

PROCEDURES FOR DELIVERY AND SUBMISSION OF FINAL REGULATIONS

To assist agencies in delivering and submitting their final-form and final-omitted regulations, we have prepared a checklist of tasks to complete when delivering and submitting a regulatory package. These requirements are in the Commission's regulations, at 1 Pa. Code, Chapters 307.2 and 307.3.

DELIVERY OF A FINAL-FORM REGULATION

On the same date:

- _____ Deliver the final-form regulation and other required materials to the standing committees and the Commission.
- _____ Send, by first class or electronic mail, a notice of submission and a copy of the text of the final-form regulation or a copy of all changes to the proposed regulation which are incorporated into the final-form regulation, to commentators who requested information on the final-form regulation.

Include the following documents with the regulation:

- _____ The completed regulatory analysis form;
- _____ The face sheet signed by the Office of General Counsel or chief counsel of an independent agency;
- _____ The agency's response to the comments received;
- _____ A list of names and addresses of commentators who requested additional information on the final-form regulation;
- _____ The preamble;
- _____ The text of the final-form regulation; and
- _____ The transmittal sheet signed by the standing committees.

Ensure that the text of the final-form regulation conforms to the following format:

- _____ Brackets – to indicate language that was proposed to be deleted from the existing regulation.
- _____ Underscoring – to indicate any new language that was proposed to be added to the existing regulation.
- _____ Strikeout type - to indicate any language in the existing or proposed regulation which is deleted in the final-form.
- _____ Capital letters - to indicate any new language which was not included in the existing or proposed regulation.

DELIVERY OF A FINAL-OMITTED REGULATION

On the same date:

_____ Deliver a final-omitted regulation to the standing committees, the Attorney General and the Commission on the same date.

Include the following documents with the regulation:

- _____ The completed regulatory analysis form;
- _____ The face sheet signed by the Office of General Counsel or chief counsel of an independent agency;
- _____ The preamble;
- _____ The text of the final-omitted regulation; and
- _____ The transmittal sheet signed by the standing committees and the Office of Attorney General.

Ensure that the text of the final-form regulation conforms to the following format:

- _____ Brackets – to indicate language deleted from the existing regulation.
- _____ Underscoring – to indicate language added to the existing regulation.