**Section 2725.225 Ex Parte (One Party Only) Communications**

a) The Director's Representative shall not initiate ex parte communications, directly or indirectly, in any matter in connection with any substantive issue, with any interested person or party. If the Director's Representative receives any such ex parte communication, including any documents, he shall inform the other parties of the substance of any such oral communication or documents. The other party shall be given an opportunity to review any such ex parte communication.

b) Nothing shall prevent the Director's Representative from communicating ex parte about routine matters such as requests for continuances or opportunities to inspect the file, as long as all parties are informed of the substance of the ex parte communication. The date and type of communication, the persons involved and the results of such routine communications shall be part of the record.