****Program Area 19—Home Support****Program Area 20—Adult Day Care****Program Area 22—Assessments****Program Area 23—Care Management****Program Area 24—Protective Services Intake/Investigation**

See APD #05-01-01

89-12-02 Required Standard Forms for Protective Services

93-12-01 Protective Services Investigations

93-12-02 Protective Services Investigations

93-24-02 Protective Service Investigations

97-24-01 Protective Service Report of Need and Investigation Summary and Assessment Form

00-24-01 Perpetrator Designation and Notification in Protective Services Cases

08-24-01 Passwords for Protective Services Files

10-24-01 Protective Service Reports of Abuse, Neglect, Exploitation and Abandonment for Individuals Under Age 60

**Program Area 25—Domiciliary Care**

85-25-02 Statewide Expansion of the Domiciliary Care Program

93-25-01 Keys Amendment Implementation as it Relates to the Domiciliary Care Program

03-25-01 Revised Domiciliary Care Agreement Forms

Attachment 1 Agency/Provider Agreement Form

Attachment 2 Consumer/Provider Agreement Form

07-25-01 2007 Domiciliary Care Supplemental Security Income State Supplement Increase and Consumer Payment Increase to Providers

09-25-01 2010 Domiciliary Care Payment to Provider

10-25-01 2011 Domiciliary Care Payment to Provider

11-25-01 2012 Domiciliary Care Payment to Provider

**Program Area 29—Other**

85-29-01 Changes in Planning and Service Area (PSA) Boundaries

85-29-02 Generic Policies and Procedures for the Request and Consideration of Waivers of Aging Policies

92-29-07 Advance Notice to Health Care Facilities Prior to Termination of Utility Service

96-29-01 Statement of Aging Intent Regarding the Allocation of Funds to New AAAs

97-29-01 Retention of Area Agency on Aging Records

97-29-02 Emergency Operations Plan for the Department of Aging

00-29-01 Department of Aging Energy Emergency Response Plan

06-29-01 Memorandum of Understanding (MOU) Between Pennsylvania Department of Aging, Office of Community Services & Advocacy (OCSA) and Pennsylvania Department of Public Welfare, Office of Mental Health and Substance Abuse Services (OMHSAS)

06-29-03 Minimum Performance Standards for the AP-RISE Telecenters

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## AGRICULTURE

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### POLICY STATEMENTS:

#### Bureau of Administrative Services

- Right-to-Know Procedures—Public Access to Information

Contact: Susan West (717) 787-5674

#### Bureau of Animal Health and Diagnostic Services

- Scrapie Containment and Eradication Strategy

Contact: Dr. Craig Shultz (717) 772-2852

#### Bureau of Food Distribution

- Allowable Uses of State Food Purchase Program Capital Asset Program (CAP) Monies

Contact: Sandy Hopple (717) 772-2693

#### Bureau of Market Development

- Instructions for Completion of Application for Fairs Capital Improvement Matching Funds Grant

Contact: Lela Reichart (717) 346-4202

#### • Guidelines: Agricultural and Rural Youth Grant Program Direct and Matching Grants

Contact: Lela Reichart (717) 346-4202

#### Pennsylvania State Harness Racing Commission

- Licensing Procedures and Standards for Applicants

Contact: George Crawford (717) 787-1926

#### Pennsylvania Horse Racing Commission

- Licensing Procedures and Standards for Applicants

Contact: Walt Remmert (717) 787-1942

#### Pennsylvania State Conservation Commission

- Pennsylvania's Nutrient Management Act Technical Manual

Contact: Frank Schneider (717) 705-3895

- Nutrient Management Program Administrative Manual

Contact: Frank Schneider (717) 705-3895

### GUIDANCE MANUALS:

#### Bureau of Animal Health and Diagnostic Services

- Pennsylvania Animal Diagnostic Laboratory System User Guide

Contact: Dr. Helen Acland (717) 787-8808

#### Bureau of Food Distribution

- Farmers Market Nutrition Program—Farmer/Vendor Procedure Manual

- Woman, Infants, and Children (“WIC”) Clinic Procedure Manual

- Self Declaration of Need: Income Poverty Guidelines for TEFAP

Contact: Sandy Hopple (717) 772-2693

#### Bureau of Food Safety and Laboratory Services

- rBST Labeling Information

- Application to Install or Remodel a Milking System

- Supplement to a Farm Refrigerated Bulk Milk Storage Tank and/or a Precooler Installation Application

Contact: Lydia Johnson (717) 787-4315

- Ice Manufacturing Plants Consumer Confidence Program Guidelines

- Reduced Oxygen Packaging (ROP) Policy and Procedures for Meat, Poultry, Fish & Seafood

- Open Air Markets Requirements for Food Protection within a Retail Food Facility

- Guidance and Requirements for Home Food Processors

- Guidelines for the Preparation of Sushi Products

- Guidelines for the Sanitary Operation of Honey Extracting Facilities

- Guidelines for Deer Meats Donated to Food Banks by Hunters

- Guidance for Labeling of Foods at Retail

- Guidance Document: Permits Allowing the Sale of Raw Milk for Human Consumption

- Guidelines: Rabbit Slaughter Operations

- Ground Beef and Fresh Sausage Manufacturing and Labeling / Deli Labeling

- Emergency Recovery: Power Outage, Flood, Contaminated Water Supply

- A Guideline for the Safe Handling of Melons

- Checklist for Mobile Food Facilities in PA

- Checklist for Temporary Food Facilities Operating with Permanent Licenses in PA

- Checklist for Retail Food Facilities Operating with Temporary Licenses in PA

Contact: Sheri L. Morris (717) 787-4315

#### Pennsylvania Harness Racing Commission

- Guidelines for Medications in Racehorses

Contact: George Crawford (717) 787-1926

#### Pennsylvania Horse Racing Commission

- Guidelines for Medications in Racehorses

Contact: Walt Remmert (717) 787-1942

#### Bureau of Plant Industry

- Instructions for Licensing under the Pennsylvania Commercial Feed Law

- Instructions for Licensing under the Pennsylvania Fertilizer Act

- Directions for Renewing Specialty Fertilizer Registration in Pennsylvania

- Instruction for Licensing under the Pennsylvania Agricultural Liming Materials Act

- Commercial Feed Enforcement Action Matrix

Contact: David Dressler (717) 772-5216

- Instructions for Licensing under the Pennsylvania Seed Act

Contact: Johnny Zook (717) 787-4894

- Directions for Registering Pesticides in Pennsylvania

- Experimental Pesticides Use Permits

Contact: John Lake (717) 772-5211

- Grower Record Keeping Guidelines for Pesticides Applications made under an Emergency Exemption

- Instructions for Licensing under the Pennsylvania Soil and Plant Amendment Act

- Directions for Soil and Plant Amendment Registration in Pennsylvania

Contact: David Dressler (717) 772-5216

- IPM for Pennsylvania Schools: A How-To Manual

Contact: Sara Pickel (717) 772-5227

#### Bureau of Ride and Measurement Standards

- Amusement Ride Operators' and Attendants' Manual

Contact: John K. Dillabaugh (717) 787-6772

#### Pennsylvania State Conservation Commission

- Best Management Practices Manual for Pennsylvania Livestock and Poultry Operations

Contact: Karl Brown (717) 787-8821

- Resource Enhancement and Protection Program (REAP)—Program Guidelines and Application

Contact: Joel Semke (717) 705-4032

- Odor Management Guidance and Technical Manual

- Odor Best Management (BMPs) for Facility Odor Management
  - Odor Management Plan (OMP) Standard Plan Template
- Contact: Karl Dymond (570) 836-2181, ext. 3030
- Guidelines for the Agricultural Conservation Technical Assistance Program
  - Guidelines for the Agricultural Conservation Easement Conservation District Administrative Support Program
  - Special Project Guidelines—"Building for Tomorrow" Leadership Development Program
  - Special Project Guidelines—Ombudsman Program
  - Special Project Guidelines—Pennsylvania Envirothon Education Scholarship Program
- Contact: Johan Berger (717) 772-4189

#### INTERNAL GUIDELINES:

#### Bureau of Animal Health and Diagnostic Services

- Bureau of Animal Health and Diagnostic Service Policy and Field Personnel Guidance Field Personnel Involvement in Animal Cruelty Investigations
- Contact: Tony Arnold (717) 783-9550

#### Bureau of Farmland Preservation

- Checklist for Review of an Agricultural Conservation Easement Purchase Recommendation
  - Checklist for Evaluation of a County Agricultural Conservation Easement Purchase Program
- Contact: Douglas M. Wolfgang (717) 783-3167

#### Bureau of Food Safety and Laboratory Services

- Summary of Enforcement Requirements for Violations of Bacterial Count, Somatic Cell Count and Antibiotic Residue Tests for Individual Milk Producer Samples
  - Clarification of Enforcement Policy for a Producer Utilizing Two Bulk Milk Tanks
  - Producer Record Transfer Program
- Contact: James C. Dell (717) 787-4315
- Tolerances for Egg Quality, below which a Warning Letter shall be issued to a store
  - Tolerances for Egg Quality, below which Seizure of Eggs will be made at a store
  - Tolerances for Egg Quality, below which Prosecution will be initiated against a store
  - Tolerances for Egg Quality, below which Seizure of Eggs will be made at a plant
- Contact: Kim F. Miller (717) 787-3294
- Implementation Guidance for the Consumer Advisory Provision of the PA Food Code
  - Potentially Hazardous Food Determination
  - Inspection Requirement Guidelines for Farmers Markets and Stands
  - Expired Food Products at Retail Sale
- Contact: Lydia Johnson (717) 787-4315

#### Bureau of Market Development

- Agricultural Fair Program State Premium Guideline Book
- Contact: Lela Reichart (717) 787-6041
- Healthy Farms and Healthy Schools Program—Program Objectives
- Contact: Lela Reichart (717) 787-6041
- PATH to Organic Program
- Contact: Lela Reichart (717) 783-8462

#### Bureau of Plant Industry

- Plant Pest Act Enforcement Action Penalty Matrix
- Contact: Dana Rhodes (717) 772-5205
- Fertilizer Enforcement Action Penalty Matrix
- Contact: David Dressler (717) 772-5216

- Soil and Plant Amendment Enforcement Action Penalty Matrix
- Contact: David Dressler (717) 772-5216
- Pesticide Enforcement Action Penalty Matrix
- Contact: Dave Scott (717) 772-5214
- Seed Enforcement Action Penalty Matrix
- Contact: Johnny Zook (717) 787-4894

#### OTHER:

#### Bureau of Food Safety and Laboratory Services

- Industry Responsibilities with respect to Broken Seals
- Contact: James C. Dell (717) 787-4316
- Hot and Cold Holding of Foods
  - Guidelines for Maple Syrup Operations
- Contact: Sheri L. Morris (717) 787-4315
- A Retailer's Guide to Assuring Shelf Egg Safety & Quality
  - Safe Handling of Eggs
  - Safe Handling of Fresh Fruits & Vegetables
- Contact: Kim F. Miller (717) 787-3294

#### Bureau of Plant Industry

- Pennsylvania Pesticide Hypersensitivity Registration Information
- Contact: Dave Scott (717) 772-5214

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### BANKING AND SECURITIES

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Nonregulatory public documents of the Department of Banking and Securities are divided into three indexed categories listed below: Letters from Secretaries of Banking and Securities to Regulated Entities; Guidance Available Regarding Compliance with Depository Institution Statutes and Regulations; and, Guidance Available Regarding Compliance with Licensee Statutes and Regulations. The contact for all Department of Banking and Securities documents is the Office of Chief Counsel at (717) 787-1471.

#### SECRETARIES' LETTERS

The following is a historical list of letters to regulated entities from respective Secretaries of Banking and Securities providing guidance regarding compliance with statutes and regulations applicable to Pennsylvania state-chartered banking institutions, savings associations, credit unions, and nondepository institutions licensed to make mortgage and other types of loans in Pennsylvania.

#### 2014

- 1/16/14 Deputy Secretary's Letter announces that Pennsylvania one-page mortgage disclosure is no longer required to be issued by mortgage licensees.
- 1/8/14 Deputy Secretary's Letter announces changes to coverage of the Consumer Equity Protection Act as a result of changes in federal law.

#### 2013

- 9/17/13 2014 Bank Holidays
- 7/11/13 Secretary's Letter to persons engaged in the mortgage loan business in Pennsylvania or with Pennsylvania residents regarding the Governor's recent signing into law of House Bill 1124, enacted as Act 38 of 2013, which amends the Mortgage Licensing Act.
- 6/24/13 Secretary's Letter addresses repeal of the Savings Association Code of 1967 by Act 23 of 2013.



- 2/1/13 Deputy Secretary's Letter to Chief Executive Officers of all Banks, Bank and Trust Companies, Savings Banks and Savings Associations to provide guidance on the Department's position concerning the calculation of the credit exposure arising from a derivative transaction or a securities financing transaction entered into by an Institution for purpose of determining an Institution's lending limit.
- 2012**
- 11/14/12 Secretary's Letter provides information regarding Acts 170-172 of 2012, House Bills 2368-2370, known as the "Banking Law Modernization Package".
- 9/14/12 2013 Bank Holidays
- 7/2/12 Joint Secretary's Letter with Federal Reserve Banks of Cleveland and Philadelphia announces Federal Reserve's Emergency Communications System and encourages all Pennsylvania state-chartered institutions to participate.
- 2011**
- 12/22/11 Secretary's Letter announces new Office of Client Financial Services.
- 10/6/11 Secretary's Letter addresses final HUD SAFE Act Regulation and indicates Department will begin interpreting the Mortgage Licensing Act consistent with the HUD Final Regulation.
- 9/15/11 2012 Bank Holidays
- 9/12/11 Secretary's Letter requests all regulated entities to work constructively with local governments, individuals and businesses which are experiencing financial difficulties due to Hurricane Irene and Tropical Storm Lee.
- 7/21/11 Joint Secretary's Letter with Pennsylvania Housing Finance Agency addresses termination of the Homeowner's Emergency Mortgage Assistance Program.
- 1/27/11 Deputy Secretary's Letter addresses issues regarding and provides guidance on the Small Business Lending Fund, established by the U.S. Department of the Treasury.
- 2010**
- 10/6/10 Deputy Secretary's Letter states that credit unions are preapproved to offer short-term, small amount loans ("STS Loans") in parity with the ability of federally chartered credit unions as authorized by the National Credit Union Administration ("NCUA") pursuant to Section 501(e)(1) and (f) of the Credit Union Code.
- 08/25/10 2011 Bank Holidays
- 2009**
- 09/18/09 2010 Bank Holidays
- 08/05/09 The letter provides information regarding Act 31 of 2009, House Bill 1654 (P.N. 2448), which amends Pennsylvania's existing mortgage industry licensing law, 7 Pa.C.S. Chapter 61, in order to implement the federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (the "SAFE Act"), 12 U.S.C. § 5101 et seq.
- 05/29/09 Secretary's Letter asking banking institutions to show flexibility and understanding toward state employees whose incomes may be temporarily disrupted as the result of a potential budget impasse.
- 04/24/09 Secretary's Letter to discussing the depository institutions confidentiality provisions of the Department of Banking Code related to examination reports and enforcement proceedings.
- 01/08/09 Secretary's Letter regarding debt management services and debt settlement services in Pennsylvania under the Debt Management Services Act, effective February 6, 2009.
- 2008**
- 10/31/08 Secretary's Letter addresses questions regarding the ability of state-chartered banks, bank and trust companies and stock savings banks to participate in the United States Treasury's Capital Purchase Program in light of certain requirements contained in the Banking Code of 1965.
- 10/27/08 Secretary's Letter regarding recently announced programs by the U.S. Treasury and FDIC to enhance the strength of financial institutions, foster market liquidity and promote market stability.
- 09/09/08 2009 Bank Holidays
- 07/11/08 Secretary's Letter provides detailed explanation of three bills signed into law by Governor Edward G. Rendell on July 8, 2008: Act 56 of 2008, House Bill 2179 (P.N. 4020), the new consolidated mortgage licensing bill (the "Mortgage Act"), Act 57 of 2008, Senate Bill 483 (P.N. 2163), which amends the Loan Interest and Protection Law (the "LIPL"), and Act 58 of 2008, Senate Bill 484 (P.N. 2251), which amends the Department of Banking Code (the "DOB Code").
- 04/23/08 Secretary's Letter discusses the MOU between NY, NJ and PA Department of Banking regarding regional interstate branching.
- 02/28/08 Secretary's Letter regarding General Assembly considering legislation to create a new licensing category for individual mortgage originators in the Commonwealth.
- 2007**
- 12/10/07 Secretary's Letter asking financial institutions to work to meet the credit needs of Pennsylvania heating oil dealers during the 2007-2008 winter season.

- 12/06/07 Deputy Secretary's Letter stating that Pennsylvania state-chartered credit unions that are eligible members of Visa U.S.A. are pre-approved to receive and retain stock that will be issued by Visa Inc. as part of a corporate restructuring in parity with the ability of federally-chartered credit unions.
- 10/10/07 2008 Bank Holidays
- 09/14/07 Deputy Secretary's Letter addresses acceptable means by which the required annual audit of trust activities of trust companies, bank and trust companies, and savings banks and savings associations that exercise trust powers may be accomplished, as required by Section 1407 of the Banking Code.
- 04/13/07 Letter provides guidance on nontraditional mortgage product risks.
- 02/01/07 The Pennsylvania Department of Banking joins with the Federal Deposit Insurance Corporation in urging you to consider ways that your institution might choose to participate in the IRS' Volunteer Income Tax Assistance (VITA) program.
- 01/12/07 The Secretary's Letter announces the December 16, 2006 publication in the *Pennsylvania Bulletin* of a Statement of Policy which defines dishonest, fraudulent, illegal, unfair, unethical, negligent and incompetent conduct under Sections 313(a)(5) and (14) of the MBBCEPA.
- 01/10/07 Letter announces that Pennsylvania state banking institutions and Pennsylvania national banks are hereby permitted to observe Monday, November 12, 2007, as an optional legal holiday in recognition of Veteran's Day.
- 2006**
- 10/04/06 2007 Bank Holidays
- 06/28/06 Secretary's Memo to State-Chartered Banking and Trust Institutions, Savings Associations and Credit Unions; National Banks and Federal Thrifts regarding the Rise in Reports of Fraudulent Cashier's Checks.
- 06/01/06 Secretary's Memo to State-Chartered Banking and Trust Institutions, Savings Associations and Credit Unions regarding the Influenza Pandemic Preparedness.
- 2005**
- 10/14/05 2006 Bank Holiday Schedule
- 04/13/05 Secretary's Letter states that overdraft protection programs are permissible for state-chartered depository institutions and provides guidelines for such programs.
- 2004**
- 12/1/04 The Secretary's Letter request that State and National Banks, State and Federally Chartered Savings Banks and State and Federally Chartered Savings and Loan Associations consider the difficult winter period and the effect it will have on the cash flow of over 600 heating oil dealers operating in the Commonwealth.
- 09/30/04 Pennsylvania state-chartered trust companies, bank and trust companies, and savings banks and savings associations with trust powers may engage in fiduciary activities to the same extent as national banks without notice to the Department.
- 09/23/04 Secretary's Letter on behalf of Governor Edward G. Rendell, encourage leaders of financial institutions to act with reasonable forbearance toward local governments, individuals and businesses which are experiencing financial difficulties due to the recent floods.
- 08/03/04 The Secretary's Letter informs all lenders and brokers under the jurisdiction of the Department of the Department's concerns related to the use of improperly influenced appraisals. Letter also addresses "builder exception" under the Mortgage Bankers and Brokers and Consumer Equity Protection Act.
- 03/19/04 Secretary's Letter addresses terms and conditions of "selective first payment due date" options and "deferred first payment" options that may be offered to buyers as part of installment sale contracts under the MVSFA.
- 2003**
- 9/30/03 The Secretary's Letter states that overdraft protection programs permissible for state-chartered depository institutions and provides guidelines for such programs. OCC Interpretive Letter #914
- 9/2/03 The Secretary's Letter informs all mortgage lenders and/or mortgage brokers of the restrictions regarding the use of lock-in agreements.
- 8/22/03 The Secretary's Letter reminds all motor vehicle lenders that PA law requires motor vehicle lienholders to mail or deliver the outstanding motor vehicle certificate of title to the vehicle owner immediately upon satisfaction of the respective lienholder's security interest in the vehicle.
- 8/11/03 The Secretary's Letter, informs all mortgage lenders and/or mortgage brokers of the requirement to provide the written cautionary notice disclosure to an applicant for a "covered loan" at least three business days prior to consummation of that type of mortgage loan transaction.
- 7/25/03 The Secretary's Letter discusses the terms and conditions of deferred payment programs that may be offered to buyers as part of installment sales contracts originated by licensees.
- 6/25/03 The Secretary's Letter is intended to clarify the Department's position regarding the terms and conditions of deferred payment programs that may be offered to buyers as part of installment sales contracts originated by licensees under the MVSFA.

- 6/11/03 The Secretary's Letter that requests licensees and registrants under the Check Cashier Licensing Act to voluntarily adopt a policy of cashing all government-issued checks at the rate authorized for government assistance checks in Section 503(a)(1) of the Check Cashier Licensing Act.
- 5/8/03 The Secretary's Letter states that the Act 207 of 2002 provides Pennsylvania state-chartered credit unions parity with federally-chartered credit unions in regard to activities, field of membership requests, and investing in credit union service organizations, subject to a notice requirement.
- 5/2/03 Secretary's Letter stating that check cashers licensed by the Department of Banking must comply with the statement of policy issued May of 1998 concerning the Check Cashier Licensing Act. The statement of policy provides that check cashers should post a notice of exact fees and charges, which shall be within the maximum prescribed in the act. The notice should be in plain view and in a location readily apparent to the consumer transacting business at each check casher location.
- 5/2/03 Secretary's Letter stating that retail food stores registered with the Department of Banking must comply with the statement of policy issued May of 1998 concerning the Check Cashier Licensing Act. The statement of policy provides that check cashers should post a notice of exact fees and charges, which shall be within the maximum prescribed in the act. The notice should be in plain view and in a location readily apparent to the consumer transacting business at each check casher location.
- 4/1/03 The Secretary's Letter discusses state-charted banks engaging in payday lending activities.
- 3/26/03 The Secretary's Letter discusses the Streamlined Call Report filing requirements.
- 2002**
- 9/23/02 The Secretary's Letter discusses that the Act 55 of 2001 definition of "Covered Loan" changes effective October 1, 2002; and that "Median Family Income" statistical estimates necessary for lenders to calculate (a) repayment ability of potential obligor under Section 512(b), and (b) whether negative amortization terms may be imposed on a potential obligor under Section 511(c), are now stated in the convenient chart attached to the letter.
- 6/3/02 Secretary's Letter discusses the Pilot Program for Residential Real Estate and Small Business Loans.
- 3/15/02 Secretary's Letter announces that by virtue of publication in the March 2, 2002 *Pennsylvania Bulletin* (Vol. 32, No. 9), the Mortgage Bankers and Brokers and Consumer Equity Protection Act ("MBBCEPA") Continuing Education Regulation (the "Regulation") is now in effect for all licensees under the MBBCEPA. Therefore, all licensees must be in compliance with the requirements contained in the Regulation by June 30, 2003, in order to renew a license.
- 2001**
- 12/21/01 This letter is to set forth in writing the Pennsylvania Department of Banking (the "Department") position on issues related to the ability of a Pennsylvania state-chartered bank, bank and trust company, or savings bank ("PA Bank") under Section 322 of the Banking Code of 1965 ("Section 322"). 7 P. S. § 322.
- 10/19/01 Secretary's Letter regarding President Bush's Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit or Support Terrorism.
- 8/17/01 Letter to announce Act 55 of 2001, the Mortgage Bankers and Brokers and Consumer Equity Protection Act. A summary of Act 55 is attached to the Secretary's Letter.
- 1/4/01 Letter announces that Pennsylvania state banking institutions and Pennsylvania national banks are hereby permitted to observe Monday, November 12, 2001, as an optional legal holiday in recognition of Veteran's Day.
- 2000**
- 11/29/00 Governor Ridge signed into law as Act 89 of 2000, the Bank Parity Bill, HB 2533 of 2000 (P.N. 4073).
- 3-30-00 Pennsylvania State-chartered banks, bank and trust companies and savings banks may establish and operate messenger service branches.
- 3-23-00 Loans to Directors and Section 1414
- 1-18-00 Department's General Position on Internet Banking
- 1999**
- 8-23-99 Holidays for 2000
- 5-26-99 Letter interprets section 1414 of the Banking Code of 1965 as permitting Pennsylvania state-chartered banks, bank and trust companies, and savings banks to charge interest on loans to their executive officers to the same extent as permitted under Federal Reserve "Regulation O."

- 5-12-99 Permissible Bank Holidays for 2000.
- 5-12-99 Letter states that state-chartered banking institutions and offices of national banks located in Pennsylvania may remain open for business on January 1, 2, and 3, 2000, in order to address customers' questions and concerns regarding Year 2000 computer transaction issues.
- 1-22-99 Record Keeping Guidelines under the Mortgage Bankers and Brokers Act.
- 1-22-99 Record Keeping Guidelines under the Consumer Discount Company Act.
- 1998**
- 1-23-98 Year 2000 readiness and credit underwriting criteria for credit unions.
- 1-15-98 Year 2000 readiness and credit underwriting criteria.
- 1997**
- 8-27-97 Holidays for 1998.
- 6-9-97 Letter addresses electronic submission of Call Reports.
- 4-24-97 Letter discusses computer problems in the year 2000.
- 1-31-97 Letter regarding federal regulatory agencies having adopted a revised Uniform Financial Institutions Rating System which has been known as CAMEL.
- 1996**
- 11-25-96 Letter discusses the adjustment to the overhead assessment methodology for non-depository trust companies that it implemented in 1994.
- 4-16-96 Letter regarding authority of Pennsylvania state-chartered banking institutions to sell annuities issued by insurance companies.
- 1-26-96 Letter regarding heavy snowfall and floods having had a profound impact upon many communities in Pennsylvania and the financial hardships imposed upon your customers by this devastation.
- 1995**
- 10-10-95 Letter to Presidents of Pennsylvania State-chartered Credit Unions forwarding Investment Powers, Standards and Accounting Guidelines for Pennsylvania state-chartered credit unions as required by Section 501(b)(7) of the Credit Union Code which was amended by House Bill 2563, effective February 12, 1995.
- 7-11-95 Letter regarding Act 39 of 1995, amends the provisions of Pennsylvania's Banking Code to authorize full interstate banking and branching under Pennsylvania law and to facilitate the operations of interstate banks in Pennsylvania.
- 3-24-95 Letter regarding the Simplification and Availability of Bank Credit Act.
- 1994**
- 11-17-94 Letter to the Presidents and Chief Compliance Officers of Pennsylvania First Mortgage Companies regarding mortgage companies disbursing loan proceeds in a form prescribed by applicable law.
- 11-8-94 Letter to all Chief Executive Officers of Banks, Bank and Trust Companies, Savings Banks regarding Assets pledged for uninsured trust deposits.
- 10-13-94 Letter to the Presidents of Pennsylvania State-Chartered Credit Unions regarding automated teller machines at locations other than credit union's principal place of business.
- 10-5-94 Letter to all Chief Executive Officers of Banks, Bank and Trust Companies, Trust Companies, Savings Banks, Savings and Loan Associations regarding role change for outside auditors.
- 8-22-94 Letter to Chief Executive Officers of Pennsylvania Banking Institutions regarding bank holidays.
- 8-9-94 Letter to the Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions, Savings Associations and Entities Licensed by the Department of Banking regarding enforcing the regulations of the Department of Banking Code, which provides for assessments of penalties and interest against financial institutions for failing to pay assessment and examination fees in a timely manner.
- 3-29-94 Letter to the Chief Executive Officers of Pennsylvania State-Chartered Non-Depository Trust Companies regarding the Department revising its examination/assessment billing method for non-depository trust companies.
- 1993**
- 12-9-93 Letter to the Presidents and Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions regarding a new schedule for costs associated with the examination and supervision of state-chartered banks.
- 1992**
- 9-24-92 Letter to the Presidents and Chief Executive Officers of Pennsylvania State-Chartered Banking Institutions regarding evaluating the adequacy of capital and loan loss reserves separately.
- 1991**
- 9-3-91 Letter to all Motor Vehicle Sales Finance Companies discussing the problems with late delivery of certificates of title by motor vehicle lenders upon satisfaction of the existing loan. Letter states that title must be released immediately upon satisfaction of a loan.

- 8-23-91 Letter to all CEOs of Pennsylvania Chartered Savings Associations and all Pennsylvania Department of Banking Examiners clarifying its 7-29-91 interpretation of section 510 of the Savings Association Code of 1967, 7 P.S. § 6020-70(a)(3) which states that the Department will not object to and will not cite in an examination report a savings association employer for offering and providing favorable terms and rates on loans to such association's employees.
- 7-29-91 Letter to all CEOs of Pennsylvania Chartered Savings Associations and all Pennsylvania Department of Banking Examiners interpreting section 510 of the Savings Association Code of 1967, 7 P.S. § 6020-70(a)(3).
- 5-2-91 Letter to all Pennsylvania State-Chartered Banks, Savings Associations, and Credit Unions, OCC, OTS, NCUA, FDIC, Federal Reserve Board and all State Financial Regulatory Agencies informing them that Settlers Trust Savings Bank has not been and is not currently chartered to be a Pennsylvania state-chartered or federally chartered bank, bank and trust company, savings bank, or savings association.
- 1990**
- 12-3-90 Letter to the Executive Officer of the banking institution addressed: regarding the new minimum requirements for Annual Audits performed by Certified Public Accountants.
- 7-10-90 Letter to CEOs of Pennsylvania Financial Institutions informing them of an enforcement order against Mellon Bank, N.A. by the Pennsylvania Department of Insurance—re: Collateral Protection Insurance. Letter requests a summary of any existing collateral protection insurance programs to be used by the Department to assist the Department in drafting regulations to determine reasonable fees for licensees under the MVSFA.
- 7-10-90 Letter to CEOs of all Pennsylvania financial institutions informing them of the Department's opinion on the applicability of the "Anti-takeover law", Act 36 of 1990.
- 7-10-90 Letter to CEOs of all Pennsylvania Credit Unions informing them that credit unions must take immediate action in order to retain the power to indemnify their directors and volunteer officers. Also informing them that a special meeting of the board of directors should be called immediately to discuss adoption of a bylaw opting out of new provisions of the recently enacted "Anti-takeover Law", Act 36 of 1990.
- 6-11-90 Letter to CEOs and Boards of Directors of State-Chartered Credit Unions informing them that strict compliance with section 27 of the Credit Union Act, 15 Pa. C.S.A. § 12327, is required whenever a state-chartered credit union plans to merge or consolidate with any other credit union. In the future, failure to submit a merger application to the Department prior to the consummation of a merger will be viewed as a violation of law.
- 6-6-90 Letter to CEOs of state-chartered commercial banks and state-chartered credit unions informing them of the Department's opinion on the permissibility of the Federal Home Loan Bank of Pittsburgh ("FHLB/P") offering membership to other depository institutions in PA. Specifically, the FHLB/P would like to extend offers of membership to state-chartered commercial banks and state-chartered credit unions in PA.
- 5-17-90 Letter to CEOs of all Pennsylvania banking institutions informing them that the Department has recently issued an opinion regarding the impermissible collateralization of interest rate swap agreements.
- 4-30-90 Letter to all state-chartered credit unions issuing a new fee schedule for overhead assessment.
- 3-5-90 Letter to CEOs of all federally-insured state-chartered banks and S & Ls discussing the Resolution Trust Corporation, who is soliciting potential bidders for failing S&Ls. Letter requests institutions who are considering bidding to notify this Department before the bidding process begins.
- 1-18-90 Letter discusses FIRREA and additional language added to Section 222, entitled ACTIVITIES OF SAVINGS ASSOCIATIONS, which adds a new section to the Federal Deposit Insurance Act, Section 28, which states that Disclosures by Uninsured Savings Associations which are not insured by the Corporation, shall disclose clearly and conspicuously that the savings association's deposits are not federally insured.
- 1989**
- 11-1-89 Letter to CEOs of PA Banking Institutions discusses legal holidays for 1990. The Department has been advised by the Federal Reserve Banks of Philadelphia and Cleveland that it is their intention to observe Veterans' Day on Monday, November 12. The Department exercises its authority under Section 113(b)(x) that all state-chartered institutions have the option to observe Monday, November 12, 1990, as an optional holiday.
- 9-29-89 Letter lists legal bank holidays for 1990.
- 8-11-89 Letter to PA savings associations which are insured by the PSAIC regarding Financial Institutions Reform, Recovery and Enforcement Act and Section 222, entitled "Activities of Savings Associations" which requires certain disclosures be made by non-federally insured savings associations.
- 4-13-89 Letter discusses House Bill 979, Act 173 of 1988 which makes several significant changes in the Banking Code of 1965, including provisions which provide real estate investment and development authority to commercial savings banks; permit commercial and mortgage-backed securities powers; and, permit commercial and savings banks to make investments not presently permitted under statute in amounts up to 3% of assets with no more than 1% in any one investment.

- 1988**
- 11-3-88 Letter regarding survey of institutions offering low-cost checking and savings accounts.
- 11-2-88 Letter announces survey to be conducted by the Department regarding low-cost deposit accounts availability at banks and savings and loan associations.
- 10-17-88 Letter lists legal bank holidays for 1989.
- 9-30-88 Letter mailed to state-chartered banking institutions asking for a Report of Condition and Report of Income as of the close of business 9-30-88.
- 7-15-88 Letter to lenders asking them to act with forbearance toward farmers who may have been experiencing financial difficulties due to poor weather conditions.
- 6-30-88 Letter announces increase in assessments.
- 6-27-88 Letter to CEOs of bank and trust companies discusses the review of assessment fees for trust companies and trust departments. Letter asks institutions to complete a Report of Trust Assets.
- 6-3-88 Letter announces legislative amendments to sections 112, 166 & 117 of the Banking Code of 1965.
- 5-31-88 Letter to realtors discusses Senate Bill 7 of 1988, the Mortgage Bankers and Brokers Act.
- 4-6-88 Letter discusses the liquidation of TMIC Insurance Company and the need for some financial institutions to obtain alternate coverage.
- 1987**
- 12-11-87 Letter to bank and savings and loan association CEOs—re: provisions of the Uniform Commercial Code regarding full-day hours during the holidays.
- 11-4-87 Letter lists fixed and optional bank holidays for 1988.
- 8-28-87 Letter permits closing of institutions for Constitution Day celebration in Philadelphia, September 17, 1987.
- 6-24-87 Letter discusses requirements under Section 403 of the Banking Code of 1965 relating to report of condition & report of income.
- 3-23-87 Letter addressed to CEOs of all PA state-chartered banking institutions discusses Sections 1407(a) and 1407(c) of the Banking Code of 1965, which revises the minimum requirements for Directors' audits performed by CPAs.
- 2-5-87 Letter discusses permissibility of purchase or establishment of discount brokerage office subsidiaries under sections 311(b), 502(d) and 203(d) of the Banking Code of 1965.
- 1-16-87 Letter discusses Senate Bill 1389, Act No. 205 of 1986, amending various provisions of the Banking Code of 1965 (P. L. 847 No. 346) particularly § 1610 relating to fair pricing provisions.
- 1-6-87 Letter discusses permissibility of investment on mutual funds under the provision of the Banking Code of 1965, 7 P. S. § 307.
- 1986**
- 11-6-86 Letter contains a list of fixed and optional bank holidays for 1987.
- 9-30-86 Letter requests Report of Condition and Income as of September 30, 1986.
- 8-21-86 Letter discusses ownership of stock by state chartered institutions of out-of-state bank holding companies and 7 P. S. §§ 116, 311.
- 6-26-86 Letter requests Report of Condition and Income as of the close of business June 30, 1986.
- 3-17-86 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 1985**
- 12-20-85 Letter requests report of condition and income for 4th Quarter of 1985.
- 12-16-85 Letter announces Martin Luther King, Jr.'s Birthday as a fixed holiday.
- 11-4-85 Letter lists all fixed and optional bank holidays for 1986.
- 9-25-85 Letter requests report of condition and income as of the close of business—9/30/85.
- 6-14-85 Letter announces upcoming examination of all corporations licensed under Pennsylvania's Secondary Mortgage Loan Act.
- 5-31-85 Letter discusses brokered loan fraud.
- 5-16-85 Letter announces "Day with the Secretary" program.
- 4-29-85 Letter discusses requirements for directors' audits pursuant to 7 P. S. § 1407(a) and the relevant regulations.
- 4-2-85 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 1-30-85 Letter announces substantive amendments to 7 P. S. § 408, House Bill No. 2453, Act No. 1984-217.
- 1984**
- 12-20-84 Letter announces staff changes in the banking bureau of the Department.
- 12-12-84 Letter discusses requirement of § 1407 of the Banking Code of 1965 regarding audit requirements.
- 11-28-84 Letter discusses increasing fees and charges for traditional financial services.
- 10-19-84 Letter announces banking legal holidays for 1985.
- 10-9-84 Letter discusses Section 105(B.1) of the Banking Code of 1965, establishment of additional offices in Pennsylvania by foreign banking organizations.
- 7-26-84 Letter discusses Senate Bill 1304, Act No. 128 of 1984, Senate Bill 1305, Act. No. 129 of 1984 and amendments to § 302, § 303, § 401 of the Banking Code of 1965.

- 7-26-84 Letter discusses Senate Bill No. 1304, Act No. 128 of 1984 which amended sections 203, 306, 308, 310, 311, 404, 405, 505, 805, 908, 1415, 1609, 1910, 2002 of the Banking Code of 1965.
- 7-26-84 Letter discusses Senate Bill No. 1080, Act No. 125 of 1984 which amended sections 311, 404, 514, 610, 802, 1217, 1405, 1609, 1801 and 1809 of the Banking Code of 1965.
- 7-13-84 Letter discusses amendment to Section 1910(d) of the Banking Code of 1965, which requires directors and officers to have an audit performed of the books and affairs of the institution at least once per year.
- 6-18-84 Letter announces Department's revisions to branch application forms.
- 6-14-84 Letter discusses Banking Code of 1965, § 307—Investment Securities (other than stock) and OCC revising its interpretation of ruling 7.1100, redefining capital and surplus for the purposes of investment limitations.
- 3-5-84 Letter is a reminder of importance of making and maintaining arrangements to backup data processing equipment and provide for reconstruction of records.
- 2-23-84 Letter discusses Section 319 of the Banking Code of 1965 and variable rate consumer installment loans.
- 2-17-84 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Computer Audit and Control Conference for Bankers to be held in Philadelphia, PA on April 23-26, 1984.
- 1-24-84 Letter discusses Section 307 of the Banking Code of 1965 and investments in shares of money market mutual funds.
- 1983**
- 12-5-83 Letter discusses annual audits of one-bank holding companies and multi-bank holding companies in compliance with Sections 1407 of the Banking Code of 1965.
- 12-1-83 Letter discusses impact of deregulation on industry.
- 10-13-83 Letter announces deletion of Section 14.1 and 14.2 from Title 10 of the Pa. Code.
- 10-7-83 Letter announces 1984 legal bank holidays.
- 4-14-83 Letter discusses Garn-St. Germain Depository Act of 1982 and preemption of state law re: alternative mortgage loans and override of 7 P. S. § 505.
- 4-12-83 Letter regarding electronic automation.
- 4-8-83 Letter regarding the Garn-St. Germain Depository Institutions Act of 1982 overrides state law to the extent that it permits adjustable-rate mortgages to be made or purchased by state-chartered banks, bank and trust companies, trust companies, and private banks.
- 2-28-83 Letter discusses annual audits requirement contained in Section 17.1(a), Title 10 of the Pennsylvania Code.
- 2-15-83 Letter discusses mortgage loans requiring special consideration such as those affected by temporary unemployment of borrower.
- 2-2-83 Letter discusses Garn-St. Germain Depository Institution Act of 1982 overriding substantially equal payments requirements of Section 310 of the Banking Code of 1965.
- 1-24-83 Letter discusses exercising of compassion and forbearance in dealing with unemployed customers.
- 1-17-83 Letter discusses recent amendments to Chapter 7 of the Banking Code of 1965, as amended.
- 1-3-83 Letter concerns substantial increase in the number of institutions advertising repurchase agreements.
- 1982**
- 12-8-82 Letter discusses examination of PA Bank Holding Companies by Department.
- 11-1-82 Letter lists legal bank holidays for 1983.
- 7-30-82 Letter addressed to thrift CEOs and discusses asset restatement accounting.
- 7-2-82 Letter to MVSFA licensees discusses Act No. 160 of 1982 and maximum permissible finance charges.
- 6-4-82 Letter discusses House Bill No. 1739, Act No. 79 of 1982, which amended sections 202, 308, 311, 319, 320, 407, 504, 506, 610, 702, 703, 1414, 2004 and 1609 of the Banking Code of 1965.
- 6-4-82 Letter discusses House Bill No. 1889, Act No. 44 of 1982, which amended sections 113, 114, 115, 903, 904 and 905 of the Banking Code of 1965.
- 4-5-82 Letter announces change of policy from capital-to-deposit ratio as a measurement of capital adequacy to capital-to-assets ratio.
- 4-2-82 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Bank Executives EDP/EFT Conference to be held in Philadelphia, April 27-28, 1982.
- 3-26-82 Letter discusses the technological revolution which is affecting the banking industry. The letter also announces a presentation of CSBS Bank Executives EDP/EFT Conference to be held in Philadelphia, April 27-28, 1982.
- 1981**
- 11-20-81 Letter lists legal bank holidays for 1982.
- 10-13-81 Letter discusses sections 702(c) and 610(c) of the Banking Code of 1965, as amended.
- 10-9-81 Letter announces CSBS Computer Audit and Control Conference for Bankers.
- 1-21-81 Notice of authorization to close banks in Philadelphia for official celebrations.
- 1980**
- 11-7-80 Letter lists legal bank holidays for 1981.
- 10-28-80 Letter discusses proposed amendments to Department regulations pertaining to Legal Reserve Funds, 10 Pa. Code, Chapter 11.

- 7-7-80 Letter announces "Day with the Secretary" program.
- 6-17-80 Letter discusses Chapter 7 and Section 103 of the Banking Code of 1965, as amended, and Section 202 of the Banking Code of 1933, as amended, legal reserves of PA nonmember banks.
- 6-10-80 Letter discusses Section 318 of the Banking Code of 1965 and permissible interest computations.
- 5-29-80 Letter discusses Act No. 51 of 1980, amending various provisions of the Banking Code of 1965 (P. L. 847, No. 346).
- 3-13-80 Letter discusses proposed legislation requiring mandatory reserves to be maintained at the Federal Reserve.
- 2-14-80 Letter discusses Act No. 286 of 1980 and new requirements for CPAs.
- 2-4-80 Letter discusses conversions of PA National Banks to State Charters.
- 1-2-80 Letter discusses federal law preemption of first lien residential mortgage rate portion of Pennsylvania usury law.

**1979**

- 11-29-79 Letter discusses whether a bank or a bank and trust company may charge the Federal Reserve discount rate plus 1% on a residential mortgage loan.
- 11-16-79 Letter discusses legal bank holidays.
- 11-1-79 Letter discusses attempts to curb inflation and to maintain stability and balance in Pennsylvania.
- 10-26-79 Letter regarding a Conference on technological revolution involving electronics.
- 10-9-79 Letter discusses Outstanding Mortgage Loans
- 10-8-79 Letter discusses Outstanding Mortgage Loans
- 10-3-79 Letter discusses to what extent PA banks may invest in mortgage-backed pass-through certificates sold by banks through an underwriting syndicate.
- 7-26-79 Letter discusses Outstanding Mortgage Loans.

**1975**

- 3-7-75 Letter discusses instructions for filing documents with the Corporation Bureau of the Department of State.

**1966**

- 3-14-66 Letter discusses Saturday Banking Hours.

**POLICY STATEMENTS**

- 10 Pa. Code Chapter 47—Loan Modifications—Statement of Policy
- 10 Pa. Code Chapter 49—Reverse Mortgage Loans—Statement of Policy
- 10 Pa. Code §§ 13.61—13.68—Exception to Definition of "Branch"
- 10 Pa. Code § 41.3a—Calculation of Consumer Discount Company Act default charges—Statement of Policy

- 10 Pa. Code § 7.9—Disclosure Requirements—Statement of Policy
- 10 Pa. Code Chapter 81—Check Cashers—Statement of Policy
- 10 Pa. Code § 13.51—Simplification and Availability of Bank Credit—Statement of Policy
- 10 Pa. Code Chapter 48—Mortgage Loan Business Practices—Statement of Policy

**INDEX OF GUIDANCE AVAILABLE  
REGARDING COMPLIANCE WITH DEPOSITORY  
INSTITUTION STATUTES AND REGULATIONS**

The following is a list of applications and instructions to assist depository institutions in complying with various provisions of the statutes and regulations respectively applicable to Pennsylvania state-chartered banking institutions, thrift institutions, and credit unions.

- *Branch Applications:*

DeNovo Branch—Bank, Savings Association, Credit Union, Non-Depository Trust Company

Purchase of Assets/Assumption of Liabilities—Bank, Savings Association

Remote Service Facility—Savings Association

Branch Relocation—Bank, Savings Association

Relocation of Main Office—Savings Association

Branch Discontinuance—Bank, Savings Association

Foreign Bank Office

- *Conversions*

National Bank to State Bank

Savings Association to Savings Bank

Mutual Savings Bank to Stock Savings Bank

Mutual Savings Association to Stock Savings Association

Federal Credit Union to State Credit Union

- *Mergers*

Banks

Savings Associations

Credit Unions

- *Charters*

Bank

Interim Bank

Savings Association

Interim Savings Association

Credit Union

Non-Depository Trust Company

- *Dissolutions*

Savings Associations

Bank

- *Intrastate Acquisitions*

Bank Holding Company

Thrift Holding Company

- *Interstate Acquisitions*

Thrift Holding Company



- *Other*

Change In Bank Control—Individuals

Mutual Holding Company Reorganizations

Trust Department—Bank, Savings Association

Bank Subsidiary and Parity Notice

**INDEX OF GUIDANCE AVAILABLE  
REGARDING COMPLIANCE WITH LICENSING  
STATUTES AND REGULATIONS**

Instructions for license applications and Guidelines for compliance are available regarding each of the following statutes and, to the extent that regulations have been promulgated, their respective underlying regulations:

- Consumer Discount Company Act,
- Debt Management Services Act,
- Money Transmitter Act,
- Motor Vehicle Sales Finance Act,
- Pawnbrokers License Act,
- Check Cashers Licensing Act,
- Credit Services Act, and
- Mortgage Licensing Act

In addition to the above indices, the Department of Banking and Securities maintains interpretive letters addressing the applicability of statutes and regulations administered by the Department of Banking and Securities to specific fact patterns. The Department may provide a summary of the Department's position on a particular issue or a redacted interpretive letter when appropriate in response to particular questions previously addressed by the Department, in order to assist the public and members of the lending industry in complying with laws administered by the Department. The Department of Banking and Securities will continue to issue interpretive letters on a case by case basis when appropriate regarding new issues raised by persons requesting such interpretive information.

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**COMMUNITY & ECONOMIC DEVELOPMENT**

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**I. POLICY STATEMENTS:**

**Center for Business Financing Loans:**

Machinery and Equipment Loan Fund  
Pennsylvania Industrial Development Authority  
Kevin Rowland (717-787-6245)

**Center for Private Financing**

Private Activity Bonds  
Gail Wagner (717-783-1109)

**Operations Center**

Community Revitalization Program  
Fritz Smith (717-787-7402)

**II. GUIDANCE MANUALS:**

**Business Assistance Office**

Business Financing Programs  
Customer Service: 1-800-379-7448 or 717-787-3405

**Center for Entrepreneurial Assistance**

Entrepreneurs Guide: Starting and Growing a Business in Pennsylvania  
Nancy Garman (1-800-280-3801)

**Governor's Center for Local Government Services**

2007-08 Annual Report for Governor's Center for Local Government Services  
2008-09 Annual Report for Governor's Center for

Local Government Services  
2009-10 Annual Report for Governor's Center for Local Government Services  
Administering Police Services in Small Communities Auditor's Guide  
Borough Council Handbook  
Borough Mayor's Manual  
Boundary Change Procedures  
Chart of Accounts  
Citizen's Guide to Local Government  
City Government in PA Handbook  
Councils of Governments Directory  
COG Director's Handbook  
Debt Management Handbook  
Elective Office in Local Government  
Financial Monitoring Workbook  
Fiscal Management Handbook  
Flood Plain Management Regulations  
Home Rule in Pennsylvania  
Insurance Primer for Municipal Officials  
Intergovernmental Cooperation Handbook  
Local Government Regulation of Wireless Telecommunications Facilities  
Local Taxpayers Bill of Rights and Real Property Tax Payer Programs under Act 50 of 1998  
Manual for County Chief Clerk's /Administrator  
Manual for County Commissioners  
Manual for Municipal Secretaries  
Model Hiring Manual for Pennsylvania Municipalities  
Municipal Authorities in Pennsylvania  
Municipal Pension Handbook  
Municipalities Financial Recovery Act  
Open Meetings/Open Records  
Public Works Manual  
Purchasing Handbook  
Records Management—Retention Schedules  
Referendum Handbook  
Regional Police Services in Pennsylvania  
Risk Manager's Insurance Guide  
Solicitor's Handbook  
Tax Collector's Manual  
Taxation Manual  
Township Commissioner's Handbook  
Township Supervisor's Manual

*Planning Series*

Municipalities Planning Code  
No. 1—Local Land Use Controls In Pennsylvania  
No. 2—The Planning Commission  
No. 3—The Comprehensive Plan  
No. 4—Zoning  
No. 5—Technical Information on Floodplain Management  
No. 6—The Zoning Hearing Board  
No. 7—Special Exceptions, Conditional Uses and Variances  
No. 8—Subdivision and Land Development  
No. 9—The Zoning Officer  
No. 10—Reducing Land Use Barriers to Affordable Housing  
Growing Smarter Toolkit: Catalog of Financial and Technical Resources Planning for Agriculture  
State Planning Board's 2006 Report  
Denny Puko (1-888-223-6837)  
2010 State Land Use and Growth Management Report

*Act 32 Related Publications and Forms*

Act 32 Procedure Manual  
 mAct 32 EIT Best Practices Report  
 Employer Registration for Local Earned Income Tax Withholding  
 Employer's Quarterly Earned Income Tax Return  
 Residency Certification Form  
 Taxpayer's Annual Local Earned Income Tax Return  
 Taxpayer's Quarterly Estimated Earned Income Tax  
 W2-R Annual Reconciliation of Earned Income Tax Withheld From Wages  
 Weighted Vote Calculation Guide

*Municipal Code Fiscal Related Publications*

Annual Audit and Financial Report  
 County Annual Financial Report

**Center for Community Financing**

CDBG Grantee Monitoring Systems  
 CDBG Grantee Performance Evaluation Report Handbook  
 Civil Rights Manual  
 Economic Development Handbook  
 Environmental Review Guide  
 Housing Rehabilitation Guide  
 Labor Standards Handbook  
 New Users Integrated Disbursement and Information System (IDIS) Manual  
 Procedures for Closeout of Contracts  
 Procurement/Contract Guide  
 Sample Construction Contract Documents  
 Section 3 Plan and Program Guide  
 Section 108 Loan Program Guidelines  
 Section 108 Loan Program Standards for Financial Underwriting Special Assessments Guide  
 Donna Enrico (717-720-7343)  
 Lauren Atwell (717-720-7402)

**III. DECISIONS:**

None.

**IV. INTERNAL GUIDELINES:****Center for Business Financing****Grants Division:**

Commonwealth Financing Authority—Gaming, Economic Development and Tourism Fund (GEDTF)—(Gaming Funds)—Allegheny County Guaranteed Free Training Program (WEDnet)  
 Partnerships for Regional Economic Performance (PREP)  
 Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Luzerne County  
 Commonwealth Financing Authority—Local Share Account Fund (Gaming Funds) Monroe County  
 Local Share Account Fund (Gaming Funds) Washington County  
 Pennsylvania First Program  
 Commonwealth Financing Authority—Solar Energy  
 Lynne Ruby (717-787-6245)  
 Discovered and Developed in Pennsylvania  
 Sheri Collins (717-720-1317)

**Loans Division:**

Commonwealth Financing Authority—First Industries/Agriculture/MELF  
 Commonwealth Financing Authority—First Industries/Tourism/MELF  
 Machinery and Equipment Loan Fund  
 Pennsylvania Industrial Development Authority  
 Kevin Rowland (717-787-6245)

**Site Development Division:**

Commonwealth Financing Authority—Alternative & Clean Energy  
 Commonwealth Financing Authority—Business in Our Sites  
 Commonwealth Financing Authority—PennWorks  
 Commonwealth Financing Authority—Building PA  
 Commonwealth Financing Authority—H2O PA  
 Commonwealth Financing Authority—Renewable Energy  
 Infrastructure and Facilities Improvement Program  
 Industrial Sites Reuse Program  
 Infrastructure Development Program  
 Keystone Opportunity Zone  
 Keystone Special Development Zone  
 Brian Eckert (717-787-6245)

**Small Business Financing Division:**

Commonwealth Financing Authority—First Industries/Small Business First Program  
 Community and Economic Development Loan Program  
 Export Financing Program  
 Pollution Prevention Assistance Account  
 Small Business First  
 Commonwealth Financing Authority—High Performance Building  
 Jared Lucas (717-783-5046)

**Tax Credit Division:**

Educational Improvement Tax Credits  
 Job Creation Tax Credit Program  
 Pre-Kindergarten Tax Credit Business Guidelines  
 Jim O'Donnell (717-787-7120)

**Center for Private Financing**

Pennsylvania Community Development Bank  
 Business Plan  
 Accreditation Standards  
 Capacity Building Grants  
 State Accreditation Guidelines and Application Underwriting  
 Business Opportunities Fund  
 Pennsylvania Capital Access Program  
 Steve Drizos (717-783-1109)

Commonwealth Financing Authority  
 Tax Increment Financing Guarantee Program  
 Brian Deamer (717-783-1109)  
 First Industries Tourism Loan Guarantee Program  
 First Industries Agriculture Loan Guarantee Program  
 Second Stage Loan Program  
 Craig Petrasic (717-783-1109)  
 Pennsylvania Economic Development Financing Authority  
 Conventional Bond Financing Taxable Exempt Facility & Small Issue Bonds  
 Industrial Development Fund Financing  
 Revenue Bond & Mortgage Program  
 Gail Wagner (717-783-1109)  
 Taxable and Tax-Exempt Bond Financing  
 Craig Petrasic or Brian Deamer (717-783-1109)

**Community Affairs and Development**

Appalachian Regional Commission  
 Neil Fowler (717-214-5395)

**Local Government Services Center**

Early Intervention Program  
 Marita Kelly (1-888-223-6837)  
 Floodplain Management  
 Dan Fitzpatrick (1-888-223-6837)

Local Government Capital Project Loan Program  
Ed Fosnaught (1-888-223-6837)  
Municipalities Financial Recovery Act Program  
Fred Reddig (1-888-223-6837)  
Regional Police Assistance Program  
Ron Stern (1-888-223-6837)  
Municipal Assistance Program  
Dennis Puko (1-888-223-6837)  
Tax Collector Training, Examination, Qualification  
and Continuing Education Program  
Madra Clay (1-888-223-6837)

#### **Center for Community Financing**

Community Development Block Grant Program—  
Guidelines and Application Kit  
Community Development Block Grant—R Program  
Emergency Shelter Grant Program—Guidelines  
and Application Kit  
Growing Greener II  
Homeless Prevention and Rapid Re—housing Pro—  
gram—County Housing Partnerships  
Homeless Prevention and Rapid Re—housing Pro—  
gram—Underserved Populations & Pilot Initia—  
tives and Legal Services  
Housing and Redevelopment Assistance  
HOME Investment Partnerships Program—Guide—  
lines and Application Kit  
Land Use Planning and Technical Assistance Pro—  
gram  
Neighborhood Stabilization Program  
New Communities Program (Elm Street, Main  
Street, Enterprise Zone)  
PA Accessible Housing Program  
Section 108 (of the Housing & Community Dev.  
Act) Loan Guarantee Program  
Ed Geiger (717-787-5327)  
Community Services Block Grant Directives  
Community Services Block Grant Program  
Community Services Block Grant—R Program  
Community Services Block Grant Discretionary  
Grants—Guidelines  
Family Savings Account Program  
Family Savings Account Program Directives  
Neighborhood Assistance Program—Guidelines  
Neighborhood Assistance Enterprise Zone Tax  
Credit Program—Guidelines  
Neighborhood Assistance Program Special Program  
Priorities—Guidelines  
Neighborhood Partnership Program Neighborhood  
Partnership Program—Guidelines  
Vicki Lori (717-720-7432)

#### **Office of International Business Development**

Export 2000 Block Grant  
Alain Mortha (717-720-7380)  
Market Access Grant  
Paige Pynos (717-214-5452)  
Regional Investment Marketing Grant  
Amy Zecha (717-720-7339)

#### **Technology Investment Office**

Agile Manufacturing  
Alternative Energy Investment Program  
Ben Franklin Technology Partners  
Bona Fide Request Program  
Broadband Outreach and Aggregation Fund  
Business Attraction and Retention Program  
Commonwealth Financing Authority  
New PA Venture Investment Program  
New PA Venture Guarantee Program  
Keystone Innovation Zone Program  
Keystone Innovation Grants

Keystone Innovation Starter Kits  
Life Sciences Greenhouse Program  
Pennsylvania Infrastructure Technology Alliance  
(PITA)  
Pennsylvania Industrial Resource Center Program  
Pennsylvania Technical Assistance Program  
(PennTAP)  
Pittsburgh SuperComputing Center  
Powdered Metals Initiative  
Research and Development Tax Credit Program  
Technology Fund Investment  
Technology Collaborative  
Technology Development Grant  
University Research Grant  
Workforce Leadership Grants  
Sheri Collins (717-720-1317)

#### **Travel, Film, and Economic Development Market— ing Office**

Film Tax Credit  
Marketing to Attract Tourism  
Tourism Accredited Zoos  
Janice Collier (717-720-1312)

#### **Energy Conservation & Weatherization**

Weatherization Program Guidelines  
Weatherization Program Directives  
Lynette Praster (717-425-7643)

#### **V. OTHER**

##### **Center for Community Financing**

Consolidated Plan  
Ed Geiger (717-787-5327)

##### **Energy Conservation & Weatherization**

ARRA Weatherization State Plan  
Regular DOE Weatherization State Plan  
Lynette Praster (717-425-7643)

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### **CONSERVATION AND NATURAL RESOURCES**

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#### **POLICY STATEMENTS:**

##### **Bureau of Forestry**

State Forest Natural Areas  
Contact: Ellen Shultzabarger (717-214-3813)

Acquisition Transfer or Exchange of State Forest Land  
Acquisition  
Contact: Craig Chapman (717-783-0387)

##### **Bureau of State Parks**

State Park User Fees  
Contact: David Sariano (717-787-6640)

Transfer or Exchange of State Park Land  
Contact: Bob Barth (717-787-6674)

State Park Natural Areas  
Contact: Bob Barth (717-787-6674)

##### **Bureau of Recreation and Conservation**

Land Acquisition Grants  
Contact: Salyn Stover (717-783-2663)

#### **GUIDANCE MANUALS:**

##### **Bureau of Forestry**

Cooperative Forest Insect Pests Suppression Program—  
Procedure for Cooperator Participation Manual County/  
Municipal Cooperator

Cooperative Forest Insect Pests Suppression Program—  
Procedure for Cooperator Participation Manual—Other  
Agency Cooperator

Cooperative Forest Insect Pests Suppression Program—  
Procedure for Cooperator Participation Manual—Forest  
Stewardship Cooperator

Cooperative Gypsy Moth Suppression Program Operating  
Procedure and Deadlines Manual  
Contact: Donald Eggen (717-948-3941)

Forest Fire Warden Manual  
Contact: Randall White (717-783-7959)

Wildland/Urban Interface Guidance Document  
Contact: Levi Gelnett (717-783-7956)

Forest Camp Lease Manual  
Contact: Brad Wendt (717-783-4481)

Right-of-Way Administration Manual  
Contact: David Mong (717-783-7947)

Snowmobile Youth Safety Instructor's Manual  
Contact: Jason Hall (717-783-7941)

ATV Youth Safety Instructor's Manual  
Contact: Jason Hall (717-787-3706)

Forest Products Permit  
Contact: John Hecker (717-787-4009)

Silviculture Manual  
Contact: Scott Miller (717-772-0272)

Camping Permit  
Contact: Matt Beaver (717-783-7941)

District Forester Permit  
Contact: John Hecker (717-787-4009)

Road Use Agreement  
Contact: William Cook (717-346-9797)

Special & Commercial Activities Agreement  
Contact: Matt Beaver (717-783-7941)

License for Right of Way  
Contact: David Mong (717-783-7947)

Prospecting Permit Coal & Water  
Contact: Ted Borawski (717-772-0269)

Seismic Survey Agreement  
Contact: Ted Borawski (717-772-0269)

Oil and Gas Leases  
Contact: Ted Borawski (717-772-0269)

Surface Use Agreements  
Contact: Ted Borawski (717-772-0269)

Gas Storage Leases  
Contact: Ted Borawski (717-772-0269)

Agreements of Consent to Assignments  
Contact: Ted Borawski (717-772-0269)

Coal Agreements  
Contact: Ted Borawski (717-772-0269)

Hard Mineral Agreement  
Contact: Ted Borawski (717-772-0269)

Unitization Agreements  
Contact: Ted Borawski (717-772-0269)

River Lands Gas Leases  
Contact: Ted Borawski (717-772-0269)

**Bureau of Recreation and Conservation**  
Pennsylvania Scenic Rivers Program Guidelines  
Pennsylvania Scenic Rivers Program Management Guide-  
lines

Pennsylvania Scenic Rivers Program Eligibility Process  
and Criteria  
Contact: Terry Hough (717-783-2712)

Community Conservation Partnerships (C2P2) Grant  
Manual and Forms  
A Guide to Funding Recreation and Conservation Projects  
Contact: Greg Gove (717-783-2662)

Swimming Pool Management Manual  
Contact: Greg Gove (717-783-2662)

Heritage Parks Program Manual and Forms  
Contact: Alan Chace (717-783-5877)

County Greenways and Open Space Network Guidelines  
Contact: Diane Kripas (717-772-1282)

### **Bureau of State Parks**

Antenna Sites  
Contact: Lori Nygard (717-783-3307)

Boating/Boat Docks

Geocaching

Marina Manuals

Search and Rescue

Swimming/Lifeguard Manuals

Rock Climbing  
Contact: Ryan Dysinger (717-783-3307)

Commercial Use Licenses

Concession Leases

Conservation Volunteer Program

Leased Campsite & Houseboats

Occupancy Agreements

Road Use Agreements

Rights-of-Way

Contact: Rex Lord (717-783-3307)

### **Topographic and Geologic Survey**

PA Internet Record Imaging System Contact: Kristen  
Carter (412-442-4234)

PA Ground Water Information System  
Contact: Stuart Reese (717-702-2028)

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## **EDUCATION**

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### **POLICY STATEMENTS:**

State Board of Education

- Statement of Policy—Accrediting Organizations  
Contact: Karen Molchanow (717-787-3787)

### **Bureau of Teaching and Learning—School Services Unit**

- Basic Education Circular Education for Homeless  
Youth; 42 U.S.C. § 11431 et.seq.  
Contact: Sheldon Winnick (717-772-2066)

- Basic Education Circular Pregnant & Parenting Teen;  
24 P. S. § 13-1327  
Contact: Carmen Medina (717-783-6466)

- Basic Education Circular Alternative Education for  
Disruptive Youth (Available on the website.)  
Contact: Tina Weaver (717-783-9298)

- Charter School Application (on PDE Website)
- Cyber Charter School Application (on PDE Website)
- Pennsylvania Charter School Annual Report (on PDE  
Website)

- Competitive Charter School Federal Grant Program (on PDE Website)
  - Competitive PA Charter School Planning Grants-Guidelines and Application Forms (on PDE Website)
  - Cyber Charter Schools Review (On PDE Website)
- Contact: Marlene Kanuck (717-783-9294)

#### **Bureau of School Leadership and Teacher Quality**

- Pennsylvania Department of Education Standards, Policies and Procedures for State Approval of Certification Programs and for the Certification of Professional Educators for the Public Schools of Pennsylvania
- Contact: Christina Baumer (717-783-6720)

- Certification and Staffing Policies and Guidelines Regarding Education Certification and Staffing Requirements for Public Schools
- Contact: Karen Turner (717-783-6730)

- Policy on Evaluation Procedure for Certificate of Preliminary Education Evaluation of Credentials
- Memorandum to inform school entities of Computer Education Guideline
- Memorandum to inform school entities of Emergency Permits
- Memorandum to inform school entities of Emergency Permit Updates and Revised 338E Form
- Memorandum to inform school entities of Emergency Permit Electronic Processing for Day-to-Day Substitute Teachers
- Memorandum to inform school entities of English as a Second Language: General Policies and Competencies
- Memorandum to inform school entities of Education Resolutions for No Child Left Behind Legislation
- Memorandum to inform colleges/universities of Test Rules for 2002-2003
- Notice to inform Out-of-State Certificate Candidates of Chapter 354 Regulations Regarding GPA and Math/English Requirements
- Notice to Inform State Board Resolutions for Interstate Agreement and Replacement of PLT
- Memorandum to inform school entities of certification updates regarding ESL, Act 48 and TIPS website (March 4, 2004)
- Memorandum to inform school entities of certification updates regarding Act 48 four-year notices and American Board certification (April 23, 2004)
- Memorandum to inform school entities of change to payment method for application fees (July 30, 2004)
- Memorandum to inform school entities of Instructional Level II application requirements (September 2, 2004)
- Memorandum to inform school entities of requirement of official transcripts with certification applications (October 26, 2004)
- Memorandum to inform school entities of American Board for Certification of Teacher Excellence (January 6, 2005)
- Memorandum to inform school entities of procedures to update educator addresses with PDE (April 26, 2005)
- Memorandum to inform school entities of Act 36 procedures for requesting substitute teachers (May 9, 2005)
- Memorandum to inform school entities of revision to CSPG #61 for Special Education N-12 (May 10, 2005)
- Memorandum to inform school entities of Act 48 deadline extension (August 4, 2005)
- Memorandum to provide clarification to school entities on official transcript requirements with certification applications (September 22, 2005)
- Memorandum to inform school entities of new on-line teacher certification application system (October 14, 2005)

- Memorandum to inform school entities that Reading Specialist certification will no longer be available as an “add-on” area (November 29, 2005)
- Memorandum to inform school entities of extension of deadline to apply for Reading Specialist certification as an “add-on” (March 2, 2006)
- Memorandum to inform school entities of procedures for applying for Level II certification (March 22, 2006)
- Memorandum to inform school entities and Pennsylvania teacher preparing colleges/universities of revisions to fee structure for all Pennsylvania certification applications (May 23, 2006)
- Memorandum to inform school entities of Vocational Certification Staffing Policies and Guidelines (August 27, 2007)
- Memorandum to inform school entities of updated procedure for applying for Letter of Equivalency for Master’s Degree (October 25, 2007)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities regarding revisions to CSPG No. 21—Testing (May 30, 2008)
- Memorandum to school entities regarding revisions to CSPG No. 13—Emergency Permits (June 17, 2008)
- Praxis Composite Score (March 10, 2009)
- Speech and Language Praxis Content Test (February 24, 2009)
- Emergency Permit Reminders (June 4, 2009)
- Acceptance of Mathematics and English Requirements When No Credit is Awarded (June 9, 2009)
- Vocational Instructional Programs-78 Credit Requirement (July 2009)
- CSPG No. 45—Foreign World Languages (July 1, 2009)
- CSPG No. 5—Evaluation of Credentials for Individuals Prepared Outside of the United States (July 1, 2009)
- Revisions to CSPG No. 5 and CSPG No. 6 (August 21, 2009)
- New Teacher Certification Fees Notification (March 5, 2010)
- Level II Conversion (April 30, 2010)
- Emergency Permit Processing (May 28, 2010)
- Instructions for Emergency Uploads for 2010-2011 School Year (June 29, 2010)
- Certification and Staffing Policy Guidelines Updates (July 15, 2010)
- Certification Application Processing (August 23, 2010)
- Development of New Testing Program (December 20, 2010)
- Updates and Reminders on Submitting Certification Applications (February 10, 2010)
- New Test Development (February 10, 2010)
- Certification Testing Updates (March 23, 2010)
- Development of New Testing Program (April 15, 2011)
- Administrative Certification and the PIL Induction Requirement (May 4, 2011)
- 2012-2013 Emergency Permits (June 11, 2012)
- CSPG 33-Business, Computer and Information Technology (July 1, 2012)
- TIMS Updates (July 31, 2012)
- TIMS Profile Change and Generic Overview (October 2, 2012)
- Updated Employee Evaluation Forms for Instructional and Instruction II Teachers (October 11, 2012)
- Expedite Policy (January 17, 2013)
- Focus Periods for TIMS Application Reviews (February 6, 2013)
- CSPG Updates (February 26, 2013)
- How to Obtain Assistance (March 21, 2013)
- CSPG 3—Validity of a Pa Certificate (Aug. 1, 2013)
- CSPG 95—Principal (Aug. 1, 2013)

- CSPG 104—Limitation of Assignment of Middle and Secondary Teachers (Aug. 1, 2013)
- Certification Application Fee Increase (Aug. 6, 2013)
- CSPG 76—Elementary and Secondary School Counselor (Sept. 1, 2013)
- Teacher Information Management System (TIMS) Public Website Available (Sept. 7, 2013)
- Certification Staffing Policies and Guidelines (CSPG) Updates (Sept. 30, 2013)
- CSPG 21—Testing (Jan. 1, 2014)
- Certification Staffing Policies and Guidelines (CSPG) Updates (Jan. 27, 2014)
- CSPG 32—Biology (March 1, 2014)
- CSPG 36—Communications (March 1, 2014)
- CSPG 46—General Science (March 1, 2014)
- CSPG 47—Health and Health & Physical Education (March 1, 2014)
- CSPG 61—Special Education PreK-8 and 7-12 (March 1, 2014)
- CSPG 69—Grades PK-4 (March 1, 2014)
- CSPG 70—Grades 4-8 (March 1, 2014)
- Revision to Military Science Certification Requirements (March 3, 2014)
- Highly Qualified Dance (March 27, 2014)
- CSPG 63—Special Education Speech and Language Impaired (April 1, 2014)
- CSPG 67—Military Science Programs (April 1, 2014)  
Contact: Nancy Chervis or Phil Ferrari (717-728-3224)
- Memorandum to Pennsylvania teacher preparing colleges and universities announcing six new Praxis series assessments for beginning teachers effective November 1, 1997 and the qualifying scores for these assessments.
- Memorandum to teacher preparing colleges and universities providing instruction and policies for the use of new application forms for professional educator certification.
- Memorandum to provide for new processing procedures for Emergency Certificates.
- Memorandum to Pennsylvania teacher preparation institutions announcing changes to the Pennsylvania Certification Testing program effective September 1, 2001.
- Memorandum to Pennsylvania teacher preparing institutions announcing changes to major reviews and changes to the Pennsylvania Teacher Testing Program for the 1998-99 program year.
- Memorandum: Important Notice on Tests Required (March 2000)
- Memorandum: Important Notice on Tests Required (March 2001)
- Memorandum: Important Notice on Tests Required (April 2001)
- Guidelines for Reporting Pennsylvania Institutions of Higher Education Responses to Title II, Section 207 of the Higher Education Act of 1998 & General Standards for the Institutional Preparation of Professional Educators—Chapter 354
- Memorandum: Important Notice Regarding Title II, Section 207 of the Higher Education Act of 1998.
- Professional Educator Memorandum—01 (February 2001) Guide to Interpreting Chapter 354
- Professional Educator Preparation Memorandum—02 (July 27, 2001)
- Professional Educator Preparation Memorandum—03 (September 18, 2001)
- Professional Educator Preparation Memorandum—04 (December 7, 2001)
- Professional Educator Preparation Memorandum—05 (February 20, 2002)
- Professional Educator Preparation Memorandum—06 (November 12, 2002)
- Professional Educator Preparation Memorandum—07 (May 19, 2003)
- Professional Educator Preparation Testing Memorandum—01 (January 22, 2002)
- Professional Educator Preparation Testing Memorandum—02 (April 29, 2002)
- Professional Educator Preparation Testing Memorandum—03 (May 30, 2002)
- Professional Educator Preparation Testing Memorandum—04 (January 10, 2003)
- Professional Educator Preparation Testing Memorandum—05 (August 25, 2003)
- Professional Educator Preparation Testing Memorandum—06 (November 21, 2003)
- Professional Educator Preparation Testing Memorandum—07 (July 12, 2004)
- Professional Educator Preparation Testing Memorandum—08 (April 29, 2005)
- Memorandum to Pennsylvania teacher preparing colleges/universities regarding Chapter 49 proposed changes to Early Childhood, Elementary and Special Education guidelines (September 20, 2005)
- Professional Educator Program Memorandum #10—GPA Requirements (January 24, 2006)
- Memorandum to provide Pennsylvania teacher preparing colleges/universities with information on initial program reviews (August 31, 2006)
- Memorandum to inform Pennsylvania teacher preparing colleges/universities of criminal history records amendment to 24 PS 1-111 (September 6, 2006) Memorandum to Pennsylvania teacher preparing colleges/universities regarding Title II foreign language test results reporting (October 30, 2006)
- Memorandum to Pennsylvania teacher preparing colleges/universities regarding FBI background check requirements (November 27, 2007)
- Memorandum to Pennsylvania teacher preparing colleges/universities providing notes to include on student advisement sheets in catalogs regarding State Board of Education adopted changes that affect teacher certification programs (March 31, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities regarding the release of the PIL Invitation to Qualify (April 16, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities announcing release of the new guidelines for grades 4-8 (April 18, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities announcing release of new Pre-k through 4th Grade guidelines (May 2, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities announcing release of new Special Education and ELL guidelines (May 6, 2008)
- Memorandum to Pennsylvania teacher preparing colleges/universities and school entities announcing release of new Special Education Guidelines (June 13, 2008)
- Chapter 49 Conferences Summary Report (October 28, 2008)
- Background Check Information—Adding New Users (December 11, 2008)
- ELL Resource (August 13, 2009)
- ELL Terminology (August 13, 2009)
- Standard Deviation 2.8 GPA (October 7, 2009)

- Math and English Requirements AP Course—Testing (October 7, 2009)
  - Electronic Application Upgrades (January 22, 2010)
  - Testing Memo 15—Updated Tests (January 25, 2010)
  - Re-Test Program for Praxis I and II (February 9, 2010)
  - Raising GPA with 12 Graduate Credits (February 17, 2010)
  - New Certification Fees (March 11, 2010)
  - Recommendations for Level I Certification (April 27, 2010)
  - Testing Memo (July 14, 2010)
  - Testing Memo—Updated Tests (September 13, 2010)
  - Reporting on Certification Preparation Programs for Academic Year 2009-2010 (September 27, 2010)
  - Autism Guidelines (October 6, 2010)
  - Changes to PreK—4 and 4—8 Programs Due to TAOC Articulation (March 31, 2011)
  - Educator Programs Due to Expire August 2013 (December 10, 2012)
  - Reminder to Process TIMS Application Reviews (February 8, 2013)
  - Education Specialists—PAPA Tests (April 12, 2013)
  - Abbreviated Annual Review Report for 2011-2012 Academic Year (April 17, 2013)
  - Middle Level Add-On Applications for August Graduates Earning the Initial Credential (June 6, 2013)
  - Professional Educator Testing Memorandum #20 (July 1, 2013)
  - Policies of Educator Preparation Programs (July 31, 2013)
  - Application Submission and Certificate Effective Date Policy for Expiring Early Childhood N-3, Elementary K—6, Middle Level 7—9 and Special Education N-12 Certificates (Aug. 29, 2013)
  - Basic Skills Assessment Policy (Sept. 9, 2013)
  - Mathematics Coach Endorsement Guidelines (Sept. 30, 2013)
  - Elementary and Secondary School Counselor Guidelines (Nov. 22, 2013)
  - Abbreviated Annual Review Report for the 2012-13 Academic Year (Jan. 17, 2014)
  - Elementary and Secondary School Counselor PK—12 Questions & Answers (Jan. 22, 2014)
  - 2014 Praxis Certification Test Changes (Jan. 30, 2014)
  - Clarification: Candidates Who are Eligible to Earn a Special Education Certification (March 3, 2014)
- Contact: Christina Baumer (717-783-6720)
- Memorandum to inform school entities of making 2002-2003 date on highly qualified teachers in Pennsylvania available to all local school entities (October 17, 2003)
  - Memorandum to inform school entities of reporting data on the Highly Qualified Teachers—State Report Card (November 10, 2003)
  - Memorandum to inform school entities of guidelines for Bridge I and Bridge II Highly Qualified Designation (March 9, 2005)
  - Memorandum to inform school entities of NCLB requirements for elementary level special education teachers (March 10, 2005)
  - Memorandum to Pennsylvania teacher preparing colleges/universities regarding special education candidates who will be affected by the academic content requirements contained within the No Child Left Behind Act. (March 28, 2005)
  - Memorandum to inform school entities of Bridge program extension (July 1, 2005)
  - Memorandum to inform school entities of availability of Bridge I extension reporting system (November 4, 2005)
  - Memorandum to inform school entities of updates regarding highly qualified issues (June 16, 2006)
  - Memorandum to inform school entities and Pennsylvania teacher preparing colleges/universities of NBPTS Grant availability (August 18, 2006)
  - Memorandum to provide update to school entities on Pennsylvania's HQT, HOUSSE and Bridge programs (June 13, 2007)
  - Memorandum to provide charter schools with HQT requirements (June 13, 2007)
  - Memorandum to inform school entities of requirements for completion of Bridge Program (March 20, 2008)
  - Memorandum to inform school entities of Implementation of the Technical Assistance and Accountability Provisions of Section 2141 of the Elementary and Secondary Education Act, as Amended by No Child Left Behind (August 27, 2008)
  - Clarification on PA's Highly Qualified Teacher Guidelines Applicable to Departmentalized or Self-Contained Fifth and Sixth Grade Classrooms (April 24, 2009)
  - Memorandum to inform charter schools to Reiterate Highly Qualified Teacher Requirements for Charter School Teachers and to Request the Submission of Charter School Educator Record Data Form for All Non-Certified Core Academic Subject Teachers (August 17, 2009)
  - 2011 Higher Education Opportunity Act Title II Report Card Data Collection (February 17, 2011)
  - 2013 Eligible Partnerships Grant Program (May 21, 2013)
- Contact: Jamal Wakeen (717-772-3566)
- Specific Program Guidelines for State Approval of Professional Educators (January 2001)
- Contact: Christina Baumer (717-783-6720)
- Bureau of Adult Basic and Literacy Education**  
**Division of Adult Education**
- Adult Education and Family Literacy Guidelines for services offered with the following funding: Pennsylvania Act 143 of 1986, Title 24, Chapter 31 Adult and Family Literacy Education Act and Workforce Investment Act of 1998, Title II (Federal Adult Education and Family Literacy Act)
  - Policy C.100, Adult Education and Family Literacy Performance Standards
  - Policy C.130, Verification and Reporting of Data
  - Policy C.135, Core Outcomes
  - Policy C.330, Early Childhood Assessment
  - Policy C.800, Nonimmigrant Foreign Students with F-1 Visa
  - Policy C.900, Safety and Security
  - Policy D.100, Adult Learner Assessment
  - Policy D.120, Special Needs Student Assessment
  - Policy D.130, Distance Learning
  - Policy D.150, Interactive Literacy Activities (ILA)
  - Policy D.160, Interactive Literacy Activities (ILA) Assessment
  - Policy F.100, Professional Development
  - Policy G.100, Workforce Development System
  - Policy Guidance H.100, Residency Requirements for Issuance of the Commonwealth Secondary School Diploma through GED® Testing
  - Policy Guidance, H.200, GED® Testing for Institutionalized Youth
  - Policy H.300, Verification of GED® Test Candidate Identity and Pennsylvania Residency
  - Policy Guidance H.400, Foreign Language Versions of the GED® Tests and Credentials
  - Policy H.500, The Official GED® Practice Tests as a Condition for GED Testing eData v2 Instruction Manual
- Contact: Amanda Harrison 717-772-3739

**Bureau of Postsecondary and Higher Education  
Division of Higher and Career Education**

- Private Licensed Schools Memorandum—Revised Board Policy on the Use of the Term Tuition “Savings”
- Private Licensed Schools Memorandum—Revised Scholarships Policy
- Private Licensed Schools Memorandum—Applications for Approval of New Programs
- Private Licensed Schools Memorandum—Student Information Publications
- Private Licensed Schools Memorandum—Clock Hour/Lesson/Semester Credit/Quarter Credit
- Private Licensed Schools Memorandum—Statement Concerning Transfer of Credit Hours
- Private Licensed Schools Memorandum—Contract Bond Form
- Private Licensed Schools Memorandum—Allowable Administrative Fee and Refunds of \$25.00 or Less
- Private Licensed Schools Memorandum—Non-Resident Program Application
- Private Licensed Schools Memorandum—Program Applications
- Private Licensed Schools Memorandum—Leave of Absence
- Private Licensed Schools Memorandum—Enrollment in Single Courses
- Private Licensed Schools Memorandum—Non-Resident Program Application
- Private Licensed Schools Memorandum—Limit of 3 Applications
- Private Licensed Schools Memorandum—Enrollment Agreement and Alternate
- Private Licensed Schools Memorandum—Irrevocable Administrative Trust
- Private Licensed Schools Memorandum—Financial Reporting
- Private Licensed Schools Memorandum—Cure Period
- Private Licensed Schools Memorandum—Taking Attendance
- Private Licensed Schools Memorandum—Fines and Violations
- Private Licensed Schools Memorandum—Certificate of Occupancy Required
- Private Licensed Schools Memorandum—Trimester Credits
- Private Licensed Schools Memorandum—Externships
- Private Licensed Schools Memorandum—Electronic Financial Reporting
- Private Licensed Schools Memorandum—Invitation to Provide Feedback
- Private Licensed Schools Memorandum—New Director Seminar—Required
- Private Licensed Schools Memorandum—Role and Authority of Financial Review Committee
- Private Licensed Schools Memorandum—Application Quality
- Private Licensed Schools Memorandum—Job Opportunities

Contact: Patricia Landis (717-783-8228)

**Bureau of Career and Technical Education**

- Pennsylvania State Plan for the Administration of the Carl D. Perkins Career and Technical Education Improvement Act of 2006
- Contact: Frank DiNatale (717-783-6981)
- Administration Guidelines for the Accreditation System of Institutions for Adult Education
- Contact: Beth Marshall (717-783-6860)

**Bureau of Teaching and Learning**

- Pennsylvania State Board of Education AIDS Policy—Admissions/Readmissions of Students or Staff Persons with AIDS, March 1987
- Contact: Lynda Bryant (717-772-0067)
- Enhanced Driver Education Program Guide
  - Procedures for Establishing a Private Driver Training School
- Contact: Division of Curriculum (717-783-3958)
- Act 48 of 1999 Appeals Process Statement of Policy
- Contact: Bob Staver (717-783-6583)

**Bureau of Special Education**

**MEMORANDUM TO LOCAL EDUCATION AGENCIES (PENN\*LINK):**

- Use of Response to Intervention (RtI) in the Diagnosis of Specific Learning Disabilities (SLD) (March 2008)
- Contact: Jean Inskip (717-772-2647)
- PIMS and Special Education PennData Submissions (May 2008)
- Contact: Jodi Rissinger (717-783-6911)
- Public Input on Cyclical Monitoring System (May 2008)
- Contact: Jill Deitrich (717-783-6876)
- Revised Special Education Forms (June 2008)
- Contact: Janet Sloand (1-800-441-3215)
- Revised Chapters 14 and 711 (June 2008)
- Contact: Patty Todd (717-783-6885)
- Questions and Answers for Paraprofessional Requirements in Chapter 14 (July 2008)
- Contact: Patty Todd (717-783-6885)
- Questions and Answers for Paraprofessional Requirements in Chapter 14 (July 2008)
- Contact: Patty Todd (717-783-6885)
- PA Guidelines for Identifying Students with Specific Learning Disabilities (SLD) (August 2008)
- Contact: Jean Inskip (717-772-2647)
- Individuals with Disabilities Education Act Part B State Performance Data Reporting Fiscal Program Determinations (August 2008)
- Contact: Sue Leonard (717-772-1114)
- Paraprofessional Requirements Under Revised Chapter 14 (September 2008)
- Contact: Patty Todd (717-783-6885)
- Final-Omitted Form Rulemaking Correcting Error in Section 14.143(B) Disciplinary Placements (October 2008)
- Contact: Patty Todd (717-783-6885)
- Reporting of New Caseload Requirements (October 2008)
- Contact: Patty Todd (717-783-6885)
- Gaskin Settlement Agreement Update—Individualized Education Program (IEP) Format and Supplementary Aids and Services (October 2008)
- Contact: Patty Todd (717-783-6885)
- Side-by-Side Quick Reference of the State and Federal Special Education Regulations (October 2008)
- Contact: Patty Todd (717-783-6885)
- Questions and Answers Regarding Revised Chapter 14 (November 2008)
- Contact: Patty Todd (717-783-6885)
- Change in Amount of Special Education Service (November 2008)
- Contact: Patty Todd (717-783-6885)



- Required Reporting of the Use of Restraints (November 2008)  
Contact: Elizabeth Zeisloft (717- 783-6894)
- Presentation of PSSA Accommodations Guidelines for Students with Individualized Education Programs and Students with 504 Plans (December 2008)  
Contact: Dr. John Machella (814-536-1956)
- Supplemental Regulations to 34 CFR Part 300 (Special Education Programs and Services) (December 2008)  
Contact: Patty Todd (717-783-6885)
- Website for Chapter 16 Questions (January 2009)  
Contact: Dr. Shirley Curl (717-786-6361)
- Paraprofessional Online Courses For Special Education Paraeducator Credential of Competency Standards (February 2009)  
Contact: Shatarupa Podder (717-772-2646)
- Chapter 14 Questions and Answers (Volume 3) (February 2009)  
Contact: Patty Todd (717-783-6885)
- Clarification of Special Education Templates in PIMS (February 2009)  
Contact: Jodi Rissinger (717-783-6911)
- Pennsylvania State Performance Plan-Enhancing Parent Involvement (March 2009)  
Contact: Sandy Zeleznik (412-278-0259)
- Ensuring Accuracy in Reporting on Penn Data Table 8 (March 2009)  
Contact: Jodi Rissinger (717-783-6911)
- Child Find, Equitable Participation, and Evaluations (May 2009)  
Contact: Patty Todd (717-783-6885)
- Local Education Agency Representation for Individualized Education Program Team Meetings or Revisions (June 2009)  
Contact: Patty Todd (717-783-6885)
- Individualized Education Program Team's Responsibility for Educational Placement in Partial Hospitalization Programs (January 2010)  
Contact: Patty Todd (717-783-6885)
- Impact of School-Based ACCESS Program Services on MA Services (January 2010)  
Contact: Elizabeth Zeisloft (717-783-6894)
- Dual Enrollment for Special Education Students who are Parentally-Placed in a Nonpublic School (February 2010)  
Contact: Patty Todd (717-783-6885)
- Guidance for School Districts and Charter Schools in Determining if a Student with a Disability is a Foster Child or Residential Child for Billing Purposes (February 2010)  
Contact: Patty Todd (717-783-6885)
- Qualified Status for Special Education Instructional Paraprofessionals (March 2010)  
Contact: Shatarupa Podder (717-772-2646)
- Pennsylvania Guidelines for the Provision of Accessible Instructional Materials (AIM Guidelines) (March 2010)  
Contact: Frank Irzyk (800-360-7282, ext. 3334)
- The PA Leadership Program for Special Education Leaders (April 2010)  
Contact: Janet Sloand (800-441-3215)
- School-Based ACCESS Program Services and Use of Electronic Signatures (April 2010)  
Contact: Elizabeth Zeisloft (717-783-6894)
- Questions and Answers Regarding Reevaluation Procedures and Process (April 2010)  
Contact: Patty Todd (717-783-6885)
- Revocation of Parental Consent for Special Education and Related Services (April 2010)  
Contact: Patty Todd (717-783-6885)
- Additional Questions and Answers Regarding the Use of Restraints (May 2010)  
Contact: Elizabeth Zeisloft (717-783-6894)
- Required Reporting of the Use of Restraints (May 2010)  
Contact: Elizabeth Zeisloft (717-783-6894)
- Pennsylvania's Individuals with Disabilities Education Act Part B Determination (June 2010)  
Contact: Patty Todd (717-783-6885)
- Subgrantee Restricted Indirect Cost Recoveries—Individuals with Disabilities Education Act (June 2010)  
Contact: Sue Leonard (717-772-1114)
- The Right to Education Task Force (August 2010)  
Contact: Jean Inskip (717-772-2647)
- Adapted Physical Education (September 2010)  
Contact: Janet Sloand (800-441-3215)
- Special Education Plan Requirements—Instructional Guidelines for English Language Learners (October 2010)  
Contact: Jean Inskip (717-772-2647)
- Legal Requirements Governing Resolution Meetings (November 2010)  
Contact: Patty Todd (717-783-6885)
- BrainSTEPS Program (December 2010)  
Contact: Brenda Eagan Brown (724-944-6542)
- Request for School Based ACCESS Program Restrict Account Monies—Retirement Contribution Calculations (January 2011)  
Contact: Karen Porambo (717-705-5186)
- Restructuring Special Education for Students with Complex Support Needs (January 2011)  
Contact: Dr. John Machella (814-536-1956)
- Policy to Remit Interest on Federal Funds (February 2011)  
Contact: Sue Leonard (717-772-1114)
- Keystone Exams and Participation of Students with Disabilities (March 2011)  
Contact: Dr. John Machella (814-536-1956)
- Voter Registration as Part of Transition to Adult Life and Voter Registration as Part of Implementation of Chapter 15 Basic Education Circulars (March 2011)  
Contact: Richard Moss (717-783-6135)
- Commitment to Effective Instructional Practices and Assessment for Students with Complex Support Needs (March 2011)  
Contact: Dr. John Machella (814-536-1956)
- Revision to Revocation of Consent (March 2011)  
Contact: Patty Todd (717-783-6885)
- Participation of Students with Disabilities in the Keystone Exams (April 2011)  
Contact: Dr. John Machella (814-536-1956)
- Growth Measure for Students with Complex Support Needs (April 2011)  
Contact: Dr. John Machella (814-536-1956)
- Clarification of the Pendency/Stay Put Policy (April 2011)  
Contact: Patty Todd (717-783-6885)

- Educational Services for Students Who Turn 21 Years of Age During the School Term (May 2011)  
Contact: Patty Todd (717-783-6885)
  - Clarification of Responsibilities Relating to “Host” Districts, “Resident” Districts and the Use of the Request for Change in Approved Private School Assignments (June 2011)  
Contact: Dr. Ronald Wells (717-783-6882)
  - Special Education Plan Requirements—Identification of Students with Specific Learning Disabilities using the Response to Instruction and Intervention Option (November 2011)  
Contact: Jean Inskip (717-772-2647)
  - Rosa’s Law—Change in Disability Terminology (January 2012)  
Contact: Patty Todd (717-783-6885)
  - Internet-Based Tools and Dispute Resolution Services from the Office of Dispute Resolution (January 2012)  
Contact: Office for Dispute Resolution (800-222-3353)
  - Elimination of the Pennsylvania System of School Assessment Modified (May 2012)  
Contact: Dr. John Machella (814-536-1956)
  - CMS Review—Impacts for the School-Based ACCESS Program (July 2012)  
Contact: Elizabeth Zeisloft (717-783-6894)
  - Issuance of Prior Written Notice for Evaluations and Reevaluations (September 2012)  
Contact: Patty Todd (717-783-6885)
  - Individualized Education Program (IEP) Assessment Changes (October 2012)  
Contact: Dr. John Machella (814-536-1956)
  - Intensive Interagency Coordination Training (October 2012)  
Contact: Elizabeth Zeisloft (717-783-6894)
  - The Requirement of State Performance Plan Indicator 8 and PaTTAN Resources to Enhance Parent Engagement (February 2013)  
Contact: Sandy Zeleznik (412-278-0259)
  - Individuals with Disabilities Education Act (IDEA)—Chapter 14 and 711 Regulations that Exceed Federal Requirements (March 2013)  
Contact: Patty Todd (717-783-6885)
  - Individuals with Disabilities Education Act Part B Parental Consent to Access Public Benefits or Insurance (e.g.) Medicaid (March 2013)  
Contact: Jean Inskip (717-772-2647)
  - Immunization Requirements and Students with Disabilities (April 2013)  
Contact: Patty Todd (717-783-6885)
  - Student Enrollment in Department Funded Slots for Services Provided by the Approved Private Schools and Chartered Schools for the Deaf and Blind Basic Education Circular (April 2013)  
Contact: Dr. Ronald Wells (717-783-6882)
  - Extended School Year Eligibility (May 2013)  
Contact: Patty Todd (717-783-6885)
  - School-Based ACCESS Program—Update Regarding Federal Centers for Medicare and Medicaid Audit (July 2013)  
Contact: Jean Inskip (717-772-2647)
  - Pennsylvania’s Individuals with Disabilities Education Act Part B Determinations (July 2013)  
Contact: Sandy Zeleznik (412-278-0259)
  - Pennsylvania Alternate System of Assessment—Important Test Administration Information (August 2013)  
Contact: Dr. John Machella (814-536-1956)
  - Updates to Coordinated Early Intervening Services and Significant Disproportionality (August 2013)  
Contact: Jodi Rissinger (717-783-6911)
  - Graduation Requirements for Students with Disabilities (August 2013)  
Contact: Patty Todd (717-783-6885)
  - Meeting the Academic Needs of the Gifted Learner (September 2013)  
Contact: Dr. Shirley Curl (717-786-6361)
  - School-Based ACCESS Program—Billing Procedures and Requirements for Reimbursements (November 2013)  
Contact: Jean Inskip (717-772-2647)
  - Changes in the Pennsylvania Alternate System of Assessment and Instructional Supports for Teachers (November 2013)  
Contact: Dr. John Machella (814-536-1956)
  - Pennsylvania System of Alternate Assessment and the Pennsylvania Core Standards (May 2014)  
Contact: Dr. John Machella (814-536-1956)
- Bureau of Budget and Fiscal Management**
- School Construction Policies and Procedures (This booklet describes how reimbursement is calculated along with examples and formulas.)  
Contact: Eileen Jacobs (717-787-5993)
- Executive Offices—Charter / Cyber Charter Schools**
- Charter School Application (PDE Website)
  - Cyber Charter School Application (PDE Website)
  - Charter School Student Enrollment Notification Form (PDE Website)
  - Budget Template Sample (PDE Website)
  - Cyber Charter Renewal Application (PDE Website)
  - Petition to Appeal Denial of Charter School Application (PDE Website)  
Contact: Elizabeth Anzalone (717-787-9744)
- GUIDANCE MANUALS:**
- Office of Postsecondary and Higher Education  
Division of Higher and Career Education**
- Records Accessibility Policy for Closing / Closed Degree Granting Institutions
  - Substantive Change Policy for Degree Programs
  - Memo dated May 18, 2005 with Instructions for Preparing Program Applications
  - AP 176 Instructions for Preparing the Private Licensed Schools Contract Bond
  - PDE-4627 Student Information Publication Requirements and Instructions
  - PDE-3774 Enrollment Agreement Check Sheet  
Contact: Patricia Landis (717-783-8228)
- Bureau of Special Education**
- Education of Students with Hearing Loss  
Contact: Shatarupa Podder (717-772-2646)
  - Special Education Complaint Investigation Manual  
Contact: Maria Mardula (717-787-5770)
  - Intermediate Unit Special Education Plan Guidelines  
Contact: Shatarupa Podder (717-772-2646)
  - Individuals with Disabilities Education Act-Part B Program Guidelines for Local Education Agency Applications  
Contact: Patty Todd (717-783-6885)

- Special Education Contingency Fund Guidelines  
Contact: Dr. Ronald Wells (717-783-6882)
  - Individuals with Disabilities Education Act-Part B (IDEA-B), IDEA-B, Section 611, Special Education State Grant  
Contact: Patty Todd (717-783-6885)  
Sue Leonard (717-772-1114)
  - PA Guidelines for De-escalation and the Use of Restraints in Educational Programs  
Contact: Elizabeth Zeisloft (717-783-6894)
  - Chapter 14 Questions and Answers (Paraprofessional, Volume 2, and Volume 3)  
Contact: Patty Todd (717-783-6885)
  - PA Guidelines for Identifying Students with Specific Learning Disabilities (SLD)  
Contact: Dr. John Machella (814-536-1956)
  - Identification of Students with Specific Learning Disabilities (SLD) using Response to Intervention (RtI)  
Contact: Patty Todd (717-783-6885)
  - Credential of Competency for Special Education Paraeducators  
Contact: Shatarupa Podder (717-772-2646)
  - Identification of Students with Specific Learning Disabilities (SLD) using Response to Intervention (RtI)  
Contact: Dr. John Machella (814-536-1946)
  - School District Special Education Plan Guidelines  
Contact: Jean Inskip (717-772-2647)
  - Secondary Transition Folder CD  
Contact: Maria Mardula (717-787-5770)
  - Special Education Mediation Services  
Contact: Kerry Smith (800-222-3353)
  - State Plan under the Individuals with Disabilities Education Act—Part B  
Contact: Patty Todd (717-783-6885)
- Office of Child Development and Early Learning Pennsylvania Pre-K Counts**
- List of Programs by County and Enrollment Contacts, June 2012  
Contact: Deborah C. Wise (717-787-7489)
- Head Start Supplemental Assistance Program**
- Head Start Supplemental Assistance Program Continuation Grant Guidance  
Contact: Deborah C. Wise (717-787-7489)
- Early Intervention Services**
- 2010-2011 Pennsylvania State Interagency Coordinating Council—Early Intervention in Pennsylvania—Annual Report Submitted to the Governor  
Contact: Carl Beck (717-214-7130)
  - Intermediate Unit Special Education Plan Guidelines  
Contact: Deb Noel (717-265-8900)
  - State Early Intervention, Federal 619 IDEA B and Component I Guidelines  
Contact: Brian Bell (717-346-0038)
  - Grant Procedure Manual  
Contact: Brian Bell (717-346-0038)
  - Certificate of Competency—COC EI Standards for Licensed Private Providers applications and instructions  
Contact: Kathy Vradenburgh (717-346-1117)
  - Certificate of Competency—COC Directions and Requirements for Renewals Only  
Contact: Kathy Vradenburgh (717-346-1117)

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• ELS-EI-06 #04	Natural Environments	7/24/2006
• ELS-EI-06 #07	Clarification of Waiver of 4300 Fiscal Regulations	8/15/2006
• ELS-EI-06 #09	Childhood Lead Poisoning Prevention Program	8/24/2006
• ELS-EI-06 #10	Acceptable Signers of the Beneficiary Choice Form for Infants, Toddlers and Families Medicaid Waiver	9/05/2006
• ELS-EI-06 #12	Medicaid Waiver for Infants, Toddlers and Families Renewal	10/03/2006
• EI-07 #03	Mediation Procedures for EI, Part C	1/26/2007
• EI-07 #04	OCDEL Operating Agreement, ITF Provider Agreement And County/Provider Contract	4/03/2007
• EI-07 #12	PA Pre-K Counts and Early Intervention Working Together	10/24/2007
• EI-07 #13	Third Party Insurance Denials and Leader Services	11/20/2007
• EI-08 #02	Reportable Incidents	3/07/2008
• EI-08 #03	Extent and Duration of Early Intervention Programs for Preschoolers, Including Services During Scheduled Breaks in Their Programs	4/16/2008
• EI-08 #04	Early Intervention Management Verification Tool	7/01/2008
• EI-08 #05	Issuance of Two New Forms-the Evaluation Reports (ER) And the Individualized Family Service Plant (IFSP)/Individualized Education Program (IEP)	6/30/2008
• EI-08 #09	Early Intervention Special Education Plan Review Notice (EI SEPRN)	8/18/2008
• EI-08 #10	Eligibility for Infants Toddlers Families Medicaid Waiver	9/22/2008
• EI-09 #01	Recommendations for Children who are Deaf or Hard of Hearing (DHOH)	1/2/2009
• EI-09 #05	Provider Monitoring Tool and Service Coordination Monitoring Tool	2/16/2009
• EI-09 #06	Local Determination Process and the Performance Improvement Process	3/24/2009
• EI-09 #11	Infant/ Toddler Early Intervention Service Coordination	08/14/2009

- EI-09 #13 Childfind System Including Children who are Wards of the State, Children Living in Residential Facilities Children Who Were Abused And Children who are Homeless 09/11/2009
- EI-09 #14 Contracting With Early Intervention Service Providers and Suspending and Terminating Early Intervention Service Providers 09/16/2009
- EI-09 #17 Qualifications for Individuals to Provide Speech-Language Pathology Services in Early Intervention and the Requirements for Billing 10/05/2009
- EI-09 #18 Update on Early Learning Network and Child Outcome Reporting in 2009-2010 10/19/2009
- EI-09 #19 Transition of Preschool Children to School Age Programs 10/20/2009
- EI-2010 #01 Revised Early Intervention Audit And Fiscal Reporting Requirements 01/19/2010
- EI-2010 #02 Release of Information 01/29/2010
- EI-2010 #03 Session Notes 04/07/2010
- EI-2010 #04 Operational Guidance for Infant/Toddler Programs Regarding Children Living in Residential Facilities 04/09/2010
- EI-2010 #06 Funding Responsibilities for Early Intervention Services For Children at Kindergarten Age 05/18/2010
- EI-2010 #07 Paraprofessional Qualifications 06/15/2010
- EI-2010 #08 Amended Behavior Supports for Young Children 10/25/2010
- EI-2010 #09 State Set Rates for Infant Toddler Early Intervention Services 11/09/2010
- EI-2011 #01 IDEA Early Intervention Complaint Procedures 06/01/2011
- EI-2011 #02 ACT 24 of 2011 Implementations-PELICAN Data Moratorium
- EI-2011 #03 Annual Data Review
- EI-2011 #04 Infant/Toddler Early Intervention Cost Centers
- EI-2012 #01 Screening, Evaluation and Assessment in Early Intervention
- EI-2012 #02 Updates to Early Intervention Policy Based on Requirements in IDEA Part C Regulations
- EI-2012 #03 Confidentiality, Parent Consent and Surrogate Parents
- EI-2012 #04 Transition of Toddlers to Preschool or Other Community Services

Contact: Caroline Bingaman (717-772-2376)

#### **Center for Data Quality and Information Technology**

- Secondary Career and Technical Education Information System Instruction Manual for Student Data Submission, 2006-2007

Contact: Steve Simchock (717-787-2644)

- Adult Career and Technical Education Instruction Manual, 2006-2007

Contact: Deb Rodrigues (717-787-2644)

- Private and Nonpublic Enrollment Instruction Manual, 2006-2007

Contact: Deb Rodrigues (717-787-2644)

- Postsecondary Career and Technical Education Instruction Manual, 2005-2006

Contact: Deb Rodrigues (717-787-2644)

- Electronic Dropout/Graduate Report (EDGR): Dropout Instructions for School Year 2006-2007

Contact: Michele Hiester (717-787-2644)

#### **Bureau of State Library**

- Revised Classification Scheme for Pennsylvania State Publications—Provides Call Numbers to be Used in Classifying Pennsylvania State Publications

Contact: Mary Spila (717-783-3884)

#### **Bureau of Library Development**

- A Handbook for Public Library Trustees, Fifth Edition, 2003—Guidance for People Serving as Trustees for Pennsylvania Public Libraries

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- Continuing Education Guidelines for Public Library Staff, 2005—Guidance for Determining What Kinds of Continuing Education are Acceptable for Meeting the Continuing Education Requirements in The Library Code.
  - Library Services and Technology Act Five-Year Plan 2013-2017—A Focused Program for the Improvement of Library Services for the People of Pennsylvania through Federal LSTA Funds.
  - Pennsylvania Guidelines for School Library Information Programs, 2005—Suggestions for Implementing Quality Library Programs in Pennsylvania.
  - Measuring Up To Standards Findings: The Impact of School Library Programs and Information Literacy in Pennsylvania Schools, 2000.
  - Pennsylvania Interlibrary Loan Procedures Manual, 2011
  - Pennsylvania Interlibrary Loan Guidelines, 2011
  - Public Library Statistics, 2011
  - Directory of Pennsylvania Libraries, 2013
  - Pennsylvania Library Accounting Manual, 2010
- Contact: Rita Jones (717-783-4173)

#### **Bureau of Teaching and Learning**

- Pregnant and Parenting Teen Evaluation Packet
- Education Leading to Employment and Career Training Monthly Attendance Instructions
- Education Leading to Employment and Career Training Operational Manual

Contact: Carmen Medina (717-783-6466)

- 2011-2013 Alternative Education for Disruptive Youth Guidelines (Available on the website.)
  - Alternative Education for Disruptive Youth Private Provider Application and Guidelines (Available on the website.)
  - Alternative Education for Disruptive Youth Program Application and Guidelines (Available on the website.)
- Contact: Tina Weaver (717-783-9298)

#### Office for Safe Schools

- Commonwealth Student Assistance Program Training System Handbook: Guidelines, Monitoring Procedures, Standards and Core Competencies, and Related Information
- Contact: Russ Alves (717-783-6777)

#### Office of Elementary and Secondary Education-School Services Unit

- Basic Education Circulars (BECs)—Current collection of Pennsylvania Department of Education guidance statements on state and federal basic education laws and regulations. These guidance statements cover several areas of the School Code within Title 24 of *Purdon's Statutes*, Articles 1—25, and State Board of Education Regulations—Title 22 of the *Pennsylvania Code*, Chapters 1—23, 342 and 349, and other state and federal laws and regulations. Topics include among others: Enrollment of Students—Employee Rating Form—Home Education Programs—Special Education—Payments for Education—Graduation of Seniors—School Construction—Safe Schools—Copyright Law—Commissions—Instructional Time) (Link to BECs: [http://www.education.state.pa.us/portal/server.pt/community/basic\\_education\\_circulars/7497](http://www.education.state.pa.us/portal/server.pt/community/basic_education_circulars/7497))

Contact: Lois Novak (717-783-6610)

- Basic Education Circular (BEC): Enrollment of Students

Contact: Dan Iser (717-783-8088)

- Basic Education Circular (BEC): Foreign Student's Eligibility for Enrollment

Contact: Dan Iser (717-783-8088)

- Child Labor Laws and Employment of Minors

Contact: Dan Iser (717-783-8088)

- Suspensions/Furlough of Staff Due to Alteration/Curtailment of Programs Under 24 PS 11-1124

Contact: Stephen Fisher (717-787-6016)

- Background Checks (Act 114)

Contact: Denise Wolfgang (717-783-3750)

#### Bureau of School Leadership and Teacher Quality

- Pennsylvania Teacher Intern Certification Handbook and Institutional Listing (Revised, 1998)

Contact: Christina Baumer (717-783-6720)

- Education Testing Service Praxis Series Registration Bulletin

Contact: Christina Baumer (717-783-6720)

- Pennsylvania Department of Education Application and Instructions for Professional Educator (Includes background information, application forms, and directions.)

- Teacher Certification Information Sheets (Various hand-out papers used to respond to queries on professional educator certification in Pennsylvania.)

Contact: Nancy Cheris or Phil Ferrari (717-728-3224)

- Guidelines for the Preparation of Self-Study Materials for Certification in Pennsylvania

Contact: Christina Baumer (717-783-6720)

- Certification for Charter School Professional Staff
- Application Booklets (Revised May 2001)

- Applicant Prepared Outside of Pennsylvania (Revised 1/11)
  - Emergency Permits and Act 97 Waivers (Revised 1/11)
  - Letter of Equivalency for Master's Degree (Revised 7/10)
  - Applicant Prepared In Pennsylvania (Revised 7/10)
  - Professional Educator Certificate (Revised 6/08)
  - Letter of Equivalency for Master's Degree (Issued 3/00)
  - Letter of Equivalency for Bachelor's Degree (Issued 3/00)
    - Application information and form
    - Letter of Equivalency with seal
  - Emergency Permit with seal (Issued 3/00)
  - Private School Certificate Application (Revised 6/11)
  - Requirements of Act 48 of 1999
    - Application for Voluntary Inactive Certification (Form 338R)
    - Approval notice for Voluntary Inactive Certification
    - Application for Removal of Voluntary Inactive Certification (Form 338R2)
    - Approval notice for Removal of Voluntary Inactive Certification
    - Four and five-year notices for educators and school entities
    - Informational Handout: Important Information About Your Certificate (Revised 6/02)
- Contact: Nancy Cheris or Phil Ferrari (717-728-3224)

#### Bureau of Postsecondary Education

- Pennsylvania Department of Education Guidelines for the Approval of Degree Programs
  - Chart of Activities for a Group Wishing to Establish a Domestic Nonprofit/For-Profit Degree-Granting Institution in Pennsylvania or a Foreign Nonprofit/For-Profit Degree-Granting Corporation Wishing to Operate in Pennsylvania
- Contact: Albert Happ (717-772-3623)

- Technical College Programs Guidelines
- Contact: Julie Kane (717-772-3643)

- Materials Related to the Approval of Postsecondary Institutions Requesting a Certificate of Approval to Award the Associate in Specialized Business and/or the Associate in Specialized Technology Degree
- Contact: Patricia Landis (717-783-8228)

- Criteria for Approval of Community College Economic Development Stipend High Priority Occupation Programs
  - Criteria for Approval of Community College Economic Development Stipend Noncredit Workforce Development Courses
  - Calculation of Instructional Costs of High Priority and High Instructional Cost Programs for Community College Economic Development Stipend
  - Guidelines for the Establishment of Public Community Colleges in Pennsylvania
  - Act 101 Program Guidelines
- Contact: Michael Dotts (717-705-7787)

#### Deputy Secretary's Office of Postsecondary and Higher Education

- Clarification of State Board of Education Regulations Regarding Curriculum (§ 31.21) and Academic Calendar (§ 31.22) Curricula Credit Policy
- Contact: Albert Happ (717-772-3623)

#### Bureau of Career & Technical Education

- Cooperative Education Guidelines for Administration
- Contact: Mike Stanger (717-772-4870)

- Application for Approval of the Nurse Aide Training Program Submission Guidelines  
Contact: Sheri Weidman (717-772-4868)
- A Guide to Student Occupational Competency Testing in Pennsylvania
- Pennsylvania Student Occupational Competency Testing  
Contact: Kevin Springman (717-783-6623)
- Funding Guidelines for the Career and Technical Education Professional Personnel Development Center  
Contact: Delmar Hart (717-346-9735)
- Secondary & Postsecondary Perkins Local Plan Guidelines 2008-2013  
Contact: Monique Williams (717-346-3188)
- Secondary Career and Technical Education Program Approval Application Procedure  
Contact: Forrest Keiser (717-783-6996)
- Self-Study Guidelines-Accreditation System of Institutions for Adult Education
- The Occupational Competency Assessment Program Brochure  
Contact: Beth Marshall (717-783-6860)
- Child Development Laboratory Procedures Guidelines
- CDA-Ready Verification Form
- CDA-Ready Certificate Documentation, Preschool
- CDA-Ready Certificate Documentation, Infant/Toddler  
Contact: Jean Kelleher (717-783-6962)
- Industry-Recognized Certifications for Career and Technical Education Programs: A Resource Guide for Pennsylvania Career and Technology Centers  
Contact: Beth Marshall (717-783-6860)
- Career and Technical Student Organizations Brochure  
Contact: Delmar Hart (717-346-9735)
- Monitoring/Self-Study Booklet of the Nurse Aide Training and Competency Evaluation Program
- Teaching the Educator Workshop for Nurse Aide Training and Competency Evaluation Program  
Contact: Sheri Weidman (717-772-4868)
- Federal Carl Perkins Vocational and Technical Education Local Performance Review/Report  
Contact: Monique Williams (717-346-3188)
- Guidelines for Technical Institutes
- Perkins Statewide Articulation Agreement
- Student Documentation Coversheet for Programs of Study Articulation Agreements  
Contact: David Garnes (717-783-6859)
- Pennsylvania Department of Education Methods of Administration for Complying with Civil Rights Guidelines in Vocational Education  
Contact: Cynthia Gross (717-772-4864)
- Federal and State Final Performance Reports  
Contact: John Bonchalk (717-772-4853)
- Program Administration Manual: Policy and Procedures for Perkins Subgrants and Related State Grants  
Contact: Frank DiNatale (717-783-6981)
- Establishing & Operating Effective Local Advisory Committees
- Establishing & Operating Effective Occupational Advisory Committees  
Contact: Delmar Hart (717-346-9735)
- Leadership Connections: Effective Relationships  
Contact: Tamalee Brassington (717-783-6972)

### **Bureau of Teaching and Learning**

- Act 48 Professional Education Plan Guidelines, March 2007  
Contact: Bob Staver (717-783-6583)
- Act 48 Approved Provider Guidelines, May 2007  
Contact: Bob Staver (717-783-6583)
- Limited English Proficient System (LEP System) HELP Document  
Contact: Linda Long (717-783-6595)
- Home Language Survey  
Contact: Tami Shaffer (717-705-3829)
- Post Exit Monitoring Guidance & Sample Monitoring Forms  
Contact: Linda Long (717-783-6595)
- Induction Plan Guidelines, May 2002  
Contact: Bob Staver (717-783-6583)
- Pennsylvania Department of Education Gifted Guidelines, August 2010  
Contact: Division of Curriculum (717-783-3958)
- Online Theory Drive Education Policy  
Contact: Division of Curriculum (717-783-3958)
- Pennsylvania Literacy Framework  
Contact: Cindy Rhodes (717-783-9167)
- No Child Left Behind Act—Supplemental Education Services—Instructions for Completing the Provider Application (on PDE Website)  
Contact: Karl Streckewald (717-783-3381)
- BEC 22 Pa. Code § 04.26\* Educating Students With Limited English Proficiency (LEP) and English Language Learners (ELL)  
Contact: Linda Long (717-783-6595)

### **PENNLINKS:**

- January 12, 2005, SUBJECT: Parental Consent for English Language Instruction Programs
- December 26, 2007, SUBJECT: Updated State Required Exit Criteria for Pennsylvania's English Language Instructional Programs for English Language Learners
- September 12, 2007, SUBJECT: Use of the WIDA-ACCESS Placement Test (W-APT) for ESL Screening/Placement and ACCESS Tier Assignment for English Language Learners (ELLs)  
Contact: Linda Long (717-783-6595)
- PA Environmental Education Act of 1993. This Act set responsibilities for the Department of Education as it relates to environmental education for the school districts of the Commonwealth. It also sets responsibilities for formal and non-formal educational entities. This Act is incorporated into the PA School Code of 1949.  
Contact: Patti Vathis (717-783-6994)

### **Bureau of Budget and Fiscal Management**

- Planning and Construction Workbook (Forms Used to Apply for Commonwealth Reimbursement for a School Construction Project)
- Revised Self-Certification Application Forms for Non-Reimbursable Construction Projects (PDE-3074(a), PDE-3074(b) and PDE-3074(c))
- Charter School Lease Reimbursement Program  
Contact: Eileen Jacobs (717-787-5993)
- Pennsylvania Community Colleges Capital Funding Framework—2012-13
- Application for State Assistance for Construction of Community College Facilities
- Space Approval Formula for Community Colleges  
Contact: Naomi Rudisill (717-787-5993)

- Instructions for Reporting Child Accounting Data
- Instructions for Reporting Pupil Transportation Data
- Instructions for Charter Schools to Request Subsidy Withholding from School Districts

Contact: Benjamin Hanft (717-787-5423)

- Out-of-State Special Education Placements Approval and Reimbursement (jointly with the Bureau of Special Education [John Tommasini])

Contact: Benjamin Hanft (717-787-5423)

- Nutrition Standards for Competitive Foods In Pennsylvania Schools for the School Nutrition Incentive

Contact: Evelyn Arnold (717-787-7698)

#### **Bureau of Assessment and Accountability**

- Assessment Handbooks

Contact: Ray Young (717-783-6633)

- ESEA Flexibility Waiver for Pennsylvania

Contact: John Nau (717-214-9391)

- Accommodations Guidelines for Students with IEPs, and Students with 504 Plans

Contact: Diane Simaska (717-346-8064)

- Accommodations Guidelines for English Language Learners

Contact: Diane Simaska (717-346-8064)

- Accommodations Guidelines for English Language Learners

Contact: Kerry Helm (717-783-6538)

- Assessment Participation and Performance Attribution Map

Contact: John Nau (717-214-9391)

- PSSA Test Security Procedures

Contact: Jay Gift (717-783-1144)

#### **DECISIONS:**

##### **State Charter School Appeal Board**

- Vitalistic Therapeutic Center Charter School (Bethlehem Area SD) CAB # 1999-6
- William Bradford Academy Charter School (Keystone Oaks SD) CAB # 1999-8
- Wonderland Charter School (State College Area SD) CAB # 1999-3
- Sugar Valley Rural Charter School (Keystone Central SD) CAB # 1999-4
- Phoenix Academy Charter School (Phoenixville Area SD) CAB # 1999-10
- Hills Academy Charter School (Penn Hills SD) CAB # 1999-12
- Collegium Charter School (West Chester Area SD) CAB # 1999-9
- Vitalistic Therapeutic Center Charter School (Allentown City SD) CAB # 1999-5
- Shenango Valley Regional Charter School (Hermitage and Sharon City SD) CAB # 1999-11
- Ronald G. Brown Charter School (Harrisburg City SD) CAB # 1999-1
- Edith & Eloise Academy (Steel Valley and Pittsburgh School Districts) CAB # 1999-13
- Creative Educational Concepts Charter School (Chester Upland SD) CAB # 1999-15
- Souderton Charter School Collaborative (Souderton Area SD) CAB # 1999-2
- Bucks County Montessori Charter School (Pennsbury SD) CAB # 1999-7
- Environmental Charter School (Palisades SD) CAB # 1999-14
- W.E.B. Dubois Charter School (Philadelphia SD) CAB # 2000-10

- William Bradford Academic Charter School (Philadelphia SD) CAB # 2000-1
- Dimensions of Learning Academic Charter School (Philadelphia SD) CAB # 2000-7
- Rising Sun Academy Charter School (Philadelphia SD) CAB # 2000-4
- Leadership Learning Partners Charter School (Philadelphia SD) CAB # 2000-8
- Delaware Valley High Charter School (Philadelphia SD) CAB # 2000-5
- Lincoln-Edison Charter School (York SD) CAB # 2000-11
- Independence Charter School (Philadelphia SD) CAB # 2000-2
- Kemetec Institute charter School (Philadelphia SD) CAB # 2000-6
- Genesis Charter School (Philadelphia SD) CAB # 2000-9
- Legacy Charter School (Council Rock SD) CAB # 2000-14
- Lehigh Valley Academy Regional Charter School (Bethlehem Area SD) CAB # 2000-12
- Lehigh Valley Academy Regional Charter School (Saucon Valley SD) CAB # 2000-13
- Vitalistic Therapeutic Center Charter School (Bethlehem Area SD) CAB # 2000-15
- Dr. Lorraine K. Monroe Academy Charter School (Millcreek Township SD) CAB # 2000-16
- Learning Connection Charter School (Chester Upland SD) CAB # 2001-1
- Renaissance Academy of Pittsburgh, Alternative of Hope Edison Charter School (SD of Pittsburgh) CAB #2001-2
- Elan Charter School (Pennsbury SD) CAB # 2001-3
- Ricci J. Hausley Charter School (Philadelphia SD) CAB # 2001-4
- Thurgood Marshall Charter School (Wilkes-Barre SD) CAB # 2001-5
- Phoenix Charter School (Philadelphia SD) CAB # 2001-6
- Penn Hills Charter School (Penn Hills SD) CAB # 2001-7
- David P. Richardson Charter School (Philadelphia SD) CAB # 2001-8
- Fell Charter School (Carbondale Area SD) CAB # 2001-9
- Graystone Academy Charter School (Coatesville Area School District) CAB #2002-1
- Infinity Charter School (Central Dauphin School District) CAB #2002-4
- Einstein Academy Charter School (Morrisville Borough School District) CAB #2002-6
- Wonderland Charter School (State College Area School District) CAB #2002-7
- Lincoln-Edison Charter School (School District of the City of York) CAB #2002-03
- Montessori Regional Charter School (Millcreek Township School District) CAB #2002-05
- Einstein Academy Charter School (Morrisville Borough School District) CAB #2002-06
- Wonderland Charter School (State College Area School District) CAB #2002-07
- Propel Charter School (Steel Valley School District) CAB # 2003-01
- Bear Creek Community Charter School (Wilkes-Barre School District) CAB #2003-03
- Bucks County Montessori Charter School (Pennsbury School District) CAB #2003-04
- Propel Charter School (McKeesport Area School District) CAB #2004-01

- Bear Creek Community Charter School (Wilkes-Barre Area School District) CAB #2004-2
  - Propel Montour Charter School (Montour School District) CAB # 2004-03
  - Sugar Valley Rural Charter School (Keystone Central SD) CAB # 2004-04
  - Pocono Mountain Math Science & Technology Charter School (Pocono Mountain SD) CAB # 2004-05
  - Propel Charter School-East (Penn Hills SD) CAB #2005-01
  - Propel Charter School-East (Woodland Hills SD) CAB # 2005-02
  - Lincoln Charter School (SD of the City of York) CAB # 2005-03
  - Lehigh Valley Academy Regional C.S. (Bethlehem ASD) CAB # 2005-04
  - Arts & 3 R's Inc. (Wyoming Valley West SD) CAB #2005-05
  - Lehigh Valley Academy Regional C.S. (Saucon Valley SD) CAB # 2005-06
  - Vitalistic Therapeutic C.S. (Bethlehem SD) CAB # 2005-07
  - Ronald H. Brown Charter School (Harrisburg City School District) CAB # 2005-08
  - Voyager Charter School (Garnet Valley School District) CAB # 2005-09
  - City College Prep Charter School (Pittsburgh School District) CAB # 2006-01
  - Career Connections Charter Middle School (Pittsburgh School District) CAB # 2006-03
  - Propel Montour (Montour School District) CAB # 2006-04
  - Family Choice (Towanda, Wyalusing & Northeast Bradford) CAB # 2006-05
  - Propel Charter School Duquesne (Duquesne School District) CAB # 2006-06
  - Education Innovations Lab Charter School (Pittsburgh School District) CAB # 2007-01
  - RAPAH (Pittsburgh Public School District) CAB # 2007-03
  - Fell Charter School (Carbondale Area School District) CAB # 2007-04
  - Environmental School in Frick Park (School District of Pittsburgh) CAB # 2007-05
  - Capital Academy Charter School (Harrisburg School District) CAB # 2007-02
  - Family Choice Charter School (Towanda and Northeast Bradford School Districts) CAB # 2007-06
  - Lincoln Charter Middle School (School District of the City of York) CAB # 2008-01
  - IDEA Cyber Charter School, CAB # 2008-03
  - The Lighthouse Cyber Charter School CAB # 2008-04
  - Penn Johns Charter School (Conestoga Valley School District) CAB # 2008-05
  - Germantown Settlement Charter School (Philadelphia School District) CAB # 2008-06
  - Renaissance Charter School (Philadelphia School District) CAB # 2008-07
  - Mt. Jewett Area Charter School for Academic Excellence (Kane Area School District) CAB # 2009-01
  - Vida Charter School (Gettysburg Area and Hanover Public School Districts) CAB # 2009-02
  - Propel Charter School—Sunrise (Woodland Hills School District) CAB # 2009-03
  - Thomas Paine Charter School (Catasaugua and Northampton School Districts) CAB # 2000-04
  - Montessori Regional Charter School (Millcreek Twp. And Erie School Districts) CAB # 2009-05
  - ASPIRA Bilingual Charter School v. Department of Education CAB # 2009-06
  - Sugar Valley Rural Charter School (Keystone Central School District) CAB # 2009-07
  - Northside Urban Pathways Charter School (Pittsburgh Public School District) CAB # 2010-01
  - Community Services Leadership Development Charter School (Pittsburgh Public School District) CAB#2012-02
  - Young Scholars of Western Pennsylvania Charter School (Baldwin Area School District) CAB # 2010-03
  - Vitalistic Therapeutic Charter School (Bethlehem Area School District) CAB # 2010-04
  - Valley Academy Charter School (Hazleton Area School District) CAB # 2010-05
  - Leadership Academy for Math & Science (Pittsburgh, Woodland Hills & Penn Hills SDs) CAB 2011-01
  - Pocono Mountain Charter School Appeal 3/16/11 Decision Not to Renew (Pocono Mountain School District) CAB 2011-02
  - Baden Academy Charter School (Ambridge Area School District) CAB 2011-02
  - Howard Gardner Multiple Intelligence Charter School (Scranton & Abington Heights School Districts) CAB 2011-04
  - Community Academy of Philadelphia (Philadelphia School District) CAB 2011-05
  - Lehigh Valley Academy Regional Charter School (Bethlehem School District) CAB 2011-06
  - Chester Charter School for the Arts (Chester Upland School District) CAB 2012-02
  - Pocono Mountain Charter School (Pocono Mountain School District) CAB 2010-06
  - Graystone Academy Charter School (Coatesville Area School District) CAB 2012-01
  - Washington Classical Charter School (Trinity Area School District) CAB 2012-05
  - Roberto Clemente Elementary Charter School (Allentown School District) CAB 2012-10
  - Steam Charter School of Harrisburg (Harrisburg School District) CAB 2012-11
  - Career Connections Charter High School (School District of Pittsburgh) CAB 2012-12
  - New Hope Academy Charter School (School District of the City of York) CAB 2012-13
  - Duquesne Charter School (City of Duquesne School District) CAB 2013-01
  - Propel Charter School—Hazelwood (School District of Pittsburgh) CAB 2013-02
  - Discovery Charter School (School Reform Commission & School District of Philadelphia) CAB 2013-06
  - Lehigh Valley Dual Language Charter School (Bethlehem Area School District) CAB 2013-07
- Contact: Ernest Helling (717) 787-5500

#### **Office of Chief Counsel Teacher Tenure Appeal Opinions**

- Patricia A. Gorman v. East Allegheny School District, Teacher Tenure Appeal No. 4-96
- In Re: Petition of Stroudsburg Area School District, Teacher Tenure Appeal No. 6-96
- Bridget E. Kelly v. Stroudsburg Area School District, Teacher Tenure Appeal No. 6-96A
- Joseph G. Cesari v. North Schuylkill School District, Teacher Tenure Appeal No. 2-96
- Deborah N. Collins v. Bethlehem Area Vocational-Technical School, Teacher Tenure Appeal No. 3-96
- Renee Czubowicz-Drouse v. Mid Valley School District, Teacher Tenure Appeal No. 6-95
- Margaret M. McMackin v. Pittsburgh School District, Teacher Tenure Appeal No. 8-95
- Wayne Sousa v. Palisades School District, Teacher Tenure Appeal No. 10-95



- James D. Holt v. Muncy Area School District and Board of Directors, Teacher Tenure Appeal No. 12-94
- Roland H. Holvey v. Northumberland County Area Vocational-Technical School, Teacher Tenure Appeal No. 13-94
- Sally Bollinger v. Curwensville Area School District and Board of School Directors, Teacher Tenure Appeal No. 9-94
- William Dopko, et al. v. Riverside Board of School Directors, Teacher Tenure Appeal No. 2-94
- Callie Anderson, et al. v. Board of Education of the School District of Philadelphia, Teacher Tenure Appeal No. 16-94
- Patricia Peiffer v. Lake-Lehman School District, Teacher Tenure Appeal No. 9-93
- Mary Ellen Mela v. Morrisville School District, Teacher Tenure Appeal No. 5-95
- Angela Martino v. Philadelphia City School District, Teacher Tenure Appeal No. 7-95
- Shawn-Kimberly Kocher v. Salisbury School District, Teacher Tenure Appeal No. 5-97
- Dale Kessler v. Line Mountain School District, Teacher Tenure Appeal No. 11-94
- Thomas Katruska v. Bethlehem-Center School District, Teacher Tenure Appeal No. 4-97
- Jane L. Shaffer v. Riverview Intermediate Unit, Teacher Tenure Appeal No. 6-97
- John Reber and Thomas L. McDevitt v. Reading School District, Teacher Tenure Appeal No. 12-95
- Mark Berman, et al v. Philadelphia School District, Teacher Tenure Appeal No. 3-97
- Jay Mastro v. City of Pittsburgh School Board, Teacher Tenure Appeal No. 1-98
- Carol Ann Russo v. Easton Area School District, Teacher Tenure Appeal No. 4-98
- Mary Anne Norris v. Penns Valley Area District, Teacher Tenure Appeal No. 2-98
- Alice Hirsch v. Montour School District, Teacher Tenure Appeal No. 2-97
- Karen Korman v. Penns Valley Area School District, Teacher Tenure Appeal No. 1-99
- Kevin Santry v. Philadelphia School District, Teacher Tenure Appeal No. 2-99
- Stephen Moiles v. Marple Newtown School District, Teacher Tenure Appeal No. 1-00
- James B. Dickinson, Jr. v. Gettysburg Area School District, Teacher Tenure Appeal No. 3-98
- Dale Clymer v. Berks County Intermediate Unit, Teacher Tenure Appeal No. 2-00
- Nancy J. Zelno v. Lincoln Intermediate Unit, Teacher Tenure Appeal No. 3-00
- Colleen Sheptock v. Muncy School District, Teacher Tenure Appeal No. 4-00
- Priscilla Barto v. Williamsport Area School District, Teacher Tenure Appeal No. 3-99
- Margaret McMackin v. Pittsburgh School District, Teacher Tenure Appeal No. 5-99
- Mary Claire Brown v. Parkland Area School District, Teacher Tenure Appeal No. 7-97
- Robert Adams v. Harrisburg School District, Teacher Tenure Appeal No. 5-00
- Dr. Henry Benz v. Board of Public Education of the School District of Pittsburgh, Teacher Tenure Appeal No. 3-01
- Glenn Gow v. Big Spring School District, Teacher Tenure Appeal No. 1-97
- Carol Ann Russo v. Easton Area School District, Teacher Tenure Appeal No. 4-98A
- Maureen Joyce v. Board of Directors of Spring-Ford School District, Teacher Tenure Appeal No. 2-01
- Kenna Williams v. Clearfield County Vocational-Technical School, Teacher Tenure Appeal No. 4-99
- Barbara Palumbo v. Board of Directors of DuBois Area School District, Teacher Tenure Appeal No. 4-01
- Jacquelyn N'Jai v. Pittsburgh School District, Teacher Tenure Appeal No. 5-01
- William Brunson v. Coatesville Area School District, No. 1-02
- Thomas Hajduz v. Peters Twp. School District, No. 1-03
- Dr. Linda Portlock v. Harrisburg Area School District, No. 2-02
- Edwin Hasson v. Glendale School District, No. 5-03
- Joanne Henshaw v. Boyertown Area School District, No. 7-03
- Shirley Curl v. Solanco School District, No. 1-04
- Peter Igoe v. Dunmore School District, No. 3-03
- Cecil E. Clugston v. Franklin County Career and Technology Center, No. 4-03
- Eleanor Jones v. School District of Pittsburgh, No. 3-04
- Donald Becker v. York County School of Technology, No. 4-04
- Dr. Brenda G. Turner v. Wilkinsburg School District, No. 5-04
- Faith Kline v. Loyalsock Township School District, No. 1-05
- Bradley Flickinger v. Lebanon School District, No. 2-05
- Dr. Adrienne Lancaster v. Carlynton School District, No. 3-05
- Albert J. Papada v. Pine Grove Area School District, No. 4-05
- Shirley Curl v. Solanco School District, No. 1-04A
- Carol J. Belas v. Juniata School District, No. 2-04
- Cassandra Richardson Kemp, Richard Mascari, Lorraine Eberhardt Tyler & Margaret Brown v. City of Pittsburgh Public Schools, No. 1-06
- Gene Lawrence Rizzo v. Apollo-Ridge School District, No. 2-06
- Marilyn Chapleskie v. Williams Valley School District, No. 2-07
- Rox-Ann Reifer v. Williamsburg Area School District, No. 1-07
- Judith Sargent v. Schuylkill Valley School District, No. 2-08
- Lee V. McFerrin v. Farrell Area School District, No. 3-08
- Ronald J. McCauley v. Lenape Vocational Technical School, No. 4-08
- Kimla Robinson v. School District of Philadelphia, No. 1-09
- Shahla Mazdeh v. School District of Philadelphia, No. 2-09
- Gertrude W. Rose v. School District of Philadelphia, No. 5-09
- Eric Waters v. Harrisburg School District, No. 7-09
- Jeffrey Madden v. Perkiomen Valley School District, No. 5-08
- Vicky Rose v. School District of Pittsburgh, No. 4-09
- Dr. Carole Policastro v. Steel Valley School District, No. 6-09
- Robert J. Ritz, Jr. v. Hazleton Area School District, No. 8-09
- Dr. Joseph W. Findley, Jr. v. Montour School District, No. 1-10
- Richard Migliore v. Philadelphia City School District, No. 2-10
- Ellis Jones v. School District of Philadelphia, No. 1-11
- Angela DeBattista v. McKeesport Area School District, No. 2-11
- Richard W. Migliore, J.D. v. School District of Philadelphia and School Reform Commission of Philadelphia, No. 3-11

- Tara Buske v. Neshaminy School District, No. 4-11
- Andrea Christine Butterfield v. Dover Area School District, No. 5-11
- Jodi Johnson v. Southeastern Greene School District, No. 1-12
- Andrew Samuelson v. Hanover Public School District, No. 3-12
- Elaine Cutler v. Bellefonte Area School District, No. 1-13

Contact: Karen Feuchtenberger (717) 787-5500

#### **Certification Appeal Committee Decisions**

- John DiLeonard, Certification Appeal #01-01
- Mark Lysiak, Certification Appeal #01-02
- Donna Radice, Certification Appeal #01-03
- Edward Penn, Certification Appeal #01-04
- Brook Kabakjian, Certification Appeal #01-05
- Mark Mannella, Certification Appeal #01-06
- Timothy Kalajainen, Certification Appeal #01-07
- Andrew Igbineweka, Certification Appeal #01-08
- Frances Santiago, Certification Appeal #01-09
- Ronald Duska, Certification Appeal #01-10
- Kim Cuff, Certification Appeal #01-11
- John Hillard, Certification Appeal #01-12
- Gregory Williams, Certification Appeal #01-13
- Shirley Dickinson, Certification Appeal #01-14
- Mary Lamm, Certification Appeal #01-15
- Thomas Podpora, Certification Appeal #01-16
- Joseph Liberati, Certification Appeal #01-17
- M Miller, Certification Appeal #01-18
- Dianne Hammett, Certification Appeal #01-19
- Sandra Williams, Certification Appeal #01-20
- Paul Gomes, Certification Appeal #01-21
- John Lyman, Certification Appeal #01-22
- Robert Gockley, Certification Appeal #01-23
- Ronald Mihalko, Certification Appeal #01-24
- Patricia Hoffman-Miller, Certification Appeal #01-25
- Thomas Smith, Certification Appeal #01-26
- Susan Karnbauer, Certification Appeal #01-27
- Bryan McGraw, Certification Appeal #01-28
- Sister Marilynn Chapleski, Certification Appeal #01-29
- John Ray, Certification Appeal #01-30
- Carol McKnight, Certification Appeal #01-31
- Teresa Dodds, Certification Appeal #01-33
- Donna Papocchia, Certification Appeal #01-34
- William Miller, Certification Appeal #01-35
- Karen Overfield, Certification Appeal #01-36
- Phillip Calderone, Certification Appeal #02-01
- Patty Todd, Certification Appeal #02-02
- Bruce Hess, Certification Appeal #02-03
- Michael Knobloch, Certification Appeal #02-04
- Vera White, Certification Appeal #02-05
- Patti MacPhee, Certification Appeal #02-06
- Marie-Pierre Murray, Certification Appeal #02-07
- Charles Whittier, Certification Appeal #02-08
- Kara Konrad, Certification Appeal #02-09
- David Danner, Certification Appeal #02-10
- Alice Goldberg, Certification Appeal #02-11
- Keith Laser, Certification Appeal #02-12
- Marian Smith, Certification Appeal #02-13
- Lata Anatheswaran, Certification Appeal #02-14
- Marilyn Klein, Certification Appeal #02-15
- Susan Cunnup, Certification Appeal #02-17
- Wallace Gary, Certification Appeal #02-19
- Curtis James, Certification Appeal #02-20
- Esther Beck, Certification Appeal # 02-21
- Sheryl Johnson, Certification Appeal #02-22
- Robert Bryson, Certification Appeal #02-24
- Jennifer Boylan, Certification Appeal #02-25
- Andrew Bowalick, Certification Appeal #02-26
- Irene Conrad, Certification Appeal #02-27
- Richard Rhinesmith, Certification Appeal #02-28
- Nicodemo Lombardo, Certification Appeal #02-29
- Marian Menapace, Certification Appeal #02-30
- Dale Herman, Certification Appeal #02-31
- Eugene Williams, Certification Appeal #02-32
- Chris Shaeffer, Certification Appeal #02-34
- Deborah Cox, Certification Appeal #02-35
- Eric Fraunfelter, Certification Appeal #02-36
- Thomas Hojnowski, Certification Appeal #02-37
- Robyn Fasolino, Certification Appeal #02-38
- Joan Nedwreski, Certification Appeal #02-39
- Greg Protzman, Certification Appeal #02-40
- Terrance Gumper, Certification Appeal #02-41
- James Burnworth, Certification Appeal #02-42
- Paul Kennedy, Certification Appeal #02-43
- Jason Geissler, Certification Appeal #02-44
- Richard Mooberry, Certification Appeal #02-45
- William Millar, Certification Appeal #02-46
- Jeannie French, Certification Appeal #02-47
- Kelly Harbaugh, Certification Appeal #02-48
- Ellen Braffman Certification Appeal #03-01
- Oscar Torres Certification Appeal #03-02
- Susan Dinnocenti Certification Appeal #03-03
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- Contact: Robert Tomaine (717- 787-5500)

#### **Certification Audit Appeals**

- Lancaster School District
- Contact: Mark Zaccarelli (717-787-5500)

#### **Teacher Decertification Decisions**

- Commonwealth of Pennsylvania v. Benjamin Lucciola, DI-87-07
  - Commonwealth of Pennsylvania v. Malachi Robinson, 1996-3
- Contact: M. Patricia Fullerton (717-787-5500)
- Commonwealth of Pennsylvania v. Bobby Wilson
- Contact: Joseph Miller (717-787-5500)

#### **Food and Nutrition Appeals**

- William Penn School District
  - Auntie Sherry's Christian Child Care
  - Heaven's Angels Day Care
  - Little Paradise Day Care Center
  - Little People Day Care School, Inc.
- Contact: Karen Feuchtenberger (717-787-5500)
- Lower Kensington Environmental Center Youth Services, Child Care Food Program 1995-1
  - Tots Yearn to Learn, Inc.
  - Cassoria Learning Centers, Inc.
- Contact: Ernest Helling (717-787-5500)
- Blessed Hope S.D.C. Church
  - Jim Mattera d/b/a Apple Pie Day Care
  - Joan Enz-Doerschner d/b/a Once Upon a Time
  - Michael Zaverukha d/b/a Grace Adult Day Health Care
  - Sharon Lyons and Stacy Blackshear d/b/a Children R Us
  - Theodore G. McNair d/b/a B & T Early Learning and Child Care Center
  - United Jewish Children's Fund d/b/a The King's Soldiers
  - Theresa Loving d/b/a Little Einstein's Daycare Center
  - LaShone Sanders d/b/a/ Sanders Bundles of Love
- Contact: Robert Tomaine (717-787-5500)

- Educational Management Services of Harrisburg. v. Department of Education.
- Educational Management Services of Harrisburg. v. Department of Education.
- Educational Management Services v. Division of Food and Nutrition
- Little Hands Daycare v. Division of Food and Nutrition
- Logan Child Care and Resource Center v. Division of Food and Nutrition
- Through the Years v. Division of Food and Nutrition
- Kids Choice Learning Centers v. Division of Food and Nutrition
- Little Treasures Learning Centers v. Division of Food and Nutrition
- Safe Kids at Nicetown v. Division of Food and Nutrition
- Senior Care Centers of PA v. Division of Food and Nutrition
- Bucks County Technical High School v. Division of Food and Nutrition

- LaShone L. Sanders d/b/a Bundles of Love v. Division of Food and Nutrition
  - Little Treasures Day Care Center v. Division of Food & Nutrition
  - Nicole Gipe d/b/a/ Strawberry Garden Elementary Childhood Learning Center v. Division of Food and Nutrition
  - Yolanda Edwards and Tacita Carter-Mobley d/b/a Personal Touch Childcare Service v. Division of Food and Nutrition
- Contact: Robert Tomaine (717) 787-5500

#### **Professional Standards and Practices Commission Adjudications, Memoranda and/or Orders**

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#### **Professional Standards and Practices Reinstatement Decisions (7/1/2006-6/30/2007)**

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#### **Special Education Hearing Officer Decisions**

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(Some information does not have a decision date because previous submissions did not provide that information)

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- 2079-11-12 TZ 01/21/2012
- 2144-11-12 AS 01/21/2012
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Contact: Kerry Smith, PaTTAN-Hbg., ODR, (717) 901-2166

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- Contact: Ernest Helling (717-787-5500)

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- McCrone, Ann Marie
- McCuen, Sara
- McCullough, Dennis
- McDonald, Karen
- McGarry, Colleen
- McGill, Danielle
- McGinniss, John
- McGowman, Janet
- McGlynn, Suzanne
- McGrogan, Deborah
- McKee, Margaret
- McKeen, Nancy
- McKenna, Christine
- McKeown, Theresa
- McLaughlin, Erin
- McLaughlin, Harold
- McNeil, John
- Meckes, Linda
- Medetsky, Tova
- Meihl, Joseph
- Meisner (Maslar), Angela
- Merhaut, Joseph
- Meshanko, Sherrill
- Metz, Cynthia
- Meza, Hector
- Mickelberg, Judith
- Miller, Ava
- Miller, Darryl
- Miller, Pamela
- Miller, Stephen
- Miller, Steven
- Minear, William
- Mingin, Wesley
- Mitchell, Jeanette
- Moman, Sherry
- Mondock, Marci
- Monek, Gloria
- Monroe, Patrick
- Montgomery, Lois
- Moore, Jill
- Moore III, Lawrence
- Morris, Mary Beth
- Morrow, Lindsay
- Moses (Ryan), Diane
- Murphy, Steffanee
- Muir, Marjorie
- Muldoon, Ann Marie
- Muller, Betty
- Murphy, John
- Murphy, Lori
- Murray, Heather
- Muscatello, Janet
- Myer, Barbara
- Natale (Weston), Pamela
- Neilsen, Drew
- Nelson, Jr., Marion
- Newby, Jane
- Newcombe, Ellen
- Newhart, Geraldine
- Newman, Dolores



- Nghiem, Chau
- Nicolaus, Leeann
- Niehoff, Jason
- Nieves, Sonia
- Noble, Maryellen
- Nowak, Christina
- Nyikos, Katalin
- Obert, Sherry
- O'Boyle, Minetta
- O'Brien, Beverly
- O'Connor, Martin
- Oliver (Graves), Helen
- O'Neill, Lauren
- O'Neill, Michael
- O'Neill, Teresa
- Orehotsky, David
- Orndorf, Nathan
- Osburn (Yost), Cory
- Ostrosky, Ronald
- Ott-Surcher
- Outlaw, Veronica
- Owens, Douglas
- Palmer, Caden
- Pannell, Stephen
- Papale, Marian
- Papurello, Ricky
- Parker, Donna
- Parker, Susan
- Parry, Alison
- Pashchuk, Natasha
- Pasko, Michael
- Patterson, Christine
- Payne, Sally
- Pehowic (Crumb), Heather
- Pelleschi, Dugene
- Pensiero, Tra
- Perry, Linda
- Peterson, Andrea
- Petrosky, Cathy
- Pfeiffenberger, Eleanor
- Phillips, Melissa
- Phillips (Kalmbach), Rebecca
- Piccirilli, Brandi
- Pilla, Filomena
- Pitorak, Susan
- Platt, Michael
- Pollet, Susan
- Poltersdorf, Nicki
- Polonoli, Deborah
- Pomaibo, Carmon
- Pomella, Stephen
- Pontzer, Cristina
- Pownall, Mary
- Price, P. Robin
- Prego, Donna
- Prigg, Brenda
- Probst, Joan
- Pugh, Jennifer
- Quann, Monica
- Quann, Thomas
- Quinn, Antoinetta
- Quinn, William
- Qunin, Donna
- Rademacher, Kathleen
- Ramage, Charlene
- Rannels, Carol
- Recine, Katie
- Reid, Shirley
- Reinsel, Jennifer
- Reitz, Rebecca
- Rengers, Mary
- Renninger, Amie
- Rhome, Lisa
- Richter, Jeannie
- Richwine, Constance
- Rickerman, Jonathan
- Ridinger, Rebecca
- Rimmler, Erin
- Ritter, Kurt
- Rivera, Rosary
- Robinette, William
- Robinson, Carletta
- Robinson, Maureen
- Rodgers, Courtney
- Rodgers, Tami
- Roesch, Heather
- Rogers, Brenda
- Rooney, Todd
- Rosado, Rosa
- Rose, Gertrude
- Rosen, Ronald
- Rosenberg, Jennifer
- Rossi, Jacob
- Rothrauff, Justin
- Rowe, Donna
- Ruba, Rachel
- Rubeis, Eileen
- Ruffini, Michael
- Ryan, Alice
- Ryan, Patricia
- Sabol, Angela
- Sack, Elaine Mazzei
- Sadoff, Maxine
- Saltiel, Susan
- Salvia, Elise
- Sanios, Joyan
- Santiago, Deborah
- Satira, Cara
- Savakinas, David
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- Sawyer, Averyel
- Scalleat, Janine
- Scebelo, Alycia
- Scherer, Janice
- Schlegel, Jennifer
- Schmidt, Elaine
- Schreiber, Lora
- Schultz, Sandra
- Schwab (Caponi), Patricia
- Schwoebel, James
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- Scott, Lakisha
- Scrimall, Marianne
- Scrivo, Coleen
- Seiverd, Karen
- Seneca, Denise
- Senia, Grace
- Sharlock, Lois
- Sheely, Beverly
- Shepski, Lorie
- Shields, Molly
- Shore, Matthew
- Shuey, Seth
- Shultz, Lois
- Sier, Ruth
- Silva, Steven
- Simon, Bruce
- Simpson, Stuart
- Sink, Jean
- Sinkuc, Valerie

- Six, Linda
- Slautterback, Bethany
- Slavkin, Jacqueline
- Slekar, Lori
- Slick, Cristy
- Slick, Deborah
- Smiles, Michelle
- Smiley, Judith
- Smith, Gwendolyn
- Smith, Jeffrey
- Smith, William
- Snyder, Andrea
- Snyder, Mark
- Snyder, Robin
- Solomon, Susan
- Sonson, Craig
- Sorrentino, Patricia
- Spadaccini, Adalis
- Spence, Stacy
- Stackiewicz, Stephen
- Stallone, Steven
- Stanhope, Rebecca
- Stapinski, Stanley
- Steck, Mary
- Steltz, Marion
- Stephens, Darren
- Stephens, Matthew
- Stewart, Susan
- Stock, Christine
- Stockbower, Anne Marie
- Stockwell, Ronald
- Stoffere, Maureen
- Stone, Michael
- Stoner, Robert
- Storch, Eric
- Strickler, Erin
- Strouse, Kristen
- Tabron, Elizabeth
- Tambellini, Marcia
- Taylor, Cheryl
- Tepe, Connie
- Ternowchek, Jeanne
- Terwillinger, Darlene
- Terrace, Robert
- Territo, Patricia
- Terrizzi-Meyers, Jacqueline
- Tesla-Berry, Sandra
- Thomas-Shah, Zenobia
- Timbario, Phyllis
- Torchia Thomas
- Toto, Mary
- Tracey, John
- Trate, Ann
- Trause, Richard
- Travis, Theresa
- Trelli, Joseph
- Trusky, Eileen
- Tsikoudis-Perez, Euthalia
- Turner, Mary
- Tyson, Denise
- Ulivitch, Melanie
- Urbano, Janet
- Valentovich, Joseph
- Valeriano (White), Nicole
- VanBuskirk, Cheryl
- Vanguard, Nelson
- Vaverchak, Frances
- Velasquez, Joyce
- Vergith, Kathy
- Vesolich, Anastacia

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- Vogel, Michelle
- Volpe (Fittipaldo), Elaine
- Voss, Charlene
- Wagner, Danielle
- Wagner, Kimberly
- Walker, Merry
- Walker, Richard
- Walls, Edward
- Walsh, Tracye
- Walters, Rikk
- Walzak, Gloria
- Wanner, Donna
- Warren, Mary Ann
- Ward, Raymond
- Waruszewski, Mary
- Watkoski, Rhonda
- Watson, Elizabeth
- Weber, Matthew
- Weidler, Daniel
- Weiner, Daniel
- Weiser, Kate
- Weiss, Leslee
- Welch, Edward
- Wengert (Bernecker), Denise
- Wentzel III, Harvey
- Whitby, Cecelia
- White, Deborah
- White, Francine
- Wiener, Heather
- Wilbourne, Earl
- Wilhide, Ty
- Wilkins, Kristen
- Williams, David
- Williams, Demetria
- Williams, Evelyn
- Williams, Jason
- Williams, Marianne
- Williamson, Deborah
- Winkler, Paul
- Wise, Damaris
- Wise, Elizabeth
- Witherup, Thomas
- Wolf, Patricia
- Workman, Regina
- Worley, Eric
- Wright, Wilbert
- Wynkoop, Elizabeth
- Wynne, Kimberly
- Young, Deborah
- Young, Timothy
- Youssef, Neveen
- Yudt, Diane
- Yuknalis, John
- Zander, Kathy
- Zdarko, Jennifer
- Zdilla, Lawrence
- Ziga, Gertrude
- Zola, Michelle

Contact: Robert Datorre (717) 787-5500

#### **Miscellaneous Decisions**

- Farrell Area School District v. Commonwealth of Pennsylvania, Department of Education, Office of School Services

Contact: Office of Chief Counsel (717-787-5500)

- Shane B. Peck v. Edward L. Rech, Office of Postsecondary/Higher Education, Division of Private Licensed Schools

Contact: Patricia Landis (717-783-8228)

- Greater Latrobe School District v. Bureau of Elementary and Secondary Education
- Pottsgrove Taxpayers Alliance v. Department of Education
- Hazleton Area School District v. Department of Education
- Sleighton School v. Department of Education
- Lehigh Carbon Community College v. Office of Postsecondary Education, FY 00-01, 01-02  
Contact: Ernest Helling (717-787-5500)
- Preeminence, Inc. v. Department of Education  
Contact: Robert Tomaine (717) 787-5500
- Schuylkill Intermediate Unit v. Bureau of Special Education  
Contact: Rosemary Mullaly (717) 787-5500
- West Mifflin School District v. Department of Education  
Contact: Karen Feuchtenberger (717) 787-5500
- Potomac College, Application for Certificate of Authority  
Contact: Paula Fleck (717-772-3623)
- Montgomery County Community College v. Department of Education
- Wyoming Valley West School District v. Department of Education, Bureau of Curriculum and Academic Services, Division of Federal Programs
- In Re: Commonwealth Connections Academy Charter School Cyber Charter School Application—2002
- In Re: Pennsylvania Leadership Charter School Cyber Charter School Application—2002
- In Re: Pennsylvania Distance & Electronic Learning Academy Charter School Cyber Charter School Application—2002
- In Re: Achievement House Charter School Cyber Charter School Application—(2002)
- In Re: Millennium Cyber Charter School Cyber Charter School Application—(2002)
- In Re: Commonwealth Connections Academy Charter School Revised Application—(2003)
- In Re: Pennsylvania Leadership Charter School Revised Application (2003)
- In Re: Achievement House Charter School Cyber Charter School Resubmission Application (2004)
- In Re: Achievement House Charter School Cyber Charter School Second Resubmission Application (2004)
- In Re: Commonwealth Connections Academy Charter School Cyber Charter School Second Resubmission Application (2003)
- In Re: Pennsylvania Distance Learning Charter School Cyber Charter School Resubmission Application (2003)
- In Re: Pennsylvania Distance Learning Charter School Cyber Charter School Second Resubmission Application (2004)
- In Re: Pennsylvania Leadership Charter School Cyber Charter School Second Resubmission Application (2003)
- In Re: Pennsylvania Leadership Charter School Cyber Charter School Third Resubmission Application (2003)
- In Re: Anchorage Cyber Charter School Cyber Charter School Application (2004)
- In Re: Pennsylvania Hinterland Mobile Cyber Charter School Cyber Charter School Application (2003)
- In Re: SusQ Cyber Charter School Cyber Charter School Renewal Application (2003)  
Contact: Karen Feuchtenberger (717-787-5500)
- Jeanette School District
- Kennett Consolidated School District
- Reading School District  
Contact: Samantha Snyder (717-787-5500)
- North Hills School District v. Department of Education  
Contact: Mark Zaccarelli (717-787-5500)
- Palisades School District v. The Lehigh Valley Charter High School  
Contact: Karen Feuchtenberger (717-787-5500)
- Schuylkill Intermediate Unit 29 x. Bureau of Special Education  
Contact: Rosemary Mullaly (717-787-5500)
- Anchorage Cyber Charter School Application (2006)  
Contact: Karen Feuchtenberger (717-787-5500)
- Ambridge Area School District v. Division of School Services  
Contact: Karen Feuchtenberger (717-787-5500)
- Newport Area School District v. Department of Education, Office of School Services  
Contact: Karen Feuchtenberger (717-787-5500)
- Penn Hills School District v. Department of Education (180 Day Appeal)  
Contact: Mark Zaccarelli (717-787-5500)
- Penn Hills School District v. Department of Education (AYP Appeal)  
Contact: Samantha Snyder (717-787-5500)
- Slippery Rock Area School District v. Pennsylvania Cyber Charter School  
Contact: Karen Feuchtenberger (717-787-5500)
- Springfield Township School District v. Department of Education (180 Day Appeal)  
Contact: Mark Zaccarelli (717-787-5500)
- Williams Valley School District v. Department of Education, Office of School Services  
Contact: Karen Feuchtenberger (717-787-5500)
- Boyertown School District v. Department of Education (180 Day Appeal)  
Contact: Karen Feuchtenberger (717-787-5500)
- Bucks County Technical High School v. Bureau of Career and Technical Education  
Contact: Mark Zaccarelli (717-787-5500)
- Bureau of School Leadership and Teacher Qualify v. Virginia Casey (Certification Appeal)  
Contact: Mark Zaccarelli (717-787-5500)
- Colonial Intermediate Unit v. Department of Education (Certification Audit Appeal)  
Contact: Mark Zaccarelli (717-787-5500)
- Knauss, Keith v. Department of Education, Division of School Facilities (School Construction Appeal)  
Contact: Robert Tomaine (717-787-5500)
- Lenape Area Vocational-Technical School v. Department of Education (2006 Average Yearly Program Appeal)  
Contact: Samantha Snyder (717-787-5500)
- Muhlenberg School District v. Department of Education (Mandate Waiver Appeal)  
Contact: Robert Tomaine (717-787-5500)
- Northampton Area School District v. Department of Education (180 Day Appeal)  
Contact: Karen Feuchtenberger (717-787-5500)
- Penn-Delco School District v. Pennsylvania Department of Public Welfare (DPW/PDE Interagency Dispute Appeal)  
Contact: John Tommasini (717-787-6134)
- Philadelphia School District v. Department of Education (2006 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)

- Quaker Valley School District v. PA Distance Learning Charter School  
Contact: Karen Feuchtenberger (717-787-5500)
  - Reading School District v. Department of Education (2005 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Reading School District v. Department of Education (2004 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Reed, Jennifer v. Bureau of Career and Technical Education  
Contact: Samantha Snyder (717-787-5500)
  - Stay on Top Tutoring, Inc. v. Division of Federal Programs  
Contact: Samantha Snyder (717-787-5500)
  - Upper Moreland School District v. Montgomery County Office of Mental Health/Mental Retardation (DPW/PDE Interagency Dispute Appeal)  
Contact: John Tommasini (717-787-6134)
  - Abington School District v. Department of Education (2006 Adequate Average Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Agora Cyber Charter School v. Department of Education (2007 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Chartiers Valley School District v. Department of Education (2007 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Harrisburg School District Science and Technology High School v. Department of Education (2007 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Imhotep Institute Charter High School v. Department of Education (2007 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - North Allegheny School District v. Department of Education (2007 Adequate Yearly Progress Appeal) Contact: Samantha Snyder (717-787-5500)
  - Northside Urban Pathways Charter School v. Department of Education (2007 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Octotara Area School District v. Department of Education (Single Audit Appeal)  
Contact: Patricia Fullerton (717-787-5500)
  - Philadelphia School District v. Department of Education (2007 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Propel Schools v. McKeesport Area School District (Charter Residency Appeal)  
Contact: Karen Feuchtenberger (717-787-5500)
  - Budget Reform for Student Learning v. Department of Education  
Contact: Robert Tomaine (717-787-5500)
  - Bureau of School Leadership and Teacher Quality v. Virginia Casey
  - Bureau of School Leadership and Teacher Quality v. Joseph DeLuca
  - Bureau of School Leadership and Teacher Quality v. Laura Zlotowski
  - Bureau of School Leadership and Teacher Quality v. Sarah Sleeper
  - Bureau of School Leadership and Teacher Quality v. Karla Brown
  - Bureau of School Leadership and Teacher Quality v. Erik Allsopp
  - Bureau of School Leadership and Teacher Quality v. Charles Crissman  
Contact: Mark Zaccarelli (717-787-5500)
  - Center for Student Learning Charter School at Pennsbury v. Department of Education  
Contact: Samantha Snyder (717-787-5500)
  - In Re: Stephen L. Pellathy  
Contact: Robert Tomaine (717-787-5500)
  - Independent School District Action—Porter Twp. Initiative v. East Stroudsburg and Wallenpaupack Area School Districts  
Contact: M. Patricia Fullerton (717-787-5500)
  - Walter Palmer Leadership Charter School v. Philadelphia School District  
Contact: Robert Datorre (717-787-5500)
  - Abington School District v. Department of Education  
Contact: Alaina Koltash (717-787-5500)
  - Delaware Valley High School, Revocation of Alternative Education for Disruptive Youth  
Contact: Robert Tomaine (717-787-5500)
  - Bucks County Technical High School v. Morrisville Borough School District  
Contact: Samantha Snyder (717-787-5500)
  - Philadelphia School District v. Freire Charter School  
Contact: Alaina Koltash (717-787-5500)
  - Ridley School District v. Bureau of Career and Technical Education  
Contact: Samantha Snyder (717-787-5500)
  - Manheim Central School District v. Department of Education (2011 Adequate Yearly Progress Appeal)
  - Jeannette City School District v. Department of Education (2010 Adequate Yearly Progress Appeal)
  - Wissahickon School District v. Department of Education (2019 Adequate Yearly Progress Appeal)  
Contact: Samantha Snyder (717-787-5500)
  - Bureau of School Leadership and Teacher Quality v. David Cornelsen
  - Bureau of School Leadership and Teacher Quality v. Erica Stout
  - Bureau of School Leadership and Teacher Quality v. Jeffrey Liu
  - Bureau of School Leadership and Teacher Quality v. Sakeenah El-Amin  
Contact: Mark Zaccarelli (717-787-5500)
  - Bureau of School Leadership & Teacher Quality v. Chrystal Clodomir
  - Bureau of School Leadership & Teacher Quality v. Kari Dalane
  - Bureau of School Leadership & Teacher Quality v. Paul McDowell
  - Bureau of School Leadership & Teacher Quality v. Laura Spreng  
Contact: Robert Datorre (717-787-5500)
  - Commonwealth of PA, Division of Federal Programs v. The Right Prep  
Contact: Patrick Lord (717-787-5500)
- Bureau of Teaching and Learning Support**
- No Child Left Behind Act—Supplemental Education Services—Approved Provider List (on PDE Website)  
Contact: Karl Streckewald (717-783-3381)

**Executive Offices—Charter / Cyber Charter Schools**

- 2013 Cyber Charter School Decisions (Decisions on 2012 applications approved/denied for 2013-14 school year)  
Akoben Cyber Charter School  
Insight PA Cyber Charter School  
MB Resiliency Cyber Charter School  
Mercury Online Cyber Charter School  
PA Career Path Cyber Charter School  
PHASE 4 American Cyber Charter School  
Urban Cyber Charter School  
V3 Cyber Charter School

Contact: Elizabeth Anzalone (717-787-9744)

- 2012 Cyber Charter School Decisions (Decisions on 2012 applications approved/denied for 2013-14 school year)  
Achieving Community Transformation Decision  
Akoben Cyber Charter Decision  
Education Plus Academy Cyber Charter School Decision  
Esperanza Cyber Charter School Decision  
Innovate-U Cyber Charter School Decision  
Mercury Online Cyber Charter School Decision  
Solomon World Civilization Cyber Charter School Decision

Contact: Elizabeth Anzalone (717-787-9744)

- 2012 Cyber Charter School Renewal Decisions  
Achievement House Charter School

Contact: Elizabeth Anzalone (717-787-9744)

- 2011 Cyber Charter School Renewal Decisions  
Commonwealth Connections Academy Cyber Charter School

Pennsylvania Virtual Cyber Charter School

Contact: Elizabeth Anzalone (717-787-9744)

**INTERNAL GUIDELINES:****Bureau of Special Education**

- Compliance Monitoring System
- Complaint Investigation Instructions

Contact: Maria Mardula (717-787-5770)

**Bureau of Teaching and Learning**

- 21st Century Community Learning Centers Funding Application Guidelines

Contact: Carmen Medina (717-783-6466)

- Education for Homeless Children and Youth Request for Application Guidelines

Contact: Sheldon Winnick (717-772-2066)

- Certificate of Eligibility of Migrant Education Children to Enroll in Program
- State Parent Involvement Committee Members for Migrant Education Program

- Travel Expense Policy for Reimbursement to Parents of Migrant Education Children Participating in State Parent Involvement Committee Meeting

- Equal Educational Opportunities to Pennsylvania Children Regardless of their Legal Status

Contact: Carmen Medina (717-783-6466)

**Office for Safe Schools**

- Safe Schools Grant Application Guidelines

Contact: Mike Kozup (717-772-6612)

**Bureau of School Leadership and Teacher Quality**

- Interstate Agreement on Qualification of Educational Personnel—Policy for Certification of Educational Professionals Across State Jurisdictions
- Policy Regarding Acceptance on Educational Testing Service Facsimile Score Reports
- Program Approval for Teacher Certification Programs: Chairperson's Handbook

- Program Approval for Teacher Certification Programs: Team Member's Handbook

- General Standards Interpretation and Guidelines: Review Team Worksheets

Contact: Christina Baumer (717-783-6720)

- Eligible Partnerships Application Guidelines

Contact: Linda J. Benedetto (717-783-9252)

- Accepting State Certificates for 3 out of 7 Experience (December 29, 2008)

- Code of Conduct Block Not Checked (March 25, 2009)

- Date of Certificate Policy—Processing Procedures (April 16, 2008)

- Resubmittal of Declaration of Intent Forms (March 24, 2008)

- Certification Documentation for Non-U.S. Citizens (October 24, 2008)

- Notarization of Non-Citizen Documentation (November 25, 2008)

- Testing Memo (November 25, 2008)

Contact: Nancy Cheris or Phil Ferrari (717-728-3224)

**Bureau of Adult Basic and Literacy Education**

- Program Monitoring Review Field Guide

Contact: Michael J. Sobkowski (717-787-6344)

**Bureau of Career and Technical Education**

- Self-Study Monitoring Booklet of the Nurse Aide Training and Competency Evaluation Program

- Teaching the Educator Workshop for Nurse Aide Training and Competency Evaluation Program

Contact: Sheri Weidman (717-772-4868)

- Federal and State Final Performance Reports

Contact: John Bonchalk (717-772-4853)

- Program Administration Manual: Policy and Procedures for Perkins Subgrants and Related State Grants

Contact: Frank DiNatale (717-783-6981)

- Establishing & Operating Effective Local Advisory Committees

- Establishing & Operating Effective Occupational Advisory Committees

Contact: Delmar Hart (717-346-9735)

- Guidelines for Technical Institutes

- Perkins Statewide Articulation Agreement

- Student Documentation Coversheet for Programs of Study Articulation Agreements

Contact: David Garnes (717-783-6859)

**Bureau of Teaching and Learning**

- Mandate Waiver Program Procedural Manual

Contact: Holly Sebastian (717-346-2120)

**OTHER:****State Board of Education**

- Resolution regarding standards for consideration of future alternative certification program requests

Contact: Karen Molchanow (717-787-3787)

**Bureau of State Library**

- Disaster Response and Recovery Manual

Contact: William Fee (717-783-7014)

- State Library of Pennsylvania Collection Development Policy

Contact: Alice Lubrecht (717-783-5968)

**Bureau of Teaching and Learning**

- 2000 Mandate Waiver Applications Received and Action Taken (on PDE Website)

- 2001 Mandate Waiver Applications Received and Action Taken (on PDE Website)

- 2002 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2003 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2004 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2005 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2006 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2007 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2008 Mandate Waiver Applications Received and Action Taken (on PDE Website)
- 2009 Mandate Waiver Applications Received and Action Taken (on PDE Website)

Contact: Holly Sebastian (717-346-2120)

- Cyber Charter School Application Decisions (On PDE Website)

Contact: Marlene Kanuck (717-783-9294)  
Karen Feuchtenberger (717-787-5500)

#### **Bureau of School Leadership and Teacher Quality**

- Certification Testing Booklets
- Contact: Nancy Cheris or Phil Ferrari (717-728-3224)

#### **Office of Postsecondary and Higher Education**

- Professional Standards and Practices Commission—Pa. Code Title 22—Chapter 233 Bylaws—Statement of Policy, Annual Report, Professional Educator Discipline Act 24 P. S. §§ 2070.1—2070.18

Contact: Carolyn Angelo (717-787-6576)

- Postsecondary and Higher Education Operating Institutions of Higher Education in Pennsylvania Legally Authorized to Grant Degrees

Contact: Albert Happ (717-772-3623)

#### **Bureau of Teaching and Learning**

- Pennsylvania Literacy Framework
- Contact: Cindy Rhodes (717-783-9167)

#### **Bureau of Budget and Fiscal Management**

- Standard Contract for Food Service Management Services

Contact: Carol Levan (717-787-7698) or (1-800-331-0129)

- Basic Education Circular 24 P. S. Section 7-707, Sale or Lease of Unused and Unnecessary Lands and Buildings
- Basic Education Circular 24 P. S. Section 7-733, School Construction Reimbursement Criteria
- Basic Education Circular 24 P. S. Section 7-775, Department Approval of School Buildings, Equipment and Premises Leased for Educational Purposes by School Districts Except School Districts of the First Class
- Basic Education Circular 24 P. S. Section 25-2574, Reimbursement for School Construction Bond Issues
- Basic Education Circular 22 PA Code Section 349.28, Subsidy Payments on Closed School Buildings

Contact: Jim Vogel (717-787-5993)

#### **Bureau of Teaching and Learning**

- Western Michigan University Five-Year Charter School Evaluation (on PDE Website)

Contact: Elizabeth Anzalone (717-787-9744)

#### **State Board of Education**

- Professional Advisory Newsletter, Spring 2011

Contact: Carolyn Angelo (717-787-6576)

#### **Charter Schools Transportation Appeals**

- Norristown Area School District v. Renaissance Academy Charter School, BBFM 13-2012-02

- Penn Hills School District v. Manchester Academy Charter School, BBFM 13-2013-01
- Contact: Robert Dattore (717-787-5500)

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#### **ENVIRONMENTAL HEARING BOARD**

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Adjudications, Opinions and Orders of the Environmental Hearing Board are published annually and are available on the Board's website at: <http://ehb.courtapps.com>.

Also available on the Board's website are the following Guidance Materials:

Filing Instructions and Notice of Appeal Form  
Electronic Filing Instructions and Guidance  
Practice and Procedure Manual

The Board's Internal Operating Procedures were published in the *Pennsylvania Bulletin* on May 20, 2000 at 30 *Pa. Bulletin* 2541.

Contact: Maryanne Wesdock, Esq., Senior Assistant Counsel, (412) 565-5245, [mwesdaok@pa.gov](mailto:mwesdaok@pa.gov)

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#### **ENVIRONMENTAL PROTECTION**

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The following is a current list of the Department of Environmental Protection's (Department) draft and final technical guidance documents. The Department encourages the use of the Internet to view and download technical guidance documents. These documents are available on the Department's website at <http://www.dep.state.pa.us>. Persons who have questions or comments about a particular document should contact Laura Henry at (717) 783-8727 or by e-mail at [lahenry@pa.gov](mailto:lahenry@pa.gov). The Department will continue to revise its technical guidance documents, as necessary.

<b>Title</b>	<b>Identification Number</b>
Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in GRANTS Review	012-0200-002
Policy for Applications for Technical or Financial Assistance Proposals	012-0200-004
Public Access to Information and Right to Know Law Policy	012-0200-005
DEP Mediation Confidentiality	012-0501-001
Environmental Justice Public Participation Policy	012-0501-002
Policies and Procedures for Implementing the History Code	012-0700-001
Guidance for Implementation of the Agricultural Land Preservation Policy	012-0700-002
Confidential Security Information	012-0800-001
Policy for Development, Approval and Distribution of Regulations	012-0820-001
Policy to Encourage Voluntary Compliance by Means of Environmental Audits	012-0840-001
Policy for Development, Approval and Distribution of Guidance	012-0900-001
Policy on Public Participation in the Permit Review Process	012-0900-003
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Policy for the Consideration of Community Environmental Projects in Conjunction with Assessment of Civil Penalty	012-4180-001	Risk Assessment Guidelines for Facilities Burning Hazardous Waste	251-0300-402
DEP Locational Data Policy	013-0830-003	Exclusionary Siting Criteria—Hazardous Waste Treatment & Disposal	251-2000-704
Loan of DEP Personal Computers to Local Procurement Units	013-0830-004	Revisions to Exclusionary Siting Criteria Document	251-2000-705
Suggested Formats for Required Electronic Deliverable Attachments	013-0830-005	Time Frame for Application of Hazardous Waste Exclusionary Siting Criteria	251-2000-706
Formats for Required Electronic Deliverable CAD Attachments	013-0830-006	Hazardous Sites Cleanup Act, Preapplication Meetings	251-2100-203
Formats for Required Electronic Deliverable GIS Attachments	013-0830-007	Policy and Procedure for Municipal Waste Facilities Equivalency Approvals	251-2100-727
Geospatial Digital Data Submission Guideline	013-0830-008	Review Procedure for Hazardous Waste Transfer Facilities for PBR Status	251-2149-713
Policy for PA Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation	021-0200-001	Household Hazardous Waste Collection Program	251-2200-502
Policy for Permit Coordination	021-2000-301	Guidance for the Application of Section 269a.(46)—Transportation Standards, Phase II Hazardous Waste Siting Criteria	251-2200-503
Policy for Implementing the DEP Permit Review Process and Permit Decision Guarantee	021-2100-001	Establishment of Household Hazardous Waste (HHW) Program	251-2200-515
DEP Policy on Professional Work Assignments Conducted by Licensed Professional Engineers, Geologists	150-0200-001	Performing Hazardous Waste Facility Inspections	251-3120-001
Operator Certification Program Guidelines	150-0200-002	Reimbursement to Host County for Hazardous Review	251-5500-758
Critical Elements for Certification of Laboratories for Chemistry	150-2302-001	Section 902 Recycling Grant Applications that must comply with Act 57	252-5500-100
Critical Elements for Certification of Laboratories for Microbiology	150-2302-002	Review of Residual and Hazardous Waste Source Reduction Strategies	252-6600-516
Critical Elements for Certification of Laboratories for Radionuclides	150-2302-003	Land Recycling Program Technical Manual	253-0300-100
Procedures for the Approval and Accreditation of Laboratories in PA, Utilizing the NELAC Standards	150-2302-004	Assessing the Potential for Vapor Intrusion into Buildings from Groundwater and Soil	253-0300-101
Procedures for the Approval and Accreditation of Drinking Water Laboratories in the Commonwealth of Pennsylvania	150-2302-005	Closure Requirements for Underground Storage Tank Systems	253-4500-601
Guidance on Radioactivity Monitoring at Muni. and Residual Waste Processing/Disposal Facilities	250-3100-001	ARARs—Cleanup Response and Remedial Actions	253-4500-606
Quality Assurance Program	250-3100-401	Issuance of Grants for Technical Evaluations under HSCA	253-5500-612
Execution of Release Forms by Waste Management Field Inspectors	250-3120-320	Community Relations Activities for State HSCP and Federal Superfund Program	253-5700-632
Purge Water from Groundwater Sampling	250-3130-763	Prep of Analysis of Alternatives/HSCA Proposed Response Document	253-5700-634
Citing Inspection Violations	250-4000-001	Clean Fill Policy and Procedures	254-2000-715
Enforcement Actions	250-4000-002	Local Municipality Involvement Process	254-2100-100
Violations Requiring a Long Term to Correct	250-4000-003	Environmental Assessment Process, Phase I Review	254-2100-101
Program Implementation Guidance	250-4000-004	Municipal Waste Facility Review—Traffic Analysis	254-2100-102
Notices of Violations (NOVs)	250-4110-001	Process for Evaluating Daily Volume	254-2100-103
		Areas Where Municipal Waste Landfills (MWLF) are Prohibited	254-2153-721
		Leak Detection Tests for Installed Liners	254-2153-723

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Clarification of the Identification of Infectious Waste Generators	254-2167-702	Underground Storage Tank Class A and Class B Operator Training Courses	257-2300-001
Co-mingling of Infectious & Chemotherapeutic Waste in One Container	254-2167-703	Interim policy for Implementing the General Operating Permit Strategy for Aboveground Storage Tanks	257-2318-005
Procedures for Container/Vehicle Decontamination & Small Spill Cleanup	254-2167-708	Policy for Existing Field—Constructed Hazardous Substance Underground Storage Tanks at Facilities Regulated under the Safe Drinking Water Act	257-2320-001
Clarification of Requirements Related to Storage Bags	254-2167-709	Evaluation of Underground Storage Tank Liners	257-3120-001
Clarification of the Permit-by-Rule Provision for Mixed Waste/Residual Waste	254-2167-712	Storage Tank Program Internal Policy on Inspections and On-Site Visits	257-3120-002
Temp Storage & In-Transit Provisions during Transport or Transfer	254-2167-725	Guidelines for Conducting Underground Storage Tank Facility Operations Inspections.	257-3120-003
Guidelines for the Development of County Waste Management Plan Revisions	254-2212-504	Permeability of Secondary Containment & Emergency Containment	257-3300-002
Act 90 Waste Transportation Safety Program Placarded Authorizations	254-2412-002	Storage Tank Product Delivery Prohibition	257-4000-001
Performing Municipal and Residual Waste Facility Inspection	254-3120-001	Penalty Assessment Matrix	257-4180-001
BMP's for Storage, Processing, or Disposal of Land—Clearing, Grubbing, and Excavation Wastes	254-5400-001	Storage Tank Program Compliance Assistance Strategy	257-4180-002
The Food Processing Residual Management Manual	254-5400-100	Closure Requirements for Aboveground Storage Tank Systems	257-4200-001
Best Practices for Environmental Protection in the Mushroom Farm Community	254-5401-001	New Waste Streams Review	258-2000-764
Guidelines for Yard Waste Composting Facilities	254-5403-100	Chemical Analysis	258-2000-767
Guidelines for the Development and Implementation of PPG Plans for Generators/Burners of Waste Oil	254-5900-001	Management of Fill	258-2182-773
Guidelines for the Storage Tank Cleanup Program—Identifying, Tracking and Resolving Violations for Storage Tanks	255-4000-001	Applicable or Relevant and Appropriate Requirements (ARARs) for Cleanup Response and Remedial Actions in Pennsylvania	262-4500-606
Outdoor Shooting Range Guidance	255-5400-001	Stationary/Nonstationary Tanks	263-0900-006
Guidance for Commonwealth Funded Water Supply Response Actions	255-5800-001	Exemption From Registration Fees for Volunteer Fire Cos/Volunteer EMS Orgs	263-0900-009
Stationary/Nonstationary Tanks	257-0900-006	Storage Tank Modification and Maintenance Issues	263-0900-011
Exemption From Registration Fees for Volunteer Fire Cos/Volunteer EMS Orgs	257-0900-009	Storage Tank Cleaning Activities	263-0900-012
Modification and Maintenance Issues	257-0900-011	Applicability of 40 CFR, Subpart 280, Sub G to Previously Closed Tanks	263-0900-014
Storage Tank Cleaning Activities	257-0900-012	Implementation of Act 16	263-0900-015
Applicability of 40 CFR, Subpart 280, Sub G to Previously Closed Tanks	257-0900-014	Implementation of Act 34	263-0900-016
Implementation of Act 16	257-0900-015	Requirements for Registration of AST's and USTs	263-0900-017
Implementation of Act 34	257-0900-016	UST/AST System Variances	263-0900-021
Requirements for Registration of AST's and USTs	257-0900-017	Verification of Emergency Containment Structures for Aboveground Storage Tanks	263-0900-022
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Evaluation of Underground Storage Tank Liners	263-3120-001	Guidance for Application of Regional Civil Assessment Procedure	273-4130-003
Storage Tank Program Internal Policy on Inspections and On-Site Visits	263-3120-002	Compliance Docket Procedure	273-4130-004
Guidelines for Conducting Underground Storage Tank Facility Operations Inspections.	263-3120-003	Stage II Penalty Assessment Guidance	273-4130-005
Permeability of Secondary Containment & Emergency Containment	263-3300-002	Stage I Penalty Assessment Guidance	273-4130-006
Storage Tank Product Delivery Prohibition	263-4000-001	Compliance Strategy for Mushroom Composting Operations	273-5401-001
Penalty Assessment Matrix	263-4180-001	Continuous Source Monitoring Manual	274-0300-001
Storage Tank Program Compliance Assistance Strategy	263-4180-002	Continuous Emissions Monitoring Manual	274-0300-003
Closure Requirements for Aboveground Storage Tank Systems	263-4200-001	Applicability Determination for Continuous Source Monitoring Manual Revision No. 8 and PA EDR Record Type Formats and Reporting Instructions Version 2.00	274-0300-005
Closure Requirements for Underground Storage Tank Systems	263-4500-601	Policy for Stage II Vapor Recovery Testing Requirements	274-3100-001
Guidance Document for the Pennsylvania Clean Vehicles Program	270-0810-005	Interim Procedures Pertaining to Continuous Source Monitoring System Quarterly Data Reports	274-3100-002
Guidance for Performing Single Stationary Source Determinations for the Oil and Gas Industries	270-0810-006	Air Quality Operating Permit—Protocol ( <i>Draft—Revisions</i> )	275-2101-001
Policy on Clean Alternative Fuel Conversion Systems	270-0810-007	AQ Operating Permit—Permitting Procedures	275-2101-002
Employer Trip Reduction Policy	271-5000-001	Air Quality Permit Exemptions	275-2101-003
Interstate Ozone Reduction/Chapter 145 Regulation Overview	271-5000-002	AQ Operating Permit—Modification/Reactivation	275-2101-004
Compliance Assurance Policy for Cement Kilns with CEMS	273-4000-001	AQ Operating Permit—Delegation Conditions & Policy Performance Test Waivers	275-2101-005
Compliance Assurance Policy for Hospital Waste Incinerators	273-4000-002	AQ Operating Permit—Requirements	275-2101-006
Compliance Assurance Policy for Municipal Waste Incinerators, including Revisions	273-4000-003	AQ Operating Permit—Best Available Technology & Other Permitting Criteria	275-2101-007
Enforcement Policy for CEMS on Fluid Catalytic Cracking Units	273-4000-004	AQ Operating Permit—Hazardous Waste Incineration	275-2101-008
Enforcement Policy—CEMS and Coal Sampling/Analysis Systems	273-4000-005	AQ Operating Permit—Waste Derives Liquid Fuel Policies	275-2101-009
Interim Compliance Strategy on RACT for NOx Sources with CEMS	273-4000-007	AQ Operating Permit—Air Toxics Policies	275-2101-010
Policy for Sampling/Determination of Compliance with Low RVP Gasoline Requirements in the Pittsburgh	273-4000-008	AQ Operating Permit—Public Notification	275-2101-011
Guidelines for Identifying, Tracking and Resolving Violations for Air Quality	273-4110-001	AQ Operating Permit—Prevention of Significant Deterioration	275-2101-014
Guidance for Rounding, Determination of Significant Figures, Test Method Error Tolerances and Timeliness for Evaluation of Air Contaminant Emissions and Concentrations ( <i>Draft—New</i> )	273-4110-002	AQ Operating Permit—Volatile Organic Compounds	275-2101-015
		AQ Operating Permit—Continuous Source Monitors	275-2101-016
		P & P Summary, Radiation Control Division	291-0400-001
		Compliance and Enforcement Policy	291-4100-001
		Medical X-Ray Procedures Operator Training Guide	291-4200-001

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Nuclear Power Generating Station Incident Manual	292-0400-002	A Guide to Requirements and Procedures For Obtaining Permits Etc. for Industrial Wastewater Management Systems	362-0300-004
Conducting Radiological Performance Assessments For LLRW Disposal in PA	293-2400-001	Handbook—NPDES Permit for Industrial Wastewater Dischargers	362-0300-006
Requirements for LLRW Minimization Plan	293-2400-003	NPDES Program Implementation- MOU Concerning WQM, NPDES Program Implementation, and Related Matters	362-0400-001
Radon Certification Policy	294-2309-001	National Pollutant Discharge Elimination System Program Implementation	362-0600-001
Radon Mitigation Standards	294-2309-002	Agreement Between Oil/Gas Mgmt. and Water Quality on Pollution Discharge	362-0600-002
Schematic Radon Mitigation Installation for New Construction	294-2309-004	Locational Data Policy for the Wastewater Management Program	362-0830-001
Radon Reduction Techniques for Existing Detached Houses	294-2309-005	Permitting Policy and Procedure Manual	362-2000-001
Application of Radon Reduction Techniques	294-2309-006	Policy for Permitting Surface Water Diversions	362-2000-003
Using Engineered Structures to Provide Enhanced Containment	294-2400-002	Subsurface Disposal of Carwash Waste	362-2000-005
Interagency Agreement with the Susquehanna River Basin	310-0600-002	Conducting Technical Reviews of Minor NPDES Renewal Applications	362-2000-008
Pennsylvania Function Based Aquatic Resource Compensation Protocol ( <i>Draft—New</i> )	310-2137-001	Manual for Land Application of Treated Sewage and Industrial Wastewaters	362-2000-009
Pennsylvania Wetland Condition Level 2 Rapid Assessment Protocol ( <i>Draft—New</i> )	310-2137-002	Technology-Based Control Requirements for Water Treatment Plant Wastes	362-2183-003
Pennsylvania Riverine Condition Level 2 Rapid Assessment Protocol ( <i>Draft—New</i> )	310-2137-003	Technical Guidance for Development of NPDES Permit Requirements Steam Electric Industry	362-2183-004
Pennsylvania Lacustrine Condition Level 2 Rapid Assessment Protocol ( <i>Draft—New</i> )	310-2137-004	Guidelines for Agricultural Utilization of Sewage Sludge	362-2192-003
Land Acquisition Policies	310-2139-002	Guidelines for Identifying, Tracking and Resolving Violations for the Land Application of Biosolids	362-2192-004
Criteria and Fees for Dam Safety Limited Power Permits	310-2140-001	Review and Coordination of Chapter 94 Reports and Act 537 Planning	362-2206-001
Annual Dam Inspection Report Policy	310-3120-001	Policy Establishing New Program Direction for Act 537 Comprehensive Planning	362-2206-007
Category 3 Dam Inspection Program	310-3140-002	Impact/Subsurface Disposal on Ground Water Nitrate-Nitrogen Levels	362-2207-004
Conservation District Fund Allocation Program	361-0100-001	Administration of Fee Collection for Planning Module Reviews	362-2207-008
Chesapeake Bay Nonpoint Source Pollution Abatement Program	361-0100-002	Municipal Guidance—Reconstructive Planning	362-2208-002
Manure Management for Environmental Protection	361-0300-001	Technical Decision Making and the Use of Technology in Onlot Sewage System Repair Situations	362-2208-003
Field Application of Manure	361-0300-002	Act 537 Program Guidance; Local Agency, Municipality Evaluation and Compliance Activity	362-4000-003
Principles for Ground Water Pollution Prevention and Remediation	361-0800-001	Act 537 Program Guidance, Sewage Enforcement Officer Evaluation and Compliance Activity	362-4000-004
Administrative Manual for the Special Projects Funding Program of the Pennsylvania Chesapeake Bay Program	361-5500-001	Act 537 Program Guidance—Identifying, Tracking, and Resolving of Sewage Facilities Act Violations	362-4000-005
Chesapeake Bay Financial Assistance Funding Program Guidelines	361-5500-004	Guidelines for Identifying, Tracking and Resolving Violations for Water Quality	362-4000-006
Manual for Land Treatment of Wastewater ( <i>Draft—New</i> )	362-0200-009		
Domestic Wastewater Facilities Manual	362-0300-001		
Guidelines for Design, Installation and Operation of Small Flow Treatment Facilities	362-0300-002		
Sewage Facilities Planning: Preparing Act 537 Update Revisions	362-0300-003		

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Guidance for Civil Penalty Calculation for Effluent Violations ( <i>Draft—Revisions</i> )	362-4180-001	Guidance for Reviewing Capital Grants for Construction	381-5500-001
Civil Penalty Assessment Procedures for Pollution Incidents ( <i>Draft—Revisions</i> )	362-4180-002	DEP and Pennsylvania Infrastructure Investment Authority Agreement	381-5511-012
Calculation of Civil Penalties for Willfulness	362-4180-003	Guidance on the Utilization of Disadvantaged Business Enterprise Firms (DBE)	381-5511-014
Guidance for Calculating Civil Penalty Assessment Amounts under the Sewage Facilities Act	362-4180-004	Guidelines for the Uniform Environmental Review Process	381-5511-111
Act 537 Program Guidance: Civil Penalty Assessment Processing	362-4180-005	Handbook for PennVest Wastewater Projects	381-5511-113
Civil Penalty Assessment Informal Hearing Procedure	362-4180-006	Policy for Recognizing succession to Water Rights as a Result of Change of Ownership	382-2130-012
PA Sewage Facilities Act 537, Enforcement Reimbursement	362-5512-001	Disadvantaged Business Enterprise (DBE) Firm Solicitation Guidance ( <i>Draft—New</i> )	382-5511-014
Act 537 Sewage Facilities Planning Grants	362-5512-002	Ground Source Heat Pump Manual	383-0300-001
Recognition of Selected Cost Items Associated with “Inflow and Infiltration Studies”	362-5512-003	Working Guide to the Lead and Copper Rule	383-0300-107
Recognition of Cost Items Associated with Concurrent Act 537 and Combined Sewer Overflow LTCP Planning	362-5512-004	Health Effects and Risk Management Staff Handbook	383-0400-104
Delegation of Authority for Chapters 105-106	363-0200-002	Safe Drinking Water Program Compliance Strategy	383-0400-110
Pennsylvania Wetland Replacement Project	363-0200-003	Pennsylvania’s Capacity Enhancement Program	383-0400-114
Design Criteria—Wetland Replacement/Monitoring	363-0300-001	Principles for Ground Water Pollution Prevention and Remediation	383-0800-001
Delegation of Chapter 105 Functions to County Conservation Districts	363-0600-001	Summary of Key Requirements for Phase 2 & Phase 5 Wellhead Protection Rule	383-0810-105
Interagency agreement with Susquehanna River Basin Commission	363-0600-002	Summary of Key Requirements for Surface Water Identification Protocol	383-0810-206
Agreement with the U.S. Army Corps of Engineers	363-0600-003	Summary of Key Requirements for Vended/Bulk Water Hauling	383-0810-303
Delegation of Chapter 105 Functions to Oil & Gas and Field Operations	363-2100-002	Quality Management Plan for the Bureau of Water Supply and Wastewater Management	383-0830-001
Erosion and Sedimentation Pollution Control Manual	363-2134-008	Comprehensive State Ground Water Protection Program (CSGWPP)	383-2000-030
Underground Utility Line Construction	363-2134-012	Guidance for Construction and Operation Permits Guidance	383-2000-108
Permit Guidelines for Phased Projects for NPDES Stormwater Discharges, with Erosion and SPC &WRP Permits	363-2134-013	Pilot Plant Filtration Studies for Filtration of Surface Sources	383-2000-208
Criteria and Fees for Waterways Management Limited Power Permits	363-2140-001	DEP Permit Guide to Public Water Systems	383-2100-108
Chapter 105 General Permits	363-2141-001	DEP Approval Guide for Noncommunity Water Systems	383-2100-208
Certification for Corps Nationwide Permits (Wetlands)	363-2316-001	Proposals to Add or Remove Fluoridation Treatment by a Community Water System	383-2125-001
Guidelines for Determining Bonds	363-2505-001	Public Water Supply Manual, Part 2—Community Water System Design Standards	383-2125-108
Standards & Guidelines for Identifying, Tracking and Resolving Violations for Operators of Small Municipal Separate Storm Sewer Systems (MS4s)	363-4000-004	Development of a Replacement Source for a Community Water System	383-2125-110
Experimental Onlot Wastewater Technology Verification Program	381-2208-001	Permitting of Vended Water Systems	383-2126-103

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Permitting of Retail Water Facilities Public Water Supply Manual, Part III (Draft—Revisions)	383-2126-203 383-2126-303	Filter Rule Reporting Instructions/Public Water Systems Using Filtered Surface-Water	383-3301-106
Permitting of Bulk Water Hauling Systems	383-2127-103	Laboratory Reporting Instructions, Lead and Copper Rule	383-3301-107
Public Water Supply Manual, Part IV—Noncommunity System Design Standards	383-2128-108	Laboratory Reporting Instructions/ Radiological Contaminants/ Drinking Water Distribution	383-3301-205
Guidance for Evaluating Alternate Recycle Return Locations Proposed Under the FBRR	383-2129-002	Filter Rule Reporting Instructions for Public Water Supply Systems Using Unfiltered Surface Water	383-3301-206
Consumer Confidence Report Handbook	383-2129-003	Laboratory Reporting Instructions for Disinfectant Residuals, Disinfection Byproducts and Precursors	383-3301-306
Policy for Responding to Loss of Positive Pressure Situations in the Distribution System	383-2129-004	Pennsylvania Vulnerability Assessment Summary	383-3500-105
Policy for Issuing and Removing Water Supply Warnings	383-2129-005	Guidance for Surface Water Identification	383-3500-106
Screening Criteria on Water Quality/Quantity Impacts for Drinking Water Permits	383-2131-001	Surface Water Identification Protocol—NCWS	383-3500-112
Guidance for the Review & Approval of an Existing Well Water Source for Use at a Public Water System	383-2200-108	Guidelines for Identifying, Tracking and Resolving Violations for the Drinking Water Program	383-4000-002
Training Provider Manual for the PA Water and Wastewater System Operator Training Program	383-2300-002	Source Water Assessment and Protection Program	383-5000-001
Groundwater Monitoring Guidance Manual	383-3000-001	PENNVEST Guidance	383-5500-113
Safe Drinking Water Program Field-Related Compliance	383-3000-101	Public Water Supply Manual, Part VI	383-5900-111
Program Guidance on the Total Coliform Rule Guidance	383-3000-102	Water Quality Toxics Management	385-0100-001
Corrosion Control Treatment—Basic Feasibility Study	383-3000-307	Wastewater Treatment Requirements	385-0810-001
Public Water Supply Manual, Part 7	383-3100-111	Pennsylvania Combined Sewer Overflow Policy	385-2000-011
Public Water Supply Manual—Part 5, Sections 1 & 2	383-3110-111	Policy and Procedure for NPDES Permitting of Discharges of Total Dissolved Solids (TDS)—25 Pa. Code § 95.10	385-2100-002
Public Water Supply Manual, Part 5, App A	383-3110-211	4-Log Demonstration Guidance (Draft—New)	385-2125-001
Surveillance Strategy and Implementation Guidance	383-3120-101	Reuse of Treated Wastewater Guidance Manual	385-2188-002
Filter Plant Performance Evaluations and Response	383-3120-106	Act 537 Program Guidance; Training Provider Manual for the Pennsylvania Onlot Sewage System Training Program	385-2314-001
Giardia Sampling and Response	383-3130-106	Act 537 Guidance; Sewage Enforcement Officer Certification and Training Program (Draft—New)	385-2314-002
Pennsylvania's Ground Water Quality Monitoring Network: Ambient and Fixed Station Network	383-3200-009	Field Order Instruction Manual for the Clean Water Program	385-4000-002
Quality Assurance Work Plans for Groundwater Monitoring Stations	383-3200-016	Application Review Instructions for NPDES CAFO Permits and Water Quality Management Permits for Manure Storage Facilities	390-2100-001
Laboratory Reporting Instructions for Total and Fecal Coliform Bacteria	383-3301-102	Water Quality Antidegradation Implementation Guidance	391-0300-002
Guide to Laboratory Reporting Instructions for BVRBs	383-3301-103	Establishment of Alternate Thermal Effluent Limitations	391-2000-002
Laboratory Reporting Instructions for Chemical Contaminants	383-3301-105	Determining Water Quality Based Point Source Effluent Limits	391-2000-003

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Technical Reference Guide—Wasteload Allocation Program for Dissolved Oxygen and Ammonia Nitrogen	391-2000-007	Standardized Biological Field Collection and Laboratory Methods ( <i>Draft—New</i> )	391-3200-015
Implementation Guidance for the Sampling and Analysis of Osmotic Pressure	391-2000-008	Stormwater Management Guidelines and Model Ordinances	392-0300-001
Implementation Guidance for Phosphorus Discharges to Lakes, Ponds, and Impoundments	391-2000-010	Comprehensive Stormwater Management Policy	392-0300-002
TRG PENNTOXSD for Windows PA Single Discharge Wasteload Allocation Program for Toxics	391-2000-011	Guidance on MS4 Ordinance Provisions	392-0300-003
Implementation Guidance of Section 93.7 Ammonia Criteria	391-2000-013	Locational Data Policy for the Water Allocation Program and the Water Use Data System	392-0830-001
Implementation Guidance for Evaluating Wastewater Discharges to Drainage Ditches and Swales	391-2000-014	Trading of Nutrient and Sediment Reduction Credits—Policy and Guidelines.	392-0900-001
Implementation Guidance for Total Residual Chlorine (TRC) Regulation	391-2000-015	General Policy and Procedures for the Review of Water Allocation Permit Applications	392-2130-001
Implementation Guidance for Temperature Criteria	391-2000-017	Subsidiary Water Allocation Permit Requirement	392-2130-002
Implementation Guidance for Section 95.9 Phosphorus Discharges to Free Flowing Streams	391-2000-018	Attorney General Opinion 361 re: 1939 Water Rights Act	392-2130-003
Implementation Guidance for Application of Section 93.5 (e)	391-2000-019	Rescission of Water Rights	392-2130-004
Protocol/Estimating First Order Pollutant Fate Coefficients/ Volatile Organic Substances	391-2000-020	Policy for Regulation of Interbasin Transfers	392-2130-005
Field Data Collection & Evaluation Protocol/Determining Stream & Point Source Discharge Hardness	391-2000-021	Metering of Withdrawals under Orders of Confirmation	392-2130-006
Ambient Water Quality in the Determination of Wasteload Allocations and NPDES Effluent Limitations	391-2000-022	Constant Gallons per Capita per Day (GPCD)	392-2130-007
Design Stream Flows	391-2000-023	Permit Life	392-2130-008
Field Data Collection and Evaluation Protocol for Deriving Daily and Hourly Discharge Coefficients	391-2000-024	Recognizing Succession to Water Rights as a Result of Changes of Ownership	392-2130-012
Drinking Water and Wastewater Systems Operator Certification Program Handbook	391-2300-001	Guidelines for Identification of Critical Water Planning Areas	392-2130-014
Operator Certification Program Board Guidelines	391-2300-002	Guidelines for Development of Critical Area Resource Plans	392-2130-015
Quality Assurance Work Plan: Cause/Effect Surveys	391-3200-003	New Source Sampling Requirements for Surface Water Sources	393-3130-108
Aquatic Life Use Attainability Studies—Flow Water & Impoundment	391-3200-004	Community and Nontransient Noncommunity Water Systems: New Source Sampling for Groundwater Sources	393-3130-208
Quality Assurance Work Plan: Toxics Surveys	391-3200-006	Transient Noncommunity Water Systems: New Source Sampling Requirements for Groundwater Sources	393-3130-308
Stream Enrichment Risk Analysis	391-3200-007	Commonwealth of Pennsylvania Coastal Zone Management Program and Final Environmental Impact Statement	394-0300-001
Quality Assurance Work Plan: Advanced Treatment Model—Calibration/ Verification Surveys	391-3200-008	PA's Continuous Planning Process (CPP) for Water Quality Management 1999 Update	394-0810-001
		Municipal Reference Document- Department Guidance for the Bluff Recession and Setback Act	394-2000-001
		PA's Nonpoint Source Mgt. Program	394-2000-002

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Aquifer Testing Guidance for Public Water Systems	394-2125-001	Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-007
Riparian Forest Buffer Guidance	394-5600-001	Interim Policy for NPDES Permits for Stormwater Discharges Associated with Construction Activities at O&G Wells	550-2100-008
Policy for PA Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation	400-0200-001	Oil and Gas Locational Guidance	550-2100-009
Policy for Model Permit Application Process	400-2000-300	Interim Technical Guidance For Attachments to Electronic Submissions—Oil and Gas Program	550-2500-001
Policy for Permit Coordination	400-2000-301	Guidelines to be Used to Evaluate Underground Gas Storage Operators Request to Increase Underground Gas Storage Pressure ( <i>Draft—New</i> )	550-2500-002
Guidelines for the Development and Implementation of Environmental Emergency Response Plans	400-2200-001	Guidelines for Submitting Oil/Gas Bonds	550-2501-101
Emergency Operations Plan	400-5900-101	Compliance Monitoring of Oil and Gas Wells and Related Facilities and Activities	550-3000-001
Policy for Authorizing Emergency Response Expenditure	400-5900-102	Enforcement Actions by DEP's Oil and Gas Management Program	550-4000-001
Policy for Emergency Response Critiques	400-5900-103	Civil Penalty Assessments in the Oil and Gas Program	550-4180-001
Policy for Authorities of DEP On-Scene Coordinators	400-5900-104	Addressing Spills and Releases from Oil & Gas Wells and Related Operations	550-5000-001
Policy for Emergency Response Contracting	400-5900-105	Interagency Agreement with the Fish and Boat Commission	560-0600-101
Policies for Authorities of DEP's Director of Emergency Response	400-5900-107	MOU Between PA Game Commission and DEP	560-0600-102
Policy for Contracting with Fire Companies or HAZMAT Teams	400-5900-108	Interagency Agreement, Historical Museum Commission	560-0600-104
Policy for Authorization of Emergency Transport/Storage of Hazardous Waste	400-5900-109	Interagency Agreement, Waste Management	560-0600-105
Policy for Field Order Authorization of Emergency Response Team	400-5900-110	Office of Surface Mining MOU	560-0600-204
Procedures for Emergency Contracting to Extinguish Mine Fire	400-5900-111	Fish and Boat Commission Coordination	560-0700-302
Policy for Gasoline Fume Emergency Criteria	400-5900-112	Game Commission Coordination	560-0700-303
Chlorine Safety Procedures	400-5900-113	Mine Drainage Treatment Trust Real Property Disposition Guidelines	560-5000-001
Hazardous Material and Hazardous Atmosphere Safety Policy	400-5900-114	SOAP and ROAP Application Processing and Preassignment Field Conference	561-2305-201
Policy for Electrofishing Personnel and Equipment Safety	400-5900-116	Small Operator and Remining Operator Assistance Programs (SOAP & ROAP) Report Review	561-2305-203
Standard Operating Procedures for the Acceptance, Collection, Transport etc. of Elemental Mercury	400-5900-117	SOAP and ROAP Applicant Liability and Reimbursement Procedure	561-2305-601
Oil and Gas Operators Manual	550-0300-001	Mine Subsidence Insurance (MSI) Coverage Issuance Procedures	561-5300-101
PA's Plan for Addressing Problem Abandoned Wells and Orphaned Wells	550-0800-001	Mine Subsidence Insurance (MSI) Damage Claim Processing Procedures	561-5300-201
Administrative Policies and Procedures Manual	550-2000-001	Projects and Activities under the Environmental Good Samaritan Act	562-2000-001
Oil and Gas Wastewater Permitting Manual	550-2100-002	Licensing, Name Changes	562-2000-703
Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-003	Mining Contract Operator Approval	562-2000-705
Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-004	Blasting Activity Permits and Permits by Rule	562-2100-001
Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-005	Alternative Peak Particle Velocity or Airblast Level	562-2100-002
Oil and Gas Well Drilling Permit Applications and Related Approvals	550-2100-006		

<b>Title</b>	<b>Identification Number</b>	<b>Title</b>	<b>Identification Number</b>
Municipal Mining Licenses, Permits and Bonds	562-2100-704	Incidental Coal Extraction for Government-Financed Construction Projects or Government-Financed Reclamation Projects	563-2000-003
Aboveground Storage Tanks on Coal Mine Permit Areas	562-2112-101	Coal Exploration	563-2000-102
Prompt Closure of Abandoned Underground Mine Openings	562-2112-315	Noncoal Underground Mine Permit Applications	563-2000-203
Sealing Mine Openings, Bituminous	562-2112-316	Homeowner Notification of Right to Pre-Blast Survey (Industrial Minerals)	563-2000-204
Sealing Anthracite Underground Mine Openings	562-2112-317	Right of Entry	563-2000-208
Bituminous Coal Surface Mining/Blasting near Utilities and Pipelines	562-2112-503	Review Process, Bituminous Coal Blast Plan	563-2000-223
Blasting Complaint Protocol	562-2112-504	Use of Reclamation Fill at Active Noncoal Sites	563-2000-301
Blaster's License Suspension and Revocation Procedure ( <i>Draft—Revisions</i> )	562-2402-501	Beneficial Use of Sewage Sludge at Active Mine Sites	563-2000-602
Insurance Requirements and Water Supply Replacement Assurance	562-2500-702	Technical Review, Coal Mining	563-2000-609
Surety Reclamation of Bond Forfeiture Sites	562-2504-312	Validating Abandoned Underground Mine Maps and Establishing Barrier Pillars	563-2000-610
Inspections	562-3000-102	Stream Protection—Bituminous Underground Mining Operations	563-2000-655
Field Evaluation of Pit Size Variances	562-3000-105	Permit Renewals	563-2100-216
Applicant Violator System (AVS) Inspections	562-3000-110	Noncommercial Exemption from Requirements of the Noncoal SMCRA	563-2111-101
Applicant Violator System (AVS) Compliance	562-3000-802	Building Construction Exemption from Requirements of the Noncoal SMCRA	563-2111-102
Fixing Water Samples	562-3200-203	Noncoal Operations	563-2111-111
Normal/Favorable Planting Season	562-3200-205	Highwall Stability In Long-Term Multiple Bench Quarries	563-2111-112
Citizens' Requests: Receiving, Tracking, Investigating, Appealing and Filing	562-3900-402	Borrow Pits for Oil and Gas Well Development Activities.	563-2111-115
Water Supply Replacement and Compliance	562-4000-101	Aboveground Storage Tanks on Coal Mine Permits	563-2112-101
Increased Operation and Maintenance Costs of Replacement Water Supplies	562-4000-102	Developing National Pollutant Discharge Elimination System (NPDES) Permits for Mining Activities	563-2112-115
Compliance/Enforcement Procedures	562-4100-301	Insignificant Boundary Corrections for Surface Mining Activities	563-2112-203
Enforcement, Alternative	562-4100-307	Application Review, Mining Permit	563-2112-205
Enforcement Procedures for Non-Mining Blasting Operations and Explosives Storage Sites	562-4100-311	Beneficial Use of Coal Ash at Active Coal Mine Sites	563-2112-206
Bond Forfeiture	562-4170-308	Application Review, Coal Mining Activity Completeness	563-2112-211
Noncoal Civil Penalty Assessments	562-4180-101	Evaluation and Approval of Land Use Changes for Surface Water Coal Mine Operations	563-2112-212
Noncoal Compliance/Enforcement Procedures	562-4180-102	Application Review, Coal Mining Activity Preapplication	563-2112-214
Civil Penalty Assessments	562-4180-306	Application Review, Accepted Coal Mining Activity	563-2112-215
Reclamation in Lieu of Cash Payment for Civil Penalties	562-4180-309	Alkaline Addition for Surface Coal Mines	563-2112-217
Bankrupt Surety Company Bond Replacement Requirements and Civil Penalty Calculations	562-4180-310	Permit Transfers	563-2112-218
Civil Penalty Collections	562-4180-311	Cumulative Hydrologic Impact Assessments (CHIAs)	563-2112-219
Surface Mine Accident Investigations	562-5900-001		
Engineering Manual for Coal	563-0300-101		
Government Financed Construction Contracts	563-2000-001		

Title	Identification Number	Title	Identification Number
Coal Surface Mining—Oil and Gas Barriers	563-2112-222	Section 316(h): Use of Electronic Atmospheric Detectors in lieu of Approved Flame Safety Lamps	580-2200-003
Evaluation and Approval of Innovative Mining and Reclamation Techniques	563-2112-603	Procedures for Processing Requests to Adopt New Items or Methods	580-2200-004
Auger Mining	563-2112-604	Guidelines for Use of Internal Combustion Motors in Underground Mines other than Coal	580-2200-008
Water Supply Replacement and Permitting	563-2112-605	Use of Electronic/Oxygen Detectors in Lieu of Approved Flame Safety Lamps	580-2200-009
Procedures for Establishing the Quantity of Water in Low-Yield Wells	563-2112-606	Underground Storage of Explosives	580-2200-010
Marketing of Anthracite Coal Reject Materials	563-2112-607	Safety Requirements for Construction of Shafts for Underground Mines	580-2200-011
Constructed Wetlands for Mine Drainage Treatment	563-2112-608	Section 247—Guidelines to Approve Ventilation Plans for Abandoned and Unused Mine Areas	580-2219-002
Determining Eligibility of Pre-Existing Pollutational Discharges	563-2112-610	Section 253(b)—Guidelines for Approving Roof Bolts as Primary Support	580-2219-003
Technical Review, Permitting Pre-existing Pollutational Discharges	563-2112-611	Alternate Method of Test Drilling	580-2219-004
Underground Mining near Oil and Gas Wells	563-2112-652	Submission of Mine Maps when a Mine is Abandoned	580-2219-008
Permitting Ventilation Boreholes for Underground Coal Mines	563-2112-653	Bureau of Deep Mine Safety's Compliance and Enforcement Procedures	580-3000-002
Technical Review, Mine Stability	563-2112-654	Clarification of Pertinence of DEP Statutes re: Coal Processing Facilities	580-3000-005
Liners-Impoundments and Storage Areas	563-2112-656	Underground Mine Accident and Production/ Man-hour Reporting	580-3300-001
Technical Review, Public Water Protection Zones	563-2112-657	Technology Management Process	700-0200-001
Imminent Hazards Associated with Subsidence from Active Mining	563-2112-658	Civil Penalty Assessment Informal Hearing Procedure for the Office of Oil and Gas Management ( <i>Draft—New</i> )	800-4000-002
Coal Refuse Disposal—Site Selection	563-2113-660		
Noncoal Surface Mining Payment in Lieu of Bond	563-2500-401		
Conventional Bonding for Land Reclamation	563-2504-001		
Land Maintenance Financial Guarantees	563-2504-002		
Procedures for Calculating Mine Subsidence Bonds	563-2504-101		
Blanket Bonds	563-2504-201		
Anthracite Mine Operator's Emergency Bond Loan (A.E.B.L.) Program	563-2504-405		
Bonding, Direct Submittal of Bonds	563-2504-407		
Phased Deposit of Collateral Coal and Noncoal Mining	563-2504-409		
Processing Completion Reports	563-2504-411		
Evaluating Postmining Discharges	563-2504-412		
Financial Assurance and Bond Adjustments for Mine Sites With Post-mining Discharges ( <i>Draft—Revisions</i> )	563-2504-450		
Bonding, Anthracite Underground Mines	563-2504-451		
Qualifying, Processing and Tracking Financial Guarantees and Bond Credits	563-2504-501		
Monitoring and Compliance and Bond Release for Subchapters F and G Permits	563-2504-612		
Accident Reporting Requirements	580-0100-001		

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**GENERAL SERVICES**

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**DEPARTMENT OF GENERAL SERVICES**

**POLICY STATEMENTS:**

- Deputy Secretary for Property Management (Contact: Daniel Schiavoni, 783-5028)  
Use of the Public Areas of the Capitol Complex, 4 Pa. Code §§ 86.1—86.6
- Deputy Secretary for Public Works (Contact: Elizabeth O'Reilly, 787-7095)  
Guidelines for Administering and Enforcing the Public Works Employment Verification Act, 4 Pa. Code §§ 66.1—66.9  
Steel Products Procurement, 4 Pa. Code § 67a.1.
- Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 783-3119)  
Small Diverse Business Opportunities within Construction Contracts, 4 Pa. Code § 68.101—68.102  
Small Business Self-Certification and Small Diverse Business Verification, 4 Pa. Code §§ 58.303—58.304
- Bureau of Real Estate (Contact: Elizabeth Woods, 787-2834)  
Department of General Services Downtown Location Law Guidelines Statement of Policy (Revised)



**GUIDANCE MANUALS:**

- Bureau of Procurement (Contact: Tom DiMartile, 787-4352)  
M215.3 Procurement Handbook
- Bureau of Publications (Contact: Marcie Pesta, 787-9047)  
M210.4 Forms Management (8/16/1983)  
M210.5 Standard (STD) Forms Management (9/15/1998)  
M210.6 Publications Management (8/01/1984)
- Bureau of Real Estate (Contact: Elizabeth Woods, 787-2834)  
M260.1 Manual for Space Utilization (3/11/2004)
- Bureau of Vehicle Management (Contact: Steven Weidner, 787-3162)  
M615.3 Commonwealth Fleet Procedures Manual (11/10/2011)

**INTERNAL GUIDELINES:**

- Bureau of Human Resources (Contact: Dianne McNeal, 772-3828)  
Standards of Conduct and Behavior GSP 30-13\*  
Overtime/Compensatory Leave Policy GSP 30-18  
Policy Statement: Equal Employment Opportunity \*  
Policy Statement: Harassment Free Work Environment\*  
Policy Statement: Disability-Related Employment\*  
\*Permanently posted on all bulletin boards
- Bureau of Police and Safety (Contact: Joseph Jacob, 787-9013)  
Capitol Police Duty Manual
- Bureau of Supplies and Surplus Operations (Contact: Mary Beth Stringent, 787-5940)  
Surplus Property Distribution Report Systems User's Manual (4/28/2004)  
Warehouse and Distribution Division Policies and Procedures Manual (8/15/2006)

- Commonwealth Agency Recycling Office (Contact: Mary Beth Stringent, 787-5940)  
Recycling Policy Recycling Guide  
Agency Waste Paper Recycling  
Agency Toner Cartridge Recycling  
Agency Battery Recycling

**MANAGEMENT DIRECTIVES and ADMINISTRATIVE CIRCULARS:**

- Bureau of Facilities Management (Contact: Jason Snyder, 214-9056)  
A.C. 13-17 Holiday Trees and Decorations in Commonwealth-Owned or Leased Buildings (11/14/13)  
M.D. 625.8 Contracting for Bargaining Unit Work (2/25/1994)  
M.D. 720.5 Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings (7/25/2008)
- Bureau of Police and Safety (Contact: Joseph Jacob, 787-9013)  
M.D. 205.38 Emergency Evacuation and Safe Assembly (01/31/14)  
M.D. 205.24 Display of Flags on Commonwealth Grounds and Buildings and Grounds (10/12/2011)  
M.D. 625.4 Enforcement of Fire and Panic Regulations (3/27/1991)  
M.D. 625.10 Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings (06/29/2012)  
M.D. 720.7 Bomb Threats and Suspicious Packages (7/29/2010)

- Bureau of Publications (Contact: Marcie Pesta, 787-9047)  
M.D. 220.9 Publication Services (11/25/13)  
M.D. 240.7 Submission of Changes to the Commonwealth Telephone Directory (8/18/2008)

- Bureau of Procurement (Contact: Tom DiMartile, 787-4352)  
M.D. 215.8 Contractor Integrity Provisions for Commonwealth Contracts (6/17/2010)  
M.D. 215.9 Contractor Responsibility Program (10/25/2010)  
M.D. 215.12 Provisions Concerning the Americans with Disabilities Act (10/14/2011)  
M.D. 215.13 Contract Provision for Donation of Excess Prepared Food (10/12/2011)  
M.D. 310.31 Purchase Order Receiving, Invoice Processing and Invoice Reconciliation Process (5/11/2009)  
M.D. 310.33 Processing Electronic Invoices in SAP (8/21/2009)  
M.D. 620.1 Coal Sampling and Reporting (10/4/2005)

- Commonwealth Agency Recycling Office (Contact: Mary Beth Stringent, 787-5940)  
M.D. 205.22—Recycling, Waste Reduction and Procurement of Environmentally Preferable Products (8/29/07)

- Commonwealth Media Services (Contact: Jerry Kambic, 787-9777)  
M.D. 220.1 Commonwealth Media Services (01/14/2008)

- Bureau of Risk and Insurance Management (Contact: Kenneth Love 787-2492)  
M.D. 630.2 Reporting of Employee Liability Claims (5/15/2013)

- Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 783-3119)  
M.D. 215.16 Contract Compliance Program (9/1/2010)

- Bureau of Real Estate (Contact: Elizabeth Woods, 787-2834)  
M.D. 615.15 Vehicle Parking License Agreements (10/26/2006)  
M.D. 625.1 Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services (10/4/2004)  
M.D. 625.2 Inventory of Commonwealth Real Property (9/16/2008)  
M.D. 625.5 Reporting Surplus Real Property (5/6/1996)  
M.D. 625.6 Leasehold Improvements (5/1/2009)  
M.D. 625.7 Use of Form STD-291, Request for Lease Action and Budget Approval (11/6/1997)

- Bureau of Publications (Contact: Marcie Pesta, 787-9047)  
A.C. 13-12 Availability—Commonwealth Telephone Directory (08/09/13)

- Bureau of Vehicle Management (Contact: Steven Weidner, 787-3162)  
M.D. 615.1 Commonwealth Temporary Transportation Vehicles (2/27/2013)  
M.D. 615.16 Commonwealth Fleet Policy (11/10/2011)

**EXTERNAL GUIDELINES:**

- Bureau of Construction (Contact: Dan Weinzierl, 787-6330)  
Administrative Procedures for DGS Construction Contracts, 2010 Edition  
Administrative Procedures for DGS Construction Contracts, 2012 Edition  
Administrative Procedures for DGS Construction Contracts, September 2013 Edition  
Administrative Procedures for Small Business, September 2013 Edition

Administrative Procedures for Small Business Construction Contracts, May 2014 Edition  
 Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract, 2010 Edition  
 Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract, 2012 Edition  
 Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract, 2013 Edition  
 Standard Form of Contract, Contract Bond and General Conditions of the Construction Contract, September 2013 Edition  
 Guidelines for Small Business Construction Contracts, May 2014 Edition  
 Small Business Standard Form of Contract and Contract Bond, September 2013 Edition  
 Small Business Standard Form of Contract and Contract Bond, 2014 Edition  
 Additional Construction Forms, available on DGS website

Bureau of Engineering and Architecture (Contact: Gary Taylor, 787-6200)  
 Professional Agreement and General Conditions to the Agreement, 2010 Edition  
 Bureau of Engineering & Architecture: Project Procedure Manual, 2010 Edition  
 Division 1—General Requirements, 2010 Edition  
 Guidelines for Small Business Design Contracts, May 2014 Edition  
 Small Business Design Contract and General Conditions, 2013 Edition  
 Additional Design Forms and Small Business Forms, available on the DGS website

Bureau of Professional Selections and Administrative Services (Contact: Herb Pfuhl, 787-7856)  
 Instructions to Bidders, 2010 Edition  
 Instructions to Bidders, 2012 Edition  
 Instructions to Bidders, 2013 Edition  
 Instructions for Small Business Bidders, 2013 Edition  
 Instructions for Small Business Bidders, 2014 Edition

Bureau of Facilities Management (Contact: Lori Sherlock, 783-9100)  
 Application for Use of Public Areas of Capitol Complex (Updated January 2010)

Bureau of Small Business Opportunities (Contact: DeShawn Lewis, 783-3119)  
 Available on the DGS website:  
 Interim Verification Process  
 Procurement Small Diverse Business Program  
 Construction Small Diverse Business Program  
 Additional information, available on the DGS website

Bureau of Supplies and Surplus Operations (Contact: Mary Beth Stringent, 787-5940)  
 Available on the DGS website:  
 Surplus Property Operations (News/Media/Calendar of Events)  
 State Surplus Property Program  
 Fixed Price Auto Sales  
 Federal Surplus (Property Program)  
 1122 Law Enforcement Program  
 1033 Law Enforcement (Property Program)  
 Federal Surplus Application  
 1033 Law Enforcement Program Application  
 Bureau Informational Brochure  
 Bridge Marketing  
 Warehouse and Distribution Division  
 Direct Allocation/Just Arrived for Federal Surplus  
 Commonwealth Recycling

Bureau of Procurement (Contact: Tom DiMartile, 787-4352)

Available on the DGS website:

Supplier Registration Guide  
 Doing Business with the Commonwealth  
 eMarketplace Solicitations and Bidding Guide  
 Cooperative Purchasing Program (COSTARS)  
 Green Procurement Information available on DGS website  
 Additional Procurement Forms, available on the DGS website

Bureau of Risk and Insurance Management (Contact: Kenneth Love, 787-2492)  
 Line of Duty Death and Disability Benefits for Emergency and Law Enforcement Personnel (Updated July 2010)

Deputy Secretary for Public Works (Contact: Elizabeth O'Reilly, 787-7095)  
 Request for Proposal Process Guidelines, 2013 Edition  
 Application for Qualification Process Guidelines

Right to Know Law (Contact: Troy Thompson, 787-3197)  
 Departmental Policy GSP 4-12 Right-to-Know Policy

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## HEALTH

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### POLICY STATEMENTS

- Procedures Applicable to Right-to-Know Law Request (1/1/09). (This document is electronically available at [www.health.state.pa.us](http://www.health.state.pa.us))

Contact: Christie Ann Boyer (717) 547-3089

### Bureau of Health Promotion and Risk Reduction

- Position Statement on Colorectal Cancer Screening (Revised 3/04)
- Position Statement on Prostate Cancer Screening (Revised 3/04)
- Position Statement on Cervical Cancer Screening (Revised 3/04)
- Position Statement on Sun Safety (Revised 5/03)
- Policy Statement on Clinical Trials (3/04)
- Policy Statement on Unsolicited Proposals Requesting Funding From the Cancer Control Program (10/03)
- Position Statement on Breast Cancer Screening (Revised 5/04)

Contact: Tomas Aguilar(717) 787-6214

### GUIDANCE MANUALS

#### Bureau of Community Health Systems

- Public Bathing Place Manual, Part I General Purpose Recreational Swimming Pools and Specialty Pools, Including Wading and Spray Pools (February 2002)
- Public Bathing Place Manual, Part II General Purpose Recreational Bathing Beaches (February 2002)
- Public Bathing Place Manual, Part III Hot Tubs and Spas (February 2002)
- Application to Operate a Public Bathing Place (June 2009)
- Public Swimming & Bathing Places-Operational & Biological Contamination Protocol Recommendations (March 18, 2008)

Contact: Douglas Koszalka (717) 787-4366

- Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care (2010)
- Request for Reimbursement and Report of School Health Services Instruction Manual (Revised 2013)
- Procedures for the Growth Screening Program for Pennsylvania's School-Age Population (2004)
- Procedures for the Scoliosis Screening Program for Pennsylvania's School-Age Population (2001)

- Procedures for the Hearing Screening Program for Pennsylvania's School-Age Population (2001)
  - Procedures for the Vision Screening Program for Pennsylvania's School-age Population (2002)
  - Indoor Air Quality Guidelines for Pennsylvania Schools (2006)
  - Diabetes in School Children: Recommendations & Resource Guide for School Personnel (2009)
  - Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations & Resource Guide for School Personnel (2011)
- Contact: Beth Ann Bahn (717) 787-2390  
(All documents are only available electronically at [www.health.state.pa.us](http://www.health.state.pa.us))

### Bureau of Epidemiology

#### Environmental Health Fact Sheets

1. Arsenic
2. Barium
3. Benzene
4. Bisphenol A
5. Boron
6. Bromide
7. Cadmium
8. Carbon Dioxide
9. Carbon Monoxide
10. Chloramine in Drinking Water
11. Cyanuric Acid and Stabilized Chlorine Products
12. Ethylene Glycol
13. Fungal (Mold) Contamination in Indoor Environments
14. Lead
15. Manganese
16. Mercury
17. Methane
18. Methyl tert-butyl ether (MTBE)
19. Naphthalene
20. Nitrate and Nitrites
21. Polycythemia Vera

#### Patient Information

##### JAK2 and Polycythemia Vera

Polycythemia Vera and Myeloproliferative Neoplasms  
Polycythemia Vera in Northeast Pennsylvania  
Resources for People With the JAK2 Mutation, PV or other MPNs

#### Physician Information

##### Polycythemia Vera

Polycythemia Vera in Northeast Pennsylvania—Activities  
Polycythemia Vera in Northeast Pennsylvania—Epidemiology

##### Polycythemia Vera and JAK2 Testing information

##### Reporting Polycythemia Vera

##### Polycythemia Vera Binder

22. Radon
23. Selenium
24. Strontium
25. Styrene
26. Toluene
27. Xylene

### Health Assessment Program Consultations and Reports

1. Imperial Landfill Letter Health Consultation
2. Suspected Former Lead Smelters—Fact Sheets and Maps
3. Guidance for Families Living Near a Former Lead Smelter
4. Bruce Mansfield Power Plant: Evaluation of Air Monitoring Data
5. Cancer Evaluation—Ambler Area, Montgomery County

6. Precision Site Letter Health Consultation
7. Pittstown Cancer Incidence Analysis, Luzerne County
8. Eastwick Cancer Incidence Analysis
9. Price Battery Public Health Assessment

### Guidelines

1. Indoor Air Quality Guidelines for Pennsylvania Schools
2. Guidelines on Ice Skating Rink Resurfacing Machine and Indoor Air Quality Issues
3. Guidelines on Bloodborne Pathogens for the Public Sector

Contact: James Logue, DrPh, MPH (717) 787-1708

### West Nile Virus

The following documents can be found at the following website: <http://westnile.state.pa.us/>

- 2000-2012WNV Surveillance Results
- 2013 West Nile Control Program Plan

Contact: Dr. James Rankin (717)547-3514

### Influenza

- Pennsylvania Influenza Weekly Reports
- Pennsylvania Influenza Pandemic Response Plan

Contact: Atmaram Nambiar, MD MPH (717-787-3350)

The following documents can be found at the following website: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=1008994&mode=2>

Pennsylvania Department of Health Healthcare Personnel Influenza Vaccination Honor Roll—2011-2012 Influenza Season.

### Rabies

The following documents can be found at the following website: [http://www.portal.state.pa.us/portal/server.pt/community/other\\_diseases\\_illnesses/14162/rabies\\_reports/557221](http://www.portal.state.pa.us/portal/server.pt/community/other_diseases_illnesses/14162/rabies_reports/557221)

- 2005-2012 Annual Rabies Reports
- 2009-2013 Monthly Rabies Reports

Contact: Kirsten Waller, MD MPH (717-787-3350)

### HIV/AIDS Summaries

The following documents can be found at the following website: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=557343&mode=2>

- HIV/AIDS Surveillance Annual Summary—December 2005
- HIV/AIDS Surveillance Annual Summary—December 2006
- HIV/AIDS Surveillance Annual Summary—December 2007
- HIV/AIDS Surveillance Annual Summary—December 2008
- HIV/AIDS Surveillance Annual Summary—December 2009
- HIV/AIDS Surveillance Annual Summary—December 2010
- HIV/AIDS Surveillance Annual Summary—December 2011

Contact: Godwin Obiri, MS, DrPH (717) 783-0481

### Integrated Epidemiologic Profile of HIV/AIDS in Pennsylvania & HIV Epidemiology Investigation Reports

The following documents can be found at the following websites: [http://www.portal.state.pa.us/portal/server.pt/community/hiv\\_aids/14241/epidemiology\\_data\\_for\\_prevention\\_care\\_services/557189](http://www.portal.state.pa.us/portal/server.pt/community/hiv_aids/14241/epidemiology_data_for_prevention_care_services/557189)

[http://www.portal.state.pa.us/portal/server.pt/community/hiv\\_aids/14241/integrated\\_epidemiologic\\_profile\\_of\\_hiv\\_aids\\_in\\_pa/557190](http://www.portal.state.pa.us/portal/server.pt/community/hiv_aids/14241/integrated_epidemiologic_profile_of_hiv_aids_in_pa/557190)

• **Integrated Epidemiologic Profile of HIV/AIDS in Pennsylvania**  
 • **Epidemiology Data/Resources for Prevention & Care Services**

Contact: Benjamin Muthambi, DrPH, MPH (717) 783-0481

**Communicable Diseases Fact Sheets:**

- Amebiasis
- Anaplasmosis
- Anthrax
- Arenaviruses
- Aseptic Meningitis
- Avian Influenza
- Babesiosis
- Bacterial Meningitis
- Bat Rabies
- Bed Bugs
- Body Lice
- Botulism
- Bovine Spongiform Encephalopathy (Mad Cow)
- Brucellosis
- Campylobacteriosis
- Cat Scratch Disease
- Central-line Associated Bloodstream Infections
- Chickenpox/Shingles
- Cholera
- Chronic Fatigue Syndrome
- Chronic Wasting Disease
- Clostridium difficile
- Creutzfeldt-Jakob Disease
- Crimean-Congo Hemorrhagic Fever
- Croup
- Cryptosporidiosis
- Dengue Fever
- Diphtheria
- Disease Surveillance
- Eastern Equine Encephalitis
- E. Coli 0157:H7
- Ebola Hemorrhagic Fever
- Ehrlichiosis-Human Granulocytic
- Encephalitis, Eastern Equine (EEE)
- Encephalitis, LaCrosse
- Encephalitis, St. Louis (SLE)
- Encephalitis, West Nile (WNV)
- Epstein-Barr Virus (Mononucleosis)
- Fifth Disease
- German Measles (Rubella)
- Giardiasis
- Glanders
- Group A Streptococcal
- Group B Streptococcal
- Guillain-Barre Syndrome
- Haemophilus Influenzae Type B (HiB)
- Hand, Foot and Mouth
- Hand Hygiene
- Hantavirus
- Head Lice
- Helicobacter Pylori
- Hendra/Nipah Disease
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Herpes B Virus
- Herpes Gladiatorum
- Histoplasmosis
- Hookworm
- Human Granulocytic Ehrlichiosis
- Human Papillomavirus (HPV)
- Influenza, Avian
- Influenza H1N1
- Influenza, Seasonal
- Kawasaki Syndrome
- Klebsiella
- LaCrosse Encephalitis
- Lassa Fever
- Legionellosis
- Leishmaniasis
- Leptospirosis
- Lice, Body
- Lice, Head
- Lice, Pubic
- Listeriosis
- Lyme Disease
- Lymphocytic Choriomeningitis (LCM)
- Malaria
- Marburg Hemorrhagic Fever
- Measles
- Melioidosis
- Meningitis, Aseptic (Non-Bacterial)
- Meningitis, Bacterial
- Meningococcal Disease
- Methicillin Resistant Staph Aureus (MRSA)
- Monkey Pox
- Mosquito Pesticide Spraying
- Mumps
- Norovirus
- Orf
- Pertussis
- Pinworm
- Plague
- Pneumococcal Disease
- Pneumonia
- Polio
- Powassan Virus
- Prion Diseases
- Psittacosis
- Prion Disease
- Pubic Lice
- Q Fever
- Rabies Information
- Rabies in Cats
- Raw Milk
- Reportable Diseases
- Respiratory Syncytial Virus (RSV)
- Reye Syndrome
- Ricin
- Rift Valley Fever
- Rocky Mountain Spotted Fever
- Saint Louis Encephalitis
- Salmonellosis
- Scabies
- Severe Acute Respiratory Syndrome (SARS)
- Severe Acute Respiratory Syndrome (SARS) :: Fact Sheet
- Shigellosis (English and Spanish)
- Shingles
- Smallpox
- Staphylococcal enterotoxin B (SEB)
- Sylvatic Typhus
- Terrestrial Rabies
- Tetanus
- Tickborne Diseases
- Toxocariasis (Roundworm Infection)
- Toxoplasmosis
- Traveler's Health
- Tularemia
- Typhoid Fever
- Urinary Tract Infections
- Vancomycin Intermediate/Vancomycin Resistant Staph Aureus (VISA/VRSA)

- Vancomycin Resistant Enterococci (VRE)
- *Vibrio Parahaemolyticus*
- *Vibrio Vulnificus*
- Viral Hemorrhagic Fevers
- West Nile Virus
- Yellow Fever
- Yersiniosis

Contact: Dr. James Rankin (717) 547-3514

The Bureau of Epidemiology Quarterly Newsletter is electronically available at: [http://www.portal.health.state.pa.us/portal/server.pt/community/newsroom%2C\\_publications\\_and\\_reports/11602/epinotes/824573](http://www.portal.health.state.pa.us/portal/server.pt/community/newsroom%2C_publications_and_reports/11602/epinotes/824573)

EpiNotes 2011 Volume 1, Issues 1—4

EpiNotes 2012 Volume 2, Issues 1—4

EpiNotes 2013 Volume 3, Issues 1—2

The Annual Health-Care Associated Infections Reports are electronically available at: [http://www.portal.state.pa.us/portal/server.pt/community/healthcare\\_associated\\_infections/14243/hai\\_annual-reports/140364](http://www.portal.state.pa.us/portal/server.pt/community/healthcare_associated_infections/14243/hai_annual-reports/140364)

- 2008 Report: Health-care Associated Infections (HAIs) in Pennsylvania Hospitals
- 2009 Report: Health-care Associated Infections (HAIs) in Pennsylvania Hospitals
- 2010 Report: Health-care Associated Infections (HAIs) in Pennsylvania Hospitals
- 2011 Report: Healthcare-Associated Infections (HAIs) in Pennsylvania Hospitals
- 2012 Report: Healthcare-Associated Infections (HAIs) in Pennsylvania Hospitals

Contact: Kimberly Buffington (717) 425-5422

#### **Bureau of Emergency Medical Services**

(Some of these documents are electronically available at [http://www.portal.state.pa.us/portal/server.pt/community/emergency\\_medical\\_services/14138](http://www.portal.state.pa.us/portal/server.pt/community/emergency_medical_services/14138))

- Overview of Pennsylvania Department of Health Ambulance Licensure Program Statewide Advanced and Basic Life Support Protocols
- Out-of-Hospital Do-Not-Resuscitate Questions and Answers
- Voluntary Rescue Service Recognition Program Manual
- Pennsylvania Rescue Program Administration Manual
- EMS Patient Care Reporting Standards
- EMS Practitioner Registry
- EMS Notices in *PA Bulletin*
- *EMS Information Bulletins*

Contact: Robert Cooney (717) 787-8740

#### **Bureau of Health Planning**

- PA Primary Care Loan Repayment Program, Practitioner Application and Program Guidance (Revised 2013, available on the Department's website at [www.health.state.pa.us](http://www.health.state.pa.us))
- J-1 Visa Waiver Program (Conrad 30) Statement of Policy (Revised 3/14, available on the Department's website at [www.health.state.pa.us](http://www.health.state.pa.us))
- DOH Appalachian Regional Commission J-1 Visa Waiver Program Policy (Revised 3/14, available on the Department's website at [www.health.state.pa.us](http://www.health.state.pa.us))
- Pennsylvania State Health Assessment 2013 (available on the Department's website at [www.health.state.pa.us](http://www.health.state.pa.us))

Contact: Bob Richardson (717)772-5298

#### **Bureau of Health Statistics and Research**

- Application for Access to Protected Data (Revised 8/13)
- User's Guide for Access to Protected Data (Revised 8/13)
- Application for Access to Protected Data for State, Federal & Local Government Agencies (8/12)

- User's Guide for Access to Protected Data for Government Agencies (8/13)

Contact: Marina Matthew(717) 783-2548

#### **Bureau of Managed Care**

- Technical Advisory: Sample Enrollee Consent Form (6/26/04)
- Technical Advisory: Enrollee Consent for Provider-Initiated Grievances (6/19/04)
- Technical Advisory: Gatekeeper and Point-of-Service Plans seeking to offer benefit plans with less than 8-% plan paid co-insurance for out-of-network services (10/13/04)
- Technical Advisory: Interpreting 28 Pa. Code § 9.752(f) (Relating to UR Standards) requiring a UR decision to include a contractual basis and clinical reason for denial (1/1/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.752(f) (Relating to Time Frames for UR)- Communicating the UR Decision. (1/1/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.704(c) (Relating To Appeal Of A Complaint Decision) and 28 Pa. Code § 9.707(b)(6) (Relating to External Grievance process) Regarding Content of Transmittal Letters of Enrollees' Case Files (12/03/05)
- Technical Advisory: Interpreting 28 Pa. Code § 9.761-2 Provider Credentialing and Credentialing Standards as related to "Provisional Credentialing" as Recognized by NCQA (2/11/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.761-2 Provider Credentialing and Credentialing Standards as related to Medical Director sign-off of clean credentialing files (2/11/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.684(a)(3) (Relating To Continuity of Care) Regarding Notification of Enrollees Affected by the Termination of Non-Primary Care Providers/Specialists by a Managed Care Plan (5/6/06)
- Technical Advisory: Interpreting 28 Pa. Code § 9.679 (d) (Relating to Travel Distance to Participating Providers) 5/19/2012)

Contact: William Wiegmann (717) 787-5193

#### **Bureau of Communicable Diseases**

##### **Division of Immunizations**

- PA VFC Fraud and Abuse Procedures (01/12)
- Vaccine Preventable Diseases Surveillance Follow-up Protocol (07/11)
- Vaccine Cold Chain Protocol for Immunization Providers (01/12)
- Vaccine Eligibility Criteria (02/13)
- Vaccines for Children Provider Handbook (01/12)
- Vaccines for Children Quality Assurance Manual (01/12)
- Perinatal Hepatitis B Prevention Program Case Follow-up Actions (09/12)
- Guidelines for Prevention of Perinatal Hepatitis B (02/13)
- Protocols for Perinatal Hepatitis B Prevention Program (02/13)
- Recommendations for Varicella Outbreak Prevention and Control in School or Childcare Group Settings (01/13)
- Immigration Status and Data Entry into the Statewide Immunization/Information System
- Adolescent and Adult High-Risk Immunization Program Manual (02/12)
- Standards for Adult Immunization Practices
- Mass Immunization Liability Protection Guidelines
- Pennsylvania Quick Guides for Measles, Mumps, Rubella, Varicella, Pertussis, Diphtheria (12/10)

- Procedure Manual School Immunization Regulations (05/10)

Contact: Cindy Findley (717) 787-5681

#### **STD Program**

- Participating Provider Agreement (PPA) Providers Information Manual

Contact: Beth Butler (717) 787-3981

#### **Healthcare Associated Infection Prevention Section**

- Healthcare Associated Infection and Patient Identifier Reporting (December 5, 2007)
  - NHSN Update, Re: Issue Clarification Summary (April 3, 2008)
  - Reporting a Patient Identification Number (April 2008), 38 Pa.B. 1783
  - Technical Advisory: HAI-2009-001, Multidisciplinary Infection Control Committee Membership Composition
  - Technical Advisory: HAI-2009-002, Written Notification of Health Care-Associated Infections to Responsible Parties in Healthcare Facilities
  - Technical Advisory: HAI-2009-003, Health Care-Associated Infection Confirmation in Nursing Homes
- Contact: Kimberly Buffington (717) 425-5422

#### **Bureau of Public Health Preparedness**

- Pennsylvania Emergency Preparedness Guide (revised 3/2010)
- Pennsylvania Public Health and Medical Emergency Preparedness Plan (2011-2015)
- Online Registry—SERVPA—For Volunteers During Disasters or Emergencies
- State Emergency Registry of Volunteers in Pennsylvania (SERVPA) Operations Manual (Version I—12/1/11), which may be found on the SERVPA website home page at <https://www.serv.pa.gov>
- PA Prepared Learning Management Fact Sheet (HD0483P Rev 09/08)
- Medical Surge Management Series (March 2010). This guidance can be found on the PA DOH website at: <http://www.portal.state.pa.us/portal/server.pt/community/communication/14147/pa-mems/725592>
- Pennsylvania Modular Emergency Medical Systems (PA MEMS) Version 1.0 October 2010
- Preparing for Public Health Emergencies: A Planning Aid for Public Health and Healthcare Professionals (02/2012)
- Pennsylvania Public Health Emergency Preparedness Tool and Manual
- Integrating Community Pediatricians Into Public Health and Preparedness Response Activities in Pennsylvania (06/2013)
- A Communications Toolkit for Public Health Emergencies that Impact Children: Resources for Pediatric Practices, Schools, and Childcare Programs (05/2013)
- The Pennsylvania Public Health Risk Assessment Tool (01/2013)

Contact: Jeffrey Backer (717) 346-0640

#### **INTERNAL GUIDELINES**

##### **Bureau of Health Statistics and Research**

- Policy and Procedures for Assisted Conception Birth Registrations (10/03)

Contact: Kylee Higgins (724) 698-2340

##### **Bureau of Communicable Diseases**

##### **Division of Immunizations**

- Perinatal HB Protocols
- Quality Assurance Handbook
- Cold Chain Failure Follow-up (01/01/13)
- VFC Provider suspension (05/07/11)

Contact: Cindy Findley (717) 787-5681

#### **STD Program**

- Guidelines: Use of the Internet to Perform Partner Service and Health Education Activities
- Biological Room Standard Operating Procedures (TB/STD)

Contact: Beth Butler (717) 787-3981

#### **Division of HIV/AIDS**

- HIV Counseling and Testing Operations Manual
  - Housing Opportunities For Persons With AIDS Operations Manual
  - Coalition and Fiscal Agents Operations Manual
  - Procedures and Consent Forms for HIV Antibody testing, CD4 tests, Viral Load tests, Orasure tests and Rapid tests
  - Combined Statewide Coordinated Statement of Need and Comprehensive Plan
  - Jurisdictional Community HIV Prevention Plan
- Contact: Kenneth McGarvey (717) 783-0572

#### **Institutional Review Board**

- Institutional Review Board Policies and Procedures (03/04)

Contact: Atmaram Nambiar, MD MPH (717-787-3350)

#### **OTHER**

##### **Bureau of Health Planning**

- State Health Improvement Plan
  - State Health Improvement Plan Special Report on the Health Status of Minorities in Pennsylvania
  - 2008 SHIP Partnership Satisfaction Survey Analysis Report
  - Results of the 2007 SHIP Affiliation Partnership Survey
  - Registered Nurse Workforce Report
  - Licensed Practical Nurse Workforce Report
  - Nursing Educations Programs in Pennsylvania Report
  - Physician and Physician Assistant Workforce Report
  - Dentist and Dental Hygienist Workforce Report
- Contact: Bob Richardson (717) 772-5298

##### **Bureau of Emergency Medical Services**

- Prehospital Care Response Report
- Statewide Emergency Medical Services System Development Plan
- 2008 Annual EMS Report
- Reports on EMS System Issues
- EMS Statistics
- EMS Training Information
- EMS Practitioner Registry
- List of Disciplinary Sanctions Imposed
- Tool for Locating Regional EMS Councils by County
- EMS Incident Self Reporting Process

##### **Information Bulletins**

- EMS Information Bulletin #1—EMS Personnel Called to Active Military Duty (8/5/03)
- EMS Information Bulletin #2—Epinephrine Auto Injector Administration by EMTs (8/13/03)
- EMS Information Bulletin #3—EMS Vehicle Collision Accident Form (9/30/03)
- EMS Information Bulletin #4—EMS Instructor Update Requirement (Revised 3/2/04)
- EMS Information Bulletin #5—Cyanide Compound Exposure Protocol (9/9/03)
- EMS Information Bulletin #6—Continuing Education Requirement-ALS Medical Command (11/5/03)
- EMS Information Bulletin #7—On-Line Continuing Education (11/6/03)
- EMS Information Bulletin #8—Distribution of Continuing Education Handbook (12/9/03)

- EMS Information Bulletin #10—EMS License Plates (2/11/04)
- EMS Information Bulletin #11—Public Access AED (2/13/04)
- EMS Information Bulletin #13—EMS Vehicle Collision and Personal Injury Form (Revised) 4/1/04)
- EMS Information Bulletin #14—Epinephrine Auto-Injector Administration (Revised 3/10/04)
- EMS Information Bulletin #15—Emergency Response Employees (ERES) (4/30/04)
- EMS Information Bulletin #16—Electronic Ambulance Licensure Application Amendment Procedure (4/30/04)
- EMS Information Bulletin #17—Statewide BLS Medical Treatment Protocols and Guidelines (5/6/04)
- EMS Information Bulletin #19—CD and Web-Based ACLS Programs (6/18/04)
- EMS Information Bulletin #20—Certificates, Wallet Cards and Patches (6/8/04)
- EMS Information Bulletin #21—System Status Management (6/18/04)
- EMS Information Bulletin #22—EMTs Assisting With ALS Procedures (7/28/04)
- EMS Information Bulletin #23—Ambulance Licensing Overview (10/19/04)
- EMS Information Bulletin #25—Surge Response Services Update (12/13/04)
- EMS Information Bulletin #26 AED Mode Use on ALS Monitor/Defibrillator Devices (4/11/2006)
- EMS Information Bulletin #27 Interfacility Transport Guidelines (7/8/2005)
- EMS Information Bulletin #28 Grand Rounds (7/25/2005)
- EMS Information Bulletin #29 EMS Office Organization Chart (8/3/2005)
- EMS Information Bulletin #30 Ambulance Vehicle Standards (10/19/2005)
- EMS Information Bulletin #31 Draft ALS Protocols (10/25/2005)
- EMS Information Bulletin #32 Patients Exposed to Tasers (11/10/2005)
- EMS Information Bulletin #33 New Electronic Applications (11/17/2005)
- EMS Information Bulletin #34 Ambulance Vehicle Markings (12/20/2005)
- EMS Information Bulletin #35 Updated AHA Standards (12/23/2005)
- EMS Information Bulletin #36 New BLS Protocols (4/7/2006)
- EMS Information Bulletin #37 Epinephrine Auto-Injector Approval Update (4/11/2006)
- EMS Information Bulletin #38 Implementation of New AHA Standards (5/23/2006)
- EMS Information Bulletin #39A Statewide BLS Protocols and AED Utilization (10/31/06)
- EMS Information Bulletin #40 Update to Statewide BLS Protocol Course (11/14/06)
- EMS Information Bulletin #41 Revised Ambulance Licensure Equipment (11/17/06)
- EMS Information Bulletin #42 Changes to Scope of Practice and Equipment (11/17/06)
- EMS Information Bulletin #43 Continuing Education Requirements for ALS Medical Command Authorization (12/01/06)
- EMS Information Bulletin #44 Centralized Registration for the Learning Management System (12/31/06)
- EMS Information Bulletin #45 State Recognized CPR Programs (03/05/007)
- EMS Information Bulletin #46 Comprehensive Laboratory Improvement Amendments (03/19/07)
- EMS Information Bulletin #47 Replacement of Promethazine with Ondansetron (03/19/07)
- EMS Information Bulletin #48 Capnography Frequently Asked Questions (08/14/07)
- EMS Information Bulletin #50 First Responder Equivalences (11/05/07)
- EMS Information Bulletin #51 State Recognized CPR Programs (11/05/07)
- EMS Information Bulletin #52 Recognized Emergency Vehicle Operators Courses (11/05/07)
- EMS Information Bulletin #53 Medical Command Authorization 2007 (12/01/07)
- EMS Information Bulletin #54 Implementation of National EMS Information System (NEMSIS) (12/20/07)
- EMS Information Bulletin #55 National Ski Patrol (02/28/08)
- EMS Information Bulletin #56 Paramedic—PHRN Certification Process (03/05/08)
- EMS Information Bulletin #57 Air Ambulance Guidelines (06/23/08)
- EMS Information Bulletin #58 Emergency Contraception Guidelines (10/07/08)
- EMS Information Bulletin #59 Emergency Vehicle Operator Courses (10/20/08)
- EMS Information Bulletin #60 Amended Continuous Positive Airway Pressure for Basic Life Support (10/27/08)
- EMS Information Bulletin #61 Suspension of Ambulance Driving Privilege (11/13/08)
- EMS Information Bulletin #62 Implementation of Updated Protocols (11/21/08)
- EMS Information Bulletin #63 Basic Life Support Skill Sheets (12/31/08)
- EMS Information Bulletin #64 Operation of Ambulance and Other Emergency Vehicles While at Hospital Emergency Department (01/22/09)
- EMS Information Bulletin #65 State Recognized CPR Programs (01/28/09)
- EMS Information Bulletin #66 Guidelines for CPAP Devices (01/30/09)
- EMS Information Bulletin #67 Trauma Patient Destination/Statewide Air Ambulance Transport Protocol (05/06/09)
- EMS Information Bulletin #68 State Recognized CPR Programs (06/30/09)
- EMS Information Bulletin #69 Approved Emergency Vehicle Operator Courses (07/01/09)
- EMS Information Bulletin #70 Guidelines for Reflective Chevrons (09/08/09)
- EMS Information Bulletin #71 Picture Identification Cards (09/08/09)
- EMS Information Bulletin #72 Statewide BLS (605) and ALS (6005) Blast Protocols (09/15/09)
- EMS Information Bulletin #73 (Amended) Paramedic Liability Protection (10/28/09)
- EMS Information Bulletin #74 Stretcher and Wheelchair Vehicle (02/08/10)
- EMS Information Bulletin #75 EMS Provider Examination Policy (04/10/10)
- EMS Information Bulletin 2013-007 Patient Care Report Submissions
- EMS Information Bulletin 2013-005 State Recognized CPR Programs
- EMS Information Bulletin 2011-012 Wind Effects on Ambulance Vehicles
- EMS Information Bulletin 2011-008 Verification of EMS Practitioner Status for Endorsement
- EMS Information Bulletin 2011-007 Re-Entry of EMS Personnel with Expired Certifications prior to NSC of 1995

- EMS Information Bulletin 2011-006 Bed Bug Information
  - EMS Information Bulletin 2011-005 Drowning Data Collection
  - EMS Information Bulletin 2011-004 ALS and BLS Statewide Protocols Implementation
  - EMS Information Bulletin 2011-003 Pediatric Transport Guidelines
  - EMS Information Bulletin 2011-002 Implementation of Updated ALS-BLS Statewide Protocols
  - EMS Information Bulletin 2011-001 Continuing Education Hour Calculation
  - EMS Information Bulletin 2012-015 Yellow DOT
  - EMS Information Bulletin 2012-014 Approved Emergency Vehicle Operator Course
  - EMS Information Bulletin 2012-013-C State Recognized CPR Programs
  - EMS Information Bulletin 2012-011 Picture Identification
  - EMS Information Bulletin 2012-010 Drug Shortage
  - EMS Information Bulletin 2012-009 EMS Transfer of Care Form
  - EMS Information Bulletin 2012-008 Stretcher Vans
  - EMS Information Bulletin 2012-007 Defibrillation Doses
  - EMS Information Bulletin 2012-004 PA NJ ConEd Document
  - EMS Information Bulletin 2013-010 Lapse of Registration
  - EMS Information Bulletin 2013-009 Cognitive Exam Acknowledgement Form
  - EMS Information Bulletin 2013-008 Expired Medications
  - EMS Information Bulletin 2013-007 Patient Care Report Submissions
  - EMS Information Bulletin 2013-005 State Recognized CPR Programs
  - EMS Information Bulletin 2013-004 ALS/BLS Protocol
  - EMS Information Bulletin 2013-003 Mechanical CPR
  - EMS Information Bulletin 2013-002 Emergency Medical Responder
  - EMS Information Bulletin 2013-001 Out of Service Decal
  - EMS Information Bulletin 2014-002 Transfer of Care
  - EMS Information Bulletin 2014-001 State Recognized CPR Programs
- Contact: Robert Cooney (717) 787-8740

#### **Bureau of Facility Licensure and Certification**

- QA Annual Report
- Contact: Christine Filipovich (717) 787-8015

#### **Division of Nursing Care Facilities (Long Term Care Provider Bulletins)**

- Abuse, Neglect, Misappropriation of Property by Nurse Aides or Others—LTC PB No. 22 (Reviewed 5/28/2013)
- Nurse Aide Registry Update—LTC PB No. 29 (Reviewed 5/28/2013)
- Training of Companions/Sitters in T18 or 19 Facilities—LTC PB No. 31 (Reviewed 5/28/2013)
- Disposition of Patient Medications—LTC PB No. 35 (Reviewed 5/28/2013)
- Exception/Waiver Requests—LTC PB No. 37 (Reviewed 5/28/2013)
- Taping of Exit Conference—LTC PB No. 42 (Reviewed 5/28/2013)
- Informal Dispute Resolution—LTC PB No. 44 (Reviewed 5/28/2013)
- Surety Bond Requirements—Clarification of “Obligee”—LTC PB No. 48 (Reviewed 5/28/2013)

- Department Access to Records at Nursing Homes Pursuant to 35 P. S. § 448.813—LTC PB No. 49 (Reviewed 5/28/2013)
- Advance Directives Requirements—LTC PB No. 58 (Reviewed 5/28/2013)
- Independent Informal Dispute Resolution (Section 6111 of the Patient Protection and Affordable Care Act of 2010/ Sections 1819(h) and 1919(h) of the Social Security Act, 42 U.S.C. §§ 1395i-3(h) and 1396r(h), and 42 C.F.R. § 488.431)—LTC PB No. 2011-12 (Issued December 8, 2011) (Reviewed 5/28/2013)
- Department of State Referrals of Licensed Professionals when allegations have been unsubstantiated—LTC PB No. 2012-2-1 (Issued February 14, 2012) (Reviewed 5/28/2013)
- Long-Term Care Nursing Facility Independent Informal Dispute Resolution Act, Act 128 of 2011—LTC PB No. 2012-05-1 (Issued May 24, 2012) (Reviewed 5/28/2013)
- Provider Bulletin 2012-11-13 Required Reportable Events/Actions by Facility (Issued 11/13/2012) (Reviewed 5/28/2013)
- Provider Bulletin 2012-11-29 National Partnership to Improve Dementia Care and Reduce Antipsychotic Drug Use in Nursing Homes (Issued 11/29/2012) (Reviewed 5/28/2013)
- Interim recommendations for Long Term Care Facilities during Tubersol shortages  
Contact: Susan Williamson (717) 787-1816

#### **Division of Acute and Ambulatory Care**

- Abortion Control Act (footnoted)
  - Ambulatory Gynecological Surgery in Hospitals and Clinics Regulations (footnoted)
  - Abortion: Making a Decision
  - Services for Pregnant and Parenting Women
  - Application of Abortion Control Act to Abortions Induced by Drugs
  - Template (use is optional) for Patient Safety Plan
- Contact: Ann Chronister (717) 787-8015
- PA Department of Health Message Board <http://app2.health.state.pa.us/commonpoc/content/FacilityWeb/FacMsgBoard.asp?Distribution=F&Selection=All>
  - Stroke Center Listing
  - Exception Process
  - Expedited Exception Process and Request Form for Hospitals and Ambulatory Surgery Facilities
  - Exception Committee Procedure: Elective Percutaneous Coronary Interventions (PCI)
  - Telemedicine Survey Guidelines and Department of Health Survey Policy—General Statement
- Contact: Joanne Salsgiver (717) 783-8980

#### **Bureau of Family Health**

- Lead Case Management Guidelines for Community Health Nurses (2014)
  - Screening Young Child For Lead Poisoning: Guidance for State and Local Public Health Officials, Statement by the Centers for Disease Control—11/97 (Federal guidelines adopted by Department)
  - Application for Chronic Renal Disease Transportation Services
  - Application for Head Injury Program Services (Division of Program Support and Coordination-Form #HD1072F)
  - Traumatic Brain Injury Needs Assessment (2003)
  - Traumatic Brain Injury State Action Plan (2003)
- Contact: Carolyn Cass (717) 772-2762
- Application for Special Needs Services (Division of Program Support and Coordination- Form #HD1072F)
- Contact: Roxann Arbogast-Boes (717) 346-2619



**Division of Newborn Screening and Genetics**

- Universal Newborn Hearing Screening Program Guidelines for Infant Hearing Screening
- Early Hearing Detection and Intervention Program: Pennsylvania Department of Health Early Hearing Detection and Intervention (EHDI) Program Report on Screening and Follow-up for 2004-2006 Births
- Newborn Screening Provider Manual for the Commonwealth of Pennsylvania-Division of Newborn Screening and Genetics Bureau of Family Health
- Brochure to Parents: Pennsylvania Screening Services for Newborn Babies-Protecting Babies, Preventing Problems, Screening Right After Birth, Starting Treatment Early
- Application for Newborn Screening and Follow-up Program-Metabolic Formula Order Form
- Application for Services Metabolic Formula Program Pharmacy Selection Form
- Application for Services Metabolic Formula Program (Form No. HD1072F)
- Application for Services HEALTH INSURANCE BENEFITS INFORMATION SHEET
- Application for Services Certification and Authorization Statements

Contact: Roxann Arbegast-Boes (717) 772-2762

**Bureau of Women, Infants and Children (WIC)**

- WIC State Plan of Operations

Contact: Will Cramer: (717) 783-1289

**Bureau of Communicable Diseases****TB Program**

- TB Control Manual
- TB Outbreak Response Plan

Contact: Kimberly Fitzpatrick (717)787-6267

**STD Program**

- STD Outbreak Response Plan
- STD Electronic Resource Guide, 2007 (CD-ROM)
- PA NEDSS STD Program Reference Guide (available on line)
- Program Operation Guidelines for STD Prevention (published by Centers for Disease Control and (Prevention (CDC))

Contact: Beth Butler (717) 787-3981

**Bureau of Health Statistics and Research**

- Application for Certified Copy of Birth or Death Record, Form H105.102.
- Form Utilized for Birth Corrections, Form H105.133.
- Death Correction Statement, Form H105.135.
- Application for Multi-Year Search of Birth Record, Form HD1124F.
- Application for Multi-Year Search of Death Record, Form HD 1125F.
- Biological Parent Registration Identification Form, Form H105.700.
- Withdrawal of Biological Parent Consent Form, Form H105.702.
- Statement from Requestors Not Possessing an Acceptable Government Issued Photo-ID, Form HD123F.
- Change in Civil Status Form, Form H105.132.

The following forms are electronically available at [www.health.state.pa.us/vitalrecords](http://www.health.state.pa.us/vitalrecords):

- Application for Certified Copy of Birth Record-Mail Requests, Form HD1105F
- Application for Certified Copy of Death Record-Mail Requests, Form HD1107F
- Form Utilized for Birth Corrections, Form HD1104F
- Death Correction Statement, Form HD1109F
- Application for Multi-Year Search of Birth Record,

Form HD1131FW

- Application for Multi-Year Search of Death Record, Form HD1132FW
  - Statement from Requestors Not Possessing an Acceptable Government Issued Photo-ID, Form HD123F
  - Change in Civil Status Form, Form H105.132Delayed Birth Certificate, Form H105.019
- Certificate of Adoption, Form H105.091  
Contact: Kylee Higgins (724) 698-2340

**Bureau of Laboratories**

(Some of these documents are electronically available at <http://www.portal.state.pa.us/portal/server.pt/community/laboratories/14158>)

- Submission of Rabies Specimens
- General Specimen Submission Form
- CDC Specimen Submission Form
- Compliance with Shipping of Diagnostic Specimen/Etiologic Agent
- Laboratory Submission Form for Viral Encephalitis/Meningitis
- Lyme Disease Testing Form
- Bioterrorism Agents (various) Information
- Sputum Collection for Tuberculosis
- Nasal or Throat Swab Procedure for Virus Isolation
- CDC MERS-CoV Clinical Specimen Guidelines
- Food collection guidelines
- Neisseria gonorrhoea collection guidelines
- Water Collection guidelines for Legionella testing
- Stool collection guideline for patient
- Stool collection guideline for public health site
- Bordetella pertussis collection guidelines
- Measles collection guidelines
- Material transfer agreement
- Division of Chemistry and Toxicology contact list
- Division of Laboratory Improvement contact list
- Division of Microbiology contact list
- Division of Chemistry and Toxicology Directory of Services
- Division of Microbiology Directory of Services
- Postmortem Blood Testing on Motor Vehicle Accident Victims—Specimen Submittal Requirements
- Blood Lead Analysis—Specimen Submittal Requirements
- Environmental Lead Analysis—Specimen Submittal Requirements
- Neonatal Testing for Genetic Disorders—Specimen Submittal Requirements
- Blood Alcohol Proficiency Testing Program Requirements
- Blood Lead Proficiency Testing Program Requirements
- Erythrocyte Protoporphyrin Proficiency Testing Program Requirements
- Abused Drugs in Blood Proficiency Testing Program Requirements
- Abused Drugs in Urine Proficiency Testing Program Requirements
- Requirements for Approval of Laboratories that Perform Analyses of Urine for Drugs Subject to Abuse: Limited Service Facilities
- In-State Clinical Laboratory License Application
- Multiphasic Screening Procedure
- Out-of-State Laboratory Licensure Application
- Pennsylvania Clinical Laboratory Permit Application—Mobile Labs
- Pennsylvania Clinical Laboratory Permit Application—Screening Sites
- Instructions for Completing the Out-of-State Clinical Laboratory License Application
- Change of Status Form
- Laboratory Personnel Form

• May 18, 2012 Letter regarding Policy Changes  
Contact: Dr. Julia Kiehlbauch (610) 280-3464

**Bureau of Health Promotion and Risk Reduction**

- Why We Recommend Community Water Fluoridation
- Policy for Determining Eligibility and Compliance of Service Providers Currently
- Receiving Funding From a Tobacco Company, a Tobacco Company Subsidiary, or Their Agent (6/04)

Contact: Tomas Aguilar(717) 787-6214

**Bureau of Public Health Preparedness**

- State Emergency Registry of Volunteers in Pennsylvania Criminal History Policy and Code of Conduct (2011-01) July 1, 2011

Jeffrey Backer (717) 346-0640

**Pennsylvania Center for Practice Transformation and Innovation**

**State Innovation Model Grant**

- State Innovation Model Plan

Contact: Dr. Marcela Diaz-Myers (717) 346-9712

**Office of Chronic Care**

- List of Participating Practices

- List of Participating Payers
- Participation Agreement
- Aggregated Data by Region
- CMS Agreement
- Practice Performance Assessment Framework Tool
- Steering Committee Composition
- Physician Advisory Group Composition
- NCQA Certification Data
- Learning Sessions Materials

Contact: Dr. Marcela Diaz-Myers (717) 346-9712

Many of these documents are also available on the Department of Health's website: <http://www.health.state.pa.us>

**Office of Health Equity**

- 2012 Health Disparities Report:  
<http://www.portal.state.pa.us/portal/server.pt?open=18&objID=1373877&mode=2>
- PA-Health Equity Tactical Plan 2014-2016:  
<http://www.portal.state.pa.us/portal/server.pt?open=18&objID=1399233&mode=2>
- Strategic Imperatives CCT 2014 Background

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**INSURANCE**

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**I. NOTICES:**

**Executive Office**

**Insurance Department Notices**

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2014-09	06/14/14	Certification as an Independent Review Organization Long-term Care Benefit Trigger Determinations
2014-08	06/14/14	Repeal of Outdated PA Bulletin Notices.
2014-07	06/14/14	Per Diem Charges for Market Conduct Examinations of Insurance Companies
2014-06	06/14/14	Per Diem Charges for Financial Examinations Conducted by the Pennsylvania Insurance Department
2014-05	05/17/14	General Guidance for Disclosure of Prescribed Differences from NAIC Statutory Accounting Principles
2014-04	03/22/04	Affordable Care Act; Guidance for Compliance Submissions
2014-03	02/22/14	Workers' Compensation Security Fund Assessment
2014-02	03/08/14	Autism Spectrum Disorders Coverage-Maximum Benefit Adjustment; Notice 2014-02 (Corrected)
2014-01	01/04/14	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,550.
2013-07	06/15/13	Certification as an Independent Review Organization Long-term Care Benefit Trigger Determinations
2013-06	06/15/13	Per Diem Charges for Financial Examinations Conducted by the Pennsylvania Insurance Department
2013-05	06/15/13	Per Diem Charges for Market Conduct Examinations of Insurance Companies
2013-03	04/20/13	Affordable Care Act; Guidance for Compliance Submissions
2013-02	03/16/13	Workers' Compensation Security Fund Assessment
2013-01	02/23/13	Autism Spectrum Disorders Coverage—Maximum Benefit Adjustment
2012-07	10/27/12	Mcare: Notice of and Amount of Assessment Action
2012-04	02/18/12	Effective Dates for Small Group Health Insurance Rate Filings
2012-03	02/18/12	Autism Spectrum Disorders Coverage—Maximum Benefit Adjustment
2011-10	10/29/11	Guidelines for Retention of Records by Insurers and Other Entities Subject to Examinations Conducted by the Insurance Department
2011-09	10/29/11	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2011-08	09/03/11	Children's Health Insurance Program; Benefit Changes and State Plan Amendment

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2011-07	07/30/11	Philadelphia Regional Office Closing
2011-06	07/30/11	Advisory Notice—Rate Review Process Determination
2011-03	05/14/11	Use of Misleading Professional Designations by Insurance Producers Selling Life Insurance or Annuities to Seniors
2011-01	01/01/11	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,450
2010-12	10/30/10	Certification as an Independent Review Organization; Long-Term Care Benefit Trigger Determinations
2010-11	10/30/10	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2010-10	10/02/10	Provisions of Act 51 of 2010
2010-09	08/14/10	Mini-COBRA Coverage
2010-08	07/17/10	Application for Written Consent
2010-07	07/03/10	Patient Protection and Affordable Care Act—Guidance for Compliance Filings
2010-06	07/03/10	Repeal of Outdated Notices
2010-02	01/02/10	Review Procedure Hearings; Cancellation or Refusal of Insurance
2009-11	11/28/09	General Guidance for Disclosure of Prescribed Differences from NAIC Statutory Accounting Principles
2009-08	10/27/09	Medical Care Availability and Reduction of Error Fund; Notice and Amount of Assessment Action
2009-07	07/31/09	Updated Guidelines for Record Retention
2009-06	06/27/09	Autism Review Process
2009-03	04/11/09	Autism Coverage
2009-02	02/14/09	Property and Casualty Insurance Companies and Producers Issuing Certificates of Insurance in Pennsylvania
2009-01	02/14/09	Community Health Reinvestment Activities
2008-05	04/19/08	Long-Term Care Partnership Program Effective Date and Revised Guidance Announcement
2008-01	01/12/08	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,350
2007-06	12/01/07	Arson and Insurance Fraud Reporting
2007-04	09/30/07	List of Approved Guide Source Method Vendors
2006-12	11/18/06	Flood Insurance Training Requirements
2006-08	07/08/06	Repeal of Outdated Bulletins and Notices
2006-07	06/24/06	Professional Corporations, Professional Associations and Partnerships
2006-06	06/24/06	Notice of Agent Education and Training Requirement Changes
2005-07	07/23/05	Agreement on Community Health Reinvestment
2005-04	03/26/05	Viatical Settlement Broker License Testing Requirements for Licensed Life Insurance Producers
2005-02	02/05/05	Reporting and Disclosure of Criminal Convictions
2005-01	01/22/05	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,150
2003-11	11/29/03	Coverage for Chiropractic Care
2003-07	09/20/03	Notice to Companies Writing Private Passenger Auto Insurance in Pennsylvania
2003-06	08/09/03	Drug and Alcohol Use and Dependency Coverage
2002-10	10/19/02	Proper Reporting of Uncovered Medical Liabilities and Expenses (Uncovered Claims)
2001-07	06/30/01	Deregulation of Life Insurance Forms
2001-04	04/21/01	Book Transfers
2000-04	02/26/00	The Violent Crime Control and Law Enforcement Act of 1994, 18 U.S.C., Sections 1033 and 1034

<i>No.</i>	<i>Date Published</i>	<i>Description</i>
2000-03	02/19/00	Federally Mandated Health Care Fraud and Abuse Reporting
	06/28/97	Deregulation of Accident and Health Forms
	04/12/97	Deregulation of Accident and Health Forms
	03/30/96	Deregulation of Accident and Health Forms
1995-09	08/23/95	Deregulation of Commercial Lines Property and Casualty Forms
1995-07	07/19/95	Modification of Contract for Use When an Annuity Premium Tax is Not Applicable
1994-14	10/03/94	Separate Account Modified Guaranteed Life Insurance
1994-13	10/03/94	General Account Modified Guaranteed Life Insurance
1994-12	10/03/94	Separate Account Modified Guaranteed Annuity
1994-11	10/03/94	General Account Modified Guaranteed Annuity
1994-09	07/07/94	Approval and Solicitation of Long Term Care Policies for Continuing Care Retirement Communities

### *Statements of Policy*

- 31 Pa. Code, Chapter 67, Sections 67.41-67.45 and Appendix A, Motor Vehicle Financial Responsibility Law, Subchapter D. Adopted 05/19/1989.
- 31 Pa. Code, Chapter 89, Sections 89.451-89.474, Approval of Life, Accident and Health Insurance. Subchapter H. Statements of Policy. Adopted 02/05/1982.
- 31 Pa. Code, Chapter 90c, Sections 90c.1-90c.25, Individual Applications. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90d, Sections 90d.1-90d.9, Individual Accidental Death Benefits; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90e, Sections 90e.1-90e.13, Individual IRA Endorsements for Life Insurance and Annuities. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90f, Sections 90f.1-90f.16, Individual Imminent Death/Lifetime Health Care Facility Confinement Benefits Provided as Accelerated Death Benefit or Settlements of Death Benefit; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90g, Sections 90g.1-90g.16, Individual Health Care Facility Benefits Provided as Accelerated Death Benefit or Settlement of Death Benefit; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90h, Sections 90h.1-90h.11, Individual Waiver of Surrender Charges for Life and Annuity Contracts Resulting From Health Care Facility Usage; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90i, Sections 90i.1-90i.3, Certificates of Assumption. Adopted 03/05/1993.
- 31 Pa. Code, Chapter 119, Sections 119.1-119.26, Anti-Fraud. Adopted 08/27/1993.
- 31 Pa. Code, Chapter 120, Sections 120.1-120.5, Loss Cost Adjustment Filing. Adopted 08/27/1993.
- 31 Pa. Code, Chapter 150, Sections 150.1-150.5, Uniform Health Insurance Claim Form. Adopted 07/02/1993.
- 31 Pa. Code, Chapter 152, Sections 152.101-152.105, Preferred Provider Organizations, Primary Care Gatekeeper PPO Products. Adopted 09/27/1991.

31 Pa. Code, Chapter 153, Section 153.2, Permission to file accident and health, life and annuity insert pages. Adopted 10/19/1990.

31 Pa. Code, Chapter 153, Section 153.3, Simplified review of company merger, assumption or name change form and rate filing. Adopted 06/28/1991.

31 Pa. Code, Chapter 301, Sections 301.201-301.204, Health Maintenance Organization, Subchapter H. Point-of-Service Products Group Specific Community Rating. Adopted 09/27/1991.

31 Pa. Code, Chapter 301, Sections 301.301-301.321, Health Maintenance Organization, Subchapter I. Contractual Arrangements Between HMOs and IDSs. Adopted 04/05/1996.

31 Pa. Code, Chapter 303, Section 303.1, Out-of-State Health Maintenance Organization Investments. Adopted 03/25/1988.

Contact: Peter Salvatore, Bureau of Administration, 717-787-4429; fax 717-705-3873

### **II. OTHER:**

#### **Administrative Hearings Office**

*Digest of Automobile Policy Terminations (Act 68 and 78)*  
Insurance Commissioner Decisions on Automobile Insurance Administrative Hearings

#### *Digest of CAT Fund Adjudications*

Insurance Commissioner Decisions on Automobile CAT Fund Administrative Hearings

#### *Digest of Homeowners Policy Terminations (Act 205)*

Insurance Commissioner Decisions on Homeowners Insurance Administrative Hearings

#### *Digest of Agency Terminations (Act 143)*

Administrative Hearing Officer Decisions on Insurance Agency Administrative Hearings

#### *Practice and Procedure Digest*

Describes the Administrative Hearing Process

Contact: Dolores Martin, Administrative Hearings Office, 717-783-2126; fax 717-787-8781

#### **Office of Insurance Product Regulation and Administration**

##### *Public Documents Room Procedures*

Procedures to review public documents at the Insurance Department

*Regulatory Procedures Manual*

Internal procedures regarding drafting of regulations

Contact: Peter Salvatore, Bureau of Administration, 717-787-4429; fax 717-705-3873

**LABOR AND INDUSTRY****POLICY STATEMENTS:**

Labor &amp; Industry Secretary

- Equal Employment Opportunity Policy Statement
- Labor and Industry Contract Compliance Policy Statement
- Weapons Policy Statement
- Disability—Related Employment Policy Statement
- Policy on Sexual Harassment
- Health Policy Statement
- Security Policy Statement
- Free Posters Announcement
- Workplace Violence Statement
- Workforce Investment Act Policy Statement
- Availability of First Aid, CPR, and other Emergency Treatments
- Designation of Agency Officials (pursuant to Management Directive 410.10)

**Office of Equal Opportunity**

- Contract Compliance Annual Plan
- Equal Opportunity Plan
- Methods of Administration Contact: Rhonda Ross (717-772-9197)

**Bureau of Workers' Compensation**

- Occupational Disease under the Workers' Compensation Act—Guidelines for Employment Screening Programs under Act 115 of 2001 BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Health Care Under the Workers' Compensation Act BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Uninsured Employers Guaranty Fund BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- General Provisions of Act 57 of 1996 BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")

**GUIDANCE MANUALS:****Office of Vocational Rehabilitation**

- OVR Numbered Memoranda
- 01-300.02 Serving BBVS Customers Including ILOB and Specialized Services Program
- 02-200.03 Determining Which OVR Bureau should serve the customer who is blind or visually impaired
- 02-200.04 Establishment of Business Enterprise (small businesses) by OVR customers
- 03-200.05 Performance Based Job Coaching *June 2014 2*
- 04-200.06 Replacement System for General Hospital Per Diems
- 04-300.02 Rehabilitation Teaching and Orientation & Mobility Performance Standards
- 04-300.06 Procedures for Provision of CCTV's
- 04-300.07 Coding of SAP Travel Reports for Orientation & Mobility Instructors/Rehabilitation teachers
- 05-200.06 Physical Restoration
- 07-100.01 District Office Itineraries and Daily Activities Report
- 07-200.02 Audiological Services & Assistive Technology Procedures for Customers who are Deaf, Hard of Hearing, Late Deafened and DeafBlind
- 09-200.01 Ticket to Work Program
- 10-100.01 Records Retention
- 10-100.02 Driver Services for OVR Employees
- 10-100.03 OVR Case Sharing
- 10-100.04 OVR Case Filing System
- 10-100.05 Provision of Services to OVR Employees, Relatives of OVR Employees, Individuals With Whom the Employee Has a Close Personal Relationship or other Cases Designated as Confidential Per Customer Request
- 10-100.07 Vehicle Modifications Guidelines, Handbook and Competitive Bid Forms
- 10-100.08 Ad Hoc Reporting
- 10-200.01 Psychological Services—Qualifications, Approval, and Use of Psychological Providers and Services
- 10-200.02 Psychological Services—Guideline: Psychodiagnostic and Vocational Assessment
- 11-100.02 Competitive Bids-Procedures and Documentation
- 11-100.03 OVR Fiscal Procedures and Documentation
- 11-100.04 Alternate Format Policy
- 11-200.01 VR Eligibility
- 11-200.03 Subrogation/Agreement to Repay Policy
- 11-200.04 Reporting manual for the Case Service Report System RSA-911
- 11-300.01 Instructional Services (Rehabilitation Teaching and Orientation Mobility) Handbook
- 12-200.06 1998 Amendments to the Rehabilitation Act
- 12-300.01 Referring, Training and Placing VR Customers in the Business Enterprise Program
- 12-100.01 Release of Information: Forms and Instructions
- 12-100.06 Provider Agreement Policy and Procedures
- 12-200.01 OVR Due Process Procedures for Customers Receiving VR Services
- 12.200.02 College and Other Post Secondary Training
- 12-200.04 Receipt, Tagging and Inventorying of Equipment Purchased for OVR Customers
- 12-200.05 Financial Needs Test
- 12-300.02 Homemaker as a Vocational Goal
- 12-100.02 Responding to Subpoenas and Other Legal Requests
- 13-200.01 Order of Selection
- 13-200.02 Voter Registration *June 2014 3*
- 13-200.03 Work and Home Site Modifications
- 78-700.1 Post-Employment Services Procedures
- 78-800.3 Civil Service Handicapped Job Bank
- 79-800.4 Job Analysis and Form BVR-108
- 80-800.5 Non-Civil Service Handicapped Job Bank
- 88-500.3 Vocational Evaluation and Personal Work Adjustment Training and forms
- 88-600.2 Guidelines—Individuals with Mental Retardation
- 89-300.5 Direct Payment for Maintenance & Transportation
- 89-400.1 Qualifications and Use of Orthotists and Prosthetists
- 96-300.23 Specialty Examination and Physical Restoration
- 95-400.11 Drug and Alcohol Fee Schedule
- 95-600.6 OVR Transition Guidelines
- 96-300.22 Durable Medical Equipment—Wheelchairs and Motorized Scooters
- 96-800.6 On the Job Training
- 97-600.8 Revised Guidelines—Specific Learning Disabilities
- Updated IL/SS Handbook
- 10-300.01 Independent Living/Specialized Services Program Handbook Contact: Denise Verchimak (717-772-3511) Office of Vocational Rehabilitation
- Bureau of Blindness and Visual Services Independent Living/Specialized Services Program Handbook Contact: David DeNotaris (717-783-3784) Director, BBVS

**Bureau of Workers' Compensation**

- Calculating 21-Day Compliance BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Return-to-Work Model BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- PA Workers' Compensation Employer Information Pamphlet, LIBC-200 (Workers' Compensation Guidelines for Employers.) BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Workers' Compensation and the Injured Worker Pamphlet, LIBC-100 (Workers' Compensation Guidelines for Injured Workers.) BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Workers' Compensation and the Injured Worker Pamphlet-Spanish Edition, LIBC -100-(ESP) (Workers' Compensation Guidelines for Spanish-speaking Injured Workers.) BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Procedures for Completing an Application for Fee Review, LIBC-600 BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- 2014 Statewide Average Weekly Wage Schedule. Revised effective January 1, 2014. BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Statement of Purpose of Adoption of Usual and Customary Charge. Effective November 1, 2010. BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Medical Report, LIBC-9, Tutorial BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation") *June 2014 4*
- EDI (Electronic Data Interchange). Claims Implementation Guide. BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Employee/Dependent Statement Form. WCOA website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Bureau Code Listings. Updated Monthly. BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- IRE Physician Listing. Updated Monthly. BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Safety Committee Box Score. Updated Monthly. BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Employer's Guide to Self-Insuring Workers' Compensation, LIBC-300 BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Accident and Illness Prevention Service Provider Qualifications Guide  
Contact: Bill Keefer, Health and Safety Division, BWC (717-772-1636)
- HandS System, BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation") Contact: Scott Weiant, Health and Safety Division, BWC (717-772-1917)
- State-Certified Workplace Safety Committee Brochure (LIBC-733) Contact: Scott Weiant, Health and Safety Division, BWC (717-772-1917)
- PATHS: Pennsylvania Training for Health and Safety. BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- Workplace Safety Committee Technical Assistance/Certification Assistance Manual (LIBC-55), BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")  
Contact: Scott Weiant, Health and Safety Division, BWC (717-772-1917)
- Technology Utilization Guidelines, BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")  
Contact: Scott Weiant, Health and Safety Division, BWC (717-772-1917)
- Workers' Compensation Automation and Integration System (WCAIS) BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- WCAIS, Forms BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")

- EDI Claims Implementation Guide BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- WCAIS, Training Resources BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")
- WCAIS, Frequently Asked Questions BWC website: [www.dli.state.pa.us](http://www.dli.state.pa.us) ("Workers' Compensation")

**OTHER:****Center for Workforce Information and Analysis**

- Contact: Sue Mukherjee (717-787-6507)
- New Hire Program forms for businesses to use to report new hires—found at [www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us)
  - High Priority Occupations policy and petition information available at [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us) *June 2014 5*

**Bureau of Workforce Development Partnership**

- Workforce Investment Information Notice 12-03 dated June 22, 2004 regarding Rapid Response/ Trade Adjustment (TA) Program Policy—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 12-03 Change 1 dated January 31, 2008 regarding Trade Act petitions—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 7-03 dated July 7, 2004 regarding Trade Act and NAFTA-TAA job search—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 6-03 dated December 12, 2003 regarding Trade Act and TAA Reform Act waiver policy and procedure—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 5-03 dated December 12, 2003 to furnish local staff with State's Trade Act certification and petition processes found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 4-03 dated July 29, 2004 regarding Trade Act reemployment benefit—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 1-03 dated September 12, 2003 regarding Distance learning under TAA—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 14-02 dated June 10, 2003 regarding Seamless integration and coordination of services under Trade Act programs with Workforce Investment Act—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 7-01 dated December 11, 2001 regarding Reasonable Cost of Training and Transportation Payments for the TAA/NAFTA-TAA programs—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 6-99 Change 2 dated November 1, 2007 regarding Rapid Response funds—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 2-07 dated June 27, 2008 regarding Rapid Response process and services—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 2-06 dated July 6, 2007 regarding Dislocated Worker Transition Teams—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Workforce Investment Information Notice 1-07 Change 1 dated June 24, 2011 regarding program/provider information, guidance, and requirements—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)

- Workforce Investment Information Notice 1-05 Change 2 dated May 3, 2007 regarding information for Local Workforce Investment Areas' (LWIAs) training providers related to certification process—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 12-02 dated April 10, 2003 regarding Workforce Investment Act certification of training and course/programs and developing *June 2014* 6 ITA policies and procedures—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 3-02 dated January 8, 2003 regarding Guidelines to moving Pa CareerLink and Partners—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 2-02 dated January 8, 2003 regarding Guidelines to moving Pa CareerLink and Partners—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 3-05 dated June 20, 2006 regarding Competitive procurement of Youth Services for LWIA Program Operators, LWIBS and their Local Youth Councils—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 2-04 dated April 27, 2005 regarding policies and procedures for grants awarded to Local Workforce Investment Areas, non-profit organizations, private-for-profit businesses and Local Education Agencies—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 8-02 Change 2 dated June 7, 2004 regarding development and operation of Self-Assistance Program and Project Gate—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 4-99 Change 1 dated November 4, 2002 regarding core intensive training, optional and youth services by program charts—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 3-99 Change 2 dated November 4, 2002 regarding guidance information on Title I WIA eligibility criteria for registration and WIA acceptable eligibility verification.—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 1-98 Change 2 dated January 30, 2004 regarding WIA participant questions and answers.—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 9-02 dated January 8, 2003 regarding WIA performance measures.—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 11-02 dated January 22, 2003 regarding Labor Exchange and Veterans Employment Training Service Performance Measures—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 10-02 dated January 22, 2003 regarding performance measure training—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 3-01, Change 2 dated May 23, 2003 regarding Revised Team Pa CareerLink Employment Services Policies and Procedures.—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 1-01 dated August 9, 2001 regarding definitions of levels of Pa CareerLink registration Services Policies and Procedures.—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 2-01 Change 1 dated July 21 2003 regarding revisions of WIIN 2-01 for Staff-Assisted Registration for Employment Services—found *June 2014* 7 on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 6-01 dated May 15, 2002 regarding combined business plan/agreement process—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 3-00 Change 2 dated June 6, 2008 regarding guidance to local Workforce Investment Boards and their Youth Councils on the Workforce Investment Act of 1998, federal regulations and state policies found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 2-00 Change 2 dated March 2, 2004 regarding—Financial Management Technical Assistance Guide—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 3-03 Change 2 dated August 15, 2009 regarding guidance to Local Workforce investment Boards on membership, certification and compliance with the Workforce Investment Act and state policies—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 2-03 Change 1 dated October 8, 2003 regarding Commonwealth's revised Local Workforce investment Board staffing policy found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 4-00 dated July 27, 2001 regarding LWIA designations in prescribed formats—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
  - Workforce Investment Information Notice 1-11 dated July 15, 2011 regarding guidance to Local Workforce investment Boards on sanctions policy—found on the PA workforce website: [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Minimum Wage Advisory Board**
- Analysis of the Pennsylvania Minimum Wage in 2012.
- Office of Vocational Rehabilitation**
- The OVR Annual Report—Ralph Roach (717-787-3940).
  - OVR Combined Agency State Plan Update—Ralph Roach (717-787-3940)
  - Employment Services for Persons with Disabilities—Cindy Mundis (717-787-5518)
  - The OVR Rehabilitation Services Handbook—Ralph Roach (717-787-3940)
  - OVR Transition From School To Work—Dana Baccanti (717-772-1656)
  - OVR—Transition From Substance Abuse to Recovery and Work (A Guide for Vocational Rehabilitation) Dana Baccanti (717-772-1656)
  - Your Road to Independence—David DeNotaris (717-783-3784)
  - Employer Services—Cindy Mundis (717-787-5518)
  - On-the-Job Training—Cindy Mundis (717-787-5518)
- State Workers' Insurance Fund**
- Injury Hotline Reporting Sticker
  - Employee Information for reporting of Work Related Injuries
  - Workers' Compensation Employee Notice
  - SWIF District Office Map and Directory *June 2014* 8
  - Notice of Employer W/C coverage with SWIF (English

& Spanish)

- SWIF Information Pamphlet
- “You as a Witness” in a Workers’ Comp. Proceeding
- Benefits of Early Reporting of Injuries
- State Workers’ Insurance Fund “Checklist”
- SWIF’s Early Return to Work Program
- Telephonic Reporting Questionnaire
- “21 day rule” Reporting guideline letter
- SWIF Safety Policy and Program Outline
- Certified Safety Committee Addendum
- Governor’s Initiative on Workplace Safety, Pennsafe
- Drug Free Pennsylvania Packet
- Claimant Authorization for Direct Deposit of SWIF Benefits Notice of subrogation lien against a third-party recovery under Section 319 of the Workers’ Compensation Act
- Preferred Provider Organization (PPO) Notice
- Free Access to Statewide Preferred Provider Organization (PPO) Notice
- Return-to-Work Program Notice (It is not the same as the SWIF Early Return to Work Program previously listed. Both are still in use.)
- Memo Concerning Section 305.2 of the Workers’ Compensation Act.
- Notice to SWIF Policyholders Concerning their Obligation to Comply with Bureau Regulation 121.3b

#### **Bureau of Workers’ Compensation**

- Workers’ Compensation Rate Schedules BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Independent Review Examination Physician’s Listing. BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- 2010 Medical Access Study Executive overview. Updated July 2011. BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Employer’s Guide to Workers’ Compensation Insurance in Pennsylvania (A folder which includes: An Employer’s Overview, A Guide to Loss Cost Multipliers, A Guide to Classification Codes and other workers’ compensation information of interest to employers). Updated January 2011. Contact: Information Services Helpline (717-772-3702)
- Workers’ Compensation and Workplace Safety Annual Report BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Frequently Asked Questions Workers’ Compensation BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Frequently Asked Questions Health Care Services Review BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Frequently Asked Questions Workplace Safety Committee Certification Program BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Office of Adjudication Petition Count WCOA Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Obtaining WC Hearing Transcripts WCOA Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”) *June 2014* 9
- Medicare Policy: Evaluation and Approval of WC Lump Sum Settlements WCOA Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Accommodation Requests WCOA Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Lawyer Referral Service Information (Web guideline) WCOA Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)

#### **Workers’ Compensation Appeals Board**

(Contact: William Trusky 717-783-7838)

- LICB-25/26, Appeal From Judge’s Findings of Fact and Conclusions of Law
- Workers’ Compensation Appeal Board—Overview of Program
- Instructions for Completing the Appeal Form
- 2012/2013 Hearing Dates
- FAQs
- Members of the Board [http://www.portal.state.pa.us/portal/server.pt/community/workers%27\\_compensation\\_appeal\\_board/10314](http://www.portal.state.pa.us/portal/server.pt/community/workers%27_compensation_appeal_board/10314)

#### **Interpreter Law, Act 172 of 2006**

(Contact: Richard Lengler 717-705-0464)

- Model Voir Dire for Qualifying a Non-Certified Sign Language Interpreter or Transliterator
- Model Voir Dire for Qualifying a Non-Certified Foreign Language Interpreter
- Suggested Oath
- Pennsylvania Code of Ethics and Professional Conduct for Interpreters
- Presiding Officer Checklist
- Interpreter Checklist
- Frequently Asked Questions
- Interpreter’s Law Guide <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=614764&mode=2>

#### **Office of Unemployment Compensation Benefits Policy**

(Contact: Lara Hege 717-772-8830) [www.uc.pa.gov](http://www.uc.pa.gov)

- BUR-843 Request for Confidential Information
- DUA-5 Disaster Unemployment Assistance
- UC-23 Pennsylvania Unemployment Compensation Filing Materials Checklist
- UC-23 (ESP) Pennsylvania Unemployment Compensation Filing Materials Checklist (Spanish)
- UC-24 UC REA Notice
- UC-27 UC Business Card
- UC-44F(Insert) Claimant Certification of Wages
- UC-50 Benefit Exhaustion Letter
- UC-55F(Insert2) Information Regarding Financial Eligibility
- UC-199 Document Retention Notice *June 2014* 10
- UC-200 Poster Protect Your Business From Higher Taxes
- UC-301 Work Search Warning Letter
- UC-304 Record of Job Applications and Work Search Activities
- UC-304 (ESP) Record of Job Applications and Work Search Activities (Spanish)
- UC-307 Work Search Review Form
- UC-309 Advertise Direct Deposit Option
- UC-310 Authorization for Direct Deposit
- UC-311 Important Information about Your UC Benefits
- UC-360 Claim Confirmation Letter
- UC-363 Employer Letter
- UC-365C New PIN Notice
- UC-361 Notary Public Signature (identity verification)
- UC-483 Request for Subsequent Benefit Year Information
- UC-494, UC-494(A) Credit Week Information Request
- UC-503A, UC-503V Cover Letter and Notice of Court Ordered Withholdings
- UC-528 Notice of Exhaustion of UC Benefits
- UC-529 Notice of Expiration of UC Benefits
- UC-600 Poster: Report UC Fraud
- UC-601 Poster: UC Fraud is a Crime
- UC-602 Cheating the System
- UC-700 UC Claims Poster (Private Employers)
- UC-700(ESP) UC Claims Poster (Spanish)



- UC-700A UC Claims Poster (State Employers)
  - UC-701 UC Reduction of Benefits poster
  - UC-701 (ESP) UC Reduction of Benefits poster (Spanish)
  - UC-723 Important Information about your Eligibility for UC (law changes)
  - UC-1084 Application Shared-Work Plan (Employer)
  - UC-1084(A) Application Instructions
  - UC-1088 Application Shared-Work Plan (Claimant)
  - UC-1088(A) Application Instructions
  - UC-1089 Bi-weekly claim form (Employer)
  - UC-1091 Application to modify approved Shared-Work Plan
  - UC-1097 Shared-Work pamphlet
  - UC-1099G Statement for Recipients of PA Unemployment Compensation Payments
  - UC-1201 Important Registration Requirement
  - UC-1205 Fax Cover Sheet
  - UC-1208 Pennsylvania UC Benefits Address Confirmation and Power of Attorney
  - UC-1290 Notice of Certification Under the Trade Act of 2002
  - UC-1290A Notice of Certification Under the Trade Act of 2009
  - UC-1290B Notice of Certification Under the Trade Act of 2011
  - UC-1290R Notice of Certification Under Reversion 2014
  - UC-1295 Trade Act Claim Confirmation
  - UC-1298 Instructions for Filing Biweekly TRA Claims
  - UC-1300R ATAA
  - UC-1600 Recent UC Legislative Changes—Employers Charge
  - UC-1609 How to Apply for UC benefits (State Employers) *June 2014* 11
  - UC-1609 (INS) Instructions for Commonwealth Agencies When Completing Form
  - UC-1609 How to Apply for Unemployment Compensation (UC) Benefits
  - UC-1609P How to Apply for UC benefits (Private Employers)
  - UC-1609P (INS) Instructions for Employers When Completing Form UC-1609P How to Apply for Unemployment Compensation (UC) Benefits
  - UC-1611 Notice of Monetary Eligibility—Combined Wage Claim
  - UC-1804 Benefit Reduction to zero
  - UCP-1 PA UC Handbook
  - UCP-1 (ESP) PA UC Handbook (Spanish)
  - UCP-8 State Unemployment Compensation and Supplemental Unemployment Benefit Plans
  - UCP-9 Unemployment Compensation Extended Benefits (EB) Period Beginning February 2009
  - UCP-9 (ESP) Unemployment Compensation Extended Benefits (EB) Period Beginning February 2009 (Spanish)
  - UCP-11A Trade Act of 2002 & Reversion 2014
  - UCP-11A (ESP) Trade Act of 2002 (Spanish)
  - UCP-11B Trade and Globalization Adjustment Assistance Act of 2009
  - UCP-11B (ESP) Trade and Globalization Adjustment Assistance Act of 2009
  - UCP-11C Trade Adjustment Assistance Extension Act of 2011
  - UCP-16 UC for Reimbursable Employers
  - UCP-18 UC Appeals Information
  - UCP-18 (ESP)-UC Appeals Information (Spanish)
  - UCP-22 RFC for Contributory Employers
  - UCP-24 Support Withholding from UC
  - UCP-25 Employee Unemployment Compensation Withholdings
  - UCP-26 Emergency Unemployment Compensation (EUC) Program
  - UCP-26 (ESP) Emergency Unemployment Compensation (EUC) Program (Spanish)
  - UCP-32 Employee or Independent Contractor?
  - UCP-36 Employers' Reference Guide to Unemployment Compensation
  - UCP-39 UC Services for Employers
  - UCP-41 UC Eligibility Issues \*UCP-41 (ESP) UC Eligibility Issues (Spanish)
  - UCP-42 (ES-2762) UC Employer Rights
- Office of Unemployment Compensation Benefits—Discontinued Non-Regulatory Documents**
- UCP-28 Services Provided by Pennsylvania Teleclaims
  - UCP-11 Assistance for Workers under Trade Act of 1974.
  - UCP-11(ESP) Assistance for Workers under Trade Act of 1974
  - UCP-37 Your Unemployment Benefit Guide
  - UCP-37 Your Unemployment Benefit Guide (Spanish)
  - UC-1300 Federal Health coverage Tax Credit/ATAA
  - UC-1300A Federal Health Coverage Tax Credit/RTAA
  - UC-1300B Federal Health Coverage Tax Credit/RTAA *June 2014* 12
- Office of Unemployment Compensation Tax Services**
- PA- 100 Pennsylvania Enterprise Registration Form and Instructions
  - UC-746, Records to Be Kept by Employers
  - UC-2010, UCMS File Layouts and Formats for Electronic Reporting of PA Quarterly UC Wage and Tax Data
  - UCMS - <https://www.paucemployers.state.pa.us>
  - UCP-7: The Problem of “Localized” and “Nonlocalized” Employment
  - UCP-16: UC for Reimbursable Employers
  - UCP-18: UC Appeals Information
  - UCP-18 (ESP): Compensación por Desempleo
  - UCP-22: Relief From Charges for Contributory Employers Questions and Answers
  - UCP-25: PA Employee UC Withholdings
  - UCP-30: PA UC—Preparing for your UC Audit
  - UCP-32: Employee or Independent Contractor?
  - UCP-34: PA UC Tax Clearance Program
  - UCP-35: Family Employment
  - UCP-36: Employer's Reference Guide to UC
  - UCP-36 (Insert): PA UC Solvency Tax Information
  - UCP-38: Internet Filing of Quarterly Reports for UC (Forms UC-2/2A) & Electronic Payment of Contributions via Electronic Funds Transfer
  - UCP-39: Pennsylvania Unemployment Compensation Services for Employers
  - UCP-40: Controlling UC Costs for Contributory Employers
  - UCP-41: Unemployment Compensation Eligibility Issues
  - UCP-41 (ESP): Compensación de Desempleo Puntos de Derecho
  - UC Issues Update Newsletter
- Unemployment Compensation Board of Review**
- UC-58 List of Issues
  - UC-58 TRA List of Issues
  - BD-54 Telephone Hearing Regs
  - UC-53P Assistance card
  - UC-46A Board appeal form
  - UC-1627 Translation notice is owned by the service center but not listed for OUCB Website is located at: <http://www.uc.pa.gov/portal/server.pt/community/appeals/20596>

**Bureau of Labor Law Compliance**

Contact: Peter Von Getzie, Acting Director (717-787-3681)

- Apprenticeship and Training Act
- Apprenticeship and Training Program Overview—forms application
- Child Labor Act—LLC-17, Schedule of Work Hours
- Child Labor Complaint Form—LLC-21
- Application for Minors in Performances—LLC-12
- Abstract of Child Labor Act—LLC-5/LLC-5(ESP) *June 2014* 13
- Special waiver Request for entertainment in Performances—LLC-76
- Prohibited Occupations under the Child Labor Act
- Equal Pay Law
- Industrial Homework Law—Industrial Homework Application/Application Renewal
- Industrial Homework Certification
- Medical Fee Act
- Minimum Wage Act—Minimum wage complaint form
- Overtime Rules in Pennsylvania
- Wage Payment and Collection Law
- Personnel File Inspection Act
- Prevailing Wage Act
- Wage Rate Submittal Form
- Seasonal Farm Labor Act—Contractor/Agent LLC—6 Applications for Farm Labor
- Underground Utility Line Protection Act
- Prevailing Wage Statistics and Collections
- Labor Standards Statistics and Collections
- Prevailing Wage Rate Determination Search
- Prevailing Wage Determination Request
- Prevailing Wage Act
- Prevailing Wage Regulations
- Current Labor & Industry debarment list [updated]
- Certified Payroll Certificate
- Apprenticeship and Training Regulations
- Prevailing Wage Complaint Form
- Electronic Online Version (PW)
- Printer Friendly (PDF Download)
- Spanish Version (PDF Download)
- Labor & Industry Road Construction Interpretation
- Check form list
- HITS Incident Report Form
- Employment of Minors as Ambulance Attendants
- Definitions for 29 County Building Common Journey-person Construction Laborers
- Definitions for 29 County Heavy, Highway Construction Laborers [revised]
- Definitions for 7 County Building Construction Operators
- Definitions for 22 County Building Construction Operators *June 2014* 14
- Definitions for 29 County Heavy Equipment Operators
- Definitions for 29 County Highway Construction Operators
- Definitions for 33 County Building Common Journey-person Laborers
- Definitions for 33 County Heavy & Highway Laborers [revised]
- Definitions for 33 County Building Operators
- Definitions for 33 County Heavy & Highway Operators
- Definitions for 5 County Building Common Journey-person Laborers
- Definitions for 5 County Heavy & Highway Laborers [revised]
- Definitions for 5 County Building, Heavy, Highway Operators
- Asbestos Removal—Asbestos Worker/Laborer
- Truck Driver (Building, Heavy, Highway)
- Painters (Building, Heavy, Highway)

- Mandatory Workplace Postings for Minimum Wage and Prevailing Wage.
- Act 102 Prohibition of Excessive Overtime in Health Care Act Frequently Asked Questions
- Act 102 Prohibition of Excessive Overtime in Health Care Act PowerPoint
- Act 102 Prohibition of Excessive Overtime in Health Care Act Complaint Form
- Act 102 Prohibition of Excessive Overtime in Health Care Act General Overview
- Regulations Governing the Employment of Minors in Performances
- Act 72 Construction Workplace Misclassification Act Workplace Poster in English and Spanish
- Act 72 Construction Workplace Misclassification Act Complaint Form in English and Spanish
- Act 72 Construction Workplace Misclassification Act Summary in English and Spanish
- Act 72 Construction Workplace Misclassification Act Copy of Law
- Solar Panel Classification Information
- Personnel File Complaint Form
- Monthly Report
- Prohibition of Excessive Overtime in Health Care Act (PowerPoint)
- Bureau of Labor Law Compliance (Prevailing Wage Act PowerPoint)

**Bureau of Mediation**

Contact: William D. Gross, Director (717-787-2803)

- Grievance Mediation pamphlet
- Pennsylvania Bureau of Mediation pamphlet
- Steward & Supervisor Training pamphlet
- Timed Mediation pamphlet
- Dispute Notice LIMS-102
- Pennsylvania Public Employee Relations Act (195) Notice to Bureau of Mediation LIMS-103
- Act 88 Amendment to the Public School Code of 1949 Notice to Bureau of Mediation LIMS-104
- Request for Grievance Arbitration Panel LIMS-115
- Request for Grievance Mediation LIMS-15 *June 2014* 15

**Bureau of Occupational and Industrial Safety**

Technical International Building Code 2003 Advisories  
Contact: Kim D. Peck, Director, BOIS (717-783-6304)

- Advisory on Sections 302.1.1 and 302.2—Incidental use areas and accessory use areas. Issued March 3, 2005
- Advisory on Sections 310.1 and 310.2—Residential care facilities with 6-16 occupants. Issued April 1, 2005.
- Advisory on Section 404.8—Travel distance. Issued October 29, 2004.
- Advisory on Section 707.2—Shaft enclosure required (Exception 7). Issued March 3, 2005.
- Advisory on Section 1014.1—Exit or exit access doorways required. Issued October 29, 2004.
- Advisory on Section 1016.5—Corridor Continuity. Issued October 29, 2004.
- Advisory on Section 1019.1—Enclosures required (Exceptions 8 and 9). Issued March 3, 2005.
- Advisory on Sections 3409.3 and 3409.6 (and IEBC sections 812.5 and 506.2)—Accessibility requirements applicable to changes of group or occupancy and alterations. Issued March 3, 2005. Revised and re-issued January 8, 2007.
- Advisory “S” (Storage) versus “U” (Utility and Miscellaneous Use) classification and use. Issued June 30, 2005. Revised January 9, 2008.
- Technical International Building Code 2006 Advisories  
Contact: Kim D. Peck, Director, BOIS (717-783-6304)
- Advisory on Section 310.1 and 310.2—Residential care facilities with 6-16 occupants. Issued April 1, 2005. Revised January 26, 2007.

- Advisory on Section 404.8—Travel Distance. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 707.2—Shaft enclosure required (Exception 7)—Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1007.1—Accessible Means of Egress Required—Issued July 16, 2008.
- Advisory on Section 1007.6—Areas of Refuge—Issued July 16, 2008.
- Advisory on Section 1008.1.3.4—Access-controlled Egress Doors—Issued January 30, 2008.
- Advisory on Section 1015.1—Exit and exit access doorways required. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 1017.5—Corridor continuity. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 1020.1—Enclosures required. Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1020.1—Enclosures required (Exceptions 8 and 9). Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1020.1.5—Discharge identification barrier. Issued January 30, 2008.
- Advisory on Sections 3409.4 and 3409.7 (and IEBC sections 912.8 and 605.2)—Accessibility requirements applicable to changes of group or occupancy and alterations. Issued March 3, 2005. Revised January 26, 2007. *June 2014 16*
- Advisory “S” (Storage) versus “U” (Utility and Miscellaneous Use) classification and use. Issued June 30, 2005. Revised January 9, 2008.
- Uniform Construction Code Advisories  
Contact: Joseph P. Marchioni, Chief, UCC Division (717-346-2729)
- Accessibility-Only Plan Reviews and Inspections.
- Building Code Official (BCO) Certification. Revised November 14, 2007.
- Certain Electrical Requirements with an Effective Date of 1/1/08.
- Ground Snow Loads. Revised June 28, 2007.
- Health Care Facilities Act
- Manufactured Housing
- One- and Two-Family Dwelling Fire Protection of Floors. Issued August 1, 2011.
- One- and Two-Family Dwelling Sprinkler Installation. Issued August 1, 2011.
- Recreational Cabin Exclusion
- Residential Care Facilities. Revised on July 12, 2010.
- Sprinkler System Shop Drawings
- “State-Owned Buildings”
- Temporary Structures. Revised on January 19, 2011.
- Townhouse Sprinkler Installation. Revised on August 1, 2011.
- Utility Service Connections
- Accessibility Directives  
Contact: Kim D. Peck, Director, BOIS (717-783-6304)
- Accessibility Requirements in Certain Townhouses
- Accessibility Requirements When Adding Non-Grade Level Floors
- Additions and Accessible Exits
- Measuring Kitchen Base Cabinets for an “Obstructed High Side Reach Range”
- Public Pools and Accessible
- Temporary Certificates of Occupancy & Accessibility
- Vending and Lottery Machine Reach Ranges
- Advisories on Elevators & Other Lifting Devices  
Contact: Michael J. Mellon, Jr., Chief, Elevator Division (717-214-4320)
- Building Approval Information
- Common Application Deficiencies
- Controller Change Alterations
- Emergency Permits
- Excessive Car Top Clearance
- Governors in Hoistway
- Hoistway Certifications
- Jack Replacement
- Major Repair—Equipment Number
- New Construction vs. Alterations
- Pit Ladders
- Proof of Contract
- Temporary Construction Elevators
- Variances
- VRCs
- Wheelchair and Stairchair Lifts *June 2014 17*
- Work/Equipment in Machine Rooms
- Worker & Community Right to Know Publications
- Contact: Carol Freeman, Pennsafe Division (717-783-2071)
- PSF-4 Employee Workplace Notice
- PSF-4S Employee Workplace Notice (Spanish version)
- PSF-8 Compliance Materials for Public Sector Employers Hazardous Substance Survey Form (booklet)
- PSF-22 Environmental Hazardous Survey Form
- PSF-23 Compliance Checklist for Public Sector Employers
- PSF-29 RTK Request for Information/Complaint Form
- PSF-38 Pennsylvania Tier II Emergency & Hazardous Chemical Inventory
- Guidance Manual Pennsafe website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (Keywords: PATTS, HSSF)

## INDUSTRIAL BOARD

Contact: Traci Willman, Administrative Officer (717-787-6114)

- Board description.
- Appeal/Variance/Extension of Time Procedures.
- Meeting Dates.
- FAQs
- LIIB 115 Fire and Panic Act form.
- LIIB 117 Uniform Construction Code form
- LIIB 118 Elevators and Other Lifting Devices form
- LIIB 119 Request for Industrial Board Plans form
- LIIB 121 Flammable and Combustible Liquids form
- LIIB 122 Liquefied Petroleum Gas form
- LIIB 303 Boiler form
- LIIB 305 Unfired Pressure Vessel form
- LIIB 306 Bedding & Upholstery Industrial Board Petition

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## MILITARY & VETERANS AFFAIRS

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### POLICY STATEMENTS:

- ADA Policy Statement
- HIV/AIDS Policy
- Sexual Harassment Policy
- Substance Abuse in the Workplace Policy
- Workplace Violence Policy
  - Contact: Office of Administration (717) 861-8850
- Equal Opportunity Statement
  - Contact: DMVA/HR (717) 861-8796
- Operation of Clubs within National Guard Facilities
- Privately Owned Weapons on National Guard Facilities
  - Contact: Office of Chief Counsel (717) 861-8503
- Smoking Policy
  - Contact: Office of Administration (717) 861-8849
- Public Affairs Airlift Policy
  - Public Affairs (717) 861-8468
- Military Aircraft Flyovers
  - Public Affairs (717) 861-8468

- Use of Military Equipment for Civilian Organizations
  - Contact: Military Support (717) 861-8938
- Recreational Access to Fort Indiantown Gap
  - Contact: FTIG Training Site (717) 861-8155
- Resident Abuse Policy and Procedures
- Staff/Resident Fraternalization Policy, Veterans' Homes
- Handbook of Accounting Manual for State Veterans' Homes
- HIPAA Policies and Forms for State Veterans' Homes
  - Contact: Bureau of State Veterans' Homes (717) 861-8903
- Standard Operating Procedure for Armory Rentals
- Policy for State-Owned Family Housing
  - Contact: Bureau of Facilities and Engineering (717)861-8580
- Policy on Maintenance and Use of Veterans' Trust Fund

#### INTERNAL GUIDELINES:

- Adherence to Work Hours/Wear of Military Uniform
- Bomb Threat Plan—DMVA contains classified information
- Curtailment of Activities at FTIG Due to Inclement Weather
- Discipline Manual
- Photo ID Cards for State Civilian Employees at FTIG
- Political Activity
- Reporting Procedures for Workplace Violence
- Retired Guardsmen Involvement
- Notification of VIP Visits for FTIG and DMVA Organizations
- Overtime/Compensatory Leave Policy
- Work Schedule
- Pennsylvania National Guard Military Regulations and Directives (PMR/PaANGR)
- Manual for Courts-Martial under PCMJ
- Discrimination Complaint Process
  - Contact: DMVA/HR (717) 861-8796
- Employee Orientation Checklist
- Review of Procedures for Responding to PHRC/EEOC Complaints
- Sexual Harassment: Your rights and responsibilities
- DMVA Work Rules/Standards of Conduct
  - Contact: Office of Administration (717) 861-8550
- IT Policies and Procedures
  - Contact: OA/IT (717) 861-8639
- Policy Information Memos (PIMs)

#### OTHER/GUIDANCE/INSTRUCTIONAL MANUALS:

- Military Family Relief Assistance Program Guidelines
  - Contact: MFRAP (717)861-8268
- Personnel Manual
- DMVA Guide to Classification
- Employee Handbook
- Guide to Managing the Official Personnel Folder
- Leave Manual for the DMVA
- Employee Safety Handbook
- DMVA Guide for Controlling Sick Leave Abuse and Time and Attendance Problems
- PA Worker and Community Right to Know Training Booklet
- Partial and Full-Day Closings for State Employees at Ft. Indiantown Gap
- Training Guidelines Manual
- Work-Related Disability Leave and Modified Light Duty Manual
  - Contact: Office of Administration (717) 861-8550
- Equal Opportunity Plan
- Contract Compliance Plan for DMVA
- DMVA Workforce Profile
- Training Plan and Report
  - Contact: DMVA/HR (717) 861-8796

- Organizational and Functional Statement for the DMVA
- Index of Administrative Publications (contains classified information) Pamphlet 310
- Military Publications Index of Blank Forms (contains classified information) Pamphlet 25-32
  - Contact: Office of Administration (717) 861-8550
- Patient Care Policy Manual, Veterans' Homes
- State Home Construction Grant Program
- Veterans Administration Guidelines for State Veterans' Homes
  - Contact: Bureau of State Veterans' Home (717) 861-8903
- Directory of Agencies Providing Information to Veterans
- PA Veterans' Memorial
- Telephone Directory for Veterans Organizations

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#### PENNSYLVANIA BOARD OF PROBATION AND PAROLE

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#### Publications available through the Pennsylvania Board of Probation and Parole

- Parolee Handbook (June 2014)
- Parolee Handbook (Spanish Version February 2013)
- Pennsylvania's Reentry System: Toward Safer Communities (April 2013)
- Fact Sheet: Understanding the Parole Process (January 2013)
- Fact Sheet: Effective Parole Systems Don't Just Happen (November 2009)
- Fact Sheet: Law Enforcement Collaboration (September 2010)
- Fact Sheet: Victims' Voice Law (October 2013)
- Fact Sheet: State Performance Improvements—Fiscal Year 2012/2013 (September 2013)
- Preparing For Your Return to the Community: What Offenders and Their Families Need to Know (June 2012)
- Reentry Program (September 2013)
- Parole Violator Center Program (January 2013)
- Parole Violator Center Program (Spanish Version February 2013)
- Rebuilding Your Life as a Veteran While on Parole (April 2014)
- Employer Benefits of Hiring Individuals on Community Supervision (August 2013)
- Understanding and Living Under Parole Supervision (May 2014)
- Contact: Leo Dunn 717.787.6208

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#### PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

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#### Office of Criminal Justice System Improvements

- U.S. Department of Justice, Bureau of Justice Assistance, "Byrne Formula Grant Program Guidance"
- U.S. Department of Justice, Bureau of Justice Assistance, Fact Sheets
- Minimum Standards for Criminal Justice Advisory Boards (CJABs)
- 2011 Byrne Justice Assistance Grant—Local
- 2011 Coverdell PA POLLS—End Point Support
- 2011 Coverdell PA POLLS—Infrastructure Support
- 2011 PA DOC Culinary Arts Program
- 2012/13 Paul Coverdell Forensic Science Grants
- 2013/2014 Paul Coverdell Forensic Science Grants
- 2013 Chiefs' Council Training/Technical Assistance
- ARRA Better Automation and Sharing by Law Enforce
- ARRA Child Advocacy Centers
- ARRA County Technology Initiatives 2009
- ARRA—Criminal History Records Improvement (2011)

- ARRA DOC Reentry
- ARRA Juvenile Prosecution/Defense Capacity BLDG
- ARRA—Megan’s Law Registration Support (2012)
- ARRA PSP Megan’s Law Modernization System
- ARRA PSP PICS Phase II
- ARRA/Justice Practitioner Job Creation & Retention
- ARRA—Criminal Justice Improvement Programs
- ARRA—Protection From Abuse Database Transition
- Better Automation and Sharing by Law Enforcement
- Capital Case Litigation Initiative 2011
- Center of Excellence
- CJAB Technical Assistance (2012)
- County Intermediate Punishment (Re-release)
- County Intermediate Punishment Programs 2013-2014
- County Intermediate Punishment Programs 2014-2015
- County Offender Re-entry Planning Grants
- Criminal Justice Advisory Board Initiatives 2010
- Criminal Justice Advisory Board Initiatives 2011
- Criminal Justice Advisory Board . . . Phila CJAB
- Drug & Alcohol Restrictive Intermediate Punishment
- Law Enforcement Accreditation Program (2011)
- Megan’s Law Registration Support (2012)
- Mental Health and Justice Housing Initiative
- PA SAVIN I Maintenance (2012)
- PA SAVIN I Maintenance (2013)
- Problem Solving Courts Performance Measurement
- PSN Middle District/Basic-gang 2010
- PSN-Western Dist/Anti-Gang 2011/12
- Regional Policing
- Regional Policing 2012
- RSAT 2010
- RSAT 2011—Wernersville Continuation
- Sentencing Risk Assessment (2012)
- Sentencing Technical Assistance (2012)
- State Intermediate Punishment to HOPE
- Statewide Defender Training (2010)
- Statewide Defender Training-2012
- Substance Abuse Education (SAEDRF) Category 1
- Substance Abuse Education (SAEDRF) Category 1&2
- Substance Abuse Education (SAEDRF) Category 2 & 3
- Substance Abuse Education (SAEDRF) Category 3
- Training Initiatives-PDAI (2011/12) (2011 JAG)
- Training Initiatives-PDAI (2012/13)

#### **Constables Education and Training Board**

- Constables’ Training Bulletins and Annual Reports, August 1994 to present..
- Constables’ Education and Training Board (CETB) instructor information produced solely for contractor schools.—Updated (NOV 07) and adopted by the CETB as an official policy.
- CETB / PCCD policy on Act 233 payments
- PA Constables’ Classroom Code of Conduct—Adopted August 2008
- Constable Record Form
- Criteria for instructors as listed on constables’ certification application. Form updated October 2009.
- Constable Background Check Form
- Act 49 Constable Training Grievance Form
- Basic, Continuing Education, Firearms, Optional and Transfer Enrollment Forms
- Request for Basic and Continuing Education Waiver Forms

#### **Deputy Sheriffs**

- Deputy Sheriffs’ Training Bulletins and Annual Reports, April 1990 to present.
- Deputy Sheriffs’ Education & Training Board (DSETB) Policy, updated March 2009.

- Code of Conduct for deputy sheriffs training, distributed by training contractor to trainees in each basic training and waiver class.
- Employment Form
- Basic Training Physical Form
- DSETB Instructor Application
- DSETB Time & Training Waiver Applications
- DSETB Physical Training Standards

#### **Office of Financial Management and Administration**

- PCCD Applicant’s Manual and related documents on PCCD website,
- U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, Financial Guide.
- Commonwealth of Pennsylvania, Governor’s Office, Management Directive 305.20, Grant Administration.
- Funding guidelines disseminated as needed by various offices.
- External Quick Start Guides for Egrants.
- PCCD Egrants Help Center Documents.
- PCCD Policy for Addressing Complaints Regarding Inherently Religious Activities.
- Memo from the Federal Office of Management and Budget regarding ACORN..
- Certification of Compliance with Statutory Eligibility Requirements of VAWA.
- Revised Standard Subgrant Conditions.
- Federal Funding Accountability and Transparency Act guidance.
- Responding to Discrimination complaints for Recipients of Federal Funds.
- Time and Effort Reporting Standards.
- Fiscal Accountability Guidelines
- Reporting Requirements under Section 1512(c) of the Recovery Act—Additional Information.
- PCCD Civil Rights Compliance Procedures.
- PCCD Discrimination Complaint Form.
- Grants Management Training Powerpoint
- Grants Information Frequently Asked Questions
- Time and Effort Reports Frequently Asked Questions

#### **Office of Juvenile Justice and Delinquency Prevention**

Funding announcements that provide guidelines and requirements for applicants:

- 2013 Academic and Career /Technical Training (VPP Funds) August 2013
- 2013 Academic and Career /Technical Training—2 (VPP Funds) November 2013
- Juvenile Accountability Block Grant (Federal JABG Funds), November 2013.
- Juvenile Justice System Improvement Project—2 (State VPP Funds) November 2013
- 2014 Chiefs Council Training/Technical Assistance (Federal JJDP funds) October 2013
- CCAP Data Collection Database for PACTT (State VPP Funds) October 2013
- Secure Detention Monitoring 2014 (Federal JJDP Funds) October 2013
- VPP Directed Funding for Philadelphia / Allegheny (State VPP Funds November 2013
- Evidence-Based Violence Prevention Programs-2014 (State VPP Funds), February 2014.
- OJJDP Substance Abuse Education and Demand Reduction Category 1 Research-based Approaches (State SAEDR Funds), December 2013.

#### **Office of Victims’ Services**

##### **Victims Compensation**

- Victims Compensation Claim Form. (Standard) (Updated 6/10)

- Victims Compensation Claim Form. (One Page) (Updated 4/13)
- Spanish Signature Page (11/06)
- Financial Assistance for Victims of Crime pamphlet (English 6/10, Spanish 02/11 and Braille)
- Compensation Resource Guide for Victim Service and Allied Professionals brochure (English and Spanish). (Updated 3/12)
- Victim Advocate Manual—rewritten 2010 and merged with Standard Operating Guidelines
- Victims Compensation Assistance Program Standard Operating Guidelines. (merged with Victim Advocate Manual)
- DAVE Brochure for online access of compensation claims, updated 04/08
- Brochure of victim resources/materials request form, current 2007
- Restitution/Compensation Brochure (new 5/08)
- Stolen Benefit Cash Claim form (updated 4/09)
- Vehicular Claim Addendum Form (updated 3/07)
- Large Print VCAP Short form (updated 4/06)
- VCAP Victim Response Surveys (Updated 10/11)
- Emergency Compensation Award Application (updated 8/10)
- Forensic Rape Examination Claim Form (updated 10/11)
- Protocols and Billing Procedures for Forensic Rape Examinations (updated 6/11)
- Handout Pads (English and Spanish) and Braille (updated 12/07)
- Law Enforcement Poster (updated 7/05)
- Public Awareness Posters (5/08)
- Law Enforcement Fact Sheet (4/08)
- Relocation Expenses (4/07)
- Compensation Benefits for Child Victims and their Families (9/08)
- Law Enforcement Victims Right Guide (11/13)
  - ENGLISH Guide, Black and White (11/13)
  - ENGLISH Extra Sheet, Black and White (11/13)
  - ENGLISH Guide, Color (11/13)
  - ENGLISH Extra Sheet, Color (11/13)
  - SPANISH Guide, Black and White (11/13)
  - SPANISH Extra Sheet, Black and White (11/13)
  - SPANISH Guide, Color (11/13)
  - SPANISH Extra Sheet, Color (11/13)
- SAVIN Poster (English/Spanish)
- SAVIN Brochure (English) (10/10)
- SAVIN Brochure (Spanish) (10/10)
- SAVIN Brochure (Bosnian) (10/10)
- SAVIN Brochure (Mandarian) (10/10)
- SAVIN Brochure (Vietnamese) (10/10)
- SAVIN Brochure (Russian) (10/10)
- SAVIN Tear-Off Pad (English/Spanish)

#### **Victims Services**

- VOCA Funding Committee Requirements, revised May 2014
- Consolidated Victim Service Program Standards, Revised 2014
- STOP Violence Against Women Funding Announcement, 2013-2015
- Rights and Services Act (RASA) Funding Announcement 2013-2014
- VOCA Funding Announcement, 2013-2015
- Victims of Juvenile Offender Funding Announcement 2014
- VOCA Funding Guideline Amendment: Mass Violence, 2000
- PDAI Training and Technical Assistance Funding Announcement 2013

- STOP PCAR/PCADV Training and Technical Assistance Initiative Funding Announcement 2014
- PA Chiefs of Police Association VCAP Funding Announcement 2014
- Substance Abuse Demand Reduction and Education Funding Announcement 2014
- Statewide Crisis Response Initiative Funding Announcement 2014

#### **Office of Research Evaluation and Strategic Planning**

- Criminal Justice Population Projections Protocol.
- Research, Evaluation, Data collection, and Analysis Advisory Committee Protocol.
- Procedures for Offices to Review Performance Indicators

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### **PENNSYLVANIA HOUSING FINANCE AGENCY**

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#### **POLICY STATEMENTS**

##### **Rental Housing Program**

12 Pa. Code, Sections 31.11—31.25

Contact: Holly Glauser (717.780.3876)

##### **Owner-Occupied Residential Housing Program**

12 Pa. Code, Sections 31.101—31.105

Contact: Kate Newton (717.780.3891)

##### **Mortgage Loan Program**

12 Pa. Code, Sections 31.111—31.117

Contact: Kate Newton (717.780.3891)

##### **Policy Statement on Homeowners' Emergency Mortgage Assistance Program (including Program Guidelines, Act 91 Notice)**

12 Pa. Code, Section 31.201 et seq.

Contact: Daryl Rotz (717.780.3940)

##### **HEMAP Consumer Credit Counseling Agencies on PHFA website at [www.phfa.org](http://www.phfa.org) Privacy Policy**

Contact: Tom Brzana (717.780.3996)

#### **GUIDANCE MANUALS**

##### **Development Division**

PHFA Multifamily Housing Application and Guidelines (contains PennHOMES, Taxable and Tax-Exempt Financing and Low Income Housing Tax Credit Guidelines)

PHFA Preprocessing Manual for Projects with Agency Federal HOME Funds

PHFA Preprocessing Manual for Projects with Agency Reserve Funds

Contact: Lisa Lutz (717.780.3876)

##### **Technical Services Division**

Architectural Submission Guide

Submission Guide for Small Projects

PHFA Preconstruction Meeting Guide

General Payout Procedures for Mortgagees & Contractors

Contact: Kristy Provost (717.780.1846)

##### **Housing Management Division**

PHFA Property Operations Manual

PHFA Section 8 Non-Performance Based Property Operations Manual

PHFA Low-Income Housing Tax Credit Compliance Manual

Contact: Barbara Huntsinger (717.780.3818)

PHFA Financial Reporting Manual for Agency Financed Properties and Tax Credit Only Properties (No Agency Financing)

Contact: Kathy Hughes (717.780.3819)

**Housing Services Department**

Senior Supportive Services Program Manual with PennHOMES/Low Income Tax Credit Requirements  
Supportive Services Program Manual with Section 8 Requirements

Family Supportive Services Program Manual with PennHOMES/Low Income Tax Credit Requirements  
Family Supportive Services Program Manual with Philadelphia Family Resource Center Initiative Requirements

Family Supportive Services Program Manual with Philadelphia Escrow/Waiver Requirements

Quick Connections (supportive services newsletter)

Contact: Crystal Baker (717.780.1808)

**Single Family Housing Division**

PHFA Seller's Guide

Contact: Kate Newton (717.780.3891)

Renovate & Repair Program Guidelines

Contact: Roberta Schwalm (717.780.3838)

**INTERNAL GUIDELINES**

PHFA Board Agenda, Minutes and Resolutions

Bylaws of the Pennsylvania Housing Finance Agency

PHFA Right to Know Act Policy

PHFA Investment Policy

PHFA Interest Rate Swap Guidelines

Contact: Carrie Barnes (717.780.3911)

PHFA Employee Manual

PHFA Procurement Guide

Contact: Susan Heilig (717.780.4335)

**OTHER**

Anti-Predatory Lending

Anti-Predatory Lending and Foreclosure Prevention Presentation—CD-Rom

Anti-Predatory Lending and Foreclosure Prevention—Trainer's Guide

Contact: Christina Brown (717.780.3832)

PHFA Annual Report

Pennsylvania Housing Studies (available only on website at [www.phfa.org](http://www.phfa.org))

PHFA Homebuyer Workbook

Do-Able Renewable Home (Accessibility Workbook)

Contact: Chris Anderson (717.780.3815)

PHFA Brochures

Programs for Homebuyers

Comprehensive Homeownership Counseling Initiative

Don't Get Hooked by Predatory Lending

Homeowners' Emergency Mortgage Assistance Program

PAHousingSearch.com

Renovate & Repair Loan Program (R&R) (available only in the website at [www.phfa.org](http://www.phfa.org)) Contact: Chris Anderson (717.780.3815)

PHFA Program Notices

PHARE Plan & RFP

Contact: Melissa Raffensperger (717.780.3947)

Manufactured Home Community Rights Act Notice

Contact: Legal Department (717.780.3846)

Additional information is available on PHFA's website ([www.phfa.org](http://www.phfa.org)) from time to time (including funding notices, Requests for Proposals, and news and public notices)

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**PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY—PENNVEST**


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**Guidelines:**

- PENNVEST: Financing Clean Water for Pennsylvania, 2008.

- On-Lot Sewage Disposal System for the Individual Homeowner Funding Program, 2012.
- PENNVEST Annual Report, 2010-2011.
- Brownfield Redevelopment Guidelines & Forms
- Handbook for PENNVEST Waste Water Projects
- Handbook for PENNVEST Drinking Water Projects
- PENNVEST Nutrient Credit Clearinghouse Rulebook
- PENNVEST Informational Videos, [www.youtube.com](http://www.youtube.com)
  - PENNVEST Online Funding Request
  - E-Signature
  - PENNVEST Settlement Process
  - PENNVEST Funds Disbursement
- PENNVEST ONLINE 2014
  - About Us
    - o Calendar
    - o Right-to-Know
    - o Right-to-Know
    - o Publications
    - o Webcasts & Training
      - Buy America Webcasts—Substantially Made in America
      - Reserve Webinar
      - How to: Funds Disbursement
      - PENNVEST New Application
      - How to Implement: DBE Requirement
      - How to Implement: Davis Bacon Requirement
      - Funds Disbursement Manual
    - o Regulations
      - State Regulations for PENNVEST Guidelines
      - State Regulations for PENNVEST Funded Projects
  - Financial Assistance
    - Available Funding
      - o Drinking Water, Wastewater and Storm water Loans and Non-Point Source Financing
      - o On-Lot Sewage Disposal Loans
      - o Brownfield Redevelopment Loans
      - o Growing Greener Grants
      - o ARRA
    - Subsidy Calculator
    - Financial Assistance Simulator (FAS)
    - County Cap Rate
    - Regional Assistance Apply On-Line
    - Letter of No Prejudice
    - Other Funding Sources
    - Links to Other Resources
    - FAQs
    - Documents and Forms (in a level)
      - o Process Guidelines and Flowcharts
      - o Application Planning Documents
      - o Legal Conditions and Guidance
      - o Brownfield Development Loans
      - o ARRA Requirements
  - Funding Programs
    - Approved Projects
    - Drinking Water State Revolving Fund
    - Clean Water State Revolving Fund
    - Commonwealth Funding
    - American Recovery and Reinvestment Act (ARRA) 2009 Funding
      - Green Initiatives
      - Non-Point Source
      - Performance Measures
    - Nutrient Credit Trading (out a level)
  - Loan Servicing
    - Funds Disbursement
    - Payment Tracking
    - Continuing Education
    - Annual Financial Reporting
    - ACH Implementation/Change Form

- Contract Changes
- Signature Authorization and/or Change Form

Contact: Lou Ann Buffington (717) 787-8138.

**Public Procedure:**

- PENNVEST Right to Know Policy

Contact:

**Internet Policy:**

- Commonwealth Privacy Policy
- Commonwealth Site Security

Contact: Laura A. Lewis (717) 783-4491.

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**PUBLIC SCHOOL EMPLOYEES' RETIREMENT  
SYSTEM & PENNSYLVANIA MUNICIPAL  
RETIREMENT SYSTEM**

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**Public School Employees' Retirement System**

**GUIDANCE MANUALS:**

- PSERS Active Member Handbook (Current Ed. 09/2012)
- PSERS Retired Member Handbook (Current Ed. 3/2014)
- PSERS Update—Annually (January)
- PSERS Pamphlets:
  - Let's Talk About: Taxes on Your Retirement Benefits (02/2013)
  - Let's Talk About: Disability Retirement Benefits (04/2012)
  - Let's Talk About: Death Benefits During Employment (11/2003)
  - Let's Talk About: Death Benefits During Retirement (4/2001)
  - Let's Talk About: Returning To Service After Retirement (07/2011)
- Information for New School Employees (08/23/2013)
- PSERS Your Benefits & Leaving Employment (09/2012)
- PSERS Return to Service Guidelines and Clarifications (01/2013)
- PSERS Divorce Guidelines (09/2012)
- PSERS Active Member Newsletter (Spring, Summer, Fall)
- PSERS Retired Member Newsletter (Spring, Summer, Fall)
- The Employer Bulletin (Bimonthly)
- PSERS Employer Reference Manual (2014)
- Online Estimate Calculator Retirement Planning at your Fingertips (07/2012)

Contact: Evelyn Tatkovski (717) 720-4734

**DECISIONS:**

- PSERS Board of Trustees Adjudications Topics:
  - Beneficiary Change
  - Change Employment Status
  - Change of Option
  - Change Retirement Date
  - Class TD and TF Election
  - Cost of Living Increase
  - Credited Years of Service
  - Death Benefit
  - Disability
  - Divorce
  - Effective Date of Retirement
  - Emergency Return To Service
  - Final Average Salary
  - Frozen Present Value
  - Forced Maternity Leave
  - Full-Year Service
  - Health Care Premium Assistance
  - Mandatory Membership
  - Membership Eligibility

Military Service (purchase of)  
Multiple Service Credit  
Non Qualifying Part-Time Service  
Overpayment  
Payment of Interest  
Pension Forfeiture  
Purchase of Service  
Recalculation of Benefit  
Reinstatement  
Retirement-Covered Compensation  
Return To Public School Service  
Service Adjustment  
Tax Collector  
Miscellaneous

Contact: Evelyn Tatkovski (717) 720-4734

**INTERNAL POLICY STATEMENTS and GUIDELINES:**

- PSERS Board Automation Policy
- PSERS Bylaws
- PSERS Election Procedures and Guidelines
- PSERS Board Ethics Policy
- PSERS Public Market Emerging Investment Manager Program Policy
- PSERS External Board Appointment and Attendance Policy
- PSERS Domestic Proxy Voting Guidelines
- PSERS International Proxy Voting Guidelines
- PSERS Investment Policy Statement, Objectives & Guidelines
- PSERS Public Information Policy
- PSERS Securities Litigation Policy
- PSERS Education Policy

Contact: Evelyn Tatkovski (717) 720-4734

**OTHER:**

- PSERS Website: [www.psers.state.pa.us](http://www.psers.state.pa.us)
- PSERS Comprehensive Annual Financial Report (Includes Mission Statement)
- PSERS Board Minutes and Resolutions
- PSERS Asset Allocation Plan
- Annual Actuarial Valuation Report
- Actuarial Experience Study Report (5 year intervals)
- Quarterly Financial Statements
- PSERS Budget Hearing materials
- PSERS SEC Form 13F filing
- Actuarial Tables and Computational Procedures, Pa. Bulletin, Vol. 43, No. 18, pp. 2415-2548, May 4, 2013
- Pennsylvania School Retiree Health Care Coverage Website: [www.hopbenefits.com](http://www.hopbenefits.com)
- Health Options Program
- Premium Assistance Program

Contact: Evelyn Tatkovski (717) 720-4734

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**PENNSYLVANIA MUNICIPAL RETIREMENT  
SYSTEM**

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**Pennsylvania Municipal Retirement System**

**POLICY STATEMENTS** (Contact: James B. Allen) (717) 787-2065:

- Actuarial Tables
- Allocation of Excess Interest to Municipal Account, Member's Accounts, and Retired
- Business and Educational Travel Policy
- Calculation of Withdrawing Plan's Portion of Retired Member's Reserve
- Contractor Insurance
- Contract & Purchasing Procedures
- Date of Birth Proof
- Designating Signatories



- Disability Reserve Funding
- DROP—Deferred Retirement Option Program
- Excess Interest Process
- Indemnification Policy
- Investment Guidelines
- Member Contribution Receipts
- Overpayment Policy
- Permanent Employee
- Plan Withdrawal Procedures
- Portability: Individual Member
- Portability: Plan Spin-offs
- Proxy Voting Guidelines
- Refund—Plan Withdrawal
- Return to Work Policy Statement
- Right To Know Policy

**GUIDANCE MANUALS** (Contact: James B. Allen) (717) 787-2065:

- PMRS Notes & News
- PMRS Pamphlets:
  - Plan Benefit Summary (individualized for each municipality)
  - Evaluating Your Pension Plan
  - Pennsylvania Municipal Retirement System
- Individual Municipality Plan Benefit Agreements
- PMRS WebSite: [www.pmrs.state.pa.us](http://www.pmrs.state.pa.us)

**DECISIONS** (Contact: James B. Allen) (717) 787-2065:

- PMRS Board of Trustees Adjudications
  - Topics:
    - Death
    - Disability
    - Membership Eligibility
    - Miscellaneous
    - Payment of Interest
    - Pension Benefit
    - Pension Forfeiture
    - Purchase of Service

**INTERNAL GUIDELINES** (Contact: James B. Allen) (717) 787-2065:

- Actuarial Reports (Annual Evaluation and 5 year Experience Study Report)
- Actuarial Tables
- Comprehensive Annual Financial Report
- Investment Consultant Quarterly Reports
- PMRS Board Minutes and Resolutions
- Sample Domestic Relations Order and Instruction Memo
- Template Pension Plan Contract for Police, Municipal and Firefighter

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**PUBLIC WELFARE**

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*(Editor's Note: Statements of Policy are in upper and lower case. Notices of Rule Change are in all capitals. Notices of Rule Change adopted more than 180 days before deposit are starred (\*).*

**Office of Income Maintenance—Contact: Matthew J. McLees (717) 787-4081**

**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1983	Ch. 166	Computation of CWEP Hrs.	10/25/83	166-83-57
	Ch. 275	Postmark Date as the ReceiptIndicator for Appeals and for Requests for Reconsideration	03/15/84	275-84-10
1993	*CH. 166	PROVIDING SUPPORTIVE SERVICES TO PARTICIPANTS IN THE COMMUNITY WORK EXPERIENCE PROGRAM	08/21/93	166-93-01
1995	*CH. 257	MA ESTATE RECOVERY—CHAPTER 178—MEDICAL ASSISTANCE RESOURCES; CHAPTER 257—REIMBURSEMENT	06/01/95	257-95-01
1996	CH. 125	ACT 1995-20 PROVISIONS RELATING TO PERSONS SENTENCED OR CHARGED FOR A FELONY OR MISDEMEANOR	04/05/96	125-96-01

**GUIDANCE MANUALS:**

- Cash Assistance Handbook
- Supplemental Nutrition Assistance Program (SNAP) Handbook
- Medical Assistance Eligibility Handbook
- Long Term Care Handbook
- Supplemental Handbook
- Medicaid in Pennsylvania
- Low-Income Home Energy Assistance Program Final State Plan
- Actions for Support
- TANF State Plan
- Homeless Assistance Program—Instructions and Requirements
- Summary of Pennsylvania's State Food Stamp Employment and Training Program
- TANF Work Verification Plan
- LIHEAP Handbook
- Pennsylvania Child Support Handbook
- Employment, Advancement and Retention Network (EARN) Program and Policy Procedures Manual
- WORK READY Program and Policy Procedures Manual
- Keystone Education Yields Success (KEYS) Program Policy and Procedures Manual
- Maximizing Participation Project (MPP) Program Policy and Procedures Manual
- Human Services Development Fund Instructions and Requirements

- Early Intervention Annual Expenditure Report Instructions
- Human Services Block Grant Annual Expenditure Report Instructions
- Human Services Non-Block Grant Annual Expenditure Report Instructions

**Office of Medical Assistance—Contact: Dan De Lellis (717) 772-6341**

**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1981	Ch. 1251	Clarification of M.A. Bulletin # 22-80-01	08/19/81	22-81-01
	Ch. 1121	Info. Concerning Claims Submitted as Compounded Prescriptions	06/30/82	19-82-02
1984	Ch. 1251	Revisions to MA Chapter 1251 (Funeral Directors' Services)	05/11/84	22-84-01
1984	Ch. 1101	Third Party Resource and Copay	11/01/84	99-84-15
1985	Ch. 1141	Physician Assistant Use	04/22/85	01-85-05
	Ch. 1245, 1163	Ambulance Transportation	04/22/85	11-85-08
	Ch. 1163	Psych. Inpatient Adm of Patients with D/A and Psychiatric Diagnoses	05/31/85	13-85-04
	Ch. 1149	Clarification of Treatment Plan Requirements for Orthodontists	02/11/86	03-86-1
	Ch. 1163 Ch. 1151	Offset of Investment Income	02/21/86	11-86-04 12-86-02 13-86-01
1986	Ch. 1101.75 (a)(5)	Policy Clarification	07/23/86	19-86-06
	Ch. 1101	Policy Clarification Re: Provider's Signature	09/19/86	99-86-06
	Ch. 1101	Professional License No.	10/13/86	11-86-12 12-86-05
	Ch. 1101	Preclusion of Convicted Persons, Not Providers, from Participation or Involvement in the MA Program	10/24/86	99-86-09
	Ch. 1123	Durable Medical Equipment Warranties	10/28/86	05-86-02 19-86-07
	Ch. 1101	Records Maintenance and Avail. Requirements	11/05/86	23-86-02
1987	Ch. 1101	Physicians' Response. Home Health Services	01/12/87	01-87-01
	Ch. 1223	Single County Authorities		12-87-01 13-87-01
	Ch. 1149	Palliative Emerg. Treat.	04/24/87	03-87-02 27-87-01
	Ch. 1223	Nonrecompensable Services Drug Screens	07/29/87	11-87-05 12-87-04 16-87-01 28-87-02
	Ch. 1101/ Ch. 1123	Coverage for Motorized Wheelchairs	07/30/87	05-87-02 01-87-08 19-87-06
	Ch. 1123	Policy Relating to Apnea Monitors	09/02/87	01-87-15 05-87-04 19-87-09
	Ch. 1150	Spec. Enroll. Req. to Bill Tech. Comp. of Ped. Pneumograms	10/07/87	05-87-05 19-87-10
1988	Ch. 1101	Policy Clarification Regarding Physician License	07/01/88	1101-88-01
1989	Ch. 1101	Policy Reminder Regarding Practitioner License Requirements	09/09/89	1101-89-02
1990	Ch. 1150	Payment Policy for Consultations	04/27/90	1150-90-01
1991	*CH. 1101 CH. 1121 CH. 1123 CH. 1241	EPSDT—OBRA '89	08/02/91	1101-91-01 1121-91-02 1123-91-01 1241-91-01

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1992	*CH. 1141	CLOZAPINE SUPPORT SERVICES	01/31/92	1141-92-01	
	*CH. 1153			1153-92-01	
	Ch. 1241	Revised EPSDT Immunization Guidelines	12/11/92	1241-92-01	
	*CH. 1121	CHANGES IN THE MEDICAL ASSISTANCE PHARMACEUTICAL BENEFITS	07/09/93	1121-93-01	
	*CH. 1149	DENTAL SERVICES FOR ADULTS	07/09/93	1149-93-01	
	*CH. 1101	BASIC HEALTH CARE FOR ADULT GENERAL ASSISTANCE RECIPIENTS (FELIX ET. AL. V. CASEY ET. AL.) STIPULATION OF SETTLEMENT	07/21/93	1101-93-03	
	*CH. 1101	UPDATE TO EXCEPTIONS PROCESS AND CRITERIA UNDER THE GENERAL ASSISTANCE BASIC HEALTH CARE PACKAGE	07/21/93	1101-93-04	
	Ch. 1241	Centers for Disease Control Blood Lead Testing	09/03/93	1241-93-01	
	Ch. 1101	Business Arrangements Between Nursing Facilities and Pharmacy Providers	10/08/93	1101-93-05	
	1994	Ch. 1241	Update to Blood Lead Testing Guidelines	04/08/94	1241-94-01
		*CH. 1239	M.A. CASE MANAGEMENT SERVICES FOR RECIPIENTS UNDER THE AGE OF 21	05/17/94	1239-94-01
*CH. 1121		PHARMACEUTICAL SERVICES DRUG COVERAGE FOR MEDICALLY NEEDY IN NURSING FACILITIES	06/24/94	1121-94-01	
*CH. 1121		PHARMACEUTICAL SERVICES PRIOR AUTHORIZATION REQUIREMENT MULTISOURCE BRAND NAME DRUGS	08/26/94	1121-94-02	
*CH. 1121		TREATMENT OF INFERTILITY— DISCONTINUED	08/30/94	1121-94-03	
CH. 1141		COVERAGE FOR DRUGS AND RELATED SERVICES		1126-94-01	
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	*CH. 1101	GENERAL ASSISTANCE RESTRUCTURE AS A RESULT OF ACT 49	09/02/94	1101-94-01	
1995	*CH. 1153	PRIOR AUTHORIZATION OF PARTIAL HOSPITALIZATION	12/30/94	1153-94-01	
	CH. 1163	PAYMENT POLICY FOR ABORTION SERVICES	12/15/95	1163-95-02	
1997	Ch. 1141	Revision to Physician Assistant and Nurse Midwife Supervision Requirement	07/30/97	1141-97-01	
1998	Ch. 1101	Regulation Changes Regarding	07/01/98	1101-98-01	
	Ch. 1141	“Emergency Medical Condition”		1141-98-01	
	Ch. 1150			1150-98-01	
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	Ch. 1141	Clozapine Support Services	12/29/98	33-98-08	
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				01-98-19	
1999	Ch. 1101	“Payment in Full”	09/17/99	99-99-06	
2001	Ch. 1101	Clarification of Coverage for Motorized Wheelchairs and Other Durable Medical Equipment	02/16/01	01-01-02	
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	Ch. 1241	Revision to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program	07/01/01	01-01-10 10-01-03 11-01-05 17-01-04 26-01-03 49-01-07
		Breast and Cervical Cancer Prevention and Treatment Program	12/26/01	99-01-12
2002	Ch. 1241	Revision to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program	01/22/02	01-02-01 10-02-01 11-02-01 17-02-01 26-02-01 49-02-01
	—	Breast and Cervical Cancer Prevention and Treatment Program	05/03/02	99-02-06
	Ch. 1241	Addition of Procedure Code 90732 to Medical Assistance Fee Schedule for Administration of Pneumococcal Vaccine	11/18/02	01-02-13 10-02-04 11-02-06 17-02-07 26-02-04 49-02-06
2003	Ch. 1241	2003 Recommended Childhood Immunization Schedule	03/31/03	01-03-04 10-03-01 11-03-01 17-03-01 26-03-01 49-03-02
	Ch. 1241	Coverage of Pediarix and Addition of Procedure Code 90723 to Medical Assistance Fee Schedule for Administration of Pediarix Vaccine	05/15/03	01-03-06 10-03-02 11-03-02 17-03-03 26-03-02 49-03-03
	Ch. 1241	Elimination of the Pennsylvania Children's Check-up (EPSDT) Form (MA-517)	09/05/03	01-03-08 10-03-03 11-03-05 17-03-04 26-03-03 49-03-05
	Ch. 1101	Liability for Cost Sharing for Recipients Enrolled in Medical Assistance through Fee for Service or Managed Care and a Private Third Party Insurer	09/01/03	99-03-12
	—	Continuity of Care for Recipients Transferring Between and Among Fee for Service and Managed Care Organizations	09/01/03	99-03-13
2005	Ch. 1121	Pen and Ink Change-Medical Assistance Handbook, Prior Authorization of Pharmaceutical Services, Preferred Drug List	12/30/05	02-05-06
	Ch. 1121	Preferred Drug List-Phase 3	12/01/05	30-05-06
	Ch. 1121	Scope of Coverage of Pharmacy Services for Dual Eligibles in the Medical Assistance (MA) Program	11/17/05	99-05-21
	Ch. 1121	Preferred Drug List-Phase 2	11/08/05	02-05-03
	Ch. 1241	Revisions to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Periodicity Schedule	10/25/05	01-05-04
	Ch. 1121	Preferred Drug List-Phase 1	10/07/05	02-05-01
	Ch. 1121	Prior Authorization of Drugs That Exceed Established Quantity Limits- Phase 2 Enforcement	09/16/05	99-05-17

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	Ch. 1101	Copayment Changes for Brand Name and Generic Prescription Drugs	08/26/05	24-05-05
	Ch. 1121	Prior Authorization of Drugs That Exceed Established Quantity Limits- Phase 1 Enforcement	08/10/05	99-05-14
		2005 Recommended Childhood & Adolescents Immunization Schedule	05/26/05	33-05-01
		2006 Implementation of the CMS-1500 Health Insurance Claim Form (Version 08/05)	12/18/06	99-06-16
	Ch. 1101	Change to copayment requirements for recipients eligible under the Breast and Cervical Cancer Prevention and Treatment coverage group and Titles IV-B & IV-E Foster Care and Adoption Assistance	12/10/06	99-06-12
	Ch. 1101	Clarification of Exclusions from Copayment Requirements	12/10/06	99-06-13
	Ch. 1153	Clarification of Payment Policy for Abortion Services	11/28/06	99-06-15
	Ch. 1245	Reimbursement for Non-Emergency Transportation Services	11/17/06	03-06-15
	Ch. 1245	Implementation of ACCESS Plus Referral Requirements	10/20/06	99-06-11
	Ch. 1101	Revised HealthCare Benefits Packages Provider Reference Chart (MA 446)	10/06/06	99-06-10
	Ch. 1163	Medical Assistance Payment for Services of Teaching Physicians in Hospitals, Clinics and Emergency Rooms	09/16/06	1141-06-01
	Ch. 1153	Federal Medicaid Citizenship and Identity Eligibility Requirements	07/24/06	99-06-07
	Ch. 1121	Preferred Drug List-Quarterly Update	04/24/06	02-06-07
	Ch. 1241	2006 Recommended Childhood and Adolescent Immunization Schedule	04/16/06	01-06-03
	Ch. 1150	Prudent Payment of Claims	04/03/06	99-06-04
	Ch. 1121	Federal Clarification-Elimination of Medicaid Coverage of Drugs for Treatment of Erectile Dysfunction	03/07/06	03-06-03
	Ch. 1150	Disenrollment of Dual Eligibles from Physical Health Managed Care	01/27/06	99-06-01
	Ch. 1121	Prior Authorization of Drugs that Exceed Est. Quantity Limits—Phase 3 Enforcement and Additional Drugs With Quantity Limits	01/27/06	02-06-03 03-06-02 08-06-02 09-06-02 11-06-02 14-06-03 24-06-02 27-06-05 30-06-02 31-06-04 32-06-02
	Ch. 1121	Preferred Drug List-Phase 4	01/25/06	02-06-02
	Ch. 1163	Place of Service Review Procedures	01/03/06	14-06-01
2007	Ch. 1249	Rescission of the Statement of Policy Clarifying the Conditions Under Which Medical Assistance Recipients May Be Considered Homebound		1249-07-04
	Ch. 1150	The Addition of Isentress (raltegravir) to the Special Pharmaceutical Benefits Program	12/21/07	09-07-16 21-07-04 24-07-16 31-07-22
	Ch. 1150	Medical Assistance Program Fee Schedule: Addition of Telehealth Technology Code and Informational Modifier for Consultations Performed Using Telecommunication Technology	11/30/07	09-07-15

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	Ch. 1121	Preferred Drug List—Fall Update—Part 2	11/29/07	02-07-06 11-07-07 30-07-07 03-07-09 14-07-06 31-07-20 08-07-15 24-07-14 32-07-07 09-07-14 27-07-09
	Ch. 1101	Childhood Nutrition and Weight Management Services for Recipients Under 21 Years of Age	11/01/07	99-07-19
	Ch. 1121	Preferred Drug List—Fall 2007 Update	11/01/07	02-07-05 11-07-06 30-07-05 03-07-08 14-07-05 31-07-17 08-07-14 24-07-13 32-07-06 09-07-12 27-07-07
	Ch. 1121	Delay in Implementation of the Tamper-Resistant Pad Requirements	10/29/07	99-07-18
	Ch. 1121	Special Pharmaceutical Benefits Program (SPBP) Income Ceiling for HIV Applicants	10/15/07	09-07-10 21-07-03 24-07-10 31-07-14
	Ch. 1121	Tamper Resistant Prescription Pads	09/28/07	99-07-16
	Ch. 1123	2007 Power Mobility Device HCPCS Updates; Prior Authorization Requirements	09/19/07	99-07-15
	Ch. 1163	Medicare Inpatient Pricing Logic Modification	08/17/07	01-07-08
	Ch. 1123	Provider Specialty 220 (Hearing Aid Dispenser Requirement and Updated Medical Assistance Program Fee Schedule for Hearing Aid Supplies	08/03/07	01-07-07 24-07-09 31-07-12 20-07-03 25-07-04
	Ch. 11221	Preferred Drug List—May 2007 Technical Correction	07/31/07	02-07-04 11-07-05 30-07-04 03-07-07 14-07-04 31-07-11 08-07-12 24-07-08 32-07-05 09-07-09 27-07-06
	Ch. 1149	Discontinuance of the Prior Authorization Requirement for Dental Procedure Codes D7140 and D7210	07/11/07	27-07-04

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	Ch. 1121	Preferred Drug List—Updates to Prior Authorization of Pharmaceutical Services Handbook Pages	07/27/07	02-07-03 11-07-04 30-07-03 14-07-03 31-07-10 08-07-11 24-07-07 32-07-04 09-07-08 27-07-05
	Ch. 1123	Special Pharmaceutical Benefits Program (SPBP) Income Ceiling Increase for HIV Applicants	07/01/07	09-07-05 21-07-02 24-07-04 31-07-07
	Ch. 1101	The Elimination of Paper Vouchers	06/14/07	99-07-10
	Ch. 1123	Requirements for Coverage of Enteral Nutritional Supplements and Issuance of Enteral Nutritional Supplements MA Program Outpatient Fee Schedule	06/01/07	08-07-10 09-07-07 24-07-06 25-07-03 31-07-09
	Ch. 1121	Preferred Drug List—July 2007 Quarterly Update	06/01/07	02-07-02 03-07-03 08-07-08 09-07-06 11-07-02 14-07-02 24-07-05 27-07-03 30-07-02 31-07-08 32-07-03
	Ch. 1101	Co-pay/Deductibles on Exceptional Durable Medical Equipment (DME)	06/01/07	03-07-04
	Ch. 1249	Rescind MA Program Statement of Policy Regarding the Clarification of Conditions Under Which MA Recipients May be Considered Homebound	07/10/07	1249-07-04
	Ch. 1150	Medical Assistance Program Fee Schedule Revision; Change to Conversion Factor for Anesthesia Services	05/10/07	31-07-05
	Ch. 1121	Preferred Drug List—Quarterly Update	05/01/07	02-07-01 03-07-02 08-07-07 09-07-04 11-07-01 14-07-01 24-07-03 27-07-02 30-07-01 31-07-06 32-07-02
	Ch. 1101	Clarification Regarding the Definition of Medically Necessary—Statement of Policy	04/21/07	99-07-04
	Ch. 1241	2007 Recommended Childhood and Adolescent Immunization Schedules	03/23/07	01-07-05
	Ch. 1123	Provider Specialty 220 (Hearing Aid Dispenser) Requirement	03/01/07	01-07-03
	Ch. 1123	Behavioral Health Fee For Service (BH-FFS) Transfer from Office of Medical Assistance Programs (OMAP) To Office of Mental Health and Substance Abuse Services (OMHSAS)	01/31/07	OMHSAS-06-07
	Ch. 1150	Policy Reinforcement Regarding Billing For Tobacco Cessation Counseling Services	01/04/07	99-07-02

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	Ch. 1149	Implementation of ADA Claim Form—Version 2006 and Elimination of Dental Prior Authorization Forms	01/11/08	17-08-01
	Ch. 1163	Preventable Serious Adverse Events	01/14/08	01-07-11
	Ch. 1101	Implementation of SelectPlan for Women	02/01/08	01-08-02
	Ch. 1241	Clarification of Childhood Nutrition and Weight Management Services for Recipients Under 21 Years of Age	02/15/08	99-08-01
	Ch. 1241	The Addition of Selzentry (maraviroc) and Intelence (etavirine) to the Special Pharmaceutical Benefits Program	02/29/08	09-08-03 24-08-04 21-08-01 31-08-04
	Ch. 1121	Medical Necessity Guidelines for Lyrica for Fibromyalgia	03/05/08	02-08-01 03-08-01 08-08-01 09-08-01 11-08-01 14-08-01 24-08-02 27-08-02 30-08-01 31-08-02 32-08-01
	Ch. 1121	Tamper Resistant Prescription Pads	03/21/08	99-08-03
	Ch. 1101	SelectPlan for Women Program—Addition of Covered Services	04/23/08	01-08-05
	Ch. 1150	Prudent Payment of Claims—Updated	04/25/08	99-08-05
	Ch. 1121	Preferred Drug List—Spring 2008 Update	06/02/08	02-08-03 03-08-03 08-08-07 09-08-08 11-08-03 14-08-03 24-08-07 27-08-04 30-08-03 31-08-10 32-08-03
	Ch. 1149	ADA Claim Form—Version 2006 and Discontinuance of P. O. Box 8186	06/16/08	17-08-02
	Ch. 1150	Medical Assistance Program Fee	07/22/08	18-08-04
	Ch. 1141	Increase for Select Ophthalmological		31-08-12
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	Ch. 1150 Ch. 1149	Medical Assistance Program Fee Increases for Select Dental Services	07/22/08	27-08-06
	Ch. 1150	Medical Assistance Program Fee Increases for Select Office Visits and Consultations	07/22/08	09-08-09 31-08-11 33-08-05
	Ch. 1150 Ch. 1243	Medical Assistance Program Fee Schedule Changes for Select Laboratory Procedure Codes	07/22/08	08-08-09 09-08-10 28-08-04 31-08-13 33-08-06
	Ch. 1150 Ch. 1141	Medical Assistance Program Outpatient Fee Schedule Increase for a Select Colonoscopy Procedure	07/22/08	01-08-07
	Ch. 1150	Fee Increases for Select Healthy Beginnings Plus Services	07/25/08	05-08-04 08-08-13 31-08-17 33-08-08 47-08-11
	Ch. 1150 Ch. 1241	Screening for Developmental Delays and Autism Spectrum Disorders	07/25/08	99-08-10
	Ch. 1145	Recipient Access to Chiropractic Services	08/04/08	99-08-11
	Ch. 1150	Prior Authorization of Advanced Radiologic Imaging Services	08/05/08	99-08-08
	Ch. 1150 Ch. 1225	Medical Assistance Program Family Planning Clinic Select Fee Increases and Updates	08/29/08	08-08-08
	Ch. 1101 Ch. 1150 Ch. 1221	SelectPlan for Women Updated Covered Services Chart	09/05/08	01-08-09 08-08-17 09-08-17 24-08-12 28-08-06 31-08-21 33-08-09
	Ch. 1163	Payment Policy for Hospital Readmissions	09/12/08	01-08-10
	Ch. 1241	Updates for Early Periodic Screening, Diagnosis and Treatment Program	09/18/08	99-08-13
	Ch. 1150 Ch. 1121	Reminder of Implementation of Tamper Resistant Prescription Pad Requirements	09/24/08	99-08-14
	Ch. 1101 Ch. 1150	Implementation of Claim Check	10/02/08	99-08-17
	Ch. 1150 Ch. 1147	Addition of Procedure Code 67820 to Optometrist Medical Assistance Program Outpatient Fee Schedule	11/14/08	18-08-07
	Ch. 1150	Preventable Serious Adverse Events	11/26/08	01-08-11
	Ch. 1150 Ch. 1147	Addition of Procedure Codes to the Medical Assistance Program Fee Schedule for Office Visits for Optometrists	12/29/08	18-09-01
2009	Ch. 1150 Ch. 1123 Ch. 1147	Removal of Prior Authorization Requirement for Eyeglass Lenses	02/09/09	18-09-02 24-09-01 25-09-01 31-09-01
	Ch. 1101 Ch. 1150 Ch. 1241	Pentacel® (DTaP-IPV/Hib), Kinrix® (DTaP-IPV) and Rotarix® (Rotavirus) Vaccines	02/09/09	01-09-01 08-09-01 09-09-01 31-09-02 33-09-01

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	Ch. 1150	Medical Assistance Program Fee Schedule Procedure Code End-dating of Keratomileusis	03/27/09	99-09-04
	Ch. 1149	Implementation of the Pediatric Dental Periodicity Schedule	04/24/09	27-09-02
	Ch. 1121	Spring 2009 Preferred Drug List (PDL) Pharmacy Update	06/05/09	01-09-06 09-09-07 27-09-04 02-09-03 11-09-03 30-09-03 03-09-03 14-09-08 31-09-08 08-09-07 24-09-06 32-09-03
	Ch. 1150	Revisions to Medical Assistance Program Fee Schedule Rates for Select Services	06/15/09	99-09-05
	Ch. 1150	2008 HCPCS Updates and Other Procedure Code and Procedure Code/ Modifier Combination Changes	07/06/09	99-09-06
	Ch. 1105 Ch. 1150	Revised Medical Assessment Form (PA 635)	8/10/09	31-09-38 19-09-01 09-09-34
	Ch. 1101 Ch. 1150	Changes to Procedure Codes for the Administration Fees for Kinrix® (DTaP-IPV) and Rotarix® (Rotavirus Vaccines)	08/13/09	01-09-38 08-09-39 09-09-40 31-09-41 33-09-03
	Ch. 1101 Ch. 1150 Ch. 1141 Ch. 1221	SelectPlan for Women Program Forumulary	09/01/09	01-09-39 08-09-40 09-09-41 24-09-38 28-09-04 31-09-42 33-09-04
	Ch. 1101 Ch. 1150 Ch. 1141 Ch. 1221	SelectPlan for Women Program—Addition of Covered Services	09/08/09	01-09-40 08-09-41 09-09-42 24-09-39 28-09-05 31-09-43 33-09-05
	Ch. 1150 Ch. 1241	Structured Screening for Developmental Delays and Autism Spectrum Disorders	09/08/09	99-09-07
	Ch. 1150	Billing for the Administration of the Influenza A (H1N1) 2009 Monovalent Vaccine	10-9-09	99-09-10
	Ch. 1101 Ch. 1141 Ch. 1142 Ch. 1143 Ch. 1144 Ch. 1145 Ch. 1147 Ch. 1149	Revision of the PROMISE(r) Individual Practitioner Enrollment Application and Implementation of Credentialing for Certain Providers Types	10/16/09	99-09-08

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	Ch. 1141 Ch. 1145	Recipient Access to Chiropractic Services	11/30/09	99-09-11
	Ch. 1101 Ch. 1150 Ch. 1241	Hiberix®, Haemophilus Influenzae Type b (Hib) Vaccine	12/31/09	01-09-62 08-09-61 09-09-62 31-09-64 33-09-07
2010	Ch. 1150	Health Care Benefit Package 12 Updated Employability Assessment Procedure Code List	2-5-10	01-10-02 08-10-03 09-10-03 18-10-01 28-10-01 29-10-01 31-10-03
	Ch. 1150 Ch. 1101 Ch. 1150 Ch. 1241	Medical Assistance Program Fee Schedule Revisions 2010 Recommended Childhood and Adolescent Immunization Schedules	02/19/10 03/15/10	99-10-01 01-10-06 08-10-07 09-10-07 31-10-09 33-10-01
	Ch. 1141 Ch. 1144	Application of Topical Fluoride Varnish by Physicians and CRNPs	03/15/10	09-10-08 31-10-08
	Ch. 1121	Spring 2010 Preferred Drug List (PDL) Quantity Limits Update—Pharmacy Services	05/03/10	01-10-08 09-10-10 27-10-06 02-10-06 11-10-06 30-10-06 03-10-06 14-10-06 31-10-11 08-10-09 24-10-07 32-10-06
	Ch. 1150 Ch. 1121	Updated Recommendations for Gardasil® Quadrivalent Human Papillomavirus (HPV) Vaccine	05/03/10	01-10-14 08-10-15 09-10-16 31-10-17 33-10-02
	Ch. 1101 Ch. 1150	Announcing the Federally Mandated Change to Electronic Healthcare Transactions for Healthcare and Pharmacy Transactions	06/08/10	99-10-07
	Ch. 1101 Ch. 1150 Ch. 1241	Revisions to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program Periodicity Schedule	06/14/10	99-10-06
	Ch. 1150	2009 HCPCS Updates and Other Procedure Code and Procedure Code/ Modifier Combination Changes	06/14/10	99-10-05

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	Ch. 1101 1102 1121 1123 1149 1151 1163 1181 1187 1230 1243	Policy Clarification Regarding Written Prescriptions—Statement of Policy	07/17/10	99-10-03 1101-10-01 1102-10-01 1121-10-01 1123-10-01 1149-10-01 1151-10-01 1163-10-01 1181-10-01 1187-10-01 1230-10-01 1243-10-01
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	Ch. 1225	Changes to the Provision of Hemoglobin Laboratory Services by Family Planning Clinics	07/30/10	08-10-23
	Ch. 1101 1150 1241	Updates to the Medical Assistance Program Fee Schedule for the Administration of the Vaccines Pevnar 13®, Cervarix®, Twinrix®, 31-10-30 Recombivax HB®, and Menveo®	08/30/10	01-10-27 08-10-28 09-10-29 33-10-05
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	Ch. 1229	HealthChoices Physical Health Managed Care New East Zone Expansion	01/18/13	99-13-02
	Ch. 1121	Preferred Drug List (PDL) Update January 15, 2013—Pharmacy Services	01/22/13	01-13-11 09-13-11 27-13-11 33-13-11 02-13-10 11-13-10 30-13-10 03-13-10 14-13-10 31-13-12 08-13-11 24-13-11 32-13-10
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	Ch. 1101 Ch. 1150	Medical Assistance Electronic Health Record (EHR)Incentive Program Year 2013 for Eligible Professionals (EP)	2/1/13	08-13-10 09-13-10 27-13-10 31-13-10 33-13-10
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	Ch. 1121	Preferred Drug List (PDL) Update July 24, 2013—Pharmacy Services	7/7/13	01-13-31 09-13-31 27-13-29 33-13-31 02-13-27 11-13-27 30-13-27 03-13-27 14-13-28 31-13-35 08-13-29 24-13-29 32-13-27
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	Ch. 1101	Implementation of ADA Claim Form-Version 2012 and Elimination of ADA Claim Form—Version 2006	9/20/13	17-13-01 19-13-01 20-13-01 27-13-39 31-13-45
	Ch. 1101 Ch. 1149	Correction to the Procedures for Reporting of Other Provider Preventable Conditions (OPPCs) for Federally Qualified Health Centers Rural Health Clinics and Dentists	10/2/13	08-13-39 27-13-41
	Ch. 1101	Application of InvestiClaim™ Analytics to Select Claims—Update	10/4/13	99-13-12
	Ch. 1121	Prior Authorization of Anticoagulants—Pharmacy Services	11/4/13	01-13-45 09-13-45 27-13-45 33-13-44 02-13-40 11-13-40 30-13-40 03-13-40 14-13-41 31-13-50 08-13-43 24-13-42 32-13-40
	Ch. 1121	Prior Authorization of Angiotensin Modulators—Pharmacy Services	11/4/13	01-13-44 09-13-44 27-13-44 33-13-43 02-13-39 11-13-39 30-13-39 03-13-39 14-13-40 31-13-49 08-13-42 24-13-41 32-13-39
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	Ch. 1121	Prior Authorization of Alzheimer’s Agents—Pharmacy Services	11/4/13	01-13-42 09-13-42 27-13-42 33-13-41 02-13-37 11-13-37 30-13-37 03-13-37 14-13-38 31-13-47 08-13-40 24-13-39 32-13-37
	Ch. 1121	Prior Authorization of Leukotriene Modifiers—Pharmacy Services	11/4/13	01-13-48 09-13-48 27-13-48 33-13-47 02-13-43 11-13-43 30-13-43 03-13-43 14-13-44 31-13-53 08-13-46 24-13-45 32-13-43
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	Ch. 1121	Prior Authorization of Antipsychotics—Pharmacy Services	11/22/13	01-13-52 09-13-50 27-13-49 33-13-49 02-13-44 11-13-44 30-13-44 03-13-44 14-13-45 31-13-57 08-13-49 24-13-46 32-13-44

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	Ch. 1121	Prior Authorization of Analgesics Narcotic Long Acting Analgesics Narcotic Short Acting and Cough and Cold Medications—Pharmacy Services	11/22/13	01-13-55 09-13-53 27-13-52 33-13-52 02-13-47 11-13-47 30-13-47 03-13-47 14-13-48 31-13-60 08-13-52 24-13-49 32-13-47
	Ch. 1121	Prior Authorization of Vecamyl (mecamylamine)—Pharmacy Services	11/22/13	01-13-54 09-13-52 27-13-51 33-13-51 02-13-46 11-13-46 30-13-46 03-13-46 14-13-47 31-13-59 08-13-51 24-13-48 32-13-46
	Ch. 1121	Prior Authorization of Lipotropics Other—Pharmacy Services	11/22/13	01-13-53 09-13-51 27-13-50 33-13-50 02-13-45 11-13-45 30-13-45 03-13-45 14-13-46 31-13-58 08-13-50 24-13-47 32-13-45
	Ch. 1101	CAQH CORE Federal Mandate: Electronic Funds Transfer (EFT) and Electronic Remittance Advice (ERA)	11/22/13	99-13-14
	Ch. 1101	Presumptive Eligibility as Determined by Hospitals	12/6/13	01-13-56
	Ch. 1121	Preferred Drug List (PDL) Update January 22 2014—Pharmacy Services	12/18/13	01-13-57 02-13-48 03-13-48 08-13-53 09-13-54 11-13-48 14-13-49 24-13-50 27-13-53 30-13-48 31-13-61 32-13-48 33-13-53
	Ch. 1150	Medical Assistance Program Fee Schedule Revisions	12/27/13	99-13-13
2014	Ch. 1150	Additions to the Medical Assistance Program Fee Schedule for Administration of Quadrivalent Flu Vaccine	1/7/14	01-14-03 08-14-02 09-14-01 31-14-02 33-14-01

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1101	Changes to MA 112 Newborn Eligibility Form	1/10/14	01-14-02 47-14-01
	Ch. 1101	Implementation of the CMS-1500 Health Insurance Claim Form (version 02-12)	1/10/14	99-14-03
	Ch. 1121	Prior Authorization of Antipsychotics—Pharmacy Services	1/20/14	01-14-05 09-14-03 27-14-02 33-14-03 02-14-02 11-14-02 30-14-02 03-14-02 14-14-02 31-14-04 08-14-04 24-14-02 32-14-02
	Ch. 1121	Prior Authorization of Antipsoriatics Oral—Pharmacy Services	1/20/14	01-14-04 08-14-03 14-14-01 30-14-01 33-14-02 02-14-01 09-14-02 24-14-01 31-14-03 03-14-01 11-14-01 27-14-01 32-14-01
	Ch. 1121	Prior Authorization of Anxiolytics—Pharmacy Services	2/3/14	01-14-06 02-14-03 03-14-03 08-14-05 09-14-04 11-14-03 14-14-03 24-14-03 27-14-03 30-14-03 31-14-05 32-14-03 33-14-04
	Ch. 1121	Prior Authorization of Histamine II Receptor Blockers—Pharmacy Services	2/3/14	01-14-08 09-14-06 27-14-05 33-14-06 02-14-05 11-14-05 30-14-05 03-14-05 14-14-05 31-14-07 08-14-07 24-14-05 32-14-05

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1121	Prior Authorization of Oncology Agents Oral—Pharmacy Services	2/3/14	01-14-11 09-14-09 27-14-08 33-14-09 02-14-08 11-14-08 30-14-08 03-14-08 14-14-08 31-14-10 08-14-10 24-14-08 32-14-08
	Ch. 1121	Prior Authorization of Epinephrine Self-Injected—Pharmacy Services	2/3/14	01-14-07 09-14-05 27-14-04 33-14-05 02-14-04 11-14-04 30-14-04 03-14-04 14-14-04 31-14-06 08-14-06 24-14-04 32-14-04
	Ch. 1121	Prior Authorization of Immunomodulators Topical—Pharmacy Services	2/3/14	01-14-09 09-14-07 27-14-06 33-14-07 02-14-06 11-14-06 30-14-06 03-14-06 14-14-06 31-14-08 08-14-08 24-14-06 32-14-06
	Ch. 1121	Prior Authorization of Iron Oral—Pharmacy Services	2/3/14	01-14-10 09-14-08 27-14-07 33-14-08 02-14-07 11-14-07 30-14-07 03-14-07 14-14-07 31-14-09 08-14-09 24-14-07 32-14-07
	Ch. 1121	Prior Authorization of Progestational Agents—Pharmacy Services	2/3/14	01-14-12 09-14-10 27-14-09 33-14-10 02-14-09 11-14-09 30-14-09 03-14-09 14-14-09 31-14-11 08-14-11 24-14-09 32-14-09

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 1150	Sample Review of Physicians Receiving Increased Fees for Select Primary Care Services	2/18/14	31-14-12
	Ch. 1121	Specialty Pharmacy Drug Program—Updated List of Covered Drugs—Pharmacy Services	2/18/14	99-14-05
	Ch. 1101	Provider Credentialing by the Pennsylvania Medical Assistance Program	2/27/14	99-14-02
	Ch. 1101	Re-enrollment/Revalidation of Medical Assistance (MA) Providers	3/7/14	99-14-06
	Ch. 1149	2014 Recommended Childhood and Adolescent Immunization Schedules	4/1/14	99-14-07
	Ch. 1121	Prior Authorization of Prescriptions That Exceed Established Quantity Limits/Daily Dose Limits—Pharmacy Services	4/25/14	01-14-18 09-14-13 27-14-11 33-14-12 02-14-11 11-14-11 30-14-11 03-14-14 14-14-11 31-14-16 08-14-14 24-14-11 32-14-11
	Ch. 1121	Prior Authorization of Kalydeco (ivacaftor)—Pharmacy Services.	4/25/14	01-14-17 02-14-10 03-14-13 08-14-13 09-14-12 11-14-10 14-14-10 24-14-10 27-14-10 30-14-10 31-14-15 32-14-10 33-14-11
	Ch. 1243	Addition to the Medical Assistance Program Fee Schedule—Oncotype DX	5/6/14	01-14-16 08-14-12 09-14-11 28-14-01 31-14-14

**GUIDANCE MANUALS:**

- Provider Handbook 01—Physician
- Provider Handbook 03—Dentist
- Provider Handbook 04—Podiatrist
- Provider Handbook 05—Medical Supplier
- Provider Handbook 06/08—Short Procedure Unit/Ambulatory Surgical Center
- Provider Handbook 07—Chiropractor
- Provider Handbook 09—Birth Centers
- Provider Handbook 10-I—Independent Medical/Surgical Clinic
- Provider Handbook 11-I—Inpatient Hospital (Encompasses provider types General Hospital, Rehabilitation Hospital, Private Mental Hospital, State Mental Hospital and Extended Acute Psychiatric Care)
- Provider Handbook 11-O—Outpatient Hospital (Encompasses provider types General Hospital, and Rehabilitation Hospital)
- Provider Handbook 15—Optometrist
- Provider Handbook 16—Independent Laboratory
- Provider Handbook 18—Ambulance Company
- Provider Handbook 19—Pharmacy
- Provider Handbook 20—Portable X-Ray Provider
- Provider Handbook 21—Renal Dialysis Center
- Provider Handbook 22—Funeral Director
- Provider Handbook 23—Home Health Agency
- Provider Handbook 26—Rural Health Clinic
- Provider Handbook 28—Drug and Alcohol Clinic
- Provider Handbook 29—Outpatient Psychiatric Clinic
- Provider Handbook 30—Family Planning Clinic
- Provider Handbook 31—Midwives
- Provider Handbook 33—Psychiatric Partial Hospitalization Facility
- Provider Handbook 37—Hospice
- Provider Handbook 41—Psychologist
- Provider Handbook 42—Comprehensive Outpatient Rehabilitation Facility
- Provider Handbook 43—Physical Therapist
- Provider Handbook 44—Certified RN Anesthetist
- Provider Handbook 49—Certified RN Practitioner

- Provider Handbook 50—Early Periodic Screening, Diagnosis and Treatment (EPSDT) Provider (update effective 12/24/08)
- Provider Handbook 54—Nutritionist
- Provider Handbook 55—PA Department of Aging (PDA) Waiver
- Provider Handbook 59—COMMCARE Waiver (update effective 09/22/08)
- Medical Assistance Transportation Program—Instructions and Requirements (Note: Revised/Reissued Annually)

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**Office of Long Term Living—Contact: Elaine Smith (717) 346-9168**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1999	Ch. 1187	Capital Component Payments for Post-Moratorium Beds	04/17/99	1187-99-01 35-99-05 36-99-05
2007		Nursing Facility Documentation Requirements For Movable Equipment that is Rented or Leased	12/07/07	03-07-10
2008		Nursing Facility Documentation Requirements For Movable Equipment That Is Rented or Leased	07/07/08	03-08-04
2009		Statewide Waiting List Protocols for Office Of Long Term Living Medicaid Waivers And the Act 150 Attendant Care Program	11/25/09	05-09-01 51-09-01 52-09-01 55-09-01 59-09-01
		Provider Rates for Services Funded Through The OBRA, Independence and COMMCARE Waivers	06/25/09	05-09-02 17-09-02 36-09-02 41-09-02 43-09-02 55-09-02 59-09-02
2010		Financial Management Services Rate	12/23/10	05-10-09 51-10-09 52-10-09 55-10-09 59-10-09
		Office of Long Term Living Home and Community Based Program Policy Clarification Update (Omnibus Bulletin)	12/23/10	05-10-08 51-10-08 55-10-08 59-10-08
		Dual Enrollment for Services funded through OLTL Home and Community-Based Programs and Services funded through the Office of Developmental Programs	10/25/10	05-10-07 51-10-07 52-10-07 55-10-07 59-10-07
		Individual Service Plan Development, Review and Implementation Procedures For OLTL Home and Community Based Services	10/20/10	05-10-06 51-10-06 52-10-06 55-10-06 59-10-06
		Nursing Home Transition Outreach Form	10/08/10	05-10-05 51-10-05 52-10-05 55-10-05 59-10-05
		Department of Aging/Office of Long Term Living Home and Community Based Services program Policy Clarifications	07/06/10	05-10-04 51-10-04 55-10-04 59-10-04
		Fiscal/Employer Agency Standards	06/01/10	54-10-03
		Standards and Reimbursement Rates for the Enhanced Older Adult Daily Living Center Program for Medicaid Aging Waiver Participants	04/20/10	03-10-02 41-10-02 55-10-02

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Incident Management Policy for Office of Long Term Living (OLTL) Home and Community Based Services Programs	04/09/10	05-10-01 51-10-01 52-10-01 55-10-01 59-10-01
		Electronic Submission of the Cost Report (MA-11) Form for Reporting Periods Ending 12/31/09 and Thereafter	12/22/10	03-10-01
2011		Critical Incident Management Policy for Office of Long Term Living Home and Community Based Services Programs	10-14-11	05-11-06 51-11-06 52-11-06 54-11-06 55-11-06 59-11-06
		Accessibility Adaptations and Assistive Technology	10/11/11	05-11-07 51-11-07 52-11-07 54-11-07 55-11-07 59-11-07
		Community Integration Changes provided in the MA Home and Community-Based Waiver Program	09/29/11	05-11-05 51-11-05 52-11-05 55-11-05 59-11-05
		Program Fraud & Financial Abuse in Office Of Long Term Living MA Home and Community Based Services (HCBS) Programs	08/08/11	05-11-04 51-11-04 52-11-04 54-11-04 55-11-04 59-11-04
		Recession of OLTL Bulletin 05-10-07, 51-10-07, 52-10-07, 5-10-075, 59-10-07	06/30/11	05-11-03 51-11-03 52-11-03 55-11-03 59-11-03
		Billing Procedure Codes for Fiscal/Employer Agents (F/EAs)	01/21/11	54-11-01 51-11-01 59-11-01 55-11-01 05-11-01
2012	CH 52	Procedures and Timeframes Related to Performance of Level of Care Assessments and Independent Enrollment Broker Responsibilities (This bulletin supersedes and replaces 55-12-02)	12/31/12	55-12-03
	CH 52	Procedures and Timeframes Related to Performance of Level of Care Assessments and Independent Enrollment Broker Responsibilities (Superseded by 55-12-03)	11/21/12	55-12-02
	CH.1187	Nursing Facility Participation Review Process and Guidelines—statement of policy	06/30/12	42 Pa.B. 3748
	CH 52	Billing Instructions-Home and Community Based Waiver Provider's Billing of Procedure Codes 5 Based on Authorized Service Plans through PROMISE™	06/05/12	05-12-01 51-12-01 55-12-01 59-12-01
	CH 52	Procedures and Timeframes Related to Performance of Level of Care Assessments and Independent Enrollment Broker Responsibilities (Superseded by 55-12-03)	11/21/2012	55-12-02
	CH 52	OLTL Service Coordination Rate in Effect	07/14/12	
	CH 52	OLTL Rate for Enrollment	06/30/12	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	CH 52	OLTL Fee Schedule Rates established	06/09/12	
2013	CH.52	Hearings and Appeals	12/23/13	51-13-12 55-13-12 59-13-12
	CH.52	Rescission of Office of Long-Term Living HCBS Directives, Bulletins 51-13-11 and Other Policy Documents	12/04/13	05-13-11 55-13-11 59-13-11
	CH.52	Addition to the Office of Long-Term Living Standardized Home and Community-Based Services Waiver Participant Informational Materials—Your Appeal and Fair Hearing Rights	11/14/13	05-13-10 51-13-10 55-13-10 59-13-10
		Rescission of Office of Long-Term Living HCBS Directives, Bulletins, and Other Policy Documents (subsequently repealed and reissued)	11/14/13	05-13-09 51-13-09 55-13-09 59-13-09
	CH.52	Statewide Waiting List Guidelines for Office of Long-Term Living Medicaid Waivers and the Act 150 Program	11/05/13	05-13-08 51-13-08 55-13-08 59-13-08
		OLTL Home and Community-Based Services Service Authorization Form (subsequently repealed and reissued)	7/12/13	51-13-07 55-13-07 59-13-07
	CH.52	Additions to Office of Long-Term Living Standardized HCBS Waiver Participant Informational Materials—Abuse, Neglect and Exploitation and Self-Directed Models of Service	07/12/13	51-13-06 55-13-06 59-13-06
	CH.52	OLTL Standardized Home and Community-Based Services Waiver Participant Informational Materials	05/20/13	51-13-04 55-13-04 59-13-04
	CH. 52	Clarification of type, scope, amount, duration and frequency of services	05/16/13	05-13-05 08-13-05 11-13-05 17-13-05 19-13-05 25-13-05 26-13-05 41-13-05 51-13-05 54-13-05 55-13-05 59-13-05
	CH 52	Providing for Absence Policies in the Enhanced Adult Daily Living Centers	03/22/13	03-13-03 41-13-03 55-13-03
	CH 52	Billing Instructions-Home and Community Based Waiver Provider's Billing of Procedure Codes Based on Authorized Service Plans through PROMISE™	02/07/13	05-13-02 51-13-02 54-13-02 55-13-02 59-13-02
	CH 52	OLTL Enrollment Fee Increase	01/26/13	
	CH 52	OLTL Service Coordination Rate Increase	01-26-13	
	CH 52	Maintaining Waiver Eligibility While in an Institution	01/24/13	05-13-01 51-13-01 52-13-01 55-13-01 59-13-01
2014		Revised Pennsylvania Preadmission Screening Resident Review Identification (Level I) Form (MA 376)	02/12/14	01-14-13 03-14-10 07-14-01 55-14-01



<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Revised Pennsylvania Preadmission Screening Resident Review Evaluation (Level II) Form (MA 376.2)	02/12/14	55-14-02
		Revised Target Resident (MI, ID, ORC) Reporting Form (MA 408)	02/12/14	03-14-12
	CH 52	Release of OLTL Home and Community- Based Services Provider Handbook	01/30/14	03-14-02 05-14-02 08-14-02 11-14-02 17-14-02 19-14-02 23-14-02 25-14-02 26-14-02 41-14-02 51-14-02 54-14-02 55-14-02 59-14-02

**GUIDANCE MANUALS:****Bureau of Home and Community Based Services**

- AIDS Medicaid Waiver #192
- Aging Medicaid Waiver #279
- Attendant Care Waiver #277
- COMMCARE Waiver #0386
- OBRA Medicaid Waiver #0235
- Independence Medicaid Waiver #0319

**Nursing Facility**

- Interpretive Guidelines—interpretations of the 1187 Nursing Facility regulations used during audits of the MA-11 Cost Reports
- Instructions for Financial and Statistical Report-Form MA-11
- MA-11 Cost Report Submission System—End User Manual V5.0
- Nursing Facility Assessment End User Manual
- Resident Data Reporting Manual
- Provider Handbook 36-L—Nursing Facility Services only applies to County Nursing Facilities and Private Nursing Facilities. Nursing facility case mix regulations implemented in 1996 (Pa. Code Chapter 1187) do not encompass provider types State Mental Retardation Center, Private ICF/MR, or State Restoration Center (update effective 04/09)
- Data Book (Participation Review Workbook)

**Office of Children, Youth & Families—Contact: Cathy Utz (717) 705-2912**

**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1980	Ch. 3140	Funding of Basic Ed. Components of Private Day Treatment Center Programs	10/29/80	99-80-22
1982	Ch. 3130	Notice of Right to Appeal for Spanish-Speaking Clients	12/30/82	3130-82-01
1983	Ch. 3130	Clarification of the Definition of “Accept for Service”	02/04/83	3130-83-03
	Ch. 3700	Waiver for Foster Family Homes by Foster Family Care Agencies	02/04/83	3700-83-01
	Ch. 3130	Clarification of County C & Y Agency Requirements with Respect to Fee Setting	02/04/83	3130-83-04
	Ch. 3130	Clarif. on Caseworker-to- Family Case Load Ratio & Case Management Functions	02/04/83	3130-83-07
	Ch. 3140	Clarif. of Adoption Asst. to Relatives in Adoption Cases	05/02/83	3140-83-07
	Ch. 3140	Reimbursement to Parents for the Cost of Child Visits	08/15/83	3130-83-11
	3130.64(b)(2), 3130.67(9), 3140.131(7), 3700.35(b)(1)			3140-83-13 3700-83-03
1984	Ch. 3001	Transmittal of Interdpt. Memo. on Nonimmunized Students Excluded from Attending School	07/08/84	99-84-13

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3490	Release of Child Abuse Info. to the Media	08/15/84	99-84-20
	Ch. 3130	Interstate Compact on Juveniles	09/30/85	99-85-27
	Ch. 3490	Providing Copies of Child Abuse Reports to Subjects	11/20/85	99-85-28
1986	Ch. 3490	Law Enforcement Officials as Perpetrators of Suspected Child Abuse	07/15/86	3490-86-04
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33	04/01/86	3490-86-02
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33—Part II	06/16/86	3490-86-05
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33—Part III	11/01/86	3490-86-08
1987	Ch. 3490	Implementation of Child Protective Service Policies Relating to Alleged Medical Neglect of Disabled Infants	05/01/87	3490-87-01
	Ch. 3490	Sharing Child Abuse Info Among DPW Offices	09/01/87	3490-87-03
	Ch. 3490	Policy Clarification of the Child Protective Services Law and Regulations	06/01/87	3490-87-02
	Ch. 3140	Personal Incident Costs	10/01/87	3140-87-05
	Ch. 3140	OCYF Financial Participation in Costs of County Human Service Departments	08/31/87	3140-87-02
1988	Ch. 3490	Screening Student Interns	05/88	3490-88-01
1989	Ch. 3350	Adoption Record Disclosure	07/01/89	3350-89-01
1991	Ch. 3130	Regulatory Interpretation Guidelines for Revisions to Chapter 3130	09/20/91	3130-91-03
1994		Supervised Independent Living Guidelines	07/94	00-94-07
		Site Visits and Access to Records by PA Protection and Advocacy, Inc.	08/22/94	00-94-19
1995	Ch. 3490	Amendments to the Child Protective Services Law that Become Effective July 1, 1995	09/05	3490-95-02
1996	Ch. 3490	Certification and Training for Children and Youth Workers	06/20/96	3490-96-03
	00	Surveying and Evaluating Child Welfare Agencies Implementation and Compliance with MEPA	08/15/96	00-96-06
1997	Ch. 3140	Availability of Federal Financial Participation For Profit Residential Child Care Facilities	01/17/97	3140-97-02
		Access to Pennsylvania State Police Records	10/01/97	00-97-09
		Priority Placement Request Procedures for the Interstate Compact on the Placement of Children	12/01/97	00-97-12
1998	Ch. 3140	MEPA 1994—Small Business	02/07/98	3140-98-03
1997		Association of Juvenile Compact Administrators Rules and Regulations Amended Travel Permit	06/01/98	00-98-06
1999	Ch. 3140	Adoption Assistance Questions and Answers	03/17/99	3140-99-01
	Ch. 3490	Drug Convictions Prohibiting Hiring and Approving Foster/Adoptive Parent Applications	02/03/99	3490-99-01
	Ch. 3490	Implementation of Revisions to the Child Protective Services Law as Amended by Act 127 of 1998	10/01/99	3490-99-02
2000	Ch. 3140	AFCARS Planning, Budgeting and Invoicing Procedures	08/15/00	3140-00-02
	Ch. 3490	Child Death Review and Report Protocols	10/10/00	3490-00-01
2001	Ch. 3130	The Second Revised Interim Guidelines for the Adoption and and Safe Families Act of 1997	01/02/01	3130-01-01

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3140	Revised Policies and Procedures: Title IV-E Placement Maintenance Eligibility and Reimbursability, Title IV-E Adoption Assistance Eligibility and Title XX Medicaid Eligibility	04/09/01	3140-01-01
	Ch. 3490	Revised Certification and Training Requirements for Children and Youth Supervisors	09/25/01	3490-01-02
2003		Kinship Care Policy	06/30/03	00-03-03
		Megan's Law	04/13/03	00-03-02
	Ch. 3140	Interstate Compact on Adoption and Medical Assistance	01/01/04	3140-03-02
	Ch. 3350	Statewide Adoption Network Policies and Procedures	01/01/03	3350-03-01
	Ch. 3490	A.Y. v. DPW/Allegheny County	03/10/03	3490-03-01
	Ch. 3490	Federal Criminal History Clearances for PA Residents	04/25/03	3490-03-02
2004		MH/MR Services for Children Placed Out-of-County In Pre-Adoptive or Foster Homes	07/19/04	00-04-02
	Ch. 3140	Child Welfare TANF Services Policies and Procedures	05/17/04	3140-04-06
	Ch. 3140	Approval/Licensing of Foster Family Homes	04/01/04	3140-04-02
	Ch. 3140	Child Placements with Emergency Caregivers	07/01/04	3140-04-05/ 3490-04-01
	Ch. 3490			
	Ch. 3700	Medical Foster Care Services for Children Served by County Children and Youth Agencies	7/01/04	Special Transmittal
2005	Ch. 3490	Implementation of Act 160 of 2004 Amending the Child Protective Services Law	09/01/05	3490-05-01
2006		Federal Financial Participation Rate Change for Title IV-E Placement Maintenance and Adoption Assistance Costs	10/18/06	00-06-05
	Ch. 3140	Random Moment Time Study Policy and Procedures-Juvenile Probation Offices	07/28/06	3140-06-03
	Ch. 3140	Federal Title IV-E and Medicaid Administrative Invoicing Procedures	09/12/06	3140-06-05
	Ch. 3140	Random Moment Time Study Requirements Family Service Plan Documentation	10/11/06	Special Transmittal
	Ch. 3800	Strategies and Practices to Eliminate Unnecessary Use of Restraint	01/30/06	Special Transmittal
	Ch. 3490	Safety Assessment and Planning Process	03/15/06	3490-06-01
2007		FFP Rate Change for Title IV-E Placement Maintenance and Adoption Assistance Costs	04/16/07	00-07-01
	Ch. 3490	Protocol to Address Domestic Violence in Families with Child Welfare Involvement	08/03/07	Special Transmittal
2008	Ch. 3350	Expanded Ground for Involuntary Termination of Parental Rights	04/03/08	Special Transmittal
	Ch. 3490	Frequency and Tracking of Caseworker Visits to Children in Federally Defined Foster Care	05/01/08	3490-08-05
	Ch. 3140	Title IV-E Foster Case Maintenance and Adoption Assistance Program Costs Allowable for Federal Financial Participation (FFP)	05/12/08	3140-08-01
	Ch. 3350 Ch. 3490 Ch. 3700	Implementation of Safe and Timely Placement of Foster Children Act (P. L. 109-239)	05/12/08	99-08-01
	Ch. 3490	Implementation of Act 126 of 2006 Amending the Child Protective Services Law	03/24/08	3490-08-02
	Ch. 3490	Implementation of Act 179 of 2008 And Act 72 of 2007 Amending the Child Protective Services Law	06/27/08	3490-08-03
	Ch. 3490	Implementation of New Reporting Requirements As Required by Act 146 of 2006 and Act 179 of 2006	10/01/08	3490-08-04

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3700	Implementation of Act 68 of 2005 (The Resource Family and Adoption Process Act), Act 73 of 2005 (The Resource Family Care Act), and Act 78 of 2007	10/01/08	3700-08-01
	Ch. 3130 Ch. 3350 Ch. 3700	Impact of Act 109 on Agency Operations	12/29/08	Special Transmittal
2009		Act 76 of 2007	01/07/09	Special Transmittal
	Ch. 3130 Ch. 3140 Ch. 3700	Fostering Connections to Success and Increasing Adoptions Act of 2008	02/24/09	Special Transmittal
	Ch. 3130	Implementation of the Indian Child Welfare Act of 1978	03/09/09	3130-09-01
	Ch. 3170	Out of Home Placement Services—Contract Documentation	04/07/09	3170-09-01
	Ch. 3170	Out of Home Placement Services—Contract Documentation	08/25/09	3170-09-02
	Ch. 3700 Ch. 3800	Disaster Planning	10/09/09	Letter from Deputy Secretary
	Ch. 3800	Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
	Ch. 3800	Prone Restraints in Children’s Facilities	12/19/09	3800-09-02
	Ch. 3140	Implementation of Child Care Funding Policy Beginning State Fiscal Year (SFY) 2010-2011	07/01/09	3140-09-03
	Ch. 3130 Ch. 3140	Fostering Connections to Success and Increasing Adoptions Act of 2008—Adoption Program Requirements	12/30/09	Special Transmittal
2010	Ch. 3130	Shared Case Responsibility and Procedures Permanent Legal Custodian	05/03/10	3130/10/01 3130/10/02 3140/10/03
		Educational Portions of “Non- Educational” Residential Treatment	01/04/10	OMHSAS-10 02
	Ch. 3130	Termination of Parental Rights and Compelling Reasons	01/05/10	Special Transmittal
	Ch. 3140	Needs-Based Plan/Budget Amendment	04/20/10	3140-10-01
	Ch. 3130	Shared Case Responsibility Policy and Procedures	05/03/10	3130-10-01
		YDC/YFC Interim Per Diem Rates Effective July 1, 2010	07/01/10	00-10-01
	Ch. 3130	Permanent Legal Custodian Policy	07/30/10	3130-10-02 3140-10-03
	Ch. 3130	Change in Process for Verifying Paternity	08/04/10	Special Transmittal
	Ch. 3800	Act 45 of 2010 Regarding Restraint Use and Reporting Requirements of Pregnant Females	08/04/10	3800-10-01
	Ch. 3130	Implementation of 45 CFR Part 1356 Chafee Nation Youth in Transition Database Part 1	08/09/10	3130-10-03
	Ch. 3130	Educational Stability & Continuity of Children Receiving Services from the County Children & Youth Agency (CCYA) Including the Use of an Education Screen	09/17/10	3130-10-04
	Ch. 3130	Clean Indoor Air Act Compliance Guidance	09/17/10	3130-10-05
	Ch. 3170	Out of Home Placement Services—Contract Documentation	12/23/10	3170-10-02
		Complex Case Planning	12/28/10	00-10-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>	
2011	Ch. 3130	Basic Health Information Form (CY980)	04/01/11	3130-11-01	
	Ch. 3350	Implementation of Act 101 of 2010	04/25/10	3350-11-01	
	Ch. 3490	Developmental Evaluation and Early Intervention Referral Policy	Issued 06/07/10; Revised 06/01/11	3490-10-01	
	Ch.3140	Fiscal Year 2012-13 Children, Youth and Families Needs-Based Plan and Fiscal Year 2011-12 Implementation Plan Instructions	Issued 05/27/11; Revised 06/17/11	3140-11-01	
	Ch. 3140	Act 148 Invoicing Procedures for County Child Welfare Services	07/06/11	3140-11-02	
		YDC/YFC Interim Per Diem Rates Effective 7/1/11	09/15/11	00-11-02	
	Ch. 3130	Youth Independent Living Services Guidelines (and Appendix)	07/08/11	3130-11-04	
	Ch. 3490	Implementation of Act 201 of 2002 (Safe Haven)	07/15/11	3490-11-01	
	2012		Master Client Index (MCI) Service Expansion	02/15/12	00-12-01
		Ch. 3490	Statewide General Protective Services (GPS) Response Times	04/13/12	3490-12-01
Ch. 3130, 3680 3800		Children in Foster Care Act (Act 119 of 2010)	02/10/12	3130-12-02 3680-12-01 3800-12-02	
Ch. 3140		Random Moment Time Study Policies and Procedures County Children and Youth Agencies	05/07/12	3140-12-02	
2013		YDC/YFC Interim Per Diem Rates Effective July 1, 2013	10/07/13	00-13-01	
	Ch. 3140	Fiscal Year 2012/13 Act 148 Invoicing And Medicaid Invoicing Procedures for County Child Welfare Services	05/15/13	3104-13-01	
	Ch. 3140	County Children and Youth Program Title XX and Title IV-B Procedures	06/28/13	3140-13-04	
	Ch. 3140	Fiscal Year 2014-15 Children, Youth And Families Needs-Based Plan and Fiscal Year 2013-14 Implementation Plan Instructions	07/03/13	3140-13-03	
	Ch. 3140	Fiscal Year 2013/14 Act 148 Invoicing And Medicaid Invoicing Procedures for County Child Welfare Services	09/11/13	3104-13-05	
	Ch. 3140	Federal Title IV-E Invoicing Procedures Manual	10/15/13	3140-13-06	
	2014	Ch. 3800	Search and Seizure in Programs that Serve Children and Youth	02/28/14	3800-14-01

**GUIDANCE MANUALS:**

- Planning Permanent Families for Children Residing in Mental Retardation Residential Facilities
- Audit Clause Language for Use in All County Child Welfare Service Provider Contracts
- Indirect Costs Under the County Cost Allocation Plan Guidelines
- Reporting of Indirect Costs—County Children and Youth Services
- Local Management Agency Policy and Procedures Manual
- PA Standards for Child Welfare Practice
- Model Petitions and Court Orders
- Foster Care Visitation Manual
- Safety Assessment and Management Process Reference Manual (last updated 06/09)
- Special Transmittal on Safe Sleep Environment Recommendations for Infants One Year of Age and Under (10/28/08)
- Pennsylvania's Child Welfare Practice Model
- Model Set of Standards for Pennsylvania's Multidisciplinary Investigative Teams

**INTERNAL GUIDELINES:**

- Youth Development Center/Youth Forestry Camp Policy Manual
- Report on Recommended Best Practices for IV-E & TANF Programs

**Office of Mental Health and Substance Abuse Services/Mental Retardation—Contact: Ginny Mastrine (717) 772-7926****POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1982	Ch. 4000	Respon. for Collection of Tuition Exp. Under Act 199 of 1980 for Out-of-State Residents	03/17/82	199-82-01
	Ch. 4000	Notice of Assessments (Joint MH/MR Bulletin)	04/16/82	99-82-15
1983	Ch. 5001	Expiration of 4th Provisional Cert. of Compliance	12/15/83	99-83-49
1984	Ch. 5250	Guidelines for Delivery of MH Forensic Svs. To Persons in Co. Jails & Persons on Prob. Or Parole	08/27/84	99-84-38
1985	Ch. 4000	County Indirect Cost Allocation Plan Guideline Update—Maintenance In Lieu of Rent as a Direct Cost (Joint MH/MR Bulletin)	08/22/85	99-85-17
	Ch. 1153	Requirements for Treatment Plans & Doc. of Treatment	10/31/85	29-85-02 33-85-02
	Ch. 4210	Readmission from Community Placement Within 30 Days of Discharge	05/03/85	99-85-21
	Ch. 5001	Administration of Psychotropic Medication to Protesting Patients	03/11/85	99-85-10
1986	Ch. 6000	Procedures for Review of Service Eligibility and Termination Decisions	01/17/86	99-86-01
	Ch. 5001	Implementation of Act 33 of 1985	03/19/86	99-86-11
	Ch. 5100	Involuntary Outpatient Commitment	05/08/86	99-86-14
1987	Ch. 4305	Community MH/MR Liability	05/21/87	4305-87-2
	Ch. 4210	Dis. Plan Response For SMH Child/Adolescent Program & County MH/MR Program	01/16/87	99-87-10
	Ch. 5100	Guidelines for Assessing & Documenting the Dangerousness Of Mentally Ill Adults	01/16/87	99-87-07
	Ch. 5100	Notice of Grievance & Appeal Proc. Involuntary Outpatient Commitment	09/08/87	99-87-23
1988	Ch. 4305	Quarterly Liability Summaries	01/29/88	4305-88-01
1993	*CH. 1165	PAYMENT FOR MENTAL HEALTH SERVICES PROVIDED IN A RESIDENTIAL TREATMENT FACILITY FOR ELIGIBLE INDIVIDUALS UNDER 21 YEARS OF AGE	01/01/93	1165-93-07
	Ch. 5221	Intensive Case Management Record Requirement	09/21/93	5221-93-01
1995	CH. 1153	ACCESSING OUTPATIENT WRAPAROUND MENTAL HEALTH SERVICES	09/08/95	1153-95-01
	CH. 1157	MENTAL HEALTH SERVICES PROVIDED IN NON-JCAHO	09/08/95	1157-95-01
	Ch. 1165	UPDATE-JCAHO-ACCREDITED RTF SERVICES	09/08/95	1165-95-01
1998		Reporting Requirements for Services Funded Through County Base and CHIPP Funds	02/17/98	OMH-98-01
	Ch. 1163	Revision of Utilization Guidelines for Inpatient Hospital Drug and Alcohol Services Under the Medical Assistance Program	05/18/98	1163-98-01
	Ch. 5310	Licensing Compliance Prediction Instrument Application in the Licensing of Community Residential Rehabilitation Services	08/01/98	OMH-98-02
1999	Ch. 4300	Revised Procedure for Waiver of Office of mental Health and Substance Abuse Services (OMHSAS) Program Regulations	10/01/99	OMHSAS-99-08
		Emerich v. Philadelphia Center for Human Development 720 A.2d 1032 (Pa. 1998) (Duty to Ward Third Parties—Tarasoff in Pennsylvania)	09/15/99	OMHSAS-99-09

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2000		Guidelines for Identifying Persons with Mental Retardation and Mental Illness for State Mental Health Hospital Discharge	05/15/00	00-00-04
	Ch. 4300	The Roles and Responsibilities of County Mental Health/Mental Retardation Programs in the Development of a Child's Individual Education Program	10/04/00	OMHSAS-00-04
2001		Nursing Home Reform Implementation	02/01/01	OMHSAS-01-01
	Ch. 5100	Age of Consent for Voluntary Outpatient Mental Health Treatment	06/18/01	OMHSAS-01/04
		Accessibility of Community Mental Health and Substance Abuse Services For Persons Who are Deaf, Hard of Hearing, Late Deafened, or Deaf-Blind	10/01/01	OMHSAS-01-06
	Ch. 5100	Procedures for Client Rights Grievances and Appeals	08/10/01	SMH-01-03
		Accessibility of State Mental Health Facilities for Persons who are Deaf, Hard of Hearing, or Deaf-Blind	06/18/01	SMH-01/01
2002		Coordination of treatment and support for people with a diagnosis of serious mental illness who also have a diagnosis of mental retardation		0-02-16
	Ch. 1223	Drug and Alcohol Clinics with Provisional Licenses	10/26/02	28-02-02
	Ch. 5100	Interpretation of Pennsylvania Law Related to 402(b) Commitment	09/12/02	OMHSAS 02-04
		The Use of Seclusion and Restraint in Mental Health Facilities and Programs	04/08/02	OMHSAS 02-01
		Performance Expectations and Recommended Guidelines for the County Child and Adolescent Service System Program (CASSP)	06/06/02	OMHSAS-02-02
		Generic Drugs	04/01/02	SMH-02-01
2003	Ch. 1223	Elimination of the Requirement for the Outpatient Drug and Alcohol Clinic's Supervisory Physician to Perform a Comprehensive Medical Examination Within 15 days following the Intake and Before the Provision of Treatment	10/01/03	28-03-02
2004	Ch. 1223	Methadone Take-Home Services	02/01/04	28-04-01
2005	Ch. 1153	Psychological/Psychiatric/Clinical Re-Evaluations and Re-Authorization For Behavioral Health Rehabilitation (BHR) Services for Children and Adolescents with Behavioral Health Needs Compounded by Developmental Disorders	06/24/05	07-05-01
	Ch. 5100	Unscheduled Use of Medication in the State Hospital System PRN & STAT Medication Orders	02/28/05	SMH-05-1
	Ch. 5100	Transporting Patients	02/28/05	SMH-05-02
	Ch. 5100	Administrative Transfers between State Mental Hospitals Civil Sections	04/29/05	SMH-05-04
	Ch. 4300	Cost Settlement Policy and Procedures for Community-Based Medicaid Initiatives	08/15/05	OMHSAS-05-01
		Integrated Children's Services Initiative	06/09/05	00-05-05
		Quality at the End of Life for Consumers and Residents	09/16/05	SMH-05-05
2006		Memorandum of Understanding Between the Office of Mental Health and Substance Abuse Services and the Pennsylvania Department of Aging	02/01/06	OMHSAS-06-01
		Service Priority For: Older Adult Population	02/01/06	OMHSAS-06-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Co-Occurring Disorder Competency Approval Criteria for All Facilities Licensed by the Department of Health Division of Drug and Alcohol Program, License or the Department of Public Welfare, Office of Mental Health and Substance Abuse Services	02/10/06	OMHSAS-06-03
		Writing of Orders by Administrators	02/13/06	SMH-06-01
	Ch. 5200	Mobile Mental Health Treatment	11/30/06	08-06-18
	Ch. 5100	Community Incident Management & Reporting System	07/18/06	OHMSAS-06-04
	Ch. 1153	Mobile Mental Health Treatment	11/30/06	08-06-18
	Ch. 1151	BH-FFS Transfer from OMAP to OMHSAS	08/15/06	OMHSAS-06-07
	Ch. 1153	Revision to Minimum Staff Qualifications of Therapeutic Staff Support (TSS) Workers	08/24/06	08-06-15
2007	Ch. 5100	Clarification on the Authorization of Restraints and Seclusion in the Forensic Units	07/13/07	SMH-07-01
	Ch. 5100	Clarification of Act 169, also known as the Older Adult Protective Services Act (OAPSA), in regards to hiring practices for inpatient and residential facilities.	08/02/07	OMHSAS-07-01
2008	Ch. 5310 Ch. 5320	Guidelines for Interagency Planning for Children in Need of Behavioral Health Rehabilitation Services or Partial Hospitalization on Services during the School Day	01/04/08	OMHSAS-08-01
		Special Pharmaceutical Benefits Program Mental Health component will transition from Office of Medical Assistance Program to Office of Mental Health and Substance Abuse Services	04/22/08	OMHSAS-08-02
		Assertive Community Treatment (ACT)	09/02/08	OMHSAS-08-03
	Ch. 63	Implementation of Act 179 of 2006 & Act 73 of 2007 Amending The Child Protective Services Law	06/27/08	3490-08-03
2009		Guidance for Conducting Functional Behavioral Assessment in the Development of Treatment Plans for Services Delivered to Children with Behavioral Health Needs Compounded by Developmental Disorders	01/09/09	OMHSAS-09-01
	Ch. 1223	Requirements for Clinics Supervisory Physician Reviews and Reevaluations of Diagnoses, Treatment Plans and Updates	04/18/09	OMHSAS-09-03
	Ch. 31	Best Practice for Family Involvement with Youth who are in Residential Treatment Facilities (RTFs)	06/15/09	OMHSAS-09-04
	Ch. 5100	Use of Restraints, Seclusion and Exclusion in State Mental Hospitals and Restoration Center	11/30/09	OMHSAS-09-06
	Ch. 1101 Ch. 1150 Ch. 1153	Peer Support Services (Revised)	01/01/10	OMHSAS-09-07
2010	Ch. 1153 Ch. 2380 Ch. 5200 Ch. 5210 Ch. 6400 Ch. 5600	Medication Prescribing Practices of CRNP's in Mental Health Programs and Mental Retardation Programs	03/27/10	OMHSAS-10-01
		Educational Portions of "Non-Educational" Residential Placement	01/04/10	OMHASA-10-02
		Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
	Ch. 5221	Blended Case Management (BCM) (Revised)	06/14/10	OMHSAS-10-03



<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Psychological/Psychiatric/Clinical Re-Evaluation and Re-Authorization For Behavioral Health Rehabilitation (BHR) Services	07/09/10	OMHSAS-10-04
2011		Non-Discrimination Toward Lesbian, Gay, Bisexual, Transgender, Questioning And Intersex People	01/07/11	OMHSAS-11-01
		Guidelines to Ensure Affirmative Environments and Clinically Appropriate Services for Lesbian, Gay, Bisexual, Transgender, Questioning And Intersex Consumers and Their Family Members	01/07/11	OMHSAS-11-02
	Ch. 41	Clarification of Permissible Arrangements for Psychologists Who are Associated with the Provision Of Behavioral Health Rehabilitation Services (BHRS)	03/08/11	OMHSAS-11-05
	Ch. 15	Administrative Investigations	10/20/11	OMHSAS-11-08
		OMHSAS Guidelines for the Approval of Telepsychiatry	12/20/11	OMHSAS-11-09
2012		Summer Therapeutic Activities Program (STAP)	03/01/12	OMHSAS-12-01
		Cost Centers for County Based Mental Health Services	03/26/12	OMHSAS-12-02
	Ch. 5100	Unsupervised Leave of Patients Found Not Guilty by Reason of Insanity	04/04/12	SMH-P-12-01
	Ch. 5100	Security Guidelines For Regional Forensic Psychiatric Centers	04/04/12	SMH-P-12-02
	Ch. 5100	Proper Implementation of Discharge or Transfer Procedures For Certain Person in the Category "Acquitted Because of Lack of Criminal Responsibility." (Not Guilty by Reason of Insanity)	04/04/12	SMH-P-12-03
		Information Sharing Between Regional Forensic Psychiatric Centers and State or County Correctional Facilities Upon Admission and Discharge	04/04/12	SMH-P-12-04
		Admission, Transfers, Level of Care and Service Area Designation For the Regional Forensic Psychiatric Centers	04/11/12	SMH-P-12/05
		Mental Health Targeted Case Management (TCM) Documentation Requirements	06-14-2012	OMHSAS-12-03
2013		Targeted Case Management (TCM) Travel and Transportation Guidelines	01-18-2013	OMHSAS-13-01
		Policy Clarification Regarding Written Prescriptions Orders and Requests-Statement of Policy	06-27-2013	OMHSAS-13-02
2013		HCPCS Updates Related to Behavioral Health Services	10-18-2013	OMHSAS-13-03
2014		OMHSAS Guidelines for the Approval of Telepsych Services in HealthChoices	03-18-2014	OMHSAS-14-01

**GUIDANCE MANUALS:**

- Community Hospital Integration Projects Program (CHIPP) Guidelines
  - Updated Olmstead Plan for Pennsylvania's Mental Health System
- Office of Developmental Programs—Contact: Jeanine Zlockie (570) 443-4312**

**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1980		PCIS Instructions for Discharged Patients	10/6/80	99-80-13
1981		Procedures for Charging and Collecting of Tuition Expenses for School-Age Residents in Mental Retardation and Mental Health Residential Facilities	9/2/81	199-81-01
		Maintenance of Resident Abuse Files	1/2/81	99-81-02
		Redefining "Transfer"—PCIS	2/27/81	99-81-14

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Search of Visitors and Residents at State Centers and Mental Retardation Units	9/19/81	99-81-40
		Policies and Procedures Governing Admissions, Commitment, Transfers, and Discharges at State-Operated Mental Retardation Facilities	12/01/81	99-81-51
1982		Guidelines for State Center Boards of Trustees	2/17/82	99-82-02
		Responsibility for Collection of Tuition Expenses Under Act 199 for Out-of-State Residents	3/17/82	199-82-01
		Notice of Assessments	4/16/82	99-82-15
		New Vecchione Petition Forms	8/20/82	99-82-39
		Monitoring the Guardianship Petitioning Process at State Centers and State Mental Hospitals	9/24/82	99-82-47
		Memorandum #44—Personnel Action Plan	10/4/82	99-82-52
		Patient Services Accountability System County MH/MR Memorandum No. 9	10/18/82	99-82-55
		State Supplemental Security Income Supplement for Licensed Personal Care Boarding Home Residents		297-82-73
		Personal Care Boarding Home Resident Assessment Summary	12/31/82	II-30-82-02
1983		Creation of Base Service Units and catchment Areas	1/26/83	99-83-03
		Guardianship Petitioning Process at State Centers	2/11/83	99-83-05
		Payment of Residential Placement Costs for Mentally Retarded or Severely Emotionally Disturbed Children in Residential Facilities	3/8/83	99-83-10
		Guidelines for State Center Board of Trustees—Revision	8/18/83	99-83-21
		DPW Policy on Support Service for Persons with Mental Retardation and Their Families	10/14/83	99-83-24
1984		Therapeutic Leave Guidelines for 2176 Waiver Facilities and State and Non-State Intermediate Care Facilities for the Mentally Retarded (ICFs/MR)	8/1/84	99-84-08
		Licensing Inspection Instrument—Vocational Rehabilitation Facilities	8/1/84	00-84-09
		Community Residential Program Slot and Funding Adjustments	12/27/84	99-84-20
		Supplement & Amendment to the DPW Policy on Support Services for Persons with Mental Retardation & Their Families	12/27/84	99-84-21
		County Indirect Cost Allocation Plan Guidelines	6/13/84	99-84-22
		Reporting of Early Intervention Services	9/3/84	99-84-40
		Elimination of the PA 162-D Form and Replacing it with the PA/FS 162 Form	6/27/84	297-84-42
		Personal Care Boarding Home Supplement	6/27/84	297-84-43
1985		Fair Hearing Procedure Related to Services under 2176 Waiver Program	5/1/85	00-85-05
		Investigative Manual for Use in Client Abuse Investigations at State Centers and MR Units	5/17/85	99-85-09
		County Indirect Cost Allocation Plan Guideline Update—Maintenance in Lieu of rent as a Direct Cost	8/22/85	99-85-17
		Tobacco Products Purchase (with State Funds) for Client use in MR Facilities	10/15/85	99-85-19
		Classification and Reimbursement Policy for Administrative/Fiscal Positions in Program Funded Agencies	12/5/85	99-85-43

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1986		Revised Definition of Developmentally Disabled Persons who Receive Services in Intermediate Care Facilities for the Mentally Retarded (ICRs/MR)	12/31/86	42-435-86-01
		Choking Prevention and Management	12/4/86	00-86-14
1987		Clarification of Definition of Developmentally Disabled Persons Receiving Services in Intermediate Care Facilities for the Mentally Retarded	12/9/87	4398-87-01
	CH. 4305	Client Liability—Community Mental Health and Mental Retardation Services	5/21/87	4305-87-02
		Changes in the Reimbursement Method for Hospital Reserved Bed Days	7/21/87	00-87-10
		Documentation Requirements—Waiver Requests for Increases for Workers' Compensation Costs	9/25/87	99-87-15
		Submission of Cost Reports (MA-11s) to the Office of Mental Retardation	10/9/87	99-87-16
		Conversion of Comm. Res. MR Facilities to ICF/MR	10/23/87	99-87-17
		Case Management Services	11/19/87	99-87-18
		State Employees Acting in Voluntary Capacity to Control Client Funds	11/19/87	00-87-18
1988		Work Incentives for SSI and 2176 Waiver Recipients	6/15/88	00-88-02
		Prevocational and Supported Employment Component Under the Community Based Services Waiver Program	6/15/88	99-88-4
	Ch. 6000	Change in Zoning Requirements for Licensing Intermediate Care Facilities for the Mentally Retarded	10/3/88	6000-88-07
		Obtaining Criminal Clearances On Prospective Employees	6/24/88	00-88-07
	Ch. 1181	OBRA-87—Nursing Home Reform	12/28/88	1181-88-08
	Ch. 6000	Administration and Management of Client Funds	10/05/88	6000-88-08
		Applicability of Appropriate Life Safety Codes	8/9/88	00-88-09
		P. L. 99-457, Part H, State Interagency Coordinating Council Mission Statement	11/10/88	00-88-14
1989	Ch. 6000	Guidelines for Enhancing and Conducting Direct and Independent Assessment	10/16/89	6000-89-01
	Ch. 1101	Copayment Exemption for Targeted Case Management Services	11/4/88	1101-89-01
		Cardiopulmonary Resuscitation and Relief of Upper Airway Obstruction	3/1/89	SC-89-01
		Care and Services Policy for State Centers and MR Units	8/25/89	SC-89-02
		New Federal ICF/MR Regulations	2/7/89	00-89-03
		Account Code Structure—Offices of Mental Health and Mental Retardation Cost Center Definitions	7/28/89	00-89-05
		Abatement of Liability for Psychological Evaluations	09/14/89	00-89-17
		LEKOTEK	11/1/89	00-89-18
1990	Ch. 4300	Account Structure Manual for County Mental Health and Mental Retardation	7/1/90	4300-90-01
	Ch. 6000	Family-Driven Family Support Services	12/12/90	6000-90-01
		Children's Cardiac Program	1/31/90	00-90-03
		Adult Day Service Performance Guidelines for Counties	2/27/90	00-90-05
		Childhood Lead Poisoning Prevention Program	4/9/90	00-90-12
		Department of Health Programs for Young Children	4/9/90	00-90-14

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Supplemental Security Income (SSI) Disability Benefits for Children	9/27/90	00-90-24
		Residential Data System Instruction Manual	7/1/90	00-90-25
		Correction to Residential Data System Instruction Manual	11/14/90	00-90-36
1991		Positive Approaches	2/8/91	00-91-05
		Resources for Children with Sensory Impairments	1/31/91	00-91-06
		Licensing Policies and Procedures for Intermediate Care Facilities for the Mentally Retarded (ICFs/MR)	4/22/91	00-91-12
		Mental Health/Mental Retardation Annual Income and Expenditure Reports	10/21/91	OMH-91-13
		Licensing Policies and Procedures for Intermediate Care Facilities for the Mentally Retarded	5/13/91	00-91-14
		Approved 2176 Waiver Amendment	6/18/91	00-91-15
		Opportunities and Supports for Older Persons with Mental Retardation	11/1/91	00-91-17
		Joint Statement by the Department of Public Welfare and The Department of Aging	7/31/91	00-91-18
		Applicability of OMB Circular A-133 for Non-State Operated Intermediate Care Facilities for the Mentally Retarded (ICFs/MR)	10/31/91	00-91-26
1992		Special Innovative Services Expenditures Under Family Support Services	1/16/92	00-92-03
		Information on Public Law 102-119: Reauthorization of the Individuals with Disabilities Education Act	4/20/92	00-92-10
		Issuance of Audit Guide for Non-State Operated Intermediate Care Facilities for the Mentally Retarded	8/31/92	00-92-22
		County Responsibilities for Waiver Case Management	11/23/92	00-92-23
1993		Supporting People in the Community	2/24/93	00-93-02
		Tuberculosis Surveillance and Management	9/21/93	SMH-93-03
		Immunization of Patients/Residents and Employees	7/9/93	SMH-93-04
		Announcement—Medications Administration Training—Selinsgrove Center	2/17/93	00-93-05
		Announcement—Medications Administration Training—Polk Center	2/17/93	00-93-06
		Announcement—Medications Administration Training—White Haven Center	2/17/93	00-93-07
		At-Risk Definition for Infants and Toddlers	6/23/93	00-93-12
		Individualized Family Service Plan	6/25/93	00-93-14
		Screening, Evaluation, and Eligibility for Infants and Toddlers	6/25/93	00-93-15
		Conflict Resolution and Mediation for Infants, Toddlers and Their Families	6/25/93	00-93-17
		Announcement—Medications Administration Training—Polk Center	8/25/93	00-93-19
		Announcement—Medications Administration Training—Embreeville Center	8/25/93	00-93-20
		Announcement—Medications Administration Training—White Haven Center	8/25/93	00-93-21
		Announcement—Medications Administration Training—Western Center	8/25/93	00-93-22
		Medical Assistance for Children	9/15/93	00-93-23
		1994 FTA Section 16 Capital Assistance Program	8/26/93	00-93-24

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Family Support Services Subcommittee Observations and Recommendations	8/31/93	00-93-25
		Licensing Report	9/13/93	00-93-26
		Amendments to Licensing Policy and Procedure Manual	10/27/93	00-93-27
		Western Center Settlement Agreement	11/1/93	00-93-28
		Providing Services to Persons with Autism/ Pervasive Developmental Disorder	11/9/93	00-93-29
		OBRA Procedures for Individuals with Mental Retardation	12/30/93	00-93-30
1994		Closure of Admissions of Children to State-Operated Intermediate Care Facilities for the Mentally Retarded	12/14/94	SC-94-01
		Federal Regulations on Occupational Exposure to Bloodborne Pathogens	2/1/94	00-94-02
		Early Intervention Program Issues for Children Who Are Deaf or Hard of Hearing	2/22/94	00-94-04
		Account Structure Manual—Revised Cost Centers for County Mental Health and Mental Retardation Programs	6/24/10	OMH-94-10
		Facilitated Communication	3/1/94	00-94-11
		Community Resource Development in Family Support Services Projects	3/10/94	00-94-12
		Targeted Service Management and Third Party Liability	4/20/94	00-94-14
		Targeted Service Management Assistance Packet	4/20/94	00-94-15
		Movement of funds in Intermediate Care Facilities for the Mentally Retarded	5/16/94	00-94-16
		Additional Interpretive Guidelines for Intermediate Care Facilities for the Mentally Retarded	6/7/94	00-94-17
		Definition and Procedures for Infants and Toddlers with Developmental Delays	6/27/94	00-94-18
		Early Intervention Services for Infants and Toddlers	8/2/94	00-94-21
		Early Intervention Medical Assistance Eligible Service Coordination	8/12/94	00-94-22
		Targeted Service Management and 180-Day Invoice Exceptions	8/15/94	00-94-23
		Early Intervention Reporting System Roles and Responsibilities	10/5/94	00-94-29
		Assessments: Lifetime Medical History	12/6/94	00-94-32
		Targeted Service Management Handbook	12/12/94	00-94-33
		Facilitated Communication—Best Practices and Guidelines	12/30/94	00-94-34
1995		Educational and Vocational Training in Intermediate Care Facilities for the Mentally Retarded	3/28/95	00-95-04
		Early Intervention Principles	6/15/95	00-95-08
		Medicaid 2176 Waiver Services Amendment	5/25/95	00-95-09
		Part H/PA Act 212—1990 Non-Compliance Resolution Process	6/15/95	00-95-10
		Conflict Resolution and Mediation Options for Infants, Toddlers and Their Families	6/15/95	00-95-11
		State Match Verification and Targeted Service Management	6/20/95	00-95-12
		Individualized Family Service Plan	6/15/95	00-95-14
		Medical Assistance Funded Services for Children	9/20/95	00-95-19

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		Approved 2176 Waiver Renewal	12/1/95	00-95-21
		Coordination of Vocational Training and Supporting Employment Under the 2176 Waiver	11/28/95	00-95-23
		Act 28 of 1995		00-95-25
1996	Ch. 6000	Criteria for Approval of New Intermediate Care Facilities for People with Mental Retardation	04/06/96	6000-96-01
		Tuberculosis Infection Control Program	8/9/96	SMH-96-01
		Screening, Evaluation and Assessment of Infants and Toddlers	1/5/96	00-96-03
		Social Security Administration Alternate Vocational Rehabilitation Provider Initiative	3/19/96	00-96-05
		Resources for Children with Sensory Impairment	1/31/96	00-96-06
		Revised Intermediate Care Facility for the Mentally Retarded (ICF/MR) Guidelines	4/12/96	00-96-07
		2176 Waiver Supplement Grant agreement for 1996-2000	7/12/96	00-96-08
		Announcement—Medications Administration Training	7/8/96	00-96-10
		Office of Vocational Rehabilitation Memorandum of Understanding with the Offices of Mental Health and Mental Retardation	7/31/96	00-96-11
		State Match Verification Signatures	8/21/96	00-96-12
		Claiming Federal Reimbursement for Targeted Service Management Administration Costs	9/18/96	00-96-13
		Signature Requirements for Medical Assistance Case Management Services	10/16/96	00-96-15
		Consolidated Community Reporting System (CCRS)	10/9/96	00-96-17
		Additions To TSM Handbook and Technical Assistance Packet	10/30/96	00-96-18
		Regulation Interpretation Unobstruction Egress	11/8/96	00-96-19
		Survey Guidelines and Procedures Intermediate Care Facilities for the Mental Retarded (ICFs/MR)	11/18/96	00-96-20
		Regulation Interpretation—Family Living Medication Administration Training	11/19/96	00-96-21
		Revised Listing of Participation Targeted Service Management Providers	12/31/96	00-96-22
		Guidelines Concerning Sexuality	12/31/96	00-96-23
1997		1995-96 Annual Report	4/7/97	00-97-03
		OMR Statewide Peer Review Committee	3/17/97	00-97-04
		Announcement—Medications Administration Training	7/1/97	00-97-05
		Act 26 of 1997 (Amending Act 28 of 1995)	8/29/97	00-97-06
		Annual Report from Family Living Subcommittee Fiscal Year 1996/97	10/14/97	00-97-09
1998		Guidelines To Supporting People Moving From State Centers Into The Community	03/27/98	00-98-03
		Waiver Funding for Prevocational, Supported Employment and Educational Services	4/7/98	00-98-04
		Supplemental Grant Agreement Medicaid Waiver for Infants, Toddlers and Families	5/7/98	00-98-05
		Eligibility and Freedom of Choice in Medicaid Waiver for Infants, Toddlers and Families	7/1/98	00-98-07
1999		Maximum Rates of State Participation for the County Mental Health Programs/Mental Retardation Programs	6/18/99	OMHSAS-99-05
		Individualized Family Service Plan	8/2/99	00-99-06

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Definition and County Responsibility for Surrogates for Infants and Toddlers	8/2/99	00-99-07
		Natural Environment	8/2/99	00-99-08
		Early Intervention Due Process System	8/2/99	00-99-09
		Sanctions Policy for Noncompliance with Mental Health & Mental Retardation Income & Expenditure, Consolidated Waiver, and Cost Settlement Reporting Requirements	11/2/99	OMHSAS-99-10
		Person/Family Directed Support Waiver	7/30/99	00-99-11
		Acceptable Signers of the Beneficiary Choice Form for the Infant/ Toddler/ Family Waiver	9/15/99	00-99-13
2000		Listing of Current Mental Retardation Bulletins	3/13/00	00-00-01
		Medicaid Waiver for Infants, Toddlers and Families	1/14/00	00-00-02
		Person Family Directed Supported Waiver Supplemental Grant Agreement for 1999-2002	4/6/00	00-00-03
		The Roles and Responsibilities of County Mental Health/Mental Retardation Programs in the Development of a Child's Individual Education Program	10/4/00	OMHSAS-00-04
		Guidelines for Identifying Persons with Mental Retardation and Mental Illness for State Mental Health Hospital Discharge	5/15/00	00-00-04
		Domiciliary Care for Persons with Mental Retardation	5/23/00	00-00-05
		2001 FTA Section 5310 Capital Assistance Program	10/2/00	00-00-08
		Reorganization of the Office of Mental Retardation	8/11/00	00-00-10
2001		Person/Family Directed Support Waiver Renewal	8/21/01	00-01-04
		Announcement: Step-By-Step Guide to Ready Providers for the Reporting of Incidents through HCSIS	12/17/01	00-01-07
2002		Medicaid Waiver for Infants, Toddlers and Families Renewal	1/29/02	00-02-01
		Performance Expectations and Recommended Guidelines for the County Child and Adolescent Service System Program (CASSP)	6/6/02	OMHSAS-02-02
		Office of Mental Retardation's Monitoring of Counties	3/5/02	00-02-03
	Ch. 4210	Clarifying Eligibility for Mental Retardation Services and Supports	05/31/02	4210-02-05
		Revision of Definition of Conflict Free Providers for Targeted Service Management	4/12/02	00-02-06
		Accessing Public Transportation for Individuals Enrolled in the Consolidated or Person/Family Directed Support Waivers	4/15/02	00-02-07
		Pro Re Nata Medication Usage For Psychiatric Treatment—Clarification Of Interpretation	7/11/02	00-02-09
		Foster Care Tax Reform as it relates to the Lifesharing/Family Living program	5/20/02	00-02-10
		Need for ICF/MR Level of Care	08/07/02	00-02-13
		Coordination of Treatment and Support for People with a Diagnosis of Serious Mental Illness who also have a Diagnosis of Mental Retardation	12/17/02	00-02-16
2003		Passage of Act 171 relating to the Older Adults Protective Services Act (OAPSA)	2/11/03	00-03-01
		Clarifying Waiver Funding and Domiciliary Care Payments	3/4/03	00-03-03
		OBRA Time-Limited Determinations	5/13/03	00-03-04

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Principles for the Mental Retardation System	6/13/03	00-03-05
		FY 2001/2002 Utilization, Statistical and Financial Report	7/28/03	00-03-06
		Medication Administration Training Program	8/12/03	00-03-07
		Payments for Psychological Testing to Diagnose Mental Retardation in Children and Adults	10/21/03	00-03-10
		Medical Assistance for Workers with Disabilities In the Community Mental Retardation Program	11/25/03	00-03-11
2004	Ch. 6000	Incident Management	02/18/04	6000-04-01
		MH/MR Services for Children Placed Out-of-County in Pre-Adoptive or Foster Homes	7/19/04	00-04-02
		Positive Approaches	1/9/04	00-04-05
		Home and Community Based Waiver Provider's Billing of HIPAA Compliant National Codes Based on Authorized Plans of Care Through the Home and Community Services Information System and PROMISE	3/10/04	99-04-06
		Determining Medical Assistance Eligibility for Individuals Age Three and Older Who Apply for Supports and Services Authorized by a County Mental Health/Mental Retardation Program	5/10/04	00-04-08
		Certified Investigations	9/16/04	00-04-11
		Limited English Proficiency (LEP)	1/20/05	00-04-13
		Determining Medical Assistance Eligibility for Families of Infants and Toddlers Who Apply for Supports and Services Authorized by a County Mental Health/Mental Retardation Program	1/28/05	00-04-14
		Alternative Sanction Guidelines for ICF/MR Medical Assistance Certification	1/28/05	00-04-15
2005		Cost Settlement Policy and Procedures for Community-Based Medicaid Initiatives	8/15/05	OMHSAS-05-01
		Issuance of Audit Guide for Non-State Operated Intermediate Care Facilities for the Mentally Retarded	11/30/04	00-05-01
		P/FDS Waiver Amendment to Allow for the Provision of Respite Services in Contiguous States	5/31/05	00-05-02
		Services Requiring Third Party Insurance Review Prior To Consideration For Waiver Payment	7/5/05	00-05-03
		Lifesharing through Family Living	8/8/05	00-05-04
		Office of Mental Retardation Policy on Employment	12/20/05	00-05-07
2006		Home & Community Based Service Eligibility/Ineligibility/Change Form	1/3/06	00-06-01
		County to County Relocations	2/24/06	00-06-05
		Interim Rate Setting Procedures For FY 2006/2007	3/8/06	00-06-06
		Provider Qualification Pilot Program	4/5/06	00-06-07
		Employment for Individuals in ICFs/MR	4/5/06	00-06-08
		Elimination of Restraints through Positive Practices	5/1/06	00-06-09
		Payment for Sign Language Interpreters and/or Transliterators	5/10/06	00-06-10
		Provider and County Incident Management Analysis Report	6/23/06	00-06-11
		Service Review Protocol for Individuals in the Consolidated and Person Family Directed Support Waivers	9/7/06	00-06-13
		Prioritization of Urgency of Need for Services (PUNS) Manual	12/22/06	00-06-15



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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2007		Provider Billing Documentation Requirements for Waiver Services	4/26/07	00-07-01
		Overview of Supports Intensity Scale® (SIS®) and the PA Plus (Attachment)	4/26/07	00-07-02
		Microboards®	7/2/07	00-07-04
	Ch. 4300	Administrative Entity and Provider Contracts (Statement of Policy)	8/17/07	4300-07-05
2008		Process for Qualification and Disqualification of Waiver Providers	12/27/07	00-08-01
		Provider Profiles for Mental Retardation Providers	12/26/07	00-08-02
		Implementation of Act 179 of 2006 and Act 73 of 2007 Amending the Child Protective Services Law	06/27/08	3490-08-03
		Procedures for Service Delivery Preference	1/30/08	00-08-03
		Individual Eligibility for Medicaid Waiver Services	3/5/08	00-08-04
		Due Process and Fair Hearing Procedures for Individuals with Mental Retardation	4/10/08	00-08-05
		Agency with Choice Financial Management Services (AWC FMS)	4/28/08	00-08-08
		Licensing Protocols and Procedures	6/17/08	00-08-10
		Supports Intensity Scale (SIS) and PA Plus Manual	7/28/08	00-08-11
		Vendor Fiscal/Employer Agent Financial Management Services	8/13/08	00-08-14
		Disability Rights Network Access to Records and Joint Investigations	2/13/09	00-08-15
		Clarification of Payment Source for Representative Payee Function	1/20/09	00-08-16
		Communication Supports and Services	1/20/09	00-08-18
2009	Ch. 3800	Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
		Consolidated and Person/Family Directed Support Waivers Provider Appeals Process	4/30/09	00-09-01
	Ch. 3800	Prone Restraints in Children's Facilities	12/19/09	3800-09-02
	Ch. 6200	Social Security Economic Recovery One-Time Payment	07/10/09	6200-09-05
		Vendor Fiscal/Employer Agent Financial Management Services Wage Ranges	11/20/09	00-09-09
2010		Medication Prescribing Practices of CRNPs in Mental Health Programs and Mental Retardation Programs	3/27/10	OMHSAS-10-01
		Educational Portions of "Non-Educational" Residential Placement	1/4/10	OMHSAS-10-02
		Complex Case Planning	12/28/10	00-10-02
		Quality Management Strategy of the Office Of Developmental Programs	3/22/10	00-10-02
		Planning and Managing Unanticipated Emergencies	7/1/10	00-10-03
		Recording Information on the Target of an Individual to Individual Abuse Incident Report In HCSIS	07/01/10	00-10-04
		Approved Program Capacity in Residential Service Locations Licensed Under 55 Pa. Code Chapter 6400	6/22/05	00-10-05
		Supports Coordination Services	05/26/10	00-10-06
		Referral to the Early Intervention Program for Children Under Three Years of Age Placed in ICFs/MR	05/26/10	00-10-08
		Prior Authorization for Supplemental Habilitation and Additional Individualized Staffing	05/26/10	00-10-09

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Waiver Capacity Commitment for the Consolidated and Person/Family Directed Supports Waivers	06/16/10	00-10-10
		Obsolete Licensing Indicator System, Licensing Inspection Instruments and Licensing Weighting Systems Applicable To 55 Pa. Code Chapters 2380, 2390, 6400 and 6500	08/16/10	00-10-11
		Supports Coordinator Training Waiver Requirements	12/30/10	00-10-13
		Provider Monitoring	12/30/10	00-10-14
2011	Ch. 6000	Procedures for Surrogate Health Care Decision Making	01/27/11	6000-11-01
		Cost Centers for County Mental Retardation Programs Effective July 1, 2010	04/01/11	00-11-03
		Consolidated Waiver Amendment Effective July 1, 2009	5/9/11	00-11-04
		Person/Family Directed Support (P/FDS) Waiver Amendment Effective July 1, 2009	5/9/11	00-11-05
2012		Adult Autism Waiver Services and Procedure Code Changes and Rates	9/7/12	00-12-01
		Rate-Setting Methodology and Rates for Department-Established Fees for Ineligible Residential Habilitation Services	9/7/12	00-12-02
		Medical Assistance Program Fee Schedule for Consolidated and Person/Family Directed Support Waiver-funded Select Services, Targeted Service Management and Community Mental Retardation Base-Funded Program	10/16/12	00-12-03
		Rate-Setting Methodology for Consolidated and Person/Family Directed Support Waiver-and Base-funded Services for Individuals Participating in the Office of Developmental Programs Service System	10/16/12	00-12-04
		Individual Support Plans (ISPs)	10/19/12	00-12-05
2013	Ch. 6400	Clarifying the Applicability of Chapter 6400 to Private Homes—Statement of Policy	1/14/13	6400-13-01
	Ch. 6400	Participant Rights—Statement of Policy	2/11/13	6400-13-02
	Ch. 6000	Rescission of Class 3 Intellectual Disability Bulletins	4/5/13	6000-13-03

**GUIDANCE MANUALS:**

- Pennsylvania's Guide to Participant-Directed Services
- Individual Support Plan (ISP) Manual
- The Electronic Resource Guide for Supports Coordinators and SC Supervisors
- The Office of Developmental Programs' ID Provider Handbook
- Provider Manual—Bureau of Autism Services
- Practice Guidelines—Bureau of Autism Services
- Supports Coordinator Manual—Bureau of Autism Services
- Behavioral Specialist Manual—Bureau of Autism Services
- Participant Handbook—Bureau of Autism Services

**INFORMATIONAL PACKETS:**

- Provision of Vendor Services Informational Packet (#003-09)
- Waiver Service Requests Informational Packet (#004-09)
- SISTM and PA Plus Assessment Informational Packet (#006-09)
- Accessing and Printing ISP for Providers Informational Packet (#013-09)

- PROMISE Billing Quick Reference Error Status Codes Informational Packet (#014-09)
- PROMISE Billing Quick Reference for Residential Services Information Packet (#015-09)
- PROMISE Billing Quick Reference for FMS ESC Listing Informational Packet (#016-09)
- Summary of Procedure Codes and Service Descriptions Included and Excluded from Revenue Reconciliation (Info Packet 007-10)
- Annual AE Quality Mgmt. Plan Implementation and Evaluation Process Documents Now Available in AE Information Center (Info Packet 009-10)
- Billing Unanticipated Emergencies Using the ET Modifier (Info Packet 026-10)
- Impact of Provider Qualification in HCSIS on Fiscal year Renewal ISPs
- Supplemental Habilitation and Additional Individualized Staffing Services During the Fiscal Year 2010-2011 Renewal Period (Info Packet 063-10)
- Referral to the Early Intervention Program for Children Under Three of Age Placed in ICFs/MR (Info Packet 069-10)
- Regional ISP Review Process and Form Informational Packet (#074-10)

- Prior Authorization for Supplemental Habilitation and Additional Individualized Staffing Serves 2010-2011 (Info Packet 077-10)
- Waiver Provider Monitoring—Interim Process for FY 2010-2011 (Info Packet #093-10)
- Agency with Choice Financial Management Service Provider Listing for FY 2010-2011 (#099-10)
- Protocol for Gross Adjustments for Providers of Waiver Services with Cash Flow Concerns Informational Packet (#102-10)
- Annual Provider Qualification Process Informational Packet(#152-10)
- Two HIPAA Upgrades: Version 5010 and ICD-10 Informational Packet (#170-10)
- Monitoring Frequency Deviation Request Informational Packet (#048-11)
- Fiscal Year 2011-2012 ISP Renewal Guidance and Prior Authorization Process Enhancement for Supplemental Habilitation (SH) and Additional Individualized Staffing (AIS) Service (Info Packet #050-11)
- Preparations for the FY 2011-2012 ISP Renewal Period: Action Required (Info Packet #055-11)
- Vendor Administrative Fee Services Informational Packet (#060-11)
- Prudent Pay of Claims Policy Enforcement Informational Packet (#075-11)
- Commonwealth of PA Shared Living RFI (Info Packet 093-11)
- Medication Administration Brochures (Info packet 098-11)
- Compliance to ISP Regulations and Individuals who Reside in Non-State ICF/MR Informational Packet (#136-11)
- Remaining Final Fiscal Year (FY) 2011-2012 Rate Load Date and Impact Areas (Info Packet 151-11)
- Billing with the Diagnosis Code Informational Packet (#154-11)
- Clarification for the v5010 CMS Mandate (Info Packet 159-11)
- 2012 PA Community on Transition Conference (Info packet 165-11)
- Peer Review Process and Training (Info Packet 176-11)
- ODP PROMISe Provider Enrollment Integrity Process Informational Packet (#009-12)
- Use of SNAP for Individuals Residing in GLAs Informational Packet (#015-12)
- Certified Investigation Summary Informational Packet (#020-12)
- Reprocessing Schedule for SC & TSM Waiver Claims That Were Denied Due to CIS Interface Issues (Info packet 021-12)
- Preparations for FY2012-2013 ISP Renewal Informational Packet (#025-12)
- FY 2012-2013 ISP Renewal Guidelines for SH and AIS Informational Packet (#039-12)
- Right to be Free from Abuse Notification Form Informational Packet (#053-12)
- Approval of Residential Services Locations and Program Capacity Informational Packet (#055-12)
- Request for Exception to Service Limits or Units Informational Packet (#067-12)
- Emergency Respite Procedure Informational Packet (#066-12)
- Residential Vacancy Management Procedure Informational Packet (#098-12)
- ISP Manual Replacement Page Informational Packet (#099-12)
- Clarification and Changes to Provider Qualification Requirements Informational Packet (#104-12)
- Request for Waiver of Provision of Chapter 51 Informational Packet (#002-13)
- ISP Review Checklist Informational Packet (#020-13)
- HCSIS Verification Form Informational Packet (#022-13)
- Provider Qualification and Noncompliance Process Informational Packet (#025-13)
- Unlicensed Residential Habilitation Homes Survey Informational Packet (#035-13)
- Preparations for FY 2013-2014 ISP Renewal Period Informational Packet (#041-13)
- Agency With Choice (AWC) Financial Management Services (FMS) Wage and Benefit Ranges and Corresponding Rates for Specific Participant Directed Services (PDS) Effective July 1, 2013
- Vendor Fiscal/Employer Agent Financial Management Services Wage and Benefit Ranges for Specific Participant Directed Services Effective July 1, 2013

**INFORMATIONAL MEMOS:**

- Is a “New” Team Meeting Necessary to Prepare FY 2009-2010 Renewal ISP Informational Memo (#003-09)
- Viewing Service Utilization in HCSIS for AEs Informational Memo (#005-09)
- Electronic Funds Transfer Option Informational Memo (#006-09)
- ODP Provider Resources (Billing Guides) Now Available Informational Memo (#010-09)
- Incident Management Clarification of Roles for SCOs Informational Memo (#012-10)
- Place of Service Matrix Informational Memo (#013-09)
- Remittance Advice Quicktip #7 Informational Memo (#015-09)
- Respite Camp Will Remain Vendor Service After June 30, 2010 Informational Memo (#017-09)
- Base Funded Respite Services Informational Memo (#038-10)
- FMS Administrative Fee Services on ISP Informational Memo (#043-10)
- Individual Purchases and Item Storage Informational Memo (#049-10)
- Interim Process for Timely Filing Edits ESC 545 Informational Memo (#064-10)
- IRS Correspondence Regarding Difficulty of Care Payments Informational Memo (#095-10)
- ODP Travel Policy Change Informational Memo (#121-10)
- Requests to Re-open On-line ODP Required SC Curriculum Training Informational Memo (#009-11)
- ISP Signature Page (DP1032) Informational Memo (#022-11)
- Annual Review Update Date for the ISP Informational Memo (#051-11)
- Voter Registration Responsibilities Informational Memo (#063-11)
- FY 2011-2012 Updates to Consolidated and Person Family/Directed Support (P/FDS) Waiver and Base Services (#074-11)
- Changes to the Emergency Management Protocols (#087-11)
- Rate Load Information for the FY 2011-2012 Revised Interim Rates (#088-11)
- Urgent Reminder Certify Now For the V5010, PES Users Upgrade to Version 3.57 (#096-11)
- Responses to Questions and Minor Change to the Checklist for ISP Review and Approval of ISPs (#105-11)
- Incident Management Reporting Informational Memo (#115-11)

- How to Request a Reissue or Copy of Cashed Check Informational Memo (#138-11)
- Revised PROMISE Provider Enrollment Application Informational Memo (#149-11)
- Billing Bed Reservation Days Informational Memo (#153-11)
- ODP 5 Year Waiver Renewal (#156-11)
- Requirement for Supplemental Habilitation and Additional Individualized Staffing Appeal Requests (#164-11)
- Claims Processing Issue for SC Waiver Claims Informational Memo (#171-11)
- Billing Adjustments, Voids and Resubmissions Informational Memo (#177-11)
- Uniform Construction Code Clarification for Licensed Providers Informational Memo (#180-11)
- Provider Readiness Activities Checklist to Ensure Transition to Certification and Licensing System (CLS) (011-12)
- Certification and Licensing System Readiness Checklist Informational Memo (#011-12)
- Reprocessing Scheduled for SC Waiver Claims. AE and SCO Action Requested (#016-12)
- DRN Review Informational Memo (#019-12)
- Provider Handbook Updated Informational Memo (#023-12)
- Enhancements to HCSIS Incident Report Screens Informational Memo (#028-12)
- Billing Changes FY 2012-2013 Informational Memo (#034-12)
- FY 2012-2013 Budget Update Informational Memo (#040-12)
- FY 2012-2013 Fee Schedule Services Informational Memo (#041-12)
- FY 2012-2013 Cost-based Services Informational Memo (#042-12)
- Admissions to State Operated ICFs/ID Informational Memo (#045-12)
- Fiscal Year 2012-2013 Updates Informational Memo (#048-12)
- 6.16 HCSIS Enhancements—Incident Management Informational Memo (#050-12)
- Appeal Rights, Rates, and Rate Methodology Informational Memo (#051-12)
- ISP Development Process Informational Memo (#056-12)
- Provider Qualification Revisions Informational Memo (#068-12)
- Geographical Area Development Methodology Informational Memo (#075-12)
- Reporting Unauthorized Restrictive Interventions Informational Memo (#080-12)
- Clarification to ODP Communication #098-12 Residential Vacancy Management Informational Memo (#103-12)
- Qualifications of Vendors Informational Memo (#106-12)
- Implementation Instructions on QM Plans Informational Memo (#107-12)
- Incident Investigation Determination Informational Memo (#110-12)
- VF/EA SSW Qualifications Informational Memo (#111-12)
- NPI Number Required on All Claim Types Informational Memo (#001-13)
- Vacancy Factor and Vacancy Exception Process Informational Memo (#003-13)
- ISP Manual Replacement Page Informational Memo (#005-13)
- Clarifying Applicability of Chapter 6400 to Private Homes Informational Memo (#007-13)
- HCSIS Incident Report Deletion Requests Informational Memo (#024-13)
- FY 2013-2014 Waiver Cost-based Services Informational Memo (#027-13)
- FY 2013-2014 Waiver Established Fees Informational Memo (#028-13)
- Background Check Requirements Informational Memo (#030-13)
- ISP Meeting Attendance Informational Memo (#037-13)
- Lifesharing Directory Added to Website Informational Memo (#038-13)
- FY 2013-2014 Established Fees Informational Memo #043-13

**OTHER:**

- Providing Services to Persons with Autism/Pervasive Developmental Disorder
- Therapeutic Services & the AAW—7/8/12
- Annual Review Plan Process Timelines—8/20/12
- AAW Service Delivery Documentation—9/27/2012
- Additional info about Monthly Progress Notes for SCs—10/03/2012
- Adult Autism Waiver Provider Information Table—10/25/2012
- Timelines for Completing ISP Revisions—12/17/2012
- Quarterly Summary Reports: Which months to include—1/18/2013
- New PROMISE Applications—2/20/2013
- Service Utilization Calculator for SCs—4/19/2013
- Provider Reporting: Encounter Forms, Monthly Progress Notes & Quarterly Summary Report—4/23/13
- Excluded Parties List System database migrated to System for Award Management—4/23/2013
- General Updates and BSP/CIP Changes—4/30/2013
- Fiscal Year End Activities—5/30/2013
- Cost Report Instructions for the Consolidated and P/FDS Waiver Programs

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**Office of Administration—Contact: Carole Procope (717) 772-6604**

**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1998	Ch. 259.1	Statement of Claim, Managed Care Organization—statement of policy	07/11/98 (effective 2/1/97)	
2007 Amended 2008	Ch. 259.2	Claims against moneys for which third parties are liable as a result of a tort claim allocation of tort proceeds in actions filed before September 2, 2008—statement of policy	09/07/07 (eff. 09/08/07) Amended 10/31/08 (eff. 11/01/08)	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2008	Ch. 259.3	Claims against moneys for which third-parties are liable as a result of a tort claim allocation of tort proceeds in actions filed on or after September 2, 2008—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.4	Settlements without litigation—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.5	Cooperation in obtaining payment from third parties—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.6	Civil money penalties—statement of policy	10/31/08 (eff. 11/01/08)	
2010	Ch. 2600	Evacuation of Hospice Residents During Fire Drills—statement of policy	03/13/10	40 Pa.B. 1411

**GUIDANCE MANUALS:**

- Regulatory Compliance Guide for 55 Pa. Code Chapter 2600 (relating to personal care homes) Revised April 2013
- Licensing Indicator System for Personal Care Homes
- Policy for Administrative Fines in Personal Care Homes
- Sale or change of legal entity process for Personal Care Homes
- DPW Single Audit Supplement
- HealthChoices Audit Guide—Physical Health
- HealthChoices Audit Guide—Behavioral Health
- ICF/MR Audit Guide
- CCIS Audit Guide
- Licensing Reference Manual for Personal Care Homes, Assisted Living, Child Residential, Intellectual Disabilities, and Mental health Service Providers

**Office of Child Development and Early Learning—Contact: Lynne Ackerman (717) 346-4673**

**Bureau of Certification Services****POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2007	Ch. 3270—3280	Certification of Part Day Program for School-Age Children	09/15/07	3001-07-01
2009	Ch. 3270 Ch. 3280 Ch. 3290	Reporting Lost Child	02/21/09	3001-08-02
	Ch. 3270 Ch. 3280 Ch. 3290	Playground Protective Surface Covering	02/21/09	3001-09-01
2011	Ch. 3270-3280	Waiver of Child Care Facility Regulations	03/1/11	00-11-01
2012	Ch. 3270 Ch. 3280 Ch. 3290	Tuberculosis Blood Test	02/4/12	3001-12-01

**Announcements:**

2008	C-08 #01—Capacity on Certificate of Compliance	04/08/08
	C-08 #02—Proof of Liability Insurance	04/08/08
	C-08 #05—Impact of Change in Equivalencies of CDA and CCP Credentials	08/13/08
	C-08 #06—Approved Child Service Report Form	09/02/08
	C-08 #07—Compliance with Regulations Relating to Recalled Toys and Equipment	09/15/08
2009	C-09 #04—Use of Hand Sanitizers in Early Childhood Programs	09/25/09
2010	C-10 #01—PEMA Update to Emergency Plan Toolkit for Child Care Facilities	03/23/10
2011	C-11 #01—Emergency Temporary Relocation of a Child Care Facility	05/12/11
	C-11 #02—Revised Child Care Staff Health Assessment	07/20/11
	C-11 #04—Announcements Deemed Obsolete	9/21/11

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2012		Proof of Identification Required for Child Care Center Director and Group Child Care Home Primary Staff Person	9/18/12	
2013		C-13 #01—Announced Renewal Inspections Within 30 Day Range	11/15/13	
2014		C-14 #01—Water Safety Training for Child Care Providers & Lifeguard Requirements	2/28/14	
		C-14 #02—Healthy and Green Initiative—Child Care Siting	3/10/14	
		C-14 #03—Degrees From Business Technical & Trade Schools	4/22/14	
<b>Bureau of Early Intervention Services</b>				
2006		ELS-EI-06 #04 Natural Environments	07/24/06	
		ELS-EI-06 #07 Clarification of Waiver of 4300 Fiscal Regulations	08/15/06	
		ELS-EI-06 #10 Acceptable Signers of the Beneficiary Choice Form for the Infants, Toddlers And Families Medicaid Waiver	09/05/06	
2007		EI-07 #04 OCDEL Operating Agreement, ITF Provider Agreement, Provider/County Agreement	04/03/07	
		EI-07 #12 PA Pre-K Counts and Early Intervention working Together	10/24/07	
2008		EI-08 #02 Reportable Incidents	03/07/08	
		EI-08 #10 Eligibility for Infants Toddlers Families Medicaid Waiver	09/22/08	
2009		EI-09 #11 Infant/Toddler Early Intervention Service Coordination	08/14/09	
		EI-09 #13 Childfind System Including Children Who Are Wards of the State, Children Living in Residential Facilities, Children who were Abused and Children who are Homeless.	09/11/09	
		EI-09 #14 Contracting with Early Intervention Service Providers and Suspending and Terminating Early Intervention Service Providers	09/16/09	
		EI-09 #17 Qualifications for Individuals to Provide Speech-Language Pathology Services in Early Intervention and the Requirements for Billing	10/05/09	
2010		EI-2010 #01 Revised Early Intervention Audit and Fiscal Reporting Requirements	01/19/10	
		EI-2010 #02 Release of Information	01/29/10	
		EI-2010 #04 Operational Guidance for Infant/Toddler Programs Regarding Children Living in Residential Facilities	04/09/10	
		EI-2010 #08 Amended Behavior Supports for Young Children	10/25/10	
		EI-2010 #09 State Set Rates for Infant Toddler Early Intervention Services	11/09/10	
2011		EI-2010 #01 IDEA Early Intervention Complaint Procedures	06/01/11	
		EI-11 #02 ACT 24 of 2011 Implementation PELICAN Data Moratorium	8/1/11	
		EI-11 #03 Early Intervention Annual Data Review	10/27/11	
		EI-11 #04 Infant/Toddler Early Intervention Cost Centers	11/16/11	
2012		EI-12 #01 Screening, Evaluation and Assessment in Early Intervention	4/11/12	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		EI-12 #02 Updates to Early Intervention Policy Based on requirements in IDEA Part C	4/11/12	
		EI-12 #03 Confidentiality, Parent Consent and Surrogate Parents	4/11/12	
		EI-12 #05 Mediation, Due Process, and IFSP Facilitation Procedures for Infant/Toddler Early Intervention	7/1/12	
		EI-12 #06 Positive Behavior Supports	9/1/12	
		EI-12 #07 Collecting and Reporting Child Outcome Data in Infant/Toddler and Preschool Early Intervention Programs	10/26/12	
		EI-12 #08 Local Determination Process	10/26/12	
		EI-12 #09 Public Participation Requirements under The Individuals with Disabilities Education Act	10/26/12	
2013		EI-13 #01 Transition of Toddlers to Preschool or Other Community Services	1/30/13	
		EI-13 #02 PA System of Payment	3/19/13	
		EI-13 #03 Session Notes	4/26/13	
		EI-13 #04 Infants and Toddlers Referred to Pennsylvania's Early Intervention Program from Out of State	4/30/13	
		EI-13 #05 Third Party Insurance Denials and Public Consulting Group	4/30/13	
		OCDEL-13 #01 Children Experiencing Homelessness	5/9/13	
		EI-13 #06 Children who Have a Hearing Loss	08/01/13	
		EI-13 #07 Positive Behavior Support	08/29/13	
		EI-13 #08 Eligibility for Infant/Toddlers and Preschool Early Intervention	12/13/13	
<b>Bureau of Early Learning Services</b>				
2005		ELS-05 #19—Keystone STARS Logo Usage Guidelines	10/24/05	
2006		ELS-06 #06—Emergency Management Preparedness Training—Distribution of Training Materials	01/20/06	
2007		ELS-07 #15—2007-08 STAR Designation Guidelines	08/17/07	
		ELS-07 #19—Keystone STARS funding for STARS facilities participating in PA Pre-K Counts	11/21/07	
2008		ELS/KS-08 #20 Revised Keystone STARS Exit Survey	08/18/08	
		ELS/KS-08 #28 Verification of Communication	09/12/08	
		FAP-08 #1 Out-of-state Travel and Lodging Prohibition Due to Current Economic Situation	12/16/08	
		FAP-08 #2 Update on Preschool Child Outcome Reporting for OCDEL Programs	12/17/08	
2009		ELS/KS-09 #10 Keys to Quality Security Roles	03/30/09	
		ELS/KS-09 #11 Star Level of Facilities Operated by Regional Key, Technical Assistance and Professional Development Contractors/Subcontractors	04/14/09	
		ELS/KS-09 #16 Professional Development Fee Procedures for Keys in Quality	06/11/09	
		ELS/KS-09 #20 Access to the Early Learning Network Secure Web-Based System—PELICAN	07/10/09	
		ELS-KS-09 #24 Joint Office of Children, Youth and Families & Office of Child Development and Early Learning Bulletin: Implementation of Child Care Funding Policy Beginning State Fiscal Year 2010-2011	07/14/09	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS-KS-09 #25 Keystone STARS TA Manual and Forms	07/17/09	
		ELS-KS-09 #37 Accessing Early Learning Network and Work Sampling and Ounce Online	09/18/09	
		ELS-KS-09 #38 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
		ELS-KS-09 #39 Use of Hand Sanitizers in Early Childhood Programs	09/25/09	
		ELS-KS-0 #40 STARS Designation Renewal Process	09/30/09	
		ELS-KS-09 #43 STARS Status Review, Suspension & Removal Process	10/19/09	
		ELS-KS-09 #46 Reporting Child Care Center Closings Due to Influenza	10/23/09	
		ELS-KS-09 #47 Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/10	
2010		ELS-KS-10 #03 Pennsylvania Quality Assurance System (PAQS) Requirements	03/08/10	
		ELS-KS-10 #05 Keystone STARS Staff Qualification Waiver with Action Plan	04/16/10	
		ELS-KS-10 #11 Revised Record Required by Providers for FY 04-05 or FY 05-06	06/18/10	
		ELS/KS-10 #16 Certification Referral to the Regional Key	07/30/10	
		ELS/KS-10 #21 STARS Designation Forms And Tools	08/24/10	
		ELS/KS-10 #27 Financial Guidelines for Regional Keys	10/01/10	
		ELS/KS-10 #29 Funds Management of Keystone STARS Provider Grant Awards	10/28/10	
2011		ELS/KS-11 #10 Keystone STARS Tiered Reimbursement	05/27/11	
		ELS/KS-11 #09 Collaboration between Child Care Information Services Agencies, the PA Keys and Local Education and Resource networks (LEARN)	05/06/11	
		ELS/KS-11 #10 Keystone STARS Tiered Reimbursement	05/27/11	
		ELS/KS-11 #15 Keystone STARS Optional Tools	7/7/2011	
2012		ELS-KS-12 #03 STARS Enrollment Calculation Tool: Full-Time Equivalency (FTE) Revision	2/28/2012	
		ELS-KS-12 #05 Keystone STARS Qualifications Action Plans Revised	3/13/2012	
		ELS-KS-12 #06 Career Lattice Level for College Students Pursuing a Bachelor's Degree	3/20/2012	
		ELS/KS-12 #07 Organizational PQAS Requirements	6/22/2012	
		ELS/KS-12 #12 Use of SMART Database by Designators Specialists and Managers	6/25/2012	
		ELS/KS-12 #13 Pennsylvania Director Credential for Keystone STARS	6/26/2012	
		ELS/KS-12 #14 Environment Rating Scale (ERS) Process	6/27/2012	
		ELS/KS-12 #18 Pennsylvania Early Learning Keys to Quality Career Lattice, Early Childhood Education Teacher Quality: Recognizing High Quality in Pennsylvania and Alternative Pathways	6/27/2012	
		ELS/KS-12 #19 Online Facility Professional Development Plan Survey Collection	6/27/2012	



<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS/KS-12 #25 Good Better Best—Pennsylvania’s CQI Guide to Best Practices Version 2.1 for Centers-Groups and version 1.1 for Family	7/25/2012	
2013		ELS/KS-12 #26 Keystone STARS Exit Survey	8/06/2012	
		ELS/KS-13 #03 2013-2014 Keystone STARS Performance Standards and Worksheets	08/30/13	
		ELS/KS-13 #04 2013-2014 Keystone STARS Grant Agreement	7/18/2013	
		ELS/KS-13 #05 Keystone STARS Logo Usage Guidelines	7/18/2013	
		ELS/KS-13 #06 Keystone STARS Media Materials	7/18/2013	
		ELS/KS-13 #07 2013-2014 MERIT AND EDUCATION & RETENTION AWARD (MERA) REQUESTS	8/26/2013	
		ELS-KS-13 #08 Receipts Collection Guidelines	8/27/2013	
		ELS-KS-13 #09 Canceling or Refusing ERS Windows and Visits	8/27/2013	
		ELS-KS-13 #10 ERS Achievement—Non-Achievement Protocol	8/28/2013	
		ELS/KS-13 #11 Pennsylvania Program Assessment Communication Tool	8/28/2013	
		ELS/KS-13 #12 Regional Keys Records Management, Conversions and Transmissions	8/28/2013	
		ELS/KS-13 #13 STARS Designation Certificates	9/03/2013	
		ELS/KS-13 #14 STARS TA Accountability Plan and Data Collection	9/03/2013	
		ELS/KS-13 #15 ERS Triggers Protocol	12/03/2013	
		ELS/KS-13 #16 2013-2014 Keystone STARS Worksheets for Head Start	12/13/2013	
		ELS/KS-13 #17 STAR 3—Accreditation Update	12/23/2013	
2014		ELS/KS-14 #01 Regional Keys Program Review Instrument (PRI) and Monitoring Documents	3/18/2014	
		ELS/KS-14 #02 Degrees Earned from Business, Technical and Trade Schools	4/22/2014	
<b>Maternal Infant Early Childhood Home Visitation (MIECHV)</b>				
2013		ELS/MIECHV-13#01 OCDEL Announcements	9/09/2013	
		ELS/MIECHV-13#02; ELS/NFP-13#02 OCDEL Fiscal & Program Communication and Reporting Strategy	9/09/2013	
		ELS/MIECHV-13#02; ELS/NFP-13#02 Maternal, Infant and Early Childhood Home Visiting Grantees (Chief Authorized Office, Fiscal Contact and Program Contact); Pennsylvania Nurse-Family Partnership Grantees (Chief Authorized Office, Fiscal Contact and Program Contact)	9/09/2013	
2014		ELS/MIECHV-14#01; ELS/NFP-14#01 Enrollment Policy	1/10/2014	
		ELS/MIECHV-14#02; ELS/NFP-14#02 Program Review Instrument	1/10/2014	
		ELS/MIECHV-14#03; ELS/NFP-14#023 On-Site Fiscal Monitoring	1/10/2014	
		On-Site Fiscal Monitoring Supplement	01/2014	
<b>Nurse Family Partnership</b>				
2008		ELS/NFP #01 OCDEL Announcements	01/08/08	
		ELS/NFP #02 County Needs—Based Budget Funding for Nurse-Family Partnership Services	1/08/08	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS/NFP #03 Documentation for Unserved Clients Requesting Service	01/08/08	
2009		ELS/NFP #06 NFP Enrollment Policies and Reporting Procedures	07/20/09	
		ELS/NFP #07 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
		ELS/NFP #08 Use of Hand Sanitizers in Early Childhood Programs	09/25/09	
		ELS/NFP #09 Reporting Child Care Center Closing Due to Influenza	10/23/09	
		ELS/NFP #10 Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/09	
		ELS-NFP #12 Management of State Funds	11/06/09	
2013		ELS/NFP-13#01 OCDEL Announcements	9/09/2013	
		ELS/MIECHV-13#02; ELS/NFP-13#02 OCDEL Fiscal & Program Communication and Reporting Strategy	9/09/2013	
2014		ELS/MIECHV-14#01; ELS/NFP-14#01 Enrollment Policy	1/10/2014	
		ELS/MIECHV-14#02; ELS/NFP-14#02 Program Review Instrument	1/10/2014	
		ELS/MIECHV-14#03; ELS/NFP-14#023 On-Site Fiscal Monitoring	1/10/2014	
<b>Bureau of Subsidized Child Care Services</b>				
2005		S-05 #04—Unemployment Compensation Claims Filed By Relative/Neighbor Providers Announcement	06/28/05	
2007		S-07 #08—PA Pre-K Counts and Child Care Works: Enrollment and Release of Information Procedures	09/18/07	
		S-07 #09—Pelican Announcement	11/07/07	
2009		S-09 #05 Care Level for Kindergarten Children Changing from Preschool (PSE) to Young School Age (YSA)	06/17/09	
		S-09 #13 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs	09/21/09	
		S-09 #14 Use of Hand Sanitizers in the Early Childhood Programs	09/25/09	
		S-09 #16 Reporting Child Care Center Closings Due to Influenza	10/23/09	
		S-09 #17 Excluding and Readmitting Children and Staff with Influenza-like Illness	10/26/09	
		S-09 #18 Linking Pennsylvania Pre-K Counts and Child Care Works Subsidized Child Care	10/28/09	
2010		S-10 #04 ELS Keys to Quality Regional Key Grantees Announced		
2011		S-11 #03 Local Education and Resource Networks (LEARN)	07/01/11	
2012		S-12 #02 Child Care Information Services Grant for Fiscal Year 2012-13	03/21/12	
		S-12 #05 2012-13 Relative/Neighbor Provider Agreement	6/26/12	
		S-12 #06 2012-13 In-Home Care Parent/Caretaker Provider Agreement	6/26/12	
		S-12 #07 2012-13 Regulated Provider Agreement	6/27/12	
		S-12 #08 Fiscal Year 2011-2012 Recap Submission Deadline	7/13/12	

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		S-12 #09 Child Care Information Services Grant Amendment for Fiscal Year (FY) 2012-13	10/11/12	
		S-12 #10 Decrease in Regulated Provider Maximum Child Care Allowance & Increase in Keystone STARS Tiered Reimbursement	11/20/12	
2013		S-13 #02 Fiscal Year 2013-14 Child Care Information Services Grantees	5/13/13	
		S-13 #03 Increase in Keystone STARS Tiered Reimbursement	7/15/13	
2014		S-14 #01 2014 Market Rate Survey and Completion of Provider Agreement Appendix B, Provider's Closed Days	03/31/14	
		S-14 #02 2014 Grant Announcement	04/03/14	
		S-14 #03 2014 Income Limits and Co-payment Guidelines	04/08/14	

**GUIDANCE MANUALS:**

- Licensing Indicator System for Child Day Care Centers
- Licensing Indicator System for Group Day Care Homes

**INTERNAL GUIDELINES:**

- 00-94-10, Application of Child Day Care Service Regulations 10/21/94
- 00-95-03, Procedures for the Regulation of Child Day Care Facilities 02/13/95
- 00-11-01, Waiver of Child Care Facility Regulations 03/01/11
- 07-01-12, Protocol #1, Initial Certificate of Compliance
- 12-10-12, Protocol #3, Complaints-Regulated Facilities

**REVENUE**

**BUREAU OF ADMINISTRATIVE SERVICES, TAX FORMS SERVICE UNIT, 711 GIBSON BLVD., HARRISBURG, PA 17104-3218 OR TELEPHONE: 1-800-362-2050 (Toll-free number), or FAX requests to (717) 985-3234**

- DAS-28 Vehicle Rental Tax Annual Reconciliation
- PA-100 PA Enterprise Registration Forms and Instructions Booklet
- PA-40 IN Personal Income Tax Instruction Book—Resident/Nonresident/Part-Year Resident (order by year needed)
- PA-40 IN Personal Income Tax Instruction Book—Resident/
- PA-40 Personal Income Tax Inst. Book—Resident/Nonresident/Part-year Res. (order by year needed) (only 2012 and prior books include forms)
- PA-40 Personal Income Tax Return
  - PA-40 Schedule A/B Interest Income/Dividend Income
  - PA-40 Schedule C Profit or Loss from Business or Profession (Sole Proprietorship)
  - PA-40 Schedule C-EZ Short Form Profit from Business or Profession
  - PA-40 Schedule D Sale, Exchange or Disposition of Property
  - PA-40 Schedule E Rents and Royalty Income (Loss)
  - PA-40 Schedule J/T Income from Estates or Trusts/Gambling and Lottery Winnings
  - PA-40 Schedule O Other Deductions
  - PA-40 Schedule SP Special Tax Forgiveness
  - PA-40 Schedule UE Allowable Employee Business Expenses
  - PA-40 Schedule W-2S Wage Statement Summary
- PA-40 Schedule F Farm Income and Expenses

- PA-40 Schedule G-L Calculation of Credit for Taxes Paid to Other States or Countries (Long Form)
- PA-40 Schedule G-R Reconciliation of Taxes Paid to Other States or Countries
- PA-40 Schedule G-S Calculation of Credit for Taxes Paid to Other States or Countries (Short Form)
- PA-40 Schedule NRH Instructions for Apportioning Income by Nonresident Individuals
- PA-40 Schedule OC Other Credits
- PA-40 Schedule W Employment Incentive Payments Credit
- Schedule PA-40X Amended
- Schedule 19 Sale of a Principal Residence
- PA-40EZ Personal Income Tax Instruction Book (order by year needed—prior to 1998)
- PA-40NR Personal Income Tax Instruction Book/Nonresidents (1995 & prior—order by year needed)
- PA-40T Personal Income Tax TeleFile Book (1998-2000—order by year needed—includes EZ single)
- PA-40 PA-V—Payment Voucher (available via internet only)
- PA-41 PA Fiduciary Income Tax Return
- PA-41 Instructions (detailed instructions available via internet only after 2003)
- PA-41 Schedule OI Other Information
- PA-41 Schedule A Interest Income and Gambling and Lottery Winnings
- PA-41 Schedule B Dividend and Capital Gains Distributions Income
- PA-41 Schedule D Sale, Exchange or Disposition of Property
- PA-41 Schedule DD Distribution Deductions
- PA-41 Schedule J Income from Estates or Trusts
- PA-41 Schedule N PA Source Income and Nonresident Tax Withheld
- PA-41 Schedule RK-1 Resident Schedule of Shareholder/Partner/Beneficiary Pass Through Income, Loss and Credits
- PA-41 Schedule NRK-1 Nonresident Schedule of Shareholder/Partner/Beneficiary Pass Through Income, Loss and Credits
- PA-41 PA-V Payment Voucher (available via internet only)
- Schedule PA-41X Amended
- PA-20S/PA-65 Partnership/PA S Corporation Information Return—(Available only through internet after 2008)
- PA-5R Vehicle Rental Tax Return

- PA-65I Partnership/S Corp Information Book (order by year needed) (Available only through internet after 2008)
- PA971 Innocent Spouse Relief
- PA-1000 Property Tax/Rent Rebate Instruction Book (order by year needed)
- PA8379 Injured Spouse Claim & Allocation
- PA8857 Request for Innocent Spouse Relief
- PA-8453 Pennsylvania Individual Income Tax Declaration for Electronic Filing
- PA-8879 Pennsylvania *e-file* Signature Authorization
- PA12507 Innocent Spouse Statement
- PA12508 Non-requesting Spouse Information
- PA12510 Innocent Spouse Information Request
- PA20S-I S Corporation Tax Instruction Book (order by year needed—prior to 1997—was part of REV1200 book—beginning year 2002 will be part of PA65I book) (Available only through internet after 2008)
- PA-4R Public Transportation Assistance Fund Taxes/Fees Replacement Coupon/Inst.
- PA-40ESR(I) Declaration of Estimated or Estimated Withholding Income
- PA-40ESR(F/C) Declaration of Estimated or Estimated Withholding Income Tax for Fiduciary & Partnerships
- PA-1 Use Tax Return
- RCT-101D Declaration of de minimis PA Activity
- REV-23 Board of Appeals Practices and Procedures Brochure
- REV-39 Sales and Use Tax Appeal Schedule
- REV-65 Board of Appeals Petition Form
- REV-181 Application for Tax Clearance
- REV-183 Affidavit of Value Realty Transfer Tax
- REV-221 Sales & Use Tax Rate Chart
- REV-238 Out of Existence/Withdrawal Affidavit/Corp Tax
- REV-251 Tax Bulletin 53B and 53F Instructions Foreign Corp Clearance Cert./Withdrawal
- REV-252 Tax Bulletin 53C and 53E Security Clearance Cert./Domestic Out of Existence
- REV-253 Tax Bulletin 53D Instructions for Filing Corp Tax Reports
- REV-260 Petition for Refund Bd. of Finance and Revenue
- REV-276 Application for Extension of Time to File (PIT)
- REV-330 Electronic Funds Transfer (EFT) Program
- REV-331A Authorization for Electronic Funds Transfer Agreement
- REV-346 Estate Information Sheet
- REV-413I Instructions for Estimated Tax/PIT (Individuals)
- REV-413F Instructions for Estimated Tax/PIT (Fiduciaries)
- REV-413P/S Instructions for Estimated Tax/PIT (Partnership/Shareholders) (Available only through internet after 2008)
- REV-414I Worksheet for Estimated Tax/PIT (Individuals)
- REV-414F Worksheet for Estimated Tax/PIT (Fiduciaries)
- REV-414P/S Worksheet for Estimated Tax/PIT (Partnership/Shareholders) (Available only through internet after 2008)
- REV-419 Employee's Nonwithholding Application Certificate
- REV-443 IFTA Compliance Manual (available via internet only)
- REV-459 Individuals, Estates, Trusts, Partnerships, Limited Liability Companies, Associations, S Corporations—Address and SSN or EIN Change or Correction Form
- REV-459B Consent to Transfer, Adjust or Correct PA Estimated Personal Income Tax Account
- REV-467 Authorization for Release of Tax Records
- REV-489 Article XI Safe Deposit Box
- REV-527 Taxpayer Rights Advocate
- REV-554 Disclosure Statement/Taxpayer Rights Advocate
- REV-556 Taxpayer Request for Assistance
- REV-573 Property Tax/Rent Rebate Brochure
- REV-588 Starting a Business in PA (A Beginner's Guide)
- REV-670 Instructions for Completing Liquid Fuels & Fuel Tax Bond
- REV-717 Retailers' Information Guide
- REV-791 Consumer Cigarette Use/Excise Tax Return for Cigarettes purchased after January 7, 2004 through October 31, 2009
- REV-793 Consumer Cigarette Use/Excise Tax Return for Cigarettes and/or Little Cigars purchased on or after November 1, 2009
- REV-819 Sales Tax Due Date Reminder Card
- REV-853R Corp Tax Annual Payment/Extension Replacement Coupon
- REV-854R Corp Tax Filing Period/EIN/Address Change Form Replacement Coupon
- REV-857R Corp Tax Estimated Payment Replacement Coupon
- REV-860 Schedule L, M, N, C-5 and OA
- REV-861 Schedule DA Disposition of Assets
- REV-915 PA Small Games of Chance/Game Approval Form
- REV-934 Schedule of Non-Business Income
- REV-956 Institution of Purely Public Charity Renewal Affidavit
- REV-976 Election by a Federal Sub-Chapter S Corporation to be a PA C Corporation
- REV-1026 Information on Motor Carriers Road Tax and IFTA
- REV-1026A Information on Motor Carriers Road Tax—PA Only
- REV-1076 Tax Bulletin 53A Instructions for Securing Bulk Sales Certificate
- REV-1176 e-TIDES Administrative Access Change Request
- REV-1200 CT-1 Corporation Tax Instruction Book (order by year needed)
- REV-1220 Certificate of Exemption for Sales & Use Tax
- REV-1501 Instruction Book Inheritance Tax Resident
- REV-1601 Tax Credit Certification Request Form (Pennsylvania Employment Incentive Payment Program)
- REV-1611 Notice of Interest Rate and Calculation Changes
- REV-1630 Underpayment of Estimated Tax by Individuals
- REV-1630A Underpayment of Estimated Tax by Individual Farmers
- REV-1630F Underpayment of Estimated Tax by Fiduciaries
- REV-1643 Listing of Tax Exempt PIT Obligations
- REV-1689 Computation of Installment Sale Income
- REV-1705 Tax Account Information Change/Correction Form
- REV-1706 Business/Account Cancellation Form
- REV-1716 Employer Withholding Period Ending Due Dates
- REV-1729 Tax Information for Farmers Booklet
- REV-1730 PA Realty Transfer Tax General Information
- REV-1736 Instruction Book/Inheritance Tax Nonresident

- REV-1737A Nonresident Inheritance Tax Returns/Schedules
- REV-1742 PIT Pamphlet No. 3, Gain or Loss on Property Acquired prior to June 1, 1971/Sch. D-71
- REV-1799A Time Limitations on the Filing of Appeal

#### REGULATIONS/PRONOUNCEMENTS

All regulations and revenue pronouncements issued by the Department of Revenue are published in Title 61 of the *Pennsylvania Code*. The Department does not print these documents. If you need to review a regulation or revenue pronouncement, please consult Title 61 of the *Pennsylvania Code* ([www.pacode.com](http://www.pacode.com)).

#### BUREAU OF CRIMINAL TAX INVESTIGATIONS, 5TH FL., STRAWBERRY SQ., HARRISBURG, PA 17128, TELEPHONE (717) 783-9685

- DCI-2 Cigarette Tax for Law Enforcement Pamphlet

#### BUREAU OF RESEARCH, PO BOX 281100, HARRISBURG, PA 17128-1100, TELEPHONE (717) 787-6300

- DOP3 Tax Compendium
- DOP4 Personal Income Tax Statistics
- DOP7 Statistical Supplemental to Tax Compendium
- DOP9 Statistical Report—Capital Stock/Franchise Tax/CNI Tax
- DOP12 Estimate Documentation

#### BUREAU OF INDIVIDUAL TAXES, PO BOX 280600, HARRISBURG, PA 17128-0600, TELEPHONE (717) 787-8346

- PA1436 Electronic Filing Test Package

#### THE PA LOTTERY, 1200 FULLING MILL ROAD, SUITE ONE, MIDDLETOWN, PA 17057, TELEPHONE (717) 702-8008 (\*Or from Lottery Retailer Outlets)

- \*All-Game Guide Brochure
- Compulsive Gambling Brochure
- Benefits and Rights for Older Pennsylvanians Booklet
- \*RSL-3 Lottery Retailer License Application
- \*RSL-209 Standard Claim Form
- \*RSL-355 Beneficiary Statement
- \*RSL-400 Lottery Fund Benefits Programs Brochure Comparative Statement of Income and Expenditures

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#### STATE

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#### POLICY STATEMENTS:

##### Secretary of the Commonwealth

- Use of Public Areas Outside the Capitol Complex, 49 Pa. Code §§ 61.1—61.3
  - Returned Check Fee, 49 Pa. Code § 63.1
- Contact: Kim Mattis (717) 772-5193

##### State Athletic Commission

- Athlete Agents, 58 Pa. Code §§ 41.1—41.3
- Contact: Gregory Sirb (717) 787-5720

##### Bureau of Commissions, Elections and Legislation

- Lesser Offenses Incompatible with the Duties of a Notary Public, 4 Pa. Code § 165.1
- Contact: Martha Brown (717) 783-0736

##### Bureau of Professional and Occupational Affairs

##### Commissioner of Professional and Occupational Affairs

- Schedule of Civil Penalties—Certified Real Estate Appraisers, 49 Pa. Code § 43.b.15
- Schedule of Civil Penalties—Nursing Home Administrators, 49 Pa. Code § 43b.17
- Schedule of Civil Penalties—Occupational Therapists and Occupational Therapy Assistants, 49 Pa. Code § 43b.19

- Schedule of Civil Penalties—Physicians and Other Board Regulated Practitioners, 49 Pa. Code § 43b.20
- Schedule of Civil Penalties—Massage Therapists, 49 Pa. Code § 43b.23

Contact: Cynthia Montgomery (717) 783-7200

##### State Board of Chiropractic

- Patient Records, 49 Pa. Code § 5.51a
- Contact: Stephen Snyder (717) 787-7155

##### State Board of Dentistry

- Replacement of Dental Amalgams, 49 Pa. Code § 33.213
  - Disclosure of Financial or Ownership Interest, 49 Pa. Code § 33.214
  - Use of Lasers in the Dental Office, 49 Pa. Code § 33.215
  - Requirement of Anesthesia Permit for Nonparenteral Premedication of Dental Patients, 49 Pa. Code § 33.344
- Contact: Lisa Burns (717) 783-7162

##### State Board of Funeral Directors

- Funeral Supervisors and Funeral Directors on Active Duty, 49 Pa. Code § 13.251
  - Profession of Funeral Directing, 49 Pa. Code § 13.252
  - Inspections, 49 Pa. Code § 13.253
- Contact: Heidi Weirich (717) 783-3397

##### State Board of Medicine

- Expert Witnesses, 49 Pa. Code § 16.52a
  - Disciplinary Guidelines for Use of Anabolic Steroids, 49 Pa. Code § 16.97
- Contact: Tammy Dougherty (717) 783-1400

##### State Board of Nursing

- Scope of Practice Interpretations, 49 Pa. Code § 21.401
  - General Functions of Registered Nurses, 49 Pa. Code § 21.411
  - Venipuncture, Intravenous Fluids, Resuscitation and Respiration, 49 Pa. Code § 21.412
  - Administration of Drugs, 49 Pa. Code § 21.413
  - Functions of Licensed Practical Nurses, 49 Pa. Code § 21.414
- Contact: Cindy Miller (717) 783-7142

##### State Board of Examiners of Nursing Home Administrators

- Temporary Permits, 49 Pa. Code § 39.17
  - Subordinate Supervision, 49 Pa. Code § 39.18
- Contact: Chris Stuckey (717) 783-7155

##### State Board of Optometry

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 23.101
- Contact: Stephen Snyder (717) 783-7155

##### State Board of Osteopathic Medicine

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 25.291
- Contact: Suzanne Smith (717) 783-4858

##### State Board of Pharmacy

- Radiopharmaceutical Prescriptions, 49 Pa. Code § 27.101
  - Return to Stock of Undelivered Medication, 49 Pa. Code § 27.102
  - Matters of Conscience, 49 Pa. Code § 27.103
- Contact: Melanie Zimmerman (717) 783-7156

##### State Board of Physical Therapy

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 40.54
- Contact: Michelle Roberts (717) 783-7134

**State Board of Psychology**

- Qualified Members of Other Recognized Professions, 49 Pa. Code § 41.7
- Department of Health Licensing of Substance Abuse Services Provided by Psychology Practices, 49 Pa. Code § 41.8

Contact: Chris Stuckey (717) 783-7155

**State Board of Social Workers, Marriage and Family Therapists and Professional Counselors**

- Department of Health Licensing of Substance Abuse Services Provided by Professional Counseling Practices, 49 Pa. Code § 49.17

Contact: Sandra Matter (717) 783-1389

**State Board of Examiners in Speech-Language and Hearing**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 45.3

Contact: Sandra Matter (717) 783-1389

**GUIDANCE MATERIALS:****Department of State**

- Right to Know Policy

Contact: Heidi Barry (717) 783-3585

**Bureau of Corporations and Charitable Organizations**

- Registration Packets for Charitable Organizations, Professional Solicitors and Professional Fundraising Councils

Contact: Erin Donley (717) 783-1720

- A Guide to Business Registration in Pennsylvania

Contact: Barbara Kennedy (717) 783-9210

**Bureau of Professional and Occupational Affairs**

- Policy Statement Interpreting the term "Infectious, Communicable or Contagious Disease"

Contact: Cynthia Montgomery (717) 783-7200

**State Board of Accountancy**

- Special Notice Regarding CPE Changes
- Special Notice—CPE Certification and the 150 Semester Credit Education Requirement
- Peer Review General Information
- Summary of Amendments to the CPA Law—Act 73 of 2008
- FAQs for CPAs

Contact: Sara Fox (717) 783-1404

**State Board of Certified Real Estate Appraisers**

- Special Notice—New College Degree Requirement
- Special Notice—Segmented Approach Extended to January 1, 2013
- Special Notice to Assistants Regarding Licensed Appraiser Trainee Regulation
- Special Notice to Certified Appraisers Regarding Licensed Appraiser Trainee Regulation
- Special Notice Regarding Mortgage Fraud

Contact: Heidi Weirich (717) 783-4866

**State Board of Chiropractic**

- List of Approved Continuing Education Programs
- Frequently Asked Questions

Contact: Stephen Snyder (717) 787-7155

**State Board of Cosmetology**

- Special Notice—Student Hours Required for Examination
- Special Notice—Letter Regarding Physician Certificate
- Frequently Asked Questions—Examination-related Questions and Responses
- Policy on Student Absenteeism
- Cosmetology Training Information

Contact: Kelly Diller (717) 783-7130

**State Board of Crane Operators**

- Special Notice—Physical Examination Requirement
- List of Board-approved Certifying Organizations

Contact: Penny Walker (717) 783-1404

**State Board of Landscape Architects**

- Special Notice—Continuing Education Update

Contact: Terrie Kocher (717) 772-8528

**State Board of Massage Therapy**

- Frequently Asked Questions of the State Board of Massage Therapy
- Acceptable CPR for Massage Therapy License
- Continuing Education for 2014 Graduates
- Letter to VA Hospitals for License Verifications

Contact: Judy Harner (717) 783-7155

**State Board of Medicine**

- Foreign Specialty Certification Boards That Have Been Deemed Comparable to American Boards
- Special Notice—Pennsylvania Health Alert Network
- Special Notice—Mcare Information and Reporting
- Medical Board Credentials Verification Fact Sheet
- Special Notice—Physician Assistant Temporary Authority to Practice and Substitute Supervisor Reporting Requirement Update
- Special Notice—Board Adopts USMLE Policy Regarding Maximum Limit of Six Attempts at the USMLE Step or Its Components
- Special Notice—Board Recognition of International Society for Clinical Densitometry (ISCD)
- Special Notice—PennDOT'S Medically Impaired Reporting Program
- Continuing Medical Education Fact Sheets

Contact: Tammy Dougherty (717) 783-1400

**Navigation Commission for the Delaware River and Its Navigable Tributaries**

- A Guide to the Pennsylvania Navigation Commission

Contact: Barbara Dupler (717) 783-1618

**State Board of Nursing**

- Guidelines for the Development and Submission of Feasibility and Curriculum Proposals (2009)
- Guidelines for Approved Nursing Education Programs for Establishing a Satellite/Branch Campus (2010)
- Nursing Practice Guide RN/LPN (1999)
- Alternative/Complementary Therapies (1997)
- Criteria for a Pennsylvania Board Approved Intravenous Therapy Education Program for the Student/Graduate/Licensed Practical Nurse (1995)
- Special Notice to Student Nurses
- Frequently Asked Questions (FAQs) for Graduate/Student Nurses
- Special Notice Regarding RN Continuing Education
- FAQs on Continuing Education for Registered Nurses
- Information for CRNP Program Directors
- FAQs on CRNP Prescriptive Authority
- Special Notice—CRNP and CNS Clarification on Professional Liability Insurance
- Special Notice to Employers—Online Verification of Licensure
- Special Notice—RN Accepting Orders from Other Practitioners
- Special Notice—RNs Educated in Canada and Seeking Licensure in Pennsylvania
- Special Notice—Home Health Care Services Ordered by Out-of-State Physicians
- Special Notice—LPNs Accepting Oral Orders
- FAQs related to LPN IV Therapy Regulations
- Special Notice—Vital Statistics Law amended to include CRNPs

- Special Notice to Licensed Dietitian—Nutritionists on Continuing Education
- Special Notice on Temporary Practice Permits
- List of Approved Programs for LPN, RN, CRNP and CNS Education (updated as needed)
- List of Approved LPN Intravenous Therapy Education Programs (updated as needed)

Contact: Cindy Miller (717) 783-7142

#### **State Board of Occupational Therapy Education and Licensure**

- Special Notice: Professional Liability Insurance
  - Special Notice: Changes to the Occupational Therapy Practice Act
  - Letter to VA Hospitals—License Verifications
  - Occupational Therapy Board FAQs
  - Updated Information for Occupational Therapists
- Contact: Judy Harner (717) 783-1389

#### **State Board of Optometry**

- Position Paper—American Board of Optometry (ABO) Board Certification
- List of Drugs Approved for use by Optometrists
- Special Notice—Criminal Background Checks
- Special Notice—Federal “Fairness to Contact Lens Consumers Act”
- Special Notice—Explanation of L, P, T or G in License Numbers

Contact: Stephen Snyder (717) 783-7155

#### **State Board of Osteopathic Medicine**

- Special Notice—Pennsylvania Health Alert Network
- Special Notice—Mcare Information and Reporting
- Osteopathic Board Credentials Verification Fact Sheet
- Special Notice—Continuing Education Requirements
- Special Notice—Osteopathic Manipulative Treatment (OMT) Examination

Contact: Suzanne Smith (717) 783-4858

#### **State Board of Pharmacy**

- List of Approved CPR Providers for the Authorization to Administer Injectables, Biologicals and Immunizations
  - Address Change Notice
  - NPLEx-National Precursor Log Exchange
  - Cancer Drug Repository Program—Income Limits for Eligibility
  - Patient Safety Continuing Education Required
  - Information for Graduates of Foreign Pharmacy Schools
  - Notice that Online Applications are Available
- Contact: Melanie Zimmerman (717) 783-7156

#### **State Board of Physical Therapy**

- Special Notice—Physical Therapists Assistants to Practice with Indirect Supervision
- Special Notice—New Regulatory Requirements
- Webinar—The New Rules and Regulations (2013)

Contact: Michelle Roberts (717) 783-7134

#### **State Board of Podiatry**

- Special Notice—Pennsylvania Health Alert Network
- Podiatry Board Credentials Verification Fact Sheet
- Notice—Continuing Medical Education Requirements
- List of Approved CE Programs

Contact: Suzanne Smith (717) 783-4858

#### **State Registration Board for Professional Engineers, Land Surveyors and Geologists**

- Continuing Education Guidelines and Activity Log

Contact: Robin Shearer (717) 783-4865

#### **State Board of Psychology**

- Guideline: Persons Licensed in Other States
- Guideline: Requirements for Provision of Psychological Services Regardless of Delivery Method

- Special Notice—Parameters for Discussing the Patient’s/Client’s Need for Medication with a Patient/Client
  - Special Notice—Changes in Education, Examination and Experience Requirements
  - Special Notice—Supervision Course Requirement for Primary Supervisors of Psychology Residents
  - Special Notice—Graduate Training in Psychology
  - Psychology Board FAQs
  - Continuing Education: Is a webinar considered home study?
  - Board Approved Continuing Education Sponsors/Providers
  - Continuing Education Information
- Contact: Chris Stuckey (717) 783-7155

#### **State Real Estate Commission**

- Continuing Education Policy Concerning Courses Taken Outside of Pennsylvania
  - Information Regarding “Team” Advertising
  - Information Regarding BPOs vs. CMAs
  - List of Currently Approved Real Estate Education Providers
  - List of Providers Approved to Offer Modules
  - Notice Regarding Renewal Fee for 2014
- Contact: Brandi Barrick (717) 783-3658

#### **State Board of Examiners in Speech-Language and Hearing**

- A Consumer Guide to Understanding Audiologists
- A Consumer Guide to Understanding Speech-Language Pathologists
- Special Notice—New Continuing Education (CE) Requirements for Dual Licensees
- List of Approved CE Programs Contact: Sandra Matter (717) 783-1389

#### **State Board of Social Workers, Marriage and Family Therapists and Professional Counselors**

- FAQ—Application Process to Apply for Initial Licensure
  - Notice Under the Americans with Disabilities Act
  - List of Approved Continuing Education Programs
- Contact: Sandra Matter (717) 783-1389

#### **State Board of Vehicle Manufacturers, Dealers and Salespersons**

- Special Notices:
    - Out-of-state Recreational Vehicle Dealers
    - Online Initial Licensure
    - Current Vehicle Board Policies
    - Criminal Background Check/Criteria
    - Hand delivery of Application
- Contact: Janice Cline (717) 783-1697

#### **State Board of Veterinary Medicine**

- Special Notice—Aphis Approved Supplemental Training
  - Special Notice—Veterinary Medical Recordkeeping
  - Special Notice—Dog Law Changes—Boarding Kennel License Required
  - List of Approved CE Programs
- Contact: Michelle Roberts (717) 783-7134

#### **Bureau of Commissions, Elections and Legislation**

- Secretary’s Advisories and Directives to County Election and Voter Registration Officials
- Election Calendars
- Instructions for Filing as a Candidate of a Minor Political Party
- Instructions for Filing as an Independent Candidate
- Instructions for Circulating Nomination Petitions
- Nomination Petitions
- Nomination Papers

- General Information About Running for Public Office
  - Notice on What Constitutes a Vote
  - Voting System Certification Reports
- Contact: Jessica Mathis (717) 787-5280
- Becoming a Notary Public in Pennsylvania
- Contact: Julio Peña (717) 787-5280
- Non-Bid Reporting Forms
  - Lobbying Disclosure Registration and Reporting Forms
  - Lobbying Disclosure Directory
  - Lobbying Statute, Regulations, Frequently Asked Questions (FAQs) and *Manual for Accounting and Reporting*
  - 2013 Annual Report—Lobbying Disclosure
  - Campaign Finance Registration and Reporting Forms
  - Campaign Finance Calendar of Filing Deadlines
  - Campaign Finance Reporting Law Pamphlet
  - Campaign Finance Reporting Law Frequently Asked Questions
  - Campaign Finance Independent Expenditure Reporting Forms
  - Statement of Organization—Independent Expenditure Committee
  - Statement Regarding the Effect of the U.S. Supreme Court's Decision in *Citizens United v. FEC* on Pennsylvania Law
  - Statement Regarding the Effect of the Preliminary Injunction Order in *General Majority PAC v. Carol Aichele, et al.*, on Pennsylvania Law
- Contact: Trisha Malehorn (717) 787-5280
- Voter Registration Mail Application (English and Spanish)
  - 2013 Report to the General Assembly—The Administration of Voter Registration in Pennsylvania
  - Absentee Ballot Forms
  - Voting Rights of Convicted Felons, Convicted Misdemeanants and Pretrial Detainees
  - Voter Hall of Fame Inductees
  - *Pennsylvania's Guide to Agency-Based Voter Registration Programs*
  - The Commonwealth of Pennsylvania State Plan (as required by the Help America Vote Act of 2002)
  - Elections News Poster (English and Spanish)
  - Election Officials Training Video for Voters with Disabilities (English)
  - Election Officials Training Program Video (English and Spanish)
  - Help America Vote Act (HAVA) Remedial Action Procedures for Reporting Non-Compliance
  - HAVA Program Advisories
  - HAVA Quarterly Working Capital Request and Performance Report Form with Instructions
  - HAVA Quarterly Reimbursement Request and Performance Report Form with Instructions
  - Maintenance of Effort Certification Form and Instructions
  - HAVA Fiscal Requirements Document
  - County Manual for HAVA Reporting
- Contact: Elissa Dauberman (717) 787-5280

#### INTERNAL GUIDELINES:

#### Bureau of Professional and Occupational Affairs

- Recusal Guidelines for Board Members
- Contact: Cynthia Montgomery (717) 783-7200

#### State Architects Licensure Board

- Architect/Engineer Joint Advisory Committee
- Contact: Penny Walker (717) 783-3397

#### State Board of Chiropractic

- Probable Cause Screening Committee Guidelines
- Contact: Stephen Snyder (717) 787-7155

#### State Board of Dentistry

- Probable Cause Screening Committee Guidelines
- Contact: Lisa Burns (717) 783-7162

#### State Board of Medicine

- Probable Cause Screening Committee Guidelines
  - Mcare Triage Guidelines
- Contact: Tammy Dougherty (717) 783-1400

#### Navigation Commission for the Delaware River and Its Navigable Tributaries

- Internal Operating Procedures Involving Inactive Status of Pilots
- Contact: Barbara Dupler (717) 783-1618

#### State Board of Examiners of Nursing Home Administrators

- Guidelines for Continuing Education Audit
- Contact: Chris Stuckey (717) 783-7155

#### State Board of Optometry

- Probable Cause Screening Committee Guidelines
- Contact: Stephen Snyder (717) 783-7155

#### State Board of Osteopathic Medicine

- Probable Cause Screening Committee Guidelines
  - Mcare Triage Guidelines
- Contact: Suzanne Smith (717) 783-4858

#### State Board of Physical Therapy

- Probable Cause Screening Committee Guidelines
- Contact: Michelle Roberts (717) 783-7134

#### State Registration Board for Professional Engineers, Land Surveyors and Geologists

- Architect/Engineer Joint Advisory Committee
- Contact: Robin Shearer (717) 783-7049

#### State Board of Psychology

- Probable Cause Screening Committee Guidelines
- Contact: Chris Stuckey (717) 783-7155

#### State Real Estate Commission

- Internal Operating Guidelines
  - Probable Cause Screening Committee Guidelines
- Contact: Brandi Barrick (717) 783-3658

#### State Board of Social Workers, Marriage and Family Therapists and Professional Counselors

- Probable Cause Screening Committee Guidelines
- Contact: Sandra Matter (717) 783-1389

#### State Board of Veterinary Medicine

- Probable Cause Screening Committee Guidelines
  - Inspection Checklist
- Contact: Michelle Roberts (717) 783-7134

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#### STATE EMPLOYEES' RETIREMENT SYSTEM

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#### SERS Board Adjudications by Topic:

- o Change of Benefit Option
- o Cost of Living Increase
- o Credit for Contract Service
- o Credited Years of Service
- o Death Benefit
- o Disability
- o Effective Date of Retirement
- o Final Average Salary
- o Fraternal Order of Police
- o Frozen Present Value
- o Judicial Forfeiture/Purchase of Military Service Credit
- o Membership Eligibility
- o Military Service
- o Miscellaneous
- o Multiple Service Credit
- o Overpayment



- o Payment of Interest
- o Pension Forfeiture
- o Purchase of Service
- o Reinstatement
- o Retirement—Covered Compensation
- o Transfer to Alternate Retirement Plan
- Annual Guide to Your SERS-Issued 1099-R Tax Form
- SERS Member’s Guide to Disability Retirement
- SERS Member Handbook
- SERS Guide for Retiring Members
- Annual Member (Personalized) Account Statements:
  - o Statement of Account (for active members)
  - o Personal Statement of Retirement Benefits (for annuitants)
- SERS pamphlets:
  - o Classes of Service (SERS-150)
  - o Domestic Relations and Support Orders (SERS-157)
  - o Frozen Present Value: Its Impact on State Pensions (SERS-158)
  - o How to Apply for a Disability Retirement (SERS-152)
  - o Provisions for the Purchase of Service (SERS-155)
  - o Refund Procedures for those Leaving State Service (SERS-159)
  - o Retirement Benefits available to Pennsylvania State Police (SERS-153)
  - o Retirement Options for SERS Members (SERS-154)
  - o Social Security Integration Coverage for SERS Members (SERS-151)
  - o Vesting in the State Employees’ Retirement System (SERS 162)
  - o Important Information Regarding Appeals to the State Employees’ Retirement Board (SERS-412)
- SERS Mission Statement
- SERS Statement of Investment Policy
- SERS Alternative Investments Statement of Investment Policy
- SERS Real Estate Statement of Investment Policy
- SERS Proxy Voting Policy
- SERS Public Markets Investment Advisor Retention Guidelines
- SERS Strategic Investment Plan
- SERS Portfolio Rebalancing Policy
- SERS Security Lending Policy
- SERS Right-to-Know-Law Policy
- The FOP Decision: The resolution of the SERS Board of Trustees dated September 26, 1990, implementing the arbitration award issued February 17, 1988, in *Commonwealth of Pennsylvania v. Commonwealth of Pennsylvania State Police Lodges*, American Arbitration Association Case No. 14 390 1611 87 J (Thomas J. DiLauro, Chair)
- “SERS News” member newsletter (2 editions per year)
- SERS *Comprehensive Annual Financial Report* (published each June)
- DCP Annual Financial Statements
- Sample Domestic Relations Order and Instruction Letter
- Power of Attorney form
- SERS Board Minutes and Resolutions
- Actuarial Reports (annual and “5-Year Experience Study”)
- Actuarial Tables
- SERS Appeals Committee Guidelines for Informal Appeals
- SERS Securities Litigation Policy
- SERS Bylaws
- Ethical Conduct Policy
- Claim Settlement Policy
- Statement of Governance Principles
- Policy for Indemnification of Board Members, Designees, Officers and Employees
- SERS Mediation Policy
- Annual Supplemental Budget Information
- Management Directives issued by SERS:
  - o 570.1—Mandatory Membership in the State Employees’ Retirement System
  - o 570.5—Employer Contributions Required on the Purchase of Previously Uncredited State Service
  - o 570.6—Optional Membership in the State Employees’ Retirement System
  - o 570.8—Reinstatement of Terminated Employees Into the State Employees’ Retirement System
  - o 570.9—Reinstatement of Furloughed or Otherwise Terminated and Reemployed Employees in the State Employees’ Retirement System
  - o 570.11—Amending Data in Retirement and Personnel/Payroll Systems and Collecting Arrears Balances
  - o 570.12—Furloughed State Employees’ Retirement System Members’ Right to Earn Interest on Member Contributions
  - o 570.13—State Employees’ Retirement System, Regional Counseling Centers
  - o 570.14—Deferred Compensation Program
  - o 570.15—Reporting Potential Public Employee Pension Forfeiture Crimes to the State Employees’ Retirement System
  - o 570.16—State Employees’ Retirement System, Duties of Departments and Agencies

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#### STATE POLICE

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#### GUIDANCE MANUALS, BROCHURES, FORMS AND OTHER MATERIALS

##### **Bureau of Criminal Investigation**

Terrorism Tip Line Card  
Storage Facility Terrorism Indicator Card

##### **Bureau of Human Resources**

Liquor Enforcement Employment Information  
General Information Brochure (SP5-348)

##### **Bureau of Liquor Control Enforcement**

Bureau of Liquor Control Enforcement Brochure

##### **Bureau of Patrol**

Emergency Vehicle Designation (SP6-115)  
Child Safety Seat Identification Decal (SP6-153)

##### **Bureau of Professional Responsibility**

Complaint Verification Form (SP1-108)

##### **Bureau of Records and Identification**

Information for Pennsylvania Firearms Purchasers and Basic Firearm Safety (SP4-135)  
Application/Record of Sale (SP4-113)  
Request for Criminal Record Check (SP4-164)  
Right to Know Form (SP3-226)  
Notice of Crash Investigation and Application to Obtain Copy of Police Crash Reporting Form (SP7-0015)  
Pennsylvania Instant Check System Challenge Form (SP4-197)

##### **Bureau of Research and Development**

Pennsylvania Annual Police Pursuit Report (1998-2013)  
<http://www.paucrs.pa.gov/ucr/reporting/pursuit/annual/annualpursuitui.asp>  
Pennsylvania State Police Annual Report (1998-2006)  
<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=461618&level=2&css=L2&mode=2>

Crime in Pennsylvania: Uniform Crime Executive Summary (2000-2012)

<http://www.paucrs.pa.gov/UCR/Reporting/Annual/AnnualSumArrestUI.asp>

#### **Bureau of Training and Education**

Youngster Protect Yourself from Attacks and Accidents (SP5-330)

Stop Burglary Brochure (SP5-331)

Crimes of Fraud: "The Con-Artist" (SP5-332)

Lady Beware (SP5-333)

Understanding Crime Prevention (SP5-334)

Accessing Your Pennsylvania State Police (SP5-335)

Protect Your Child (SP5-336)

Preventing Child Abduction and Child Runaway (SP5-337)

Drugs Aren't Part of Anyone's Future (SP5-342)

Child Identification Kit (SP5-342)

Pennsylvania State Police: A Challenging Career That Makes a Difference (SP 5-359)

Pennsylvania State Police General Information (SP3-313)

#### **Equal Employment Opportunity Office**

Pennsylvania State Police Equal Employment Opportunity Policy Statement

Sexual Harassment, Sexual Misconduct Policy and Complaint Procedures Pamphlet (SP5-355)

Sexual Harassment, Sexual Misconduct Policy and Complaint Procedures Pamphlet—Spanish version (SP 5-355S)

#### **Municipal Police Officers Education and Training Commission**

Lethal Weapons

Application for Agent Certification—LWTA (SP8-200)

Physical Examination—LWTA (SP8-200A)

Police Officer Exemption Application—LWTA (SP8-200C)

Active Municipal Office LWTA Verification Procedure for Training Waiver (SP8204)

#### **MPOETC**

Application for Certification under MPOETC Program or Training (SP8-300)

Application for Police Officer Certification Examination Scheduling Under Act 120 (SP 8-300A)

Change of Status Notice (SP8-502)

Physical Examination (SP8-300C)

Police Authority Registration Request

Psychological Examination (SP8-300D)

Instructor Application (SP8-301)

School Authorities Form

MPOETC Policy 2012-05, Consideration for Reinstatement of Certification Application for Consideration of Reinstatement of Certification

All of the non-regulatory compliance-related documents listed above are available from the Pennsylvania State Police by contacting the Department at the following address or phone number:

Pennsylvania State Police  
Bureau of Research & Development  
1800 Elmerton Avenue  
Harrisburg, PA 17110  
(717) 783-5536

Documents are also available from the State Library, Government Publication Section at 219 Forum Building, Harrisburg, PA 17120 and may be obtained through inter-library loan.

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### TRANSPORTATION

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#### **Bureau Responsible: BUREAU OF DRIVER LICENSING**

Category: GUIDANCE MANUALS

Publication / Document Name: A Guide to Obtaining a Pennsylvania Junior Learner's Permit and Junior Driver's License

Pub/Doc#: Pub 178

Publication last Updated: April 2014

Bureau Responsible: BUREAU OF DRIVER LICENSING

Category: GUIDANCE MANUALS

Publication / Document Name: Commercial Driver's Manual (English)

Pub/Doc#: Pub 223

Publication last Updated: August 2013

#### **Bureau Responsible: BUREAU OF DRIVER LICENSING**

Category: GUIDANCE MANUALS

Publication / Document Name: Commercial Driver's Manual (Spanish)

Pub/Doc#: Pub 265

Publication last Updated: August 2013

#### **Bureau Responsible: BUREAU OF DRIVER LICENSING**

Category: GUIDANCE MANUALS

Publication / Document Name: Motorcycle Operator Manual

Pub/Doc#: Pub 147

Publication last Updated: April 2014

#### **Bureau Responsible: BUREAU OF MOTOR VEHICLES**

Category: GUIDANCE MANUALS

Publication / Document Name: Apportioned Manual

Pub/Doc#: Pub 181

Publication last Updated: January 2014

#### **Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: INTERNAL GUIDELINES

Publication / Document Name: Project Office Manual (POM)

[ftp://ftp.dot.state.pa.us/public/pdf/BOCM\\_MTD\\_LAB/PUBLICATIONS/POM/POMcover.pdf](ftp://ftp.dot.state.pa.us/public/pdf/BOCM_MTD_LAB/PUBLICATIONS/POM/POMcover.pdf)

Pub/Doc#: Pub 2

Publication last Updated: Electronic April 2014

#### **Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: INTERNAL GUIDELINES

Publication / Document Name: Pennsylvania Test Methods (PTM) (Nov-03 Edition)

Oct-13 Edition

Pub/Doc#: Pub 19

Publication last Updated: March 2014

#### **Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: OTHER

Publication / Document Name: Aggregate Producers (Bulletin 14)

<http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/frmBulletin14?OpenFrameset>

Pub/Doc#: Pub 34

Publication last Updated: Electronic-Updated Weekly Paper—Jan 2014

#### **Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: OTHER

Publication / Document Name: Producers of Bituminous Mixtures (Bulletin 41)  
<http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/fmBulletin41?openframeset>  
 Pub/Doc#: Pub 41  
 Publication last Updated: Electronic-Updated Weekly Paper—Jan 2014

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: OTHER  
 Publication / Document Name: Producers of Ready Mix Concrete (Bulletin 42)  
<http://www.dot.state.pa.us/Internet/ConstrBulletins.nsf/fmBulletin42?openframeset>  
 Pub/Doc#: Pub 42  
 Publication last Updated: Electronic-Updated Weekly Paper—Jan 2014

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Roadway Specifications  
<ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub%20408-2011.pdf>  
[ftp://ftp.dot.state.pa.us/public/bureaus/design/Pub408/pdf%20for%20printing%202011%207/Pub\\_408\\_2011\\_7.pdf](ftp://ftp.dot.state.pa.us/public/bureaus/design/Pub408/pdf%20for%20printing%202011%207/Pub_408_2011_7.pdf)

NOTE: Pub 7 and Pub 287 are part of this document they are no longer part of this document  
 Pub/Doc#: Pub 408  
 Publication last Updated: April 14

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Construction Items Catalog  
<ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub408-2011.pdf>  
<ftp://ftp.dot.state.pa.us/public/Bureaus/design/Pub7/Pub7.pdf>  
 Pub/Doc#: Pub 7  
 Publication last Updated: April 14

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Roadway Specifications Construction Cost Catalog  
<ftp://ftp.dot.state.pa.us/public/bureaus/design/pub408/pub%20408-2011.pdf>  
<ftp://ftp.dot.state.pa.us/public/Bureaus/design/Pub287/Pub%20287.pdf>

NOTE: Pub 7 and Pub 287 are part of this document no longer part of Pub 408  
 Pub/Doc#: Pub 408 Pub 287  
 Publication last Updated: April 14

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**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: INTERNAL GUIDELINES  
 Publication / Document Name: Finals Unit Manual (Pub. 11) (Guidance for Highway Construction Project Closings)  
 Pub/Doc#: Pub 11  
 Publication last Updated: May-12

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Design Manual, Part 2 August 2009 Edition  
<ftp://ftp.dot.state.pa.us/public/bureaus/design/pub13m/insidecover.pdf>  
 Pub/Doc#: Pub 13M  
 Publication last Updated: Feb-13

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Specifications for Consultant Agreements for Project Development Services  
 Pub/Doc#: Pub 442  
 Publication last Updated: November 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Policy and Procedures for the Administration of Consultant Agreements  
 Pub/Doc#: Pub 93  
 Publication last Updated: November 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: GUIDANCE  
 Publication / Document Name: Right-of-Way Encroachment & Outdoor Advertising Sign Control  
 Pub/Doc#: Pub 266  
 Publication last Updated: Sept. 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: MANUAL  
 Publication / Document Name: Highway Beautification Manual  
 Pub/Doc#: Pub 581  
 Publication last Updated: December 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: INTERNAL MANUAL  
 Publication / Document Name: The Right-of-Way Manual  
 Pub/Doc#: Pub 378  
 Publication last Updated: February 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Design Manual, Part 3 April 2007 Edition  
<ftp://ftp.dot.state.pa.us/public/bureaus/design/PUB14M/incover.pdf>  
 Pub/Doc#: Pub 14M  
 Publication last Updated: Oct-13

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Standards for Roadway Construction, June 2010 Edition  
<ftp://ftp.dot.state.pa.us/public/Bureaus/design/PUB72M/PUB72COV.pdf>  
 Pub/Doc#: Pub 72M  
 Publication last Updated: Jun-13

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: POLICY STATEMENTS  
 Publication / Document Name: Local Project Delivery Manual, November 2013 Edition (CD version)  
 ftp://ftp.dot.state.pa.us/public/PubsForms/Publications/PUB%20740.pdf  
 Pub/Doc#: Pub 740  
 Publication last Updated: Nov-13

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: GUIDANCE MANUAL  
 Publication / Document Name: Active Bridge Design & Construction Standards, BLC-560M Series  
 Pub/Doc#: Pub 6M  
 Publication last Updated: May 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: GUIDANCE MANUAL  
 Publication / Document Name: Bridge Design Standards—BD-600M Series  
 Pub/Doc#: Pub 218M  
 Publication last Updated: November 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: GUIDANCE MANUAL  
 Publication / Document Name: Bridge Construction Standards—BC-700M Series  
 Pub/Doc#: Pub 219M  
 Publication last Updated: November 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: GUIDANCE MANUAL  
 Publication / Document Name: Invasive Species Best Management Practices  
 Pub/Doc#: Pub 756  
 Publication last Updated: April 2014

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: GUIDANCE MANUAL  
 Publication / Document Name: Project Level Environmental Justice Guidance  
 Pub/Doc#: Pub 746  
 Publication last Updated: June 2013

**Bureau Responsible: BUREAU OF PROJECT DELIVERY**

Category: GUIDANCE MANUAL  
 Publication / Document Name: Threatened and Endangered Desk Reference  
 Pub/Doc#: Pub 546  
 Publication last Updated: December 2013

**Bureau Responsible: EQUAL OPPORTUNITY**

Category: GUIDANCE MANUALS  
 Publication / Document Name: 2014 External Equal Opportunity Plan (Contract Compliance)  
 Pub/Doc#: Pub 73  
 Publication last Updated: Mar-14

**Bureau Responsible: HUMAN RESOURCES**

Category: POLICY STATEMENTS  
 Publication / Document Name: Disability-Related Employment Policy for Applicants/Employees with Disabilities  
 Pub/Doc#: Pub 740  
 Publication last Updated: Feb-14

**Bureau Responsible: HUMAN RESOURCES**

Category: POLICY STATEMENTS  
 Publication / Document Name: EEO Policy Statement  
 Pub/Doc#: Pub 740  
 Publication last Updated: Feb-14

**Bureau Responsible: HUMAN RESOURCES**

Category: POLICY STATEMENTS  
 Publication / Document Name: Harassment/Hostile Work Environment Policy  
 Pub/Doc#: Pub 740  
 Publication last Updated: Feb-14

**Bureau Responsible: HUMAN RESOURCES**

Category: POLICY STATEMENTS  
 Publication / Document Name: Sexual Harassment Policy Statement  
 Pub/Doc#: Pub 740  
 Publication last Updated: Feb-14

**Bureau Responsible: HUMAN RESOURCES**

Category: POLICY STATEMENTS  
 Publication / Document Name: 2014 Internal Equal Employment Opportunity Plan State  
 Pub/Doc#: Pub 740  
 Publication last Updated: Mar-14

**Bureau Responsible: BUREAU OF MAINT & OPERATIONS**

Category: GUIDANCE MANUALS  
 Publication / Document Name: Automated Pavement Condition Surveying Field Manual  
 Pub/Doc#: Pub 336  
 Publication last Updated: Apr. 14

**Bureau Responsible: BUREAU OF MAINT & OPERATIONS**

Category: GUIDANCE MANUALS  
 Publication / Document Name: Continuously Reinforced Concrete and Unpaved Roads Condition Survey Field Manual  
 Pub/Doc#: Pub 343  
 Publication last Updated: Apr. 14

**Bureau Responsible: BUREAU OF MAINT & OPERATIONS**

Category: GUIDANCE MANUALS  
 Publication / Document Name: Shoulder and Guide Rail Condition Survey Field Manual  
 Pub/Doc#: Pub 33  
 Publication last Updated: Apr-14

**Bureau Responsible: BUREAU OF MAINT & OPERATIONS**

Category: GUIDANCE MANUALS  
 Publication / Document Name: Storm Water Facility Condition Survey Field Manual  
 Pub/Doc#: Pub 73  
 Publication last Updated: Apr 14

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