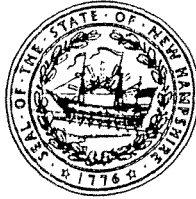


STATE OF NEW HAMPSHIRE



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INSTRUCTIONS FOR PROOFREADING

Please find enclosed an edited copy of rules which your agency filed with our office in accordance with RSA 541-A. Please proofread this edited copy, as required by Part 2 of Chapter 5 of the NH Drafting and Procedure Manual for Administrative Rules (Manual). You should also check our editing carefully to make certain any editorial changes do not change the substance of your rule. Editorial changes have been limited to those designated in Section 2.2 of Chapter 5 of the Manual.

Please use the original rules to proof against, so that if we left out any material it will be quickly noticed. Check for typing errors and spelling errors. Use a red pen or pencil and underline the error as well as put a red check mark in the left margin to indicate what line the errors appear in.

You should note that we do not capitalize the names of New Hampshire agencies (such as boards, departments, commission) or titles (such as commissioner, director, bureau chief), because they are not capitalized in the law. If these items are not capitalized in the enclosed text, you should not mark them as errors.

Please return the enclosed copy promptly so that you will be able to meet the deadline in RSA 541-A:15, I-a. You must certify the final camera-ready version (which we will send you) within 120 days of receiving this first edited copy for proofreading.

The 120-day deadline for filing a certified camera-ready version of these rules is July 2011.
(THIS IS A REASONABLE RETURN DATE ALLOWING FOR MESSENGER MAIL)

Thank you for your prompt attention to this matter. Please return the proofread copies of the enclosed rules to the Office of Legislative Services, Administrative Rules, 25 Capitol Street, Room 219, State House Annex. Please address all questions to Patty or Cheryl at 271-3680.