*Following are descriptions of telecommunications carrier reports required by the Pennsylvania Public Utility Commission, and the associated PUC contact for that specific report.[[1]](#footnote-1) Each company is responsible to adhere to all of the established rules, regulations and directives of the Commission on reporting requirements of utilities. For questions on a specific report please contact the person listed as the PUC Contact for that report. All other inquiries may be directed to the Bureau of Technical Utility Services at (717) 783-5242.*

| **Report Name & Description** | **PUC Contact** |
| --- | --- |
| **Annual Access Line Summary Report (52 Pa. Code § 63.37(c)(2)) Telecommunications Relay Service**  **Carrier Types:** ILEC, CLEC  Carriers are required to file the Telecommunications Relay Service (TRS) Annual Access Line Summary Report each year that summarizes each carrier's access lines as of year-end for the previous year.  **Due Date:** March 1  See Secretarial Letter dated February 1, 2008 | Spencer Nahf  [snahf@pa.gov](mailto:snahf@pa.gov) (717) 787-5164  Bureau of Technical Utility Services |
| **Annual Financial Report (52 Pa. Code § 63.36) (52. Pa. Code § 63.108 for IXCs)**  **Carrier Types:** All  The Annual Financial report consists of a balance sheet and income statement in a format as determined by the Commission.  **Due Date:** April 30 for reports based on calendar year.  July 31 for reports based on fiscal year ending May 31.  May 31 for Interexchange Carriers (IXC). | Richard Layton  [rlayton@pa.gov](mailto:rlayton@pa.gov)  (717) 214-9117  Bureau of Technical Utility Services |
| **Annual Tracking Report [Surcharges] (52 Pa. Code § 63.37(c)(1)) Telecommunications Relay Service**  **Carrier Types:** ILEC, CLEC  Carriers are required to file the Telecommunications Relay Service (TRS) Annual Tracking Report each year, which summarizes the TRS surcharge revenue that each carrier collects from their customers from March of the previous year through February of the current year.  **Due Date:**  March 31 | Melissa Lawrence  (412) 423-9308  [mellawrenc@pa.gov](mailto:mellawrenc@pa.gov)  Bureau of Audits |
| **Assessment Report (Form GAO-18)** **(66 Pa. C.S. § 510(b))**  **Carrier Types:** All  All jurisdictional public utilities must report gross intrastate operating revenues for the preceding calendar year. A public utility is assessed its share based on its operating revenue for the year.  **Due Date:** March 31 | Cassi Pomeroy  [capomeroy@pa.gov](mailto:capomeroy@pa.gov)  (717) 787-8612  Bureau of Administrative Services |
| **Lifeline Tracking Report (Docket No. M-00051871)**  **Carrier Types:** Eligible Telecommunications Carriers (specific ILECs and CLECs) or LECs having Lifeline in their tariffs  Used by the Commission on an annual basis in order to monitor the LECs’ customer enrollment and funding levels in the statewide universal service programs.  **Due Date:** June 30 | Bobbi Anderson  [robertaand@pa.gov](mailto:robertaand@pa.gov)  (717) 783-5238  Bureau of Consumer Services |
| **Public Utility Security Planning and Readiness Self-Certification Form (52 Pa. Code § 101.1 – § 101.7)**  **Carrier Types:** All  All jurisdictional utilities are required to develop and maintain appropriate written physical security, cyber security, emergency response, and business continuity plans to protect the intrastate infrastructure. All utilities must fill out the form and mail it to the Secretary of the Commission (with attention to Doreen Trout) by February 28th. The forms may no longer be emailed to the Commission due to security concerns.  **Due Date:**  February 28 | Derek Ruhl  [druhl@pa.gov](mailto:druhl@pa.gov)  (717) 787-7904  Bureau of Technical Utility Services |
| **Service Outages (52 Pa. Code § 67.1)**  **Carrier Types:** All  All public utilities must notify the Commission when **2,500 or 5.0%,** whichever is less, of their total customers have a service interruption in a single incident for six or more consecutive hours.  **Due Date:** Within ten working days after the total restoration of service. | Derek Ruhl  [druhl@pa.gov](mailto:druhl@pa.gov)  (717) 787-7904  Bureau of Technical Utility Services |
| **Service Report of Residential Account Information (52 Pa. Code § 64.201)**  **Carrier Types:** ILEC, CLEC  Annual report containing residential account information as listed in § 64.201(c) for the previous year.  **Due Date:** 90 days after the end of each calendar year. | Theresa Mingarell [tmingarell@pa.gov](mailto:tmingarell@pa.gov)  (717) 783-3232  Bureau of Consumer Services |
| **Service Surveillance Level Report (52 Pa. Code §§ 63.51 - 63.65)**  **Carrier Types:**  ILEC, CLEC, CAP  A public utility providing “simple residential or business voice grade services” that fails to meet a stated average level of operation required by 52 Pa. Code § 63, Subchapter E (Telephone Quality Service Standards) for a period of three (3) consecutive months must take immediate steps as outlined at 52 Pa. Code § 63.55. Corrective actions include an investigation into the substandard performance and notice to the Commission followed by a written report within 5 working days and a status report at the end of one (1) month.  **Due Date**: As noted above. | Bobbi Anderson  [robertaand@pa.gov](mailto:robertaand@pa.gov)  (717) 783-5238  Bureau of Consumer Services  Bryan Mahla  (717) 787-6381  [bmahla@pa.gov](mailto:bmahla@pa.gov)  Bureau of Technical Utility Services |
| **State Tax Adjustment Surcharge (52 Pa. Code §§ 69.51 - 69.56)**  **Carrier Types:** ILEC, CLEC  The STAS (State Tax Adjustment Surcharge) was implemented under the State Tax Procedure Order of the Commission dated March 10, 1970, as amended, which permits jurisdictional utilities to recover portions of the Capital Stock Tax, corporate Net Income Tax and Gross Receipts Tax and Public Realty Tax through a surcharge on rates charges to customers. STAS is to be rolled into base rates or otherwise reduced to zero after 24 months.  **Due Date:**  For those LECs utilizing a STAS, filings are due March 31 of each year or within ten (10) days after an event requiring recomputation. | Derek Vogelsong  [devogelson@pa.gov](mailto:devogelson@pa.gov)  (717) 787-3861  Bureau of Technical Utility Services |
| **Universal Service Fund Contribution (52 Pa. Code § 63.165)**  **Carrier Types:** All  All jurisdictional carriers providing intrastate telecommunications services are required to report total intrastate end-user telecommunications retail revenue for the previous calendar year. Each carrier’s contribution is then calculated by a third party administrator to the Commission.  **Due Date:**  March 31 (File with GVNW) | Spencer Nahf  [snahf@pa.gov](mailto:snahf@pa.gov) (717) 787-5164  Bureau of Technical Utility Services |

1. See *Rulemaking Re: PUC Filing and Reporting Requirements on Local Exchange Carriers*, Docket No. L‑00050176 (Order entered August 21, 2006). [↑](#footnote-ref-1)