

PROCEDURES FOR DELIVERY AND SUBMISSION OF PROPOSED REGULATIONS AND PUBLIC COMMENTS

To assist agencies in delivering and submitting their proposed regulations and public comments, we have prepared a checklist of tasks to complete. These requirements are in the Commission's regulations, at 1 Pa. Code, Chapters 305.1 and 305.2.

DELIVERY OF A PROPOSED REGULATION

On the same date:

_____ Deliver the proposed regulation and other required materials noted below to the Legislative Reference Bureau, standing committees and then to the Commission.

Include the following documents with the regulation:

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

Ensure that the text of the proposed regulation conforms to the following format:

- _____ Brackets – to indicate language to be deleted from the existing regulation.
- _____ Underscoring or bolding– to indicate any new language to be added to the existing regulation.
- _____ For a proposed regulation that is entirely new, no special formatting is needed.

DELIVERY OF PUBLIC COMMENTS RECEIVED BY THE AGENCY

- _____ Deliver copies of any comments received to the standing committees and the Commission **within five business days** of receipt. For form letters, the agency may deliver one copy of the letter indicating the number of form letters it received.
- _____ Inform each commentator of the name, address and phone number of the person in the agency from whom the commentator may request further information on and notice of the submission of the final-form regulation.