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# PENNSYLVANIA BULLETIN

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**Agencies in this issue:**

The Courts  
Department of Agriculture  
Department of Banking  
Department of Conservation and Natural  
Resources  
Department of Environmental Protection  
Department of General Services  
Department of Health  
Department of Transportation  
Executive Board  
Game Commission  
Governor's Office  
Independent Regulatory Review Commission  
Insurance Department  
Legislative Reference Bureau  
Liquor Control Board  
Pennsylvania Public Utility Commission  
State Architects Licensure Board  
State Conservation Commission  
State Real Estate Commission

**Detailed list of contents appears inside.**

**Latest Pennsylvania Code Reporter  
(Master Transmittal Sheet):**

**No. 297, August 1999**

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**PENNSYLVANIA**



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# READER'S GUIDE TO THE PENNSYLVANIA BULLETIN AND 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 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 where the agency may omit the proposal step; they 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, they must re-propose.

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

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

## ***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* contains, as Finding Aids, subject indexes for the complete *Code* and for each individual title, a list of Statutes Used As Authority for Adopting Rules and a list of annotated cases. Source Notes give you the history of the documents. 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*.

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.

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### Printing Format

Material proposed to be added to an existing rule or regulation is printed in **bold face** and material proposed to be deleted from such 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; and that the fiscal note shall provide 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 five 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 five 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 1999.

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# THE COURTS

## Title 234—RULES OF CRIMINAL PROCEDURE

### PART I. GENERAL

#### [234 PA. CODE CH. 1500]

#### Order Adopting Amendments to Rules 1502 and 1509, and Approving the Revision of the Comments to Rules 1500 and 1501; No. 251; Criminal Procedural Rules Doc. No. 2

The Criminal Procedural Rules Committee has prepared a Final Report explaining the July 23, 1999 amendments to Rules 1502 (Content of Petition for Post-Conviction Collateral Relief; Request for Discovery) and 1509 (Procedures for Petitions in Death Penalty Cases: Hearing; Disposition), and the revision of the Comments to Rules 1500 (Scope) and 1501 (Initiation of Post-Conviction Collateral Proceedings). These changes add a new paragraph (A) (Stays of Execution) to Rule 1509 to provide (1) the procedures for requesting a stay of execution in a death penalty case, and (2) the length of the stay. The Final Report follows the Court's Order.

#### Order

*Per Curiam:*

Now, this 23rd day of July, 1999, upon the recommendation of the Criminal Procedural Rules Committee; this proposal having been submitted without publication pursuant to Pa.R.J.A. 103(a)(3), 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:

(1) Pa.Rs.Crim.P. 1502 and 1509 are hereby amended; and

(2) the revisions of the Comments to Pa.Rs.Crim.P. 1500 and 1501 are approved, all in the following form.

This *Order* shall be processed in accordance with Pa.R.J.A. 103(b), and shall be effective September 1, 1999.

#### Annex A

### TITLE 234. RULES OF CRIMINAL PROCEDURE

#### PART I. GENERAL

#### CHAPTER 1500. POST-CONVICTION COLLATERAL PROCEEDINGS

##### Rule 1500. Scope.

The rules in Chapter 1500 apply to capital and noncapital cases under the Post Conviction Relief Act, 42 Pa.C.S. §§ 9541—9546, as amended by Act 1995-32 (SS1).

**Official Note:** Adopted August 11, 1997, effective immediately; **Comment revised July 23, 1999, effective September 1, 1999.**

#### Comment

The 1995 amendments to the Post Conviction Relief Act specifically provide that, "except as specifically provided otherwise, all provisions of this subchapter shall apply to capital and noncapital cases." See 42 Pa.C.S. § 9542.

**See Rule 1509 (Procedures for Petitions in Death Penalty Cases: Stays of Execution of Sentence;**

**Hearing; Disposition) concerning requests for, and length of, stays of execution in death penalty cases.**

*Committee Explanatory Reports:*

Final Report explaining the August 11, 1997 adoption of Rule 1500 published with the Court's Order at 27 Pa.B. 4305 (August 23, 1997).

**Final Report explaining the July 23, 1999 Comment revision concerning stays published with the Court's Order at 29 Pa.B. 4167 (August 7, 1999).**

##### Rule 1501. Initiation of Post-Conviction Collateral Proceedings.

(1) A petition for post-conviction collateral relief shall be filed within one year of the date the judgment becomes final, except as otherwise provided by statute.

(2) A proceeding for post-conviction collateral relief shall be initiated by filing a petition and 3 copies with the clerk of the court in which the defendant was convicted and sentenced. The petition shall be verified by the defendant.

**Official Note:** Previous Rule 1501 adopted January 24, 1968, effective August 1, 1968; amended November 25, 1968, effective February 3, 1969; amended February 15, 1974, effective immediately; rescinded December 11, 1981, effective June 27, 1982; rescission vacated June 4, 1982; rescinded November 9, 1984, effective January 2, 1985. Former Rule 1501 adopted November 9, 1984, effective January 2, 1985; rescinded February 1, 1989, effective July 1, 1989 and replaced by present Rule 1502. Present Rule 1501 adopted February 1, 1989, effective July 1, 1989; amended March 22, 1993, effective January 1, 1994; amended August 11, 1997, effective immediately; **Comment revised July 23, 1999, effective September 1, 1999.**

#### Comment

\* \* \* \* \*

By statute, a court may not entertain a request for any form of relief in anticipation of the filing of a petition for post-conviction collateral relief. 42 Pa.C.S. § 9545(a). For stays of execution, see 42 Pa.C.S. § 9545(c) **and Rule 1509(A).**

\* \* \* \* \*

*Committee Explanatory Reports:*

\* \* \* \* \*

*Final Report* explaining the August 11, 1997 amendments published with the Court's Order at 27 Pa.B. 4305 (August 23, 1997).

**Final Report explaining the July 23, 1999 Comment revision concerning stays published with the Court's Order at 29 Pa.B. 4167 (August 7, 1999).**

##### Rule 1502. Content of Petition for Post-Conviction Collateral Relief; Request for Discovery.

**[(a)] (A)** A petition for post-conviction collateral relief shall bear the caption, number, and court term of the case or cases in which relief is requested and shall contain substantially the following information:

\* \* \* \* \*

(12) the facts supporting each such ground that:

[ (i) ] (a) appear in the record, and the place in the record where they appear; and

[ (ii) ] (b) do not appear in the record, and an identification of any affidavits, documents, and other evidence showing such facts;

\* \* \* \* \*

[ (b) ] (B) \* \* \*

[ (c) ] (C) \* \* \*

[ (d) ] (D) \* \* \*

[ (e) ] (E) Requests for Discovery

(1) Except as provided in paragraph [ (e) ] (E)(2), no discovery shall be permitted at any stage of the proceedings, except upon leave of court after a showing of exceptional circumstances.

(2) On the first counseled petition in a death penalty case, no discovery shall be permitted at any stage of the proceedings, except upon leave of court after a showing of good cause.

**Official Note:** Previous Rule 1502 adopted January 24, 1968, effective August 1, 1968; rescinded December 11, 1981, effective June 27, 1982; rescission vacated June 4, 1982; rescinded February 1, 1989, effective July 1, 1989, and replaced by present Rules 1503 and 1505. Present Rule 1502 adopted February 1, 1989, effective July 1, 1989; amended August 11, 1997, effective immediately; **amended July 23, 1999, effective September 1, 1999.**

**Comment**

Pursuant to paragraph [ (a) ] (A)(6), the petition should include specific information about the sentence imposed, including whether the defendant is currently serving a sentence of imprisonment or probation for the crime; awaiting execution of a sentence of death for the crime; or serving a sentence which must expire before the defendant may commence serving the disputed sentence; the minimum and maximum terms of the sentence; the amount of fine or restitution, if any; and whether the defendant is released on parole. See 42 Pa.C.S. § 9543(a).

Sections 9543(a)(2), (3), and (4) of the Post Conviction Relief Act, 42 Pa.C.S. § 9543(a)(2), (3) and (4), require that to be eligible for relief, the defendant must plead and prove by a preponderance of the evidence all of the following:

“(2) That the conviction or sentence resulted from one or more of the following:

\* \* \* \* \*

“(4) That the failure to litigate the issue prior to or during trial . . . , or on direct appeal could not have been the result of any rational, strategic or tactical decision by counsel.” See 42 Pa.C.S. § 9543(a)(2), (3), and (4). (Note: the statutory reference to unitary review in this paragraph is not shown in view of the Court’s 1997 suspension of the Capital Unitary Review Act.)

By statute, a court may not entertain a request for any form of relief in anticipation of the filing of a petition for post-conviction relief. See 42 Pa.C.S. § 9545(a). For stays of execution, see 42 Pa.C.S. § 9545(c) and Rule 1509(A).

Paragraphs [ (a) ] (A)(16) and [ (e) ] (E) were added in 1997 to address requests for discovery. Paragraph [ (a) ] (A)(16) requires that a request for discovery be included in the petition, if applicable. Paragraph [ (e) ] (E) sets

forth the standards for permitting discovery. Under paragraph [ (e) ] (E)(1), which applies in all cases except on the first counseled petition in a death penalty case, no discovery is permitted at any stage of the proceedings, except upon leave of the court with showing of exceptional circumstances. See 42 Pa.C.S. § 9545(d)(2). Under paragraph [ (e) ] (E)(2), which applies to first counseled petitions in death penalty cases, discovery is permitted only upon leave of court for good cause shown. For purposes of paragraph [ (e) ] (E)(2), “first counseled petition” includes petitions on which defendants have elected to proceed pro se.

\* \* \* \* \*

*Committee Explanatory Reports:*

Final Report explaining the August 11, 1997 amendments published with the Court’s Order at 27 Pa.B. 4305 (August 23, 1997).

**Final Report explaining the July 23, 1999 amendments concerning stays published with the Court’s Order at 29 Pa.B. 4167 (August 7, 1999).**

Rule 1509. Procedures for Petitions in Death Penalty Cases: **Stays of Execution of Sentence; Hearing; Disposition.**

**(A) Stays of Execution**

**(1) In a case in which the defendant has received a sentence of death, any request for a stay of execution of sentence should be made in the petition for post-conviction collateral relief.**

**(2) In all cases in which a stay of execution has been granted pursuant to 42 Pa.C.S. § 9545(c), the stay shall remain in effect through the conclusion of all PCRA proceedings, including review in the Supreme Court of Pennsylvania, or the expiration of time for seeking such review.**

[ (a) ] (B) \* \* \*

[ (b) ] (C) \* \* \*

(3) No later than 90 days from the date of the notice, or from the date of the oral argument, if granted, the judge shall:

[ (i) ] (a) \* \* \*

[ (ii) ] (b) \* \* \*

[ (iii) ] (c) \* \* \*

[ (c) ] (D) If the judge determines that an evidentiary hearing is required, the judge shall enter an order setting a date certain for the hearing, which shall not be scheduled for fewer than 10 days or more than 45 days from the date of the order. The judge may, for good cause shown, grant leave to continue the hearing. No more than 90 days after the evidentiary hearing, the judge shall dispose of the petition.

[ (d) ] (E) Failure of the judge to dispose of the petition within 90 days as required by paragraphs [ (b) ] (C) (3) and [ (c) ] (D) may result in the imposition of sanctions.

**Official Note:** Previous Rule 1509 adopted February 1, 1989, effective July 1, 1989; renumbered Rule 1510 August 11, 1997, effective immediately. Present Rule 1509 adopted August 11, 1997, effective immediately; **amended July 23, 1999, effective September 1, 1999.**

### Comment

**Paragraph (A)(1) was added in 1999 to provide the avenue by which a defendant in a death penalty case may request a stay of execution. Failure to include a request for a stay in the petition for post-conviction collateral relief may not be construed as a waiver, and the defendant may file a separate request for the stay.**

**Paragraph (A)(2) provides that, if a stay of execution is granted, the stay will remain in effect throughout the PCRA proceedings in the trial court and during the appeal to the Pennsylvania Supreme Court.**

It is intended that once a determination is made under this rule that an evidentiary hearing is required, the provisions of Rule 1508(c), (d), and (e) apply.

#### *Committee Explanatory Reports:*

Final Report explaining the August 11, 1997 adoption of new Rule 1509 published with the Court's Order at 27 Pa.B. 4305 (August 23, 1997).

**Final Report explaining the July 23, 1999 amendments concerning stays published with the Court's Order at 29 Pa.B. 4167 (August 7, 1999).**

### FINAL REPORT<sup>1</sup>

*Amendments to Pa.R.Crim.P. 1509, and Correlative Changes to Pa.Rs.Crim.P. 1500, 1501, and 1502*

#### *Length of Stays of Execution in Death Penalty Cases*

On July 23, 1999, effective September 1, 1999, upon the recommendation of the Criminal Procedural Rules Committee, the Court amended Rules of Criminal Procedure 1502 (Content of Petition for Post-Conviction Collateral Relief; Request for Discovery) and 1509 (Procedures for Petitions in Death Penalty Cases: Hearing; Disposition), and approved the revision of the Comments to Rules 1500 (Scope) and 1501 (Initiation of Post-Conviction Collateral Proceedings). These changes add a new paragraph (A) (Stays of Execution) to Rule 1509 to provide (1) the procedures for requesting a stay of execution in a death penalty case, and (2) the length of the stay, and make correlative changes to the Comments to Rules 1500, 1501, and 1502.

#### *Background*

The Committee, at the Court's request following communications from the Third Circuit Court's Task Force on Management of Death Penalty Litigation, considered whether the Criminal Rules should be amended to provide procedures governing the length of stays of execution. The Task Force's recommendation was that, when a stay of execution has been granted, the stay should remain in effect for the duration of the Post Conviction Relief Act, 42 Pa.C.S. §§ 4541 et seq. (hereinafter PCRA), proceedings at the trial level and any appeal to the Pennsylvania Supreme Court. After reviewing the Criminal Rules, the PCRA, and the Task Force's recommendation, the Committee agreed that procedures concerning the length of stays of execution in post-conviction collateral relief cases should be included in the Criminal Rules within Chapter 1500, and that the changes should incorporate the substance of the Task Force's recommendation.

<sup>1</sup> The Committee's Final Reports 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.

### Discussion

Determining the placement of the stay provision presented a challenge for the Committee, particularly trying to work within the context of the present Chapter 1500 numbering scheme and 42 Pa.C.S. § 9545(c). Section 9545(c) provides:

(C) Stay of executive.—

(1) No court shall have the authority to issue a stay of execution in any case except as allowed under this subchapter.

(2) Except for first petitions filed under this subchapter by defendants whose sentences have been affirmed on direct appeal of the Supreme Court of Pennsylvania between January 1, 1994, and January 1, 1996, no stay may be issued unless a petition for postconviction relief which meets all the requirements of this subchapter has been filed and is pending and the petitioner makes a strong showing of likelihood of success on the merits.

(3) If a stay of execution is granted, all limitations periods set forth under sections 9574 (relating to answer to petition), 9575 (relating to disposition without evidentiary hearing) and 9576 (relating to evidentiary hearing) shall apply to the litigation of the petition,

and appears to be the only statutory or rule provision to address stays of execution in death penalty cases. Because this statutory provision limits the granting of stays of execution to cases in which a PCRA petition has been "filed and is pending," the Committee agreed that the new stay provision should be added somewhere after Rule 1502 (Contents of Petition for Post-Conviction Collateral Relief; Request for Discovery). The Committee concluded that the most suitable placement for the new provision is Rule 1509 (Procedures for Petitions in Death Penalty Cases: Hearing; Disposition), reasoning that, because Rule 1509 addresses procedures specific to death penalty cases, it makes sense to include the death penalty stay provisions too. Accordingly, a new paragraph (A) (Stays of Execution) has been added to Rule 1509.

Rule 1509 (A) is divided into two subparagraphs. Paragraph (A)(1) provides that a request for a stay should be included in the PCRA petition. This provision has been added to the rule to provide guidance about requesting stays because the PCRA is silent in this regard. Providing that the request for a stay is to be made as part of the petition insures that the court has the request at the earliest time, thus reducing the likelihood of delay in the disposition of these requests. Furthermore, the additional provision for the request for a stay to be included in the petition does not place an undue burden on the defendant. Although agreeing with the foregoing reasoning, several members expressed concern about making the petition provision mandatory—with a mandatory provision, a failure to include the request for the stay in the petition might be construed as a waiver. Agreeing that we did not want waiver to play a role at this stage in the proceedings concerning stays, and, in an exercise in caution, the Committee has used "should" instead of "shall" in paragraph (A)(1). In addition, the Rule 1509 Comment cautions that a failure to include a request for a stay in the PCRA petition does not preclude the defendant from filing a separate request for a stay.

Paragraph (A)(2) establishes the length of the stay, and is taken from the Task Force's recommendation. If a stay is granted pursuant to 42 Pa.C.S. § 9545(c), the stay is to remain in effect through the conclusion of all PCRA

proceedings, including Supreme Court review, or the expiration of the time for seeking such review.

Finally, to insure that members of the bench and bar are aware of the provisions of Rule 1509(A), the Comments to Rules 1500, 1501, and 1502 have been revised by the addition of cross-references to Rule 1509(A).

[Pa.B. Doc. No. 99-1273. Filed for public inspection August 6, 1999, 9:00 a.m.]

## Title 25—LOCAL COURT RULES

### CUMBERLAND COUNTY

Rules of the Court of Common Pleas; No. 96-1335  
Civil Term

#### Order of Court

And Now, this 15th day of July, 1999, the following Rules of the Court of Common Pleas of Cumberland County, Pennsylvania, are hereby promulgated and adopted for use, effective September 15, 1999, or thirty (30) days after publication in the *Pennsylvania Bulletin*.

Pursuant to Pa.R.C.P. 239, the Court Administrator is directed to forward seven (7) certified copies of this order to the Administrative Office of Pennsylvania Courts, two (2) certified copies to the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin* together with a diskette, formatted in Microsoft Word for Windows reflecting the text in the hard copy version, one (1) copy to the Supreme Court Civil Procedural Rules Committee and/or the Supreme Court Domestic Relations Committee, and one (1) copy to the *Cumberland Law Journal*.

By the Court

GEORGE E. HOFFER,  
*President Judge*

#### Inactive Cases Not At Issue

**Rule 228.** The Prothonotary shall list, for general call on the last Tuesday of October of each year, all civil matters which are not at issue, and in which no proceedings of record have occurred during the two years or more immediately prior thereto. The Prothonotary shall, in the manner provided by Pa.R.J.A. 1901(c), notify counsel of record and any parties for whom no appearance has been entered, that the matter has been so listed. If no action is taken, and no written objection is filed in a listed matter prior to the time set for the general call, the Prothonotary shall strike the matter from the list, and enter an order as of course dismissing the matter for failure to pros-

ecute. If, at the call of the list, no good cause is shown why a matter should be continued, the court shall enter an order dismissing the matter with prejudice.

Adopted and effective January 26, 1976; amended April 1, 1995, effective April 30, 1995; amended, July 20, 1998, effective, August 20, 1998; amended July 15, 1999, effective September 15, 1999.

[Pa.B. Doc. No. 99-1274. Filed for public inspection August 6, 1999, 9:00 a.m.]

### WESTMORELAND COUNTY

Adoption of Rule of Judicial Administration  
WJ507A; No. 3 of 1999

#### Order

And Now This 12th day of July, 1999, It Is Hereby Ordered that Westmoreland County Rule of Judicial Administration WJ507A is adopted effective 30 days after publication in the *Pennsylvania Bulletin*.

By the Court

CHARLES H. LOUGHRAN,  
*President Judge*

#### Rule WJ507A. Retention of Court Exhibits Civil Cases.

A. Subject to the provisions of subsection B, the Prothonotary shall have the authority to purge, dispose or destroy all civil court exhibits after a case has been finalized. In determining whether a case has been finalized, the Prothonotary shall consider:

1. whether the appeal period has run without an appeal being perfected,
2. whether the appellate court has ruled on the appeal and no further appeal has been perfected, and
3. whether the case is settled, discontinued, satisfied, and ended on the record.

B. Prior to disposing of a civil court exhibit, the Prothonotary shall notify by first class mail any self represented party and all counsel of record of the following:

1. the exhibit will be disposed of if no claim is made within 30 days and
2. the exhibit will be returned to the party claiming the exhibit at the expiration of the 30 days unless another party files an objection.

[Pa.B. Doc. No. 99-1275. Filed for public inspection August 6, 1999, 9:00 a.m.]

# PROPOSED RULEMAKING

## GAME COMMISSION

[58 PA. CODE CH. 147]

### Special Permits; Sale of Inedible Parts of Wildlife

To effectively manage the wildlife resources of this Commonwealth, the Game Commission (Commission) at its June 8, 1999, meeting, proposed the following amendments:

Amend § 147.2 (relating to general) by the addition of subsection (d) that will require new permit applicants to show proof they are authorized by their local governmental body to conduct the activity specified on the permit.

Add § 147.146 (relating to sale of inedible wildlife parts) which provides for the sale of inedible parts of wildlife under certain conditions as provided in the amendment to section 2312 of the Game and Wildlife Code with the passage of the act of December 21, 1998 (P. L. 986, No. 166) (Act 166).

These proposed amendments will have no adverse impact on the wildlife resources of this Commonwealth.

The authority for this proposal is 34 Pa.C.S. (relating to Game and Wildlife Code) (code).

These proposals were made public at the June 8, 1999, meeting of the Commission, and comments on these proposals can be sent to the Executive Director of the Game Commission, 2001 Elmerton Avenue, Harrisburg, PA 17110-9797, until August 31, 1999.

#### *Proposed Amendment to § 147.2*

##### 1. Introduction

To more effectively administer the wildlife permit system of the Commonwealth, the Commission at its June 8, 1999, meeting proposed changing § 147.2 to add subsection (d) requiring documentation that the privilege granted by a permit does not violate any local zoning ordinances or other local rule. This addition is being proposed under authority contained in section 2901(b) of the code (relating to regulations for permits).

##### 2. Purpose and Authority

The Commission is charged with the responsibility of regulating and issuing permits for the possession of game and wildlife and activities associated with that possession. Current permit regulations do not take into account local land use and other ordinances which may impact on that possession or those activities. As a result, the Commission may issue a permit which allows possession of wildlife or an activity that violates local law. A good example would be a permit for possession of a tiger in a residential neighborhood. The proposed addition would deal with these types of situations.

Section 2901(b) of the code authorizes the Commission to promulgate regulations "... for the issuance of any permit or ... to control the activities which may be performed under authority of any permit issued." This provision is the basis for the proposed change.

##### 3. Regulatory Requirements

The proposed change would require all new applicants for permits to provide documentation that the proposed possession or activity complies with local requirements.

##### 4. Persons Affected

Persons wishing to apply for a Commission permit would be affected by the proposed requirement.

##### 5. Cost and Paperwork Requirements

There would be no additional charges imposed by the Commission. Municipalities may charge for furnishing the required documentation.

#### *Proposed Addition of § 147.146*

##### 1. Introduction

To more effectively manage the wildlife resources of this Commonwealth, the Commission at its meeting held on June 8, 1999, proposed adding § 147.146 to allow the sale of inedible wildlife parts in very limited circumstances. This addition is authorized by sections 2102 and 2312(c)(2) of the code (relating to regulations; and buying and selling game) as recently amended by Act 166.

##### 2. Purpose and Authority

Act 166, added a new subsection (2), to section 2312(c) of the code which provides as follows: "(2) The commission may by regulation, authorize the buying and selling of inedible parts of game and wildlife as it deems appropriate." One of the primary reasons for this change was the illegality of "forced sales" such as when owners of preserved wildlife died and their heirs did not wish to keep the wildlife. This proposed addition would legalize these sales and establish procedures to be followed.

Act 166 specifically authorizes the Commission to legalize buying and selling of inedible parts of game and wildlife by regulation. In addition, section 2102 of the code directs the Commission to promulgate regulations as it deems necessary and appropriate concerning game or wildlife. These provisions form the basis for the proposed change.

##### 3. Regulatory Requirements

The proposed changes would require those wishing to sell lawfully taken inedible parts of wildlife to obtain a permit from the Commission, which would be good for 60 days.

##### 4. Persons Affected

Those wishing to buy or sell lawfully taken wildlife in this Commonwealth under the appropriate circumstances would be affected by the proposed addition.

##### 5. Cost and Paperwork Requirements

Those desiring to sell wildlife shall first obtain a permit from a Game Commission Officer by submitting an application on a Form PGC-12 and paying a \$25 permit fee.

##### 6. Effective Date

These proposed changes would be effective on final publication in the *Pennsylvania Bulletin* and would remain in effect until changed by the Commission.

##### 7. Contact Person

For further information on the proposed changes, contact Thomas R. Littwin, Acting Director, Bureau of Law Enforcement, 2001 Elmerton Avenue, Harrisburg, PA 17110-9797, (717) 783-6526.

VERNON R. ROSS,  
*Executive Director*



**Fiscal Note:** 48-113. No fiscal impact; (8) recommends adoption.

**Annex A**

**TITLE 58. RECREATION**

**PART III. GAME COMMISSION**

**CHAPTER 147. SPECIAL PERMITS**

**Subchapter A. GENERAL PROVISIONS**

**§ 147.2. General.**

\* \* \* \* \*

(d) Applications for permits issued under this part and Chapter 29 of the act (relating to special licenses and permits) shall be accompanied by written documentation from the applicant's local governmental body where the activity will take place, that the privilege granted by the permit does not violate any enacted zoning, ordinance or other local rule. Documentation shall be provided in writing by official correspondence from an authorized officer of the municipality involved.

**Subchapter H. PROTECTED SPECIMEN**

**§ 147.146. Sale of inedible wildlife parts.**

(a) Wildlife lawfully taken within this Commonwealth that has been mounted, tanned or completely prepared for study or display in accordance with generally accepted taxidermy procedures may be sold if one of the following conditions is met:

- (1) The original owner is deceased.
- (2) The original owner's assets are being liquidated.
- (b) Before selling a specimen, a permit shall be obtained from a Commission officer.
- (c) An executed copy of the permit application (PGC-12) shall list the items to be sold. The permit is not valid for more than 60 days.
- (d) The fee for a permit issued under this section is \$25.
- (e) The original owner of a specimen may donate the specimen to a wildlife conservation organization, which may then sell the specimen without a permit for fund raising purposes.
- (f) Second and subsequent owners of wildlife parts acquired in accordance with section 2312(c)(1) of the act (relating to buying and selling of game) may sell the parts if included as part of a manufactured or finished product.
- (g) A person violating this section shall be subject to the penalties provided in section 2312 of the act.

[Pa.B. Doc. No. 99-1276. Filed for public inspection August 6, 1999, 9:00 a.m.]

**STATE ARCHITECTS  
LICENSURE BOARD**

[49 PA. CODE CH. 9]

**Fees**

The State Architects Licensure Board (Board) proposes to amend § 9.3 (relating to fees) by revising certain fees to read as set forth in Annex A.

*A. Effective Date*

The proposed amendment will be effective upon publication of the final-form regulation in the *Pennsylvania Bulletin*.

*B. Statutory Authority*

The proposed amendment is authorized under section 11 of the Architects Licensure Law (63 P. S. § 34.11).

*C. Background and Purpose*

The Architects Licensure Law requires the Board to set fees by regulation so that revenues meet or exceed expenditures over a biennial period. General operating expenses of the Board are funded through biennial license renewal fees. Expenses related to applications or services which are provided directly to applicants are excluded from general operating revenues and are funded through fees in which the cost of providing a service forms the basis for the fee.

In a recent systems audit of the operations of the Board within the Bureau of Professional and Occupational Affairs, the fees for services to licensees and applicants were analyzed to determine if the fees reflected the actual cost of providing the services. Actual costs are based upon the following formula:

$$\begin{aligned} & \text{Number of minutes to perform the function} \\ & \times \\ & \text{Pay rate for the classification of personnel performing the function} \\ & + \\ & \text{A proportionate share of administrative overhead} \end{aligned}$$

The analysis determined that certain fees currently charged by the Board were insufficient to capture the actual costs of providing the service, as follows: initial license application by exam; license by reciprocity with NCARB certification; license by reciprocity without NCARB Certification, (NCARB is the National Council of Architectural Registration Boards and NCARB certification provides information confirming the qualifications of licensees); license reactivation fee; and certification of registration or examination scores. Currently, no fees are charged by the Board for providing two services, verification of licensure or registration; and registration or modification of firm practice. Existing fees have not been revised since 1987.

In this proposal, fees for the services identified would be adjusted to allocate costs to those who use the service or application. The Board would continue to apportion its enforcement and operating costs to the general licensing population when the Board makes its biennial reconciliation of revenues and expenditures.

D. Compliance with Executive Order 1996-1

In accordance with the requirements of Executive Order 1996-1 (February 6, 1996), in drafting and promulgating the proposed amendment, the Board considered the least restrictive alternative to regulate costs for services requested by licensees and applicants.

E. Fiscal Impact and Paperwork Requirements

The proposed amendment will have no adverse fiscal impact on the Commonwealth or its political subdivisions. The fees will have a modest fiscal impact on those members of the private sector who apply for services from the Board. The proposed amendment will impose no additional paperwork requirements upon the Commonwealth, political subdivisions or the private sector.

F. Sunset Date

The Board continuously monitors the cost effectiveness of its regulations. Therefore, no sunset date has been assigned.

G. Regulatory Review

Under section 5(a) of the Regulatory Review Act (71 P. S. § 745.5(a)), on July 22, 1999, the Board submitted a copy of this proposed amendment to the Independent Regulatory Review Commission (IRRC) and the Chairpersons of the House Professional Licensure Committee and the Senate Consumer Protection and Professional Licensure Committee (Committees). In addition to submitting the proposal, the Board has provided IRRC and the Committees with a copy of a detailed regulatory analysis form prepared by the Board in compliance with Executive Order 1996-1, "Regulatory Review and Promulgation." A copy of this material is available to the public upon request.

Under section 5(g) of the Regulatory Review Act, if IRRC has objections to any portion of the proposed amendment, it will notify the Board within 10 days of the close of the Committees' review period. The notification shall specify the regulatory review criteria which have not been met by that portion. The Regulatory Review Act specifies detailed procedures for review, prior to final publication of the regulation, by the Board, the General Assembly and the Governor, of objections raised.

H. Public Comment

Interested persons are invited to submit written comments, suggestions or objections regarding the proposed amendment to Dorna Thorpe, Board Administrator, State Architects Licensure Board, 116 Pine Street, P. O. Box 2649, Harrisburg, PA 17105-2649, within 30 days of publication of this proposed rulemaking. Please reference No. 16A-414 (Fees), when submitting comments.

ROBERT CROWNER, President

**Fiscal Note:** 16A-414. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 49. PROFESSIONAL AND VOCATIONAL STANDARDS

PART I. DEPARTMENT OF STATE

Subpart A. PROFESSIONAL AND OCCUPATIONAL AFFAIRS

CHAPTER 9. STATE ARCHITECTS LICENSURE BOARD

GENERAL PROVISIONS

§ 9.3. Fees.

	* * * * *
(b) Initial license .....	\$ [ 30 ] 40
(c) Reciprocal license <b>with NCARB Certification</b> .....	\$ [ 20 ] 30
<b>Reciprocal license without NCARB Certification</b> .....	\$ 50
(d) Certification of licensure, <b>registration or scores</b> .....	\$ [ 15 ] 25
(e) Biennial renewal of license .....	\$ 50
(f) Reactivation of lapsed or expired license .....	\$ [ 5 ] 30
(g) <b>Firm practice registration or modification</b> .....	\$ 50
(h) <b>License or registration verification</b> .....	\$ 15

[Pa.B. Doc. No. 99-1277. Filed for public inspection August 6, 1999, 9:00 a.m.]

STATE REAL ESTATE COMMISSION

[49 PA. CODE CH. 35]

Application Fees

The State Real Estate Commission (Commission) proposes to amend § 35.203 (relating to fees) by revising certain application fees to read as set forth in Annex A.

A. Effective date

The amendment will be effective upon publication of the final form regulation in the *Pennsylvania Bulletin*.

B. Statutory Authority

The amendment is authorized under section 407(a) of the Real Estate Licensing and Registration Act (act) (63 P. S. § 455.407(a)).

C. Background and Purpose

The act requires the Commission to set fees by regulation so that revenues meet or exceed expenditures over a biennial period. General operating expenses of the Commission are funded through biennial license renewal fees. Expenses related to applications or services which are provided directly to individual licensees or applicants are excluded from general operating revenues and are funded

through fees in which the cost of providing the service forms the basis for the fee.

In a recent systems audit of the operations of the Commission within the Bureau of Professional and Occupational Affairs, the fees for services to licensees and applicants were analyzed to determine if the fees reflected the actual cost of providing the services. Actual cost calculations are based upon the following formula:

$$\begin{aligned} & \text{number of minutes to perform the function} \\ & \quad \times \\ & \text{pay rate for the classification of personnel performing the function} \\ & \quad + \\ & \text{a proportionate share of administrative overhead.} \end{aligned}$$

The analysis determined that the fees for the listed services do not accurately reflect the actual cost of providing those services. The costs for the following services exceed the fees charged for the services: review of qualifications for licensing examination, applications for licensure and registration, initial licensure and registration, reapplication following a first examination failure; reapplication following subsequent examination failure; certification of examination scores and experience; and fictitious and corporate name registration. The application fees for initial approval of a real estate school, change and location of a real estate school, and registration of promotional property exceeded the actual cost of providing the service. Most of the fees have not been revised since August 1992, while fees for the approval of real estate schools, certification of licensure history and registration of promotional property were adopted in March 1986. No fee is in place for reinspection of real estate offices and schools after failures of an initial inspection.

In this proposal, fees for the services identified would be adjusted to allocate costs to those who use the service or make application. The Commission would continue to apportion enforcement and operating costs to the general licensing population by means of its license renewal fee through the biennial reconciliation of revenue and expenditures.

*D. Compliance with Executive Order 1996-1*

In accordance with Executive Order 1996-1 (February 6, 1996), in drafting and promulgating the proposal the Commission considered the least restrictive alternative to regulate costs for services requested by licensees and applicants.

*E. Fiscal Impact and Paperwork Requirements*

The proposed amendment will have no adverse fiscal impact on the Commonwealth or its political subdivisions. The fees will have a modest fiscal impact on those members of the private sector who apply for services from the Commission. The amendment will impose no additional paperwork requirements upon the Commonwealth, political subdivisions or the private sector.

*F. Sunset Date*

The Commission continuously monitors the cost effectiveness of its regulations. Therefore, no sunset date has been assigned.

*G. Regulatory Review*

Under section 5(a) of the Regulatory Review Act (71 P.S. § 745.5(a)), on July 28, 1999, the Commission submitted a copy of this proposed amendment to the Independent Regulatory Review Commission (IRRC) and the Chairpersons of the House Professional Licensure Committee and the Senate Consumer Protection and Professional Licensure Committee. In addition to submitting the regulation, the Commission has provided IRRC and the Committees with a copy of a detailed regulatory analysis form prepared by the Commission in compliance with Executive Order 1996-1, "Regulatory Review and Promulgation." A copy of this material is available to the public upon request.

If IRRC has objections to any portion of the proposed amendment, it will notify the Commission within 10 days after the expiration of the Committee review period. The notification shall specify the regulatory review criteria which have not been met by that portion. The Regulatory Review Act specifies detailed procedures for review, prior to final publication of the regulation, by the Commission, the General Assembly and the Governor of objections raised.

*H. Public Comment*

Interested persons are invited to submit written comments, suggestions or objections regarding the proposed amendment to Deborah A. Sopko, Administrative Assistant, State Real Estate Commission, P. O. Box 2649, Harrisburg, PA 17105-2649, within 30 days of publication of this proposed rulemaking. Please reference No. 16A-566 (Application Fees), when submitting comments.

RITA HALVERSON,  
*Chairperson*

**Fiscal Note:** 16A-566. No fiscal impact; (8) recommends adoption.

**Annex A**

**TITLE 49. PROFESSIONAL AND VOCATIONAL STANDARDS  
PART I. DEPARTMENT OF STATE  
Subpart A. PROFESSIONAL AND OCCUPATIONAL AFFAIRS**

**CHAPTER 35. STATE REAL ESTATE COMMISSION  
APPLICATION FEES**

**§ 35.203. Fees.**

The following fees are charged by the Commission:

\* \* \* \* \*

Review of qualifications of candidate for broker or cemetery broker licensing examination .....	\$ [ 25 ]	40
Application for licensure of:		
(i) Broker, cemetery broker or rental listing referral agent.....	\$ [ 55 ]	75
(ii) Branch office .....	\$ [ 50 ]	65

(iii) Associate broker, salesperson, cemetery associate broker, builder-owner salesperson, time-share salesperson, campground membership salesperson, or broker of record, partner or officer for a partnership, association or corporation.....	\$ [ 20 ]	25
(iv) Cemetery salesperson .....	\$ [ 15 ]	20
Application for registration of cemetery company.....	\$ [ 20 ]	25
Initial licensure for broker, cemetery broker, branch office, rental listing referral agent, or broker of record, partner or officer for a partnership, association or corporation:		
(i) If issued in first half of biennial period .....	\$ [ 60 ]	100% of biennial renewal fee
(ii) If issued in second half of biennial period .....	\$ [ 30 ]	50% of biennial renewal fee
Initial registration for cemetery company or initial licensure for associate broker, salesperson, cemetery associate broker, cemetery salesperson, builder-owner salesperson, time-share salesperson or campground membership salesperson:		
(i) If issued in first half of biennial period .....	\$ [ 40 ]	100% of biennial renewal fee
(ii) If issued in second half of biennial period .....	\$ [ 20 ]	50% of biennial renewal fee
* * * * *		
Registration of promotional real estate .....	\$ [ 250 ]	120
* * * * *		
Approval of real estate school.....	\$ [ 325 ]	120
<b>Reinspection of real estate school after first failure</b>		65
Change of name or office location of broker, cemetery broker or rental listing referral agent.....	\$ [ 55 ]	75
<b>Reinspection after failure for change of name or office location of broker, cemetery broker or rental listing referral agent.....</b>		55
* * * * *		
Change of ownership or directorship of real estate school .....	\$ [ 40 ]	75
Change of name [ or location ] of real estate school .....	\$ [ 90 ]	60
<b>Change of location of real estate school .....</b>		70
Addition of satellite location [ course ] or instructor for real estate school.....		20
<b>Addition of course for real estate school.....</b>		25
* * * * *		
Certification of history of licensure, registration or approval .....	\$ [ 30 ]	40
* * * * *		

[Pa.B. Doc. No. 99-1278. Filed for public inspection August 6, 1999, 9:00 a.m.]

# STATEMENTS OF POLICY

## Title 4—ADMINISTRATION

### PART II. EXECUTIVE BOARD

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

#### Reorganization of the Department of Labor and Industry

The Executive Board approved a reorganization of the Department of Labor and Industry effective July 21, 1999.

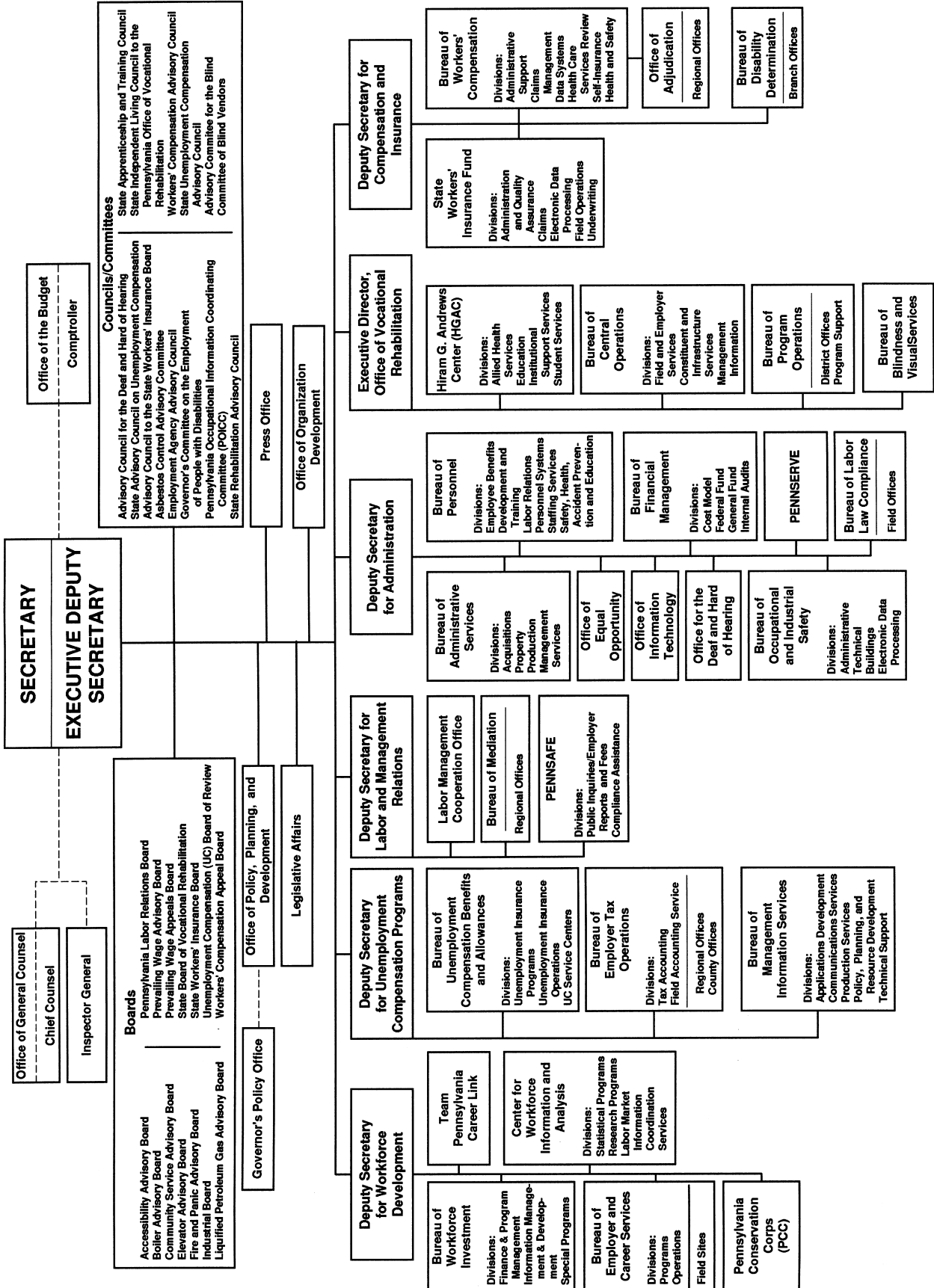
The organization chart at 29 Pa.B. 4175 (August 7, 1999) is published at the request of the Joint Committee on Documents under 1 Pa. Code § 3.1(a)(9) (relating to contents of Code).

*(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) as a document general and permanent in nature which shall be codified in the Pennsylvania Code.)*

[Pa.B. Doc. No. 99-1279. Filed for public inspection August 6, 1999, 9:00 a.m.]

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DEPARTMENT OF LABOR AND INDUSTRY



# NOTICES

## DEPARTMENT OF AGRICULTURE

### FY99-2000 Annual Plan for Awarding Grants under the Pennsylvania Agricultural Fair Act

The Department of Agriculture (Department), under authority of section 8 (a) of the Pennsylvania Agricultural Fair Act (act) (3 P. S. §§ 1501—1508.1), hereby announces that the Secretary of Agriculture, with the advice and assistance of the Agricultural Fair Advisory Committee at its meeting of July 22, 1999, adopted the FY99-2000 Annual Plan on the awarding of grants to eligible organizations under the provisions of the act.

The act authorizes the Department to make grants to organizations conducting eligible agricultural fairs, Statewide agricultural organizations which contribute to the development of agriculture and agribusiness and to eligible agricultural youth groups for support of their programs. The Secretary, with the advice and assistance of Advisory Committee created by the act, is to adopt an annual plan for awarding of grants subject to the limitations specified in section 5 of the act.

The annual plan, as adopted by the Secretary, provides for the award of grants to each eligible organization subject to the availability of funds on the following basis:

1. For operating expenses, the maximum payment allowed for each Class Fair under section 5(1)(i)(A) of the act will be paid.

2. For premium reimbursement, the maximum payment allowed under section 5(1)(i)(B) of the act will be paid.

3. For reimbursement to each eligible organization conducting harness horse racing at its annual fair, other than races for 2 and 3 year old colts and fillies, the maximum amount of reimbursement allowed under section 5(1)(iii) of the act will be paid.

4. For reimbursement to each eligible organization conducting races for 2 and 3 year colts and fillies at its annual fair, the maximum amount of reimbursement allowed under section 5(1)(iv) of the act will be paid.

5. For reimbursement of operating costs and premiums, a maximum amount of \$2,000 and in addition a maxi-

imum amount of \$10,000 based on a sum equal to 50% of the amount spent by the eligible Statewide agricultural organizations for premiums that are not in the \$2,000 payment as provided under section 5(2) of the act. The total maximum payment hereunder shall not exceed \$12,000.

6. For actual expenses incurred for activities which contribute to the advancement of agriculture or agribusiness by 4-H Youth groups, a payment which will be calculated according to the following formula will pay for maximum of 4,000 members per county: 4-H groups with 500 members or less will receive base funding of \$2,000, groups with more than 500 will receive \$2,000 for the first 500 members and an additional \$2 per member for every member over 500 with a total maximum funding of \$9,000.

7. For actual expenses incurred for activities which contribute to the advancement of agriculture or agribusiness by FFA Youth groups, a payment which will be calculated according to the following formula:

Tier I: FFA Chapters with 100 members or less will receive base funding of \$1,000 with an additional \$2 per member.

Tier II: FFA Chapters with 101 to 210 members inclusive will receive a \$2,000 base funding with no additional moneys on a per member basis.

Tier III: FFA Chapters with 211 members or more will receive funding of \$2,000 with an additional \$2 per member for every member over 210.

8. Any funds remaining after the above grants have been awarded shall be utilized for capital improvement as provided in section 5-(1) (ii) of the act.

9. The Secretary will endeavor to disburse the above payments in accordance with the following schedule:

(a) By February 1, 2000 for payment under paragraph 1—7 above.

(b) By September 30, 2000 for payment approved and authorized in FY99-2000 under paragraph 8 above.

SAMUEL E. HAYES, Jr.,  
*Secretary*

[Pa.B. Doc. No. 99-1280. Filed for public inspection August 6, 1999, 9:00 a.m.]

## DEPARTMENT OF BANKING

### Action on Applications

The Department of Banking of the Commonwealth of Pennsylvania, under 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 December 14, 1967 (P. L. 746, No. 345), known as the Savings Association Code of 1967; 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 action on applications received for the week ending July 27, 1999.

**BANKING INSTITUTIONS****Branch Applications**

<i>Date</i>	<i>Name of Bank</i>	<i>Location</i>	<i>Action</i>
7-12-99	Bank of Hanover and Trust Company Hanover York County	2215 E. Market Street York York County	Opened
7-17-99	Main Street Bank Reading Berks County	3719 E. Lincoln Highway Thorndale Chester County	Opened
7-20-99	Community State Bank of Orbisonia Orbisonia Huntingdon County	620 Main Street Saxton Bedford County	Opened
7-22-99	Northwest Savings Bank Warren Warren County	200 South Center St. Grove City Mercer County	Approved
7-22-99	Northwest Savings Bank Warren Warren County	30 East Main Street Geneva Ashtabula County, Ohio	Opened
7-22-99	Northwest Savings Bank Warren Warren County	Dutchway Shopping Mall Route 501 North Schaefferstown Heidelberg Township Lebanon County	Opened
7-26-99	First County Bank Doylestown Bucks County	100 N. Buckstown Dr. Suite 204/205 Langhorne Bucks County	Filed
7-26-99	New Century Bank Phoenixville Chester County	3557 West Chester Pike Newtown Delaware County	Filed

**Branch Discontinuances**

<i>Date</i>	<i>Name of Bank</i>	<i>Location</i>	<i>Action</i>
5-7-99	Laurel Trust Company Johnstown Cambria County	922 Philadelphia St. Indiana Indiana County	Effective
5-7-99	Laurel Trust Company Johnstown Cambria County	101 Ligonier St. Latrobe Westmoreland County	Effective
7-23-99	Laurel Bank Johnstown Cambria County	1235 Main Street Shanksville Somerset County	Filed
7-23-99	Laurel Bank Johnstown Cambria County	976 Barn Street Hooversville Somerset County	Filed
7-23-99	Laurel Bank Johnstown Cambria County	7109 Mason Dixon Highway Meyersdale Somerset County	Filed

**SAVINGS ASSOCIATIONS**

No activity.



## CREDIT UNIONS

## Absorptions, Mergers and Consolidations

<i>Date</i>	<i>Name of Credit Union</i>	<i>Location</i>	<i>Action</i>
7-26-99	Norristown Bell Credit Union, Blue Bell, and ABCON Credit Union, Valley Forge Surviving Institution— Norristown Bell Credit Union, Blue Bell	Blue Bell	Filed

DAVID E. ZUERN,  
*Secretary*

[Pa.B. Doc. No. 99-1281. Filed for public inspection August 6, 1999, 9:00 a.m.]

## DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

### Funding Available for Recreational Trail Grants

The Department of Conservation and Natural Resources (DCNR) has begun to accept applications for the next grant round for the Pennsylvania Recreational Trails Program. Funding for the program is made available to the Commonwealth through the Federal Highway Administration and the Transportation Equity Act for the 21st Century.

The Recreational Trails Program provides grants to develop and maintain trails and trail-related facilities for both motorized and nonmotorized recreational trails uses. Applicants may submit projects for the maintenance and restoration of existing recreational trails, development and rehabilitation of trailside and trailhead facilities and trail linkages, purchase and lease of recreational trail construction and maintenance equipment, construction of new recreational trails, and acquisition of easements or property for recreation trails or recreation trail corridors. Consideration will also be given to projects that provide for the redesign, reconstruction, nonroutine maintenance, or relocation of recreational trails to benefit the natural environment. Up to 5% of the funds may be used for the operation of educational programs to promote safety and environmental protection related to the use of recreational trails.

The Commonwealth anticipates receiving \$1.0 million in Federal funding from the Federal Highway Administration for this grant round. In addition another \$1.0 million in State funding has been allocated to the Pennsylvania Recreational Trails Program by the Pennsylvania General Assembly for this grant round. At least 30% of the funding will be utilized for motorized recreational trail uses and 30% for nonmotorized recreational trail uses. The remaining 40% will be used for diverse trail use projects that provide for two or more trail uses. Projects that benefit both motorized and nonmotorized trail uses, such as common trailhead facilities or innovative trail corridor sharing can earn extra credit in the selection criteria.

Applicants eligible for trail funding from this program are local governments, State and Federal agencies and private organizations. Eligible grant amounts will range in size from a minimum of \$2,500 to a maximum of \$100,000. Match requirements are 80% grant funds and 20% project sponsor funds. However, acquisition projects

will require a 50/50 match. A "soft match" such as donations of materials and services is permitted.

All project sponsors are encouraged to enter into contracts and cooperative agreements with qualified youth conservation or service corps to perform trails construction and maintenance. Project proposals that utilize youth conservation or service corps will earn extra credit in the selection criteria.

The deadline for applications is October 29, 1999. Individuals interested in applying for trail funding should visit the DCNR website at [www.dcnr.state.pa.us](http://www.dcnr.state.pa.us) to download the application manual or contact DCNR at the following address to obtain an application manual:

Department of Conservation and Natural Resources, Bureau of Recreation & Conservation, Pennsylvania Recreational Trails Program, P. O. Box 8475, Harrisburg, PA 17105-8475, (717) 787-2316, fax: (717) 772-3325, e-mail: [vtierney@dcnr.state.pa.us](mailto:vtierney@dcnr.state.pa.us).

Persons with a disability who wish to submit a Pennsylvania Recreational Trails Program grant application and require special assistance should contact Vanyla Tierney at (717) 787-2316 to discuss how the Department may best assist their needs. TTY or TDD users call (800) 654-5984.

JOHN C. OLIVER,  
*Secretary*

[Pa.B. Doc. No. 99-1282. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Keystone Recreation, Park and Conservation Fund; Community Grant Program; Rails-to-Trails Grant Program; Rivers Conservation Grant Program

The Department of Conservation and Natural Resources (DCNR) has announced an open application period for funding of acquisition, development, planning, implementation, and technical assistance projects from the Keystone Recreation, Park and Conservation (Keystone) Fund. These Keystone grants will be administered by DCNR's Bureau of Recreation and Conservation under their Community Grant Program, Rails-to-Trails Grant Program and Rivers Conservation Grant Program.

The Keystone Fund was established by passage of the Keystone Recreation, Park and Conservation Fund Act (Act 1993-50) signed on July 2, 1993. On November 2, 1993 the voters of the Commonwealth overwhelmingly approved a public referendum incurring bond indebted-

ness by the Commonwealth in the amount of \$50 million to provide for the funding of nature preserves and wildlife habitats and for improvements to and expansion of state parks, community parks and recreation facilities, historic sites, zoos and public libraries. The Keystone Fund is currently supported by a 15% allocation from the State Realty Transfer Tax revenues. Approximately \$11-12 million will be available in this round of funding under the Community Grant Program and \$1 million each in the Rails-to-Trails and Rivers Conservation grant programs.

An announcement of this open application period, fact sheet and information on how to obtain the application forms has been sent to Commonwealth municipalities, rails-to-trails organizations and rivers conservation organizations. Any municipality or organization that has not received the announcement package may request the information from the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, 6th Floor Rachel Carson State Office Building, P. O.

Box 8475, Harrisburg, PA 17105-8475, (717) 783-2656. The deadline for submission of completed grant applications to DCNR is 5 p.m. on October 29, 1999. No submissions will be accepted by FAX.

Local government officials, organizations, or individuals seeking additional information about these Keystone programs may contact the Bureau of Recreation and Conservation at the above address and telephone number.

Persons with a disability who wish to submit an application for Keystone funding and require assistance should contact Darrel Siesholtz at the above number to discuss how DCNR may best accommodate their needs. TTY or TDD users call (800) 654-5984.

JOHN C. OLIVER,  
*Secretary*

[Pa.B. Doc. No. 99-1283. Filed for public inspection August 6, 1999, 9:00 a.m.]

## DEPARTMENT OF ENVIRONMENTAL PROTECTION

### Applications, Actions and Special Notices

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#### APPLICATIONS

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### APPLICATIONS RECEIVED UNDER THE PENNSYLVANIA CLEAN STREAMS LAW AND THE FEDERAL CLEAN WATER ACT

[National Pollution Discharge Elimination System Program (NPDES)]

DISCHARGE OF CONTROLLED INDUSTRIAL WASTE AND SEWERAGE WASTEWATER

(Part I Permits)

The following parties have applied for an NPDES permit to discharge controlled wastewaters into the surface waters of this Commonwealth. Unless otherwise indicated on the basis of preliminary review and application of lawful standards and regulations the Department of Environmental Protection (Department) proposes to issue a permit to discharge, subject to certain effluent limitations and special conditions. These proposed determinations are tentative.

Where indicated the EPA, Region III, Administrator has waived the right to review or object to this proposed permit action under the waiver provision 40 CFR 123.6E.

Persons wishing to comment on the proposed permit are invited to submit a statement to the office noted above the application within 30 days from the date of this public notice. Comments received within this 30-day comment period will be considered in the formulation of the final determinations regarding this application. Responses 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 if the responsible office considers the public response significant.

Following the 30-day comment period, the Water Management Program Manager will make a final determination regarding the proposed permit. Notice of this determination will be published in the *Pennsylvania Bulletin* at which time this determination may be appealed to the Environmental Hearing Board.

The application and related documents, proposed effluent limitations and special conditions, comments received and other information are on file and may be inspected and arrangements made for copying at the office indicated above the application.

Persons with a disability who wish to attend the hearing and require an auxiliary aid, service or other accommodations to participate in the proceeding should contact the Secretary to the Board at (717) 787-3483. TDD users may contact the Department through the Pennsylvania AT&T Relay Service at (800) 654-5984.

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#### Applications for National Pollutant Discharge Elimination System (NPDES) permit to discharge to State waters.

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*Southeast Regional Office: Regional Manager, Water Management, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428, (610) 832-6130.*

**PA 0027634.** Industrial waste, **Pennsylvania-American Water Company**, 800 West Hershey Park Drive, P. O. Box 888, Hershey, PA 17033-0888.

This application is for renewal/increase of an NPDES permit to discharge treated filter backwash from the Yardley Water Treatment Plant in Lower Makefield Township, **Bucks County**. This is an existing discharge to an unnamed tributary of Brock Creek.

The receiving stream is classified for the following uses: warm water fishery, aquatic life, water supply and recreation.

The proposed effluent limits for Outfalls 001 and 002, based on an average flow of .402 mgd each are as follows:

<i>Parameter</i>	<i>Average Monthly (mg/l)</i>	<i>Maximum Daily (mg/l)</i>	<i>Instantaneous Maximum (mg/l)</i>
BOD <sub>5</sub>	monitor/report		
Suspended Solids	20	40	50
Total Aluminum	1.9	3.8	4.8
Total Iron	2.0	4.0	5.0
Total Manganese	1.0	2.0	2.5
Chloroform	monitor/report		
Dichlorobromomethane	monitor/report		
Chlorodibromomethane	monitor/report		
pH	within limits of 6.0—9.0 standard units at all times		

The BOD<sub>5</sub> load in discharges 001 and 002 cannot exceed the BOD<sub>5</sub> load in the raw water entering the treatment plant.

The EPA waiver is in effect.

**PA 0011541.** Industrial waste, **Sunoco, Inc.**, 3144 Passyunk Avenue, Philadelphia, PA 19145.

This application is for renewal of an NPDES permit to discharge stormwater from a tank farm located in Darby Township, **Delaware County**. This is an existing discharge to Darby Creek.

The receiving stream is classified for the following uses: warm water fishery, aquatic life, water supply and recreation.

The proposed effluent limits for Outfall 001 are as follows:

<i>Parameter</i>	<i>Average Monthly (mg/l)</i>	<i>Maximum Daily (mg/l)</i>	<i>Instantaneous Maximum (mg/l)</i>
Total Organic Carbons			110
Oil and Grease		15	30
pH	within limits of 6.0—9.0 standard units at all times		

*Other Requirements:*

1. DMR to DEP
2. Remedial Measures
3. Product Contaminated Stormwater Runoff
4. PPC Plan Requirements
5. Other Wastewaters
6. Definitions

The EPA waiver is in effect.

**PA 0035297, Amendment No. 1.** Industrial waste, **Sunoco, Inc. (R & M)**, 1801 Market Street, Ten Penn Center, Philadelphia, PA 19103-1699.

This application is for an amendment of an NPDES permit to discharge treated stormwater runoff from oil water separator serving Twin Oaks petroleum marketing terminal located in Upper Chichester Township, **Delaware County**. This is an existing discharge to an unnamed tributary to Baldwin Run.

The receiving stream is classified for the following uses: warm water fishery, aquatic life, water supply and recreation.

The proposed effluent limits for Outfalls 001 and 002, based on treated stormwater are as follows:

<i>Parameter</i>	<i>Instantaneous Maximum (mg/l)</i>
Total Recoverable Petroleum Hydrocarbons	monitor/report
Gasoline Range Organics	monitor/report

The Outfall 003 associated with groundwater remediation system is deleted. The site is selected under the site-specific option of Act 2.

The EPA waiver is in effect.

*Other Conditions:*

1. Product Contaminated Stormwater Runoff
2. Monitoring and Reporting
3. PPC Plan Requirements
4. Other Wastewaters
5. Definitions

**PA 0057720.** Industrial waste, **Sunny Dell Foods, Inc.**, 214 South Mill Road, Kennett Square, PA 19348.

This application is for issuance of an NPDES permit to discharge treated process wastewater (Outfall 001) and cooling water (Outfall 002) from Sunny Dell Foods, Inc. facility in Kennett Township, **Chester County**. This is a new discharge to West Branch Red Clay Creek.

The receiving stream is classified for the following uses: trout stocking fishery, aquatic life, water supply and recreation.

The proposed effluent limits for Outfall 001 (process water), based on an average flow of 50,000 gpd are as follows:

<i>Parameter</i>	<i>Average Monthly (mg/l)</i>	<i>Maximum Daily (mg/l)</i>	<i>Instantaneous Maximum (mg/l)</i>
CBOD <sub>5</sub>	25	50	63
Total Suspended Solids	30	45	60
Oil and Grease	15		30
pH	within limits of 6.0—9.0 standard units at all times		
Total Dissolved Solids	1,000	2,000	2,500
NH <sub>3</sub> -N	2.0	4.0	5.0
Dissolved Oxygen	minimum of 5.0 mg/l at all times		
Fecal Coliform	200/100 ml		

The effluent limits for Outfall 002 (cooling water) based on an average flow of 90,000 gpd are as follows:

<i>Parameter</i>	<i>Average Monthly (mg/l)</i>	<i>Maximum Daily (mg/l)</i>	<i>Instantaneous Maximum (mg/l)</i>
CBOD <sub>5</sub>	25	50	63
Total Suspended Solids	30	45	60
NH <sub>3</sub> -N	2.0	4.0	5.0
Fecal Coliform	200/100 ml		
Total Residual Chlorine	0.5	1.0	1.2
Dissolved Oxygen	minimum of 5.0 mg/l at all times		
pH	within limits of 6.0—9.0 standard units at all times		
<i>Temperature</i>	<i>Daily Average °F</i>	<i>Instantaneous Maximum °F</i>	
January 1—January 31	87	110	
February 1—February 29	83	110	
March 1—May 31	110	110	
June 1—June 15	92	110	
June 16—June 30	108	110	
July 1—July 31	78	110	
August 1—October 15	110	110	
October 16—October 31	98	110	
November 1—November 15	110	110	
November 16—November 30	73	110	
December 1—December 31	77	110	

*Other Conditions:*

The EPA waiver is in effect.

Conditions for future permit modification.

Effective disinfection.

Thermal Requirements.

TRC Requirement

No Chemical Additives

TMDL/WLA Data

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*Northcentral Region: Environmental Program Manager, Water Management, 208 West Third Street, Suite 101, Williamsport, PA 17701-6510, (717) 327-3666.*

**PA 0208825.** SIC: 4952, **Austin Borough**, Box 297, Austin, PA 16720.

This proposed action is for renewal of the NPDES permit to discharge treated sewage to Freeman Run in Portage Township, **Potter County**.

The receiving stream is classified for the following uses: high quality—cold water fishery and aquatic life, water supply and recreation.

For the purpose of evaluating effluent requirements for TDS, NO<sub>2</sub>-NO<sub>3</sub>, fluoride and phenolics, the existing downstream potable water supply (PWS) considered during the evaluation is PA American Water Company located at Milton, PA, 160 miles below the discharge.

The proposed effluent limits for Outfall 001, based on the existing design flow of 0.08 mgd, are:

<i>Discharge Parameter</i>	<i>Concentrations (mg/l)</i>		
	<i>Average Monthly</i>	<i>Average Weekly</i>	<i>Instantaneous Maximum</i>
pH (std units)	within the range 6.0—9.0		
Total Cl <sub>2</sub> Residual	monitor		
CBOD <sub>5</sub>	25	40	50
TSS	30	45	60
NH <sub>3</sub> -N			
(6-1 to 10-31)	8	12	16
(11-1 to 5-31)	12	18	24
Fecal Coliform			
(5-1 to 9-30)		200/100 ml as a geometric average	
(10-1 to 4-30)		2,000/100 ml as a geometric average	

*Other Conditions:* none

The EPA waiver is in effect.

**PA 0111775.** SIC: 4952, **Dan H. Comstock**, R. D. 5, Box 152, Bloomsburg, PA 17815.

This proposed action is for renewal of an NPDES permit for an existing discharge of treated sewage to unnamed tributary West Branch Briar Creek in North Centre Township, **Columbia County**.

The receiving stream is classified for the following uses: high quality—cold water fishery and aquatic life, water supply and recreation.

For the purpose of evaluating effluent requirements for TDS, NO<sub>2</sub>-NO<sub>3</sub>, fluoride and phenolics, the existing downstream potable water supply (PWS) considered during the evaluation is Sunbury Municipal Authority located at Sunbury on the Susquehanna River.

The proposed effluent limits for Outfall 001, based on a design flow of 0.0004 mgd, are:

<i>Parameter</i>	<i>Average Monthly (mg/l)</i>	<i>Instantaneous Maximum (mg/l)</i>
CBOD <sub>5</sub>	10	20
Suspended Solids	20	40
Fecal Coliform		
(5-1 to 9-30)		200/100 ml as a geometric average
(10-1 to 4-30)		200/100 ml as a geometric average
pH	6.0—9.0 at all times	
Free Chlorine Residual	monitor and report	

*Other Conditions:* none

The EPA waiver is in effect.

*Southwest Regional Office: Water Management Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745, (412) 442-4000.*

**PA 0094293.** Sewage, **United School District**, P. O. Box 168, Armagh, PA 15920.

This application is for renewal of an NPDES permit to discharge treated sewage from the United School District Sewage Treatment Plant in East Wheatfield Township, **Indiana County**.

The following effluent limitations are proposed for discharge to the receiving waters, known as drainage swale to Mardis Run, which are classified as a cold water fishery with existing and/or potential uses for aquatic life, water supply and recreation. The first downstream potable water supply intake from this facility is the Saltsburg Municipal Water Works.

*Outfall 001:* existing discharge, design flow of 0.029 mgd.

<i>Parameter</i>	<i>Concentration (mg/l)</i>			
	<i>Average Monthly</i>	<i>Average Weekly</i>	<i>Maximum Daily</i>	<i>Instantaneous Maximum</i>
CBOD <sub>5</sub>	15			30
Suspended Solids	25			50
Ammonia Nitrogen				
(5-1 to 10-31)	6.0			12.0
(11-1 to 4-30)	18.0			36.0
Fecal Coliform				
(5-1 to 9-30)	200/100 ml as a geometric mean			
(10-1 to 4-30)	2,000/100 ml as a geometric mean			

<i>Parameter</i>	<i>Concentration (mg/l)</i>			
	<i>Average Monthly</i>	<i>Average Weekly</i>	<i>Maximum Daily</i>	<i>Instantaneous Maximum</i>
Total Residual Chlorine	1.4			3.3
Dissolved Oxygen	not less than 3.0 mg/l			
pH	not less than 6.0 nor greater than 9.0			

The EPA waiver is in effect.

**PA 0098868.** Sewage, **Patty Lowery**, 241 Connellsville Street, Dunbar, PA 15431.

This application is for renewal of an NPDES permit to discharge treated sewage from the Lowery Mobile Home Park Sewage Treatment Plant in Dunbar Borough, **Fayette County**.

The following effluent limitations are proposed for discharge to the receiving waters, known as an unnamed tributary to Dunbar Creek, which are classified as a trout stock fishery with existing and/or potential uses for aquatic life, water supply and recreation. The first downstream potable water supply intake from this facility is the Westmoreland County Municipal Authority, Yough Plant on the Youghiogheny River.

*Outfall 001:* existing discharge, design flow of 0.006 mgd.

<i>Parameter</i>	<i>Concentration (mg/l)</i>			
	<i>Average Monthly</i>	<i>Average Weekly</i>	<i>Maximum Daily</i>	<i>Instantaneous Maximum</i>
CBOD <sub>5</sub>	25			50
Suspended Solids	30			60
Fecal Coliform				
(5-1 to 9-30)	200/100 ml as a geometric mean			
(10-1 to 4-30)	2,000/100 ml as a geometric mean			
Total Residual Chlorine				
(1st month—36th month)	monitor and report			
(37th month—expiration)	1.4			3.3
Dissolved Oxygen	not less than 3 mg/l			
pH	not less than 6.0 nor greater than 9.0			

The EPA waiver is in effect.

**PA 0216062.** Sewage, **Helvetia Coal Company**, P. O. Box 219, Schelocta, PA 15774.

This application is for renewal of an NPDES permit to discharge treated sewage from the Marshall Run Mine (Lucerne No. 9E) Sewage Treatment Plant in Young Township, **Indiana County**.

The following effluent limitations are proposed for discharge to the receiving waters, known as Marshall Run, which are classified as a cold water fishery with existing and/or potential uses for aquatic life, water supply and recreation. The first downstream potable water supply intake from this facility is the Buffalo Township Municipal Authority—Freeport on the Allegheny River.

*Outfall 001:* existing discharge, design flow of 0.0045 mgd.

<i>Parameter</i>	<i>Concentration (mg/l)</i>			
	<i>Average Monthly</i>	<i>Average Weekly</i>	<i>Maximum Daily</i>	<i>Instantaneous Maximum</i>
CBOD <sub>5</sub>	25			50
Suspended Solids	30			60
Ammonia Nitrogen				
(5-1 to 10-31)	3.5			7
(11-1 to 4-30)	10.5			21
Fecal Coliform				
(5-1 to 9-30)	200/100 ml as a geometric mean			
(10-1 to 4-30)	2,000/100 ml as a geometric mean			
Total Residual Chlorine				
(1st month—36th month)	monitor and report			
(37th month—expiration)	0.4			0.9
Dissolved Oxygen	not less than 5 mg/l			
pH	not less than 6.0 nor greater than 9.0			

The EPA waiver is in effect.

Northwest Regional Office: Regional Manager, Water Management, 230 Chestnut Street, Meadville, PA 16335, (814) 332-6942.

**PA 0222879.** Sewage. **Hickory Creek Wilderness Ranch**, Economite Road, Tidioute, PA 16351.

This application is for a new NPDES permit, to discharge treated sewage to an unnamed tributary to Camp Run in Limestone Township, **Warren County**. This is a new discharge.

The receiving water is classified for the following uses: high quality—cold water fishes, aquatic life, water supply and recreation. For the purpose of evaluating effluent requirements for TDS, NO<sub>2</sub>-NO<sub>3</sub>, fluoride and phenolics, the existing/proposed downstream potable water supply considered during the evaluation is the first full flowing point on Camp Run, approximately 0.2 mile below point of discharge.

The proposed discharge limits for Outfall No. 001, based on a design flow of 0.0037 mgd, are:

Parameter	Average Monthly (mg/l)	Instantaneous Maximum (mg/l)
Flow	monitor and report	
CBOD <sub>5</sub>	10	20
TSS	10	20
Ammonia Nitrogen		
(5-1 to 10-31)	3	6
(11-1 to 4-30)	9	18
Fecal Coliform		
(5-1 to 9-30)	200/100 ml as a geometric average	
(10-1 to 4-30)	2,000/100 ml as a geometric average	
Dissolved Oxygen	minimum of 3 mg/l at all times.	
Total Phosphorus	1	2
Total Residual Chlorine	n/a because of UV disinfection.	
pH	6.0—9.0 at all times	

The EPA waiver is in effect.

#### Proposed NPDES Permit Renewal Actions for Minor Sewage Discharges

The following parties have applied to renew their current NPDES permits to allow the continued discharge of controlled wastewaters into the surface waters of this Commonwealth. The Department of Environmental Protection (Department) has made a tentative determination to renew these permits and proposes to issue them, subject to their current permit effluent limitations, and monitoring and reporting requirements, with appropriate and necessary updated requirements to reflect new or changed regulations and other requirements. The updates may include, but will not be limited to, applicable permit conditions and/or requirements addressing combined sewer overflows (CSOs), municipal sewage sludge management and total residual chlorine control (TRC). Major changes to or deviations from the terms of the existing permit will be documented and published with the final Department actions.

The EPA, Region III, Regional Administrator has waived the right to review or object to these proposed permit actions under the waiver provision 40 CFR 123.6E.

Persons wishing to comment on the proposed permits are invited to submit a statement to the Field Operations indicated as the office responsible, within 30 days from the date of this public notice. Comments received within this 30-day period will be considered in the formulation of the final determinations regarding these applications and proposed permit actions. Comments should include the name, address and telephone number of the writer and a brief statement to inform the Field Office of the basis of the comment and the relevant facts upon which it is based. A public hearing may be held if the Field Office considers the public response significant.

Following the 30-day comment period, the Water Management Program Manager will make a final determination regarding the proposed permit action. Notice of this determination will be published in the *Pennsylvania Bulletin* at which time this determination may be appealed to the Environmental Hearing Board.

The permit renewal application and related documents, proposed effluent limitations and special conditions, comments received and other information are on the Department's file. The documents may be inspected at, or a copy requested from, the Field Office that has been indicated above the application notice.

Southcentral Regional Office: Water Management Program, 909 Elmerton Avenue, 2nd Floor, Harrisburg, PA 17110, (717) 705-4707.

NPDES No.	Facility Name and Address	County and Municipality	Tributary Stream	New Permit Requirements
PA0021849	Millerstown Borough Municipal Authority P. O. Box 200 Millerstown, PA 17062-2000	Perry Greenwood Township	Juniata River	TRC

**DISCHARGE OF CONTROLLED INDUSTRIAL  
WASTE AND SEWERAGE WASTEWATER**

**Applications under the Pennsylvania Clean  
Streams Law**

**(Part II Permits)**

The following permit applications and requests for plan approval have been received by the Department of Environmental Protection (Department).

Persons objecting on the grounds of public or private interest to the approval of an application or submitted plan may file a written protest with the Department at the address indicated above each permit application or plan. Each written protest should contain the following: name, address and telephone number; identification of the plan or application to which the protest is addressed; and a concise statement in sufficient detail to inform the Department of the exact basis of the protest and the relevant facts upon which it is based. The Department may conduct a fact-finding hearing or an informal conference in response to any given protest. Each commentator will be notified in writing of the time and place if a hearing or conference concerning the plan, action or application to which the protest relates is held. To insure consideration by the Department prior to final action on permit applications and proposed plans, initial protests and additions or amendments to protests already filed should be filed within 15 calendar days from the date of this issue of the *Pennsylvania Bulletin*. A copy of each permit application and proposed plan is on file in the office indicated and is open to public inspection.

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 the Secretary to the Board at (717) 787-3483. TDD users may contact the Department through the Pennsylvania AT&T Relay Service at (800) 654-5984.

**Industrial waste and sewerage applications under  
The Clean Streams Law (35 P. S. §§ 691.1—  
691.1001).**

*Northeast Regional Office: Water Management Program  
Manager, 2 Public Square, Wilkes-Barre, PA 18711-0790,  
(570) 826-2511.*

**A. 3599403. Greenview Development, Inc.**, Suite 618, Scranton Life Building, Scranton, PA 18503. Application to construct and operate sanitary sewage pumping station, located in Taylor Borough, **Lackawanna County**. Application received in the Regional Office—July 20, 1999.

**A. 5499202. Municipal Authority of the Borough of Minersville**, 2 East Sunbury Street, Minersville, PA 17954. Application to replace existing slow sand filters with a package filtration system and related improvements, located in Cass Township, **Schuylkill County**. Application received in the Regional Office—July 12, 1999.

*Southeast Regional Office: Regional Water Management  
Program Manager, Lee Park, Suite 6010, 555 North Lane,  
Conshohocken, PA 19428, (610) 832-6130.*

**WQM Permit No. 4699420.** Sewerage. **Perkiomen Township Municipal Authority**, 1 Trappe Road, Collegeville, PA 19426. Applicant requests the approval for the construction and operation of a sanitary sewer collection system to serve Cranberry PRD Phase 8, single residential development located in Perkiomen Township, **Montgomery County**.

**WQM Permit No. 0999420.** Sewerage. **East Rockhill Township**, 1622 Ridge Road, Perkasio, PA 18944-2296. Applicant requests the approval for the construction and operation of a sanitary sewer interceptor to divert flows from the existing collection system to serve the East Rockhill Township wastewater treatment plant located in East Rockhill Township, **Bucks County**.

**NPDES Permit No. PA0057835.** Sewerage. **Robert Falkenstein**, 2898 Upper Ridge Road, Pennsburg, PA 18073. Applicant requests approval to discharge 400 gpd treated sewage from Falkenstein residence located in Marlborough Township, **Bucks County**.

*Southwest Regional Office: Water Management Program  
Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-  
4745, (412) 442-4000.*

**A. 8204-S-A1.** Sewerage. **Elizabeth Borough Municipal Authority**, P. O. Box 268, Elizabeth, PA 15037. Application for the relocation and operation of a sewer interceptor to serve the Elizabeth Borough STP located in Elizabeth Borough, **Allegheny County**.

**A. 0499404.** Sewerage. **Robert Gearhart, Deborah Bomberger and Anthony Tommasone**, 617 Portersville Road, Ellwood City, PA 16117. Application for the construction and operation of a sewage treatment plant to serve the Lock 6 Landing Restaurant located in Industry Borough, **Beaver County**.

**A. 5699402.** Sewerage. **Roxcoal Inc.**, P. O. Box 149, Friedens, PA 15541. Application for the construction and operation of a small flow sewage treatment plant to serve the Augustus Deep Mine Portal located in Shade Township, **Somerset County**.

*Northwest Regional Office: Regional Water Management  
Program Manager, 230 Chestnut Street, Meadville, PA  
16335-3481, (814) 332-6942.*

**WQM Permit No. 6299410.** Sewerage. **Rodger B. Taraska, SRSTP**, 869 Yankee Bush Rd., Warren, PA 16365. This project is for the construction of a single residence sewage treatment plant in Conewango Township, **Warren County**.

**WQM Permit No. 4399418.** Sewerage. **Mary Ann and Jancy Fascetti, SRSTP**, 95 Thompson Rd., Mercer, PA 16137. This project is for the construction of a single residence sewage treatment plant in Findley Township, **Mercer County**.

**WQM Permit No. 4399419.** Sewerage. **Alan Warren, SRSTP**, 263 Spencer Ave., Sharon, PA 16146. This project is for the construction of a single residence sewage treatment plant in City of Hermitage, **Mercer County**.

**WQM Permit No. 6299411.** Sewerage. **Christal L. Green, SRSTP**, R. R. 1, Box 178-D, Sugar Grove, PA 16350. This project is for the construction of a single residence sewage treatment plant in Sugar Grove Township, **Warren County**.

**INDIVIDUAL PERMITS**

**(PAS)**

**NPDES Individual**

The following parties have applied for an NPDES permit to discharge stormwater from a proposed construction activity into the surface waters of this Commonwealth. Unless otherwise indicated, on the basis of preliminary review and application of lawful standards and regulations, the Department of Environmental Protection (Department) proposes to issue a permit to discharge,



subject to certain limitations set forth in the permit and special conditions. The proposed determinations are tentative. Limitations are provided in the permit as erosion and sedimentation control measures and facilities which restrict the rate and quantity of sediment discharged.

Where indicated, the EPA, Region III, Regional Administrator has waived the right to review or object to this proposed permit action under the waiver provision 40 CFR 123.24(d).

Persons wishing to comment on the proposed permit are invited to submit a statement to the office noted above the application within 30 days from the date of this public notice. Comments reviewed within this 30-day period will be considered in the formulation of the final determinations regarding this application. Responses 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 if the responsible office considers the public response significant.

Following the 30-day comment period, the Water Management Program Manager will make a final determination regarding the proposed permit. Notice of this determination will be published in the *Pennsylvania Bulletin* at which time this determination may be appealable to the Environmental Hearing Board.

The application and related documents, including the erosion and sedimentation control plan for the construction activity, are on file and may be inspected at the office noted above 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.

*Northeast Regional Office: Regional Water Management Program Manager, 2 Public Square, Wilkes-Barre, PA 18711-0790, (570) 826-2511.*

*Northampton County Conservation District, District Manager, Greystone Building, Gracedale Complex, Nazareth, PA 18064-9211, (610) 746-1971.*

**NPDES Permit PAS10V091.** Stormwater. **Walgreen Eastern Co.**, 200 Wilmot Rd., Deerfield, IL 60015, has applied to discharge stormwater from a construction activity located in Hanover Township, **Northampton County**, to Monocacy Creek.

*Pike County Conservation District, District Manager, HC 6, Box 6770, Hawley, PA 18428, (570) 226-8220.*

**NPDES Permit PAS10V027.** Stormwater. **Otway Family Limited Partnership, Attn: John R. Otway**, R. R. 1, Box 521, Lake Ariel, PA 18436, has applied to discharge stormwater from a construction activity located in Greene Township, **Pike County**, to an UNT to Walpenpaupack Creek.

## SAFE DRINKING WATER

### Applications received under the Pennsylvania Safe Drinking Water Act (35 P. S. §§ 721.1—721.17).

*Southeast Regional Office: Sanitarian Regional Manager, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428-2233, (610) 832-6130.*

**A. 1599510.** Public water supply. **Philadelphia Suburban Water Company**, 762 West Lancaster Avenue, Bryn Mawr, PA 19010. This proposal involves the construction of a packed aeration tower facility to upgrade the treatment process at Hollow Run Well Station in West Whiteland Township, **Chester County**.

**A. 4699509.** Public water supply. **Audubon Water Company**, 2650 Eisenhower Drive, Norristown, PA 19403. This proposal involves the installation of a chemical feed system to add polyphosphate sequestering agent to control manganese in Well Nos. 2, 5 and 13 in Lower Providence Township, **Montgomery County**.

*Northeast Regional Office: Sanitarian Regional Manager, 2 Public Square, Wilkes-Barre, PA 18711-0790, (570) 826-2511.*

**3399501.** Public water supply. **NIS Hollow Estates**, Brenda Oswald, 312 Lower NIS Hollow Drive, Lehighton, PA 18235. This proposal involves modification of an existing system to provide for wellhead improvements and raw water disinfection, along with installation of adequate chlorine contact volume and distribution system blowoffs. It is located in Mahoning Township, **Carbon County**. *Engineer:* Wayne E. Gross, RKR Hess Associates.

**4099502.** Public water supply. **GM Leader Corporation**, 1528 Sand Hill Road, Hummelstown, PA. This proposal involves the construction of a new well source, disinfection treatment, booster pump station, storage tank and distribution system to buildings housing units for a retirement, assisted living facility. It is located in Butler Township, **Luzerne County**. *Engineer:* Edward Davis, WJP Engineers.

**5499504.** Public water supply. **Great Spring Waters of America, Inc.**, David Funk and Stan Frompovicz (owner) Far Away Springs. This proposal involves the replacement of a surface catchment at spring No. 1 with a new nearby borehole. Installation of necessary pump and piping from the new source. It is located in Pine Grove Township, **Schuylkill County**. *Engineer:* Gary Toplak, Atlantic Geo Science.

*Southcentral Regional Office: Sanitarian Regional Manager, 909 Elmerton Avenue, Harrisburg, PA 17110-8200, (717) 705-4708.*

**Permit No. 6799505.** Public water supply. **Wrightsville Borough Municipal Authority**, P. O. Box 187, Wrightsville, PA 17368, Wrightsville Boro, **York County**. *Responsible Official:* Everett Smeltzer, Jr. *Type of Facility:* This application seeks approval to install two upflow clarifiers and increase the permitted capacity of the filter plant to 0.648 mgd. *Consulting Engineer:* John A. Klinedinst, P.E., C. S. Davidson, Inc., 38 North Duke Street, York, PA 17401. Application received: June 29, 1999.

*Regional Office: Northcentral Field Operations, Environmental Program Manager, 208 West Third Street, Suite 101, Williamsport, PA 17701.*

**Application No. MA.** The Department has received a permit application from **Pennsylvania-American Water Company**, 800 West Hershey Park Drive, Hershey, PA 17033, Gregg Township, **Union County** and White Deer Township, **Union County**. The project involves construction of a 1,000,000 gallon elevated welded steel water storage tank and modifications to an existing pump station. Modifications to the existing pump station involve replacing the existing pumps with higher capacity pumps.

*Southwest Regional Office: Regional Manager, Water Supply Management, 400 Waterfront Drive, Pittsburgh, PA 15222-4745, (412) 442-4000.*

**2699502. Indian Creek Valley Water Authority**, P. O. Box 486, Indian Head, PA 15446. Construction of a pump station and a 155,000 gallon water storage tank, serving Springfield Township, **Fayette County**.

**3292501-A1. Indiana County Municipal Services Authority**, P. O. Box 351, Indiana, PA 15701. Installation of the Hood School Road water storage tank serving White Township, **Indiana County**.

**0299507. Pennsylvania American Water Company**, 800 West Hersheypark Drive, Hershey, PA 17033. Rehabilitation of the Greentree water storage tank serving Greentree Borough, **Allegheny County**.

*Northwest Regional Office: Regional Manager, 230 Chestnut Street, Meadville, PA 16335, (814) 332-6899.*

**A. 3799503.** Public water supply. **Mahoning Township**, Box 999, Hillsville, PA 16132. Proposal involves the installation of water lines to service the Hillsville area of Mahoning Township, **Lawrence County**. Consumer Ohio Water will supply the water as a consecutive water source.

## LAND RECYCLING AND ENVIRONMENTAL REMEDIATION

Under Act 2, 1995

Preamble 1

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**Acknowledgment of Notices of Intent to Remediate submitted under the Land Recycling and Environmental Remediation Standards Act (35 P. S. §§ 6026.101—6026.908).**

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Sections 302, 303, 304 and 305 of the Land Recycling and Environmental Remediation Standards Act (act) require the Department of Environmental Protection (Department) to publish in the *Pennsylvania Bulletin* an acknowledgment noting receipt of any 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. Persons intending to use the background standard, Statewide health standard, the site-specific standard or who intend to remediate a site as a special industrial area, must 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 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 the cleanup standards, or who 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 any 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 sites identified as 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. 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 a site.

For further information concerning the content of a Notice of Intent to Remediate, contact the Environmental Cleanup Program Manager, in the Department's Regional Office under which the notice appears. If information concerning this acknowledgment is required in an alternative form, contact the community relations coordinator at the appropriate regional office listed. 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:

*Southeast Regional Office: Environmental Cleanup Program Manager, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428, (610) 832-5950.*

**Glenn Kulp Residence**, Lower Frederick Township, **Montgomery County**. Carl Bones, Pennoni Associates, Inc., 3001 Market Street, One Drexel Plaza, Philadelphia, PA 19104, has submitted a Notice of Intent to Remediate site soil contaminated with petroleum hydrocarbons. The applicant proposes to remediate the site to meet the Statewide health standard. A summary of the Notice of Intent to Remediate was reported to have been published in the *Hearthstone Town & Country* on May 27, 1999.

*Southcentral Regional Office: Environmental Cleanup Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110-8200, (717) 705-4705.*

**Hannah Penn Middle School**, City of York, **York County**. School District of the City of York, 200 N. Albermarle Street, York, PA 17403, has submitted a Notice of Intent to Remediate site groundwater contaminated with PAHs. The applicant proposes to remediate the site to meet the Statewide health standard requirements. A summary of the Notice of Intent to Remediate was reported to have been published in the *York Daily Record* on July 12, 1999.

*Northwest Regional Office: Craig Lobins, Environmental Cleanup Program Manager, 230 Chestnut Street, Meadville, PA 16335, (814) 332-6648.*

**Nicholas Cianci/Greenville Outparcels, LCC**, 70 Hadley Road, Greenville, PA 16125, Hempfield Township, **Mercer County**, has submitted a Notice of Intent to Remediate soil and groundwater. The site has been found to be contaminated with BTEX and PHCs. The applicant proposes to remediate the site to meet the Statewide health standard. The Notice of Intent to Remediate was published in the *Greenville Record Argus* on July 16, 1999.

**SOLID AND HAZARDOUS WASTE  
OPERATE WASTE PROCESSING OR DISPOSAL  
AREA OR SITE**

**Applications submitted under the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1003) and regulations to operate or close solid waste processing or disposal area or site.**

*Northwest Regional Office: Regional Solid Waste Manager, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6848.*

**Permit Nos. 300606 and 300858.** An application to change ownership of the GPU Genco Warren Generating Station to Sithe Pennsylvania Holdings LLC, was received from **Sithe Pennsylvania Holdings LLC**, 450 Lexington Avenue, 37th Floor, New York, NY 10017, located in Conewango Township, **Warren County**. The application is to reissue the Warren Station's existing residual waste permits for the North Disposal Area and South Disposal Area to Sithe. The application was accepted by the Regional Office on July 29, 1999.

**AIR QUALITY**

**Notice of Plan Approval and Operating Permit Applications**

**Nonmajor Sources and Modifications**

The Department of Environmental Protection (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 public. This approach allows the owner or operator of a facility to complete and submit all the permitting documents relevant to its application one time, affords an opportunity for public input and provides for sequential issuance of the necessary permits.

The Department has received applications for plan approvals and/or operating permits from the following facilities. Although the sources covered by these applications may be located at a major facility, the sources being installed or modified do not trigger major new source review or prevention of significant deterioration requirements.

Copies of these applications, subsequently prepared draft permits, review summaries and other support materials are available for review in the Regional Offices identified in this notice. Persons interested in reviewing the application files should contact the appropriate regional office to schedule an appointment.

Persons wishing to file protests or comments on the proposed plan approval and/or operating permits must submit the protest or comment within 30 days from the date of this notice. Interested persons may also request that a hearing be held concerning the proposed plan approval and operating permit. Comments or protests filed with the Department's Regional Offices must include a concise statement of the objections to the issuance of the plan approval or operating permit and relevant facts which serve as the basis for the objections. If the Department schedules a hearing, a notice will be published in the *Pennsylvania Bulletin* at least 30 days prior to the date of the hearing.

Final plan approvals and operating permits will contain terms and conditions to ensure that the source is constructed and operating in compliance with applicable

requirements in 25 Pa. Code Chapters 121—143, the Federal Clean Air Act and regulations adopted under the act.

**OPERATING PERMITS**

**Applications received and intent to issue Operating Permits under the Air Pollution Control Act (35 P. S. §§ 4001—4015).**

*Northeast Regional Office: Air Quality Program, Two Public Square, Wilkes-Barre, PA 17811-0790, (570) 826-2531.*

**40-320-007A: Offset Paperback Manufacturers, Inc.** (P. O. Box N, Route 309, Dallas, PA 18612), for operation of a sheet fed lithographic press in Dallas Borough, **Luzerne County**.

**39-301-080: Fairview Crematory, Inc.** (855 Lehigh Street, Allentown, PA 18103), for operation of a crematory incinerator in City of Allentown, **Lehigh County**.

*Southcentral Regional Office: Air Quality Program, 909 Elmerton Avenue, Harrisburg, PA 17110, (717) 705-4702.*

**06-307-068A: PA Steel Foundry and Machine Co.** (P. O. Box 128, Hamburg, PA 19526), for a steel foundry operation controlled by various fabric collectors in Hamburg Borough, **Berks County**.

**28-03020: LamTech, Inc.** (5150 Innovation Avenue, Building 8, Chambersburg, PA 17201), for operation of two spray booths and a molding line in Greene Township, **Franklin County**.

*Northcentral Regional Office: Air Quality Program, 208 West Third Street, Suite 101, Williamsport, PA 17701, (570) 327-3637.*

**08-302-038A: Leprino Foods Co.** (117 Bradford Street, South Waverly, PA 18840), for operation of a 20.9 million BTU per hour natural gas/no. 6 fuel oil-fired boiler in South Waverly Borough, **Bradford County**.

**49-305-008B: Shamokin Filler Co., Inc.** (Venn Access Road, Shamokin, PA 17872), for construction of a natural gas-fired fluid bed coal dryer and associated air cleaning device (a fabric collector) in Coal Township, **Northumberland County**.

**41-318-045: High Steel Structures, Inc., Division of High Industries, Inc.** (P. O. Box 10008, Lancaster, PA 17605-0008), for construction of a structural steel fabrication and surface coating operation in the City of Williamsport, **Lycoming County**.

*Northwest Regional Office: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6940.*

**PA-10-028D: Armstrong Cement & Supply Co.** (100 Clearfield Road, Cabot, PA 16023), for a primary crusher in West Winfield, **Butler County**.

**PA-37-300A: North American Forgemasters Co.** (700 Moravia Street, P. O. Box 31, Ellwood City, PA 16117), for steel forging operations in New Castle, **Lawrence County**.

**PA-42-009A: Pittsburgh Corning Corp.** (Port Allegany Plant, Port Allegany, PA 16743), for a mold release application in Port Allegany, **McKean County**.

**PA-42-174B: McKean County Solid Waste Authority** (State Route 42034, Hutchins Road, P. O. Box 448, Mt. Jewett, PA 16740), for a temporary vent flare in Sergeant Township, **McKean County**.

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### Notice of Intent to Issue Title V Operating Permits

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Under 25 Pa. Code § 127.521, notice is given that the Department of Environmental Protection (Department) intends to issue a Title V Operating Permit to the following facilities. These facilities are major facilities subject to the operating permit requirements under Title V of the Federal Clean Air Act and 25 Pa. Code Chapter 127, Subchapters F and G (relating to operating permit requirements; and Title V operating permits).

Appointments to review copies of the Title V application, proposed permit and other relevant information must be made by contacting Records Management at the regional office telephone number noted. For additional information, contact the regional office noted.

Interested persons may submit written comments, suggestions or objections concerning the proposed Title V permit to the regional office within 30 days of publication of this notice. Written comments submitted to the Department during the 30-day public comment period shall include the name, address and telephone number of the person submitting the comments, along with the reference number of the proposed permit. The commentator should also include a concise statement of objections to the permit issuance and the relevant facts upon which the objections are based.

The Department reserves the right to hold a public hearing on the proposed action based upon the information received during the public comment period and will provide notice of any scheduled public hearing at least 30 days in advance of the hearing. The hearing notice will be published in the *Pennsylvania Bulletin* and a newspaper of general circulation where the facility is located.

*Northeast Regional Office: Air Quality Program, Two Public Square, Wilkes-Barre, PA 17811-0790, Attn: Michael Saffo, (570) 826-2531.*

**54-00003: Schuylkill Energy Resources, Inc.** (Highway 54, Township Route 851, P. O. Box 112, Shenandoah, PA 17976), for CFB boiler, diesel generators, fire pumps and culm and ash handling systems in Mahanoy Township, **Schuylkill County**.

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### Notice of Intent to Revise Operating Permits for Hospital/Medical/Infectious Waste Incinerators

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The Department of Environmental Protection (Department) intends to issue revised Operating Permits under the Air Pollution Control Act and the section 111(d)/129 Emission Guidelines (EG) defined under 40 CFR Part 60, Subpart Ce. These Emission Guidelines, incorporated by reference in 25 Pa. Code § 122.3, apply to all existing hospital/medical/infectious waste incinerators (HMIWI) that commenced construction on or before June 20, 1996.

**OP 39-301-074: Lehigh Valley Hospital**, 17th and Chew Streets, City of Allentown, **Lehigh County**. *Primary Emissions:* Hazardous air pollutants (HAPs). *Affected HMIWI unit:* Environmental Control Products Model 500T hospital/medical/infectious waste incinerator with afterburner, 400 lbs/hr.

**OP 64-301-003: Cherry Ridge Veterinary Hospital**, Cherry Ridge Township, **Wayne County**. *Primary Emissions:* Hazardous air pollutants (HAPs). *Affected HMIWI unit:* Hospital/medical/infectious waste incinerator with afterburner, 33 lbs/hr. To be reissued with exemptions from the Emission Guidelines.

Copies of the draft permits or plan approvals, and other relevant information, are available for public inspection

at the Department's Northeast Regional Office, 2 Public Square, Wilkes-Barre, PA. An appointment to review the documents may be scheduled by contacting Joan Luck at (570) 826-2511 between 8 a.m. and 3:30 p.m., Monday through Friday, except holidays.

Interested persons may submit written comments, suggestions or objections concerning the proposed permits to Mark Carmon, 2 Public Square, Wilkes-Barre, PA 18711-0790, within 30 days of publication of this notice. Written comments submitted to the Department during the 30-day public comment period shall include the name, address and telephone number of the person submitting the comments, along with the permit number of the proposed permit. The commentator should include a concise statement of objections to the issuance of the revised permit and the relevant facts upon which the objections are based.

The Department reserves the right to hold a public hearing on the proposed action based upon the information received during the public comment period and will provide notice of the hearing at least 30 days prior to the date of the hearing. The hearing notice will be published in the *Pennsylvania Bulletin* and a newspaper of general circulation where the facility is located.

### PLAN APPROVALS

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#### Applications received and intent to issue Plan Approvals under the Air Pollution Control Act (35 P. S. §§ 4001—4015).

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*Southeast Regional Office: Air Quality Program, 555 North Lane, Conshohocken, PA 19428, (610) 832-6242.*

**PA-15-0004A: Reynolds Metals Co.** (520 Lincoln Avenue, Downingtown, PA 19335), for construction of two rotogravure printing machines in Downingtown Borough, **Chester County**.

**PA-23-0001G: Sunoco, Inc.** (Delaware Avenue and Green Street, Marcus Hook, PA 19061), for modification of storage tanks in Marcus Hook Borough, **Delaware County**.

**PA-23-0001J: Sunoco, Inc.** (Delaware Avenue and Green Street, Marcus Hook, PA 19061), for modification of storage tanks in Marcus Hook Borough, **Delaware County**.

**PA-23-0001I: Sunoco, Inc.** (Delaware Avenue and Green Street, Marcus Hook, PA 19061), for modification of storage tanks in Marcus Hook Borough, **Delaware County**.

**PA-23-0001H: Sunoco, Inc.** (Delaware Avenue and Green Street, Marcus Hook, PA 19061), for modification of storage tanks in Marcus Hook Borough, **Delaware County**.

**PA-46-0194: Freedom Alloys, Inc.** (155 Railroad Plaza, Royersford, PA 19468), for installation of a inductotherm furnace in Royersford Borough, **Montgomery County**.

**PA-09-0074: PCR Enterprises, Inc.** (401 Fairview Avenue, Quakertown, PA 18951), for construction of a spray booth in Quakertown Borough, **Bucks County**.

**PA-09-0123: Bucks County Crushed Stone Co.** (262 Quarry Road, Ottsville, PA 18942), for a batch asphalt plant in Nockamixon Township, **Bucks County**.

**PA-09-0080: Milford Enterprises, Inc.** (200—300 Commerce Drive, Quakertown, PA 18951), for construction of a wood finishing facility in Milford Township, **Bucks County**.

*Northeast Regional Office: Air Quality Program, Two Public Square, Wilkes-Barre, PA 17811-0790, (570) 826-2531.*

**39-313-043: GEO Specialty Chemicals, Inc.** (2409 North Cedar Crest Boulevard, Allentown, PA 18105), for modification of a DMPA manufacturing process in South Whitehall Township, **Lehigh County**.

**35-318-081: MACTAC, Inc.** (East Corey Street, P. O. Box 1106, Scranton, PA 18501), for construction of a hot melt coater (509) in Moosic Borough, **Lackawanna County**.

**13-308-093B: Horsehead Resources Development Co., Inc.** (900 Delaware Avenue, Palmerton, PA 18701), for modification Calcine Kiln No. 1 and No. 6 in Palmerton Borough, **Carbon County**.

**48-309-107: ESSROC Cement Corp.** (3251 Bath Pike, Nazareth, PA 18064), for installation of a transfer tower fabric collector at Nazareth Plant I in Lower Nazareth Township, **Northampton County**.

**48-309-108: ESSROC Cement Corp.** (3251 Bath Pike, Nazareth, PA 18064), for installation of a clinker loadout station fabric collector at Nazareth Plant I in Lower Nazareth Township, **Northampton County**.

*Southcentral Regional Office: Air Quality Program, 909 Elmerton Avenue, Harrisburg, PA 17110, (717) 705-4702.*

**06-3107: Morgan Corp.** (P. O. Box 588, Morgantown, PA 19543), for a paint spray booth controlled by dry filters and high solids coatings in New Morgan Borough, **Berks County**.

**67-3045A: ACCO Chain and Lifting Products Division, FKI Industries, Inc.** (76 ACCO Drive, York, PA 17402), for modification of an existing steel wire drawing operation in York Township, **York County**.

*Northwest Regional Office: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6940.*

**PA-25-070B: Gunita EMI Corp.** (603 West 12th Street, Erie, PA 16501), for construction of a paint booth for coating iron castings (300 units per hour) at a Title V facility in Erie, **Erie County**.

**PA-25-464A: Klein Plating Works, Inc.** (2020 Greengarden Road, Erie, PA 16502), for installation of scrubbers and automation equipment on an existing plating operation (approximately 15,000 units plated per year) in Erie, **Erie County**.

**PA-10-079A: BNZ Materials, Inc.** (191 Front Street, Zelenople, PA 16063), for reconstruction of a natural gas-fired tunnel kiln and installation of a wet scrubber in Zelenople, **Butler County**.

**PA-43-287A: Jones Performance Products, Inc.** (P. O. Box 563, 1 Jones Way, West Middlesex, PA 16159), for construction of a sheet mold compound press and material handling facilities resulting in approximately 0.5 tons per year of VOC emissions in West Middlesex, **Mercer County**. Conditions will include a facility VOC emission limit of 25 tons per year, and VOC containing material usage recordkeeping requirements. The facility currently has a Title V Operating Permit No. 43-00287.

## MINING

### APPLICATIONS TO CONDUCT COAL AND NONCOAL ACTIVITIES

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); The Bituminous Mine Subsidence and Land Conservation Act (52 P. S. §§ 1406.1—1406.21). Mining activity permits issued in response to the 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 of Environmental Protection (Department). A copy of the application is available for inspection at the District mining office indicated above each application. Where a 401 water quality certification is needed for any aspect of a particular proposed mining activity, the submittal of the permit application will serve as the request for the certification.

Written comments or objections, or requests for informal conferences on applications, 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 same address 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 (relating to public notices of filing of permit applications, opportunity for comment, and informal conferences).

Where any of the mining activities listed will have discharges of wastewater to streams, the Department will incorporate NPDES permits into the mining activity permits issued in response to these applications. The NPDES permits will contain, at a minimum, technology-based effluent limitations (as described in the Department's regulations—25 Pa. Code §§ 77.522, 87.102, 88.92, 88.187, 88.242, 89.52 and 90.102) for iron, manganese, suspended solids, settleable solids, alkalinity and pH. In addition to the above, more restrictive effluent limitations, restrictions on discharge volume, or restrictions on the extent of mining which may occur will be incorporated into a mining activity permit when necessary for compliance with water quality standards (in accordance with 25 Pa. Code Chapters 93 and 95). Persons or agencies which have requested review of the NPDES permit requirements for a particular mining activity within the above-mentioned public comment period will be provided with a 30-day period to review and submit comments on those requirements.

Written comments or objections 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. Requests for an informal conference must contain the name, address and telephone number of requestor; 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.

*Ebensburg District Office, 437 South Center Street, P. O. Box 625, Ebensburg, PA 15931-0625.*

*Coal Applications Received*

**32990107. Amerikohl Mining, Inc.** (202 Sunset Drive, Butler, PA 16001), commencement, operation and

restoration of bituminous/auger/coal refuse reprocessing surface mine in Ernest Borough, Rayne and Washington Townships, **Indiana County**, affecting 90.0 acres, receiving stream McKee Run to Crooked Creek to Allegheny River. Application received July 14, 1999.

**56703120.** Permit Renewal, **Jenners, Inc.** (P. O. Box 171, Shelocta, PA 15774), commencement, operation and restoration of bituminous/coal refuse disposal strip mine in Jenner Township, **Somerset County**, affecting 580.0 acres, receiving stream unnamed tributary to Hoffman Run and to Hoffman Run; and to unnamed tributary to Quemahoning Creek and to Quemahoning Creek. Application received July 16, 1999.

**56753119.** Permit Renewal, **Jenners, Inc.** (P. O. Box 171, Shelocta, PA 15774), commencement, operation and restoration of a bituminous strip mine in Jenner Township, **Somerset County**, affecting 485.9 acres, receiving stream unnamed tributaries to Quemahoning Creek and unnamed tributaries to Hoffman Run. Application received July 16, 1999.

**4077SM7.** Transfer Application from **Commonwealth Stone to New Enterprise Stone & Lime Company, Inc.** (Box 77, Church Street, New Enterprise, PA 16664), commencement, operation and restoration of bituminous strip mine in Jenner Township, **Somerset County**, affecting 103.7 acres, receiving stream Roaring Run and Quemahoning Creek. Application received July 19, 1999.

**32990109.** **Walter L. Houser Coal Company, Inc.** (R. D. 9, Box 434, Kittanning, PA 16201), commencement, operation and restoration of bituminous-auger strip mine in Washington Township, **Indiana County**, affecting 56.9 acres, receiving stream unnamed tributary of Sugarcamp Run and Sugarcamp Run to Plum Creek to Crooked Creek to the Allegheny River. Application received July 21, 1999.

**32990108.** **K.M.P. Associates** (R. R. 2, Box 194, Avonmore, PA 15618), commencement, operation and restoration of bituminous strip mine in Young Township, **Indiana County**, affecting 54.0 acres, receiving stream unnamed tributaries to Whisky Run to Whisky Run to Blacklegs Creek to the Kiskiminetas River. Application received July 19, 1999.

**11990104.** **Dunamis Resources, Inc.** (One Energy Place, Suite 4000, Latrobe, PA 15650), commencement, operation and restoration of bituminous strip mine in Portage Township, **Cambria County**, affecting 411.0 acres, receiving stream unnamed tributaries to Trout Run to Trout Run to the Conemaugh River. Application received July 21, 1999.

*Hawk Run District Office, P. O. Box 209, Off Empire Road, Hawk Run, PA 16840.*

**17900143.** **Al Hamilton Contracting Company** (R. D. 1, Box 87, Woodland, PA 16881), renewal of an existing bituminous surface mine permit in Penn and Brady Townships, **Clearfield County** affecting 342.5 acres. Receiving streams: Irish Run and unnamed tributaries of Irish Run to Irish Run; Irish Run to Curry Run; Curry Run to West Branch Susquehanna River; West Branch Susquehanna River to Susquehanna River. Application received July 1, 1999.

**17930130.** **Sky Haven Coal, Inc.** (R. D. 1, Box 180, Penfield, PA 15849), renewal of an existing bituminous surface mine permit in Brady Township, **Clearfield County** affecting 38 acres. Receiving streams: unnamed tributaries to Little Anderson Creek. Application received July 1, 1999.

**17990114.** **Bell Resources, Inc.** (R. R. 2, Box 281, Curwensville, PA 16833), commencement, operation and restoration of bituminous surface mine permit in Penn and Pike Townships, **Clearfield County** affecting 31 acres. Receiving streams: Porter Run, Passmore Run, unnamed tributary to Passmore Run. Application received July 22, 1999.

*McMurray District Office, 3913 Washington Road, McMurray, PA 15317.*

**30841307.** **Cyprus Emerald Resources Corp.** (P. O. Box 1020, 145 Elm Dr., Waynesburg, PA 15370), to revise the permit for the Emerald Mine in Franklin Township, **Greene County** to add surface acres to the prep plant site, no additional discharges. Application received July 1, 1999.

**03991301.** **Rosebud Mining Co.** (R. D. 9, Box 379A, Kittanning, PA 16201), to operate the Logansport Mine in Bethel Township, **Armstrong County**, unnamed Trib "A" and the Allegheny River. Application received July 8, 1999.

*Pottsville District Office, 5 West Laurel Boulevard, Pottsville, PA 17901-2454.*

**40840202R3.** **Silverbrook Anthracite, Inc.** (1 Market Street, Laflin, PA 18702), renewal of an existing coal refuse reprocessing operation in Laflin Borough, **Luzerne County** affecting 30.3 acres, receiving stream—Mill Creek. Application received July 14, 1999.

**13940201R.** **Rossi Excavating Company** (9 West 15th Street, Hazleton, PA 18201), renewal of an existing coal refuse reprocessing operation in Banks Township, **Carbon County** affecting 11.5 acres, receiving stream—none. Application received July 15, 1999.

**54980102T.** **Triple T. Mining Co., LP** (101 West Main Street, P. O. Box 376, Ringtown, PA 17967), transfer of an existing anthracite surface mine operation in Blythe Township, **Schuylkill County** affecting 140.0 acres, receiving stream—none. Application received July 16, 1999.

**54840206R3.** **William Penn Breaker, Inc.** (46 Public Square, Suite 600, Wilkes-Barre, PA 18701), renewal of an existing coal refuse reprocessing operation in West Mahanoy Township, **Schuylkill County** affecting 164.3 acres, receiving stream—none. Application received July 19, 1999.

*Knox District Office, P. O. Box 669, Knox, PA 16232.*  
*Noncoal Applications Received*

**37940302.** **G. L. McKnight, Inc.** (P. O. Box 773, Slippery Rock, PA 16057-8316). Renewal of an existing sand and gravel and fireclay operation in Scott and Plain Grove Townships, **Lawrence County**, affecting 134.0 acres. Receiving streams: Unnamed tributary to Slippery Rock Creek and Unnamed tributary to Taylor Run. Renewal of NPDES Permit No. PA 0212041. Application received June 2, 1999.

**16990301.** **Glen Gery Corporation** (P. O. Box 7001, Wyomissing, PA 19610). Commencement, operation and restoration of a clay and coal mining operation in Monroe Township, **Clarion County** affecting 211 acres. Receiving streams: Reids Run and Unnamed Tributaries to Reids Run. Application received July 8, 1999.

**300819-16990301-E-1.** **Glen Gery Corporation** (P. O. Box 7001, Wyomissing, PA 19610). Application for a stream encroachment for the reconstruction of an existing haul road crossing over Reids Run in Monroe Township,

**Clarion County.** Receiving streams: Reids Run and Unnamed Tributaries to Reids Run. Application received July 8, 1999.

**300819-16990301-E-2. Glen Gery Corporation** (P. O. Box 7001, Wyomissing, PA 19610). Application for a stream encroachment for the construction of a haul road crossing over an Unnamed Tributary to Reids Run in Monroe Township, **Clarion County.** Receiving streams: Reids Run and Unnamed Tributaries to Reids Run. Application received July 8, 1999.

*Pottsville District Office, 5 West Laurel Boulevard, Pottsville, PA 17901-2454.*

**6375SM2C2. Hanson Aggregates, Inc.** (P. O. Box 231, Easton, PA 18044-0231), correction to an existing quarry operation for a stream variance in Scott and Mt. Pleasant Townships, **Columbia County** affecting 515.5 acres, receiving stream—Appleman's Run. Application received July 13, 1999.

## APPLICATIONS RECEIVED UNDER SECTION 401: FEDERAL WATER POLLUTION CONTROL ACT

### ENCROACHMENTS

The following Dam Safety and Encroachment permit applications, requests for Environmental Assessment approval and requests for water quality certification have been received by the Department of Environmental Protection (Department). Section 401(a) of the Federal Water Pollution Control Act (33 U.S.C.A. § 1341(a)) requires the State to certify that the involved projects will not violate the applicable provisions of 33 U.S.C.A. §§ 1311—1313, 1316 and 1317, as well as relevant State requirements. Initial requests for 401 certification will be published concurrently with the permit application. Persons objecting to approval of a request for certification under section 401 or to the issuance of a Dam Safety or Encroachment Permit or the approval of Environmental Assessments must submit comments, suggestions or objections within 30 days of the date of this notice as well as any questions to the office noted above the application.

### 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 of the Federal Water Pollution Control Act.

*Southeast Regional Office: Program Manager, Water Management Program, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428.*

**E46-847.** Encroachment. **Montgomery Square Partnership.** 585 Skippack Pike, Suite 200, Blue Bell, PA 19422. To construct, operate and maintain a road crossing impacting 0.16 acre of wetlands (PEM/FO) associated with the construction of Newport Lane within the Parcel LDR Residential Subdivision. The project is located 600 feet north of the intersection of Welsh Road (SR 0063) and Stump Road (Ambler, PA Quadrangle N: 17.0 inches; W: 16.4 inches) in Montgomery Township, **Montgomery County.**

**E23-386.** Encroachment. **City of Philadelphia,** Division of Aviation Terminal E, Philadelphia International Airport, Philadelphia, PA 19153. To place fill in 1.88 acres of wetland (PEM) associated with the construction of a new international terminal facility at the Philadelphia International Airport (Bridgeport, PA-NJ USGS Quad-

rangle N: 22.5 inches; W: 0.2 inch) in Tinicum Township, **Delaware County.** This application proposes 2.36 acres of replacement wetlands.

*Northeast Regional Office: Soils and Waterways Section, 2 Public Square, Wilkes-Barre, PA 18711-0790, (570) 826-2511.*

**E13-120.** Encroachment. **Stoney Ridge Development Corporation,** P. O. Box D, Bowmanstown, PA 18030. To place fill within the floodway of Lizard Creek (TSF). The project will provide approximately 25 acres of additional storage area for a precast concrete products manufacturer. The project is located at the J & R Slaw, Inc. Pre-Cast Concrete Manufacturing Plant on the south side of Lizard Creek approximately 1,500 feet upstream of the confluence of the Lehigh River (Lehigh, PA Quadrangle N: 7.9 inches; W: 6.0 inches), East Penn Township, **Carbon County** (Philadelphia District, U. S. Army Corps of Engineers).

**E13-121.** Encroachment. **Eric F. Schlosser,** 40 Serfass Lane, Palmerton, PA 18071-5250. To remove the existing structure and to construct and maintain a single-span low flow road crossing consisting of a steel I-beam bridge having a span of 28 feet with an underclearance of 5 feet across Hunter Creek (CWF). The project is located on the south side of S. R. 2004 approximately 0.5 mile west of the intersection with S. R. 2002 (Palmerton, PA Quadrangle N: 15.2 inches; W: 4.3 inches), Lower Towamensing Township, **Carbon County** (Philadelphia District, U. S. Army Corps of Engineers).

**E39-368.** Encroachment. **Pennsylvania Power and Light Company,** Two North Ninth Street, Allentown, PA 18101-1179. To place fill in the floodplain of Iron Run (HQ-CWF). The project is for the construction of a 104-foot × 125-foot 138-12 KV Substation consisting of a 1 to 3 foot high stone pad, two electrical transformers, fencing, parking area and associated aerial line crossing. The project is located approximately 500 feet north of the intersection of S. R. 3012 (Schantz Road) and T-523 (Fogel Road) (Topton, PA Quadrangle N: 12.7 inches; W: 0.5 inch), Upper Macungie Township, **Lehigh County** (Philadelphia District, U. S. Army Corps of Engineers).

**E39-369.** Encroachment. **North Whitehall Township Board of Supervisors,** 3256 Levans Road, Coplay, PA 18037. To maintain the existing steel I-beam bridge having two spans of 14 feet, 10 inches and 15 feet, 9 inches with an average underclearance of 3 feet with work consisting of a new wooden deck and railings across Coplay Creek (CWF). The project will join two segments of the Ironton Rail-Trail for recreational use. The project is located at the former Conrail Railroad Bridge over Coplay Creek approximately 0.2 mile downstream of the T695 Bridge over Coplay Creek (Cementon, PA Quadrangle N: 8.7 inches; W: 5.7 inches), North Whitehall Township, **Lehigh County** (Philadelphia District, U. S. Army Corps of Engineers).

**E39-370.** Encroachment. **Cedar Fair, L.P.,** 3830 Dorney Park Road, Allentown, PA 18104. To construct and maintain a stream enclosure in a tributary to Cedar Creek (CWF) having a total length of 1,247.5 l. f. as follows: 122 feet of 36-inch HDPE pipe; 743 feet of dual HDPE pipe; and 376.5 feet of dual 42-inch HDPE pipe. The project is to provide for the expansion of the lower midway of the amusement park. The project is located at Dorney Park and Wildwater Kingdom, approximately 0.3 mile north of the intersection of S. R. 0309 and S. R. 0222 (Hamilton Boulevard) Allentown West, PA Quadrangle N:

14.0 inches; W: 5.0 inches), South Whitehall Township, **Lehigh County** (Philadelphia District, U. S. Army Corps of Engineers).

**E48-283.** Encroachment. **John and Marion Pearce**, 1034 N. 27th Street, Allentown, PA 18104. To remove a malfunctioning septic system from wetlands and to place fill in de minimis area of PFO Wetlands equal to 0.05 acre for the purpose of constructing a small flow treatment facility sewage disposal system to serve a single family dwelling; to construct and maintain approximately 290 L. F. of 4-inch diameter PVC sewer line in wetlands; and to construct and maintain a 4-inch diameter outfall pipe to Jacoby Creek (CWF). The project is located along Township Road T-703 (Jacoby Creek Road), approximately 0.3 mile northeast of its intersection with Township Road T-803 (Portland, PA-NJ Quadrangle N: 6.4 inches; W: 15.4 inches), Upper Mount Bethel Township, **Northampton County** (Philadelphia District, U. S. Army Corps of Engineers).

**E66-120.** Encroachment. **Edward McClain**, R. R. 2, Box 91-C, Meshoppen, PA 18630. To construct and maintain a floating boat dock having a surface area of 750 s. f. in the Susquehanna River (WWF) for the purpose of providing public access to the moored Jennie Wade Riverboat Eatery. The project is located at the confluence of Tunkhannock Creek and the Susquehanna River, immediately downstream of S. R. 0029 (Tunkhannock, PA Quadrangle N: 6.5 inches; W: 10.0 inches), Tunkhannock Borough, **Wyoming County** (Baltimore District, U. S. Army Corps of Engineers).

*Southcentral Regional Office: Section Chief, Water Management Program, Soils and Waterways Section, 909 Elmerton Avenue, 2nd Floor, Harrisburg, PA 17110, (717) 705-4707.*

**E06-526.** Encroachment. **Pioneer Crossing Landfill**, Ryan Inch, 727 Red Ln. Rd., Birdsboro, PA 19508. To construct and maintain a 200 foot extension of an existing twin 48- inch stream enclosure and to construct and maintain a 48-foot section of a 24-inch culvert in the channel of a tributary to the Schuylkill River (WWF) at a point at the Pioneer Crossing Landfill (Birdsboro, PA Quadrangle N: 4.99 inches; W: 8.79 inches) for the purpose of relocating the landfill entrance road in Exeter Township, **Berks County**.

**E06-527.** Encroachment. **Reading Fair Association**, P. O. Box 13368, Reading, PA 19612. To construct and maintain a pedestrian bridge having a span of 40 feet and an underclearance of 3.6 feet across the channel of a tributary to Plum Creek (WWF) at a point approximately 900 feet downstream of County Welfare Road (Bernville, PA Quadrangle N: 1.1 inches; W: 1.6 inches) in Bern Township, **Berks County**.

**E22-404.** Encroachment. **Lower Swatara Township Municipal Authority**, 1499 Spring Garden Drive, Middletown, PA 17057. To remove an existing pump station and to construct and maintain a new pump station in the floodplain and to construct 200 feet of 1 1/2 inch force main in the floodplain and floodway of Swatara Creek (WWF) at a point along Vine Street (Middletown, PA Quadrangle N: 15.9 inches; W: 13.7 inches) in Lower Swatara Township, **Dauphin County**.

**E31-100-R.** Encroachment. **Huntingdon County Commissioners**, Courthouse, Huntingdon, PA 16652. Renewal to remove the existing structure and to construct and maintain County Bridge No. 1 having two clear spans of 63.4 feet each on a 70° skew with an underclearance of 11.5 feet across Sideling Hill Creek on Township

Road 313 (Orbisonia, PA Quadrangle N: 1.2 inches; W: 16.3 inches) in Springfield Township, **Huntingdon County**.

**E36-677.** Encroachment, Revised Correction. **Pequea Township**, Patsy Davis, 1028 Millwood Rd., Willow Street, PA 17584. To remove the existing bridge structure, construct and maintain a single cell precast concrete box culvert having an 18-foot span with an 8.5-foot rise across Good's Run (TSF) on Silver Mine Road (T-569), located on the west side of its intersection with SR 324 at Burnt Mills. The permit authorizes construction of a riprap apron, 25 foot in length and 18-inch thick beginning at the upstream culvert entrance, and a 6-inch thick rock filled Reno-mattress will be extended 35 feet downstream from the culvert outlet end (Conestoga, PA Quadrangle N: 12 inches; W: 8 inches) in Pequea Township, **Lancaster County**.

*Northcentral Region: Water Management, Soils and Waterways Section, F. Alan Sever, Chief, 208 West Third St., Suite 101, Williamsport, PA 17701.*

**E14-350.** Encroachment. **Richard Wamsher**, 23 Eagle Lane, Reading, PA 19607. To construct, operate and maintain a water intake structure in the channel of an unnamed tributary to Big Poe Creek, a high quality—cold water fishery, for the supply of water to an earthen embankment pond. The water intake shall be constructed with a 4-inch diameter pipe. The project will not impact wetland while impacting 10 feet of waterway that is located along the northern right-of-way of SR 0322 approximately 400 feet east of Millheim Pike and Big Poe Valley Road (PA Quadrangle N: 10.9 inches; W: 1.9 inches) in Penn Township, **Centre County**. The water intake structure shall be constructed in the dry by installing sandbags; plastic dams and/or pipes to convey stream flow around the work area.

**E14-354.** Encroachment. **Dale S. Maurer**, 1060 Rattlesnake Pike, Julian, PA 16844. To remove a headwall and the superstructure of the existing structure and to construct and maintain a single span steel I beam bridge with a span of 15 feet and underclearance of 6 feet across the Dewitt Run located off Route 504 approximately 2 miles north of Route 220 (Bear Knob, PA Quadrangle N: 9.1 inches; W: 3.6 inches) in Union Township, **Centre County**. Estimated stream disturbance is 25 feet with no wetland impacts; stream classification is cold water fishery.

**E17-334.** Encroachment. **PA Department of Conservation and Natural Resources**, P. O. Box 8451, Harrisburg, PA 17105-8451. To construct and maintain a 12 inch diameter outfall pipe to discharge treated effluent from a sewage treatment plant to Marks Run at the southeast end of Piper off SR1011 approximately 2.5 miles northwest of the intersection of SR1011 with T-111 (Devils Elbow, PA Quadrangle N: 10.7 inches; W: 2.9 inches) in Karthaus Township, **Clearfield County**. The project will not impact on wetlands while impacting on 10 feet of waterway. Marks Run is a high quality cold water fisheries stream.

*Southwest Regional Office: Soils and Waterways Section, 400 Waterfront Drive, Pittsburgh, PA 15222-4745.*

**E02-1280.** Encroachment. **Fairhaven United Methodist Church**, 2415 Saw Mill Run Boulevard, Pittsburgh, PA 15234. To construct and maintain a 48 foot by 54 foot addition to the existing building in the floodway of Sawmill Run (WWF). The project is located on the southeast corner of the intersection of State Route 51 and Saint Norbert Street in the City of Pittsburgh, **Allegheny County**.



**E02-1281.** Encroachment. **West Allegheny School District**, P. O. Box 55, 207 West Allegheny Road, Imperial, PA 15126-0055. To place and maintain fill in approximately 0.052 acre of wetlands adjacent to Montour Run (TSF) for the purpose of renovating and adding onto the existing West Allegheny High School building located approximately 2,000 feet north from the intersection of West Allegheny Road and California Hollow Road (Oakdale, PA Quadrangle N: 13.2 inches; W: 16.0 inches) in North Fayette Township, **Allegheny County**.

**E26-259.** Encroachment. **Fayette County Commissioners**, Court House, 61 East Main Street, Uniontown, PA 15401. To remove the existing structure and to construct and maintain a single span bridge having a normal span of 14.0 meters and an underclearance of 1.98 meters across Redstone Creek (WWF) for the purpose of improving transportation safety and roadway standards. The project is located on T-479 (Uniontown, PA Quadrangle N: 2.8 inches; W: 12.8 inches) in South Union Township, **Fayette County**.

**E26-260.** Encroachment. **Wharton Township Supervisors**, P. O. Box 1, Farmington, PA 15437. To remove the existing structure and to construct and maintain a 48-inch elliptical pipe culvert (invert depressed 1 foot) in Scotts Run (HQ-CWF) located on T-379 (Scotts Run Road) at a point approximately 300 feet upstream of the confluence of said stream with Big Sandy Creek (Fort Necessity, PA Quadrangle N: 8.2 inches; W: 16.3 inches) in Wharton Township, **Fayette County**.

*Northwest Regional Office: Soils and Waterways Section, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6942.*

**E25-592.** Encroachment. **Franklin Township**, 10411 Route 98, Edinboro, PA 16412. To remove the existing bridge and to construct and maintain a single span prestressed concrete adjacent box beam bridge having a clear span of 28.5 feet and an average underclearance of 14.0 feet on a 90 degree skew across Falk Run (CWF, MF) on T-424 (Falls Road) across Falk Run approximately 0.5 mile west of the intersection of SR 98 and T-424 (Falls Road) (Edinboro North, PA Quadrangle N: 14.6 inches; W: 14.3 inches) located in Franklin Township, **Erie County**.

**E37-128.** Encroachment. **Mitcheltree Brothers**, P. O. Box 332, Pulaski, PA 16143. To construct and maintain a 90-foot-long, 142-inch-wide by 91-inch-high corrugated steel pipe arch culvert in a tributary to Buchanan Run on an access roadway to Mitcheltree Brothers Sawmill extending west from Route 551 (T-649) approximately 1 mile north of SR 0208 (Edinburg, PA Quadrangle N: 22.9 inches; W: 7.5 inches) located in Pulaski Township, **Lawrence County**.

**E62-349.** Encroachment. **PA Department of Transportation**, District 1-0, 1140 Liberty Street, Franklin, PA 16323. To remove the existing two-span bridge, excavate along a total of approximately 300 feet of the left bank to 6 inches above normal water level beginning approximately 100 feet upstream of the bridge and extending downstream and to construct and maintain a prestressed concrete adjacent box beam bridge having a clear, normal span of 75 feet and an underclearance of 9 feet across the main channel of Little Brokenstraw Creek on S. R. 0958, Segment 0010, Offset 1222 (Lottsville, PA-NY Quadrangle N: 5.45 inches; W: 7.0 inches). To remove the existing bridge and to install and maintain a precast reinforced concrete box culvert having a clear, normal span of 20 feet and an underclearance of 6.5 feet in a high flow channel of Little Brokenstraw Creek on S. R. 0958,

Segment 0020, Offset 0000 (Lottsville, PA-NY Quadrangle N: 5.7 inches; W: 7.0 inches) in Freehold Township, **Warren County**. Project will impact a de minimis (0.02 acre) amount of three wetland areas adjacent to Little Brokenstraw Creek and high flow channel associated with excavation and roadway widening.

#### ENVIRONMENTAL ASSESSMENT

*Southwest Regional Office: Soils and Waterways Section, 400 Waterfront Drive, Pittsburgh, PA 15222-4745.*

**EA03-002SW.** Environmental Assessment. **Department of the Army**, Pittsburgh District—Corps of Engineers, William S. Moorhead Federal Building, 1000 Liberty Avenue, Pittsburgh, PA 15222-4186. To replace deteriorating chamber walls with precast concrete panels, replace erosion protection for the downstream river wall at Lock and Dam 7 and perform scour hole excavation and protection with disposal of the demolition and excavated material in Allegheny River Pool 7. This site is located in the Allegheny River, Mile Marker 45.7 Lock and Dam 7 (Kittanning, PA Quadrangle N: 12.5 inches; W: 4.2 inches) in East Franklin Township, **Armstrong County**.

*Northwest Regional Office: Soils and Waterways Section, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6942.*

**EA16-002NW.** Environmental Assessment. **Hedin Environmental**, 195 Castle Shannon Blvd., Pittsburgh, PA 15228. To construct and maintain a passive wetland treatment system to restore water quality from an acid mine seep discharge to Little Hefren Run (CWF). This system will include a 400 ton Anoxic Limestone Drain, a 4,000 square foot settling pond, a 10,000 square foot wetland, and a rock lined discharge channel to Little Hefren Run approximately 180 feet upstream of the confluence of Little Hefren Run and Toms Run. This project will also utilize a temporary road crossing of Toms Run (EV, stocked trout, wild trout) with a bridge having a single span of 0 feet (bank to bank). The project is located approximately 500 feet northwest of the confluence of Little Hefren Run and Toms Run in Cooks Forest State Park (Cooksburg, PA Quadrangle N: 20.9 inches; W: 15.7 inches) located in Farmington Township, **Clarion County**.

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## ACTIONS

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### FINAL ACTIONS TAKEN UNDER THE PENNSYLVANIA CLEAN STREAMS LAW AND THE FEDERAL CLEAN WATER ACT

#### [National Pollution Discharge Elimination System Program (NPDES)]

#### DISCHARGE OF CONTROLLED INDUSTRIAL WASTE AND SEWERAGE WASTEWATER

#### (Part I Permits)

The Department of Environmental Protection (Department) has taken the following actions on previously received permit applications and requests for plan approval and has issued the following significant orders.

Persons aggrieved by this action may appeal, 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 the Administrative Agency Law), to the Environmental Hearing Board, Second Floor, Rachel

Carson State Office Building, 400 Market Street, P. O. 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.

**Actions under The Clean Streams Law (35 P. S. §§ 691.1—691.1001).**

*Southeast Regional Office: Regional Water Management Program Manager, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428, (610) 832-6130.*

**WQM Permit No. 0999417.** Sewerage. **Lower Makefield Township**, 1100 Edgewood Road, Yardley, PA 19067-1696. Approval for the construction and operation of gravity sanitary sewers, lower pressure force main and individual grinder pump units which will connect to the existing Yardley Borough sanitary sewer system located in Lower Makefield Township, **Bucks County**.

*Permits Issued*

**NPDES Permit No. PA0057754.** Sewerage. **Miriam R. Weisbein**, 1670 Cloverly Lane, Rydal, PA 19046, is authorized to discharge from a facility located in Abington Township, **Montgomery County** to an unnamed tributary to Meadow Brook Creek.

**NPDES Permit No. PA0054950.** Industrial waste. **Wampler Foods, Inc.**, Route 113 and Allentown Road, Franconia, PA 18924, is authorized to discharge from a facility located in Franconia Township, **Montgomery County** to an unnamed tributary to Indian Creek.

**NPDES Permit No. PA0056243.** Sewage. **Larry Allen**, 2232 East Deerfield Drive, Media, PA 19063, is authorized to discharge from a facility located in Upper Providence Township, **Delaware County**, to an unnamed tributary to Crum Creek through Geist Reservoir.

**NPDES Permit No. PA0056219.** Sewage. **Phillip H. Cholet**, P. O. Box 137, Creamery, PA 19430, is authorized to discharge from a facility located in Skippack Township, **Montgomery County**, to an unnamed tributary to Skippack Creek.

*Northeast Regional Office: Water Management Program Manager, 2 Public Square, Wilkes-Barre, PA 18711-0790, (570) 826-2511.*

**Permit No. 5499403.** Sewerage. **Greater Pottsville Area Sewer Authority**, P. O. Box 1163, Pottsville, PA 17901. Permit to allow for increased sewerage flows from Port Carbon and the proposed Yuengling Brewery facility down to the Greater Pottsville Area Wastewater Treatment Plant, located in Port Carbon Borough, **Schuylkill County**.

**NPDES Permit No. PA-0060968.** Sewerage. **Aldick Associates, Inc., d/b/a Swatara Village**, 101 Swatara Drive, Pine Grove, PA 17963-9774, is authorized to discharge from a facility located in Pine Grove Township, **Schuylkill County**, to Swatara Creek.

*Southcentral Regional Office: Regional Water Management Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110-8200, (717) 705-4707.*

**Permit No. PA 0055123.** Industrial waste. **Borough of Bally Municipal Authority**, P. O. Box 217, Bally, PA, is authorized to discharge from a facility located in Bally Borough, **Berks County** to the receiving waters named West Branch Perkiomen Creek.

**Permit No. PA 0088072.** Stormwater. **Bridgeview Incorporated**, RR 1, Box 364, Morgantown, PA 19543, is authorized to discharge from a facility located in Robeson Township, **Berks County** to the receiving waters named Hay Creek.

**Permit No. PA 0009741.** Industrial waste. **PECO Energy Company** (Muddy Run Pumped Storage Plant), 2301 Market Street, Philadelphia, PA 19101, is authorized to discharge from a facility located in Drumore Township, **Lancaster County** to the receiving waters named Susquehanna River.

**Permit No. PA 0010511.** Industrial waste. **Spring Glen Fresh Foods, Incorporated**, 314 Spring Glen Drive, Ephrata, PA 17522, is authorized to discharge from a facility located in Ephrata Township to the receiving waters named Conestoga River.

**Permit No. PA 0087441.** Industrial waste. **Moyer Packing Company (MOPAC) (MOPAC Rendering Plant)**, 249 Allentown Road, Souderton, PA 18964-0395, is authorized to discharge from a facility located in Washington Township, **Dauphin County** to the receiving waters named Wiconisco Creek.

**Permit No. PA 0087114-99-1.** Sewerage. **Manolo & Rosalie Calvo**, 20 Impala Drive, Dillsburg, PA 17019, is authorized to discharge from a facility located in Carroll Township, **York County** to the receiving waters named Stoney Run.

**Permit No. PAG 043620.** Sewage. Single Family Residence. **George W. Thompson, Jr.**, 43 Valley Road, Birdsboro, PA 19508, is authorized to discharge treated effluent in Amity Township, **Berks County** to the receiving waters named Monocacy Creek.

**Permit No. 3699401, Amendment 99-1.** Sewage. **Laserdome c/o Joseph Inslee and Karl Ross**, 1531 Duffland Drive, Landisville, PA 17538-1342. This permit approves the construction of sewage treatment facilities and land application facilities in Rapho Township, **Lancaster County**.

**Permit No. 2299201.** Industrial waste. **Moyer Packing Company (MOPAC)**, 249 Allentown Road, Souderton, PA 18964-0395. This permit approves the construction of industrial waste treatment facilities in Washington Township, **Dauphin County**.

**Permit No. 6795409-T1.** Sewage. **Manolo & Rosalie Calvo**, 20 Impala Drive, Dillsburg, PA 17019. This permit approves the construction of sewage treatment facilities in Carroll Township, **York County**.

**Permit No. 0596408-99-1.** Sewage. **Chestnut Ridge Area Joint Municipal Authority**, P. O. Box 202, Alum Bank, PA 15521. This permit approves the construction of pump stations in East Saint Clair Township, **Bedford County**.

*Northcentral Regional Office: 208 West Third Street, Suite 101, Grit Building, Williamsport, PA 17701.*

**WQM Permit No. 4999401.** Sewerage. **Shamokin Coal Township Joint Sewer Authority**, RD 2, Box 35, Shamokin, PA 17872. Permission granted to add additional treatment facilities, no changes to the treatment plant capacity or loading will occur as a result of these additions.

**WQM Permit No. 0899401.** Sewerage. **Equity Enterprises**, 416 North Elmira Street, Sayre, PA 18849. Permission granted to install a pump station force main and gravity sewers to serve residential subdivision. Facility is located at Athens Township, **Bradford County**.

*Southwest Regional Office: Water Management Program Manager, 400 Waterfront Drive, Pittsburgh, PA 15222-4745, (412) 442-4000.*

**Permit No. 0299409.** Sewerage, **North Allegheny School District**, 200 Hillvue Avenue, Pittsburgh, PA 15237. Construction and operation of a grinder pump station and force main located in Franklin Township, **Allegheny County** to serve the Franklin Elementary School Pump Station.

**Permit No. 0299414.** Sewerage, **Urban Redevelopment Authority of Pittsburgh**, 200 Ross Street, Pittsburgh, PA 15219-2068. Construction and operation of an interceptor relocation located in City of Pittsburgh, **Allegheny County** to serve the Nine Mile Run.

**Permit No. 3279406-A4.** Sewerage, **Indiana Borough**, 80 North Eighth Street, Indiana, PA 15701. Construction and installation of a second channel type sewage grinding unit located in Indiana Borough, **Indiana County** to serve the Indiana Borough Water Pollution Control Plant.

**Permit No. 6399404.** Sewerage, **Chartiers Township**, 2 Buccaneer Drive, Houston, PA 15342-1181. Construction and operation of sewers and appurtenances, force main located in Chartiers Township, **Washington County** to serve McClane Farm Road.

**Permit No. 6573407-A4.** Sewerage, **Latrobe Municipal Authority**, Box 88, Latrobe, PA 15650. Modification and installation of a UV disinfection system located in Latrobe Borough, **Westmoreland County** to serve the Latrobe Municipal Authority STP.

**Permit No. 6575418-A1.** Sewerage. **Laurelville Mennonite Church Center**, Route 5, Box 145, Mt. Pleasant, PA 15666-8908. Construction and operation of a sewage treatment plant located in Mt. Pleasant Township, **Westmoreland County** to serve the Laurelville Mennonite Church Center.

**Permit No. 6599405.** Sewerage, **Hills Mobile Home Park**, R. D. 2, Box 394, Saltsburg, PA 15681. Construction and operation of a sewage treatment plant located in Bell Township, **Westmoreland County** to serve the Hills Mobile Home Park.

**NPDES Permit No. PA0000272.** Industrial waste, **Pennsylvania-American Water Company**, 800 West Hershey Park Drive, Hershey, PA 17033, is authorized to discharge from a facility located at Aldrich Plant, Union Township, **Washington County** to receiving waters named Monongahela River.

**NPDES Permit No. PA0031330.** Sewerage, **Brownsville Area School District**, R. D. 1, Box 202, Grindstone, PA 15442, is authorized to discharge from a facility located at Cox-Donahey Elementary School STP, Redstone Township, **Fayette County** to receiving waters named Unnamed Tributary of Dunlap Creek.

**NPDES Permit No. PA0031402.** Sewerage, **Brownsville Area School District**, R. D. 1, Box 202, Grindstone, PA 15442, is authorized to discharge from a facility located at Central Elementary School STP, Luzerne Township, **Fayette County** to receiving waters named Unnamed Tributary of the Monongahela River.

**NPDES Permit No. PA0098400.** Sewerage, **Albert Gallatin Area School District**, 10 West Church Street, Masontown, PA 15461-1800, is authorized to discharge from a facility located at Albert Gallatin South Junior High School and Friendship Hill Elementary School STP, Springhill Township, **Fayette County** to receiving waters named Georges Creek.

**NPDES Permit No. PA0030651.** Sewerage, **Canon-McMillan School District**, 1 North Jefferson Avenue, Canonsburg, PA 15317, is authorized to discharge from a facility located at Wylandville Elementary STP, North Strabane Township, **Washington County** to receiving waters named Unnamed Tributary to Little Chartiers Creek.

**NPDES Permit No. PA0204161.** Sewerage, **Valley School of Ligonier**, P. O. Box 616, Ligonier, PA 15658, is authorized to discharge from a facility located at Valley School of Ligonier STP, Ligonier Township, **Westmoreland County** to receiving waters named Linn Run.

*Northwest Regional Office: Regional Water Management Program Manager, 230 Chestnut Street, Meadville, PA 16335, (814) 332-6942.*

**NPDES Permit No. PA0222780.** Sewage. **Scott Zimmerman**, R. R. 1, Box 83A, Wilcox, PA 15870, is authorized to discharge from a facility located in Jones Township, **Elk County** to an unnamed tributary to the East Branch of the Clarion River.

**NPDES Permit No. PA0040380.** Sewage, **Pine Hills Mobile Home Park**, 1068 Adams Street, New Castle, PA 16101, is authorized to discharge from a facility located in Shenango Township, **Lawrence County** to a dry/intermittent tributary to Hell Run.

**NPDES Permit No. PA0210412.** Industrial waste. **Keystone Thermometrics, Inc.**, 967 Windfall Road, St. Marys, PA 15857-3397, is authorized to discharge from a facility located in the City of St. Marys, **Elk County** to an unnamed tributary to Elk Creek.

**NPDES Permit No. PA0101877.** Sewage. **Bradford Regional Airport**, Star Route 176, Lewis Run, PA 16738, is authorized to discharge from a facility located in Lafayette Township, **McKean County** to an unnamed tributary to Three Mile Run.

**NPDES Permit No. PA0036650, Amendment No. 1.** Sewage. **City of Titusville**, 107 North Franklin Street, Titusville, PA 16354, is authorized to discharge from a facility located in the City of Titusville, **Crawford County** to Oil Creek and Church Run.

**NPDES Permit No. PA0222887.** Sewage. **Gateway Lodge**, Box 125, Route 36, Cooksburg, PA 16217, is authorized to discharge from a facility located in Barnett Township, **Jefferson County** to an unnamed tributary to the Clarion River.

**NPDES Permit No. PA0210196, Amendment No. 1.** Industrial waste. **Seneca Landfill, Inc.**, P. O. Box 1080, Mars, PA 16046, is authorized to discharge from a facility located in Jackson Township, **Butler County** to Connoquenessing Creek and unnamed tributaries.

**WQM Permit No. 2599411.** Sewage. **Municipal Authority of the Borough of Waterford**, P. O. Box 49, 224 East Third Street, Waterford, PA 16441. This project is for the construction and operation of a sewage pump station, 6-inch gravity sewer, 4-inch force main, manholes and other appropriate appurtenances in the Borough of Waterford, **Erie County**.

**WQM Permit No. 2499401.** Sewage. **Scott Zimmerman**, R. R. 1, Box 83A, Wilcox, PA 15870. This project is for the construction and operation of a small flow treatment facility located in Jones Township, **Elk County**.

**WQM Permit No. 3799403.** Sewage. **Sarah Heinz House Camp**, 934 East Ohio Street, Pittsburgh, PA 15212. This project is for the upgrade of a waste treatment system in Wayne Township, **Lawrence County**.

**INDIVIDUAL PERMITS  
(PAR)**

**Approvals to Use NPDES and Other General Permits**

The following parties have submitted (1) Notices of Intent (NOIs) for coverage under General NPDES Permit(s) to discharge wastewater into the surface waters of this Commonwealth; (2) NOIs for coverage under General Permit(s) for Beneficial Use of Sewage Sludge or Residential Septage by Land Application in Pennsylvania; or (3) Notifications for First Land Application of Sewage Sludge.

The approval of coverage for land application of sewage sludge or residential septage under these general permits is subject to pollutant limitations, pathogen and vector attraction reduction requirements, operational standards, general requirements, management practices and other conditions set forth in the respective general permit. The Department of Environmental Protection has reviewed the First Land Application of Sewage Sludge for the following sites and determined that the sites are suitable for land application of sewage sludge.

The EPA Region III Regional Administrator has waived the right to review or object to this permit action under the waiver provision: 40 CFR 123.24.

The application 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.

The Department of Environmental Protection has acted on the following requests for coverage under the specified General Permit as follows:

*List of  
General Permit Type*

- PAG-1                      General Permit for Discharges From Stripper Oil Well Facilities
- PAG-2                      General Permit for Discharges of Stormwater From Construction Activities
- PAG-3                      General Permit for Discharges of Stormwater From Industrial Activities
- PAG-4                      General Permit for Discharges From Single Residence Sewage Treatment Plant
- 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
- 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-9                      General Permit For Beneficial Use of Residential Septage By Land Application to Agricultural Land, Forest or a Land Reclamation Site

*General Permit Type—PAG-2*

<i>Facility Location County and Municipality</i>	<i>Permit No.</i>	<i>Applicant Name and Address</i>	<i>Receiving Stream Body of Water or Site Name and Address</i>	<i>Contact Office and Telephone No.</i>
Lackawanna County Taylor Borough	PAR10N088	Ralph Sparacino 2819 Cedar Ave. Scranton, PA 18505	St. John's Creek	Lackawanna CD (570) 281-9495
Northampton County Lehigh Township	PAR10U112	Franklin Scott 3591 Spruce Dr. Northampton, PA 18067	Hokendauqua Creek	Northampton CD (610) 746-1971
Northampton County Lower Saucon Town- ship	PAR10U117	Allan Myers, Inc. 860A Island Park Rd. Easton, PA 18042	Lehigh River (U.N.T.)	Northampton CD (610) 746-1971
Schuylkill County Frailey Township	PAR105788	DEP Bur. of Abandoned Mine Recl. AMD 54 (3024) 102.1 2 Public Square, 5th Fl. Wilkes-Barre, PA 18711-0790	Middle Creek	Schuylkill CD (570) 622-3742

<i>Facility Location County and Municipality</i>	<i>Permit No.</i>	<i>Applicant Name and Address</i>	<i>Receiving Stream Body of Water or Site Name and Address</i>	<i>Contact Office and Telephone No.</i>
Schuylkill County Reilly Township	PAR105789	DEP Bur. of Abandoned Mine Recl. AMD 54 (3650) 101.1 2 Public Square, 5th Fl. Wilkes-Barre, PA 18711-0790	Swatara and Middle Creeks	Schuylkill CD (570) 622-3742
Centre County Patton and Ferguson Townships	PAR10F064-1	The Pointe JPI 600 East Las Colinas Blvd. Suite 598 Cigna Tower Irving, TX 75039	Big Hollow Trib. to Spring Creek	Centre County CD 414 Holmes Ave. Suite 4 Bellefonte, PA 16823 (814) 355-6817
Centre County Patton Township	PAR01F097	XYZ Tract-Valley Vista Development Partnership Glenn Hawbaker Inc. 325 W. Aaron Dr. State College, PA 16801	Unt. Big Hollow Run	Centre County CD 414 Holmes Ave., Suite 4 Bellefonte, PA 16823 (814) 355-6817
Clearfield County City of Dubois	PAR101753	Torrell & Bernardo Land Corp. 130 McCracken Run Road Dubois, PA 15801	Unt. Pentz Run	Clearfield County CD 650 Leonard St. Clearfield, PA 16830
Erie County Millcreek Township	PAR10K132	Phyllis Powell P. O. Box 207 Waterford, PA 16441	Lake Erie	Erie Conservation District 12723 Route 19 P. O. Box 801 Waterford, PA 16441 (814) 796-4203
Erie County Borough of Edinboro and Washington Township	PAR10K138	Edinboro University of PA Reeder Hall Edinboro, PA 16444	Darrows Creek	Erie Conservation District 12723 Route 19 P. O. Box 801 Waterford, PA 16441 (814) 796-4203
Erie County Millcreek and Summit Townships City of Erie	PAR10K139	PA Dept. of Transportation 1140 Liberty Street Franklin, PA 16323	Walnut Creek and UNT to Walnut Creek	Erie Conservation District 12723 Route 19 P. O. Box 801 Waterford, PA 16441 (814) 796-4203
Erie County Elk Creek Township	PAR10K141	Distribution Corp. National Fuel Gas 1100 State Street Erie, PA 16501	Temple Creek	Erie Conservation District 12723 Route 19 P. O. Box 801 Waterford, PA 16441 (814) 796-4203
East Pennsboro Township Cumberland County	PAR-10-H202	Logans Run Associates Don Haubert Penn Valley Phases 3, 4, & 5 2151 Linglestown Road Harrisburg, PA 17110	Pine Run Holtz Run	Cumberland County CD 43 Brookwood Avenue Suite 4 Carlisle, PA 17013 (717) 240-7812
Williams Township Williamstown Borough Dauphin County	PAR-10-I204	Williamstown Borough Sewer Authority P. O. Box 44 Williamstown, PA 17098	Wiconisco Creek	Dauphin County CD 1451 Peters Mountain Road Dauphin, PA 17018 (717) 921-8100
Southampton Township Franklin County	PAR-10-M174	Dir. K. L. Baumgardner Land Dev. 1514 Black Gap Road Fayetteville, PA 17222	Furnace Run	Franklin County CD 550 Cleveland Avenue Chambersburg, PA 17201 (717) 264-8074

<i>Facility Location County and Municipality</i>	<i>Permit No.</i>	<i>Applicant Name and Address</i>	<i>Receiving Stream Body of Water or Site Name and Address</i>	<i>Contact Office and Telephone No.</i>
Ephrata Township Lancaster County	PAR-10-O-349	Gary Weaver P. O. Box 759 Ephrata, PA 17522	UNT Conestoga River	Lancaster County CD 1383 Arcadia Road Rm. 6 Lancaster, PA 17601 (717) 299-5361
East Hempfield Township Lancaster County	PAR-10-O-383	Lancaster General Hospital 555 North Duke Street Lancaster, PA 17604	Conestoga Creek	Lancaster County CD 1383 Arcadia Road Rm. 6 Lancaster, PA 17601 (717) 299-5361
East Lampeter Township Lancaster County	PAR-10-O-390	Richard K. Sexton 581 Stonehenge Drive Lititz, PA 17543	Mill Creek	Lancaster County CD 1383 Arcadia Road Rm. 6 Lancaster, PA 17601 (717) 299-5361

*General Permit Type—PAG-3*

<i>Facility Location County and Municipality</i>	<i>Permit No.</i>	<i>Applicant Name and Address</i>	<i>Receiving Stream Body of Water or Site Name and Address</i>	<i>Contact Office and Telephone No.</i>
Sullivan County Cherry Township	PAR224840	Mark Huffsmith Precision Lumber Prod. HC31, Box 2 Williamsport, PA 17701	UNT of Birch Creek	Northcentral 208 W. Third St. Williamsport, PA 17701 (717) 327-3664

*General Permit Type—PAG-4*

<i>Facility Location County and Municipality</i>	<i>Permit No.</i>	<i>Applicant Name and Address</i>	<i>Receiving Stream Body of Water or Site Name and Address</i>	<i>Contact Office and Telephone No.</i>
Lycoming County Muncy Creek Township	PAG045064	James Edwards 103 Waldron Lane Muncy, PA 17756	UNT to Little Muncy Ck.	Northcentral 208 W. Third St. Williamsport, PA 17701 (717) 327-3664
Northumberland County Lewis Township	PAG045067	Michael Cero P. O. Box 81 Washingtonville, PA 17884	County Line Br.	Northcentral 208 W. Third St. Williamsport, PA 17701 (717) 327-3664

**SEWAGE FACILITIES ACT  
PLAN APPROVAL**

**Plan revision approval granted July 15, 1999 under the Pennsylvania Sewage Facilities Act (35 P. S. §§ 750.1—750.20).**

*Regional Office: Water Management Program Manager, Southcentral Region, 909 Elmerton Avenue, Harrisburg, PA 17110.*

*Location: East Earl Township, Lancaster County, 1241 Division Highway, East Earl, PA 17519.*

The proposed development is located on the northeast side of Sheep Hill Road (T-803), approximately 364 feet south of S. R. 0322, East Earl Township, Lancaster County.

The approved project consists of a 56 lot residential subdivision. Lot 55 has an existing dwelling and Lot 56 is proposed for a pump station which will be designed to treat the proposed flows. The total sewage flows of 22,000

gallons per day (gpd) of wastewater will be conveyed by the East Earl Township Sewer Authority and treated by the Earl Township Sewage Treatment Plant.

Any required NPDES permits or WQM permits must be obtained in the name of the municipality or authority.

**Plan approval granted under the Pennsylvania Sewage Facilities Act (35 P. S. §§ 750.1—750.20).**

*Northcentral Regional Office: Water Management Program Manager, 208 West Third Street, Suite 101, Williamsport, PA 17701-6448, (717) 327-0530.*

*Location: Millville Borough, Columbia County*

*Project Description: The approved Act 537 update revision calls for construction of a new extended aeration type wastewater treatment facility to replace the overloaded, dilapidated sewage treatment plant currently serving the Borough and a portion of Greenwood Township. The new facility will be designed to treat 250,000 gallons per day of wastewater, if agreement can be reached with the*

White Pines Landfill Corporation for treatment of 50,000 gallons per day of pretreated leachate from their residual waste landfill located in Pine Township. If agreement is not reached with White Pines, then the new Millville facility will be sized to treat 200,000 gallons per day of wastewater from the existing Millville and Greenwood Township service areas.

The new facility will be designed to accept septage for treatment. The approved plan also calls for replacement of a leaky collection line on Main Street in the Borough. Discharge from the treatment facility will continue to be to Little Fishing Creek.

The Department's review of the sewage facilities update revision has not identified any significant negative environmental impacts resulting from this proposal.

### SAFE DRINKING WATER

#### Actions taken under the Pennsylvania Safe Drinking Water Act (35 P. S. §§ 721.1—721.17).

*Southeast Regional Office: Sanitarian Regional Manager, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428-2233, (610) 832-6130.*

**Permit No. 0999509.** Public water supply. **Township of Falls Water Department**, 188 Lincoln Highway, Suite 100, Fairless Hills, PA 19030. A permit has been issued to the Township of Falls Water Department granting permission to install a chlorine booster facility at Penn Valley pump station in Falls Township, **Bucks County**.

*Type of Facility:* Public Water Supply System

*Consulting Engineer:* Unitech Engineering Inc., 654 N. Woodbourne Road, Langhorne, PA 19047

*Permit to Construct Issued:* July 16, 1999

*Northeast Regional Office: Sanitarian Regional Manager, 2 Public Square, Wilkes-Barre, PA 18711-0790, (717) 826-2511.*

**Permit No. 5289508.** Public water supply. **Tranquility Falls Property Owner's Association**, Donald Nicholson, P. O. Box 114, Greentown, PA 18426. This proposal involves the permitting of the existing water supply system consisting of three well, disinfection facility, distribution storage and a distribution system which serves 31 EDUs of the Tranquility Falls Subdivision. It is located in Green Township, **Pike County**. Construction permit issued on June 1, 1999.

**Operations Permit** issued to **Greenwaltz Water Company**, Washington Township, **Northampton County**, on July 9, 1999.

**Operations Permit** issued to **Mushroom Farm Property Owners Association, Inc.**, Coolbaugh Township, **Monroe County**, on June 28, 1999.

**Operations Permit** issued to **Lynn Water Company**, (Madison Park Water), Lynn Township, **Lehigh County**, on June 16, 1999.

*Southcentral Regional Office: Sanitarian Regional Manager, 909 Elmerton Avenue, Harrisburg, PA 17110-8200, (717) 705-4708.*

**Permit No. 3060018.** Public water supply. **Philadelphia Suburban Water Company**, Cumru Township, **Berks County**. *Responsible Official:* Mark J. Kropilak, 762 Lancaster Avenue, Bryn Mawr, PA 19010-1080. *Type of Facility:* Operation of corrosion control treatment in Flying Hills water system, Deerfield pump station and

Deerfield development storage tank. *Consulting Engineer:* William A. Ladieu, P.E., Lead Project Engineer, CET Engineering Services, 1240 N. Mountain Road, Harrisburg, PA 17112. *Permit to Operate Issued/Denied:* July 7, 1999.

**Permit No. 5097502.** Public water supply. **Charles E. Lupfer**, Carroll Township, **Perry County**. *Responsible Official:* Charles E. Lupfer, RR 2, Box 192, Shermans Dale, PA 17090. *Type of Facility:* Operation of Wells No. 5, 6 and 7 and treatment facilities. Revised Pumphouse No. 1 will treat water from Wells No. 1 and 7 with sodium hypochlorite for disinfection. Treatment at Pumphouse No. 2 for Wells No. 5 and 6 will include filtration for iron and manganese removal and sodium hypochlorite disinfection. *Consulting Engineer:* Terrance L. Kline, P. E., Kline Engineering, P.C., 449 Cameron St., Marysville, PA 17053. *Permit to Operate Issued/Denied:* July 20, 1999.

*Regional Office: Northcentral Field Operations, Environmental Program Manager, 208 West Third Street, Suite 101, Williamsport, PA 17701.*

**Permit No. 5598502.** The Department issued a revised operational permit to **Penn Township Municipal Authority**, 12 Clifford Road, Selinsgrove, PA 17870, Penn Township, **Snyder County**, for operation of Well No. 1A and related appurtenances.

*Southwest Regional Office: Regional Manager, Water Supply Management, 400 Waterfront Drive, Pittsburgh, PA 15222-4745, (412) 442-4000.*

**Permit No. 0391501-A2.** Public water supply. **Kittanning Suburban Joint Water Authority**, R. R. 1, Box 23, Adrian, PA 16210-9712.

*Type of Facility:* Finished water pump.

*Permit for Construction Issued:* July 19, 1999.

**Permit No. 6399504.** Public water supply. **Dayton Borough**, P. O. Box 396, Dayton, PA 16222.

*Type of Facility:* Third greensand filter, finished water storage tank and a new pump in Well No. 1.

*Permit for Construction Issued:* July 19, 1999.

### LAND RECYCLING AND ENVIRONMENTAL REMEDIATION

#### Under Act 2, 1995

#### Preamble 2

#### The following final reports were submitted under the Land Recycling and Environmental Remediation Standards Act (35 P. S. §§ 6026.101—6026.908).

Provisions of Chapter 3 of the Land Recycling and Environmental Remediation Standards Act (act) require the Department of Environmental Protection (Department) to publish in the *Pennsylvania Bulletin* a notice of submission of final 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 methodology and analytical results which demonstrate that the remediation has attained the cleanup standard selected.

For further information concerning the final report, contact the Environmental Cleanup Program Manager in the Department's Regional Office under which the notice of receipt of a final report appears. If information concerning a final report is required in an alternative form, contact the community relations coordinator at the appropriate regional office listed. TDD users may telephone the Department through the AT&T Relay Service at (800) 654-5984

The Department has received the following final reports:

*Southeast Regional Office: Environmental Cleanup Program Manager, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428, (610) 832-5950.*

**Greenway Court Apartments**, City of Philadelphia, **Philadelphia County**. Charlene R. Drake, React Environmental Services, Inc., 6901 Kingsessing Avenue, Philadelphia, PA 19142, has submitted a Final Report concerning remediation of site soil contaminated with BTEX, petroleum hydrocarbons and polycyclic aromatic hydrocarbons. The report is intended to document remediation of the site to meet site-specific standards.

**Elf Atochem North America, Inc.**, Technical Center, Upper Merion Township, **Montgomery County**. Mark Piazza, Elf Atochem North America, Inc., 2000 Market Street, Philadelphia, PA 19103, has submitted a Final Report concerning remediation of site soil contaminated with PCBs, lead, heavy metals, pesticides, solvents, BTEX and polycyclic aromatic hydrocarbons. The report is intended to document remediation of the site to meet the Statewide health standard.

**Glenn Kulp Residence**, Lower Frederick Township, **Montgomery County**. Carl Bones, Pennoni Associates, Inc., 3001 Market Street, One Drexel Plaza, Philadelphia, PA 19104, has submitted a Final Report concerning remediation of site soil contaminated with petroleum hydrocarbons. The report is intended to document remediation of the site to meet the Statewide health standard.

*Southcentral Regional Office: Environmental Cleanup Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110-8200, (717) 705-4705.*

**Lancaster Dodge**, formerly Stetler Auto, Manheim Township, **Lancaster County**. BL Tethys LLC, 2407 Park Drive, 1st Floor, Harrisburg, PA 17110, has resubmitted a Final Report concerning remediation of site soils and groundwater contaminated with PHCs and BTEX. The report is intended to document remediation of the site to the Statewide health standard.

## 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—6026.908) and Chapter 250 Administration of Land Recycling Program.**

Provisions of 25 Pa. Code § 250.8 Administration of Land Recycling Program requires the Department of Environmental Protection (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 Land Recycling and Environmental Remediation Standards Act (act). Plans and reports required by provisions of 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. A cleanup plan evaluates the abilities of potential remedies to achieve remedy requirements. 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 methodology and analytical results which demonstrate that the remediation has attained the cleanup standard selected. 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's 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 listed. TDD users may telephone the Department through the AT&T Relay Service at (800) 654-5984.

The Department has acted upon the following plans and reports:

*Southeast Regional Office: Environmental Cleanup Program Manager, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428, (610) 832-5950.*

**Witco Corp.**, Trainer Borough, **Delaware County**. Marc E. Gold, Manko, Gold & Katcher, LLP, Suite 500, 401 City Avenue, Bala Cynwyd, PA 19004, has submitted a Final Report concerning remediation of site soil contaminated with PCBs, lead, heavy metals, solvents, BTEX, petroleum hydrocarbons and polycyclic aromatic hydrocarbons and groundwater, surface water and sediment contaminated with lead, heavy metals, solvents, BTEX, petroleum hydrocarbons and polycyclic aromatic hydrocarbons. The report demonstrated attainment of the Statewide health standard and was approved by the Department on July 21, 1999.

**Paulovic-Lazzard Residences**, Plumstead Township, **Bucks County**. Kevin P. Van Kuren, Hydrocon Services, Inc., 2945 S. Pike Avenue, Allentown, PA 18103, has submitted a Final Report concerning remediation of site soil contaminated with polycyclic aromatic hydrocarbons and site groundwater contaminated with BTEX and polycyclic aromatic hydrocarbons. The report demonstrated attainment of the Statewide health standard and was approved by the Department on July 21, 1999.

**Kardon Park**, Downingtown Borough, **Chester County**. Richard C. Karr, R. Karr Associates, Inc., 619A Swedesford Road, Malvern, PA 19355, has submitted a remedial investigation report, baseline risk assessment report and cleanup plan concerning remediation of site soil contaminated with lead and heavy metals and



groundwater contaminated with lead. The combined reports were approved by the Department on July 14, 1999.

**Murata-Wiedemann Facility (Former)**, Upper Merion Township, **Montgomery County**. Dean C. Seaman, RT Environmental Services, Inc., 215 W. Church Road, King of Prussia, PA 19406, has submitted a Final Report concerning remediation of site groundwater contaminated with solvents. The report did not demonstrate attainment of the background standard and was disapproved by the Department on July 16, 1999.

*Northeast Regional Field Office: Joseph Brogna, Regional Environmental Cleanup Program Manager, 2 Public Square, Wilkes-Barre, PA 18711-0790, (570) 826-2511.*

**Bendzlowicz Property** (6374 Willow Street, Jacksonville, PA), East Allen Township, **Northampton County**. Douglas H. Sammak, President, American Analytical & Environmental, Inc., 738 Front Street, Catasauqua, PA 18032, submitted a Final Report (on behalf of his clients, Kevin and Sandra Bendzlowicz, 6 Short Lane, Northampton, PA 18067) concerning the remediation of site soils found to have been contaminated with BTEX (benzene, toluene, ethylbenzene and xylene) compounds, petroleum hydrocarbons and polycyclic aromatic hydrocarbons. The final report demonstrated attainment of the Statewide health standard and was approved on July 16, 1999.

*Southcentral Regional Office: Environmental Cleanup Program Manager, 909 Elmerton Avenue, Harrisburg, PA 17110-8200, (717) 705-4705.*

**Crompton and Knowles Colors, Inc.**, Robeson Township, **Berks County**. Crompton & Knowles Colors, Inc., P. O. Box 341, Reading, PA 19603, has submitted a remedial investigation report, baseline risk assessment report and cleanup plan concerning the remediation of site soils and groundwater contaminated with heavy metals and solvents. These documents were approved by the Department on July 12, 1999.

**M & M Realty/L. Lavetan & Sons, Inc.**, West Manchester Township, **York County**. Alliance Environmental Services, Inc., 3540 North Progress Avenue, Suite 102, Harrisburg, PA 17110, has submitted a remedial investigation report, baseline risk assessment report and cleanup plan concerning the remediation of site soils and groundwater contaminated with lead, heavy metals and PAHs. These documents were approved by the Department on July 16, 1999.

## SOLID AND HAZARDOUS WASTE

### OPERATE WASTE PROCESSING OR DISPOSAL AREA OR SITE

**Permits revoked under the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1003) and regulations to operate solid waste processing or disposal area or site.**

*Regional Office: Regional Solid Waste Manager, Suite 6010, Lee Park, 555 North Lane, Conshohocken, PA 19428.*

**Permit No. 101618. Thermal Pure Systems, Inc.**, 2900 West Front Street, Chester, PA 19013. Permit involves a commercial infectious waste processing facility located in the City of Chester, **Delaware County**. The facility has not operated for over 3 years. The facility has gone through closure under the approved closure plan and the owner has requested that the permit be revoked and the bond released. Program staff concurs with the

completion of closure activities and permit revocation. After expiration of the revocation action appeal period, presuming no appeal is filed, the release of the waste permit bond will be initiated. The permit was revoked in the Southeast Regional Office on July 22, 1999.

**Permits issued under the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1003), the Municipal Waste Planning, Recycling and Waste Reduction Act (53 P. S. §§ 4000.101—4000.1904) and regulations to operate solid waste processing or disposal area or site.**

*Northeast Regional Office: Regional Solid Waste Manager, 2 Public Square, Wilkes-Barre, PA 18711-0790, (570) 826-2511.*

**Permit I. D. No. 101666. Allied Septic Transfer Facility**, Allied Septic Corporation, Inc., HC2, Box 2944, Jim Thorpe, PA 18229. A permit authorizing the operation of a municipal waste sewage sludge (septage) transfer facility, located in Penn Forest Township, **Carbon County**. The permit was issued by the Regional Office on July 21, 1999.

## AIR QUALITY

### OPERATING PERMITS

**General Plan Approval and Operating Permit issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and regulations to construct, modify, reactivate or operate air contamination sources and associated air cleaning devices.**

*Northwest Regional Office: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6940.*

**GP-10-267: Three Rivers Aluminum Co., TRACO** (71 Progress Avenue, Cranberry Township, PA 16066), on July 15, 1999, for operation of a burn off oven in Cranberry Township, **Butler County**.

**GP-42-188: Zippo Mfg. Co.** (Congress Street Extension, Bradford, PA 16701), on July 15, 1999, for operation of a natural gas fired boiler (Armeture Coil Equipment, Model 240 KRG) in Bradford Township, **McKean County**.

**Operating Permits issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and regulations to construct, modify, reactivate or operate air contamination sources and associated air cleaning devices.**

*Northwest Regional Office: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6940.*

**PA-10-028B: Armstrong Cement & Supply Co.** (100 Clearfield Road, Cabot, PA 16023), on July 31, 1999, for a ball mill and air separator in West Winfield, **Butler County**.

**25-327-004: Spectrum Control, Inc.** (8061 Avonia Road, Fairview, PA 16415), on June 30, 1999, for open top vapor degreasers in Fairview, **Erie County**.

**25-327-005: Spectrum Control, Inc.** (6000 West Ridge Road, Erie, PA 16506), on June 30, 1999, for a conveyerized open top vapor degreaser in Erie, **Erie County**.

**PA-43-309A: Bucks Fabricating** (3547 Perry Highway, Hadley, PA 16130), on July 31, 1999, for a paint booth in Sandy Creek Township, **Mercer County**.

**PA-61-016B: Pennzoil-Quaker State Co.** (2 Main Street, Rouseville, PA 16344), on June 30, 1999, for a wastewater drain system plant in Cornplanter Township, **Venango County**.

**PA-61-016C: Pennzoil-Quaker State Co.** (2 Main Street, Rouseville, PA 16344), on June 30, 1999, for a wax filter house steamer vacuum in Cornplanter Township, **Venango County**.

**TV-20-00145: PPG Industries, Inc.** (Kebert Industrial Park, P. O. Box 800, Meadville, PA 16335), on July 16, 1999, for operation of a glass mfg. plant at a Title V facility in Greenwood Township, **Crawford County**.

**TV-42-00122: Kane Magnetics** (700 Elk Avenue, Kane, PA 16735), on July 6, 1999, for operation of various material handling sources and furnaces at a Title V facility in Kane Borough, **McKean County**.

**TV-37-00121: Flowline Division, Markovitz Enterprises, Inc.** (P. O. Box 7027, New Castle, PA 16107), on July 7, 1999, for production of valves and fittings and operation of a trichloroethylene vapor degreaser at a Title V facility in the City of New Castle, **Lawrence County**.

**TV-62-00136: Berenfield Container, Inc.** (31 Railroad Street, Clarendon, PA 16313), issued July 8, 1999, for production of steel drums and surface coating operations at a Title V facility in Clarendon Borough, **Warren County**.

**Administrative Amendment of Operating Permits issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and regulations to construct, modify, reactivate or operate air contamination sources and associated air cleaning devices.**

*Northwest Regional Office: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6940.*

**TV-20-00145: PPG Industries, Inc.** (Kebert Industrial Park, P. O. Box 800, Meadville, PA 16335), amended on July 21, 1999, to correct typographical errors in the Title V Operating Permit for the PPG facility in Greenwood Township, **Crawford County**.

**PLAN APPROVALS**

**Plan Approvals issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and regulations to construct, modify, reactivate or operate air contamination sources and associated air cleaning devices.**

*Northeast Regional Office: Air Quality Program, Two Public Square, Wilkes-Barre, PA 17811-0790, (570) 826-2531.*

**40-320-007A: Offset Paperback Manufacturers, Inc.** (P. O. Box N, Route 309, Dallas, PA 18612), on July 12, 1999, for construction of a sheet fed lithographic press in Dallas Borough, **Luzerne County**.

**54-310-020: Lehigh Asphalt Paving and Construction Co.** (P. O. Box 549, Tamaqua, PA 18252), on July 22, 1999, for construction of a stone crushing plant in West Penn Township, **Schuylkill County**.

**48-318-124A: J and J Flock Products, Inc.** (1150 Center Street, Easton, PA 18044-2005), on July 22, 1999, for construction of a flock line in Williams Township, **Northampton County**.

*Northwest Regional Office: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6940.*

**PA-37-051B: Remacor** (Route 168, West Pittsburgh, PA 16160), on July 14, 1999, for construction of a magnesium grinding system in Taylor Township, **Lawrence County**.

**PA-10-028G: Armstrong Cement & Supply Co.** (100 Clearfield Road, Cabot, PA 16023), on July 7, 1999, for reconstruction of the stone elevator in West Winfield Township, **Butler County**.

**37-303-013B: Lindy Paving Co., Eastbrook Plant** (Route 168, New Castle, PA 16105), on July 14, 1999, for modification to the drum mix asphalt plant in Hickory Township, **Lawrence County**.

**PA-61-181A: Scrubgrass Generating Co.** (Lisbon Road, Kennerdell, PA 16374), on July 19, 1999, for installation of a selective non catalytic reduction (SNCR) system in Kennerdell, **Venango County**.

**PA-42-176B: Allegheny MDF** (Hutchins Road, Kane, PA 16735), on July 6, 1999, for modification of the cross belt sander for finished fiberboard in Segeant Township, **McKean County**.

**62-312-029A: United Refining Co.** (Bradley and Dobson Streets, Warren, PA 16365), on July 20, 1999, for installation of a cooler on Tank 432 in Warren, **Warren County**.

**Plan Approvals extensions issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and regulations to construct, modify, reactivate or operate air contamination sources and associated air cleaning devices.**

*Southcentral Regional Office: Air Quality Program, 909 Elmerton Avenue, Harrisburg, PA 17110, (717) 705-4702.*

**36-313-030E: Warner-Lambert Co.** (400 West Lincoln Avenue, Lititz, PA 17543), on June 15, 1999, to authorize temporary operation of a cardboard shredder system and fabric collector covered under this Plan Approval until October 12, 1999, in Lititz Borough, **Lancaster County**.

**38-318-035: Supreme Mid-Atlantic Corp.** (P. O. Box 779, Jonestown, PA 17038), on June 1, 1999, to authorize temporary operation of a lift gate painting operation covered under this Plan Approval until September 28, 1999, at Plant 3, 22nd and Guilford Streets in West Lebanon Township, **Lebanon County**.

**67-02004: P. H. Glatfelter Co.** (228 South Main Street, Spring Grove, PA 17362), on July 20, 1999, to authorize temporary operation of several sources including three boilers, a lime calciner and a soft wood fiber line covered under this Plan Approval until November 17, 1999, in Spring Grove Borough, **York County**.

**67-329-001: Modern Trash Removal of York, Inc.** (RD 9, Mount Pisgah Road, York, PA 17402), on June 29, 1999, to authorize temporary operation of three landfill gas fired engines covered under this Plan Approval until October 26, 1999, in Lower Windsor Township, **York County**.

*Northwest Regional Office: Air Quality Program, 230 Chestnut Street, Meadville, PA 16335-3481, (814) 332-6940.*

**PA-10-277A: Wiest Asphalt Products** (310 Mitchell Hill, Butler, PA 16001), on July 30, 1999, for a batch asphalt plant in Summit Township, **Butler County**.

**PA-25-267A: American Meter Co.** (920 Payne Avenue, P. O. Box 1251, Erie, PA 16512), on July 30, 1999, for two rubber curing ovens in Erie, **Erie County**.

**Minor Modification of Plan Approvals issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and regulations to construct, modify, reactivate or operate air contamination sources and associated air cleaning devices.**

*Northeast Regional Office: Air Quality Program, Two Public Square, Wilkes-Barre, PA 17811-0790, (570) 826-2531.*

**39-308-002A: Bridesburg Foundry Co.** (Front and Grape Streets, Whitehall, PA 18052), on July 20, 1999, to authorize installation of cut-off saw No. 5 to be controlled by the foundry melt department fabric collector in Whitehall Township, **Lehigh County**.

*Northcentral Regional Office: Air Quality Program, 208 West Third Street, Suite 101, Williamsport, PA 17701, (570) 327-3637.*

**TVOP-49-00011A: Butter Krust Baking Co., Inc.** (249 North Eleventh Street, Sunbury, PA 17801), on July 14, 1999, to extend the deadline for the performance of volatile organic compound stack testing on two bread/roll baking ovens and an associated air cleaning device (a catalytic oxidizer) to September 24, 1999, in the City of Sunbury, **Northumberland County**.

## MINING

### APPROVALS TO CONDUCT COAL AND NONCOAL ACTIVITIES

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 (35 P. S. §§ 691.1—691.1001); the Coal Refuse Disposal Control Act (52 P. S. §§ 30.51—30.66); The Bituminous Mine Subsidence and Land Conservation Act (52 P. S. §§ 1406.1—1406.21). The final action on each application also constitutes action on the request for 401 water quality certification. Mining activity permits issued in response to the applications will also address the applicable permitting requirements of the following statutes: the Air Quality 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).

*Hawk Run District Office, P. O. Box 209, Off Empire Road, Hawk Run, PA 16840.*

*Coal Permits Issued:*

**17970111. Johnson Brothers Coal Company, Inc.** (R. R. 1, Box 580, Mahaffey, PA 15757), commencement, operation and restoration of a bituminous surface mine-auger permit in Newburg Borough, **Clearfield County** affecting 49.4 acres. Receiving streams: Chest Creek and Wilson Run. Application received July 2, 1997. Permit issued July 16, 1999.

*McMurray District Office, 3913 Washington Road, McMurray, PA 15317.*

**03871302. DLR Mining, Inc.** (R. D. 3, Box 115A, Indiana, PA 15701), to revise the permit for the Triple K Mine No. 1 in Burrell Township, **Armstrong County** to add 57 permit acres and subsidence control plan boundary, no additional discharges. Permit issued July 19, 1999.

**32901602. North Cambria Fuel Co.** (P. O. Box 1319, Indiana, PA 15701-1319), to renew the permit for the Route 22 Tipple in Burrell Township, **Indiana County**, no additional discharges. Permit issued July 20, 1999.

*Pottsville District Office, 5 West Laurel Boulevard, Pottsville, PA 17901-2454.*

**40810108R3. Pioneer Aggregates, Inc.** (202 Main Street, Laflin, PA 18702), renewal of an existing anthracite surface mine operation in Plains Township, **Luzerne County** affecting 82.0 acres, receiving stream—none. Renewal issued July 20, 1999.

*Pottsville District Office, 5 West Laurel Boulevard, Pottsville, PA 17901-2454.*

*Noncoal Permits Issued:*

**7973SM6A1C5. Eureka Stone Quarry, Inc.** (Box 247, Pickerton and Lower State Roads, Chalfont, PA 18914), renewal of NPDES Permit No. PA0120979 in Wrightstown Township, **Bucks County**, receiving stream—Mill Creek. Renewal issued July 22, 1999.

**7976SM1C5. Eureka Stone Quarry, Inc.** (Box 247, Pickerton and Lower State Roads, Chalfont, PA 18914), renewal of NPDES Permit No. PA0118389 in Warrington Township, **Bucks County**, receiving stream—unnamed tributary to Neshaminy Creek. Renewal issued July 22, 1999.

**6576SM1A2C3. Eureka Stone Quarry, Inc.** (Box 247, Pickerton and Lower State Roads, Chalfont, PA 18914), renewal of NPDES Permit No. PA019229 in Hamilton Township, **Monroe County**, receiving stream—tributary to McMichael's Creek. Renewal issued July 22, 1999.

**40890302C4. JA & WA Hess, Inc.** (P. O. Box 645, Hazleton, PA 18201), correction to an existing quarry operation in Nescopeck Township, **Luzerne County** affecting 97.0 acres, receiving stream—none. Correction issued July 22, 1999.

**8074SM3C4. M & M Stone Co.** (2840 West Clymer Avenue, P. O. Box 130, Telford, PA 18969-0130), correction to an existing quarry operation in Lower Salford Township, **Montgomery County** affecting 39.19 acres, receiving stream—East Branch Perkiomen Creek. Correction issued July 23, 1999.

*Hawk Run District Office, P. O. Box 209, Off Empire Road, Hawk Run, PA 16840.*

*Small Noncoal (Industrial Mineral) Permits Issued:*

**08980807. Norma Mickle** (R. R. 3, Box 103, Wyalusing, PA 18853), commencement, operation and restoration of a small industrial mineral (bluestone) permit in Standing Stone Township, **Bradford County** affecting 1 acre. Receiving stream: unnamed tributary to Susquehanna River. Application received May 19, 1998. Permit issued July 21, 1999.

## ACTIONS TAKEN UNDER SECTION 401: FEDERAL WATER POLLUTION CONTROL ACT ENCROACHMENTS

The Department of Environmental Protection (Department) has taken the following actions on previously received Dam Safety and Encroachment permit applications, requests for Environmental Assessment approvals and requests for Water Quality Certification under section 401 of the Federal Water Pollution Control Act (33 U.S.C.A. § 1341(a)).

Persons aggrieved by this action may appeal, 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 the Administrative Agency Law) to the Environmental Hearing Board, 400 Market Street, Floor 2, P. O. 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 the 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 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.

**Actions on applications filed 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 sections 5 and 402 of The Clean Streams Law (35 P. S. §§ 691.5 and 691.402) and notice of final action for certification under section 401 of the Federal Water Pollution Control Act (33 U.S.C.A. § 1341(a)).** (Note: Permits issued for Small Projects do not include 401 Certification, unless specifically stated in the description.)

*Southeast Regional Office: Program Manager, Water Management Program, Lee Park, Suite 6010, 555 North Lane, Conshohocken, PA 19428.*

**E09-781.** Encroachment Permit. **Bucks County Water and Sewer Authority**, 1275 Almshouse Road, Warrington, PA 18978. To construct and maintain a pumping station located along the south side of PA Route 313 and approximately one half mile east of Quakertown Borough, and to construct and maintain a sewer line extending southwest from the pumping station for approximately 1.2 miles to a point adjacent to Morgan Creek (TSF). This project will impact the Morgan Creek 100-year floodplain and adjacent wetlands (Quakertown, PA Quadrangle, begin N: 11.45 inches; W: 9.2 inches and end N: 8.5 inches; W: 11.1 inches) in Richland Township, **Bucks County**.

*Southcentral Regional Office: Section Chief, Water Management Program, Soils and Waterways Section, 909 Elmerton Avenue, 2nd Floor, Harrisburg, PA 17110, (717) 705-4707.*

**E07-296-A1.** Encroachment. **Penn State University—Altoona Campus**, 3000 Ivyside Park, Altoona, PA 16601. Permit E07-296 is amended to authorize a wetland impact of a total of 0.13 acre, 0.07 acre of direct impact and 0.06 acre of indirect impact, from the originally permitted 0.04 de minimis acre of wetland impact in conjunction with the addition of 2,100 square feet to the previously proposed 6,100 square foot Continuation Education Building and associated vehicle parking area located on the south side of Ivyside Drive at its intersection with Park Avenue. (Altoona, PA Quadrangle N: 7.05 inches; W: 4.8 inches) in Altoona City, **Blair County**. The permittee has met the wetland replacement requirement by participating in the Pennsylvania Wetland Replacement Project. This permit also includes 401 Water Quality Certification.

**E34-092.** Encroachment. **Twin Boroughs Sanitary Authority**, Barbara Geedey, P. O. Box 118, Mifflin County, PA 17058. To place fill in the floodplain for the construction of a pumping station along the channel of the Juniata River (WWF) at a point near the mouth of

Doe Run (Mexico, PA Quadrangle N: 8.3 inches; W: 14.2 inches) in Walker Township, **Juniata County**. This permit was issued under Chapter 106 Floodplain Management

*Northcentral Region: Water Management, Soils and Waterways, F. Alan Sever, Chief, 208 West Third St., Williamsport, PA 17701.*

**E53-326.** Encroachment. **William C. Haldaman, Jr.**, 2218 Big Moores Run Road, Coudersport, PA 16915. To construct and maintain an 87 inch by 63 inch arch pipe depressed 1 foot in the streambed with preformed concrete headwall and tail wall in Big Moores Run to access private property. The project is located off Big Moores Run Road, approximately 3 miles north of the intersection of Big Moores Run Road with SR 3003 (Ayers Hill PA Quadrangle N: 6.75 inches; W: 15.8 inches) in Homer Township, **Potter County**. This permit was issued under section 105.13(e) "Small Projects." This permit also includes 401 Water Quality Certification.

*Southwest Regional Office: Soils and Waterways Section, 400 Waterfront Drive, Pittsburgh, PA 15222-4745.*

**E02-1267.** Encroachment. **Woodville Associates, LTD**, 5020 Thoms Run Road, Oakdale, PA 15071. To place and maintain fill in approximately 0.26 acre of wetlands (PEM) adjacent to Chartiers Creek (WWF) for the purpose of constructing the Woodville Associates Retail Facility. The project is located on the west side of S. R. 50 (Washington Pike) approximately 300 feet north from the intersection of Washington Pike and Oakdale Road (Pittsburgh West, PA Quadrangle N: 1.5 inches; W: 13.2 inches) in Collier Township, **Allegheny County**. The permittee has met wetland replacement obligations by contribution to the Wetland Replacement Project.

**E02-1274.** Encroachment. **Allegheny County Department of Public Works**, 501 County Office Building, 542 Forbes Avenue, Pittsburgh, PA 15219-2904. To remove the existing bridge (Lick Run Bridge No. 10, LC10) and to construct and maintain a 54-inch diameter culvert in an unnamed tributary to Lick Run (TSF) for the purpose of improving Curry Road. The bridge is located on Curry Road, just north from the intersection of Curry Road and Forest Avenue (Glassport, PA Quadrangle N: 14.3 inches; W: 15.8 inches) in South Park Township, **Allegheny County**. This permit was issued under section 105.13(e) "Small Projects." This permit also includes 401 Water Quality Certification.

**E11-274.** Encroachment. **Pennsylvania Department of Transportation**, Engineering District 9-0, 1620 North Juniata Street, Hollidaysburg, PA 16648. To place and maintain fill within 0.31 acre of palustrine emergent wetlands for the purpose of expanding the existing Walters Avenue maintenance stockpile site. The wetlands are located within the Falls Run (WWF) watershed and along Walters Avenue approximately 1 mile west of the S. R. 0056 interchange (Geistown, PA Quadrangle N: 9.7 inches; W: 17.0 inches) in Stonycreek Township, **Cambria County**. To compensate for the impacts the permittee will construct 0.31 acre of palustrine emergent wetlands onsite.

**E26-254.** Encroachment. **Roy F. Gazzam**, 4009 Edge Road, Brentwood, PA 15227-3411. To construct and maintain a single 0.5-foot depressed 12.9-foot × 8.3-foot structural plate pipe-arch culvert in Crabapple Run (WWF) for the purpose of providing access to a residence. The project is located off of T. R. 669, approximately 0.44 mile west of its intersection with S. R. 0051 (Fayette City, PA Quadrangle N: 5.2 inches; W: 4.1 inches) in Franklin Town-

ship, **Fayette County**. This permit was issued under section 105.13(e) "Small Projects." This permit also includes 401 Water Quality Certification.

**E32-396.** Encroachment. **William J. Scott**, 145 Mill Run Drive, Indiana, PA 15701. To construct and maintain a 125-foot long, two 36-inch diameter pipe stream enclosure in an unnamed tributary to McCarthy Run (CWF) on the proposed access road; to construct and maintain a 120-foot long, trapezoidal channel having a bottom width of 16 feet, and a depth of 1.5 feet at the downstream of the proposed enclosure; to place and maintain fill in 0.46 acre of wetlands (PEM) for the purpose of constructing a commercial development (South Town Development property). The project is located at the intersection of S. R. 286 and S. R. 422 (Indiana, PA Quadrangle N: 18.5 inches; W: 8.5 inches) in White Township, **Indiana County**. To compensate for the wetlands impact the permittee proposes to construct and maintain 0.46 acre of replacement wetlands.

**E32-402.** Encroachment. **Green Township**, R. D. 1, Box 204A, Commodore, PA 15729. To remove the existing structure and to construct and maintain a 15.24-M long, 7.2-M by 3.3-M box culvert (invert depressed 0.485M) in Cush Cushion Creek (HQ-CWF-TS) located on T-928 at a point approximately 1.5 miles north of intersection of T-928 and S. R. 240; and to place and maintain fill in .02 acre of a de minimis area of wetlands (PFO) (Barnesboro, PA Quadrangle N: 17.7 inches; W: 15.8 inches) in Green Township, **Indiana County**.

**E32-403.** Encroachment **Leonard D. Isenberg**, R. R. 6, Box 176, Indiana, PA 15701. To relocate, stabilize and maintain 380.0 feet of Crooked Creek (WWF) and to construct and maintain an agricultural low gradient grade crossing in Crooked Creek (WWF). The project is located off of Tanoma Road north of its intersection with Route 286 (Clymer, PA Quadrangle N: 7.2 inches; W: 7.9 inches) in Rayne Township, **Indiana County**. This permit was issued under section 105.13(e) "Small Projects." This permit also includes 401 Water Quality Certification.

**E32-404.** Encroachment. **Pennsylvania Department of Transportation**, Engineering District 10-0, P. O. Box 429, Route 286 South, Indiana, PA 15701-0429. To remove the existing structure and to construct and maintain a 50-foot long box culvert having a normal clear span of 14 feet and an underclearance of 4.5 feet (invert depressed 1.0 foot) in Whites Run (CWF) located on S. R. 286 (Oakland Avenue) at a point between Washington and Maple Streets (Indiana, PA Quadrangle N: 21.2 inches; W: 5.4 inches) in Indiana Borough, **Indiana County**. This permit was issued under section 105.13(e) "Small Projects." This permit also includes 401 Water Quality Certification.

**E63-464.** Encroachment. **Pennsylvania Turnpike Commission**, P. O. Box 67676, Harrisburg, PA 17106-7676. To place and maintain fill in 0.02 acre of wetland (PEM) for the purpose of reconstructing 0.75 mile of an urban arterial road, S. R. 2025 (Coyle Curtain Road) as part of the Mon/Fayette Expressway (S. R. 0043) Construction Section 52C2. This construction Section is located on Coyle Curtain Road between its intersections with S. R. 0088 and T-882 (Bogan Road) (Monongahela PA Quadrangle N: 7.0 inches; W: 6.8 inches) in Carroll and Fallowfield Townships, **Washington County**. The wetland replacement has been constructed under DEP Permit No. E02-1132 for this project.

**E65-717.** Encroachment. **City of Lower Burrell**, 2800 Bethel Street, Lower Burrell, PA 15068-1401. To relocate, stabilize and maintain approximately 175.0 feet of an unnamed tributary to Little Pucketa Creek (TSF) for the purpose of preventing further erosion of a steep slope which adjoins a residential area. The project is located off of Hastings Avenue (New Kensington East, PA Quadrangle N: 15.0 inches; W: 14.7 inches) in the City of Lower Burrell, **Westmoreland County**. This permit was issued under section 105.13(e) "Small Projects." This permit also includes 401 Water Quality Certification.

**E65-703.** Encroachment. **Penn Crossing Limited**, P. O. Box 241, Harrison City, PA 15636. To construct and maintain a 91.0-foot long concrete arch culvert having a normal span of 42.0 feet and an underclearance of 9.8 feet in an unnamed tributary to Bushy Run (TSF) for the purpose of providing access to a proposed development. This permit also authorizes the placement and maintenance of fill in 1.3 acres of wetlands (PEM/PSS) and the relocation and maintenance of 30.0 feet of an unnamed tributary to Bushy Run. To compensate for wetland impacts, the permittee is required to provide a minimum of 3.0 acres of replacement wetlands (PEM/PSS). The project is located on the east side of the Harrison City—Export Road, approximately 0.25 mile north of its intersection with Watt Road (Irwin, PA Quadrangle N: 21.3 inches; W: 2.4 inches) in Penn Township, **Westmoreland County**.

[Pa.B. Doc. No. 99-1284. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Availability of Guidance

Guidance Documents are on DEP's World Wide Web site (<http://www.dep.state.pa.us>) at the Public Participation Center. The "January 1999 Inventory" heading is the Governor's List of Non-regulatory Documents. The "Search the Inventory of Technical Guidance Documents" heading is a database of the Inventory. The "Final Documents" heading is the link to a menu of the various DEP bureaus and from there to each bureau's final technical guidance documents. The "Draft Technical Guidance" heading is the link to DEP's draft technical guidance documents.

DEP will continue to revise its documents, as necessary, throughout 1999.

#### *Ordering Paper Copies of DEP Guidance*

Persons can order a bound paper copy of the latest Inventory or an unbound paper copy of any of the final documents listed on the Inventory by calling DEP at (717) 783-8727.

In addition, bound copies of some of DEP's documents are available as DEP publications. Please check with the appropriate bureau for more information about the availability of a particular document as a publication.

#### *Changes To Guidance Documents*

Here is the current list of recent changes. Persons who have any questions or comments about a particular document should call the contact person whose name and phone number is listed with each document. Persons who have questions or comments in general should call Joe Sieber at (717) 783-8727.

*Draft Guidance*

DEP ID: 580-2219-008 Title: Submission of Mine Maps When a Mine is Abandoned Description: The purpose of this guidance is intended to encourage mine operators to submit final mine maps in an acceptable electronic format that is compatible with software utilized by Deep Mine Safety Engineering Services Division. Comment Period Ends: September 6, 1999 Anticipated Effective Date: September 18, 1999 Contact: Richard Stickler at (724) 439-7469.

JAMES M. SEIF,  
*Secretary*

[Pa.B. Doc. No. 99-1285. Filed for public inspection August 6, 1999, 9:00 a.m.]

### **Pennsylvania Bituminous Mine Safety Advisory Committee; Meeting Change**

The October 13 meeting of the Pennsylvania Bituminous Mine Safety Advisory Committee has been cancelled. The next meeting will be held on January 12, 2000, at 10 a.m. in the Fayette County Health Center in Uniontown.

Questions concerning this meeting can be directed to Allison Gaida at (724) 439-7289 or e-mail to Gaida. Allison@dep.state.pa.us. The agenda and meeting materials will be available through the Public Participation Center on DEP's World Wide Web site at <http://www.dep.state.pa.us>.

Persons in need of accommodations as provided for in the Americans With Disabilities Act of 1990 should contact Allison Gaida directly at (724) 439-7289 or through the Pennsylvania AT&T Relay Service at (800) 654-5984 (TDD) to discuss how the Department may accommodate their needs.

JAMES M. SEIF,  
*Secretary*

[Pa.B. Doc. No. 99-1286. Filed for public inspection August 6, 1999, 9:00 a.m.]

### **Water Resources Advisory Committee Meetings**

All meetings of the Department's Water Resources Advisory Committee (WRAC) for the remainder of 1999 will begin at 9 a.m. The affected meeting dates are August 20, September 8, October 6 and November 10, 1999.

Questions concerning the meetings can be directed to Carol Young at (717) 787-4686 or e-mail Young. Carol@dep.state.pa.us.

Persons in need of accommodations as provided for in the Americans with Disabilities Act of 1990 should contact Sharon Myers at (717) 787-4686 or call through the Pennsylvania AT&T Relay Service at (800) 654-5984 (TDD) to discuss how the Department may accommodate their needs.

JAMES M. SEIF,  
*Secretary*

[Pa.B. Doc. No. 99-1287. Filed for public inspection August 6, 1999, 9:00 a.m.]

## **DEPARTMENT OF HEALTH**

### **Emergency Medical Services Office; Notice of Funding Priorities**

Under 28 Pa. Code § 1001.23(b)(relating to allocation of funds), the Department of Health (Department) hereby gives notice of priorities for the distribution by the regional emergency medical services (EMS) councils of funding from the Emergency Medical Services Operating Fund (EMSOF) for the fiscal year beginning July 1, 1999 and ending June 30, 2000.

The purpose of the EMSOF is to provide funding to maintain, improve and develop the quality of the EMS System within the Commonwealth of Pennsylvania. The EMSOF is not sufficient to fully fund the EMS System. Consequently, as a general guideline, rural providers of EMS will be required to contribute 40% of the funds and non-rural providers of EMS will be required to contribute 50% of the funds for approved acquisitions. All purchases and acquisitions must be made by the providers of EMS within the fiscal year beginning July 1, 1999 and ending June 30, 2000.

The Department may increase the amount of the initial payment or reimbursement from EMSOF based upon the EMS Development Plans (State and regional) or documented financial hardship of a provider of EMS. A provider of EMS that seeks additional funds due to financial hardship shall be required to submit a financial disclosure statement and other documentation deemed necessary by the Department.

A provider of EMS applying for EMSOF must be in compliance, or aggressively pursuing full compliance with all requirements established for the EMS System by the regional EMS council having responsibility for the EMS region in which the provider of EMS operates.

The regional EMS council shall prioritize funding distribution based on the EMS Development Plans (State and regional). The regional EMS council shall notify the provider of EMS of the established funding priorities, the application process, acquisition documentation requirements and processing deadlines. All applications for funding and all actions on those applications are to be completed by June 30, 2000.

The following are examples of eligible EMS activities for funding through the Emergency Medical Service Operating Fund:

- Expenditures necessary for Year 2000 compliance
- Regional EMS Development Plan Initiatives
- Quality Assurance/Improvement Initiatives
- Data Collection (Department approved data programs and hardware)
- Training Equipment (for Department certification programs)
- EMS Management Development Training Programs
- Recruitment and Retention Programs
- Eligible equipment for ALS/BLS/QRS (see Attachment)

The Department has established a list of eligible equipment for use of the Emergency Medical Services Operating Fund. The list identifies the eligible services for equipment purchases and the allowable cost. In addition, the list identifies the percentage contribution for urban/rural approved acquisitions.

Equipment Description	Life Expectancy	Eligible Purchase For:				Allowable Costs <sup>1</sup>	Urban (50%)	Rural (60%)
		ALS	ALS/SQ	BLS	QRS			
EKG Monitor/Defibrillator with Pacer	5 years	Y	Y	N	N	10,000	5,000	6,000
12 Lead EKG <sup>2</sup>	5 years	Y	Y	N	N	16,000	8,000	9,600
Automated External Defibrillator (AED)	5 years	N	N	Y <sup>3</sup>	Y <sup>3</sup>	4,000	2,000	2,400
Oxygen Equipment (any combination) Cylinder Demand Valve w/Hose & Mask Regulator (combination or constant flow) Case	5 years	Y	Y	Y	Y	500	250	300
Pulse Oximeter	5 years	Y	Y	Y <sup>5</sup>	Y <sup>5</sup>	1,000	500	600
Splinting/Immobilization Devices (any combination) Backboard Cervical Immobilization Device Splints (rigid, air, etc.)	3 years	Y	Y	Y	Y	500	250	300
Stairchair	5 years	Y	N	Y	N	500	250	300
Stretcher—Primary	5 years	Y	N	Y	N	2,400	1,200	1,440
Stretcher/Chair Combination	5 years	Y	N	Y	N	500	250	300
Suction (portable, battery operated)	3 years	Y	Y	Y	Y	500	250	300
Ventilator, Automatic (per Department of Health guidelines)	5 years	Y <sup>4</sup>	Y <sup>4</sup>	Y <sup>5</sup>	Y <sup>5</sup>	1,400	700	840
Ambulance	-	Y	N	Y	N	-	15,000	20,000
Squad/Response Vehicle	-	N	Y	N	Y	-	7,500	9,000
Data Collection Software <sup>6</sup>	-	Y	Y	Y	Y	1,700	1,700	1,700
Data Collection Hardware <sup>7</sup>	-	Y	Y	Y	Y	2,000	1,000	1,200
Radio, Mobile (one per vehicle, dispatch)	5 years	Y	Y	Y	Y	2,500	1,250	1,250
Radio, Mobile (one per vehicle, medical comm.)	5 years	Y	Y	Y	Y	2,500	1,250	1,250
Radio, Portable (one per vehicle, scene)	3 years	Y	Y	Y	Y	1,000	500	500
Alerting Equipment (5 per service @ \$400 each)	5 years	Y	Y	Y	Y	2,000	1,000	1,200

<sup>1</sup> All figures are dollar amounts for each item of equipment.

<sup>2</sup> Amount includes \$1,000 for communications package. Receiving facility must have appropriate communications capabilities.

<sup>3</sup> Must be an approved AED service or part of regional planning and medical director required.

<sup>4</sup> Completion of approved training program required.

<sup>5</sup> Completion of approved training program required, BLS service medical director required.

<sup>6</sup> Must be a Department of Health approved data vendor.

<sup>7</sup> Data collection hardware may include computer, modem, printer, backup device and battery system.

ROBERT S. ZIMMERMAN, Jr.,  
Secretary

[Pa.B. Doc. No. 99-1288. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Human Immunodeficiency Virus (HIV) Community Prevention Planning Committee; Public Meetings

The Statewide HIV Community Prevention Planning Committee, established by the Department of Health under sections 301 and 317 of the Public Health Service Act (42 U.S.C.A. §§ 241(a) and 247(b)), will hold a public meeting on Wednesday, August 18, 1999, and Thursday, August 19, 1999.

The meeting will be held at the Sheraton Inn Harrisburg East, 800 East Park Avenue, Harrisburg, Pennsylvania, from 10 a.m. to 4 p.m.

For additional information please contact Thomas M. DeMelfi, Department of Health, Bureau of HIV/AIDS, P. O. Box 90, Room 912, Health and Welfare Building, Harrisburg, PA 17108, (717) 783-0574.

Persons with a disability who desire to attend the meeting, and require an auxiliary aid service or other accommodation to do so, should also contact Thomas DeMelfi at (717) 783-0574, V/TT (717) 783-6514 for speech and/or hearing impaired persons or the Pennsylvania AT&T Relay Services at (800) 654-5984 [TT].

ROBERT S. ZIMMERMAN, Jr.,  
Secretary

[Pa.B. Doc. No. 99-1289. Filed for public inspection August 6, 1999, 9:00 a.m.]

## DEPARTMENT OF TRANSPORTATION

### Application for Lease of Right-of-Way

The Department of Transportation, pursuant to the authority contained in section 2002(c) of the Administrative Code (71 P. S. § 512(c)) and in 67 Pa. Code § 495.4, gives notice that an application to lease highway right-of-way has been submitted to the Department by Robert R. Jones, seeking to lease highway right-of-way located at 7810 & 7820 Allentown Boulevard, Harrisburg PA for parking purposes only.

Interested persons are invited to submit, within thirty (30) days from the publication of this notice in the *Pennsylvania Bulletin*, written comments, suggestions and/or objections regarding the approval of this application to Barry G. Hoffman, P.E., District Engineer, Engineering District 8-0, 2140 Herr Street, Harrisburg, PA 17103-1699.

Questions regarding this application or the proposed use may be directed to: Kim J. Smith, R/W Representative, 2140 Herr St., Hbg. PA 17103-1699, (717) 772-5119.

BRADLEY L. MALLORY,  
Secretary

[Pa.B. Doc. No. 99-1290. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Application for Lease of Right-of-Way

#### District 11-0

The Department of Transportation, pursuant to the authority contained in Section 2002(c) of the Administra-

tive Code (71 P. S. § 5129(c)) and in 67 Pa. Code § 495.4, gives notice that an application to lease highway right-of-way has been submitted to the Department by Frank L. Pascoe, d/b/a Pascoe Builders, 1136 Brookside Drive, New Castle, Pennsylvania seeking to lease highway right-of-way located along the southerly side of State Route 0065, (previous known as L. R. 1055, Section 002), Shenango Township, Lawrence County, containing 0.19± acres, for purposes of customer parking. Interested persons are invited to submit, within thirty (30) days from the publication of this notice in the *Pennsylvania Bulletin*, written comments, suggestions and/or objections regarding the approval of this application to Raymond S. Hack, P.E., District Engineer, Engineering District 11-0, 45 Thoms Run Road, Bridgeville, Pennsylvania 15017.

Questions regarding this application or the proposed use may be directed to Michael Sudar, District Property Manager, 45 Thoms Run Road, Bridgeville, PA 15017, (412) 429-4830.

BRADLEY L. MALLORY,  
Secretary

[Pa.B. Doc. No. 99-1291. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Application for Lease of Right-of-Way

#### District 11-0

The Department of Transportation, pursuant to the authority contained in Section 2002(c) of the Administrative Code (71 P. S. § 5129(c)) and in 67 Pa. Code § 495.4, gives notice that an application to lease highway right-of-way has been submitted to the Department by The Port Authority of Allegheny County, 2235 Beaver Avenue, Pittsburgh, Pennsylvania seeking to lease highway right-of-way located beneath State Route 0065, between Beaver Avenue and Chateau Street, 21st Ward, City of Pittsburgh, County of Allegheny containing 5.04± acres, for purposes of employee parking and a park n' ride facility. Interested persons are invited to submit, within thirty (30) days from the publication of this notice in the *Pennsylvania Bulletin*, written comments, suggestions and/or objections regarding the approval of this application to Raymond S. Hack, P.E., District Engineer, Engineering District 11-0, 45 Thoms Run Road, Bridgeville, Pennsylvania 15017.

Questions regarding this application or the proposed use may be directed to Michael Sudar, District Property Manager, 45 Thoms Run Road, Bridgeville, PA 15017, (412) 429-4830.

BRADLEY L. MALLORY,  
Secretary

[Pa.B. Doc. No. 99-1292. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Contemplated Sale of Land No Longer Needed for Transportation Purposes

Notice is hereby given that the Department of Transportation, pursuant to 71 P. S. § 513(e)(7), intends to sell certain land owned by the Department.

The following property is available for sale by the Department.



Parcel 2—Situate in the Township of North Sewickley, Allegheny County. This parcel contains approximately 46,995± square feet or 1.08± acres of vacant land situated along the southerly side of Freedom Crider Road (formerly 1084 Freedom Crider Road) North Sewickley Township, Allegheny County. It has been determined that the land is no longer needed for present or future Transportation purposes.

Interested public entities are invited to express their interest in purchasing the site within 30 calendar days from the date of publication of this notice to: Raymond S. Hack, P.E., District Engineer, Pennsylvania Department of Transportation, Engineering District 11-0, 45 Thoms Run Road, Bridgeville, Pa 15017.

BRADLEY L. MALLORY,  
*Secretary*

[Pa.B. Doc. No. 99-1293. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Retention of Engineering Firms

**Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York Counties**

**Project Reference No. 08430AG2383**

The Department will retain an engineering firm for an Open-End Contract for various engineering and environmental services on various projects located in Engineering District 8-0, that is Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York Counties. The Contract will be for a sixty (60) month period with projects assigned on an as-needed basis. The maximum amount of the Open-End Contract will be \$1.0 million.

The Department will establish an order of ranking of a minimum of three (3) firms for the purpose of negotiating an Open-End Contract based on the Department's evaluation of the acceptable letters of interest received in response to this solicitation. The ranking will be established directly from the letters of interest. Technical proposals will not be requested prior to the establishment of the ranking.

The following factors, listed in order of importance, will be considered by the Department during the evaluation of the firms submitting letters of interest:

a. Specialized experience and technical competence of firm with emphasis on the firm's ability to handle projects of a diverse and complex nature. The firm's experience in 3R and I-4R design, safety improvement projects and bridge design projects; the firm's ability to address critical environmental issues in a timely and cost effective manner; and the firm's ability to procure all necessary permits.

b. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on Open-End Contracts. The specific experience of individuals who constitute the firms shall be considered.

c. Location of consultant in respect to the District.

d. Use of Microstation CADD.

e. Available staffing for this assignment. The selected firm could be assigned up to 20 concurrent work orders of a similar or diverse nature. Prompt turn-around time is expected.

f. Relative size of firm to size of projects that may be completed under this Contract.

The possibility exists that several different types of projects may be assigned with short completion schedules and may encompass a wide range of environmental studies and/or final design efforts. The anticipated types of projects may include, but are not limited to, bridge replacement or bridge rehabilitations with approach work, roadway betterments (3R Type), I-4R projects, SAMI studies, SAMI final design, Capital Improvement Projects (bridges or roadways), and minor location studies.

Areas of environmental study associated with these projects may include, but are not limited to: soils, geology, streams, rivers and watercourses, wetlands, floodplains, navigable waterways, surface water and groundwater resources, National and State Wild and Scenic Rivers and Streams; vegetation, wildlife and habitat, terrestrial and aquatic ecology, threatened and endangered species investigation, farmland, National Natural Landmarks, natural and wild areas, cultural resources, parks and recreation facilities, hazardous and residual waste including underground storage tanks, air quality, noise, energy, vibration, public controversy on environmental grounds, aesthetic and other values including visual quality, and socioeconomic impacts. All environmental studies will be conducted in accordance with accepted analysis techniques and methodologies.

Identify and include cultural resource personnel qualified under the Department of Interior Standards. Identify and include personnel qualified under the United States Fish and Wildlife Service/Pennsylvania Fish and Boat Commission for Bog Turtle Surveys (last revised May 11, 1998) to perform habitat evaluations and/or surveys to determine the presence of bog turtles.

The selected firm may be required to perform any or all of the following in order to ensure a complete environmental investigation has been performed: provide all necessary environmental services, material, and equipment necessary to collect, analyze and organize data; assess or reevaluate impacts; conduct agency and public involvement activities; and prepare reports and design mitigation plans.

The reports and other written graphic material to be prepared, reviewed and/or distributed may include, but are not limited to: early coordination and scoping documentation and correspondence; plans of study; meeting minutes; public meeting and hearing presentations; handouts and displays; technical basis reports; Conceptual Stage Survey Reports; NEPA environmental documents, including Categorical Exclusions; Section 106 documents, including background research, field views and preparation of documentation required under the Programmatic Agreement for Minor Transportation projects, Section 2002; Section 4(f) and Section 6(f) evaluations; Section 404, 401 and Chapter 105 permits; NPDES permits, 404(b)(1) Alternative Analysis; mitigation plans and reports; wetland monitoring plans; and wetland and floodplain findings.

Other tasks to be completed may include, but not be limited to: entry of information into the District Environmental Management System and/or other project management systems; coordinating field views and meetings; review and preparation of comments on environmental policy; monitoring the incorporation of mitigation measures in final design documents; wetland monitoring,

Federal Consistency coordination for projects within Gettysburg Historic District; deed and historical research; file review and archiving.

As part of final design, the engineering firm may be required to perform any or all of the following duties: attend field views and prepare minutes; perform necessary field survey; develop alternatives to the alignment; plot topography and cross sections; prepare submissions for field views and safety review meeting; prepare all pertinent submissions and materials necessary for the Department to prepare the application to PUC for the PUC field conference; attend and supply any required information for all PUC meetings and hearings during project design; develop erosion control details and narrative; develop right-of-way plans; prepare hydrologic and hydraulic reports; prepare type, size and location report; perform bridge/structure design and review; prepare bridge drawings, traffic control plans and narrative; procure core borings; provide the soil and foundation engineering report; investigate utility and property involvement; prepare and disseminate right of entry letters; prepare the necessary number of prints and information required for a value engineering review, make the necessary investigations and adjustments to the design as a result of the value engineering review comments; make all necessary contact with railroad officials for any railroad related cost estimates, permits, insurance, approvals, and other required information; collect signal timing and accident data; perform traffic counts and speed delay studies; prepare plans for signal design and implementation of signal interconnections; evaluate alternatives using benefit/cost analysis; document study activities and findings; and prepare construction plans, specifications and estimates.

The format and content of all documents, plans, and specifications will be consistent with applicable State and Federal regulations and guidelines. This is the general work effort involved. A more specific and project related scope of work will be outlined for each individual work order developed under the Open-End Contract.

The selected firm may be required to supplement the District's Bridge Inspection staff by providing a bridge inspection team with all necessary equipment and material.

Provide survey data for in-house design projects, if needed. Survey information must be directly compatible with the District's in-house design capabilities. The District uses in-house software (available to the consultant) or TDS software with a DOS operating data collector.

Project schedules will be maintained by the Department using Welcom "Open Plan" software. Consultant schedule software must be compatible.

This project reference assignment is considered non-complex. The letter of interest shall be limited to a maximum of three (3) pages, 8 1/2" x 11", one sided, plus an organizational chart (up to 11" x 17" size), and additional resumes, if applicable. (See the General Requirements and Information Section).

The Letter of Interest submission shall be sent to:

Mr. Barry G. Hoffman, P.E., District Engineer  
Engineering District 8-0  
2140 Herr Street  
Harrisburg, PA 17103-1699  
Attention: Mr. Greg Vaughn

The Letter of Interest submission for this project reference number must be received at the address listed

above by 4:30 p.m. prevailing time on the sixth (6th) day following the date of this Notice.

Any technical questions concerning the requirements of this project should be directed to Mr. Greg Vaughn, at (717) 783-5149.

**Northumberland County  
Project Reference No. 08430AG2384**

The Department will retain an engineering firm under a multi-phase, specific project agreement to perform preliminary engineering, environmental studies, final design and construction services for a bridge and roadway project; S. R. 0061, Section 079 in Coal Township and the City of Shamokin, Northumberland County within Engineering District 3-0.

The project consists of studies to determine a solution to eliminate traffic congestion surrounding the subject bridge and the intersection of S. R. 0061 and S. R. 0225. Studies will also review traffic congestion along S. R. 0061 through the City of Shamokin. The firm will then develop plans through final design and construction. Alternatives may include, but not be limited to: interchanges, ramps, signals, channel changes, railroad relocations, and new and rehabilitated structures. Estimated construction cost is \$9.0 million. The anticipated agreement duration is four (4) years.

The selected engineering firm will be required to perform a variety of engineering services as indicated below (but not limited to):

a. Development of conceptual alternatives, which should produce at least eight (8) alternates. Tasks associated with this phase could include, but are not limited to: review of existing traffic and origin and destination studies, cost estimates, typical sections, alignment studies, geotechnical studies, environmental overview and mining studies. This phase will require innovative and creative thinking to develop solutions to a complex problem.

b. Refinement of Alternative and Environmental Clearance Studies which will include, but are not limited to: traffic studies for each alternative, alignment studies, hydraulic studies necessary to evaluate alternatives, preliminary maintenance and protection of traffic, development of detailed cost estimates, preliminary structure design, field surveys, preparation of a Categorical Exclusion Evaluation, hazardous waste evaluations, cultural resources studies, and other environmental studies to support the CEE.

c. Development of project plans up to Step 9, including but not limited to line grade and typical section, type, size and location, preliminary traffic control plan, preliminary erosion and sedimentation control plan, pavement design, and preliminary right-of-way plans.

d. Preparation of final roadway and structure plans, including but not limited to: final design, and preparation of plans, specifications and estimates.

e. Consultation during construction.

All engineering services for this project will be performed in accordance with current Department Metric Design Standards.

The following factors, listed in order of importance, will be considered by the Department during the evaluation of the firms submitting letters of interest:

a. Past performance of firm with respect to quality of work, administrative and cost controls, ability to meet schedules, and previous experience on roadway widening

engineering projects. The specific experience of individuals who constitute the firm shall be considered.

- b. Specialized experience and technical competence of firm.
- c. Demonstrated familiarity with the project scope.
- d. Resumes of key personnel and listing of proposed sub-consultants.
- e. Relative size of firm to size of this project.
- f. Demonstrated capacity for innovative engineering to resolve complex problems.
- g. Location of firm relative to District Office and project site.

The District will announce the firms that have been shortlisted at an open public meeting scheduled for September 1, 1999, at 10 a.m. at the Engineering District 3-0 office at 715 Jordan Avenue, Montoursville, PA. All candidates that submitted a letter of interest will be notified if this date changes. Specify a contact person in the letter of interest.

This project reference assignment is considered complex. The letter of interest shall be limited to a maximum of five (5) pages, 8 1/2" x 11", one sided, plus an organizational chart (up to 11" x 17" size), and additional resumes, if applicable. (See the General Requirements and Information Section).

The Letter of Interest submission shall be sent to:

Mr. Paul E. Heise, P.E., District Engineer  
Engineering District 3-0  
715 Jordan Avenue  
Montoursville, PA 17754

The Letter of Interest submission for this project reference number must be received at the address listed above by 4:30 p.m. prevailing time on the sixth (6th) day following the date of this Notice.

The goal for Disadvantaged Business Enterprise (DBE) participation in this Agreement shall be fifteen (15%) percent of the total contract price. Additional information concerning DBE participation in this Agreement is contained in the General Requirements and Information section after the advertised project(s).

Any technical questions concerning the requirements for this project should be directed to: Mr. Gary R. Williams, P.E., District 3-0, at (570) 368-4391.

**Columbia, Lycoming, Tioga, Bradford, Sullivan,  
Montour, Northumberland, Snyder, and Union  
Counties**

**Project Reference No. 08430AG2385**

The Department will retain an engineering firm to perform periodic NBIS inspection for various locally owned bridges located in Engineering District 3-0, that is Columbia, Lycoming, Tioga, Bradford, Sullivan, Montour, Northumberland, Snyder, and Union Counties.

Approximately 314 bridges will be required to be periodically inspected in 2001 and 2003 in Lycoming, Northumberland, Sullivan, Union, and Bradford Counties. Subsequently, approximately 144 interim bridge reinspections of certain bridges in these counties will also be made in 2000, 2002, and 2004. These bridge reinspections will be determined by condition and posting.

There may be a possibility that certain bridges in Columbia, Montour, Snyder, and Tioga Counties will also

be required to be inspected. Also, possibly 72 unforeseen bridge flood, closed, and initial inspections may be required in the entire District.

Bridges of various structure type and material could be involved; i.e. reinforced concrete, prestressed concrete, steel beam, steel truss, and others. A detailed listing of the bridge categories will be distributed during the scope of work meeting.

The selected firm will be required to provide updated inspection reports including a bridge load capacity rating or rerating and posting recommendation as warranted; furnish bridge inventory and appraisal data; completed BMS coding sheets; provide inventory and operating ratings based on existing conditions for various loadings using the Department's computer program for all of the newly inspected bridges and for some previously inspected bridges; and provide load posting recommendations in accordance with the Department's current load posting policy.

Scour critical and fracture critical bridges will be identified for all bridges to be inspected which will be incorporated in the scope of work.

The following factors, listed in order of importance, will be considered by the Department during the evaluation of the firms submitting letters of interest:

- a. Past performance of firm with respect to quality of work, administrative and costs controls, ability to meet schedules, and previous experience in bridge inspection. The specific experience of individuals who constitute the firm shall be considered.
- b. Specialized experience and technical competence of firm.
- c. Demonstrated familiarity with the project scope.
- d. Resumes of key personnel and listing of proposed sub-consultants.
- e. Demonstrated capacity for innovative engineering to resolve problems.
- f. Location of firm relative to District Office.

This project reference assignment is considered non-complex. The letter of interest shall be limited to a maximum of three (3) pages, 8 1/2" x 11", one sided, plus an organizational chart (up to 11" x 17" size), and additional resumes, if applicable. (See the General Requirements and Information Section).

The Letter of Interest submission shall be sent to:

Mr. Paul E. Heise, P.E., District Engineer  
Engineering District 3-0  
715 Jordan Avenue  
Montoursville, PA 17754

The Letter of Interest submission for this project reference number must be received at the address listed above by 4:30 p.m. prevailing time on the twentieth (20th) day following the date of this Notice.

Any technical questions concerning the requirements for this project should be directed to: Mr. Richard P. Palmer, District 3-0, at (570) 368-4347.

**General Requirements and Information**

Firms interested in providing the above work and services are invited to submit a Letter of Interest with the required information for each Project Reference Number for which the applicant wishes to be considered.

The Letter of Interest and required information must be submitted to the person designated in the individual advertisement.

The Letter of Interest and required information must be received by the Deadline indicated in the individual advertisement.

All consultants, both prime consultants and subconsultants, who desire to be included in a Letter of Interest must have an Annual Qualification Package on file with the appropriate District Office, by the deadline stipulated in the individual advertisements.

For Statewide projects, all consultants, both prime consultants and subconsultants, who desire to be included in a Letter of Interest must have an Annual Qualification Package on file with the Central Office, Bureau of Design by the deadline stipulated in the individual advertisements.

By submitting a letter of interest for the projects that requests engineering services, the consulting firm is certifying that the firm is qualified to perform engineering services in accordance with the laws of the Commonwealth of Pennsylvania.

Information concerning the Annual Qualification Package can be found in Strike-off Letter No. 433-99-04 or under the Notice to all Consultants published in the February 27, 1999 issue of the *Pennsylvania Bulletin*.

The requirements for Letters of Interest, in addition to the requirements stipulated in the individual advertisements, are as follows:

1. The Letter of Interest must include the project reference number, the firm's legal name, and the firm's federal identification number.
2. Identify the project manager.
3. Identify subconsultants, if any, including DBE/WBE, if required.
4. Identify key project staff.

If a Joint Venture responds to a project advertisement, the Department of Transportation will not accept separate Letters of Interest from the Joint Venture constituents. A firm will not be permitted to submit a Letter of Interest on more than one (1) Joint Venture for the same Project Reference Number. Also a firm that responds to a project as a prime may not be included as a designated subcontractor to another firm that responds as a prime to

the project. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the firm or firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

If a goal for Disadvantaged Business Enterprise (DBE) participation is established for an advertised project, firms expressing interest in the project must agree to ensure that Disadvantaged Business Enterprise (DBE) firms as defined in the Transportation Equity Act for the 21st century (TEA-21) and currently certified by the Department of Transportation shall have the maximum opportunity to participate in any subcontracting or furnishing supplies or services approved under Form 442, Section 1.10(a). The TEA-21 requires that firms owned and controlled by women (WBEs) be included, as a presumptive group, within the definition of Disadvantaged Business Enterprise (DBE). The goal for DBE participation shall be as stated in the individual project advertisement. Responding firms shall make good faith efforts to meet the DBE goal using DBEs (as they are defined prior to the act, WBEs or combinations thereof).

Proposing DBE firms must be certified at the time of submission of the Letter of Interest. If the selected firm fails to meet the established DBE participation goal, it shall be required to demonstrate its good faith efforts to attain the goal.

Responses are encouraged by small firms, Disadvantaged Business Enterprise (DBE) firms, and other firms who have not previously performed work for the Department of Transportation.

The assignment of the agreement/contract for the above advertisement(s) will be made to one of the firms who submitted an acceptable Letter of Interest in response to the project advertisement. The assignment will be made based on the Department's evaluation of the firm's qualification and capabilities. The Department reserves the right to reject all letters submitted, to cancel the solicitations requested under this Notice, and/or to readvertise solicitation for the work and services.

BRADLEY L. MALLORY,  
*Secretary*

[Pa.B. Doc. No. 99-1294. Filed for public inspection August 6, 1999, 9:00 a.m.]

## GOVERNOR'S OFFICE

### Catalog of Nonregulatory Documents

Under Governor Ridge's Executive Order 1996-1, agencies under the jurisdiction of the Governor must catalog and publish all nonregulatory documents such as policy statements, guidance manuals, decisions, rules and other written materials that provide compliance related information. The following compilation is the fourth list of the Administration's nonregulatory documents. This list will be updated and published annually on the first Saturday in August.

This catalog is being provided to insure that the public has complete access to the information necessary to understand and comply with State regulations. Facilitating access to information is a critical component of the Ridge Administration's initiative to enhance the partnership between the regulated community and the State.

*Governor*

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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 PA Bulletin and the entire index is revised yearly in the PA Code.

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**AGING**


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**INTERNAL GUIDELINES:**
Pharmaceutical Program (PACE)

Contact: Gretchen Beard, Chief of Compliance Division (717)-787-7313

- PACE Provider Bulletins: 1999
- 2/19/99: Kytril® and Zofran®: Reminder to providers that PACE will reimburse only on the 20% not reimbursed by DMER
- 2/19/99: Optometrists's Prescribing Privileges: Provides PACE Providers with a list of medications permitted by Department of Health regulation to be prescribed by optometrists. Warns providers to not dispense and bill the Program for pharmaceuticals that are prohibited by regulation from being prescribed by optometrists.
- 2/19/99: Optometrist's License Numbers: Notifies providers that Optometrists certified to prescribe and administer pharmaceutical agents for therapeutic purposes under section 4.1 of the Optometric Practice and Licensure Act are being issued a license with a suffix of "T".
- 3/5/99: PACENET Deductible: Reminder to PACE Providers that the \$500 PACENET deductible is accumulated based on each individual cardholder's enrollment year; not the calendar year.
- 4/9/99: Notified PACE Providers that effective May 14, 1999, PACE will mandate substitution on the following medications: Lasix®, Depakene®, Mysoline®, Quinaglute Dura-tabs®, Mexitil®, Tegretol® and all sustained-release Theophylline preparations.
- 4/9/99: Betoptic® Solution: Notified PACE Providers that Alcon Laboratories had informed PACE that it had discontinued production of Betoptic® solution in the 2.5 and 5 ml sizes.
- 4/30/99: Propulsid® Drug to Drug Interactions: Notifies providers that effective May 10, 1999, PACE will review history across all providers and reject all prescriptions in the drug classes which are contraindicated for patients using Propulsid.
- 5/7/99: Drug Utilization Review Program: Notified Providers that effective May 15, 1999, several new and revised maximum daily dose criteria, duration criteria and duplicate criteria will be added to the PACE ProDUR Program.
- 7/2/99: Trovan®(Trovafloracin/Alatrofloracin Mesylate): Notified Providers that effective July 6, 1999, PACE will deny all claims for Trovan®. In accordance with FDA recommendations, PACE will reimburse for Trovan® only through the Medical Exception Process.
- 7/2/99: Medicare Reimbursable Chemotherapeutics: Notified Providers that effective July 12, 1999, the following pharmaceuticals will be included with those products being reimbursed by the PACE/PACENET Program at 20%: Oaklide® and Neumega®

**PACE Provider Bulletins: 1998**

- 2/13/98: PACENET Deductible: Reminder to Providers that the PACENET \$500 deductible is accumulated based on each individual's enrollment year, not the calendar year.
- 2/13/98: PACE Required Documentation for "Brand Medically Necessary" (DAW Code 1) Prescriptions: Reminder to Providers who are being reimbursed for a Brand Name product having an A-rated generic because the Program has granted a cardholder medical exception or because the Program has elected not to require substitution must, by PACE regulation, have at the time of dispensing, a prescription on which the Prescriber has handwritten "Brand Medically Necessary" or "Brand Necessary."
- 2/13/98: Clozapine (Clozaril): Notified Providers that Clozaril is subject to the PACE Program's mandatory substitution requirement. Generic clozapine is available from Zenith Goldline Pharmaceuticals.
- 2/13/98: Use of NDC Codes and Calculation of Reimbursement: Reminder to PACE Providers that all claims submitted to the Program for reimbursement must accurately report the labeler code and product code of the drug dispensed. Reimbursement paid by the PACE Program will be based upon the package size as reported by the Provider.
- 2/20/98: Other Prescription Coverage: Notified Providers that EOB Message "041—Billable to Other Payor" will soon be rejected with an Error Code 041.
- 2/27/98: Bromfenac Sodium Capsules (DURACT): Reminder to Providers that DURACT is only intended for the short term (10 days or less) management of acute pain and is not indicated for long term use. Notified Providers effective March 2, 1998 PACE will reject all claims for DURACT at the point of sale. A one-time medical exception will be considered, upon request from the Provider, for a maximum 10-day supply at a maximum dose that does not exceed 150 mg per day. Written correspondence from the cardholder's physician will be necessary for reimbursement beyond ten days.

- 2/27/98: Mibefradil Dihydrochloride (POSICOR): Notified Providers of advisory issued by Roche Laboratories Inc. of reported cases of interaction of POSICOR with certain HMG-CoA Reductase Inhibitors. PACE claims for POSICOR identified as being coadministered with either lovastatin or simvastatin will reject with the NCPDP Error "88, DUR Reject"; PACE Error Code "706," accompanied with the Conflict Code "DD," the free text message of "DRUG-DRUG," and the NDC of the drug in conflict.
- 4/10/98: PACE Cardholders Enrolled in Medicare HMO's: Reminder to Providers that PACE Cardholders enrolled in Medicare certified HMO's are entitled to the same prescription medications under the Medicare certified HMO as those covered under Medicare Part "B." This entitlement is not affected by a cardholder's decision not to subscribe to supplemental HMO offered prescription coverage.
- 4/17/98: Drug Utilization Review Program: Notified Providers effective April 22, 1998, several new maximum daily dose criteria, duration criteria and duplicate therapy criteria will be added to the PACE ProDUR Program. The criteria is as follows: Mibefradil HCl (POSICOR) 100 mg maximum dose/duplicate therapy edit; Carvedilol (Coreg) 100 mg maximum dose/duplicate therapy edit; Losartan (Cozaar) 100 mg maximum dose/duplicate therapy edit with the ACE Inhibitors; Quetiapine (Seroquel) 400 mg maximum dose; Hydrocodone and Ibuprofen (Vicoprofen) 37.5 mg maximum dose/duration edit: 10 days out of every 30.
- 4/25/98: Mandatory Substitution Diltiazem Extended Release Capsules: Notified Providers effective April 29, 1998, the PACE Program will begin mandating substitution of Dilacor XR and Cardizem SR. This is a result of information received from the FDA granting therapeutic equivalence to capsules manufactured by Mylan Pharmaceuticals, Watson Labs, Andrx and Teva Pharmaceuticals.
- 5/8/98: Early Refill Edit: Notified Providers effective May 19, 1998, the additional classes will be added to the early refill edit: Intranasal Steroids; Topical Corticosteroids—Single Entity; Anti-diabetic Agents—Insulins; Bronchodilators; Conjugated Estrogens; Estrogens—Transdermal Patches; and Opiates. Reimbursement will not be made until 75% of the medication has been used.
- 5/22/98: Drug Utilization Review Program: Notified Providers effective May 26, 1998 several new criteria will be added to the PACE ProDUR Program and applied to all claims submitted on or after this date for the medication Viagra. The criteria added are: maximum daily dose of 50 mg. Claims submitted for greater than 50 mg daily will require a diagnosis and approval through the PACE medical exception process. Duration of therapy will be thirty tablets per month. PACE will only reimburse claims submitted for male cardholders. Claims submitted for female cardholders will be reversed.
- 6/1/98: Drug Utilization Review Program: Notified Providers that Pfizer, Inc. has recently reiterated that patients taking nitrates in any form, including nitroglycerin and long-acting nitrates commonly used for chest pain, should not take Viagra. PACE will reject prescriptions for Viagra and Nitroglycerin at the point-of-sale in order to comply with this guideline for appropriate use.
- 6/12/98: RECALL: Notified Providers that a Voluntary Class I recall has been initiated by Meridian Medical Technologies, manufacturer of both Epipen and Epipen Jr. Auto-Injectors. All PACE cardholders for whom reimbursement was made during this period have been instructed to return their product to their pharmacy for a lot number review.
- 6/12/98: RECALL: POSICOR—Notified Providers that Roche Laboratories Inc. is withdrawing POSICOR from the market effective June 8, 1998. The PACE Program will deny reimbursement for claims submitted with dates of service of June 9, 1998 or thereafter will be denied.
- 6/19/98: Cholinesterase Inhibitors: Notified Providers that effective June 22, 1998, several new maximum initial dose and maximum daily dose criteria will be added to the PACE ProDUR Program. The criteria added are for Tacrine (Cognex®), initial maximum dose 40 mg/6 weeks; 80 mg/6 weeks; 120 mg/6 weeks and a maximum dose of 160 mg; and Donepezil (Aricept®), initial maximum dose 5 mg and a maximum dose of 10 mg.
- 6/26/98: DURACT®: Notified Providers that effective June 22, 1998, Wyeth-Ayerst Laboratories is withdrawing Duract® capsules from the market. Accordingly, any Duract® claim submitted to PACE after June 22, 1998 is being denied.
- 6/26/98: Early Refill Edit Applied to Ophthalmics: Notified Providers that effective July 6, 1998, PACE is applying the early refill edit criteria to ophthalmic preparations requiring that at least 75% of the medication, based on the day's supply submitted on the previous claim, has been used before PACE will consider reimbursement for a prescription refill.
- 12/11/98: Meridia® Drug to Drug Interactions: Notified Providers that in order to comply with the manufacturers' warnings that Meridia® should not be used concomitantly with MAOI's (at least a two week interval after stopping an MAOI before commencing with Meridia®), PACE will review history across providers and reject all prescriptions for Nardil, Eldepryl and Parnate at the point of sale.
- 12/31/98: Drug Utilization Review Program: Notified Providers that effective January 4, 1999, revised criteria will be added to the PACE ProDUR Program and applied to all claims submitted on or after this date for the medication Viagra®. The criteria is as follows: Maximum Daily Dose—50 mg; Duration of Therapy decreased from thirty to eight tablets per month.

PACE Provider Bulletins: 1997

- 02/07/97: Brand Medically Necessary Update: Notified Providers that effective immediately PACE is no longer mandating generic reimbursement on the following brand medications: Lasix, Depakene, Tegretol, Mysoline, Quinaglute Duratabs (Quinidine Gluconate), Pronestyl SR, Mexitil, and All Sustained-Release Theophylline Preparations.

- 02/14/97: Mandatory Substitution Nitroglycerin Transdermal Patch: Notified Providers that effective February 21, 1997, the PACE Program will be mandating substitution on both Nitro-Dur and Transderm-Nitro.
- 03/01/97: PACENET: Reminder to Providers to encourage their older customers to make application for the new PACENET Program. Bulletin include income requirements, information regarding the crediting of out-of-pocket expenses; use of 1997 PACE applications to apply for both PACE and PACENET and a reminder to discard the old 1996 enrollment applications.
- 03/28/97: Drug Utilization Review Program: Notified Providers that effective April 14, 1997, PACE will be adding new criteria to our Prospective Drug Utilization Review Program for HMG Co-A Reductase Inhibitors.
- 05/09/97: PACENET Claim Submission: Provides explanation to Providers regarding the \$500 deductible and submission of out-of-pocket prescription expenses for PACENET cardholders.
- 06/20/97: Claim Timeliness: Reminder to Providers that PACE claims are to be submitted on the date of dispensing.
- 07/11/97: Fragmin: Notified Providers that on July 18, 1997, PACE would reimburse claims submitted for Fragmin only when being prescribed for the prevention of deep venous thrombosis, which may lead to a pulmonary embolism following abdominal surgery or hip replacement. Further, since Fragmin is indicated for short-term treatment (five to ten days), PACE would apply a duration of therapy edit of not greater than 14 days to all incoming claims.
- 8/7/97: Generic Update: Ranitidine: Notified Providers that Ranitidine currently being manufactured by Novopharm and Geneva is now available as a therapeutically equivalent generic for Zantac and effective Friday, August 15, 1997, PACE would be mandating substitution on Ranitidine.
- 8/7/97: 1997 Pharmacy Licensure: Reminder to Pharmacies that current pharmacy licenses expire August 31, 1997 and that PACE Regulations mandate that, "Only pharmacies and dispensing physicians that are currently licensed by the Commonwealth are eligible to participate as providers in the PACE Program."
- 8/15/97: PACENET Claims: Reminder to Providers that they must submit all PACENET Cardholder prescription claims on POCAS to permit the accurate recording of the amount accumulating toward the \$500 deductible.
- 8/15/97: Other Prescription Coverage: Reminder to Providers that, by statute, the PACE Program is the payor of last resort and will accept responsibility only for those costs not covered by the cardholder's other prescription drug benefit program.
- 8/15/97: Notified Providers effective August 18, 1997, several new maximum dose criteria will be added to the PACE ProDUR Program. These new additions are: 1) Maximum daily dose and duplicate therapy (with ACE inhibitors) edit for angiotensin II antagonist inhibitor: Valsartan (Diovan) 320 mg; 2) Maximum initial dose and maximum daily dose for antipsychotic agent Olanzapine (Zyprexa) 2.5 mg (initial) 10 mg (maximum); 3) Maximum daily dose and duplicate therapy for the HMG Co-A Reductase Inhibitor: Atorvastatin (Lipitor) 80 mg (maximum); 4) Maximum daily dose and duplicate therapy for the beta blocker: Cavedilol (Coreg) 100 mg (maximum); 5) Maximum initial dose and maximum daily dose for the antidepressant: Mirtazapine (Remeron) 15 mg (initial) 45 (maximum); 6) Maximum dose and duplicate therapy for the calcium channel blocker Nisoldipine (Sular) 60 mg (maximum); and 7) Maximum initial dose and maximum daily dose for the antipsychotic: Clozapine (Clozaril) 25 mg (initial) 100 mg (maximum).
- 8/29/97: Updated listing of Non-Participating Manufacturers.
- 9/12/97: Reinstatement of Common Package Size: Notified Providers effective September 15, 1997, PACE will reinstitute the Common Package Size pricing which was discontinued in November, 1996.
- 9/19/97: Audit Issues: Reminder to Providers their responsibilities regarding voiding claims' payments for prescriptions that are not picked up by cardholders as well as maintaining an accurate, current signature log to identify the individuals who are receiving the PACE prescriptions dispensed by the Provider.
- 9/19/97: DAW/Product Selection Code: Reminder to Providers of the five codes used by POCAS.
- 10/3/97: Injectable Chemotherapy Antineoplastics: Reminder to Providers that Injectable chemotherapeutic antineoplastic claims are only reimbursed based on the 20% not covered by Medicare.
- 10/3/97: Claim Submission Timeliness: Reminder to Providers that they are required by contract to submit claims prior to dispensing.
- 10/17/97: Other Prescription Coverage: Notification to Providers effective November 3, 1997, PACE is implementing edit criteria to ensure compliance with the Program's requirement of billing other prescription plans prior to billing PACE. Providers entering a TPL indicator identifying "no other coverage" for a cardholder identified as having other prescription coverage will have the claim denied with the NCPDP Error Code 41 "Submit Bill to Other Payor."
- 11/14/97: Drug Utilization Review Program: Notified Providers effective November 24, 1997, the following new maximum daily dose criteria will be added to the PACE ProDUR Program: Maximum daily dose edit for the centrally acting analgesic Tramadol (Ultram) 300 mg maximum for individuals 75 years of age or older and 400 mg for individuals younger than 75 years.
- 11/14/97: Drug Utilization Review Program: Notified Providers effective November 24, 1997, the following new maximum daily dose criteria will be added to the PACE ProDUR Program: Edits for the miscellaneous sedative/hypnotics are as follows: Amobarbital (Amytal) 200 mg; Butobarbital (Butisol) 100 mg; Chloral Hydrate 1 mg; Pentobarbital (Nembutal) 100 mg; Ethchlorvynol (Placidyl) 500 mg; Secobarbital (Seconal) 100 mg; Amobarbital/Secobarbital (Tuinal) 50/50 mg.
- 11/21/97: Reminder to PACE Providers to review their Remittance Advice and to pay particular attention to those claims with Message Codes 041 and 918, which address those claims for cardholders with other prescription coverage.

- 11/21/97: Oral Anti-Nausea Medication: Notified Providers effective December 1, 1997, PACE will be reimbursing only 20% of the Average Wholesale Price of oral formulations of Kytril and Zofran. Remaining cost of the drug will have to be submitted to the regional Medicare carrier, United Health Care in Wilkes-Barre for reimbursement.
- 12/26/97: Reminder to PACE Providers that claims submitted for brand name pharmaceuticals having an A-rated generic therapeutic equivalent will be denied unless a medical exception is granted or PACE does not mandate substitution for the product. PACE does not require substitution on these products with A-rated generics Warfarin Sodium (Coumadin); Carbamazepine (Tegretol); Phenytoin (Dilantin); or Furosemide (Lasix).

PACE Provider Bulletins: 1996

- 1/08/96: Prilosec and Prevacid: Notified Providers these drugs would be edited for maximum duration for all claims dispensed on or after January 8, 1996.
- 1/26/96: Non-Participating Manufacturer List.
- 5/24/96: Biaxin Filmtabs (NDC: 00074248660): Notified providers of an error on the formulary file from 1/22/96 to 3/21/96.
- 5/24/96: Solopak Pharmaceuticals: Notified providers that Labeler Codes 39769 and 59747 would be participating in the PACE Program.
- 7/12/96: PACE Cardholders with PEBTF Prescription Coverage: Notified Providers that PACE Cardholders with drug coverage through the Commonwealth's Retired Employees Health Plan had been notified they were being canceled from the PACE Program.
- 8/2/96: Other Insurance Coverage: Reminder to Providers to exercise reasonable diligence in ascertaining the existence of other prescription benefits before billing the PACE Program.
- 10/18/96: Injectable Chemotherapeutics: Reimbursement restrictions (20% of Average Wholesale Price) applied to injectable chemotherapy medications when administered through a home infusion pump or in a physician's office.
- 10/18/96: Vaccine Reimbursement: Notified Providers of a change in the reimbursement of vaccines to be implemented on November 11, 1996 for claims with a date-of-service on or after that date. The change is as follows: Vaccines used to provide immunization against pneumococcal pneumonia and influenza will no longer be reimbursed by the PACE Program. Vaccines used to provide immunization against hepatitis B will be reimbursed at 20% of the Average Wholesale Price.
- 10/18/96: Bronchodilator Drugs: Notified Providers that effective November 11, 1996, PACE will begin reimbursing only 20% of Average Wholesale Price for the following products: Acetylcysteine 10%; Acetylcysteine 20%; Albuterol Sulfate 0.083%; Albuterol Sulfate 0.5%; Cromolyn Sodium; Isoetharine HCl 0.1%; Isoetharine HCl 0.125%; Isoetharine HCl 0.167%; Isoetharine HCl 0.2%; Isoetharine HCl 0.25%; Isoetharine HCl 1.0%; Isoproterenol HCl 0.5%; Isoproterenol HCl 1.0%; Metaproterenol Sulfate 0.4%; Metaproterenol Sulfate 0.6%; and Metaproterenol Sulfate 5.0%.
- 11/21/96: PACE Legislative Changes: Notified Providers of increased income limits (\$14,000 maximum for singles and \$17,200 maximum for married); and Mandatory Substitution of A-Rated Multiple-source products.
- 11/21/96: PACENET Requirements: Notified Providers of income limits for PACENET cardholders (Between \$14,000 and \$16,000 if single; Between \$17,200 and \$19,200 if married); Annual Deductible (\$500 per person) which PACE Providers are expected to enter PACENET Enrollee's out-of-pocket prescription expenses in POCAS; Mandatory Copayments (\$8 per prescription for non-innovator, multiple-source (generic) products; and \$15 per prescription for single-source and innovator multiple-source products); Mandatory Substitution of A-Rated Multiple-source products after deductible is met; and the claims reimbursement formula for PACENET claims would be AWP—10% + \$3.50 dispensing fee.
- 11/22/96: Third Party Liability: Notified Providers that a PACE cardholder's I. D. card could currently contain two indicators that may affect coverage. The first indicator is a "Y" appearing in the lower right quadrant of the I. D. card meaning the cardholder has informed PACE that they have other third party insurance that is to be billed before PACE. The second indicator is an "L" appearing in the lower right quadrant of the I. D. card. This "L" means the cardholder has been restricted into receiving their PACE benefits at one specific provider.
- 11/22/96: Lovenox: Notified Providers that effective December 9, 1996, PACE will reimburse claims submitted for Lovenox only when being prescribed for the prevention of deep venous thrombosis, which may lead to a pulmonary embolism following hip or knee replacement surgery or general surgery which includes abdominal, gynecologic, urologic or thoracic. Further, since Lovenox is indicated for short-term treatment (seven to ten days), the Program will apply a duration edit of not greater than 14 days to all incoming claims.
- 11/22/96: Oral Vancomycin: Notified Providers that PACE would be applying a duration of therapy edit of not greater than 14 days for all incoming claims for oral Vancomycin.
- 11/22/96: Bronchodilator Drug Update: Reminder for Providers that reimbursement for the bronchodilator solutions used in either IPPB machines or nebulizers is limited to 20% of the Average Wholesale Price by PACE and suggested that Providers who do not currently have a Medicare provider number contact the National Supplier Clearinghouse in North Carolina to request an application.
- 11/22/96: Non-Participating Manufacturers effective November 27, 1996.
- 12/01/96: Processing PACENET Claims: Provides information to assist pharmacies in the processing of claims for cardholders enrolled in PACENET.



- 12/13/96: Imitrex Tablets: Notified Providers that effective December 30, 1996, all claims for Imitrex will not be reimbursed for a quantity greater than nine or a days' supply less than or equal to 25.
- 12/13/96: Nimotop: Notified Providers that effective December 30, 1996, claims for Nimotop will be denied at the point-of-sale. After determining the diagnosis, providers can contact the POCAS operators and obtain a Medical Exception. Although this medication is approved only for use in subarachnoid hemorrhage, there are several other off-label uses for which reimbursement will be made.
- 12/13/96: Revision: Non-Participating Manufacturer List.
- 12/20/96: Mandatory Generic Substitution: Advises providers to direct cardholder questions about the new mandatory substitution policy to the Cardholder Services toll-free number (1-800-225-7223).

PACE Provider Bulletins: 1995

- 1/6/95: Drug Utilization Review Program: Addition of new criteria for antidepressants, antipsychotics and benzodiazepines.
- 2/17/95: Antidepressants, Antipsychotics and Benzodiazepines: Reminder to Pharmacy to carefully review both the reject codes and accompanying messages.
- 2/24/95: Toradol: Reimbursement restrictions.
- 2/24/95: Minitran: 30-day supply limit.
- 3/95: PACE Drug Utilization Review Criteria.
- 3/3/95: Medicare Update: Extended coverage for prescription drugs used in immunosuppressive therapy to three years following hospital discharge for an organ transplant.
- 3/3/95: Maximum Initial Dose for selected antipsychotic, antidepressant or benzodiazepine agents.
- 3/27/95: Non-Sedating Antihistamines and Oral Antifungals Coadministration is Contraindicated. PACE will reject claims for Seldane, Seldane-D, Hismanal, Claritin, Claritin-D, Diflucan, Nizoral and Sporanox.
- 3/95: Third Party Billing Reminder: PACE is payer of last resort, pharmacy must bill other third parties first.
- 5/5/95: Brand Patent Expirations/Generic Substitutions.
- 7/95: CellCept Billing Instructions.
- 7/1/95: Claims Submissions: 90-day limit to file claims for reimbursement.
- 8/1/95: Injectable Chemotherapeutics: Effective 9/1/95 PACE Reimbursement for list of injectable chemotherapeutics limited to 20% of AWP.
- 8/18/95: Non-Participating Manufacturer List.
- 8/18/95: Drug Utilization Review Program: New maximum dose criteria added to the PACE ProDur Program effective 8/28/95—Nefazodone (Serzone) 600 mg/day; Fluvoxamine (Luvox) 50 mg/day (initial) and 300 mg/day (maximum); Lansoprazole (Prevacid) 30 mg/day.
- 9/1/95: Common Package Size Reimbursement Listing.
- 9/1/95: Epoetin Alfa (EPO) Injections: Effective 9/11/95 PACE reimbursing only 20% of AWP for Epogen and Procrit.
- 9/6/95: Early Refill Edit: Additional classes added to the Early Refill Edit.
- 9/22/95: Drug Utilization Review Program: Effective 9/25/95 duplicate therapy edit applied to the following class of drugs: Proton Pump Inhibitors—Prilosec and Prevacid.
- 10/95: PACE POCAS Telecommunications Number: New direct number available to pharmacy providers for Primary Claim Submission: 950-5545.

PACE Provider Bulletins: 1994

- 2/8/94: Reimbursement Criteria for Temazepam (effective 3/1/94).
- 5/23/94: Glyburide: Mandatory Substitution of Micronase and Diabeta.
- 5/94: Prograf Billing Instructions
- 5/94: Ophthalmics: Days Supply Provisions
- 5/94: Betaseron Billing Instructions
- 7/1/94 Ophthalmics: Noted billing discrepancies regarding pharmacies reporting of the days supply.
- 7/23/94: Narrow Therapeutic Index Exemption Listing (Revised)
- 8/94: Incorrect Physician License Numbers: Notice to Pharmacy Providers of Procedures to Disallow Claims Submitted with Wrong Prescriber I. D.
- 8/19/94: Physician/Medical Assistants: PACE Reimbursement of Prescriptions Written by Physician Assistants.
- 9/23/94: Serevent: PACE will no longer reimburse for more than 13 mg of Serevent per prescription.
- 9/26/94: Febatol—No PACE Reimbursement after 12/26/94.
- 9/30/94: Manufacturers' Rebate Update

- 10/3/94: DAW/Product Selection Code (Revised)
- 10/21/94: Oral Contraceptives: Effective 10/30/94 PACE no longer reimburses except through the Medical Exception process.
- 10/21/94: New Maximum Dose Criteria Added to the PACE ProDUR Program: Maximum daily dose and duplicate therapy criteria for NSAIDs (Trilisate; Disalcid; and Cataflam) and maximum daily dose criteria for miscellaneous anti-ulcer preparations (Propulsid and Reglan).
- 11/18/94: Oral Chemotherapeutics: Effective 12/15/94 PACE reimburses only 20% of AWP for Cyclophosphamide 25 mg/oral; Cytosan 50 mg/oral; Etoposide/Vepesid 50 mg/oral; and Melphalan/Alkeran 2 mg/oral.
- 12/2/94: 30-Day Supply Requirement: Humulin and Solganal.

PACE Provider Bulletins: 1993

- 1/1/93: PACE Legislative Changes Effective 1/1/93
  - Dispense as Written (DAW) Codes
  - Mandatory Generic Substitution when an “A” rated generic therapeutically equivalent drug is available.
  - Pricing Information
  - Consultation Fee Discontinued
- 2/28/93: Deadline for PACE Provider Reenrollment and Conversion to 3.2 NCPDP Telecommunications Standard for PACE.
  - Telecommunications Standard for Claims Submission.
- 3/1/93: Standard Error Codes
- 3/1/93: Early Refill Edit
- 3/1/93: Halcion Error Code Revisions
- 3/1/93: Processing Requirements: Conversion to NCPDP Version 3.2
- 3/19/93: POCAS System Maintenance on 4/10/93 and 4/11/93.
- 5/14/93: Delay in Provider Reimbursement
- 5/21/93: Change in the ProDUR screening criteria for H2 Receptor Antagonists effective 6/1/93.
- 6/28/93: Implementation of PACE ProDUR Changes:
  - Maximum daily dose for NSAIDs
  - Maximum daily dose for Omeprazole, Sucralfate and Misoprostol.
  - Maximum daily dosage allowed for Famotidine (Pepcid) changed from 80 mg/day to 40 mg/day.
- 6/28/93: Claims Processing Procedures When POCAS Is Not Available.
- 7/1/93: Non-Participating Manufacturers List
- 7/23/93: 30-Day Supply Requirements
- 7/23/93: Narrow Therapeutic Index Exemption Listing (Revised)
- 9/28/93: Manufacturers Rebate Update (Non-Participating Manufacturer List, effective 10/5/93 was attached.)

PACE Provider Bulletins: 1992

- 4/92: Provider Training Seminars (5/11/92 through 7/2/92)
- 5/29/92: Manufacturers' Rebate News: Center Laboratories
- 6/19/92: Manufacturers' Rebate News: Roxane Laboratories, Inc.
  - Astra Pharmaceutical Products
  - Ocumed
  - IPR Pharmaceutical
  - Immunex Corporation
- 8/16/92: PACE Rescue Plan: Implementation of ProDUR; NCPDP Version 3.2 and related Program Changes
- 9/92: Dixon-Shane recoupments/pharmacy credits.
- 11/9/92: PACE Pharmacy Provider Manual
- 12/23/92: Narrow Therapeutic Index Exemption Listing
- 12/92: Generic Substitution on Oral Prescriptions (Included Poster and Informational Flyers).

PACE Provider Bulletins: 1991

- 6/21/91: Co-Pay Change (\$4 to \$6 effective 7/1/91)
- 8/14/91: General Program Issues:

- Claims Payment
- Cardholder Eligibility Changes (Income Eligibility Changed to \$13,000 for Single and \$16,200 for Married Couples)
- Nursing Home Providers
- Cosmetic Drugs (Effective 10/1/91 claims for Rogaine and Retin-A no longer paid)
- Paper Claims (Only claims for Compound Drugs or claims whose Quantity is in Excess of 9999 accepted as paper claims)
- Persantine and Dipyridamole (These two drugs must have an indication on the prescription that it is being used as an adjunct to Coumadin anticoagulants for the prevention of postoperative thromboembolic complications of cardiac valve replacement in order to be allowed payment by (PACE).
- Audit Issues (Telephone Prescriptions and Brand Medically Necessary Requirements).
- 8/21/91: Final Instructions Concerning the PACE On-line Claims Adjudication System (POCAS).
- 9/27/91: Billing Instructions
- Cosmetic Drugs
- Exception Claim Processing
- POCAS, post payment review
- Nursing Home Claims

#### **Division of Program & Regulatory Coordination**

Contact: Robert Hussar, Division Chief (717)-783-8975

#### **Current Aging Program Directives**

Provided below is a comprehensive list of current Aging Program Directives and LAMP/OPTIONS Bulletins. Directives which do not appear on the list are no longer in effect. Current directives are as follows:

#### **Program Area 01—"AAA Administration"**

- 88-01-07 Personnel Action Plan for Private Non-Profit Area Agencies on Aging (AAA)
- 90-01-05 Contract Management and Direct Service Provision by AAAs
- 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 Audit 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
- 94-01-02 Indirect Cost Policy for Department of Aging Contracts
- 94-01-04 Department of Aging Heat Emergency Plan
- 95-01-05 Emergency Cooling Project
- 95-01-08 FY 1996-99 Three Year Plan Requirements
- 95-01-09 Assessments of Persons With "An Other Related Condition" Who Are Exceptional Admissions
- 97-01-02 Accounting Manual For AAA Programs
- 97-01-03 Interim Revision of the OPTIONS Assessment Reporting Forms OPT01 and OPT 01X
- 98-01-01 OPTIONS Procedures Manual
- 98-01-02 Area Agency on Aging Program Income Policies
- 98-01-03 1997-98 Aging Block Grant Amendment: Final Funding Allocations
- 98-01-04 AAA Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 1998-99
- 99-01-01 1998-99 Aging Block Grant Amendment: Final Funding Allocations
- 99-01-02 FY 1999-2000 AAA Program Requirements, Planning Allocations and Aging Services Block Grant Format
- 99-01-03 FY 1999-2000 Program and Financial Reporting Requirements

#### **Program Area 02—"Home Delivered Meals"**

See Program Area 03.

#### **Program Area 03—"Congregate Meals"**

- 90-03-01 Policies and Standards for the Department of Aging Funded Nutrition Service Programs

#### **Program Area 04—"Socialization/Recreation/Education/Health Promotion"**

- 96-04-01 Senior Community Center And Satellite Center Policies and Standards
- 98-04-01 Primetime Health Program

**Program Area 05—“Employment Services”**

- 95-05-02 Title V Senior Community Service Employment Program: Final Rule
- 96-05-02 Title V S.C.S.E.P.: Eligibility and Assessment Forms

**Program Area 06—“Volunteer Services”**

- 85-06-01 Volunteer Services

**Program Area 07—“Passenger Transportation Services”**

- 85-07-01 Policies for Transportation Services

**Program Area 11—“Information and Referral”**

- 85-11-01 Policies and Procedures for the Provision of I & R Services by AAAs

**Program Area 22 “Assessments”**

- See APD #95-05-09 and Book I of APD #98-01-01

**Program Area 23—“Care Management”**

- See APD #98-01-01.

**Program Area 24—“Protective Services Intake/Investigation”**

- 89-24-01 Protective Services for Older Adults Regulations
- 89-24-02 Required Standard Forms for Protective Services
- 92-24-01 Change in Report of Need Form (Supplements APD #89-12-02)
- 93-24-01 Protective Services Investigations
- 93-24-02 Protective Services Investigations (supplements APD #93-18-01)
- 97-24-01 Protective Services Report of Need and Investigation Summary and Assessment Form

**Program Area 13—“Personal Care”**

- See APD #98-01-01.

**Program Area 12—“Home Health”**

- See APD #98-01-01.

**Program Area 19—“Home Support”**

- See APD #98-01-01.

**Program Area 20—“Adult Day Care”**

- See 6 Pa. Code Chapter 11, Sections 11.1 to 11.292.

**Program Area 25—“Domiciliary Care”**

- 85-25-02 Statewide Expansion of Domiciliary Care Program
- 90-25-01 Domiciliary Care Services for Adults—Final Rule making
- 93-25-01 Keys Amendment Implementation as It Relates to the Domiciliary Care Program
- 97-25-01 Domiciliary Care Consumer Payment To Providers

**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

**Program Area 14—“Personal Assistance Service”**

See APD #98-01-01.

**Program Area 18—“Medical Equipment, Supplies and Adaptive Devices”**

See APD #98-01-01.

**Program Area 29—“Other”**

- 85-29-01 Changes in PSA Boundaries
- 85-29-02 Generic Policies and Procedures for the Request and Consideration of Waivers of PDA Policies
- 85-29-04 PDA Fair Hearings and Appeals Regulations
- 85-29-06 Interdepartmental Cooperative Agreement between the PDA and DPW, Office of Mental Health
- 86-29-01 PACE Regulations
- 91-29-05 Department of Aging Energy Emergency Plan
- 92-29-03 Final Regulations—Family Caregiver Support Program (replaces Sections I-V of APD 92-22-02)

- 92-29-07 Advance Notice to Health Care Facilities Prior to Termination of Utility Service
- 94-29-04 Emergency Operations Plan for the Department of Aging (rescinds APD #92-22-04)
- 96-29-01 Statement of PDA Intent Re: Allocation To New Area Agencies
- 97-29-01 Retention of AAA Records
- 97-29-02 Emergency Operations Plan for the Department of Aging.
- 98-29-01 List of Current Aging Program Directives (APDs) and Options Level II bulletins

**CURRENT OPTIONS/LONG-TERM CARE ASSESSMENT AND MANAGEMENT PROGRAM (LAMP) Bulletins**

- 84-01 Pre-Admission Assessment Bulletin
- 84-03 Funding Ceilings for Services for Level II Clients Diverted from Nursing Homes through LAMP
- 89-08 Pre-Admission Assessment and Management Program: 1989-90 Reporting Requirements & Instructions for Provision of Services to Alternative Community Care Clients (revises LAMP Bulletin #84-04)
- 89-10 Interim Operations Manual, Volumes I & II
- 90-02 Pre-Admission Assessment (PAA) Site Requirements for Requesting Payment for PAA Assessment Activities for the July 1, 1990 through June 30, 1991 PAA Contract Period (rescinds LAMP Bulletin #89-05)
- 90-03 LAMP Site Requirements for Requesting Payment for Alternative Community Care Services (rescinds LAMP Bulletin #89-07)
- 90-05 Protocol Requirements for Serving Medicaid Nursing Home Applicants and Medical Assistance Recipients with Acquired Immune Deficiency Syndrome (AIDS) or Symptomatic Immune Deficiency Virus (HIV)
- 90-07 Transmit DPW/OMA Memo (8/30/90)
- 90-08 Policy Change in Referral Procedures for Individuals with Mental Retardation/Other Related Condition Diagnosis
- 92-02 OPTIONS-Level II Program Requirements, Planning Allocations and Budget Format for the Twelve (12) Month Period July 1, 1992 through June 30, 1993 (supplements OPTIONS-Level II Bulletin #90-06 and #91-02)
- 93-02 OPTIONS-Level II Program Requirements, Planning Allocations and Contract Format for the Thirty-Six (36) Month Period July 1, 1993 through June 30, 1996 (rescinds &#9;OPTIONS-Level II Bulletin #90-06)
- Supplement #1, OPTIONS-Level II Program Requirements, Planning Allocations and Contract Format for the Thirty-Six (36) Month Period July 1, 1993 through June 30, 1996
- 94-02 Instructions for the Completion of Forms for OPTIONS Level II Assessment Activity: OPT01 Client Reports, OPT01X Correction to Client History Forms, Administrative Review Reports, Transmittal Form for Tape Invoicing, Definitions for Assessment Categories (replaces OPTIONS-Level II Bulletin #92-03)
- 94-05 Procedure for Applying for the Personal Care/Domiciliary care Supplement (Supplements OPTIONS-Level II Bulletin #93-01)
- 94-06 OPTIONS-Level II Program Requirements, Planning Allocations and Budget Format for the Twelve (12) Month Period July 1, 1994 through June 30, 1995.
- 95-01 Medical Assistance (MA) Estate Recovery Program (supplements OPTIONS-Level II Bulletin #93-01)
- 95-02 OPTIONS-Level II Program Requirements, Planning Allocations and Budget format for the Twelve (12) Month Period July 1, 1995 through June 30, 1996

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**AGRICULTURE**

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**POLICY STATEMENTS:**

**Bureau of Plant Industry**

- Fertilizer, Soil Conditioner and Plant Growth Substance Enforcement Action Penalty Matrix

Contact: John Breitsman (717-787-4843)

- Pesticide Enforcement Action Penalty Matrix

Contact: Joseph Uram (717-787-4843)

- Plant Pest Act Enforcement Action Penalty Matrix

Contact: Walt Blosser (717-772-5203)

**GUIDANCE MANUALS:**

**Bureau of Animal Health and Diagnostic Services**

- Pennsylvania Animal Diagnostic Laboratory System User Guide

Contact: Dr. H. Graham Purchase (717-787-8808)

**Bureau of Food Distribution**

- Farmers Market Nutrition Program—Farmer/Vendor Procedure Manual

- Woman, Infants and Children ("WIC") Clinic Procedure Manual
- Assistance Bulletin #97-2: Rate of Distribution Schedule for the Temporary Emergency
- Food Assistance Program ("TFAP")
- Self Declaration of Need: Income Poverty Guidelines for TEFAP

Contact: Edward Wadlinger (717-787-2940)

#### **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: James C. Dell (717-787-4316)

- Model Food Service Self-Inspection Checklist
- Ice Manufacturing Plants Consumer Confidence Program Guidelines
- Listeria Handbook for Retail Food Establishments
- Procedures for Vacuum Packaging Foods in Reduced Oxygen Packages
- Retail Food Establishment Consumer Confidence Program Self-Inspection Checklist

Contact: Charles E. Radle (717-787-4315)

#### **Pennsylvania Harness Racing Commission**

- Licensing Procedures and Standards for Applicants

Contact: Dr. Anthony Gallina (717-787-5196)

#### **Bureau of Plant Industry**

- Instructions for Licensing under the Pennsylvania Commercial Feed Law
- Instructions for Licensing under the Pennsylvania Fertilizer, Soil Conditioner and Plant
- Growth Substance Law
- Directions for Reviewing Specialty Fertilizer Registration in Pennsylvania
- Instructions for Licensing under the Pennsylvania Agricultural Liming Materials Act

Contact: John Breitsman (717-787-4843)

- Directions for Registering Pesticides in Pennsylvania
- Experimental Pesticide Use Permits
- Grower Record Keeping Guidelines for Pesticide Applications made under an Emergency Exemption
- Directions for Soil Conditioner and Plant Growth Substance Registration in Pennsylvania

Contact: John Lake (717-787-4843)

#### **Bureau of Ride and Measurement Standards**

- Amusement Ride Operators' and Attendants' Manual

Contact: Charles Bruckner (717-787-6772)

#### **INTERNAL GUIDELINES:**

##### **Bureau of Farmland Protection**

- Checklist for Review of an Agricultural Conservation Easement Purchase Recommendation
- Checklist for Evaluation of a County Agricultural Conservation Easement Purchase Program

Contact: Raymond Pickering (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

Contact: James C. Dell (717-787-4316)

- 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)

- Guidelines for Inspection of Food Concessions at Fairs
- Inspection Guidelines for Farmers Markets and Stands

Contact: Charles E. Radle (717-787-4315)

#### **Pennsylvania Harness Racing Commission**

- Procedures with respect to Unlicensed Owners

Contact: Dr. Anthony Gallina (717-787-5196)

#### **Bureau of Plant Industry**

- Turfgrass Seed Certification Interagency and Interstate Certification

Contact: Joe Garvey (717-787-5609)

#### **OTHER:**

#### **Bureau of Food Safety and Laboratory Services**

- Industry Responsibilities with respect to Broken Seals

Contact: James C. Dell (717-787-4316)

- Temperature Requirements for Safe Handling of Hot and Cold Foods
- Guidelines for Self-Service Bulk Food Displays
- Guidelines for Maple Syrup Operations

Contact: Charles E. Radle (717-787-4315)

#### **Bureau of Plant Industry**

- Pennsylvania Pesticide Hypersensitivity Registry Fact Sheet

Contact: John C. R. Tacelosky (717-787-4843)

### **BANKING**

Nonregulatory public documents of the Department of Banking are divided into three indexed categories listed below: Letters from Secretaries of Banking 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 person for all Department of Banking documents is David H. Bleicken (717) 787-1471.

#### **SECRETARIES' LETTERS**

The following is a historical list of letters to regulated entities from respective Secretaries of Banking 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.

##### **\* 1999**

- 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.
- 1-22-99 Record Keeping Guidelines under the Secondary Mortgage Loan Act.
- 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.
- 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."

##### **\*1998**

- 1-15-98 Year 2000 readiness and credit underwriting criteria for state-chartered banks, savings and loan associations, credit unions, and trust companies.
- 1-23-98 Year 2000 readiness and credit underwriting criteria for credit unions.
- 2-2-98 Year 2000 readiness for licensees under the Consumer Discount Company Act, Money Transmitter Act, Mortgage Bankers and Brokers Act, Secondary Mortgage Loan Act and Motor Vehicle Sales Finance Act.
- 8-24-98 Bank Holidays for 1999.
- 12-23-98 Letter regarding Act 132 of 1998 which provides for a fair and orderly phasing out of the Pennsylvania Savings Association Insurance Corporation.

##### **\*1997**

- 1-31-97 Letter regarding federal regulatory agencies having adopted a revised Uniform Financial Institutions Rating System which has been known as CAMEL.

- 4-24-97 Letter discusses the effect that the year 2000 will have on Computer Systems.
- 6-9-97 Letter regarding Electronic Submission of Call Reports.
- 8-2-97 Bank Holidays for 1998.
- \*1996**
- 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 customers of banks, savings associations and credit unions by this devastation.
- 11-25-96 Letter discusses the adjustment to the overhead assessment methodology for nondepository trust companies.
- \*1995**
- 3-24-95 Letter containing Department's statement of policy regarding the Simplification and Availability of Bank Credit Act (Act 167 of 1994).
- 7-11-95 Letter regarding Act 39 of 1995, amends the provisions of Pennsylvania's Banking Code of 1965, as amended ("Banking Code") to authorize full interstate banking and branching under Pennsylvania law and to facilitate the operations of interstate banks in Pennsylvania.
- 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, codified as Act 146 of 1994, effective February 12, 1995.
- \*1994**
- 3-24-94 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.
- 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.
- 8-22-94 Letter to Chief Executive Officers of Pennsylvania Banking Institutions regarding bank holidays.
- 10-5-94 Letter to all Chief Executive Officers of Banks, Bank and Trust Companies, Trust Companies, Savings Banks, Savings Associations regarding federal law requirement that outside auditors be provided copies of respective reports of examination.
- 10-13-94 Letter to the Presidents of Pennsylvania State-Chartered Credit Unions requiring written notification to the Department regarding the establishment of automated teller machines at locations other than credit union's principal place of business.
- 11-8-94 Letter to all Chief Executive Officers of Banks, Bank and Trust Companies, Savings Banks regarding Assets pledged for uninsured trust deposits, and the Department's position that derivative products are too volatile to be so pledged pursuant to section 403 of the Banking Code.
- \*1993**
- 9-24-93 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**
- 5-2-91 Letter to all Pennsylvania State-Chartered Banks, Savings Associations, and Credit Unions, Office of Comptroller of the Currency, Office of Thrift Supervision, National Credit Union Administration, Federal Deposit Insurance Corporation, Federal Reserve Board and all State Financial Regulatory Agencies informing them that Settlers Trust Savings Bank has *not* been and is *not* currently chartered as a Pennsylvania state-chartered or federally chartered bank, bank and trust company, savings bank, or savings association.
- 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, as amended.
- 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, as amended, 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*.



- 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.
- \*1990**
- 1-18-90 Letter discusses additional language added to Section 222 of the Financial Institutions Reform, Recovery and Enforcement Act which adds a new Section 28 to the Federal Deposit Insurance Act, which states that Savings Associations which are not insured by the FDIC shall provide certain disclosures.
- 3-5-90 Letter to CEOs of all federally-insured state-chartered banks and savings associations discussing the Resolution Trust Corporation, which is soliciting potential bidders for failing savings and loan associations. Letter requests institutions which are considering bidding to notify this Department before the bidding process begins.
- 4-30-90 Letter to all state-chartered credit unions issuing a new fee schedule for overhead assessments.
- 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.
- 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 Pennsylvania. Specifically, the FHLB/P would like to extend offers of membership to state-chartered commercial banks and state-chartered credit unions in Pennsylvania.
- 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, then codified as 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.
- 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.
- 7-10-90 Letter to CEOs of Pennsylvania Financial Institutions informing them of an enforcement order by the Pennsylvania Insurance Department regarding Collateral Protection Insurance. Letter requests a summary of an existing collateral protection insurance program to assist the Department in drafting regulations to determine reasonable fees for licensees under the Motor Vehicle Sales Finance Act.
- 12-3-90 Letter to the Executive Officers of banking institutions regarding the new minimum requirements for Annual Audits performed by Certified Public Accountants.
- \*1989**
- 4-13-89 Letter discusses House Bill 979, Act 173 of 1988 which makes several significant changes to the Banking Code 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.
- 8-11-89 Letter to Pennsylvania savings associations which are insured by the Pennsylvania Savings Association Insurance Corporation regarding Section 222 of the Financial Institutions Reform, Recovery and Enforcement Act, entitled "Activities of Savings Associations" which requires certain disclosures be made by non-federally insured savings associations.
- 9-28-89 Letter lists legal bank holidays for 1990.
- 11-1-89 Letter to CEOs of Pennsylvania Banking Institutions discusses legal holidays for 1990.
- \*1988**
- 4-6-88 Letter discusses the liquidation of a private mortgage insurance company and the need for some financial institutions to obtain alternate private mortgage insurance coverage.
- 5-31-88 Letter to realtors discusses Senate Bill 7 of 1988, the proposed Mortgage Bankers and Brokers Act.
- 6-3-88 Letter announces legislative amendments to sections 112 and 117 of the Banking Code.
- 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.
- 6-30-88 Letter announces increase in annual assessments of institutions.
- 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.

- 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 on 9-30-88.
- 10-17-88 Letter lists legal bank holidays for 1989.
- 11-2-88 Letter announces survey to be conducted by the Department regarding low-cost deposit account availability at banks and savings associations.
- 11-3-88 Letter regarding survey of institutions offering low-cost checking and savings accounts.
- \*1987**
- 1-6-87 Letter discusses permissibility of investment in mutual funds under the provision of section 307 of the Banking Code.
- 1-16-87 Letter discusses Act 205 of 1986, amending various provisions of the Banking Code, particularly section 1610 relating to fair pricing provisions.
- 2-5-87 Letter discusses permissibility of purchase or establishment of discount brokerage office subsidiaries under section 311(b), 502(d) and 203(d) of the Banking Code.
- 3-23-87 Letter addressed to CEOs of all Pennsylvania state-chartered banking institutions discusses section 1407(a) and 1407(c) of the Banking Code, which revises the minimum requirements for Directors' audits performed by CPAs.
- 6-12-87 Letter to CEOs of savings associations, discusses mortgage interest rate commitments.
- 6-24-87 Letter discusses requirements under section 403 of the Department of Banking Code relating to report of condition and report of income.
- 8-28-87 Letter permits closing of institutions for Constitution Day celebration in Philadelphia, September 17, 1987.
- 11-4-87 Letter lists fixed and optional bank holidays for 1988.
- 12-11-87 Letter to bank and savings association CEOs regarding full-day hours during the holidays.
- \*1986**
- 3-17-86 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 6-26-86 Letter requests Report of Condition and Income as of the close of business on June 30, 1986.
- 8-21-86 Letter discusses ownership of stock by state-chartered institutions of out-of-state bank holding companies, and sections 116 and 311 of the Banking Code.
- 9-30-86 Letter requests Report of Condition and Income as of September 30, 1986.
- 11-6-86 Letter contains a list of fixed and optional bank holidays for 1987.
- \*1985**
- 1-30-85 Letter announces substantive amendments to section 408 of the Banking Code in Act 217 of 1984.
- 4-2-85 Letter announces CSBS Computer Audit & Control Conference for bankers.
- 4-29-85 Letter discusses requirements for directors' audits pursuant to section 1407(a) of the Banking Code and the relevant regulations.
- 5-16-85 Letter announces "Day with the Secretary" program.
- 5-31-85 Letter discusses brokered loan fraud.
- 6-14-85 Letter announces upcoming examination of all corporations licensed under Pennsylvania's Secondary Mortgage Loan Act.
- 9-25-85 Letter requests from banks report of Condition and Income as of the close of business on September 30, 1985.
- 11-4-85 Letter lists all fixed and optional bank holidays for 1986.
- 12-16-85 Letter announces Martin Luther King, Jr.'s Birthday as a fixed holiday for state-chartered banking institutions.
- 12-20-85 Letter requests Report of Condition and Income for 4th Quarter of 1985.
- \*1984**
- 1-24-84 Letter discusses section 307 of the Banking Code and investments in shares of money market mutual funds.
- 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.
- 2-23-84 Letter discusses section 319 of the Banking Code and variable rate consumer installment loans.
- 6-14-84 Letter discusses section 307 of the Banking Code regarding Investment Securities (other than stock) and Office of Comptroller of the Currency revising its interpretation of ruling 7.110, redefining capital and surplus for the purposes of investment limitations.

- 6-18-84 Letter announces Department's revisions to branch application forms.
- 7-13-84 Letter discusses amendment to section 1910(d) of the Banking Code, which requires directors and officers to have an audit performed of the books and affairs of the institution at least once per year.
- 7-26-84 Letter discusses Senate Bill 1304, Act 128 of 1984, Senate Bill 1305, Act 129 of 1984 and amendments to sections 302, 303, and 401 of the Banking Code.
- 7-26-84 Letter discusses Senate Bill No. 1304, Act 128 of 1984 which amended sections 203, 306, 308, 310, 311, 404, 405, 505, 805, 908, 1415, 1609, 1910, 2002 of the Banking Code.
- 10-9-84 Letter discusses section 105(b.1) of the Banking Code, establishment of additional office in Pennsylvania by foreign banking organizations.
- 10-19-84 Letter announces banking legal holidays for 1985.
- 11-28-84 Letter discusses increasing fees and charges for traditional financial services.
- 12-12-84 Letter discusses requirement of section 1407 of the Banking Code regarding audit requirements.
- \*1983**
- 1-3-83 Letter concerns substantial increase in the number of institutions advertising repurchase agreements.
- 1-17-83 Letter discusses recent amendments to Chapter 7 of the Banking Code.
- 1-24-83 Letter discusses exercising of compassion and forbearance in dealing with unemployed customers.
- 2-2-83 Letter discusses Garn-St. Germain Depository Institutions Act of 1982 overriding substantially equal payments requirements of section 310 of the Banking Code.
- 2-15-83 Letter discusses mortgage loans requiring special consideration such as those affected by temporary unemployment of borrower.
- 2-28-83 Letter discusses annual audits requirement contained in Title 10 of the Pennsylvania Code, Section 17.1(a).
- 4-8-83 Letter indicates that 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.
- 4-12-83 Letter regarding electronic automation.
- 4-14-83 Letter discusses Garn-St. Germain Depository Institutions Act of 1982 and preemption of state law re: alternative mortgage loans and override of section 505 of the Banking Code.
- 10-7-83 Letter announces 1984 legal bank holidays.
- 10-13-83 Letter announces deletion of sections 14.1 and 14.2 from Title 10 of the Pennsylvania Code.
- 12-1-83 Letter discusses impact of deregulation on industry.
- 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.
- \*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.
- 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 27-18, 1982.
- 4-5-82 Letter announces change of policy from using capital-to-deposit ratio as a measurement of capital adequacy to using capital-to-assets ratio.
- 6-4-82 Letter discusses House Bill No. 1889, Act 44 of 1982, which amended sections 113, 114, 115, 903, 904 and 905 of the Banking Code.
- 6-4-82 Letter discusses House Bill No. 1739, Act 79 of 1982, which amended sections 202, 308, 311, 319, 320, 407, 504, 506, 610, 702, 703, 1414, 1609, and 2004 of the Banking Code.
- 7-2-82 Letter to Motor Vehicle Sales Finance Act licensees discusses Act 160 of 1982 and maximum permissible finance charges.
- 7-30-82 Letter addressed to thrift CEOs and discusses asset restatement accounting.
- 11-1-82 Letter lists legal bank holidays for 1983.
- 12-8-82 Letter discusses examination of Pennsylvania Bank Holding Companies by Department.
- \*1981**
- 1-21-81 Notice of authorization to close banks in Philadelphia for official celebrations.
- 10-9-81 Letter announces CSBS Computer Audit and Control Conference for Bankers.

- 10-13-81 Letter discusses sections 610 and 702 of the Banking Code.  
 11-20-81 Letter lists legal bank holidays for 1982.
- \*1980**
- 1-2-80 Letter discusses federal law preemption of first lien residential mortgage rate portion of Pennsylvania Usury Law.  
 2-4-80 Letter discusses conversion of Pennsylvania National Banks to State Charters.  
 2-14-80 Letter discusses Act 286 of 1980 and new requirements that only certified public accountants registered with Department of State may provide the attest function on financial statements.  
 3-3-80 Letter discusses proposed legislation requiring mandatory reserves to be maintained at the Federal Reserve.  
 5-29-80 Letter discusses Act 51 of 1980, amending various provisions of the Banking Code.  
 6-10-80 Letter discusses section 318 of the Banking Code and permissible interest computations.  
 6-17-80 Letter discusses Chapter 7 and section 103 of the Banking Code, and section 202 of the Banking Code of 1933, as amended, regarding legal reserves of Pennsylvania nonmember banks.  
 7-7-80 Letter announces "Day with the Secretary" program.  
 10-28-80 Letter discusses proposed amendments to Department regulations pertaining to Legal Reserve Funds, 10 Pa. Code Chapter 11.  
 11-7-80 Letter lists legal bank holidays for 1981.
- \*1979**
- 7-26-79 Letter discusses outstanding mortgage loans.  
 10-3-79 Letter discusses to what extent Pennsylvania banks may invest in mortgage-backed pass-through certificates sold by banks through an underwriting syndicate.  
 10-8-79 Letter discusses Outstanding Mortgage Loans.  
 10-9-79 Letter discusses Outstanding Mortgage Loans.  
 10-26-79 Letter regarding a Conference on technological revolution involving electronics.  
 11-1-79 Letter discusses attempts to curb inflation and to maintain stability and balance in Pennsylvania.  
 11-16-79 Letter discusses legal bank holidays.  
 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.
- \*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 §§ 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 Chapter 81—Check Cashers—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 Subsidiaries

**INDEX OF GUIDANCE AVAILABLE REGARDING COMPLIANCE WITH LICENSEE STATUTES AND REGULATIONS**

Instructions for license applications or registrations, 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:

- Mortgage Bankers and Brokers Act,
- Secondary Mortgage Loan Act,
- Consumer Discount Company Act,
- Money Transmitter Act,
- Motor Vehicle Sales Finance Act,
- Pawnbrokers License Act,
- Check Cashier Licensing Act, and
- Credit Services Act.

In addition to the above indices, the Department of Banking maintains interpretive letters addressing the applicability of statutes and regulations administered by the Department of Banking 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 will continue to issue interpretive letters on a 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:****Bonds Office**Private Activity Bonds

Kim Kaufman (717-720-1372)

**Bureau of Housing and Infrastructure**Action Plan

Riley Stoy (717-783-3910)

CDGG Program Description

Riley Stoy (717-783-3910)

Enterprise Development Area Initiative

Riley Stoy (717-783-3910)

**Loans Office**Machinery and Equipment Loan Fund

Gerald Kapp or Anne Cavender (717-787-6245)

Pennsylvania Industrial Development Authority

Gerald Kapp or Marguerite Harris (717-787-6245)

**Small Business Financing Office**Community Economic Development Loan Program

Brigid Des-Ogugua or Rick Boyer (717-783-5046)

Export Finance Program

Brigid Des-Ogugua or Anne Cavender (717-783-5046)

Pennsylvania Minority Business Development Authority

Brigid Des-Ogugua or Joe Curlett (717-783-5046)

Pollution Prevention Assistance Account

Brigid Des-Ogugua or Rick Boyer (717-783-5046)

Small Business First Program

Brigid Des-Ogugua or Rick Boyer (717-783-5046)

Underground Storage Tank Upgrade Loan Program

Brigid Des-Ogugua or Anne Cavender (717-783-5046)

**II. GUIDANCE MANUALS:****Entrepreneurial Assistance Office**Entrepreneurial Guide: Starting and Growing A Business in Pennsylvania

Neil Fowler (717-720-7423)

**Center for Travel, Tourism, and Film**Regional Marketing Initiative

Debbie Bowman (717-720-1310)

Tourist Promotion Agency Matching Fund Program Manual

Keith Gingrich (717-720-1306)

**Office of Community Development and Housing**Building Energy Conservation

John Boyer (717-720-7413)

CDBG Grantee Monitoring Systems

Scott Dunwoody (717-720-7402)

CDBG Grantee Performance Evaluation Report HandbookCivil Rights ManualEconomic Development Handbook Environmental Review GuideHousing Rehabilitation Guide

Labor Standards Handbook

Procedures for Closeout of Contracts

Procurement/Contract Guide

Sample Construction Contract Documents

Special Assessments Guide

Scott Dunwoody (717-720-7402)

### **III. DECISIONS**

#### **IV. INTERNAL GUIDELINES:**

##### **Bonds Office**

Accreditation Standards

Capacity Building Grants Guidelines

Joan Brodhead (717-787-2276)

Conventional Bond Financing (Taxable) Guidelines

Exempt Facility and Small Issue Bonds Guidelines

Industrial Development Authority Financing Guidelines

Kim Kaufman (717-783-6112)

PCD Bank Business Plan

Joan Brodhead (717-787-2276)

Pennsylvania Capital Access Program Guidelines

Kim Kaufman (717-783-6112)

State Accreditation Guidelines and Application

Joan Brodhead (717-787-2276)

Tax-Exempt Bond Financing Guidelines

Kim Kaufman (717-787-2276)

Underwriting Guidelines

Joan Brodhead (717-787-2276)

##### **Community Empowerment Bureau**

Community Conservation and Employment Program Operations Guidelines

Jamie Reed or Fred Abrams (717-787-1984)

Community Services Block Grant Program Guidelines

Dennis Darling (717-787-1984)

Community Services Block Grant Discretionary Grants Guidelines

Dennis Darling (717-787-1984)

Community Services Block Grant Directives

Rhonda Denius (717-787-1984)

Employment and Community Conservation Program Guidelines

Dennis Darling (717-787-1984)

Enterprise Zone Tax Credit Program Guidelines

Fred Abrams (717-787-1984)

Family Savings Account Guidelines

Neighborhood Assistance Program Guidelines

Neighborhood Assistance Enterprise Zone Tax Credit Program Guidelines

Weatherization Program Guidelines

Dennis Darling (717-787-1984)

##### **Grants Office**

Industrial Sites Reuse Program Guidelines

Infrastructure Development Program Guidelines

Job Creation Tax Credit Fund Guidelines

Local Economic Development Assistance Program Guidelines

Opportunity Fund Guidelines

Scott Dunkelberger (717-787-7120)

**Housing and Infrastructure Bureau**

Communities of Opportunity Program Guidelines

Community Development Block Grant Guidelines

Downtown Pennsylvania Program Guidelines

Emergency Shelter Grant Program Guidelines

Home Investment Partnerships Program Guidelines

Section 108 (of the Housing and Community Development Act) Loan Guarantee Program Guidelines

Riley Story (717-783-3910)

**International Trade Office**

Export 2000 Block Grant Guidelines

Market Access Grant Guidelines

Peter Cunningham (717-787-3038)

**Loans Office**

Machinery and Equipment Loan Fund Program Guidelines

Gerald Kapp or Anne Cavender (717-787-6245)

**Local Government Services Center**

Municipalities Financial Recovery Act Program Guidelines

Fred Reddig (717-720-7387 or 1-888-223-6837)

Regional Police Assistance Program Guidelines

Ron Stearns (717-783-3091 or 1-888-223-6837)

Shared Municipal Services Program Guidelines

World Class Communities Guidelines

Fred Reddig (717-720-7387 or 1-888-223-6837)

**Strategic Planning and Program Operations**

Enterprise Zone Program Guidelines

David Messner (717-720-7342)

Keystone Opportunity Zone Guidelines

Richard Hudic (717-720-7344)

Small Communities Planning Assistance Program Guidelines

State Planning Assistance Grant Program Guidelines

Kerry Wilson (717-720-7445)

**Science, Technology, and Workforce Office**

Ben Franklin Partnership Program Guidelines

Ben Franklin Technology Center Program for Technological Innovation Guidelines

Customized Job Training Program Guidelines

Pennsylvania Industrial Resource Center Program Guidelines

Terri Kaufman (717-787-4148)

**Small Business Financing Office**

Community Economic Development Loan Guidelines

Brigid Des-Ogugua or Rick Boyer (717-783-5046)

Export Finance Program Guidelines

Brigid Des-Ogugua or Anne Cavender (717-783-5046)

Pennsylvania Minority Business Development Authority Guidelines

Brigid Des-Ogugua or Joe Curlett (717-783-5046)

Pollution Prevention Assistance Account Guidelines

Small Business First Program Guidelines



Brigid Des-Ogugua or Rick Boyer (717-783-5046)

Underground Storage Tank Upgrade Loan Program Guidelines

Brigid Des-Ogugua or Anne Cavender (717-783-5046)

### CONSERVATION AND NATURAL RESOURCES

#### **POLICY STATEMENTS:**

##### **Bureau of Forestry**

##### **Bureau of Forestry**

##### State Forest Natural Areas

Contact: Dan Devlin (717-787-3444)

##### Transfer or Exchange of State Forest Land

##### Campsites

Contact: Dick Croop (717-787-2106)

##### **Bureau of State Parks**

##### State Park User Fees

Contact: Gary Smith (717-783-3307)

##### Transfer or Exchange of State Park Land

Contact: Ed Deaton (717-787-6674)

##### State Park Natural Areas

Contact: James Barr (717-787-6674)

##### **Bureau of Recreation and Conservation**

##### Keystone Grants Land Acquisition

Contact: Darrel Siesholtz (717-783-2661)

#### **GUIDANCE MANUALS:**

##### **Bureau of Forestry**

Cooperative Gypsy Moth Suppression Program Procedure for Cooperator Participation Manual Cooperative Gypsy Moth Suppression Program Operating Procedure and Deadlines Manual

Contact: Larry Rhoads (717-948-3941)

##### Forest Fire Warden Manual

Contact: Fred Wilcox (717-787-2925)

##### Forest Camp Lease Manual

##### Right-of-Way Manual

Contact: H. E. Kelly (717-787-2015)

##### Snowmobile Instructor's Manual

##### ATV Instructor's Manual

Contact: W. Paul Szabara (717-783-7941)

##### Forest Products Permit

Contact: Gary Rutherford (717-787-4009)

##### Camping Permit

Contact: William Slippey (717-787-2014)

##### District Forester Permit

Contact: Gary Rutherford (717-787-4009)

##### Road Use Agreement

Contact: H. E. Kelly (717-787-2015)

##### Special Activities Agreement

Contact: William Slippey (717-787-2014)

##### License for Right of Way

Contact: H. E. Kelly (717-787-2015)

##### Prospecting Permit

Contact: Roger Dorsey (717-787-2015)

Seismic Survey Permit

Contact: John Walker (717-787-2015)

Hard Mineral Permit

Contact: Roger Dorsey (717-787-2015)

**Bureau of Recreation and Conservation**Pennsylvania Scenic Rivers Program GuidelinesPennsylvania Scenic Rivers Program Management GuidelinesProcedures Manual for Pennsylvania Recreation Trails Program

Contact: Marian Hrubovcak (717-787-2316)

Keystone Acquisition and Development Manual and Forms

Contact: Darrel Siesholtz (717-783-2656)

Keystone Planning, Implementation and Technical Assistance Manual and Forms

Contact: Greg Gove (717-787-7276)

Keystone Land Trust Grant Manual and Forms

Contact: Darrel Siesholtz (717-783-2656)

Swimming Pool Management Manual

Contact: Greg Gove (717-787-7672)

Heritage Parks Program Manual and Forms

Contact: Tim Keptner (717-772-3839)

**Bureau of State Parks**Boat DocksRights-of-Way and Antenna SitesMarina Manuals

Contact: Gary Smith (717-783-3307)

**DEPARTMENT OF CORRECTIONS****POLICY STATEMENTS:****Standards and Practices Unit**

- Inmate Handbook—Policy Nos. DC-ADM-003—822
- Institution Security Policy—Policy No. 6.3.1
- Administration of the Restricted Housing Unit—Policy No. 6.5.1
- Capital Case Administration—Policy No. 6.5.8

Contact: J. D. Shutt (717) 975-4860

**EDUCATION****POLICY STATEMENTS:****Bureau of Community and Student Services**Secretary of Education's Plan to Require and Assist Each School District to Establish and Maintain a Program of Appropriate Counseling and Support Services to Students Experiencing Problems Related to the Use of Drugs, Alcohol and Dangerous Controlled Substances

Contact: John Weiss (717-783-3755)

**Bureau of Teacher Preparation and Certification**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: Ron Simanovich (717-787-3470)

Certification and Staffing Policies and Guidelines Regarding Education Certification and Staffing Requirements for Public Schools

Contact: Anne Shuster (717-783-6730)

Policy on Evaluation Procedure for Certificate of Preliminary Education Evaluation of Credentials

Contact: Susan Stewart (717-787-3356)

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 Pennsylvania teacher preparation institutions announcing changes to the Pennsylvania Certification Testing program effective September 1, 1999.

Contact: Ron Simanovich (717-787-3470)

#### **Bureau of Adult Basic and Literacy Education**

Application Guidelines—Program Year 1999-200—Pennsylvania Act 143 of 1986, The Workforce Investment Act of 1998, Title II (Adult Education and Family Literacy Act), and Federal Even Start Family Literacy Program (Title I, Part B of Improving America's Schools Act)

Pennsylvania Literacy Corps—Program Year 1999-2000—Application Guidelines

Federal Workforce Investment Act, Section 223, Program Year 1999-2000—Guidelines for State Leadership

Application Guidelines, Section 231—Funds for Workforce Development Services for the two-year period 1999-2001

Contact: Cheryl Keenan (717-772-3737)

#### **Deputy Secretary's Office of Postsecondary and Higher Education**

In-School Youth Programs at Community Colleges

Continuing Education Guidelines for Community Colleges

Tuition Compliance Calculation at Community Colleges

Contact: Bob Staver (717-787-4313)

#### **Bureau of Postsecondary Services**

Private Licensed School Memoranda—Student Complaint Questionnaire

Private Licensed School Memoranda—Board Policy on the Use of the Term Tuition "Savings"

Private Licensed School Memoranda—Final Rulemaking—Chapter 73 Regulations

Private Licensed School Memoranda—Scholarships

Private Licensed School Memoranda—Revised Board Policy on the Use of the Term Tuition "Savings"

Private Licensed School Memoranda—Revised Scholarships Policy

Private Licensed School Memoranda—Certificates of Preliminary Education and Correspondence High School Programs

Contact: James G. Hobbs (717-783-8228)

Education for Corporations Interested in Receiving Authority to Offer Academic Programs in Pennsylvania Leading to Collegiate Level Degrees

Contact: Paula Fleck (717-772-3623)

#### **Scranton State School for the Deaf**

Various internal and external policy statements relating to the operation of Scranton State School for the Deaf, such as: Student Immunization, Child Abuse, AIDS, Human Growth and Development, Admission Policy, the Recognition of Scranton State School for the Deaf as a Magnet School and Student Drug and Alcohol Policy, etc.

Contact: Dorothy S. Bambach (570-963-4040)

#### **Bureau of Vocational-Technical Education**

The Occupational Competency Assessment Program

Contact: K. C. Simchock (717-783-6592)

#### **Equal Educational Opportunity Office**

Goals for Equal Opportunity at Pennsylvania's Publicly-Supported Institutions of Higher Education

Contact: Carrie M. Patterson (717-783-9531)

#### **Bureau of Curriculum and Academic Services**

Commonwealth of Pennsylvania, Department of Education, HIV/AIDS Policy, September 20, 1994

Pennsylvania State Board of Education AIDS Policy—Admissions/Readmissions of Students or Staff Persons with AIDS, March 1987

Contact: John L. Emminger (717-772-2167)

Driver and Traffic Safety Education Program Guide

Contact: H. David Secrist (717-783-4382)

Procedures for Establishing a Private Driver Training School

Contact: Robert Roush (717-783-6595)

**Bureau of Special Education**

State Plan under the Individuals with Disabilities Education Act—Part B

Contact: William W. Penn (717-783-2311)

Memorandum to Local Education Agencies (Penn\*Link): Guidance Regarding Extended School Year Services (January 3, 1997)

Memorandum to Local Education Agencies (Penn\*Link): Superintendent's Signature on the PDE-4010, Application for Educational Assignment to Approved Private School for School-Aged Children (May 14, 1997)

Memorandum to Local Education Agencies: Periodic Reporting Requirements of IDEA '97

Memorandum to Local Education Agencies: Linking IEP Goals and Objectives/Benchmarks to the General Education Curriculum

Memorandum to Local Education Agencies: The General Education Curriculum and IDEA '97

Contact: John Tommasini (717-783-6134)

Memorandum to Local Education Agencies (Penn\*Link): Transition to School Age from Early Intervention—Questions & Answers (February 12, 1997)

Contact: Dr. Richard Price (717-772-2647)

Memorandum to Local Education Agencies (Penn\*Link): Institutionalized Children's Programs/Program Approval Change, Joint Memo from the Bureau of Special Education and the Bureau of Budget and Fiscal Management (April 4, 1997)

Contact: Loujeania Bost (717-772-3260)

Memorandum to Local Education Agencies: Transition Individualized Education Program (IEP) Format

Contact: Richard Brown (717-783-6876)

**Bureau of Budget and Fiscal Management**

School Construction Policies and Procedures (This booklet describes how reimbursement is calculated along with examples and formulas.)

Contact: Carle Dixon Earp (717-787-5480)

Community Colleges Reimbursement for Equivalent Full-Time Students Enrolled in Stipend Programs Debt Service at Community Colleges

Contact: Larry Snell (717-787-5993)

**Bureau of Personnel**

Memorandum of February 26, 1999 concerning changes to the Standard Application for Teaching Positions in Pennsylvania

Contact: Suzanne Shatto (717-787-4417)

**GUIDANCE MANUALS:****Bureau of Special Education**

Early Intervention Guidelines

Contact: Dr. Richard Price (717-772-2647)

Special Education Information System

Contact: John Tommasini (717-783-6134)

Instructional Support

Effective Behavior Support

Contact: Loujeania Bost (717-772-3260)

Transition Beyond School

Contact: Richard Brown (717-783-6876)

Facilities Related to Children with Disabilities

Contact: Jill Lichty (717-783-6917)

Special Education Mediation Services

Contact: Sam Bashore (717-783-6876)

Education of Students with Hearing Loss

Contact: William W. Penn (717-783-2311)

Comprehensive System of Personnel Development

School District Special Education Plan Guidelines

Intermediate Unit Special Education Plan Guidelines

Procedures for Requesting Technical Assistance

Comprehensive System for Personnel Development Submission Packet

Instructional Support System Program Directory

Contact: Loujeania Bost (717-772-3260)

Education of Mentally Gifted Students

Contact: John Tommasini (717-783-6134)

Individuals With Disabilities Education Act-Part B Program Guidelines for Local Education Agency Applications for 1998/99

Contact: Nancy Heyman (717-787-5745)

### **Bureau of Information Systems**

Secondary Vocational-Technical Education Individual Student Data System Instruction Manual, 1998-99

Contact: Barbara T. Kern (717-783-6762)

Adult Vocational-Technical Education Data Collection Instruction Manual, 1998-99

Contact: John S. Creason (717-787-7289)

Elementary/Secondary Professional Personnel Instruction Manual, 1998-99

Contact: Jeanne S. Hobaugh (717-783-6761)

Postsecondary Occupationally Specific Instruction Manual, 1998-99

Contact: Marcia McCormick (717-783-6763)

Elementary/Secondary Professional Personnel Charter School Institution Manual, 1998-99

Contact: Jeanne Hobaugh (717-783-6761)

### **Bureau of State Library**

Revised Classification Scheme for Pennsylvania State Publications, 1998—Provides Call Numbers to be Used in Classifying Pennsylvania State Publications

Contact: Mary Lou Sowden (717-783-5964)

### **Bureau of Library Development**

Guidelines for Negotiating Agreements, 1996—Guidance for District Library Centers in Negotiating Service Agreements With Local Libraries

Guidelines for Statewide Library Card System, 1997—Rules for Public Libraries Participating in the Statewide Library Card System

A Handbook for District Library Consultants, Second Edition, 1986—Guidance for Librarians Who Take Positions As District Library Center Consultant Librarians

A Handbook for Public Library Trustees, Fourth Edition, 1993—Guidance for People Serving as Trustees for Pennsylvania Public Libraries

ACCESS PENNSYLVANIA Curriculum Guide, 1991—Library Lesson Plans with Lesson Objectives

Pennsylvania Guidelines for School Library Information Programs, 1999—Suggestions for Implementing Quality Library Programs in Pennsylvania

Contact: Barbara W. Cole (717-783-5722)

### **Bureau of Community and Student Services**

Pregnant and Parenting Teen Evaluation Packet

Education Leading to Employment and Career Training Monthly Attendance Instructions

Contact: Dorothy Hershey (717-783-7089)

Education for Homeless Children and Youth Application for Continuation Funds, Fiscal Year 1999-00

Contact: Sheldon Winnick (717-772-2066)

Even Start Family Literacy Program Request for Grants, Report, Program Reporting Requirements, Continuous Progress Program Review

Contact: Don Paquette (717-772-2813)

Even Start Program Reporting Requirements

Contact: Sheldon Winnick (717-772-2066)

Safe & Drug-Free Schools & Communities 1998-99 Application for Local Educational Agencies, Intermediate Education Agencies or Consortia

Safe & Drug-Free Schools & Communities Guidelines and Related Laws

Safe & Drug-Free Schools & Communities Guidelines and Local Educational Need Proposal  
Guidelines for Student Assistance Program Implementation

Contact: Dan Iser (717-772-6903)  
Marlene Kanuck  
Pam Kolega

**Deputy Secretary's Office of Elementary and Secondary Education**

Basic Education Circulars (BECs)—(Updated and indexed 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, State Board of Education Regulations—Title 22 of the Pennsylvania Code, Chapters 1-23, 342 and 349, and other state and federal laws, regulations and court cases: Topics include among others: Early Intervention—Department of Education Services—Employee Rating Form—School and Student Records—Home Education Programs—Special Education—Payments for Education—Graduation of Seniors—School Construction—Safe Schools—Copyright Law)

Contact: Sarah Pearce (717-783-9287)

Child Labor Laws and Employment of Minors

Contact: Stephen Fisher (717-787-6016)

**Bureau of Teacher Preparation and Certification**

Pennsylvania Teacher Intern Certification Handbook and Institutional Listing (Revised, 1998)

Contact: Theona Waxbom (717-783-6796)

Programs Approved for Teacher Education in Pennsylvania Colleges and Universities

Education Testing Service Praxis Series Registration Bulletin

Contact: Ron Simanovich (717-787-3470)

Pennsylvania Department of Education Application and Instructions for Professional Educator (Includes background information, application forms, and directions. Titles include: Applicant Prepared in Pennsylvania—Applicant Prepared Outside Pennsylvania—Level II Certification—Master's Equivalency—Emergency Certification.)

Alternative Certification Teacher Certification Information Sheets (Various handout papers used to respond to queries on professional educator certification in Pennsylvania.)

Contact: Susan Stewart (717-787-3356)

Guidelines for the Preparation of Self-Study Materials for Certification in Pennsylvania

Contact: Ron Simanovich (717-787-3470)

Certification for Charter School Professional Staff

Contact: Susan Stewart (717-787-3356)

**Bureau of Postsecondary Services**

Pennsylvania Department of Education Guidelines for the Approval of Degree Programs

Contact: Carol Derrickson (717-772-3623)

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: Paula Fleck (717-772-3623)

Eisenhower Postsecondary Grant Application Guidelines

Contact: Linda J. Benedetto (717-772-3623)

**Deputy Secretary's Office of Postsecondary and Higher Education**

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: Dr. Warren D. Evans (717-783-6769)

**Bureau of Vocational-Technical Education**

Annual State Sex Equity Plan

Contact: Tom Winters (717-787-8022)

Guidelines for Community College Variable Stipend Program

Contact: John Bonchalk (717-783-6867)

Cooperative Education Guidelines for Administration

Contact: Jane Acri (717-783-6867)

Guidelines for Submission of Applications for Approval of Nurse Aide Training Program

Contact: Carlyn Forlizzi (717-783-6965)

Implementing a Statewide System of Core Performance Measures and Standards for Vocational-Technical Education in Pennsylvania

Contact: Steven Franchak (717-783-6867)

Tech Prep: Continuing Consortia Development Guidelines, 1998-99Tech Prep: New Regional Consortia development Guidelines, 1998-99Tech Prep Program Approval in Pennsylvania Interpretative Questions and Answers

Contact: Tom Winters (717-787-8022)

Job Training Partnership Act State Education Grant Agreement Guidelines, July 1, 1998-June 30, 1999

Contact: Glendean Davis (717-783-6629)

General Guidelines for Applications for Vocational-Technical Education State Grants and Federal Subgrants, 1998-99

Contact: Tom Winters (717-787-8022)

Managing Local Plans: A Guide to Accountability for the Carl D. Perkins Vocational and Applied Technology Act of 1990, P. L. 101-392Managing Local Plans Part II

Contact: Carroll A. Curtis (717-772-4851)

New Choices/New Options, Combined Guidelines, 1999-2000

Contact: Tom Winters (717-787-8022)

Secondary and Postsecondary Perkins Local Plans, Guidelines, 1998-99

Contact: Carroll A. Curtis (717-772-4851)

Secondary Vocational-Technical Education Program Approval Application Procedure

Contact: Edward Holtzinger (717-787-8804)

**Bureau of Curriculum and Academic Services**Pennsylvania Strategic Planning: Equitable RepresentationChapter 4 Strategic Planning Guidelines

Contact: Richard Schirato (717-783-4307)

Instructions for Completing PDE 3044-45, Programs and Services for Students of Limited English Proficiency

Contact: Myrna M. Delgado (717-783-6649)

Writing Assessment Handbook

Contact: Lee Plempel (717-787-4234)

Reading Assessment Handbook

Contact: Mary Keepers (717-787-4234)

Mathematics Assessment Handbook

Contact: James Masters (717-787-4234)

School Profiles CD ROMs

Contact: Gerald Bennett (717-787-4234)

School-By-School Results—Quartile DistributionSchool-By-School Results—Scaled ScoresSupplemental Documentation for 1997 Reading, Mathematics and Writing Assessment Reports

Contacts: Leonard Lock (717-787-4234)

Richard Kohr (717-787-4234)

Guidelines for Sex Education in Public Schools of Pennsylvania

Contact: John L. Emminger (717-772-2167)

Pennsylvania Department of Education Guidelines for Approved In-Service CreditPennsylvania Department of Education In-Service Course Writers' and Reviewers' Manual

Contact: Carol Bellew (717-783-2862)

Induction and Professional Development Guidelines, May 1993

Contact: Carol Bellew (717-783-2862)

**Thaddeus Stevens College of Technology**View BookStudent Handbook, 1998-99

School Catalog, Fall 1999—Spring 2001

Contact: Paul Cameron (717-299-7751)

**Bureau of Budget and Fiscal Management**

Planning Construction Workbook, Forms Used to Apply for Commonwealth Reimbursement for a School Construction Project

Contact: Carle Dixon Earp (717-787-5480)

Revisions, Quarterly Reporting Information and Final Financial Reporting Information for the Job Training Partnership Act State Education Grant, 1999-00

Vocational Education Fiscal Instructions for Projects Operating in Fiscal Year 1999-00

School-To-Work Opportunities Act and State-Funded Youth Apprenticeship Programs, Financial Reporting Information for Fiscal Year 1999-00

Contact: Linda Brubaker (717-783-6870)

Guidelines for Approval of Capital Expenses for Community Colleges

Application for State Assistance for Construction of Community College Facilities

Space Approval Formula for Community Colleges

Procedures for Funding Institutional Equipment Grant Program

Procedures for Funding Engineering Schools Equipment Grant Program

Contact: Larry Snell (717-787-5993)

Individuals with Disabilities Education Act, Part B Administrative and Fiscal Guidelines

Individuals with Disabilities Education Act Part B (IDEA-B) 1999-00 Administrative and Fiscal Guidelines for Rider H—Program Application of LEA; Rider I—Support Services and Rider J—Direct Services

Individuals with Disabilities Education Act Part B (IDEA-B) 1999-00 Administrative and Fiscal Guidelines for Approved Private Schools

Individuals with Disabilities Education Act Part B (IDEA-B) 1999-00 Administrative and Fiscal Guidelines for Institutions of Higher Education and other Nonpublic School Entities

Contact: Ralph Girolamo (717-783-6535)

**Office of Educational Initiatives**

Charter School Manual

Contact: Dr. Timothy Daniels (717-705-2343)

**DECISIONS:**

**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

Deborah N. Collins v. Bethlehem Area Vocational-Technical School, Teacher Tenure Appeal No. 3-96

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

Contact: Abigail Tierney (717-787-5500)

**Certification Appeal Committee Decisions**

Michael Lechlitter, Certification Appeal #97-01

William Tolen, Certification Appeal #97-02

Peter Coppelli, Certification Appeal #97-03

Steven P. Miller, Certification Appeal #97-04

Lisa R. Church, Certification Appeal #97-05

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Daunice Bunn Certification Appeal #97-07

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John Rossman, Certification Appeal #97-10

Brian Cote, Certification Appeal #97-11

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Manuel Morales, Certification Appeal #97-13

Laura Lembo, Certification Appeal #97-14

Matthew McGuire, Certification Appeal #97-15

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Alan Lutz, Certification Appeal #97-18

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Patricia Loverich, Certification Appeal #97-22

David Heffner, Certification Appeal #97-23

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William M. Angle, Certification Appeal #98-02

Ronald L. Petroff, Certification Appeal #98-03

Robert Dinnen, Certification Appeal #98-04

Kathleen Petrini, Certification Appeal #98-05

Renu Kumari, Certification Appeal #98-06

Donald E. Dillard, Certification Appeal #98-07

William C. Vonada, Certification Appeal #98-08

Paul Casebeer, Certification Appeal #98-09A

Mischelle Nalley, Certification Appeal #98-09B

Alyson Gleiberman, Certification Appeal #98-10

Martin Aylesworth, Certification Appeal #98-11

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Robert C. Kern, Certification Appeal #98-23  
Frank J. Burich, Certification Appeal #98-24  
Ron D. Cvengros, Certification Appeal #98-25  
Kristine Stetter, Certification Appeal #98-26  
Mark McConaghy, Certification Appeal #98-27  
Dwight Shaw, Certification Appeal #98-28  
Daniel Waterman, Certification Appeal #99-01  
Colleen Kosiarski, Certification Appeal #99-02  
Richard Struck, Certification Appeal #99-03  
Lynne Smith, Certification Appeal #99-04  
Lynne Smith, Certification Appeal #99-05  
Daniel M. McAboy, Certification Appeal #99-06  
Joseph Adams, Certification Appeal #99-07  
Deborah K. Warren, Certification #99-09  
Leonid Khazin, Certification Appeal #95-06  
Dr. Fred G. Loveland, Certification Appeal #95-07  
Karen Linker, Certification Appeal #96-01  
David G. Stephany, Certification Appeal #96-02  
 Contact: Frank Meehan (717-772-3623)

#### **Certification Audit Appeals**

Lancaster School District  
 Contact: M. Patricia Fullerton (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 Decision**

Lower Kensington Environmental Center Youth Services, Child Care Food Program 1995-1  
 Contact: Roger R. Seip (717-787-5500)  
Tots Yearn to Learn, Inc.  
 Contact: Roger R. Seip (717-787-5500)  
Cassoria Learning Centers, Inc.  
 Contact: Ernest N. Helling (717-787-5500)  
Blessed Hope S.D.C. Church  
 Contact: Ann St. Ledger (717-787-5500)  
Little People Day Care School, Inc.  
 Contact: Karen Feuchtenberger (717-787-5500)

#### **Professional Standards and Practices Commission Adjudications, Memoranda and/or Orders**

James F. Reid, RE-90-02  
Belinda M. Wilson, DI-94-19  
Edward Miscavage, DI-96-06 Julio W. Wilson, DI-96-21

Stephen M. Landini, DI-96-07  
Johnnie E. Tazel, DI-96-13  
David L. Saveri, DI-92-11 Robin B. Gates, DI-96-08  
Ulysses G. Comer, Jr., RE-93-02  
Rodney E. Miller, RE-94-01  
Timothy J. Melesenka, DI-96-36  
Santo J. Pagnani, DI-96-33  
Allan M. Popsack, DI-96-27  
David J. Miller, DI-96-01  
Barbara B. Scull, DI-96-34  
David Hardy, DI-96-30  
Joseph Capellini, DI-96-32  
Benjamin D. Overley, DI-96-35  
Michael A. Martino, DI-96-28  
James D. Neuman, DI-94-09  
Frank C. Ceraso, DI-96-19  
John A. Carroll, DI-96-16  
Daniel P. Fahringer, DI-97-05  
Thomas E. Hoag, DI-97-01  
Curtis Newell, Jr., DI-94-01  
Michael Dohanic, RE-92-04  
John D. Cooper, DI-95-18  
Andrew J. Byrne, DI-92-27  
Denise Farr (Kaufman), DI-95-27  
Martin Baracca, DI-92-08  
Gary E. Heitzman, DI-95-32  
Henry P. Monyer, DI-95-25  
Stephen A. Knox, DI-95-26  
Sally Ann Ponder, DI-95-28  
Patricia Bumbera, DI-94-15  
Melvin Miller, DI-97-02  
David D. DiMarino, DI-97-07  
Mark D. Maroni, DI-97-08  
John M. Greytock, DI-97-10  
Walter T. Miller, DI-97-11  
Juan E. Garcia, DI-97-18  
Vicki Lee Paulina, RE-96-01  
Mary Jane Pardue, DI-97-31  
Robert Dombloski, DI-97-23  
Lawrence Parks, DI-97-27  
Alfred Cressler, DI-97-29  
Nathaniel Brown, DI-97-28  
Matthew Brose, DI-97-33  
Mindy Rankowitz-Mezzy, DI-97-20  
Joseph W. Bickel, DI-97-38  
Elizabeth A. Mosely-Baker, DI-97-34  
Bonnie Nelson Lott, DI-97-36  
Lynn Shilling, DI-97-16  
Edward Savage, DI-97-39

Carl Ellis, DI-97-42  
James Guzzo, DI-98-02  
Gary Serlo, DI-97-35  
Christopher Ciabattoni, DI-98-03  
Anthony Gabriel, RE-95-01  
Beth Bonow, DI-97-06  
Sandra Buchwalter, DI-95-04  
William Campbell, DI-96-05  
Thomas Davis, DI-96-04  
Robert Hahn, DI-96-03  
Michel Gotwals, DI-96-09  
Francis Kinnery, DI-94-23  
Jane Wallace, DI-96-02  
Hugh Mooney, DI-97-03  
Adrian Teaf, DI-96-38  
Marilyn Washington, DI-98-05  
Michael Beich, DI-98-21  
William Berner, DI-98-24  
Jack Danner, DI-98-25  
Lisa Christensen, DI-97-41  
Anthony Hicks, DI-98-13  
Jill Johnson, DI-98-35  
Joel Medvidovich, DI-97-12  
John Munley, DI-98-36  
James O'Connor, DI-98-26  
Stephen Offutt, DI-96-23  
M. Barbara Ogrizek, DI-97-40  
Jeremy Burris, DI-98-38  
Gary Cammisa, DI-98-29  
James Dickinson, DI-98-04  
Monique Evans, DI-98-43  
Geoffrey Griffin, DI-99-01  
Jerome Hasson, DI-96-25  
Roger Heller, DI-98-31  
James Herrington, DI-99-04  
Mary Elizabeth Hutchinson, DI-98-19  
Alma Owens, DI-95-10  
Lisa Palmer, DI-98-08  
John Robinson, DI-98-10  
Joseph Vance, RE-98-01  
Sandra Spicer Sharp, RE-94-02  
Contact: Carolyn Angelo (717-787-6576)  
**State Board of Private Licensed Schools**  
Security Officers Training Academy, 95-7  
Kittanning Truck Driving School, 95-9  
Andrew Blanco  
Wines, Steins and Cocktails, Ltd.  
Professional Bartender Training, Jeffrey McKnight, 97-6  
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Pro-Model Management & Jan Nagy Modeling and Finishing School, 98-5

Philadelphia Wireless Technical Institute, 97-21

Contact: James G. Hobbs (717-783-8228)

**Special Education Appeal Panel Decisions**

In Re: The Educational Assignment of:

Lynn K., #701

Laura B., #702

Shannon T., #703

Jonathan G., #704

Gregory P., #705

Robert R., #706

Willie F., #707

Kristopher C., #708

Karrie M., #709

Laurie P., #710

Black B., #711

Michael G., #712

Joel P., #713

Ralph L., #714

Michael F., #715

Joshua T., #716

Rairdan M., #806-A

Henry T., #820A

W. Thomas F., #835

Barbara B., #836

Allison S., #837

Daniel S., #838

Kristopher M., #839

Jonathan A., #840

Lindsay S., #841

David N., #842

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Robert M., #845

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Jonathan K., #849

Christopher C., #850

Tyler H., #851

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James C., #869  
Louis C., #870  
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Daniel O., #873  
Joel K., #875  
Laura C., #877  
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Contact: William Penn (717-783-2311)

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Jared M., #830

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Ian F., #832

Teddy C., #833

Michael C., #834

Contact: Samuel R. Bashore (717-783-6876)

**School Construction Decisions**

In the Matter of: Reimbursement for the Rose Tree Media School District

Contact: James M. Sheehan (717-787-5500)

**State Board of Private Academic Schools**

Christian Light Education Center

Dynamic Springs Institute

Contact: Carol Strait (717-783-6840)

**Miscellaneous**

Farrell Area School District v. Commonwealth of Pennsylvania, Department of Education, Office of School Services

Contact: Marion Gray (717-783-3618)

Office of Postsecondary/Higher Education v. Robert W. Dinnen

Contact: George Shevlin (717-787-2967)

Shane B. Peck v. Edward L. Rech, Office of Postsecondary/Higher Education, Division of Private Licensed Schools

Contact: James G. Hobbs (717-783-8228)

Greater Latrobe School District v. Bureau of Elementary and Secondary Education

Contact: Ernie Helling (717-787-5500)

Pottsgrove Taxpayers Alliance v. Department of Education

Contact: Virginia Breighner (717-787-5500)

**INTERNAL GUIDELINES:**

Bureau of Special Education

Compliance Monitoring System

Procedures for Complaint Management

Internal Policy: Transportation as a Related Service (May 13, 1997)

Contact: Jill Lichty (717-783-6917)

Higher Education Initiative Grant Application Form

Contact: Geri Miller (717-772-3260)

Internal Policy: Participation of Psychologists in Multidisciplinary Evaluations

Internal Policy: Serving as a Representative of the District at Individualized Education Program Meetings

Internal Policy: Signature of a Notice of Recommended Assignment

Contact: John Tommasini (717-783-6134)

**Bureau of Management Services**

Right-to-Know Act Management Guide—Provides the Department's Policy on Providing Public Access to Agency Records  
Americans with Disabilities Act (ADA) Procedures/Management Guides—Provides the Department's Procedures for  
Providing Alternate Formats, Accommodations and Accessibility to Persons with Disabilities

Contact: Mitch Akers (717-783-9791)

**Bureau of Community and Student Services**

Successful Students' Partnership Dropout Prevention Program Funding Application Guidelines

Pregnant and Parenting Teen Funding Application Guidelines

Education Leading to Employment and Career Training Funding Application Guidelines

Learn and Serve America Request for Application Guidelines

Contact: Dorothy Hershey (717-783-7089)

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: Manuel Recio (717-783-6466)

Safe Schools Grant Application Guidelines

Education Mentoring Grant Application Guidelines

Contact: John Weiss (717-783-3755)

**Bureau of Teacher Preparation and Certification**

Interstate Agreement on Qualification of Educational Personnel—Policy for Certification of Educational Professionals  
Across State Jurisdictions

Contact: Susan Stewart (717-787-3356)

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: Ron Simanovich (717-787-3470)

**Bureau of Adult Basic and Literacy Education**

Program Monitoring Review Field Guide

Contact: Cheryl Keenan (717-772-3737)

**Bureau of Postsecondary Services**

Procedures Guidelines—Pennsylvania State Approving Agency, Division of Veterans/Military Education

Operation Plan—Pennsylvania State Approving Agency, Division of Veterans/Military Education

Contact: Dr. Jane Stockdale (717-787-2414)

**Bureau of Vocational-Technical Education**

On-Site Reapproval of Approved Nurse Aide Training Programs

Contact: Carlyn Forlizzi (717-783-6965)

Federal Carl Perkins Vocational and Technical Education Local Performance Review/Report

Contact: Carroll A. Curtis (717-772-4851)

Program Administration Manual: Policy and Procedures for Perkins Subgrants and Related State Grants

Contact: Jeff Bostic (717-787-8022)

Establishing & Operating Effective Local Advisory Committees

Contact: Peggy Dell (717-787-8804)

Pennsylvania Department of Education Methods of Administration for Complying with Civil Rights Guidelines in Vocational Education

Contact: Jimmy Futrell (717-787-8022)

State Plan for Vocational and Applied Technology Education

Technical Preparation Articulation Agreements—PENN\*LINK Announcement Describing Articulation Agreements

Contact: Tom Winters (717-787-8022)

**Equal Educational Opportunity Office**

Manual for Deriving Indicators of Equal Opportunity for Higher Education in The Commonwealth of Pennsylvania

Contact: Carrie M. Patterson (717-783-9531)

Act 101 Regulations and Guidelines

Contact: Kathleen Kennedy (717-783-4393)

**\*Bureau of Correction Education**

Guidelines for Education Programs in Adult State Correctional Institutions (1999-2000)

Guidelines for Education Programs in Youth Development Centers, Youth Forestry Camps and Youth Secure Units (1999-2000)

Contact: William D. Mader (717-783-9224)

**Thaddeus Stevens College of Technology**

Faculty Manual

Contact: Betty Tompos (717-299-7749)

**OTHER**

**Bureau of State Library**

Disaster Response and Recovery Manual

State Library of Pennsylvania Collection Development Policy

Contact: Mary Lou Sowden (717-783-5964)

State Library of Pennsylvania Information Services Guidelines

Contact: Susan Payne (717-783-5986)

**Bureau of Teacher Preparation and Certification**

Certification Testing Booklets

Contact: Ron Simanovich (717-787-3470)

**Deputy Secretary's Office of Postsecondary and Higher Education**

Higher Education Gift Disclosure

Contact: Dr. Evelyn A. Mayer (717-787-7572)

Professional Standards and Practices Commission—Pa. Code Title 22—Chapter 233 Bylaws—Statement of Policy, Annual Report, Statute (22 P. S. §§ 2070.1-2070.18)

Postsecondary and Higher Education Operating Institutions of Higher Education in Pennsylvania Legally Authorized to Grant Degrees

Contact: Dr. Warren D. Evans (717-787-6576)

**Bureau of Vocational-Technical Education**

The Area Vocational-Technical School Organization—A Technical Assistance Manual

Contact: Peggy Dell (717-787-8804)

Community College Variable Stipend Program

Contact: John Bonchalk (717-783-6867)

**Bureau of Curriculum and Academic Services**Pennsylvania Comprehensive Reading Plan II, Reading, Writing and Talking Across the Curriculum

Contact: Diane Dickson (717-787-5482)

"Blue Ribbon Schools, Elementary & Secondary School Recognition Programs" United States Department of Education Publication"Blue Ribbon Schools Nomination Packet" United States Department of Education Publication

Contact: Robert Burrows (717-783-1028)

**Bureau of Budget and Fiscal Management**Standard Contract for Food Service Management Services

Contact: Saeed Khokhar (717-787-3186) or (800-331-0129)

School Construction Fact Sheet—A Brief Description of School Construction Procedures

Contact: Carle Dixon Earp (717-787-5480)

**Scranton State School for the Deaf**Office of Civil Rights Complaint #03911181 and 03911182 Assurance Statement, August 1992

Contact: Dorothy S. Bambach (570-963-4040)

**Office of Educational Initiatives**Summary of Performance Funding for Pennsylvania SchoolsSchool Performance Funding Reporting DocumentsPennsylvania Charter School Directory

Contact: Dr. Timothy Daniels (717-705-2343)

\*By an act of the Legislature, the Bureau of Correction Education moved to the Department of Corrections effective July 1, 1999. These changes are included with the Department of Education's submissions to ensure consistency; future Corrections Education submissions will be published with Department of Corrections information.

**EMERGENCY MANAGEMENT AGENCY****GUIDANCE & INFORMATION CIRCULARS (1997)**

- C98-1 Weather Emergency Preparedness Exercise
- C98-2 Hazardous Material Response Fund (HMRF) Grant Guidance
- C98-3 Radiation Emergency Response Fund (RERF) Grant Guidance
- C98-4 State and Local Assistance Program Annual Submission
- C97-4 Movement of Authorized Persons on Commonwealth Highways During a Blizzard or Major Winter Storm
- C97-7 Hazardous Materials Emergency Preparedness (HMEP) Planning and Training Grant Guidance
- C97-8 Emergency Equipment, Materials and Supplies
- C97-9 Requirements for Preparation of Annual Update of County Hazardous Material Emergency Response Preparedness Assessment—Reporting Year 1997
- C97-10 Nuclear Power Plant Accident Emergency Worker Dosimetry and Potassium Iodide (KI)
- C95-1 Exercise Programs
- C95-4 Planning Guidance for Mass Fatalities Incidents
- C95-6 Guidance for Enforcement of the Hazardous Material Emergency Planning and Response Act (Act 1990-165)
- C95-8 Radiological Preparedness Program
- C95-9 Spent Nuclear Fuel Shipment, Radiation Transportation Emergency Response Fund (RTERF) Application Funding Guidance
- C95-10 Nuclear Power Plant Accident Emergency Worker Dosimetry and Potassium Iodide (KI)
- C93-1 Guidance for Appropriate Emergency Response to Spills or Leaks from Vehicle Fuel Tanks or Heating System Fuel Supply Tanks or Lines
- C92-5 "Superfund Amendments and Reauthorization Act of 1986" (SARA) Title III/Act 165 Matters
- 89-2 Evacuation Authority
- 89-7 PEMA's Correspondence Courses
- 3/10/81 Payment of Compensation Benefits for Accidental Injury Sustained by Duly Enrolled Emergency Management Volunteers (BOA)

**EMERGENCY MANAGEMENT DIRECTIVES**

- D97-1 Hazardous Material Response Teams in Pennsylvania  
 D97-2 Act 1990-165 Facility and Vehicle Inspections  
 D97-3 Testing Program and Protocol for State Emergency Voice Altering Network (SEVAN)  
 D95-2 Instructor Classification System and Code of Professionalism  
 D95-5 Review of Sara Off-Site Response Plans and Maintenance of State Emergency Operations Center Chemical Preparedness Data Base  
 D93-5 Pennsylvania Emergency Incident Reporting System (PEIRS)  
 D91-3 Firefighter's Memorial Flag  
 D91-4 Guidelines for the Operation of a Fire Service Certification Advisory Committee  
 D90-3 Emergency Management Training and Education  
 D89-5 Change to Generic County EOP

**CURRENT PEMA DIRECTIVES UNDER OLD SYSTEM:**

- 4/24/79 Official Publications of Pennsylvania Emergency Management Agency  
 14 8/6/79 Files Retention and Disposition  
 33 11/17/80 Official Enrollment of Emergency Management Personnel  
 67 4/19/84 Affirmative Action  
 77 6/1/85 Training or Test Authorization Request

Contact: Mark Goodwin (717) 651-2010

**ENVIRONMENTAL HEARING BOARD****GUIDANCE MANUALS**

- Filing Instructions
- Environmental Hearing Board Practice Guide
- The Environmental Hearing Board's webpage: [www.ehb.verilaw.com](http://www.ehb.verilaw.com)

Contact: William T. Phillippy, IV (717) 787-3483

**ENVIRONMENTAL PROTECTION****DECISIONS—MEMORANDA OF UNDERSTANDING, AGREEMENTS, POLICY DECISIONS****Office of Policy and Communications**

- Policy to Encourage Voluntary Compliance by Means of Environmental Audits DEP ID: 012-0840-001  
Secretary's Directive on Review of Existing Regulations/Technical Guidance Documents DEP ID: 012-0900-002  
DEP Mediation Confidentiality DEP ID: 012-0501-001  
Electronic Copies of Technical Guidance DEP ID: 012-0900-003  
Public Participation in the Development of Regulations and Technical Guidance DEP ID: 012-1920-001  
 Contact: Joe Sieber 717-783-1497

**Policy/Acceptance/Community Environmental Projects In Lieu of Civil Penalties DEP ID: 012-4180-001**

Contact: Richard Mather 717-787-7060

**Bureau of Land Recycling and Waste Management**

- Exclusionary Siting Criteria—Hazardous Waste Treatment and Disposal DEP ID: 251-2000-704  
Revisions to Exclusionary Siting Criteria Document DEP ID: 251-2000-705  
Establishment of Household Hazardous Waste Program DEP ID: 251-2200-515  
Single Permit for Multiple Agricultural Usage Sites DEP ID: 254-2154-740  
 Contact: Michelle Blake 717-783-6006

**Bureau of Air Quality****Compliance Strategy for Mushroom Composting Operations DEP ID: 273-5401-001**

Contact: Todd Wallace 717-783-5901

Waste Derives Liquid Fuel Policies DEP ID: 275-2101-009

Air Toxics Policies DEP ID: 275-2101-010

Volatile Organic Compounds DEP ID: 275-2101-015

Contact: Ralph Scanlan 717-787-9702

**Bureau of Radiation Protection**

Instruction in Safe Operating Procedures DEP ID: 291-3100-001

Contact: Dennis Angelo 412-442-4225

**Bureau of Waterways Engineering**

Interagency Agreement with the Susquehanna River Basin Commission DEP ID: 310-0600-002

Agreement with the U. S. Army Corps of Engineers DEP ID: 310-0600-003

Land Acquisition Policies DEP ID: 310-2139-002

Contact: Eugene Council 717-787-6826

**Bureau of Water Quality Protection**

National Pollutant Discharge Elimination System Program Implementation DEP ID: 362-0600-001

Agreement between Oil and Gas Management and Water Quality Protection Pollution Discharge DEP ID: 362-0600-002

Policy for Permitting Surface Water Diversions DEP ID: 362-2000-003

Policy for Establishing New Program Direction for Act 537 Comprehensive Planning DEP ID: 362-2206-007

Contact: Milt Lauch 717-787-8184

Wetlands Protection Action Plan DEP ID: 363-0200-001

Delegation of Authority for Chapters 105 and 106 DEP ID: 363-0200-002

Pennsylvania Wetland Replacement Project DEP ID: 363-0200-003

Delegation of Chapter 105 Functions to County Conservation Districts DEP ID: 363-0600-001

Interagency Agreement with Susquehanna River Basin Commission DEP ID: 363-0600-002

Agreement with the U. S. Army Corps of Engineers DEP ID: 363-0600-003

General Policy on Review of Erosion and Sedimentation Control Plans DEP ID: 363-2200-011

Contact: Ken Reisinger 717-787-6827

**Bureau of Water Supply Management**

DEP and Pennsylvania Infrastructure Investment Authority Agreement DEP ID: 381-5511-012

Principles for Ground Water Pollution Prevention and Remediation DEP ID: 383-0800-001

Contact: Trudy Troutman 717-783-3795

**Bureau of Watershed Conservation**

Attorney General Opinion 361 re: 1939 Water Rights Act DEP ID: 392-2130-003

Rescission of Water Rights DEP ID: 392-2130-004

Policy for Regulation of Interbasin Transfers DEP ID: 392-2130-005

Metering of Withdrawals under Orders of Confirmation DEP ID: 392-2130-006

Permit Life DEP ID: 392-2130-008

Contact: Pat Phillipy 717-787-5267

**Field Operations Deputate**

Policy for Model Permit Application Process DEP ID: 400-2000-300

Policy for Authorizing Emergency Response Expenditure DEP ID: 400-5900-102

Policy for Emergency Response Critiques DEP ID: 400-5900-103

Policy for Authorities of DEP On-Scene Coordinators DEP ID: 400-5900-104

Policy for Emergency Response Contracting DEP ID: 400-5900-105

Policies for Authorities of DEP's Director of Emergency Response DEP ID: 400-5900-107

Policy for Contracting with Fire Companies or HAZMAT Teams DEP ID: 400-5900-108

Policy for Authorization of Emergency Transport and Storage of Hazardous Waste DEP ID: 400-5900-109

Policy for Field Order Authorization of Emergency Response Team DEP ID: 400-5900-110

Policy for Gasoline Fume Emergency Criteria DEP ID: 400-5900-112

Hazardous Material and Hazardous Atmosphere Safety Policy DEP ID: 400-5900-114

Confined Space Safety Policy DEP ID: 400-5900-115

Policy for Electrofishing Personnel and Equipment Safety Policy DEP ID: 400-5900-116

Contact: Charles High 717-787-5027

**Bureau of Mining and Reclamation**

Memorandum of Understanding with Pennsylvania Fish and Boat Commission DEP ID: 560-0600-101

Memorandum of Understanding with Pennsylvania Game Commission DEP ID: 560-0600-102

Interagency Agreement with PHMC DEP ID: 560-0600-104

Interagency Agreement, Waste Management DEP ID: 560-0600-105

Industrial Minerals Memorandum of Understanding—PFBC DEP ID: 560-0600-106

Memorandum of Understanding Between the Office of Surface Mining and the Commonwealth of Pennsylvania DEP ID: 560-0600-204

Contact: Dottie Shellehamer 717-787-5103

**DECISIONS—POLICY AND PROCEDURES**

**Office of Policy and Communications**

Policy and Procedures for Implementing the History Code DEP ID: 012-0700-001

Implementation of the Agricultural Land Preservation Policy DEP ID: 012-0700-002

Policy for Development, Approval and Distribution of Technical Guidance DEP ID: 012-0900-001

Contact: Joe Sieber 717-783-1497

Policy for Development, Approval and Distribution of Regulations DEP ID: 012-0820-001

Contact: Sharon Freeman 717-783-1303

**Bureau of Land Recycling and Waste Management**

Reimbursement to Host County for Hazardous Review DEP ID: 251-5500-758

Environmental Emergency Response Actions DEP ID: 253-4500-608

Environmental Emergency Response Program Response Actions DEP ID: 253-5800-638

**Clean Fill Policy and Procedures DEP ID: 254-2000-715**

Local Municipality Involvement Process DEP ID: 254-2100-100

Environmental Assessment Process, Phase I Review DEP ID: 254-2100-101

Municipal Waste Facility Review—Traffic Analysis DEP ID: 254-2100-102

Process for Evaluating Daily Volume DEP ID: 254-2100-103

Policy and Procedures for Municipal Waste Facilities—Equivalency Approvals DEP ID: 254-2100-727

Municipal Sludges Allowed at Agricultural Utilization Sites DEP ID: 254-2154-720

Policy and Procedures for Infectious Waste Definition DEP ID: 254-2167-726

Contact: Michelle Blake 717-783-6006

**Bureau of Air Quality**

Employer Trip Reduction Policy DEP ID: 271-5000-001

Compliance Assurance Policy for Cement Kilns with CEMS DEP ID: 273-4000-001

Compliance Assurance Policy for Hospital Waste Incinerators DEP ID: 273-4000-002

Compliance Assurance Policy for Municipal Waste Incinerators, Including Revisions DEP ID: 273-4000-003

Enforcement Policy for CEMS on Fluid Catalytic Cracking Units DEP ID: 273-4000-004

Enforcement Policy for CEMS and Coal Sampling/Analysis Systems DEP ID: 273-4000-005

Air Pollution Control Act/Compliance History Review/Civil Penalty Assessment Procedure DEP ID: 273-4100-005

Contact: Ralph Scanlan 717-787-9702

**Bureau of Radiation Protection**

Policy and Procedures Summary, Radiation Control Division DEP ID: 291-0400-001

Compliance and Enforcement Policy DEP ID: 291-4100-001

Policy and Procedures, Nuclear Safety Division, Nuclear Safety Section DEP ID: 293-0400-001

Low Level Radioactive Waste Section Policies and Procedures DEP ID: 293-0400-002

Radon Certification Policy DEP ID: 294-2309-001

Contact: Marianne Hansen 717-787-3720

**Bureau of Water Quality Protection**

Concentrated Animal Feeding Operations Policy DEP ID: 362-2000-010

Contact: Carol Young 717-787-8104

Pennsylvania Sewage Facilities Act 537, Enforcement Reimbursement DEP ID: 362-5512-001

Act 537 Sewage Facilities Planning Grants DEP ID: 362-5512-002

Contact: Milt Lauch 717-787-8184

**Bureau of Water Supply Management**

Capital Grants for Sewerage Construction DEP ID: 381-5500-001

PENNVEST Wastewater Projects Inspection/Change Order Review DEP ID: 381-5511-001

Performance Certification for PENNVEST Funded Projects DEP ID: 381-5511-002

Value Engineering Analysis, Water Pollution Control Revolving Fund DEP ID: 381-5511-005

Cost Effectiveness Review—PENNVEST Funded Projects DEP ID: 381-5511-007

Contact: Bob Gibson 717-787-3481

Guidance on the Utilization of Minority and Women's Business Enterprise Firms DEP ID: 381-5511-014

Contact: Tony Maisano 717-782-4055

Guidance for the Review and Processing of Act 339 State Grants for Operation of Sewage Treatment Works DEP ID: 381-5513-001

Contact: Trudy Troutman 717-783-3795

**Bureau of Watershed Conservation**

General Policy and Procedures for the Review of Water Allocation Permit Applications DEP ID: 392-2130-001

Contact: Bill Gast 717-787-4048

Implementation of Act 16 DEP ID: 393-0900-015

Implementation of Act 34 DEP ID: 393-0900-016

Requirements for Registration of Aboveground Storage Tanks and Underground Storage Tanks DEP ID: 393-0900-017

Contact: Tammy Young 717-772-5831

**Bureau of Oil and Gas Management**

Technical Services Manual DEP ID: 550-2100-003

Compliance Monitoring and Enforcement Policy DEP ID: 550-4000-001

Contact: Frank Bialas 717-772-2199

**Bureau of Mining and Reclamation**

Highwall Stability in Long-Term Multiple Bench Quarries DEP ID: 563-2111-112

Review of Surface Mine Permit Applications by the Pennsylvania Fish and Boat Commission DEP ID: 560-0700-302

Review of Surface Mine Permit Applications by the Pennsylvania Game Commission DEP ID: 560-0700-303

Review of Surface Mine Applications on High Quality Waters DEP ID: 560-0700-304

Contact: Evan Shuster 717-787-5103

**EXTERNAL GUIDELINES—PROCEDURES FOR MEMBERS OF THE PUBLIC****Office of Policy and Communications**

**Advisory Committee Guidelines DEP ID: 012-1920-002**

Contact: Barbara Sexton 717-783-8727

**2000 Environmental Education Grants Program Manual and Forms DEP ID: 012-5500-001**

Environmental Education Grants Elective Program DEP ID: 012-5500-002

Contact: Helen Olena 717-772-1828

**Bureau of Land Recycling and Waste Management**

Section 902 Recycling Grant Applications that must comply with Act 57 DEP ID: 252-5500-100

Best Practices for Environmental Protection in the Mushroom Farm Community DEP ID: 254-5401-001

Guidelines for Yard Waste Composting Facilities DEP ID: 254-5403-100

Contact: Michelle Blake 717-783-6006

**Field Operations Deputate**

Guidelines for the Development and Implementation on Writing Emergency Response Plans DEP ID: 362-2000-001

Contact: Charles High 717-787-5027



**Bureau of Water Supply Management**Working Guide to the Lead and Copper Rule DEP ID: 383-0300-107Summary of Key Requirements, Community Water Systems DEP ID: 383-0810-101Summary of Key Requirements for Total Coliform Rule DEP ID: 383-0810-102Summary of Key Requirements for Phase 2 & Phase 5 Wellhead Protection Rule DEP ID: 383-0810-105Summary of Key Requirements for Surface Water Filtration Rule DEP ID: 383-0810-106Summary of Key Requirements for Lead and Copper Rule DEP ID: 383-0810-107Summary of Key Requirements for Transient, Non-Community Water Systems DEP ID: 383-0810-201Summary of Key Requirements for Bottled Water Systems DEP ID: 383-0810-203Summary of Key Requirements for Surface Water Identification Protocol DEP ID: 383-0810-206Summary of Key Requirements, Non-Transient, Non-Community Water Systems DEP ID: 383-0810-301Summary of Key Requirements for Vended/Bulk Water Hauling DEP ID: 383-0810-303**Summary of Key Requirements for Consecutive Water Systems DEP ID: 383-0810-401**DEP Permit Guide to Public Water Systems DEP ID: 383-2100-108Public Water Supply Manual, Part 2 DEP ID: 383-2125-108Public Water Supply Manual, Part 3 DEP ID: 383-2126-303Public Water Supply Manual, Part 4 DEP ID: 383-2128-108Corrosion Control Treatment—Basic Feasibility Study DEP ID: 383-3000-307Public Water Supply Manual, Part 7 DEP ID: 383-3100-111Public Water Supply Manual, Part 5, Sections 1 & 2 DEP ID: 383-3110-111Public Water Supply Manual, Part 5, Appendix A DEP ID: 383-3110-211Laboratory Reporting Instructions for Total and Fecal Coliform Bacteria DEP ID: 383-3301-102Laboratory Reporting Instructions for Bottled and Vended Water DEP ID: 383-3301-103Laboratory Reporting Instructions for Chemical Contaminants DEP ID: 383-3301-105Filter Rule Reporting Instructions and Public Water Systems Using Filtered Surface Water DEP ID: 383-3301-106Laboratory Reporting Instructions, Lead and Copper Rule DEP ID: 383-3301-107Laboratory Reporting Instructions/Radiological Contaminants/Drinking Water Distribution DEP ID: 383-3301-205Laboratory Reporting Instructions for Public Systems Using Unfiltered Surface Water DEP ID: 383-3301-206Laboratory Reporting Instructions for Total Trihalomethanes DEP ID: 383-3301-305Laboratory Reporting Instructions for Unregulated Chemical Contaminants DEP ID: 383-3301-405Small Water Systems Regionalization Grant Program DEP ID: 383-5500-213Formation of Water Authorities Grant Program DEP ID: 383-5500-413County Water Supply Planning DEP ID: 383-5500-513Public Water Supply Manual, Part 6 DEP ID: 383-5900-111

Contact: Trudy Troutman 717-783-3795

**Bureau of Watershed Conservation**Guidance for the Bluff Recession and Setback Act DEP ID: 394-5402-001

Contact: Shamus Malone 717-772-5621

Commonwealth of Pennsylvania Coastal Zone Management Program and Final Environmental Impact Statement DEP ID: 394-0300-001

Contact: Larry Toth 717-787-5267

Strategy for Addressing the 1998 Federal and State Deadline for Upgrading Existing UST's DEP ID: 393-4180-003Verification of Emergency Containment Structures for Aboveground Storage Tanks DEP ID: 393-0900-022Summary of the Simplified Program for Small Aboveground Tanks DEP ID: 393-0900-019Summary of Technical Standards for Underground Storage Tanks DEP ID: 393-0900-020Summary of the Technical Requirements for Aboveground Storage Tanks DEP ID: 393-0900-018UST/AST System Variances DEP ID: 393-0900-021Final Rulemaking: Chapter 245, Subchapters A&B DEP ID: 393-2300-001Summary of the Permitting of Underground and Aboveground Storage Tank Systems Facilities DEP ID: 393-2318-004Implementation Guidance for Application of Section 93.5(e) DEP ID: 391-2000-019

Implementation Guidance for Section 95.9 Phosphorus Discharges to Free Flowing Streams DEP ID: 391-2000-018

Implementation Guidance for Temperature Criteria DEP ID: 391-2000-017

Implementation Guidance for Evaluating Wastewater Discharges to Drainage Ditches and Swales DEP ID: 391-2000-014

Implementation Guidance of Section 93.7 Ammonia Criteria DEP ID: 391-2000-013

Contact: Tammy Young 717-772-5831

**Office of Pollution Prevention and Compliance Assistance**

**Guidance for Pollution Prevention and Energy Efficiency Site Visits DEP ID: 700-5600-001**

Contact: Robert Zaccano 717-657-4121

**GUIDANCE MANUALS**

**Bureau of Land Recycling and Waste Management**

Off-Site Audit Manual for Hazardous Sites Cleanup Program DEP ID: 253-5700-621

Contact: Michelle Blake 717-783-6006

**Bureau of Air Quality**

Continuous Source Monitoring Manual DEP ID: 274-0300-001

Source Testing Manual DEP ID: 274-0300-002

Contact: Ralph Scanlan 717-787-9702

**Bureau of Radiation Protection**

Nuclear Power Generating Station Incident Manual DEP ID: 292-0400-002

Contact: Randolph Easton 717-783-6003

**Bureau of Waterways Engineering**

Compliance Assistance and Enforcement Manual DEP ID: 310-0400-001

Contact: Eugene Council 717-787-6826

**Bureau of Water Quality Protection**

Domestic Wastewater Facilities Manual DEP ID: 362-0300-001

Small Flow Sewage Treatment Facility Manual DEP ID: 362-0300-002

Sewage Facilities Planning: Preparing Act 537 Update Revisions DEP ID: 362-0300-003

Industrial Wastewater Manual DEP ID: 362-0300-004

Technical Guidance for the Development and Specification of Effluent Limitations and Other Permit Conditions in NPDES Permits DEP ID: 362-0400-001

Manual for Land Application of Treated Sewage and Industrial Wastewaters DEP ID: 362-2000-009

Field Manual for Compliance Orders DEP ID: 362-4000-002

Contact: Milt Lauch 717-787-8184

Design Criteria—Wetlands Replacement/Monitoring DEP ID: 363-0300-001

Erosion and Sedimentation Pollution Control Manual DEP ID: 363-2134-008

Earth Disturbance Permit Policies/Procedures DEP ID: 363-2134-010

Compliance Assistance and Enforcement Manual DEP ID: 363-4000-001

Contact: Ken Reisinger 717-787-6827

**Bureau of Water Supply Management**

Groundwater Monitoring Guidance Manual DEP ID: 383-3000-001

Ground Source Heat Pump Manual DEP ID: 383-0300-001

Safe Drinking Water Program Field and Staff Handbook DEP ID: 383-0400-101

Total Coliform Rule Staff Handbook DEP ID: 383-0400-102

Bottled, Vended, Retail and Bulk Water Staff Handbook DEP ID: 383-0400-103

Health Effects/Risk Management Staff Handbook DEP ID: 383-0400-104

Inorganic, Volatile Organic and Synthetic Organic Chemicals Staff Handbook DEP ID: 383-0400-105

Surface Water Treatment Safe Drinking Water Program Staff Handbook DEP ID: 383-0400-106

Staff Handbook, Lead and Copper Rule DEP ID: 383-0400-107

Permitting and Plan Review Staff Handbook DEP ID: 383-0400-108

Data Management Staff Handbook DEP ID: 383-0400-109

Safe Drinking Water Program Compliance Strategy DEP ID: 383-0400-110

Safe Drinking Water Program General Staff Handbook DEP ID: 383-0400-111

Financial Assistance Management Safe Drinking Water Program Staff Handbook DEP ID: 383-0400-113

Pennsylvania Drinking Water Information System (PADWIS) Inventory User's Manual DEP ID: 383-3310-109

Contact: Trudy Troutman 717-783-3795

**Bureau of Watershed Conservation**

Special Protection Waters Implementation Handbook DEP ID: 391-0300-002

Contact: Rick Shertzer 717-787-9637

Commonwealth of Pennsylvania Coastal Zone Management Program and Final Environmental Impact Statement DEP ID: 394-0300-001

Contact: Lawrence Toth 717-772-5622

**Bureau of Oil and Gas Management**

Operator's Manual DEP ID: 550-0300-001

Oil and Gas Wastewater Permitting Manual DEP ID: 550-2100-002

Guidelines for Submitting Oil/Gas Bonds DEP ID: 550-2500-101

Contact: Frank Bialas 717-772-2199

**Bureau of Mining and Reclamation**

Engineering Manual for Coal Mining Operations DEP ID: 563-0300-101

Overburden Analysis Manual DEP ID: 563-0300-102

Contact: Evan Shuster 717-783-8845

**Bureau of Deep Mine Safety**

Deep Mine Safety Program Guidance Manual DEP ID: 580-3000-001

Contact: Matt Bertovich 724-439-7304

**INTERNAL GUIDELINES—PROCEDURES FOR DEP STAFF**

**Office of Policy and Communications**

Data Standards for Names and Addresses DEP ID: 012-0830-001

Data Standards for Pennsylvania Municipality Codes and Names DEP ID: 012-0830-002

Contact: Kim Nelson 717-787-3534

**Bureau of Laboratories**

Critical Elements for Certification of Laboratories for Chemistry DEP ID: 150-2302-001

Critical Elements for Certification of Laboratories for Microbiology DEP ID: 150-2302-002

Critical Elements for Certification of Laboratories for Radionuclides DEP ID: 150-2302-003

Contact: Ted Lyter 717-783-7150

**Bureau of Land Recycling and Waste Management**

Permit Applications with Out-of-State Notarizations DEP ID: 250-2100-751

Quality Assurance Program DEP ID: 250-3100-401

Execution of Release Forms by BLRWM Field Inspectors DEP ID: 250-3120-320

Purge Water from Ground Water Sampling DEP ID: 250-3130-763

Calculation of Civil Penalties DEP ID: 250-4180-302

Risk Assessment Guidelines for Facilities Burning Hazardous Waste DEP ID: 251-0300-402

Time Frames for Application of Hazardous Waste Exclusionary Siting Criteria DEP ID: 251-2000-706

Hazardous Sites Cleanup Act, Pre-Application Meetings DEP ID: 251-2100-203

Change of Ownership/Transfer of Permit DEP ID: 251-2100-754

Review Procedure for Hazardous Waste Transfer Facilities for PBR Status DEP ID: 251-2149-713

Household Hazardous Waste Collection Program DEP ID: 251-2200-502

Review of Residual and Hazardous Waste Source Reduction Strategy DEP ID: 252-6600-516

Pennsylvania Applicable, Relevant and Appropriate Requirements (ARARs) DEP ID: 253-4500-606

Mitigating Remedies under the Orphan Sites Program DEP ID: 253-4500-613

Issuance of Grants for Technical Evaluations under HSCA DEP ID: 253-5500-612

Community Relations Activities for State HSCA and Federal Superfund Programs DEP ID: 253-5700-632

Preparation of Analysis of Alternatives/HSCA Proposed Response Document DEP ID: 253-5700-634

Areas where Municipal Waste Landfills are Prohibited DEP ID: 254-2153-721  
Leak Detection Tests for Installed Liners DEP ID: 254-2153-723  
Use of Waste Tires/Tire Derived Materials at Landfills DEP ID: 254-2153-748  
Pumping Requirements for Construction/Demolition Landfills in Noncoal Mines DEP ID: 254-2157-717  
Liners for Construction/Demolition Waste Landfills DEP ID: 254-2157-718  
Issue of Emergency Municipal Waste Transfer DEP ID: 254-2158-745  
Management of Municipal Ash Waste from Resource Recovery Facility DEP ID: 254-2160-762  
Approval of Beneficial Use by Order of DEP DEP ID: 254-2163-719  
Management of Waste Tires DEP ID: 254-2163-742  
Clarification of the Identification of Infectious Waste Generators DEP ID: 254-2167-702  
Co-Mingling of Infectious & Chemotherapeutic Waste in One Container DEP ID: 254-2167-703  
Procedures for Container/Vehicle Decontamination & Small Spill Cleanup DEP ID: 254-2167-708  
Clarification of Requirements Related to Storage Bags DEP ID: 254-2167-709  
Clarification of Permit-by-Rule Provision for Mixed Waste with Residual Waste DEP ID: 254-2167-712  
Temporary Storage & In-Transit Provisions during Transport or Transfer DEP ID: 254-2167-725  
Approval of Act 101 Municipal Waste Management Plan Revisions DEP ID: 254-2212-504  
Proper Identification and Disposal of Mixed Loads of Municipal and Residual Waste DEP ID: 254-4000-749  
County Option to Retain or Eliminate Municipal Waste Flow Control DEP ID: 257-2212-501  
New Waste Streams Review DEP ID: 258-2000-764  
General Permitting Procedure DEP ID: 258-2000-765  
Municipal Waste-Like Permitting Guidance DEP ID: 258-2000-766  
Chemical Analysis DEP ID: 258-2000-767  
Implementation Guidance DEP ID: 258-2000-768  
Disposal of Municipal-Like Residual Waste DEP ID: 258-2100-747  
Co-Product Determinations in Residual Waste Program DEP ID: 258-2100-769  
Interim Operating Requirements for Permitted and Unpermitted Facilities DEP ID: 258-2181-771  
Criteria for Use of Various Materials as Clean Fill DEP ID: 258-2182-773  
Cleanup Standards under the Residual Waste Regulations DEP ID: 258-5100-761  
Contact: Michelle Blake 717-783-6006

**Bureau of Air Quality**

Interim Compliance Strategy on RACT for NOx Sources with CEMS DEP ID: 273-4000-007  
Policy for Sampling/Determination of Compliance with Low RVP Gasoline Requirements—Pittsburgh DEP ID: 273-4000-008  
DEP/EPA Asbestos Demolition/Renovation Civil Penalty Policy DEP ID: 273-4130-001  
Guidance for Application of Regional Civil Assessment Procedure DEP ID: 273-4130-003  
Compliance Docket Procedure DEP ID: 273-4130-004  
Stage II Penalty Assessment Guidance DEP ID: 273-4130-005  
Stage I Penalty Assessment Guidance DEP ID: 273-4130-006  
Stage II Enforcement Strategy DEP ID: 273-4130-007  
Air Quality Operating Permit—Protocol DEP ID: 275-2101-001  
Air Quality Operating Permit—Permitting Procedures DEP ID: 275-2101-002  
Air Quality Operating Permit Exemptions DEP ID: 275-2101-003  
Air Quality Operating Permit—Modification/Reactivation DEP ID: 275-2101-004  
Air Quality Operating Permit—Delegation Conditions and Policy Performance Test Waivers DEP ID: 275-2101-005  
Air Quality Operating Permit—Requirements DEP ID: 275-2101-006  
Air Quality Operating Permit—Best Available Technology and Other Permitting Criteria DEP ID: 275-2101-007  
Air Quality Operating Permit—Hazardous Waste Incineration DEP ID: 275-2101-008  
Air Quality Operating Permit—Public Notification DEP ID: 275-2101-011

Air Quality Operating Permit—Prevention of Significant Deterioration DEP ID: 275-2101-014

Air Quality Operating Permit—Continuous Source Monitors DEP ID: 275-2101-016

Contact: Ralph Scanlan 717-787-9702

**Bureau of Radiation Protection**

Radon Mitigation Standards DEP ID: 294-2309-002

Pennsylvania Radon Certification Guide DEP ID: 294-2309-003

Conducting Radiological Performance Assessments For LLRW Disposal in PA DEP ID: 293-2400-001

Enhanced Containment Through Engineered Barriers Staff Technical Report DEP ID: 293-2400-002

Requirements for LLRW Minimization Plan DEP ID: 293-2400-003

Contact: Robert Lewis 717-783-3594

**Bureau of Waterways Engineering**

Criteria and Fees for Dam Safety Limited Power Permits DEP ID: 310-2140-001

Annual Inspection Policy DEP ID: 310-3120-001

Category 3 Dam Inspection Report Form DEP ID: 310-3140-002

Contact: Eugene Council 717-787-3411

**Bureau of Water Quality Protection**

Chesapeake Bay Financial Assistance Funding Program Guidance DEP ID: 361-5500-004

Contact: Cynthia Davis 717-787-4317

Permitting Policy and Procedure Manual DEP ID: 362-2000-001

Subsurface Disposal of Car Wash Waste DEP ID: 362-2000-005

Conducting Technical Reviews of Water Quality Protection (Part II) Permit DEP ID: 362-2000-007

Conducting Technical Reviews of Minor NPDES Renewal Applications DEP ID: 362-2000-008

Technical Guidance for Permitting Landfill Leachate Discharges DEP ID: 362-2183-001

Technology-Based Control Requirements for Water Treatment Plant Wastes DEP ID: 362-2183-003

Technical Guidance for Development of Permit Requirements for Steam Electric Industry DEP ID: 362-2183-004

Review and Coordination of Chapter 94 Reports and Act 537 Planning DEP ID: 362-2206-001

Impact/Subsurface Disposal on Ground Water Nitrate-Nitrogen Levels DEP ID: 362-2207-004

Administration of Fee Collection for Planning Module Reviews DEP ID: 362-2207-008

Municipal Guidance—Reconstructive Planning DEP ID: 362-2208-002

Calculation of Contingent Penalties for Effluent Violations DEP ID: 362-4000-001

Guidance for Civil Penalty Calculation for Effluent Violations DEP ID: 362-4180-001

Civil Penalty Assessment Procedures for Pollution Incidents DEP ID: 362-4180-002

Calculation of Civil Penalties for Willfulness DEP ID: 362-4180-003

Contact: Milt Lauch 717-787-8184

Delegation of Chapter 105 Functions to Oil and Gas and Field Operations DEP ID: 363-2100-002

Criteria and Fees for Waterways Management Limited Power Permits DEP ID: 363-2140-001

Chapter 105 General Permits DEP ID: 363-2141-001

NPDES Permit: Discharge of Storm Water from Construction Activities DEP ID: 363-2191-014

Erosion/Sedimentation Control: Plan Development/Checklists/Worksheets/Details/Notes DEP ID: 363-2218-009

Guidelines for Determining Bonds DEP ID: 363-2505-001

Complaint Handling/Problem Assessment for Conservation Districts DEP ID: 363-3000-012

Inspection of Earth Disturbance Sites DEP ID: 363-3000-013

Contact: Ken Reisinger 717-787-6827

**Bureau of Water Supply Management**

A State Environmental Review Process for Pennsylvania DEP ID: 381-5511-013

Categorical Exclusion Provisions—PENNVEST Funded Projects DEP ID: 381-5511-015

Contact: Robert Gibson 717-787-3481

Guidance for Construction and Operation Permits DEP ID: 383-2000-108

Pilot Plant Filtration Studies for Filtration of Surface Sources DEP ID: 383-2000-208

DEP Permit Guide to Public Water Systems DEP ID: 383-2100-108

Permitting of Vended Water Systems DEP ID: 383-2126-103

Permitting of Retail Water Facilities DEP ID: 383-2126-203

Permitting of Bulk Water Hauling Systems DEP ID: 383-2127-103

Review/Approval of Existing Well Water Source Public System Use DEP ID: 383-2200-108

Safe Drinking Water Program Field Related Compliance DEP ID: 383-3000-101

Program Guidance on the Total Coliform Rule DEP ID: 383-3000-102

Surveillance Strategy and Implementation Guidelines DEP ID: 383-3120-101

Filter Plant Performance Evaluations and Response DEP ID: 383-3120-106

Giardia Sampling and Response DEP ID: 383-3130-106

New Source Sampling Requirements for Surface Water Sources DEP ID: 383-3130-108

Community and Non-Transient, Non-Community Water Systems: New Source Sampling For Groundwater Sources DEP ID: 383-3130-208

Transient, Non-Community Water Systems: New Source Sampling Requirements for Groundwater Sources DEP ID: 383-3130-308

Groundwater Quality Monitoring Network: Ambient and Fixed Station Network (FSN) DEP ID: 383-3200-009

Quality Assurance Work Plans for Groundwater Monitoring Stations DEP ID: 383-3200-016

Pennsylvania Drinking Water Information System Inventory Reports by PWSID DEP ID: 383-3310-209

Pennsylvania Drinking Water Information System Violation and Enforcement Users Manual DEP ID: 383-3310-409

Pennsylvania Vulnerability Assessment Summary DEP ID: 383-3500-105

Guidance for Surface Water Identification DEP ID: 383-3500-106

Surface Water Identification Protocol—NCWS DEP ID: 383-3500-112

PENNVEST Guidance DEP ID: 383-5500-113

Contact: Trudy Troutman 717-783-3795

#### **Bureau of Watershed Conservation**

Establishment of Alternate Thermal Effluent Limitations DEP ID: 391-2000-002

Determining Water Quality Based Point Source Effluent Limits DEP ID: 391-2000-003

Implementation Guidance Design Conditions DEP ID: 391-2000-006

Implementation Guidance for Water Quality Analysis Model (6.3) DEP ID: 391-2000-007

Implementation Guidance for the Sampling and Analysis of Osmotic Pressure DEP ID: 391-2000-008

Implementation Guidance/Sec. 95.6 Phosphorus Discharges in Lakes, Ponds and Impoundments DEP ID: 391-2000-010

PENTOXSD Technical Reference Guide DEP ID: 391-2000-011

PENTOXSD Users Guide DEP ID: 391-2000-012

Implementation Guidance of Section 93.7 Ammonia Criteria DEP ID: 391-2000-013

Implementation Guidance for Evaluating Wastewater Discharges to Drainage Ditches and Swales DEP ID: 391-2000-014

Implementation Guidance for Total Residual Chlorine (TRC) Regulation DEP ID: 391-2000-015

Implementation Guidance for Temperature Criteria DEP ID: 391-2000-017

Implementation Guidance for Section 95.9 Phosphorus Discharges to Free Flowing Streams DEP ID: 391-2000-018

Implementation Guidance for Application of Section 93.5(e) DEP ID: 391-2000-019

Protocol for Estimating First Order Pollutant Fate Coefficients and Volatile Organic Substances DEP ID: 391-2000-020

Contact: Chuck Yingling 717-783-2958

Quality Assurance Work Plan: Cause/Effect Surveys DEP ID: 391-3200-003

Aquatic Life Use Attainability Studies—Flow Water & Impoundment DEP ID: 391-3200-004

Aquatic Life Special Water Quality Protection Survey DEP ID: 391-3200-005

Quality Assurance Work Plan: Toxics Surveys DEP ID: 391-3200-006

Stream Enrichment Risk Analysis DEP ID: 391-3200-007

Quality Assurance Work Plan: Advanced Treatment Model Calibration Verification Surveys DEP ID: 391-3200-008

Standardized Biological Field Collection & Laboratory Methods DEP ID: 391-3200-010

Evaluation of Phosphorus to Lakes, Ponds and Impoundments DEP ID: 391-3200-013

Contact: Rick Shertzer 717-783-4423

Subsidiary Water Allocation Permit Requirement DEP ID: 392-2130-002

Constant Gallons per Capita per Day (GPCD) DEP ID: 392-2130-007

Recognizing Succession to Water Rights as a Result of Changes of Ownership DEP ID: 392-2130-012

Contact: Trudy Troutman 717-783-3795

Stationary/Non-Stationary Tanks DEP ID: 393-0900-006

Exemption from Registration Fees for Volunteer Fire Companies/Volunteer EMS Organizations DEP ID: 393-0900-009

Modification and Maintenance Issues DEP ID: 393-0900-011

Storage Tank Cleaning Activities DEP ID: 393-0900-012

Applicability of 40 CFR, Subpart 280, Sub G to Previously Closed Tanks DEP ID: 393-0900-014

Implementation of Act 16 DEP ID: 393-0900-015

ASNT Level II Certification DEP ID: 393-2318-001

PE Certification for Aboveground Storage Tanks (ASTs) DEP ID: 393-2318-002

Upgrade Requirements/Substantial Modification of Underground Storage Tanks DEP ID: 393-2318-003

Permeability of Secondary Containment & Emergency Containment DEP ID: 393-3300-002

Penalty Assessment Matrix DEP ID: 393-4180-001

Storage Tank Program Compliance Assistance Strategy DEP ID: 393-4180-002

Contact: Tammy Young 717-772-5831

### **Field Operations Deputate**

Guidelines for the Development and Implementation on Writing Emergency Response Plans DEP ID: 362-2000-001

Emergency Operations Plan DEP ID: 400-5900-101

Procedures for Emergency Contracting to Extinguish Mine Fire DEP ID: 400-5900-111

Chlorine Safety Procedures DEP ID: 400-5900-113

Contact: Charles High 717-787-5027

### **Bureau of Oil and Gas Management**

Administrative Policies and Procedures Manual DEP ID: 550-2000-001

Contact: Frank Bialas 717-772-2199

### **Bureau of Mining and Reclamation**

SOAP and ROAP Application Processing and Preassignment Field Conference DEP ID: 561-2305-201

Small Operator and Remining Operator Assistance Programs (SOAP & ROAP) Report Review DEP ID: 561-2305-203

SOAP and ROAP Applicant Liability and Reimbursement Procedure DEP ID: 561-2305-601

Mine Subsidence Insurance (MSI) Coverage Issuance Procedures DEP ID: 561-5300-101

Mine Subsidence Insurance (MSI) Damage Claim Processing Procedures DEP ID: 561-5300-201

Contact: Evan Shuster 717-787-5103

Licensing, Name Changes DEP ID: 562-2000-703

Municipal Mining Licenses, Permits and Bonds DEP ID: 562-2100-704

Prompt Closure of Abandoned Underground Mine Openings DEP ID: 562-2112-315

Sealing Mine Openings, Bituminous DEP ID: 562-2112-316

Sealing Mine Openings, Anthracite DEP ID: 562-2112-317

Bituminous Coal Surface Mining/Blasting Near Utilities and Pipelines DEP ID: 562-2112-503

Blasting Complaint Protocol DEP ID: 562-2112-504

Blaster's License Suspension and Revocation Procedure DEP ID: 562-2402-501

Drop Trailer and Tanker Guidelines DEP ID: 562-2403-505

Insurance Requirements and Water Supply Replacement Assurance DEP ID: 562-2500-702

Surety Reclamation of Bond Forfeiture Sites DEP ID: 562-2504-312

Inspections DEP ID: 562-3000-102

Field Evaluation of Pit Size Variances DEP ID: 562-3000-105

Applicant Violator System (AVS) Inspections DEP ID: 562-3000-110

Applicant Violator System (AVS) Compliance DEP ID: 562-3000-802

Fixing Water Samples DEP ID: 562-3200-203

Normal/Favorable Planting Season DEP ID: 562-3200-205  
Investigating Citizen's Complaints DEP ID: 562-3900-402  
Citizen's Complaints: Appeal Procedure DEP ID: 562-3900-403  
Compliance/Enforcement Procedures DEP ID: 562-4100-301  
Alternative Enforcement DEP ID: 562-4100-307  
Bond Forfeiture DEP ID: 562-4170-308  
Civil Penalty Assessments DEP ID: 562-4180-306  
Reclamation in Lieu of Cash Payment for Civil Penalties DEP ID: 562-4180-309  
Bankrupt Surety Company Bond Replacement Requirements and Civil Penalty Calculations DEP ID: 562-4180-310  
Civil Penalty Collections DEP ID: 562-4180-311  
Coal Exploration DEP ID: 563-2000-102  
Coal Exploration by Slope Development DEP ID: 563-2000-105  
Noncoal Underground Mine Permit Applications DEP ID: 563-2000-203  
Homeowner Notification of Right to Pre-Blast Survey (Industrial Minerals) DEP ID: 563-2000-204  
Right-of-Entry DEP ID: 563-2000-208  
Review Process for the Approval of Bituminous Coal Blast Plan DEP ID: 563-2000-223  
Beneficial Use of Sewage Sludge at Active Mine Sites DEP ID: 563-2000-602  
Roads Associated with Coal Mining Activities DEP ID: 563-2000-609  
Perennial Stream Protection—Bituminous Underground Mines DEP ID: 563-2000-655  
Permit Renewals DEP ID: 563-2100-216  
Noncommercial Exemption from Requirements of the Noncoal SMCRA DEP ID: 563-2111-101  
Building Construction Exemption from Requirements of the Noncoal SMCRA DEP ID: 563-2111-102  
Noncoal Operations DEP ID: 563-2111-111  
Insignificant Boundary Corrections for Surface Mining Activities DEP ID: 563-2112-203  
Review Guide and Written Finding DEP ID: 563-2112-205  
Beneficial Use of Coal Ash at Active Coal Mine Sites DEP ID: 563-2112-206  
Completeness Review for Acceptance of Coal Mining Activity Permit Applications DEP ID: 563-2112-211  
Evaluation and Approval of Land Use Changes for Surface Water Coal Mine Operations DEP ID: 563-2112-212  
Coal Surface Mining Activity Permit Pre-Application Review DEP ID: 563-2112-214  
Review of Accepted Coal Mining Activity Permit Applications DEP ID: 563-2112-215  
Alkaline Addition for Surface Coal Mines DEP ID: 563-2112-217  
Permit Transfers DEP ID: 563-2112-218  
Cumulative Hydrologic Impact Assessments (CHIAs) DEP ID: 563-2112-219  
Coal Extraction—Oil and Gas Well Barriers DEP ID: 563-2112-222  
Certification Guidelines for Beneficial Uses of Coal Ash DEP ID: 563-2112-224  
Technical Guidance for Beneficial Uses of Coal Ash DEP ID: 563-2112-225  
Evaluation and Approval of Innovative Mining and Reclamation Techniques DEP ID: 563-2112-603  
Auger Mining DEP ID: 563-2112-604  
Water Supply Replacement and Permitting DEP ID: 563-2112-605  
Marketing of Anthracite Coal Reject Materials DEP ID: 563-2112-607  
Constructed Wetlands for Mine Drainage Treatment DEP ID: 563-2112-608  
Determining Eligibility of Pre-Existing Pollutational Discharges DEP ID: 563-2112-610  
Permitting Pre-existing Pollution Discharges Under Subchapter F or 25 Pa. Code Chapter 87, Subchapter G of 25 Pa. Code Chapter 88 DEP ID: 563-2112-611  
Underground Mining Near Oil and Gas Wells DEP ID: 563-2112-652  
Permitting Ventilation Boreholes for Underground Coal Mines DEP ID: 563-2112-653  
Technical Review, Mine Stability 563-2112-654  
Liners—Impoundments and Storage Areas DEP ID: 563-2112-656  
Underground Mining—Delineating Protection Zones for Public Water Supplies DEP ID: 563-2112-657  
Coal Refuse Disposal—Site Selection DEP ID: 563-2113-660



Noncoal Surface Mining Payment in Lieu of Bond DEP ID: 563-2500-401

Anthracite Mine Operator's Emergency Bond Loan (A.E.B.L.) Program DEP ID: 563-2504-405

Bonding, Direct Submittal of Bonds DEP ID: 563-2504-407

Phased Deposit of Collateral Coal and Noncoal Mining DEP ID: 563-2504-409

Processing Completion Reports DEP ID: 563-2504-411

Evaluating Postmining Discharges DEP ID: 563-2504-412

Additional Bonding for Wide Pits and Remote Spoil Storage DEP ID: 563-2504-449

Bond Adjustment/Release for Post Mining Discharges DEP ID: 563-2504-450

Bonding, Anthracite Underground Mines DEP ID: 563-2504-451

Qualifying, Processing and Tracking Financial Guarantees and Bond Credits DEP ID: 563-2504-501

Monitoring and Compliance and Bond Release for Subchapters F and G Permits DEP ID: 563-2504-612

Contact: Evan Shuster 717-783-8845

### **Bureau of Deep Mine Safety**

Section 316(h): Use of Electronic Atmospheric Detectors in Lieu of Approved Flame Safety Lamps DEP ID: 580-2200-003

Procedures for Processing Requests to Adopt New Items or Methods DEP ID: 580-2200-004

Guidelines for Use of Internal Combustion Motors in Underground Mines other than Coal DEP ID: 580-2200-008

Clarification of Pertinence of DEP Statutes re: Coal Processing Facilities DEP ID: 580-3000-005

Underground Mine Accident and Production/Manhour Reporting DEP ID: 580-3300-001

Contact: Matt Bertovich 724-439-7304

### **LISTINGS**

#### **Office of Policy and Communications**

Guidance Document Inventory DEP ID: 012-0900-004

Contact: Joe Sieber 717-783-1497

#### **Bureau of Water Quality Protection**

Certification for Corps Nationwide Permits DEP ID: 363-2316-001

Contact: Ken Reisinger 717-787-6827

### **POLICY STATEMENTS**

#### **Office of Policy and Communications**

Environmental Quality Board Policy for Processing Petitions Title 25, Part 1, Subpart A, Chapter 23 DEP ID: 012-0100-001

Contact: Barbara Sexton 717-783-8727

#### **Bureau of Water Quality Protection**

Conservation District Fund Allocation Program Title 25, Part 1, Subpart B, Chapter 83 DEP ID: 361-0100-001

Chesapeake Bay Nonpoint Source Pollution Abatement Program Title 25, Part 1, Subpart C, Chapter 83 DEP ID: 361-0100-002

Water Quality Toxics Management Strategy Title 25, Part 1, Subpart A, Chapter 16 DEP ID: 361-0100-003

Contact: Cynthia Davis 717-787-4317

#### **Bureau of Mining and Reclamation**

Compliance with the Surface Mining Control and Reclamation Act of 1977 Title 25, Part 1, Subpart A, Chapter 13

Policy for Emergency Mine Subsidence Relief Title 25, Part 1, Subpart A, Chapter 14

Contact: Evan Shuster 717-783-9888

### **GENERAL SERVICES**

#### **POLICY STATEMENTS:**

#### **Bureau of Contract Administration & Business Development**

- Contract Compliance—Prequalification of Vendors and Non-construction Contractors, Pa. Code § 68

- Contract Compliance—Construction Contracts, 4 Pa. Code § 68.101

- Internal Guidelines for MBE/WBE Certification, 4 Pa. Code § 68.201

Contact: Gary Lee 783-3119

**GUIDANCE MANUALS:****Bureau of Construction**

- Administrative Procedures

Contact: David McCarty 787-6330

**Bureau of Contract Administration & Business Development**

- Contract Compliance Review for Contractors (Construction and Non-Construction)
- Contract Compliance Orientation and Training Manual

Contact: Gary Lee 783-3119

**Bureau of Engineering and Architecture**

- Bureau of Engineering and Architecture Procedure Manual

Contact: Bob Glenn 787-3709

**Bureau of Police and Safety**

- Capitol Police Duty Manual

Contact: Eugene Marzullo 787-9013

**Bureau of Publications and Paperwork Management**

- M210.4 Forms Management (8/16/83)
- M210.5 Standard (STD) Forms Management (4/17/92)
- M210.6 Publications Management (8/1/84)

Contact: Donald E. Gibas 787-3707

**Bureau of Purchases**

- M610.5 - Field Procurement Handbook

Contact: Joseph Nugent 787-4718

**Bureau of Supplies and Surplus Operations**

- M610.1 Commodity Distribution Center Catalog (10/27/97)/

Contact: Ronald Wolf 787-5940

**Bureau of Vehicle Management**

- Automotive Service Facilities
- M615.2 Commonwealth Automotive Credit Card Code List (1/17/96)

Contact: James Martin 787-3162

**Professional Selections and Project Control Office**

- Instructions to Bidders

Contact: Ann Fischer 787-4479

**Bureau of Real Estate**

- M260.1 Manual for Space Utilization (12/2/77 & 3/3/80)

Contact: Michael E. Adams 787-2834)

**MANAGEMENT DIRECTIVES AND ADMINISTRATIVE CIRCULARS:****Telecommunications Division**

- 241.4 Radio Frequency Spectrum Management (6/27/86)

Contact: Richard Jacobs 705-0304

**Bureau of Buildings and Grounds**

- 625.8 Contracting for Bargaining Unit Work (2/24/94)
- 98-34 Christmas Trees and Decorations (11/20/98)

Contact: Thomas Stanbeck 787-3893

**Bureau of Financial and Management Services**

- 220.3 Mail Delivery Between Harrisburg and the Pittsburgh & Philadelphia State Office Buildings (10/26/83)
- 220.10 Processing Automated Mail (2/21/91)
- 610.5 Disposition of Personal Property and Equipment Purchased with GSA Bond Moneys (3/26/90)

- 610.15 Master Lease Program (1/3/95)
- 98-20 Master Leasing Program (6/29/98)

Contact: Barbara Sexton 787-5051

#### **Bureau of Police and Safety**

- 205.2 Powers and Duties of Policing Forces (2/9/77)
- 625.4 Enforcement of Fire and Panic Regulations (3/27/91)
- 720.3 Guidelines for Reporting Bombs and Bomb Threats (12/17/97)

Contact: Eugene Marzullo 787-9013

#### **Bureau of Publications and Paperwork Management**

- 220.9 Graphic Design, Typesetting, Reproduction, and Printing Services (6/4/87)

Contact: Donald E. Gibas 787-3707

#### **Bureau of Purchases**

- 215.9 Contractor Responsibility Program (4/16/99)
- 250.3 State Contracts Information Document (10/17/97)
- 620.1 Coal Sampling and Reporting (9/6/90)
- 99-5 Distribution of Field Procurement Handbook (2/1/99)

Contact: Joseph Nugent 787-4718

#### **Bureau of Risk and Insurance Management**

- 615.2 Motor Vehicle Liability Insurance and Accident Reporting (6/17/96)
- 630.1 Agency Insurance Coordinators (10/2/87)
- 630.2 Reporting of Employee Liability Claims (4/28/98)
- 720.4 Safety and Loss Prevention Program (10/2/87)

Contact: Kenneth Love 787-2492

#### **Bureau of Contract Administration & Business Development**

- 410.10 Guidelines for Investigating and Resolving Discrimination Complaints (3/29/97)

Contact: Gary Lee 783-3119

#### **Professional Selections and Administrative Services**

- 625.9 Agency Funded Construction Projects Exceeding \$25,000 (6/4/97)
- 99-17 Submission of Construction Requisitions Financed by Lapsing Funds (6/4/99)

Contact: Ann Fischer 787-7156

#### **Bureau of Real Estate**

- 625.1 Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services (4/10/96)
- 625.2 Inventory of Commonwealth Property (6/3/96)
- 625.5 Reporting Surplus Real Property (5/6/96)
- 625.6 Lease Amendment Exceptions for Leasehold Improvements Costing Less than \$5,000 (10/27/86)
- 625.7 Use of STD-291, Request for Lease Action and Budget Approval (11/6/97)
- 99-15 Availability of State Surplus Real Property for Transfer to Cmnlwth Agencies—Delaware Co. (5/13/99)

Contact: Michael E. Adams 787-2834

#### **Commonwealth Agency Recycling Office**

- 205.22 Implementation of Act 1998-101, Municipal Waste Planning, Recycling & Waste Reduction Act (8/7/89)

Contact: John Rarig 772-2300

#### **Bureau of Supplies and Surplus Operations**

- 610.2 Release and Receipt of Surplus State Property (2/23/79)
- 610.3 Transfer or Sale of Surplus Property (1/29/81)
- 610.7 Acquisition of Surplus Federal Property (5/25/78)
- 610.9 Recovery of Precious Metals (4/14/81)
- 99-7 Calendar Bases, Calendar Refills, Diaries and Date Books for 2000 (2/10/99)

- 99-16 Inventory of General Services' Commodity Distribution Centers (5/14/99)
- 98-22 Availability—Commonwealth Telephone Directory (7/17/98)

Contact: Ronald Wolf 787-5940

#### **Bureau of Vehicle Management**

- 615.1 Temporary Assignment of Commonwealth Automotive Fleet (12/2/92)
- 615.3 Rates and Billing for Motor Vehicles of the Commonwealth Automotive Fleet (6/5/98)
- 615.6 License Plates for Commonwealth-Owned Vehicles (6/30/97)
- 615.7 Commonwealth Vehicle Invoices (7/3/97)
- 615.9 Permanent Assignment of Commonwealth Automotive Fleet Vehicles (12/9/92)
- 615.11 Use and Condition Inspections of Commonwealth-Owned Motor Vehicles (4/21/82)
- 615.12 Motor Vehicle Authorization List (8/11/83)
- 615.13 Emission Control Test Program—Commonwealth Automotive Fleet (9/26/97)
- 615.14 Repairs and Maintenance, Commonwealth Automotive Fleet (6/25/97)
- 99-18 Use of Seat Belts in Commonwealth Fleet Vehicles (6/4/99)
- 99-19 State Employes Purchasing Vehicles at the Commonwealth Auction (6/4/99)
- 99-20 Automotive Fleet Preventative Maintenance Schedule (6/4/99)
- 98-32 Placing of Decals and Logos on Commonwealth Vehicles (10/20/98)
- 98-33 Winterization of State Vehicles & Commonwealth Garage Parking & Hours of Operation (10/20/98)
- 98-37 Refueling of Commonwealth Automobile Fleet Vehicles (12/30/98)

Contact: Robert W. Randall 787-3162

#### **Commonwealth Media Services**

- 220.1 Commonwealth Media Services (6/21/90)

Contact: Carlton Sherwood 787-9777

#### **Commonwealth Travel/Information Center**

- 240.7 Submission of Changes to the Commonwealth Telephone, Agency Organizational & Functional Listings, & Employee Locator File (9/26/97)

Contact: Barbara Sexton 787-5051

#### **EXTERNAL GUIDELINES**

##### **Bureau of Engineering and Architecture**

- Professional Agreement and General Conditions to that Agreement

Contact: Bob Glenn 787-3709

##### **Bureau of Contract Administration & Business Development**

- The Pennsylvania Minority and Women Business Enterprise Office

Contact: Gary Lee 783-3119

##### **Bureau of Supplies and Surplus Operations**

- Drug Reduction Property Program
- State Surplus Property Program
- Federal Surplus Property Program

Contact: Ronald Wolf 787-5940

##### **Executive Office**

- Doing Business With the Department of General Services

Contact: Samatha Elliot 787-3197

#### **INTERNAL GUIDELINES:**

##### **Departmental Procedures (By Category)**

##### **Organization and Functions**

- Organization and Functions
- Executive Offices
- Bureau of Risk and Insurance Management
- Deputy Secretary for Procurement
- Bureau of Vehicle Management

- Bureau of Purchases
- Bureau of Supplies and Surplus Operations
- Deputy Secretary for Central Services
- Bureau of Police and Safety
- Bureau of Buildings and Grounds
- Bureau of Real Estate
- Deputy Secretary for Administration
- Contract Administration and Business Development
- Fiscal Management Unit
- Bureau of Management Services
- Bureau of Publications and Paperwork Management
- Bureau of Personnel
- Commonwealth Media Services
- Deputy Secretary for Public Works
- Bureau of Engineering and Architecture
- Bureau of Construction

#### **Personnel**

- Time and Attendance Reporting
- Partial and Full Day Closings of District Offices and Field Offices
- Disciplinary Actions
- Employee Leave
- Childbirth Leave
- Position Vacancies (Processing, Announcing, and Filling Vacancies)
- Employee Conduct and Behavior (Powers and Duties of the Capitol Police)
- Standards of Conduct and Behavior
- Performance Standards
- State Employee Assistance Program
- Employee Performance Evaluations
- Position Classification—Approval for Overtime Compensation
- Employee Arrests
- Restricted Activities; Supplementary Employment and Honoraria
- Exit Interview Program
- Rapid Promotion Examinations
- Classified Service Promotion Without Examination
- Working Out of Classification
- Statement of Financial Interests—State Ethics Act
- Statement of Financial Interests—Governors Code of Conduct
- Work Schedule Changes due to Use of Public Transportation or Car Pooling
- Worker's Compensation Insurance and Work-Related Disability Leave Programs
- Identification, Employment and Character Verification Checks
- Unemployment Compensation Insurance
- Community Work Experience Program
- Student Internship
- Group Life Insurance Program

#### **Training**

- Training
- Employee Recognition Programs

**Labor Relations**

- Employe Grievances
- Health and Welfare Trust Funds
- Driver's License Suspension/Revocation Policy

**Administrative Management**

- Office Copying Machines
- Requesting Publication of Advertisement
- Reproduction/Duplicating
- Signature Authorization
- Providing Public Notices of Agency Meetings
- Requesting Computer Services
- Request/Authorization of User Access
- Requesting Personal Computers
- Dept. of General Services Management Bulletin
- Service of Legal Documents upon Department Employees

**Financial Management**

- Budget Preparation and Control

**Contract Compliance**

- Pre-Qualification of Vendors
- Pre-Qualification of Contractors

**Publications Management**

- Processing Subscriptions and Sales of Pennsylvania Code
- Book Store Operations
- Processing Department Publications

**Forms Management**

- Creating, Revising or Deleting a Form

**Travel**

- Approvals for Acquisition and Use of Hotel and Transportation Orders
- Reimbursement for Lodging and/or Travel by Common Carrier
- Per Diem/Mileage Allowance—Field Personnel

**Procurement**

- Service Purchase Contracts
- Emergency Purchases—Commodities Not Exceeding \$50.00
- Preparation and Processing of form STD-173, Purchase Requisition
- Preparation and Processing form STD-182, Field Limited Purchase Order
- Confirmation Purchases, Using form STD-182, Field Limited Purchase Order
- Processing form STD-174, Supplies and Forms Encumbrance
- Processing form STD-182, Field Limited Purchase Order (Fund 38-Capitol Facilities Fund)
- Processing form STD-173, Purchase Requisition (Fund 38-Capitol Facilities Fund)
- Acquisition of Equipment (Rented/Leased with Purchase Option or Purchased)

**Communications**

- Cellular Telephone Service

**Surplus Property**

- Numbering Sales of Surplus Property
- Competitive Bid Sales of Surplus State Property
- Notification of Availability of Surplus/Unserviceable Property
- Receipting Processing Debit Memorandums
- Adjustment of Inventory Balances

**Personal Property**

- Manual for Personal Property Control
- Commonwealth Owned Personal Property Subject to Inspection

**Insurance**

- Processing Premium Invoices—Net of Commissions
- Processing Premium Invoices—Net of Commissions (Bonds)

**Real Property**

- Leasing Real Estate for Commonwealth Use
- Sale of Commonwealth Owned Property

**Space and Facilities Management**

- Rules and Regulations—Commonwealth Parking

**Emergency and Disaster**

- Committee for Emergency Management (DGS)
- Emergency/Disaster Procedures (General)
- Emergency/Disaster Procedures—Bureau of Management Services
- Emergency/Disaster Procedures—Bureau of Personnel

**Police**

- Rules and Regulations
- Ticket Processing Procedure
- Jurisdictional Boundaries

**Fire and Safety**

- Departmental Accident Prevention Program
- Department Safety Award

**Mail and Messenger**

- Processing Mail to Fourth, Fifth and Sixth Floors, North Office Building
- Processing Bureau of Purchases Mail
- Receipt and Delivery of Bids
- Delivery of Mail to 22nd and Forster Streets
- Processing (Daily) Mail for Pittsburgh
- Processing Mail for Offices Located at 18th and Herr Streets
- Processing (Daily) Mail for Philadelphia
- Processing Mail to Comptroller's Office—Post Office—Harristown—17th Street
- Mailing of Bid Requests

**Security—Internal**

- DGS Employe Identification Program

Contact: Brenda Bowman 783-1163

**HEALTH****POLICY STATEMENTS****Bureau of Drug and Alcohol Programs**

- Confidentiality and Student Assistance Programs, January 1992.
- Disclosure of Confidential Information to the Criminal Justice System, October 1992.
- Oral Polio Vaccine, December 1991.
- Provision of Outpatient Treatment Services Within the School Setting, November 1994.
- Reporting of Communicable Diseases, December 1992.
- Requests for Exceptions to Regulations and Requirements in State Plan.
- Single County Authorities Subcontracts with Providers, January, 1997.
- Tuberculosis Testing, September 1992.

Contact: Hector Gonzales (717) 783-8200

**Bureau of Managed Care**

Statement of Policy: Approval of Provider Contracting Arrangements Between HMOs, PHOs and IDs

Statement of Policy: Health Maintenance Organizations and Preferred Provider Organizations

Statement of Policy: Managed Care Organizations: Quality Health Care Accountability and Protection

Contact: Stacy Mitchell (717) 787-5193

**GUIDANCE MANUALS****Bureau of Community Health Systems**

Bathing Place Manual, Part I: Swimming Pools

Bathing Place Manual, Part II: Bathing Beaches

Bathing Place Manual, Part III: Hot Tubs and Spas

Contact: Helen Burns, Ph.D. (717) 787-4366

**Bureau of Community Program Licensure and Certification**

Free Standing Treatment Facility Guidelines

Health Care Treatment Facility Guidelines

Inpatient Hospital Activities Detoxification, Treatment and Rehabilitation Activity Guidelines

Prevention and Intervention Facility Guidelines

Contact: Cheryl Williams (717) 783-8765

**Emergency Medical Services Office**

Air Ambulance Licensure Manual for Air Ambulance Services—Rotorcraft

Ambulance Licensure Manual for Basic and Advanced Life Support Units

EMS Complaint Investigation Manual

EMS Continuing Education Manual

EMS Training Manual

Emergency Medical Services Study Guide (Basic Life Support and Advanced Life Support)

Medical Command Accreditation Manual

Medical Command Course

Pennsylvania Emergency Medical Services Continuing Education Handbook for Prehospital EMS Personnel

Prehospital Care Personnel Manual

Voluntary Recognition Program for Quick Response Services

Trauma Patient Triage Protocols

Contact: Margaret E. Trimble (717) 787-8740

**Bureau of Family Health**

Case Management and Tracking Protocol for Community Health Nurses, including Protocols for Early Intervention Referrals, August 1995 revision

Pennsylvania Lead Lab Data Management System (PALL)

Blood Lead Level Reporting Manual—November 1997

Contact: Kim Strizzi (717) 787-7192

**Bureau of Health Planning**

Primary Health Care Practitioner Loan Repayment Program [updated 3/97]

Loan Forgiveness for Primary Care Practitioners

Commonwealth of Pennsylvania Appalachian Regional Commission J-1 Visa Waiver Application Procedure [updated 4/97]

J-1 Visa Waiver Program Appalachian Regional Commission Fact Sheet [updated 4/97]

State 20 J-1 Visa Waiver Program Application Policy and Procedure [updated 4/97]

State 20 J-1 Visa Waiver Program Fact Sheet—[updated 4/97]

Guidelines for Federally-Designated Primary Care Health Professional Shortage Area

Guidelines for Federally-Designated Mental Health Professional Shortage Area

Guidelines for Federally-Designated Dental Health Professional Shortage Area

Guidelines for Federally-Designated Medically-Underserved Shortage Area

Cardiac Catheterization Instructions

Contact: Leslie Best (717) 772-5298



**Bureau of Health Statistics and Research:**

Application for Access to Protected Data, revised August 1997

User's Guide for Access to Protected Data, revised August 1997

Contact: Craig Edelman (717) 783-2548

**INTERNAL GUIDELINES****Bureau of Health Statistics and Research**

Policy and Procedures for Assisted Conception Birth Registrations, September 1995

Contact: Donna Ritchie (724) 656-3287

**OTHER****Bureau of Community Program Licensure and Certification**

Complaint Investigations, Licensing Alert 2-96, April 19, 1996

Distinction between Outpatient and partial hospitalization services, Licensing Alert 3-97, March, 1997

Group Counseling, Licensing Alert 2-94, November 29, 1994

Licensed Capacity, Licensing Alert 1-94, November 29, 1994

Minimum Content Requirements for Pennsylvania Department of Health Approved Curriculum for Tuberculosis and Sexually Transmitted Diseases, Licensing Alert 6-97, June, 1997

Minimum Content Requirements for Pennsylvania Department of Health Approved HIV/AIDS Curriculum, Licensing alert 1-97, February, 1997

Physical Examinations, Licensing Alert 1-96, April 19, 1996

Psychosocial Histories, Licensing Alert 4-96, April 19, 1996

Relocation, Licensing Alert 3-94, November 29, 1994

Reporting of Unusual Incidents, Licensing Alert 5-97, May, 1997

Request for Exceptions to Regulations, Licensing Alert 4-97, March, 1997

Rescheduling of LAAM, Licensing Alert 2-98, January, 1998

Rescission of Shelter, Drop-in and Hot-line Regulations, Licensing Alert 1-98,

Restrictions on Licenses/Certificates of Compliance/Approval, Licensing Alert 2-97

Scheduling of Licensing Inspections, Licensing Alert 3-96, April 19, 1996

Unannounced Visits, Licensing Alert 5-96, April 19, 1996

Contact: Cheryl Williams (717) 783-8765

Abortion Control Act (footnoted)

Ambulatory Gynecological Surgery in Hospitals and Clinics Regulations (footnoted)

Contact: John Hair (717) 783-8665

**Division of Home Health**

New Licensure Application Directives

Enforcement of Act 1996-169 and 1997-13

Contact: Aralene Trostle (717) 783-1379

**Bureau of Health Planning**

State Health Improvement Plan

Contact: Lewis H. Wolkoff (717) 783-1410

**Emergency Medical Services Office**

Pennsylvania EMS Report

State Emergency Medical Services System Development Plan

Contact: Margaret E. Trimble (717) 787-8740

**Bureau of Facility Licensure and Certification (Long Term Care Provider Bulletins)**

Long Term Care Provider Bulletin No. 22, July 1, 1991, revised June 1995  
Medicare Certification Letter (May 1988)  
Licensure Guidelines (September 1988)  
Criteria for Exceptions to State Regulation 211.12(7)(I) Staffing (December 1988)  
Influenza in Nursing Homes (February 1989)  
Licensure Guidelines—Pennsylvania Long Term Care Regulation 201.18(j)(2) Patient Funds (April 1989)  
Heavy Care/ICF Services (April 1989)  
Influenza and TB Control (November 1989)  
L-tryptophan (LT) Update (January 1990)  
Deficiencies at Exit Conference (February 1990)  
Draft of Proposed Resident Rights Provision Long Term Care Regulation 201.29 (June 1990)  
HSQR Letter-Sarrasat and Sullivan Long Term Care Survey Modifications (June 1990)  
Physician's Participation in Resident Care Planning (July 1990)  
Nurse Aide Registry (July 1990)  
Salmonella Enteritidis-Guidelines for Eggs (July 1990)  
Exception Regulation 211.9. 211.1 Pharmacy and Infection Control Committee Composition and Functions (July 1990) and Functions (July 1990)  
MRSA Guidelines (August 1990)  
HSQ Letter Regarding Admission/Discharge/Transfer (September 1990)  
Transmission of Physicians Orders by Fax (November 1990)  
Resident Assessment State Designated Instrument (effective January 31, 1991) (December 1990)  
Sarrasat/Sullivan-Medicare Billing Notice and Billing Requirements (March 1991)  
Admission/Treatment of AIDS, AIDS Related Conditions (May 1991)  
Resident Assessment/Plan of Care Requirements for State Licensure (June 1991)  
Nurse Aide-Enrollment Information (July 1991)  
Use of Geri Chair-Conflict in State and Federal Regulations (October 1991)  
Visiting Hours-State Regulations in Conflict-OBRA (October 1991)  
Resident Assessment-HSQR Letter Regarding Documentation Requirements HCFA (November 1991)  
Potential Hazards of Restraint Devices-FDA Alert (January 1992)  
Nurse Aide Registry Update (March 1992)  
Resident Assessment-HSQR Letter Clarification of Assessment Requirements and Use of Section II Background Information (April 1992)  
Training of Companions/Sitters in T18 or 19 Facilities (April 1992)  
Advisory Bulletin Regarding Accidental Ingestion of Ceramic Glazes (July 1992)  
Sclavo TB Testing Products (October 1992)  
Adjustment of Licensure Fees (January 1993)  
Disposition of Patient Medications (April 1993)  
Advance Directives for Health Care/Durable Power of Attorney/Do Not Resuscitate Orders (May 1993)  
Exception/Waiver Requests (June 1993)  
Federal Clarification of RAI Issues-Amended (August 1993)  
MDS PA Supplement Data Transmission Confidentiality (August 1993)  
Potential Hazard of Unrefrigerated Garlic, Spice-in-oil Mixes (September 1993)  
Incident/Accident Reporting Procedures (December 1993)  
Taping of Exit Conference (January 1994)  
Precautions for Excessive Temperatures (June 1994)  
Informal Dispute Resolution (September 1995)  
Minimum Data Set (MDS)-How to Count Assessment Days  
Ban on Use of Egg Breaking Centrifuges  
Pennsylvania Nurse Aide Registry on Worldwide Web  
Surety Bond Requirements—Clarification of Oblige  
Department Access to Records at Nursing Homes Pursuant to 35 P. S. § 448.813

Contact: William A. Bordner (717) 787-1816

Notice of Intent to Apply Uniform Standard to Both Skilled and Intermediate Care Patients in Long Term Care Facilities (Nursing Hours)

Contact: William A. Bordner (717) 787-1816

**Division of Acute and Ambulatory Care**

Inpatient Care in Outpatient Settings

Guidelines to Determine the Issuance of Separate or Multiple Hospital License(s) Immediate Presence

Ninety-day Advance Notice Requirement for Changes in Ownership, Structure or Name

Resident Choice of Pharmacy Provider

Vancomycin Resistant Enterococci (VRE) Recommendations

Contact: Elaine Gibble (717) 783-8980

**Bureau of Family Health**

Screening Young Child For Lead Poisoning: Guidance for State and Local Public Health Officials, Statement by the Centers for Disease Control—November 1997 (federal guidelines adopted by PA)

Application for Chronic Renal Disease Transportation Services

Application for Services (Division of Special Health Care Programs-Form #HD1072F and Guidelines for Completion

Contact: Kim Strizzi (717) 787-7192

WIC State Plan of Operations

Contact: Frank Maisano (717) 783-1289

**Bureau of Health Statistics and Research**

Application for Certified Copy of Birth or Death Record, Form H105.102.

Applying for a Birth Certificate, Form H302.145P.

Searching Your Family Tree, Form H105.182P

Publication Request Form

Contact: Donna Ritchie (724) 656-3287

(except Publication Request Form, contact Donna Livering (717) 783-2548)

**Bureau of Laboratories**

Submission of Rabies Specimens

General Specimen Submission

Compliance with Shipping of Diagnostic Specimen/Etiologic Agent

Contact: Richard E. Berman (610) 363-8500

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

Contact: M. Jeffrey Shoemaker, Ph.D. (610) 363-8500

Clinical Laboratory Application Procedure

Complaint Handling Procedure

Glucose/Cholesterol Screening Procedure

Multiphasic Screening Procedure

Out-of-State Laboratory Licensure/Certification Procedure

Physicians' Office Policy

Nursing Home Policy

Proficiency Testing Evacuation Procedure

Contact: Joseph Gasiewski (610) 363-8500

**Bureau of Managed Care**Requirements Regarding Prior Approval of Special Delivery Systems to Serve MA RecipientsService Area Expansion GuidelinesTechnical Advisory 1996-1: Criteria for HMO Approval of Special Needs Members Selection of a Specialist as Their Primary Care Physician-Health Choices ProgramHMO Technical Assistance Advisory 95-1: Exemption Request for CRNPs to Serve as Primary Care ProvidersGuidelines and Technical Advice to HMO Applicants Regarding Provider ContractsGuidelines and Technical Advice to HMO Applicants Regarding **Member Grievance Procedures**Guidelines and Technical Advice to HMO Applicants Regarding Quality Assurance Program StandardsGuidelines and Technical Advice Regarding Credentialing SystemsApplication for Certification as a Utilization Review Entity

Contact: Stacy Mitchell (717) 787-5193

**Bureau of Chronic Diseases & Injury Prevention**Abortion: Making a DecisionDirectory of Services

Contact: Emilie Tierney (717) 787-5900

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**INSURANCE**

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**NOTICES:****Executive Office****Executive Office: *Insurance Department Notices***

<b>No.</b>	<b>Date</b>	<b>Description</b>
	08/28/1986	Ceding Credit Life/Accident and Health Insurance to Insurers Owned by Agents, Brokers or Creditors
	06/16/1987	Ceding Credit Life/Accident and Health Insurance to a Single Producer Owned Captive Reinsurer
1993-19	11/19/1993	21 Pa. Code, Chapter 25, Rules and Procedural Requirements for Insurance Holding Company Systems
1994-01	03/01/1994	Guidelines for Record Retention
1994-09	07/07/1994	Approval and Solicitation of Long Term Care Policies for Continuing Care Retirement Communities
1994-11	10/03/1994	General Account Modified Guaranteed Annuity
1994-12	10/03/1994	Separate Account Modified Guaranteed Annuity
1994-13	10/03/1994	General Account Modified Guaranteed Life Insurance
1994-14	10/03/1994	Separate Account Modified Guaranteed Life Insurance
1994-15	10/03/1994	Nonforfeiture and Valuation Statutory Interest Rates
1994-18	11/15/1994	Guidelines for Record Retention
1995-01	01/11/1995	Valuation Standards for Life and Health and Accident Insurance
1995-07	07/19/1995	Modification of Contract for Use When an Annuity Premium Tax is Not Applicable
1995-09	08/23/1995	Deregulation of Commercial Lines Property And Casualty Forms
1996-01	03/20/1996	Deregulation of Accident and Health Forms
1996-13	08/24/1996	Deregulation of Life Insurance Forms
	04/12/1997	Deregulation of Accident and Health Forms
	06/28/1997	Deregulation of Accident and Health Forms
1997-03	08/09/1997	Mutual to Stock Notices
1998-01	02/07/1998	Continuing Education Advisory Board Guidelines and 1998 Continuing Education Advisory Board Members
1998-04	07/25/1998	Codification of Statutory Accounting Principles
	08/29/1998	Notice of Requirements to File Forms Under the A&H Filing Reform Act
1998-05	09/05/1998	Notice to Medical Malpractice Insurance Carriers & Self-Insured Health Care Providers
1999-01	01/01/1999	Limit on Cancellation, Refusals to Renew, Refusals to Write, Surcharges, Rate Penalties and Point Assignments

No.	Date	Description
1999-02	04/17/1999	Repeal of Outdated Notices
1999-03	06/26/1999	Per Diem Charges for Financial Examinations Conducted by the Pennsylvania Insurance Department (Replaced Notice dated 06/28/1998)
1999-04	06/26/1999	Per Diem Charges for Market Conduct Examinations Conducted by the Pennsylvania Insurance Department (Replaced Notice 1998-03, dated 06/28/1998)

### ***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 J. Salvatore, Regulatory Coordinator, Office of Special Projects 717-787-4429

## **II. OTHER:**

### **Office of Special Projects**

#### ***Regulatory Procedures Manual***

Internal procedures regarding drafting of regulations

Contact: Peter J. Salvatore, Regulatory Coordinator, Office of Special Projects 717-787-4429

### **Bureau of Administrative Hearings**

#### *Digest of Automobile Policy Terminations (Act 68 and 78)*

Insurance Commissioner Decisions on Automobile Insurance 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: B. Ward, Docket Clerk, Administrative Hearings Office, 717-783-2126

**Bureau of Administration***Public Documents Room Procedures*

Procedures to review public documents at the Insurance Department

Contact: Tracey Pontius, Director, Bureau of Administration, 717-787-4298

**LABOR AND INDUSTRY****POLICY STATEMENTS:****Bureau of Labor Law Compliance, Apprenticeship and Training**

- Apprenticeship and Training Council Policy Manual

Contact: Robert E. Moore (717-787-4763)

**Bureau of Occupational and Industrial Safety**

- Universal Accessibility Interpretation

- |                      |                      |                     |
|----------------------|----------------------|---------------------|
| 1) April 3, 1995     | 4) November 20, 1996 | 6) July 28, 1997    |
| 2) April 24, 1995    | 5) April 15, 1997    | 7) December 4, 1997 |
| 3) February 29, 1996 |                      |                     |

Contact: James S. Varhola (717-787-3329)

**GUIDANCE MANUALS:****Bureau of PENNSAFE**

- Workplace Safety Committees Technical Assistance Manual
- Tier II Chemical Inventory Reporting Requirement and Fee Instructions; Facility Reporting Requirements.
- Title III List of Lists (Consolidated List of Chemicals Subject to the Emergency Planning and Community Right-to-Know-Act [EPCPA] and Section 112[r] of the Clean Air Act, as amended)
- Hazardous Substance Survey Form—Compliance Materials for Public Sector Employees
- Hazardous Substance Survey Form—Employer Information Packet (Private Sector)
- Leader's Guide for Right to Know Training Program
- Right to Know Training Guidelines for Public Sector Employees
- Workbook for Public Sector Employees in Providing Right to Know Training

Contact: Tom Ward, Jr. (717-783-1826)

**Bureau of Workers' Compensation**

- Safety Pays: Workplace Safety Committee Incentive Program (Pamphlet)
- "Workers' Compensation and the Injured Worker" Brochure

Contact: Bryan Mahoney (717-783-5421)

- Application for Certification of Workplace Safety Committee Completion Guide
- Workplace Safety Committee Certification Renewal Affidavit Overview
- Certified Employer Network Overview
- Accident and Illness Prevention Service Provider Qualifications Guide
- Insurer, Individual Self-Insured Employer and Group Self Insurance Fund Accident and
- Illness Prevention Service/Program Audit Overviews
- Application and Summary of Requirements for Self-insurance
- Instructions Accompanying Application to Have a Letter or Surety Bond Executed
- Guidelines for Individual Self Insurance Actuarial Evaluations
- Guidelines for Group Self Insurance Actuarial Evaluations
- Employer's Guide to Self-Insuring Workers' Compensation
- Workers' Compensation Self Insurance Loss Portfolio Transfer Guidelines

Contact: George Knehr (717-783-4476)

- PA Workers' Compensation Employer Information Pamphlet

Contact: Tom Kurtz (717-787-3567)

- Procedures for Completing an Application for Fee Review

Contact: Eileen Wunsch (717-783-5421)

**Office of Vocational Rehabilitation—Bureau of Program Operations**

- Pennsylvania OVR Counselor Policy Manual

Contact: Roger Barton (717-772-3511)

**Prevailing Wage Division**

- Pennsylvania Construction Wage Survey (Instruction booklet)

Contact: Robert E. Moore (717-787-4763)

**INTERNAL GUIDELINES:**

NONE

**OTHER:**

**Bureau of Labor Law Compliance**

**Abstracts:**

- Summary of Wage Payment and Collection Law
- Equal Pay Law
- Minimum Wage Act Poster and Fact Summary
- Abstract of Child Labor Law
- Employment of Minors as Ambulance Attendants/Junior Firefighters

Contact: Robert E. Moore (717-787-4763)

**Bureau of PENNSAFE**

- Compliance Checklist for Public Sector Employees
- Occupational Exposure to Lead—Employer Fact Sheet
- Employee Workplace Notice—Pennsylvania Worker and Community Right to Know Program
- Community and Emergency Response Booklet (IUP)
- “Is Your Patient a Lead Exposed Worker?” (Brochure for Health Care Providers)
- “After the Inspection: What Happens Next?” (Pamphlet)

Contact: Tom Ward, Jr. (717-783-1826)

**Bureau of Labor Law Compliance**

- Prevailing Wage Poster

Contact: Robert E. Moore (717-787-4763)

**Bureau of Workers' Compensation**

- News & Notes (A Bureau of Workers' Compensation Public Newsletter)
- 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.)
- Bureau of Workers' Compensation Annual Report

Contact: Bryan Mahoney (717-783-5421)

- Workplace Illnesses & Injuries Report (Annual Statistical Publication)

Contact: Terry Titus (717-787-3361)

**Bureau of Unemployment Compensation Benefits and Allowances**

- UCP-1 Pennsylvania Unemployment Compensation Handbook
- UCP-1(SC) Pennsylvania Unemployment Compensation Handbook for individuals filing through pilot UC Service Centers
- UCP-1 (Insert) How to Figure Your Weekly Benefit Rate
- UCP-3 Unemployment Compensation Information for Contributing Employers
- UCP-3 (Insert) Pennsylvania UC Tax Information
- UCP-6 Unemployment Compensation for Federal Civilian Employees
- UCP-8 State Unemployment Compensation and Supplemental Unemployment Benefit Plans
- UCP-9 Unemployment Compensation Shareable Regular Extended Benefits Program
- UCP-10 Unemployment Compensation for Ex-Servicemen

- UCP-11 [Assistance for Workers Under the Trade Act of 1974](#)
- UCP-16 [Unemployment Compensation Information for Reimbursable Employers](#)
- UCP-18 [Unemployment Compensation Appeals Information](#)
- UCP-19 [Unemployment Compensation in Pennsylvania](#)
- UCP-20 [Eligibility Review Program—Information and Instruction for Claimants](#)
- UCP-22 [Relief from Charges for Contributory Employees](#)
- UCP-23 [Credit Weeks](#)
- UCP-24 [Child Support Withholding from Unemployment Compensation](#)
- UCP-27 (Cert) [Transitional Adjustment Assistance Benefits](#)
- UCP-28 [Services Provided By Pennsylvania Teleclaims \(PAT\)](#)
- UCP-28 (Insert) [Pennsylvania Teleclaims \(PAT\) Telephone Numbers](#)
- UCP-28Z [Services Provided By Pennsylvania Teleclaims \(PAT\) For Interstate Claimants](#)
- PREP-1 [Profile Re-Employment Program](#)
- DUA-5 [Disaster Unemployment Assistance](#)
- BAM-12 [Benefit Accuracy Measurement Program Information for Unemployment Insurance Claimants](#)
- BAM-13 [Benefit Accuracy Measurement Program Information for Employers](#)
- ES-1938/1938A [Trade Adjustment Assistance Benefits \(including NAFTA TAA\)](#)
- UC-87Z [How to File Pennsylvania Interstate Claims on the Internet System](#)
- UC-89 [Instructions for Filing Claims by Mail](#)
- UC-191/UC-334 [Letter. Request for Restitution Agreement of Restitution/Some Good \(POS\) Reasons to Pay Now](#)
- UC-360 [Claim Confirmation Letter](#)
- UC-1627 [Important! \(Translation Notice\)](#)
- ES-2762 [Pennsylvania Unemployment Compensation and the Rights of Employers](#)
- ETA-8560 [Trade Adjustment Assistance](#)
- ETA-9042 [North American Free Trade Agreement](#)

Contact: Pete Cope (717) 787-3547

#### **Bureau of Employer Tax Operations**

- UCP-7 [Information For Employers—The Problem of “Localized” and “Nonlocalized” Employment](#)
- UCP-25 [Employee Contributions](#)
- PA-100 [Pennsylvania Combined Registration Forms and Instructions \(Unnumbered Informational Flyer\)](#)  
[Information for employers regarding Employees or Independent Contractor](#)

Contact: Laura Reohr (717) 787-2097

#### **Office of Equal Opportunity**

- [Equal Opportunity is the Law Poster](#) (English and Spanish)

Contact: Stella Spells (717-787-1767)

### **MILITARY & VETERANS AFFAIRS**

#### **POLICY STATEMENTS:**

- [ADA Policy Statement](#)
- [HIV/AIDS Policy](#)
- [Sexual Harassment Policy](#)
- [Substance Abuse in the Workplace Policy](#)
- [Workplace Violence Policy](#)

Contact: Linda Leese (717) 861-8849

- [Equal Opportunity Statement](#)

Contact: John Cutler (717) 861-8796

- [Emergency Fire Evacuation Plan](#)
- [Operation of Clubs within National Guard Facilities](#)
- [Privately Owned Weapons on National Guard Facilities](#)



- Smoking Policy

Contact: Linda Leese (717) 861-8849

- Emergency Fire Evacuation Plan, Veterans-Homes

Contact: John Patten (717) 861-8903

- Public Affairs Airlift Policy

Contact: Colonel Wright (717) 861-8825

- Resident Abuse Policy and Procedures

- Staff/Resident Fraternalization Policy, Veterans-Homes

Contact: John Patten (717) 861-8903

- Standard Operating Procedure for Armory Rentals

Contact: MAJ Trapani (717) 861-8580

**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 to FIG and DMVA Organizations
- Overtime/Compensatory Leave Policy
- Work Schedule

Contact: Linda Leese (717) 861-8849

- Discrimination Complaint Process

Contact: John Cutler (717) 861-8796

- Employee Orientation Checklist

- Review of Procedures for Responding to PHRC/EEOC Complaints

- Sexual Harassment: Your rights and responsibilities

- Work Rules/Standards of Conduct

Contact: Linda Leese (717) 861-8849

**OTHER/GUIDANCE/INSTRUCTIONAL MANUALS:**

- 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: Linda Leese (717) 861-8849

- Equal Opportunity Plan

- Contract Compliance Plan for DMVA

- DMVA Workforce Profile 1996

- Training Plan and Report

Contact: John Cutler (717) 861-8796

- Organizational and Functional Statement for the DMVA
- Index of Administrative Publications (contains classified information) Pamphlet 310-1
- Military Publications Index of Blank Forms (contains classified information) Pamphlet 25-32

Contact: Linda Leese (717) 861-8849

- Patient Care Policy Manual, Veterans' Homes
- State Home Construction Grant Program
- Veterans Administration Guidelines for State Veterans' Homes

Contact: John Patten (717) 861-8903

- Adjutant General's Biennial Report

Contact: John P. Maietta (717) 861-8720

- Directory of Agencies Providing Information to Veterans
- PA Veterans' Memorial
- Telephone Directory for Veterans Organizations
- Scotland Schools Admission Packet

Contact: John Patten (717) 861-8903

- Hollidaysburg Veterans' Home
- PA Soldiers' and Sailors' Home
- Southeastern PA Veterans' Center
- Southwestern PA Veterans' Center

Contact: John Patten (717) 861-8903

- Standard Operating Procedure for Armory Rentals

Contact: MAJ Trapani (717) 861-8580

- PA Air National Guard Fact Sheet
- PA Army National Guard Fact Sheet

Contact: LtCol Cleaver (717) 861-8468

#### PENNSYLVANIA BOARD OF PROBATION AND PAROLE

##### OTHER:

- Annual Report (1992-93).
- Brochures.
  - General Information on Board.
  - General Information on Parole Supervision.
  - SAVE (Substance Abuse Violators Effort).
  - RSAT (Residential Substance Abuse Treatment).
  - Pre-Parole Bulletin.
  - Parole Plan Investigations.

Contact: Vicki J. Wilken, 787-6208

#### PENNSYLVANIA HOUSING FINANCE AGENCY

##### POLICY STATEMENTS:

Rental Housing Program; Title 16, Part I, Subpart H, Chapter 40, Subchapter A., Sections 40.11—40.25

Contact: William Koons 717-780-3882

Owner-Occupied Residential Housing Program; Title 16, Part I, Subpart H, Chapter 40, Subchapter A., Sections 40.101—40.105

Programs Generally; Title 16, Part I, Subpart H, Chapter 40, Subchapter A., Sections 40.111—40.117

Contact: Donald Plunkett 717-780-3871

Policy Statement on Homeowner's Emergency Mortgage Assistance Program; Title 16, Part I, Subpart H, Chapter 40, Subchapter B., Section 40.201

Contact: Daryl Rotz 717-780-3922

**GUIDANCE MANUALS:****Development Division**

PHFA 1998 Multifamily Housing Loan Application Package and Guidelines (contains PennHOMES and Tax Credit Guidelines)

PHFA/City of Philadelphia Partnership Program (Bridge Loan Program)

PHFA Preprocessing Manual for Projects with Agency Federal HOME Funds PHFA Preprocessing Manual for Projects with Agency Reserve Funds

Contact: Bill Koons 717-780-3882

PHFA Low-Income Housing Tax Credit Program Guide

PHFA Low-Income Housing Tax Credit Program Allocation Plan (published annually)

Contact: Diane Brodbeck 717-780-3948

**Technical Services Division**

Architectural Submission Guide

Submission Guide for Small Projects

PHFA Preconstruction Meeting Guide

General Payout Procedures for Mortgagors & Contractors

Contact: Carolyn Heatherly 717-780-3860

**Management Division**

PHFA Policies, Procedures and Compliance Manual (PennHOMES Program)

PHFA Management Office Policies and Procedures Manual—Section 8 New Construction and Substantial Rehabilitation Programs

PHFA Low-Income Housing Tax Credit Compliance Manual

PHFA PennHOMES Financial Reporting Manual

Contact: Donna Farnham 717-780-3814

**Single Family Housing Division**

PHFA Seller's Guide

HOMESTEAD Program Guidelines

Individual On-Lot Sewage Disposal System Loan Program Guidelines

PHFA Servicing Manual

Contact: Donald Plunkett 717-780-3871

**INTERNAL GUIDELINES:**

Homeowner's Emergency Mortgage Assistance Program Policies and Procedures

Contact: Daryl Rotz 717-780-3922

PHFA Board Minutes and Resolutions

PHFA Employee Manual

Bylaws of the Pennsylvania Housing Finance Agency

PHFA Right To Know Act Policy

Contact: Carrie Barnes 717-780-3846

**OTHER:**

PHFA Annual Reports

Inventory of Assisted Rental Housing

PHFA Statewide Homeownership Program Homebuyers Workbook

Report on the Use of Act 137—The County Affordable Housing Trust Fund Legislation

PHFA Possibilities (newsletter)

Pathway to Senior Activities (resource guide)

PHFA Service Connection (supportive services newsletter)

Answers to Common Questions About the Homeowner's Emergency Mortgage Assistance Loan Program (fact sheet)

PHFA Pamphlets:

Programs of the Pennsylvania Housing Finance Agency

Statewide Homeownership Program

Lower Income Homeownership and Closing Cost Assistance Programs  
 Questions & Answers about the Federal Recapture Tax  
 Home Energy Efficiency and Home Buying  
 Homeowner's Emergency Mortgage Assistance Program  
 Supportive Services Program  
 Tax Credit Program

Contact: Phil Friday 717-780-3915

**PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY—PENNVEST**

**Internal Guidelines:**

- Policy and Procedure for Application, Permit and Right of Way Deadlines and Application Retainage, A-1, September 21, 1992
- Policy and Procedure for the Renegotiation of Financial Assistance Terms, A-5, August 20, 1991.
- Policy and Procedure for Project Cost Increases, A-6, November 1, 1995
- Policy and Procedure for Emergency Work Undertaken Without A Letter of No Prejudice, A-10, 1991.
- Policy and Procedure for Funding Tap in Fees, A-11, February 14, 1995
- Policy and Procedure for Force Account Work, A-12, May 24, 1993.
- Policy and Procedure for Eligible Amount of Acquisition Cost, A-13, November 19, 1992.
- Policy and Procedure for Eligibility of Street Resurfacing Costs, A-14, November 19, 1992.
- Policy and Procedure for Processing Letters of No Prejudice and Preclosing Letters, C-6, March 22, 1999.
- Policy and Procedure for Project Costs and Loan Closings, B-1, August 20, 1991
- Policy and Procedure for the Selection of Contractors By Borrowers, B-7, August 20, 1991.
- Policy and Procedure for Establishment of Borrowers' Accounts, B-8, August 20, 1991.
- Policy and Procedure for Commitment Acceptance and Closing Deadline, B-9, May 24, 1993

Contact: Elaine Keisling 717 783-4494

**Other:**

- PENNVEST: Pennsylvania's Doorway to the Future, 1994.
- On-Lot Sewage Disposal System for the Individual Homeowner Funding Program August, 1997.
- A Water, Sewer and Stormwater Utility's Guide to Financial and Technical Assistance Program, May, 1997.
- Pennsylvania Infrastructure Investment Authority Application, April, 1996.
- Pennvest Annual Report, November , 1996.
- Liquid Assets/ Newsletter; July, 1997.

Contact: Lou Ann Buffington (717) 787-8138.

**PUBLIC SCHOOL EMPLOYES' RETIREMENT SYSTEM  
 PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM**

**Public School Employes' Retirement System**

**POLICY STATEMENTS:**

- Paying of Benefits when PSERS has been Notified of Pending or Completed Divorce Action
- Purchase of Service Waiving of Payroll Deductions
- Paying Death Benefits when Ex-Spouse is Last Named Beneficiary
- Contested Death Benefits
- Maternity Leave of Absence
- Elimination of Frozen Present Value
- Crediting Service For Lockouts
- Method of Payment For Purchase of Service
- Return to School Service for an Emergency Annuitant
- Direct Rollover Limitations

- Overpayments and Direct Rollovers
- Alternate Retirement Dates and Termination Date
- Special Retirement Incentive 30-Year Window
- Inactive Interest
- Employment and Income Restrictions for Disability Annuitants
- Interpretation of Declaration of Intent to Retire Under Mellow
- Multiple Service Election
- Leaving Service Before Age 62 With Less Than Ten Years of Service
- Converting Hours to Days
- Crediting Purchases of Service during a Non-Qualifying Year
- Definition of "School Year"
- Rate of Contribution
- Paying Death Benefits and Collecting Overpayments from Deceased Members' Accounts
- Activated Military Leave (Approved Military Leave of Absence)
- Paying Death Benefits and Collecting Overpayments from Deceased Members' Accounts
- Cadet Nurse Service
- Birthday Rule for Determining Eligibility for Retirement Benefits
- Designation of Primary and Contingent Alternate Payees in an Approved Domestic Relations Order
- Processing Faxed Documents
- Contested Death Benefits
- Purchase of Service Payment Plan
- Purchase of Service Payment Plan
- Purchase of Previous Non-Qualifying School Service
- Worker's Compensation Offset Under Act 57

Contact: Frank Ryder (717) 720-4733

**GUIDANCE MANUALS:**

- PSERS Member Handbook (Current Ed. 1998)
- PSERS Retired Member Handbook (Current Ed. 1993)
- PSERS Update
- PSERS Videos:
  - Working For Your Future
  - A Foundation For Your Retirement
  - Here When You Need Us
  - Enjoying Your Retirement
  - Making the Most of Your Retirement Dollars
- PSERS Pamphlets:
  - Let's Talk: About Leaving Employment
  - Let's Talk: About Taxes on Your Retirement Account
  - Let's Talk: About Disability Benefits
  - Let's Talk: About Being Retired
  - Let's Talk: About Your Retirement and Divorce
  - Let's Talk: About Death Benefits
  - Let's Talk: About Purchasing Credit for Service
- PSERS Retirement Chalkboard (Active Members Newsletter)
- PSERS Benefits Hotline (Retired Members Newsletter)
- PSERS Reporting Unit Bulletin

Contact: Frank Ryder (717) 720-4733

**DECISIONS:**

- PSERS Board of Trustees Adjudications Topics:
  - Act 1991-23 ("Mellow Bill")
  - Change of Option
  - Cost of Living Increase
  - Credited Years of Service
  - Death Benefit
  - Disability
  - Effective Date of Retirement
  - Final Average Salary
  - Frozen Present Value
  - Forced Maternity Leave
  - Health Care Premium Assistance
  - Membership Eligibility
  - Merchant Marine
  - Multiple Service Credit
  - Overpayment
  - Payment of Interest
  - Pension Forfeiture
  - Purchase of Service
  - Reinstatement
  - Retirement-Covered Compensation
  - Miscellaneous

Contact: Frank Ryder (717) 720-4733

**INTERNAL GUIDELINES:**

- PSERS Investment Policy
- PSERS Board Minutes and Resolutions
- Sample Domestic Relations Order and Instruction Memo
- PSERS Employer Reference Manual
- Board Bylaws
- Board Election Guidelines
- Asset Allocation Plan
- Board Corporate Governance Voting Policy
- PSERS Policy on Public Information
- PSERS Business System Final Requirements Document

Contact: Frank Ryder (717) 720-4733

**OTHER:**

- PSERS Website: [www.psers.state.pa.us](http://www.psers.state.pa.us)
- PSERS Annual Financial Report (Includes Mission Statement)
- Actuarial Report (annual and 5 year)
- Actuarial Tables and Computational Procedures, Pa. Bulletin, Vol. 27, No. 33, pp. 3726-3739, July 26, 1997
- Health Options Program Enrollment Package

Contact: Frank Ryder (717) 720-4733

**Pennsylvania Municipal Retirement System****POLICY STATEMENTS:**

- Calculation of Withdrawing Plan's Portion of Retired Member's Reserve
- Allocation of Excess Interest to Municipal Account, Member's Accounts, and Retired Member's Reserve Accounts
- Portability: Individual Member
- Portability: Plan Spin-offs

- Crediting of Regular Interest
- Business and Educational Travel Policy

Contact: Frank Ryder (717) 720-4733

#### **GUIDANCE MANUALS:**

- 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 Procedures Manual (1984)

Contact: Frank Ryder (717) 720-4733

#### **DECISIONS:**

- PMRS Board of Trustees Adjudications

Topics:

- Death Benefit
- Pension Forfeitures
- Purchase of Service
- Vesting
- Miscellaneous

Contact: Frank Ryder (717) 720-4733

#### **INTERNAL GUIDELINES:**

- PMRS Investment Guidelines and Proxy Voting
- Investment Consultant Quarterly Reports
- Comprehensive Annual Financial Report
- Annual Report Summary
- Actuarial Reports (Annual Evaluation and 5 year Experience Study Report)
- Actuarial Tables
- Sample Domestic Relations Order and Instruction Memo
- PMRS Board Minutes and Resolutions
- PMRS Policy on Public Information

Contact: Frank Ryder (717) 720-4733

### **PUBLIC WELFARE**

*(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: Edward J. Zogby (717-787-4081)**

#### **POLICY STATEMENTS:**

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• <u>1983</u>	<u>Ch. 166</u>	<u>Computation of CWEP Hrs.</u>	<u>10/25/83</u>	<u>166-83-57</u>
	<u>Ch. 275</u>	<u>Postmark Date as the Recept. Indicator for Appeals and for Requests for Reconsideration</u>	<u>03/15/84</u>	<u>275-84-10</u>
• <u>1984</u>	<u>Ch. 297</u>	<u>Change in Reimbursement Policy for AFDC/SSI</u>	<u>03/15/84</u>	<u>297-84-1</u>
• <u>1985</u>	<u>Ch. 187</u>	<u>Definition of Child Born Out-of-Wedlock</u>	<u>11/08/85</u>	<u>00-85-23(T)</u>
• <u>1988</u>	<u>Ch. 100</u>	<u>Health Insurance Provisions for Single Point of Contact (SPOC)</u>	<u>05/25/88</u>	<u>100-88-2</u>
• <u>1989</u>	<u>Ch. 275</u>	<u>Instructions for Applying the Court Ruling in Juras vs. DPW</u>	<u>06/30/89</u>	<u>275-89-1</u>
• <u>1990</u>	<u>Ch. 183</u>	<u>Additions to/Deletions from a Budget Group</u>	<u>01/08/90</u>	<u>183-90-01</u>
	<u>Ch. 183</u>	<u>Cash Assistance Clarifications: Residence and Income</u>	<u>12/28/90</u>	<u>183-90-05</u>

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• 1991	<b>*CH. 289</b>	<b>EMERGENCY ASSISTANCE</b>	<b>07/05/91</b>	<b>0289-91-01</b>
	<b>*CH. 140</b>	<b>MANDATORY CONTINUATION OF MA THROUGHOUT PREGNANCY AND POSTPARTUM PERIOD</b>	<b>08/20/91</b>	<b>0140-91-01</b>
• 1993	<b>*CH. 178</b>	<b>MA-EXCLUSION OF RESOURCES FOR SSI-RELATED, AFDC-RELATED AND GA-RELATED CHILDREN UNDER 21 AND FOR SSI-RELATED, AFDC-RELATED AND GA-RELATED FAMILIES WITH CHILDREN UNDER 21</b>	<b>06/18/93</b>	<b>178-93-01</b>
	<b>*CH. 141</b>	<b>CHRONICALLY NEEDY NON-FINANCIAL ELIGIBILITY DETERMINATION</b>	<b>07/19/93</b>	<b>141-93-01</b>
	<b>*CH. 166</b>	<b>PROVIDING SUPPORTIVE SERVICES TO PARTICIPANTS IN THE COMMUNITY WORK EXPERIENCE PROGRAM</b>	<b>08/21/93</b>	<b>166-93-01</b>
• 1994	<b>*CH. 257</b>	<b>REVISIONS TO 55 PA. CODE CHAPTER 177 (RESOURCES) AND 257 (REIMBURSEMENT)</b>	<b>06/24/94</b>	<b>257-94-01</b>
	<b>*CH. 141</b>	<b>REVISIONS TO 55 PA. CODE CHAPTERS 141, 147, 166, 177, 178 AND 181: CHANGES TO THE GA NON-FINANCIAL REQUIREMENTS, RELATED MA BENEFITS AND CWEP</b>	<b>09/01/94</b>	<b>141-94-01</b>
• 1995	<b>*CH. 257</b>	<b>MA ESTATE RECOVERY—CHAPTER 178—MEDICAL ASSISTANCE RESOURCES; CHAPTER 257—REIMBURSEMENT</b>	<b>06/01/95</b>	<b>257-95-01</b>
	<b>*CH. 141</b>	<b>REVISIONS TO 55 PA. CODE CHAPTERS 141, 178, AND 181: ELIMINATION OF THE TRANSITIONALLY NEEDY (TN) COMPONENT OF THE GENERAL ASSISTANCE (GA) PROGRAM</b>	<b>07/12/95</b>	<b>141-95-01</b>
• 1996	<b>CH. 125</b>	<b>ACT 1995-20 PROVISIONS RELATING TO PERSONS SENTENCED OR CHARGED FOR A FELONY OR MISDEMEANOR</b>	<b>04/05/96</b>	<b>125-96-01</b>
	<b>CH. 141</b>	<b>CHANGES TO AFDC, GA AND MA REQUIREMENTS AS MANDATED BY THE WELFARE REFORM ACT OF 1996, ACT NO. 1996-35</b>	<b>07/05/96</b>	<b>141-96-01</b>
• 1998	<b>*CH. 140</b>	<b>SPECIAL MA ELIGIBILITY PROVISIONS—INCREASES IN INCOME LIMITATIONS</b>	<b>10/01/98</b>	<b>140-98-01</b>

**GUIDANCE MANUALS:**

- Cash Assistance Handbook
- Food Stamp Handbook
- Medical Assistance Eligibility Handbook
- Nursing Care Handbook
- Supplemental Handbook
- Medicaid in Pennsylvania
- Low-Income Home Energy Assistance Program Final State Plan
- Actions for Support

**Office of Medical Assistance—Contact: Suzanne Love (717-787-1870)**

**POLICY STATEMENTS:**

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• 1981	<u>Ch. 1251</u>	<u>Clarification of M.A. Bulletin # 22-80-01</u>	<u>08/19/81</u>	<u>22-81-01</u>
	<u>Ch. 1121</u>	<u>Info. Concerning Claims Submitted as Compounded Prescriptions</u>	<u>06/30/82</u>	<u>19-82-02</u>
• 1984	<u>Ch. 1101</u>	<u>Third Party Resource and Copay</u>	<u>11/01/84</u>	<u>99-84-15</u>
	<u>Ch. 1163</u>	<u>Physician Attestation Statement</u>	<u>12/31/84</u> <u>11-84-25</u>	<u>01-84-15</u>
• 1985	<u>Ch. 1141</u>	<u>Decision Concerning Prof. Component Billing</u>	<u>01/25/85</u>	<u>01-85-01</u>
	<u>Ch. 1141</u>	<u>Physician Assistant Use</u>	<u>04/22/85</u>	<u>01-85-05</u>



<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
	<u>Ch. 1245, 1163</u>	<u>Ambulance Transportation</u>	<u>04/22/85</u>	<u>11-85-08</u>
	<u>Ch. 1163</u>	<u>Psych. Inpatient Adm of Patients with D/A and Psychiatric Diagnoses</u>	<u>05/31/85</u>	<u>13-85-04</u>
	<u>Ch. 1101</u>	<u>Copayments/Guidelines/Exemption for Pregnancy &amp; Ability to Pay</u>	<u>10/17/85</u>	<u>99-85-12</u>
	<u>Ch. 1153</u>	<u>Require. for Treatment Plans &amp; Doc. of Treatment</u>	<u>10/31/85</u>	<u>29-85-01</u> <u>33-85-02</u>
	<u>Ch. 1149</u>	<u>Clarification of Treatment Plan Requirements for Orthodontists</u>	<u>02/11/86</u>	<u>03-86-1</u>
	<u>Ch. 1163</u> <u>Ch. 1151</u>	<u>Offset of Investment Income</u>	<u>02/21/86</u>	<u>11-86-04</u> <u>12-86-02</u> <u>13-86-01</u>
• <u>1986</u>	<u>Ch. 1101.75 (a)(5)</u>	<u>Policy Clarification</u>	<u>07/23/86</u>	<u>19-86-06</u>
	<u>Ch. 1101</u>	<u>Policy Clarification Re: Provider's Signature</u>	<u>09/19/86</u>	<u>99-86-06</u>
	<u>Ch. 1101</u>	<u>Professional License No.</u>	<u>10/13/86</u>	<u>11-86-12</u> <u>12-86-05</u>
	<u>Ch. 1101</u>	<u>Preclusion of Convicted Persons, Not Providers, from Participation or Involvement in the MA Prg.</u>	<u>10/24/86</u>	<u>99-86-09</u>
	<u>Ch. 1123</u>	<u>Durable Medical Equipment Warranties</u>	<u>10/28/86</u>	<u>05-86-02</u> <u>19-86-07</u>
	<u>Ch. 1101</u>	<u>Records Maintenance and Avail. Requirements</u>	<u>11/05/86</u>	<u>23-86-02</u>
• <u>1987</u>	<u>Ch. 1101</u>	<u>Physicians' Response. Home Health Services</u>	<u>01/12/87</u>	<u>01-87-01</u>
	<u>Ch. 1223</u>	<u>Letter of Agreement-D&amp;A Single County Authorities</u>	<u>01/23/87</u>	<u>11-87-01</u> <u>12-87-01</u> <u>13-87-01</u>
	<u>Ch. 1223</u>	<u>Contractual Agreement Single County Authority County Authority</u>	<u>02/12/87</u>	<u>28-87-01</u>
	<u>Ch. 1149</u>	<u>Palliative Emerg. Treat.</u>	<u>04/24/87</u>	<u>03-87-02</u> <u>27-87-01</u>
	<u>Ch. 1101</u>	<u>Records Maint. and Avail. Require. for Chiropractors</u>	<u>04/27/87</u>	<u>07-87-01</u>
	<u>Ch. 1249</u>	<u>Reimbursement-Home Health Services in PCH</u>	<u>05/22/87</u>	<u>23-87-01</u>
	<u>Ch. 1101</u>	<u>Professional Lic. No.</u>	<u>06/10/87</u>	<u>10-87-01</u>
• <u>1987</u>	<u>Ch. 1223</u>	<u>Nonrecompensable Services Drug Screens</u>	<u>07/29/87</u>	<u>11-87-05</u> <u>12-87-04</u> <u>16-87-01</u> <u>28-87-02</u>
	<u>Ch. 1101/</u> <u>Ch. 1123</u>	<u>Coverage for Motorized Wheelchairs</u>	<u>07/30/87</u>	<u>05-87-02</u> <u>01-87-08</u> <u>19-87-06</u>
	<u>Ch. 1101</u>	<u>Policy Relating to Apnea Monitors</u>	<u>09/02/87</u>	<u>01-87-15</u> <u>05-87-04</u> <u>19-87-09</u>
	<u>Ch. 1150</u>	<u>Spec. Enroll. Req. to Bill Tech. Comp. of Ped. Pneumograms</u>	<u>10/07/87</u>	<u>05-87-05</u> <u>19-87-10</u>
• <u>1988</u>	<u>Ch. 1101</u>	<u>Policy Clarification Regarding Physician License</u>	<u>07/01/88</u>	<u>1101-88-01</u>
	<u>Ch. 1249</u>	<u>Clarification of Condition Under Which MA Recipients Are Considered Homebound</u>	<u>09/26/88</u>	<u>1249-88-01</u>
• <u>1989</u>	<u>Ch. 1101</u>	<u>Policy Reminder Regarding Practitioner License Requirements</u>	<u>09/09/89</u>	<u>1101-89-02</u>
• <u>1989</u>	<u>Ch. 1163</u>	<u>Assignment of DRG (Neonate)</u>	<u>11/18/89</u>	<u>1163-89-01</u>
• <u>1990</u>	<u>Ch. 1150</u>	<u>Payment Policy for Consultations</u>	<u>04/27/90</u>	<u>1150-90-01</u>
	<u>Ch. 1249</u>	<u>Use of Medicare Form HCFA-485</u>	<u>06/08/90</u>	<u>1249-90-01</u>

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• <u>1991</u>	<u>*CH. 1101</u> <u>CH. 1121</u> <u>CH. 1123</u> <u>CH. 1241</u>	<u>EPSDT—OBRA '89</u>	<u>08/02/91</u>	<u>1101-91-01</u> <u>1121-91-02</u> <u>1123-91-01</u> <u>1241-91-01</u>
• <u>1992</u>	<u>*CH. 1141</u> <u>*CH. 1153</u>  <u>Ch. 1241</u>	<u>CLOZAPINE SUPPORT SERVICES</u>  <u>Revised EPSDT Immunization Guidelines</u>	<u>01/31/92</u>  <u>12/11/92</u>	<u>1141-92-01</u> <u>1153-92-01</u>  <u>1241-92-01</u>
• <u>1993</u>	<u>*CH. 1165</u>     <u>*CH. 1121</u>  <u>*CH. 1149</u> <u>*CH. 1101</u>	<u>PAYMENT FOR MENTAL HEALTH SERVICES PROVIDED IN A RESIDENTIAL TREATMENT FACILITY FOR ELIGIBLE INDIVIDUALS UNDER 21 YEARS OF AGE</u>  <u>CHANGES IN THE MEDICAL ASSISTANCE PHARMACEUTICAL BENEFITS</u>  <u>DENTAL SERVICES FOR ADULTS</u>  <u>BASIC HEALTH CARE FOR ADULT GENERAL ASSISTANCE RECIPIENTS (FELIX ET. AL. V. CASEY ET. AL.) STIPULATION OF SETTLEMENT</u>	<u>01/01/93</u>     <u>07/09/93</u>  <u>07/09/93</u> <u>07/21/93</u>	<u>1165-93-01</u>     <u>1121-93-01</u>  <u>1149-93-01</u> <u>1101-93-03</u>
• <u>1993</u>	<u>*CH. 1101</u>  <u>Ch. 1241</u> <u>Ch. 1101</u>	<u>UPDATE TO EXCEPTIONS PROCESS AND CRITERIA UNDER THE GENERAL ASSISTANCE BASIC HEALTH CARE PACKAGE</u>  <u>Centers for Disease Control Blood Lead Testing</u> <u>Business Arrangements Between Nursing Facilities and Pharmacy Providers</u>	<u>07/21/93</u>  <u>09/03/93</u> <u>10/08/93</u>	<u>1101-93-04</u>  <u>1241-93-01</u> <u>1101-93-05</u>
• <u>1994</u>	<u>Ch. 1241</u> <u>*CH. 1239</u>  <u>*CH. 1121</u>  <u>*CH. 1249</u>  <u>*CH. 1121</u>	<u>Update to Blood Lead Testing Guidelines</u> <u>M. A. CASE MANAGEMENT SERVICES FOR RECIPIENTS UNDER THE AGE OF 21</u>  <u>PHARMACEUTICAL SERVICES DRUG COVERAGE FOR MEDICALLY NEEDY IN NURSING FACILITIES</u>  <u>PRIOR AUTHORIZATION OF HOME HEALTH SERVICES (REVISED)</u>  <u>PHARMACEUTICAL SERVICES PRIOR AUTHORIZATION REQUIREMENT MULTISOURCE BRAND NAME DRUGS</u>	<u>04/08/94</u> <u>05/17/94</u>  <u>06/24/94</u>  <u>07/01/94</u>  <u>08/26/94</u>	<u>1241-94-01</u> <u>1239-91-01</u>  <u>1121-94-01</u>  <u>1249-94-02</u>  <u>1121-94-02</u>
• <u>1994</u>	<u>*CH. 1121</u> <u>CH. 1126</u> <u>CH. 1129</u> <u>CH. 1141</u> <u>CH. 1163</u> <u>CH. 1221</u> <u>CH. 1225</u> <u>CH. 1242</u>  <u>*CH. 1101</u> <u>1101-94-01</u>	<u>TREATMENT OF INFERTILITY—DISCONTINUED COVERAGE FOR DRUGS AND RELATED SERVICES</u>         <u>GENERAL ASSISTANCE RESTRUCTURE AS A RESULT OF ACT 49</u>	<u>08/30/94</u>         <u>09/02/94</u>	<u>1121-94-03</u> <u>1126-94-01</u> <u>1129-94-01</u> <u>1141-94-01</u> <u>1163-94-01</u> <u>1221-94-01</u> <u>1125-94-01</u> <u>1242-94-01</u>  <u>1101-94-01</u>
• <u>1995</u>	<u>CH. 1153</u>  <u>CH. 1157</u>  <u>CH. 1165</u>	<u>ACCESSING OUTPATIENT WRAPAROUND MENTAL HEALTH SERVICES</u>  <u>MENTAL HEALTH SERVICES PROVIDED IN NON-JCAHO</u>  <u>UPDATE-JCAHO-ACCREDITED RTF SERVICES</u>	<u>09/08/95</u>  <u>09/08/95</u>  <u>09/08/95</u>	<u>1153-95-01</u>  <u>1157-95-01</u>  <u>1165-95-01</u>
• <u>1995</u>	<u>*CH. 1153</u>  <u>CH. 1163</u>	<u>PRIOR AUTHORIZATION OF PARTIAL HOSPITALIZATION</u>  <u>PAYMENT POLICY FOR ABORTION SERVICES</u>	<u>12/30/94</u>  <u>12/15/95</u>	<u>1153-95-01</u>  <u>1163-95-02</u>
• <u>1996</u>	<u>CH. 1101</u>  <u>Ch. 1101</u>	<u>LIMITS ON OFFICE VISITS UNDER THE GENERAL ASSISTANCE (GA) BASIC HEALTH CARE PACKAGE</u>  <u>Medical Assistance Deductible</u>	<u>03/18/96</u>  <u>09/20/96</u>	<u>1101-96-01</u>  <u>1101-96-02</u>
• <u>1997</u>	<u>Ch. 1141</u>	<u>Revision to Physician Assistant and Nurse Midwife Supervision Requirement</u>	<u>07/30/97</u>	<u>1141-97-01</u>

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• 1998	<u>Ch. 1101</u>	<u>Regulation Changes Regarding "Emergency Medical Condition"</u>	<u>07/01/98</u>	<u>1101-98-01</u>
	<u>Ch. 1141</u>			<u>1141-98-01</u>
	<u>Ch. 1150</u>			<u>1150-98-01</u>
	<u>Ch. 1221</u>			<u>1221-98-01</u>
	<u>Ch. 1163</u>	<u>Revision of Utilization Guidelines for Inpatient Hospital Drug and Alcohol Services Under the Medical Assistance Program</u>	<u>05/18/98</u>	<u>1163-98-01</u>
	<u>Ch. 1223</u>	<u>Drug and Alcohol Clinics with Provisional Licenses</u>	<u>03/01/98</u>	<u>1223-98-01</u>
• 1999	<u>Ch. 1187</u>	<u>Capital Component Payments for Post-Moratorium Beds</u>	<u>04/17/99</u>	<u>1187-99-01</u>

**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 17—Health Maintenance Organization
- 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 36-L—Nursing Facility Services (Encompasses provider types State Mental Retardation Center, Private ICF/MR, State Restoration Center, County Nursing Facility and Private Nursing 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 48—Family Based Rehabilitation Service
- Provider Handbook 49—Certified RN Practitioner
- Provider Handbook 50—Early Periodic Screening, Diagnosis and Treatment (EPSDT) Provider
- Provider Handbook 53—Extended Acute Psychiatric Care
- Provider Handbook 54—Nutritionist

- Provider Handbook 55—PA Department of Aging (PDA) Waiver
- Provider Handbook 56—Attendant Care

**Office of Social Programs—Contact: Edward Spreha (717) 783-8741**

**POLICY STATEMENTS:**

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• <u>1993</u>	<u>Ch. 2620</u>	<u>Increase in Personal Needs Allowance for Residents of Personal Care Homes</u>	<u>08/16/93</u>	<u>2620-93-02</u>
• <u>1998</u>	<u>Ch. 2620</u>	<u>Licensing Compliance Prediction System for the Personal Care Home Regulations</u>	<u>06/30/98</u>	<u>99-98-01</u>

**GUIDANCE MANUALS:**

**Bureau of Social Services**

- Attendant Care Program Fiscal Manual
- 1997-1998 Attendant Care Program Requirements (Note: Revised/Reissued Annually.)
- 1991-1992 Community Services Program for Persons with Physical Disabilities (CSPPPD)
- Home and Community-Based Services Waiver (Note: A CSPPPD Document on the Omnibus Budget Reconciliation Act Waiver, #0235.)
- Office of Social Programs Independence Waiver
- Homeless Assistance Program—Instructions and Requirements for 1999-2000—(Note: Revised/Reissued Annually.)
- Human Services Development Fund—1999-2000 Instructions and Requirements—(Note: Revised/Reissued Annually.)
- Human Services Development Fund (HSDF)—Instructions and Requirements Supplements:  
Supplement A—Eligibility for Adult Services Funded Through the HSDF  
Supplement B—Services Definitions—Adult Services  
Supplement C—Services Definitions—Generic Services
- Medical Assistance Transportation Program—Instructions and Requirements—(Note: Revised/Reissued Annually)
- Medical Assistance Transportation Program—Policy Clarifications Manual—(Note: Revised/Reissued Annually)
- Interpretive Guidelines for Personal Care Home Regulations—Chapter 2620
- Operating A Personal Care Home
- Personal Care Home Administrator Training Requirements

**Office of Children, Youth & Families—Contact: Brian G. Kahler 717-787-5199**

**POLICY STATEMENTS:**

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• <u>1980</u>	<u>Ch. 3140</u>	<u>Funding of Basic Ed. Components of Private Day Treatment Center Programs</u>	<u>10/29/80</u>	<u>99-80-22</u>
• <u>1981</u>	<u>Ch. 3490</u>	<u>Reporting Suspected Child Abuse in Institutions, Schools, Facilities &amp; Agencies</u>	<u>09/30/81</u>	<u>3490-81-02</u>
• <u>1982</u>	<u>Ch. 3140</u>	<u>Elig. Reg. Relating to Adjudicated Delinquent Youth Under the Title IV-E Placement Maint. Prog.</u>	<u>10/01/82</u>	<u>3140-82-01</u>
• <u>1983</u>	<u>Ch. 3130</u>	<u>Clarification of the Definition of “Accept for Service”</u>	<u>02/04/83</u>	<u>3130-83-03</u>
	<u>Ch. 3700</u>	<u>Waiver for Foster Family Homes by Foster Family Care Agencies</u>	<u>02/04/83</u>	<u>3700-83-01</u>
	<u>Ch. 3130</u>	<u>Clarification of County C &amp; Y Agency Requirements with Respect to Fee Setting</u>	<u>02/04/83</u>	<u>3130-83-04</u>
	<u>Ch. 3130</u>	<u>Participation on Agency Administrative Review Panel</u>	<u>02/04/83</u>	<u>3130-83-06</u>
	<u>Ch. 3130</u>	<u>Clarif. on Caseworker-to-Family Case Load Ratio &amp; Case Management Functions</u>	<u>02/04/83</u>	<u>3130-83-07</u>
	<u>Ch. 3140</u>	<u>Clarif. of Adoption Asst. to Relatives in Adoption Cases</u>	<u>05/02/83</u>	<u>3140-83-07</u>
	<u>Ch. 3140</u>	<u>Response. of the Co. for Legal Representation for Children and Parents</u>	<u>06/10/83</u>	<u>3140-83-09</u>
• <u>1983</u>	<u>Ch. 3140</u>	<u>Reimbursement to Parents for the Cost of Child Visits</u>	<u>08/15/83</u>	<u>3130-83-11</u>
	<u>Ch. 3130</u>	<u>Child Placement Regist. Index</u>	<u>08/29/83</u>	<u>99-83-18</u>

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• <u>1984</u>	<u>Ch. 3140</u>	<u>Reimbursement Rates for Placements in VisionQuest Wilderness &amp; Wagon Train Programs</u>	<u>01/12/84</u>	<u>3140-84-01</u>
	<u>Ch. 3001</u>	<u>Transmittal of Interdpt. Memo. on Nonimmunized Students Excluded from Attending School</u>	<u>07/08/84</u>	<u>99-84-13</u>
• <u>1984</u>	<u>Ch. 3490</u>	<u>Release of Child Abuse Info. to the Media</u>	<u>08/15/84</u>	<u>99-84-20</u>
	<u>Ch. 3700</u>	<u>Reimbursement for Relative Foster Parents</u>	<u>09/01/84</u>	<u>3130-84-07</u> <u>3700-84-02</u>
	<u>Ch. 3140</u>	<u>VisionQuest Policy</u>	<u>09/07/84</u>	<u>3140-84-05</u>
• <u>1985</u>	<u>Ch. 3001.5</u>	<u>Unannounced Visits to Licensed &amp; Approved Facilities/Agencies</u>	<u>08/20/85</u>	<u>99-85-18</u>
	<u>Ch. 3130</u>	<u>Non-Mandatory Regis. Requirement for Individ. 18 Yrs. &amp; Older with PA Adoption Cooperative Exch.</u>	<u>09/16/85</u>	<u>99-85-24</u>
	<u>Ch. 3490</u>	<u>Providing Copies of Child Abuse Reports to Subjects</u>	<u>11/20/85</u>	<u>99-85-28</u>
	<u>Ch. 3490</u>	<u>Abandoned Children and the Child Protective Services Law</u>	<u>12/02/85</u>	<u>99-85-29</u>
• <u>1986</u>	<u>Ch. 3140</u>	<u>Continuing Eligibility for Adoption Assistance</u>	<u>04/15/86</u>	<u>3140-86-02</u>
	<u>Ch. 3490</u>	<u>Law Enforcement Officials as Perpetrators of Suspected Child Abuse</u>	<u>07/15/86</u>	<u>3490-86-04</u>
	<u>Ch. 3350</u>	<u>Screening Prospective Adoptive Parents Pursuant to Act 33 of 1985</u>	<u>09/02/86</u>	<u>3350-86-01</u>
	<u>Ch. 3140</u>	<u>Title IV-E Elig. Issues</u>	<u>09/18/86</u>	<u>3140-86-05</u>
• <u>1987</u>	<u>Ch. 3490</u>	<u>Implementation of Child Protective Svc. Policies Relating to Alleged Medical Neglect of Disabled Infants</u>	<u>05/01/87</u>	<u>3490-87-01</u>
	<u>Ch. 3170</u>	<u>Fin. Part. in Costs of Co. Human Svc. Depts.</u>	<u>08/31/87</u>	<u>3140-87-02</u> <u>3170-87-01</u>
	<u>Ch. 3490</u>	<u>Sharing Child Abuse Info Among DPW Offices</u>	<u>09/01/87</u>	<u>3490-87-03</u>
	<u>Ch. 3140</u>	<u>Personal Incident Costs</u>	<u>10/01/87</u>	<u>3140-87-05</u>
	<u>Ch. 3130</u>	<u>Child Placements with Emergency Caretakers</u>	<u>10/15/87</u>	<u>3130-87-07</u>
• <u>1989</u>	<u>Ch. 3350</u>	<u>Adoption Record Disclosure Definition of Founded Report of Child Abuse</u>	<u>06/06/89</u>	<u>3350-89-01</u>
	<u>Ch. 3490</u>		<u>06/08/89</u>	<u>3490-89-01</u>
• <u>1992</u>	<u>Ch. 3040</u>	<u>Establishing Waiting List Service Priorities</u>	<u>06/27/92</u>	<u>3040-92-01</u>
• <u>1994</u>	<u>Ch. 3130</u>	<u>County Children and Youth Agency Responsibility for Juveniles in Police Custody</u>	<u>03/19/94</u>	<u>3130-93-02</u>
	<u>Ch. 3270</u>	<u>Overpopulation of Indoor Child Care Space</u>	<u>07/30/94</u>	<u>3001-94-01</u>
	<u>Ch. 3280</u>			
• <u>1995</u>	<u>Ch. 3040</u>	<u>Application in County of Residence for the Subsidized Child Day Care Program</u>	<u>10/30/95</u>	<u>3040-95-01</u>
	<u>Ch. 3270</u>	<u>Certified Childcare Professional Credential</u>	<u>11/01/95</u>	<u>3001-95-01</u>
	<u>Ch. 3280</u>			
	<u>Ch. 3290</u>			
• <u>1996</u>	<u>Ch. 3040</u>	<u>Subsidized Child Day Care Number of Days of Enrollment for Service</u>	<u>07/06/96</u>	<u>3040-96-01</u>
	<u>Ch. 3001</u>	<u>Day Care—Supervision of Children</u>		<u>3001-96-01</u>
	<u>Ch. 3001</u>	<u>Day Care—Posting DPW Inspection Summaries</u>		<u>3001-96-02</u>
	<u>Ch. 3001</u>	<u>Day Care—Inaccessibility of Above Ground Swimming Pools</u>		<u>3001-96-03</u>
	<u>Ch. 3001</u>	<u>Day Care—Departmental Access to the Facility Premises</u>		<u>3001-96-04</u>
	<u>Ch. 3140</u>	<u>AFCARS</u>		<u>3140-96-01</u>
	<u>Ch. 3140</u>	<u>Title IV-A Emergency Assistance Fiscal Procedures/EA Delinquency Prohib.</u>		<u>3140-96-02</u>
	<u>Ch. 3170</u>	<u>Maximum Rate of Participation for County Children and Youth Agencies</u>		<u>3170-96-01</u>
	<u>Ch. 3490</u>	<u>Act 151 Amendments</u>		<u>3490-96-01</u>
	<u>Ch. 3490</u>	<u>Clearance Statements for School Employees</u>		<u>3490-96-02</u>

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
	<u>Ch. 3490</u>	<u>Certification and Training for Children and Youth Workers</u>		<u>3490-96-03</u>
	<u>00</u>	<u>OCYF Bulletin Board Systems</u>		<u>00-96-02</u>
	<u>00</u>	<u>Update of Policies and Procedures for Juveniles in Detention</u>		<u>00-96-03</u>
	<u>00</u>	<u>Maximization of the OCYF's Grant Funds</u>		<u>00-96-04</u>
	<u>00</u>	<u>Surveying and Evaluating Child Welfare Agencies Implementation and Compliance with MEPA</u>		<u>00-96-06</u>
	<u>00</u>	<u>Title IV-E and Title IV-A Invoicing/Two Year Limit</u>		<u>00-96-09</u>
• <u>1997</u>	<u>Ch. 3001</u>	<u>Day Care—Exemption from Immunization Requirements</u>	<u>03/29/97</u>	<u>3001-97-01</u>
	<u>Ch. 3001</u>	<u>Day Care—Ground Surface Requirements</u>	<u>06/01/97</u>	<u>3001-97-02</u>
	<u>Ch. 3140</u>	<u>Needs-Based Budget Plan/Budget Amendment Review Criteria</u>	<u>01/03/97</u>	<u>3140-97-01</u>
	<u>Ch. 3140</u>	<u>Availability of Federal Financial Participation For Profit Residential Child Care Facilities</u>		<u>3140-97-02</u>
	<u>Ch. 3140</u>	<u>AFCARS/SACWIS</u>		<u>3140-97-03</u>
	<u>Ch. 3140</u>	<u>1997/98 Final Child Welfare Needs-Based Allocations</u>		<u>3140-97-04</u>
	<u>Ch. 3140</u>	<u>1997/98 Title IV-E Independent Living Program Guidelines</u>		<u>3140-97-05</u>
	<u>Ch. 3140</u>	<u>Temporary Assistance to Needy Families Procedures</u>	<u>03/05/98</u>	<u>3140-97-06</u>
	<u>Ch. 3140</u>	<u>FY 1998/99 County Children and Youth Needs-Based Plan Guidelines and FY 1997/98 Implementation Plan Instructions</u>	<u>07/18/97</u>	<u>3140-97-08</u>
	<u>Ch. 3350</u>	<u>Statewide Adoption Network (SWAN) Policies and Procedures</u>	<u>01/15/98</u>	<u>3350-97-01</u>
		<u>Kinship Care Guidelines</u>	<u>10/01/97</u>	<u>00-97-06</u>
		<u>Access to Pennsylvania State Police Records</u>	<u>10/01/97</u>	<u>00-97-09</u>
		<u>Megan's Law—Providing Information Regarding Sexually Violent Offenders, Releasing Case Record Information</u>	<u>10/14/97</u>	<u>00-97-11</u>
		<u>Priority Placement Request Procedures for the Interstate Compact on the Placement of Children</u>	<u>12/01/97</u>	<u>00-97-12</u>
	<u>Ch. 3490</u>	<u>County Children and Youth Risk Assessment Policies and Procedures</u>	<u>04/15/97</u>	<u>3490-97-01</u>
• <u>1998</u>	<u>Ch. 3130</u>	<u>Interim Implementation Guidelines for the Adoption and Safe Families Act</u>	<u>03/26/98</u>	<u>3130-98-01</u>
	<u>Ch. 3140</u>	<u>FY 1999/2000 County Children and Youth Needs-Based Plan Guidelines and FY 1998/99 Implementation Plan Instructions</u>	<u>04/13/98</u>	<u>3140-98-01</u>
	<u>Ch. 3140</u>	<u>NMEPA 1994—Small Business Job Protection Act of 1996</u>	<u>02/07/98</u>	<u>3140-98-03</u>
	<u>Ch. 3170</u>	<u>Maximum Rates of State Participation for County Children and Youth Agencies</u>	<u>04/03/98</u>	<u>3170-98-01</u>
		<u>Children Placed a Substantial Distance From Home</u>	<u>02/01/98</u>	<u>00-98-03</u>
		<u>1997 Association of Juvenile Compact Administrators Rules and Regulations Amended Travel Permit</u>	<u>06/01/98</u>	<u>00-98-06</u>

**GUIDANCE MANUALS:**

- Update of Policies and Procedures for Juveniles in Detention
- 96-97 Title IV-E Independent Living Program Guidelines and Application Process
- Act 151 Amendments
- Clearance Statements for School Employees
- Certification and Training for Children and Youth Workers
- Maximization of the Office of Children, Youth and Families' Grant Funds
- Office of Children, Youth and Families Bulletin Board System
- Adoption and Foster Care Reporting System
- Title IV-A EA Fiscal Procedures/EA Delinquency Prohibition
- FY 97-98 County Children and Youth Needs-Based Plan and FY 96-97 Implementation Plan Instructions

- Education Portions of “Non-Educational” Residential Placements
- Federal Regulations Affecting Children’s Eligibility for Supplemental Security Income (SSI) Benefits
- Children Living on Their Own: Referrals from School Districts
- Title IV-E Placement Maintenance and Adoption Assistance Invoicing
- Distribution of OCYF Children and Youth Survey and Evaluation Manual
- Indirect Costs Guidelines for County Children and Youth Agencies
- Multiethnic Placement Act of 1994: Procedures to Implement
- Statewide Adoption Network (SWAN) Policies and Procedures
- Continuity of Health Care for Children in the Custody of County Children and Youth Agencies
- Emergency Assistance Initiative—County Child Welfare Services
- Needs-Based Plan and Fourth Quarter Invoice Submission
- Supreme Court Decision A. Y. v. Department of Public Welfare and Allegheny County Children and Youth
- Amendments to the Child Protective Services Law that became effective July 1, 1995
- Family to Family Restructuring Foster Care Initiative Grants
- Revised Waiver Procedure for Regulations Governing Children and Youth Social Service Programs
- Request for Medical Assistance Benefits for Juveniles Placed in County Juvenile Detention Centers
- EPSDT Protocol for Children in Placement
- Consent to EPSDT Child Screening
- County Children and Youth Program Title XX and Title IV-B Procedures
- Random Moment Time Study/Federal Funding Components
- Surveying and Evaluating Satellite Offices of Private Foster Care and Adoption Agencies
- Compliance with the Conflict of Interest Provisions of Chapter 3680—Administration of Private Children and Youth Social Service Agencies
- Notice to Implement Maher vs. White Court Opinion—Civil Action No. 90-96-74
- Medical Assistance for Children
- Automatic MA Enrollment for Children Placed by County Children and Youth Agencies and Juvenile Probation Officers
- Planning Permanent Families for Children Residing in Mental Retardation Residential Facilities
- County Children and Youth Agency Responsibility for Juveniles in Police Custody
- Audit Clause Language for Use in All County Child Welfare Service Provider Contracts
- Interagency and Intergovernmental Agreements
- Coordination of Child Support Collections Between County Children and Youth Agencies and County Domestic Relations Sections
- Transmittal of Regulations Amending Chapter 3130 Administration of County Children and Youth Social Service Programs
- County Claiming for Child Welfare Training Costs
- Services for Children in Foster Family Care Who are Placed Out-of-County
- Mother/Infant Foster Care—Title IV-E
- Statements of Policy—Amendments to Chapter 3130 Due Process Protections for Parents and Children
- Title IV-D Collections/Title IV-E Invoicing
- Intercountry and Independent Interstate Adoptions
- Submission of Title IV-E Invoices and Quarterly Expenditure Reports
- COBRA (P. L. 99-272) Changes to Title IV-E Adoption Assistance and Placement Maintenance Costs Incident to Special Needs Adoption
- Screening Student Interns
- Status of OCYF Regulations
- Early Intervention Services and Referrals by County Children and Youth Agencies for Handicapped or “At Risk” Preschool Children
- County Children and Youth Advisory Committee Guidelines
- Indirect Costs Under the County Costs Allocations Plan Guidelines

- Reporting Unusual Incidents at Facilities and Agencies Licensed or Approved by the Office of Children, Youth and Families
- Changed Procedure for Conducting MA Eligibility Redeterminations for Children Not Receiving Title IV-E Benefits
- Interstate Compact on the Placement of Children
- Reporting of Indirect Costs—County Children and Youth Services
- Interstate Compact on Juveniles
- Instruction for Completing the Revised Child Protective Services Investigation Report
- PA Adoption Cooperative Exchange Standard Operating Procedures Manual
- Jurisdiction of Office of Hearing and Appeals in Family Service Plans Cases
- Model Case Plan Forms and Instructions
- Revision to Child Placement Registration Index
- Application of Chapter 3700 Regulations When Relatives Provide Substitute Family Care
- Implementation of Allowable Costs for Title IV-E Placement Maintenance and Adoption Assistance Program
- Audit Requirements for the County Children and Youth Audit Reports
- Description of the PA Children and Youth Information System
- 3130.31(4) Case Management Responsibilities When a Report of Suspected Child Abuse is Received Involving a Case Already Accepted for Service
- Clarification of Eligibility Requirements Re: Adjudicated Delinquent Youth Under Title IV-E Placement Maintenance Program
- 3140.203(2), 3140.203(b)(6) and 3140.204(d) Adjustment to Adoption Assistance (Subsidy) Agreements
- Issuance of OCYF Complaint Policy Procedures
- Notice of Right to Appeal for Spanish Speaking Clients
- Eligibility Determination Procedures for Placement Maintenance, Adoption Assistance, Medical Assistance
- Release of Inspection/Monitoring Reports
- Guidelines for Approving Foster Families to Have More than Six Children in a Home
- Contracts for the Administration of the Local Management Agencies
- Local Management Agency Policy and Procedures Manual
- “Dear Contractor Letters”—a series of letters providing contract clarifications for subsidized child day care

**INTERNAL GUIDELINES:**

- Children and Youth Survey and Evaluation Manual
- Needs-Based Plans and Budgets: A Guide to Program Decisions
- Child Death Review Policy and Procedures
- Children and Youth System Policy and Procedures Manual: Accessing Mental Health Services Provided in a Residential Treatment Facility
- A Guide to Foster Parenting
- Application of Child Day Care Service Regulations 10/21/94, Class I Bulletin, 00-94-10
- Procedures for the Regulation of Child Day Care Facilities 2/13/95, Class I Bulletin, 00-95-03
- Waivers of Child Day Care Service Regulations 7/3/95, Class I Bulletin, 00-95-07
- Youth Development Center/Youth Forestry Camp Policy Manual

**POLICY STATEMENTS:**

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• <u>1981</u>	<u>Ch. 4000</u>	<u>Procedures for Charging &amp; Collecting of Tuition Expenses for School-Age Residents in MR &amp; MH Residential Facilities</u>	<u>09/02/81</u>	<u>199-81-01</u>
• <u>1982</u>	<u>Ch. 4000</u>	<u>Respon. for Collection of Tuition Exp. Under Act 199 of 1980 for Out-of-State Residents</u>	<u>03/17/82</u>	<u>199-82-01</u>
	<u>Ch. 4000</u>	<u>Notice of Assessments (Joint MH/MR Bulletin)</u>	<u>04/16/82</u>	<u>99-82-15</u>
• <u>1985</u>	<u>Ch. 4000</u>	<u>County Indirect Cost Allocation Plan Guideline Update—Maintenance In Lieu of Rent as a Direct Cost (Joint MH/MR Bulletin)</u>	<u>8/22/85</u>	<u>99-85-17</u>
• <u>1986</u>	<u>Ch. 6000</u>	<u>Procedures for Review of Service Eligibility and Termination Decisions</u>	<u>01/17/86</u>	<u>99-86-01</u>



<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• 1987	<u>Ch. 4305</u>	<u>Community MH/MR Liability</u>	<u>05/21/87</u>	<u>4305-87-2</u>
• 1988	<u>Ch. 4305</u>	<u>Quarterly Liability Summaries</u>	<u>01/29/88</u>	<u>4305-88-01</u>

**Office of Mental Health and Substance Abuse Services—Contact: Kathy Raptosh (717) 787-4114**

**POLICY STATEMENTS:**

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• 1981	<u>Ch. 5001</u>	<u>Expiration of 4th Provisional Cert. of Compliance</u>	<u>12/15/83</u>	<u>99-83-49</u>
• 1984	<u>Ch. 5250</u>	<u>Guidelines for Delivery of MH Forensic Svs. to Persons in Co. Jails &amp; Persons on Prob. or Parole</u>	<u>08/27/84</u>	<u>99-84-38</u>
• 1985	<u>Ch. 4210</u>	<u>Readmission from Community Placement Within 30 Days of Discharge</u>	<u>05/30/85</u>	<u>99-85-21</u>
	<u>Ch. 5001</u>	<u>Administration of Psychotropic Medication to Protesting Patients</u>	<u>03/11/85</u>	<u>99-85-10</u>
• 1986	<u>Ch. 5001</u>	<u>Implementation of Act 33 of 1985</u>	<u>03/19/86</u>	<u>99-86-11</u>
	<u>Ch. 5100</u>	<u>Involuntary Outpatient Commitment</u>	<u>05/08/86</u>	<u>99-86-14</u>
• 1987	<u>Ch. 4210</u>	<u>Dis. Plan. Response. for SMH Child/Adoles. Prog. &amp; Co. MH/MR Program</u>	<u>01/16/87</u>	<u>99-87-10</u>
	<u>Ch. 5100</u>	<u>Guidelines for Assessing &amp; Documenting the Dangerousness of Mentally Ill Adults</u>	<u>01/16/87</u>	<u>99-87-07</u>
	<u>Ch. 5100</u>	<u>Not. of Grievance &amp; Appeal Proc. Involuntary Outpatient Commitment</u>	<u>09/08/87</u>	<u>99-87-23</u>
• 1993	<u>Ch. 5221</u>	<u>Intensive Case Management Record Requirements</u>	<u>09/21/93</u>	<u>5221-93-01</u>

**POLICY STATEMENTS:**

**Office of Mental Retardation—Contact: Dave Kauffman (717) 783-3636**

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• 1981	<u>Ch. 6000</u>	<u>Policies and Procedures Governing Admissions, Commitment, Transfers, and Discharges at State-Operated Mental Retardation Facilities</u>	<u>12/01/81</u>	<u>99-81-51</u>
• 1983	<u>Ch. 6000</u>	<u>Level of Care Documentation</u>	<u>03/23/83</u>	<u>42-456.600-83-01</u>
• 1984	<u>Ch. 6000</u>	<u>Therapeutic Leave Gdlines for 2176 Waiver Facilities &amp; State/ Non-State ICFs/MR</u>	<u>08/01/84</u>	<u>99-84-08</u>
	<u>Ch. 6000</u>	<u>Inspection of Care Process Facility Documentation Requirement</u>	<u>08/30/84</u>	<u>42.456.1-84-01</u>
	<u>Ch. 6000</u>	<u>Community Residential Program Slot &amp; Funding Adj.</u>	<u>12/27/84</u>	<u>99-84-20</u>
	<u>Ch. 6000</u>	<u>Supplement &amp; Amendment to DPW Policy on Support Svcs for Persons with MR and Their Families</u>	<u>12/27/84</u>	<u>99-84-21</u>
• 1985	<u>Ch. 6000</u>	<u>Beneficiary Choice Under 2176 Waiver Prg.</u>	<u>02/06/85</u>	<u>99-85-02</u>
• 1987	<u>Ch. 6000</u>	<u>Revised Fair Hearing Proc. Related to Svcs. Under 2176 Waiver Prog.</u>	<u>06/10/87</u>	<u>99-87-08</u>
	<u>Ch. 6000</u>	<u>Doc. Requirements-Waiver Requests Increases for Workers' Comp. Costs</u>	<u>09/25/87</u>	<u>99-87-15</u>
	<u>Ch. 6000</u>	<u>Submission of Cost Rpts (MA-11s) to OMR</u>	<u>10/09/87</u>	<u>99-87-16</u>
	<u>Ch. 6000</u>	<u>Conversion of Comm. Res. MR Facilities to ICF/MR</u>	<u>10/23/87</u>	<u>99-87-17</u>
	<u>Ch. 6000</u>	<u>DPW Reimbursement Guide. Hepatitis B in Comm. MR Fac.</u>	<u>11/25/87</u>	<u>99-87-06</u>
• 1988	<u>Ch. 6000</u>	<u>Mandatory Child Abuse and Criminal History Clearances</u>	<u>05/31/88</u>	<u>6000-88-02</u>
	<u>Ch. 6000</u>	<u>Preventing, Managing and Reporting Unusual Incidents and Deaths</u>	<u>08/01/88</u>	<u>6000-88-04</u>
	<u>Ch. 6000</u>	<u>Licensing Policy and Procedure Manual</u>	<u>08/30/88</u>	<u>6000-88-03</u>
	<u>Ch. 6000</u>	<u>Administration and Management of Client Funds</u>	<u>10/05/88</u>	<u>6000-88-08</u>

<u>Year</u>	<u>Code Citation</u>	<u>Subject</u>	<u>Date Issued</u>	<u>Bulletin Number</u>
• 1989	Ch. 6000	<u>Guidelines for Enhancing and Conducting Direct and Independent Assessment</u>	10/16/89	6000-89-01
• 1990	Ch. 6000	<u>Provider Agreements Under the 2176 Waiver</u>	09/18/90	6000-90-04
	Ch. 6000	<u>Family-Driven Family Support Services</u>	12/12/90	6000-90-01
	Ch. 6000	<u>Support for Independent Living</u>	12/12/90	6000-90-02
	Ch. 6000	<u>Therapy and Other Specialized Services</u>	12/18/90	6000-90-05
	Ch. 6000	<u>Policy on Employment for Persons with Mental Retardation</u>	12/26/90	6000-90-06
• 1991	Ch. 4000	<u>Services for Children in Foster Family Care Who Are Placed Out-of-County</u>	11/22/91	4000-91-01
• 1996	Ch. 6000	<u>Criteria for Approval of New Intermediate Care Facilities for People with Mental Retardation</u>	04/06/96	6000-96-01
• 1996	Ch. 6000	<u>Procedures for Funding Reserved Hospital and Leave Days Under 2176 Waiver</u>	04/15/96	6000-96-02
• 1998	Ch. 6000	<u>Guidelines To Supporting People Moving From State Centers Into The Community</u>	03/27/98	00-98-03
	Ch. 6000	<u>Waiver Funding For Prevocational, Supported Employment And Educational Services</u>	04/07/98	00-98-04
	Ch. 6000	<u>Supplemental Grant Agreement Medicaid Waiver For Infants, Toddlers and Families</u>	05/07/98	00-98-05

**GUIDANCE MANUALS:**

- Obtaining Criminal Clearances on Prospective Employees
- Applicability of Appropriate Life Safety Codes
- CRF Reporting—Revised Procedures for 2176 Waiver Recipients
- Substitute Decision-Making for Medical Treatment
- Adult Day Services Performance Guidelines for Counties
- Residential Data System Instructional Manual
- Correction to Residential Data System Instructional Manual
- Positive Approaches
- Licensing Policies and Procedures for ICFs/MR
- Applicability of OMB Circular A-133 for Non-State ICFs/MR
- Information on Public Law 102-119 Reauthorization of the Individuals with Disabilities Education Act
- Issuance of Audit Guidelines for Non-State Operated ICFs/MR County Responsibilities for Waiver Case Management
- County Responsibilities for Waiver Funded Habilitation in a Private Home
- Supporting People in the Community
- Amendments to Licensing Policy and Procedure Manual
- At-Risk Definition for Infants and Toddlers
- Definition and County Responsibility of Surrogate Parent for Infants and Toddlers
- Amendments to Licensing Policy and Procedure Manual
- Licensing Weighting System for Community Homes for Individuals with Mental Retardation
- Licensing Weighting System for Family Living Homes
- Early Intervention Program Issues for Children Who Are Deaf or Hard of Hearing
- Community Resource Development in Family Support Services Projects
- Targeted Service Management and Third Party Liability
- Targeted Service Management Technical Assistance Packet
- Movement of Funds in ICFs/MR
- Definition and Procedures for Infants and Toddlers with Developmental Delays
- Early Intervention Services for Infants and Toddlers
- Early Intervention Medical Assistance Eligible Service Coordination

- Targeted Service Management and 180-Days Invoice Exceptions
- Early Intervention Reporting System Roles and Responsibility
- Payment for Sign Language Interpreters
- Assessments: Lifetime Medical Histories
- Targeted Service Management Handbook
- Facilitated Communication—Best Practices and Guidelines
- Site Visits and Access to Records by Pennsylvania Protection and Advocacy, Inc.
- Educational and Vocational Training in ICFs/MR
- Screening, Evaluation and Assessment for Infants and Toddlers
- Early Intervention Principles
- Individualized Family Service Plan
- Licensing Inspection Instrument for Family Living Homes Regulations
- Licensing Inspection Instrument for Community Homes Regulations
- Licensing Inspection Instrument for Adult Training Facilities Regulations
- Licensing Inspection Instrument for Vocational Facilities Regulations
- Coordination of Vocational Training and Supported Employment Under the 2176 Waiver
- Early Intervention Due Process System

**INTERNAL GUIDELINES:**

- Choking Prevention and Management
- State Employees Acting in Voluntary Capacity to Control Client Funds
- Distribution of Mental Retardation Bulletins
- Western Center Settlement Agreement

**OTHER**

- Work Incentives for SSI and 2176 Waiver Recipients
- P. L. 99-457, Part H, State Interagency Coordinating Council
- Mission Statement
- New Federal ICF/MR Regulations
- Children's Cardiac Program
- Department of Health Programs for Young Children
- Family Support Services Advisory Councils
- Childhood Lead Poisoning Prevention Program
- SSI Benefits for Children
- Resources for Children with Sensory Impairments
- Joint Statement by the Department of Public Welfare and the Department of Aging
- Opportunities and Supports for Older Persons with Mental Retardation
- Special Innovative Services Expenditures Under Family Support Services
- Increased Medical Assistance Fees for Dental Services
- Medical Assistance for Children
- Providing Services to Persons with Autism/Pervasive Developmental Disorder
- Federal Regulations on Occupational Exposure to Blood borne Pathogens
- Facilitated Communication
- Revised Medications Administration Training
- Listing of Participating Targeted Service Management Providers
- Medical Assistance Funded Services for Children
- Approved 2176 Waiver Renewal
- 1996 FTA Section 16 Capital Associates Program
- Act 28 of 1995
- 1997-98 Annual Report

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**REVENUE**

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PLEASE ORDER FROM SPECIFIED BUREAU. THERE IS NO CHARGE UNLESS SPECIFIED.

**BUREAU OF ADMINISTRATIVE SERVICES, TAX FORMS DISTRIBUTION UNIT, 711 GIBSON BLVD., HARRISBURG, PA 17104-3200 OR TELEPHONE: 1-800-362-2050(Toll-free number).**

- PA-100 PA Enterprise Registration Forms and Instructions Booklet
- PA-40 Personal Income Tax Inst. Book-Resident/Nonresident/Part-year Res. (order by year needed)
- 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 and later-order by year needed)
- PA-65I Partnership Information Book (order by year needed)
- PA-41 Fiduciary Income Tax Instruction Book (order by year needed)
- PA-1000 Property Tax/Rent Rebate Instruction Book
- PA1347 Federal/State Electronic Filing Program Brochure
- PA8453 Declaration of Electronic Filing/PIT
- PA20S-I S Corporation Tax Instruction Book (order by year needed-prior to 1997)
- PA-3R Sales & Use Tax Replacement Coupon/Instructions
- PA-4R Public Transportation Assistance Fund Taxes/Fees Replacement Coupon/Inst.
- PA-501R Employer Tax Deposit Statement Replacement Coupon/Instructions
- PA-W3R Employer Quarterly Reconciliation Return Replacement Coupon/Instructions
- PA-1 Use Tax Return
- REV-20 Directions for Completion of Federal Form W-2, Block 17
- REV-23 Pamphlet/Practices and Procedures of the Board
- REV-221 Sales & Use Tax Rate Chart
- REV-227 Sales & Use Tax Credit Chart
- REV-229 Estate Tax General Information
- 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-276 Application for Extension of Time to File (PIT)
- 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)
- 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)
- REV-415 Employer Withholding Instruction Book
- REV-443 IFTA Compliance Manual
- REV-446 IFTA Top 20 Questions
- REV-460 Information Concerning Time Limitations for Filing Refund Petitions
- REV-467 Authorization for Release of Tax Records
- REV-489 Article XI Safe Deposit Box
- REV-491 PA TIDES/EDI Brochure (Electronic Data Interchange)
- REV-493 Prop. Tax/Rent Rebate Insert (PATAXES)
- REV-502 FACT Line Brochure/ PATAXES
- REV-525 Corp Tax Bulletin #119 Motor Carrier Gross Rec. Tax-Ambulance Services
- REV-527 Taxpayer's Bill of Rights Brochure
- REV-531 What Are Your Rights if Audited?
- REV-532 What Are Your Appeals Rights?

- [REV-534 Refund/Complaints \(Taxpayer's Bill of Rights\)](#)
- [REV-535 What May Department Do to Collect Taxes?](#)
- [REV-541 Federal/State Electronic Filing Pamphlet](#)
- [REV-552 TeleFile Insert](#)
- [REV-553 Policy Statement-Employee Benefits/Cafeteria Plans](#)
- [REV-554 Disclosure Statement/Taxpayer Rights Advocate](#)
- [REV-555I Inheritance Tax General Information](#)
- [REV-571 So You Are Moving to PA Brochure](#)
- [REV-573 Property Tax/Rent Rebate Brochure](#)
- [REV-580 Employer Withholding Brochure](#)
- [REV-581 Personal Income Tax Brochure](#)
- [REV-584 Inheritance Tax Brochure](#)
- [REV-585 Sales & Use Tax Brochure](#)
- [REV-588 Starting a Business in PA \(A Beginner's Guide\)](#)
- [REV-591 IFTA/Motor Fuel Tax Brochure](#)
- [REV-610 Voluntary Disclosure Program Guide and Participation Parameters](#)
- [REV-611 Residency for PA PIT Purposes Brochure](#)
- [REV-612 Military Pay for PA PIT Purposes Brochure](#)
- [REV-614 Scholarships, Fellowships and Stipends for PA PIT Purposes Brochure](#)
- [REV-615 Reciprocal Agreements and PA PIT Brochure](#)
- [REV-617 Hiring Household Workers Brochure](#)
- [REV-618 PA Realty Transfer Tax Brochure](#)
- [REV-625 Sale of Principal Residence for PA PIT Purposes Brochure](#)
- [REV-627 Construction Contracts Brochure](#)
- [REV-630 Amended Returns Brochure](#)
- [REV-631 Special Tax Forgiveness Program Brochure \(You May Be Paying Too Much Tax\)](#)
- [REV-634 Employee Fringe Benefits/Wage & Salary Supplements Brochure](#)
- [REV-635 S Corp Brochure](#)
- [REV-636 ROTH IRAs Brochure](#)
- [REV-637 Unreimbursed Employee Business Expenses Brochure](#)
- [REV-670 Instructions for Fuel Use Tax](#)
- [REV-671 KOZ Brochure-How They Effect Business Owners](#)
- [REV-672 KOX Brochure-Why Should I Care If I Live In A KOZ?](#)
- [REV-717 Retailer's Information Booklet](#)
- [REV-816G Corp Tax Bulletin #92, Act 90 of December 1983](#)
- [REV-816I Corp Tax Bulletin #94, Shares Tax-Banks & Title Insurance Co.](#)
- [REV-816M Corp Tax Bulletin #108, Act 21,1989 Shares Tax Base Rate](#)
- [REV-816N Corp Tax Bulletin #95 Credits/Gross Premiums Tax Liability](#)
- [REV-851B PA Inheritance & Estate Tax Act, 1982](#)
- [REV-851C PA Inheritance & Estate Tax Act, 1991](#)
- [REV-851D PA Inheritance & Estate Tax Act, 1994](#)
- [REV-851E PA Inheritance & Estate Tax Act, 1995](#)
- [REV-1026 Information on Motor Carrier Road Tax](#)
- [REV-1076 Tax Bulletin 53A Instructions for Securing Bulk Sales Certificate](#)
- [REV-1200 CT-1 Corporation Tax Instruction Book \(order by year needed\)](#)
- [REV-1220 Certificate of Exemption for Sales & Use Tax](#)
- [REV-1250 Realty Tax Act and Regulations](#)
- [REV-1361 Instructions for Liquid Fuels Tax](#)
- [REV-1501 Instruction Book Inheritance Tax Resident](#)

- [REV-1501B Inheritance Tax Life Estate Booklet](#)
- [REV-1613 PIT Pamphlet No. 1, Savings & Thrifts](#)
- [REV-1633 PIT Pamphlet No. 2, Taxation of Shareholders](#)
- [REV-1643 Listing of Tax Exempt PIT Obligations](#)
- [REV-1729 Farming Information Booklet](#)
- [REV-1730 PA Realty Transfer Tax General Information](#)
- [REV-1736 Instruction Book/Inheritance Tax Nonresident](#)
- [REV-1737 Nonresident Inheritance Tax Returns/Schedules](#)
- [REV-1742 PIT Pamphlet No. 3, Gain or Loss on Property Acquired prior to June 1, 1971](#)
- [REV-1746 Taxation of PA Motor Fuels Booklet](#)
- [REV-1748 Use Tax & You Brochure](#)
- [REV-1799 Information Concerning Appeals/Time Limitations](#)

#### 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 reprint all of these documents. If you need to review a regulation or revenue pronouncement that is not included in this list, please consult Title 61 of the Pennsylvania Code.**
- [SEC06.01-06.22 Tax Amnesty](#)
- [SEC08A.1-8A.11 Enforcement](#)
- [SEC09.13 Pronouncement/S Corporation Election](#)
- [SEC09.17 Pronouncement/Research & Development Tax Credit Implementation Issues](#)
- [SEC31.04 Rentals or Leases of Tangible Personal Property](#)
- [SEC31.05 Persons Rendering Taxable Services](#)
- [SEC31.06 Persons Rendering Nontaxable Services](#)
- [SEC31.07 Use Tax](#)
- [SEC31.1-31.3 Scope of Taxable and Exempt Transactions](#)
- [SEC31.11-31.16 Construction Contractors](#)
- [SEC31.21 Advertising Agencies](#)
- [SEC31.22 Duplicating](#)
- [SEC31.23 Auctioneers](#)
- [SEC31.24 Florists](#)
- [SEC31.25 Licensing of Club Plan Secretaries](#)
- [SEC31.26 Financial Institutions](#)
- [SEC31.27 Morticians and Funeral Directors](#)
- [SEC31.28 Vending Machines and Auto Sales Devices](#)
- [SEC31.29 Books, Printed Matter and Advertising Materials](#)
- [SEC31.30 House Trailers and Mobile Homes](#)
- [SEC31.41-31.50 Vehicles](#)
- [SEC32.02 Exemption Certificates](#)
- [SEC32.03 Sales for Resale](#)
- [SEC32.04 Isolated Sales](#)
- [SEC32.05 Multi-State Sales](#)
- [SEC32.06 Wrapping Supplies](#)
- [SEC32.21 Charitable, Volunteer Firemen's, Religious Org/Nonprofit Education Inst.](#)
- [SEC32.22 Sales to the US Government](#)
- [SEC32.23 Sales to Comm. of PA and Political Subdivisions and Sales By Commonwealth](#)
- [SEC32.24 Sales to Ambassadors, Ministers](#)
- [SEC32.25 Steam, Gas, Electricity, Fuel Oil, Kerosene](#)
- [SEC32.31 Dairying](#)
- [SEC32.32 Manufacturing/Processing](#)

- SEC32.33 Farming
- SEC32.34 Public Utilities
- SEC32.35 Mining
- SEC32.36 Printing
- SEC32.37 Photographers and Photofinishers
- SEC33.02 Purchase Price
- SEC33.03 Cancellations, Returns, Allowances & Exchanges
- SEC33.04 Credit and Layaway Sales
- SEC34.01-Registration
- SEC34.02 Keeping of Records
- SEC34.03 Tax Returns
- SEC34.04 Direct Payment Permit
- SEC35.01 Tax Examinations & Assessments
- SEC35.02 Interest/Additions/Penalties/Crimes & Offenses
- SEC35.03 Lien for Taxes
- SEC36.11 Board of Finance & Revenue
- SEC38.01 Hotel Occupancy/Imposition & Computation of Tax
- SEC38.02 Hotel Occupancy/ Exemptions
- SEC38.03 Hotel Occupancy/Definition
- SEC39.01-39.13 Transient Vendors
- SEC41.02 Concrete Transit Mixing Unit
- SEC41.03 Dry Ice for Packaging Ice Cream
- SEC41.04 Gas Used by a Manufacturer
- SEC41.05 Integrated Plants
- SEC41.06 Processing for Wholesale Distribution
- SEC41.07 Pump Used for Conveying Water Prior to Production Process
- SEC41.08 Recapping & Retreading of Tires
- SEC41.09 Research Exemption
- SEC42.1-42.5 Broadcasting
- SEC43.00 Water Well Drillers
- SEC44.01 Dairy Farm Paper Towels
- SEC44.02 Cooperative Agricultural Associations
- SEC44.03 Farm Water Heaters
- SEC44.04 Guns & Ammunition
- SEC45.01 Exemption of Electric Co-op Corp.
- SEC45.02 Automobiles for Attorneys
- SEC45.03 Street Repairs
- SEC46.01 Construction Contractor Cutting or Bending Steel Beam
- SEC46.02 Construction of Exempt Public Utility
- SEC46.03 Contractors Installing Stained Glass Windows
- SEC46.04 Fixed Price Construction Contract
- SEC46.05 Outdoor Advertising Signs
- SEC46.06 Contractor Renting Equipment to Others
- SEC46.07 Nonresident Contractors
- SEC46.08 Industrialized Housing
- SEC46.09 Financial Institutions Security Equipment
- SEC47.01 Coin Operated Amusement Devices
- SEC47.02 Films for Commercial Exhibitions
- SEC47.03 Frozen Food Lockers

- SEC47.04 Golf Bag Carts and Lockers
- SEC47.06 Miniature Golf Course
- SEC47.10 Riding Academies and Stables
- SEC47.11 Saws and Blades to Butchers
- SEC47.12 Soda Fountains
- SEC47.16 Rental of Equipment Between Affiliated Interests
- SEC47.17 Lease or Rental of Vehicles and Rolling Stock
- SEC47.18 Totalizator Equipment
- SEC47.19 Public Transportation Assistance Taxes and Fees
- SEC47.20 Vehicle Rental Tax
- SEC48.01 Utility Services Used by Exempt Organizations
- SEC48.02 Religious Articles
- SEC48.03 Sacramental Wines
- SEC48.04 Credit Unions
- SEC49.02 Game, Fish, Animals and Birds
- SEC50.01 Purchases & Sales by Wholesalers
- SEC51.01 Purchases of Replacement Parts
- SEC51.02 Use of Automobile Other than for Resale
- SEC51.04 Remittances for Payment of Sales Tax on Certain Vehicles
- SEC52.01 Purchases of Medicines/Med Supplies, Equipment, Devices, etc.
- SEC52.02 Fabrication of Dental Prosthesis
- SEC52.04 Sellers & Repairers of Eyeglasses
- SEC53.01 Clothing
- SEC53.02 Footwear, Footwear Accessories and Footwear Repairs
- SEC54.01 Delivery Charges
- SEC54.02 Sign Painters
- SEC55.01 Automobile Towing Services
- SEC55.04 Taxidermy Service
- SEC55.05 Cleaning of Animals
- SEC56.01 Maintaining Place of Business within Commonwealth
- SEC57.01 Carbonator for Soda Fountains
- SEC57.02 Gas Used by Restaurants
- SEC57.03 Icemaking Equipment
- SEC57.04 Merchandising Equipment
- SEC57.05 Sale of Equipment to Restaurants
- SEC57.06 Sales Order Books
- SEC57.07 Purchase of Soft Drinks by Liquor Licensees
- SEC58.01-58.02 Taxable & Exempt Personal Property
- SEC58.03 Timbering Operations
- SEC58.04 Commission Vendors
- SEC58.05 Decorated Cottage Cheese Containers
- SEC58.06 Barbers & Beauticians Supplies, Materials, Tools and Equipment
- SEC58.07 Trading Stamps
- SEC58.08 Commercial Airport and Aircraft Operators
- SEC58.09 School Textbook Exemption
- SEC58.10 Water Softeners & Conditioners
- SEC58.11 Taxes Paid/Purchases Resold
- SEC58.12 Flags
- SEC58.13 Carpeting and Other Floor Coverings



- SEC60.01 Pronouncement/Bldg. Maintenance or Bldg. Cleaning Services
- SEC60.02 Pronouncement/Lawn Care Services
- SEC60.03 Pronouncement/Disinfecting or Pest Control Services
- SEC60.04 Pronouncement/Help Supply Services
- SEC60.05 Pronouncement/Employment Agency Services
- SEC60.06 Pronouncement/Lobbying Services
- SEC60.07 Pronouncement/Sale and Preparation of Food & Beverages
- SEC60.08 Pronouncement/Secretarial & Editing Services
- SEC60.09 Pronouncement/Premium Cable Services
- SEC60.10 Pronouncement/Adjustment and Collection Services
- SEC60.11 Pronouncement/Credit Reporting Services
- SEC60.12 Pronouncement/Self Storage Services
- SEC60.13 Pronouncement/Computer Services
- SEC60.14 Pronouncement/Zero Emission Vehicles
- SEC60.15 Pronouncement/Sales Tax Refund Procedures Regarding Contracts
- SEC60.16 Pronouncement/Local Sale Use and Hotel Occupancy Tax
- SEC60.17 Pronouncement/Sale of Food/Beverages Sold to Nonprofit Associations
- SEC60.18 Pronouncement/ Sale and Installation of Prefabricated Housing
- SEC60.20 Pronouncement/Telecommunications Service
- SEC60.21 Pronouncement/Commercial Racing Activities
- SEC60.22 Pronouncement/Commercial Motion Pictures
- SEC71.04 Cigarette Tax
- SEC94.01 Pronouncement/Disclaimer of Non-probate Taxable Assets

**BUREAU OF BUSINESS TRUST FUND TAXES, DEPT. 280900, HARRISBURG, PA 17128-0900,  
TELEPHONE (717) 783-5472**

- REV-330 Electronic Funds Transfer Program Guide
- REV-331A Authorization Agreements for EFT Payments
- REV-335 Payment by EFT Regulation
- DAS3 Magnetic Media Reporting Instructions

**BUREAU OF CORPORATION TAXES, DEPT. 280700, HARRISBURG, PA 17128-0700,  
TELEPHONE (717) 787-8211.**

- E69 Important 1967 Legislative Changes
- E70 Important 1969 Legislative Changes
- E71 Important 1970 Legislative Changes
- E72 Important 1970 Legislative Changes
- E73 Important 1971 Legislative Changes-Tentative Tax-Reports & Payments
- F74 Important 1971 Legislative Changes
- F75 1972 Disaster Relief Policy with respect to CNI/CIT
- F76 1973 CNI/CIT
- F77 1974 CNI/CIT
- F78 1974 Tentative Tax-Reports & Payments Rates/CNI/CIT
- F79 1975 CNI/CIT
- F81 1976 Recycling Process
- F82 1977 New Address for Mailing Tax Reports and Remittances
- F83 1978 Important 1977 Legislative Changes Tax Rate
- F84 1979 Addressing Report and Remittances
- REV-816 Corp Tax Bulletin F-85 1982 CNI/CIT
- REV-816A Corp Tax Bulletin F-86 1982 CNI Tax, Delays application of depreciation changes in 1981 Federal Economic Recovery Tax Act
- REV-816B Corp Tax Bulletin F-87 1982 Gilbert Asso, Inc. v. Commonwealth

- REV-816C Corp Tax Bulletin 88 1983 CNI/Interest Rate/Oil Franchise Rate/Installment Payment of Tentative CNI Tax/Mutual Thrift Inst./PURTA/Employment Incentive Payments Credits
- REV-816D Corp Tax Bulletin 89 1983 Tentative CNI/Method 2 Election
- REV-816E Corp Tax Bulletin 90 1983 CNI Tax
- REV-816F Corp Tax Bulletin 91 1984 Act No. 90/Election to be Taxed as a PA S Corp.
- REV-816H Corp Tax Bulletin 93 1984 Act No. 29/Reporting and Payment of Public Utility Realty Tax Liability
- REV-816J Corp Tax Bulletin 96 Fixed Formula-Valuation of Capital Stock/Domestic and Foreign Corporations
- T-CT-1 Corp Tax Bulletin 98 1985 Gross Premiums Tax-Foreign Fire Insurance Co.
- T-CT-2 Corp Tax Bulletin 99 1985 Economic Revitalization Tax Credit
- T-CT-3 Corp Tax Bulletin 100 1985 Estimated CNI System
- T-CT-4 Corp Tax Bulletin 101 1986 Capital Stock/Franchise Tax Regulated Investment Co.
- T-CT-5 Corp Tax Bulletin 102 1986 Act No. 77-Reduction in rates for CNI/\$50,000 Deduction Capital Stock Value/Change in Definition of Net Worth
- T-CT-6 Corp Tax Bulletin 103 1987 Act No. 58-Reduction in Capital Stock/Foreign Franchise/Tentative Capital Stock/Tentative Franchise Tax Rates
- T-CT-7 Corp Tax Bulletin 104 1988 Notice to Mutual Thrift Institution Taxpayers
- REV-1743 Corp Tax Bulletin 105 1988 Tentative Capital Stock/Franchise Tax Method 2 Election
- DCT09 Corp Tax Bulletin 106 Notice to Mutual Thrift Institution Taxpayers
- REV-816L Corp Tax Bulletin 107 1989 Shares Tax-Banks, Bank & Trust Co., Trust Co.
- DCT13 Corp Tax Bulletin 109 Notice to Mutual Thrifts Inst./ Change in Base Rate
- DCT18 Corp Tax Bulletin 110 Major Filing Changes for 1991
- REV-176 Corp Tax Bulletin 111 1991 Major Changes on or after January 1, 1991
- REV-173 Corp Tax Bulletin 112A Notice regarding Recomputation of Safe Harbor and Recovery Payments
- REV-174 Corp Tax Bulletin 112B Notice of PA Corporations Fiscal Years beginning in July 1991 through and including December 1991
- DCT27 Corp Tax Bulletin 113 1991 Utilities Gross Receipts/PURTA
- DCT28 Corp Tax Bulletin 115 1991 Tax for Financial Inst. for Shares Tax/Mutual Thrift
- DCT29 Corp Tax Bulletin 114 1991 Annuities for Gross Premiums Tax Retroactive to July 1, 1991
- REV-440 Corp Tax Bulletin 116A 1994 Act 48 Changes
- REV-440A Corp Tax Bulletin 116B 1994 Act 48 Amended Shares Tax/Allowing Apportionment
- REV-440C Corp Tax Bulletin 116C 1995 Act 48 Concerning Business Trusts
- REV-440D Corp Tax Bulletin 117 1995 Double Weighted Sales Factor, Tax Rate Changes Fixed Formula, Processing Exemptions, Insurance Gross Premiums Tax, Utilities Gross Receipts Tax Commercial Printers & Tax Amnesty
- REV-440E Corp Tax Bulletin 118, Limited Liability Companies (LLC's) Reporting Requirements
- REV-545 PA Research and Development Tax Credit
- DCT35 Special Notice/Mutual Thrift Instructions Conversion to Estimated Payment System
- DCT52 PURTA Brochure

**BUREAU OF MOTOR FUEL TAXES, DEPT. 280646, HARRISBURG, PA 17128-0646, TELEPHONE (717) 783-1025.**

- DMF49 Policy Statement Motor Carrier

**OFFICE OF CRIMINAL TAX, 5TH FLR. STRAWBERRY SQ. HARRISBURG, PA 17128, TELEPHONE (717) 783-9685.**

- DCI03 Pamphlet Criminal Tax Evasion

**OFFICE OF CRIMINAL TAX, 1854 BROOKWOOD ST., HARRISBURG, PA 17104, TELEPHONE 783-4649**

- DCI02 Guide to Cigarette Law Enforcement

**PRESS OFFICE, DEPT. 281100, HARRISBURG, PA 17128-1100, TELEPHONE (717) 787-6960.**

- DPO4 Tax Update

**BUREAU OF RESEARCH, DEPT. 281100, HARRISBURG, PA 17128-1100, TELEPHONE (717) 787-6300.**

- DOP3 Compendium of Revenue
- DOP4 Personal Income Tax Statistics
- DOP7 Statistical Supplemental to Tax Compendium

**BUREAU OF INDIVIDUAL TAXES, DEPT. 280600, HARRISBURG, PA 17128-0600,  
TELEPHONE (717) 787-8346**

- DEX42 Property Tax Statistical Report
- PA1345 Handbook for Electronic Filers
- PA1346 Electronic Return Filing Specifications for Individual Tax Forms
- PA1436 Electronic Filing Test Package

**OFFICE OF CHIEF COUNSEL, DEPT. 281061, HARRISBURG, PA 17128-1061, TELEPHONE (717) 787-1382.**

- OCCPLR Office of Chief Counsel Private Letter Rulings (Fee Charged)

**PA STATE LOTTERY, 2850 TURNPIKE INDUSTRIAL PARK, MIDDLETOWN, PA, 17057,  
TELEPHONE (717) 986-4714 (\*Or from Lottery Retailer Outlets)**

- Where Does the Lottery Go? Brochure
- Lottery Fund Benefits Programs Brochure Comparative Statement of Income and Expenditures
- \*Instant Ticket Game Brochures
- \*Daily Number Brochures
- \*Cash 5 Brochures
- \*Big 4 Brochure
- \*Winning Numbers Lists
- \*Super 6 Lotto Brochure
- Winners Newsletter
- Lottery Line-Retailer Newsletter
- \*RSL-3 Lottery Retailer License Application
- \*RSL-209 Standard Claim Form
- \*RSL-291 On-Line Payout Odds Card
- \*RSL-355 Beneficiary Statement

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**PENNSYLVANIA SECURITIES COMMISSION**

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**GUIDANCE MANUALS:**

- Monthly Pennsylvania Securities Commission Bulletin and Annual Report
- Compendium of Commission and Staff Positions, Summary of Significant
- Commission
- Orders and Compilations of Staff No-Action Letters
- Small Company Offering Registration (SCOR) In Pennsylvania
- Coordinated Equity Review Notebook

Contact: G. Philip Rutledge (717) 783-5130

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**STATE**

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**POLICY STATEMENTS:**

**Secretary of the Commonwealth**

- Use of Public Areas Outside the Capitol, 49 Pa. Code § 61

**State Athletic Commission**

- Athletic Agents, 58 Pa. Code §§ 41.1-41.3

**Bureau of Professional and Occupational Affairs**

**State Board of Cosmetology**

- Use of Nail Enhancement Products Containing Methyl Methacrylate, 49 Pa. Code § 7.143

**State Board of Dentistry**

- Amalgams, 49 Pa. Code § 33.213
- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 33.214
- Lasers, 49 Pa. Code § 33.215
- Anesthesia Permit Requirement for Non-parenteral Pre-medication, 49 Pa. Code § 33.344

Contact: Lisa Burns (717) 783-7162

**State Board of Medicine**

- Disciplinary Guidelines for Use of Anabolic Steroids, 49 Pa. Code § 16.97

Contact: Cindy Warner (717) 783-1400

**State Board of Nursing**

- Scope of Practice Interpretations, 49 Pa. Code §§ 21.401-21.414

Contact: Ann Steffanic (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
- Continuing Education Course Content, 49 Pa. Code § 39.32

Contact: Melissa Wilson (717) 783-1389

**State Board of Occupational Therapy Education and Licensure**

- Policy re: Occupational Therapy in Non-Medical Practice

Contact: Clara Flinchum (717) 783-138

**State Board of Optometry**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 23.101

Contact: Deb Smith (717) 783-7155

**State Board of Osteopathic Medicine**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 25.291

Contact: Gina Bittner (717) 783-4858

**State Board of Pharmacy**

- Emergency Access to Pharmacy
- Sale of Outdated Over-the-Counter Drugs
- Radiopharmaceutical Prescriptions, 49 Pa. Code § 27.101

Contact: Rita T. Solie (717) 783-7156

**State Board of Physical Therapy**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 40.54

Contact: Robert Kline (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: Melissa Wilson (717) 783-7155

**State Real Estate Commission**

- Guideline: Assistants
- Guideline: Home Offices
- Guideline: Team Advertising

Contact: Melissa Wilson (717) 783-7155

**State Board of Examiners in Speech-Language and Hearing**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 45.3

Contact: Clara Flinchum (717) 783-1389

**State Board of Social Work Examiners**

- Policy re: Limitation on Numbers of Hours of In-Home, Correspondence or Video or Internet-type Continuing Education

Contact: Clara Flinchum (717) 783-1389

**GUIDANCE MANUALS:****Bureau of Professional and Occupational Affairs**

- Case Management Guidelines Manual for Professional Health Monitoring Programs Contact: Robert Wolf (717) 783-4857

**State Board of Barber Examiners**

- Policy Manual

Contact: Sara Sulpizio (717) 783-3402

**State Board of Certified Real Estate Appraisers**

- Policy Manual

Contact: Cheryl Lyne (717) 783-3398

**State Board of Cosmetology**

- Policy Manual

Contact: Sara Sulpizio (717) 783-3402

**State Board of Dentistry**

- Assignment of Duties to Assistive Personnel: Guidelines

Contact: Lisa Burns (717) 783-7162

**State Board of Funeral Directors**

- Policy Manual

Contact: Cheryl Lyne (717) 783-3397

**State Board of Medicine**

- Policy Manual

Contact: Cindy Warner (717) 783-1400

**State Board of Nursing**

- Staff Suggestions for Nursing Education Curriculum Proposals
- Curriculum Guidelines for the Approval of a CRNP Program
- Criteria for "Self Study Modules" format for LPN IV-Therapy Education Program (1995)

Contact: Ann Steffanic (717) 783-7142

**State Board of Physical Therapy**

- Policy Manual

Contact: Robert Kline (717) 783-7134

**State Board of Psychology**

- Policy Manual

Contact: Melissa Wilson (717) 783-7155

**State Real Estate Commission**

- Policy Manual

Contact: Deb Sopko (717) 783-3658

**Bureau of Commissions, Elections and Legislation**

- PA Voter Registration Act: Implementation Manual for County Election Officials

Contact: Terri Marquis (717) 787-5280

**DECISIONS:****Bureau of Professional and Occupational Affairs****State Board of Nursing**

- Qualifications of preceptors who supervise students' clinical practice (1995)
- Recommendations for Self Administration of Medications (1996)
- Role of the LPN in care and maintenance of central venous lines (1994)
- Orders conveyed by a Certified Physician Assistant (1994)

Contact: Ann Steffanic (717) 783-7142

**INTERNAL GUIDELINES:****Bureau of Professional and Occupational Affairs****State Board of Dentistry**

- Probable Cause Screening Committee

Contact: Lisa Burns (717) 783-7162

**State Board of Examiners of Nursing Home Administrators**

- Continuing Education Audit Guidelines

Contact: Melissa Wilson (717) 783-7155

**State Board of Medicine**

- Probable Cause Screening Committee

Contact: Cindy Warner (717) 783-1400

**State Board of Nursing**

- A Decision Making Model for Determining RN/LPN Scope of Practice, with Cover Letter (1996)
- Alternative/Complementary Therapies (1997)

Contact: Ann Steffanic (717) 783-7142

**State Board of Optometry**

- Probable Cause Screening Committee

Contact: Deb Smith (717) 783-7155

**State Board of Osteopathic Medicine**

- Probable Cause Screening Committee

Contact: Gina Bittner (717) 783-4858

**State Board of Psychology**

- Probable Cause Screening Committee

Contact: Melissa Wilson (717) 783-7155

**State Real Estate Commission**

- Internal Operating Guidelines

Contact: Deb Sopko (717) 783-3658

**State Board of Veterinary Medicine**

- Probable Cause Screening Committee

Contact: Robert Kline (717) 783-7134

**OTHER:****Bureau of Commissions, Elections and Legislation**

- Secretary's Advisories to County Election and Voter Registration Officials
- Election Calendars
- Becoming a Notary Public in Pennsylvania
- Instructions for Filing as a Candidate of a Minor Political Party
- Campaign Finance Reporting Law Pamphlet
- Instructions for Filing as an Independent Candidate
- Nomination Petitions
- Nomination Papers

Contact: Terri Marquis (717) 787-5280

**Bureau of Charitable Organizations**

- Registration Packets for Charitable Organizations, Professional Solicitors and Professional Fundraising Counsels

Contact: Elissa Brown (717) 783-1720

**Corporations Bureau**

- Uniform Commercial Code Filing Guide
- Pennsylvania's Corporation Laws, A Guide to Compliance

Contact: Karen Vance (717) 783-9210

**Bureau of Professional and Occupational Affairs****State Board of Medicine**

- Interpretive Guidelines for Use of Controlled Substances in Treatment of Pain, Winter 1998/1999 Newsletter

Contact: Cindy Warner (717) 783-1400

**State Board of Nursing**

- Approved Programs for RN, CRNP and LPN Education

Contact: Ann Steffanic (717) 783-7142

**State Real Estate Commission**

- Applications: Experience Requirements and Point System for Applicants for Broker's Licenses

Contact: Deb Sopko (717) 783-3658

**STATE EMPLOYES' RETIREMENT SYSTEM**

Pursuant to Executive Order 1996-1 (Regulatory Review and Promulgation), the State Employees' Retirement System (SERS) submits for publication in the *Pennsylvania Bulletin* the following list of the agency's nonregulatory public documents. For additional information on the listed items, contact SERS Information Officer Geoffrey S. Yuda at (717) 787-9657.

John Brosius  
Executive Director

- SERS Board of Trustees Adjudications by Topic:

**Benefit Options**

- Cost of Living Increase
- Credited Years of Service
- Death Benefit
- Disability
- Effective Date of Retirement
- Final Average Salary
- Fraternal Order of Police
- Frozen Present Value
- Membership Eligibility
- Military Service
- Multiple Service Credit
- Overpayment
- Payment of Interest
- Pension Forfeiture
- Purchase of Service
- Reinstatement
- Retirement-Covered Compensation
- Miscellaneous

- SERS Member Handbook (current edition 1995)
- SERS pamphlets
  - Information for Retirees (SERS-149)
  - Special Membership Classes (SERS-150)
  - Social Security Integration Coverage for SERS Members (SERS-151)
  - How to Apply for a Disability Retirement (SERS-152)
  - Retirement Information for Pennsylvania State Police (SERS-153)
  - Retirement Options for SERS Members (SERS-154)
  - Provisions for the Purchase of Service (SERS-155)
  - Domestic Relations and Support Orders (SERS-157)
  - Frozen Present Value: Its Impact on State Pensions (SERS-158)
  - Information on Tax Form 1099-R for Tax Year 1998
- Management Directives and Administrative Circulars issued by SERS
- SERS Mission Statement
- SERS Investment Policy
- SERS Investment Guidelines

- SERS current five-year investment plan (“1999 Annual Five-Year Investment Plan”)
- SERS Policy on Public Information (current January 1997)
- 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)
- The “SERS News” member newsletter
- SERS Information Bulletins
- SERS *Comprehensive Annual Financial Report*
- Sample Domestic Relations Order and Instruction Letter
- SERS Board Minutes and Resolutions
- Actuarial Reports (annual and five-year)
- Actuarial Tables
- Memoranda of Understanding currently in effect

### STATE POLICE

#### GUIDANCE MANUALS

- Cultural Awareness Brochure (SP5-344),
- Equal Employment Opportunity Plan, Statement of Management Commitment (1-99)
- Equal Employment Opportunity Plan(1-99)

#### GUIDANCE MANUALS, BROCHURES, FORMS and Other Materials:

##### **Bureau of Liquor Control Enforcement**

- Bureau of Liquor Control Enforcement Brochure
- Choices Program Brochure

##### **Bureau of Patrol**

- Applicant Information Sheet (SP3-310A)
- Application for Agent Certification—LWTA (SP8-200)
- Physical Examination—LWTA (SP8-200A)
- Police Officer Exemption Application—LWTA (SP8-200C)
- Active Municipal Police Officer LWTA Verification Procedure for Training Waiver (SP8-204)
- Traffic Accident Report (AA-600)
- Emergency Vehicle Designation (SP6-115)
- Emergency Rescue Guidelines for Air Bag Equipped Vehicles
- Request for Air Bag On/Off Switch (HS Form 603)

##### **Bureau of Personnel**

- Enlisted Employment Information:
  - Application for State Police Cadet
  - Physical Fitness Testing for Cadet Applicants Brochure
  - General Cadet Information (SP5-349)
  - Pennsylvania State Police: Your Career Starts Here Brochure
- Liquor Enforcement Employment Information:
  - Application for Liquor Enforcement Officer Trainee
  - General Information Brochure (SP5-348)
- Civilian Employment Information:
  - General Information Pamphlet (SP5-346)
  - Police Communicators Operator Pamphlet (SP5-347)
  - Personal Data Sheet for Employment (STD-300)
  - Civil Service Application

##### **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)
- Request for Criminal Record Check (SP4-164)
- Notice of Accident Investigation and Application to Obtain Copy of Accident Report (SP-0015)

**Bureau of Research and Development**

- Pennsylvania State Police Overview of Department Activities (1-99)
- Pennsylvania State Police CALEA Facts About Accreditation (3-98)
- Pennsylvania State Police Annual Police Pursuit Report (1998)
- Pennsylvania State Police Annual Report (1998)
- Crime in Pennsylvania: Uniform Crime Report (1997)
- Pennsylvania State Police Historical Facts and Highlights

**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 (SP5-350)

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 by calling the following telephone number:

Pennsylvania State Police  
Bureau of Research & Development  
Ron Plesco  
1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110  
(717) 783-5536

Documents are also available from the State Library, Government Publications Section at 219 Forum Building, Harrisburg, PA 17120 and may also be obtained through inter-library loan.

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**TRANSPORTATION**


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**POLICY STATEMENTS:****Bureau of Equal Opportunity**

- Sexual Harassment Pamphlet, 2/1/99
- Disability Related Policy Statement, 2/1/99

**Bureau of Design**

- Standards for Low-Cost Glulam Timber Bridge Design (Pub. 6)
- Design Manual Part 1 (Pub.10)
- Design Manual Part 2 (Pub. 13)
- Design Manual Part 2, Metric (Pub. 13M)
- Design Manual Part 3 (Pub. 14)
- Design Manual Part 3, Metric (Pub. 14M)
- Design Manual Part 4 (Pub. 15)
- Pile Load Test Summaries (Pub. 15A)
- Design Manual Part 4, Metric (Pub. 15M)
- Design Manual Part 5 (Pub. 16)
- Design Manual Part 5, Metric (Pub. 16M)
- Design of Local Roads (Pub. 70)

- Roadway Construction Standards (Pub. 72)
- Roadway Construction Standards, Metric (Pub. 72M)
- Bridge Design Standards (Pub. 218)
- Bridge Design Standards (Pub. 218M)
- Bridge Construction Standards (Pub. 219)
- Bridge Construction Standards (Pub. 219M)
- Right-of-Way Encroachments and Outdoor Advertising Sign Control (Pub. 266)
- Roadway Specifications (Pub. 408-94)
- Roadway Specifications (Pub. 408M-96)

**Bureau of Environmental Quality**

- **Design Manual Part 1A, Environmental Impact Assessment and Related Procedures (Pub. 24,)**
- Waste Site Evaluation Procedures for the Highway Project Development Process (Pub. 281)
- Agriculture Resources Evaluation (Pub. 324)

**Bureau of Maintenance & Operations**

- Oversize/Overweight Special Hauling Permits Holiday Movement Restrictions (annual letter)

**Bureau of Construction & Materials**

- Geotechnical Engineering Manual (Pub. 293, 1/97)

**Bureau of Highway Safety & Traffic Engineering**

- School Student Walking Routes (Pub. 46, Chapter 9)
- Traffic Signing Standards, TC-7700 Series (Pub. 111M)
- Traffic Signal Standards, TC-7800 Series (Pub. 148)
- Traffic Signal Design Handbook (Pub. 149)
- Guidelines for the Maintenance of Traffic Signal Systems (Pub. 191)
- Engineering and Traffic Studies (metric) (Pub. 201M)
- Work Zone Traffic Control (metric) (Pub. 203M)
- Flagging Handbook (Pub. 234)
- Handbook of Approved Signs (Pub. 236M)
- Sign Blank Specifications (Pub. 306M)
- Traffic Engineering (Approval & Installation of Traffic Control Devices) (MPS #414)
- Statewide Bicycle & Pedestrian Master Plan
- Pennsylvania Bicycle Driver's Manual

**Center for Program Development and Management**

- Statewide Transportation Policy Plan

**Bureau of Municipal Services**

- Mileage Addition Guidelines (Policies concerning adding local road mileage to a municipalities Liquid Fuels Road Inventory.)
- Liquid Fuels Allowable Expenditures (Expenditures that a municipality may make utilizing Liquid Fuels Funds.)

**Bureau of Aviation**

- Users Guide to the Aviation Construction Specifications (Pub. 406)
- Aviation Construction Specifications (Pub. 407)

**GUIDANCE MANUALS:****Bureau of Driver Licensing**

- Pennsylvania Driver's Manual
- Commercial Driver's Manual
- Motorcycle Operator Manual

**Bureau of Motor Vehicles**

- PA License Plates (A Guide)
- Apportioned Manual
- Dealer Manual

- Salvor Manual
- Messenger Manual

#### **Driver/Vehicle Program Services**

- Safety Administration Forms Manual
- Decentralized Services Training Manual

#### **Bureau of Equal Opportunity**

- Minority/Female Resource Guide, 3/99
- OJT—Training Manual
- DBE Directory

#### **Bureau of Municipal Services**

- Liquid Fuels Annual Qualifying Package (Yearly forms a municipality must complete to receive their annual Liquid Fuels Allocation)

#### **Bureau of Office Services**

- Conducting Business with the PA Department of Transportation

#### **Bureau of Design**

- Relocation Assistance Information (Pub. 47)
- Contract Proposal Preparation Guide (Pub. 51)
- Contract Proposal Preparation Guide (Metric Edition) (Pub. 51M)
- When Your Land Is Needed for Highway Use (Pub. 83)
- Local Public Agency Project Guidelines (Pub. 98)
- Surveying and Mapping Manual (Pub. 122M)
- Estimating and Scheduling Manual (Pub. 352)
- Specifications for Consultant Engineering Agreements (Form 442)

#### **Bureau of Environmental Quality**

- Wetlands Resource Handbook (Pub. 325)

#### **Bureau of Maintenance & Operations**

- Trucker's Handbook (Pub. 194)
- Posting and Bonding Procedures for Municipal Highways (Pub. 221)
- Highway Occupancy Permit Handbook (Pub. 282)
- Guide for Obtaining Minimum Use Driveway Permits
- How to Apply for a Single-Trip Special Hauling Permit for Oversize/Overweight Movement Using Form M-936A
- How to Apply for a Single-Trip Special Hauling Permit for Oversize/Overweight Movement using Form M-936AS
- How to Apply for a Super Load Permit

#### **Bureau of Maintenance & Operations (cont'd.)**

- Trucker's Guide to Pennsylvania
- Pennsylvania STAA Truck Routes (Listing of approved routes for 102 inch wide tractor trailers.)

#### **Bureau of Construction & Materials**

- Access to Contracts Management System by Outside Agencies (MPS #419)
- Procedures for Administration for Municipal Projects (Pub. 39)

#### **Center for Program Development and Management**

- Congestion Management System (CMS) Planning Guidance
- Local Bridge Program Operational Manual
- Transportation Enhancements Program Guidance
- State Transportation Program Guidance
- PennDOT User's Guide to Transportation Planning & Programming
- Public Involvement Program for Transportation Planning and Programming

#### **Office of the Deputy Secretary for Planning**

- Transportation Partnerships Guidelines Manual

**Bureau of Municipal Services**

- Turnback Manual (Provide information on the process of turning a road back to local jurisdiction.)

**Bureau of Aviation**

- Aviation Development Airport Sponsor's Guide (Pub 405)
- Environmental Evaluation Forms A, B & C for Airport Development Projects

**INTERNAL GUIDELINES:****Bureau of Motor Vehicles**

- Vehicle Registration Process Training Module
- Data Entry and Examining Training Manual

**Bureau of Driver Licensing**

- Driver License Process Training Module
- Physician Reporting Packet to Determine Medical Competency for Drivers
- Restorations Training Manual
- Publication 189 Restoration Requirement

**Bureau of Office Services**

- Model Stockpile Guidelines

**Bureau of Equal Opportunity**

- Harassment/Sexual Harassment Manual, 1999
- EEO Counselor's Manual, 12/1/98

**Bureau of Design**

- Administration of Consultant Agreements (Pub. 93)
- Appraisal Guide (Pub. 94M)
- Right of Way Manual

**Bureau of Environmental Quality**

- Environmental Impact Statement Handbook (Pub. 278)
- Categorical Exclusion Evaluation Handbook (Pub. 294)
- Public Involvement Handbook (Pub. 295)
- Needs Study Handbook (Pub. 319)
- PennDOT Project Level Air Quality Handbook (Pub. 321)

**Bureau of Maintenance & Operations**

- Maintenance Manual (Pub. 23)
- Guide Rail Condition Survey Field Manual (Pub. 33)
- Drainage Condition Survey Field Manual (Pub. 73)
- Highway Maintenance Foreman manual (Pub. 113)
- Pavement Policy Manual (Pub. 242)

**Bureau of Construction & Materials**

- Finals Unit Manual (Pub. 11) (Guidance for Highway Construction Project Closeouts)
- Field Computation Guidebook (Pub. 21)(Guidance for Highway Construction Projects)
- Contract Documentation System Field Operations Manual (Pub. 320)
- Construction and Materials Management (MPS #404) (How to Record, Document & Attest Materials in a Highway Construction Project)
- Cooperation with Outside Agencies: Highway Construction and Materials Testing (MPS #407)
- New Product Evaluations (MPS #418)

**Bureau of Planning and Research**

- Conduct of Research at PennDOT
- Traffic Monitoring Program Guidance

**Center for Program Development and Management**

- Single Occupancy Vehicle Capacity Adding Project (SOVCAP) Guidance
- Rail-Highway Grade Crossing Safety Program Guidance

**Bureau of Municipal Services**

- Abandonment/Vacation/Deletions Procedure Letter (Policies and procedures governing the abandonment, vacation, and deletion of roads from the state road system and their return to local jurisdiction.)

**OTHER:****Bureau of Office Services**

- Price List, Maps & Publications (Pub. 12)

**Bureau of Design**

- Construction Items Catalog (Pub. 7)
- Construction Items Catalog (metric edition) (Pub. 7M)
- Construction Cost Catalog of Standard Construction Items (Pub. 287)

**Bureau of Environmental Quality**

- Getting Involved Brochure (Pub. 304, 10/94)

**Bureau of Construction & Materials**

- Aggregate Producers (Pub. 34)
- Approved Construction Materials (Pub. 35)
- Producers of Bituminous Mixtures (Pub. 41)
- Producers of Redi-Mix Concrete (Pub. 42)
- Contract Plan Reading for Inspectors (Textbook—Training Manual) (Pub. 211)
- Contract Plan Reading for Inspectors (Quizbook) (Pub. 212)
- Contract Plan Reading for Inspectors (Final Exam) (Pub. 213)
- Plan Book for the Course in Contract Reading (Training Manual) (Pub. 214)
- Subsurface Boring, Sampling and Testing Contract (Pub. 222)

**Bureau of Construction & Materials (cont'd.)**

- Subsurface Boring, Sampling and Testing Contract, Metric Edition (Pub. 222M)
- Slope Stability Program, PASTABL (Metricated) (Pub. 318, 9/96)
- Construction and Materials Management (MPS #404)
- Prequalification and Contractor Evaluation (MPS #405)
- Highway Contract Claims (MPS #406)

**Bureau of Highway Safety & Traffic Engineering**

- Bicycling Directory of Pennsylvania (Pub. 316)

**Center for Program Development and Management**

- Transportation Conformity—State Implementation Plan

**Bureau of Municipal Services**

- **Liquid Fuels Calendar (Tool for municipalities highlighting policies, procedures and information to assist with road and street maintenance.)**
- Treasurer's Account Book (Accounting system for local governments.)

**Bureau of Public Transportation**

- PA Urban Transit Statistical Report 97/98 (Statistics for urban public transportation providers.)
- PA Rural and Small Urban Public Trans. Program Fiscal Years 1996-97 and 1997-98 (Statistics for rural and small urban public trans. providers.)
- Senior Citizen Shared-Ride Program (Background info, statistics, trends, etc. for Shared-Ride Program.)

**Bureau of Aviation**

- Aviation Construction Items Catalog (Pub. 5)

**Bureau of Equal Opportunity**

- Sexual Harassment Prevention (Pub. 109)
- BEO Brochure (Pub. 317)
- ADA Brochure (Pub. 359)
- Equal Employment Opportunity Plan, Federal/State
- DBE Plan

- Contract Compliance Plan
- Title VI Plan

All of the non-regulatory compliance-related documents listed above are available from the Department of Transportation Sales Store. In some cases, due to the length of the document, a duplication fee will be charged. Please contact the PA Department of Transportation Sales Store, P. O. Box 2028, 555 Walnut St., 6th Floor Forum Place, Harrisburg, PA 17101-1900, telephone number (717) 787-6746 for more information. Documents are also available from the State Library, Government Publications Section at 219 Forum Building, Harrisburg, PA 17120 and are available through inter-library loan.

[Pa.B. Doc. No. 99-1295. Filed for public inspection August 6, 1999, 9:00 a.m.]

# INDEPENDENT REGULATORY REVIEW COMMISSION

## Notice of Comments Issued

Section 5(g) of the Regulatory Review Act (71 P. S. § 745.5(g)) provides that the designated standing committees may issue comments within 20 days of the close of the public comment period, and the Independent Regulatory Review Commission (Commission) may issue comments within 10 days of the close of the committee comment period. The Commission comments are based upon the criteria contained in section 5a(h) and (i) of the Regulatory Review Act (71 P. S. § 745.5a(h) and (i)).

The Commission has issued comments on the following proposed regulations. The agency must consider these comments in preparing the final-form regulations. The final-form regulations must be submitted by the dates indicated.

<i>Reg No.</i>	<i>Agency/Title</i>	<i>Issued</i>	<i>Final-Form Submission Deadline</i>
10-129	Department of Health Head Injury Program (29 Pa.B. 2671 (May 22, 1999))	7/22/99	6/21/01

### Department of Health Regulation No. 10-129 Head Injury Program July 22, 1999

We have reviewed this proposed regulation from the Department of Health (Department) and submit for your consideration the following objections and recommendations. Section 5.1(h) and (i) of the Regulatory Review Act (71 P. S. § 745.5a(h) and (i)) specify the criteria the Commission must employ to determine whether a regulation is in the public interest. In applying these criteria, our Comments address issues that relate to statutory authority; fiscal impact; protection of the public health, safety and welfare; duplication of regulations; reasonableness; need; and clarity. We recommend that these Comments be carefully considered as you prepare the final-form regulations.

#### 1. Enrollment status.—Clarity.

The regulation does not clearly state when an applicant becomes enrolled in the Head Injury Program (HIP). The term “enrollment” is used inconsistently throughout the regulation including the following:

- A “client” is defined in § 4.2 as an individual enrolled in the HIP.
- Time periods in § 4.6 begin with the date of enrollment in the HIP.

- Section 4.7 requires enrollment (that is, client status) for payment for services, including assessments.
- Under § 4.8, the provider has 30 days after enrollment to submit a rehabilitation service plan (plan).
- Section 4.10(a)(1) restricts administrative review to applicants.

These and other substantive provisions are tied to the date when an individual actually becomes enrolled. Does enrollment occur when an applicant is deemed eligible, when a plan is approved, or when services actually begin? The regulation should provide a clear distinction of when a person is considered to be enrolled in the HIP.

#### 2. Financial eligibility for services.—Implementation procedures; reasonableness; fiscal impact; and protection of the public health, safety and welfare.

The regulation requires an applicant to meet financial tests to be eligible for services. Subsection 4.4(a)(3) provides the following criterion: “The applicant exhausted all alternate financial resources to pay for services covered by HIP as determined in accordance with HIP financial eligibility criteria.” We have two concerns with how financial eligibility for services will be determined.

First, the regulation does not include the HIP financial eligibility criteria which will be used to determine eligibility. It is our understanding from information provided by the Department that these financial criteria include measures such as discounting income up to 300% of the Federal poverty line. However, these important criteria, used in determining an applicant’s financial eligibility, must be included in the regulation to give adequate notice to applicants.

Our second concern is with the requirement that the client exhaust all alternative financial resources to pay for services covered by the HIP. The relationship between “exhausting all alternative resources” and “services covered by HIP” is unclear. For example, the definition of “alternative financial resources” includes income which is used for many needs, such as housing, food or medical bills. The definition also includes interest payments, court awards and the like. Senator Vincent Hughes, Minority Chairperson of the Senate Public Health and Welfare Committee, questions whether a client will be expected to be fully impoverished before obtaining the HIP services. The regulation does not clearly establish how an applicant’s income will be reviewed to meet the financial eligibility criteria. We recommend the final-form regulation specify the income or assets the Department will consider in determining eligibility.

#### 3. Clients currently enrolled in the HIP.—Protection of the public health safety and welfare; and reasonableness of implementation procedures.

According to the Department, there are approximately 19 rehabilitation and 278 case management clients receiv-

ing services from the HIP. There are also 178 clients on the HIP waiting list. The proposed regulation does not address the status of these individuals once the regulations are promulgated.

The regulation should contain a provision that clearly states the status of those currently either enrolled in the program or on the waiting list. The provision should also outline the process of notifying these clients and applicants of the Department's change in policy regarding the HIP.

**4. Section 4.2. Definitions.—Need; duplication of regulations; and clarity.**

*Case manager*

This section defines "case manager" as an individual approved and assigned by the HIP to provide case management for a client. However, the proposal should describe the qualifications and the approval process to become a case manager. We recommend that a section be inserted in the regulation to clarify these two points.

*Division*

This definition reads: "The organizational unit, within the Department, having responsibility for the administration of the HIP." It is our understanding that the program will be administered through the Special Healthcare Programs Division. The definition should specify which division will be responsible.

*Exhausted*

This term is defined as the point when alternative financial resources for a HIP service have been denied or fully utilized. In light of Comment No. 2 above, this definition may not be needed if the financial eligibility criteria are specified in more detail.

*Legal representative*

This term is not defined in the regulations. However, it should be. In §§ 4.8, 4.10 and other sections, the regulation refers to the applicant or client, or the parent, guardian or representative of the applicant or client. Department staff indicated that the representative should be legally capable to make decisions for the applicant or client. This is especially important when the decisions for the applicant or client involve developing the plan or appealing an adverse initial review.

To clarify who can act on behalf of an applicant or client, we recommend the Department adopt a definition for the term "legal representative." The definition of "responsible person" in the Department's recently revised Long Term Care regulations at 28 Pa. Code §§ 201.3 (Definitions) and 201.29(L) (Residents rights) is an example. With this definition in place, §§ 4.8 and 4.10 and other parts of the regulation, could simply include the phrase "applicant, client or legal representative" rather than a list of several terms such as "parent, guardian or representative." As noted in our Comments below, this phrase should also be included in § 4.10, to clarify that a legal representative may seek administrative review and file an appeal on behalf of an applicant or client.

Consistent with our question in Comment No. 6 of why eligibility is limited to applicants over 21 years of age, the definition of "legal representative" should include a reference to minor.

*Rehabilitation service plan*

The last sentence of the definition of "rehabilitation service plan" states the purpose and function of the goals within the plan. These substantive provisions are not

appropriate in a definition. Additionally, this sentence duplicates language concerning goals in § 4.8(b). The Department should delete this sentence from the definition.

**5. Section 4.3. HIP services and objectives.—Clarity.**

Subsection 4.3(c) consists of a lengthy sentence describing how the Department will use the HIP Fund (Fund) to pay for clients' HIP services. The provision states that the Department "... will use the Fund to pay for clients' HIP services which would not otherwise be available to clients with traumatic brain injury who have exhausted alternative financial resources."

Under the eligibility requirements in § 4.4(a)(3), an applicant must exhaust all financial resources to pay for services covered by the HIP. For an applicant to become a client they must have met the eligibility requirement. Because § 4.3 addresses services and objectives for a client, we question why the alternative financing provision is necessary in this section. For clarity, we recommend the Department delete the language that follows "clients' HIP services" unless the Department provides a reason to retain it.

**6. Section 4.4. Eligibility for services.—Fiscal impact; protection of public health, safety and welfare; reasonableness; need; and clarity.**

In subsections (a) to (e), the phrase "the Department will deem" is used. Why is this phrase necessary? The regulation should simply state the eligibility and ineligibility criteria. For example, subsection (a) could state "An applicant must meet the following conditions: . . ."

Neither subsection (a) nor (b) indicates that the Department will conduct evaluations to determine an applicant's initial eligibility and a client's continuing enrollment in the HIP. These evaluations are mentioned in subsection 4.6(a). The language in subsection 4.6(a) would be better placed in § 4.4. The Department should also describe the procedures and standards it will use for these evaluations.

*Subsection 4.4(a) Conditions.*

Subsection (a) sets forth the basic conditions for eligibility. It includes four paragraphs that describe these conditions.

Subsection (a)(1) reads: "The applicant sustained a traumatic brain injury on or after July 3, 1985." The use of "on or after" is confusing and unnecessary. The Department should amend this subsection to read: "The applicant sustained a traumatic brain injury after July 2, 1985."

Subsection (a)(2) contains three residency requirements for eligibility. We question the requirement that the applicant must demonstrate the intent to maintain a permanent home in Pennsylvania for the indefinite future. It is unclear how the Department would enforce this requirement or why it is needed. The Department should either delete this requirement or justify its retention.

Subsection (a)(3) reads: "The applicant exhausted all alternate financial resources to pay for services covered by HIP as determined in accordance with HIP financial eligibility criteria." As discussed in Comment No. 2, the term "HIP financial eligibility criteria" is not defined in the proposal, nor does the proposal include any specific eligibility criteria. The proposal should describe this term and the criteria used in determining an applicant's eligibility.

Subsection (a)(4) provides an age limit for applicants. To be eligible for the HIP, an applicant must be 21 years of age or older. The Department has stated that people under 21 years of age are eligible to receive coverage for services through programs administered by the Departments of Education (Education), Labor and Industry (L&I) and Public Welfare (DPW). Commentators noted that people less than 21 years of age do not automatically receive services from these other programs. The Department indicated that the HIP previously had clients under the age of 21 years. However, these clients were eventually transferred to other programs. Since subsection 4.4(a)(3) requires that an applicant exhaust all alternate financial resources to be eligible for HIP services, the Department should clarify the need for the age limit in subsection 4.4(a)(4). The Department should also explain how the programs provided by Education, L&I and DPW are appropriate alternatives to the HIP for people under 21 years of age.

*Subsection 4.4(b) Eligibility.*

Subsection (b) states that an applicant will be eligible for HIP services only if the Department determines that the applicant has the potential to benefit from the services. There are two concerns with this subsection. First, the phrase "and other neuropsychological evaluations as deemed appropriate by the Department" is confusing and unclear. It is our understanding that the Department intends each applicant to undergo at least one neuropsychological evaluation. The regulation should clearly establish this requirement.

Second, commentators expressed concern with what appeared to be an undue emphasis placed on the case manager's recommendation. They indicated that a board-certified physician, neurosurgeon or neurologist should also be involved in the evaluation process to determine the potential benefit of HIP services to an applicant. The Department should respond to these concerns by clearly establishing the procedures for eligibility determinations.

In 1991, the Legislative Budget and Finance Committee (LB&FC) produced a report on the HIP. It included a detailed description of the case manager's duties in reviewing applicants' diagnostic information for completeness and developing recommendations. The LB&FC's description can be found in Appendix A of its report entitled "Performance Audit of the Health Department's Administration of the PA Head Injury Program" dated June 1991. The Department should clarify the case manager's current role in its determination of an applicant's potential to benefit from HIP services. In addition, the Department should describe what is included in a neuropsychological evaluation. The Department should also explain how applicants' medical histories would be utilized in the evaluation and determination process. Medical histories should include the prognoses provided by physicians, neurosurgeons or neurologists.

*Subsection 4.4(c) Ineligibility due to impairment.*

Subsection (c) states that an applicant will be ineligible for HIP services if the applicant's impairment is the result of one or more of the listed conditions.

Two areas in the subsection raise questions. First, one of the conditions leading to ineligibility in paragraph (c)(4) is "significant preexisting psychiatric, organic or degenerative brain disorders." Who makes the determination that the impairment is the result of a preexisting condition?

Second, the Department should define the term "cerebral vascular accident" used in paragraph (c)(5).

*Stedman's Medical Dictionary* (Williams & Wilkins, 1982) lists a similar term "cerebrovascular accident" under the term "accident" and defines it as "an obsolete and inappropriate term for stroke."

*Subsection 4.4(f) Notification of eligibility.*

Subsection (f) states that the Department will notify an applicant of eligibility within 30 days from the date of receipt of a complete application. The provision raises three questions. First, how will the date when an application is complete be determined and recorded? Second, why doesn't the subsection also require notification of ineligibility? This written notice should include the reasons the applicant is ineligible and a reference to § 4.10 relating to appeals. Finally, is the notice of eligibility considered to be the starting date for enrollment?

**7. Section 4.5. Payment for services.—Fiscal impact and clarity.**

Subsection (b) states that HIP will maintain a waiting list. It is not clear how this list would be prioritized (that is, by date of application, or degree of injury); the need to reapply once an applicant is on the list; and the priority assigned to a re-applicant. The purpose for, and protocols surrounding, the waiting list should be further defined in the final-form rulemaking.

Subsection (f) is unclear regarding conditions for which payment may be discontinued. In paragraph (2), how and when are the maximum funds available for treating the client determined?

Paragraph (4) does not specify what amounts of alternative financial resources or services would result in the discontinuation of HIP services. What if some minor amount of alternative resources becomes available? Or what if certain services could be obtained from another source? The regulation should specify some reasonable threshold at which alternative finances would result in discontinuing HIP services.

Paragraph (5) would result in stopping payments if "... it is no longer feasible to implement a rehabilitation service plan." Who makes these determinations, and how will the patient be notified? We request the Department include provisions to clarify the process and conditions under which it would discontinue payment for the plan.

**8. Section 4.6. Duration of funding.—Fiscal impact; protection of public health, safety and welfare; reasonableness; and clarity.**

The preamble states the Department's intent is to protect the financial integrity of the Fund and to provide services to as many individuals as possible. In addition to limitations in § 4.6, a periodic review or audit of program expenditures would ensure the limited dollars in the Fund are being used as efficiently as possible to meet the program goals. The Department should explain how it will review the program expenditures to protect the financial integrity of the Fund.

Subsection (a), dealing with initial eligibility and continuing enrollment, is not germane to this section. We recommend that this paragraph be placed in § 4.4 (Eligibility for services). Additionally, evaluations to determine continuing enrollment should also be discussed at the beginning of § 4.5(f) (Payment for services).

Subsections (b) and (c) state time limits for HIP participation of 12 consecutive months for rehabilitation and 18 consecutive months for case management. We have three questions regarding these time limits. First, page nine of the preamble states data shows the average



client completes a rehabilitation program in 1 to 3 years. Why then, is it appropriate to limit rehabilitation in the HIP to 1 year under subsection (b)?

Second, why is it necessary to limit services to consecutive months? If the patient had to discontinue services due to an illness such as pneumonia, would the time limit for services continue?

Finally, the regulation defines time limits. However, the regulation does not specify a maximum dollar limit in the regulation. Does the Department intend to use a per client funding cap? If so, the Department should specify this maximum limit in the regulation.

**9. Section 4.7. Services eligible for payment.—Clarity.**

The opening sentence of this section appears to limit payment to clients. Subsection (1) (Assessments) would be for applicants, not necessarily clients. These provisions should be revised for consistency.

Subsection (4) (Rehabilitation services) contains two references to the "appropriate National accrediting body" as approved by the Department. It is unclear what these accrediting bodies are and how the public could find the list of approved accrediting bodies. The regulation should include the accrediting bodies or state how a list of approved accrediting bodies could be obtained.

**10. Section 4.8. Rehabilitation service plan.—Reasonableness and clarity.**

*Subsection 4.8(a)*

Subsection (a) requires the plan to be submitted to HIP for approval within 30 days after the date the client is enrolled in HIP. We have two concerns with subsection (a).

First, there is no time limit placed on HIP to approve or disapprove the plan. In contrast, subsection 4.4(f) directs the Department to notify an applicant within 30 days of eligibility for HIP services. The Department should specify in the regulation how long HIP has to approve or disapprove a plan.

Second, rehabilitation services are limited by § 4.6 to 12 months, beginning with the date of the client's enrollment in HIP. Subsection (a) of § 4.8 uses the same starting date to develop a plan. A client would lose significant and valuable rehabilitation time while waiting for approval. The regulation should be revised to provide that the 12 consecutive months for service begins when actual services are commenced.

*Subsection 4.8(c)*

Subsection (c) requires a procedure for evaluation of progress, but does not specify the content of the procedure. The result of an evaluation is significant. An evaluation could result in modifying the plan under subsection (d), or discontinuing services under § 4.5(f). The regulation should specify the minimum requirements the procedure for evaluation of progress must include.

*Subsection 4.8(d)*

Subsection (d) allows modification of the plan. Subsection (a) requires joint development of a plan by the provider, case manager, client or client's representative. It also requires the HIP's approval of the plan. Subsection (b) states that the plan must contain certain components including specific goals, necessary services, time frames and financial responsibilities. In contrast, the scope of modifications that could occur under subsection (d) is

unclear. There is also no indication of whether client involvement or the HIP approval is required.

As written, the regulation could allow modification of any aspect of the plan. The Department should specify which components of the plan listed in subsection (b) could be modified, whether joint development would be required, who can make modifications to the plan and whether the HIP's approval would be required.

**11. Section 4.10. Appeal procedures.—Statutory authority; fiscal impact; protection of public health, safety and welfare; reasonableness; need; and clarity.**

We have several concerns with respect to this section. Our concerns are outlined as follows.

*Subsection 4.10(a) Administrative review.*

Subsections 4.10(a)(1)—(2) are confusing. First, there is a discrepancy between the two subsections. Subsection 4.10(a)(1) states that an applicant may file the request for an administrative review. However, subsection 4.10(a)(2) states that the applicant or client must file a request for an administrative review within 30 days of the date of the eligibility determination. Why does the first subsection reference only an applicant and not also a client, while the second subsection includes both?

Second, both subsections limit a request for an administrative review to the issue of the HIP eligibility determinations. What elements in the HIP eligibility determinations are subject to review or appeal?

Third, there is no time limit for administrative review. To insure an expeditious resolution of adverse determinations, the Department should impose a time limit on its internal review. Finally, the regulation does not indicate who is involved in an administrative review or whether the applicant or client may attend or participate in an administrative review. This should be clarified.

*Subsection 4.10(b) Administrative hearing.*

We have several concerns with this subsection. First, as noted above, the regulation does not indicate which issues may be appealed. Examples of other decisions or determinations that could be subject to appeal include the following:

1. The determination under § 4.5 of the specific condition or impairment deemed eligible for treatment.
2. The determination under § 4.5 whether the client has the potential to benefit from treatment and live more independently as a result of services.
3. The maximum allocation of funds under § 4.5.
4. The duration of funding under § 4.6.
5. The services eligible for payment under § 4.7.
6. The modification of the plan under § 4.8.

Second, it is unclear whether a person may immediately appeal an adverse determination or whether the person must first request an administrative review. The preamble of this proposed rulemaking explains that an applicant or client must first request an administrative review. If the person is not satisfied with the results, the person may then appeal. This would lead to the scheduling of an administrative hearing. However, this two-step process is not clear in the regulation. Subsections 4.10(b)(1)—(2) do not mention the need for an administrative review before filing for a hearing. They simply state

that the Division will advise the person of the right to appeal an adverse decision within 15 days of the mailing of that decision.

The regulation should clarify that an applicant or client must first complete the administrative review process before he can file an appeal. A solid start towards clarifying this two-step sequence would be to place the procedures for the administrative review and the hearing into two separate sections.

As noted above, subsection 4.10(b)(2) gives an applicant or client 15 days to file an appeal. This period begins on the date that the Division mails its decision to the applicant or client. Depending on the postal service's efficiency in delivering the decision, the period in which an applicant or client may file an appeal could shrink dramatically. To account for unforeseeable postal delays, the rule should provide that 3 days should be added to the time required for filing an appeal when the decision is sent by mail.

Third, the regulation should insure that hearing locations are accessible to applicants or clients. Senator Hughes suggests that the regulation include a provision similar to one proposed for the Women, Infants and Children (WIC) program. The provision requires that the hearing location be accessible to the applicant or client. We agree that accessibility to a hearing location would be important to the HIP population.

Fourth, subsection 4.10(b)(4)(ii)(B) indicates that an applicant or client may be represented at a formal hearing by a relative, friend or another person of the applicant's, or client's choice. Allowing a non-lawyer to represent another individual constitutes the unlawful practice of law, prohibited by 42 Pa.C.S. § 2524. An administrative agency does not have the authority to permit a practice that is prohibited by the Judicial Code. (see *Westmoreland County v. Rodgers, et al.*, 693 A.2d 996 (1997); *Kohlman v. Western Pennsylvania Hospital*, 652 A.2d 849 (1994), petition for allowance of appeal denied, 663 A.2d 692 (1995)).

Fifth, this section does not clarify that a legal representative may seek administrative review and file an appeal on behalf of an applicant or client. As noted in Comment No. 3 above, this section should contain a reference to "legal representative," which should be a defined term.

Finally, will HIP services and funding continue during the pendency of a review or hearing? If not, the regulation should include a specific time limit for the administrative review. Also, the regulation should provide that immediately upon issuance of a favorable decision, services will be reinstated for the time remaining of the 12 month period based upon the date on which services are terminated.

JOHN R. MCGINLEY, Jr.,  
Chairperson

[Pa.B. Doc. No. 99-1296. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Notice of Filing of Final Rulemakings

The Independent Regulatory Review Commission received, on the dates indicated, the following regulations for review. To obtain the date and time of the meeting, interested parties may contact the office of the Commission at (717) 783-5417. To obtain a copy of the regulation,

interested parties should contact the agency promulgating the regulation.

#### Final-Form

Reg. No.	Agency/Title	Received
6-258	State Board of Education Certification of Professional Personnel	7/27/99
100-14	Pennsylvania Health Care Cost Containment Council Severity Methodology	7/28/99

JOHN R. MCGINLEY, Jr.,  
Chairperson

[Pa.B. Doc. No. 99-1297. Filed for public inspection August 6, 1999, 9:00 a.m.]

## INSURANCE DEPARTMENT

### Appeal of Allegheny University Hospital Under the Storage Tank and Spill Prevention Act, Underground Storage Tank Indemnification Fund; Doc. No. UT98-06-012

A prehearing/settlement telephone conference initiated by the Administrative Hearings Office, Room 200, Capitol Associates Building, 901 North Seventh Street, Harrisburg, PA 17102, shall be held on September 1, 1998, at 11 a.m. Motions preliminary to those at hearing, protest petitions to intervene, or notices of intervention, if any, must be filed with the Docket Clerk on or before August 11, 1999. Answers to petitions to intervene, if any, shall be filed on or before August 25, 1999.

The hearing shall occur on September 30, 1999, at 10 a.m. in Room 200, Administrative Hearing Office, Capitol Associates Building, 901 North Seventh Street, Harrisburg, PA 17102.

On or before August 25, 1999, each party shall file with the Administrative Hearings Office a prehearing statement which shall contain: (1) A comprehensive statement of undisputed facts to be stipulated between the parties; (2) A statement of additional contended facts; (3) Names and address 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.

Persons with a disability who wish to attend the above-referenced administrative hearing and require an auxiliary aid service or other accommodation to participate in the hearing, should contact Tracey Pontius, Agency Coordinator at (717) 787-4298.

M. DIANE KOKEN,  
Insurance Commissioner

[Pa.B. Doc. No. 99-1298. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Erie Insurance Exchange; Erie Insurance Company; Private Passenger Automobile Rate Revision

On July 23, 1999, the Insurance Department received from Erie Insurance Exchange and Erie Insurance Company a filing for a rate level change for private passenger automobile insurance.

Erie Insurance Exchange requests an overall 1.6% decrease amounting to -\$9,900,000 annually, to be effective January 1, 2000, for new and renewal business. Erie Insurance Company requests an overall 1.4% decrease amounting to -\$630,000 annually, to be effective January 1, 2000 for new and renewal business.

Unless formal administrative action is taken prior to September 21, 1999, the subject filing may be deemed approved by operation of law.

Copies of the filing will be available for public inspection, by appointment, during normal working hours at the Insurance Department's offices in Harrisburg, Philadelphia, Pittsburgh and Erie.

Interested parties are invited to submit written comments, suggestions or objections to Chuck Romberger, CPCU, Insurance Department, Bureau of Regulation of Rates and Policies, Room 1311, Strawberry Square, Harrisburg, PA 17120 (e-mail at [cromberger@ins.state.pa.us](mailto:cromberger@ins.state.pa.us)) within 30 days after publication of this notice in the *Pennsylvania Bulletin*.

M. DIANE KOKEN,  
*Insurance Commissioner*

[Pa.B. Doc. No. 99-1299. Filed for public inspection August 6, 1999, 9:00 a.m.]

#### HealthAmerica of Pennsylvania; Rate Filing

On July 12, 1999, HealthAmerica of Pennsylvania submitted a filing, for the southeastern service area, requesting a base rate increase of 20.9%. This filing will affect approximately 49,800 contracts and 82,900 members. The proposed increase will generate an additional annual premium income of \$24 million. Rate increases have also been requested for riders. An effective date of January 1, 2000, is requested.

Copies of the filing are available for public inspection during normal working hours, by appointment, at the Insurance Department's Harrisburg Regional Office.

Interested parties are invited to submit written comments, suggestions or objections to Cherri Sanders-Jones, Actuary, Bureau of Accident and Health Insurance, Insurance Department, 1311 Strawberry Square, Harrisburg, PA 17120, within 15 days after publication of this notice in the *Pennsylvania Bulletin*.

M. DIANE KOKEN,  
*Insurance Commissioner*

[Pa.B. Doc. No. 99-1300. Filed for public inspection August 6, 1999, 9:00 a.m.]

#### HealthGuard of Lancaster; Rate Filing

On July 12, 1999, HealthGuard of Lancaster, Inc. submitted a filing, requesting a base rate increase of 9.6%. This filing will affect approximately 51,250 contracts. The proposed increase will generate an additional annual premium income of \$7,265,000. Rate increases have also been requested for riders that vary with the option selected. An effective date of October 1, 1999, is requested.

Copies of the filing are available for public inspection during normal working hours, by appointment, at the Insurance Department's Harrisburg Regional Office.

Interested parties are invited to submit written comments, suggestions or objections to Rashmi Mathur, Actuary, Bureau of Accident and Health Insurance, Insurance Department, 1311 Strawberry Square, Harrisburg, PA 17120, within 15 days after publication of this notice in the *Pennsylvania Bulletin*.

M. DIANE KOKEN,  
*Insurance Commissioner*

[Pa.B. Doc. No. 99-1301. Filed for public inspection August 6, 1999, 9:00 a.m.]

#### Highmark, Inc.; Requesting Approval to Increase Rates for Direct Pay Security 65 Hospital Medicare Supplement Plans: B, C and H; Filing No. 1-65S-99-HBCBS

By Filing No. 1-65S-99-HBCBS, Highmark, Inc., d/b/a Highmark Blue Cross Blue Shield, requests approval to increase its premium rates for its Direct Pay Security 65 Hospital Medicare Supplement plans B, C and H. The filing requests an average increase of about 3.4% of current premium. Increases will vary by plan. This will affect about 122,300 contract holders and produce additional premium income of about \$3.9 million. The requested effective date of the change is January 1, 2000.

The requested First Eligible Security 65 Hospital Rates are as follows:

Plan	Requested Rate	% Increase
Plan B	\$66.80	3.4%
Plan C	\$83.20	1.2%
Plan H	\$137.90	12.2%

Copies of the filing are available for public inspection during normal working hours, by appointment, at the Insurance Department's offices in Harrisburg, Pittsburgh and Erie.

Interested parties are invited to submit written comments, suggestions or objections to Bharat Patel, Actuary, Insurance Department, Accident and Health Bureau, Office of Rate and Policy Regulation, 1311 Strawberry Square, Harrisburg, PA 17120, within 30 days of publication of this notice in the *Pennsylvania Bulletin*.

M. DIANE KOKEN,  
*Insurance Commissioner*

[Pa.B. Doc. No. 99-1302. Filed for public inspection August 6, 1999, 9:00 a.m.]

#### Highmark Inc.; Requesting Approval to Increase Rates for Direct Pay 65 Plus Drug Plan; Filing No. 1-65P-99-HBCBS

By Filing No. 1-65P-99-HBCBS, Highmark Inc., d/b/a Highmark Blue Cross Blue Shield, requests approval to increase its premium rates for its Direct Pay 65 Plus Drug Plan. The filing requests an increase of about 53.2% of current premium. The requested rate is \$108.80. This will affect about 40,200 contract holders and produce additional premium income of about \$18.2 million. The requested effective date of the change is January 1, 2000.

Copies of the filing are available for public inspection during normal working hours, by appointment, at the Insurance Department's offices in Harrisburg, Pittsburgh and Erie.

Interested parties are invited to submit written comments, suggestions or objections to Bharat Patel, Actuary, Insurance Department, Accident and Health Bureau, Office of Rate and Policy Regulation, 1311 Strawberry Square, Harrisburg, PA 17120, within 30 days of publication of this notice in the *Pennsylvania Bulletin*.

M. DIANE KOKEN,  
*Insurance Commissioner*

[Pa.B. Doc. No. 99-1303. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Highmark, Inc.; Request to Increase Rates for Direct Pay Security 65 Medical Medicare Supplement; Filing No. 1-DPCM-99-HI

Highmark, Inc., d/b/a/ Highmark Blue Cross Blue Shield and d/b/a/ Pennsylvania Blue Shield, requests approval to increase its premium rates for its Direct Pay Security 65 Medical Medicare Supplement. The filing requests an average increase of 5.9% of current premium. Increases will vary by Blue Cross region. This increase will impact about 325,000 contract holders and produce additional annual income of approximately \$11.9 million. The requested effective date is January 1, 2000.

The rate increase by Blue Cross Plan are shown as follows:

<i>Plan Area</i>	<i>Percentage Increase</i>	<i>Average Increase Per Subscriber Month</i>
Blue Cross of Northeastern PA	14.7%	\$7.10
Highmark Blue Cross Blue Shield	7%	\$ .32
Capital Blue Cross	7.2%	\$3.23
Independence Blue Cross	7.2%	\$5.06
Overall	5.9%	\$3.06

Copies of the filing are available for public inspection during normal working hours, by appointment, at the Insurance Department's offices in Harrisburg, Pittsburgh, Philadelphia and Erie.

Interested parties are invited to submit written comments, suggestions or objections to Carol Slack, Actuary, Insurance Department, Accident and Health Bureau, Office of Rate and Policy Regulation, 1311 Strawberry Square, Harrisburg, PA 17120, within 30 days of publication of this notice in the *Pennsylvania Bulletin*.

M. DIANE KOKEN,  
*Insurance Commissioner*

[Pa.B. Doc. No. 99-1304. Filed for public inspection August 6, 1999, 9:00 a.m.]

### Old Guard Insurance Company; Homeowners Rate Filing

On July 22, 1999, the Insurance Department received from Old Guard Insurance Company a filing for a proposed rate level and rule change for homeowners insurance.

The company requests an overall 6.12% increase amounting to \$803,000 annually, to be effective October 1, 1999, for new business and November 1, 1999 for renewal business.

Unless formal administrative action is taken prior to November 20, 1999, the subject filing may be deemed approved by operation of law.

Copies of the filing will be available for public inspection, by appointment, during normal working hours at the Insurance Department's offices in Harrisburg, Philadelphia, Pittsburgh and Erie.

Interested parties are invited to submit written comments, suggestions or objections to Xiaofeng Lu, Insurance Department, Bureau of Regulation of Rates and Policies, Room 1311, Strawberry Square, Harrisburg, PA 17120, (E-mail: xlu@ins.state.pa.us) within 30 days after publication of this notice in the *Pennsylvania Bulletin*.

M. DIANE KOKEN,  
*Insurance Commissioner*

[Pa.B. Doc. No. 99-1305. Filed for public inspection August 6, 1999, 9:00 a.m.]

## LEGISLATIVE REFERENCE BUREAU

### Documents Filed But Not Published

The Legislative Reference Bureau accepted the following document during the preceding calendar month for filing without publication under 1 Pa. Code § 3.13(b) (relating to contents of Bulletin). The Bureau will continue to publish on a monthly basis either a summary table identifying the documents accepted during the preceding calendar month under this subsection or a statement that no such documents have been received. This will supplement the documents filed but not published printed at 29 Pa.B. 3797, dated July 17, 1999. For questions concerning or copies of documents filed, but not published, please call (717) 783-1530.

#### *Governor's Office*

Management Directive No. 210.5—Records Management—Amended June 1, 1999.

GARY R. HOFFMAN,  
*Director*  
*Pennsylvania Bulletin*

[Pa.B. Doc. No. 99-1306. Filed for public inspection August 6, 1999, 9:00 a.m.]

## LIQUOR CONTROL BOARD

### Relocation of the OALJ—Philadelphia

The Pennsylvania Liquor Control Board, Office of Administrative Law Judge relocated its Philadelphia office the week of July 26, 1999. The new address and telephone/fax numbers are: Meetinghouse Business Center, 140 West Germantown Pike, Suite 100, Plymouth

Meeting, PA 19462-1421, telephone: (610) 832-1743, fax: (610) 832-1747.

JOHN E. JONES, III,  
*Chairperson*

[Pa.B. Doc. No. 99-1307. Filed for public inspection August 6, 1999, 9:00 a.m.]

## PENNSYLVANIA PUBLIC UTILITY COMMISSION

### Natural Gas Choice and Competition Act; Schedule for Filing

On June 22, 1999, Governor Tom Ridge signed the Natural Gas Choice and Competition Act (act). Section 2204(b) of the act directs the Pennsylvania Public Utility Commission (Commission) to determine a schedule by which natural gas distribution companies subject to its jurisdiction are to make their restructuring filings. The Commission has consulted with the natural gas distribution companies in accordance with section 2204(b) of the act and is now adopting the following schedule for each natural gas distribution company to make its filing.

Columbia Gas of Pennsylvania, Inc.	August 2, 1999
Peoples Natural Gas Co.	August 2, 1999
PG Energy, Inc.	August 2, 1999
Equitable Gas Co.	August 16, 1999
National Fuel Gas Distribution Corp.	October 1, 1999
UGI Utilities, Inc.	October 1, 1999
PECO Energy Co.	December 1, 1999
Penn Fuel Gas, Inc.	December 1, 1999
Carnegie Natural Gas Co.	December 1, 1999
T. W. Phillips Gas & Oil Co.	February 2, 2000

Accordingly, the Commission shall expect each natural gas distribution company to file its restructuring plan in accordance with the previous schedule.

JAMES J. MCNULTY,  
*Secretary*

[Pa.B. Doc. No. 99-1308. Filed for public inspection August 6, 1999, 9:00 a.m.]

### 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. Publication of this notice shall be considered as sufficient notice to all carriers holding authority from this Commission. Applications will be considered without hearing in the absence of protests to the application. Protests to the applications published herein are due on or before Aug. 30, 1999, as set forth at 52 Pa. Code § 3.381 (relating to applications for transportation of property and persons). The protest shall also indicate whether it applies to the temporary authority application or the permanent application or both.

### Applications of the following for approval of the beginning of the exercise of the right and privilege of operating as common carriers for transportation of persons as described under each application.

**A-00116067. Karen Lee Miller** (6215 Shepherd Hills Avenue, Wescosville, Lehigh County, PA 18106)—persons in limousine service, between points in the city of Allentown, Lehigh County, and within an airline distance of 60 statute miles of the limits of said city, and from points in said territory, to points in Pennsylvania, and return.

**A-00116069. Dennis Queen** (5334 North Camac Street, Philadelphia, Philadelphia County, PA 19141)—persons in paratransit service, between points in the counties of Philadelphia, Montgomery, Delaware, Chester and Bucks, and from points in said counties, to points within an airline distance of 50 statute miles of the limits of said territory.

**A-00116074. Audrey Cab, Inc., t/d/b/a County Cab Co.** (306 East Baltimore Pike, Suite A, Media, Delaware County, PA 19063), a corporation of the Commonwealth of Pennsylvania—persons, upon call or demand, (1) in the county of Delaware, excluding the townships of Marple, Upper Providence, and Newtown; (2) in the township of Tredyfflin, Chester County, and (3) in the township of Lower Merion, Montgomery County, excluding that part of the township on and east of a line beginning at Waverly Road and the Schuylkill River, then southeastwardly along Waverly Road to its intersection with Morris Avenue, then southeasterly along Morris Avenue to its intersection with Old Gulph Road, then westward along Old Gulph Road, to its merger with Robert Road, then southward along Robert Road, to the Montgomery-Delaware County Line. *Attorney:* John J. Gallagher, 1760 Market Street, Suite 1100, Philadelphia, PA 19104.

**A-00116073. Quickie Cab Service Co., Inc.** (701 North Front Street, Harrisburg, Dauphin County, PA 17101), a corporation of the Commonwealth of Pennsylvania—persons, upon call or demand, in the city of Harrisburg, Dauphin County, and within an airline distance of 10 statute miles of the limits of said city.

**A-00116075. Eric Eugene Patterson and Jay Lynn Gardenhour, Copartners, t/d/b/a A-Plus Classic Limousine** (570 Cleveland Avenue, Waynesboro, Franklin County, PA 17268)—persons in limousine service, between points in the county of Franklin, and from points in the said county, to points in Pennsylvania, and return. An application for temporary authority has been filed seeking the right cited above.

### Application of the following for amendment to the certificate of public convenience approving the operation of motor vehicles as common carriers for the transportation of household goods by transfer of rights as described under each application.

**A-00115679. Folder 3. Millennium Moving Co., Inc.** (17 Ronald Circle, Oreland, Montgomery County, PA 19075), a corporation of the Commonwealth of Pennsylvania—additional right—to transport, as a common carrier, by motor vehicle, household goods in use, between points in the counties of Philadelphia, Chester, Delaware, Montgomery and Bucks, included within a line which connects the boundaries of Chester, West Chester, Norristown, Paoli, Doylestown and Morrisville, but not including said places, and from points in said territory, to other points in Pennsylvania, and vice versa; which is to be a transfer of all of the rights authorized under the certificate issued at

A-00106087 to Dillon Moving, Inc. Application for temporary authority has been filed at A-00115679, F. 3 seeking the right cited above. *Attorney:* Richard A. Franklin, 1700 Sansom Street, 12th Floor, Philadelphia, PA 19103

**Applications 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 each application.**

**A-00086705, F. 5, Am-A. Posten Taxi, Incorporated** (777 South Franklin Street, Wilkes-Barre, Luzerne County, PA 18702), a corporation of the Commonwealth of Pennsylvania—persons in paratransit service, between points in the city of Wilkes-Barre, Luzerne County, and within an airline distance of 30 statute miles of the limits of said city; subject to the following conditions: that no right, power or privilege is granted to render limousine service or to employ limousines or luxury-type vehicles to render the service; that the service herein authorized is limited to transportation in vehicles having a seating capacity of not more than 15 persons, including the driver, without the use of dome lights and taximeters; that the service herein authorized is limited to transportation in vehicles not reserved for individual use for which advance reservations are made not less than the previous calendar day: *so as to permit* (1) the transportation of persons in paratransit service, between points in the city of Wilkes-Barre, Luzerne County, and within an airline distance of 30 statute miles of the limits of said city and from points in said territory to points in Pennsylvania, and vice versa; and (2) persons in paratransit service between points in the counties of Monroe, Pike and Wayne, and from points in said counties, to points in Pennsylvania, and vice versa. *Attorney:* James D. Campbell, Jr., 3631 North Front Street, Harrisburg, PA 17110-1533.

JAMES J. MCNULTY,  
*Secretary*

[Pa.B. Doc. No. 99-1309. Filed for public inspection August 6, 1999, 9:00 a.m.]

**Transfer of Ownership  
Without Hearing**

**A-310434F5000. Intercontinental Communications Group, Inc. t/a ICLD.** Application of Intercontinental Communications Group, Inc. t/a ICLD for authority to transfer control of ownership of ICLD to Fusion Telecommunications International, Inc.

This application may be considered without a hearing. Protests or petitions to intervene can be filed with the Pennsylvania Public Utility Commission, P. O. Box 3265, Harrisburg, PA 17105-3265, with a copy served on the applicant on or before August 23, 1999, under 25 Pa. Code (relating to public utilities).

*Applicant:* Intercontinental Communications Group, Inc. t/a ICLD

*Through and By Counsel:* Monique Byrnes, Consultant, Technologies Management, Inc., 210 N. Park Ave., Winter Park, FL 32789.

JAMES J. MCNULTY,  
*Secretary*

[Pa.B. Doc. No. 99-1310. Filed for public inspection August 6, 1999, 9:00 a.m.]

**Water Service  
Without Hearing**

**A-220007 and A-210062F2000. Seven Fields Development Corporation.** Joint application for approval of: 1) The transfer by sale of the assets and operation of the Seven Fields Development Corporation to the Borough of Seven Fields; 2) the right of the Borough of Seven Fields to provide water service to three properties outside of the borough limits; and 3) the abandonment of water service by Seven Fields Development Corporation.

This application may be considered without a hearing. Protests or petitions to intervene can be filed with the Pennsylvania Public Utility Commission, P. O. Box 3265, Harrisburg, PA 17105-3265, with a copy served on the applicant on or before August 23, 1999, under 52 Pa. Code (relating to public utilities).

*Applicant:* Seven Fields Development Corporation; Borough of Seven Fields.

*Through and By Counsel:* Anthony P. Picadio, Esquire, Picadio, McCall, Miller and Norton, Suite 4680 USX Tower, 600 Grant Street, Pittsburgh, PA 15219.

JAMES J. MCNULTY,  
*Secretary*

[Pa.B. Doc. No. 99-1311. Filed for public inspection August 6, 1999, 9:00 a.m.]

**STATE CONSERVATION  
COMMISSION**

**Nutrient Management Plan Approval for Chiou Hog Farms LLC**

On June 30, 1999, the State Conservation Commission (Commission) took official action to approve a nutrient management plan submitted by Chiou Hog Farms LLC for a proposed swine operation to be built on a 137-acre farm site located at R. D. 2, Clearville, PA, Monroe Township, Bedford County. This proposed operation falls within the definition of a Concentrated Animal Operation under Pennsylvania's Nutrient Management Act (act) and the regulations established under the act.

Persons aggrieved by this action may appeal to the Environmental Hearing Board (Board), Second Floor, Rachel Carson State Office Building, 400 Market Street, P. O. Box 8457, Harrisburg, PA 17105-8457, (717) 787-3483. Appeals must be filed with the Board within 30 days of actual or constructive notice of this action. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. This paragraph does not, in and of itself, create any right of appeal beyond that permitted by applicable statutes and decisional law.

Contact the State Conservation Commission: Karl G. Brown, Executive Secretary, Agriculture Building, 2301 North Cameron Street, Harrisburg, PA 17110-9408, (717) 787-8821.

JAMES M. SEIF,  
*Chairperson*

[Pa.B. Doc. No. 99-1312. Filed for public inspection August 6, 1999, 9:00 a.m.]

# STATE CONTRACTS INFORMATION

## DEPARTMENT OF GENERAL SERVICES

Notices of invitations for bids and requests for proposals on State contracts for services and commodities for which the bid amount is reasonably expected to be over \$10,000, are published in the State Contracts Information Section of the *Pennsylvania Bulletin* prior to bid opening date. Information in this publication is intended only as notification to its subscribers of available bidding and contracting opportunities, and is furnished through the Department of General Services, Vendor Information and Support Division. No action can be taken by any subscriber or any other person, and the Commonwealth of Pennsylvania is not liable to any subscriber or any other person, for any damages or any other costs incurred in connection with the utilization of, or any other reliance upon, any information in the State Contracts Information Section of the *Pennsylvania Bulletin*. Interested persons are encouraged to call the contact telephone number listed for the particular solicitation for current, more detailed information.

**EFFECTIVE JULY 1, 1985, A VENDOR'S FEDERAL IDENTIFICATION NUMBER (NUMBER ASSIGNED WHEN FILING INCOME TAX DOCUMENTS) OR SOCIAL SECURITY NUMBER IF VENDOR IS AN INDIVIDUAL, MUST BE ON ALL CONTRACTS, DOCUMENTS AND INVOICES SUBMITTED TO THE COMMONWEALTH.**

Act 266 of 1982 provides for the payment of interest penalties on certain invoices of "qualified small business concerns". The penalties apply to invoices for goods or services when payments are not made by the required payment date or within a 15 day grace period thereafter.

Act 1984-196 redefined a "qualified small business concern" as any independently owned and operated, for-profit business concern employing 100 or fewer employees. See 4 Pa. Code § 2.32. The business must include the following statement on every invoice submitted to the Commonwealth: "(name of business) is a qualified small business concern as defined in 4 Pa. Code 2.32."

A business is eligible for payments when the required payment is the latest of:

The payment date specified in the contract.

30 days after the later of the receipt of a proper invoice or receipt of goods or services.

The net payment date stated on the business' invoice.

A 15-day grace period after the required payment date is provided to the Commonwealth by the Act.

For more information: contact: Small Business Resource Center

PA Department of Community and Economic Development

374 Forum Building

Harrisburg, PA 17120

800-280-3801 or (717) 783-5700

### Reader's Guide

#### Legal Services & Consultation—26

① Service Code Identification Number

② Commodity/Supply or Contract Identification No.

**B-54137.** Consultant to provide three 2-day training sessions, covering the principles, concepts, and techniques of performance appraisal and standard setting with emphasis on performance and accountability, with a knowledge of State Government constraints.

Department: General Services

Location: Harrisburg, Pa.

Duration: 12/1/93-12/30/93

Contact: Procurement Division  
787-0000

③ Contract Information

④ Department

⑦

⑤ Location

(For Commodities: Contact:)  
Vendor Services Section  
717-787-2199 or 717-787-4705

⑥ Duration

#### REQUIRED DATA DESCRIPTIONS

- ① Service Code Identification Number: There are currently 39 state service and contractual codes. See description of legend.
- ② Commodity/Supply or Contract Identification No.: When given, number should be referenced when inquiring of contract of Purchase Requisition. If more than one number is given, each number represents an additional contract.
- ③ Contract Information: Additional information for bid preparation may be obtained through the departmental contracting official.
- ④ Department: State Department or Agency initiating request for advertisement.
- ⑤ Location: Area where contract performance will be executed.
- ⑥ Duration: Time estimate for performance and/or execution of contract.
- ⑦ Contact: (For services) State Department or Agency where vendor inquiries are to be made.

(For commodities) Vendor Services Section (717) 787-2199 or (717) 787-4705

## GET A STEP AHEAD IN COMPETING FOR A STATE CONTRACT!

The Treasury Department's Bureau of Contracts and Public Records can help you do business with state government agencies. Our efforts focus on guiding the business community through the maze of state government offices. The bureau is, by law, the central repository for all state contracts over \$5,000. Bureau personnel can supply descriptions of contracts, names of previous bidders, pricing breakdowns and other information to help you submit a successful bid on a contract. We will direct you to the appropriate person and agency looking for your product or service to get you "A Step Ahead." Services are free except the cost of photocopying contracts or dubbing a computer diskette with a list of current contracts on the database. A free brochure, "Frequently Asked Questions About State Contracts," explains how to take advantage of the bureau's services.

Contact: **Bureau of Contracts and Public Records**

Pennsylvania State Treasury  
Room G13 Finance Building  
Harrisburg, PA 17120  
717-787-2990  
1-800-252-4700

BARBARA HAFER,  
State Treasurer

### Commodities

**99990900000** The contractor shall provide for the installation of 1,000 KW standby generator according to specifications contained in bid proposal. To include all labor, equipment and materials necessary to complete the installation. Generator to be provided by the institution. Onsite visit required. Bid proposal on file in agency Purchasing Department. To obtain a bid package contact Barbara Lloyd, Purchasing Agent at (814) 886-8181, ext. 166.

**Department:** Corrections  
**Location:** State Correctional Institution at Cresson, P. O. Box A, Old Route 22, Cresson, PA 16699-0001  
**Duration:** November 1, 1999—June 30, 2000  
**Contact:** Barbara A. Lloyd, Purchasing Agent, (814) 886-8181, ext. 166

**SO-186** The State Correctional Institution at Somerset will be bidding Philips/Burle surveillance cameras and accessories for installation by our onsite maintenance staff. Interested vendors should contact the institution for a bid package and information. Contact: Theresa Solarczyk at (814) 443-8100, ext. 311.

**Department:** Corrections  
**Location:** State Correctional Institution at Somerset, 1590 Walters Mill Road, Somerset, PA 15510-0001  
**Duration:** August 1, 1999 through June 30, 2000  
**Contact:** Theresa Solarczyk, Purchasing Agent II, (814) 443-8100, ext. 311

**039** Snap beans, green beans, wax (yellow) bean, blue lake variety. To obtain bid package contact Mary Ann Ulrich at (717) 731-7134.

**Department:** Corrections  
**Location:** Correctional Industries, State Correctional Institution Rockview, Bellefonte, PA 16823  
**Duration:** 1 year  
**Contact:** Mary Ann Ulrich, (717) 731-7134, fax (717) 731-7008

**1044119** Textiles—20,000 yards polyester twill, Bandmaster or approved equal, color white Pantone No. 11-4202TP. For copy of the bid fax request to (717) 787-0725.

**Department:** Corrections  
**Location:** Correctional Industries Bellefonte, PA  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**COMM 3-99** 300 each CB radios Corba Ultra II with antennas, truck or roof mount. State Police

**Department:** State Police  
**Location:** Communications Division, 1800 Elmerton Avenue, Harrisburg, PA 17103  
**Duration:** Indeterminate 1999—2000  
**Contact:** Robert D. Stare, (717) 705-5921

**1110159** Communication equipment—6 each Infocus LP435Z video projector, no substitute; 6 each extension cable Wizard 2 for LP435Z no substitute; 6 each HW laser pro remote control no substitute; 6 each Elmo documents stand EV-400AF no substitute; 8 each wireless remote control RC-552 for Elmo, no substitute; 8 each remote control software for Elmo, no substitute; 8 each Panasonic PV-8450 VCR, no substitute; 8 each 25" AV cables (stereo AV) no substitute; 8 each S-Video cable 25" no substitute. For copy of the bid package fax request to (717) 787-0725.

**Department:** State System of Higher Education  
**Location:** California University  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**1062119** Textiles—4,000 yards Sandel 60502-014, color white, width 72". For copy of the bid package fax request to (717) 787-0725.

**Department:** Corrections  
**Location:** Correctional Industries Dallas  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**8250640** Motor vehicles, trailers and cycles—16 each latest model compact enclosed type vehicle, 4 x 4, 4 door, with automatic transmission, cruise control. For copy of the bid package fax request to (717) 787-0725.

**Department:** Transportation  
**Location:** Harrisburg, PA  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**8250350** Construction, mining, excavating and highway maintenance equipment—15 each latest model articulated roller, self-propelled, rubber tired; 16 each latest model straight frame roller, self-propelled, rubber tired. For copy of the bid fax request to (717) 787-0725.

**Department:** Transportation  
**Location:** Harrisburg, PA  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**1046119** Textiles—40,000 yards fabric F/S9918, Dauntless or approved equal, color black Pantone 19-4305TP. For copy of the bid fax request to (717) 787-0725.

**Department:** Corrections  
**Location:** Correctional Industries, Bellefonte, PA  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**1045209** Clothing and individual equipment—75 pair trousers, uniform, officer, all season; 85 each coats, uniform, officers, all season. For copy of the bid fax request to (717) 787-0725.

**Department:** State Police  
**Location:** Harrisburg, PA  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**1103219** Office supplies, machines and equipment—120 each toner for laser printer USD9716/24 Micr, Unisys Product No. 83-9700-002 or approved equal. For copy of the bid package fax request to (717) 787-0725.

**Department:** Public Welfare  
**Location:** Harrisburg, PA  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**1101219** Office supplies, machines and equipment—500 each toner Lexmark, diamond fine point cartridge, LEX1382150 or approved equal. For copy of the bid package fax request to (717) 787-0725.

**Department:** Public Welfare  
**Location:** Harrisburg, PA  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705



**7314290** Paper and printing—50 M roll paper, printers, 3 part, for use on Verifone 250 credit card terminal. For copy of the bid fax request to (717) 787-0725.

**Department:** Liquor Control Board  
**Location:** Harrisburg, PA  
**Duration:** FY 99—00  
**Contact:** General Services, (717) 787-2199/4705

**039** Webbing elastic—various sizes and composition. To obtain a bid package contact Mary Ann Ulrich at (717) 731-7134.

**Department:** Corrections  
**Location:** Correctional Industries, State Correctional Institution Huntingdon, Huntingdon, PA 16652  
**Duration:** 1 year  
**Contact:** Mary Ann Ulrich, (717) 731-7134 or fax (717) 731-7008

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## SERVICES

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### Advertising—01

**PGC-2613** 100,000 sport drawstring bags—15" x 18", with soft white cotton drawcord. USDA approved film, virgin resin. Bag color: orange linear low density 2.25 mil., printed, one color (black) both sides. Printing approximately 30% on each side. Agency to provide logo artwork. Preproduction sample must be submitted to and approved by agency. Interested vendors may contact Keith Snyder at (717) 787-7015, for questions on specifications. Sample bags may be obtained in the Hunter/Trapper Education Division, 2001 Elmerton Avenue, Harrisburg, PA 17110-9797. For a bid package, phone (717) 787-6594, and ask for Diane or Linda.

**Department:** Game Commission  
**Location:** Pennsylvania Game Commission Hunter/Trapper Education Division, Bureau of Information and Education, 2001 Elmerton Avenue, Harrisburg, PA 17110-9797  
**Duration:** Indeterminate 1999—2000  
**Contact:** Keith Snyder, (717) 787-7015

### Audio/Video—04

**PPTN-ITQ-1-99** The Pennsylvania Public Television Network (PPTN) is seeking to qualify prime contractors to supply a Television Broadcast Network Management and Control System, which will replace PPTN's legacy multichannel broadcast television automation and traffic system. Only those prime contractors that qualify will be invited to participate in the next step.

**Department:** PA Public TV Network  
**Location:** 24 Northeast Drive, Hershey, PA 17033  
**Duration:** Ending June 30, 2000  
**Contact:** Ronald T. Lask, (717) 533-3077

**4229** TV, VCR and stereo repair service including cost of repair parts for 5 years. To obtain a bid package contact F. Molisee at (412) 257-6215.

**Department:** Public Welfare  
**Location:** Mayview State Hospital, 1601 Mayview Road, Bridgeville, PA 15017-1599  
**Duration:** September 1, 1999—June 30, 2004  
**Contact:** Fred Molisee, (412) 257-6215

### Child Care—07

**SU 99-09** Child Care Services at Shippensburg University. Shippensburg University is seeking contractors interested in providing on-campus child care services located in Shippensburg, PA. Operation of the child care facility include bookkeeping, accounting, personnel, resources, equipment and fee structuring. Contractor shall provide staff possessing Act 33 Child Abuse Clearance. Contractors interested in obtaining a proposal package must request in writing to Deborah K. Martin, Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257; (717) 477-1121 or fax (717) 477-4004.

**Department:** State System of Higher Education  
**Location:** Shippensburg University, Shippensburg, PA 17257  
**Duration:** One year with option for 1 year  
**Contact:** Deborah K. Martin, Contract Administrator, (717) 532-1121

### Computer Related Services—08

**RFP98-20** Satisfy a need for the implementation and servicing of the Pennsylvania digitized driver licensing system which produces quality driver licensing and other identification products. This RFP also encompasses the Department of State's desire to sort and transmit Motor Voter Registration Application information to the 67 counties of the Commonwealth.

**Department:** Transportation  
**Location:** Various locations within the Commonwealth of Pennsylvania  
**Duration:** 5 years with an option to incrementally renew for an additional 10 years  
**Contact:** Tina Chubb, (717) 787-7001

**081-OGC1999-2** The Office of General Counsel (OGC) has revised its RFP 081-OGC1999-1 for the development of a Technology Plan, which constitutes OGC's blueprint for technology development. OGC is seeking interested technology consultants to submit sealed proposals for consideration for the following project: Provisions of Intranet Services, Office of General Counsel. Requests for the RFP may be mailed to M. Jane Demko, Office of General Counsel, 333 Market Street, 17th Floor, Harrisburg, PA 17101, or by fax at (717) 787-1788. A preproposal conference will be held on August 16, 1999, at 2 p.m., in the Honors Suite, First Floor, Harrisburg II, 333 Market Street, Harrisburg, PA 17101. Questions pertaining to this RFP may also be addressed to M. Jane Demko at the above address or fax number. Inquiries received after this time and date will not be considered. All proposals are due by Monday, August 30, 1999, at 2 p.m. Responses received after this due date and time will be returned unopened.

**Department:** Governor's Office  
**Location:** 333 Market Street, 17th Floor, Harrisburg, PA 17101  
**Duration:** September 1, 1999 to December 31, 2000  
**Contact:** M. Jane Demko, (717) 783-6563

**Construction and Construction Maintenance—09**

**026-0003** This contract will provide manpower, equipment and incidental guide rail material for installation of approximately 28,000 linear feet of strong post guide rail at various locations throughout Potter County. All guide rail material will be supplied by the Department of Transportation except for the bolts, nuts, washers, rotating brackets, bridge connection plates, anchor bolts, concrete for end treatments and end anchorages. It will be the contractor's responsibility to pick up the material and deliver it to the work site. A mandatory prebid meeting (1 day) will be held to include review of the guide rail locations, and a site will be determined where the guide rail will be stored. The Department shall be responsible for removal of all existing guide rail and for any grading of shoulder stabilization prior to the placement of the guide rail by the contractor. All requests for bid packages must be received by fax at (814) 274-9764 or by phone at (814) 274-9181.

**Department:** Transportation  
**Location:** Various locations within Potter County, PA  
**Duration:** One year contract  
**Contact:** Gary L. Gunzburger, (814) 274-9181

**01** Site development on 5.64 acre site located in Fawn Township, York County approximately 1 mile south of Gatchetville. Work will include excavation, grading, embankment placement, installation of temporary and permanent erosion and sedimentation control measures, onsite stockpiling of topsoil and removal of excess excavated material. To obtain a bid package contact Ray E. Ebersole at (717) 787-4735.

**Department:** Transportation  
**Location:** Fawn Township, York County approximately 1 mile south of Gatchetville  
**Duration:** 6 months  
**Contact:** Ray E. Ebersole, (717) 787-4735

**024-0002** This contract will provide manpower, equipment and incidental guide rail material for installation of approximately 12,000 linear feet of strong post guide rail and 6,000 linear feet of weak post guide rail at various locations throughout Cameron County. All guide rail material will be supplied by the Department of Transportation except for the bolts, nuts, washers, rotating brackets, bridge connection plates, anchor bolts, concrete for end treatments and end anchorages. It will be the contractor's responsibility to pick up the material and deliver it to the work sites. A mandatory prebid meeting (1 day) will be held to include review of the guide rail locations, and a site will be determined where the guide rail will be stored. The Department shall be responsible for removal of all existing guide rail and for any grading of shoulder stabilization prior to the placement of the guide rail by the contractor. All requests for bid packages must be received by fax at (814) 274-9764 or by phone at (814) 274-9181.

**Department:** Transportation  
**Location:** Various locations within Cameron County, PA  
**Duration:** One year contract  
**Contact:** Gary L. Gunzburger, (814) 274-9181; fax (814) 274-9764

**015DGS155-11 Revised Rebid** Project title: Replace Bridges—Main Park Road. Brief description: Replacement of superstructure for two bridges and pave the main park road. Estimated range: \$1,000,000 to \$2,000,000. General construction. Plans deposit: \$75 per set. Payable to: Department of Conservation and Natural Resources. Refundable upon return of plans and specifications in reusable condition as construction documents within 15 days after the bid opening date. The bidder is responsible for the cost of delivery of the plans and specifications. Contact the office listed to arrange for delivery of documents. A separate check must be submitted to cover the cost of delivery. Mail a separate check for \$10 per set or provide your express mail account number to the office listed. Mail requests to: Department of Conservation and Natural Resources, 8th Floor RCOB, P.O. Box 8451, Harrisburg, PA 17105-8451, (717) 787-7398. Bid date: Wednesday, August 18, 1999, at 11 a.m.

**Department:** General Services  
**Location:** Shawnee State Park, Napier Township, Bedford County, PA  
**Duration:** 255 calendar days from date of initial job conference  
**Contact:** Department of Conservation and Natural Resources, (717) 787-7398

**Elevator Maintenance—13**

**ADV-39** Indiana University of Pennsylvania (IUP) is seeking qualified vendors to perform cabling to approximately three elevators and weight tests on approximately 12 elevators located on IUP's main campus. Requests for copies of the bid package should be made in writing referencing advertisement 39 and directed to the attention of Barbara Cerovich, Contracts Administrator, IUP, Robertshaw Building, 650 South 13th Street, Indiana, PA 15705; fax (724) 357-2670; e-mail "cerovich@grove.iup.edu." Requests for bid package will be accepted until August 18, 1999. The University encourages responses from small and disadvantaged minority and woman-owned firms.

**Department:** State System of Higher Education  
**Location:** Indiana University of Pennsylvania, Indiana, PA 15705  
**Duration:** Indeterminate 1999—2000  
**Contact:** Barbara Cerovich, (724) 357-2301

**Engineering Services—14**

**ESU 405-99-DB577** ESU seeks Design/Build Firms Partnerships or Joint Ventures under request for proposal ESU 405-99-DB577 Design/Build a New Henry J. Ahnert Jr. Alumni Center on campus. Fax request for the RFP to Ann Zaffuto, (570) 422-3595.

**Department:** State System of Higher Education  
**Location:** East Stroudsburg University, East Stroudsburg, PA 18301-2999  
**Duration:** 3 (three) years  
**Contact:** Ann Zaffuto, (570) 422-3595

**08430AG2385** To retain an engineering firm to perform periodic NBIS inspection for various locally owned bridges located in Engineering District 3-0, that is Columbia, Lycoming, Tioga, Bradford, Sullivan, Montour, Northumberland, Snyder and Union Counties.

**Department:** Transportation  
**Location:** Engineering District 3-0  
**Duration:** Sixty (60) months  
**Contact:** Consultant Agreement Division, (717) 783-9309

**08430AG2384** To retain an engineering firm under a multiphase, specific project agreement to perform preliminary engineering, environmental studies, final design and services during construction for a bridge and roadway project, S. R. 0061, Section 079 in Cool Township and City of Shamokin, Northumberland County.

**Department:** Transportation  
**Location:** Engineering District 3-0  
**Duration:** Forty-eight (48) months  
**Contact:** Consultant Agreement Division, (717) 783-9309

**08430AG2383** Open-End Contract for various engineering and environmental services in Engineering District 8-0, that is Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry and York Counties.

**Department:** Transportation  
**Location:** Engineering District 8-0  
**Duration:** Sixty (60) months  
**Contact:** Consultant Agreement Division, (717) 783-9309

**Environmental Maintenance Services—15**

**12DR00** To provide on-call drilling equipment for soils and geological engineering investigations on various types of terrain. Also to provide maintenance and protection of traffic during drilling operations when required. Contract will include renewal language similar to "By mutual consent of both parties, this contract shall be renewable for one (1) year periods for a total of four (4) such renewals." Letters of interest must be received no later than close of business on Friday after the last days advertisement in the *Pennsylvania Bulletin*. For bid package contact D. Michael Kuhn at (724) 439-7245.

**Department:** Transportation  
**Location:** District 12-0: Fayette, Greene, Washington and Westmoreland Counties, PA  
**Duration:** January 1, 2000 to December 31, 2000  
**Contact:** D. Michael Kuhn, (724) 439-7245

**Financial and Insurance Consulting—17**

**BOA-99/00-001** The Office of the Budget will issue a Request for Proposal (RFP) for services to perform a financial-related audit for the fiscal years ended June 30, 1997, 1998 and 1999 and a performance audit of selected areas of the Department of the Auditor General. The audits must be performed in accordance with Government Auditing Standards.

**Department:** Office of the Budget/Executive Offices  
**Location:** The Auditor General's primary offices are in Harrisburg, with other offices in Erie, New Castle, Pittsburgh, Reading, Scranton and Philadelphia  
**Duration:** Until the engagement completion date, as defined in the RFP  
**Contact:** Herb Maguire, Director, Bureau of Audits, (717) 783-0114

**Food—19**

**AC 8350** Perishable food items as follows: Meat and meat products, poultry and poultry products, miscellaneous frozen foods, produce, prepared salads—fresh, fruits and vegetables—frozen, fish and fish products—frozen, cheese, dairy products and ice cream, sherbet and related novelties; commodities and quantities available from Purchasing Office, Ebensburg Center, Route 22W, P. O. Box 600, Ebensburg, PA 15931. Awards made in the best interest of the Commonwealth.

**Department:** Public Welfare  
**Location:** Ebensburg Center (Dietary Building), Route 22W, P. O. Box 600, Ebensburg, PA 15931  
**Duration:** October—December, 1999  
**Contact:** Marilyn Cartwright, (814) 472-0259

**No. 8349** Perishable food items as follows: Meat and meat products, poultry and poultry products, miscellaneous frozen foods, produce, prepared salads—fresh, fruits and vegetables—frozen, fish and fish products—frozen, cheese, dairy products, and ice cream, sherbet and related novelties; commodities and quantities available from Purchasing Office, Ebensburg Center, Route 22W, P. O. Box 600, Ebensburg, PA 15931. Awards made in the best interest of the Commonwealth.

**Department:** Public Welfare  
**Location:** Ebensburg Center (Dietary Building), Route 22W, P. O. Box 600, Ebensburg, PA 15931  
**Duration:** October—December, 1999  
**Contact:** Marilyn Cartwright, (814) 472-0259

**Hazardous Material Services—21**

**RFP-BOI-1** RFP for assistance in conducting investigations into allegations of environmental wrongdoing for the DEP by providing necessary equipment and personnel skilled in operating the equipment to safely and efficiently conduct these site searches.

**Department:** Environmental Protection  
**Location:** Throughout the Commonwealth  
**Duration:** 5 years  
**Contact:** Michael Zentichko, (717) 787-0440

**HVAC—22**

**90671039** Air conditioners and refrigeration units: Contractor shall perform air conditioning/refrigeration equipment repairs to 400+ units throughout the hospital. Bidders will be asked to visit site prior to submitting a bid. For bid package contact Gary Raisner, Facility Maintenance Manager at (610) 313-5465.

**Department:** Public Welfare  
**Location:** Norristown State Hospital, 1001 Sterigere Street, Norristown, PA 19401  
**Duration:** September 1, 1999 through August 31, 2000 (One Year)  
**Contact:** Gary Raisner, Facility Maintenance Manager, (610) 313-5465

**8300-10485** Provide labor, equipment and materials to install a fully functional system with five air conditioning units replacing existing units. Units to be as follows: 4 roof top carrier, Model 50SS-036-5—36,000 BTU, 208/230 V, 60 Hz, 3 pH, 1 roof top carrier, Model 50SS-024-3, 24,000 BTU, 208/230 V, 60 Hz, 3 pH, or approved equal.

**Department:** Fish and Boat Commission  
**Location:** Reynoldsdale Fish Culture Station, 162 Fish Hatchery Road, New Paris, PA 15554-8213  
**Duration:** December 31, 1999  
**Contact:** Kathi Tibbott, (814) 359-5131

**304-07476** Contractor shall provide all labor and material required to replace the following Honeywell DGPs: Labor and Industry, Agriculture, and 22nd and Forster Buildings. Contractor shall provide all engineering, controller programming, system programming, commissioning, as-built drawings and sequence of operations.

**Department:** General Services  
**Location:** Labor & Industry, Agriculture, and 22nd & Forster Bldgs., Harrisburg, PA 17125  
**Duration:** September 13, 1999 thru June 30, 2000  
**Contact:** Pete Sedesse, (717) 787-4408

**Medical Services—29**

**PHYS-99 Rebid** Contractor shall provide the services of a medical director and primary care physicians to the residents of the Southeastern Veterans Center as required. Medical services shall be provided onsite at the facility for a minimum of 65 hours per week, Monday through Friday, except for Commonwealth holidays.

**Department:** Military Affairs  
**Location:** Southeastern Veterans Center, 1 Veterans Drive, Spring City, PA 19475  
**Duration:** January 1, 2000 through June 30, 2001  
**Contact:** Theresa Barthel, Purchasing Agent, (610) 948-2493

**SP359200001** Fixed site facility to provide physicals to Department employees in the Wilkes-Barre area. Facility shall be located within 25 miles of downtown Wilkes-Barre.

**Department:** Environmental Protection  
**Location:** Within 25 miles of downtown Wilkes-Barre, PA  
**Duration:** October 1, 1999—June 30, 2000  
**Contact:** Dorothy A. Fuller, (570) 826-2202

**SP359100002** The Southeast Region of the Department of Environmental Protection requires a fixed site facility contractor to administer physicals and provide certification for Department employees who perform a variety of duties such as facility inspections, site investigations, laboratory analyses and emergency response. Facility shall be located within 25 miles of regional office.

**Department:** Environmental Protection  
**Location:** Within 25 miles of Southeast Regional Office, Lee Park, Suite 6010, 555 East North Lane, Conshohocken, PA 19428  
**Duration:** July 1, 1999—June 30, 2000 with options to renew  
**Contact:** JoAnn Ache, (610) 832-6019

**90776037** To provide for the services of a Spanish speaking clinician on an as needed basis. To be available at treatment team meetings, commitment hearings and therapy sessions.

**Department:** Public Welfare  
**Location:** Allentown State Hospital, 1600 Hanover Avenue, Allentown, PA 18103-2498  
**Duration:** September 1, 1999 to June 30, 2004  
**Contact:** Lois Kerbacher, Purchasing Agent, (610) 740-3428

### Property Maintenance—33

**120R-027** Tree trimming and removal along various routes in Greene County. Contract will be bid on a per mile basis; payment will be made lump sum per line item. Department of Agriculture Business License number for pesticide application is required at the time of the bid. To obtain a bid package contact Michael D. Maurer at (724) 439-7374.

**Department:** Transportation  
**Location:** Greene County various State Routes as identified in Bid Package  
**Duration:** Variable  
**Contact:** Michael D. Maurer, (724) 439-7374

**040108** Furnish and apply seed, soil supplements and mulch to areas disturbed through excavation associated with maintenance activities within Luzerne County. Requests for bids may be received by fax at (570) 963-4245 "Attn: Roadside" or by phoning (570) 963-4048 between 8 a.m. and 3 p.m. Monday through Friday.

**Department:** Transportation  
**Location:** Luzerne County, PA  
**Duration:** Multiple Year  
**Contact:** Martha Spaide, (570) 963-4048

**120R-028** Tree trimming and removal along various routes in Washington County. Contract will be bid on a per mile basis; payment will be made lump sum per line item. Department of Agriculture Business License number for pesticide application is required at the time of the bid. To obtain a bid package contact Michael D. Maurer at (724) 439-7374.

**Department:** Transportation  
**Location:** Washington County various State Routes as identified in Bid Package  
**Duration:** Variable  
**Contact:** Michael D. Maurer, (724) 439-7374

**120R-029** Tree trimming and removal along various routes in Westmoreland County. Contract will be bid on a per mile basis; payment will be made lump sum per line item. Department of Agriculture Business License number for pesticide application is required at the time of the bid. To obtain a bid package contact Michael D. Maurer at (724) 439-7374.

**Department:** Transportation  
**Location:** Westmoreland County various State Routes as identified in Bid Package  
**Duration:** Variable  
**Contact:** Michael D. Maurer, (724) 439-7374

### Real Estate Services—35

**373883** Proposals are invited to provide the Public School Employees' Retirement System with 2,000 useable square feet of new or existing office space in Lock Haven, Clinton County, PA, with minimum parking for three vehicles, within Mill Hall, Avis, Waterville or Hyner. In areas where street or public parking is not available, an additional 15 parking spaces are required. The Public School Employees' Retirement System, North Central Office will occupy the space. Proposals due: September 13, 1999. Solicitation No.: 92879.

**Department:** Public School Employees' Retirement System  
**Location:** 505 North Office Building, Harrisburg, PA 17125  
**Duration:** Indeterminate 1999—2000  
**Contact:** Cynthia T. Lentz, (717) 787-0952

### Sanitation—36

**Project No. 660** Pumping septic tanks. To obtain a bid package contact Emma Schroff at (717) 861-8518.

**Department:** Military Affairs  
**Location:** Various locations, Ft. Indiantown Gap, PA  
**Duration:** September 1, 1999—June 30, 2002  
**Contact:** Emma Schroff, (717) 861-8518

### Security Services—37

**SP90460001** Provide security guard services at the Montgomery County Assistance Office 5 days a week, including lunch hour, Monday through Friday except on State holidays. This service is for one guard working 8 a.m. to 5:15 p.m. Complete details and specifications may be obtained by contacting the Procurement Office at the number listed. Requests for specifications may also be faxed to: DPW Division of Procurement, Room 106 H and W Building, Attn: Rose Wadlinger.

**Department:** Public Welfare  
**Location:** Montgomery County Assistance Office, 1950 Calamia Drive, Norristown, PA 19401  
**Duration:** January 1, 2000 to December 31, 2000. This contract may be renewed for two additional 1 year periods  
**Contact:** Rose Wadlinger, (717) 783-3767

**Miscellaneous—39**

**SP91742014** Vendor to supply all labor, tools, equipment and materials needed to dismantle existing storage racks and install additional racks for warehouse storage system within the DPW Warehouse at 905 Elmerton Avenue, Harrisburg, PA. After the racks are redesigned and erected, vendor will anchor them to the floor. Complete specifications can be obtained by contacting the Procurement Office.

**Department:** Public Welfare  
**Location:** DPW Warehouse, 905 Elmerton Avenue, Harrisburg, PA 17105  
**Duration:** September 1, 1999 through December 31, 1999  
**Contact:** Ed Blandy, (717) 772-4883

**PGC2612** 3,330 lbs. of Chinese Chestnut (*Castanea Mosissima*) seed. All seed to be delivered FOB to Howard Nursery (located 3 miles SW of Howard in Centre County, PA, on Route 150). Minimum of 95% germination. Chestnut must be from current 1999 crop, free from disease, insects and/or worm damage. Seed to be delivered by October 4, 1999. Seed failing to meet above specifications may be returned to vendor at vendor's expense.

**Department:** Game Commission  
**Location:** Howard Nursery, Attn: James G. Bowers, Superintendent, 197 Nursery Road, Howard, PA 16841  
**Duration:** August 1 to November 1, 1999  
**Contact:** James G. Bowers, (814) 355-4434

**CPC No. 99.048** The work of this contract includes but is not limited to the following: To design, fabricate and install access doors to six exhibit cases; replacement of glass panels per exhibit case with laminated safety glass; cleaning of surfaces of the exhibit cases; and to provide a final report that includes but is not limited to "as built" drawings, and written and photographic documentation of the work. Proposals are due on August 23, 1999, at 1 p.m. To obtain a bid package contact Ruthann Hubbert-Kemper or Susan Ellison at (717) 783-6484.

**Department:** Historical and Museum Commission  
**Location:** Main Capitol Building, Room 630, PA Capitol Preservation Committee, Harrisburg, PA 17120  
**Duration:** Six (6) months  
**Contact:** Ruthann Hubbert-Kemper or Susan Ellison, (717) 783-6484

**4230** Bus service for transporting clients at Mayview State Hospital to various on and off grounds activities. For a bid package contact F. Molisee at (412) 257-6215.

**Department:** Public Welfare  
**Location:** Mayview State Hospital, 1601 Mayview Road, Bridgeville, PA 15017-1599  
**Duration:** September 1, 1999—June 30, 2004  
**Contact:** F. Molisee, (412) 257-6215

**SP-3881139002** Provide materials and installation of woven wire deer fencing as follows: Three fences in the Elk State Forest, Cameron County. Fence Area No. 1—Laurel Ridge I Area, approximately 3,900 lineal feet perimeter in Lumber Township, Cameron County. Fence Area No. 2—Laurel Ridge II Area, approximately 5,900 lineal feet perimeter in Lumber and Grove Townships, Cameron County. Fence Area No. 3—Ives Farm, approximately 3,500 lineal feet perimeter in Lumber Township, Cameron County. Also, ten walk through gates, and one vehicle gate, primed and painted yellow.

**Department:** Conservation and Natural Resources  
**Location:** Lumber and Grove Townships, Cameron County, Elk State Forest, District 13, P. O. Box 327, Emporium, PA 15834  
**Duration:** April 30, 2000  
**Contact:** Robert W. Martin, Jr., District Forester, (814) 486-3353

**PGC-2611** Provide framing for limited edition fine art prints, that is, Working Together for Wildlife, Duck Stamp Prints, Retirement Certificates, and the like. Vendor must be able to provide quality framing of up to a dozen prints on 2 days notice, and up to six prints on 1 day's notice. Vendor needs to be located in the Harrisburg area or must provide weekly delivery to the Harrisburg area. Inquiries regarding specifications should be addressed to PA Game Commission, 2001 Elmerton Avenue, Harrisburg, PA 17110-9797, attention, Carl Graybill. To obtain a bid package, vendors should address inquiries to the same location, attention Linda Beaver or Diane Shultz, or phone (717) 787-6594.

**Department:** Game Commission  
**Location:** 2001 Elmerton Avenue, Harrisburg, PA 17110-9797  
**Duration:** July 1999 to June 30, 2004  
**Contact:** Diane Shultz or Linda Beaver, (717) 787-6594

[Pa.B. Doc. No. 99-1313. Filed for public inspection August 6, 1999, 9:00 a.m.]

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## DESCRIPTION OF LEGEND

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| <p><b>1</b> Advertising, Public Relations, Promotional Materials</p> <p><b>2</b> Agricultural Services, Livestock, Equipment, Supplies &amp; Repairs: Farming Equipment Rental &amp; Repair, Crop Harvesting &amp; Dusting, Animal Feed, etc.</p> <p><b>3</b> Auctioneer Services</p> <p><b>4</b> Audio/Video, Telecommunications Services, Equipment Rental &amp; Repair</p> <p><b>5</b> Barber/Cosmetology Services &amp; Equipment</p> <p><b>6</b> Cartography Services</p> <p><b>7</b> Child Care</p> <p><b>8</b> Computer Related Services &amp; Equipment Repair: Equipment Rental/Lease, Programming, Data Entry, Payroll Services, Consulting</p> <p><b>9</b> Construction &amp; Construction Maintenance: Buildings, Highways, Roads, Asphalt Paving, Bridges, Culverts, Welding, Resurfacing, etc.</p> <p><b>10</b> Court Reporting &amp; Stenography Services</p> <p><b>11</b> Demolition—Structural Only</p> <p><b>12</b> Drafting &amp; Design Services</p> <p><b>13</b> Elevator Maintenance</p> <p><b>14</b> Engineering Services &amp; Consultation: Geologic, Civil, Mechanical, Electrical, Solar &amp; Surveying</p> <p><b>15</b> Environmental Maintenance Services: Well Drilling, Mine Reclamation, Core &amp; Exploratory Drilling, Stream Rehabilitation Projects and Installation Services</p> <p><b>16</b> Extermination Services</p> <p><b>17</b> Financial &amp; Insurance Consulting &amp; Services</p> <p><b>18</b> Firefighting Services</p> <p><b>19</b> Food</p> <p><b>20</b> Fuel Related Services, Equipment &amp; Maintenance to Include Weighing Station Equipment, Underground &amp; Above Storage Tanks</p> <p><b>21</b> Hazardous Material Services: Abatement, Disposal, Removal, Transportation &amp; Consultation</p> | <p><b>22</b> Heating, Ventilation, Air Conditioning, Electrical, Plumbing, Refrigeration Services, Equipment Rental &amp; Repair</p> <p><b>23</b> Janitorial Services &amp; Supply Rental: Interior</p> <p><b>24</b> Laboratory Services, Maintenance &amp; Consulting</p> <p><b>25</b> Laundry/Dry Cleaning &amp; Linen/Uniform Rental</p> <p><b>26</b> Legal Services &amp; Consultation</p> <p><b>27</b> Lodging/Meeting Facilities</p> <p><b>28</b> Mailing Services</p> <p><b>29</b> Medical Services, Equipment Rental and Repairs &amp; Consultation</p> <p><b>30</b> Moving Services</p> <p><b>31</b> Personnel, Temporary</p> <p><b>32</b> Photography Services (includes aerial)</p> <p><b>33</b> Property Maintenance &amp; Renovation—Interior &amp; Exterior: Painting, Restoration, Carpentry Services, Snow Removal, General Landscaping (Mowing, Tree Pruning &amp; Planting, etc.)</p> <p><b>34</b> Railroad/Airline Related Services, Equipment &amp; Repair</p> <p><b>35</b> Real Estate Services—Appraisals &amp; Rentals</p> <p><b>36</b> Sanitation—Non-Hazardous Removal, Disposal &amp; Transportation (Includes Chemical Toilets)</p> <p><b>37</b> Security Services &amp; Equipment—Armed Guards, Investigative Services &amp; Security Systems</p> <p><b>38</b> Vehicle, Heavy Equipment &amp; Powered Machinery Services, Maintenance, Rental, Repair &amp; Renovation (Includes ADA Improvements)</p> <p><b>39</b> Miscellaneous: This category is intended for listing all bids, announcements not applicable to the above categories</p> |
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GARY E. CROWELL,  
*Secretary*

## STATE CONTRACTS INFORMATION

**Contract Awards**

The following awards have been made by the Department of General Services, Bureau of Purchases:

<b>Requisition or Contract #</b>	<b>PR Award Date or Contract Effective Date</b>	<b>To</b>	<b>In the Amount Of</b>
7485-01	07/28/99	Alling & Cory Company	53,181.02
7485-01	07/28/99	Buckeye Business Products, Inc.	6,573.56
7485-01	07/28/99	Corporate Express	56,657.65
7485-01	07/28/99	Matrix Data Corporation	32,093.71
7485-01	07/28/99	Uneq, Inc.	42,052.30

<b>Requisition or Contract #</b>	<b>PR Award Date or Contract Effective Date</b>	<b>To</b>	<b>In the Amount Of</b>
7485-01	07/28/99	Westrex International	7,644.00
7485-01	07/28/99	Xerox Corporation	1,995.08
1043119-01	07/27/99	Xpedx	36,994.10
1085309-01	07/27/99	Accord Expositions Inc.	19,985.40

GARY E. CROWELL,  
*Secretary*

[Pa.B. Doc. No. 99-1314. Filed for public inspection August 6, 1999, 9:00 a.m.]