To Electric Generation Suppliers (EGSs) and Natural Gas Suppliers (NGSs):

In response to the COVID-19 pandemic, the Commission has implemented telework for its staff. This means that the physical locations of the Commission, including the Keystone Building in Harrisburg, are not in use until further direction from the Commission. Obviously, this presents many challenges for the Commission, the regulated community, and the public. For example, the receipt and sending of all mail from the United States Postal Service and other couriers has been interrupted while the Commission has limited, or no, access to its physical facilities. Under these circumstances, it has become necessary to take additional measures to ensure continued operations during this period.

The Pennsylvania Code, at 52 PA Code § 54.203, 52 PA Code § 54.39, and 52 PA Code § 62.110, requires the filing of Annual Retail Electricity Choice Sales Activity Reports, EGS Quarterly and Annual Reports, and NGS Annual Reports respectively. The Commission’s practice has been that original quarterly and annual reports are hard copy filed with the Commission’s Secretary’s Bureau as they contain confidential or proprietary information that cannot be e-filed. These reports are reviewed for sufficiency by the Secretary’s Bureau, the Bureau of Technical Utility Services and the Bureau of Administration. Since the Commission is unable to receive mail and courier packages, the Commission is unable to verify the receipt of original reports from EGSs and NGSs.

In Order that the Commission, EGSs and NGSs might fulfil the obligations set forth in Sections 54.203, 54.39 and 62.110 of the Pennsylvania Code, but recognize the difficulties presented by the COVID-19 pandemic, the Secretary’s Bureau, the Bureau of Technical Utility Services and the Bureau of Administration provide the following guidance regarding EGS and NGS quarterly and annual reports:

* Where practical, EGSs and NGSs should file by mail an **original** quarterly and annual report on its normal due date. These original reports should display “wet” signatures or digital signatures, preferably in blue ink.
* EGSs and NGSs should email a copy of the original reports directly to Secretary Chiavetta at [**rchiavetta@pa.gov**](mailto:rchiavetta@pa.gov). Secretary Chiavetta has waived the restriction on emailed filings that contain confidential and proprietary material. As such, quarterly and annual reports will be permitted to be filed by email for the duration of the Commission’s work from home order.
* The Commission’s Bureau of Technical Services – Energy Section should also receive an email copy of the original reports at [**pc-puc-tus-energy@pagov.onmicrosoft.com**](mailto:pc-puc-tus-energy@pagov.onmicrosoft.com).

Please note that the requirement that EGSs and NGSs submit the quarterly and annual reports required by 52 PA Code § 54.203, 52 PA Code § 54.39, and 52 PA Code § 62.110, remains in effect.

Be advised that emailed quarterly and annual reports—after review and acceptance of the Secretary’s Bureau, the Bureau of Technical Utility Services and the Bureau of Administration—will be *provisionally* accepted by the Commission until Commission staff resume working in the Keystone Building. After staff return to working in the office, they will review the original quarterly and annual reports pursuant to the Commission’s standard operating procedures.

Please email questions regarding EGS and NGS quarterly and annual reports to the Bureau of Technical Utility Services - Energy Section **(****[pc-puc-tus-energy@pagov.onmicrosoft.com](mailto:pc-puc-tus-energy@pagov.onmicrosoft.com)**) or contact Darren Gill, Deputy Director-TUS, at [**dgill@pa.gov**](mailto:dgill@pa.gov).