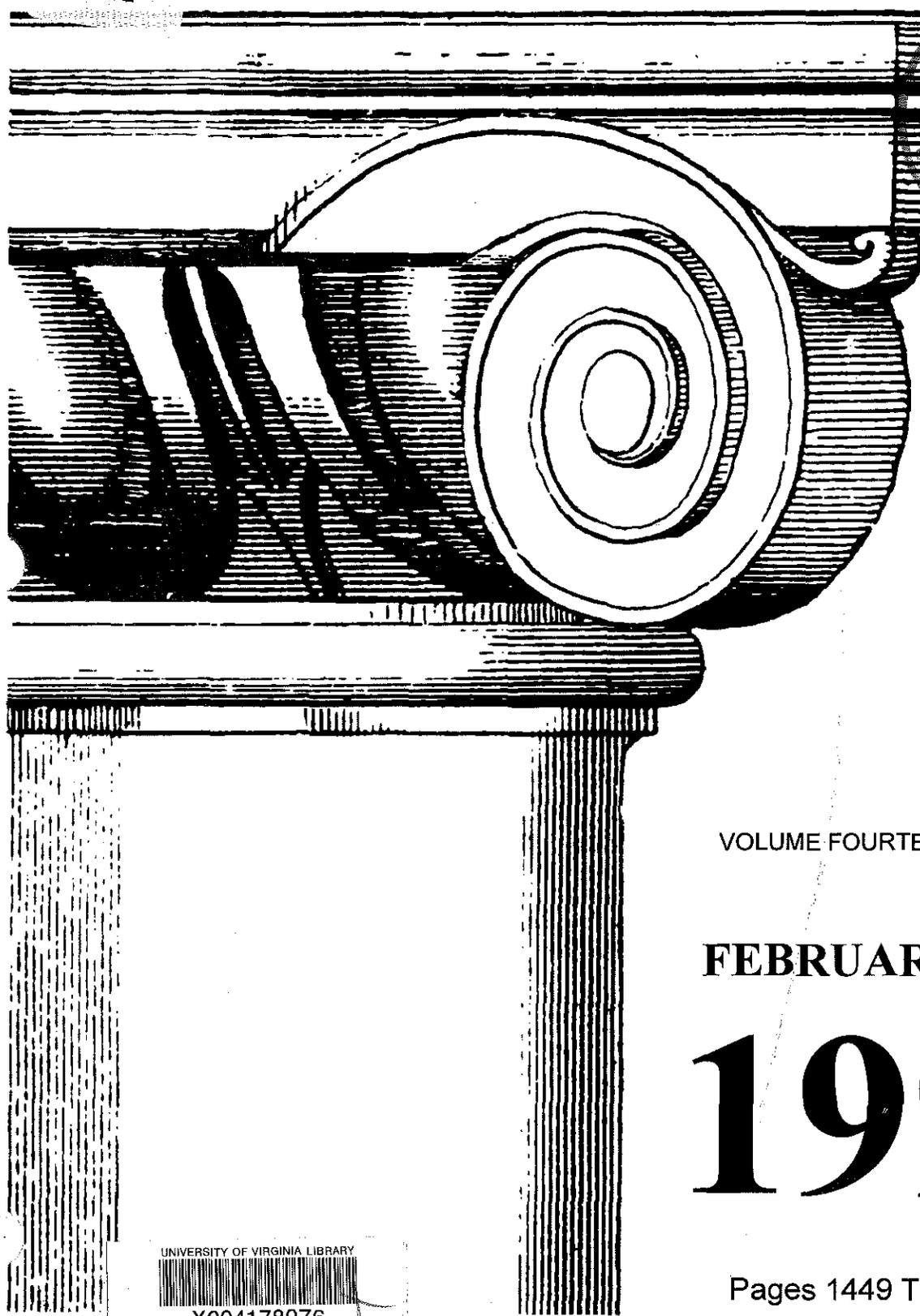


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THE VIRGINIA REGISTER

OF REGULATIONS

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THE VIRGINIA REGISTER INFORMATION PAGE

THE VIRGINIA REGISTER is an official state publication issued every other week throughout the year. Indexes are published quarterly, and the last index of the year is cumulative. THE VIRGINIA REGISTER has several functions. The new and amended sections of regulations, both as proposed and as finally adopted, are required by law to be published in THE VIRGINIA REGISTER OF REGULATIONS. In addition, THE VIRGINIA REGISTER is a source of other information about state government, including all emergency regulations and executive orders issued by the Governor, the Virginia Tax Bulletin issued periodically by the Department of Taxation, and notices of public hearings and open meetings of state agencies.

ADOPTION, AMENDMENT, AND REPEAL OF REGULATIONS

An agency wishing to adopt, amend, or repeal regulations must first publish in the *Virginia Register* a notice of intended regulatory action; a basis, purpose, substance and issues statement; an economic impact analysis prepared by the Department of Planning and Budget; the agency's response to the economic impact analysis; a summary; a notice giving the public an opportunity to comment on the proposal; and the text of the proposed regulation.

Following publication of the proposal in the *Virginia Register*, the promulgating agency receives public comments for a minimum of 60 days. The Governor reviews the proposed regulation to determine if it is necessary to protect the public health, safety and welfare, and if it is clearly written and easily understandable. If the Governor chooses to comment on the proposed regulation, his comments must be transmitted to the agency and the Registrar no later than 15 days following the completion of the 60-day public comment period. The Governor's comments, if any, will be published in the *Virginia Register*. Not less than 15 days following the completion of the 60-day public comment period, the agency may adopt the proposed regulation.

The appropriate standing committee of each branch of the General Assembly may meet during the promulgation or final adoption process and file an objection with the Registrar and the promulgating agency. The objection will be published in the *Virginia Register*. Within 21 days after receipt by the agency of a legislative objection, the agency shall file a response with the Registrar, the objecting legislative committee, and the Governor.

When final action is taken, the agency again publishes the text of the regulation as adopted, highlighting all changes made to the proposed regulation and explaining any substantial changes made since publication of the proposal. A 30-day final adoption period begins upon final publication in the *Virginia Register*.

The Governor may review the final regulation during this time and, if he objects, forward his objection to the Registrar and the agency. In addition to or in lieu of filing a formal objection, the Governor may suspend the effective date of a portion or all of a regulation until the end of the next regular General Assembly session by issuing a directive signed by a majority of the members of the appropriate standing committees and the Governor. The Governor's objection or suspension of the regulation, or both, will be published in the *Virginia Register*. If the Governor finds that changes made to the proposed regulation have substantial impact, he may require the agency to provide an additional 30-day public comment period on the changes. Notice of the additional public comment period required by the Governor will be published in the *Virginia Register*.

The agency shall suspend the regulatory process for 30 days when it receives requests from 25 or more individuals to solicit additional public comment, unless the agency determines that the changes have minor or inconsequential impact.

A regulation becomes effective at the conclusion of the 30-day final adoption period, or at any other later date specified by the promulgating agency, unless (i) a legislative objection has been filed, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 21-day extension period; (ii) the Governor exercises his authority to require the agency to provide for additional public comment, in which event

the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the period for which the Governor has provided for additional public comment; (iii) the Governor and the General Assembly exercise their authority to suspend the effective date of a regulation until the end of the next regular legislative session; or (iv) the agency suspends the regulatory process, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 30-day public comment period.

Proposed regulatory action may be withdrawn by the promulgating agency at any time before the regulation becomes final.

EMERGENCY REGULATIONS

If an agency demonstrates that (i) there is an immediate threat to the public's health or safety; or (ii) Virginia statutory law, the appropriation act, federal law, or federal regulation requires a regulation to take effect no later than (a) 280 days from the enactment in the case of Virginia or federal law or the appropriation act, or (b) 280 days from the effective date of a federal regulation, it then requests the Governor's approval to adopt an emergency regulation. The emergency regulation becomes operative upon its adoption and filing with the Registrar of Regulations, unless a later date is specified. Emergency regulations are limited to addressing specifically defined situations and may not exceed 12 months in duration. Emergency regulations are published as soon as possible in the *Register*.

During the time the emergency status is in effect, the agency may proceed with the adoption of permanent regulations through the usual procedures. To begin promulgating the replacement regulation, the agency must (i) file the Notice of Intended Regulatory Action with the Registrar within 60 days of the effective date of the emergency regulation; and (ii) file the proposed regulation with the Registrar within 180 days of the effective date of the emergency regulation. If the agency chooses not to adopt the regulations, the emergency status ends when the prescribed time limit expires.

STATEMENT

The foregoing constitutes a generalized statement of the procedures to be followed. For specific statutory language, it is suggested that Article 2 (§ 9-6.14:7.1 et seq.) of Chapter 1.1:1 of the Code of Virginia be examined carefully.

CITATION TO THE VIRGINIA REGISTER

The *Virginia Register* is cited by volume, issue, page number, and date. 12:8 VA.R. 1096-1106 January 8, 1996, refers to Volume 12, Issue 8, pages 1096 through 1106 of the *Virginia Register* issued on January 8, 1996.

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TITLE 2. AGRICULTURE

BOARD OF AGRICULTURE AND CONSUMER SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Agriculture and Consumer Services intends to consider amending regulations entitled: **2 VAC 5-610-10 et seq. Rules Governing the Solicitation of Contributions.** The purpose of the proposed action is to clarify the general application of the Virginia Solicitation of Contributions (VSOC) Law, to include recent changes to the VSOC Law, as well as to review the current regulation for effectiveness and continued need. This is necessary because six additional amendments to the VSOC Law have been passed since 1991 which need to be addressed. The contemplated amendments to the current regulation would bring the regulation into conformity with these amendments in the VSOC Law, streamline the charities' application procedures for exemption from registration, establish disclosure procedures for compliance by professional solicitors with the VSOC Law, and assure uniform regulation of charitable solicitations throughout the Commonwealth. The agency invites comment on whether there should be an advisor appointed for the present regulatory action. An advisor is (i) a standing advisory panel, (ii) an ad-hoc advisory panel, (iii) consultation with groups, (iv) consultation with individuals, or (v) any combination thereof. The agency intends to hold a public hearing on the proposed regulation after publication.

Statutory Authority: § 57-66 of the Code of Virginia.

Public comments may be submitted until March 5, 1998, to Jo Freeman, Senior Investigator, Department of Agriculture and Consumer Services, Office of Consumer Affairs, P.O. Box 1163, Richmond, VA 23218.

Contact: Evelyn A. Jez, Manager, Strategic Support Unit, Department of Agriculture and Consumer Services, Office of Consumer Affairs, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-1308, FAX (804) 371-7479, toll-free 1-800-552-9963 or 1-800-828-1120/TDD ☎

VA.R. Doc. No. R98-168; Filed December 30, 1997, 9:35 a.m.

TITLE 11. GAMING

VIRGINIA RACING COMMISSION

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Virginia Racing Commission intends to consider amending regulations entitled: **11 VAC 10-100-10 et seq. Regulations Pertaining to Horse Racing with Pari-Mutuel Wagering: Horses.** The purpose of the proposed action is to amend the regulation pertaining to racehorses in regards to lip-tattoo requirements and any other matters arising from the public comment period. The agency intends to hold a public hearing on the proposed regulation after publication.

Statutory Authority: § 59.1-369 of the Code of Virginia.

Public comments may be submitted until February 18, 1998.

Contact: William H. Anderson, Policy Analyst, Virginia Racing Commission, 10700 Horsemen's Rd., New Kent, VA 23124, telephone (804) 966-4200 or FAX (804) 966-8906.

VA.R. Doc. No. R98-158; Filed December 19, 1997, 3:34 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Virginia Racing Commission intends to consider amending regulations entitled: **11 VAC 10-110-10 et seq. Regulations Pertaining to Horse Racing with Pari-Mutuel Wagering: Entries.** The purpose of the proposed action is to amend the regulation pertaining to entries in light of the commission's experience of the first race meeting at Colonial Downs and any other matters. The agency intends to hold a public hearing on the proposed regulation after publication.

Statutory Authority: § 59.1-369 of the Code of Virginia.

Public comments may be submitted until February 18, 1998.

Contact: William H. Anderson, Policy Analyst, Virginia Racing Commission, 10700 Horsemen's Rd., New Kent, VA 23124, telephone (804) 966-4200 or FAX (804) 966-8906.

VA.R. Doc. No. R98-157; Filed December 19, 1997, 3:34 p.m.

Notices of Intended Regulatory Action

TITLE 12. HEALTH

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Department of Medical Assistance Services intends to consider amending regulations entitled: **12 VAC 30-50-10 et seq. Amount, Duration and Scope of Medical and Remedial Care Services; 12 VAC 30-60-10 et seq. Standards Established and Methods Used to Assure Quality of Care; and 12 VAC 30-80-10 et seq. Methods and Standards for Establishing Payment Rates—Other Types of Care.** The purpose of the proposed action is to establish Medicaid coverage policies for licensed clinical nurse specialists, making them eligible for direct payment for the provision of services that they are licensed to provide. The Notice of Intended Regulatory Action for this regulation was originally published in 13:20 VA.R. June 23, 1997, with public comments accepted until July 23, 1997. The agency has requested a second publication of the notice with the public comment period extended until March 4, 1998. The agency does not intend to hold a public hearing on the proposed regulations after publication.

Statutory Authority: § 32.1-325 of the Code of Virginia.

Public comments may be submitted until March 4, 1998, to Roberta J. Jonas, Regulatory Coordinator, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Contact: Victoria P. Simmons or Roberta J. Jonas, Regulatory Coordinators, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 371-8850 or FAX (804) 371-4981.

VA.R. Doc. No. R97-538; Filed January 14, 1998, 9:15 a.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Department of Medical Assistance Services intends to consider amending regulations entitled: **12 VAC 30-120-310. Waivered Services: Services Exempted from Medallion.** The purpose of the proposed action is to provide direct access to obstetricians-gynecologists without a referral from a primary care provider. The agency does not intend to hold a public hearing on the proposed regulation after publication.

Statutory Authority: § 32.1-325 of the Code of Virginia.

Public comments may be submitted until February 18, 1998, to Scott Canady, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Contact: Victoria P. Simmons or Roberta J. Jonas, Regulatory Coordinators, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 371-8850 or (804) 371-4981.

VA.R. Doc. No. R98-167; Filed December 29, 1997, 1:55 p.m.

TITLE 17. LIBRARIES AND CULTURAL RESOURCES

DEPARTMENT OF HISTORIC RESOURCES

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Department of Historic Resources intends to consider promulgating regulations entitled: **17 VAC 10-30-10 et seq. Historic Rehabilitation Tax Credit.** The purpose of the proposed action is to define a process for certification of rehabilitations of historic buildings so that the property owners may qualify for a state income tax credit. The agency intends to hold a public hearing on the proposed regulation after publication.

Statutory Authority: §§ 10.1-2202 and 58.1-339.2 of the Code of Virginia.

Public comments may be submitted until March 4, 1998.

Contact: John E. Wells, Tax Act Coordinator, Department of Historic Resources, 221 Governor St., Richmond, VA 23219 (after February 15, 1998, the address will be 2801 Kensington Avenue, Richmond, VA 23221), telephone (804) 371-6495 or FAX (804) 371-6025.

VA.R. Doc. No. R98-181; Filed January 14, 1998, 10:19 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF OPTOMETRY

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Optometry intends to consider amending regulations entitled: **18 VAC 105-20-10 et seq. Regulations of the Virginia Board of Optometry.** The purpose of the proposed action is to amend regulations in order to provide guidance on conditions and provisions that would permit an optometrist to practice adjacent to a commercial or mercantile establishment. The agency intends

Notices of Intended Regulatory Action

to hold a public hearing on the proposed regulation after publication.

Statutory Authority: §§ 54.1-2400 and 54.1-3205 of the Code of Virginia.

Public comments may be submitted until February 18, 1998.

Contact: Elizabeth A. Carter, Ph.D., Executive Director, Board of Optometry, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9910 or FAX (804) 662-9943.

VA.R. Doc. No. R98-162; Filed December 23, 1997, 12:06 p.m.

BOARD OF LICENSED PROFESSIONAL COUNSELORS, MARRIAGE AND FAMILY THERAPISTS AND SUBSTANCE ABUSE TREATMENT PROFESSIONALS

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Licensed Professional Counselors, Marriage and Family Therapists and Substance Abuse Treatment Professionals intends to consider amending regulations entitled: **18 VAC 115-30-10 et seq. Regulations Governing the Certification of Substance Abuse Counselors.** The purpose of the proposed action is to promulgate amendments for clarification, simplification and reduction in regulatory burden pursuant to Executive Order 15 (94) as follows: (i) provide for endorsement of applicants who are certified by national certifying bodies, and simplify the application process for these applicants and for those who are currently certified by other states by substantially equivalent requirements; (ii) review the education requirements to ensure that they meet the minimum standards for professional competency as necessary to protect the public; (iii) broaden the credentials acceptable for providing supervision to allow individuals in remote areas of the state to find supervision more readily; (iv) accept certain nationally-recognized professional certifications for endorsement of applicants to certification in Virginia in lieu of requiring those holding such certifications to follow the application process outlined in regulation; (v) simplify the renewal process for extended late renewals; (vi) eliminate unnecessary fees; (vii) strike language which is duplicative of statute and update the regulation as needed to comply with any recent statutory change; and (viii) clarify language outlining educational and experience requirements and Standards of Practice governing confidentiality and dual relationships. The agency intends to hold a public hearing on the proposed regulation after publication.

Statutory Authority: §§ 54.1-2400 and 54.1-3503 of the Code of Virginia.

Public comments may be submitted until March 4, 1998.

Contact: Janet D. Delorme, Deputy Executive Director, Department of Health Professions, 6606 W. Broad St., 4th

Floor, Richmond, VA 23230-1717, telephone (804) 662-9575 or FAX (804) 662-9943.

VA.R. Doc. No. R98-179; Filed January 12, 1998, 2:05 p.m.

† Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Licensed Professional Counselors, Marriage and Family Therapists and Substance Abuse Treatment Professionals intends to consider amending regulations entitled: **18 VAC 115-50-10 et seq. Regulations Governing the Practice of Marriage and Family Therapy.** The purpose of the proposed action is to develop a mechanism to allow individuals whose marriage and family therapy graduate programs currently fall short of regulations to meet the requirements for licensure, and to further amend the regulations as follows: (i) clarify the one-year internship requirement by expressing in terms of equivalent semester hours and consider reducing the client contact hour requirement for the internship; (ii) determine work experience equivalencies for the supervised experience requirement for endorsement of individuals with lengthy experience licensed in other jurisdictions and clarify that the official transcript is required for documentation of the education requirement; (iii) include acceptance of programs accredited by agencies whose accreditation requirements are equivalent to COAMFTE; (iv) adjust the supervision hours if Executive Order 15 (94) amendments to the Regulations Governing the Practice of Professional Counseling result in inconsistencies; (v) determine what specific training or experience in the supervision of marriage and family therapy would be acceptable to the board; (vi) consider alternatives to meeting the education and experience requirements for supervisors to allow "grandfathered" individuals to provide supervision; and (vii) include a licensure expiration date in the regulations. The agency intends to hold a public hearing on the proposed regulation after publication.

Statutory Authority: §§ 54.1-2400 and 54.1-3505 of the Code of Virginia.

Public comments may be submitted until March 4, 1998.

Contact: Janet D. Delorme, Deputy Executive Director, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9575 or FAX (804) 662-9943.

VA.R. Doc. No. R98-178; Filed January 12, 1998, 2:05 p.m.

Notices of Intended Regulatory Action

TITLE 22. SOCIAL SERVICES

BOARD OF SOCIAL SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Social Services intends to consider repealing regulations entitled: **22 VAC 40-710-10 et seq. Child Protective Services Client Appeals**. The purpose of the proposed action is to repeal the current Child Protective Services Client Appeals regulation that has been replaced by a more comprehensive child protective services regulation that became effective January 1, 1998. The new regulation, 22 VAC 40-705-10 et seq., combines both programmatic and appeals regulations. The agency does not intend to hold a public hearing on the repeal of the proposed regulation after publication.

Statutory Authority: §§ 63.1-25 and 63.1-248.6:1 of the Code of Virginia.

Public comments may be submitted until February 18, 1998.

Contact: Jane Clements, Appeals Program Manager, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1832 or FAX (804) 692-1804.

VA.R. Doc. No. R98-162; Filed December 23, 1997, 12:06 p.m.



PUBLIC COMMENT PERIODS - PROPOSED REGULATIONS



PUBLIC COMMENT PERIODS REGARDING STATE AGENCY REGULATIONS

Effective July 1, 1995, publication of notices of public comment periods in a newspaper of general circulation in the state capital is no longer required by the Administrative Process Act (§ 9-6.14:1 et seq. of the Code of Virginia). Chapter 717 of the 1995 Acts of Assembly eliminated the newspaper publication requirement from the Administrative Process Act. In *The Virginia Register of Regulations*, the Registrar of Regulations has developed this section entitled "Public Comment Periods - Proposed Regulations" to give notice of public comment periods and public hearings to be held on proposed regulations. The notice will be published once at the same time the proposed regulation is published in the Proposed Regulations section of the *Virginia Register*. The notice will continue to be carried in the Calendar of Events section of the *Virginia Register* until the public comment period and public hearing date have passed.

Notice is given in compliance with § 9-6.14:7.1 of the Code of Virginia that the following public hearings and public comment periods regarding proposed state agency regulations are set to afford the public an opportunity to express their views.

TITLE 9. ENVIRONMENT

VIRGINIA WASTE MANAGEMENT BOARD

March 5, 1998 - 10 a.m. – Public Hearing
Department of Environmental Quality, 629 East Main Street,
First Floor, Training Room, Richmond, Virginia.

April 15, 1998 – Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Virginia Waste Management Board intends to amend regulations entitled: **9 VAC 20-60-10 et seq. Hazardous Waste Management Regulations**. The purpose of amendment 14 is to incorporate the changes made by the United States Environmental Protection Agency from July 1, 1991, through September 19, 1994, plus the Universal Waste Rule of May 11, 1995. The changes reflect EPA changes in the management of used oil, land disposal restrictions, corrective action management units, and other technical corrections for recordkeeping, exporting of hazardous waste, boilers and industrial furnaces, revised treatment standards for hazardous wastes, and universal treatment standards. New, simplified rules for universal waste handlers are included. The corrections include other changes designed to correct inconsistencies between the Virginia regulation and that of EPA. The requirement for annual reports is reduced to a biennial report requirement to be consistent with EPA.

Statutory Authority: § 10.1-1402 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on April 15, 1998.

Contact: Robert Wickline, Office of Air Program Development, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213,

FAX (804) 698-4510, toll-free 1-800-592-5482 or (804) 698-4021/TDD ☎

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF DENTISTRY

March 20, 1998 - 9 a.m. – Public Hearing
Department of Health Professions, 6606 West Broad Street,
5th Floor, Conference Room 4, Richmond, Virginia.

April 3, 1998 – Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Dentistry intends to amend regulations entitled: **18 VAC 60-20-10 et seq. Regulations Governing the Practice of Dentistry and Dental Hygiene**. A new regulation is proposed to replace the emergency regulation which establishes an inactive license for dentists and dental hygienists who are retired or out-of-state and who do not wish to or need to comply with continuing education requirements.

Statutory Authority: §§ 54.1-2400 and 54.1-2709 of the Code of Virginia.

Contact: Marcia J. Miller, Executive Director, Board of Dentistry, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9906 or (804) 662-9943.

Public Comment Periods - Proposed Regulations

BOARD OF MEDICINE

March 6, 1998 - 9 a.m. – Public Hearing
Department of Health Professions, 6606 West Broad Street,
5th Floor, Conference Room 2, Richmond, Virginia.

April 3, 1998 – Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Medicine intends to amend regulations entitled: **18 VAC 85-20-10 et seq. Regulations Governing the Practice of Medicine, Osteopathy, Podiatry, Chiropractic, and Physician Acupuncture.** The purpose of the proposed action is to amend the regulations pursuant to Executive Order 15 (94), which called for clarification, simplification, and where possible, a reduction in the regulatory burden. Amendments will lower certain application fees, eliminate the confusion in terminology for licensure by endorsement or by examination, and repeal unnecessary regulations.

Statutory Authority: §§ 54.1-2400 and Chapter 29 (§ 54.1-2900 et seq.) of Title 54.1 of the Code of Virginia.

Contact: Warren W. Koontz, M.D., Executive Director, Board of Medicine, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9908 or (804) 662-9943.



PROPOSED REGULATIONS

For information concerning Proposed Regulations, see Information Page.

Symbol Key

Roman type indicates existing text of regulations. *Italic type* indicates proposed new text.
Language which has been stricken indicates proposed text for deletion.

TITLE 4. CONSERVATION AND NATURAL RESOURCES

BOARD OF GAME AND INLAND FISHERIES

REGISTRAR'S NOTICE: The Board of Game and Inland Fisheries is exempt from the Administrative Process Act pursuant to subdivision A 3 of § 9-6.14:4.1 of the Code of Virginia when promulgating regulations regarding the management of wildlife.

Title of Regulations: 4 VAC 15-290-10 et seq. **Game:** Permits (amending 4 VAC 15-290-140).

Statutory Authority: §§ 29.1-501 and 29.1-502 of the Code of Virginia.

Notice to the Public:

The Board of Game and Inland Fisheries has ordered to be published, pursuant to §§ 29.1-501 and 29.1-502 of the Code of Virginia, the following proposed amendments to board regulations. A public comment period on the proposed regulations opened January 8, 1998, and remains open until April 2, 1998. Comments submitted must be in writing; must be accompanied by the name, address and telephone number of the party offering the comments; should state the regulatory action desired; and should state the justification for the desired action. Comments should be sent to Phil Smith, Policy Analyst and Regulatory Coordinator, Department of Game and Inland Fisheries, 4010 West Broad Street, Richmond, Virginia 23230, and need to be received no later than March 26, 1998, in order to be assured that the board will have opportunity to review them before taking final action.

A public hearing on the advisability of adopting, or amending and adopting, the proposed regulations, or any parts thereof, will be held during a meeting of the board to take place at the Department of Game and Inland Fisheries, 4010 West Broad Street, Richmond, Virginia, beginning at 9 a.m. on Thursday, April 2, 1998, at which time any interested citizen present shall be heard.

If the board is satisfied that the proposed regulations, or any parts thereof, are advisable, in the form in which published or as amended after receipt of the public's comments, the board may adopt regulations as final at the April 2(-3), meeting. All regulations or regulation amendments adopted may be either more liberal or more restrictive than those proposed and being advertised under this notice.

Summary:

The proposed amendment rescinds the requirement of possessing or displaying a validation card for hunting

geese, and establishes the requirement of possessing and displaying upon request a harvest information program registration number for hunting any migratory game bird. The registration number would be required of all persons hunting such game beginning in the 1998-99 hunting season.

4 VAC 15-290-140. Possession and display of a ~~validation card harvest information program registration number or permit to hunt.~~

Every person required to obtain a ~~validation card harvest information program registration number~~ or permit to hunt must carry the ~~validation card and registration number~~ or permit or both on his person when hunting and shall present it immediately upon demand of any officer whose duty it is to enforce the game and inland fish laws. *Enforcement of the requirement to possess the harvest information program registration number may constitute a warning for the first violation during the period July 1, 1998, through June 30, 1999.* The penalty for violation of this section is prescribed by § 29.1-505 of the Code of Virginia.

VA.R. Doc. No. R98-182; Filed January 14, 1998, 11:31 a.m.

TITLE 9. ENVIRONMENT

VIRGINIA WASTE MANAGEMENT BOARD

REGISTRAR'S NOTICE: Due to its length, Amendment 14 of the Virginia Hazardous Waste Management Regulations (9 VAC 20-60-10 et seq.) filed by the Department of Environmental Quality is not being published. However, in accordance with § 9-6.14:22 of the Code of Virginia, a summary is being published in lieu of the full text. The full text of the regulation is available for public inspection at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219, and at the Department of Environmental Quality, 629 East Main Street, Richmond, VA 23219.

Title of Regulation: 9 VAC 20-60-10 et seq. **Virginia Hazardous Waste Management Regulations.**

Statutory Authority: § 10.1-1402 of the Code of Virginia.

Public Hearing Date: March 5, 1998 - 10 a.m.

Public comments may be submitted until 5 p.m. on April 15, 1998.

(See Calendar of Events section for additional information)

Proposed Regulations

Basis: Section 10.1-1402(11) of the Virginia Waste Management Act contained in Chapter 14 of Title 10.1 of the Code of Virginia authorizes the Virginia Waste Management Board to issue regulations as may be necessary to carry out its powers and duties required by the Act and consistent with the federal statutes and regulations.

Purpose: The Virginia Waste Management Board and the Director of the Department of Environmental Quality amends the existing Virginia Hazardous Waste Management Regulations (9 VAC 20-60-10 et seq.) to continue the effective monitoring of the generation, transportation, treatment, storage, and disposal of hazardous waste in the Commonwealth. By regulating these activities the Commonwealth protects public health, natural resources and the environment. By maintaining the equivalence of its regulations with those issued by the United States Environmental Protection Agency (EPA) under the Resource Conservation and Recovery Act of 1976 (RCRA) and the Hazardous and Solid Waste Amendments of 1984 (HSWA), the Commonwealth remains eligible to carry out its own hazardous waste management program instead of the federal program.

Substance and Issues: All substantive modifications and additions contained in Amendment 14 to the Virginia Hazardous Waste Management Regulations are made in response to changes made by EPA in the federal regulations implementing RCRA and HSWA, to remove certain procedural requirements that are not reflected in the federal regulations or Waste Management Act, and to correct errors and inconsistencies incorporated in previous amendments. Amendment 14 includes the changes that were adopted by EPA from July 1, 1991, through September 19, 1994, plus the universal waste rule issued May 11, 1995.

The modifications made by EPA provide technical corrections as well as the adoption of changes related to land disposal restrictions and corrective actions. The modifications include a revision of the rules relating to the management of used oils providing the means for recycling without regulation as a hazardous waste. The modifications include:

1. Technical amendments to final rules for boilers and industrial furnaces burning hazardous waste;
2. Incorporation of recycled used oil management standards as well as the correction of errors in the listing and identification for used oil;
3. Incorporation of land disposal restrictions for newly listed wastes and hazardous debris;
4. Technical amendments in land disposal restrictions;
5. Identification and listing of hazardous waste exclusions for coke by-product materials;
6. Revisions in financial responsibility instruments for third party liability, closure and post-closure of hazardous waste facilities;

7. Technical amendments in recordkeeping requirements;
8. Technical changes in the requirements relating to disposal of liquids in landfills;
9. Incorporation of corrective action management units;
10. Revisions in land disposal restrictions for ignitable and corrosive characteristic wastes;
11. Requirements for owners and operators of hazardous waste surface impoundments, waste piles, and landfills to install and operate leak detection systems at such times as such units are added or expanded;
12. Amendments to the interim status requirements for location of down-gradient groundwater monitoring wells at hazardous waste facilities;
13. Incorporation of the EPA manual for boilers and industrial furnaces entitled "Method Manual for Compliance" as an appendix;
14. Revision in TCLP, testing and monitoring references and incorporates by reference the EPA SW-846, Third Edition publication;
15. Changes and corrections necessary to make the regulation more consistent with EPA such as the elimination of annual reporting and using the EPA biennial reporting system and correction of references;
16. Further modification of land disposal restrictions including the addition of a new table - Treatment Standards for Hazardous Wastes and Table UTS - Universal Treatment Standards; and
17. Adoption of universal waste rules to provide a new classification, "universal waste handlers," who may qualify for reduced requirements when they generate, receive and manage hazardous wastes.

Advantages and Disadvantages to the Public. All changes are corrective in nature and bring Virginia regulations into closer alignment with federal regulations. Since many Virginia industries operate on an interstate basis, this alignment is an advantage since it decreases the number of complex regulations whose compliance must be monitored. Regulations, such as Virginia's requirement of annual reporting has represented a more burdensome requirement than the biennial reporting of the federal regulations. Since Amendment 14 offers no new requirement that is not already a federal requirement, there are no foreseeable disadvantages. The public that is not industrial and relies on the regulations to protect the environment and public health will benefit by application of better defined and structured regulations already a part of the federal standards.

Advantages and Disadvantages to Virginia Government. Virginia regulations which conform more closely to federal regulations improve the ability of the federal and state governments to cooperate in enforcement, training and program design. Virginia staff have less difficulty interpreting

and administering the regulations when they have similar requirements to the federal regulation, since Virginia staff also administers part of the federal regulations and assists USEPA in administering other parts of the federal regulations. Training, enforcement and other duties are simplified for the staff. The revisions also allow Virginia to qualify for larger areas of responsibility in the Virginia/USEPA cooperative administration of the federal regulations. There are no foreseeable disadvantages.

Impact:

Number and type of regulated entities. There are a total of 625 large quantity generators who generate more than 1 metric ton of hazardous waste per month operating in the state. This group produces approximately 25 million tons per year. In addition there are more 4,600 small quantity generators who must comply with provisions of the regulations. The small quantity generators generate between 220 and 2,200 pounds per month. There are 128 treatment, storage or disposal facilities (TSD's), four incinerators and three boiler industrial furnace facilities (BIF's) which are regulated. Half of the TSD's are treatment and storage facilities while half are land based disposal facilities. The universal waste rule could make compliance with regulations easier for hundreds of retail stores and their clients who operate a recycling or similar programs for the management of batteries and other universal wastes.

Projected costs to the regulated entities. The proposed amendments should result in a net saving for Virginia generators, TSD's, BIF's, and incinerators. The amendment proposes to eliminate an annual report requirement. They will be able to substitute the biennial report required by EPA. At an estimated average cost of \$500 per report, those reporting would save more than \$375,000 every other year when a report is not required. Most of the other proposed amendments are required by EPA and these amendments will not result in a cost increase above those requirements. The proposed amendment is the same as EPA and will not result in increases. The addition of new used oil provisions will provide the means for those who collect used oil, transport used oil, market used oil or those who process or burn used oil to be able to manage the product without having to comply with the other provisions of the hazardous waste regulations. This will encourage a management system for essential reuse or recycling thus reducing the threat to the environment. The universal waste rule hopes to encourage recycling and prudent coordinated management of batteries and other universal wastes by providing lower costs and reduced liability in alternative regulatory requirements.

Projected cost to the agency for implementation and enforcement. The amounts of federal grants made available to the department provide funding of the base program for implementation and management. The amendment will have no impact on the operation of the base program.

Department of Planning and Budget's Economic Impact Analysis: The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed

regulation in accordance with § 9-6.14:7.1 G of the Administrative Process Act and Executive Order Number 13 (94). Section 9-6.14:7.1 G requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

I. Summary of the proposed regulation. The proposed changes to the Hazardous Waste Management Regulations in Amendment 14 would update the current regulations as a result of changes made at the federal level. The proposed regulation would update the following sections of the current Hazardous Waste Management Regulations:

- Land disposal restrictions;
- BIF (boilers and industrial furnaces) rules;
- Groundwater monitoring;
- Liners and leachate collection;
- Identification and listing;
- Used oil;
- Financial assurance;
- Liquids in landfills;
- Corrective action;
- Hazardous debris; and
- Universal waste rule.

Of these 11 sections, the most significant changes involve the BIF Rules and the Universal Waste Rule.

A. BIF RULES

The proposed regulation would expand controls on boilers and industrial furnaces to meet the standards established by the Environmental Protection Agency in 1991 (56 FR 7206). It would control the emission of toxic organic compounds, toxic metals, hydrogen chloride, chlorine gas, and particulate matter. Owners and operators would be subject to general facility standards applicable to hazardous waste treatment, storage, and disposal facilities and hazardous waste storage units at regulated burner facilities would be subject to part 264 permit standards. The proposed regulation would designate halogen acid furnaces (HAF) as industrial furnaces and classify coke and coal tar fuels produced by recycling coal tar decanter sludge as product rather than solid waste. The proposal also provides for technical amendments and the loss of interim status by facilities that achieved interim status as of November 7, 1984.

B. UNIVERSAL WASTE RULE

Proposed Regulations

The proposed regulation has three goals: to encourage resource conservation while ensuring adequate protection of human health and the environment, to improve the implementation of the current subtitle C hazardous waste regulatory program, and to provide incentives for individuals and organizations to collect the unregulated portions of these universal waste streams and manage them using the same systems developed for the regulated portions, thereby removing these wastes from the municipal waste stream.

The proposed regulation defines universal waste and establishes a procedure for the future addition of wastes into the universal waste category. It would establish guidelines for generators, transporters and destinations of universal waste while simultaneously providing incentives for the recycling of hazardous waste batteries, pesticides and thermostats.

In the proposed regulation, universal waste is defined to include only three types of waste: hazardous waste batteries, hazardous waste pesticide, and hazardous waste thermostats. The hazardous waste battery category definition is redefined to reduce the complexity and burden to increase the number of generators who regulate waste. The category includes all batteries that are hazardous waste and excludes lead-acid batteries so that persons who generate, transport, collect, or store spent lead-acid batteries but do not reclaim them are exempt from regulation.

The proposed regulation defines a hazardous waste pesticide as a pesticide which is part of a voluntary recall under FIFRA section 19(b), or owned by a registrant responsible for conducting a recall under FIFRA 19(b), or part of a registrant conducted recall of a canceled or suspended pesticide under FIFRA section 6. These pesticides can be divided into four subsections including pesticides covered under part 273, pesticides not covered under part 273, the generation of pesticides, and pesticides that are not waste. This category allows unused pesticides to be shipped to collection programs without needing to meet the full requirements under 40 CFR 260-272. The definition also expands the universe of pesticides to include unused pesticide products that are collected as part of a waste pesticide collection program.

The final category of universal wastes defines hazardous waste thermostats as mercury-containing thermostats with the exception of those which are considered household waste. It develops an industry-wide "take back" program which mercury from thermostats is reclaimed and reused in the production of new thermostats.

While the proposed regulation includes only three categories of universal waste, the regulation does establish procedures for the addition of universal waste categories in the future. Possible future additions to the universal waste rule include used mercury-containing equipment (separate from thermostats) and spent antifreeze.

The proposed regulation applies to, and would directly affect, Small Quantity Handlers of Universal Waste (SQHs), Large Quantity Handlers of Universal Waste (LQHs), universal waste transporters, and destination facilities. Small Quantity

Handlers of Universal Waste and Large Quantity Handlers of Universal Waste have similar guidelines.

Handlers of Universal Wastes: The same guidelines apply to both SQHs and LQHs with the exception of sections regarding notification, employee training, and tracking shipments.

The dual guidelines outline requirements for storage, handling, and cleanup of universal wastes. Under these guidelines, handlers are prohibited from disposing of, diluting, or treating universal wastes, except in certain circumstances. In order to store universal wastes, the handlers must manage the waste so as to prevent the release of a universal waste into the environment. This includes the establishment of procedures for handling hazardous waste batteries and removing mercury ampoules from thermostats and specific packaging requirements. Each waste or container is required to have a label or mark for identification purposes. Universal wastes, with one exception, may not be accumulated at a facility for more than one year. At this point handlers are required to ship universal wastes to a facility within the universal waste system, following specific notification procedures when shipping to foreign destinations. In the event of the release of a universal waste into the environment, handlers are required to immediately contain the release and properly handle any residue.

Differences in the guidelines for SQHs and LQHs occur in sections regarding notification, employee training and shipment tracking. In general, the guidelines for LQHs with respect to these areas are somewhat higher due to the larger volume of universal waste involved. Small quantity handlers are not required to notify the EPA of their universal waste activity or receive an EPA identification number. Large quantity are required to notify the EPA of their universal waste activity and to receive an EPA identification number. In terms of training, SQH employees are required to have only basic handling and emergency procedure information while LQH employees must be familiar with waste handling procedures and emergency procedures as appropriate based on their responsibilities. The final difference in guidelines between LQHs and SQHs relates to the tracking of shipments. Small quantity handlers are not required to track shipments of universal wastes while LQHs are required to maintain basic records which document the flow of shipments to and from the facility.

Transporters of Universal Waste: The guidelines established in the proposed regulation for transporters of universal wastes cover the storage, cleanup and transport of universal wastes. Under these guidelines, the transporters are prohibited from disposing of, diluting, or treating universal waste. The transporters are not required to keep hazardous waste manifests but must comply with the VDOT requirements which would normally apply if the waste is considered a hazardous material under VDOT regulations. During the course of transport, the transporter may store the universal waste at the transport facility for a period of no more than ten days. At this point, the transporter must transport the universal waste to a universal waste handler,

destination facility, or foreign destination. In cases involving the export of a universal waste, the transporter must follow the requirements established within these guidelines. In the event of the release of a universal waste into the environment during either accumulation or transport, the transporter must immediately contain any releases and properly handle any residue.

Destination Facilities: The proposed guidelines subject destination facilities to the same requirements as treatment, storage, and disposal facilities under the full hazardous waste regulations. These guidelines would establish the procedure for rejecting a universal waste shipment and require the destination facilities to keep basic shipping records, like those required for LQHs, to monitor the flow of universal wastes to and from the facility.

II. Estimated economic impact. In order to examine the estimated economic impact of the proposed regulations, the effects of the regulations can be divided between costs (compliance costs) and benefits (reduction of emissions and public health).

A. COSTS

According to the revised cost analysis of the Environmental Protection Agency, compliance costs for a "base case" scenario are estimated to be approximately \$20.4 million annually, before taxes (based on 1993 dollars). Given that the EPA estimated that 200 BIFs would be affected by the regulations, the estimated cost per unit would be approximately \$102,000 annually, before taxes. Industry estimates the annual cost per unit at approximately \$176,000.

The Virginia Department of Environmental Quality (DEQ) has identified at least two large quantity sites with seven total units within Virginia which will be subject to these proposed regulations. One facility is located in Pittsylvania County while the other is located in Buckingham County.

B. BENEFITS

The benefits from this proposed regulation are the result of reduced emissions and changes in public health.

Reduction of Emissions: According to a study conducted by the EPA, approximately 15% of the BIFs identified would receive full permits in accordance with these regulations. Using a "base case" scenario, the EPA estimated that this would translate to a 3.0% change in the quantity of waste combusted in the absence of regulation.

Changes in Public Health: A reduction in the emission of hazardous air pollutants will result in a marginal improvement in air quality. Although such air pollutants have been linked in the past to certain health problems, data is not available to assess the change in public health which would result from the proposed regulation. Given the low compliance costs associated with this regulation, neither the EPA, the DEQ, nor private industry has conducted any research to determine the effects on public health as the cost of the study itself would

significantly increase the total costs involved with the regulation.

C. OVERALL ESTIMATED ECONOMIC IMPACT

BIF rules: The estimated costs of the proposed regulation based on EPA national estimates, with all figures based on 1993 dollars, are approximately \$102,144 per year per unit affected. The minimum cost is set at approximately \$715,000 annually due to the identification of two large burner facilities within Virginia with a total of seven units. Despite the possibility of additional units, overall compliance costs will likely not exceed \$1,021,440 annually, which is based on the assumption that no more than 5.0% of the BIFs in the nation are located within the Commonwealth.

The estimated costs of the proposed regulation based on industry information, with all figures given in 1993 dollars, are higher. The estimated costs include the cost of upgrading the units, permitting costs and the cost of a required test burn. The annual cost per unit in Virginia is estimated to range from \$175,238 to \$177,619, depending on the type of test burn required for the unit. In Virginia, there are a total of seven units located at two separate facilities. The annual cost for these two facilities is estimated to be between \$1,226,666 and \$1,243,333.

The regulation is also estimated to reduce emissions by the affected firms by approximately 3.0%. The health consequences of this reduction are not known. Given the absence of data concerning the health consequences of this reduction, it is not possible to determine if the proposed regulation would result in a positive or negative net economic impact on Virginia.

Universal waste rule: The goal of the proposed universal waste rules is to increase the proper recycling of universal wastes while decreasing the flow of these wastes into the municipal waste stream. In order to achieve this goal the rules establish handling guidelines which provide several incentives for the regulation of hazardous waste batteries, hazardous waste pesticides and hazardous waste thermostats at a relatively low cost. The incentives are both tangible and nontangible. The proposed rules would relax handling requirements and administrative requirements for generators, transporters and destination facilities. The reduction in administrative costs would serve as a financial incentive to regulate universal wastes.

In addition to financial incentives, the universal waste rules will also result in several nontangible benefits. The universal waste rule will facilitate the establishment of both community and industrial collection and recycling programs. Retail facilities and industries will become receiving points as individuals begin to recycle batteries and, in the future, possibly wastes such as spent antifreeze. More retail facilities will begin recycling programs in which batteries are collected at the store. Automobile mechanics, service departments at automobile dealerships, and privately run garages are more likely to collect and recycle car and truck batteries. Certain businesses will also collect mercury containing thermostats. These businesses can then turn the

Proposed Regulations

waste over to the industry as part of the "take back" program in which the mercury is reclaimed and used in new thermostats. In more rural areas, collection programs will be developed to deal with hazardous waste pesticides. As these collection programs are established, farmers will dispose of unused or recalled pesticides which are often stored in sheds or barns. This will reduce the likelihood of any type of contamination resulting from runoff following severe storms. Overall, programs such as these will result in a decrease in the flow of wastes into the municipal waste stream. These programs would not only increase the proper recycling of universal wastes but also set an example for development of future programs.

In order to achieve the goal of the proposed regulation, the regulation was written to provide benefits at a relatively low cost. In addition to these low costs, the recycling of universal wastes and compliance with these proposed rules is not mandatory. Therefore, any costs associated with the proposed rule are strictly voluntary. Individuals and facilities will only follow these guidelines if they believe that the benefits associated with the reduction of the flow of universal wastes into the municipal waste stream outweigh the overall costs and efforts to recycle these wastes. Given these circumstances, the proposed universal waste rules are estimated to have a positive net impact on the economy of Virginia.

III. Businesses and entities affected.

Boilers: The proposed regulation applies to all boilers burning hazardous waste for any reason, either energy recovery or destruction. However, exemptions are available for small facilities. As of the 1991 study, the EPA estimated that there were 925 total boilers in the nation. Of this amount, an estimated 600 would be exempt as Small Quantity Burners. Another 200 burners were estimated to cease operations following the implementation of the regulation. These facilities would not be considered exempt as Small Quantity Burners yet do not burn enough waste to justify the compliance cost of the regulation. Therefore, an estimated 125 boilers would be subject to the requirements of this proposal.

Industrial Furnaces: The proposed regulation applies to designated devices that are an integral component of a manufacturing process and that use thermal treatment to recover materials or energy. The EPA has designated 12 specific devices which are considered industrial furnaces: cement kilns; lime kilns; aggregate kilns; phosphate kilns; coke ovens; blast furnaces; smelting, melting, and refining furnaces; titanium dioxide chloride process oxidation reactors; methane reforming furnaces; pulping liquor recovery furnaces; and combustion devices used in the recovery of sulfur values from spent sulfuric acid. Exceptions are made for small quantity furnaces, coke ovens burning Hazardous Waste No. K087, and smelters processing hazardous waste solely for material recovery. The EPA estimated that, as of 1991, approximately 75 industrial furnaces would be affected by this regulation nationally. This group included 40 cement

kilns, 18 light-weight aggregate kilns, and 15 halogen acid furnaces.

The Department of Environmental Quality (DEQ) has identified two facilities within Virginia which would be affected by this section of the proposed regulation. One facility is located in Pittsylvania County while the other is located in Buckingham County. DEQ has also acknowledged the possibility of additional sites within the Commonwealth.

Individuals: Individuals who reside in the area surrounding these facilities will benefit from the improved quality of the air as the level of emissions decrease.

IV. Localities particularly affected. While the entire state will be affected both directly and indirectly by the incorporation of the Universal Waste Rules, the BIF Rules will primarily affect Buckingham and Pittsylvania Counties. One facility has been identified in each of these counties which will be subjected to the updated BIF Rules.

V. Projected impact on employment. The proposed regulation is not estimated to have an impact on employment.

VI. Effects on the use and value of private property. The reduced emissions from boilers and industrial furnaces may result in a slight increase in the value of private property. However, given that the estimated reduction is only 3.0%, this increase is not likely to be significant. It would be cost prohibitive to provide an estimate of the possible increase in the value of private property.

VII. Summary of analysis. DPB anticipates that the primary economic effect of the proposed regulation would be the compliance costs to facilities which operate boilers and industrial furnaces. The EPA estimates that the annual expense for these facilities would be approximately \$102,000 per unit affected. Given the DEQ estimate of affected facilities, this estimates translates into annual compliance costs of approximately \$715,000. Industry estimates that the annual compliance costs would range from approximately \$1,227,000 to \$1,243,000. Compliance with the proposed regulation would result in a marginal improvement in air quality, reduced emissions from boilers and industrial furnaces, as well as the encouragement of recycling programs and the reduction of the flow of universal wastes into the municipal waste stream.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The Department of Environmental Quality has reviewed the economic impact analysis prepared by the Department of Planning and Budget and has no objections to the analysis.

Summary:

Proposed amendment 14 incorporates the changes made by the United States Environmental Protection Agency (EPA) from July 1, 1991, through September 19, 1994, plus the Universal Waste Rule of May 11, 1995. The changes reflect EPA changes in the management of used oil, land disposal restrictions, corrective action management units, and reflect other technical

corrections for recordkeeping, exporting of hazardous waste, boilers and industrial furnaces, revised treatment standards for hazardous wastes, and universal treatment standards. New, simplified rules for universal waste handlers are included. The amendments include other changes designed to correct inconsistencies between the Virginia regulation and that of EPA. The requirement for annual reports is reduced to a biennial report requirement to be consistent with EPA.

Agency Contact: Copies of the proposed amendments may be obtained from and questions may be directed to Robert Wickline, Office of Program Development, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23219, telephone (804) 698-4213 or FAX (804) 698-4510.

VA.R. Doc. No. R97-433; Filed January 14, 1998, 11:59 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF DENTISTRY

Title of Regulation: 18 VAC 60-20-10 et seq. Virginia Board of Dentistry Regulations (adding 18 VAC 60-20-105).

Statutory Authority: §§ 54.1-2400 and 54.1-2709 of the Code of Virginia.

Public Hearing Date: March 20, 1998 - 9 a.m.

Public comments may be submitted until April 3, 1998.
(See Calendar of Events section for additional information)

Basis: Chapters 24 (§ 54.1-2400 et seq.) and 27 (§ 54.1-2700 et seq.) of Title 54.1 of the Code of Virginia provide the basis for this regulation.

Chapter 24 establishes the general powers and duties of the health regulatory boards including the power to establish qualifications for licensure and the responsibility to promulgate regulations.

Chapter 27 establishes the requirements for renewal of licensure of dentists and dental hygienists including hours of continuing education. It also sets forth certain criteria for inactive licensure and authorizes the board to promulgate regulations establishing requirements for reactivation.

Purpose: The purpose of these regulations is to set forth a process for a licensee of the Board of Dentistry to request an inactive status and also to establish criteria for reactivation of that license which will protect the public health, safety, and welfare by assuring that an inactive dentist or dental hygienist has the clinical skills and cognitive abilities to resume active practice in the Commonwealth.

Substance: Requirements set forth in a new section of this chapter state that a person requesting inactive licensure must

hold a current, unrestricted license in Virginia and that they are not entitled to perform acts which would require a license. To reactivate an inactive license, a person would have to document having completed continuing education hours equal to requirements for the number of years he was inactive, not to exceed three years.

Issues:

Issue #1: Fee for inactive licensure.

The board considered a reduced renewal fee for persons seeking inactive licensure. However, the annual renewal fee of \$65 for dentists and \$25 for dental hygienists is not considered burdensome, so the board determined to retain the same fee for active or inactive licensure.

Advantage or disadvantage to licensees: The primary expenses for licensees seeking renewal are costs associated with obtaining required continuing education. By requesting inactive licensure, a person will not incur those costs. Also, the renewal fee will be current for inactive licensees, so there is no need for a required reinstatement fee for those who may wish to return to active practice. The disadvantage is that licensees who are not actively practicing will continue to pay a renewal fee equal to those who are actively in practice.

Advantage or disadvantage to the public: There is no advantage or disadvantage to the public of the renewal fee for inactive dentists and dental hygienists. The fee should not affect the supply of active practitioners in the Commonwealth.

Issue #2: Requirements for reactivation.

The board considered which requirements would be necessary to assure that an inactive licensee has the cognitive knowledge and clinical skills to resume active practice. While public protection was foremost in its consideration, the board did not want to impose requirements (such as reexamination) that would be so burdensome it would be prohibitive for an inactive practitioner to reactivate his license. Continuing education, which is required for all active practitioners, seemed to be the most reasonable requirement for reactivation, but there should be a limit on the number of hours required. Therefore, the board established a continuing education requirement equal to the number of years a license was inactive, not to exceed three years. For example, a dentist who was inactive for four years would need 45 hours of continuing education to reactivate (15 hours X 3 years).

Advantage or disadvantage to licensees: The inactive practitioner would have a reasonable requirement for reactivation and resumption of practice. If the inactive licensee has been practicing out of state, most of the continuing education hours gained should count for continuing education in Virginia. If the inactive licensee has not been actively practicing, the continuing education hours are essential to bring knowledge and skills up to practice standards in dentistry.

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Advantage or disadvantage to the public: There is no disadvantage to the public of the reactivation requirement for inactive dentists and dental hygienists. The public is better protected by an educational requirement.

Estimated Impact:

A. Projected number of persons affected and their cost of compliance. Approximately 5,161 licensed dentists and 2,995 licensed dental hygienists could be affected by these regulations.

Since all licensees of the Board of Dentistry renew in March, there have been no inactive licenses issued under the emergency regulations. A number of dentists have called to learn the procedures for requesting inactive status and have been advised that the renewal form will have a box in which the licensee can indicate his intention to become inactive. Until inactive licensure has been in effect through one renewal cycle, it is impossible to predict the number of persons who will be affected.

There will be no additional cost for compliance by regulated entities; renewal fees for inactive licenses will be the same as for active licenses. The inactive licensee will not be permitted to practice, but he will also not have to incur the expense of acquiring continuing education credits.

B. Cost to the agency for implementation. The board will incur approximately \$1,000 in cost for printing and mailing final amended regulations to licensees and other interested parties. There will be no additional cost for conducting a public hearing, which will be held in conjunction with a scheduled board meeting. The board does not anticipate any additional costs for investigations or administrative proceedings against licensees for violations of these regulations.

C. Cost to local governments. There will be no impact of these regulations on local government.

Department of Planning and Budget's Economic Impact Analysis: The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 9-6.14:7.1 G of the Administrative Process Act and Executive Order Number 13 (94). Section 9-6.14:7.1 G requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. This proposed regulation would establish requirements for inactive licensure of those professionals licensed by the Board of Dentistry. Chapter 855 of the 1997 Acts of Assembly requires that the Board provide an inactive license for those dentists and

hygienists who have been fully licensed but do not wish to practice in Virginia. The rules establish certain education requirements for those who wish to reactivate an inactive license.

Estimated economic impact. For those health professionals who voluntarily choose to obtain an inactive license, this regulation may be assumed to provide an economic benefit. The only issue is whether the continuing education requirement for reactivating a license ensures that the practitioner has the clinical skills and cognitive knowledge necessary to safely return to practice. The proposal requires that the practitioner requesting reactivation demonstrate completion of the normal continuing education requirement for active licensees for each year that their license was inactive up to a limit of 45 hours (or three years of annual continuing education requirements). The agency indicated in its submission that the Board of Dentistry considered anything over 45 hours to be unnecessarily burdensome.

Without data on the degradation over time of the skills of inactive practitioners, it is not possible to assess the increased risk that this provision might pose for those using the services of a recently reactivated dental professional. Certainly, if the inactive licensee has been in active practice in another state, then there is little or no increased risk to the public. However, for inactive licensees who have not been in practice elsewhere, there is some reasonable expectation that clinical and cognitive skills will degrade somewhat. The amount of skill degradation would presumably increase over time. The proposed regulation could make sense if the degradation of skills took place mostly in the first three years out of practice but then leveled off. It is not clear that there is any good evidence that this is true. If it is not true, then practitioners who reactivate after more than three years of not practicing may impose a greater risk to the public since their retraining is not commensurate with the length of absence from the profession.

Another source of uncertainty over the impact of this proposal lies in the assumption that continuing education courses are sufficient to mitigate any loss of clinical skills that occurred during the inactive period. Again, for those who have been in practice elsewhere, there is little added risk. For those who have not been in practice, it may be that the continuing education received does not fully eliminate the loss of clinical skills. It seems reasonable to assume that the longer the period of inactivity, the greater the risk. In this proposal, someone who has been inactive for 20 years is treated exactly the same way as someone who has been inactive for four years. Such a presumption may strike some consumers of dental services as unreasonable.

Because of the uncertainties over whether the relicensing requirements are sufficient to ensure that practitioners with reactivated licenses have at least the minimum level of professional competence for practice, we cannot conclude that this regulation results in a net gain to Virginia. Without more data, it is not possible to say with any certainty that the gains to practitioners outweigh the increased risk to consumers.

Businesses and entities affected. It is not known how many inactive licenses will be granted in a given year, nor how many of these inactive licenses will be held by inactive practitioners or by practitioners in other states. Given the data available, it is not possible to estimate the net economic impact of this regulation on Virginia.

Localities particularly affected. It is not likely that any particular locality will be disproportionately affected by this proposal.

Projected impact on employment. It is unlikely that this regulation will have any impact on employment in Virginia.

Effects on the use and value of private property. Although it is possible that this provision could have an effect on the value of a dental license, this effect would likely be quite small.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The agency concurs with the analysis of the Department of Planning and Budget.

Summary:

The Board of Dentistry proposes to replace emergency regulations 18 VAC 60-20-105 which became effective July 16, 1997, and which established an inactive license for dentists and dental hygienists who no longer actively practice in Virginia and do not want to meet the continuing education requirements for active licensure. The proposed regulations also establish requirements for the minimal number of continuing education hours necessary to reactivate the license.

18 VAC 60-20-105. Inactive license.

A. Any dentist or dental hygienist who holds a current, unrestricted license in Virginia may, upon a request on the renewal application and submission of the required fee, be issued an inactive license. The holder of an inactive license shall not be entitled to perform any act requiring a license to practice dentistry or dental hygiene in Virginia.

B. An inactive license may be reactivated upon submission of the required application, payment of the current renewal fee, and documentation of having completed continuing education hours equal to the requirement for the number of years, not to exceed three years, in which the license has been inactive. The board reserves the right to deny a request for reactivation to any licensee who has been determined to have committed an act in violation of § 54.1-2706 of the Code of Virginia.

VA.R. Doc. No. R97-728; Filed January 6, 1998, 9:49 a.m.

BOARD OF MEDICINE

Title of Regulation: 18 VAC 85-20-10 et seq. Regulations Governing the Practice of Medicine, Osteopathy, Podiatry, Chiropractic, and Physician Acupuncture (amending 18 VAC 85-20-10, 18 VAC 85-20-20, 18 VAC 85-20-30, 18 VAC 85-20-120, 18 VAC 85-20-140, 18 VAC 85-20-150, 18 VAC 85-20-210, 18 VAC 85-20-230 and 18 VAC 85-20-240; adding 18 VAC 85-20-21, 18 VAC 85-20-22, 18 VAC 85-20-105, 18 VAC 85-20-121, 18 VAC 85-20-122 and 18 VAC 85-20-131; repealing 18 VAC 85-20-60, 18 VAC 85-20-70, 18 VAC 85-20-110, 18 VAC 85-20-160, 18 VAC 85-20-170, 18 VAC 85-20-180, 18 VAC 85-20-190, 18 VAC 85-20-200, 18 VAC 85-20-250, 18 VAC 85-20-260 and 18 VAC 85-20-270).

Statutory Authority: § 54.1-2400 and Chapter 29 (§ 54.1-2900 et seq.) of the Code of Virginia.

Public Hearing Date: March 6, 1998 - 9 a.m.

Public comments may be submitted until April 3, 1998.

(See Calendar of Events section for additional information)

Basis: Chapters 24 (§ 54.1-2400 et seq.) and 29 (§ 54.1-2900 et seq.) of Title 54.1 of the Code of Virginia provide the basis for this regulation.

Chapter 24 establishes the general powers and duties of the health regulatory boards including the power to establish qualifications for licensure and the responsibility to promulgate regulations.

Chapter 29 establishes the definitions and requirements for the practice of these regulated professions and specifies the powers and duties of the Board of Medicine.

Purpose:

The purpose of these regulations is to protect the public health, safety, and welfare by establishing educational, experiential, and examination requirements for those seeking licensure in these professions and by setting standards of professional conduct for practice. Amendments are proposed to implement the recommendations of the Board of Medicine in its report pursuant to Executive Order 15 (94), which were to simplify, clarify, and eliminate redundancy and unnecessary requirements.

Substance:

18 VAC 85-20-10 and 18 VAC 85-20-20. Amendments to these sections are editorial.

18 VAC 85-20-21. Current business address. A requirement that licensees inform the board of any address change and that notices sent to the address on record with the board shall be validly given is a current regulation moved from another section.

18 VAC 85-20-22. Fees. Fees are currently set in another section of this chapter, but will now be included under general provisions. Three changes have been proposed: (i) examination fees are not specified but are to be paid to the

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entity as designated by the board; (ii) the application fee for licensure has been reduced from \$300 to \$200. those who have been previously licensed in another state; and (iii) a fee for board approval for an applicant to take Part 3 of the USMLE without subsequent licensure has been reduced to \$150.

18 VAC 85-20-30 through 18 VAC 85-20-105. An amendment to Part II on Standards of Professional Conduct is proposed to clarify that it is unprofessional to refuse to provide patient records or other information required in the course of an investigation or disciplinary proceeding. In addition, subsections relating to conduct are consolidated into this part.

18 VAC 85-20-110 through 18 VAC 85-20-122. Amendments to sections in Part III on Licensure: General and educational requirements are proposed to eliminate redundancy and to simplify and clarify the regulations. There are no substantive amendments to licensure requirements.

18 VAC 85-20-131. Licensure requirements for physician acupuncturists are the same as those stated in 18 VAC 85-20-190 of the current regulations.

18 VAC 85-20-140 through 18 VAC 85-20-170. Amendments to sections in Part IV on Licensure: Examination requirements are proposed to eliminate redundancy and to simplify and clarify the regulations. There are no substantive amendments to requirements for examinations. Since the board has contracted with examination services for administration of licensure exams, regulations on administration are repealed.

18 VAC 85-20-180. Licensure by endorsement. To eliminate the confusion in terminology of licensure by endorsement or licensure by examination, the board proposes repeal of this section. Educational and examination requirements are currently the same for those seeking licensure, so the elimination of "licensure by endorsement" will not present any additional burden on applicants.

18 VAC 85-20-200 through 18 VAC 85-20-230. Amendments are proposed to eliminate redundancy with statutory language and within the body of these regulations.

18 VAC 85-20-250 and 18 VAC 85-20-260. These sections have been repealed as it is not necessary to establish advisory committees in regulation. The board's Public Participation Guidelines authorizes such committees and provides more flexibility for their creation and utilization.

18 VAC 85-20-270. Fees. This section has been repealed because proposed regulations establish fees in Part I, General Provisions.

Issues:

A. Proposed changes to the fee structure. Several issues related to fees have been discussed in the consideration of proposed regulations:

1. Separation of costs for licensure examination from inclusion in the application fee. Since the board has

already or is in the process of contracting with examination services for the administration of all of its licensing exams, it is proposed that examination fees be removed from regulation and that such fees (which are established as a condition of the contract) be paid directly to the service. Of the current fee for licensure by examination, approximately \$185 is retained by the board for administrative costs of recording the application, credential review, and initial licensure. Therefore, there would be a small increase of \$15 for a proposed application fee of \$200.

2. Reduction in the application fee for licensure by endorsement. Since the board has proposed to eliminate the distinction between licensure by endorsement and licensure by examination, it also proposes elimination of a different application fee. In current regulations, the fee for licensure by endorsement is \$300; in the proposed regulation, the fee would be \$200.

3. Reduction in the application fee for those seeking approval to take Part 3 of the USMLE without subsequent licensure in Virginia. At the request of the medical schools, the board considered a lesser fee for those individuals who want to sit for Part 3 in Virginia but who do not need to be licensed in the state. The board approved a proposed reduction for a fee of \$150, but was unable to adopt a greatly reduced fee as had been requested. Essentially, the process of recording the application into a data system and reviewing all credentials and history for approval to sit for the examination is the same whether or not a license is issued. Therefore, the board has an obligation to recover those costs from applicants and not pass them on to licensees.

B. Amendments to Standards of Professional Conduct. The board considered comment that its requirements in 18 VAC 85-20-40, Vitamins, minerals and food supplements, were burdensome and unnecessary. After a review and discussion on the merits of such requirements, the board recommended that no change be made. Current regulations have been helpful in enforcing an appropriate standard of care by some practitioners who may become involved in disciplinary cases.

The board also considered a comment about the restrictiveness of some requirements in 18 VAC 85-20-90, Pharmacotherapy for weight loss. The board did not propose amendment to these regulations since they were new in 1996 and there has not been sufficient time to judge their necessity and effectiveness. In addition, recent medical findings on the use of "diet drugs" has validated the requirements established by the board for prescribing.

C. Elimination of licensure by endorsement. During regulatory review pursuant to Executive Order 15 (94), the board sought changes in these regulations which would simplify and clarify the requirements for applicants and licensees. In a review of requirements for licensure by the

Legislative and Credentials Committees of the board, it was determined that there was unnecessary redundancy in regulations on licensure and that licensure requirements were identical for applicants through "endorsement" or "examination." Terminology and process were often confusing to those seeking information or to those applying. The board has carefully proposed amendments which ensure that no new requirements are placed on applicants but that no essential credentials have been eliminated in amending these regulations.

D. Advantages or disadvantages to the licensees. Since regulations contained in this chapter would be less cumbersome and less confusing, they should be no disadvantages licensees or to applicants for licensure. No new requirements are being imposed, and no new fees have been established.

E. Advantages or disadvantages to the public. There are no discernible advantages or disadvantages of the proposed amended regulations to the public.

Estimated Impact:

A. Projected number of persons affected and their cost of compliance:

- 25,600 - Licensed in medicine and surgery
- 650 - Licensed in osteopathy
- 485 - Licensed in podiatry
- 1,340 - Licensed in chiropractic
- 115 - Licensed as physician acupuncturists

There will be no cost for compliance by regulated entities or their employers. Renewal fees (\$125 per biennium) are not being changed, and there are no additional requirements which would add to the cost of providing health care services.

Approximately 1,500 persons currently apply for licensure under these regulations. For those who apply for licensure by examination, there will be a small increase in costs. Of the fees currently being collected for licensure by examination, approximately \$185 remains with the board for a licensure fee. Proposed regulations stipulate that all examinations fees are to be paid directly to the examining services and that the application fee for licensure shall be \$200 for an increase in costs of \$15.

However, persons who currently apply for licensure by endorsement from another jurisdiction will see a significant decrease in their application fee from the current amount of \$300 to the proposed fee of \$200.

The board has also proposed that persons who wish to apply for approval to take Part 3 of USMLE in Virginia but do not intend to be licensed in the state may pay a lesser application fee of \$150. For those persons, there will be a reduction from the current application fee of \$35.

B. Cost to the agency for implementation: The board will incur approximately \$3,000 in cost for printing and mailing final amended regulations to licensees and other interested parties. There will be no additional cost for conducting a

public hearing, which will be held in conjunction with a scheduled committee or board meeting. The board does not anticipate any additional costs for investigations or administrative proceedings against physicians for violations of these regulations.

C. Cost to local governments: There will be no impact of these regulations on local government.

Department of Planning and Budget's Economic Impact Analysis: The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 9-6.14:7.1 G of the Administrative Process Act and Executive Order Number 13 (94). Section 9-6.14:7.1 G requires that such economic impact analyses include, but need not be limited to, the projected number of businesses or other entities to whom the regulation would apply, the identity of any localities and types of businesses or other entities particularly affected, the projected number of persons and employment positions to be affected, the projected costs to affected businesses or entities to implement or comply with the regulation, and the impact on the use and value of private property. The analysis presented below represents DPB's best estimate of these economic impacts.

Summary of the proposed regulation. In response to its review under Executive Order 15 (94), the board is proposing a number of clarifications to the regulations governing the practice of medicine, osteopathy, podiatry, chiropractic, and physician acupuncture. Most of the changes amount to rewording and reorganizing the regulations to make them better organized and easier to follow. The only substantive change is to make it easier for Virginia medical schools to hire visiting faculty by providing that the Credentials Committee may waive certain examination requirements on a case-by-case basis for visiting faculty. The proposal also adjusts fees to keep revenues in line with expenditures.

Estimated Economic Impact. These changes improve the organization and readability of the regulations and, as such, constitute an improvement. The economic impact, if any, of the changes may be expected to be small but positive due to the improved ease of compliance. The provision allowing waiver for visiting faculty may have some modest net economic benefit for medical schools and would not appear to increase risks of unqualified persons practicing medicine in Virginia.

Businesses and entities affected. Members of the professions of medicine, osteopathy, podiatry, chiropractic, and physician acupuncture will be directly affected. Medical schools in Virginia will also be affected. Any effects from these changes will be too small to measure but will probably lead to net economic benefits.

Localities particularly affected. No localities will be particularly affected.

Projected impact on employment. There will be no impact on employment.

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Effects on the use and value of private property. These changes will not have any effect on the use and value of private property.

Summary of analysis. These proposed changes may be expected to produce a small but positive net economic benefit for Virginia.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The board concurs with the economic impact analysis prepared by the Department of Planning and Budget.

Summary:

Amendments are proposed pursuant to Executive Order 15 (94), which called for clarification, simplification and, where possible, a reduction in the regulatory burden. The proposed amendments lower certain application fees, eliminate the confusion in terminology for licensure by endorsement or by examination, and repeal unnecessary regulations.

PART I. GENERAL PROVISIONS.

18 VAC 85-20-10. Definitions.

A. The following words and terms, when used in this chapter, shall have the meanings ascribed to them in § 54.1-2900 of the Code of Virginia:

~~Acupuncture~~ Acupuncturist
Board
Healing arts
Practice of medicine or osteopathy
Practice of chiropractic
Practice of podiatry
~~The healing arts.~~

B. The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

~~"American Approved institution"~~ means any accredited licensed medical school, or college of osteopathic medicine, school of osteopathy, podiatry, or chiropractic college, or institution of higher education offering a doctoral program in clinical psychology, located in the United States, its territories, or Canada.

~~"Principal site"~~ means the location in a foreign country where teaching and clinical facilities are located.

18 VAC 85-20-20. Public Participation Guidelines.

A separate board regulation, 18 VAC 85-10-10 et seq., entitled Public Participation Guidelines, which provides for involvement of the public in the development of all regulations of the Virginia State Board of Medicine, is incorporated by reference in this chapter.

18 VAC 85-20-21. Current addresses.

Each licensee shall furnish the board his current address. All notices required by law or by this chapter to be mailed by

the board to any such licensee shall be validly given when mailed to the latest address given by the licensee. Any change of address shall be furnished to the board within 30 days of such change.

18 VAC 85-20-22. Required fees.

A. Unless otherwise provided, fees established by the board shall not be refundable.

B. The application fee for licensure in medicine, osteopathy, podiatry, or chiropractic shall be \$200. The fee for board approval to sit for Part 3 of the United States Medical Licensing Examination without subsequent licensure in Virginia shall be \$150.

C. All examination fees shall be determined by and made payable as designated by the board.

D. The fee for a temporary permit to practice medicine pursuant to § 54.1-2927 B (i) and (ii) of the Code of Virginia shall be \$25.

E. The fee for a limited professorial or fellow license issued pursuant to 18 VAC 85-20-200 shall be \$125. The annual renewal shall be \$25.

F. The fee for a limited license to interns and residents pursuant to 18 VAC 85-20-210 shall be \$10 a year. An additional fee for late renewal of licensure shall be \$10.

G. The fee for a duplicate wall certificate shall be \$25; the fee for a duplicate license shall be \$10.

H. The fee for biennial renewal of license shall be \$125, due in the licensee's birth month. An additional fee to cover administrative costs for processing a late application may be imposed by the board. The additional fee for late renewal of licensure shall be \$25 for each renewal cycle.

I. The fee for requesting reinstatement of licensure pursuant to § 54.1-2921 of the Code of Virginia shall be \$750.

J. The application fee for licensure to practice acupuncture shall be \$100.

The biennial renewal fee shall be \$50, due and payable by June 30 of each even-numbered year.

K. The fee for reinstatement of a license issued by the Board of Medicine pursuant to § 54.1-2904 of the Code of Virginia, which has expired for a period of two years or more, shall be \$250 and shall be submitted with an application for licensure reinstatement.

L. The fee for a letter of good standing/verification to another jurisdiction for a license shall be \$10.

M. The fee for certification of grades to another jurisdiction by the board shall be \$25. The fee shall be due and payable upon submitting the form to the board.

PART II.
STANDARDS OF PROFESSIONAL CONDUCT.

18 VAC 85-20-30. Advertising ethics.

A. Any statement specifying a fee for professional services which does not include the cost of all related procedures, services and products which, to a substantial likelihood will be necessary for the completion of the advertised service as it would be understood by an ordinarily prudent person, shall be deemed to be deceptive or misleading, or both. Where reasonable disclosure of all relevant variables and considerations is made, a statement of a range of prices for specifically described services shall not be deemed to be deceptive or misleading.

B. Advertising discounted or free service, examination, or treatment and charging for any additional service, examination, or treatment which is performed as a result of and within 72 hours of the initial office visit in response to such advertisement is unprofessional conduct unless such professional services rendered are as a result of a bonafide emergency.

C. Advertisements of discounts shall disclose the full fee and documented evidence to substantiate the discounted fees.

D. A licensee or certificate holder's authorization of or use in any advertising for his practice of the term "board certified" or any similar words or phrase calculated to convey the same meaning shall constitute misleading or deceptive advertising under § 54.1-2914 of the Code of Virginia, unless the licensee or certificate holder discloses the complete name of the specialty board which conferred the aforementioned certification.

E. It shall be considered unprofessional conduct for a licensee of the board to publish an advertisement which is false, misleading, or deceptive.

18 VAC 85-20-60. ~~Misleading or deceptive advertising.~~
(~~Repealed.~~)

~~A. A licensee or certificate holder's authorization of or use in any advertising for his practice of the term "board certified" or any similar words or phrase calculated to convey the same meaning shall constitute misleading or deceptive advertising under § 54.1-2914 of the Code of Virginia, unless the licensee or certificate holder discloses the complete name of the specialty board which conferred the aforementioned certification.~~

~~B. It shall be considered unprofessional conduct for a licensee of the board to publish an advertisement which is false, misleading, or deceptive.~~

18 VAC 85-20-70. ~~Current business addresses.~~
(~~Repealed.~~)

~~Each licensee shall furnish the board his current business address. All notices required by law or by this chapter to be mailed by the board to any such licensee shall be validly given when mailed to the latest address given by the~~

~~licensee. Any change of address shall be furnished to the board within 30 days of such change.~~

18 VAC 85-20-105. Refusal to provide information.

It shall be considered unprofessional conduct for a licensee to willfully refuse to provide information or records as requested or required by the board or its representative pursuant to an investigation or to the enforcement of a statute or regulation.

PART III.
LICENSURE: GENERAL AND EDUCATIONAL
REQUIREMENTS AND LICENSURE BY EXAMINATION.

18 VAC 85-20-110. ~~Licensure, general.~~ (~~Repealed.~~)

~~A. No person shall practice medicine, osteopathy, chiropractic, podiatry, or acupuncture in the Commonwealth of Virginia without a license from this board, except as provided in 18 VAC 85-20-200.~~

~~B. For all applicants for licensure by this board, licensure shall be by examination by this board or by endorsement, whichever is appropriate.~~

18 VAC 85-20-120. ~~Licensure by examination.~~
~~Prerequisites to licensure.~~

~~A. Prerequisites to examination:~~

~~4. Every applicant for examination by the Board of Medicine for initial licensure shall:~~

~~a. 1. Meet the educational requirements specified in subdivision 2 or 3 of this subsection 18 VAC 85-20-121 or 18 VAC 85-20-122 and the examination requirements as specified for each profession in 18 VAC 85-20-140;~~

~~b. 2. File the complete application and credentials required in subdivision 4 of this subsection appropriate fee as specified in 18 VAC 85-20-22 with the executive director of the board not less than 75 days prior to the date of examination; and~~

~~c. Pay the appropriate fee, specified in 18 VAC 85-20-270 of this chapter, at the time of filing the application.~~

~~3. File the required credentials with the executive director by a date established by the board and as specified below:~~

~~a. Graduates of an approved institution shall file:~~

~~(1) Documentary evidence that he received a degree from the institution; and~~

~~(2) A complete chronological record of all professional activities since graduation, giving location, dates, and types of services performed.~~

~~b. Graduates of an institution not approved by an accrediting agency recognized by the board shall file:~~

~~(1) Documentary evidence of education as required by 18 VAC 85-20-122;~~

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(2) A translation made and endorsed by a consul or by a professional translating service of all such documents not in the English language; and

(3) A complete chronological record of all professional activities since graduation, giving location, dates, and types of services performed.

c. Every applicant discharged from the United States military service within the last 10 years shall in addition file with his application a notarized copy of his discharge papers.

2. 18 VAC 85-20-121. Education requirements: Graduates of American approved institutions.

A. Such an applicant shall be a graduate of an American institution that meets the criteria of subdivisions a, b, c, or d, whichever is appropriate to the profession in which he seeks to be licensed, which are as follows:

a. 1. For licensure in medicine. The institution shall be a ~~medical school that is~~ approved or accredited by the Liaison Committee on Medical Education or other official accrediting body recognized by the American Medical Association, or by the Committee for the Accreditation of Canadian Medical Schools or its appropriate subsidiary agencies or any other organization approved by the board.

~~An applicant shall provide evidence of having completed one year of satisfactory postgraduate training as an intern or resident in a hospital or health care facility offering approved internship and residency training programs when such a program is approved by an accrediting agency recognized by the board for internship and residency training.~~

b. 2. For licensure in osteopathy. The institution shall be a ~~college of osteopathic medicine that is~~ approved or accredited by the Committee on Colleges and Bureau of Professional Education of the American Osteopathic Association or any other organization approved by the board.

~~An applicant shall provide evidence of having completed one year of satisfactory postgraduate training as an intern or resident in a hospital or health care facility offering approved internship and residency training programs when such a program is approved by an accrediting agency recognized by the board for internship and residency training.~~

e. 3. For licensure in podiatry. The institution shall be a ~~school of podiatry~~ approved and recommended by the Council on Podiatry Education of the American Podiatry Medical Association or any other organization approved by the board.

B. Such an applicant for licensure in medicine, osteopathy, or podiatry shall provide evidence of having completed one year of satisfactory postgraduate training as an intern or resident in a hospital or health care facility offering approved

internship and residency training programs when such a program is approved by an accrediting agency recognized by the board for internship and residency training.

~~e. C. For licensure in chiropractic.~~

~~(4) 1. If the applicant matriculated in a chiropractic college on or after July 1, 1975, he shall be a graduate of a chiropractic college accredited by the Commission on Accreditation of the Council of Chiropractic Education or any other organization approved by the board.~~

~~(2) 2. If the applicant matriculated in a chiropractic college prior to July 1, 1975, he shall be a graduate of a chiropractic college accredited by the American Chiropractic Association or the International Chiropractic Association or any other organization approved by the board.~~

3. 18 VAC 85-20-122. Educational requirements: Graduates and former students of ~~schools~~ institutions not approved by an accrediting agency recognized by the board shall:

~~a. Present documentary evidence that he:~~

A. Graduates of institutions not approved by an accrediting agency recognized by the board shall present documentary evidence that he:

(4) 1. Was enrolled and physically in attendance at the institution's principal site for a minimum of two consecutive years and fulfilled at least half of the degree requirements while enrolled two consecutive academic years at the institution's principal site.

(2) Received a degree from the institution; and

~~(3) 2. Has fulfilled the applicable requirements of § 54.1-2930 of the Code of Virginia.~~

3. Has obtained a certificate from the Educational Council of Foreign Medical Graduates certificate (ECFMG), or its equivalent. Proof of licensure by the board of another state or territory of the United States or a province of Canada may be accepted in lieu of ECFMG certification.

4. Has had supervised clinical training as a part of his curriculum in an approved hospital, institution or school of medicine offering an approved residency program in the specialty area for the clinical training received, if such training was received in the United States.

(4) 5. Has completed three years of satisfactory postgraduate training as an intern or resident in a hospital or health care facility offering an approved internship or residency training program when such a program is approved by an accrediting agency recognized by the board for internship and residency.

a. The board may substitute other postgraduate training or study for up to two years of the three-year requirement when such training or study has occurred in the United States or Canada and is:

- (a) (1) An approved fellowship program; or
- (b) (2) A position teaching medical students, interns, or residents in a medical school program approved by an accrediting agency recognized by the board for internship and residency training.

(5) b. The board may substitute continuous full-time practice of five years or more with a limited professorial license in Virginia, and one year of postgraduate training in a foreign country, in lieu of three years of postgraduate training.

6. *Has received a degree from the institution.*

~~(6) The Virginia Board of Medicine recognizes as accrediting agencies the Liaison Committee on Graduate Medical Education (LCGME) and the Liaison Committee on Medical Education (LCME) of the American Medical Association, the American Osteopathic Association and the American Podiatric Medical Association and the License Medical Council of Canada (LMCC) or other official accrediting bodies recognized by the American Medical Association.~~

~~b. A graduate of a school not approved by an accrediting agency recognized by the board applying for examination for licensure in medicine or osteopathy shall also possess a standard Educational Council of Foreign Medical Graduates certificate (ECFMG), or its equivalent. Proof of licensure by the board of another state or territory of the United States or a Province of Canada may be accepted in lieu of ECFMG certification.~~

c. An applicant for examination for licensure in medicine B. Former students who completed all degree requirements except social services and postgraduate internship at a school not approved by an accrediting agency recognized by the board shall be admitted to examination considered for licensure provided that he:

1. Has fulfilled the requirements of subdivisions A 1 through 5 of this subsection;
2. Has qualified for and completed an appropriate supervised clinical training program as established by the American Medical Association; and
3. Presents a document issued by the school certifying that he has met all the formal requirements of the institution for a degree except social services and postgraduate internship.
 - (1) Was enrolled at the institution's principal site for a minimum of two consecutive years and fulfilled at least half of the degree requirements while enrolled at the institution's principal site;
 - (2) Has qualified for and completed an appropriate supervised clinical training program as established by the American Medical Association;

~~(3) Has completed the postgraduate hospital training required of all applicants for licensure as defined in § 54.1-2930 of the Code of Virginia; and~~

~~(4) Has completed three years of satisfactory postgraduate training as an intern or resident in a hospital or health care facility offering an approved internship or residency training program when such a program is approved by an accrediting agency recognized by the board for internship and residency. The board may substitute other postgraduate training or study for up to two years of the three year requirement when such training or study has occurred in the United States or Canada and is:~~

- ~~(a) An approved fellowship program; or~~
- ~~(b) A position teaching medical students, interns, or residents in a medical school program approved by an accrediting agency recognized by the board for internship and residency training.~~

~~(5) The Virginia Board of Medicine recognizes as accrediting agencies the Liaison Committee on Graduate Medical Education (LCGME) and the Liaison Committee on Medical Education (LCME) of the American Medical Association, the American Osteopathic Association and the American Podiatric Medical Association and the License Medical Council of Canada (LMCC) or other official accrediting bodies recognized by the American Medical Association.~~

~~(6) Presents a document issued by the school not approved by an accrediting agency recognized by the board certifying that he has met all the formal requirements of the institution for a degree except social services and postgraduate internship.~~

4. Credentials to be filed prior to examination. Applicants shall file with the executive director of the board, along with their applications for board examination (and at least 75 days prior to the date of examination) the credentials specified in subdivision a, b, or c, whichever is appropriate:

a. Every applicant who is a graduate of an American institution shall file:

- (1) Documentary evidence that he received a degree from the institution; and
- (2) A complete chronological record of all professional activities since graduation, giving location, dates, and types of services performed.

b. Every applicant who attended a school not approved by an accrediting agency recognized by the board shall file:

- (1) The documentary evidence of education required by subdivision 3 a, b, or c of this subsection, whichever is or are appropriate;

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~~(2) All such documents not in the English language, a translation made and endorsed by a consul or by a professional translating service; and~~

~~(3) A complete chronological record of all professional activities since the applicant attended the school not approved by an accrediting agency recognized by the board, giving location, dates, and types of services performed.~~

~~e. Every applicant discharged from the United States military service within the last 10 years shall in addition file with his application a notarized photostatic copy of his discharge papers.~~

~~B. Applicants for licensure by board examination shall take the appropriate examination prescribed by the board as provided in 18 VAC 85-20-140 of this chapter.~~

18 VAC 85-20-131. Licensure requirements for physician acupuncturists.

A. The board shall license as physician acupuncturists only licensed doctors of medicine, osteopathy, podiatry, and chiropractic. Such licensure shall be subject to the following conditions: The applicant shall first have obtained at least 200 hours of instruction in general and basic aspects, specific uses and techniques of acupuncture and indications and contraindications for acupuncture administration.

B. A podiatrist may use acupuncture only for treatment of pain syndromes originating in the human foot.

PART III IV. EXAMINATIONS LICENSURE: EXAMINATION REQUIREMENTS.

18 VAC 85-20-140. Examinations, general.

~~A. Applicants for licensure in medicine and osteopathy may take Components I and II of the Federation Licensing Examination (FLEX) separately or as a unit. However, in no case shall an applicant who has not passed Component I be eligible to sit for Component II as a separate examination. The examination results shall be reported to the candidate as pass/fail. The Executive Director of the Board of Medicine or his designee shall review each application for licensure and in no case shall an applicant be licensed unless there is evidence that the applicant has passed an examination equivalent to the Virginia Board of Medicine examination required at the time he was examined and meets all requirements of Part III (18 VAC 85-20-120 et seq.) of this chapter. If the executive director or his designee is not fully satisfied that the applicant meets all applicable requirements of Part III of this chapter and this part, he shall refer the application to the Credentials Committee for a determination on licensure.~~

B. A Doctor of Medicine or Osteopathy who has passed the examination of the National Board of Medical Examiners or of the National Board of Osteopathic Examiners, FLEX, or United States Medical Licensing Examination, or the examination of the Licensing Medical Council of Canada or

other such examinations as prescribed in § 54.1-2913.1 of the Code of Virginia may be accepted for licensure.

C. A Doctor of Podiatry who has passed the National Board of Podiatry Examiners examination and has passed a clinical competence examination equivalent to the Virginia Board of Medicine examination may be accepted for licensure.

D. A Doctor of Chiropractic who has met the requirements of one of the following may be accepted for licensure.

1. An applicant who graduated after January 31, 1996, shall document successful completion of Parts I, II, III, and IV of the National Board of Chiropractic Examiners examination (NBCE).

2. An applicant who graduated from January 31, 1991, to January 31, 1996, shall document successful completion of Parts I, II, and III of the National Board of Chiropractic Examiners examination (NBCE).

3. An applicant who graduated from July 1, 1965, to January 31, 1991, shall document successful completion of Parts I, II, and III of the NBCE, or Parts I and II of the NBCE and the Special Purpose Examination for Chiropractic (SPEC), and document evidence of licensure in another state for at least two years immediately preceding their application.

4. An applicant who graduated prior to July 1, 1965, shall document successful completion of the SPEC, and document evidence of licensure in another state for at least two years immediately preceding their application.

E. The following provisions shall apply for applicants taking Step 3 of the United States Medical Licensing Examination or the Podiatric Medical Licensing Examination:

1. Applicants for licensure in medicine and osteopathy may be eligible to sit for Step 3 of the United States Medical Licensing Examination (USMLE) upon evidence of having passed Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).

2. Applicants who have successfully passed Component I of the FLEX may be eligible to sit for Step 3 of the United States Medical Licensing Examination (USMLE) for licensure in Virginia.

~~B. Applicants who have taken both Components I and II of the Federation Licensing Examination (FLEX), in one sitting, and have failed to pass both components, or have taken and passed only one component in another state or territory of the United States, the District of Columbia, or Province of Canada, and have met all other requirements for licensure in Virginia may be eligible to take the failed or missing component upon payment of the fee prescribed in 18 VAC 85-20-270.~~

2. Applicants who sat for the United States Medical Licensing Examination (USMLE) shall provide evidence of passing Steps 1, 2, and 3, within a seven-year period.

3. Applicants may take a combination of United States Medical Licensing Examination (USMLE) and the Federation Licensing Examination (FLEX) which is acceptable to the board.

4. Applicants shall have completed the required training or be engaged in their final year of required postgraduate training.

~~C.~~ 5. Applicants for licensure in podiatry shall provide evidence of having passed the National Board of Podiatric Medical Examiners Examination, Parts I and II, to be eligible to sit for the Podiatric Medical Licensing Examination (PMLEXIS) in Virginia. The examination results shall be reported to the candidate as pass/fail.

18 VAC 85-20-150. Reexamination.

A. An applicant for licensure by examination in medicine, osteopathy, or podiatry who fails three consecutive or more attempts to pass the applicable examination(s) administered by the board shall be eligible to sit for another series of three consecutive attempts upon presenting proof to the Credentials Committee of the board that he has fulfilled the requirements of subsection B or C subdivision 1 or 2 of this section, whichever is appropriate.

B. 1. An applicant for licensure in medicine or osteopathy who fails three consecutive or more attempts to pass Component I and Component II, or Parts I, II, and III of the FLEX examination or the United States Medical Licensing Examination in Virginia or any other state or territory of the United States, the District of Columbia, or Province of Canada, or a combination of either of these examinations, shall engage in one year of additional postgraduate training to be obtained in a hospital in the United States or Canada approved by the American Medical Association or the American Osteopathic Association.

C. 2. An applicant for licensure in podiatry who fails three consecutive or more attempts to pass the Virginia examination administered by the board PMLEXIS shall appear before the Credentials Committee of the board and shall engage in such additional postgraduate training as may be deemed appropriate by the Credentials Committee.

18 VAC 85-20-160. Administration of examination. (Repealed.)

A. The board may employ monitors for the examination.

B. For examinations given by the board other than those for which answer sheets are furnished, plain paper shall be used, preferably white, and no reference shall be made indicating either school or date of graduation. One side of paper only may be written upon and as soon as each sheet is finished, it shall be reversed to prevent its being read by others.

C. Questions will be given out and papers collected punctually at the appointed time and all papers shall be

~~handed in at once when expiration time is announced by the chief proctor.~~

~~D. Sections of the examination shall be in such sequence as may be determined by the Federation Licensure Examination (FLEX) Committee or appropriate testing agency.~~

~~E. The order of examination shall be posted or announced at the discretion of the board. If the board has no objections, the examiners may exchange hours or days of monitoring the examination.~~

~~F. For the guidance of examiners and examinees, the following rules shall govern the examination.~~

~~1. Only members of the board, office staff, proctors, and applicants shall be permitted in the examination room, except by consent of the chief proctor.~~

~~2. Applicants shall be seated as far apart as possible at desks or desk chairs and each shall have in plain view an admission card bearing his number and photograph.~~

~~3. No examinee shall have any compendium, notes or textbooks in the examination room.~~

~~4. Any conversation between applicants will be considered prima facie evidence of an attempt to give or receive assistance.~~

~~5. Applicants are not permitted to leave the room except by permission of and when accompanied by an examiner or monitor.~~

~~6. The use of unfair methods will be grounds to disqualify an applicant from further examination at that meeting.~~

~~7. No examiner shall tell an applicant his grade until the executive director has notified the applicant that he has passed or failed.~~

~~8. No examination will be given in absentia or at any time other than the regularly scheduled examination.~~

~~9. The chief proctor shall follow the rules and regulations recommended by the FLEX Test Committee or other testing agencies.~~

18 VAC 85-20-170. Scoring of examination. (Repealed.)

~~Scores forwarded to the executive director shall be provided to the candidate within 30 days or receipt of the scores provided by the testing service.~~

**PART IV.
LICENSURE BY ENDORSEMENT.**

18 VAC 85-20-180. Licensure by endorsement. (Repealed.)

~~A. An applicant for licensure by endorsement will be considered on his merits and in no case shall be licensed unless the Credentials Committee is satisfied that he has passed an examination equivalent to the Virginia Board of Medicine examination at the time he was examined and meets all requirements of Part II of this chapter.~~

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~~B. A Doctor of Medicine who meets the requirements of Part II of this chapter and has passed the examination of the National Board of Medical Examiners, FLEX, United States Medical Licensing Examination, or the examination of the Licensing Medical Council of Canada may be accepted for licensure by endorsement without further examination.~~

~~No applicant for licensure to practice medicine and surgery by endorsement will be considered for licensure unless the applicant has met all the following requirements for pre- or postgraduate training as follows:~~

~~1. Graduates of schools of medicine approved by an accrediting agency recognized by the board shall have completed one year of satisfactory postgraduate training as an intern or resident in a hospital approved by the Accreditation Council for Graduate Medical Education, Licensing Medical Council of Canada or other official accrediting body recognized by the American Medical Association for intern or residency training.~~

~~2. Graduates of schools of medicine not approved by an accrediting agency recognized by the board who serve supervised clinical training in the United States as part of the curriculum of a school not approved by an accrediting agency recognized by the board, shall serve the clerkships in an approved hospital, institution or school of medicine offering an approved residency program in the specialty area for the clinical training received.~~

~~3. Graduates of schools of medicine not approved by an accrediting agency recognized by the board shall have completed three years of satisfactory postgraduate training as an intern or resident in a hospital approved by the Accreditation Council for Graduate Medical Education, Licensing Medical Council of Canada or other official accrediting body recognized by the American Medical Association for intern or residency training. The board may substitute other postgraduate training or study for up to two years of the three year requirement when such training or study has occurred in the United States or Canada and is:~~

- ~~a. An approved fellowship program; or~~
- ~~b. A position teaching medical students, interns, or residents in a medical school program approved by an accrediting agency recognized by the board for internship and residency training.~~

~~4. The board may substitute continuous full-time practice of five years or more with a limited professional license in Virginia, and one year of postgraduate training in a foreign country, in lieu of the three years of postgraduate training.~~

~~5. An applicant for licensure by the FLEX examination or the United States Medical Licensing Examination who has experienced three unsuccessful attempts, shall submit proof of one additional year of approved postgraduate studies in the United States following each series of three attempts to pass the FLEX or the United~~

~~States Medical Licensing Examination to be eligible for licensure to practice medicine and surgery in Virginia.~~

~~6. Applicants who have sat for the United States Medical Licensing Examination shall provide evidence of passing Steps 1, 2, and 3 within a seven year period.~~

~~C. A Doctor of Osteopathy who meets the requirements of Part II of this chapter and has passed the examination of the National Board of Osteopathic Examiners may be accepted for licensure by endorsement without further examination.~~

~~No applicant for licensure to practice osteopathy by endorsement will be considered for licensure unless the applicant has met all the following requirements for pre- or postgraduate training as follows:~~

~~1. Graduates of schools of osteopathy approved by an accrediting agency recognized by the board shall have completed one year of satisfactory postgraduate training as an intern or resident in a hospital approved by the American Osteopathic Association, the American Medical Association, Licensing Medical Council of Canada or other official accrediting body recognized by the American Osteopathic Association, or the American Medical Association for intern or residency training.~~

~~2. Graduates of schools of osteopathy not approved by an accrediting agency recognized by the board who serve supervised clinical training in the United States as part of curriculum of a foreign osteopathic school, shall serve the clerkships in an approved hospital, institution or school of osteopathy or medicine offering an approved residency program in the specialty area for the clinical training received.~~

~~3. Graduates of schools of osteopathy not approved by an accrediting agency recognized by the board shall have completed three years of satisfactory postgraduate training as an intern or resident in a hospital approved by the American Osteopathic Association, the Accreditation Council for Graduate Medical Education, Licensing Medical Council of Canada or other official accrediting body recognized by the American Osteopathic Association, or the American Medical Association for intern or residency training. The board may substitute other postgraduate training or study for up to two years of the three year requirement when such training or study has occurred in the United States or Canada and is:~~

- ~~a. An approved fellowship program; or~~
- ~~b. A position teaching osteopathic or medical students, interns, or residents in an osteopathic or medical school program approved by an accrediting agency recognized by the board for internship and residency training.~~

~~4. An applicant for licensure by the FLEX examination or the United States Medical Licensing Examination who has experienced three unsuccessful attempts, shall submit proof of one additional year of approved~~

~~postgraduate studies in the United States following each series of three attempts to pass the FLEX or the United States Medical Licensing Examination to be eligible for licensure to practice osteopathy and surgery in Virginia.~~

~~5. Applicants who have sat for the United States Medical Licensing Examination shall provide evidence of passing Steps 1, 2, and 3 within a seven-year period.~~

~~D. A Doctor of Podiatry who meets the requirements of Part II of this chapter, and has passed the National Board of Podiatry Examiners examination and has passed a clinical competence examination equivalent to the Virginia Board of Medicine examination may be accepted for licensure by endorsement without further examination.~~

~~E. A Doctor of Chiropractic who meets the requirements of Part II of this chapter, and one of the following, may be accepted for licensure without further examination.~~

~~1. An applicant who has graduated after January 31, 1996, shall document successful completion of Parts I, II, III, and IV of the National Board of Chiropractic Examiners examination (NBCE).~~

~~2. An applicant who graduated from January 31, 1991 to January 31, 1996, shall document successful completion of Parts I, II and III of the National Board of Chiropractic Examiners examination (NBCE).~~

~~3. An applicant who graduated from July 1, 1965, to January 31, 1991, shall document successful completion of Parts I, II, and III of the NBCE, or Parts I and II of the NBCE and the Special Purpose Examination for Chiropractic (SPEC), and document evidence of licensure in another state for at least two years immediately preceding their application.~~

~~4. An applicant who graduated from July 1, 1965, shall document successful completion of the SPEC, and document evidence of licensure in another state for at least two years immediately preceding their application.~~

18 VAC 85-20-190. Licensure to practice as a physician acupuncturist. (Repealed.)

~~The board will license as physician acupuncturists only doctors of medicine, osteopathy, podiatry, and chiropractic as only these practitioners have demonstrated a competence by passing the medicine/osteopathy, podiatry, or chiropractic licensure examination.~~

~~No person shall practice as a physician acupuncturist in the Commonwealth of Virginia without being licensed by the board to do so.~~

~~The board shall license as physician acupuncturists only licensed doctors of medicine, osteopathy, podiatry, and chiropractic. Such licensure shall be subject to the following condition: The applicant shall first have obtained at least 200 hours of instruction in general and basic aspects, specific uses and techniques of acupuncture and indications and contraindications for acupuncture administration.~~

~~A podiatrist may use acupuncture only for treatment of pain syndromes originating in the human foot.~~

~~The licensee shall maintain records of the diagnosis, treatment and patient response to acupuncture and shall submit records to the board upon request.~~

~~Failure to maintain patient records of those patients treated with acupuncture or failure to respond to the board's request for patient records within 30 days shall be grounds for suspension or revocation of a license to practice acupuncture.~~

18 VAC 85-20-200. Exemption for temporary consultant. (Repealed.)

~~A. A practitioner may be exempted from licensure in Virginia if:~~

- ~~1. He is authorized by another state or foreign country to practice the healing arts;~~
- ~~2. Authorization for such exemption is granted by the executive director of the board; and~~
- ~~3. The practitioner is called in for consultation by a licensee of the Virginia Board of Medicine.~~

~~B. Such practitioner shall not open an office or designate a place to meet patients or receive calls from his patient within this Commonwealth, nor shall he be exempted from licensure for more than two weeks unless such continued exemption is expressly approved by the board upon a showing of good cause.~~

**PART V.
LIMITED OR TEMPORARY LICENSES.**

18 VAC 85-20-210. Limited licenses to foreign medical graduates.

~~A. A physician who graduated from a school or institution not approved by an accrediting agency recognized by the board applying for a limited professorial license or a limited fellow license to practice medicine in an approved medical school or college in Virginia shall:~~

- ~~1. Submit evidence of authorization to practice medicine in a foreign country.~~
- ~~2. Submit evidence of a standard Educational Commission for Foreign Medical Graduates (ECFMG) certificate or its equivalent. Such required evidence may be waived by the Credentials Committee.~~
- ~~3. Submit a recommendation from the dean of an accredited medical school in Virginia that the applicant is a person of professorial or of fellow rank whose knowledge and special training will benefit the medical school.~~

~~B. The limited professorial license or limited fellow license applies only to the practice of medicine in hospitals and outpatient clinics where medical students, interns or residents rotate and patient care is provided by the medical school or college recommending the applicant.~~

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1. The *limited professorial* license ~~will~~ shall be valid for one year and may be renewed annually upon recommendation of the dean of the medical school and upon continued full-time employment as a faculty member.

2. The *limited fellow* license shall be valid for one year and may be renewed not more than twice upon the recommendation of the dean of the medical school and upon continued full-time employment as a fellow.

C. An individual who has practiced with a limited professorial license for five continuous years may have a waiver when applying for a full license to practice medicine in the Commonwealth of Virginia. The limited professorial licensee applying for a full license shall meet the requirements of 18 VAC 85-20-120 and ~~48 VAC 85-20-180~~ 18 VAC 85-20-122.

D. A physician who graduated from a school not approved by an accrediting agency recognized by the board applying for a limited fellow license to practice medicine in an approved medical school or college in Virginia shall:

1. Submit evidence of authorization to practice medicine in a foreign country.
2. Submit evidence of a standard Educational Commission for Foreign Medical Graduates (ECFMG) certificate or its equivalent.
3. Submit a recommendation from the dean of an accredited medical school in Virginia that the applicant is a person of fellow rank whose knowledge and special training will benefit the medical school.

E. The limited fellow license applies only to the practice of medicine in hospitals and outpatient clinics where medical students, interns or residents rotate and patient care is provided by the medical school or college recommending the applicant. The license will be valid for one year and may be renewed not more than twice upon the recommendation of the dean of the medical school and upon continued full-time employment as a fellow.

PART V. VI.

RENEWAL OF LICENSE; REINSTATEMENT.

18 VAC 85-20-230. Renewal of license.

A. Every licensee who intends to continue his practice shall renew his license biennially during his birth month and pay to the board the renewal fee prescribed in ~~48 VAC 85-20-270~~ of this chapter 18 VAC 85-20-22.

A practitioner who has not renewed his license by the first day of the month following the month in which renewal is required shall be dropped from the registration roll.

B. An additional fee to cover administrative costs for processing a late application shall be imposed by the board. The additional fee for late renewal of licensure shall be \$25 for each renewal cycle.

18 VAC 85-20-240. Reinstatement of lapsed license.

A practitioner who has not renewed his certificate in accordance with § 54.1-2904 of the Code of Virginia for two successive years or more and who requests reinstatement of licensure shall:

1. ~~Submit to the board a chronological account of his professional activities since the last renewal of his license~~ File a completed application for reinstatement; and
2. Pay the reinstatement fee prescribed in ~~48 VAC 85-20-270~~ of this chapter 18 VAC 85-20-22.

PART VI.

ADVISORY COMMITTEES AND PROFESSIONAL BOARDS.

18 VAC 85-20-250. Advisory Committee on Physician Acupuncture. (Repealed.)

The board may appoint an Advisory Committee on Physician Acupuncture from licensed practitioners in this Commonwealth to advise and assist the board on all matters relating to physician acupuncture. The committee shall consist of three members from the state at large and two members from the board. Nothing herein is to be construed to make any recommendation by the Advisory Committee on Physician Acupuncture binding upon the board. The term of office of each member of the committee shall be for one year or until his successor is appointed.

18 VAC 85-20-260. Psychiatric Advisory Committee. (Repealed.)

A. The board may appoint a Psychiatric Advisory Committee from licensed practitioners in this Commonwealth to examine persons licensed under this chapter and advise the board concerning the mental or emotional condition of such person when his mental or emotional condition is an issue before the board. Nothing herein is to be construed to make any recommendations by the Psychiatric Advisory Committee binding upon the Board of Medicine.

B. The term of office for each member of the Psychiatric Advisory Committee shall be one year or until his successor is appointed.

PART VII.

FEES REQUIRED BY THE BOARD.

18 VAC 85-20-270. Fees. (Repealed.)

Fees required by the board are:

A. Examination fee for medicine or osteopathy: The fee for the Federation Licensing Examination (FLEX) for Component I shall be \$275 and Component II shall be \$325. Upon successfully passing both components of the Federation Licensing Examination (FLEX) in Virginia, the applicant shall be eligible for licensure upon payment of a licensure fee of \$125 to the board. The fee for the United States Medical Licensing Examination (USMLE) shall be \$550.

B. Examination fee for podiatry: The fee for the Podiatry Licensure Examination shall be \$350.

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C. The fee for initial licensure for new graduates of doctors of chiropractic who are within three months of graduation and who do not hold a license in another state shall be \$250.

D. The fees for taking the USMLE Part III, podiatry, and chiropractic examination are nonrefundable. An applicant may, upon request 21 days prior to the scheduled exam, and payment of a \$100 fee, reschedule for the next time such examination is given.

E. Certification of licensure: The fee for certification of licensure/grades to another state or the District of Columbia by the board shall be \$25. The fee shall be due and payable upon submitting the form to the board.

F. The fee for a limited license issued pursuant to § 54.1-2936 of the Code of Virginia shall be \$125. The annual renewal is \$25.

G. The fee for a duplicate certificate shall be \$25.

H. Biennial renewal of license: The fee for renewal shall be \$125, due in the licensee's birth month. An additional fee to cover administrative costs for processing a late application may be imposed by the board. The additional fee for late renewal of licensure shall be \$25 for each renewal cycle.

I. The fee for requesting reinstatement of licensure pursuant to § 54.1-2921 of the Code of Virginia shall be \$750.

J. The fee for a temporary permit to practice medicine pursuant to § 54.1-2927 B of the Code of Virginia shall be \$25.

K. The fee for licensure by endorsement for medicine, osteopathy, chiropractic, and podiatry shall be \$300. A fee of \$150 shall be retained by the board for a processing fee upon written request from the applicant to withdraw his application for licensure.

L. The fee for licensure to practice acupuncture shall be \$100. The biennial renewal fee shall be \$80, due and payable by June 30 of each even-numbered year.

M. Lapsed license: The fee for reinstatement of a license issued by the Board of Medicine pursuant to § 54.1-2904, which has expired for a period of two years or more, shall be \$250 and shall be submitted with an application for licensure reinstatement.

N. The fee for a limited license issued pursuant to § 54.1-2937 shall be \$10 a year. An additional fee for late renewal of licensure shall be \$10.

O. The fee for a letter of good standing/verification to another state for a license shall be \$10.

P. The fee for taking the Special Purpose Examination (SPEX) shall be \$350. The fee shall be nonrefundable.

Q. Any applicant having passed one component of the FLEX examination in another state shall pay \$325 to take the other component in the Commonwealth of Virginia.

NOTICE: The forms used in administering 18 VAC 85-20-10 et seq., Regulations Governing the Practice of Medicine, Osteopathy, Podiatry, Chiropractic, and Physician Acupuncture, are not being published due to the large number; however, the name of each form is listed below. The forms are available for public inspection at the Board of Medicine, 6606 W. Broad Street, Richmond, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

~~Application for a License to Practice Medicine/Osteopathy (Rev. 3/04).~~

~~Claims History Sheet (Rev. 7/03) #A.~~

~~Employment Verification/Reference (Rev. 7/03) #B.~~

~~Clearance From Other State Boards (Rev. 7/03) #C.~~

~~Virginia Request for Physician Profile (Rev. 7/03) #D.~~

~~Disciplinary Inquiries (Rev. 7/03) #E.~~

~~Certificate of Secretary of State Board Issuing Original License (Rev. 7/03) #F.~~

~~Instructions for Completing National Boards Endorsement Application, HRB-30-005 (10/04).~~

~~Instructions for Completing National Board of Osteopathic Examiners Endorsement Application, HRB-30-006 (10/04).~~

~~Instructions for Completing FLEX Endorsement Application, American Graduate, HRB-30-007 (10/04).~~

~~Instructions for Completing FLEX Endorsement Application, Non-American Graduate, HRB-30-008 (10/04).~~

~~Instructions for Completing LMCC Endorsement Application, Canadian/American Graduate, HRB-30-009 (10/04).~~

~~Instructions for Completing Other Boards Endorsement Application, American Graduate, HRB-30-001 (10/04).~~

~~Instructions for Completing Other Boards Endorsement Application, Non-American Graduate, HRB-30-002 (10/04).~~

~~Instructions for Completing Other Boards/American Boards Endorsement Application, American Graduate, HRB-30-003 (10/04).~~

~~Instructions for Completing Other Boards/American Boards Endorsement Application, Non-American Graduate, HRB-30-004 (10/04).~~

~~Information and Instructions for Completing an Application for the United States Medical Licensing Examination (USMLE) (Rev. 11/04).~~

~~Information and Instructions for Completing an Application for the United States Medical Licensing Examination (USMLE) For Foreign Graduates (Rev. 11/04).~~

~~Application for a License to Practice Podiatry (Rev. 3/04).~~

~~Employment Verification/Reference (Rev. 5/04) #B.~~

~~Virginia Request for Podiatry Disciplinary Action (Rev. 7/03) #J.~~

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~~Clearance from Other State Boards (Rev. 5/04) Form #C (P).
Instructions Regarding the Podiatry Examination (PMLEXIS)
(Rev. 9/04).~~

~~Instructions for Completing Podiatry Endorsement
Application, HRB 30-015 (10/04).~~

~~Application for a License to Practice Chiropractic, DHP 03-
058 (Rev. 3/04).~~

~~Chiropractic Employment/Professional Activity Questionnaire
(Rev. 7/03) #B.~~

~~Chiropractic Clearance from Other State Board (Rev. 7/03)
#C.~~

~~Certificate of Secretary of State Board Issuing Original
License, #F.~~

~~Instructions for Completing Chiropractic Endorsement
Application, HRB 30-016 (10/04).~~

~~Application for a License to Practice Acupuncture (Rev.
7/03).~~

~~Acupuncture Programs Approved by the Virginia Board of
Medicine.~~

~~Instructions for Completing an Application for Licensure to
Practice Acupuncture.~~

~~Application for a Temporary License for Intern/Resident
Training Program, DHP 030-061 (Rev. 3/04).~~

~~Certificate of Enrollment, Intern/Resident (Rev. 7/03) Form A.~~

~~Certificate of Professional Education, Intern/Resident (Rev.
7/03) Form B.~~

~~Requirements and Instructions for an Intern/Resident
License, HRB 30-061 (Rev. 2/7/02).~~

*Instructions for completing FLEX or USMLE endorsement
application; American graduates - revised May, 1997.*

*Instructions for completing FLEX or USMLE endorsement
application; Non-American graduates - revised May, 1997.*

*Instructions for completing PMLEXIS Examination
application; Non-American graduates - revised May, 1997.*

*Instructions for completing Chiropractic endorsement
application - revised May, 1997.*

*Instructions for completing Podiatry endorsement application
- revised May, 1997.*

*Instructions for completing LMCC endorsement application;
Canadian/American graduates - revised May, 1997.*

*Instructions for completing LMCC endorsement application;
Non-American graduates - revised June, 1997.*

*Instructions for completing National Boards endorsement
application - revised May, 1997.*

*Instructions for completing Osteopathic National Boards
endorsement application - revised May, 1997.*

*Instructions for completing Other Boards endorsement
application; American graduate - revised May, 1997.*

*Instructions for completing Other Boards endorsement
application; Non-American graduate - revised May, 1997.*

Form #A, Claims History Sheet - revised June, 1997.

Form #B, Activity Questionnaire - revised June, 1997.

*Form #C, Clearance from other State Boards - revised June,
1997.*

*Form #D, Virginia Request for Physician Profile - revised
June, 1997.*

*Application for a license to practice medicine/osteopathy -
revised May, 1997.*

*Form #H, Certification of grades attained on the Podiatric
Medical Licensing Examination for States (PMLEXIS) -
revised June, 1997.*

*Form #I, National Board of Podiatric Medical Examiners
request for scores on Part I and II - June, 1997.*

*Requirements and instructions for an intern/resident license -
revised July, 1997.*

*Form #A - Intern/Resident, memorandum to Associate Dean
of Graduate Medical Education - revised July, 1997.*

*Form #B - Intern/Resident, Certificate of Professional
Education - revised July, 1997.*

*Instructions for completing an application for a limited license
to practice medicine as a full-time faculty member or as a full-
time fellow - revised January, 1998.*

*Application for a limited license to practice medicine as a full-
time faculty member or as a full-time fellow - revised January,
1998.*

*Form #G - Certification by Education Commission for Foreign
Medical Graduates - revised October, 1997.*

*Instructions for licensure to practice as a physician
acupuncturist - revised March, 1997.*

*Application for a license to practice acupuncture - revised
July, 1997.*

Renewal form - revised July, 1997

VA.R. Doc. No. R97-309; Filed January 12, 1998, 2:04 p.m.



FINAL REGULATIONS

For information concerning Final Regulations, see Information Page.

Symbol Key

Roman type indicates existing text of regulations. *Italic type* indicates new text. Language which has been stricken indicates text to be deleted. [Bracketed language] indicates a substantial change from the proposed text of the regulation.

TITLE 4. CONSERVATION AND NATURAL RESOURCES

BOARD OF CONSERVATION AND RECREATION

Title of Regulation: 4 VAC 3-20-10 et seq. Stormwater Management Regulations (amending 4 VAC 3-20-10, 4 VAC 3-20-30 through 4 VAC 3-20-60, 4 VAC 3-20-90, 4 VAC 3-20-210, 4 VAC 3-20-220 and 4 VAC 3-20-230; adding 4 VAC 3-20-71, 4 VAC 3-20-81, 4 VAC 3-20-85, 4 VAC 3-20-86, 4 VAC 3-20-101, 4 VAC 3-20-111, 4 VAC 3-20-121, 4 VAC 3-20-131, 4 VAC 3-20-141, 4 VAC 3-20-241, 4 VAC 3-20-245 and 4 VAC 3-20-251; repealing 4 VAC 3-20-20, 4 VAC 3-20-70, 4 VAC 3-20-80, 4 VAC 3-20-100, 4 VAC 3-20-110, 4 VAC 3-20-120, 4 VAC 3-20-130 through 4 VAC 3-20-200, 4 VAC 3-20-240 and 4 VAC 3-20-250).

Statutory Authority: § 10.1-603.4 of the Code of Virginia.

Effective Date: March 5, 1998.

Summary:

The Department of Conservation and Recreation is amending its stormwater regulations as part of an attempt to make stormwater programs of DCR, the Department of Environmental Quality and the Chesapeake Bay Local Assistance Department consistent. Amendments provide flexibility for local governments to choose to adopt individual technical components of a stormwater management program while still requiring certain minimum administrative procedures and long-term maintenance of stormwater control devices. Amendments add an option of performance based stormwater enhancement criteria to the existing technology based criteria. Amendments provide consistent criteria for state agency construction projects.

Summary of Public Comments and Agency Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

Agency Contact: Copies of the regulation may be obtained from Leon E. App, Conservation and Development Programs Supervisor, Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219, telephone (804) 786-4570.

CHAPTER 20. STORMWATER MANAGEMENT REGULATIONS.

PART I. GENERAL.

4 VAC 3-20-10. Definitions.

The following words and terms used in this chapter have the following meanings, unless the context clearly indicates otherwise.

"Act" means Article 1.1 (§ 10.1-603.1 et seq.) of Chapter 6 of Title 10.1 of the Code of Virginia.

"Adequate channel" means a channel that will convey the designated frequency storm event without overtopping the channel banks nor causing erosive damage to the channel bed or banks.

"Applicant" means any person submitting a stormwater management plan for approval.

"Aquatic bench" means a 10- to 15-foot wide bench around the inside perimeter of a permanent pool that ranges in depth from zero to 12 inches. Vegetated with emergent plants, the bench augments pollutant removal, provides habitats, conceals trash and water level fluctuations, and enhances safety.

"Average land cover condition" means a measure of the average amount of impervious surfaces within a watershed, assumed to be 16%. Note that a locality may opt to calculate actual watershed-specific values for the average land cover condition based upon [~~4 VAC 3-20-100~~ 4 VAC 30-20-101].

"Best management practice (BMP)" means a structural or nonstructural practice which is designed to minimize the impacts of development on surface and groundwater systems.

"Bioretention basin" means a water quality BMP engineered to filter the water quality volume through an engineered planting bed, consisting of a vegetated surface layer (vegetation, mulch, ground cover), planting soil, and sand bed, and into the in-situ material.

"Bioretention filter" means a bioretention basin with the addition of a sand filter collector pipe system beneath the planting bed.

"Board" means the Board of Conservation and Recreation.

"Channel" means a natural stream or manmade waterway.

"Constructed wetlands" means areas intentionally designed and created to emulate the water quality improvement function of wetlands for the primary purpose of removing pollutants from stormwater.

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"Department" means the Department of Conservation and Recreation.

"Development" means a tract of land developed or to be developed as a unit under single ownership or unified control which is to be used for any business or industrial purpose or is to contain three or more residential dwelling units.

"Director" means the Director of the Department of Conservation and Recreation.

"Flooding" means a volume of water that is too great to be confined within the banks or walls of the stream, water body or conveyance system and that overflows onto adjacent lands, causing or threatening damage.

~~"Floodplain" means those areas adjoining a river, stream, channel, ocean, bay or lake which are likely to be covered by flooding.~~

"Grassed swale" means an earthen conveyance system which is broad and shallow with erosion resistant grasses and check dams, engineered to remove pollutants from stormwater runoff by filtration through grass and infiltration into the soil.

"Impervious cover" means a surface composed of any material that significantly impedes or prevents natural infiltration of water into soil. Impervious surfaces include, but are not limited to, roofs, buildings, streets, parking areas, and any concrete, asphalt, or compacted gravel surface.

"Infiltration facility" means a stormwater management facility which temporarily impounds runoff and discharges it via infiltration through the surrounding soil. While an infiltration facility may also be equipped with an outlet structure to discharge impounded runoff, such discharge is normally reserved for overflow and other emergency conditions. Since an infiltration facility impounds runoff only temporarily, it is normally dry during nonrainfall periods. Infiltration basin, infiltration trench, infiltration dry well, and porous pavement shall be considered infiltration facilities.

"Inspection" means an on-site review of the project's compliance with the approved plan, the local stormwater management program, and any applicable design criteria.

"Land development" or "land development project" means a manmade change to, or construction on, the land surface, except as exempted in the Stormwater Management Act, § 10.1-603.8 B of the Code of Virginia, that potentially changes its runoff characteristics.

"Linear development project" means a land development project that is linear in nature such as, but not limited to, (i) the construction of electric and telephone utility lines, and natural gas pipelines; (ii) construction of tracks, rights-of-way, bridges, communication facilities and other related structures of a railroad company; and (iii) highway construction projects.

"Local stormwater management program" or "local program" means a statement of the various methods employed adopted pursuant to the Act and implemented by a locality to manage the runoff from land development projects

~~and may shall include such items as local ordinances, policies and guidelines, technical materials, inspections, enforcement and evaluation an ordinance with provisions to require the control of after-development stormwater runoff rate of flow, the proper maintenance of stormwater management facilities, and minimum administrative procedures consistent with this chapter.~~

"Locality" means a county, city, or town.

"Nonpoint source pollution" means ~~pollution~~ contaminants such as sediment, nitrogen and phosphorous, hydrocarbons, heavy metals, and toxics whose sources cannot be pinpointed but rather ~~is~~ are washed from the land surface in a diffuse manner by stormwater runoff.

"Nonpoint source pollutant runoff load" or "pollutant discharge" means the average amount of a particular pollutant measured in pounds per year, delivered in a diffuse manner by stormwater runoff. ~~[The contaminant phosphorous (P) shall be used for the purposes of calculating the pollutant discharge in compliance with 4 VAC 3-20-70.~~

~~"Onsite stormwater management facilities" means facilities which are designed to control stormwater runoff emanating from a specific site.]~~

"Percent impervious" means the impervious area within the site divided by the area of the site multiplied by 100.

"Person" means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town or other political subdivision of the Commonwealth, any interstate body or any other legal entity.

"Planning area" means a designated portion of the parcel on which the land development project is located. Planning areas shall be established by delineation on a master plan. Once established, planning areas shall be applied consistently for all future projects.

"Post-development" refers to conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land.

"Pre-development" refers to the ~~land use conditions~~ that exist exist at the time that plans for the land development are submitted to the locality of a tract of land are approved by the plan approval authority. Where phased development or plan approval occurs (preliminary grading, roads and utilities, etc.), the existing ~~land use conditions~~ at the time prior to the first item ~~is submitted being approved or permitted~~ shall establish pre-development conditions.

"Regional (watershed-wide) stormwater management facility" or "regional facility" means a facility or series of facilities designed to control stormwater runoff from a large ~~contributing area specific watershed~~, although only portions of the watershed may experience land development.

"Regional (watershed-wide) stormwater management plan" or "regional plan" means a document containing material describing how runoff from open space, existing development and future planned development areas within a watershed will be controlled by coordinated design and implementation of regional stormwater management facilities.

"Runoff" or "stormwater runoff" means that portion of precipitation that is discharged across the land surface or through conveyances to one or more waterways.

"Sand filter" means a contained bed of sand which acts to filter the first flush of runoff. The runoff is then collected beneath the sand bed and conveyed to an adequate discharge point or infiltrated into the in-situ soils.

"Shallow marsh" means a zone within a stormwater extended detention basin that exists from the surface of the normal pool to a depth of six to 18 inches, and has a large surface area and, therefore, requires a reliable source of baseflow, groundwater supply, or a sizeable drainage area, to maintain the desired water surface elevations to support emergent vegetation.

"Site" means the parcel of land being developed, or a designated planning area in which the land development project is located.

"State project" means ~~the construction of any facility or expansion of an existing facility including, but not limited to land clearing, soil movement, or land development,~~ any land development project which is undertaken by any state agency, board, commission, authority or any branch of state government, including state supported institutions of higher learning, ~~which disturbs more than one acre of land area.~~

"Stormwater detention basin" or "detention basin" means a stormwater management facility which temporarily impounds runoff and discharges it through a hydraulic outlet structure to a downstream conveyance system. While a certain amount of outflow may also occur via infiltration through the surrounding soil, such amounts are negligible when compared to the outlet structure discharge rates and are, therefore, not considered in the facility's design. Since a detention facility impounds runoff only temporarily, it is normally dry during nonrainfall periods.

"Stormwater extended detention basin" or "extended detention basin" means a stormwater management facility which temporarily impounds runoff and discharges it through a hydraulic outlet structure over a specified period of time to a downstream conveyance system for the purpose of water quality enhancement or stream channel erosion control. While a certain amount of outflow may also occur via infiltration through the surrounding soil, such amounts are negligible when compared to the outlet structure discharge rates and, therefore, are not considered in the facility's design. Since an extended detention basin impounds runoff only temporarily, it is normally dry during nonrainfall periods.

"Stormwater extended detention basin-enhanced" or "extended detention basin-enhanced" means an extended

detention basin modified to increase pollutant removal by providing a shallow marsh in the lower stage of the basin.

"Stormwater management facility" means a device that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release or the velocity of flow.

"Stormwater management plan" or "plan" means a document containing material for describing how existing runoff characteristics will be ~~maintained~~ affected by a land development project and ~~comply~~ methods for complying with the requirements of the local program or this chapter.

"Stormwater retention basin" or "retention basin" means a stormwater management facility which, ~~similar to a detention basin, temporarily impounds runoff and discharges its outflow through a hydraulic outlet structure to a downstream conveyance system.~~ Unlike a detention basin, however, a retention basin also includes a permanent impoundment, or normal pool of water, for the purpose of enhancing water quality and, therefore, is normally wet, even during nonrainfall periods. Storm runoff inflows ~~are~~ may be temporarily stored above this permanent impoundment for the purpose of reducing flooding, or stream channel erosion.

"Stormwater retention basin I" or "retention basin I" means a retention basin with the volume of the permanent pool equal to three times the water quality volume.

"Stormwater retention basin II" or "retention basin II" means a retention basin with the volume of the permanent pool equal to four times the water quality volume.

"Stormwater retention basin III" or "retention basin III" means a retention basin with the volume of the permanent pool equal to four times the water quality volume with the addition of an aquatic bench.

"Subdivision" unless otherwise defined in a local ordinance adopted pursuant to § 15.1-465 of the Code of Virginia, means the division of a parcel of land into three or more lots or parcels of less than five acres each for the purpose of transfer of ownership or building development, or, if a new street is involved in such division, any division of a parcel of land. The term includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided.

"Vegetated filter strip" means a densely vegetated section of land engineered to accept runoff as overland sheet flow from upstream development. It shall adopt any natural vegetated form, from grassy meadow to small forest. The vegetative cover facilitates pollutant removal through filtration, sediment deposition, infiltration and absorption, and is dedicated for that purpose.

"Water quality volume" means the volume equal to the first 1/2 inch of runoff multiplied by the ~~total area~~ impervious surface of the land development project.

"Watershed" means ~~the total drainage area contributing runoff to a single point~~ a defined land area drained by a river,

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~~stream or drainage ways or system of connecting rivers, streams, or drainage ways such that all surface water within the area flows through a single outlet.~~

4 VAC 3-20-20. Authority. (Repealed.)

~~Article 1.1 (§ 10.1-603.1 et seq.) of Chapter 6 of Title 10.1 of the Code of Virginia authorizes the department to promulgate this chapter.~~

4 VAC 3-20-30. Purposes.

The purposes of this chapter are to: *provide a framework for the administration, implementation and enforcement of the Act, while at the same time providing flexibility for innovative solutions to stormwater management issues.*

~~A. Inhibit the deterioration of existing waters and waterways of the Commonwealth by requiring that state agency and local stormwater management programs maintain post development runoff characteristics, including both water quantity and quality, as nearly as practicable, equal to or better than the pre-development runoff characteristics;~~

~~B. Control nonpoint source pollution, localized flooding and stream channel erosion, by establishing minimum acceptable technical criteria that must be met by state agencies and all stormwater management programs implemented by localities;~~

~~C. Establish minimum acceptable administrative procedures that must be met by all local stormwater management programs implemented by localities;~~

~~D. Require the provision of long term responsibility for, and maintenance of, stormwater management facilities and other techniques specified to manage the quality and quantity of runoff;~~

~~E. Provide for the integration of stormwater management programs with erosion and sediment control, site plan review, flood insurance, floodplain management and other land development related programs and laws and regulations requiring compliance prior to authorizing construction; and~~

~~F. Provide for the periodic review and evaluation of local stormwater management programs and state agency compliance and for annual reporting to the General Assembly of the extent to which the state stormwater management program has reduced nonpoint source pollution and mitigated the detrimental effects of localized flooding.~~

4 VAC 3-20-40. Applicability.

A. This chapter is applicable to:

1. Every locality that establishes a local stormwater management program; and
2. Every state agency that, after January 1, 1994, undertakes any land clearing, soil movement, or construction activity involving soil movement or land development project.

B. The following activities are exempt from this chapter:

~~1. Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted under the provisions of Title 45.1 of the Code of Virginia.~~

~~2. Tilling, planting or harvesting of agricultural, horticultural, or forest crops.~~

~~3. Single family residences separately built and not part of a subdivision, including additions or modifications to existing single family detached residential structures.~~

~~4. Land development projects that disturb less than one acre of land area, except that the governing body of a locality that has adopted a local stormwater management program may exempt a smaller area of disturbed land or may qualify the conditions under which this exemption shall apply.~~

PART II. TECHNICAL CRITERIA.

4 VAC 3-20-50. Applicability.

Except as provided for in 4 VAC 5-50-40 B of this chapter, all local stormwater management programs and state projects must comply with the general requirements and water quality requirements in this part.

This part specifies technical criteria for localities that establish a local stormwater management program and for state projects.

4 VAC 3-20-60. General requirements.

A. A stormwater management plan for a land development project shall be developed so that from the site, the post-development peak runoff rate from a two-year storm and a 10-year storm, considered individually, shall not exceed their respective pre-development rates. *Determination of flooding and channel erosion impacts to receiving streams due to land development projects shall be measured at each point of discharge from the development project and such determination shall include any runoff from the balance of the watershed which also contributes to that point of discharge.*

B. These ~~The~~ *specified* design storms shall be defined as either a 24-hour storm using the rainfall distribution recommended by the U.S. Soil Conservation Service when using U.S. Soil Conservation Service methods or as the storm of critical duration that produces the greatest required storage volume at the site when using a design method such as the *Modified Rational Method*.

C. For purposes of computing runoff, all *pervious* lands in the site shall be assumed prior to development to be in good condition (if the lands are pastures, lawns, or parks), with good cover (if the lands are woods), or with conservation treatment (if the lands are cultivated); regardless of conditions existing at the time of computation.

D. Construction of stormwater management facilities or modifications to channels shall comply with all applicable

laws and regulations. Evidence of approval of all necessary permits shall be presented.

E. ~~Localities shall require~~ Impounding structures that are not covered by the ~~Virginia Dam Safety Impounding Structure Regulations to (4 VAC 50-20-10 et seq.) shall be checked engineered~~ for structural integrity and floodplain impacts for during the 100-year storm event.

F. Pre-development and post-development runoff rates shall be verified by calculations that are consistent with good engineering practices and are acceptable to the locality.

G. Outflows from a stormwater management facility shall be discharged to an adequate channel, ~~or and~~ velocity dissipators shall be placed at the outfall of all ~~detention and retention basins~~ stormwater management facilities and along the length of any outfall channel as necessary to provide a nonerosive velocity of flow from the basin to a channel.

H. Proposed residential, commercial, or industrial subdivisions shall apply these stormwater management criteria to the land development as a whole. Individual lots in new subdivisions shall not be considered separate land development projects, but rather the entire subdivision shall be considered a single land development project. Hydrologic parameters shall reflect the ultimate land development and shall be used in all engineering calculations.

I. ~~New construction, including construction of stormwater management facilities, should be avoided in floodplains. When this is unavoidable, a special examination to determine adequacy of proposed stormwater management facilities during the 10-year flood shall be required. The purpose of this analysis is to ensure that the stormwater management facility will operate effectively. All stormwater management facilities shall have a maintenance plan which identifies the owner and the responsible party for carrying out the maintenance plan.~~

J. ~~In addition, such Construction of stormwater management impoundment structures within a Federal Emergency Management Agency (FEMA) designated 100-year floodplain [should shall] be avoided [to the extent possible]. When this is unavoidable, all stormwater management facility construction shall be in compliance with all applicable regulations under the National Flood Insurance Program, 42 USC § 4004 et seq. 44 CFR Part 59.~~

K. ~~To prevent flooding or stream erosion downstream of the development site, it may be necessary to increase the detention storage requirements and reduce peak outflow rates to levels that exceed the requirements of 4 VAC 5-50-60 A of this chapter. This requirement can be imposed only if a watershed analysis has been made by the locality. Natural channel characteristics shall be preserved to the maximum extent practicable.~~

L. Land development projects ~~must~~ shall comply with the Virginia Erosion and Sediment Control Act and attendant regulations.

4 VAC 3-20-70. Water quality requirements. (Repealed.)

~~The water quality volume shall be treated by one of the following methods.~~

~~A. For a detention basin, the water quality volume shall be detained and released over 30 hours.~~

~~1. The detention time is a brim drawdown time and, therefore, shall begin at the time of peak storage of the water quality volume in the detention basin.~~

~~2. If the above requirement would result in an outlet opening smaller than three inches in diameter or the equivalent cross-sectional area, the period of detention shall be waived so that three inches will be the minimum outlet opening used.~~

~~B. For a retention basin, the volume of the permanent pool must be at least three times greater than the water quality volume.~~

~~C. For an infiltration facility, the water quality volume must be completely infiltrated within 48 hours.~~

~~1. The invert of the infiltration facility must be at least four feet above the seasonal high groundwater elevation.~~

~~2. A detailed soils analysis and report shall be required.~~

~~3. Approvals will be on a case by case basis after technical review by the designated authority. The object of this review will be to avoid groundwater contamination.~~

~~D. Design calculations verifying compliance with the water quality requirements shall be submitted.~~

4 VAC 3-20-71. Water quality.

A. Compliance with the water quality criteria may be achieved by applying the performance-based criteria or the technology-based criteria to either the site or a planning area.

B. Performance-based criteria. For land development, the calculated post-development nonpoint source pollutant runoff load shall be compared to the calculated pre-development load based upon the average land cover condition or the existing site condition. A BMP shall be located, designed, and maintained to achieve the target pollutant removal efficiencies specified in Table 1 to effectively reduce the pollutant load to the required level based upon the following four applicable land development situations for which the performance criteria apply:

1. Situation 1 consists of land development where the existing percent impervious cover is less than or equal to the average land cover condition and the proposed improvements will create a total percent impervious cover which is less than the average land cover condition.

Requirement: No reduction in the after development pollutant discharge is required.

2. Situation 2 consists of land development where the existing percent impervious cover is less than or equal to

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the average land cover condition and the proposed improvements will create a total percent impervious cover which is greater than the average land cover condition.

Requirement: The pollutant discharge after development shall not exceed the existing pollutant discharge based on the average land cover condition.

3. Situation 3 consists of land development where the existing percent impervious cover is greater than the average land cover condition.

Requirement: The pollutant discharge after development shall not exceed (i) the pollutant discharge based on existing conditions less 10% or (ii) the pollutant discharge based on the average land cover condition, whichever is greater.

4. Situation 4 consists of land development where the existing percent impervious cover is served by an existing stormwater management BMP that addresses water quality.

Requirement: The pollutant discharge after development shall not exceed the existing pollutant discharge based on the existing percent impervious cover while served by the existing BMP. The existing BMP shall be shown to have been designed and constructed in accordance with proper design standards and specifications, and to be in proper functioning condition.

C. **Technology-based criteria.** For land development, the post-developed stormwater runoff from the impervious cover shall be treated by an appropriate BMP as required by the post-developed condition percent impervious cover as specified in Table 1. The selected BMP shall be located, designed, and maintained to perform at the target pollutant removal efficiency specified in Table 1. Design standards and specifications for the BMPs in Table 1 which meet the required target pollutant removal efficiency will be available at the department.

Table 1 [*]

Water Quality BMP [*]	Target [Pollutant Phosphorus] Removal Efficiency	Percent Impervious Cover
Vegetated filter strip	10%	16-21%
Grassed swale	15%	
Constructed wetlands	30%	
Extended detention (2 x WQ Vol)	35%	22-37%
Retention basin I (3 x WQ Vol)	40%	
Bioretention basin	50%	

Bioretention filter	50%	
Extended detention-enhanced	50%	38-66%
Retention basin II (4 x WQ Vol)	50%	
Infiltration (1 x WQ Vol)	50%	
Sand filter	65%	
Infiltration (2 x WQ Vol)	65%	67-100%
Retention basin III (4 x WQ Vol with aquatic bench)	65%	

* Innovative or alternate BMPs not included in this table may be allowed at the discretion of the local program administrator or the department [. Innovative or alternate BMPs not included in this table which target appropriate nonpoint source pollution other than phosphorous may be allowed at the discretion of the local program administrator or the department.]

4 VAC 3-20-80. Nonstructural measures. (Repealed.)

~~It is not necessary that basic requirements for water quality and quantity control be satisfied by means of structural methods. Nonstructural practices including, but not limited to, cluster land use development, minimization of impervious surface and curbing requirements, open space acquisition, floodplain management, and protection of wetlands, steep slopes and vegetation should be coordinated with structural requirements. Such changes in land use often decrease the runoff coefficients, thus reducing the scope and cost of structural practices.~~

4 VAC 3-20-81. Stream channel erosion.

A. Properties and receiving waterways downstream of any land development project shall be protected from erosion and damage due to increases in volume, velocity and peak flow rate of stormwater runoff in accordance with the minimum design standards set out in this section.

B. The plan approving authority shall require compliance with subdivision 19 of 4 VAC 50-30-40 of the Erosion and Sediment Control Regulations, promulgated pursuant to Article 4 (§ 10.1-560 et seq.) of Chapter 5 of Title 10.1 of the Code of Virginia.

C. The plan approving authority may determine that some watersheds or receiving stream systems require enhanced criteria in order to address the increased frequency of bankfull flow conditions brought on by land development projects. Therefore, in lieu of the reduction of the 2-year post-developed peak rate of runoff as required in subsection B of this section, the land development project being considered shall provide 24-hour extended detention of the runoff generated by the 1-year, 24-hour duration storm.

D. In addition to subsections B and C of this section, localities may, by ordinance, adopt more stringent channel analysis criteria or design standards to ensure that the natural level of channel erosion, to the maximum extent practicable, will not increase due to the land development

projects. These criteria may include, but are not limited to, the following:

1. Criteria and procedures for channel analysis and classification.
2. Procedures for channel data collection.
3. Criteria and procedures for the determination of the magnitude and frequency of natural sediment transport loads.
4. Criteria for the selection of proposed natural or man-made channel linings.

4 VAC 3-20-85. Flooding.

A. Downstream properties and waterways shall be protected from damages from localized flooding due to increases in volume, velocity and peak flow rate of stormwater runoff in accordance with the minimum design standards set out in this section.

B. The 10-year post-developed peak rate of runoff from the development site shall not exceed the 10-year pre-developed peak rate of runoff.

C. In lieu of subsection B of this section, localities may, by ordinance, adopt [~~more stringent~~ alternate] design criteria based upon geographic, land use, topographic, geologic [factors] or other [downstream conveyance] factors as appropriate.

D. Linear development projects shall not be required to control post-developed stormwater runoff for flooding, except in accordance with a watershed or regional stormwater management plan.

4 VAC 3-20-86. Regional (watershed-wide) stormwater management plans.

This section enables localities to develop regional stormwater management plans. State agencies intending to develop large tracts of land such as campuses or prison compounds are encouraged to develop regional plans where practical.

The objective of a regional stormwater management plan is to address the stormwater management concerns in a given watershed with greater economy and efficiency by installing regional stormwater management facilities versus individual, site-specific facilities. The result will be fewer stormwater management facilities to design, build and maintain in the affected watershed. It is also anticipated that regional stormwater management facilities will not only help mitigate the impacts of new development, but may also provide for the remediation of erosion, flooding or water quality problems caused by existing development within the given watershed.

If developed, a regional plan shall, at a minimum, address the following:

1. The specific stormwater management issues within the targeted watersheds.

2. The technical criteria in 4 VAC 3-20-50 through 4 VAC 3-20-85 as needed based on subdivision 1 of this section.

3. The implications of any local comprehensive plans, zoning requirements and other planning documents.

4. Opportunities for financing a watershed plan through cost sharing with neighboring agencies or localities, implementation of regional stormwater utility fees, etc.

5. Maintenance of the selected stormwater management facilities.

6. Future expansion of the selected stormwater management facilities in the event that development exceeds the anticipated level.

PART III.

LOCAL STORMWATER MANAGEMENT PROGRAMS.

4 VAC 3-20-90. Applicability.

A. This part specifies technical criteria, minimum ordinance requirements, and administrative procedures for all localities operating local stormwater management programs.

~~B. Except for regulations related to plan approval, which are set forth in 4 VAC 5-50-130 and 4 VAC 5-50-140 of this chapter, a locality may adopt regulations that are more stringent than those necessary to ensure compliance with this chapter, provided that the more stringent regulations are based upon the findings of local comprehensive watershed management studies and that prior to adopting more stringent regulations a public hearing is held after giving due notice.~~

~~C. The department and a locality operating a stormwater management program are authorized to cooperate and enter into agreements with any federal or state agency in connection with stormwater management plans.~~

- ~~1. A locality that has adopted more stringent requirements or regional stormwater management plans may request, in writing, that the department consider these requirements in its review of state agency projects within that locality.~~

- ~~2. To the maximum extent practicable, the state agencies shall comply with these local program requirements.~~

- ~~3. Nothing in this Part shall be construed as authorizing a locality to regulate, or to require prior approval by the locality for, a state project.~~

~~D. Localities with existing stormwater management programs shall have one year from the effective date of this chapter to modify their programs to comply with the minimum requirements of this chapter.~~

4 VAC 3-20-100. Requirements for local program and ordinance. (Repealed.)

~~A. At a minimum, the local stormwater management program and implementing ordinance shall require~~

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~~compliance with the stormwater management technical criteria established in Part II of this chapter.~~

~~B. Each locality shall submit its stormwater management program, implementing ordinance, and amendments to the department for review. The department shall determine if the program and ordinance are consistent with the state stormwater management regulations and notify the locality of its findings within 60 days.~~

~~C. Each stormwater management program shall consider the unique character and limitations of the environment in the planning area.~~

~~D. Stormwater management programs shall refer to and be in compliance with requirements for the control of soil erosion. The stormwater management program and ordinance shall also be consistent with relevant federal and state laws, rules and regulations concerning stormwater management, dam safety, floodplain management and flood control. Additionally, such programs should be coordinated with any stormwater management plans prepared by any other locality in the watershed.~~

~~E. The local stormwater management program and ordinance shall be included in the periodic reexamination of the locality's comprehensive land use plan.~~

~~F. Except as provided for in 4 VAC 5-50-40 B of this chapter, no grading, building, or other permit shall be issued for land development unless a stormwater management plan has been submitted to the locality and approved.~~

~~G. Nothing in this chapter shall be construed as limiting the rights of other federal and state agencies from imposing stricter standards or other requirements as allowed by law.~~

4 VAC 3-20-101. Technical criteria for local programs.

~~A. All local stormwater management programs shall comply with the general technical criteria as outlined in 4 VAC 3-20-60.~~

~~B. All local stormwater management programs which contain provisions for stormwater runoff quality shall comply with [4 VAC 3-20-70 4 VAC 3-20-71]. A locality may establish criteria for selecting either the site or a planning area on which to apply the water quality criteria. A locality may opt to calculate actual watershed specific [or locality wide] values for the average land cover condition based upon:~~

- ~~1. Existing land use data at time of local [Chesapeake Bay Preservation Act Program or department stormwater management] program adoption, [whichever was adopted first;]~~
- ~~2. Watershed [or locality] size [τ ;] and~~
- ~~3. Determination of equivalent values of impervious cover for nonurban land uses which contribute nonpoint source pollution, such as agriculture, forest, etc.~~

~~C. All local stormwater management programs which contain provisions for stream channel erosion shall comply with 4 VAC 3-20-81.~~

~~D. All local stormwater management programs must contain provisions for flooding and shall comply with 4 VAC 3-20-85.~~

~~E. All local stormwater management programs which contain provisions for watershed or regional stormwater management plans shall comply with 4 VAC 3-20-101.~~

~~F. A locality that has adopted more stringent requirements or implemented a regional (watershed-wide) stormwater management plan may request, in writing, that the department consider these requirements in its review of state projects within that locality.~~

~~G. Nothing in this part shall be construed as authorizing a locality to regulate, or to require prior approval by the locality for, a state project.~~

4 VAC 3-20-110. Watershed planning encouraged. (Repealed.)

~~A. In developing a local stormwater management program, a locality should consider regional planning for the appropriate watershed. The objective of regional stormwater management planning is the achievement of greater economy and efficiency through the use of regional stormwater management facilities that can serve several land development projects, as opposed to the use of a multitude of facilities that are intended solely for individual land development projects. In addition to mitigating the impacts of new development, regional stormwater management facilities may also provide an opportunity to remediate flooding or water quality problems caused by uncontrolled existing development. Because watershed boundaries typically transcend political boundaries, localities are encouraged to develop cooperative regional stormwater management plans.~~

~~B. Regional stormwater management planning should include the following, as a minimum:~~

- ~~1. Consideration of the locality's comprehensive plan, zoning, government facility plans and similar planning tools.~~
- ~~2. An analysis of the impacts of development on the watershed based on hydrologic and hydraulic modeling. At a minimum, the 2-year, 10 year, and 100-year storms shall be studied. Ultimate development of the watershed shall be assumed.~~
- ~~3. Recommendations for locations, specified release rates, and required storage capacities of needed regional stormwater management facilities based on the modeling.~~
- ~~4. Consideration of future expansion of regional stormwater management facilities based on the possibility that development might exceed the anticipated level.~~

~~5. Requirements for necessary onsite stormwater management facilities and release rates.~~

~~6. An implementation schedule and financing requirements.~~

4 VAC 3-20-111. Requirements for local program and ordinance.

A. At a minimum, the local stormwater management program and implementing ordinance shall meet the following:

1. The ordinance shall identify the plan-approving authority and other positions of authority within the program, and shall include the regulations and technical criteria to be used in the program.

2. The ordinance shall include procedures for submission and approval of plans, issuance of permits, monitoring and inspections of land development projects. The party responsible for conducting inspections shall be identified. The local program authority shall maintain, either on-site or in local program files, a copy of the approved plan and a record of all inspections for each land development project.

B. The department shall periodically review each locality's stormwater management program, implementing ordinance, and amendments. Subsequent to this review, the department shall determine if the program and ordinance are consistent with the state stormwater management regulations and notify the locality of its findings. To the maximum extent practicable the department will coordinate the reviews with other local government program reviews to avoid redundancy. The review of a local program shall consist of the following:

1. A personal interview between department staff and the local program administrator or his designee;
2. A review of the local ordinance and other applicable documents;
3. A review of plans approved by the locality and consistency of application;
4. An inspection of regulated activities; and
5. A review of enforcement actions.

C. Nothing in this chapter shall be construed as limiting the rights of other federal and state agencies from imposing stricter technical criteria or other requirements as allowed by law.

4 VAC 3-20-120. Administrative procedures: stormwater management plans. (Repealed.)

~~A. A local stormwater management program and ordinance shall require a person who intends to initiate a land development project to submit a stormwater management plan and obtain the locality's approval of the plan prior to beginning the land development project.~~

~~B. The local stormwater management program and ordinance shall establish stormwater management plan~~

~~submittal requirements. The stormwater management plan may include the appropriate maps, calculations, detail drawings, reports and a listing of the status of all major permit decisions to assure that the land development project achieves the objectives of the local program. Maps, plans, and designs shall be certified by a professional engineer or Class III B surveyor.~~

~~C. A locality may charge applicants a reasonable fee to defray the costs of program administration, including costs associated with plan review, issuance of permits, periodic inspection for compliance with approved plans and necessary enforcement, provided that charges for such costs are not made under any other law, ordinance or program. The fee shall not exceed an amount commensurate with the services rendered and expenses incurred or the amount established in § 10.1-603.10 of the Code of Virginia, whichever is less.~~

~~D. Prior to issuance of any permit, the locality may also require an applicant to submit a reasonable performance bond in accordance with § 10.1-603.8 A of the Code of the Virginia.~~

4 VAC 3-20-121. Administrative procedures: stormwater management plans.

A. Localities shall approve or disapprove stormwater management plans according to the following:

1. A maximum of 60 calendar days from the day a complete stormwater management plan is accepted for review will be allowed for the review of the plan. During the 60-day review period, the locality shall either approve or disapprove the plan and communicate its decision to the applicant in writing. Approval or denial shall be based on the plan's compliance with the locality's stormwater management program.

2. A disapproval of a plan shall contain the reasons for disapproval.

B. Each plan approved by a locality shall be subject to the following conditions:

1. The applicant shall comply with all applicable requirements of the approved plan, the local program, this chapter and the Act, and shall certify that all land clearing, construction, land development and drainage will be done according to the approved plan.

2. The land development project shall be conducted only within the area specified in the approved plan.

3. The locality shall be allowed, after giving notice to the owner, occupier or operator of the land development project, to conduct periodic inspections of the project.

4. The person responsible for implementing the approved plan shall conduct monitoring and submit reports as the locality may require to ensure compliance with the approved plan and to determine whether the plan provides effective stormwater management.

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5. ~~No changes may be made to an approved plan without review and written approval by the locality.~~

~~4 VAC 3-20-130. Administrative procedures: approval and disapproval of plans. (Repealed.)~~

~~A. A maximum of 30 calendar days from the receipt of an application will be allowed for preliminary review of the application for completeness. During this period, the locality will either accept the application for review, which will begin the 60 day review period, or reject the application for incompleteness and inform the applicant in writing of the information necessary to complete the application.~~

~~B. The 60 day review period begins on the day the complete stormwater management plan is accepted for review. At this time, an acknowledgement letter is sent to the applicant. During the 60 day review period, the locality shall either approve or disapprove the plan and communicate its decision to the applicant in writing. Approval or denial shall be based on the plan's compliance with the locality's stormwater management program.~~

~~C. A disapproval of a plan shall contain the reasons for disapproval.~~

~~D. The applicant or any aggrieved party authorized by law may appeal a locality's decision of approval or disapproval of a stormwater management plan application within 30 days after the rendering of such a decision of the locality, to the circuit court of the jurisdiction in which the land development project is located.~~

~~E. Judicial review shall be on the record previously established and shall otherwise be in accordance with the provisions of the Administrative Process Act (§ 9-6.14:1 et seq.).~~

~~4 VAC 3-20-131. Administrative procedures: exceptions.~~

~~A. A request for an exception shall be submitted, in writing, to the locality. An exception from the stormwater management regulations may be granted, provided that: (i) exceptions to the criteria are the minimum necessary to afford relief and (ii) reasonable and appropriate conditions shall be imposed as necessary upon any exception granted so that the intent of the Act and this chapter are preserved.~~

~~B. Economic hardship is not sufficient reason to grant an exception from the requirements of this chapter.~~

~~4 VAC 3-20-140. Administrative procedures: conditions of approval. (Repealed.)~~

~~Each plan approved by a locality shall be subject to the following conditions:~~

~~A. The applicant shall comply with all applicable requirements of the approved plan, the local program, this chapter and the Act, and shall certify that all land clearing, construction, land development and drainage will be done according to the approved plan.~~

~~B. The land development project shall be conducted only within the area specified in the approved plan.~~

~~C. The locality shall be allowed, after giving notice to the owner, occupier or operator of the land development project, to conduct periodic inspections of the project.~~

~~D. The person responsible for implementing the approved plan shall conduct monitoring and submit reports as the locality may require to ensure compliance with the approved plan and to determine whether the plan provides effective stormwater management.~~

~~E. No transfer, assignment or sale of the rights granted by virtue of an approved plan shall be made unless a written notice of transfer is filed with the locality and the transferee certifies agreement to comply with all obligations and conditions of the approved plan.~~

~~4 VAC 3-20-141. Administrative procedures: maintenance and inspections.~~

~~A. Responsibility for the operation and maintenance of stormwater management facilities, unless assumed by a governmental agency, shall remain with the property owner and shall pass to any successor or owner. If portions of the land are to be sold, legally binding arrangements shall be made to pass the basic responsibility to successors in title. These arrangements shall designate for each project the property owner, governmental agency, or other legally established entity to be permanently responsible for maintenance.~~

~~B. In the case of developments where lots are to be sold, permanent arrangements satisfactory to the locality shall be made to ensure continued performance of this chapter.~~

~~C. A schedule of maintenance inspections shall be incorporated into the local ordinance. Ordinances shall provide that in cases where maintenance or repair is neglected, or the stormwater management facility becomes a danger to public health or safety, the locality has the authority to perform the work and to recover the costs from the owner.~~

~~D. Localities may require right-of-entry agreements or easements from the applicant for purposes of inspection and maintenance.~~

~~E. Periodic inspections are required for all stormwater management facilities. Localities shall either:~~

~~1. Provide for inspection of stormwater management facilities on an annual basis; or~~

~~2. Establish an alternative inspection program which ensures that stormwater management facilities are functioning as intended. Any alternative inspection program shall be:~~

~~a. Established in writing;~~

~~b. Based on a system of priorities that, at a minimum, considers the purpose of the facility, the contributing drainage area, and downstream conditions; and~~

~~c. Documented by inspection records.~~

~~F. During construction of the stormwater management facilities, localities shall make inspections on a regular basis.~~

~~G. Inspection reports shall be maintained as part of a land development project file.~~

~~4 VAC 3-20-150. Administrative procedures: changes to an approved plan. (Repealed.)~~

~~No changes may be made to an approved plan without review and written approval by the locality.~~

~~4 VAC 3-20-160. Administrative procedures: exceptions. (Repealed.)~~

~~A. A request for an exception shall be submitted, in writing, to the locality. An exception from the stormwater management regulations may be granted, provided that: (i) exceptions to the criteria are the minimum necessary to afford relief, and (ii) reasonable and appropriate conditions shall be imposed as necessary upon any exception granted so that the purpose and intent of the Act is preserved.~~

~~B. Economic hardship is not sufficient reason to grant an exception from the requirements of this regulation.~~

~~4 VAC 3-20-170. Administrative procedures: maintenance and inspections. (Repealed.)~~

~~A. Maintenance of stormwater management facilities is an integral aspect of a stormwater management program. Responsibility for the operation and maintenance of stormwater management facilities, unless assumed by a governmental agency, shall remain with the property owner and shall pass to any successor or owner. If portions of the land are to be sold, legally binding arrangements shall be made to pass the basic responsibility to successors in title. These arrangements shall designate for each project the property owner, governmental agency, or other legally established entity to be permanently responsible for maintenance.~~

~~B. In the case of developments where lots are to be sold, permanent arrangements satisfactory to the approving agency shall be made to insure continued performance of these obligations.~~

~~C. A schedule of maintenance inspections shall be incorporated into the local ordinance. Ordinances shall also provide that in cases where maintenance or repair is neglected, or the stormwater management facility becomes a danger to public health or safety, the locality has the authority to perform the work and to recover the costs from the owner.~~

~~D. Localities may require right of entry agreements or easements from the applicant for purposes of inspection and maintenance.~~

~~E. At a minimum, stormwater management facilities shall be inspected on a semi-annual basis and after any storm which causes the capacity of the facility to be exceeded.~~

~~F. During construction of the stormwater management facilities, localities shall make inspections on a regular basis.~~

~~G. Inspection reports shall be maintained as part of the land development project file.~~

~~4 VAC 3-20-180. Compliance. (Repealed.)~~

~~If the locality determines that there is a failure to comply with the plan, notice shall be served upon the applicant or person responsible for implementing the plan by registered or certified mail to the address specified in the application or plan certification, or by delivery at the site of development activities to the agent or employee supervising such activities. The notice shall specify the measures needed to comply with the plan and shall specify the time within which such measures shall be completed. Upon failure to comply within the time specified, the permit may be revoked and the applicant or person responsible for implementing the plan shall be deemed to be in violation of the Act and upon conviction shall be subject to the penalties provided in § 10.1-603.14 of the Code of Virginia.~~

~~4 VAC 3-20-190. Review of plans by the department. (Repealed.)~~

~~The department will review any stormwater management plan with real or potential interjurisdictional impacts, upon the request of one of the involved localities, to determine whether the plan is consistent with the provisions of the Act and this chapter. Any such review shall be completed and a report submitted to each locality involved within 90 days of such request.~~

PART IV.
STATE AGENCY PROJECTS.

~~4 VAC 3-20-200. Stormwater management plans or standards required. (Repealed.)~~

~~A. After January 1, 1991, a state agency shall not undertake any land clearing, soil movement or construction activity involving soil movement or land development unless the state agency has:~~

- ~~1. Submitted to the department a stormwater management plan for the state project and has obtained approval of the plan from the department; or~~
- ~~2. Submitted annually to the department stormwater management standards and specifications and has obtained approval of those standards and specifications.~~

~~B. Stormwater management plans prepared for state projects shall comply with the technical criteria established in Part II of this chapter and, to the maximum extent practicable, any local stormwater management requirements in accordance with 4 VAC 5-50-90 C of this chapter.~~

~~C. The following schedule for compliance with the state stormwater management regulations shall be applied to state projects:~~

- ~~1. As of January 1, 1991, state projects subject to the capital outlay process described in the Department of General Services, Division of Engineering and Buildings' Capital Outlay Manual that have received approval of~~

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~~preplanning studies or schematic drawings by the Art and Architectural Review Board, and those capital outlay projects not subject to the capital outlay manual that have completed 50% or more of final construction plans, shall make every effort to retrofit their projects with the appropriate measures. However, substantial redesign of the project or additional land acquisition will not be required. At a minimum, these projects must comply with the stormwater management criteria established in the state Erosion and Sediment Control Act, § 10.1-560 of the Code of Virginia, and attendant regulations.~~

~~2. All other state projects must comply fully with this chapter as of January 1, 1991.~~

~~4 VAC 3-20-210. Minimum requirements for stormwater management plans~~ **Technical criteria and plan requirements for state projects.**

~~A. This part specifies technical criteria and administrative procedures for all state projects.~~

~~B. Stormwater management plans prepared for state projects shall comply with the technical criteria outlined in Part II (4 VAC 3-20-50 et seq.) of this chapter and, to the maximum extent practicable, any local stormwater management program technical requirements adopted pursuant to the Act. It shall be the responsibility of the state agency to demonstrate that the local program technical requirements are not practical for the project under consideration.~~

~~C. The department may establish criteria for selecting either the site or a planning area on which to apply the water quality criteria.~~

~~D. As a minimum, a stormwater management plan plans and computations shall contain the following:~~

- ~~1. The location and the design of the proposed stormwater management facilities.~~
- ~~2. Overall site plan with pre-developed and post-developed condition drainage area maps.~~
- ~~3. Comprehensive hydrologic and hydraulic computations for of the pre-development and post-development two year and 10 year storm events runoff conditions for the required design storms, considered individually.~~
- ~~4. Calculations verifying compliance with the water quality requirements.~~
- ~~5. A description of the requirements for maintenance of the stormwater management facilities and a recommended schedule of inspection and maintenance.~~
- ~~6. The identification of a person or persons who will be responsible for maintenance.~~
- ~~7. Certification of maps, plans and designs by a professional engineer or Class III B surveyor. All stormwater management plans shall be appropriately sealed and signed by a professional in adherence to all~~

~~minimum standards and requirements pertaining to the practice of that profession in accordance with Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia and attendant regulations.~~

4 VAC 3-20-220. Minimum Requirements for submission of stormwater management annual standards and specifications.

A. A request for approval of stormwater management standards and specifications may be submitted to the department by a state agency on an annual basis. At a minimum, the following certifications shall accompany the request:

1. Individual stormwater management plans shall be prepared for all *each of the* state agency projects.
2. The stormwater management plans shall comply with the technical requirements ~~established criteria as outlined in Part II (4 VAC 3-20-50 et seq.) of this chapter and, to the maximum extent practicable, any local stormwater management program technical requirements in accordance with 4 VAC 5-50-90 C of this chapter adopted pursuant to the Stormwater Management Act. It shall be the responsibility of the state agency to demonstrate that the local program technical requirements are not practical for the project under consideration.~~
3. An inspection and maintenance schedule shall be developed and implemented.

B. Copies of *such* stormwater management specifications and standards including, but not limited to, design manuals, technical guides and handbooks, shall be submitted.

~~4 VAC 3-20-230. Actions on plans or specifications by the department~~ **Administrative procedures: stormwater management plans.**

~~A. Not later than~~ *Within* 30 days after receipt of a complete stormwater management plan submitted by a state agency, the department shall approve or disapprove the plan.

1. The department shall transmit its decision in writing to the state agency which submitted the plan.
2. Disapproved plans ~~must~~ *shall* be revised and resubmitted to the department.

~~B. The department's recommendations shall be binding on the state agency and on the private business or businesses, if any, hired by the state agency. Approval of a stormwater management plan for a state project shall be subject to the following conditions:~~

1. *The state agency shall comply with all applicable requirements of the approved plan and this chapter, and shall certify that all land clearing, construction, land development, and drainage will be done according to the approved plan.*
2. *The land development shall be conducted only within the area specified in the approved plan.*

3. No changes may be made to an approved plan without review and written approval by the department.

4. The department shall be notified one week prior to the pre-construction meeting and one week prior to the commencement of land disturbing activity.

5. The department shall conduct periodic inspections of the project to ensure compliance with the plan.

6. The department may require monitoring and reports from the state agency responsible for implementing the plan to ensure compliance with the plan and to determine if the measures required in the plan provide effective stormwater management.

~~C. A state agency shall not change an approved stormwater management plan without approval from the department. Compliance with approved plans shall be subject to the following conditions:~~

~~1. Where inspections by department personnel reveal deficiencies in carrying out an approved plan, the responsible state agency shall be issued a notice to comply, with corrective actions specified and the deadline within which the work shall be performed.~~

~~2. Whenever the Commonwealth or any of its agencies fail to comply within the time provided in a notice to comply, the director may petition the secretary of a given secretariat or an agency head for a given state agency for compliance. Where the petition does not achieve timely compliance, the director shall bring the matter to the Governor for resolution.~~

~~3. Where compliance will require the appropriation of funds, the director shall cooperate with the appropriate agency head in seeking such an appropriation; where the director determines that an emergency exists, he shall petition the Governor for funds from the Civil Contingency Fund or other appropriate source.~~

4 VAC 3-20-240. Compliance. (Repealed.)

~~A. The state agency responsible for the land development shall ensure compliance with the approved plan or specifications, even if actual plan implementation is performed by a private business or businessese, hired by the state agency.~~

~~B. The department shall perform random site inspections of state projects to assure compliance with this chapter, the Erosion and Sediment Control Act, § 10.1-560 of the Code of Virginia and related regulations.~~

~~C. The department may require monitoring and reports from the state agency responsible for implementing the plan, to ensure compliance with the approved plan and to determine if the measures required in the plan provide effective stormwater management.~~

4 VAC 3-20-241. Administrative procedures: exceptions.

A. A request for an exception shall be submitted, in writing, to the department. An exception from the stormwater

management regulations may be granted, provided that: (i) exceptions to the criteria are the minimum necessary to afford relief and (ii) reasonable and appropriate conditions shall be imposed as necessary upon any exception granted so that the purpose and intent of the Act is preserved.

B. Economic hardship is not sufficient reason to grant an exception from the requirements of this chapter.

4 VAC 3-20-245. Administrative procedures: maintenance and inspections.

A. Responsibility for the operation and maintenance of stormwater management facilities shall remain with the state agency and shall pass to any successor or owner. If portions of the land are to be sold, legally binding arrangements shall be made to pass the basic responsibility to successors in title. These arrangements shall designate for each state project the property owner, governmental agency, or other legally established entity to be permanently responsible for maintenance.

B. At a minimum, a stormwater management facility shall be inspected on an annual basis and after any storm which causes the capacity of the facility principal spillway to be exceeded.

C. During construction of the stormwater management facilities, the department shall make inspections on a regular basis.

D. Inspection reports shall be maintained as part of the land development project file.

**PART V.
REPORTING.**

4 VAC 3-20-250. Reporting on stormwater management. (Repealed.)

~~A. Localities with stormwater management programs and state agencies shall submit an annual report to the department. The report shall cover the period from July 1 to June 30 and shall be submitted to the department by September 1.~~

~~B. For localities, an annual report shall include, at a minimum, the number and type of stormwater facilities installed in the locality during the preceding year; their storage capacities; the affected water body, watershed or basin; a summary of any water quality monitoring data associated with the facilities; and the number and reasons for any exceptions approved by the locality.~~

~~C. For state agencies, an annual report shall include, at a minimum, the location (locality), number and type of stormwater facilities installed during the preceding year; their storage capacities; the affected water body, watershed or basin; and a summary of any water quality monitoring data associated with the facilities.~~

~~D. The department will compile this information and report to the General Assembly on the extent to which stormwater~~

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~~management programs have reduced nonpoint source pollution to the Commonwealth's waters.~~

4 VAC 3-20-251. Reporting on stormwater management.

The department is required to report to the General Assembly on the extent to which stormwater management programs have reduced nonpoint source pollution to the Commonwealth's waters and mitigated the effects of localized flooding. In order to complete this report, localities with stormwater management programs and state agencies may be asked to voluntarily submit an annual report to the department. Such a request may suggest reporting of data on the number and types of stormwater management facilities installed in the preceding year, the drainage area or watershed size served, the receiving stream or hydrologic unit, a summary of monitoring data, if any, and other data useful in determining the effectiveness of the programs and BMP technologies in current use.

VA.R. Doc. No. R97-695; Filed January 13, 1998, 3:55 p.m.

BOARD OF GAME AND INLAND FISHERIES

REGISTRAR'S NOTICE: The Board of Game and Inland Fisheries is exempt from the Administrative Process Act pursuant to subdivision A 3 of § 9-6.14:4.1 of the Code of Virginia when promulgating regulations regarding the management of wildlife.

Title of Regulation: 4 VAC 15-30-5 et seq. **Definitions and Miscellaneous:** Importation, Possession, Sale, Etc., of Animals (adding 4 VAC 15-30-5, 4 VAC 15-30-7 and 4 VAC 15-30-60).

Statutory Authority: §§ 29.1-501 and 29.1-502 of the Code of Virginia.

Effective Date: March 4, 1998.

Summary:

The regulations (i) delegate to the Director of the Department of Game and Inland Fisheries certain permitting powers, authorities and duties pursuant to subdivision 12 of § 29.1-103 of the Code of Virginia; (ii) authorize the director to establish a policy on the issuance of permits to those whose previous permits have been revoked or denied for a wildlife law infraction; (iii) under certain conditions, allow an individual holding a permit issued by the department who has submitted a renewal application for the permit at least 30 days prior to its expiration to continue using the permit after its expiration; and (iv) allow for the propagation of raptors under certain conditions.

Agency Contact: Copies of the regulation may be obtained from Phil Smith, Policy Analyst, Department of Game and Inland Fisheries, 4010 West Broad Street, Richmond, VA 23230, telephone (804) 367-8341.

4 VAC 15-30-5. Powers, authorities, and duties of the director in permitting.

Under authority granted to the board in subdivision 12 of § 29.1-103 of the Code of Virginia, the board hereby confers authority upon the director to set the permit schedule, establish permit conditions, delegate signature authority, establish protocols for responding to permit decision appeals, and render final permit decisions. The director shall also have authority to establish a policy on the issuance of new permits to individuals whose previous permits or applications have been revoked or denied for infractions of wildlife laws, regulations, or conditions.

4 VAC 15-30-7. Continuation of permitted activity.

Provided that the issuance of a permit renewal by the department has been delayed past the expiration date of the permittee's previous permit at no fault of the applicant, the permittee may continue the specific activities authorized by the expired permit until the department has acted on such person's application for renewal. To qualify for this allowance, applicants must submit a completed renewal application to the department at least 30 days prior to the expiration date of their permit. The department may deny renewal of a permit to any applicant who fails to meet the issuance criteria set forth by the department.

4 VAC 15-30-60. Raptor propagation.

An applicant for a permit to propagate raptors pursuant to §§ 29.1-412, 29.1-521, and 29.1-542 of the Code of Virginia who possesses a valid Federal Raptor Propagation Permit shall submit to the department a completed State Propagation Permit application form and shall conduct their activities in accordance with permit conditions established under the authority of the director as granted in 4 VAC 15-30-5.

VA.R. Doc. No. R98-33; Filed January 14, 1998, 11:31 a.m.

Title of Regulation: 4 VAC 15-340-10 et seq. **Fish: Seines and Nets (amending 4 VAC 15-340-30).**

Statutory Authority: §§ 29.1-501 and 29.1-502 of the Code of Virginia.

Effective Date: March 4, 1998.

Summary:

The amendment allows gill net permittees to purchase multiple department-provided tags, which are required for identifying nets, under one permit which lists each of the tags issued.

Agency Contact: Copies of the regulation may be obtained from Phil Smith, Policy Analyst, Department of Game and Inland Fisheries, 4010 West Broad Street, Richmond, VA 23230, telephone (804) 367-8341.

4 VAC 15-340-30. Gill nets.

A. Authorization to take fish. A gill net permit shall authorize the holder thereof to take nongame fish during the times and in the waters and for the purposes provided for in this section. Such gill net shall not be more than 300 feet in length. The mesh size shall be not less than 1½ inch bar or square mesh (three-inch stretch mesh). ~~Each net shall be identified by a department tag provided with such permit. Only one department tag will be issued per gill net permit, and these must have matching numbers. Persons intending to operate more than one net~~ Applicants must annually purchase matching number permits and tags for each net ~~the applicant intends to operate and attach a department tag to each net prior to use. A single permit will be issued to the permittee and shall list each tag number the permittee has been issued.~~ All nets must be checked daily and all game fish returned to the wild.

B. Permit holder to be present when gill net is being set and checked for fish. The holder of a gill net permit must be present with the net at all times when it is being set and checked for fish. The holder may have others to assist him, and such persons assisting are not required to have a permit. However, those assisting the permittee must meet the fishing license requirements of the Commonwealth.

C. Time and place permitted in Southampton County. Gill nets may be used in Southampton County only in the Nottoway River from Cary's Bridge to the North Carolina line from March 1 through May 15, both dates inclusive, to take fish for private table use only and not for sale.

D. Times and places permitted in Virginia Beach City; fish which may be taken. Gill nets may be used in Virginia Beach City in Back Bay and its natural tributaries (not including Lake Tecumseh and Red Wing Lake) and North Landing River from the North Carolina line to Pungo Ferry (not including Blackwater River) for the taking of mullet only for table use and also for sale from July 1 through November 1, both dates inclusive; and for the taking of other nongame fish, except mullet, for table use and also for sale from November 1 through March 31, both dates inclusive. Gill nets set in Back Bay waters shall be at least 300 feet from any other net and at least 300 feet from the shoreline. All such nets must be marked at both ends and at least every 100 feet along the length of the net with a five-inch by 12-inch minimum dimensions float.

VA.R. Doc. No. R98-92; Filed January 14, 1998, 11:30 a.m.

TITLE 8. EDUCATION

STATE BOARD OF EDUCATION

REGISTRAR'S NOTICE: 8 VAC 20-21-430, Special education mild-moderate disabilities K-12 and 8 VAC 20-21-440, Special education moderate-severe disabilities K-12, were not adopted by the Board of Education. During the public comment period, concerns were expressed relative to discontinuing the endorsement in special education-learning disabilities. The Board of Education deferred action on the two sections listed above and continued 1993 regulations 8 VAC 20-20-750, Special education: emotional disturbance grades NK-12; 8 VAC 20-20-770, Special education: mental retardation grades NK-12; 8 VAC 20-20-780, Special education: severe disabilities grades NK-12; and 8 VAC 20-20-790, Special education: specific learning disabilities grades NK-12. These sections are set out below.

Title of Regulation: 8 VAC 20-20-10 et seq. Regulations Governing the Licensure of School Personnel (REPEALED except for 8 VAC 20-20-750, 8 VAC 20-20-770, 8 VAC 20-20-780 and 8 VAC 20-20-790 which will remain in effect until the board takes further action).

Statutory Authority: § 22.1-298 of the Code of Virginia.

Effective Date: July 1, 1998.

8 VAC 20-20-750. Special education: emotional disturbance grades NK-12.

The applicant seeking an endorsement in emotional disturbance shall complete 27 semester hours of course work to include each of the following:

1. Overview of exceptional children. Theories, characteristics and needs of the different types of exceptionalities. This includes general practices for instructional programming and program evaluation;
2. Concepts, theories and characteristics of individuals with disabilities and persons with emotional disturbance, including an examination of the impact of the disability on the individual and family, diverse socio-cultural influences, and health aspects;
3. Psychoeducational assessment. Educational, academic, and behavioral diagnosis and assessment of individuals with emotional disturbance;
4. Instructional programming for individuals with emotional disturbances. Instructional programming for students with disabilities and modifications of curriculum to facilitate integration of students with emotional disturbance into the continuum of programs and services;
5. Speech and language development and the effects of disabling conditions and cultural diversity on language development;

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6. Research/policies. Research and technology trends and legal aspects in special education;

7. Behavior management/social skills development. Specific techniques of behavior management with emphasis on crisis intervention;

8. Career education. Career, transition, and vocational programming for individuals with disabilities in society; and

9. Consultation. Collaborative consultation techniques to work with teachers, parents, paraprofessionals and other professionals.

8 VAC 20-20-770. Special education: mental retardation grades NK-12.

The applicant seeking an endorsement in mental retardation shall complete a minimum of 27 semester hours of course work to include each of the following:

1. Overview of exceptional children. Theories, characteristics and needs of the different types of exceptionalities. This includes general practices for instructional programming and program evaluation;

2. Characteristics of individuals with mental retardation. Experiences shall include socio-cultural aspects, effects of diverse socio-cultural influences, health-related aspects, and characteristics of individuals who are mentally retarded;

3. Psychoeducational assessment. Experiences shall include psychoeducational assessment and its interpretation for students who are mentally retarded;

4. Instructional programming. Experiences shall include instructional programming for students with disabilities and modifications of curriculum to facilitate integration of students who are disabled into the continuum of programs and services;

5. Language development. Experiences shall include the effects of disabling conditions and cultural diversity on typical language development;

6. Research/policies. Experiences shall include research and technology trends and legal aspects in special education;

7. Behavior management. Experiences shall include individual and group behavior management techniques;

8. Career education. Experiences shall include career and vocational exploration, as well as leisure and social skills training, for the mentally retarded; and

9. Experiences shall include consultation techniques to work with parents and other professionals.

8 VAC 20-20-780. Special education: severe disabilities grades NK-12.

The applicant seeking an endorsement in severe disabilities shall complete 27 semester hours of course work to include each of the following:

1. Characteristics of individuals with disabilities, including socio-cultural aspects, effects of diverse socio-cultural influences, health related aspects, and characteristics of students with severe disabilities, including medical aspects and their implications for instruction;

2. Psychoeducational assessment. Appropriate procedures and instruments used to identify students with severe disabilities and evaluate their progress;

3. Instructional programming. Philosophy and methods of best practice to educate students with severe disabilities with their nondisabled, age appropriate peers;

4. Speech and language development and the effects of disabling conditions and cultural diversity on typical language development, including communication development (e.g., nonverbal systems and electronic communication devices);

5. Research/policies. Research and technology trends and legal aspects in special education;

6. Methods for teaching individuals with severe disabilities, including self-care, social and leisure skills development, and occupational and physical therapy techniques with application for use with students with severe disabilities;

7. Advanced techniques of behavior management;

8. Career education. Vocational factors in the education and training of students with severe disabilities; and

9. Consultation techniques to work with parents, and other professionals.

8 VAC 20-20-790. Special education: specific learning disabilities grades NK-12.

The applicant seeking an endorsement in specific learning disabilities grades NK-12 shall complete 27 semester hours of course work to include each of the following:

1. Overview of exceptional education. Theories, characteristics, and needs of the different types of exceptionalities. The characteristics should be considered in light of specific age-span/developmental issues related to cognitive functioning, multi-cultural influences, social development and medical interventions. This includes general practices for instructional programming and program evaluation of these individuals;

2. Theories, characteristics and needs of individuals with a specific learning disability. The characteristics should be considered in light of specific age-span/developmental issues related to cognitive

modification; (ii) requirements of the program including academic and professional studies; (iii) program competencies; (iv) program evaluation; and (v) faculty assigned to the program. Proposals received by the Superintendent of Public Instruction will be presented to the Advisory Board on Teacher Education and Licensure for review and formulation of a recommendation to the Board of Education.

PART III. LICENSURE.

8 VAC 20-21-30. Purpose and responsibility for licensure.

The primary purpose for licensing teachers and other school personnel is to maintain standards of professional competence. The responsibility for licensure is set forth in § 22.1-298 of the Code of Virginia, which states that the Board of Education shall prescribe by regulation the requirements for licensure of teachers.

8 VAC 20-21-40. Conditions for licensure.

A. Applicants for licensure must:

1. Be at least 18 years of age;
2. Pay the appropriate fees as determined by the Board of Education and complete the application process;
3. Have earned a baccalaureate degree (with the exception of the Technical Professional License) from an accredited institution of higher education with a Board of Education approved teacher education program; and
4. Possess good moral character (free of conditions outlined in Part VII of this chapter).

B. All candidates who hold at least a bachelor's degree and who seek an initial Virginia teaching license must obtain passing scores on a professional teacher's assessment prescribed by the Board of Education. Candidates seeking a Technical Professional License or the Pupil Personnel Services License are not required to take the professional teacher's assessment. Individuals who have completed a minimum of two years of full-time, successful teaching experience in an accredited public or nonpublic school (kindergarten through grade 12) in a state other than Virginia are exempted from the assessment requirement.

8 VAC 20-21-50. Types of licenses; dating of licenses.

A. The following types of licenses are available:

1. **Collegiate Professional License.** The Collegiate Professional License is a five-year, renewable license available to an individual who has satisfied all requirements for licensure, including the professional teacher's assessment prescribed by the Board of Education.

2. **Postgraduate Professional License.** The Postgraduate Professional License is a five-year, renewable license available to an individual who has

qualified for the Collegiate Professional License and who holds an appropriate earned graduate degree from an accredited institution.

3. **Technical Professional License.** The Technical Professional License is a five-year, renewable license available to a person who has graduated from an accredited high school (or possesses a General Education Development Certificate); has exhibited academic proficiency, technical competency, and occupational experience; and has completed nine semester hours of specialized professional studies credit from an accredited college or university. The nine semester hours of professional studies course work must include human growth and development (three semester hours), curriculum and instructional procedures (three semester hours), and applications of instructional technology or foundations of education (three semester hours). The Technical Professional License is issued at the recommendation of an employing educational agency in the areas of vocational education, educational technology, and military science. In addition to demonstrating competency in the endorsement area sought, the individual must:

- a. Hold a license issued by the appropriate Virginia board for those program areas requiring a license and a minimum of two years of satisfactory experience at the journeyman level or an equivalent;
- b. Have completed a registered apprenticeship program and two years of satisfactory experience at the journeyman level or an equivalent level in the trade; or
- c. Have four years of work experience at the management or supervisory level or equivalent or have a combination of four years of training and work experience at the management or supervisory level or equivalent.

Individuals holding the Technical Professional License who seek the Collegiate Professional or Postgraduate Professional License must meet the professional teacher's assessment requirement.

4. **Provisional License.** The Provisional License is a three-year, nonrenewable license available to individuals who are employed by a Virginia educational agency and are:

- a. Entering the teaching field through the alternative route to licensure upon recommendation of the employing educational agency;
- b. Failing to meet an allowable portion of general, professional, or specific endorsement requirements;
- c. Seeking the Technical Professional License; or
- d. Eligible for licensure but need to complete successfully the professional teacher's assessment prescribed by the Board of Education.

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5. *Special Education Conditional License.* A Special Education Conditional License is a three-year, nonrenewable teaching license issued to an individual employed as a special education teacher in a public school or a nonpublic special education school in Virginia who does not hold the appropriate special education endorsement. The conditional license is not applicable to individuals employed as speech pathologists. To be issued the Special Education Conditional License an individual must:

- a. Be employed by a Virginia public or nonpublic school and have the recommendation of the employing educational agency;
- b. Hold a baccalaureate degree from an accredited college or university;
- c. Have an assigned mentor endorsed in special education; and
- d. Have a planned program of study in the assigned endorsement area and have completed a minimum of six semester hours in the core competencies of characteristics of students with disabilities and legal aspects associated with students with disabilities.

During the three years the Special Education Conditional License is valid, the individual must complete all requirements for the special education endorsement area, complete professional studies requirements, and meet Virginia's professional teacher's assessment requirement prescribed by the Board of Education.

6. *Pupil Personnel Services License.* The Pupil Personnel Services License is a five-year, renewable license available to an individual who has earned an appropriate graduate degree from an accredited institution with an endorsement for guidance counselor, school psychologist, school social worker, or visiting teacher. This license does not require teaching experience.

7. *Division Superintendent License.* The Division Superintendent License is a five-year, renewable license available to an individual who has completed an earned master's degree from an accredited institution of higher education and meets the requirements specified in 8 VAC 20-21-570. The individual's name must be listed on the Board of Education's list of eligible division superintendents.

B. All licenses will be effective from July 1 in the school year in which the application is made.

8 VAC 20-21-60. Additional endorsements.

One or more endorsements may be added to a license provided specific endorsement requirements have been met. Written requests may be made by the licensed professional and should be directed to the employing educational agency or college or university. If the request is not acted upon by the local educational agency or college or university within 30

days or is disputed, the license holder may make a written request for an additional endorsement directly to the Office of Professional Licensure, Virginia Department of Education. Written requests should be submitted by January 15 to be in effect by July 1 of the same year.

8 VAC 20-21-70. Deletion of an endorsement.

An endorsement may be deleted from a license at the request of the licensed professional. Written requests are made by the licensed professional and should be directed to the employing educational agency. If the request is not acted upon by the local educational agency within 30 days, or is disputed, the license holder may make a written request for the deletion of an endorsement directly to the Office of Professional Licensure, Virginia Department of Education. Written requests should be submitted by January 15 to be in effect of July 1 of that year. Individuals who wish to add an endorsement that has been deleted must meet requirements for that endorsement at the time it is requested.

8 VAC 20-21-80. Alternative route to licensure.

A. An alternative route is available to individuals employed by an educational agency who seek teaching endorsements pre-K through grade 12.

1. An individual seeking a Provisional License through the alternative route must meet the requirements specified in 8 VAC 20-21-50 A 4.

2. The professional studies requirements for the appropriate level of endorsement sought must be completed. A Virginia educational agency may submit to the Superintendent of Public Instruction for approval an alternative program to meet the professional studies requirements. The alternative program must include training (seminar, internship, course work, etc.) in human growth and development, curriculum and instructional procedures (including technology), foundations of education, and reading.

3. One year of successful, full-time teaching experience in the appropriate teaching area in an accredited public or nonpublic school must be completed. A fully-licensed experienced teacher must be available in the school building to assist the beginning teacher employed through the alternative route.

B. Alternative programs developed by institutions of higher education (i) recognize the unique strengths of prospective teachers from nontraditional backgrounds, and (ii) prepare these individuals to meet the same standards that are established for others who are granted a provisional license.

8 VAC 20-21-90. Conditions for licensure by reciprocity.

An individual coming into Virginia from any state may qualify for a Virginia teaching license with comparable endorsement areas if the individual has completed a state-approved teacher training program through a regionally accredited four-year college or university, or if the individual holds a valid out-of-state teaching license which must be in

force at the time the application for a Virginia license is made. An individual seeking licensure must establish a file in the Department of Education by submitting a complete application packet, which includes official student transcripts. A professional teacher's assessment prescribed by the Board of Education must be satisfied.

8 VAC 20-21-100. Requirements for renewing a license.

A. The Division Superintendent, Postgraduate Professional, Collegiate Professional, Technical Professional, and Pupil Personnel Services Licenses may be renewed upon the completion of 180 professional development points within a five-year validity period based on an individualized professional development plan. Professional development points can be accrued by the completion of activities from one or more of the following options: college credit, professional conference, peer observation, educational travel, curriculum development, publication of article, publication of book, mentorship/supervision, educational project, and employing educational agency professional development activity.

B. A minimum of 90 points (three semester hours in a content area) in the license holder's endorsement area or areas shall be required of license holders without a master's degree and may be satisfied at the undergraduate (two-year or four-year institution) or graduate level. Special education course work designed to assist classroom teachers and other school personnel in working with students with disabilities, a course in gifted education, a course in educational technology, or a course in English as a Second Language may be completed to satisfy the content course requirement for one cycle of the renewal process. [Professional development activities designed to support the Virginia Standards of Learning, Standards of Accreditation, and Assessments may be accepted in lieu of the content course for one renewal cycle. The substance of the activities must clearly support these initiatives and address one or more of the following areas: (i) new content knowledge to implement the Virginia Standards of Learning; (ii) curriculum development initiative designed to translate the standards from standards to classroom objectives; (iii) teaching beginning reading skills including phonemic awareness and the structure of language (phonics); (iv) staff development activities in assessment to assist classroom teachers in the utilization of test results to improve classroom instruction; and (v) professional development designed to implement the technology standards in the schools.] Technical Professional License holders without baccalaureate degrees may satisfy the requirement through vocational education workshops, vocational education institutes, or through undergraduate course work at two-year or four-year institutions.

C. Content area courses are courses at the undergraduate level (two-year or four-year institution) or at the graduate level that will not duplicate previous courses taken in the humanities, history and social science, the sciences, mathematics, health and physical education, and the fine arts. These courses are usually available through the college or department of arts and sciences. License holders with

elementary education, middle education, special education, or reading endorsements must satisfy the 90-point requirement through content course work in one of the areas listed above. Courses available through the college's or institution's department of education may be used to satisfy the content requirement for those license holders with endorsements in health and physical education, vocational education, and library science education.

D. With prior approval of the division superintendent, the 90 points in a content area also may be satisfied through course work taken to obtain a new teaching endorsement or course work taken because of a particular need of a particular teacher.

E. The remaining 90 points may be accrued by activities drawn from one or more of the 10 options described in The Virginia Renewal Manual. Renewal work is designed to provide licensed personnel with opportunities for professional development relative to the grade levels or teaching fields to which they are assigned or for which they seek an added endorsement. Such professional development encompasses (i) responsible remediation of any area of an individual's knowledge or skills that fails to meet the standards of competency and (ii) responsible efforts to increase the individual's knowledge of new developments in his field and to respond to new curricular demands within the person's area of professional competence.

F. The proposed work toward renewal in certain options must be approved in advance by the chief executive officer or designee of the employing educational agency. Persons who are not employed by an educational agency may renew or reinstate their license by submitting to the Office of Professional Licensure, Department of Education, their individualized renewal record and verification of points, including official student transcripts of course work taken at an accredited two-year or four-year college or university.

G. Accrual of professional development points shall be determined by criteria set forth by the Virginia Department of Education.

H. Virginia school divisions and nonpublic schools will recommend renewal of licenses using the renewal point system.

PART IV.

LICENSURE REGULATIONS GOVERNING EARLY/PRIMARY EDUCATION, ELEMENTARY EDUCATION AND MIDDLE EDUCATION ENDORSEMENTS.

8 VAC 20-21-110. Early/primary education, elementary education, and middle education endorsements.

Individuals seeking licensure with endorsements in early/primary education, elementary education, and middle education may meet requirements through the completion of an approved program or, if employed by a Virginia public or nonpublic school, through the alternative route to licensure. Components of the licensure program include a degree in the liberal arts and sciences (or equivalent), professional teacher's assessment requirement prescribed by the Board of

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Education, specific endorsement requirements, and professional studies requirements.

8 VAC 20-21-120. Professional studies requirements.

Professional studies requirements for early/primary education, elementary education, and middle education: 18 semester hours.

1. Human growth and development (birth through adolescence): 3 semester hours. Skills in this area shall contribute to an understanding of the physical, social, emotional, and intellectual development of children and the ability to use this understanding in guiding learning experiences. The interaction of children with individual differences -- economic, social, racial, ethnic, religious, physical, and mental -- should be incorporated to include skills contributing to an understanding of developmental disabilities and developmental issues related to but not limited to attention deficit disorders, substance abuse, child abuse, and family disruptions.

2. Curriculum and instructional procedures: 6 semester hours.

a. Early/primary education preK-3 or elementary education preK-6 curriculum and instructional procedures. Skills in this area shall contribute to an understanding of the principles of learning; the application of skills in discipline-specific methodology; communication processes; classroom management; selection and use of materials, including media and computers; and evaluation of pupil performance. The teaching methods, including for gifted and talented students and those students with disabling conditions, must be appropriate for the level of endorsement (preK-3 or preK-6). Pre-student teaching experiences (field experiences) should be evident within these skills.

b. Middle education 6-8 curriculum and instructional procedures. Skills in this area shall contribute to an understanding of the principles of learning; the application of skills in discipline-specific methodology; communication processes, classroom management; selection and use of materials, including media and computers; and evaluation of pupil performance. The teaching methods, including for gifted and talented students and students with disabling conditions, must be appropriate for the middle education endorsement. Pre-student teaching experiences (field experiences) should be evident within these skills.

3. Foundations of education: 3 semester hours. Skills in this area shall be designed to develop an understanding of the historical, philosophical, and sociological foundations underlying the role, development and organization of public education in the United States. Attention should be given to the legal status of teachers and students, including federal and state laws and regulations, school as an

organization/culture, and contemporary issues in education.

4. Reading: 6 semester hours

a. Early/primary preK-3 and elementary education preK-6 -- language acquisition and reading: 6 semester hours. Skills in this area shall be designed to impart a thorough understanding of the complex nature of language acquisition and reading, to include: phonemic awareness; an understanding of sound/symbol relationships, explicit phonics instruction, syllables, phonemes, morphemes, decoding skills, word attack skills, and a knowledge of how phonics, syntax, and semantics interact. Additional skills shall include proficiency in a wide variety of comprehension strategies, as well as the ability to foster appreciation of a variety of literature and independent reading.

b. Middle education -- [language acquisition: 3 semester hours and] reading in the content areas: [6 3] semester hours. Skills in this area shall be designed to impart an understanding of comprehension skills in all content areas, including a repertoire of questioning strategies, summarizing and retelling skills, and strategies in literal, interpretive, critical, and evaluative comprehension, as well as the ability to foster appreciation of a variety of literature and independent reading.

5. Supervised classroom experience. The student teaching experience should provide for the prospective teacher to be in classrooms full time for a minimum of 300 clock hours with at least half of that time spent supervised in direct teaching activities (providing direct instruction) at the level of endorsement. One year of successful full-time teaching experience in the endorsement area in any accredited public or nonpublic school may be accepted in lieu of the supervised teaching experience. A fully licensed, experienced teacher must be available in the school building to assist a beginning teacher employed through the alternative route.

8 VAC 20-21-130. Early/primary education preK-3.

A. The program for early/primary education preK-3 will ensure that the candidate has demonstrated the following competencies:

1. Methods.

a. Understanding of the knowledge, skills, and processes to support learners in achievement of the Virginia Standards of Learning in English, mathematics, history and social science, science, and computer/technology;

b. The ability to integrate language and literacy, mathematics, science, health, social studies, art, music, drama, movement, and technology in learning experiences;

c. The use of differentiated instruction and flexible groupings to meet the needs of learners at different stages of development, abilities, and achievement;

d. The use of appropriate methods, including direct instruction, to help learners develop knowledge and basic skills, sustain intellectual curiosity, and problem solve;

e. The ability to utilize effective classroom management skills through methods that will build responsibility and self-discipline and maintain a positive learning environment;

f. The ability to modify and manage learning environments and experiences to meet the individual needs of children, including children with disabilities, gifted children, and children with limited proficiency in English;

g. The ability to use formal and informal assessments to diagnose needs, plan and modify instruction, and record student progress;

h. A commitment to professional growth and development through reflection, collaboration, and continuous learning;

i. The ability to analyze, evaluate, apply, and conduct quantitative and qualitative research; and

j. The ability to use [~~computer~~] technology as a tool for teaching, learning, research, and communication.

2. Knowledge and skills.

a. Reading/English. Understanding of the content, knowledge, skills, and processes for teaching the [Virginia] Standards of Learning for English including: reading, writing, literature, oral language (speaking and listening), and research and how these standards provide the core for teaching English in grades preK-3 (early/primary licensure).

(1) Assessment and diagnostic teaching. The individual must:

(a) Be proficient in the use of assessment and screening measures (formal and informal) for language proficiency, concepts of print, phoneme awareness, letter recognition, sound-symbol knowledge, single word recognition, decoding, word attack skills, word recognition in context, reading fluency, and oral and silent reading comprehension; and

(b) Be proficient in the ability to use diagnostic data to tailor instruction, accelerate, and remediate, using flexible skill-level groupings as necessary.

(2) Oral communication. The individual must:

(a) Be proficient in the knowledge, skills, and processes necessary for teaching oral language (including speaking and listening);

(b) Be proficient in developing students' phonemic awareness/phonological association skills;

(c) Demonstrate effective strategies for facilitating the learning of standard English by speakers of other languages and dialects;

(d) Demonstrate an understanding of the unique needs of students with language differences and delays; and

(e) Demonstrate the ability to promote creative thinking and expression, as through storytelling, drama, choral/oral reading, etc.

(3) Reading/literature. The individual must:

(a) Demonstrate an understanding of the role of the family in developing literacy;

(b) Demonstrate the ability to appreciate the written word and the awareness of the printed language and writing system;

(c) Develop an understanding of the linguistic, sociological, cultural, cognitive, and psychological basis of the reading process;

(d) Be proficient in explicit phonics instruction, including an understanding of sound/symbol relationships, syllables, phonemes, morphemes, decoding skills, and word attack skills;

(e) Be proficient in the use of the cuing systems of language, including knowledge of how phonics, syntax, and semantics interact as the reader constructs meaning;

(f) Be proficient in strategies to increase vocabulary;

(g) Be proficient in the structure of the English language, including an understanding of syntax and vocabulary development;

(h) Be proficient in reading comprehension strategies, including a repertoire of questioning strategies, understanding the dimensions of word meanings, teaching summarizing and retelling skills, and guiding students to make connections beyond the text;

(i) Be proficient in the ability to teach strategies in literal, interpretive, critical, and evaluative comprehension;

(j) Demonstrate the ability to develop comprehension skills in all content areas;

(k) Demonstrate the ability to foster the appreciation of a variety of literature; and

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(l) Understand the importance of promoting independent reading and reading reflectively by selecting quality literature, including fiction and nonfiction, at appropriate reading levels.

(4) Writing. The individual must:

(a) Be proficient in the knowledge, skills, and processes necessary for teaching writing, including grammar, punctuation, spelling, syntax, etc.;

(b) Be proficient in systematic spelling instruction, including awareness of the purpose and limitations of "invented spelling," the connection between stages of language acquisition and spelling, orthographic patterns, and strategies for promoting generalization of spelling study to writing; and

(c) Demonstrate the ability to promote creative thinking and expression, as through imaginative writing, etc.

(5) Research. The individual must demonstrate the ability to guide students in their use of technology for both process and product as they work with reading, writing, and research.

b. Mathematics.

(1) Understanding of the mathematics relevant to the content identified in the Virginia Standards of Learning and how the standards provide the foundation for teaching mathematics in grades [~~preK-6~~ preK-3]. Experiences with practical applications and the use of appropriate technology and manipulatives should be used within the following content:

(a) Number systems, their structure, basic operations, and properties;

(b) Elementary number theory, ratio, proportion and percent;

(c) Algebra: operations with monomials and polynomials; algebraic fractions; linear and quadratic equations and inequalities, linear systems of equations and inequalities; radicals and exponents; arithmetic and geometric sequences and series; algebraic and trigonometric functions; and transformations among graphical, tabular, and symbolic form of functions;

(d) Geometry: geometric figures, their properties, relationships, Pythagorean Theorem; deductive and inductive reasoning; perimeter, area, and surface area of 2- and 3-dimensional figures; coordinate and transformational geometry; and constructions;

(e) Probability and statistics: permutations and combinations; experimental and theoretical probability; prediction; graphical representations including box-and whisker plots; measures of central tendency, range, and normal distribution; and

(f) Computer science: terminology, simple programming, and software applications.

(2) Understanding of the nature of mathematics and how the study of the discipline helps students appreciate:

(a) The sequential nature of mathematics;

(b) The multiple representations of mathematical concepts and procedures;

(c) The ways to reason mathematically, solve problems, and communicate mathematics effectively at different levels of formality;

(d) The contributions of different cultures toward its development;

(e) The role of mathematics and its applications in culture and society; and

(f) The way changes in technology have influenced mathematics education.

c. History and social science.

(1) Understanding of the knowledge, skills, and processes of history and the social science disciplines as defined in the [Virginia] Standards of Learning and how the standards provide the necessary foundation for teaching history and social science, including in:

(a) History.

(i) The contributions of ancient civilizations to American social and political institutions;

(ii) Major events in Virginia history from 1607 to the present;

(iii) Key individuals, documents, and events in the American revolution;

(iv) The evolution of American's constitutional republic, its ideas, institutions, and practices;

(v) The influence of religious traditions on American heritage and contemporary American society;

(vi) The changing role of America around the world; relations between domestic affairs and foreign policy; global political and economic interactions; and

(vii) The origins, effects, aftermath, and significance of the two world wars [~~and~~ ,] the

Korean and Vietnam conflicts [and the Post Cold War Era].

(b) Geography.

(i) The use of maps and other geographic representations, tools, and technologies to acquire, process, and report information;

(ii) The relationship between human activity and the physical environment in the community and the world;

(iii) Physical processes that shape the surface of the earth; and

(iv) How political forces influence the division and control of the earth's resources.

(c) Civics/economics.

(i) The privileges and responsibilities of good citizenship and the importance of the rule of law for the protection of individual rights;

(ii) The process of making laws in the United States and the fundamental ideals and principles of a republican form of government;

(iii) The nature and purposes of constitutions and alternative ways of organizing constitutional governments; and

(iv) The structure of the United States economy compared to other economies.

(2) Understanding of the nature of history and the social sciences, and how the study of the disciplines assists students in developing critical thinking skills in helping them to understand:

(a) The relationship between past and present;

(b) The use of primary sources such as: artifacts, letters, photographs, and newspapers;

(c) How events in history are shaped both by the ideas and actions of people;

(d) Diverse cultures and shared humanity;

(e) Civic participation in a pluralistic democracy; and

(f) The relationship between history, literature, art, and music.

d. Science.

(1) Understanding of the knowledge, skills, and processes of the Earth, life, and physical sciences as defined in the Virginia Science Standards of Learning and how these standards provide a sound foundation for teaching science in the elementary grades.

(2) Understanding of the nature of science and scientific inquiry including:

(a) The role of science in explaining and predicting events and phenomena; and

(b) The science skills of data analysis, measurement, observation, prediction, and experimentation.

(3) Understanding of the knowledge, skills, and processes for an active elementary science program including the ability to:

(a) Design instruction reflecting the goals of the [Virginia] Science Standards of Learning;

(b) Conduct research projects and experiments in a safe environment;

(c) Organize key science content into meaningful units of instruction;

(d) Adapt instruction to diverse learners using a variety of techniques;

(e) Evaluate instructional materials, instruction, and student achievement; and

(f) Incorporate instructional technology to enhance student performance in science.

(4) Understanding of the content, processes, and skills of the Earth sciences, biology, chemistry, and physics supporting the teaching of elementary school science as defined by the [Virginia] Science Standards of Learning and equivalent to academic course work in each of these core science areas.

(5) Understanding of the core scientific disciplines to ensure:

(a) The ability to teach the processes and organizing concepts common to the natural and physical sciences; and

(b) Student achievement in science.

(6) Understanding of the contributions and significance of science including:

(a) Its social and cultural significance;

(b) The relationship of science to technology; and

(c) The historical development of scientific concepts and scientific reasoning.

3. Child and family.

a. Knowledge and understanding of human growth and development from birth through adolescence and the link between child development and instruction;

b. The ability to understand children in the context of family, culture, and community;

c. The ability to establish positive and collaborative relationships with all families as partners in teaching and learning;

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d. The ability to support families in character development through emphasis on respect, responsibility, and moral behavior; and

e. The ability to support students by cooperatively working with parents and other professionals.

B. Endorsement requirements.

1. The candidate must have graduated from an approved teacher preparation program in early/primary education preK-3; or

2. The candidate for the early/primary education preK-3 endorsement must have a degree in the liberal arts and sciences (or equivalent) and completed course work which covers the early/primary education preK-3 competencies and fulfills the following 51-semester-hour requirements:

a. English (must include composition, oral communication, and literature): 12 semester hours;

b. Mathematics: 9 semester hours;

c. Science (including a laboratory course): 9 semester hours;

d. History (must include American history and world history): 6 semester hours;

e. Social science (must include geography and economics): 6 semester hours;

f. Arts and humanities: 6 semester hours; and

g. Computer/technology: 3 semester hours.

8 VAC 20-21-140. Elementary education preK-6.

A. The program in elementary education preK-6 will ensure that the candidate has demonstrated the following competencies:

1. Methods.

a. Understanding of the needed knowledge, skills, and processes to support learners in achievement of the Virginia Standards of Learning in English, mathematics, history and social science, science, and computer/technology;

b. The ability to integrate language and literacy, mathematics, science, health, social studies, art, music, drama, movement, and technology in learning experiences;

c. The use of differentiated instruction and flexible groupings to meet the needs of learners at different stages of development, abilities, and achievement;

d. The use of appropriate methods, including direct instruction, to help learners develop knowledge and basic skills, sustain intellectual curiosity, and problem solve;

e. The ability to utilize effective classroom management skills through methods that will build responsibility and self-discipline and maintain a positive learning environment;

f. The ability to modify and manage learning environments and experiences to meet the individual needs of children, including children with disabilities, gifted children, and children with limited proficiency in English;

g. The ability to use formal and informal assessments to diagnose needs, plan and modify instruction, and record student progress;

h. A commitment to professional growth and development through reflection, collaboration, and continuous learning;

i. The ability to analyze, evaluate, apply, and conduct quantitative and qualitative research; and

j. The ability to use [~~computer~~] technology as a tool for teaching, learning, research, and communication.

2. Knowledge and skills.

a. Reading/English. Understanding of the content, knowledge, skills, and processes for teaching the [Virginia] Standards of Learning for English including: reading, writing, literature, oral language (speaking and listening), and research and how these standards provide the core for teaching English in grades preK-6 (elementary licensure).

(1) Assessment and diagnostic teaching. The individual must:

(a) Be proficient in the use of assessment and screening measures (formal and informal) for language proficiency, concepts of print, phoneme awareness, letter recognition, sound-symbol knowledge, single word recognition, decoding, word attack skills, word recognition in context, reading fluency, and oral and silent reading comprehension; and

(b) Be proficient in the ability to use diagnostic data to tailor instruction, accelerate, and remediate, using flexible skill-level groupings as necessary.

(2) Oral communication. The individual must:

(a) Be proficient in the knowledge, skills, and processes necessary for teaching oral language (including speaking and listening);

(b) Be proficient in developing students' phonemic awareness/phonological association skills;

(c) Demonstrate effective strategies for facilitating the learning of standard English by speakers of other languages and dialects;

(d) Demonstrate an understanding of the unique needs of students with language differences and delays; and

(e) Demonstrate the ability to promote creative thinking and expression, as through storytelling, drama, choral/oral reading, etc.

(3) Reading/literature. The individual must:

(a) Demonstrate an understanding of the role of the family in developing literacy;

(b) Demonstrate the ability to create appreciation of the written word and the awareness of the printed language and writing system;

(c) Develop an understanding of the linguistic, sociological, cultural, cognitive, and psychological basis of the reading process;

(d) Be proficient in explicit phonics instruction, including an understanding of sound/symbol relationships, syllables, phonemes, morphemes, decoding skills, and word attack skills;

(e) Be proficient in the use of the cuing systems of language, including knowledge of how phonics, syntax, and semantics interact as the reader constructs meaning;

(f) Be proficient in strategies to increase vocabulary;

(g) Be proficient in the structure of the English language, including an understanding of syntax and vocabulary development;

(h) Be proficient in reading comprehension strategies, including a repertoire of questioning strategies, understanding the dimensions of word meanings, teaching summarizing and retelling skills, and guiding students to make connections beyond the text; and

(i) Be proficient in the ability to teach strategies in literal, interpretive, critical, and evaluative comprehension.

(j) Demonstrate the ability to develop comprehension skills in all content areas;

(k) Demonstrate the ability to foster appreciation of a variety of literature; and

(l) Understand the importance of promoting independent reading and reading reflectively by selecting quality literature, including fiction and non-fiction, at appropriate reading levels.

(4) Writing. The individual must:

(a) Be proficient in the knowledge, skills, and processes necessary for teaching writing, including grammar, punctuation, spelling, syntax, etc.;

(b) Be proficient in systematic spelling instruction, including awareness of the purpose and limitations of "invented spelling," the connection between stages of language acquisition and spelling, orthographic patterns, and strategies for promoting generalization of spelling study to writing; and

(c) Demonstrate the ability to promote creative thinking and expression, as through imaginative writing, etc.

(5) Research. The individual must demonstrate the ability to guide students in their use of technology for both process and product as they work with reading, writing, and research.

b. Mathematics.

(1) Understanding of the mathematics relevant to the content identified in the Virginia Standards of Learning and how the standards provide the foundation for teaching mathematics in grades preK-6. Experiences with practical applications and the use of appropriate technology and manipulatives should be used within the following content:

(a) Number systems, their structure, basic operations, and properties;

(b) Elementary number theory, ratio, proportion and percent;

(c) Algebra: operations with monomials and polynomials; algebraic fractions; linear and quadratic equations and inequalities, linear systems of equations and inequalities; radicals and exponents; arithmetic and geometric sequences and series; algebraic and trigonometric functions; and transformations among graphical, tabular, and symbolic form of functions;

(d) Geometry: geometric figures, their properties, relationships, Pythagorean Theorem; deductive and inductive reasoning; perimeter, area, and surface area of 2- and 3-dimensional figures; coordinate and transformational geometry; and constructions;

(e) Probability and statistics: permutations and combinations; experimental and theoretical probability; prediction; graphical representations, including box-and whisker plots; measures of central tendency, range, and normal distribution; and

(f) Computer science: terminology, simple programming, and software applications.

(2) Understanding of the nature of mathematics and how the study of the discipline helps students appreciate:

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- (a) *The sequential nature of mathematics;*
- (b) *The multiple representations of mathematical concepts and procedures;*
- (c) *The ways to reason mathematically, solve problems, and communicate mathematics effectively at different levels of formality;*
- (d) *The contributions of different cultures toward its development;*
- (e) *The role of mathematics and its applications in culture and society; and*
- (f) *The way changes in technology have influenced mathematics education.*

c. *History and social science.*

(1) *Understanding of the knowledge, skills, and processes of history and the social science disciplines as defined in the [Virginia] Standards of Learning and how the standards provide the necessary foundation for teaching history and social science, including in:*

(a) *History*

- (i) *The contributions of ancient civilizations to American social and political institutions;*
- (ii) *Major events in Virginia history from 1607 to the present;*
- (iii) *Key individuals, documents, and events in the American revolution;*
- (iv) *The evolution of America's constitutional republic, its ideas, institutions, and practices;*
- (v) *The influence of religious traditions on American heritage and contemporary American society;*
- (vi) *The changing role of America around the world; relations between domestic affairs and foreign policy; global political and economic interactions; and*
- (vii) *The origins, effects, aftermath, and significance of the two world wars [and ,] the Korean and Vietnam conflicts [, and the Post Cold War Era].*

(b) *Geography.*

- (i) *The use of maps and other geographic representations, tools, and technologies to acquire, process, and report information;*
- (ii) *The relationship between human activity and the physical environment in the community and the world;*
- (iii) *Physical processes that shape the surface of the earth; and*

(iv) *How political forces influence the division and control of the earth's resources.*

(c) *Civics/economics.*

- (i) *The privileges and responsibilities of good citizenship and the importance of the Rule of Law for the protection of individual rights;*
- (ii) *The process of making laws in the United States and the fundamental ideals and principles of a republican form of government;*
- (iii) *The nature and purposes of constitutions and alternative ways of organizing constitutional governments; and*
- (iv) *The structure of the United States economy compared to other economies.*

(2) *Understanding of the nature of history and social sciences and how the study of the disciplines assists students in developing critical thinking skills in helping them to understand:*

- (a) *The relationship between past and present;*
- (b) *The use of primary sources such as: artifacts, letters, photographs, and newspapers;*
- (c) *How events in history are shaped both by the ideas and actions of people;*
- (d) *Diverse cultures and shared humanity;*
- (e) *Civic participation in a pluralistic democracy; and*
- (f) *The relationship between history, literature, art, and music.*

d. *Science.*

(1) *Understanding of the knowledge, skills, and processes of the Earth, life, and physical sciences as defined in the Virginia Science Standards of Learning and how these standards provide a sound foundation for teaching science in the elementary grades;*

(2) *Understanding of the nature of science and scientific inquiry, including:*

- (a) *The role of science in explaining and predicting events and phenomena; and*
- (b) *The science skills of data analysis, measurement, observation, prediction, and experimentation.*

(3) *Understanding of the knowledge, skills, and processes for an active elementary science program including the ability to:*

- (a) *Design instruction reflecting the goals of the [Virginia] Science Standards of Learning;*

(b) Conduct research projects and experiments in a safe environment;

(c) Organize key science content into meaningful units of instruction;

(d) Adapt instruction to diverse learners using a variety of techniques;

(e) Evaluate instructional materials, instruction, and student achievement; and

(f) Incorporate instructional technology to enhance student performance in science.

(4) Understanding of the content, processes, and skills of the Earth sciences, biology, chemistry, and physics supporting the teaching of elementary school science as defined by the [Virginia] Science Standards of Learning and equivalent course work reflecting each of these core science areas.

(5) Understanding of the core scientific disciplines to ensure:

(a) The ability to teach the processes and organizing concepts common to the natural and physical sciences; and

(b) Student achievement in science.

(6) Understanding of the contributions and significance of science including:

(a) Its social and cultural significance;

(b) The relationship of science to technology; and

(c) The historical development of scientific concepts and scientific reasoning.

3. Child and family.

a. Knowledge and understanding of human growth and development from birth through adolescence and the link between child development and instruction;

b. The ability to understand children in the context of family, culture, and community;

c. The ability to establish positive and collaborative relationships with all families as partners in teaching and learning;

d. The ability to support families in character development through emphasis on respect, responsibility, and moral behavior; and

e. The ability to support students by cooperatively working with parents and other professionals.

B. Endorsement requirements.

1. The candidate shall have graduated from an approved teacher preparation program in elementary education preK-6; or

2. The candidate for the elementary education preK-6 endorsement must have a degree in the liberal arts and sciences (or equivalent) and completed course work which covers the elementary education preK-6 competencies and fulfills the following 60-semester-hour requirements:

a. English (must include composition, oral communication, and literature): 12 semester hours;

b. Mathematics: 12 semester hours;

c. Science (including a laboratory course): 12 semester hours;

d. History (must include American history and world history): 9 semester hours;

e. Social science (must include geography and economics): 6 semester hours;

f. Arts and humanities: 6 semester hours; and

g. Computer/technology: 3 semester hours.

8 VAC 20-21-150. Middle education 6-8.

A. The program in middle education 6-8 [with two areas of concentration] will ensure that the candidate has demonstrated the following competencies:

1. Methods.

a. Understanding of the needed knowledge, skills, and processes to support learners in achievement of the Virginia Standards of Learning for grades 6-8;

b. The use of appropriate methods, including direct instruction, to help learners develop knowledge and skills, sustain intellectual curiosity, and solve problems;

c. The ability to plan and teach collaboratively to facilitate interdisciplinary learning;

d. The use of differentiated instruction and flexible groupings to meet the needs of preadolescents at different stages of development, abilities, and achievement;

e. The ability to utilize effective classroom management skills through methods that will build responsibility and self-discipline and maintain a positive learning environment;

f. The ability to modify and manage learning environments and experiences to meet the individual needs of preadolescents, including children with disabilities, gifted children, and children with limited proficiency in [the] English [language];

g. The ability to use formal and informal assessments to diagnose needs, plan and modify instruction, and record student progress;

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h. A commitment to professional growth and development through reflection, collaboration, and continuous learning;

i. The ability to analyze, evaluate, apply, and conduct quantitative and qualitative research;

j. The ability to use [~~computer~~] technology as a tool for teaching, learning, research, and communication;

k. An understanding of how to apply a variety of school organizational structures, schedules, groupings, and classroom formats appropriately for middle level learners; and

l. Skill in promoting the development of all students' abilities for academic achievement and continued learning.

2. English.

a. Possession of the skills necessary to teach the writing process, to differentiate among the forms of writing (creative, expository, persuasive, and technical), and to use computers and other available technology;

b. Understanding of and knowledge in grammar [,] usage [,] and mechanics and its integration in writing;

c. Understanding of the theory of linguistics and of the nature and development of language and its impact on vocabulary development and spelling;

d. Understanding of and knowledge in reading and comprehensive skills;

e. Understanding of and knowledge in speaking and listening;

f. Knowledge of major works from British, American, world, and ethnic/minority literature appropriate for English instruction.

3. History and social science.

a. Understanding of the knowledge, skills, and processes of history and the social science disciplines as defined by the Virginia History and Social Science Standards of Learning and how the standards provide the foundation for teaching history and social science, including in:

(1) United States history.

(a) The evolution of the American constitutional republic and its ideas, institutions, and practices from the colonial period to the present; the American Revolution, including ideas and principles preserved in significant Virginia and United States historical documents as required by § 22.1-201 of the Code of Virginia (Declaration of American Independence, the general principles of the Constitution of the United States, the Virginia Statute of Religious Freedom, the charters of April 10, 1606, May 23, 1609, and March 12, 1612, of

The Virginia Company, and the Virginia Declaration of Rights), and historical challenges to the American political system (i.e., slavery, the Civil War, emancipation, and civil rights);

(b) The influence of religious traditions on the American heritage and on contemporary American society;

(c) The changing role of America around the world; the relationship between domestic affairs and foreign policy; global political and economic interactions;

(d) The influence of immigration on American political, social, and economic life;

(e) Origins, effects, aftermath and significance of the two world wars; [and ,] the Korean and Vietnam conflicts [, and the Post Cold War Era];

(f) Social, political, and economic transformations in American life during the 20th century; and

(g) Tensions between liberty and equality, liberty and order, region and nation, individualism and the common welfare, and between cultural diversity and civic unity.

(2) World history.

(a) The political, philosophical, and cultural legacies of ancient, American, Asian, African, and European civilizations;

(b) Origins, ideas, and institutions of Judaism, Christianity, Hinduism, Confucianism and Taoism, and Shinto, Buddhist and Islamic religious traditions;

(c) Medieval society and institutions; relations with Islam; feudalism and the evolution of representative government;

(d) The social, political, and economic contributions of selected civilizations in Africa, Asia, Europe, and the Americas;

(e) The culture and ideas of the Renaissance and the Reformation, European exploration, and the origins of capitalism and colonization;

(f) The cultural ideas of the Enlightenment and the intellectual revolution of the 17th and 18th centuries;

(g) The sources, results, and influence of the American and French revolutions;

(h) The social consequences of the Industrial Revolution and its impact on politics and culture;

(i) The global influence of European ideologies of the 19th and 20th centuries (liberalism, republicanism, social democracy, Marxism,

nationalism, Communism, Fascism, and Nazism); and

(j) The origins, effects, aftermath and significance of the two world wars.

(3) Civics and economics.

(a) Essential characteristics of limited and unlimited governments;

(b) Importance of the Rule of Law for the protection of individual rights and the common good;

(c) Rights and responsibilities of American citizenship;

(d) Nature and purposes of constitutions and alternative ways of organizing constitutional governments;

(e) American political culture;

(f) Values and principles of the American constitutional republic;

(g) Structures, functions, and powers of local, state, and national governments; and

(h) The structure and function of the United States market economy as compared with other economies.

b. Understanding of the nature of history and social science and how the study of these disciplines helps students go beyond critical thinking skills to help them appreciate:

(1) The significance of the past to their lives and to society;

(2) Diverse cultures and shared humanity;

(3) How things happen, how they change, and how human intervention matters;

(4) The interplay of change and continuity;

(5) Historical cause and effect;

(6) The importance of individuals who have made a difference in history and the significance of personal character to the future of society;

(7) The relationship among history, geography, civics, and economics; and

(8) The difference between fact and conjecture, evidence and assertion, and the importance of framing useful questions.

4. Mathematics.

a. Understanding of the knowledge and skills necessary to teach the Virginia Mathematics Standards of Learning and how curriculum may be

organized to teach these standards to diverse learners;

b. Understanding of a core knowledge base of concepts and procedures within the discipline of mathematics including the following strands: number systems and number theory, geometry and measurement; statistics and probability; functions and algebra;

c. Understanding of the sequential nature of mathematics and the mathematical structures inherent in the content strands;

d. Understanding of and the ability to use the four processes -- becoming mathematical problem solvers, reasoning mathematically, communicating mathematically, and making mathematical connections -- at different levels of complexity;

e. Understanding of the history of mathematics, including the contributions of various individuals and cultures toward the development of mathematics, and the role of mathematics in culture and society;

f. Understanding of the major current curriculum studies and trends in mathematics;

g. Understanding of the role of technology and the ability to use graphing utilities and computers in the teaching and learning of mathematics;

h. Understanding of and the ability to select, adapt, evaluate and use instructional materials and resources, including professional journals and technology;

i. Understanding of and the ability to use strategies for managing, assessing, and monitoring student learning, including diagnosing student errors; and

j. Understanding of and the ability to use strategies to teach mathematics to diverse learners.

5. Science.

a. Understanding of the knowledge, skills, and processes of the Earth, life, and physical sciences as defined in the Virginia Science Standards of Learning and how these provide a sound foundation for teaching science in the middle grades.

b. Understanding of the nature of science and scientific inquiry, including:

(1) Function of research design and experimentation;

(2) Role of science in explaining and predicting events and phenomena; and

(3) Science skills of data analysis, measurement, observation, prediction, and experimentation.

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c. *Understanding of the knowledge, skills, and processes for an active middle school science program, including the ability to:*

- (1) *Design instruction reflecting the goals of the [Virginia] Science Standards of Learning;*
- (2) *Conduct research projects and experiments;*
- (3) *Implement safety rules/procedures and ensure that students take appropriate safety precautions;*
- (4) *Organize key [biological science] content into meaningful units of instruction;*
- (5) *Adapt instruction to diverse learners using a variety of techniques;*
- (6) *Evaluate instructional materials, instruction, and student achievement; and*
- (7) *Incorporate instructional technology to enhance student performance in science.*

d. *Understanding of the content, processes, and skills of the Earth sciences, biology, chemistry, and physics supporting the teaching of middle school science as defined by the [Virginia] Science Standards of Learning and equivalent to academic course work in each of these core science areas.*

e. *Understanding of the core scientific disciplines to ensure:*

- (1) *The placement of science in an appropriate interdisciplinary context;*
- (2) *The ability to teach the processes and organize concepts common to the natural and physical sciences; and*
- (3) *Student achievement in science.*

f. *Understanding of the contributions and significance of science to include:*

- (1) *Its social and cultural significance;*
- (2) *The relationship of science to technology; and*
- (3) *The historical development of scientific concepts and scientific reasoning.*

6. Youth and family.

a. *Knowledge and understanding of the physical, social, emotional, intellectual, and moral development of youth from preadolescence through early adolescence and the link between adolescent development and instruction;*

b. *The ability to understand children in the context of family, culture, and community;*

c. *The ability to establish positive and collaborative relationships with all families as partners in teaching and learning;*

d. *The ability to support families and youth in character development through emphasis on respect, responsibility, and moral behavior; and*

e. *The ability to support students by cooperatively working with parents and other professionals.*

B. Endorsement requirements.

1. *The candidate must have graduated from an approved teacher preparation discipline-specific program in middle education 6-8 [with two areas of concentration from the areas of English, mathematics, science, and history/social science]; or*

2. *An applicant seeking the middle education 6-8 endorsement must have earned a degree in the liberal arts and sciences (or equivalent); and completed a minimum of 21 semester hours in [~~one or more~~ two] areas of concentration which will be listed on the license; and completed minimum requirements for those areas (English, mathematics, science, and history/social science) in which the individual is not seeking an area of concentration. The applicant will be restricted to teaching only in those areas of concentration listed on the teaching license.*

a. English.

(1) *English concentration (must include course work in language, e.g., history, structure, grammar, literature, advanced composition, and interpersonal communication or speech): 21 semester hours.*

(2) *Individuals seeking endorsement in middle education 6-8 without an English concentration must have completed 12 semester hours in English.*

b. Mathematics.

(1) *Mathematics concentration (must include course work in algebra, geometry, probability and statistics, and applications of mathematics): 21 semester hours.*

(2) *Individuals seeking endorsement in middle education 6-8 without a mathematics concentration must have completed a minimum of 6 semester hours in mathematics for a total of 15 semester hours in mathematics and science.*

c. Science.

(1) *Science concentration (must include courses in each of the following: biology, chemistry, physics, and Earth and space science; a laboratory course is required in two of the four areas): 21 semester hours.*

(2) *Individuals seeking endorsement in middle education 6-8 without a science concentration must have completed a minimum of 6 semester hours in science for a total of 15 semester hours in mathematics and science.*

d. *History/social science.*

(1) *History/social science concentration (must include American history, world history, economics, geography, international affairs, and current events): 21 semester hours.*

(2) *Individuals seeking endorsement in middle education 6-8 without a history/social science concentration must have completed a minimum of 6 semester hours in history and a minimum of 6 semester hours in social science for a total of 15 semester hours in history and social science.*

PART V.

LICENSURE REGULATIONS GOVERNING PREK-12 ENDORSEMENTS, [SPECIAL EDUCATION,] SECONDARY GRADES 6-12 ENDORSEMENTS, AND ADULT EDUCATION.

8 VAC 20-21-160. PreK-12 endorsements, [special education,] secondary grades 6-12 endorsements, and adult education.

Individuals seeking licensure with preK-12 endorsements, [special education,] secondary grades 6-12 endorsements, or adult education may meet requirements through the completion of an approved program or, if employed by a Virginia public or nonpublic school, through the alternative route to licensure. Components of the licensure program include a degree in the liberal arts and sciences (or equivalent), professional teacher's assessment requirement prescribed by the Board of Education, specific endorsement requirements, and professional studies requirements.

8 VAC 20-21-170. Professional studies requirements.

Professional studies requirements for adult education, preK-12 endorsements, [special education,] and secondary grades 6-12 endorsements: 15 semester hours.

1. *Human growth and development (birth through adolescence): 3 semester hours. Skills in this area shall contribute to an understanding of the physical, social, emotional, and intellectual development of children and the ability to use this understanding in guiding learning experiences. The interaction of children with individual differences -- economic, social, racial, ethnic, religious, physical, and mental -- should be incorporated to include skills contributing to an understanding of developmental disabilities and developmental issues related to but not limited to attention deficit disorders, substance abuse, child abuse, and family disruptions.*

2. *Curriculum and instructional procedures: 6 semester hours. Skills in this area shall contribute to an understanding of the principles of learning; the application of skills in discipline-specific methodology; communication processes; classroom management; selection and use of materials, including media and computers; and evaluation of pupil performance. Teaching methods appropriate for exceptional students, including gifted and talented and those with disabling*

conditions, and appropriate for the level of endorsement sought shall be included. Curriculum and instructional procedures for secondary grades 6-12 endorsements must include middle and secondary education. Pre-student teaching experiences (field experiences) should be evident within these skills. For preK-12 field experiences must be at the elementary, middle, and secondary levels.

3. *Foundations of education: 3 semester hours. Skills in this area shall be designed to develop an understanding of the historical, philosophical, and sociological foundations underlying the role, development and organization of public education in the United States. Attention should be given to the legal status of teachers and students, including federal and state laws and regulations, school as an organization/culture, and contemporary issues in education.*

4. *Reading.*

a. *Adult education, preK-12, and secondary grades 6-12 -- reading in the content area: 3 semester hours. Skills in this area shall be designed to impart an understanding of comprehension skills in all content areas, including a repertoire of questioning strategies, summarizing and retelling skills, and strategies in literal, interpretive, critical, and evaluative comprehension, as well as the ability to foster appreciation of a variety of literature and independent reading.*

b. *Special education -- language acquisition and reading: 6 semester hours. Skills in this area shall be designed to impart a thorough understanding of the complex nature of language acquisition and reading to include: phonemic awareness, an understanding of sound/symbol relationships, explicit phonics instruction, syllables, phonemes, morphemes, decoding skills, word attack skills, and a knowledge of how phonics, syntax, and semantics interact. Additional skills shall include proficiency in a wide variety of comprehension strategies, as well as the ability to foster appreciation of a variety of literature and independent reading.*

5. *Supervised classroom experience. The student teaching experience should provide for the prospective teacher to be in classrooms full time for a minimum of 300 clock hours with at least half of that time spent supervised in direct teaching activities (providing direct instruction) in the endorsement area sought. If a preK-12 endorsement is sought, teaching activities must be at the elementary and middle or secondary levels. Individuals seeking the endorsement in library media must complete the supervised experience in a school library media setting. Individuals seeking an endorsement in an area of special education must complete the supervised classroom experience requirement in the area of special education for which*

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the endorsement is sought. One year of successful full-time teaching experience in the endorsement area in any accredited public or nonpublic school may be accepted in lieu of the supervised teaching experience. A fully licensed, experienced teacher must be available in the school building to assist a beginning teacher employed through the alternative route.

8 VAC 20-21-180. Adult education.

A. The program in adult education will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the nature or psychology of the adult learner or adult development;
2. Understanding of the knowledge, skills, and processes needed for the selection, evaluation, and instructional applications of the methods and materials for adult basic skills including:
 - a. Curriculum development in adult basic education or GED instruction;
 - b. Beginning reading for adults;
 - c. Beginning mathematics for adults;
 - d. Reading comprehension for adult education;
 - e. Foundations of adult education; and
 - f. Other adult basic skills instruction.

~~[3. One semester of supervised successful full-time (or an equivalent number of hours of part-time experience) teaching of adults; and~~

~~4. Understand the 3. Understanding of and] proficiency in grammar [,] usage [,] and mechanics and their integration in writing.~~

[4. One semester of supervised successful full-time (or an equivalent number of hours of part-time experience) teaching of adults; and]

B. Endorsement requirements. The candidate must have:

1. A baccalaureate degree from an accredited college or university or hold a Collegiate Professional License; and
2. A minimum of 15 semester hours in adult education that must include the competencies specified in subsection A of this section.

Individuals not holding a Collegiate Professional License must meet the professional teacher's assessment requirement prescribed by the Board of Education.

[8 VAC 20-21-190. Adult English as a second language (add-on endorsement).

A. The program in adult English as a second language will ensure that the candidate has demonstrated the following competencies:

1. Knowledge in the growth and development of the adult learner;

2. Knowledge of teaching methods and materials in adult English as a second language;

3. Knowledge in adult language acquisition;

4. Knowledge of assessment methods in adult English as a second language instruction;

5. Skills in teaching the adult learner;

6. Understanding of the effects of socio-cultural variables in the instructional setting;

7. Skills in teaching a variety of adult learning styles;

8. Proficiency in cross-cultural communication;

9. Proficiency in speaking, listening, and reading;

10. Understanding of and proficiency in grammar, usage, and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in adult English as a second language; or

2. A baccalaureate degree and an endorsement in any teaching area and completed 21 semester hours of course work distributed in the following areas:

- a. Methods for teaching English as a second language to adults: 3 semester hours;

- b. English linguistics: 3 semester hours;

- c. Cross-cultural education: 3 semester hours;

- d. Modern foreign language: 3 semester hours; and

- e. Electives from the following areas: 6 semester hours

- (1) Cross-cultural communication;

- (2) Second language acquisition;

- (3) General linguistics;

- (4) Teaching reading to adults;

- (5) Adult English as a second language instruction;

- (6) Adult English as a second language curriculum development.]

[~~8 VAC 20-21-190~~ 8 VAC 20-21-200]. Art preK-12.

A. The program in art preK-12 will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the knowledge, skills, and processes of the art discipline as defined in the [Virginia] Standards of Learning, and how they provide a necessary foundation for teaching art;

2. Understanding of the knowledge, skills, and processes for teaching art [appropriate] to the developmental levels of students in preK-12 including the following areas:

a. Knowledge [~~of an~~ and] experience in planning, developing, administering, and evaluating a program of art education;

b. Two-dimensional media and concepts: basic and complex techniques and concepts in two-dimensional design, drawing, painting, printmaking, computer graphics and other electronic imagery;

c. Three-dimensional media and concepts: basic and complex techniques and concepts in three-dimensional design, sculpture, ceramics, fiber arts, and crafts;

d. History of art, including aesthetics and criticism;

e. The relationship of art and culture and the influence of art on past and present cultures;

f. Related areas of art, such as architecture, dance, music, theater, photography, and other [~~communication~~ expressive] arts;

g. Knowledge and understanding of technological [, and] artistic copyright laws [~~and safety, including toxic art material use aspects of studio and classroom work; and~~ ;

h. Knowledge and understanding of safety, including use of toxic art material in various aspects of studio and classroom work; and]

[~~h. i.~~ i.] Observation and student teaching experiences at [~~both~~] the elementary [, middle] and secondary levels.

3. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in art; or

2. Completed a major in art or 36 semester hours in art with course distribution in the following areas:

a. Two-dimensional media: 12 semester hours;

b. Three-dimensional media: 12 semester hours;

c. History of art, aesthetics, and criticism: 9 semester hours; and

d. Related areas of art: 3 semester hours.

[~~8 VAC 20-21-200~~ 8 VAC 20-21-210]. Computer science.

A. The program in computer science will ensure that the candidate has demonstrated the following competencies:

1. Understanding of mathematical principles that are the basis of many computer applications;

2. Knowledge of structured program and algorithm design, and data structures;

3. Knowledge of programming and evaluating programs in at least two widely-used, high-level, structured programming languages;

4. Knowledge of programming languages including definition, structure, and comparison;

5. Knowledge of the functions, capabilities, and limitations of computers;

6. Knowledge of mainframe, minicomputer, and microcomputer systems and their applications;

7. An ability to use currently available software for word processing, calculation/spreadsheet, data base management, and communications; and

8. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in computer science; or

2. Completed 36 semester hours of course work to include each of the following areas:

a. Mathematics;

b. Statistics;

c. Data structures and algorithm analysis;

d. Introduction to computer systems;

e. Application of computer technology; and

f. Programming.

C. Add-on endorsement requirements in computer science. The candidate must have:

1. A baccalaureate degree and an endorsement in any teaching area; and

2. Completed 18 semester hours of course work to include each of the following areas:

a. Data structures and algorithm analysis;

b. Programming;

c. Introduction to computer systems;

d. Application of computer technology; and

e. Computer science.

[~~8 VAC 20-21-210~~ 8 VAC 20-21-220]. Dance.

A. The program in dance will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the knowledge, skills, and processes of the dance discipline and how they provide a foundation needed to teach dance;

2. Understanding of the knowledge, skills, and processes for teaching dance to meet the developmental levels of students in preK-12, including the following:

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a. Knowledge of and experience in planning, developing, administering, and evaluating a program of dance education;

b. Ballet, folk, jazz, and modern dance with an area of concentration in one of these areas;

c. Scientific foundations, including human anatomy, kinesiology, and injury prevention and care for dance;

d. The relationship of dance and culture and the influence of dance on past and present cultures, including history of dance; and

e. Related areas of dance, such as art, music, and theater.

3. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in dance; or

2. Completed 24 semester hours with course distribution in the following areas:

a. Development of movement language: 9 semester hours.

(1) A course in each area -- ballet, folk, jazz, and modern dance: 6 semester hours; and

(2) Area of concentration in one area -- ballet, folk, jazz, or modern dance beyond the entry level: 3 semester hours;

b. Composition, improvisation, and dance production (may include stage lighting, stage costuming, or stage makeup): 3 semester hours;

c. Scientific foundations, including human anatomy, kinesiology, and injury prevention and care for dance: 9 semester hours; and

d. Cultural understanding, including history of dance: 3 semester hours.

C. Add-on endorsement requirements in dance. The candidate must have:

1. A baccalaureate degree and an endorsement in any teaching area; and

2. Completed 15 semester hours of course work in the following areas:

a. Development of movement language: 9 semester hours.

(1) A course in each area -- ballet, folk, jazz, and modern: 6 semester hours; and

(2) Area of concentration in one area -- ballet, folk, jazz, or modern beyond the entry level: 3 semester hours;

b. Composition, improvisation, and dance production (may include stage lighting, stage costuming, or stage makeup): 3 semester hours; and

c. Cultural understanding, including history of dance: 3 semester hours.

[~~8 VAC 20-21-220~~ 8 VAC 20-21-230]. **Driver education (add-on endorsement).**

A. The program in driver education will ensure that the candidate has demonstrated the following competencies:

[~~1. Understanding of the knowledge, skills, and processes of driver education as defined in the Virginia Standards of Learning;~~

2- 1.] Basic understanding of the administration of a driver education program including:

a. Coordination and scheduling of classroom and in-car instruction;

b. Skill and content knowledge assessment;

c. Student safety and other legal issues;

d. The juvenile and standard licensing processes;

e. Compulsory attendance and other licensing related statutes; and

f. Vehicle procurement, identification and equipment requirements; and instructional technology.

[~~3- 2.~~] Basic content knowledge needed to understand and teach classroom and in-car driver education including:

a. Traffic laws;

b. Signs, signals, pavement markings, and right-of-way rules;

c. Basic driving and vehicle control skills;

d. Interaction with other highway users (pedestrians, animals, motorcycles, bicycles, trucks, buses, trains, trailers, motor homes, ATVs, and other recreational users);

e. Time/space and risk management;

f. Alcohol and other drugs and driving;

g. Passive and active restraint systems;

h. Vehicle maintenance;

i. Legal responsibilities of owning and operating a motor vehicle;

j. Behavioral aspects of crash prevention;

k. Natural laws and driving;

l. Adverse driving conditions and handling emergencies; and

m. Planning a safe trip.

[4. 3.] Basic content knowledge needed to understand and teach the driver education laboratory phase including:

- a. Simulation;
- b. Multiple-vehicle range;
- c. Prescribed route planning;
- d. Basic and evasive maneuvers;
- e. Manual transmission; and
- f. Administration of the driver's license road skills examination and procedure for licensing students with disabilities.

[~~5.~~ 4.] Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Completed an approved teacher preparation program in driver education; or
2. Completed 6 semester hours of course work distributed in the following areas:
 - a. Foundations of traffic safety: 3 semester hours; and
 - b. Principles and methodologies of classroom and in-car instruction, including a minimum of 20 hours of actual behind-the-wheel supervised teaching experience: 3 semester hours.

[~~8-VAC 20-21-230~~ 8 VAC 20-21-240]. English.

A. The program in English will ensure that the candidate has demonstrated the following competencies:

[1. Understand the knowledge, skills, and processes of English as defined in the Virginia Standards of Learning;]

[4. 2.] Skills necessary to teach the writing process and the different forms of writing (creative, expository, persuasive, and technical) and to employ available computer/technology;

[~~2.~~ 3.] Knowledge of grammar [,] usage [,] and mechanics and their integration in writing;

[~~3.~~ 4.] Understanding of the theory of linguistics and of the nature and development of language and their impact on vocabulary development and spelling;

[4. 5.] Knowledge of reading and comprehensive skills [including technical reading skills];

[~~5.~~ 6.] Knowledge of speaking and listening skills;

[~~6.~~ 7.] Knowledge of major works from British, American, world, and ethnic/minority literature appropriate for English instruction; and

[~~7.~~ 8.] The ability to provide experiences in communication arts, such as journalism, dramatics,

debate, forensics, radio, television, [~~and~~] films [and other media].

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in English; or

2. Completed a major in English or a minimum of 36 semester hours of course work distributed in the following areas:

a. Literature: 12 semester hours. Courses must include:

- (1) Survey of British literature;
- (2) Survey of American literature;
- (3) World literature; and
- (4) Literary theory/criticism.

b. Language: 6 semester hours. Experiences shall include:

- (1) The development and nature of [the] English [language], including some attention to comparative English grammar; and
- (2) A grammar course integrating grammar and writing.

c. Composition: 6 semester hours. Experiences shall include:

- (1) The teaching of writing, based on current knowledge and most effective practices, including the use of [computers technology] for this purpose; and
- (2) An advanced composition course -- expository and technical writing.

d. Oral language: 3 semester hours. Experiences shall include the teaching of oral language in groups, as well as attention to oral language as used in both formal and informal presentations.

e. Electives from the areas listed above: 9 semester hours.

[~~8-VAC 20-21-240~~ 8 VAC 20-21-250]. English as a second language preK-12.

A. The program in English as a second language will ensure that the candidate has demonstrated the following competencies:

1. Knowledge of general linguistics and English linguistics;

2. Skills in elementary and secondary teaching methods and student assessment for English as a second language;

3. Skills in the teaching of reading;

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4. Knowledge of the effects of socio-cultural variables in the instructional setting;
5. Proficiency in spoken and written English;
6. Knowledge of another language and its structure; and
7. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in English as a second language; or
2. Completed 24 semester hours of course work distributed in the following areas:
 - a. Teaching of reading: 3 semester hours;
 - b. English linguistics (including phonology, morphology, syntax of English): 3 semester hours;
 - c. Cross-cultural education: 3 semester hours;
 - d. Modern foreign languages (if an applicant's primary language is other than English, all [42 6] hours must be in English): 6 semester hours;
 - e. Electives in second language acquisition, general linguistics, applied linguistics, psycholinguistics, sociolinguistics, ESL assessment, or ESL curriculum development: 6 semester hours; and
 - f. Methods of teaching English as a second language at the elementary and secondary levels: 3 semester hours.

[8 VAC 20-21-250 8 VAC 20-21-260]. Foreign language preK-12.

A. The specific language of the endorsement will be noted on the license.

B. Foreign language preK-12 -- languages other than Latin.

1. The program in the foreign language will ensure that the candidate has:
 - a. demonstrated the following competencies:
 - (1) Understanding of authentic speech at a normal tempo;
 - (2) Ability to speak with a command of vocabulary, pronunciation, and syntax adequate for expressing thoughts to a native speaker not used to dealing with foreigners;
 - (3) Ability to read and comprehend authentic texts of average difficulty and of mature content;
 - (4) Ability to write a variety of texts including description and narration with clarity and correctness in vocabulary and syntax;

(5) Knowledge of geography, history, social structure and artistic and literary contributions of the target societies;

(6) Ability to interpret contemporary lifestyles, customs, and cultural patterns of the target societies;

(7) Understanding of the application of basic concepts of phonology, syntax, and morphology to the teaching of the foreign language;

(8) Knowledge of the national standards for foreign language learning, current proficiency-based objectives of the teaching of foreign languages at the elementary and secondary levels, elementary and secondary methods and techniques for attaining these objectives, the assessment of foreign language skills, the use of media in teaching languages, current curricular developments, the relationship of language study to other areas of the curriculum, and the professional literature of foreign language teaching; and

(9) Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing; and

b. Participated in opportunities for significant foreign language study or living experiences in this country or abroad, or both.

2. Endorsement requirements. The candidate must have:

a. Graduated from an approved teacher preparation program in a foreign language; [or]

b. Completed 30 semester hours above the intermediate level in the foreign language. [(Endorsement in a second language may be obtained with 24 semester hours of course work above the intermediate level.)] The program shall include (i) courses in advanced grammar and composition, conversation, culture and civilization, and literature and (ii) a minimum of 3 semester hours of methods of teaching foreign languages at the elementary and secondary levels; or

c. [#] Native speakers or candidates who have learned a foreign language without formal academic credit in a college or university [~~completed~~ must complete] the following requirements:

(1) Achieved a minimum score of 600 on the Test of English as a Foreign Language, if English is not the native language. Native speakers of English are exempt from this test;

(2) Achieved a composite score at or above the 50th percentile on the listening, speaking, reading, writing, civilization and culture sections of the Modern Language Association Proficiency Test for

Teachers and Advanced Students. No individual section score shall be below the 25th percentile; and

(3) Earned a minimum of 3 semester hours of methods of teaching foreign languages at the elementary and secondary levels from an accredited college or university in the United States.

C. Foreign language preK-12 -- Latin.

1. The program in Latin will ensure that the candidate has demonstrated the following competencies:

- a. Ability to read and comprehend Latin in the original;
- b. Ability to pronounce Latin with consistent classical (or ecclesiastical) pronunciation;
- c. Knowledge of the vocabulary, phonetics, morphology, [~~and including~~] syntax [and the etymological impact] of Latin;
- d. Ability to discuss the culture and civilization of Greco-Roman society, including history, daily life, art, architecture, and geography;
- e. Ability to explain the relationship of Greco-Roman culture and civilization to subsequent cultures and civilizations [~~including the etymological impact of Latin~~];
- f. Knowledge of major literary masterpieces and their relationship to the historical and social context of the society;
- g. Competency in (i) current methodologies for teaching Latin at the elementary and secondary levels; (ii) lesson planning, scope and sequencing of material, instructional strategies and assessment under the guidance of an experienced Latin teacher; and
- h. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

2. Endorsement requirements. The candidate must have:

- a. Graduated from an approved teacher preparation program in Latin; or
- b. Completed 24 semester hours of Latin above the intermediate level. Up to six hours of Roman history, Roman life, mythology, or archaeology may be included in the total hours and 3 semester hours of methods of teaching Latin at the elementary and secondary levels are required.

[~~8 VAC 20-21-260~~ 8 VAC 20-21-270]. Gifted education (add-on endorsement).

A. The program will ensure that the candidate has demonstrated the following competencies:

1. Understanding of principles of the integration of gifted education and general education, including:

- a. Strategies to encourage the interaction of gifted students with students of similar and differing abilities; and
 - b. Development of activities to encourage parental and community involvement in the education of the gifted, including the establishment and maintenance of an effective advisory committee.
2. Understanding of the characteristics of gifted students, including:
- a. Varied expressions of advanced aptitudes, skills, creativity, and conceptual understandings;
 - b. Methodologies that respond to the affective (social-emotional) needs of gifted students; and
 - c. Gifted behaviors in special populations students (i.e., those who are culturally diverse, low income, or physically disabled).
3. Understanding of specific techniques to identify gifted students using diagnostic and prescriptive approaches to assessment, including:
- a. Multiple assessment [instruments] and identification strategies through a review of portfolios or performance, or both;
 - b. The use of rating scales, checklists, and questionnaires by parents, teachers and others;
 - c. The evaluation of data collected from student records such as grades, honors, and awards; and
 - d. The use of case study reports providing information concerning exceptional conditions.
4. Understanding of educational models, teaching methods, and strategies for selecting materials and resources that ensure:
- a. Academic rigor through the development of high-level proficiency in all core academic areas utilizing the Virginia Standards of Learning as a baseline;
 - b. The acquisition of knowledge and development of products reflective of creative and critical thinking as applied to learning both in and out of the classroom; and
 - c. The development of learning environments which guide students to become self-directed, independent learners.
5. Understanding of theory and principles of differentiating curriculum designed to match the distinct characteristics of gifted learners, including:
- a. The integration of multiple disciplines into an area of study;
 - b. Emphasis on in-depth learning, independent and self-directed study skills;

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c. The development of analytical, organizational, critical, and creative thinking skills;

d. The development of sophisticated products using varied modes of expression;

e. The evaluation of student learning through appropriate and specific criteria; and

f. The development of advanced technological skills to enhance student performance.

6. Understanding of contemporary issues and research in gifted education, including:

a. The systematic gathering, analyzing, and reporting of formative and summative data; and

b. Current local, state, and national issues and concerns.

7. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

[~~B.~~ 8.] The program will include a practicum which shall include a minimum of 45 instructional hours of successful teaching experiences with gifted students in a heterogeneously grouped (mixed ability) classroom [~~and~~ or] a homogeneously grouped (single ability) classroom.

[~~C.~~ B.] Endorsement requirements.

1. The candidate must have completed an approved teacher preparation program in gifted education; or

2. The candidate must have:

a. Graduated with a baccalaureate degree with an endorsement in any teaching area;

b. Completed 12 hours of graduate-level course work in gifted education; and

c. Completed a practicum of at least 45 instructional hours pursuant to [~~subsection B-subdivision A 8~~] of this section. [One year of successful, full-time teaching experience in an accredited public or nonpublic school may be accepted in lieu of the practicum. A mentor holding a valid license with an endorsement in gifted education must be assigned to the teacher.]

[~~8-VAC-20-21-270~~ 8 VAC 20-21-280]. Health and physical education preK-12.

A. The program in health and physical education preK-12 will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the knowledge, skills, and processes of health and physical education as defined in the Virginia Standards of Learning.

2. Understanding of the basic content knowledge needed to teach the structure and function of the human body systems.

3. Understanding of the basic content knowledge needed to teach the scientific principles of movement as it applies to:

a. Personal health-related fitness (flexibility, strength, aerobic endurance, body composition); and

b. Personal skill-related fitness (coordination, agility, power, balance, speed).

4. Basic understanding of the administration of a health and physical education program, including:

a. Instruction;

b. Student safety and other legal issues;

c. Assessment; and

d. Its role in comprehensive school health.

5. Understanding of the knowledge, skill, and processes for teaching health education, including:

a. Personal health and fitness;

b. Mental and emotional health;

c. Nutrition;

d. Tobacco, alcohol, and other drugs;

e. Safety and emergency care (first aid, CPR, universal precautions);

f. Injury prevention and rehabilitation;

g. Consumer health;

h. Diseases prevention and treatment; and

i. Environmental health.

6. Understanding of the knowledge, skills, and processes for teaching physical education, including:

a. Sequential preK-12 instruction in a variety of movement forms that include:

(1) Cooperative activities;

(2) Rhythms and dance; and

(3) Team and individual activities;

b. Activities for the physically and mentally challenged; and

c. Activities designed to help students understand, develop, and value personal fitness.

7. Understanding of and ability to teach:

a. The relationship between a physically active lifestyle and health;

b. The cultural significance of dance, leisure, competition, sportsmanship; and

c. The use of new and emerging instructional technology.

8. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in health and physical education; or

2. Completed a major in health and physical education or 45 semester hours of course work distributed in the following areas:

- a. Personal health and safety: 6 semester hours;
- b. Human anatomy, physiology, and kinesiology: 12 semester hours;
- c. General health and physical education theory, including planning, administration, and assessment principles: 6 semester hours;
- d. Physical education methodology courses, including team, individual, adaptive, cooperative activities, rhythms and dance: 9 semester hours;
- e. Health methods courses: 6 semester hours; and
- f. Health and physical education electives: 6 semester hours.

[~~8 VAC 20-21-280~~ 8 VAC 20-21-290]. **History and social science.**

A. The program in history and social science will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the knowledge, skills, and processes of history and the social science disciplines as defined by the Virginia History and Social Science Standards of Learning and how the standards provide the foundation for teaching history and the social science, including in:

a. United States history.

- (1) The evolution of the American constitutional republic and its ideas, institutions, and practices from the colonial period to the present; the American Revolution, including ideas and principles preserved in significant Virginia and United States historical documents as required by § 22.1-201 of the Code of Virginia (Declaration of American Independence, the general principles of the Constitution of the United States, the Virginia Statute of Religious Freedom, the charters of April 10, 1606, May 23, 1609, and March 12, 1612, of the Virginia Company, and the Virginia Declaration of Rights); and historical challenges to the American political system;
- (2) The influence of religious traditions on American heritage and contemporary American society;
- (3) The influence of immigration on American political, social, and economic life;

(4) The origins, effects, aftermath and significance of the two world wars [and ,] the Korean and Vietnam conflicts [, and the Post Cold War Era];

(5) The social, political, and economic transformations in American life during the 20th century;

(6) The tensions between liberty and equality, liberty and order, region and nation, individualism and the common welfare, and between cultural diversity and national unity; and

(7) The difference between a democracy and a republic.

b. World history.

(1) The political, philosophical, and cultural legacies of ancient American, Asian, African, and European civilizations;

(2) The origins, ideas, and institutions of Judaism, Christianity, Hinduism, Confucianism and Taoism, and Shinto, Buddhist and Islamic religious traditions;

(3) Medieval society [and ,] institutions; [~~relations with Islam~~ , and civilizations]; feudalism and the evolution of representative government;

(4) The social, political, and economic contributions of selected civilizations in Africa, Asia, Europe, and the Americas;

(5) The culture and ideas of the Renaissance and the Reformation, European exploration, and the origins of capitalism and colonization;

(6) The cultural ideas of the Enlightenment and the intellectual revolution of the 17th and 18th centuries;

(7) The sources, results, and influence of the American and French revolutions;

(8) The social consequences of the Industrial Revolution and its impact of politics and culture;

(9) The global influence of European ideologies of the 19th and 20th centuries (liberalism, republicanism, social democracy, Marxism, nationalism, Communism, Fascism, and Nazism); and

(10) The origins, effects, aftermath and significance of the two world wars [, the Korean and Vietnam conflicts, and the Post Cold War Era].

c. Civics/government and economics.

(1) The essential characteristics of limited and unlimited governments;

(2) The importance of the Rule of Law for the protection of individual rights and common good;

(3) The rights and responsibilities of American citizenship

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(4) *The nature and purposes of constitutions and alternative ways of organizing constitutional governments.*

(5) *American political culture;*

(6) *Values and principles of the American constitutional republic;*

(7) *The structures, functions, and powers of local, state, and national governments; and*

(8) *The structure and function of the United States market economy as compared with other economies.*

d. *Geography.*

(1) *Use of maps and other geographic representations, tools, and technologies to acquire, process, and report information;*

(2) *Physical and human characteristics of places;*

(3) *Relationship between human activity and the physical environment;*

(4) *Physical processes that shape the surface of the Earth;*

(5) *Characteristics and distribution of ecosystems on the Earth;*

(6) *Characteristics, distribution, and migration of human populations;*

(7) *Patterns and networks of economic interdependence;*

(8) *Processes, patterns, and functions of human settlement;*

(9) *How the forces of conflict and cooperation influence the division and control of the Earth's surface;*

(10) *How physical systems affect human systems;*

(11) *Changes that occur in the meaning, use, distribution, and importance of resources; and*

(12) *Applying geography to interpret the past and the present and to plan for the future.*

2. *Understanding of history and social science to appreciate the significance of:*

a. *Diverse cultures and shared humanity;*

b. *How things happen, how they change, and how human intervention matters;*

c. *The interplay of change and continuity;*

d. *How people in other times and places have struggled with fundamental questions of truth, justice, and personal responsibility;*

e. *The importance of individuals who have made a difference in history and the significance of personal character to the future of society;*

f. *The relationship among history, geography, civics, and economics;*

g. *The difference between fact and conjecture, evidence and assertion, and the importance of framing useful questions;*

h. *How ideas have real consequences; and*

i. *The importance of primary documents and the potential problems with second-hand accounts.*

3. *Understanding of the use of the content and processes of history and social science instruction, including:*

a. *Fluency in historical analysis skills;*

b. *Skill in debate, discussion, and persuasive writing;*

c. *The ability to organize key social science content into meaningful units of instruction;*

d. *The ability to provide instruction using a variety of instructional techniques;*

e. *The ability to evaluate primary and secondary instructional resources, instruction, and student achievement; and*

f. *The ability to incorporate appropriate technologies into social science instruction.*

4. *Understanding of the content, processes, and skills of one of the social sciences disciplines at a level equivalent to an undergraduate major, along with sufficient understanding of the three supporting disciplines to ensure:*

a. *The ability to teach the processes and organizing concepts of social science;*

b. *An understanding of the significance of the social sciences; and*

c. *Student achievement in the social sciences.*

5. *Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.*

B. *Endorsement requirements. The candidate must have:*

1. *Graduated from an approved teacher preparation program in history and social science; or*

2. *Completed 51 semester hours of course work distributed in the following areas:*

a. *History: a major in history or 18 semester hours in history (must include American history, Virginia history, English history, and world history);*

b. *Political science: a major in political science or 18 semester hours in political science;*

- c. Geography: 9 semester hours; and
- d. Economics: 6 semester hours.

C. Add-on endorsement requirements in history, political science, geography, and economics. The candidate must have:

1. An endorsement in history, political science, geography, or economics; and
2. Completed 21 semester hours of course work in the additional social science area (history, political science, geography, or economics) sought.

[~~8 VAC 20-21-299~~ 8 VAC 20-21-300]. Journalism (add-on endorsement).

A. The program in journalism (add-on endorsement) will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the history and functions of journalism in American culture including the [values value] of [free freedom of] speech [and press] and the complexity of legal and ethical issues;
2. Understanding of the knowledge of and experience in theory and practice of both print and non-print media including design and layout production and the use of [computer] technology; and
3. Possession of skills in journalistic management and the processes of interviewing and writing, including news articles, features, ad copy, obituaries, reviews, editorials, and captions; [their differences] and the ability to analyze and evaluate journalism [products].

B. Endorsement requirements. The candidate must have:

1. A baccalaureate degree and an endorsement in any teaching area; and
2. A minimum of 15 semester hours in journalism.

[8 VAC 20-21-310. Keyboarding (add-on endorsement).

A. The program in keyboarding (add-on endorsement) will ensure that the candidate has demonstrated the following competencies:

1. Possess skills in fingering and keyboard manipulation techniques to model and provide touch keyboarding instruction;
2. Provide instruction that allows students to develop touch fingering techniques in a kinesthetic response to the keyboard required for rapid, accurate entry of data and information; and
3. Provide instruction for current procedures in formatting documents.

B. Endorsement requirements.

1. An endorsement in any teaching area; and

2. Completion of 6 semester hours in keyboarding. Experiences shall include keyboarding and word processing/computer applications.]

[~~8 VAC 20-21-300~~ 8 VAC 20-21-320]. Library media preK-12.

A. The program in library media preK-12 will ensure that the candidate has demonstrated the following competencies:

1. Proficiency in selecting, evaluating, organizing, and processing materials and equipment;
2. Proficiency in the production and use of a variety of media (print and nonprint);
3. Proficiency in organizing, managing, and evaluating media programs;
4. Proficiency in applying the principles of curriculum planning, learning, and teaching as they relate to informational skills and to the role of the library-media specialist as a resource person and as a member of the educational team;
5. Understanding of the knowledge, skills, and processes of the issues surrounding ethical access and use of information, including copyright, intellectual freedom, privacy, and security; and
6. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved preparation program in library media; or
2. Completed 24 semester hours distributed in each of the following areas:
 - a. Selection and utilization of library-media materials and equipment, including the various technologies of up-to-date libraries (computers, instructional software, and the Internet in the teaching/learning process);
 - b. Production of media and instructional materials;
 - c. Organization, administration, and evaluation of a library-media center, including ethical issues;
 - d. Theory and management of reference and bibliography;
 - e. Selection of [library print]-media materials for children and adolescents;
 - f. Organization and technical processing of materials; and
 - g. The role of the library-media specialist as a resource person for students and professional staff in curriculum design and the integration of library-media services in instruction; and
3. Participated in a clinical experience to give the applicant an opportunity to apply the skills,

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understandings, and competencies listed above. One year of successful, full-time experience as a school librarian in an accredited public or nonpublic school may be accepted to meet this requirement.

[~~8-VAC-20-21-310~~ 8 VAC 20-21-330]. Mathematics.

A. The program in mathematics will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the knowledge, skills, and processes of the Virginia Mathematics Standards of Learning and how curriculum may be organized to teach these standards to diverse learners;
2. Understanding of a core knowledge base of concepts and procedures within the discipline of mathematics including the following strands: number systems and number theory; geometry and measurement; analytic geometry; statistics and probability; functions and algebra; calculus; and discrete mathematics;
3. Understanding of the sequential nature of mathematics and the mathematical structures inherent in the content strands;
4. Understanding of the connections among mathematical concepts and procedures and their practical applications;
5. Understanding of and the ability to use the four processes -- becoming mathematical problem solvers, reasoning mathematically, communicating mathematically, and making mathematical connections -- at different levels of complexity;
6. Understanding of the history of mathematics, including the contributions of different individuals and cultures toward the development of mathematics and the role of mathematics in culture and society;
7. Understanding of major current curriculum studies and trends in mathematics;
8. Understanding of the role of technology and the ability to use graphing utilities and computers in the teaching and learning of mathematics;
9. Understanding of and the ability to select, adapt, evaluate and use instructional materials and resources, including professional journals and technology;
10. Understanding of and the ability to use strategies for managing, assessing, and monitoring student learning, including diagnosing student errors;
11. Understanding of and the ability to use strategies to teach mathematics to diverse learners; and
12. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in mathematics; or

2. Completed a major in mathematics or 36 semester hours of course work distributed in each of the following areas:

- a. Algebra - Experience shall include linear and abstract algebra;
- b. Geometry - Experience shall include Euclidean [and non-Euclidean] geometries;
- c. Analytic geometry;
- d. Probability and statistics;
- e. Discrete mathematics -- Experience shall include the study of mathematical properties of finite sets and systems [and linear programming];
- f. Computer science -- Experience shall include [~~linear and~~] computer programming; and
- g. Calculus -- Experience shall include multi variable calculus.

[~~8-VAC-20-21-320~~ 8 VAC 20-21-340]. Mathematics-- Algebra I (add-on endorsement).

A. The program in Algebra I will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the mathematics relevant to the content identified in the Mathematics Standards of Learning and how the standards provide the foundation for teaching middle level mathematics through Algebra I. The use of technology must be used in enhancing the student's ability to develop concepts, compute, solve problems, and apply mathematics in practical applications with the mathematics content, including:
 - a. The structure of real numbers and subsets, basic operations, and properties;
 - b. Elementary number theory, ratio, proportion, and percent;
 - c. Algebra, trigonometry, and analytic geometry: operations with monomials and polynomials; algebraic fractions; linear, quadratic, and higher degree equations and inequalities; linear systems of equations and inequalities; nonlinear systems of equations; radicals and exponents; complex numbers; arithmetic and geometric sequences and series; algebraic, trigonometric, logarithmic, exponential, absolute value, and step functions; domain and range of functions; composite and inverse functions; one-to-one mapping; transformations between graphical, tabular and symbolic form of functions; direct and inverse variation; line and curve of best fit; conics; and recognition and application of trigonometric identities;
 - d. Calculus: applications of limits and standard integration and differentiation;
 - e. Linear algebra: matrices, vectors, and linear transformations;

f. Measurement systems including U.S. customary and metric;

g. Geometry: geometric figures, their properties, relationships, and application of the Pythagorean Theorem; using deductive axiomatic methods of proof and inductive reasoning; perimeter, area and surface area of two- and three-dimensional figures; coordinate and transformational geometry; and constructions;

h. Probability and statistics: experimental and theoretical probability; prediction; graphical representations, including box and whisker plots; and measures of central tendency, range, standard deviation, and simple distributions;

i. Discrete mathematics: symbolic logic, sets, permutations and combinations, functions that are defined recursively, and linear programming; and

j. Computer science: terminology, simple programming, and software applications.

2. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Completed an approved teacher preparation program in Algebra I; or

2. Completed the following requirements. The candidate must have:

a. A baccalaureate degree from an accredited institution and an endorsement in any teaching area; and

b. Completed 24 semester hours which include course work in each of the following areas:

(1) Elementary functions and introductory college algebra;

(2) Trigonometry;

(3) Linear algebra;

(4) Calculus;

(5) Euclidean geometry;

(6) Probability or statistics or both;

(7) Discrete mathematics; and

(8) Computer science.

[~~8-VAC 20-21-330~~ 8 VAC 20-21-350]. Music education--instrumental preK-12.

A. The program in music education-instrumental preK-12 will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the common elements of music -- rhythm, melody, harmony, timbre, texture, dynamics, form -- and their relationship with each other and to

employ this understanding in [~~aural and visual analysis~~ the analysis of music];

2. Provide for effective musicianship through the development of:

a. Basic skills in conducting, score reading, and teaching musical courses and in rehearsal techniques for choral and instrumental music;

b. Skills in composing, arranging, and adapting music to meet the classroom needs and ability levels of school performing groups;

c. Skills in providing and directing creative experiences and improvising when necessary;

d. Proficiency, sufficient for classroom instruction, on keyboard or other accompanying instrument; and

e. The ability to perform in ensembles;

3. Knowledge of music history and literature with emphasis on the relationship of music to culture and the ability to place compositions in historical and stylistic perspective;

4. Knowledge of a comprehensive program of music education based upon sound philosophy, content, and methodology for teaching in elementary, middle, and secondary schools;

5. Observation and professional laboratory experiences with pupils in elementary, middle, and secondary schools, including instruction of instrumental groups;

6. Specialization on a musical instrument and functional teaching knowledge on each of the string, brass, woodwind, and percussion instruments;

7. Competency in rehearsing and conducting combined instrumental and vocal groups. In addition, the program shall provide instruction in business procedures, organization, and management of large and small instrumental ensembles, with knowledge of vocal techniques in rehearsing and conducting combined instrumental and vocal groups; and

8. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in music-instrumental; or

2. Completed 42 semester hours of course work in the following areas:

a. Basic music knowledge (experiences shall be related to music theory, music history, and literature): 18 semester hours.

b. Musical performance (experiences shall consist of developing competency in a primary performance medium (band or orchestral instrument), and in a secondary performance medium (band, orchestral, or

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keyboard instrument), and in teaching, rehearsing, and conducting ensembles): 18 semester hours.

c. Electives (with course work selected from either of the two areas above): 6 semester hours.

[~~8-VAC-20-21-340~~ 8 VAC 20-21-360]. **Music education-vocal/choral preK-12.**

A. The program in music education-vocal/choral preK-12 will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the common elements of music -- rhythm, melody, harmony, timbre, texture, dynamics, form -- and their relationship with each other and to employ this understanding in [~~aural and visual analysis~~ the analysis of music];
2. Effective musicianship through the development of:
 - a. Basic skills in conducting in score reading, in teaching musical courses, and in rehearsal techniques for choral and instrumental music;
 - b. Skills in composing, arranging, and adapting music to meet the classroom needs and ability levels of school performing groups;
 - c. Skills in providing and directing creative experiences and improvising when necessary;
 - d. Proficiency, sufficient for classroom instruction, on keyboard or other accompanying instrument; and
 - e. The ability to perform in ensembles.
3. Knowledge of music history and literature with emphasis on the relationship of music to culture and the ability to place compositions in historical and stylistic perspective;
4. Knowledge of a comprehensive program of music education based upon sound philosophy, content, and methodology for teaching in elementary, middle, and secondary schools;
5. Observation and professional laboratory experiences with pupils at elementary, middle, and secondary levels, including instruction of choral groups;
6. Specialization in the methods, materials, and media appropriate to the teaching of vocal/choral and general music at elementary, middle, and secondary levels;
7. Competency in rehearsing and conducting choral ensembles and combined vocal and instrumental school groups. In addition, the program shall provide instruction in business procedures, organization, and management of large and small choral ensembles, with knowledge of instrumental techniques in rehearsing and conducting combined vocal and instrumental school groups; and
8. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in music education-vocal/choral; or
2. Completed 42 semester hours of course work distributed in the following areas:
 - a. Basic music knowledge (experiences shall be related to music theory, music history, and literature): 18 semester hours.
 - b. Music performance (experiences shall consist of developing competency in a primary and secondary medium, selected from voice or keyboard; and in teaching, rehearsing, and conducting ensembles): 18 semester hours.
 - c. Electives (with course work selected from either of the two areas above): 6 semester hours.

[~~8-VAC-20-21-350~~ 8 VAC 20-21-370]. **Science--biology.**

A. The program in biology will ensure that the candidate demonstrates the following competencies:

1. Understanding of the knowledge, skills, and processes of the four core science disciplines as defined in the Virginia Science Standards of Learning and how these provide a sound foundation for teaching biology.
2. Understanding of the nature of science and scientific inquiry including the:
 - a. Function of research design and experimentation;
 - b. Role and nature of the theory in explaining and predicting events and phenomena; and
 - c. Role of observation, measurement, data, and evidence in verifying and validating scientific concepts and principles.
3. Understanding of the knowledge, skills, and processes for teaching laboratory science, including the ability to:
 - a. Design instruction reflecting the goals of the [Virginia] Science Standards of Learning;
 - b. Conduct research projects and experiments;
 - c. Implement laboratory safety rules/procedures and ensure that students take appropriate safety precautions;
 - d. Organize key biological content into meaningful units of instruction;
 - e. Adapt instruction to diverse learners using a variety of techniques;
 - f. Evaluate [student achievement,] instructional materials, [instruction, and student achievement and teaching practices]; and
 - g. Incorporate instructional technology to enhance student performance.

4. Understanding of the content, processes; and skills of biology, equivalent to an undergraduate degree in biology, with course work in genetics/molecular biology, botany, zoology, anatomy/physiology, and ecology.

5. Understanding of basic physics, chemistry (including organic chemistry), the Earth sciences, and mathematics (including statistics) to ensure:

- a. The placement of biology in an appropriate interdisciplinary context;
- b. The ability to teach the processes and organizing concepts common to the natural and physical sciences; and
- c. Student achievement in biology.

6. Understanding of the contributions and significance of biology, including:

- a. Its social and cultural significance;
- b. The relationship of biology and other sciences to technology; and
- c. The historical development of scientific concepts and scientific reasoning.

7. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in biology; or
2. Completed a major in biology or 32 semester hours in biology, including genetics/molecular biology, botany, zoology, anatomy/physiology, ecology and other preparation consistent with the above competencies; or
3. Earned an endorsement in another science discipline and at least 18 credits in biology, including preparation in each of the following areas: genetics/molecular biology, botany, zoology, anatomy/physiology, ecology.

[~~8 VAC 20-21-360~~ 8 VAC 20-21-380]. **Science--chemistry.**

A. The program in chemistry will ensure that the candidate demonstrates the following competencies:

1. Understanding of the knowledge, skills, and processes of the four core science disciplines as defined in the Virginia Science Standards of Learning and how they provide a sound foundation for teaching chemistry.
2. Understanding of the nature of science and scientific inquiry including the:
 - a. Function of research design and experimentation;
 - b. Role and nature of the theory in explaining and predicting events and phenomena; and

c. Role of observation, measurements, data, and evidence in verifying and validating scientific concepts and principles.

3. Understanding of the knowledge, skills, and processes for teaching laboratory science, including the ability to:

- a. Design instruction reflecting the goals of the Science Standards of Learning;
- b. Conduct research projects and experiments;
- c. Implement laboratory safety rules/procedures and ensure that students take appropriate safety precautions;
- d. Organize key chemistry content into meaningful units of instruction;
- e. Adapt instruction to diverse learners using a variety of techniques;
- f. Evaluate [student achievement,] instructional materials, [~~instruction, and student achievement~~ and teaching materials]; and
- g. Incorporate instructional technology to enhance student performance.

4. Understanding of content, processes, and skills of chemistry, equivalent to an undergraduate degree in chemistry, with course work in inorganic chemistry, organic chemistry, physical chemistry, and analytical chemistry.

5. Understanding of basic physics, biology, the Earth sciences, and mathematics (including statistics and calculus) to ensure:

- a. The placement of chemistry in an appropriate interdisciplinary context;
- b. The ability to teach the processes and organizing concepts common to the natural and physical sciences; and
- c. Student achievement in chemistry.

6. Understanding of the contributions and significance of chemistry in include:

- a. Its social and cultural significance;
- b. The relationship of chemistry and other sciences to technology; and
- c. The historical development of scientific concepts and scientific reasoning.

7. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in chemistry; or

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2. Completed a major in chemistry or 32 semester hours in chemistry, including inorganic chemistry, organic chemistry, physical chemistry, and analytical chemistry and other preparation consistent with the above competencies; or

3. Earned an endorsement in another science discipline and at least 18 credits in chemistry, including preparation in each of the following areas: inorganic chemistry, organic chemistry, physical chemistry, and analytical chemistry.

[~~8 VAC 20-21-370~~ 8 VAC 20-21-390]. **Science--Earth science.**

A. The program in Earth science will ensure that the candidate demonstrates the following competencies:

1. Understanding of the knowledge, skills, and processes of the four core science disciplines as defined in the Virginia Science Standards of Learning and how these provide a sound foundation for teaching Earth science.

2. Understanding of the nature of science and scientific inquiry including the:

- a. Function of research design and experimentation;
- b. Role and nature of the theory in explaining and predicting events and phenomena; and
- c. Role of observation, measurement, data, and evidence in verifying and validating scientific concepts and principles.

3. Understanding of the knowledge, skills, and processes for teaching laboratory science, including the ability to:

- a. Design instruction reflecting the goals of the Science Standards of Learning;
- b. Conduct research projects and experiments;
- c. Implement laboratory safety rules/procedures and ensure that students take appropriate safety precautions;
- d. Organize key Earth science content into meaningful units of instruction;
- e. Adapt instruction to diverse learners using a variety of techniques;
- f. Evaluate [student achievement] instructional materials, [~~instruction, and student achievement~~ and teaching practices;]; and
- g. Incorporate instructional technology to enhance student performance.

4. Understanding of the content, processes, and skills of Earth science, equivalent to an undergraduate degree in geology (or a related area), with course work in geology, oceanography, meteorology, and astronomy.

5. Understanding of basic physics, chemistry (including organic chemistry), biology, and mathematics to ensure:

- a. The placement of Earth science in an appropriate interdisciplinary context;
- b. the ability to teach the processes and organizing concepts common to the natural and physical sciences; and
- c. Student achievement in Earth science.

6. Understanding of the contributions and significance of Earth science to include:

- a. Its social and cultural significance;
- b. The relationship of Earth science and other sciences to technology; and
- c. The historical development of scientific concepts and scientific reasoning.

7. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in Earth science;

2. Completed a major in geology [with at least one course in each of the following: oceanography, meteorology, and astronomy,] or [~~36~~ 32] semester hours in Earth sciences, including geology (18 semester hours), oceanography, meteorology, and astronomy and other preparation consistent with the above competencies; or

3. Earned an endorsement in another science discipline and at least 18 credits in the Earth sciences, including preparation in each of the following areas: geology, oceanography, meteorology, and astronomy.

[~~8 VAC 20-21-380~~ 8 VAC 20-21-400]. **Science--physics.**

A. The program in physics will ensure that the candidate demonstrates the following competencies:

1. Understanding of the knowledge, skills, and processes of the four core science disciplines as defined in the Virginia Science Standards of Learning and how these provide a sound foundation for teaching physics;

2. Understanding of the nature of science and scientific inquiry including the:

- a. Function of research design and experimentation;
- b. Role and nature of the theory in explaining and predicting events and phenomena; and
- c. Role of observation, measurement, data, and evidence in verifying and validating scientific concepts and principles.

3. Understanding of the knowledge, skills, and processes for teaching laboratory science, including the ability to:
 - a. Design instruction reflecting the goals of the [Virginia] Science Standards of Learning;
 - b. Conduct research projects and experiments;
 - c. Implement laboratory safety rules/procedures and ensure that students take appropriate safety precautions;
 - d. Organize key physics content into meaningful units of instruction;
 - e. Adapt instruction to diverse learners using a variety of techniques;
 - f. Evaluate [student achievement,] instructional materials, [instruction, and student achievement and teaching materials]; and
 - g. Incorporate instructional technology to enhance student performance.
 4. Understanding of content, processes, and skills of physics, equivalent to an undergraduate degree in physics, with course work in mechanics, electricity and magnetism, and optics.
 5. Understanding of basic chemistry, biology, the Earth sciences, and mathematics (including statistics and calculus) to ensure:
 - a. The placement of physics in an appropriate interdisciplinary context;
 - b. The ability to teach the processes and organizing concepts common to the natural and physical sciences; and
 - c. Student achievement in physics.
 6. Understanding of the contributions and significance of physics to include:
 - a. Its social and cultural significance;
 - b. The relationship of physics and other sciences to technology; and
 - c. The historical development of scientific concepts and scientific reasoning.
 7. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.
- B. Endorsement requirements. The candidate must have:**
1. Graduated from an approved teacher preparation program in physics;
 2. Completed a major in physics or 32 semester hours in physics, including mechanics, electricity and magnetism, and optics and other preparation consistent with the above competencies; or

3. Earned an endorsement in another science discipline and at least 18 credits in physics, including preparation in each of the following areas: mechanics, electricity and magnetism, and optics.

~~[8 VAC 20-21-300]~~ ~~Speech communication (add-on endorsement):~~

~~A. The program in speech communication will ensure that the candidate has demonstrated the following competencies:~~

- ~~1. Understanding and knowledge of oral communication, including language acquisition involving the processes of expressive and receptive language and voice production involving the aesthetics of speech.~~
- ~~2. Understanding and knowledge of common speech production patterns, including articulation, pronunciation, and dialectical variances as those relate to standard English patterns;~~
- ~~3. Understanding of and proficiency in effective communication, including interpersonal communication, the art of persuasion, oral interpretation, group discussion, mass communication, public speaking, and debate; and the ability to critique such communication interactions;~~
- ~~4. Understanding of and proficiency in grammar usage and mechanics and their integration in writing.~~

~~B. Endorsement requirements. The candidate must have:~~

- ~~1. A baccalaureate degree and an endorsement in a teaching area; and~~
- ~~2. A minimum of 15 semester hours in speech communication.]~~

~~[8 VAC 20-21-400 8 VAC 20-21-410].~~ ~~Special education early childhood (birth-age 5).~~

~~A. The program in special education early childhood (birth through age five) is designed to ensure through course work and field experiences in a variety of settings that the candidate has demonstrated the following competencies:~~

- ~~1. Understanding of the nature and characteristics of major disabling and at-risk conditions, including~~
 - ~~a. Trends for service delivery to the birth-through-age-five population;~~
 - ~~b. An overview of early childhood special education;~~
 - ~~c. Historical perspective of special education, and~~
 - ~~d. Social development issues.~~
- ~~2. Understanding of the foundation of the legal aspects associated with students with disabilities to include~~
 - ~~a. Legislative and judicial mandates related to education and special education.~~

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- b. *Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act;*
 - c. *Legal decisions related to persons with disabilities;*
 - d. *Current regulations and procedures governing special education to include individualized education program (IEP) development [and/or individualized family service plan (IFSP)]; and*
 - e. *Disciplinary practices, policies and procedures and alternative placements/programs in schools.*
3. *Knowledge of the selection, administration, and interpretation of formal and informal assessment techniques for young children with disabling and at-risk conditions and their families.*
4. *Understanding of the methods for providing instructional programs for early intervention to include:*
- a. *Service delivery options;*
 - b. *Development of individualized education programs (IEPs) and individualized family service plans (IFSPs);*
 - c. *Curriculum development and implementation to ensure developmentally appropriate intervention techniques in the areas of self-help, motor, cognitive, social/emotional, and language.*
5. *Understanding of behavior management and the application of principles of learning and child development to individual and group management using a variety of techniques that are appropriate to the age of that child.*
6. *Understanding of speech and language development and intervention methods including the effects of disabling and at-risk conditions on young children.*
7. *Understanding of and experiences with the medical aspects of young children with disabling and at-risk conditions and the management of neurodevelopmental and motor disabilities, including emergency care and the role of health care professionals in the lives of individuals with disabilities.*
8. *Skills in consultation, case management, and collaboration, including techniques in working with children, families, educators, related service providers, and other human service professionals which include:*
- a. *Service coordination;*
 - b. *Interagency coordination;*
 - c. *Integration with nondisabled peers;*
 - d. *Transition facilitation; and*
 - e. *Training, managing, and monitoring paraprofessionals.*
9. *Understanding of normal child growth and development from birth through age five.*

10. *Understanding of the theories and techniques of family-centered intervention to include:*

- a. *Multicultural issues and influence; and*
- b. *Family issues.*

11. *Understanding of the standards of professionalism.*

12. *Completion of supervised [~~classroom~~] experiences at the preschool level in a variety of settings, including but not limited to home-, school-, and community-based.*

B. Endorsement requirements. The candidate must have:

1. *Graduated from an approved teacher preparation program in early childhood special education; or*

2. *Completed a major in early childhood special education or 27 semester hours in early childhood special education, including at least one course in each of the following: foundations, assessment, instructional programming, speech/language development and intervention, medical aspects, behavior management, consultation, child growth and development, and family-centered intervention consistent with the above competencies.*

[~~8-VAC 20-21-410~~ 8 VAC 20-21-420]. Special education hearing impairments preK-12.

A. The program in special education hearing impairments preK-12 is designed to ensure through course work and field experiences in a variety of settings that the candidate has demonstrated the following competencies:

1. *Understanding of the characteristics of individuals with disabilities, including the following:*

- a. *Characteristics of children and youth with disabilities: developmental and cognitive;*
- b. *Characteristics of individuals with hearing impairments, including socio-cultural influences and health-related problems; and*
- c. *Foundations of the education and culture of persons with hearing impairments.*

2. *Understanding of the foundation of the legal aspects associated with students with disabilities and students with hearing impairments to include:*

- a. *Legislative and judicial mandates related to education and special education;*
- b. *Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act;*
- c. *Legal decisions related to persons with disabilities;*
- d. *Current regulations and procedures governing special education to include individualized education program (IEP) development [, individualized family service plan (IFSP), and transition services]; and*

- e. *Disciplinary practices, policies and procedures, and alternative placements/programs in schools.*
3. *Understanding of the foundation of assessment and evaluation with an emphasis on individuals who are hearing impaired to include:*
- a. *Administration, scoring, and interpreting assessments, including norm-referenced, criterion-referenced, and curriculum-based individual and group assessments;*
 - b. *Interpretation of assessments for eligibility, placement, and program uses;*
 - c. *Techniques to collect, record, and analyze information from observing students;*
 - d. *Diagnostic instruction using assessment data;*
 - e. *Techniques for recognizing capacity and diversity and its influence on student assessment and evaluation; and*
 - f. *The use of data from student program evaluation.*
4. *Understanding of service delivery, classroom management, and instruction to include:*
- a. *The application of current research in practice;*
 - b. *Classroom organization and curriculum development;*
 - c. *Curriculum adaptations and accommodations;*
 - d. *The development of language/literacy skills;*
 - e. *The use of technology;*
 - f. *Classroom management, including behavior support systems and individual planning;*
 - g. *Methods and procedures for teaching persons with hearing impairments;*
 - h. *Instructional programming and modifications of curriculum to facilitate integration of students with disabilities into the continuum of programs and services with peers without disabilities;*
 - i. *Individual and group behavior management techniques; and*
 - j. *Career and vocational aspects of individuals with disabilities, including persons with hearing impairments, in society.*
5. *Skills of consultation, case management, and collaboration, including:*
- a. *Coordination of service delivery with other professionals in collaborative work environments;*
 - b. *Training, managing, and monitoring paraprofessionals;*
 - c. *Involvement of families in the education of their children with disabilities; and*
 - d. *Cooperating with community agencies and resources.*
6. *Understanding of speech, language, and hearing development to include:*
- a. *Speech and language development and the effects of disabling conditions and cultural diversity on typical language development;*
 - b. *The effects of hearing impairments and cultural diversity on language development;*
 - c. *Anatomy of speech structures, auditory and visual mechanisms, production, transmission and psychophysical characteristics of sound; and*
 - d. *General and specific effects of hearing impairment on production and reception of speech.*
7. *Understanding of audiology to include:*
- a. *Diagnosis in hearing evaluation, testing procedures and characteristics of amplification devices and their application to the instructional processes; and*
 - b. *Individual, group amplification systems, cochlear implant systems and other assistive/augmentative communication devices with emphasis on utilization in educational environments.*
8. *Understanding of communication modalities to include various modalities of communication including [~~various sign language systems,~~] cued speech, speech reading [~~and~~ ,] verbal communication [, and demonstrate proficiency in sign language communication] .*
9. *Understanding of standards for professionalism.*
10. *Completion of supervised classroom experiences at the elementary and secondary levels with students who have hearing impairments.*
- B. *Endorsement requirements. The candidate must have:*
- 1. *Graduated from an approved teacher preparation program in special education hearing impairments, or*
 - 2. *Completed a major in special education/hearing impairments or 27 semester hours in education of the hearing impaired, including at least one course in foundations/legal aspects of special education, characteristics of individuals with hearing impairments, psychoeducational assessment, instructional programming, speech-language development, behavior management, audiology, speech and hearing science, and communication modalities, consistent with the above competencies.*
- [8-VAC 20-21-420 8 VAC 20-21-430]. (Reserved.)
- [8-VAC 20-21-430 8 VAC 20-21-440]. (Reserved.)

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[~~8 VAC 20-21-440~~ 8 VAC 20-21-450]. Special education speech-language disorders preK-12.

A. The Virginia Department of Education has received approval from the Office of Special Education Programs for an extension to the year 2005 for full implementation of the master's degree requirement for licensure of speech-language pathologists. Individuals with a baccalaureate degree in speech-language pathology may be licensed provisionally to provide speech-language services until 1999. The following requirements must be met within the three-year period of the provisional license:

1. Obtain passing scores on the professional teacher's assessment;
2. Complete course work in professional studies;
3. Successfully complete 6 graduate hours of course work in the areas of articulation/phonology disorders and language disorders; and
4. Be admitted to a graduate program in speech-language pathology.

B. The program in special education speech-language disorders preK-12 will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the knowledge, skills, and processes of communication, oral and written, as defined in the Virginia Standards of Learning and how these are interrelated in forming a sound foundation for the understanding of speech and language acquisition.
2. Understanding of the knowledge, skills and processes of:
 - a. Normal development and the use of speech, voice, hearing, and language; and
 - b. Basic sciences (biology and physics) and the basic communication sciences (acoustics, physiological processes of speech, hearing and linguistics).
3. Understanding of current principles, procedures, techniques, and instruments in:
 - a. The evaluation of speech, language, voice and hearing;
 - b. Psycho-educational assessments; and
 - c. Research design.
4. Understanding of the knowledge, skills, and processes of:
 - a. Various types of disorders of speech, language, voice and hearing classifications, causes, and manifestations; and
 - b. Relationships among speech, language, voice and hearing problems, especially multiple disabling conditions.

5. Understanding of the knowledge, skills, and processes of the principles of remedial procedures and instrumentation in the habilitation, prevention and rehabilitation of disorders of articulation, language, fluency, voice, resonance, and hearing.

6. Understanding of the knowledge, skills, and processes of the evaluation and treatment of disorders of the oral and pharyngeal mechanisms as they relate to communication, including but not limited to dysphasia.

7. A level of knowledge and skill in the use of alternative communication devices, modes of communication and appliances that facilitate communication.

8. Understanding of the knowledge, skills, and processes of service delivery and instruction including:

- a. Organization and administration of public school programs to provide services for persons with speech-language disorders; and
- b. Services available from related fields for those with communication disorders.

9. Understanding of the knowledge, skills, and processes for educating special populations including:

- a. Historical perspective;
- b. Characteristics of learners; developmental and cognitive;
- c. Medical aspects;
- d. Linguistic/multicultural aspects;
- e. Family aspects; and
- f. Program evaluation.

10. Understanding of the knowledge, skills, and processes involved in the legal aspects associated with students with disabilities, including:

- a. Legislative and judicial mandates related to special education;
- b. Legal decisions related to persons with disabilities;
- c. Advocacy and self-determination;
- d. Guardianship;
- f. Behavior management; and
- g. Disciplinary practices, policies and procedures, and alternative placements/programs in schools.

11. The ability to understand and manage behavior including:

- a. Behavior support systems;
- b. Individual planning; and
- c. Research in current practice.

12. Understanding of the current knowledge and scope of the profession and sensitivity to issues of diversity.

13. Completion of 375 clock hours of direct client contact, of which 100 must be in a supervised educational setting and a minimum of 200 clock hours must be in speech-language pathology. These clinical clock hours will be distributed in each of the following areas: diagnosis, management of language disorders, management of voice disorders, management of articulation disorders, management of fluency disorders, and audiology.

C. Endorsement requirements. The candidate must have:

1. An earned master's degree in speech-language pathology from an accredited institution; or
2. A current license in speech pathology issued by the Virginia Board of Examiners for Audiology and Speech Pathology.

[~~8 VAC 20-21-450~~ 8 VAC 20-21-460]. **Special education visual impairments preK-12.**

A. The program in special education visual impairments preK-12 is designed to ensure through course work and field experiences in a variety of settings that the candidate has demonstrated the following competencies:

1. Understanding of the characteristics of individuals with disabilities to include:
 - a. Characteristics of children and youth with disabilities: developmental and cognitive;
 - b. Language development and the effects of disabling conditions and cultural diversity on language development; and
 - c. Characteristics of individuals with visual impairments, including impact of visual impairment on infant's and children's growth and development, child and adolescent emotional and social development, and family interaction patterns.
2. Understanding of the foundation of the legal aspects associated with students with disabilities, and students with visual impairments, including:
 - a. Legislative and judicial mandates related to education and special education;
 - b. Individuals with Disabilities Education Act (IDEA), § 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act;
 - c. Legal decisions related to persons with disabilities;
 - d. Current regulations and procedures governing special education to include individualized education program (IEP) development [, individualized family service plan (IFSP), and transition services]; and
 - e. Disciplinary practices, policies and procedures, and alternative placements/programs in schools.

3. Understanding of the foundation of assessment and evaluation with emphasis on individuals with visual impairments including:

- a. Administering, scoring, and interpreting assessments including norm-referenced, criterion-references, and curriculum-based individual and group assessments;
- b. Interpreting assessments for eligibility, placement, and program uses;
- c. Techniques to collect, record and analyze information;
- d. Diagnostic instruction using assessment data;
- e. Techniques for recognizing capacity and diversity and its influence on student assessment and evaluation;
- f. Using data from student program evaluation; and
- g. Low vision practices and procedures which include assessment and instructional programming for functional vision.

4. Understanding of service delivery, classroom management, and instruction including:

- a. The application of current research;
- b. Classroom organization and curriculum development;
- c. Curriculum adaptations and accommodations;
- d. The development of language/literacy skills;
- f. The use of technology;
- g. Classroom management including behavior support systems and individual planning;
- h. Methods and procedures for teaching students with visual impairments;
- i. Instructional programming and modifications of curriculum to facilitate integration of students with disabilities programs and services with peers without disabilities;
- j. Individual and group behavior management techniques;
- k. Career and vocational aspects of individuals with disabilities, including persons with visual impairments, in society, including knowledge of careers, vocational opportunities, and transition from school to work; and
- l. Social and recreational skills and resources for individuals with visual impairments to include methods and materials for assessing and teaching activities of daily living.

5. Understanding of consultation, case management, and collaboration including:

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- a. Coordinating service delivery with other professionals in collaborative work environments;
 - b. Training, managing, and monitoring paraprofessionals;
 - c. Involving families in the education of their children with disabilities; and
 - d. Interfacing with community agencies and resources.
6. Understanding of the foundations of Braille reading and writing, including:
- a. Teaching reading and writing of grade 2 Braille on both a Braille writer and a "slate and stylus"; and
 - b. Knowledge of other codes to include Nemeth, music code, and computer Braille.
7. Understanding of anatomy, physiology, and diseases of the eye and the educational implications.
8. Understanding of the standards of professionalism.
9. Completion of supervised classroom experiences at the elementary and secondary levels with students who have visual impairments.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in special education visual impairments preK-12.
2. Completed of a major in special education visual impairments or 27 semester hours in education of students with visual impairments, including at least one course in foundations/legal aspects of special education, characteristics of persons with visual impairments, psychoeducational assessment and assessment for visual impairment, language/literacy skill development, Braille reading and writing, behavior management, transition, consultation, anatomy, physiology, and diseases of the eye, and instructional programming and methods, consistent with the above competencies.

~~[8 VAC 20-21-390. **Speech communication (add-on endorsement).**~~

~~A. The program in speech communication will ensure that the candidate has demonstrated the following competencies:~~

- ~~1. Understanding and knowledge of oral communication, including language acquisition involving the processes of expressive and receptive language and voice production involving the aesthetics of speech;~~
- ~~2. Understanding and knowledge of common speech production patterns, including articulation, pronunciation, and dialectical variances as these relate to standard English patterns;~~
- ~~3. Understanding of and proficiency in effective communication, including interpersonal communication, the art of persuasion, oral interpretation, group~~

~~discussion, mass communication, public speaking, and debate; and the ability to critique such communication interactions;~~

~~4. Understanding of and proficiency in grammar, usage, and mechanics and their integration in writing.~~

~~B. Endorsement requirements. The candidate must have:~~

~~1. A baccalaureate degree and an endorsement in a teaching area; and~~

~~2. A minimum of 15 semester hours in speech communication.]~~

[8 VAC 20-21-470. **Speech communication (add-on endorsement).**

A. The program in speech communication will ensure that the candidate has demonstrated the following competencies:

1. Understanding and knowledge of oral communication, including language acquisition involving the processes of expressive and receptive language and voice production involving the aesthetics of speech;

2. Understanding and knowledge of common speech production patterns, including articulation, pronunciation, and dialectical variances as these relate to standard English patterns;

3. Understanding of and proficiency in effective communication, including interpersonal communication, the art of persuasion, oral interpretation, group discussion, mass communication, public speaking, and debate; and the ability to critique such communication interactions;

4. Understanding of and proficiency in grammar, usage, and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. A baccalaureate degree and an endorsement in a teaching area; and

2. A minimum of 15 semester hours in speech communication.]

[8 VAC 20-21-460 8 VAC 20-21-480]. **Theater arts preK-12.**

A. The program in theater arts preK-12 will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the knowledge, skills, and processes of the theater discipline as defined in the Virginia Standards of Learning and how these provide a necessary foundation integral to teaching theater.

2. Understanding of the knowledge, skills and processes for teaching theater to the developmental levels of students in preK-12, including the following:

- a. Experience in planning, developing, administering, and evaluating a program of theater education;

- b. Directing;
- c. Technical theater, including lighting, set design, stage craft, costuming, makeup, and safety;
- d. Performance, including acting and acting styles;
- e. Dramatic literature;
- f. The relationship of theater and culture and the influence of theater on past and present cultures, including the history of theater; and
- g. Related areas of theater, such as art, dance, and music.

3. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

- 1. Graduated from an approved teacher preparation program in theater arts; or
- 2. Completed a major in theater or 33 semester hours distributed among the following areas:
 - a. Directing: 6 semester hours;
 - b. Technical theater: 9 semester hours;
 - c. Theater history: 3 semester hours;
 - d. Performance: 6 semester hours; and
 - e. Dramatic literature: 9 semester hours.

C. Add-on endorsement requirements in theater arts preK-12. The candidate must have:

- 1. A baccalaureate degree and an endorsement in any teaching area; and
- 2. Completed 15 semester hours distributed in the following areas:
 - a. Directing: 3 semester hours;
 - b. Technical theater: 3 semester hours;
 - c. Theater history: 3 semester hours; and
 - d. Performance: 6 semester hours.

[~~8 VAC 20-21-470~~ 8 VAC 20-21-490]. Vocational education--agricultural education.

A. The program in agricultural education will ensure that the candidate has demonstrated the following competencies:

- 1. Understanding of the importance and relationship of agriculture to the economy of the community, the state, and the nation. This understanding includes:
 - a. An awareness and appreciation for agriculture;
 - b. Knowledge of the occupational opportunities in agriculture and related fields;
 - c. Knowledge of the U.S. food and fiber system; and

d. Knowledge of the contributions of agriculture to the economy of the state and nation.

2. Understanding of the knowledge, skills, and processes involved in plant and soil sciences, including:

- a. Production, use, and marketing of row crops, specialty crops, forage crops, fruits, small grains, vegetables, and cereal crops; and
- b. Soil and water management.

3. Understanding of the knowledge, skills, and processes involved in the production, management, and marketing of animals, including:

- a. Production of cattle, swine, poultry, dairy cows, sheep, aquaculture species, goats, and horses; and
- b. Care and management of small companion animals.

4. Understanding of the knowledge, skills, and processes involved in agricultural mechanics, including:

- a. Safe operation, repair, and maintenance of equipment, tools, and machinery used in agriculture;
- b. Setting up and adjusting agriculture machinery;
- c. Basic knowledge of a set of hand tools, measuring devices, and testing equipment used in agriculture;
- d. Basic knowledge of energy transfer systems used in agriculture; and
- e. Properties of metals used in tools and equipment.

5. Understanding of agricultural economics, including the various markets, international trade, government policies, and the operation and management of various agricultural businesses.

6. Understanding of the knowledge, skills, and processes involved in natural resources including:

- a. Care, management, and conservation of soil, air, water, and wildlife; and
- b. Production and management of the forest.

7. Understanding of the importance and processes necessary for community resource development to include:

- a. Fundamentals of the community development process;
- b. Knowledge of public and private programs and resources available;
- c. Knowledge of the promotion of community development; and
- d. Knowledge of civic organizations and their purposes.

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8. Knowledge of and the ability to teach:

- a. How the biological, physical, and applied sciences relate to practical solutions of agricultural problems;
- b. Leadership development skills;
- c. [~~How to conduct a Future Farmers of America (FFA) Chapter and a Young Farmer Organization~~ Knowledge and skills necessary to teach leadership skills, organize and manage an effective co-curricular student organization (FFA) and implement the organization's activities as an integral part of instruction]; and
- d. Agricultural competencies needed by secondary students to be successful in continuing their education and entering a related occupation.

9. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in agricultural education; or
2. Completed a major in agricultural education or [40 39] semester hours of course work in agriculture, including at least 3 semester hours in each of the following:
 - a. Plant science;
 - b. Animal science;
 - c. Agricultural mechanics;
 - d. Agricultural economics and management;
 - e. Forestry/wildlife management;
 - f. Horticulture; and
 - g. Technology/microcomputer applications.

C. Technical Professional License. An endorsement in horticulture or agricultural machinery may be granted to individuals who have:

1. Been recommended by an employing Virginia educational agency;
2. Completed [~~two~~ four] years of occupational experience in the area sought; and
3. Completed professional studies requirements (human growth and development: 3 semester hours; curriculum and instructional procedures in vocational education: 3 semester hours; and applications of instructional technology or foundations of education: 3 semester hours). The professional studies requirements may be met under a Provisional License.

[~~8 VAC 20-21-480~~ 8 VAC 20-21-500]. Vocational education--business education.

A. The program in business education will ensure that the candidate has demonstrated the following competencies:

1. Knowledge, skills, and principles of manual and automated accounting, including:
 - a. Accounting concepts, terminology, and applications;
 - b. Accounting systems; and
 - c. The basic accounting cycle of source documents, verifications, analyzing, recording, posting [,] trial balances, and preparing financial statements.
2. Knowledge and skills necessary to:
 - a. Communicate basic economic principles as applied to the American economic system; and
 - b. Apply basic economic principles to consumerism.
3. Knowledge and skills in the foundations of business selected from the following areas:
 - a. Business law.
 - (1) Ability to recognize the legal requirements affecting business organization; and
 - (2) Ability to apply legal principles to business situations;
 - b. Business principles.
 - (1) Ability to identify, explain, and apply contemporary business principles; and
 - (2) Ability to identify and explain the advantages and disadvantages of various business organizational structures;
 - c. Management. Understanding of basic management concepts and leadership styles to explore and solve problems in business functions, economics, international business, and human relations issues;
 - d. Marketing.
 - (1) Understanding of basic marketing concepts in sales techniques, advertising, display, buying, wholesale/retail, distribution, service occupations, market analysis, warehousing, and inventory control; and
 - (2) Understanding of the unique characteristics of an entrepreneur and the knowledge and skills necessary for an entrepreneurial venture;
 - e. Finance.
 - (1) Knowledgeable about and skilled in the areas of money management, recordkeeping, and banking needed for sound financial decision making; and

(2) Understanding of the basic concepts of economics, insurance, credit, and other related topics; or

f. Insurance. Understanding of the purpose of insurance, types of property losses, types of risk insurance protection, insurance for specific business activities, and noninsurable risks.

4. Knowledge and skills in all of the following communications and information technologies:

a. Communications.

(1) Ability to communicate in a clear, courteous, concise, and correct manner for personal and professional purposes through the foundations of listening, writing, reading, speaking, non-verbal cues, and following written/oral directions; and

(2) Ability to use technology to expedite and enhance the effectiveness of communications and telecommunications.

b. Business systems. Ability to use current and emerging business systems and procedures to diagnose/solve problems in office procedures and management, including:

(1) Workflow topics, [~~assessing~~ accessing] references, records management, recordkeeping, managing travel and meetings, handling mail [; ,] and

[~~(2) Knowledge of~~] transcription of voice-dictated and voice-recorded dictation.

c. Computer applications.

(1) Ability to identify, select, evaluate, use, install, upgrade, and customize application software;

(2) Ability to diagnose and solve problems in word processing, database, spreadsheet, graphics, desktop/presentation/multimedia and imaging, and emerging computer applications; and

(3) Ability to integrate the applications.

d. Word processing and information systems.

(1) Ability to use word processing applications software to create, modify, and print personal, educational, and business documents; and import other applications to word processing documents;

(2) Ability to identify, select, evaluate, use, install, upgrade, customize, and diagnose and solve problems with various types of operating systems, environments, and utilities; and

(3) Ability to compare, evaluate, and demonstrate skills in the use of programming languages.

e. Keyboarding.

(1) Possession of skills in fingering and keyboard-manipulation techniques to model and provide touch keyboarding instruction;

(2) Ability to provide instruction that allows students to develop touch fingering techniques in a kinesthetic response to the keyboard required for rapid, accurate entry of data and information; and

(3) Ability to provide instruction for current procedures in formatting documents.

[~~6. 5.] Experience in a supervised business career through cooperative education, internship, shadowing, mentorship, and [/or] work experience.~~

[6. Knowledge and skills necessary to teach leadership skills, organize and manage an effective co-curricular student organization and implement the organization's activities as an integral part of instruction.]

[~~5. 7.] Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.~~

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in business education; or

2. Completed 39 hours of course work in business to include:

a. Accounting: 6 semester hours;

b. Economics: 3 semester hours;

c. Business law, business principles, management, marketing, finance, or insurance: 12 semester hours;

d. Communications: 3 semester hours;

e. Business systems and procedures: 3 semester hours;

f. Computer applications: 3 semester hours;

g. Word processing and information systems: 3 semester hours;

h. Keyboarding: 3 semester hours; and

i. Supervised business experience: 3 semester hours.

C. Technical Professional License. An endorsement in a specialized business area, such as [~~accounting~~] medical office procedures, legal office procedures, and network administration, may be granted to individuals who have:

1. Been recommended by an employing Virginia educational agency;

2. Completed two years of occupational experience in the endorsement area sought;

3. Completed a business program equivalent to a two-year associate degree in the area sought; and

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4. Completed professional studies requirements (human growth and development: 3 semester hours; curriculum and instructional procedures in vocational education: 3 semester hours; and applications of instructional technology or foundations of education: 3 semester hours). The professional studies requirements may be met under a Provisional License.

[~~8 VAC 20-21-490~~ 8 VAC 20-21-510]. **Vocational education--health occupations education.**

A. The program in health occupations education will ensure that the candidate has demonstrated the following competencies:

1. Knowledge of teaching methods.
 - a. Instructional planning – ability to determine the needs and interests of students;
 - b. Organizing instruction -- ability to prepare teacher-made instructional materials for clinical laboratory experience;
 - c. Instructional execution -- ability to use techniques for simulating patient care and demonstrating manipulative skills;
 - d. Application of technology in the classroom; and
 - e. Instructional evaluation – ability to determine grades for students in classroom and clinical settings.

2. Knowledge of program management.

- a. Planning – ability to organize an occupational advisory committee;
- b. Curriculum development – ability to keep informed of current curriculum content and patient care practices;
- c. Planning and organizing teaching/occupational laboratory for laboratory simulations/demonstrations;
- d. Understanding of the process for issuing credentials for health workers;
- e. Understanding of the health care industry; [~~and~~
- f. Knowledge and skills necessary to teach leadership skills, organize and manage an effective co-curricular student organization and implement the organization's activities as an integral part of instruction; and]

[f. g.] Evaluation – ability to conduct a student follow-up study.

3. Understanding of and proficiency in grammar [,] usage [.] and mechanics and their integration in writing.

B. Endorsement requirements.

1. The candidate must have:
 - a. Graduated from an approved program of study for the preparation of health care professionals;

- b. A license or are certified as a professional practitioner in the area in which one is to be teaching; and

- c. Completed two years of occupational experience in an area related to the area to be taught.

2. Technical Professional License. An endorsement in a specialized health occupations area may be granted to individuals who have:

- a. Been recommended by an employing Virginia educational agency;

- b. A license or are certified as a professional practitioner in the area in which one is to be teaching;

- c. Completed two years of occupational experience in the area sought;

- d. Completed a health occupations' certificate or associate degree program; and

- e. Completed professional studies requirements (human growth and development: 3 semester hours; curriculum and instructional procedures in vocational education: 3 semester hours; and applications of instructional technology or foundations of education: 3 semester hours). The professional studies requirements may be met under a Provisional License.

[~~8 VAC 20-21-500~~ 8 VAC 20-21-520]. **Vocational education--industrial cooperative training (add-on endorsement).**

A. The program in industrial cooperative training (ICT) will ensure that the candidate has demonstrated the following competencies:

1. Understanding of industrial education and its role in the development of technically competent, socially responsible, and culturally sensitive individuals with potential for leadership in skilled technical work and professional studies;

2. Understanding of and the ability to relate experiences designed to develop skills in the interpretation and implementation of industrial education philosophy in accordance with changing demand;

3. Understanding of the knowledge and experience of systematically planning, executing, and evaluating individual and group instruction;

4. Understanding of the competencies necessary for effective organization and management of laboratory instruction;

5. Understanding of the competencies necessary for making physical, social, and emotional adjustments in multicultural student-teacher relationships;

6. Understanding of the competencies necessary for developing and utilizing systematic methods and instruments for appraising and recording student progress in the vocational classroom;

7. Understanding of the ability to provide technical work experience through cooperative education or provide a method of evaluating previous occupational experience commensurate with the minimum required standard;

8. Understanding of the competencies necessary to assist students in job placement and in bridging the gap between education and work;

9. Understanding of the awareness of the human relations factor in industry with emphasis on the area of cooperation among labor, management, and the schools;

10. Understanding of the teacher's role in the school and community;

11. Understanding of the content, skills, and techniques necessary to teach a particular trade area;

12. Understanding of the competencies necessary to organize and manage an effective student organization; and

13. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements.

1. The candidate must have graduated from an approved teacher preparation program in industrial cooperative training (ICT); or

2. The candidate must have:

a. A Virginia Collegiate Professional or Postgraduate Professional License;

b. Completed two years or more of successful, full-time teaching experience;

c. Completed 15 semester hours in trade and industrial education course work distributed in the following areas:

(1) Administration and coordination of ICT or equivalent cooperative education course;

(2) Methods and development of competency-based related instructional materials for ICT;

(3) Vocational student organizations;

(4) Implementation of a competency-based (CBE) curriculum; and

(5) Development and utilization of directly related occupational materials; and

d. In the area of occupational experience, evidence of a minimum of two years or 4,000 hours of acceptable employment in a trade, technical, or industrial education subject area.

[8 VAC 20-21-540 8 VAC 20-21-530]. Vocational education--marketing education.

A. The program in marketing education will ensure that the candidate has demonstrated the following competencies:

1. Knowledge of marketing, merchandising, marketing mathematics, communication theory and techniques, advertising and sales promotion, personal selling, and management through a variety of educational and work experiences;

2. Knowledge of planning, developing, and administering a comprehensive program of marketing education for high school students and adults;

3. Knowledge of organizing and using a variety of instructional methods and techniques for teaching youths and adults;

4. Knowledge of conducting learning programs that include a variety of career objectives and recognize and respond to individual differences in students;

5. Knowledge of assisting [the] learners of different abilities in developing skills needed to qualify for further education and employment;

6. Knowledge of acquiring knowledge of career requirements and opportunities in marketing, merchandising, and management;

7. Knowledge [of developing leadership skills, including methods of working with the youth organization and skills necessary to teach leadership skills, organize and manage an effective co-curricular student organization and implement the organization's activities as an integral part of instruction];

8. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing; and

9. Knowledge of utilizing current technological applications as these relate to marketing functions.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in marketing education; or

2. Completed the following educational and occupational requirements:

(a) 30 semester hours of course work distributed in the following areas: marketing process and management, economics, merchandising and operations, advertising/sales promotion, personal selling, marketing math, communication theory and techniques, business ethics, human resources/training and development, international business/marketing, or marketing technology; and

(b) A minimum of 1,000 clock hours in a marketing occupation within the last five years, 500 hours of which must have been university-supervised or the applicant whose baccalaureate degree is in an area other than marketing education must have completed a minimum of 4,000 clock-hours of occupational experience within the last five years in one or more marketing occupations.

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C. **Technical Professional License.** An endorsement in a specialized marketing area, such as apparel and accessories, financial services, hotel/motel operations; international marketing; real estate, restaurant, may be granted to individuals who have:

1. Been recommended by an employing Virginia educational agency;
2. A license or are certified as a professional practitioner in the area in which one is to be teaching;
3. Completed a registered apprenticeship program and two years of satisfactory experience at the journeyman level or an equivalent level in the trade;
4. Completed four years of work experience at the management or supervisory level or equivalent or have a combination of four years of training and work experience at the management or supervisory level or equivalent; and
5. Completed professional studies requirements (human growth and development: 3 semester hours; curriculum and instructional procedures in vocational education: 3 semester hours; and applications of instructional technology or foundations of education: 3 semester hours). The professional studies requirements may be met under a Provisional License.

[~~8 VAC 20-21-520~~ 8 VAC 20-21-540]. **Vocational education--technology education.**

A. The program in technology education will ensure that the candidate has demonstrated the following competencies:

1. Understanding and utilization of technology; including the human activities of:
 - a. Designing and developing technological systems;
 - b. Determining and controlling the behavior of technological systems;
 - c. Utilizing technological systems; and
 - d. Assessing the impacts and consequences of technological systems.
2. Understanding of technological knowledge, including:
 - a. The nature and evolution of technology;
 - b. The technological concepts and principles; and
 - c. The technological resources, impacts, consequences, and linkages with other fields.
3. Understanding and utilization of the major systems of technology, including the:
 - a. Synthesis of the processes for creating, encoding, transmitting, receiving, decoding, storage, and retrieval of information using communication systems in a global information society;

b. Application of the principles and processes characteristic of contemporary and future production systems, including the research, engineering design and testing, planning, organization, resources, and distribution; and

c. Integration and organization of transportation systems, including land, sea, air, space as a means of transporting people, goods, and services in a global economy.

4. Understanding and utilization of the knowledge, skills, and processes for teaching in a laboratory environment, including:

- a. Laboratory safety rules, regulations, processes and procedures;
- b. Ability to organize technological content into effective instructional units;
- c. Ability to deliver instruction to diverse learners;
- d. Ability to evaluate student achievement, curriculum materials and instructional processes;
- e. [~~Ability to implement student organizational activities as an integral part of instructional~~ Knowledge and skills necessary to teach leadership skills, organize and manage an effective co-curricular student organization and implement the organization's activities as an integral part of instruction];
- f. Ability to incorporate new and emerging instructional technologies to enhance student performance; and
- g. Understanding the concepts and procedures for developing a learner's technological literacy.

5. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements. The candidate must have:

1. Graduated from an approved teacher preparation program in technology education; or
2. Completed a major in technology education or 39 semester hours in technology education distributed in the following areas:
 - a. Technology and culture (experiences shall include the historical development of technology and its present and future impact on the individual, society and environment): 6 semester hours;
 - b. Technological foundations (experiences shall include technical design and illustration, energy and power, electronics, and materials science [~~processing~~]): 12 semester hours;
 - c. Technological processes (experiences shall include technical design, material processing, manufacturing, construction, and [graphic] communication): 12 semester hours; and

d. Technological systems (experiences shall include communication, production, and transportation systems): 9 semester hours; or

3. Earned a baccalaureate degree from an accredited college or university with a major in one of the following fields of study: architecture, design, engineering, or physics; and completed 18 semester hours of technology education content course work, including at least 3 semester hours in each of the following areas: technology and culture, technological foundations, technological processes, and technological systems.

[~~8 VAC 20-21-530~~ 8 VAC 20-21-550]. **Vocational education--trade and industrial education.**

A. The program in trade and industrial education will ensure that the candidate has demonstrated the following competencies:

1. Understanding of industrial education and its role in the development of technically competent, socially responsible, and culturally sensitive individuals with potential for leadership in skilled technical work and/or professional studies;

2. Understanding of the ability to relate experiences designed to develop skills in the interpretation and implementation of industrial education philosophy in accordance with changing demand;

3. The knowledge and experience of systematically planning, executing, and evaluating individual and group instruction;

4. Knowledge of the competencies necessary for effective organization and management of laboratory instruction;

5. Knowledge of the competencies necessary for making physical, social, and emotional adjustments in multicultural student-teacher relationships;

6. Knowledge of the competencies necessary for developing and utilizing systematic methods and instruments for appraising and recording student progress in the vocational classroom;

7. Knowledge of the ability to provide technical work experience through cooperative education or provide a method of evaluating previous occupational experience commensurate with the minimum required standard;

8. Knowledge of the competencies necessary to assist students in job placement and in otherwise bridging the gap between education and work;

9. Understanding of the awareness of the human relations factor in industry, with emphasis on the area of cooperation among labor, management, and the schools;

10. Knowledge of the teacher's role in the school and community;

11. Understanding of the content, skills, and techniques necessary to teach a particular trade area;

12. Knowledge of the competencies necessary to organize and manage an effective student organization; and

13. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements.

1. The candidate must have graduated from an approved teacher preparation program in the trade and industrial education program subject area for which the candidate is seeking endorsement; or

2. A candidate who has graduated from an approved teacher preparation program that is not in the trade and industrial education program subject area for which the candidate is seeking endorsement must have:

a. A current state licensure or industry certification based upon the prescribed [standard or] examination, if applicable; and

b. Evidence of at least two years or 4,000 clock hours of satisfactory occupational experience within the past five years in the teaching specialty for which they are seeking endorsement. A candidate whose occupational experience has not been within the last five years must participate in a supervised technical update related to the teaching specialty or area of endorsement or complete a supervised internship of work experience of not less than six weeks related to the area of endorsement or teaching specialty.

3. Technical Professional License. An endorsement in a specialized trade and industrial education area will be granted to individuals who have:

a. Been recommended by an employing Virginia educational agency;

b. A license or are certified as a professional practitioner in the area in which one is to be teaching, if applicable, or can demonstrate competency in the area of trade and industrial education one is to be teaching; and

c. Evidence of at least two years or 4,000 clock hours of satisfactory occupational experience within the past five years in the teaching specialty for which they are seeking endorsement. Candidates whose occupational experience has not been within the last five years must participate in a supervised technical update related to the teaching specialty or area of endorsement or complete a supervised internship of work experience of not less than six weeks related to the area of endorsement or teaching specialty.

d. Completed professional studies requirements (human growth and development: 3 semester hours; curriculum and instructional procedures in vocational

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education: 3 semester hours; and applications of instructional technology or foundations of education: 3 semester hours). The professional studies requirements may be met under a provisional license.

C. Add-on endorsement requirements. A candidate must:

1. Hold a collegiate professional or postgraduate professional license with a teaching endorsement;
2. Demonstrate competency in the trade or technology to be taught;
3. Hold licensure for trade or industrial area for which endorsement is sought based upon the prescribed examination;
4. Have completed two years or 4,000 clock hours of satisfactory, full-time employment experience at the journeyman level or an equivalent level in the occupation within the last five years. Candidates whose occupational experience has not been within the last five years must participate in a supervised technical update related to the teaching specialty or area of endorsement or complete a supervised internship of work experience of not less than six weeks related to the area of endorsement or teaching specialty; and
5. Have completed 3 semester hours in curriculum and instructional procedures specific to vocational industrial education.

[~~8 VAC 20-21-540~~ 8 VAC 20-21-560]. Vocational education--vocational special needs (add-on endorsement).

A. The program in vocational special needs [(add-on endorsement)] will ensure that the candidate has demonstrated the following competencies:

1. Understanding of vocational special needs programs and services; [~~development~~]; characteristics of students who are disadvantaged, disabled, and gifted; and program development, implementation, and evaluation.
2. Understanding of instructional methods and resources in career-vocational, community-based, and transition programs for targeted populations in vocational education, including:
 - a. Use of learning and teaching styles to plan and deliver instruction;
 - b. Use of vocational assessment results to plan individual instruction strategies;
 - c. Ability to plan and manage a competency-based education system;
 - d. Ability to adapt curriculum materials to meet special student needs;
 - e. Use of a variety of classroom management techniques to develop an enhanced learning environment;

f. Use of different processes to improve collaboration with colleagues, parents, and the community; and

g. Ability to plan learning experiences that prepare individuals for transition to more advanced education and career development options.

3. Understanding of the planning, delivery, and management of work-based education programs such as community surveying, cooperative education, simulation, directed observation, shadowing, mentoring, and internship.

4. Understanding of strategies for enabling students to learn all aspects of particular industries -- planning, management, finances, technical and production skills, labor and community issues, health and safety, environmental issues, and the technology associated with the specific industry.

5. Understanding of career/life planning procedures, transitioning processes and procedures, and career-search techniques.

6. Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements.

1. The candidate must have graduated from an approved teacher preparation program in vocational special needs; or

2. The candidate must have:

a. A baccalaureate degree with an endorsement in one area of vocational education or special education preK-12; and

b. 12 semester hours distributed in the following areas:

(1) Overview of vocational special needs programs and services: 3 semester hours;

(2) Instructional methods [~~and~~ ,] curriculum and resources: 3 semester hours;

(3) Career/life planning, transitioning, occupational information, and delivery of cooperative education programs: 3 semester hours; and

(4) Purposes and practices [, and] characteristics of special populations: 3 semester hours; and

c. Evidence of at least two years or 4,000 clock hours of satisfactory occupational experience in business or industry, or both, or complete a work experience internship under the supervision of an institution of higher education.

[~~9 VAC 20-21-550~~ 8 VAC 20-21-570. Vocation education--] work and family studies.

A. The program in work and family studies will ensure that the candidate has demonstrated the following competencies:

1. Knowledge of the developmental processes of childhood, preadolescence, adolescence, and adulthood/aging and in creating and maintaining an environment in which family members develop and interact as individuals and as members of a group;

2. Knowledge of the decision-making processes related to housing, furnishings, and equipment for individuals and families with attention given to special needs and diversity of individuals;

3. The ability to plan, purchase, and prepare food choices that promote nutrition and wellness;

4. Knowledge of the management of resources to achieve individual and family goals at different stages of the life span;

5. Knowledge of the sociological, psychological, and physiological aspects of clothing and textiles for individuals and families;

[6. Knowledge of the management of families, work, and their inter-relationships;]

[~~6~~ 7.] Knowledge of occupational skill development and career planning;

[8. Knowledge of the use of critical science and creative skills to address problems in diverse family, community, and work environments;]

[~~7~~ The ability to collaborate and work cooperatively with other education disciplines, appropriate community agencies, and advisory councils]

9. Knowledge and skills necessary to teach leadership skills, organize and manage an effective co-curricular student organization and implement the organization's activities as an integral part of instruction;]

[~~8~~ 10.] The ability to plan, develop, teach, supervise, and evaluate programs in occupational programs at the secondary, postsecondary, and adult levels;

[~~9~~ 11.] The ability to organize and implement Future Homemakers of America/Home Economics Related Occupations (FHA/HERO) programs as an integral part of classroom instruction; and

[~~10~~ 12.] Understanding of and proficiency in grammar [,] usage [,] and mechanics and their integration in writing.

B. Endorsement requirements.

1. The candidate must have graduated from an approved teacher preparation program in work and family studies; or

2. The candidate must have [~~a-33~~ 39] semester hours of course work distributed in the following areas:

[~~(4)~~ a.] Development of individual and family: 9 semester hours;

[~~(2)~~ b.] Management, family finance, and consumer economics: 6 semester hours;

[~~(3)~~ c.] Food and nutrition: 6 semester hours;

[~~(4)~~ d.] Housing, home furnishing, and equipment: 6 semester hours;

[~~(5)~~ e.] Clothing and textiles: 3 semester hours; and

[~~(6)~~ f.] Health: 3 semester hours.

[~~b.~~ Occupation g. Occupational] program management: 3 semester hours; and

[h. Documented work experience related to work and family studies: 3 semester hours.]

[~~c.~~ In the area of occupational experience, evidence of at least two years or 4,000 clock hours of satisfactory occupational experience within the past five years in the teaching specialty for which they are seeking endorsement.]

3. Technical Professional License. An endorsement in a specialized work and family studies area, such as child care occupations, [~~clothing-occupations~~ consumer services, family and human services, fashion design occupations,], food occupations, [hospitality occupations, interior design occupations, and] home furnishings occupations, and home and institutional services, may be granted to individuals who have:

a. Been recommended by an employing Virginia educational agency;

b. A license or are certified as a professional practitioner in the area in which one is to be teaching, if applicable, or demonstrate competency in the specialized area of work and family studies;

c. In the area of occupational experience, evidence of at least two years or 4,000 clock hours of satisfactory occupational experience within the past five years in the teaching specialty for which they are seeking endorsement.

d. Completed professional studies requirements (human growth and development: 3 semester hours; curriculum and instructional procedures in vocational education: 3 semester hours; and applications of instructional technology or foundations of education: 3 semester hours). The professional studies requirements may be met under a Provisional License.

PART VI.

LICENSURE REGULATIONS GOVERNING SUPPORT PERSONNEL.

[~~8-VAC-20-21-560~~ 8 VAC 20-21-580]. Administration and supervision preK-12.

A. An individual may become eligible for an endorsement in administration and supervision preK-12 by completing the requirements in one of the options described in this section.

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B. Virginia's approved program. The candidate must have:

1. A master's degree from an accredited college or university.
2. Completed three years of successful, full-time experience as a classroom teacher in an accredited nonpublic or public school.
3. Completed an approved administration and supervision program in Virginia which shall ensure that the candidate has demonstrated the following competencies:

a. Knowledge and understanding of student growth and development to include:

- (1) Applied learning and motivational theories;
- (2) Curriculum design, implementation, evaluation and refinement;
- (3) Principles of effective instruction, measurement, evaluation and assessment strategies;
- (4) Diversity and its meaning for educational programs; and
- (5) The role of technology in promoting student learning.

b. Knowledge and understanding of systems and organizations, including:

- (1) Systems theory and the change process of systems, organizations and individuals;
- (2) The principles of developing and implementing strategic plans;
- (3) Information sources and processing, including data collection and data analysis strategies;
- (4) Learning goals in a pluralistic society; and
- (5) Effective communication, including consensus building and negotiation skills.

c. Knowledge and understanding of theories, models, and principles of organizational development to include:

- (1) Operational procedures at the school and division/district level;
- (2) Principles and issues of school safety and security;
- (3) Human resources management and development, including adult learning and professional development models;
- (4) Principles and issues related to fiscal operations of school management;
- (5) Principles and issues related to school facilities and use of space;

(6) Legal issues impacting school operations and management; and

(7) Technologies that support management functions.

d. Knowledge and understanding of the conditions and dynamics of the diverse school community including:

- (1) Emerging issues and trends that impact the school community;
- (2) Community resources and partnerships of school, family, business, government and higher education institutions; and
- (3) Community relations and marketing strategies and processes.

e. Knowledge and understanding of the purpose of education and its role in a modern society, including:

- (1) The philosophy and history of education;
- (2) Various ethical frameworks and professional ethics;
- (3) The value of the diverse school community; and
- (4) The role of leadership in modern society.

f. Knowledge and understanding of principles of representative governance that undergird the system of American schools, including:

- (1) The role of public education in developing and renewing a democratic society and an economically productive nation;
- (2) The law as related to education and schooling;
- (3) The political, social, cultural and economic systems and processes that impact schools;
- (4) Models and strategies of change and conflict resolution as applied to the larger political, social, cultural and economic contexts of schooling;
- (5) Global issues and forces affecting teaching and learning; and
- (6) The importance of diversity and equity in a democratic society.

4. Completed a beginning administration and supervision assessment when prescribed by the Board of Education reflecting the knowledge and understanding of the stated competencies or completion of a full-time internship as a school principal. One year of successful, full-time experience as an assistant principal or principal in an accredited public or nonpublic school may be accepted instead of the internship.

C. Out-of-state approved program in administration and supervision. The candidate must have:

1. A master's degree from an accredited college or university;
2. Completed three years of successful, full-time experience as a classroom teacher in an accredited nonpublic or public school;
3. Completed an out-of-state approved program in administration and supervision; and
4. Completed a beginning administration and supervision assessment when prescribed by the Board of Education reflecting the knowledge and understanding of the stated competencies or completion of a full-time internship as a school principal. One year of successful, full-time experience as an assistant principal or principal in an accredited public or nonpublic school may be accepted instead of the internship.

D. Out-of-state administration and supervision license. The candidate must:

1. Hold a master's degree from an accredited college or university;
2. Hold a current, valid out-of-state license (full credential with endorsements in administration and supervision); and
3. Have completed a beginning administration and supervision assessment when prescribed by the Board of Education reflecting the knowledge and understanding of the stated competencies or completion of a full-time internship as a school principal. One year of successful, full-time experience as an assistant principal or principal in an accredited public or nonpublic school may be accepted instead of the internship.

[~~8 VAC 20-21-570~~ 8 VAC 20-21-590]. **Division superintendent license.**

An individual may be a candidate for the list of eligible division superintendents and the renewable division superintendent license through the completion of the requirements in one of the following three options:

1. Option one. The individual must:
 - a. Hold an earned doctorate degree in [~~an education-related field~~ educational administration or educational leadership] from an accredited institution; and
 - b. Have completed five years of educational experience [~~which includes three years as a classroom teacher in an accredited public or nonpublic school~~ in a public and/or accredited nonpublic school, two of which must be teaching experience at the preK-12 level and two of which must be in administration/supervision at the preK-12 level].
2. Option two. The individual must:
 - a. Hold an earned master's degree from an accredited institution plus 30 completed hours beyond the master's degree;

b. Have completed requirements for administration and supervision preK-12 endorsement [~~and~~ which includes the demonstration of competencies in the following areas:

- (1) Knowledge and understanding of student growth and development to include:
 - (a) Applied learning and motivational theories;
 - (b) Curriculum design, implementation, evaluation and refinement;
 - (c) Principles of effective instruction, measurement, evaluation and assessment strategies;
 - (d) Diversity and its meaning for educational programs; and
 - (e) The role of technology in promoting student learning.
- (2) Knowledge and understanding of systems and organizations, including:
 - (a) Systems theory and the change process of systems, organizations and individuals;
 - (b) The principles of developing and implementing strategic plans;
 - (c) Information sources and processing, including data collection and data analysis strategies;
 - (d) Learning goals in a pluralistic society; and
 - (e) Effective communication, including consensus building and negotiation skills.
- (3) Knowledge and understanding of theories, models, and principles of organizational development to include:
 - (a) Operational procedures at the school and division/district level;
 - (b) Principles and issues of school safety and security;
 - (c) Human resources management and development, including adult learning and professional development models;
 - (d) Principles and issues related to fiscal operations of school management;
 - (e) Principles and issues related to school facilities and use of space;
 - (f) Legal issues impacting school operations and management; and
 - (g) Technologies that support management functions.
- (4) Knowledge and understanding of the values and ethics of leadership including:

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(a) *The role of leadership in modern society;*

(b) *Emerging issues and trends that impact the school community;*

(c) *Community resources and partnerships of school, family, business, government and higher education institutions;*

(d) *Community relations and marketing strategies and processes; and*

(e) *Conditions and dynamics of the diverse school community.*

(5) *Knowledge and understanding of the purpose of education and its role in a modern society, including:*

(a) *The philosophy and history of education; and*

(b) *Various ethical frameworks and professional ethics.*

(6) *Knowledge and understanding of principles of representative governance that undergird the system of American schools, including:*

(a) *The role of public education in developing and renewing a democratic society and an economically productive nation;*

(b) *The law as related to education and schooling;*

(c) *The political, social, cultural and economic systems and processes that impact schools;*

(d) *Models and strategies of change and conflict resolution as applied to the larger political, social, cultural and economic contexts of schooling;*

(e) *Global issues and forces affecting teaching and learning; and*

(f) *The importance of diversity and equity in a democratic society.]*

c. *Have completed five years of educational experience [~~which will include at least three years as a classroom teacher in a public or accredited nonpublic school in a public and/or accredited nonpublic school, two of which must be teaching experience at the preK-12 level and two of which must be in administration/supervision at the preK-12 level~~].*

3. *Option three. The individual must:*

a. *Hold an earned master's degree from an accredited institution;*

b. *Hold a current, valid out-of-state license with an endorsement as a division/district superintendent; and*

c. *Have completed five years of educational experience in a public and/or accredited nonpublic school [, two of which must be teaching experience at the preK-12 level and two of which must be in administration/supervision].*

[~~8-VAC-20-21-580~~ 8 VAC 20-21-600]. **Reading Specialist.**

A. *The reading specialist program will ensure that the candidate has demonstrated the following competencies:*

1. *Assessment and Diagnostic Teaching. The candidate must:*

a. [~~Be proficient~~ *Demonstrate expertise*] *in the use of assessment and screening measures (formal and informal) for language proficiency, concepts of print, phoneme awareness, letter recognition, sound-symbol knowledge, single word recognition, decoding, word attack skills, word recognition in context, reading fluency, and oral and silent reading comprehension; and*

b. [~~Be proficient~~ *Demonstrate expertise*] *in the ability to use diagnostic data to tailor instruction; and accelerate, and remediate, using flexible skill-level groupings as necessary.*

2. *Oral communication. The candidate must:*

a. [~~Be proficient~~ *Demonstrate expertise*] *in the knowledge, skills, and processes necessary for teaching oral language (including speaking and listening);*

b. [~~Be proficient~~ *Demonstrate expertise*] *in developing students' phonemic awareness/phonological association skills;*

c. *Demonstrate effective strategies for facilitating the learning of standard English by speakers of other languages and dialects;*

d. *Demonstrate an understanding of the unique needs of students with language differences and delays; and*

e. *Demonstrate the ability to promote creative thinking and expression, as through storytelling, drama, choral/oral reading, etc.*

3. *Reading/literature. The candidate must:*

a. *Demonstrate an understanding of the role of the family in developing literacy;*

b. *Demonstrate the ability to create appreciation of the written word and the awareness of the printed language and writing system;*

c. *Develop an understanding of the linguistic, sociological, cultural, cognitive, and psychological basis of the reading process;*

d. [~~Be proficient~~ *Demonstrate expertise*] *in explicit phonics instruction, including an understanding of sound/symbol relationships, syllables, phonemes, morphemes, decoding skills, and word attack skills;*

e. [~~Be proficient~~ *Demonstrate expertise*] *in the use of cuing systems of language, including knowledge of how phonics, syntax, and semantics interact as the reader constructs meaning;*

f. [~~Be-proficient~~ Demonstrate expertise] in strategies to increase vocabulary;

g. [~~Be-proficient~~ Demonstrate expertise] in the structure of the English language, including an understanding of syntax and vocabulary development;

h. [~~Be-proficient~~ Demonstrate expertise] in reading comprehension strategies, including a repertoire of questioning strategies, understanding the dimensions of word meanings, teaching summarizing and retelling skills, and guiding students to make connections beyond the text.

i. [~~Be-proficient~~ Demonstrate expertise] in the ability to teach strategies in literal, interpretive, critical, and evaluative comprehension.

j. Demonstrate the ability to develop comprehension skills in all content areas;

k. Demonstrate the ability to foster appreciation of a variety of literature; and

l. Understand the importance of promoting independent reading and reading reflectively by selecting quality literature, including fiction and nonfiction, at appropriate reading levels.

4. Writing. The candidate must:

a. [~~Be-proficient~~ Demonstrate expertise] in the knowledge, skills, and processes necessary for teaching writing, including grammar, punctuation, spelling, syntax, etc.;

b. [~~Be-proficient~~ Demonstrate expertise] in systematic spelling instruction, including awareness of the purpose and limitations of "invented spelling," the connection between stages of language acquisition and spelling, orthographic patterns, and strategies for promoting generalization of spelling study to writing; and

c. Demonstrate the ability to promote creative thinking and expression through imaginative writing, etc.

5. Research. The candidate must demonstrate the ability to guide students in their use of technology for both process and product as they work with reading, writing, and research.

6. Leadership and specialization. The candidate must:

a. Demonstrate [expertise in] an understanding of language acquisition;

b. Demonstrate an understanding of varying degrees of learning disabilities;

c. Demonstrate an understanding of the needs of high achieving students and of strategies to challenge them at appropriate levels;

d. Demonstrate an understanding of child psychology, including personality and learning behaviors;

e. Demonstrate an understanding of the significance of cultural contexts upon language;

f. Demonstrate [~~proficiency~~ expertise] with educational measurement and evaluation;

g. Demonstrate [~~an-ability-to-utilize~~ expertise utilizing] linguistic skills in diagnoses;

h. Demonstrate the ability to instruct and advise teachers in the skills necessary to differentiate reading instruction for both low and high achieving readers;

i. Demonstrate the ability to organize and supervise the reading program within the classroom, school, or division;

j. Demonstrate effective communication skills in working with a variety of groups, including parents, teachers, administrators, community leaders, etc.; and

k. Demonstrate knowledge of current research and exemplary practices in English/reading.

B. Endorsement requirements. The candidate must have completed an approved graduate-level reading specialist approved preparation program (master's degree required) that includes course experiences of at least 30 semester hours of graduate course work in the competencies listed, as well as a practicum experience in the diagnosis and remediation of reading difficulties.

[~~8-VAC-20-21-599~~ 8 VAC 20-21-610]. School counselor preK-12.

A. The school counselor preK-12 program will ensure that the candidate has demonstrated the following competencies:

1. The ability to support students by cooperatively working with parents/guardians and teachers.

2. Understanding of the principles and theories of human growth and development throughout the lifespan and their implications for school guidance and counseling.

3. Understanding of the social and cultural foundations of education and their implications for school guidance and counseling programs.

4. Understanding of lifespan career development.

5. Understanding of the skills and processes for counseling students to include:

a. Individual and group counseling for academic development;

b. Individual and group counseling for career development; and

c. Individual and group counseling for personal/social development.

6. Understanding of the knowledge, skills, and processes for providing developmental group guidance to include:

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- a. Academic development;
- b. Career development; and
- c. Personal/social development.

7. Understanding of the skills and processes related to the school counseling program at the elementary, middle, and secondary levels to include:

- a. Characteristics of learners at the elementary, middle, and secondary levels;
- b. Program planning;
- c. Coordination;
- d. Consultation; and
- e. Staffing patterns.

8. Understanding of the knowledge, skills, and processes of student appraisal and assessment relative to school guidance and counseling programs to include:

- a. Individual assessment; and
- b. Group assessment.

9. Understanding of the counseling professional to include:

- a. Legal considerations;
- b. Ethical considerations; and
- c. Professional issues and standards.

10. Understanding of the skills and processes of research and evaluation aimed at improving school guidance and counseling programs.

B. Endorsement requirements.

1. Option I. The candidate must have:

- a. An earned master's degree from an approved counselor education program which shall include at least 100 clock hours of clinical experiences in the preK-6 setting and 100 clock hours of clinical experiences in the grades 7-12 setting; and
- b. Two years of successful, full-time teaching experience or two years of successful experience in guidance and counseling. Two years of successful, full-time experience in guidance and counseling under a provisional license may be accepted to meet this requirement.

2. Option II. The candidate must have:

- a. An earned master's degree from an accredited college or university and certification from an approved counselor education program that the candidate has completed sufficient course work and clinical experience to acquire the competencies described herein; and

- b. Two years of successful, full-time teaching experience or two years of successful, full-time experience in guidance and counseling. Two years of successful, full-time experience in guidance and counseling under a provisional license may be accepted to meet this requirement.

[8-VAC 20-21-600 8 VAC 20-21-620]. School psychology.

A. The school psychology program will ensure that the candidate has demonstrated the following competencies:

1. [~~Understanding of the~~] Knowledge, skills, and processes for assessing students' cognitive abilities, academic performance, [~~emotional functioning~~], interpersonal [~~competence~~ emotional/social functioning], and sensory-motor functioning.

2. Understanding of the Knowledge, skills, and processes for direct and indirect intervention to include:

- a. Counseling on an individual, group, or family basis;
- b. Consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies; and
- c. Designing and implementing behavior change programs.

3. [~~Understanding of the~~] Psychological foundations of human functioning (biological bases of behavior, cultural diversity, infant, child, and adolescent development, personality theory, human learning, and social bases of behavior) to ensure student academic achievement and student growth and development.

4. [~~Understanding of the~~] Educational foundations of schooling (education of exceptional learners, instructional and remedial techniques, and organization and operations of schools) to ensure effective collaboration with other school professionals.

5. [~~Understanding of~~] Statistics and research design.

6. [~~Understanding of the~~] School psychology profession to include:

- a. History and foundations of school psychology;
- b. Legal and ethical issues;
- c. Professional issues and standards; and
- d. Role and function of the school psychologist.

B. Endorsement requirements.

1. Option I. The candidate must [~~have complete an~~ approved program in school psychology]:

- a. [~~Completed 60~~ Sixty] graduate hours which culminate in at least a master's degree [~~from an approved program in school psychology~~]; and

- b. [~~Completed~~] An internship which is documented by the degree granting institution. No more than 12

hours of internship can be counted toward the 60 graduate semester hours required for licensure. The internship experience shall occur on a full-time basis over a period of one year or on a half-time basis over a period of two consecutive years. The internship shall occur under conditions of appropriate supervision, i.e., school-based supervisor shall hold a valid credential as a school psychologist and non-school based supervisor shall be an appropriately credentialed psychologist. The internship shall include experiences at multiple age levels, at least one half of which shall be in an accredited schooling setting.

2. Option II. The candidate must hold a certificate issued by the National School Psychology Certification Board.

[~~8 VAC 20-21-610~~ 8 VAC 20-21-630]. **School social worker.**

A. The school social worker program will ensure that the candidate has demonstrated the following competencies:

[~~1. Understanding of the knowledge, skills, and processes for organizing and delivering school social work services.~~

~~2. Understanding of the knowledge, skills, and processes for effective casework practice.~~

~~3. Understanding of the organization and operations of school systems.~~

~~4. Understanding of the knowledge, skills, and processes involved with assessing and programming for exceptional students.~~

1. Understanding of the knowledge, skills, and processes for direct and indirect intervention to include: (i) counseling on an individual, group, or family basis; (ii) consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies; and (iii) networking with school programs and community agencies to provide essential services for families and children;

2. Understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems;

3. Understanding of the knowledge, skills, and processes for effective casework practice;

4. Understanding of the organization and operations of school systems;

5. Understanding of the knowledge, skills, and processes involved with assessing and programming for exceptional students;

6. Understanding of the school social work profession to include (i) history and foundations of school psychology, (ii) legal and ethical issues, (iii)

professional issues and standards, and (iv) role and function of the school social worker.]

B. Endorsement requirements.

1. Option 1. The candidate must have:

a. An earned master's of social work from an accredited school of social work with a minimum of 60 graduate semester hours;

b. A minimum of six graduate semester hours in education; and

c. Completed a supervised practicum or field experience of a minimum of 400 clock hours in an accredited school discharging the duties of a school social worker.

2. Option II. The candidate must have:

a. An earned master's of social work from an accredited school of social work with a minimum of 60 graduate semester hours;

b. A minimum of six graduate semester hours in education; and

c. One year of successful full-time supervised experience as a school social worker in an accredited school.

[~~8 VAC 20-21-620~~ 8 VAC 20-21-640]. **Visiting teacher.**

A. The visiting teacher program will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the knowledge, skills, and processes for organizing and delivering visiting teacher services in the schools.

2. Understanding of the knowledge, skills, and processes for effective casework practice.

3. Understanding of the foundations for delivery of visiting teacher services (community organization, group processes, family dynamics, abnormal psychology, human growth and development, assessment/evaluation, education of exceptionalities, and school law) to ensure student academic achievement and student growth and development.

B. Endorsement requirements. The candidate must have:

1. An earned master's degree from an accredited college or university;

2. Completed a minimum of 30 graduate hours which shall include a course in each of the following:

a. School social work practice;

b. Community organization;

c. Casework practice;

d. Group process;

e. Family dynamics;

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- f. Abnormal psychology;
 - g. Human growth and development (birth through adulthood);
 - h. Assessment/evaluation;
 - i. Education of exceptionalities; and
 - j. School law;
3. Completed one year of successful, full-time experience in an accredited educational setting either as a teacher or as a pupil personnel professional; and
4. Completed one year of full-time supervised experience as a visiting teacher in an accredited school.

[~~8 VAC 20-21-630~~ 8 VAC 20-21-650]. Vocational evaluator.

A. The vocational evaluator program will ensure that the candidate has demonstrated the following competencies:

1. Understanding of the foundations of vocational evaluation and career assessment, including: philosophy and process of vocational evaluation/assessment; use of occupational and labor market information; and functional aspects of disability.
2. Understanding of the basic concepts and skills of planning for and delivering vocational evaluation and career assessment services, including the use of vocational interviewing [; ,] individualized service planning [; ,] report development and communication [; ,] and use of modifications and accommodations.
3. Understanding of the content, processes, and skills necessary to administer and report findings of standardized testing, including knowledge of tests and measurements and selection and use of appropriate instruments.
4. Understanding and knowledge of specific assessment techniques and skills [;] and the processes for conducting vocational evaluation and career assessment, including:
 - a. Job and training analysis;
 - b. Work samples and systems;
 - c. Situational and community-based assessment;
 - d. Behavioral observation; and
 - e. Learning and functional skills assessment.

B. Endorsement requirements.

1. Option 1. The candidate must be certified as a Vocational Evaluation Specialist (CVE), meeting all standards and criteria of the Commission on Certification of Work Adjustment and Vocational Evaluation Specialist (CCWAVES).
2. Option 2. The candidate must have a master's degree in vocational evaluation, vocational education,

special education, or rehabilitation counseling and completed 15 graduate semester hours distributed in the following areas:

- a. Tests and measurements: 3 semester hours;
- b. Medical and educational aspects of disability: 3 semester hours;
- c. Occupational information and job analysis: 3 semester hours;
- d. Purposes/practices of vocational evaluation: 3 semester hours; and
- e. Career/life planning/transition services: 3 semester hours.

PART VII.

REVOCATION, CANCELLATION, SUSPENSION, DENIAL AND REINSTATEMENT OF TEACHING LICENSES.

[~~8 VAC 20-21-640~~ 8 VAC 20-21-660]. Revocation.

A. A license issued by the Board of Education may be revoked for the following reasons:

1. Obtaining or attempting to obtain such license by fraudulent means or through misrepresentation of material facts;
2. Falsification of school records, documents, statistics, or reports;
3. Conviction of any felony;
4. Conviction of any misdemeanor involving moral turpitude;
5. Conduct, such as immorality, or personal condition detrimental to the health, welfare, discipline, or morale of students or to the best interest of the public schools of the Commonwealth of Virginia;
6. Misapplication of or failure to account for school funds or other school properties with which the licensee has been entrusted;
7. Other good and just cause of a similar nature.

B. Procedures.

1. Submission of complaints. A complaint may be filed by anyone, but it shall be the duty of a division superintendent, principal or other responsible school employee to file a complaint in any case in which he has knowledge that a holder of a license is guilty of any offense set forth in subsection A of this section. The person making the complaint shall submit it in writing to the appropriate division superintendent.
2. Action by division superintendent; investigation. Upon receipt of the complaint against the holder of a license, a division superintendent or his duly authorized representative shall investigate the charge. If, on the basis of such investigation, the division superintendent finds the complaint to be without merit, he shall so notify

the complaining party or parties in writing and then close his file on the matter. This action shall be final unless the local school board, on its own motion, votes to proceed to a hearing on the complaint or unless circumstances are present making subsection A of this section applicable.

C. *Petition for revocation.* Should the division superintendent or local school board conclude that there is reasonable cause to believe that a complaint against the holder of a license is well founded, the teacher shall be notified of the complaint by a written petition for revocation of a license signed by the division superintendent. A copy of such petition shall be sent by registered mail, return receipt requested, to the teacher's last known address. If not otherwise known, the last known address shall be the address shown in the records of the Department of Education.

D. *Form of petition.* The petition for the revocation of a license shall set forth:

1. The name and last known address of the person against whom the petition is being filed;
2. The social security number of and the type of license held by the person against whom the petition is being filed;
3. The offenses alleged and the specific actions which comprise the alleged offenses;
4. The name and address of the party filing the original complaint against the license holder;
5. A copy of the regulations containing a statement of the rights of the person charged under this chapter; and
6. Any other pertinent information.

E. *Filing of petition.* The original petition shall be entered in the files of the local school board where the license holder is employed.

F. *Response to petition.* The license holder shall present his written answer to the petition, if any, within 14 days after the date of service of the petition as certified by the United States Postal Service.

1. If the teacher responding to the petition states that he does not wish to contest the charges, he may voluntarily return the license to the division superintendent with a written, signed statement requesting cancellation. The Superintendent of Public Instruction is authorized, upon receipt of the license holder's written, signed request from the division superintendent, to cancel the license.
2. If the license holder files a written answer admitting the charges, or refuses to accept the copy of the petition from the postal authorities, or fails to file a written answer within 14 days after service of the petition or has failed to provide postal authorities with a forwarding address so that the petition can be delivered, the local school board

shall proceed to a hearing as described in subdivisions 3 and 4 of this subsection.

3. If the license holder files his written answer denying the charges in the petition, the local school board shall provide a hearing at the time and place of its regular meeting or at such other reasonable time and place it may specify. The license holder or his representative, if any, shall be given at least 14 days notice of the hearing.

4. Following the hearing the local school board shall receive the recommendation of the division superintendent and then either dismiss the charges or make such recommendations as it deems appropriate relative to revocation of a license. A decision to dismiss the charges shall be final, except as specified in subsection G of this section, and the investigative file on the charges shall be closed and destroyed or maintained as a separate sealed file under provision of the Code of Virginia. Any record or material relating to the charges in any other file shall be removed or destroyed. Should the local school board recommend the revocation or suspension of a license, this recommendation, along with the investigative file, shall promptly be forwarded by the division superintendent to the Superintendent of Public Instruction.

G. *Revocation on motion of the Board of Education.* The Board of Education reserves the right, in situations not covered by this chapter, to act directly in revoking a license. No such revocation will be ordered without the involved license holder being given the opportunity for the hearing specified in [~~8 VAC 20-21-690~~ 8 VAC 20-21-710] B.

H. *Reinstatement of license.* A license that has been revoked may be reinstated by the Board of Education after five years if the board is satisfied that reinstatement is in the best interest of the former license holder and the public schools of the Commonwealth of Virginia. The individual must apply to the board for reinstatement. Notification to all appropriate parties will be communicated in writing by the state agency.

[~~8 VAC 20-21-650~~ 8 VAC 20-21-670]. Cancellation.

A. A license may be canceled by voluntary return by the individual, or for reasons listed under [~~8 VAC 20-21-640~~ 8 VAC 20-21-660] A or for the following reason:

The teacher in his answer to the petition, as described in [~~8 VAC 20-21-640~~ 8 VAC 20-21-660] F 1, states that he does not wish to contest the charges. Reasons for cancellation are the same as those listed under [~~8 VAC 20-21-640~~ 8 VAC 20-21-660] A.

B. *Procedures.* The individual may voluntarily return the license to the division superintendent with a written, signed statement requesting cancellation. The Superintendent of Public Instruction is authorized upon receipt of the license holder's written and signed request from the division superintendent to cancel the license.

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However, no such cancellation will be made without the involved license holder being given the opportunity for a hearing, as specified in [~~8 VAC 20-21-690~~ 8 VAC 20-21-710] B.

C. *Reinstatement of license.* A license that has been returned for cancellation may be reissued using the normal procedure for application if the board is satisfied that reinstatement is in the best interest of the former license holder and the public schools of the Commonwealth of Virginia. The individual must apply to the board for reinstatement. Notification to all appropriate parties will be communicated in writing by the Department of Education.

[~~8 VAC 20-21-660~~ 8 VAC 20-21-680]. **Suspension.**

A. A license may be suspended for the following reasons:

1. Physical, mental, or emotional incapacity as shown by a competent medical authority;
2. Incompetence or neglect of duty;
3. Failure or refusal to comply with school laws and regulations, including willful violation of contractual obligations; or
4. Other good and just cause of a similar nature.

B. *Procedures.*

1. *Submission of complaints.* A complaint may be filed by anyone, but it shall be the duty of a division superintendent, principal, or other responsible school employee to file a complaint in any case in which he has knowledge that a holder of a license is guilty of any offense set forth in subsection A of this section. The person making the complaint shall submit it in writing to the appropriate division superintendent.

2. *Action by division superintendent; investigation.* Upon receipt of the complaint against the holder of a license, a division superintendent or his duly authorized representative shall investigate the charge. If, on the basis of such investigation, the division superintendent finds the complaint to be without merit, he shall so notify the complaining party or parties in writing and then close his file on the matter. This action shall be final unless the local school board on its own motion votes to proceed to a hearing on the complaint or unless circumstances are present making subdivision C of this section applicable.

C. *Petition for suspension.* Should the division superintendent or local school board conclude that there is reasonable cause to believe that a complaint against the holder of a license is well founded, the teacher shall be notified of the complaint by a written petition for suspension of a license signed by the division superintendent. A copy of such petition shall be sent by registered mail, return receipt requested, to the teacher's last known address. If not otherwise known, the last known address shall be the address shown in the records of the Department of Education.

D. *Form of petition.* The petition for the suspension of a license shall set forth:

1. The name and last known address of the person against whom the petition is being filed;
2. The social security number and the type of license held by the person against whom the petition is being filed;
3. The offenses alleged and the specific actions that comprise the alleged offenses;
4. The name and address of the party filing the original complaint against the license holder;
5. A statement of the rights of the person charged under this chapter; and,
6. Any other pertinent information.

E. *Filing of petition.* The original petition shall be entered in the files of the local school board where the license holder is employed.

F. *Response to petition.* The license holder shall present his written answer to the petition, if any, within 14 days after the date of service of the petition as certified by the United States Postal Service.

1. If the teacher responding to the petition states that he does not wish to contest the charges, he may voluntarily return his license to the division superintendent with a written and signed statement requesting suspension. The Superintendent of Public Instruction is authorized, upon receipt of the license holder's written, signed request from the division superintendent, to cancel the license.

2. If the license holder files a written answer admitting the charges, or refuses to accept the copy of the petition from the postal authorities, or fails to file a written answer within 14 days after service of the petition, or has failed to provide postal authorities with a forwarding address so that the petition can be delivered, the local school board shall proceed to a hearing as described in subdivisions 3 and 4 of this subsection.

3. If the license holder files his written answer denying the charges in the petition, the local school board shall provide a hearing at the time and place of its regular meeting or at such other reasonable time and place it may specify. The license holder or his representative, if any, shall be given at least 14 days notice of the hearing.

4. Following its hearing the local school board shall receive the recommendation of the division superintendent and then either dismiss the charges or make such recommendations relative to suspension of a license as it deems appropriate. A decision to dismiss the charges shall be final, except as specified in subsection G of this section, and the file on the charges shall be closed and all materials expunged. Should the local school board recommend the suspension of a

license, this recommendation, along with supporting evidence, shall promptly be forwarded by the division superintendent to the Superintendent of Public Instruction.

G. *Suspension on motion of Board of Education.* The Board of Education reserves the right, in situations not covered by this chapter, to act directly in suspending a license. No such suspension will be ordered without the involved license holder being given the opportunity for the hearing as specified in [~~8-VAC-20-21-690~~ 8 VAC 20-21-710] B.

H. *Reinstatement of license.* A license may be suspended for a period of time not to exceed five years. The license may be reinstated by the Department of Education, upon request, with verification that all requirements for license renewal have been satisfied. The individual must apply to the board for reinstatement. Notification to all appropriate parties will be communicated in writing by the Department of Education.

[~~8-VAC-20-21-670~~ 8 VAC 20-21-690]. **Denial.**

A. A license may be denied for the following reasons:

1. Attempting to obtain such license by fraudulent means or through misrepresentation of material facts;
2. Falsification of records or documents;
3. Conviction of any felony;
4. Conviction of any misdemeanor involving moral turpitude;
5. Conduct, such as immorality, or personal condition detrimental to the health, welfare, discipline, or morale of students or to the best interest of the public schools of the Commonwealth of Virginia;
6. Revocation of the license by another state; and
7. Other good and just cause of a similar nature.

B. *Expired license.* The holder of a license that has expired may be denied renewal or reinstatement by the Superintendent of Public Instruction for any of the reasons specified in [~~8-VAC-20-21-640~~ 8 VAC 20-21-660] A. No such denial will be ordered unless the license holder is given the opportunity for the hearing specified in [~~8-VAC-20-21-690~~ 8 VAC 20-21-710] B.

[~~8-VAC-20-21-680~~ 8 VAC 20-21-700]. **Right to counsel and transcript.**

A license holder shall have the right, at his own expense, to be represented by counsel of choice at the local school board hearing provided for in [~~8-VAC-20-21-640~~ 8 VAC 20-21-660] F or in the proceedings before the Board of Education, as specified in [~~8-VAC-20-21-690~~ 8 VAC 20-21-710] A and B. Counsel may, but need not, be an attorney. Any such hearing before a local school board and any hearing before the Board of Education shall be recorded; and, upon written request the party charged shall be provided a hearing transcript without charge.

[~~8-VAC-20-21-690~~ 8 VAC 20-21-710]. **Action by the State Superintendent of Public Instruction and the Board of Education.**

A. Upon receipt of the complaint from the local school division, the Superintendent of Public Instruction will ensure that an investigative panel at the state level reviews the petition. The panel shall consist of three to five members selected by the Division Chief, Compliance Coordination, of the Virginia Department of Education. The license holder should be notified within 14 days of the receipt of the complaint to the Department of Education as to the date, time, and location of the hearing. Both parties, the local school division and the license holder, are entitled to be present with counsel if so desired. The recommendation of the state-level panel is made to the State Superintendent of Public Instruction for presentation to the State Board of Education. The superintendent shall then present his report to the Board of Education or its duly designated committee at one of its duly scheduled meetings. The license holder shall be given at least 14 days notice (in the manner specified in [~~8-VAC-20-21-640~~ 8 VAC 20-21-660] F) of the date on which the Superintendent of Public Instruction's report will be continued, where necessary, from one meeting of the Board of Education or committee to another.

B. *Hearing.* The Board of Education, or its duly designated committee, shall receive and consider the report of the Superintendent of Public Instruction and such relevant and material evidence as the license holder may desire to present at the hearing. At the conclusion of the hearing, the Superintendent of Public Instruction may recommend the action -- revocation or suspension -- that should be taken by the Board of Education. The Board of Education will then enter its order within 14 days after the hearing has concluded. This order will contain findings of fact either sustaining or dismissing the complaint.

C. *Decision not to revoke or suspend.* If the decision of the Board of Education is not to revoke or suspend the license, the license holder and the principal complainants will be so notified and the Board of Education's file and any other record or material will be removed or destroyed.

D. *Decision to revoke or suspend.* If the decision of the Board of Education is to revoke or suspend the license, a written order will be entered in the minutes of the meeting at which the matter was decided. A copy of this order will be sent to the license holder and the principal complainants.

[~~8-VAC-20-21-700~~ 8 VAC 20-21-720]. **Right of license holder to appear at hearing.**

A license holder shall have the right to appear in person at the hearings held by the local school board, Board of Education, or board committee described herein unless he is confined to jail or a penal institution. The local school board or Board of Education, at its discretion, may continue such hearings for a reasonable time if the license holder is prevented from appearing in person for reasons such as documented medical or mental impairment.

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[~~8 VAC 20-21-740~~ 8 VAC 20-21-730]. Notification.

Notification of the revocation, denial, or reinstatement of a license shall be made by the Superintendent of Public Instruction, or his designee, to division superintendents in Virginia and to chief state school officers of the other states and territories of the United States.

DOCUMENTS INCORPORATED BY REFERENCE

The Renewal Manual (The Virginia Recertification Manual), July 1990, Department of Education, Commonwealth of Virginia

Standards of Learning for Virginia Public Schools, June 1995, Board of Education, Commonwealth of Virginia

VA.R. Doc. No. R97-729; Filed January 14, 1998, 11:50 a.m.

Title of Regulation: 8 VAC 20-25-10 et seq. Technology Standards for Instructional Personnel.

Statutory Authority: § 22.1-16 of the Code of Virginia.

Effective Date: March 4, 1998.

Summary:

The Board of Education requested the Advisory Board on Teacher Education and Licensure (ABTEL) to examine the issue of technology proficiencies as a requirement for licensure of instructional personnel. The regulation identifies eight technology standards and sample enablers to be incorporated in local school divisions' technology plans and approved teacher preparation programs in institutions of higher education. The standards are based on Virginia's revised Standards of Learning, which include technology standards that are incorporated in each core discipline to be mastered by students by the end of grades 5 and 8.

School divisions will be required to incorporate these standards in their division-wide technology plans and develop strategies to implement and assess the standards. The standards are intended to be entry level; therefore, school divisions and teacher education institutions will need to establish provisions for pre-service and in-service instructional personnel who have already acquired higher levels of knowledge and skills to test out of the entry-level requirements.

Summary of Public Comment and Agency Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

Agency Contact: Copies of the regulation may be obtained from Thomas A. Elliott, Assistant Superintendent for Compliance, Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 371-2522.

CHAPTER 25. TECHNOLOGY STANDARDS FOR INSTRUCTIONAL PERSONNEL.

8 VAC 20-25-10. Definitions.

The following words and terms, when used in this chapter, shall have the following meaning unless the context clearly indicates otherwise:

"Demonstrated proficiency" means a demonstrated level of competence of the technology standards as determined by school administrators.

"Electronic technologies" means electronic devices and systems to access and exchange information.

"Instructional personnel" means all school personnel required to hold a license issued by the Virginia Board of Education for instructional purposes.

"Productivity tools" means computer software tools to enhance student learning and job performance.

8 VAC 20-25-20. Administration of technology standards.

A. School divisions and institutions of higher education shall incorporate the technology standards for instructional personnel into their division-wide technology plans and approved teacher education programs, respectively, by December 1998.

B. School divisions and institutions of higher education shall develop implementation plans for pre-service and in-service training for instructional personnel. The implementation plan shall provide the requirements for demonstrated proficiency of the technology standards.

C. Waivers shall be considered on a case-by-case basis of the 18-hour professional studies cap placed on teacher preparation programs for institutions requesting additional instruction in educational technology.

D. School divisions shall ensure that newly-hired instructional personnel from out of state demonstrate proficiency in the technology standards during the three-year probation period of employment.

E. Course work in technology shall satisfy the content requirement for licensure renewal for license holders who do not have a master's degree.

F. School divisions shall incorporate the technology standards into their local technology plans and develop strategies to implement the standards by December 1998.

G. Institutions of higher education shall incorporate technology standards in their approved program requirements and assess students' demonstrated proficiency of the standards by December 1998.

8 VAC 20-25-30. Technology standards.

A. Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software.

B. Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.

C. Instructional personnel shall be able to apply computer productivity tools for professional use.

D. Instructional personnel shall be able to use electronic technologies to access and exchange information.

E. Instructional personnel shall be able to identify, locate, evaluate, and use appropriate instructional hardware and software to support Virginia's Standards of Learning and other instructional objectives.

F. Instructional personnel shall be able to use educational technologies for data collection, information management, problem solving, decision making, communication, and presentation within the curriculum.

G. Instructional personnel shall be able to plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings.

H. Instructional personnel shall demonstrate knowledge of ethical and legal issues relating to the use of technology.

VA.R. Doc. No. R97-731, Filed January 14, 1998, 10:23 a.m.

TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD

Title of Regulation: 9 VAC 25-195-10 et seq. General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Concentrated Aquatic Animal Production Facilities.

Statutory Authority: § 62.1-44.15(10) of the Code of Virginia.

Effective Date: March 5, 1998.

Summary:

The VPDES general permit established by this regulation sets forth guidelines for the permitting of discharges of wastewater from fish farms, hatcheries or other aquatic animal production activities. It contains limitations and monitoring requirements on discharges of wastewater to surface waters. The regulation also sets forth the minimum information requirements for requests for coverage under the general permit.

Substantial changes made to the regulation since it was last published are: (i) revision of the Total Suspended Solids limits in the permit from 30/60 mg/l to 10/15 mg/l to agree with current individual permit limits and in response to EPA comments, (ii) deletion of the "EPA reopener" special condition in the permit as it is not required for this industry, (iii) replacement of the permit boilerplate (standard language for all permits) with an

updated version, and (iv) addition of evaluation and petition language (9 VAC 25-195-60) in the regulation as required by § 9-6.14:4.1 C of the Administrative Process Act.

Summary of Public Comment and Agency Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

Agency Contact: Copies of the regulation may be obtained from Michael B. Gregory, Program Development, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4065.

CHAPTER 195.
GENERAL VIRGINIA POLLUTANT DISCHARGE
ELIMINATION SYSTEM (VPDES) PERMIT FOR
CONCENTRATED AQUATIC ANIMAL PRODUCTION
FACILITIES.

9 VAC 25-195-10. Definitions.

The words and terms used in this chapter shall have the meanings defined in the State Water Control Law (Chapter 31 (§ 62.1-44.2 et seq.) of Title 62.1 of the Code of Virginia) and the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation (9 VAC 25-31-10 et seq.) unless the context clearly indicates otherwise, except that for the purposes of this chapter:

"Aquatic animals" means finfish or shellfish.

"Concentrated aquatic animal production facility" means a hatchery, fish farm, or facility classified under Standard Industrial Classification (SIC) Codes 0273 or 0921 (Office of Management and Budget SIC Manual, 1987) or other facility which meets any of the following criteria:

1. Facilities that contain, grow, or hold cold water fish species or other cold water aquatic animals in ponds, raceways, or other similar structures which discharge at least 30 days per year, and produce 20,000 pounds (9,090 kilograms) or more harvest weight of aquatic animals per year, or feed 5,000 pounds (2,272 kilograms) or more of food during the calendar month of maximum feeding;

2. Facilities, other than closed ponds which discharge only during periods of excess runoff, that contain, grow, or hold warm water fish species or other warm water aquatic animals in ponds, raceways, or other similar structures which discharge at least 30 days per year, and produce 100,000 pounds (45,454 kilograms) or more harvest weight of aquatic animals per year; or

3. Cold water or warm water facilities that the board designates as concentrated aquatic animal production facilities upon determining that they are significant contributors of pollution to state waters.

"Cold water aquatic animals" includes, but is not limited to, the Salmonidae family of fish, e.g., trout and salmon.

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"Department" means the Virginia Department of Environmental Quality.

"Director" means the Director of the Virginia Department of Environmental Quality or an authorized representative.

"Fish farm" means an establishment primarily engaged in the production of aquatic animals within a confined space and under controlled feeding, sanitation and harvesting procedures.

"Hatchery" means an establishment that occupies the majority of its facilities with holding aquatic animal brood stock, taking or incubating eggs, or raising hatched larvae to juveniles.

"Processing wastewater" means wastewater generated from aquatic animal processing operations, including but not limited to butchering or cleaning, washing, packing and [processing] related cleaning of facilities or equipment.

"Warm water aquatic animals" includes, but is not limited to, the Ictaluridae, Centrarchidae and Cyprinidae families of fish, e.g., respectively, catfish, sunfish and minnows.

"Wastewater" means the flow-through discharge of water in which the animals are held, the intermittent discharge from ponds or structures in which the animals are held, and the discharges from in-line or off-line settling or other solids collection or treatment units. It does not include processing wastewater as defined above.

9 VAC 25-195-20. Purpose; delegation of authority; effective date of permit.

A. This general permit regulation governs the discharge of wastewater from concentrated aquatic animal production facilities.

B. The director, or an authorized representative, may perform any act of the board provided under this chapter, except as limited by § 62.1-44.14 of the Code of Virginia.

C. This general permit will become effective on [*****
499² March 5, 1998,] and will expire five years after the effective date. For any covered owner, this general permit is effective upon compliance with all the provisions of 9 VAC 25-195-30 and the receipt of this general permit.

9 VAC 25-195-30. Authorization to discharge.

A. Any owner governed by this general permit is hereby authorized to discharge to surface waters of the Commonwealth of Virginia provided that the owner files and receives acceptance by the board of the registration statement of 9 VAC 25-195-40, complies with the effluent limitations and other requirements of 9 VAC 25-195-50, and complies with the following restrictions:

1. The owner shall not have been required to obtain an individual permit as may be required in the VPDES Permit Regulation (9 VAC 25-31-10 et seq.) [~~or as indicated in Part III Q of 9 VAC 25-195-50, "When An Individual Permit May Be Required"~~];

2. This general permit does not cover processing wastewater discharges;

3. The owner shall not be authorized by this general permit to discharge to state waters specifically named in other board regulations or policies which prohibit such discharges; and

4. The owner shall install, operate and maintain treatment works, or take control measures necessary to comply with the conditions and limitations of this general permit.

B. Receipt of this general permit does not relieve any owner of the responsibility to comply with any other federal, state or local statute, ordinance or regulation.

9 VAC 25-195-40. Registration statement.

The owner shall file a complete general VPDES permit registration statement, which will serve as a notice of intent for coverage under the general permit for concentrated aquatic animal production facilities. Any owner proposing a new discharge shall file the registration statement at least 30 days prior to the date planned for commencing [~~construction~~ ~~or~~] operation of the new discharge. Any owner of an existing concentrated aquatic animal production facility covered by an individual VPDES permit who is proposing to be covered by this general permit shall file the registration statement at least 180 days prior to the expiration date of the individual VPDES permit. Any owner of an existing concentrated aquatic animal production facility not currently covered by a VPDES permit who is proposing to be covered by this general permit shall file the registration statement. The required registration statement shall contain the following information:

VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL PERMIT REGISTRATION STATEMENT FOR CONCENTRATED AQUATIC ANIMAL PRODUCTION FACILITIES

1. APPLICANT INFORMATION

A. Name of Facility: _____

B. Facility Owner: _____

C. Owner's Mailing Address

a. Street or P.O. Box _____

b. City or Town _____ c. State ___ d. Zip Code ____

e. Phone Number _____

D. Facility Location: _____

Street No., Route No., or Other Identifier

County: _____

E. Is the operator of the facility also the owner?

___ Yes ___ No

If No, complete F. & G.

F. Name of Operator or Facility Contact: _____

G. Operator or Facility Contact Mailing Address

- a. Street or P.O. Box _____
- b. City or Town _____ c. State ___ d. Zip Code _____
- e. Phone Number _____

2. FACILITY INFORMATION

A. NATURE OF BUSINESS: (provide a brief description)

B. Indicate if any processing activities occur on site (e.g., fish cleaning, etc.) and if so, how wastewater from the processing is handled.

C. Is there or will there be discharge from the facility into surface receiving waters at least 30 days per year?

Yes No

D. Does this facility currently have an existing VPDES Permit?

Yes No

If yes, what is the permit No. _____

3. SIC CODES (check all applicable codes)

0273 Animal Aquaculture, Production of Finfish and Shellfish

0921 Fish Hatcheries

_____ Other (indicate code)

4. MAP

Attach a topographic map extending to at least one mile beyond the property boundaries in all directions indicating location of the facility, location of intake and discharge points and other surface water bodies and, if a USGS map, the name of the topographical quadrangle.

5. FACILITY DRAWING

Attach a line drawing or schematic of the facility showing water flow through the facility. Show what happens to the water from the time it arrives at the facility until the time it leaves and discharges to the receiving waters. Indicate the name of the source of intake water and the name of the receiving waters. Show all wastewater discharges and provide the maximum daily and average monthly flow from each outfall. Include the number of ponds, raceways and similar structures.

6. MAXIMUM ANNUAL PRODUCTION

Indicate the species of fish or aquatic animals held and fed at your facility, and the total weight produced by your

facility per year in pounds of harvestable weight and the maximum harvestable weight present at any one time. The weight values must be representative of your normal operation.

A. Cold Water Species

Species Total Yearly Harvestable Weight Maximum Present

Species	Total Yearly Harvestable Weight	Maximum Present
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Warm Water Species

Species Total Yearly Harvestable Weight Maximum Present

Species	Total Yearly Harvestable Weight	Maximum Present
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Indicate the total pounds of food fed during the calendar month of maximum feeding.

Month Pounds of Food

Month	Pounds of Food
_____	_____

7. TREATMENT INFORMATION

A. Describe the methods of cleaning raceways, ponds or other structures at the facility.

B. Describe the solids management and treatment methods, and any treatment units such as settling basins or screens, used to prevent solids from discharging into the receiving stream. Describe the disposal of the solids. If solids are land-applied, please include information on the disposal site and practices including location, number of acres, crops grown and the volume and frequency of land application.

8. CHEMICALS

Are any chemicals used to treat the food, water or aquatic animals or otherwise used at the plant in such a way that they might be in the discharge?

Yes No

If yes, provide the name of the chemical(s) here and describe how it is used, and how frequently it is used.

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9. CERTIFICATION:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Signature: _____ Date: _____

Name of person signing above: _____
(printed or typed)

Title: _____

REQUIRED ATTACHMENTS

Facility Drawing
Topographic Map

For department use only:

Accepted/Not Accepted by: _____ Date: _____

Basin _____ Stream Class _____ Section _____

Special Standards _____

9 VAC 25-195-50. General permit.

Any owner whose registration statement is accepted by the board will receive the following permit and shall comply with the requirements therein and be subject to all requirements of the VPDES Permit Regulation (9 VAC 25-31-10 et seq.).

General Permit No.: VAG13

Effective Date: _____ [March 5, 1998]

Expiration Date: _____ [March 5, 2003]

GENERAL PERMIT FOR CONCENTRATED AQUATIC ANIMAL PRODUCTION FACILITIES

AUTHORIZATION TO DISCHARGE UNDER THE VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM AND

THE VIRGINIA STATE WATER CONTROL LAW

In compliance with the provisions of the Clean Water Act, as amended, and pursuant to the State Water Control Law and regulations adopted pursuant thereto, owners of concentrated aquatic animal production facilities are authorized to discharge to surface waters within the boundaries of the Commonwealth of Virginia, except those specifically named in board regulations or policies which prohibit such discharges.

The authorized discharge shall be in accordance with this cover page, Part I - Effluent Limitations and Monitoring Requirements [~~Part II - Monitoring and Reporting, and Part III - Management Requirements~~ and Part II - Conditions Applicable to all VPDES Permits], as set forth herein.

PART I.

A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS.

1. During the period beginning with the permittee's coverage under this general permit and lasting until the permit's expiration date, the permittee is authorized to discharge wastewater from outfall(s)

Such discharges shall be limited and monitored by the permittee as specified below:

EFFLUENT CHARACTERISTICS	DISCHARGE LIMITATIONS		MONITORING REQUIREMENTS	
	Monthly Average	Daily Maximum	SAMPLE Frequency	SAMPLE Type
Flow (MGD) ²	NA	NL	1/QUARTER	Estimate
Total Suspended Solids (mg/l)	[30 10]	[60 15]	1/QUARTER	Composite ³
Settleable Solids (ml/l)	0.1	3.3	1/QUARTER	Composite ³

2. Flow monitoring shall be performed at the time of Total Suspended Solids and Settleable Solids sampling.

3. Composite means hourly grab samples, not to exceed eight grab samples, taken over the duration of an operating day [during periods of representative discharges], including fish harvesting and/or unit cleaning [or solids removal] operations, and combined to form one representative sample.

[~~4. Samples shall be taken during periods of representative discharges including discharges associated with batch fish harvesting and solids removal.~~]

NL = No Limitation, monitoring required

NA = Not applicable

B. Special conditions.

1. No sewage shall be discharged from this facility to surface waters except under the provisions of another VPDES permit specifically issued for that purpose.

2. There shall be no discharge of processing wastewater [from aquatic animal processing operations, including but not limited to butchering or cleaning, washing, packing and processing related cleaning of facilities or equipment].

3. There shall be no chemicals added to the water or waste which may be discharged other than those listed on the owner's accepted registration statement, unless prior approval of the chemical(s) is granted by the department. [~~Chemicals shall not be discharged in~~]

~~amounts that are toxic to aquatic life~~ Wastewater discharges shall not contain chemicals in amounts that are toxic to aquatic life and shall not have detectable levels of chlorine]

4. There shall be no discharge of fish offal, dead fish, floating solids or visible foam in other than trace amounts.

5. Organic solids shall not be discharged in amounts which cause stream bed accumulations or degradation of state waters as determined in accordance with standard procedures.

6. The permittee shall develop, maintain on site, and implement a solids management plan, including recordkeeping of solids handling and disposal activities, in order to comply with the requirements of the performance criterion specified in subdivision B 5 above. The plan and records of solids handling activities shall be provided for inspection upon request by department personnel.

[~~7. This permit shall be modified or, alternatively, revoked and reissued to comply with any applicable effluent standard, limitation or prohibition for a pollutant which is promulgated or approved under § 307(a)(2) of the Clean Water Act, if the effluent standard, limitation or prohibition so promulgated or approved:~~

- ~~a. Is more stringent than any effluent limitation on the pollutant already in the permit; or~~
- ~~b. Controls any pollutant not limited in the permit.~~

~~PART II. MONITORING AND REPORTING.~~

~~A. Sampling and analysis methods.~~

~~1. Samples and measurements taken as required by this permit shall be representative of the volume and nature of the monitored activity.~~

~~2. Unless otherwise specified in this permit all sample preservation methods, maximum holding times and analysis methods for pollutants shall comply with requirements set forth in Guidelines Establishing Test Procedures for the Analysis of Pollutants Under the Clean Water Act (40 CFR Part 136).~~

~~3. The sampling and analysis program to demonstrate compliance with the permit shall, at a minimum, conform to Part I of this permit.~~

~~4. The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals that will ensure accuracy of measurements.~~

~~B. Recording of results. For each measurement or sample taken pursuant to the requirements of this permit, the permittee shall record the following information:~~

- ~~1. The date, exact place and time of sampling or measurements;~~
- ~~2. The person(s) who performed the sampling or measurements;~~
- ~~3. The dates analyses were performed;~~
- ~~4. The person(s) who performed each analysis;~~
- ~~5. The analytical techniques or methods used; and~~
- ~~6. The results of such analyses and measurements.~~

~~C. Records retention. All records and information resulting from the monitoring activities required by this permit, including all records of analyses performed and calibration and maintenance of instrumentation and recording from continuous monitoring instrumentation, shall be retained for three years from the date of the sample, measurement or report or until at least one year after coverage under this general permit terminates, whichever is later. This period of retention shall be extended automatically during the course of any unresolved litigation regarding the regulated activity or regarding control standards applicable to the permittee, or as requested by the board.~~

~~D. Additional monitoring by permittee. If the permittee monitors any pollutant at the location(s) designated herein more frequently than required by this permit, using approved analytical methods as specified above, the results of such monitoring shall be included in the calculation and reporting of the values required in the monitoring report. Such increased frequency shall also be reported.~~

~~E. Water quality monitoring. The board may require every permittee to furnish such plans, specifications, or other pertinent information as may be necessary to determine the effect of the pollutant(s) on the water quality or to ensure pollution of state waters does not occur or such information as may be necessary to accomplish the purposes of the Virginia State Water Control Law, Clean Water Act or the board's regulations.~~

~~The permittee shall obtain and report such information if requested by the board. Such information shall be subject to inspection by authorized state and federal representatives and shall be submitted with such frequency and in such detail as requested by the board.~~

~~F. Reporting requirements.~~

~~1. The permittee shall submit original monitoring reports of each quarter's performance to the department's regional office not later than January 10th, April 10th, July 10th and October 10th of each year.~~

~~2. If, for any reason, the permittee does not comply with one or more limitations, standards, monitoring or management requirements specified in this permit, the permittee shall submit to the department with the monitoring report at least the following information:~~

- ~~a. A description and cause of noncompliance;~~

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~~b. The period of noncompliance, including exact dates and times and/or the anticipated time when the noncompliance will cease; and~~

~~c. Actions taken or to be taken to reduce, eliminate, and prevent recurrence of the noncompliance.~~

~~Whenever such noncompliance may adversely affect state waters or may endanger public health, the permittee shall submit the above required information by oral report within 24 hours from the time the permittee becomes aware of the circumstances and by written report within five days. The board may waive the written report requirement on a case-by-case basis if the oral report has been received within 24 hours and no adverse impact on state waters has been reported.~~

~~3. The permittee shall report any unpermitted, unusual or extraordinary discharge which enters or could be expected to enter state waters. The permittee shall provide information specified in Part II F 2 a, b and c regarding each such discharge immediately, that is as quickly as possible upon discovery, however, in no case later than 24 hours. A written submission covering these points shall be provided within five days of the time the permittee becomes aware of the circumstances covered by this paragraph.~~

~~Unusual or extraordinary discharge would include but not be limited to (i) unplanned bypasses, (ii) upsets, (iii) spillage of materials resulting directly or indirectly from processing operations, (iv) breakdown of processing or accessory equipment, (v) failure of or taking out of service, sewage or industrial waste treatment facilities, auxiliary facilities, or (vi) flooding or other acts of nature.~~

~~The report shall be made to the regional office. For reports outside normal working hours, leave a message and this shall fulfill the reporting requirements. For emergencies, the Virginia Department of Emergency Services maintains a 24-hour telephone service at 1-800-468-8892.~~

~~G. Signatory requirements. Any registration statement, report, or certification required by this permit shall be signed as follows:~~

~~1. Registration statement.~~

~~a. For a corporation: by a responsible corporate official. For purposes of this section, a responsible corporate official means (i) a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25,000,000 (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.~~

~~b. For a municipality, state, federal or other public agency by either a principal executive officer or ranking elected official. (A principal executive officer of a federal, municipal, or state agency includes the chief executive officer of the agency or head executive officer having responsibility for the overall operation of a principal geographic unit of the agency).~~

~~c. For a partnership or sole proprietorship, by a general partner or proprietor respectively.~~

~~2. Reports. All reports required by permits and other information requested by the board shall be signed by:~~

~~a. One of the persons described in subdivision 1 a, b or c of this subsection; or~~

~~b. A duly authorized representative of that person. A person is a duly authorized representative only if:~~

~~(1) The authorization is made in writing by a person described in subdivision 1 a, b or c of this subsection; and~~

~~(2) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of plant manager, operator of a well or a well field, superintendent, or position of equivalent responsibility. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)~~

~~(3) If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization must be submitted to the department prior to or together with any separate information, or registration statement to be signed by an authorized representative.~~

~~3. Certification. Any person signing a document under subdivision 1 or 2 of this subsection shall make the following certification: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."~~

~~PART III. MANAGEMENT REQUIREMENTS.~~

~~A. Change in discharge of pollutants.~~

~~1. Any permittee proposing a new discharge shall submit a registration statement at least 30 days prior to commencing erection, construction, or expansion of~~

~~employment of new processes at any facility. There shall be no construction or operation of said facilities prior to the issuance of a permit.~~

~~2. The permittee shall submit a new registration statement at least 30 days prior to any planned changes, including proposed facility alterations or additions, production increases, or process modifications when:~~

~~a. The planned change to a permitted facility may meet one of the criteria for determining whether a facility is a new source;~~

~~b. The planned change could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are neither limited in the permit nor subject to the notification level requirements in Part III A 3; or~~

~~c. The planned change may result in noncompliance with permit requirements.~~

~~3. The permittee shall promptly provide written notice of the following:~~

~~a. Any reason to believe that any activity has occurred or will occur which would result in the discharge on a routine or frequent basis of any toxic pollutant which is not limited in the permit, if that discharge will exceed the highest of the following "notification levels":~~

~~(1) One hundred micrograms per liter (100 µg/l);~~

~~(2) Two hundred micrograms per liter (200 µg/l) for acrolein and acrylonitrile; five hundred micrograms per liter (500 µg/l) for 2,4 dinitrophenol and for 2-methyl-4,6-dinitrophenol, and one milligram per liter (1 mg/l) for antimony;~~

~~(3) The level established in accordance with regulation under § 307(a) of the Clean Water Act and accepted by the board.~~

~~b. Any activity has occurred or will occur which would result in any discharge on a non-routine or infrequent basis of a toxic pollutant which is not limited in the permit if that discharge will exceed the highest of the following "notification levels":~~

~~(1) Five hundred micrograms per liter (500 µg/l);~~

~~(2) One milligram per liter (1 mg/l) for antimony;~~

~~(3) The level established by the board~~

~~Such notice shall include information on (i) the characteristics and quantity of pollutants to be introduced into or from the treatment works; (ii) any anticipated impact of such change in the quantity and characteristics of the pollutants to be discharged from the treatment works; and (iii) any additional information that may be required by the board.~~

~~B. Treatment works operation and quality control.~~

~~1. Design and operation of facilities or treatment works or both and disposal of all wastes shall be in accordance with the registration statement filed with the department and in conformity with the conceptual design, or the plans, specifications, or other supporting data accepted by the board. The acceptance of the treatment works conceptual design or the plans and specifications does not relieve the permittee of the responsibility of designing and operating the facility in a reliable and consistent manner to meet the facility performance requirements in the permit. If facility deficiencies, design and/or operational, are identified in the future which could affect the facility performance or reliability, it is the responsibility of the permittee to correct such deficiencies.~~

~~2. All waste collection, control, treatment, and disposal facilities shall be operated in a manner consistent with the following:~~

~~a. At all times, all facilities shall be operated in a prudent and workmanlike manner so as to minimize upsets and discharges of excessive pollutants to state waters.~~

~~b. The permittee shall provide an adequate operating staff which is duly qualified to carry out the operation, maintenance and testing functions required to insure compliance with the conditions of this permit.~~

~~c. Maintenance of treatment facilities shall be carried out in such a manner that the monitoring and limitation requirements are not violated.~~

~~d. Collected solids shall be stored in such a manner as to prevent entry of those wastes (or runoff from the wastes) into state waters.~~

~~C. Adverse impact. The permittee shall take all feasible steps to minimize any adverse impact to state waters resulting from noncompliance with any limitation(s) or conditions specified in this permit, and shall perform and report such accelerated or additional monitoring as is necessary to determine the nature and impact of the noncomplying limitation(s) or conditions.~~

~~D. Duty to halt, reduce activity or to mitigate.~~

~~1. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.~~

~~2. The permittee shall take all reasonable steps to minimize, correct or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.~~

~~E. Structural stability. The structural stability of any of the units or parts of the facilities herein permitted is the sole responsibility of the permittee and the failure of such structural units or parts shall not relieve the permittee of the~~

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responsibility of complying with all terms and conditions of this permit.

~~F. Bypassing. Any bypass ("bypass" means intentional diversion of waste streams from any portion of a treatment works) of the treatment works herein permitted is prohibited unless:~~

~~1. Anticipated bypass. If the permittee knows in advance of the need for a bypass, the permittee shall notify the department promptly at least 10 days prior to the bypass. After considering its adverse effects the board may approve an anticipated bypass if:~~

~~a. The bypass is unavoidable to prevent a loss of life, personal injury, or severe property damage ("Severe property damage" means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.); and~~

~~b. There are no feasible alternatives to bypass, such as the use of auxiliary treatment facilities, retention of untreated waste, or maintenance during normal periods of equipment down-time. However, if a bypass occurs during normal periods of equipment down-time, or preventive maintenance and in the exercise of reasonable engineering judgment the permittee could have installed adequate backup equipment to prevent such bypass, this exclusion shall not apply as a defense.~~

~~2. Unplanned bypass. If an unplanned bypass occurs, the permittee shall notify the department as soon as possible, but in no case later than 24 hours, and shall take steps to halt the bypass as early as possible. This notification will be a condition for defense to an enforcement action that an unplanned bypass met the conditions in Part III F 1 above and in light of the information reasonably available to the permittee at the time of the bypass.~~

~~G. Conditions necessary to demonstrate an upset. A permittee may claim an upset as an affirmative defense to an action brought for noncompliance for only technology based effluent limitations. In order to establish an affirmative defense of upset, the permittee shall present properly signed, contemporaneous operating logs or other relevant evidence that shows:~~

~~1. That an upset occurred and that the cause can be identified;~~

~~2. The facility permitted herein was at the time being operated efficiently and in compliance with proper operation and maintenance procedures;~~

~~3. The permittee submitted a notification of noncompliance as required by Part II F; and~~

~~4. The permittee took all reasonable steps to minimize or correct any adverse impact to state waters resulting from noncompliance with the permit.~~

~~H. Compliance with state and federal law. Compliance with this permit during its term constitutes compliance with the State Water Control Law and the Clean Water Act except for any toxic standard imposed under § 307(a) of the Clean Water Act.~~

~~Nothing in this permit shall be construed to preclude the institution of any legal action under, or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any other state law or regulation or under authority preserved by § 510 of the Clean Water Act.~~

~~I. Property rights. The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of federal, state, or local laws or regulations.~~

~~J. Severability. The provisions of this permit are severable.~~

~~K. Duty to register. If the permittee wishes to continue to discharge under a general permit after the expiration date of this permit, the permittee must submit a new registration statement at least 120 days prior to the expiration date of this permit.~~

~~L. Right of entry. The permittee shall allow, or secure necessary authority to allow, authorized state and federal representatives, upon the presentation of credentials:~~

~~1. To enter upon the permittee's premises on which the establishment, treatment works, or discharge(s) is located or in which any records are required to be kept under the terms and conditions of this permit;~~

~~2. To have access to inspect and copy at reasonable times any records required to be kept under the terms and conditions of this permit;~~

~~3. To inspect at reasonable times any monitoring equipment or monitoring method required in this permit;~~

~~4. To sample at reasonable times any waste stream, discharge, process stream, raw material or by-product; and~~

~~5. To inspect at reasonable times any collection, treatment or discharge facilities required under this permit.~~

~~For purposes of this section, the time for inspection shall be deemed reasonable during regular business hours, and whenever the facility is discharging. Nothing contained herein shall make an inspection time unreasonable during an emergency.~~

~~M. Transferability of permits. This permit may be transferred to another person by a permittee if:~~

~~1. The current owner notifies the department 30 days in advance of the proposed transfer of the title to the facility or property;~~

~~2. The notice to the department includes a written agreement between the existing and proposed new permittee containing a specific date of transfer of permit responsibility, coverage and liability between them; and~~

~~3. The department does not within the 30-day time period notify the existing owner and the proposed owner of the board's intent to modify or revoke and reissue the permit.~~

~~Such a transferred permit shall, as of the date of the transfer, be as fully effective as if it had been issued directly to the new permittee.~~

~~N. Public access to information. Any secret formulae, secret processes, or secret methods other than effluent data submitted to the department may be claimed as confidential by the submitter pursuant to § 62.1-44.21 of the Code of Virginia. Any such claim must be asserted at the time of submission in the manner prescribed on the application form or instructions or, in the case of other submissions, by stamping the words "secret formulae, secret processes or secret methods" on each page containing such information. If no claim is made at the time of submission, the department may make the information available to the public without further notice. If a claim is asserted, the information will be treated in accordance with the procedures in the Virginia Freedom of Information Act (§ 2.1-340 et seq. of the Code of Virginia and § 62.1-44.21 of the Code of Virginia).~~

~~Claims of confidentiality for the following information will be denied:~~

~~1. The name and address of any permit applicant or permittee; and~~

~~2. Registration statements, permits, and effluent data.~~

~~Information required by the registration statement may not be claimed confidential. This includes information submitted on the forms themselves and any attachments used to supply information required by the forms.~~

~~O. Permit modification. The permit may be modified when any of the following developments occur:~~

~~1. When a change is made in the promulgated standards or regulations on which the permit was based;~~

~~2. When an effluent standard or prohibition for a toxic pollutant must be incorporated in the permit in accordance with provisions of § 307(a) of the Clean Water Act (33 USC § 1251 et seq.); or~~

~~3. When the level of discharge of a pollutant not limited in the permit exceeds applicable water quality standards or the level which can be achieved by technology-based treatment requirements appropriate to the permittee.~~

~~P. Permit termination. After public notice and opportunity for a public hearing, the general permit may be terminated for cause.~~

~~Q. When an individual permit may be required. The board may require any permittee authorized to discharge under this permit to apply for and obtain an individual permit. Cases where an individual permit may be required include, but are not limited to, the following:~~

~~1. The discharger(s) is a significant contributor of pollution.~~

~~2. Conditions at the operating facility change altering the constituents or characteristics of the discharge such that the discharge no longer qualifies for a general permit.~~

~~3. The discharge violates the terms or conditions of this permit.~~

~~4. A change has occurred in the availability of demonstrated technology or practices for the control or abatement of pollutants applicable to the point source.~~

~~5. Effluent limitation guidelines are promulgated for the point sources covered by this permit.~~

~~6. A water quality management plan containing requirements applicable to such point sources is approved after the issuance of this permit.~~

~~This permit may be terminated as to an individual permittee for any of the reasons set forth above after appropriate notice and an opportunity for a public hearing.~~

~~R. When an individual permit may be requested. Any permittee operating under this permit may request to be excluded from the coverage of this permit by applying for an individual permit. When an individual permit is issued to a permittee the applicability of this general permit to the individual permittee is automatically terminated on the effective date of the individual permit. When a general permit is issued which applies to a permittee already covered by an individual permit, such permittee may request exclusion from the provisions of the general permit and subsequent coverage under an individual permit.~~

~~S. Civil and criminal liability. Except as provided in permit conditions on "bypassing" (Part III F), and "upset" (Part III G) nothing in this permit shall be construed to relieve the permittee from civil and criminal penalties for noncompliance with the terms of this permit.~~

~~T. Oil and hazardous substance liability. Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under § 311 of the Clean Water Act or §§ 62.1-44.34:14 through 62.1-44.34:23 of the Code of Virginia.~~

~~U. Unauthorized discharge of pollutants. Except in compliance with this permit, it shall be unlawful for any permittee to:~~

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~~1. Discharge into state waters sewage, industrial wastes, other wastes or any noxious or deleterious substances; or~~

~~2. Otherwise alter the physical, chemical or biological properties of such state waters and make them detrimental to the public health, or to animal or aquatic life, or to the uses of such waters for domestic or industrial consumption, or for recreation, or for other uses.~~

PART II.

CONDITIONS APPLICABLE TO ALL VPDES PERMITS.

A. Monitoring.

1. Samples and measurements taken as required by this permit shall be representative of the monitored activity.

2. Monitoring shall be conducted according to procedures approved under 40 CFR Part 136 or alternative methods approved by the U.S. Environmental Protection Agency, unless other procedures have been specified in this permit.

3. The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals that will ensure accuracy of measurements.

B. Records.

1. Records of monitoring information shall include:

- a. The date, exact place, and time of sampling or measurements;
- b. The individual(s) who performed the sampling or measurements;
- c. The date(s) and time(s) analyses were performed;
- d. The individual(s) who performed the analyses;
- e. The analytical techniques or methods used; and
- f. The results of such analyses.

2. Except for records of monitoring information required by this permit related to the permittee's sewage sludge use and disposal activities, which shall be retained for a period of at least five years, the permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the registration statement for this permit, for a period of at least three years from the date of the sample, measurement, report or request for coverage. This period of retention shall be extended automatically during the course of any unresolved litigation regarding the regulated activity or regarding control standards applicable to the permittee, or as requested by the board.

C. Reporting monitoring results.

1. The permittee shall submit the results of the monitoring required by this permit not later than the 10th day of the month after monitoring takes place, unless another reporting schedule is specified elsewhere in this permit. Monitoring results shall be submitted to the department's regional office.

2. Monitoring results shall be reported on a Discharge Monitoring Report (DMR) or on forms provided, approved or specified by the department.

3. If the permittee monitors any pollutant specifically addressed by this permit more frequently than required by this permit using test procedures approved under 40 CFR Part 136 or using other test procedures approved by the U.S. Environmental Protection Agency or using procedures specified in this permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR or reporting form specified by the department.

4. Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified in this permit.

D. Duty to provide information. The permittee shall furnish to the department, within a reasonable time, any information which the board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. The board may require the permittee to furnish, upon request, such plans, specifications, and other pertinent information as may be necessary to determine the effect of the wastes from his discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of the State Water Control Law. The permittee shall also furnish to the department upon request, copies of records required to be kept by this permit.

E. Compliance schedule reports. Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.

F. Unauthorized discharges. Except in compliance with this permit, or another permit issued by the board, it shall be unlawful for any person to:

1. Discharge into state waters sewage, industrial wastes, other wastes, or any noxious or deleterious substances; or

2. Otherwise alter the physical, chemical or biological properties of such state waters and make them detrimental to the public health, or to animal or aquatic life, or to the use of such waters for domestic or industrial consumption, or for recreation, or for other uses.

G. Reports of unauthorized discharges. Any permittee who discharges or causes or allows a discharge of sewage,

industrial waste, other wastes or any noxious or deleterious substance into or upon state waters in violation of Part II F; or who discharges or causes or allows a discharge that may reasonably be expected to enter state waters in violation of Part II F, shall notify the department of the discharge immediately upon discovery of the discharge, but in no case later than 24 hours after said discovery. A written report of the unauthorized discharge shall be submitted to the department within five days of discovery of the discharge. The written report shall contain:

1. A description of the nature and location of the discharge;
2. The cause of the discharge;
3. The date on which the discharge occurred;
4. The length of time that the discharge continued;
5. The volume of the discharge;
6. If the discharge is continuing, how long it is expected to continue;
7. If the discharge is continuing, what the expected total volume of the discharge will be; and
8. Any steps planned or taken to reduce, eliminate and prevent a recurrence of the present discharge or any future discharges not authorized by this permit.

Discharges reportable to the department under the immediate reporting requirements of other regulations are exempted from this requirement.

H. Reports of unusual or extraordinary discharges. If any unusual or extraordinary discharge including a bypass or upset should occur from a treatment works and the discharge enters or could be expected to enter state waters, the permittee shall promptly notify, in no case later than 24 hours, the department by telephone after the discovery of the discharge. This notification shall provide all available details of the incident, including any adverse effects on aquatic life and the known number of fish killed. The permittee shall reduce the report to writing and shall submit it to the department within five days of discovery of the discharge in accordance with Part II I 2. Unusual and extraordinary discharges include but are not limited to any discharge resulting from:

1. Unusual spillage of materials resulting directly or indirectly from processing operations;
2. Breakdown of processing or accessory equipment;
3. Failure or taking out of service some or all of the treatment works; and
4. Flooding or other acts of nature.

I. Reports of noncompliance. The permittee shall report any noncompliance which may adversely affect state waters or may endanger public health.

1. An oral report shall be provided within 24 hours from the time the permittee becomes aware of the circumstances. The following shall be included as information which shall be reported within 24 hours under this subdivision:

- a. Any unanticipated bypass; and
- b. Any upset which causes a discharge to surface waters.

2. A written report shall be submitted within five days and shall contain:

- a. A description of the noncompliance and its cause;
- b. The period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and
- c. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

The board may waive the written report on a case-by-case basis for reports of noncompliance under Part II I if the oral report has been received within 24 hours and no adverse impact on state waters has been reported.

3. The permittee shall report all instances of noncompliance not reported under Parts II I 1 or 2, in writing, at the time the next monitoring reports are submitted. The reports shall contain the information listed in Part II I 2.

NOTE: The immediate (within 24 hours) reports required in Parts II G, H and I may be made to the department's regional office. Reports may be made by telephone or by FAX. For reports outside normal working hours, leave a message and this shall fulfill the immediate reporting requirement. For emergencies, the Virginia Department of Emergency Services maintains a 24-hour telephone service at 1-800-468-8892.

J. Notice of planned changes.

1. The permittee shall give notice to the department as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:

- a. The permittee plans alteration or addition to any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced:

(1) After promulgation of standards of performance under § 306 of Clean Water Act which are applicable to such source; or

(2) After proposal of standards of performance in accordance with § 306 of Clean Water Act which are applicable to such source, but only if the standards

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are promulgated in accordance with § 306 within 120 days of their proposal;

b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations nor to notification requirements specified elsewhere in this permit; or

c. The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.

2. The permittee shall give advance notice to the department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

K. Signatory requirements.

1. *Registration statement.* All registration statements shall be signed as follows:

a. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation; or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

c. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a public agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

2. *Reports, etc.* All reports required by permits, and other information requested by the board shall be signed by a person described in Part II K 1, or by a duly authorized representative of that person. A person is a duly authorized representative only if:

a. The authorization is made in writing by a person described in Part II K 1;

b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. A duly authorized representative may thus be either a named individual or any individual occupying a named position; and

c. The written authorization is submitted to the department.

3. *Changes to authorization.* If an authorization under Part II K 2 is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part II K 2 shall be submitted to the department prior to or together with any reports, or information to be signed by an authorized representative.

4. *Certification.* Any person signing a document under Parts II K 1 or 2 shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

L. *Duty to comply.* The permittee shall comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the State Water Control Law and the Clean Water Act, except that noncompliance with certain provisions of this permit may constitute a violation of the State Water Control Law but not the Clean Water Act. Permit noncompliance is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application.

The permittee shall comply with effluent standards or prohibitions established under § 307(a) of the Clean Water Act for toxic pollutants and with standards for sewage sludge use or disposal established under § 405(d) of the Clean Water Act within the time provided in the regulations that establish these standards or prohibitions or standards for sewage sludge use or disposal, even if this permit has not yet been modified to incorporate the requirement.

M. *Duty to reapply.* If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee shall submit a new registration

statement at least 180 days before the expiration date of the existing permit, unless permission for a later date has been granted by the board. The board shall not grant permission for registration statements to be submitted later than the expiration date of the existing permit.

N. *Effect of a permit.* This permit does not convey any property rights in either real or personal property or any exclusive privileges, nor does it authorize any injury to private property or invasion of personal rights, or any infringement of federal, state or local law or regulations.

O. *State law.* Nothing in this permit shall be construed to preclude the institution of any legal action under, or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any other state law or regulation or under authority preserved by § 510 of the Clean Water Act. Except as provided in permit conditions on bypassing (Part II U), and upset (Part II V) nothing in this permit shall be construed to relieve the permittee from civil and criminal penalties for noncompliance.

P. *Oil and hazardous substance liability.* Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under §§ 62.1-44.34:14 through 62.1-44.34:23 of the State Water Control Law.

Q. *Proper operation and maintenance.* The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes effective plant performance, adequate funding, adequate staffing, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by the permittee only when the operation is necessary to achieve compliance with the conditions of this permit.

R. *Disposal of solids or sludges.* Solids, sludges or other pollutants removed in the course of treatment or management of pollutants shall be disposed of in a manner so as to prevent any pollutant from such materials from entering state waters.

S. *Duty to mitigate.* The permittee shall take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

T. *Need to halt or reduce activity not a defense.* It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

U. *Bypass.*

1. "Bypass" means the intentional diversion of waste streams from any portion of a treatment facility. The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of Parts II U 2 and U 3.

2. *Notice.*

a. *Anticipated bypass.* If the permittee knows in advance of the need for a bypass, prior notice shall be submitted, if possible at least 10 days before the date of the bypass.

b. *Unanticipated bypass.* The permittee shall submit notice of an unanticipated bypass as required in Part II I.

3. *Prohibition of bypass.*

a. Bypass is prohibited, and the board may take enforcement action against a permittee for bypass, unless:

(1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

(2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and

(3) The permittee submitted notices as required under Part II U 2.

b. The board may approve an anticipated bypass, after considering its adverse effects, if the board determines that it will meet the three conditions listed above in Part II U 3 a.

V. *Upset.*

1. An upset constitutes an affirmative defense to an action brought for noncompliance with technology-based permit effluent limitations if the requirements of Part II V 2 are met. A determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is not a final administrative action subject to judicial review.

2. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:

a. An upset occurred and that the permittee can identify the cause(s) of the upset;

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b. The permitted facility was at the time being properly operated;

c. The permittee submitted notice of the upset as required in Part II I; and

d. The permittee complied with any remedial measures required under Part II S.

3. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.

W. *Inspection and entry.* The permittee shall allow the director, or an authorized representative, upon presentation of credentials and other documents as may be required by law, to:

1. Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;

2. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;

3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and

4. Sample or monitor at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by the Clean Water Act and the State Water Control Law, any substances or parameters at any location.

For purposes of this section, the time for inspection shall be deemed reasonable during regular business hours, and whenever the facility is discharging. Nothing contained herein shall make an inspection unreasonable during an emergency.

X. *Permit actions.* Permits may be modified, revoked and reissued, or terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

Y. *Transfer of permits.*

1. Permits are not transferable to any person except after notice to the department. Except as provided in Part II Y 2, a permit may be transferred by the permittee to a new owner or operator only if the permit has been modified or revoked and reissued, or a minor modification made, to identify the new permittee and incorporate such other requirements as may be necessary under the State Water Control Law and the Clean Water Act.

2. As an alternative to transfers under Part II Y 1, this permit may be automatically transferred to a new permittee if:

a. The current permittee notifies the department at least 30 days in advance of the proposed transfer of the title to the facility or property;

b. The notice includes a written agreement between the existing and new permittees containing a specific date for transfer of permit responsibility, coverage, and liability between them; and

c. The board does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. If this notice is not received, the transfer is effective on the date specified in the agreement mentioned in Part II Y 2 b.

Z. *Severability.* The provisions of this permit are severable. If any provision of this permit or the application of any provision of this permit to any circumstance is held invalid, the application of such provision to other circumstances and the remainder of this permit shall not be affected thereby.

9 VAC 25-195-60. Evaluation of chapter and petitions for reconsideration or revision.

A. Within three years after March 5, 1998, the department shall perform an analysis on this chapter and provide the board with a report on the results. The analysis shall include (i) the purpose and need for the chapter, (ii) alternatives which would achieve the stated purpose of this chapter in a less burdensome and less intrusive manner, (iii) an assessment of the effectiveness of this chapter, (iv) the results of a review of current state and federal statutory and regulatory requirements, including identification and justification of requirements of this chapter which are more stringent than federal requirements, and (v) the results of a review as to whether this chapter is clearly written and easily understandable by affected entities. Upon review of the department's analysis, the board shall confirm the need to (i) continue this chapter without amendment, (ii) repeal this chapter or (iii) amend this chapter. If the board's decision is to repeal or amend this chapter, the board shall authorize the department to initiate the applicable regulatory process to carry out the decision of the board.

B. The board shall receive, consider and respond to petitions by any interested person at any time with respect to reconsideration or revision of this chapter.]

VA.R. Doc. No. R97-665; Filed January 14, 1998, 11:57 a.m.



TITLE 12. HEALTH

DEPARTMENT OF MEDICAL ASSISTANCE
SERVICES

Title of Regulation: Client Medical Management Program.
12 VAC 30-130-10 et seq. Amount, Duration and Scope of
Selected Services (amending 12 VAC 30-130-800, 12 VAC
30-130-810 and 12 VAC 30-130-820).

Statutory Authority: § 32.1-325 of the Code of Virginia.

Effective Date: March 4, 1998.

Summary:

Changes include extension of the recipient restriction enrollment period from 18 to 36 months to give recipients a longer period of time to learn and practice appropriate access to health care service and extension of the provider restriction enrollment period from 18 to 24 months to give DMAS additional time to evaluate providers. Criteria for transportation service providers are added to the regulations as well.

The department also plans for implementation of a monthly case management fee to the client medical management (CMM) primary care physician (PCP) to be consistent with payment methodologies for other DMAS managed care programs.

A new section has been added to identify Medicaid services which are excluded from the CMM requirements for written referral from the PCP.

Also various technical corrections were made.

Summary of Public Comment and Agency Response: No public comments were received by the promulgating agency.

Agency Contact: Copies of the regulation may be obtained from Victoria P. Simmons or Roberta J. Jonas, Regulatory Coordinators, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 371-8850.

PART XIII.

CLIENT MEDICAL MANAGEMENT PROGRAM.

12 VAC 30-130-800. Definitions.

The following words and terms, when used in this part, shall have the following meanings unless the context clearly indicates otherwise:

"APA" means the Administrative Process Act established by Chapter 1.1:1 (§ 9-6.14:1 et seq.) of Title 9 of the Code of Virginia.

"Abuse by recipients" means practices by recipients which are inconsistent with sound fiscal or medical practices and result in unnecessary costs to the Virginia Medicaid Program.

"Abuse by providers" means practices which are inconsistent with sound fiscal, business, or medical practices

and result in unnecessary costs to the Virginia Medicaid Program or in reimbursement for a level of utilization or pattern of services that is not medically necessary.

[~~"Baby care" means prenatal group education, nutrition services, and homemaker services for pregnant women and care coordination for high-risk pregnant women and infants up to age two.~~]

"Card-sharing" means the intentional sharing of a recipient eligibility card for use by someone other than the recipient for whom it was issued, or a pattern of repeated unauthorized use of a recipient eligibility card by one or more persons other than the recipient for whom it was issued due to the failure of the recipient to safeguard the card.

"Client Medical Management Program for recipients" means the recipients' utilization control program designed to prevent abuse and promote improved and cost efficient medical management of essential health care for noninstitutionalized recipients through restriction to one primary care provider and, one pharmacy, and one transportation provider, or any combination of these three designated providers. Referrals may not be made to providers restricted through the Client Medical Management Program, nor may restricted providers serve as covering providers.

"Client Medical Management Program for providers" means the providers' utilization control program designed to complement the recipient abuse and utilization control program in promoting improved and cost efficient medical management of essential health care. Restricted providers may not serve as designated providers for restricted recipients. Restricted providers may not serve as referral or covering providers for restricted recipients.

"Contraindicated medical care" means treatment which is medically improper or undesirable and which results in duplicative or excessive utilization of services.

"Contraindicated use of drugs" means the concomitant use of two or more drugs whose combined pharmacologic action produces an undesirable therapeutic effect or induces an adverse effect by the extended use of a drug with a known potential to produce this effect.

"Covering provider" means a provider designated by the primary provider to render health care services in the temporary absence of the primary provider.

"DMAS" means the Department of Medical Assistance Services.

"Designated provider" means the provider who agrees to be the designated primary health care provider or physician, designated pharmacy, or designated transportation provider from whom the restricted recipient must first attempt to seek health care services. Other providers may be established as designated providers with the approval of DMAS.

"Diagnostic category" means the broad classification of diseases and injuries found in the International Classification

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of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) which is commonly used by providers in billing for medical services.

"Drug" means a substance or medication intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease as defined by the Virginia Drug Control Act (§ 54.1-524.2 et seq. of the Code of Virginia).

"Duplicative medical care" means two or more practitioners concurrently treat the same or similar medical problems or conditions falling into the same diagnostic category, excluding confirmation for diagnosis, evaluation, or assessment.

"Duplicative medications" means more than one prescription of the same drug or more than one drug in the same therapeutic class.

"Emergency hospital services" means [those hospital] services that are necessary to [prevent the death or serious impairment of the health of the recipient treat a medical emergency]. [The threat to the life or health of the recipient Hospital treatment of a medical emergency] necessitates the use of the most accessible hospital available that is equipped to furnish the services.

"EPSDT" means the Early and Periodic Screening, Diagnosis, and Treatment Program which is federally mandated for eligible individuals under the age of 21.

"Excessive medical care" means obtaining greater than necessary services such that health risks to the recipient or unnecessary costs to the Virginia Medicaid Program may ensue from the accumulation of services or obtaining duplicative services.

"Excessive medications" means obtaining medication in excess of generally acceptable maximum therapeutic dosage regimens or obtaining duplicative medication from more than one practitioner.

"Excessive transportation services" means obtaining or rendering greater than necessary transportation services such that unnecessary costs to the Virginia Medicaid Program may ensue from the accumulation of services.

"Fraud" means an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes fraud under applicable federal or state laws.

"Health care" means any covered services, including equipment or, supplies, or transportation services, provided by any individual, organization, or entity that participates in the Virginia Medical Assistance Program.

["~~Health maintenance organization" or "HMO" means an entity which is organized for the purpose of providing health care services through a provider network on a prepaid basis in a designated geographic area and is licensed to operate by the Bureau of Insurance of the State Corporation Commission in Virginia.~~]

~~"Managed care program" means a cost-efficient health care delivery system such as a DMAS fee-for-service plan in which a recipient is assigned to a primary care provider for coordination of medical care or an HMO under contract with DMAS.]~~

"Medical emergency" means [a situation in which a delay in obtaining treatment may cause death or serious impairment of the health of the recipient the sudden onset of a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) that the absence of immediate medical attention could reasonably be expected to result in (i) placing the client's health in serious jeopardy, (ii) serious impairment of bodily functions, or (iii) serious dysfunction of any bodily organ or part].

"Medical management of essential health care" means a case management approach to health care in which the designated primary physician has responsibility for assessing the needs of the patient and making referrals to other physicians and clinics as needed. The designated pharmacy has responsibility for monitoring the drug regimen of the patient.

"Noncompliance" means failing to follow Client Medical Management Program procedures, or a pattern of utilization which is inconsistent with sound fiscal or medical practices. Noncompliance includes, but is not limited to, failure to follow a recommended treatment plan or drug regimen; failure to disclose to a provider any treatment or services provided by another provider; or requests for medical services or medications which are not medically necessary; or excessive use of transportation services.

"Not medically necessary" means an item or service which is not consistent with the diagnosis or treatment of the patient's condition or an item or service which is duplicative, contraindicated, or excessive.

"Pattern" means duplication or ~~occurring more than once~~ frequent occurrence.

"Practitioner" means a health care provider licensed, registered, or otherwise permitted by law to distribute, dispense, prescribe, and administer drugs or otherwise treat medical conditions.

"Primary care provider" or "PCP" means the designated primary physician responsible for medical management of essential health care for the restricted recipient.

"Provider" means the individual or, facility [, ~~HMO~~] or other entity registered, licensed, or certified, as appropriate, and enrolled by DMAS to render services to Medicaid recipients eligible for services.

"Psychotropic drugs" means drugs which alter the mental state. Such drugs include, but are not limited to, morphine, barbiturates, hypnotics, antianxiety agents, antidepressants, and antipsychotics.

"Recipient" means the individual who is eligible, under Title XIX of the Social Security Act, to receive Medicaid covered services.

"Recipient eligibility card" means the document issued to each Medicaid family unit, listing names and Medicaid numbers of all eligible individuals within the family unit, or an individual document issued to each Medicaid recipient listing the name and Medicaid number (either the identification or billing number) of the eligible individual. This document may be in the form of a plastic card magnetically encoded, allowing electronic access to inquiries for eligibility status.

"Restriction" means an administrative action imposed on a recipient which limits access to specific types of health care services through a designated primary provider or an administrative action imposed on a provider to prohibit participation as a designated primary provider, referral, or covering provider for restricted recipients.

"Social Security Act" means the Act, enacted by the 74th Congress on August 14, 1935, which provides for the general welfare by establishing a system of federal old age benefits, and by enabling the several states to make more adequate provisions for aged persons, blind persons, dependent and crippled children, maternal and child welfare, public health, and the administration of their unemployment compensation laws.

"State Plan for Medical Assistance" or "the Plan" means the document listing the covered groups, covered services and their limitations, and provider reimbursement methodologies as provided for under Title XIX of the Social Security Act.

"Surveillance and Utilization Review Subsystem (SURS)" or "Automated Exception Analysis (AEA)" means a computer subsystem of the Medicaid Management Information System (MMIS) which collects claims data and computes statistical profiles of recipient and provider activity and compares them with that of their particular peer group.

"Therapeutic class" means a group of drugs with similar pharmacologic actions and uses.

"Utilization control" means the control of covered health care services to assure the use of cost efficient, medically necessary or appropriate services.

12 VAC 30-130-810. Client Medical Management Program for recipients.

A. Purpose. The Client Medical Management Program is a utilization control program designed to prevent abuse and promote improved and cost efficient medical management of essential health care.

B. Authority.

1. Federal regulations at 42 CFR § 456.3 require the Medicaid agency to implement a statewide surveillance and utilization control program and 42 CFR § 455.1 through 455.16 require the Medicaid agency to conduct investigations of abuse by recipients.

2. Federal regulations at 42 CFR § 431.54 (e) allow states to restrict recipients to designated providers when the recipients have utilized services at a frequency or amount that is not medically necessary in accordance with utilization guidelines established by the state. 42 CFR § 455.16(c)(4) provides for imposition of sanctions for instances of abuse identified by the agency.

C. Identification of Client Medical Management Program participants. DMAS shall identify recipients for review from computerized reports such as but not limited to Recipient SURS or AEA or by referrals from agencies, health care professionals, or other individuals.

D. Recipient evaluation for restriction.

1. DMAS shall review recipients to determine if services are being utilized at a frequency or amount that results in a level of utilization or a pattern of services which is not medically necessary or which exceeds the thresholds established in these regulations. Evaluation of utilization patterns can include but is not limited to review by the department staff of medical records or computerized reports generated by the department reflecting claims submitted for physician visits, drugs/prescriptions, outpatient and emergency room visits, lab and diagnostic procedures, hospital admissions, and referrals.

2. Abusive activities shall be investigated and, if appropriate, the recipient shall be reviewed for restriction. Recipients demonstrating questionable patterns of utilization or exceeding reasonable levels of utilization shall be reviewed for restriction.

3. DMAS may restrict recipients if any of the following activities or patterns or levels of utilization are identified. These activities or patterns or levels of utilization include but shall not be limited to:

a. Exceeding 200% of the maximum therapeutic dosage of the same drug or multiple drugs in the same therapeutic class for a period exceeding four weeks.

b. Two occurrences of having prescriptions for the same drugs filled two or more times on the same or the subsequent day.

c. Utilizing services from three or more prescribers and three or more dispensing pharmacies in a three-month period.

d. Receiving more than 24 prescriptions in a three-month period.

e. Receiving more than 12 psychotropic prescriptions or more than 12 analgesic prescriptions or more than 12 prescriptions for controlled drugs with potential for abuse in a three-month period.

f. Exceeding the maximum therapeutic dosage of the same drug or multiple drugs in the same therapeutic class for a period exceeding four weeks. In addition, such drugs must be prescribed by two or more practitioners.

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g. Receiving two or more drugs, duplicative in nature or potentially addictive (even within acceptable therapeutic levels), dispensed by more than one pharmacy or prescribed by more than one practitioner for a period exceeding four weeks.

h. Utilizing three or more different physicians of the same type or specialty in a three-month period for treatment of the same or similar conditions.

i. Two or more occurrences of seeing two or more physicians of the same type or specialty on the same or subsequent day for the same or similar diagnosis.

j. Duplicative, excessive, or contraindicated utilization of medications, medical supplies, or appliances dispensed by ~~more than one pharmacy~~ or prescribed by more than one ~~practitioner~~ *provider* for the time period specified by DMAS.

k. Duplicative, excessive, or contraindicated utilization of medical visits, procedures, or diagnostic tests from more than one ~~practitioner~~ *provider* for the time period specified by DMAS.

l. Use of emergency hospital services for three or more emergency room visits for nonemergency care during a three-month period.

m. One or more providers recommends restriction for medical management because the recipient has demonstrated inappropriate utilization practices.

n. A pattern of noncompliance which is inconsistent with ~~the~~ sound fiscal or medical practices. Noncompliance is characterized by, but not limited to:

(1) Failure to disclose to a provider any treatment or services provided by another provider; ~~or~~

(2) Failure to follow a drug regimen or other recommended treatment; ~~or~~

(3) Requests for medical services or medications which are not medically necessary; ~~or~~

(4) *Excessive use of transportation services; or*

~~or~~ (5) Use of transportation services with no corresponding medical services.

~~p.~~ o. One or more documented occurrences of a recipient's use of the eligibility card to obtain drugs under false pretenses, which includes, but is not limited to the purchase or attempt to purchase drugs via a forged or altered prescription.

~~q.~~ p. One or more documented occurrences of card-sharing.

~~r.~~ q. One or more documented occurrences of alteration of the recipient eligibility card.

E. Recipient restriction procedures.

1. DMAS shall advise affected recipients by written notice of the proposed restriction under the Client

Medical Management Program. Written notice shall include an explanation of restriction procedures and the recipient's right to appeal the proposed action.

2. The recipient shall have the opportunity to select designated providers. If a recipient fails to respond by the date specified in the restriction notice, DMAS shall select designated providers.

3. DMAS shall not implement restriction if a valid appeal is noted. (See subsection K of this section.)

4. DMAS shall restrict recipients to their designated providers for ~~48~~ 36 months.

~~5. A recipient who has completed a period of enrollment in the Client Medical Management Program and who is subsequently found, through the procedures specified in subsection D of this section, to have resumed abusive practices during the unrestricted period, shall again be restricted for 24 months.~~

F. Eligible Designated providers.

1. A designated health care provider ~~primary physician~~ must be a physician *who is* enrolled as an individual practitioner *and who is* unrestricted by DMAS.

2. A designated pharmacy provider must be a pharmacy *that is* enrolled as a community pharmacy *and that is* unrestricted by DMAS.

3. *A designated transportation provider must be enrolled as a taxi, registered driver, or wheelchair van and be unrestricted by DMAS. Recipients shall be assigned to the type of provider who meets the appropriate level of transportation that is medically necessary.*

~~3.~~ 4. Providers restricted through the Client Medical Management Program may not serve as designated providers, may not provide services through referral, and may not serve as covering providers for restricted recipients.

~~4.~~ 5. Physicians with practices limited to the delivery of emergency room services may not serve as designated primary providers.

~~5.~~ 6. Restricted recipients shall have reasonable access to all essential medical services. ~~Other provider types such as clinics or ambulatory care centers may be established as designated providers as needed but only with the approval of DMAS. These restrictions shall not apply to emergency services.~~

7. *Other provider types may be established as designated providers as needed but only with the approval of DMAS.*

G. Provider reimbursement for covered services.

1. DMAS shall reimburse for covered outpatient medical, pharmaceutical, and physician services only when they are provided by the designated providers, or by physicians seen on referral from the ~~primary health care~~

provider PCP, or in a medical emergency consistent with the methodologies established for such services in the State Plan for Medical Assistance. Prescriptions may be filled by a nondesignated pharmacy only in emergency situations when the designated pharmacy is closed, or when the designated pharmacy does not stock, or is unable to obtain the drug in a timely manner.

2. DMAS shall require a ~~written~~ referral, in accordance with published procedures, from the ~~primary health care provider~~ PCP for payment of covered outpatient services by nondesignated practitioners unless there is a medical emergency requiring immediate treatment. Services exempt from these referral requirements include:

- a. Family planning services;
- b. Annual or routine vision examinations (under age 21);
- c. Dental services (under age 21);
- d. Emergency services;
- e. EPSDT well-child exams/screenings (under age 21);
- f. Immunizations (under age 21);
- g. [~~Waivered Home- and community-based care waiver~~] services such as [~~hospice, AIDS, and technology-assisted private duty nursing or respite~~] services;
- h. Renal dialysis services; [~~and~~]
- i. [~~Baby care Expanded prenatal~~] services [~~, including prenatal group education, nutrition services, and homemaker services for pregnant women and care coordination for high-risk pregnant women and infants up to age two; and~~]
- j. Hospice services.]

3. When a transportation restriction is implemented, DMAS shall reimburse for covered transportation services only when they are provided by the designated transportation provider, or on referral from the designated transportation provider, or in a medical emergency.

4. Designated primary care providers (PCPs) shall receive a monthly case management fee for each assigned recipient.

H. ~~Recipient eligibility cards~~ Client medical management identification material. DMAS shall provide an individual recipient eligibility card listing the recipient's designated primary care providers or a plastic card for each restricted recipient. DMAS shall provide correspondence to the recipient listing the name, address, and telephone number of each designated provider and the effective date of restriction to each provider.

I. Changes in designated providers.

1. DMAS must give prior authorization to all changes of designated providers.

2. The recipient or the designated provider may initiate requests for change for the following reasons:

- a. Relocation of the recipient or provider.
- b. Inability of the provider to meet the routine health needs of the recipient.
- c. Breakdown of the recipient/provider relationship.

3. If the designated provider initiates the request and the recipient does not select a new provider by established deadlines, DMAS shall select a provider, subject to concurrence from the provider.

4. If DMAS denies the recipient's request, the recipient shall be notified in writing and given the right to appeal the decision. (See subsection K of this section.)

J. Review of recipient restriction status.

1. During the restriction period, DMAS shall monitor the recipient's utilization no less frequently than every 12 months and follow up with the recipient to promote appropriate utilization patterns.

2. DMAS shall review a recipient's utilization prior to the end of the restriction period to determine restriction termination or continuation. (See subsection D of this section.)

a. DMAS shall extend utilization control restrictions for ~~48~~ 36 months if any of the following conditions is identified:

a- (1) The recipient's utilization patterns include one or more conditions listed in subdivision D 3 of this section.

b- (2) The recipient has not complied with Client Medical Management Program procedures resulting in services or medications received from one or more nondesignated providers without a written referral or in the absence of a medical emergency.

(3) The recipient has not complied with Client Medical Management Program procedures as demonstrated by a pattern of documented attempts to receive services or medications from one or more nondesignated providers without a written referral or in the absence of a medical emergency.

e- (4) One or more of the designated providers recommends continued restriction status because the recipient has demonstrated noncompliant behavior which is being controlled by Client Medical Management Program restrictions.

d- (5) Any changes of designated provider have been made due to the breakdown of the recipient/provider relationship as a result of the recipient's noncompliance.

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~~2-~~ *b.* DMAS shall notify the recipient and designated provider in writing of the review decision. If restrictions are continued, written notice shall include the recipient's right to appeal the proposed action. (See subsection K of this section.)

~~3-~~ *c.* DMAS shall not implement the continued recipient restriction if a valid appeal is noted.

K. Recipient appeals.

1. Recipients shall have the right to appeal any adverse action taken by DMAS under these regulations.

2. Recipient appeals shall be held pursuant to the provisions of *Part 1* (12 VAC 30-110-10 et seq.) of 12 VAC 30 Chapter 110, Client Appeals.

12 VAC 30-130-820. Client Medical Management Program for providers.

A. Purpose. The Client Medical Management Program is a utilization control program designed to promote improved and cost-efficient medical management of essential health care.

B. Authority.

1. Federal regulations at 42 CFR § 456.3 require the Medicaid agency to implement a statewide surveillance and utilization control program and 42 CFR 455.1 through 455.16 require the Medicaid agency to conduct investigations of abuse by providers.

2. Federal regulations at 42 CFR § 431.54 (f) allow states to restrict providers' participation in the Medicaid program if the agency finds that ~~the provider~~ providers of items or services under the State Plan ~~has~~ have provided items or services at a frequency or amount not medically necessary in accordance with utilization guidelines established by the state, or ~~has~~ have provided items or services of a quality that do not meet professionally recognized standards of health care.

C. Identification of Client Medical Management Program participants. DMAS shall identify providers for review through computerized reports such as but not limited to Provider SURS or AEA or by referrals from agencies, health care professionals, or other individuals.

D. Provider evaluation for restriction.

1. DMAS shall review providers to determine if health care services are being provided at a frequency or amount that is not medically necessary or that are not of a quality to meet professionally recognized standards of health care. Evaluation of utilization patterns can include but is not limited to review by the department staff of medical records or computerized reports generated by the department reflecting claims submitted for physician visits, drugs/prescriptions, outpatient and emergency room visits, lab or diagnostic procedures, hospital admissions, and referrals.

2. DMAS may restrict providers if any one or more of the following conditions is identified in a significant number

or proportion of cases. These conditions include but shall not be limited to the following:

a. Visits billed at a frequency or level exceeding that which is medically necessary;

b. Diagnostic tests billed in excess of what is medically necessary;

c. Diagnostic tests billed which are unrelated to the diagnosis;

d. Medications prescribed or prescriptions dispensed in excess of recommended dosages;

e. Medications prescribed or prescriptions dispensed unrelated to the diagnosis.

f. If The provider's license to practice in any state has been revoked or suspended.

g. Excessive transportation services rendered such that unnecessary costs to the Virginia Medicaid Program ensue from the accumulation of services.

E. Provider restriction procedures.

1. DMAS shall advise affected providers by written notice of the proposed restriction under the Client Medical Management Program. Written notice shall include an explanation of the basis for the decision, request for additional documentation, if any, and notification of the provider's right to appeal the proposed action.

2. DMAS shall restrict providers from being the designated provider, a referral provider, or a covering provider; for recipients in the Client Medical Management Program for ~~48~~ 24 months.

3. DMAS shall notify the Health Care Financing Administration (HCFA) and the general public of the restriction and its duration.

4. DMAS shall not implement provider restriction if a valid appeal is noted.

F. Review of provider restriction status.

1. DMAS shall review a restricted provider's claims history record prior to the end of the restriction period to determine restriction termination or continuation (See subsection D of this section). DMAS shall extend provider restriction for ~~48~~ 24 months in one or more of the following situations:

a. Where abuse by the provider is identified.

b. Where the practices which led to restriction continue.

2. In cases where the provider has submitted an insufficient number of claims during the restriction period to enable DMAS to conduct a claims history review, DMAS shall continue restriction until a reviewable ~~six-month~~ six-month claims history is available for evaluation.

3. If DMAS [~~renews~~ *continues*] restriction following the review, the provider shall be notified of the agency's proposed action, the basis for the action, and appeal rights. (See subsection E of this section).

4. If the provider continues a pattern of inappropriate health care services, DMAS may make a referral to the appropriate peer review group or regulatory agency for recommendation and action as appropriate.

G. Provider appeals.

1. Providers shall have the right to appeal any adverse action taken by the department under these regulations.

2. Provider appeals shall be held pursuant to the provisions of Article 3 (§ 9-6.14:11 et seq.) of the Code of Virginia (~~Administrative Process Act~~).

VA.R. Doc. No. R97-718; Filed January 14, 1998, 9:16 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

REAL ESTATE APPRAISER BOARD

Title of Regulation: 18 VAC 130-20-10 et seq. Real Estate Appraiser Board Rules and Regulations (amending 18 VAC 130-20-10, 18 VAC 130-20-30, 18 VAC 130-20-90, 18 VAC 130-20-110, 18 VAC 130-20-120, 18 VAC 130-20-180, 18 VAC 130-20-210, 18 VAC 130-20-220, 18 VAC 130-20-230, 18 VAC 130-20-250).

Statutory Authority: § 54.1-2013 of the Code of Virginia.

Effective Date: March 4, 1998.

Summary:

These regulations establish the educational, experience, and fee requirements for licensed residential real estate appraisers, certified residential real estate appraisers, and certified general real estate appraisers in Virginia. Most of the amendments bring the regulation into compliance with federal Appraisal Qualifications Board requirements. The substantive amendments are as follows:

1. *The prohibition against allotting more than 1,000 hours of appraisal credit per year against the experience requirements has been deleted;*

2. *Experience requirements for certified residential real estate appraisers has been changed from 2,000 continuous hours over a 24-month period to 2,500 continuous hours;*

3. *Experience requirements for certified general real estate appraisers has been changed from 2,000 continuous hours over a 24-month period to 3,000 continuous hours over a 30-month period;*

4. *Applicants for certified residential and certified general real estate appraisers licenses will be required to demonstrate that required course work included classes relating to narrative report writing;*

5. *Continuing education requirements have increased from 20 hours to 28 hours during each two-year licensing term;*

6. *The current board policy of allowing 30 of the classroom hours required for licensed and certified residential real estate appraisers to be comprised of approved continuing education courses has been incorporated in the regulation;*

7. *Electronic transmission of appraisal reports will be permitted.*

8. *The requirement for a seal dropped due to the provision added allowing for the electronic submission of reports; and*

9. *Fair housing as a topic for continuing education credit has been added.*

Summary of Public Comment and Agency Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

Agency Contact: Copies of the regulation may be obtained from Karen W. O'Neal, Assistant Director, Real Estate Appraiser Board, 3600 West Broad Street, Richmond, VA 23230, telephone (804) 367-8537.

18 VAC 130-20-10. Definitions.

The following words and terms, when used in this chapter, unless a different meaning is provided or is plainly required by the context, shall have the following meanings:

"Accredited colleges, universities, junior and community colleges" means those accredited institutions of higher learning approved by the Virginia Council of Higher Education or listed in the Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers or a recognized international equivalent.

"Adult distributive or marketing education programs" means those programs offered at schools approved by the Virginia Department of Education or any other local, state, or federal government agency, board or commission to teach adult education or marketing courses.

"Analysis" means a study of real estate or real property other than the estimation of value.

"Appraisal Foundation" means the foundation incorporated as an Illinois Not for Profit Corporation on November 30, 1987, to establish and improve uniform appraisal standards by defining, issuing and promoting such standards.

"Appraisal subcommittee" means the designees of the heads of the federal [~~financing~~ *financial*] institutions

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regulatory agencies established by the Federal Financial Institutions Examination Council Act of 1978 (12 USC § 3301 et seq.), as amended.

"Appraiser" means any person who, for valuable consideration or with the intent or expectation of receiving the same from another, engages in real estate appraisal activity on any type of property.

"Appraiser classification" means any category of appraiser which the board creates by [~~designing~~ *designating*] criteria for qualification for such category and by [~~designing~~ *designating*] the scope of practice permitted for such category.

"Appraiser Qualifications Board" means the board created by the Appraisal Foundation to establish appropriate criteria for the certification and recertification of qualified appraisers by defining, issuing and promoting such qualification criteria; to disseminate such qualification criteria to states, governmental entities and others; and to develop or assist in the development of appropriate examinations for qualified appraisers.

"Appraiser trainee" means an individual who is licensed as an appraiser trainee to appraise those properties which the supervising appraiser is permitted to appraise.

"Business entity" means any corporation, partnership, association or other business entity under which appraisal services are performed.

"Certified general real estate appraiser" means an individual who meets the requirements for licensure that relate to the appraisal of all types of real estate and real property and is licensed as a certified general real estate appraiser.

"Certified instructor" means an individual holding an instructor certificate issued by the Real Estate Appraiser Board to act as an instructor.

"Certified residential real estate appraiser" means an individual who meets the requirements for licensure for the appraisal of any residential real estate or real property of one to four residential units regardless of transaction value or complexity. Certified residential real estate appraisers may also appraise nonresidential properties with a transaction value up to \$250,000.

"Classroom hour" means 50 minutes out of each 60-minute segment. The prescribed number of classroom hours includes time devoted to tests which are considered to be part of the course.

"Distance education" means an educational process based on the geographical separation of provider and student (i.e., CD-ROM, on-line learning, correspondence courses, etc.).

"Experience" as used in this chapter includes but is not limited to experience gained in the performance of traditional appraisal assignments, or in the performance of the following: fee and staff appraisals, ad valorem tax appraisal, review appraisal, appraisal analysis, real estate counseling, highest

and best use analysis, *and* feasibility analysis/study, ~~and teaching of appraisal courses.~~

For the purpose of this chapter experience has been divided into ~~five~~ *four* major categories: (i) fee and staff appraisal, (ii) ad valorem tax appraisal, (iii) review appraisal, *and* (iv) real estate consulting, ~~and (v) teaching of real estate courses~~ *counseling*.

1. "Fee/staff appraiser experience" means experience acquired as either a sole appraiser or as a cosigner.

Sole appraiser experience is experience obtained by an individual who makes personal inspections of real estate, assembles and analyzes the relevant facts, and by the use of reason and the exercise of judgment, forms objective opinions and prepares reports as to the market value or other properly defined value of identified interests in said real estate.

Cosigner appraiser experience is experience obtained by an individual who signs an appraisal report prepared by another, thereby accepting full responsibility for the content and conclusions of the appraisal.

To qualify for fee/staff appraiser experience, an individual must have prepared written appraisal reports which meet minimum standards. For appraisal reports dated prior to July 1, 1991, these minimum standards include the following (if any item is not applicable, the applicant shall adequately state the reasons for the exclusions):

- a. An adequate identification of the real estate and the interests being appraised;
- b. The purpose of the report, date of value, and date of report;
- c. A definition of the value being appraised;
- d. A determination of highest and best use;
- e. An estimate of land value;
- f. The usual valuation approaches for the property type being appraised or the reason for excluding any of these approaches;
- g. A reconciliation and conclusion as to the property's value;
- h. Disclosure of assumptions or limiting conditions, if any; and
- i. Signature of appraiser.

For appraisal reports dated subsequent to July 1, 1991, the minimum standards for written appraisal reports are those as prescribed in Standard 2 of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation.

2. "Ad valorem tax appraisal experience" means experience obtained by an individual who assembles and analyzes the relevant facts, and who correctly

employs those recognized methods and techniques that are necessary to produce and communicate credible appraisals within the context of the real property tax laws. Ad valorem tax appraisal experience may be obtained either through individual property appraisals or through mass appraisals as long as applicants under this category of experience can demonstrate that they are using techniques to value real property similar to those being used by fee/staff appraisers and that they are effectively utilizing the appraisal process.

To qualify for ad valorem tax appraisal experience for individual property appraisals, an individual must have prepared written appraisal reports which meet minimum standards. For appraisal reports dated prior to July 1, 1991, these minimum standards include the following (if any item is not applicable, the applicant shall adequately state the reasons for the exclusions):

- a. An adequate identification of the real estate and the interests being appraised;
- b. The effective date of value;
- c. A definition of the value being appraised if other than fee simple;
- d. A determination of highest and best use;
- e. An estimate of land value;
- f. The usual valuation approaches for the property type being appraised or the reason for excluding any of these approaches;
- g. A reconciliation and conclusion as to the property's value;
- h. Disclosure of assumptions or limiting conditions, if any.

For appraisal reports dated subsequent to July 1, 1991, the minimum standards for written appraisal reports are those as prescribed in the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation.

To qualify for ad valorem tax appraisal experience for mass appraisals, an individual must have prepared mass appraisals or have documented mass appraisal files which meet minimum standards. For mass appraisals dated prior to July 1, 1991, these minimum standards include the following (if any item is not applicable, the applicant shall adequately state the reasons for the exclusions):

- a. An adequate identification of the real estate and the interests being appraised;
- b. The effective date of value;
- c. A definition of the value being appraised if other than fee simple;
- d. A determination of highest and best use;

e. An estimate of land value;

f. Those recognized methods and techniques that are necessary to produce a credible appraisal.

For mass appraisal reports dated subsequent to July 1, 1991, the minimum standards for these appraisal reports are those as prescribed in Standard 6 of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation.

In addition to the preceding, to qualify for ad valorem tax appraisal experience, the applicant's experience log must be attested to by the applicant's supervisor.

3. "Reviewer experience" means experience obtained by an individual who examines the reports of appraisers to determine whether their conclusions are consistent with the data reported and other generally known information. An individual acting in the capacity of a reviewer does not necessarily make personal inspection of real estate, but does review and analyze relevant facts assembled by fee/staff appraisers, and by the use of reason and exercise of judgment, forms objective conclusions as to the validity of fee/staff appraisers' opinions. Reviewer experience shall not constitute more than 1,000 hours of total experience claimed and at least 50% of the review experience claimed must be in field review wherein the individual has personally inspected the real property which is the subject of the review.

To qualify for reviewer experience, an individual must have prepared written reports recommending the acceptance, revision, or rejection of the fee/staff appraiser's opinions, which written reports must meet minimum standards. For appraisal reviews dated prior to July 1, 1991, these minimum standards include the following (if any item is not applicable, the applicant shall adequately state the reasons for the exclusions):

- a. An identification of the report under review, the real estate and real property interest being appraised, the effective date of the opinion in the report under review, and the date of the review;
- b. A description of the review process undertaken;
- c. An opinion as to the adequacy and appropriateness of the report being reviewed, and the reasons for any disagreement;
- d. An opinion as to whether the analyses, opinions, and conclusions in the report under review are appropriate and reasonable, and the development of any reasons for any disagreement;
- e. Signature of reviewer. For appraisal review reports dated subsequent to July 1, 1991, the minimum standards for these appraisal reports are those as prescribed in Standard 3 of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation.

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Signing as "Review Appraiser" on an appraisal report prepared by another will not qualify an individual for experience in the reviewer category. Experience gained in this capacity will be considered under the Cosigner subcategory of fee/staff appraiser experience.

4. "Real estate counseling experience" means experience obtained by an individual who assembles and analyzes the relevant facts and by the use of reason and the exercise of judgment, forms objective opinions concerning matters other than value estimates relating to real property. Real estate counseling experience includes, but is not necessarily limited to, the following:

Absorption Study	Ad Valorem Tax Study
Annexation Study	Assemblage Study
Assessment Study	Condominium Conversion Study
Cost-Benefit Study	Cross Impact Study
Depreciation/Cost Study	Distressed Property Study
Economic Base Analysis	Economic Impact Study
Economic Structure Analysis	Eminent Domain Study
Feasibility Study	Highest and Best Use Study
Impact Zone Study	Investment Analysis Study
Investment Strategy Study	Land Development Study
Land Suitability Study	Land Use Study
Location Analysis Study	Market Analysis Study
Market Strategy Study	Market Turning Point Analysis
Marketability Study	Portfolio Study
Rehabilitation Study	Remodeling Study
Rental Market Study	Right of Way Study
Site Analysis Study	Utilization Study
Urban Renewal Study	Zoning Study

To qualify for real estate counseling experience, an individual must have prepared written reports which meet minimum standards. For real estate counseling reports dated prior to July 1, 1991, these minimum standards include the following (if any item is not applicable, the applicant shall so state the reasons for the exclusions):

- a. A definition of the problem;
- b. An identification of the real estate under consideration (if any);

- c. Disclosure of the client's objective;
- d. The effective date of the consulting assignment and date of report;
- e. The information considered, and the reasoning that supports the analyses, opinions, and conclusions;
- f. Any assumptions and limiting conditions that affect the analyses, opinions, and conclusions;
- g. Signature of real estate counselor.

For real estate counseling reports dated subsequent to July 1, 1991, the minimum standards for these appraisal reports are those as prescribed in Standard 4 of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation. Real estate counseling shall not constitute more than 500 hours of experience for any type of appraisal license.

~~5. "Teaching experience" means experience obtained by an individual in the instruction of real estate appraisal or real estate related seminars/courses as well as in the authorship of real estate appraisal and analysis publications. Experience in these areas will be considered on the following basis:~~

~~a. Seminar and course instructions: The number of approved hours is based on the published number of classroom hours stated in the official college catalog or similar publication of other educational bodies or professional organizations.~~

~~b. Authorship: Authorship of published books, journal articles and theses may count toward an applicant's experience credit as follows:~~

~~(1) Topic must relate to real estate valuation or analysis;~~

~~(2) A book will be credited 150 hours, a journal article will be credited 20 hours, and a thesis will be credited 50 hours.~~

~~Credit may be earned only once for instruction of courses having substantially equivalent content. In cases where there is more than one instructor, credit will be pro-rated based on each instructor's participation.~~

"Licensed residential real estate appraiser" means an individual who meets the requirements for licensure for the appraisal of any noncomplex, residential real estate or real property of one to four residential units, including federally related transactions, where the transaction value is less than \$1 million. Licensed residential real estate appraisers may also appraise noncomplex, nonresidential properties with a transaction value up to \$250,000.

"Licensee" means any individual holding a license issued by the Real Estate Appraiser Board to act as a certified general real estate appraiser, certified residential real estate appraiser, licensed residential real estate appraiser, or

appraiser trainee as defined, respectively, in § 54.1-2009 of the Code of Virginia and in this chapter.

"Local, state or federal government agency, board or commission" means an entity established by any local, federal or state government to protect or promote the health, safety and welfare of its citizens.

"Proprietary school" means a privately owned school offering appraisal or appraisal related courses approved by the board.

"Provider" means accredited colleges, universities, junior and community colleges; adult distributive or marketing education programs; local, state or federal government agencies, boards or commissions; proprietary schools; or real estate appraisal or real estate related organizations.

"Real estate appraisal activity" means the act or process of valuation of real property or preparing an appraisal report.

"Real estate appraisal" or "real estate related organization" means any appraisal or real estate related organization formulated on a national level, where its membership extends to more than one state or territory of the United States.

"Reciprocity agreement" means a conditional agreement between two or more states that will recognize one another's regulations and laws for equal privileges for mutual benefit.

"Registrant" means any corporation, partnership, association or other business entity which provides appraisal services and which is registered with the Real Estate Appraiser Board in accordance with § 54.1-2011 E of the Code of Virginia.

"Reinstatement" means having a license or registration restored to effectiveness after the expiration date has passed.

"Renewal" means continuing the effectiveness of a license or registration for another period of time.

"Sole proprietor" means any individual, but not a corporation, partnership or association, who is trading under his own name, or under an assumed or fictitious name pursuant to the provisions of §§ [~~56.1-69~~ 59.1-69] through 59.1-76 of the Code of Virginia.

"Substantially equivalent" is any educational course or seminar, experience, or examination taken in this or another jurisdiction which is equivalent in classroom hours, course content and subject, and degree of difficulty, respectively, to those requirements outlined in this chapter and Chapter 20.1 (§ 54.1-2009 et seq.) of Title 54.1 of the Code of Virginia for licensure and renewal.

"Supervising appraiser" means any individual holding a license issued by the Real Estate Appraiser Board to act as a certified general real estate appraiser, certified residential real estate appraiser, or licensed residential real estate appraiser who supervises any unlicensed person acting as a real estate appraiser or an appraiser trainee as specified in this chapter.

"Transaction value" means the monetary amount of a transaction which may require the services of a certified or licensed appraiser for completion. The transaction value is not always equal to the market value of the real property interest involved. For loans or other extensions of credit, the transaction value equals the amount of the loan or other extensions of credit. For sales, leases, purchases and investments in or exchanges of real property, the transaction value is the market value of the real property interest involved. For the pooling of loans or interests in real property for resale or purchase, the transaction value is the amount of the loan or the market value of real property calculated with respect to each such loan or interest in real property.

"Uniform Standards of Professional Appraisal Practice" means those standards promulgated by the Appraisal Standards Board of the Appraisal Foundation for use by all appraisers in the preparation of appraisal reports.

"Valuation" means an estimate of the value of real property.

"Valuation assignment" means an engagement for which an appraiser is employed or retained to give an analysis, opinion or conclusion that results in an estimate of the value of an identified parcel of real property as of a specified date.

"Waiver" means the voluntary, intentional relinquishment of a known right.

18 VAC 130-20-30. General qualifications for licensure.

Every applicant to the Real Estate Appraiser Board for a certified general, certified residential, or licensed residential real estate appraiser license shall meet the following qualifications:

1. The applicant shall be of good moral character, honest, truthful, and competent to transact the business of a licensed real estate appraiser in such a manner as to safeguard the interests of the public.
2. The applicant shall meet the current educational and experience requirements and submit a license application to the Department of Professional and Occupational Regulation or its agent prior to the time the applicant is approved to take the licensing examination. Applications received by the department or its agent must be complete within 12 months of the date of the receipt of the license application and fee by the Department of Professional and Occupational Regulation or its agent.
3. The applicant shall be in good standing as a real estate appraiser in every jurisdiction where licensed or certified; the applicant may not have had a license or certification which was suspended, revoked or surrendered in connection with a disciplinary action or which has been the subject of discipline in any jurisdiction prior to applying for licensure in Virginia.
4. The applicant may not have been convicted, found guilty or pled guilty, regardless of adjudication, in any

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jurisdiction of a misdemeanor involving moral turpitude or of any felony. Any plea of nolo contendere shall be considered a conviction for purposes of this subdivision. The record of a conviction authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such conviction.

5. The applicant shall be at least 18 years old.

6. The applicant shall have successfully completed 75 90 hours for the licensed residential classification, 120 hours for the certified residential classification, and ~~165~~ 180 hours for the certified general classification, of approved real estate appraisal courses, including a course of at least 15 hours on the Uniform Standards of Professional Appraisal Practice, from accredited colleges, universities, junior and community colleges; adult distributive or marketing education programs; local, state or federal government agencies, boards or commissions; proprietary schools; or real estate appraisal or real estate related organizations. The classroom hours required for the licensed residential real estate appraiser may include the classroom hours required for the appraiser trainee. The classroom hours required for the certified residential real estate appraiser may include the classroom hours required for the appraiser trainee or the licensed real estate appraiser and may also include 30 hours of related courses in topics specified in 18 VAC 130-20-220 A 1. The classroom hours required for the certified general real estate appraiser may include the classroom hours required for the appraiser trainee, the licensed residential real estate appraiser, or the certified residential real estate appraiser and may also include 30 hours of related courses in topics specified in 18 VAC 130-20-220 A 1.

All applicants for licensure as a certified general real estate appraiser must complete an advanced level appraisal course of at least 30 classroom hours in the appraisal of nonresidential properties.

~~7. The applicant shall have a minimum of 24 months and 2,000 hours experience as a real estate appraiser. The maximum number of appraisal credit hours which may be awarded in a 12-month period is 1,000 hours. Hours may be treated as cumulative in order to achieve the necessary 2,000 hours of appraisal experience. The applicant shall execute an affidavit as part of the application for licensure attesting to his experience in the field of real estate appraisal. All applicants must submit, upon application, sample appraisal reports as specified by the board. In addition, all experience must be supported by adequate written reports or file memoranda which shall be made available to the board upon request.~~

a. Applicants for a licensed residential real estate appraiser license shall have a minimum of 2,000 hours appraisal experience obtained continuously over a period of not less than 24 months. Hours may be

treated as cumulative in order to achieve the necessary 2,000 hours of appraisal experience.

b. Applicants for a certified residential real estate appraiser license shall have a minimum of 2,500 hours of appraisal experience obtained continuously over a period of not less than 24 months. Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of appraisal experience.

~~For all applicants for a certified general real estate appraiser license, c. Applicants for a certified general real estate appraiser license shall have a minimum of 3,000 hours of appraisal experience obtained continuously over a period of not less than 30 months. Hours may be treated as cumulative in order to achieve the necessary 3,000 hours of appraisal experience. At least 50% of the appraisal experience required (4,000 1,500 hours) must be in nonresidential appraisal assignments and include assignments which demonstrate the use and understanding of the income approach. An applicant whose nonresidential appraisal experience is predominately in such properties which do not require the use of the income approach may satisfy this requirement by performing two or more appraisals on properties in association with a certified general appraiser which include the use of the income approach.~~

8. Within 12 months after being approved by the board to take the examination, the applicant shall have registered for and passed a written examination endorsed by the Appraiser Qualifications Board and provided by the board or by a testing service acting on behalf of the board.

9. Applicants for licensure who do not meet the requirements set forth in subdivisions 3 and 4 of this section may be approved for licensure following consideration of their application by the board.

18 VAC 130-20-90. Application and registration fees.

There will be no pro rata refund of these fees to licensees who resign or upgrade to a higher license or to licensees whose licenses are revoked or surrendered for other causes. All application fees for licenses and registrations are nonrefundable.

1. Application fees for registrations, certificates and licenses are as follows:

Registration of business entity	\$100
Certified General Real Estate Appraiser	\$141
Temporary Certified General Real Estate Appraiser	\$45
Certified Residential Real Estate Appraiser	\$141
Temporary Certified Residential Real Estate Appraiser	\$45
Licensed Residential Real Estate Appraiser	\$141

Temporary Licensed Residential Real Estate Appraiser	\$45
Appraiser Trainee	\$96
Upgrade of license	\$65
Instructor Certification	\$135
Bad check penalty	\$25
Duplicate wall certificate	\$25

Application fees for a certified general real estate appraiser, a certified residential real estate appraiser, a licensed residential real estate appraiser and an appraiser trainee include a \$21 fee for a copy of the Uniform Standards of Professional Appraisal Practice. This fee is subject to the fee charged by the Appraisal Foundation and may be adjusted and charged to the applicant in accordance with the fee charged by the Appraisal Foundation.

2. Examination fees. The fee for examination or reexamination is subject to contracted charges to the department by an outside vendor. These contracts are competitively negotiated and bargained for in compliance with the Virginia Public Procurement Act (§ 11-35 et seq. of the Code of Virginia). Fees may be adjusted and charged to the candidate in accordance with this contract.

3. A \$50 National Registry Fee Assessment for all permanent license applicants ~~\$50~~ is to be assessed of each applicant in accordance with § 1109 of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (12 USC §§ 3331-3351). This fee may be adjusted and charged to the applicant in accordance with the Act. If the applicant fails to qualify for licensure, then this assessment fee will be refunded.

18 VAC 130-20-110. Qualifications for renewal.

A. As a condition of renewal, and under § 54.1-2014 of the Code of Virginia, all certified general real estate appraisers, certified residential real estate appraisers, and licensed residential real estate appraisers, resident or nonresident, shall be required to complete continuing education courses satisfactorily within each licensing term as follows:

1. All real estate appraisers must satisfactorily complete continuing education courses or seminars offered by accredited colleges, universities, junior and community colleges; adult distributive or marketing education programs; local, state or federal government agencies, boards or commissions; proprietary schools; or real estate appraisal or real estate related organizations of not less than ~~20~~ 28 classroom hours during each licensing term.

2. All real estate appraisers may also satisfy continuing education requirements by participation other than as a student in educational processes and programs approved by the board to be substantially equivalent for

continuing education purposes including, but not limited to teaching, program development, or authorship of textbooks.

3. ~~Four~~ Three of the classroom hours completed to satisfy the continuing education requirements shall be a course approved by the board on recent developments in federal, state and local real estate appraisal law and regulation and the Uniform Standards of Professional Appraisal Practice.

B. In addition to the continuing education requirements specified in subsection A of this section all applicants for renewal shall complete a 15-hour course in the Uniform Standards of Professional Appraisal Practice once every six years.

C. Applicants for renewal of a license shall meet the standards for entry as set forth in subdivisions 1, 3 and 4 of 18 VAC 130-20-30 ~~of this chapter~~.

D. Applicants for the renewal of a registration shall meet the requirement for registration as set forth in 18 VAC 130-20-20.

E. Applicants for the renewal of a certificate as an instructor shall meet the standards for entry as set forth in 18 VAC 130-20-80.

18 VAC 130-20-120. Procedures for renewal.

A. The board will mail a renewal application form to the licensee and certificate holder at the last known home address and to the registered firm or at the last known business address. This form shall outline the procedures for renewal. Failure to receive the renewal application form shall not relieve the licensee, certificate holder or the registrant of the obligation to renew.

B. Prior to the expiration date shown on the license or registration, each licensee, certificate holder or registrant desiring to renew the license or registration shall return to the board the completed renewal application form and the appropriate renewal and registry fees as outlined in 18 VAC 130-20-130 ~~of this chapter~~.

C. The date on which the renewal application form and the appropriate fees are received by the Department of Professional and Occupational Regulation or its agent will determine whether the licensee, certificate holder or registrant is eligible for renewal. If either the renewal application form or renewal fee, including the registry fee, is not received by the Department of Professional and Occupational Regulation or its agent within 30 days of the expiration date, the licensee, certificate holder or registrant must reinstate his license by meeting all requirements listed in 18 VAC 130-20-110 ~~of this chapter~~ and pay a reinstatement fee as specified in 18 VAC 130-20-130 ~~of this chapter~~. Three months after the expiration date on the license, certificate or registration, reinstatement is no longer possible. To resume practice, the former licensee, certificate holder, or registrant shall reapply for licensure as a new

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applicant, meeting current education, examination and experience requirements.

18 VAC 130-20-180. Standards of professional practice.

A. The provisions of subsections C through J of this section shall not apply to local, state and federal employees performing in their official capacity.

B. Maintenance of licenses. The board shall not be responsible for the failure of a licensee, registrant, or certificate holder to receive notices, communications and correspondence.

1. Change of address.

a. All licensed real estate appraisers, appraiser trainees, and certified instructors shall at all times keep the board informed in writing of their current home address and shall report any change of address to the board within 30 days of such change.

b. Registered real estate appraisal business entities shall at all times keep the board informed in writing of their current business address and shall report any change of address to the board within 30 days of such change.

2. Change of name.

a. All real estate appraisers, appraiser trainees, and certified instructors shall promptly notify the board in writing and provide appropriate written legal verification of any change of name.

b. Registered real estate appraisal business entities shall promptly notify the board of any change of name or change of business structure in writing. In addition to written notification, corporations shall provide a copy of the Certificate of Amendment from the State Corporation Commission, partnerships shall provide a copy of a certified Partnership Certificate, and other business entities trading under a fictitious name shall provide a copy of the certificate filed with the clerk of the court where business is to be conducted.

3. Upon the change of name or address of the registered agent, associate, or partner, or sole proprietor designated by a real estate appraisal business entity, the business entity shall notify the board in writing of the change within 30 days of such event.

4. No license, certification or registration issued by the board shall be assigned or otherwise transferred.

5. All licensees, certificate holders and registrants shall operate under the name in which the license or registration is issued.

6. All certificates of licensure, registration or certification in any form are the property of the Real Estate Appraiser Board. Upon death of a licensee, dissolution or restructure of a registered business entity, or change of a licensee's, registrant's, or certificate holder's name or address, such licenses, registrations, or certificates must

be returned with proper instructions and supplemental material to the board within 30 days of such event.

7. All appraiser licenses issued by the board shall be visibly displayed.

C. Use of [~~seal signature and electronic transmission of report~~].

1. The [~~authorized application of a licensed appraiser's seal signing of an appraisal report or the transmittal of a report electronically in accordance with the Appraisal Standards Board Statement on Appraisal Standard No. 8, 1998 Edition,~~] shall indicate that the licensee has exercised complete direction and control over the appraisal. Therefore, no licensee shall [~~affix his seal to any sign or electronically transmit an~~] appraisal which has been prepared by an unlicensed person unless such work was performed under the direction and supervision of the licensee in accordance with § 54.1-2011 C of the Code of Virginia.

2. All original appraisal reports shall be [~~issued under seal and~~] signed by the licensed appraiser. For narrative and letter appraisals, the signature, [~~seal,~~] and final value conclusion shall appear on the letter of transmittal and certification page. For form appraisals, the signature [~~and seal~~] shall appear on the page designated for the appraiser's signature and final estimate of value. All temporary licensed real estate appraisers shall sign and affix their temporary license to the appraisal report or letter for which they obtained the license to authenticate such report or letter. *Appraisal reports may be transmitted electronically in accordance with Appraisal Standards Board Statement on Appraisal Standard No. 8. [Reports prepared without the use of a seal shall contain the license number of the appraiser.]*

a. An appraiser may provide market analysis studies or counseling reports, which do not constitute appraisals of market value, provided, that such reports, studies or evaluations shall contain a conspicuous statement that such reports, studies or valuations are not an appraisal as defined in § 54.1-2009 of the Code of Virginia.

b. Application of the seal and signature [*or electronic transmission of the report*] indicates acceptance of responsibility for work shown thereon.

c. The seal shall conform in detail and size to the design illustrated below:



*The number on the seal shall be the 10-digit number or the last 6 digits, or the last significant digits on the license issued by the board.

D. Development of appraisal. In developing a real property appraisal, all licensees shall comply with the provisions of Standard # 1 of the Uniform Standards of Professional Appraisal Practice (USPAP) in the edition in effect at the time of the reports' preparation. If the required definition of value uses the word "market," licensees must use the definition of market value set forth in USPAP "DEFINITIONS."

E. Appraisal report requirements. In reporting a real property appraisal, a licensee shall meet the requirements of Standard # 2 of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation.

F. Reviewing an appraisal. In performing a review appraisal, a licensee shall comply with the requirements of Standard # 3 of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation. The reviewer's signature and seal shall appear on the certification page of the report.

G. Mass appraisals. In developing and reporting a mass appraisal for ad valorem tax purposes, a licensee shall comply with the requirements of Standard # 6 of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation.

H. Recordkeeping requirements.

1. A licensee or registrant of the Real Estate Appraiser Board shall, upon request or demand, promptly produce to the board or any of its agents any document, book, or record in a licensee's possession concerning any appraisal which the licensee performed, or for which the licensee is required to maintain records for inspection and copying by the board or its agents. These records shall be made available at the licensee's place of business during regular business hours.

2. Upon the completion of an assignment, a licensee or registrant shall return to the rightful owner, upon demand, any document or instrument which the licensee possesses.

3. Supervising appraisers shall make appraisal reports prepared by appraiser trainees available to the board, at the appraiser trainee's expense, upon request of the appraiser trainee for the purpose of documenting experience when applying to the board for licensure.

I. Disclosure requirements. A licensee appraising property in which he, any member of his family, his firm, any member of his firm, or any entity in which he has an ownership interest, has any interest shall disclose, in writing, to any client such interest in the property and his status as a real estate appraiser licensed in the Commonwealth of Virginia. As used in the context of this chapter, "any interest" includes but is not limited to an ownership interest in the property to be appraised or in an adjacent property or involvement in the transaction, such as deciding whether to extend credit to be secured by such property.

J. Competency. A licensee shall abide by the Competency Provision as stated in the Ethics Provision of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation.

K. Unworthiness.

1. A licensee shall act as a certified general real estate appraiser, certified residential real estate appraiser or licensed residential real estate appraiser in such a manner as to safeguard the interests of the public, and shall not engage in improper, fraudulent, or dishonest conduct.

2. A licensee may not have been convicted, found guilty or pled guilty, regardless of adjudication, in any jurisdiction of the United States of a misdemeanor involving moral turpitude or of any felony there being no appeal pending therefrom or the time for appeal having elapsed. Any plea of nolo contendere shall be considered a conviction for the purposes of this subdivision. The record of a conviction certified or authenticated in such form as to be admissible in evidence of the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such guilt.

3. A licensee shall inform the board in writing within 30 days of pleading guilty or nolo contendere or being convicted or found guilty, regardless of adjudication, of any felony or of a misdemeanor involving moral turpitude.

4. A licensee may not have had a license or certification as a real estate appraiser which was suspended, revoked, or surrendered in connection with a disciplinary action or which has been the subject of discipline in any jurisdiction.

5. A licensee shall inform the board in writing within 30 days of the suspension, revocation or surrender of an

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appraiser license or certification in connection with a disciplinary action in any other jurisdiction, and a licensee shall inform the board in writing within 30 days of any appraiser license or certification which has been the subject of discipline in any jurisdiction.

6. A licensee shall perform all appraisals in accordance with Virginia Fair Housing Law, § 36-96.1 et seq. of the Code of Virginia.

~~7. A licensee who has direct knowledge that another licensee may be violating any of this chapter, or the provisions of Chapters 1 through 3 and Chapter 20.1 of Title 54.1 of the Code of Virginia shall immediately inform the board in writing and shall cooperate in furnishing any further information or assistance that may be required.~~

18 VAC 130-20-210. Standards for the approval of appraisal educational offerings for prelicensure credit.

A. Content.

1. Prior to licensure, applicants shall have successfully completed a 15 classroom hour course in the Uniform Standards of Professional Appraisal Practice.

2. While various appraisal courses may be credited toward the classroom requirement specified for each classification of licensure, all applicants for licensure as an appraiser trainee, a licensed residential, certified residential, or certified general real estate appraiser must demonstrate that their course work included coverage of all the topics listed below.

- Appraisal standards and ethics
- Influences on real estate value
- Legal considerations in appraisal
- Types of value
- Land economic principles
- Real estate markets and analysis
- Valuation process
- Property description and analysis
- Highest and best use analysis
- Appraisal statistical concepts
- Sales comparison approach
- Site valuation
- Cost approach
- Income approach
- Valuation of partial interests

In addition, all applicants for certified residential or certified general real estate appraiser must demonstrate that their course work included coverage in narrative report writing.

3. All appraisal and appraisal-related offerings presented for ~~prelicensure~~ *prelicense* credit must have a final, written examination. *The examination may not be an open book examination.*

4. Credit toward the classroom hour requirement to satisfy the educational requirement prior to licensure shall be granted only where the length of the educational offering is at least 15 classroom hours.

B. Instruction. With the exception of courses taught at accredited colleges, universities, junior and community colleges, or adult distributive or marketing education programs, all other ~~prelicensure~~ *prelicense* educational offerings given after January 1, 1993, must be taught by instructors certified by the board.

18 VAC 130-20-220. Standards for the approval of appraisal educational offerings for continuing education credit.

A. Content.

1. The content of courses, seminars, workshops or conferences which may be accepted for continuing education credit includes, but is not limited to those topics listed in 18 VAC 130-20-210 A 2 and below.

- Ad valorem taxation
- Arbitrations
- ~~Business~~ Courses related to the practice of real estate appraisal
- Construction estimating
- Ethics and Uniform Standards of Professional Appraisal Practice
- [*Fair housing*]
- Land use planning, zoning, and taxation
- Management, leasing, brokerage, timesharing*
- Property development
- Real estate appraisal (valuations/evaluations)
- Real estate financing and investment
- Real estate law
- Real estate litigation*
- Real estate *appraisal* related computer applications
- Real estate securities and syndication
- Real property exchange

2. Courses, seminars, workshops or conferences submitted for continuing education credit must indicate that the licensee participated in an educational program that maintained and increased his knowledge, skill and competency in real estate appraisal.

3. Credit toward the classroom hour requirement to satisfy the continuing education requirements shall be granted only where the length of the educational offering is at least two hours and the licensee participated in the full length of the program.

B. Instruction. Although continuing education offerings, except the ~~four-hour~~ *three-hour* required course on recent developments in federal, state and local real estate appraisal law and regulation and the Uniform Standards of Professional Appraisal Practice, are not required to be taught by board certified instructors, these offerings must meet the standards set forth in ~~subsection A~~ of this section.

18 VAC 130-20-230. Procedures for awarding prelicense and continuing education credits.

A. Course credits shall be awarded only once for courses having substantially equivalent content.

B. Proof of completion of such course, seminar, workshop or conference may be in the form of a transcript, certificate, letter of completion or in any such written form as may be required by the board. All courses, seminars and workshops submitted for prelicensure and continuing education credit must indicate the number of classroom hours.

C. Information which may be requested by the board in order to further evaluate course content includes, but is not limited to, course descriptions, syllabi or textbook references.

D. All transcripts, certificates, letters of completion or similar documents submitted to verify completion of seminars, workshops or conferences for continuing education credit must indicate successful completion of the course, seminar, workshop or conference. Applicants must furnish written proof of having received a passing grade in all prelicense education courses submitted.

E. Credit may be awarded for prelicensure courses completed by challenge examination without classroom attendance, if such credit was granted by the course provider prior to July 1, 1990, and provided that the board is satisfied with the quality of the challenge examination that was administered by the course provider.

F. All courses seminars, workshops, or conferences, submitted for satisfaction of continuing education requirements must be satisfactory to the board.

~~G. Correspondence courses, video and remote TV educational offerings may be acceptable to meet the classroom hour requirements for prelicense courses provided each course or offering is approved by the board and has been presented by an accredited college, university, junior or community college; the student passes a written examination administered at a location by an official approved by the college or university; the subject matter was appraisal related; and that the course or offering is a minimum of 15 classroom hours in length.~~

G. *Prelicense courses. A distance education course may be acceptable to meet the classroom hour requirement or its*

equivalent provided that the course is approved by the board and meets one of the following conditions:

1. *The course is presented by an accredited (Commission on Colleges or a regional accreditation association) college or university that offers distance education programs in other disciplines; the learner successfully completes a written examination personally administered by an official approved by the college or university; and the course meets the requirements for real estate appraisal related courses established by the Appraiser Qualifications Board and is equivalent to the minimum of 15 classroom hours; or*

2. *The course has received the American Council on Education's Program on Noncollegiate Sponsored Instruction (PONSi) approval for college credit; the learner successfully completes a written examination personally administered by an official approved by the presenting entity; and the course meets the requirements for real estate appraisal related courses established by the Appraiser Qualifications Board and is equivalent to the minimum of 15 classroom hours.*

H. A teacher of appraisal courses may receive ~~either education credit for the classroom hour(s) or hours taught or experience credit for the classroom hour(s) taught, but not both.~~ These credits shall be awarded only once for courses having substantially equivalent content.

18 VAC 130-20-250. Re-approval of courses required.

Approval letters issued under this chapter for educational offerings shall expire two years from the last day of the month in which they were issued, as indicated in the approval letter. *The re-approval fee shall be equivalent to the original approval fee specified in 18 VAC 130-20-240.*

DOCUMENTS INCORPORATED BY REFERENCE

Transfer Credit Practices of Designated Educational Institutions, American Association of Collegiate Registrars and Admissions Officers.

Uniform Standards of Professional Appraisal Practice, [~~effective January 1, 1997, through December 31, 1997~~] 1997 [~~Edition~~], Appraisal Standards Board, Appraisal Foundation.

[~~Statement on Appraisal Standards No. 8 (SMT-8), Electronic Transmission of Reports, 1998 Edition, Appraisal Standards Board, Appraisal Foundation.~~]

FORMS

NOTICE: The forms used in administering 18 VAC 130-20-10 et seq., Real Estate Appraiser Board Rules and Regulations, are listed below. Any amended or added forms are reflected in the listing and are published following the listing.

Real Estate Appraiser Board License Application Form (2/97).

Real Estate Appraiser Board Experience Log (2/97).

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Real Estate Appraiser *Board* Trainee License Application Form (2/97).

Real Estate Appraiser Business Registration Application (eff. 4/29/94).

Application for Approval of Appraisal Course Offering (eff. 9/6/94).

Application for Certification as an Appraisal Instructor (eff. 9/6/94).

Commonwealth of Virginia
 Dept. of Professional and Occupational Regulation
 3600 West Broad Street
 Post Office Box 11066
 Richmond, Virginia 23230-1066
 (804) 367-2039



Real Estate Appraiser Board
LICENSE APPLICATION

Please make checks or money orders payable to the "Treasurer of Virginia".
ALL FEES ARE NON-REFUNDABLE.

Check the one license you are requesting.

Initial License	Fee*	<input checked="" type="checkbox"/>	Temporary License	Fee	<input checked="" type="checkbox"/>	License Upgrade	Fee	<input checked="" type="checkbox"/>
Certified General	\$191.00		Certified General	\$45.00		Certified General	\$65.00	
Certified Residential	\$191.00		Certified Residential	\$45.00		Certified Residential	\$65.00	
Licensed Residential	\$191.00		Licensed Residential	\$45.00				

* Includes \$50.00 National Registry Fee Assessment

- Name _____
 First Middle Last Generation
- Social Security Number _____
- Date of Birth _____
- Home Street Address (P.O. Box not accepted) _____
 City, State, Zip Code _____
- Telephone & Facsimile Numbers _____
 Telephone Facsimile Beeper, Cellular, etc.
- Do you have a current or expired real estate appraiser license issued by the Virginia Real Estate Appraiser Board?
 No
 Yes License Number _____ Expiration Date _____
- Do you have a current or expired real estate appraiser license, certification, or registration from another jurisdiction?
 No
 Yes If yes, list the jurisdiction(s), and license, certification, or registration number(s). Attach a Certification of Licensure/Letter of Good Standing, dated within the last 60 days, from each jurisdiction.

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE

8. Have you ever been subject to disciplinary action imposed by any local, state, or national regulatory body that resulted in your real estate appraiser license, certification, or registration being suspended, revoked, or surrendered; a monetary penalty or fine being imposed; or any other sanction being imposed?

No

Yes If yes, list the jurisdiction in which the disciplinary action took place, the license number, and an explanation of events, including a description of the disciplinary proceeding and the type of sanctions that were imposed (i.e., suspension, revocation, fine, etc.). If necessary, please attach a separate sheet of paper, and copies of any correspondence or documentation related to this matter.

9. Have you ever been convicted of any felony, or a misdemeanor involving moral turpitude? Please note that any plea of nolo contendere shall be considered a conviction for purposes of this application.

No

Yes If yes, list the felony and/or misdemeanor convictions. Attach a copy of all applicable criminal conviction and court records; a statement concerning your current status with regard to incarceration, parole, probation, etc.; and any other information you wish to have considered in review of your application (i.e., reference letters, documentation of rehabilitation, etc.). Please note that the record of a conviction authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such conviction.

10. If you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate Appraiser License, do you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you?

Yes

No If no, this application cannot be processed.

11. Are you applying for a real estate appraiser license through reciprocity?

No If no, skip to #15

Yes If yes, please attach an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days, from the jurisdiction where you are currently licensed.

12. Are you applying for a temporary real estate appraiser license?

No If no, skip to #15

Yes If yes, please attach an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days, from the jurisdiction where you are currently licensed.

13. Temporary Assignment Information

Location _____

Street Address _____

City, State, Zip Code _____

Project Termination Date _____

Affidavits

Sign the one statement (#14 or #15) which applies to your application.

BOTH STATEMENTS REQUIRE NOTARIZATION!

14. Reciprocity Affidavit (to be signed by all reciprocity and temporary license applicants)

I, the undersigned, certify that the foregoing statements and answers are true; I understand and have complied with all the laws of Virginia affecting Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia, the Real Estate Appraiser Board Rules and Regulations; and I understand this affidavit.

Signature _____ Date _____

15. Non-Reciprocity Affidavit (to be signed by all applicants not applying through reciprocity)

I, the undersigned, certify that the foregoing statements and answers are true. I certify that I understand and have complied with all the laws of Virginia affecting Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia; the Real Estate Appraiser Board Rules and Regulations; and the Uniform Standards of Professional Appraisers Practice ©. I certify that I have met the minimum real estate appraiser experience and education requirements established in the Real Estate Appraiser Board Rules and Regulations for the type of license for which I am applying, and understand that the Real Estate Appraiser Board may request proof of this experience in the form of written reports or file memoranda which shall be made available to the Board upon request. I also certify that I understand this affidavit.

Signature _____ Date _____

Notarization

In the State of _____, City/County of _____, subscribed and sworn before me,

the undersigned Notary Public in and for the City/County aforesaid this _____, day of _____, 19 _____

My commission expires the _____, day of _____, _____.

Affix official seal here _____

Signature of Notary Public

See the Experience Requirements letter for additional information to be submitted with your application package.

Commonwealth of Virginia
 Dept. of Professional and Occupational Regulation
 3600 West Broad Street
 Post Office Box 11066
 Richmond, Virginia 23230-1066
 (804) 367-2039



Real Estate Appraiser Board
TRAINEE LICENSE APPLICATION
 Fee \$96.00

Please make checks or money orders payable to the "Treasurer of Virginia".
ALL FEES ARE NON-REFUNDABLE.

1. Name _____
 First Middle Last Generation
2. Social Security Number _____
3. Date of Birth _____
4. Home Street Address (P.O. Box not accepted) _____
 City, State, Zip Code _____
5. Telephone & Facsimile Numbers _____
 Telephone Facsimile Beeper, Cellular, etc.
6. Do you have a current or expired real estate appraiser license issued by the Virginia Real Estate Appraiser Board?
 No
 Yes License Number _____ Expiration Date _____
7. Do you have a current or expired real estate appraiser license, certification, or registration from another jurisdiction?
 No
 Yes If yes, list the jurisdiction(s), and license, certification, or registration number(s). Attach a Certification of Licensure/Letter of Good Standing, dated within the last 60 days, from each jurisdiction.

8. Have you ever been subject to disciplinary action imposed by any local, state, or national regulatory body that resulted in your real estate appraiser license, certification, or registration being suspended, revoked, or surrendered; a monetary penalty or fine being imposed; or any other sanction being imposed?
 No
 Yes If yes, list the jurisdiction in which the disciplinary action took place, the license number, and an explanation of events, including a description of the disciplinary proceeding and the type of sanctions that were imposed (i.e., suspension, revocation, fine, etc.). If necessary, please attach a separate sheet of paper, and copies of any correspondence or documentation related to this matter.

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE

APPTR (2/97)

1 of 3

Real Estate Appraiser Board TRAINEE LICENSE APPLICATION

9. Have you ever been convicted of any felony, or a misdemeanor involving moral turpitude? Please note that any plea of *nolo contendere* shall be considered a conviction for purposes of this application.
 No
 Yes If yes, list the felony and/or misdemeanor convictions. Attach a copy of all applicable criminal conviction and court records; a statement concerning your current status with regard to incarceration, parole, probation, etc.; and any other information you wish to have considered in review of your application (i.e., reference letters, documentation of rehabilitation, etc.). Please note that the record of a conviction authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be admissible as *prima facie* evidence of such conviction.

10. If you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate Appraiser Trainee License, do you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you?
 Yes
 No If no, this application cannot be processed.
11. I, the undersigned, certify that the foregoing statements and answers are true. I also certify that I understand and have complied with all the laws of Virginia affecting Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia, the Real Estate Appraiser Board Rules and Regulations, and the Uniform Standards of Professional Appraisers Practice ©.

Signature _____ Date _____

The consideration and approval of this application are conditional upon the supervision of the applicant by a Virginia Licensed Real Estate Appraiser who is in good standing (§2.5.4 of the Real Estate Appraiser Board Rules and Regulations).

THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE APPLICANT'S SUPERVISOR.

12. Name _____
 First Middle Last Generation
13. Social Security Number _____
14. Date of Birth _____
15. Home Street Address (P.O. Box not accepted) _____
 City, State, Zip Code _____
16. Telephone & Facsimile Numbers _____
 Telephone Facsimile Beeper, Cellular, etc.
17. Virginia Real Estate Appraiser License Number _____

APPTR (2/97)

Real Estate Appraiser Board TRAINEE LICENSE APPLICATION

- 18. Type of Virginia Real Estate Appraiser License
 - Certified General
 - Certified Residential
 - Licensed Residential
- 19. Business Name _____
- 20. Trade Name of Business _____
- 21. Business Street Address (P.O. Box not accepted) _____
City, State, Zip Code _____
- 22. Business Telephone & Facsimile Numbers (_____) (_____) _____
Telephone Facsimile
- 23. Virginia Appraiser Business Registration Number _____
(If applicable)
- 24. I, the undersigned, certify that the foregoing statements and answers are true. I also certify that I understand and have complied with all the laws of Virginia affecting Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia, the Real Estate Appraiser Board Rules and Regulations, and the Uniform Standards of Professional Appraisers Practice ©.

Supervisor's Signature _____ Date _____

Please attach verification of 75 hours in pre-licensure educational courses.

EMERGENCY REGULATIONS

TITLE 12. HEALTH

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Title of Regulation: **Medicaid Coverage of Clinical Nurse Specialists.**

12 VAC 30-50-10 et seq. Amount, Duration and Scope of Medical and Remedial Care Services (amending 12 VAC 30-50-150).

12 VAC 30-60-10 et seq. Standards Established and Methods Used to Assure High Quality Care (amending 12 VAC 30-60-40 and 12 VAC 30-60-120).

12 VAC 30-80-10 et seq. Methods and Standards for Establishing Payment Rate; Other Types of Care (amending 12 VAC 30-80-30).

Statutory Authority: § 32.1-325 of the Code of Virginia.

Effective Dates: January 12, 1998, through January 11, 1999.

Summary:

1. REQUEST: The Governor is hereby requested to approve this agency's adoption of the emergency regulation entitled Medicaid Coverage of Clinical Nurse Specialists. This regulation will allow Clinical Nurse Specialists to be reimbursed as Medicaid providers.

2. RECOMMENDATION: Recommend approval of the Department's request to take an emergency adoption action regarding Medicaid Coverage of Clinical Nurse Specialists. The Department intends to initiate the public notice and comment requirements contained in the Code of Virginia § 9-6.14:7.1.

/s/ Joseph M. Teefey, Director
Department of Medical Assistance Services
Date: December 3, 1997

3. CONCURRENCES:

/s/ Robert C. Metcalf, Secretary of Health and Human Resources
Date: December 29, 1997

4. ACTION: Governor

/s/ George Allen, Governor
Date: January 7, 1998

5. FILED WITH:

/s/ Jane D. Chaffin
Deputy Registrar of Regulations
Date: January 12, 1998

DISCUSSION

6. BACKGROUND: The sections of the State Plan affected by this action are Supplement 1 to Attachment 3.1A&B 12 VAC 30-50-150: Medical care by other licensed practitioners within the scope of their practice as defined by

state law), Attachment 3.1C (12 VAC 30-60-40: Utilization control: Nursing facilities; 12 VAC 30-60-120: Utilization control: Intensive physical rehabilitative services) and Attachment 4.19B (12 VAC 30-80-30: Fee-for-service providers).

Although counseling services are available from five types of providers, until 1996 Medicaid policy provided for enrollment and direct reimbursement only to psychiatrists and licensed clinical psychologists. Legislation passed in 1996 added licensed clinical social workers and licensed professional counselors to the plan. Medicaid does not currently cover services provided by clinical nurse specialists.

Chapter 730 of the 1997 Virginia Acts of Assembly (House Bill 2425) requires the BMAS to promulgate regulations which reimburse licensed Clinical Nurse Specialists-Psychiatric at rates based upon reasonable criteria, including the professional credentials for licensure. This requirement adds licensed Clinical Nurse Specialists-Psychiatric to the list of providers that may directly enroll and be reimbursed.

Clinical nurse specialists are licensed as registered nurses and have an additional certification as a CNS. The Board of Nursing has 440 clinical nurse specialists currently licensed in Virginia. The number of those specializing as CNS-Psychiatric is not available.

7. AUTHORITY TO ACT: The Code of Virginia (1950) as amended, § 32.1-325, grants to the Board of Medical Assistance Services (BMAS) the authority to administer and amend the Plan for Medical Assistance. The Code of Virginia (1950) as amended, § 32.1-324, grants to the Director of the Department of Medical Assistance Services (DMAS) the authority to administer and amend the Plan for Medical Assistance in lieu of Board action pursuant to the Board's requirements. The Code also provides, in the Administrative Process Act (APA) § 9-6.14:4.1(C)(5), for an agency's adoption of emergency regulations subject to the Governor's prior approval. Subsequent to the emergency adoption action and filing with the Registrar of Regulations, this agency intends to initiate the public notice and comment process contained in Article 2 of the APA.

Chapter 730 of the 1997 Virginia Acts of Assembly (House Bill 2425) requires the BMAS to promulgate regulations which reimburse licensed clinical nurse specialists at rates based upon reasonable criteria, including the professional credentials for licensure. The language requires the regulations to be effective within 280 days of enactment of the provision.

Without an emergency regulation, this amendment to the State Plan cannot become effective until the publication and concurrent comment and review period requirements of the APA's Article 2 are met. Therefore, an emergency regulation is needed to meet the effective date established by the General Assembly.

8. NEED FOR EMERGENCY ACTION: The Code § 9-6.14:4.1(C)(5) provides for regulations which an agency finds are necessitated by an emergency situation. To enable the

Emergency Regulations

Director, in lieu of the Board of Medical Assistance Services, to comply with Chapter 730, he is to reimburse clinical nurse specialists-psychiatric. This issue qualifies as an emergency regulation as provided for in § 9-6.14:4.1(C)(5)(ii), because the Appropriation Act requires this regulation to be effective within 280 days from the enactment of the law. As such, this regulation may be adopted without public comment with the prior approval of the Governor. Since this emergency regulation will be effective for no more than 12 months and the Director wishes to continue regulating the subject entities, the Department is initiating the Administrative Process Act Article 2 procedures.

9. **FISCAL/BUDGETARY IMPACT:** Currently, 1,078 psychiatrists and 1,160 psychologists are enrolled as Medicaid providers. The regulatory changes necessary to directly enroll licensed clinical social workers and licensed professional counselors are in process. This regulatory action is expected to shift services from one provider type to others, not increase the number of services. The services that will be reimbursed for these provider types are based on the scope of practice under the licensing criteria. Greater access to care will be provided to recipients because of an expanded provider base.

Reimbursement rates for psychotherapy services will be based on the providers' licensing requirements. The changes may result in a slight increase in utilization with a decrease in the reimbursement per unit. The total affect is expected to be close to budget neutral with the potential for a slight savings.

The Code of Virginia, at § 32.1-325C, specifically requires DMAS to set reimbursement rates based on the providers' licensing requirements. DMAS is currently promulgating regulations to decrease the reimbursement rate for psychologists from 100% to 90% of the rate for psychiatrists. Licensed clinical social workers and licensed professional counselors will be reimbursed at 75% of the reimbursement rate for psychologists. Clinical nurse specialists-psychiatric will also be reimbursed at 75% of the rate for psychologists, consistent with licensed clinical social workers and licensed professional counselors.

There are no localities which are uniquely affected by these regulations as they apply statewide.

10. **RECOMMENDATION:** Recommend approval of this request to adopt this emergency regulation to become effective upon its filing with the Registrar of Regulations. From its effective date, this regulation is to remain in force for one full year or until superseded by final regulations promulgated through the APA. Without an effective emergency regulation, the Department would lack the authority to enroll and reimburse clinical nurse specialists.

11. **APPROVAL SOUGHT FOR** 12 VAC 30-50-140, 12 VAC 30-50-150, 12 VAC 30-60-40, 12 VAC 30-60-120, and 12 VAC 30-80-30.

Approval of the Governor is sought for an emergency modification of the Medicaid State Plan in accordance with

the Code of Virginia § 9-6.14:4.1(C)(5) to adopt the following regulation.

NOTE This package does not reflect recent and pending changes to provisions for licensed clinical social workers and licensed professional counselors.

12 VAC 30-50-150. Medical care by other licensed practitioners within the scope of their practice as defined by state law.

A. Podiatrists' services.

1. Covered Podiatry services are defined as reasonable and necessary diagnostic, medical, or surgical treatment of disease, injury, or defects of the human foot. These services must be within the scope of the license of the podiatrists' profession and defined by state law.

2. The following services are not covered: preventive health care, including routine foot care; treatment of structural misalignment not requiring surgery; cutting or removal of corns, warts, or calluses; experimental procedures; acupuncture.

3. The Program may place appropriate limits on a service based on medical necessity or for utilization control, or both.

B. Optometrists' services. Diagnostic examination and optometric treatment procedures and services by ophthalmologists, optometrists, and opticians, as allowed by the Code of Virginia and by regulations of the Boards of Medicine and Optometry, are covered for all recipients. Routine refractions are limited to once in 24 months except as may be authorized by the agency.

C. Chiropractors' services are not provided.

D. Other practitioners' services; psychological services, psychotherapy. Limits and requirements for covered services are found under Psychiatric Services (see 12 VAC 30-50-140 D).

a- 1. These limitations apply to psychotherapy sessions by ~~licensed clinical psychologists licensed by the State Board of Medicine and psychologists clinical licensed by the Board of Psychology~~ licensed clinical nurse specialists-psychiatric. Psychiatric services are limited to an initial availability of 26 sessions, with one possible extension of 26 sessions during the first year of treatment. The availability is further restricted to no more than 26 sessions each succeeding year when approved by the Psychiatric Review Board. Psychiatric services are further restricted to no more than three sessions in any given seven-day period.

b- 2. Psychological testing by clinical psychologists licensed by the State Board of Medicine, psychologists clinical licensed by the Board of Psychology, ~~and by a licensed clinical social worker under the direct supervision of a psychologist or psychiatrist, or licensed clinical nurse specialist-psychiatric~~ are covered.

12 VAC 30-60-40. Utilization control: Nursing facilities.

A. Long-term care of residents in nursing facilities will be provided in accordance with federal law using practices and procedures that are based on the resident's medical and social needs and requirements. All nursing facility services, including specialized care, shall be provided in accordance with guidelines found in the Virginia Medicaid Nursing Home Manual.

B. Nursing facilities must conduct initially and periodically a comprehensive, accurate, standardized, reproducible assessment of each resident's functional capacity. This assessment must be conducted no later than 14 days after the date of admission and promptly after a significant change in the resident's physical or mental condition. Each resident must be reviewed at least quarterly, and a complete assessment conducted at least annually.

C. The Department of Medical Assistance Services shall periodically conduct a validation survey of the assessments completed by nursing facilities to determine that services provided to the residents are medically necessary and that needed services are provided. The survey will be composed of a sample of Medicaid residents and will include review of both current and closed medical records.

D. Nursing facilities must submit to the Department of Medical Assistance Services resident assessment information at least every six months for utilization review. If an assessment completed by the nursing facility does not reflect accurately a resident's capability to perform activities of daily living and significant impairments in functional capacity, then reimbursement to nursing facilities may be adjusted during the next quarter's reimbursement review. Any individual who willfully and knowingly certifies (or causes another individual to certify) a material and false statement in a resident assessment is subject to civil money penalties.

E. In order for reimbursement to be made to the nursing facility for a recipient's care, the recipient must meet nursing facility criteria as described in 12 VAC 30-60-300 (Nursing Facility Criteria).

In order for reimbursement to be made to the nursing facility for a recipient requiring specialized care, the recipient must meet specialized care criteria as described in 12 VAC 30-60-320 (Adult Specialized Care Criteria) or 12 VAC 30-60-340 (Pediatric/Adolescent Specialized Care Criteria). Reimbursement for specialized care must be preauthorized by the Department of Medical Assistance Services. In addition, reimbursement to nursing facilities for residents requiring specialized care will only be made on a contractual basis. Further specialized care services requirements are set forth below.

In each case for which payment for nursing facility services is made under the State Plan, a physician must recommend at the time of admission or, if later, the time at which the individual applies for medical assistance under the State Plan that the individual requires nursing facility care.

F. For nursing facilities, a physician must approve a recommendation that an individual be admitted to a facility. The resident must be seen by a physician at least once every 30 days for the first 90 days after admission, and at least once every 60 days thereafter. At the option of the physician, required visits after the initial visit may alternate between personal visits by the physician and visits by a physician assistant or nurse practitioner.

G. When the resident no longer meets nursing facility criteria or requires services that the nursing facility is unable to provide, then the resident must be discharged.

H. Specialized care services.

1. Providers must be nursing facilities certified by the Division of Licensure and Certification, State Department of Health, and must have a current signed participation agreement with the Department of Medical Assistance Services to provide nursing facility care. Providers must agree to provide care to at least four residents who meet the specialized care criteria for children/adolescents or adults.

2. Providers must be able to provide the following specialized services to Medicaid specialized care recipients:

a. Physician visits at least once weekly (after initial physician visit, subsequent visits may alternate between physician and physician assistant or nurse practitioner);

b. Skilled nursing services by a registered nurse available 24 hours a day;

c. Coordinated multidisciplinary team approach to meet the needs of the resident;

d. Infection control;

e. For residents under age 21 who require two of three rehabilitative services (physical therapy, occupational therapy, or speech-language pathology services), therapy services must be provided at a minimum of 90 minutes each day, five days per week;

f. For residents over age 21 who require two of three rehabilitative services (physical therapy, occupational therapy, or speech-language pathology services), therapy services must be provided at a minimum of two hours per day, five days a week;

g. Ancillary services related to a plan of care;

h. Respiratory therapy services by a board-certified therapist (for ventilator patients, these services must be available 24 hours per day);

i. Psychology services by a board-certified psychologist ~~or by~~ a licensed clinical social worker under the direct supervision of a licensed clinical psychologist or a licensed psychologist clinical, *or a licensed clinical nurse specialist-psychiatric* related to a plan of care;

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j. Necessary durable medical equipment and supplies as required by the plan of care;

k. Nutritional elements as required;

l. A plan to assure that specialized care residents have the same opportunity to participate in integrated nursing facility activities as other residents;

m. Nonemergency transportation;

n. Discharge planning; and

o. Family or caregiver training.

3. Providers must coordinate with appropriate state and local agencies for educational and habilitative needs for Medicaid specialized care recipients who are under the age of 21.

12 VAC 30-60-120. Utilization control: Intensive physical rehabilitative services.

A. A patient qualifies for intensive inpatient rehabilitation or comprehensive outpatient physical rehabilitation as provided in a comprehensive outpatient rehabilitation facility (CORF) if the following criteria are met:

1. Adequate treatment of his medical condition requires an intensive rehabilitation program consisting of an interdisciplinary coordinated team approach to improve his ability to function as independently as possible; and

2. It has been established that the rehabilitation program cannot be safely and adequately carried out in a less intense setting.

B. In addition to the disability requirement, participants shall meet the following criteria:

1. Require at least two of the listed therapies in addition to rehabilitative nursing:

a. Occupational Therapy

b. Physical Therapy

c. Cognitive Rehabilitation

d. Speech/Language Pathology Services

2. Medical condition stable and compatible with an active rehabilitation program.

3. For continued intensive rehabilitation services, the patient must demonstrate an ability to actively participate in goal-related therapeutic interventions developed by the interdisciplinary team. This is evidenced by regular attendance in planned activities and demonstrated progress toward the established goals.

4. Intensive rehabilitation services are to be considered for termination regardless of the preauthorized length of stay when any of the following conditions are met:

a. No further potential for improvement is demonstrated. The patient has reached his maximum

progress and a safe and effective maintenance program has been developed.

b. There is limited motivation on the part of the individual or caregiver.

c. The individual has an unstable condition that affects his ability to participate in a rehabilitative plan.

d. Progress toward an established goal or goals cannot be achieved within a reasonable length of time.

e. The established goal serves no purpose to increase meaningful function or cognitive capabilities.

f. The service can be provided by someone other than a skilled rehabilitation professional.

C. Within 72 hours of a patient's admission to an intensive rehabilitation program, or within 72 hours of notification to the facility of the patient's Medicaid eligibility, the facility shall notify the Department of Medical Assistance Services in writing of the patient's admission. This notification shall include a description of the admitting diagnoses, plan of treatment, expected progress and a physician's certification that the patient meets the admission criteria. The Department of Medical Assistance Services will make a determination as to the appropriateness of the admission for Medicaid payment and notify the facility of its decision. If payment is approved, the department will establish and notify the facility of an approved length of stay. Additional lengths of stay shall be requested in writing and approved by the department. Admissions or lengths of stay not authorized by the Department of Medical Assistance Services will not be approved for payment.

D. Documentation of rehabilitation services shall, at a minimum:

1. Describe the clinical signs and symptoms of the patient necessitating admission to the rehabilitation program;

2. Describe any prior treatment and attempts to rehabilitate the patient;

3. Document an accurate and complete chronological picture of the patient's clinical course and progress in treatment;

4. Document that an interdisciplinary coordinated treatment plan specifically designed for the patient has been developed;

5. Document in detail all treatment rendered to the patient in accordance with the interdisciplinary plan of care with specific attention to frequency, duration, modality, response to treatment, and identify who provided such treatment;

6. Document change in the patient's conditions;

7. Describe responses to and the outcome of treatment; and

8. Describe a discharge plan which includes the anticipated improvements in functional levels, the time frames necessary to meet these goals, and the patient's discharge destination.

Services not specifically documented in the patient's medical record as having been rendered will be deemed not to have been rendered and no reimbursement will be provided. All intensive rehabilitative services shall be provided in accordance with guidelines found in the Virginia Medicaid Rehabilitation Manual.

E. For a patient with a potential for physical rehabilitation for which an outpatient assessment cannot be adequately performed, an intensive evaluation of no more than seven calendar days will be allowed. A comprehensive assessment will be made of the patient's medical condition, functional limitations, prognosis, possible need for corrective surgery, attitude toward rehabilitation, and the existence of any social problems affecting rehabilitation. After these assessments have been made, the physician, in consultation with the rehabilitation team, shall determine and justify the level of care required to achieve the stated goals.

If during a previous hospital stay an individual completed a rehabilitation program for essentially the same condition for which inpatient hospital care is now being considered, reimbursement for the evaluation will not be covered unless there is a justifiable intervening circumstance which necessitates a reevaluation.

Admissions for evaluation or training, or both, for solely vocational or educational purposes or for developmental or behavioral assessments are not covered services.

F. Interdisciplinary team conferences shall be held as needed but at least every two weeks to assess and document the patient's progress or problems impeding progress. The team shall assess the validity of the rehabilitation goals established at the time of the initial evaluation, determine if rehabilitation criteria continue to be met, and revise patient goals as needed. A review by the various team members of each others' notes does not constitute a team conference. Where practical, the patient or family or both shall participate in the team conferences. A summary of the conferences, noting the team members present, shall be recorded in the clinical record and reflect the reassessments of the various contributors.

Rehabilitation care is to be considered for termination, regardless of the approved length of stay, when further progress toward the established rehabilitation goal is unlikely or further rehabilitation can be achieved in a less intensive setting.

Utilization review shall be performed to determine if services are appropriately provided and to ensure that the services provided to Medicaid recipients are medically necessary and appropriate and that the patient continues to meet intensive rehabilitation criteria throughout the entire program. Services not specifically documented in the patient's medical record as having been rendered shall be

deemed not to have been rendered and no reimbursement shall be provided.

G. Properly documented medical reasons for furlough may be included as part of an overall rehabilitation program. Unoccupied beds (or days) resulting from an overnight therapeutic furlough will not be reimbursed by the Department of Medical Assistance Services.

H. Discharge planning shall be an integral part of the overall treatment plan which is developed at the time of admission to the program. The plan shall identify the anticipated improvements in functional abilities and the probable discharge destination. The patient, unless unable to do so, or the responsible party shall participate in the discharge planning. Notations concerning changes in the discharge plan shall be entered into the record at least every two weeks, as a part of the team conference.

I. Rehabilitation services are medically prescribed treatment for improving or restoring functions which have been impaired by illness or injury or, where function has been permanently lost or reduced by illness or injury, to improve the individual's ability to perform those tasks required for independent functioning. The rules pertaining to them are:

1. Rehabilitative nursing requires education, training, or experience that provides special knowledge and clinical skills to diagnose nursing needs and treat individuals who have health problems characterized by alteration in cognitive and functional ability. Rehabilitative nursing are those services furnished a patient which meet all of the following conditions:

- a. The services shall be directly and specifically related to an active written treatment plan approved by a physician after any needed consultation with a registered nurse who is experienced in rehabilitation.

- b. The services shall be of a level of complexity and sophistication, or the condition of the patient shall be of a nature that the services can only be performed by a registered nurse, or licensed professional nurse, nursing assistant, or rehabilitation technician under the direct supervision of a registered nurse who is experienced in rehabilitation.

- c. The services shall be provided with the expectation, based on the assessment made by the physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and generally predictable period of time, or shall be necessary to the establishment of a safe and effective maintenance program required in connection with a specific diagnosis.

- d. The service shall be specific and provide effective treatment for the patient's condition in accordance with accepted standards of medical practice and include the intensity of rehabilitative nursing services which can only be provided in an intensive rehabilitation setting.

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2. Physical therapy services are those services furnished a patient which meet all of the following conditions:

a. The services shall be directly and specifically related to an active written treatment plan designed by a physician after any needed consultation with a physical therapist licensed by the Board of Medicine;

b. The services shall be of a level of complexity and sophistication, or the condition of the patient shall be of a nature that the services can only be performed by a physical therapist licensed by the Board of Medicine, or a physical therapy assistant who is licensed by the Board of Medicine and under the direct supervision of a qualified physical therapist licensed by the Board of Medicine;

c. The services shall be provided with the expectation, based on the assessment made by the physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and generally predictable period of time, or shall be necessary to the establishment of a safe and effective maintenance program required in connection with a specific diagnosis; and

d. The services shall be specific and provide effective treatment for the patient's condition in accordance with accepted standards of medical practice; this includes the requirement that the amount, frequency and duration of the services shall be reasonable.

3. Occupational therapy services are those services furnished a patient which meet all of the following conditions:

a. The services shall be directly and specifically related to an active written treatment plan designed by the physician after any needed consultation with an occupational therapist registered and certified by the American Occupational Therapy Certification Board;

b. The services shall be of a level of complexity and sophistication, or the condition of the patient shall be of a nature, that the services can only be performed by an occupational therapist registered and certified by the American Occupational Therapy Certification Board or an occupational therapy assistant certified by the American Occupational Therapy Certification Board under the direct supervision of a qualified occupational therapist as defined above;

c. The services shall be provided with the expectation, based on the assessment made by the physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and generally predictable period of time, or shall be necessary to the establishment of a safe and effective maintenance program required in connection with a specific diagnosis; and

d. The services shall be specific and provide effective treatment for the patient's condition in accordance with

accepted standards of medical practice; this includes the requirement that the amount, frequency and duration of the services shall be reasonable.

4. Speech-language therapy services are those services furnished a patient which meet all of the following conditions:

a. The services shall be directly and specifically related to an active written treatment plan designed by a physician after any needed consultation with a speech-language pathologist licensed by the Board of Audiology and Speech-Language Pathology;

b. The services shall be of a level of complexity and sophistication, or the condition of the patient shall be of a nature that the services can only be performed by a speech-language pathologist licensed by the Board of Audiology and Speech-Language Pathology;

c. The services shall be provided with the expectation, based on the assessment made by the physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and generally predictable period of time, or shall be necessary to the establishment of a safe and effective maintenance program required in connection with a specific diagnosis; and

d. The services shall be specific and provide effective treatment for the patient's condition in accordance with accepted standards of medical practice; this includes the requirement that the amount, frequency and duration of the services shall be reasonable.

5. Cognitive rehabilitation services are those services furnished a patient which meet all of the following conditions:

a. The services shall be directly and specifically related to an active written treatment plan designed by the physician after any needed consultation with a clinical psychologist experienced in working with the neurologically impaired and licensed by the Board of Medicine;

b. The services shall be of a level of complexity and sophistication, or the condition of the patient shall be of a nature, that the services can only be rendered after a neuropsychological evaluation administered by a clinical psychologist or physician experienced in the administration of neuropsychological assessments and licensed by the Board of Medicine and in accordance with a plan of care based on the findings of the neuropsychological evaluation;

c. Cognitive rehabilitation therapy services may be provided by occupational therapists, speech-language pathologists, and psychologists who have experience in working with the neurologically impaired when provided under a plan recommended and coordinated by a physician or clinical psychologist licensed by the Board of Medicine;

d. The cognitive rehabilitation services shall be an integrated part of the interdisciplinary patient care plan and shall relate to information processing deficits which are a consequence of and related to a neurologic event;

e. The services include activities to improve a variety of cognitive functions such as orientation, attention/concentration, reasoning, memory, discrimination and behavior; and

f. The services shall be provided with the expectation, based on the assessment made by the physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and generally predictable period of time, or shall be necessary to the establishment of a safe and effective maintenance program required in connection with a specific diagnosis.

6. Psychology services are those services furnished a patient which meet all of the following conditions:

a. The services shall be directly and specifically related to an active written treatment plan ordered by a physician;

b. The services shall be of a level of complexity and sophistication, or the condition of the patient shall be of a nature that the services can only be performed by a qualified psychologist as required by state law ~~or~~, by a licensed clinical social worker under the direct supervision of a licensed clinical psychologist ~~or a licensed psychologist-clinical~~ or by a licensed clinical nurse specialist-psychiatric;

c. The services shall be provided with the expectation, based on the assessment made by the physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and generally predictable period of time, or shall be necessary to the establishment of a safe and effective maintenance program required in connection with a specific diagnosis; and

d. The services shall be specific and provide effective treatment for the patient's condition in accordance with accepted standards of medical practice; this includes the requirement that the amount, frequency and duration of the services shall be reasonable.

7. Social work services are those services furnished a patient which meet all of the following conditions:

a. The services shall be directly and specifically related to an active written treatment plan ordered by a physician;

b. The services shall be of a level of complexity and sophistication, or the condition of the patient shall be of a nature that the services can only be performed by a qualified social worker as required by state law;

c. The services shall be provided with the expectation, based on the assessment made by the physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and generally predictable period of time, or shall be necessary to the establishment of a safe and effective maintenance program required in connection with a specific diagnosis; and

d. The services shall be specific and provide effective treatment for the patient's condition in accordance with accepted standards of practice; this includes the requirement that the amount, frequency and duration of the services shall be reasonable.

8. Recreational therapy are those services furnished a patient which meet all of the following conditions:

a. The services shall be directly and specifically related to an active written treatment plan ordered by a physician;

b. The services shall be of a level of complexity and sophistication, or the condition of the patient shall be of a nature that the services are performed as an integrated part of a comprehensive rehabilitation plan of care by a recreation therapist certified with the National Council for Therapeutic Recreation at the professional level;

c. The services shall be provided with the expectation, based on the assessment made by the physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and generally predictable period of time, or shall be necessary to the establishment of a safe and effective maintenance program required in connection with a specific diagnosis; and

d. The services shall be specific and provide effective treatment for the patient's condition in accordance with accepted standards of practice; this includes the requirement that the amount, frequency and duration of the services shall be reasonable.

9. Prosthetic/orthotic services.

a. Prosthetic services furnished to a patient include prosthetic devices that replace all or part of an external body member, and services necessary to design the device, including measuring, fitting, and instructing the patient in its use;

b. Orthotic device services furnished to a patient include orthotic devices that support or align extremities to prevent or correct deformities, or to improve functioning, and services necessary to design the device, including measuring, fitting and instructing the patient in its use; and

c. Maxillofacial prosthetic and related dental services are those services that are specifically related to the

Emergency Regulations

improvement of oral function not to include routine oral and dental care.

d. The services shall be directly and specifically related to an active written treatment plan approved by a physician after consultation with a prosthetist, orthotist, or a licensed, board eligible prosthodontist, certified in Maxillofacial prosthetics.

e. The services shall be provided with the expectation, based on the assessment made by physician of the patient's rehabilitation potential, that the condition of the patient will improve significantly in a reasonable and predictable period of time, or shall be necessary to establish an improved functional state of maintenance.

f. The services shall be specific and provide effective treatment for the patient's condition in accordance with accepted standards of medical and dental practice; this includes the requirement that the amount, frequency, and duration of the services be reasonable.

12 VAC 30-80-30. Fee-for-service providers.

A. Payment for the following services, except for physician services, shall be the lower of the state agency fee schedule (12 VAC 30-80-190 has information about the state agency fee schedule) or actual charge (charge to the general public):

1. Physicians' services (12 VAC 30-80-160 has obstetric/pediatric fees). Payment for physician services shall be the lower of the state agency fee schedule or actual charge (charge to the general public), except that reimbursement rates for designated physician services when performed in hospital outpatient settings shall be 50% of the reimbursement rate established for those services when performed in a physician's office. The following limitations shall apply to emergency physician services.

a. Definitions. The following words and terms, when used in this regulation, shall have the following meanings when applied to emergency services unless the context clearly indicates otherwise:

"All-inclusive" means all emergency service and ancillary service charges claimed in association with the emergency department visit, with the exception of laboratory services.

"DMAS" means the Department of Medical Assistance Services consistent with Chapter 10 (§ 32.1-323 et seq.) of Title 32.1 of the Code of Virginia.

"Emergency physician services" means services that are necessary to prevent the death or serious impairment of the health of the recipient. The threat to the life or health of the recipient necessitates the use of the most accessible hospital available that is equipped to furnish the services.

"Recent injury" means an injury which has occurred less than 72 hours prior to the emergency department visit.

b. Scope. DMAS shall differentiate, as determined by the attending physician's diagnosis, the kinds of care routinely rendered in emergency departments and reimburse physicians for nonemergency care rendered in emergency departments at a reduced rate.

(1) DMAS shall reimburse at a reduced and all-inclusive reimbursement rate for all physician services, including those obstetric and pediatric procedures contained in 12 VAC 30-80-160, rendered in emergency departments which DMAS determines are nonemergency care.

(2) Services determined by the attending physician to be emergencies shall be reimbursed under the existing methodologies and at the existing rates.

(3) Services determined by the attending physician which may be emergencies shall be manually reviewed. If such services meet certain criteria, they shall be paid under the methodology for (2) above. Services not meeting certain criteria shall be paid under the methodology of (1) above. Such criteria shall include, but not be limited to:

(a) The initial treatment following a recent obvious injury.

(b) Treatment related to an injury sustained more than 72 hours prior to the visit with the deterioration of the symptoms to the point of requiring medical treatment for stabilization.

(c) The initial treatment for medical emergencies including indications of severe chest pain, dyspnea, gastrointestinal hemorrhage, spontaneous abortion, loss of consciousness, status epilepticus, or other conditions considered life threatening.

(d) A visit in which the recipient's condition requires immediate hospital admission or the transfer to another facility for further treatment or a visit in which the recipient dies.

(e) Services provided for acute vital sign changes as specified in the provider manual.

(f) Services provided for severe pain when combined with one or more of the other guidelines.

(4) Payment shall be determined based on ICD-9-CM diagnosis codes and necessary supporting documentation.

(5) DMAS shall review on an ongoing basis the effectiveness of this program in achieving its objectives and for its effect on recipients, physicians, and hospitals. Program components

may be revised subject to achieving program intent objectives, the accuracy and effectiveness of the ICD-9-CM code designations, and the impact on recipients and providers.

2. Dentists' services

3. Mental health services including:

Community mental health services

Services of a licensed clinical psychologist

Mental health services provided by a physician

a. Services provided by licensed clinical nurse specialists-psychiatric shall be reimbursed at 75% of the reimbursement rate for licensed clinical psychologists.

4. Podiatry

5. Nurse-midwife services

6. Durable medical equipment

a. The rate paid for all items of durable medical equipment except nutritional supplements shall be the lower of the state agency fee schedule that existed prior to July 1, 1996, less 4.5%, or the actual charge.

b. The rate paid for nutritional supplements shall be the lower of the state agency fee schedule or the actual charge.

7. Local health services

8. Laboratory services (Other than inpatient hospital)

9. Payments to physicians who handle laboratory specimens, but do not perform laboratory analysis (limited to payment for handling)

10. X-Ray services

11. Optometry services

12. Medical supplies and equipment.

13. Home health services. Effective June 30, 1991, cost reimbursement for home health services is eliminated. A rate per visit by discipline shall be established as set forth by 12 VAC 30-80-180.

14. Physical therapy; occupational therapy; and speech, hearing, language disorders services when rendered to noninstitutionalized recipients.

B. Hospice services payments must be no lower than the amounts using the same methodology used under Part A of Title XVIII, and adjusted to disregard offsets attributable to Medicare coinsurance amounts.

VA.R. Doc. No. R98-177; Filed January 12, 1998, 4:05 p.m.

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GOVERNOR

GOVERNOR'S COMMENTS ON PROPOSED REGULATIONS

TITLE 9. ENVIRONMENT

STATE AIR POLLUTION CONTROL BOARD

Title of Regulation: 9 VAC 5-20-10 et seq. General Provisions.

9 VAC 5-50-10 et seq. New and Modified Stationary Sources.

9 VAC 5-80-10 et seq. Permits for Stationary Sources.

Governor's Comment:

I have reviewed this proposed regulation on a preliminary basis. It is mandated by federal and state law. While I reserve the right to take action authorized by the Administrative Process Act during the final adoption period, I have no objection to the proposed regulation based on the information and public comment currently available. Protecting Virginia's air quality is an important goal, and these proposed regulations offer innovative new methods to achieve that goal. Nonetheless, I look forward to hearing from the public and receiving input on these proposals, and changes can be made if necessary. Additionally, I am requesting the State Air Pollution Control Board to address specifically the issues discussed in the Economic Impact Analysis prepared by the Department of Planning and Budget (DPB). No final action should be taken until these issues are considered.

/s/ George Allen, Governor

Date: December 21, 1997

VA.R. Doc. No. R96-151; Filed January 9, 1998, 10:09 a.m.

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GUIDANCE DOCUMENTS

Chapter 11 of the 1997 Acts of Assembly requires annual publication in the *Virginia Register* of guidance document lists from state agencies covered by the Administrative Process Act (§ 9-6.14:1 et seq.) and the Virginia Register Act (§ 9-6.15 et seq.). A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public. This section of the *Register* contains guidance document lists received as of January 15, 1998.

Generally, the format for the guidance document list is: document number (if any), title of document, date issued or last revised, and citation of Virginia Administrative Code regulatory authority or Code of Virginia statutory authority. Questions concerning documents or requests for copies of documents should be directed to the contact person listed by the agency.

DEPARTMENT OF ACCOUNTS

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Department of Accounts, 101 N. 14th Street, 2nd Floor, 910 West Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Verna Left at the same address, telephone (804) 225-2986 or e-mail VLeft@doa.state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Elizabeth W. Angle, Administrative Staff Assistant to the Comptroller, Department of Accounts, telephone (804) 225-3184 or e-mail EAngle@doa.state.va.us.

Guidance Document:

Commonwealth Accounting Policies and Procedures (CAPP) Manual, September 1, 1993, § 2.1-196.1

Copies of the following documents may viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Department of Accounts, 101 N. 14th Street, 3rd Floor, 910 West Franklin Street, Richmond, VA 23219 or may be downloaded from the State of Virginia homepage (<http://dit1.state.va.us/doa/docs/proced/directive.htm>). Copies may be obtained free of charge by contacting Marianne Madison at the same address, telephone (804) 225-3102 or e-mail MMadison@doa.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Karen Robinson, Manager of Financial Reporting, Department of Accounts, telephone (804) 225-2380 or e-mail KRobinson@doa.state.va.us, or Sharon Lawrence, Assistant Manager of Financial Reporting, Department of Accounts, telephone (804) 225-2414 or e-mail SLawrence@doa.state.va.us.

Guidance Documents:

Directive No. 2-97 "Financial Statement Preparation for State Agencies," June 6, 1997, §§ 2.1-196.1 and 2.1-207

Directive No. 1-97 "Financial Statement Preparation for Higher Education Institutions," June 12, 1997, §§ 2.1-196.1 and 2.1-207

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Department of Accounts, 101 N. 14th Street, 3rd Floor, 910 West Franklin Street, Richmond, VA 23219 or may be downloaded from the State of Virginia homepage (<http://dit1.state.va.us/doa/docs/proced/directive.htm>). Copies may be obtained free of charge by contacting James P. D'Amato at the same address, telephone (804) 225-2111 or e-mail JDamato@doa.state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Lewis Randy McCabe, Manager of General Accounting, Department of Accounts, telephone (804) 225-2244 or e-mail LMcCabe@doa.state.va.us or James P. D'Amato Assistant Manager, General Accounting, Department of Accounts at the above telephone number and e-mail address.

Guidance Document:

Year-End Closing Procedures, May 20, 1997, §§ 2.1-196.1 and 2.1-202

DEPARTMENT FOR THE AGING

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department for the Aging, 1600 Forest Avenue, Suite 102, Richmond, VA 23229. Copies may be obtained free of charge by contacting Bill Fascitelli at the same address, telephone (804) 662-9314, FAX (804) 662-9354, or e-mail wfascitelli@vdh.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Bill Fascitelli at the address above, telephone (804) 662-9314, FAX (804) 662-9354, or e-mail wfascitelli@vdh.state.va.us.

Guidance Documents

Guidance Documents:

State Plan for Aging Services: October 1, 1995 - September 30, 1999, effective October 1, 1995, implementing Title III of the Older Americans Act of 1965, as amended

1996-1999 Area Plans for Aging Services, Guidance: FY 1998 Update, issued April 1997, interpreting 22 VAC 5-20-80

Title III Service Standards, issued October 1992, interpreting 22 VAC 5-20-80

Fee for Service Program Guidelines and Report, issued June 16, 1995, implementing Item 296 of the 1997 Appropriation Act

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Office of Consumer Affairs

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the Office of Consumer Affairs, Washington Building, Suite 100, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained by contacting Robert E. Colvin, Ph.D., Program Manager, Office of Consumer Affairs, at the same address, telephone (804) 786-1381 or FAX (804) 371-7479. A copy charge of \$0.15 cents per page is assessed with the first \$25 waived.

Questions regarding interpretation or implementation of these documents may be directed to Robert E. Colvin, Ph.D., Program Manager, Office of Consumer Affairs, Washington Building, Suite 100, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-1381 or FAX (804) 371-7479.

Guidance Documents:

Virginia Cemetery Act Application Form, revised September 1997, § 57-35.11:1

Virginia Cemetery Act Bond Form, revised October 1995, § 57-35.13

Virginia Cemetery Act Letter of Credit Form, revised October 1995, § 57-35.13

Virginia Cemetery Act Registration Review Form, revised September 1997, § 57-35.35

Virginia Cemetery Act Requirements for Pre-need Burial Contracts, revised October 1995, § 57-35.11:1

Virginia Cemetery Act Remittance Form, revised September 1997, § 57-35.11:1

Virginia Credit Services Businesses Act Application Form, revised July 1995, § 59.1-335.3

Virginia Credit Services Businesses Act Bond Form, revised July 1995, § 59.1-335.4

Virginia Credit Services Businesses Act Letter of Credit Form, revised July 1995, § 59.1-335.4

Virginia Credit Services Businesses Act Remittance Form, revised July 1995, § 59.1-335.3

Virginia Extended Service Contract Act Application Form, revised June 1997, § 59.1-436

Virginia Extended Service Contract Act Bond Form, revised July 1995, § 59.1-437

Virginia Extended Service Contract Act Letter of Credit Form, revised July 1995, § 59.1-437

Virginia Extended Service Contract Act Registration Checklist, revised June 1997, § 59.1-436

Virginia Extended Service Contract Act Remittance Form, revised June 1997, § 59.1-436

Virginia Health Spa Act Application Form, revised February 1997, § 59.1-296.1

Virginia Health Spa Act Bond Form, revised July 1995, § 59.1-306

Virginia Health Spa Act Letter of Credit Form, revised July 1995, § 59.1-306

Virginia Health Spa Act Registration Checklist Form, revised July 1995, § 59.1-296.1

Virginia Health Spa Act Registration Review Form, revised February 1997, § 59.1-296.1

Virginia Health Spa Act Remittance Form, revised February 1997, § 59.1-296.1

Virginia Membership Camping Act Application Form, revised September 1995, § 59.1-318

Virginia Membership Camping Act Registration Review Form, revised April 1997, § 59.1-318

Virginia Membership Camping Act Remittance Form, revised April 1997, § 59.1-318

Virginia Solicitation of Contributions Act Charitable and Civic Organization Preliminary Exemption Review Form, revised September 1996, § 57-49

Virginia Solicitation of Contributions Act Charitable and Civic Organization Master File Review Form, revised January 1997, § 57-49

Virginia Solicitation of Contributions Act Charitable and Civic Organization Annual Review Summary Form, revised January 1997, § 57-49

Virginia Solicitation of Contributions Act Professional Solicitor and Professional Fund Raising Counsel Master File Review Form, revised September 1997, § 57-49

Virginia Solicitation of Contributions Act Professional Solicitor and Professional Fund Raising Counsel Annual Review Summary Form, revised September 1997, § 57-49

Virginia Solicitation of Contributions Act Professional Solicitor Annual Campaign Instructions, revised September 1996, § 57-49

Virginia Solicitation of Contributions Act Remittance Form, revised May 1995, § 57-49

Virginia Travel Club Act Additional Registration Guidelines, revised April 1997, § 59.1-446

Virginia Travel Club Act Application Form, revised September 1995, § 59.1-446

Virginia Travel Club Act Bond Form, revised September 1995, § 59.1-447

Virginia Travel Club Act Letter of Credit Form, revised September 1995, § 59.1-447

Virginia Travel Club Act Remittance Form, revised September 1995, § 59.1-446

Office of Consumer Affairs Policies and Procedures Manual, revised 1994, § 3.1-18.1 et seq. and § 59.1-196 et seq.

Business Reply Form, revised March 1997, § 3.1-18.1 et seq. and § 59.1-196 et seq.

Complaint Form, revised March 1997, § 2.1-377 et seq. and § 2.1-340 et seq.

Office of Dairy and Foods

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Office of Dairy and Foods, Washington Building, Room 502, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained for \$30.75 by contacting Sandra Linkous at the same address, telephone (804) 786-8899 or FAX (804) 371-7792.

Questions regarding interpretation or implementation of this document may be directed to Richard D. Saunders, Program Manager, Office of Dairy and Foods, Washington Building, Room 502, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-8899 or FAX (804) 371-7792.

Guidance Document:

Food Inspectors Manual, revised July 1997

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Office of Dairy and Foods, Washington Building, Room 502, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained for \$23.85 by contacting Sandra Linkous at the same address, telephone (804) 786-8899 or FAX (804) 371-7792.

Questions regarding interpretation or implementation of this document may be directed to Richard D. Saunders, Program Manager, Office of Dairy and Foods, Washington Building, Room 502, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-8899 or FAX (804) 371-7792.

Guidance Document:

Food Inspection Field Operations Manual, revised July 1997

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Office of Dairy and Foods, Washington Building, Room 505, 1100 Bank Street, Richmond, Virginia 23219. Copies may be obtained for the cost of \$38 by contacting John Beers at the same address, telephone (804) 786-1453 or FAX (804) 371-7792.

Questions regarding interpretation or implementation of this document may be directed to John Beers, Program Supervisor, Dairy Services, Washington Building, Room 505, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-1453 or FAX (804) 371-7792.

Guidance Document:

Dairy Services Procedure Manual, issued June 21, 1994, revised November 4, 1997

Office of Meat and Poultry Services

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Office of Meat and Poultry Services, Washington Building, Suite 614, 1100 Bank Street, Washington Building, Richmond, VA 23219. Copies may be obtained free of charge by contacting Dr. David E. Cardin, Program Manager, at the same address, telephone (804) 786-4569 or FAX (804) 371-2380.

Questions regarding interpretation or implementation of these documents may be directed to Dr. David E. Cardin, Program Manager, Office of Meat and Poultry Services, Washington Building, Suite 614, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-4569 or FAX (804) 371-2380.

Guidance Documents:

Odd-Hour Work Contract Agreement Between the Virginia Office of Meat and Poultry Services and Establishments, Procedure 85-1, revised May 23, 1994, 2 VAC 5-210

Disaster Procedures, Procedure 94-1, revised February 4, 1997, 2 VAC 5-210

Relinquishment/Destruction of State Brands, Procedure 94-2, revised February 4, 1997, 2 VAC 5-210

Office of Plant and Pest Services

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Office of Plant and Pest Services, Washington Building, Room 703, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Melonie Seay at the same address, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail vdacsopp@richmond.infi.net.

Questions regarding interpretation or implementation of these documents may be directed to Wm. Philip Eggborn, Program Manager, Office of Plant and Pest Services, Washington Building, Room 703, 1100 Bank Street, Richmond, VA 23219,

Guidance Documents

telephone (804) 786-3515, FAX (804) 371-7793 or e-mail vdacsopp@richmond.infi.net.

Guidance Documents:

Virginia Shipping Requirements for Queen and Package Bees, revised November 1997, § 3.1-610.14

Guidelines for Virginia Ginseng Management Program, revised November 1996, §§ 3.1-1020 through 3.1-1030

Invitation for Bids for Gypsy Moth Aerial Insecticide Spraying, revised February 1997, §§ 3.1-188.22 and 3.1-188.27

Guidelines for Participation in the Virginia Cooperative Gypsy Moth Suppression Program, revised October 1997, §§ 3.1-188.22 and 3.1-188.27

Invitation for Bids for the Cotton Boll Weevil Monitoring Program, revised April 1997, 2 VAC 5-440-10 through 2 VAC 5-440-110

Cotton Boll Weevil Trapping Guidelines, revised June 1997, 2 VAC 5-440-10 through 2 VAC 5-440-110

Office of Product and Industry Standards

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting G. Wes Diggs at the same address, telephone (804) 786-2476 or FAX (804) 786-1571.

Questions regarding interpretation or implementation of these documents may be directed to G. Wes Diggs, Program Supervisor, Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-2476 or FAX (804) 786-1571.

Guidance Documents:

2.4.1, Labeling of Cetane on Diesel Dispensers, revised January 1, 1993, § 59.1-167.1

2.9.6, Labeling and Method of Sale for Specific Retail Food Items, §§ 3.1-943 through 3.1-947

* * *

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Jay Crane at the same address, telephone (804) 786-2476 or FAX (804) 786-1571.

Questions regarding interpretation or implementation of this document may be directed to Jay Crane, Program Supervisor, Office of Product and Industry Standards, Washington Building, Room 402, 1100 Bank Street,

Richmond, VA 23219, telephone (804) 786-2476 or FAX (804) 786-1571.

Guidance Document:

10.1, Guidelines for Approving Industrial Co-Products for Agricultural Use Under the Virginia Fertilizer and Agricultural Liming Materials Laws

Office of Pesticide Services

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Office of Pesticide Services, Washington Building, Room 401, 1100 Bank Street, Richmond, VA, 23219. Copies may be obtained free of charge by contacting Barbara Wagner at the same address, telephone (804) 371-6558, FAX (804) 371-8598 or e-mail pesticid@richmond.infi.net.

Questions regarding interpretation or implementation of these documents may be directed to Robert E. Bailey, Supervisor, Enforcement and Field Operations, Office of Pesticide Services, Washington Building, Room 401, 1100 Bank Street, Richmond, VA 23219, telephone (804) 371-6560, FAX (804) 371-8598 or e-mail pesticid@richmond.infi.net.

Guidance Documents:

Administrative Procedure for Processing Violations for Civil Penalty Assessment and Actions on Certificates, Licenses and Registrations, issued June 14, 1993

Guidelines for Enforcement of the Virginia Pesticide Control Act - Civil Penalty Assessment Decision Matrix, revised September 1995

Office of Veterinary Services

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Division of Animal Industry Services, Washington Building, Sixth Floor, 1100 Bank Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Dr. Barry G. Dawkins at the same address, telephone (804) 786-8261 or FAX (804) 371-2380.

Questions regarding interpretation or implementation of these documents may be directed to Dr. Barry G. Dawkins, Animal Welfare Veterinarian, Division of Animal Industry Services, Washington Building, Sixth Floor, 1100 Bank Street, Richmond, VA 23218, telephone (804) 786-8261 or FAX (804) 371-2380.

Guidance Documents:

Division Administration Directive 79-1, Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements, revised February 2, 1993, §§ 3.1-796.96 and 54.1-3425

Division Administration Directive 83-1, Approved Capture Drugs and Drug Administering Equipment, revised February 2, 1993, § 3.1-796.119

Office of Policy, Planning and Research

Copies of the following documents may be viewed during regular work days from 9 a.m. until 5 p.m. in the Office of Policy, Planning and Research in the Virginia Department of Agriculture and Consumer Services, Washington Building, 2nd Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by writing to Darryl Montague, Office of Policy, Planning, and Research, Virginia Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-3538, FAX (804) 371-7679 or e-mail dmontague@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Sarah Pugh, Senior Policy Analyst, Office of Policy, Planning and Research, Virginia Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-3538, FAX (804) 371-7679 or e-mail spugh@vdacs.state.va.us.

Guidance Documents:

Agricultural Stewardship Act Guidelines, April 1, 1997, revised September 1997 and November 1997, § 10.1-559.9

Virginia Organic Operations Certification Manual, January 1, 1995, modified February 1, 1995 and April 1, 1996

ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY

Copies of the following document may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the Assistive Technology Loan Fund Authority, 8004 Franklin Farms Drive, Richmond, VA 23288. Copies may be obtained free of charge by contacting Gail Stubbs at the same address, telephone or TTY (804) 662-7331, FAX (804) 662-9533 or e-mail stubbsgg@drsmail.state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Michael Scione, Executive Director, Assistive Technology Loan Fund Authority, 8004 Franklin Farms Drive, Richmond, VA 23288, telephone (804) 662-9993, FAX (804) 662-9533 or e-mail loanfund@erols.com.

Guidance Document:

Assistive Technology Loan Fund Authority Loan Manual, issued April 1997, §§ 51.5-53 through 51.5-59

BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young Tisdale, Executive Director of the board, at the address

above or by telephone at (804) 662-9111. Copies are free of charge.

Guidance Document:

30-1, Order for Board of Audiology and Speech-Language Pathology v. Eve. H. Silverstein, case decision on practice using Auditory Integration Training ("AIT"), May 15, 1997

DEPARTMENT OF AVIATION

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Aviation, 5702 Gulfstream Road, Richmond International Airport, VA 23250-2422. Copies may be obtained free of charge by contacting Marianne M. Radcliff at the same address, telephone (804) 236-3637, FAX (804) 236-3635 or e-mail radcliff@doav.state.va.us.

Questions regarding interpretation of these documents may be directed to James Bland, Aviation Services Manager, Virginia Department of Aviation, 5702 Gulfstream Road, Richmond International Airport, VA 23250-2422, telephone (804) 236-3632, FAX (804) 236-3635 or e-mail bland@doav.state.va.us.

Guidance Document:

Commonwealth of Virginia Airport Sponsor Information, issued April 1996, 24 VAC 5-20-10

CHESAPEAKE BAY LOCAL ASSISTANCE DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Chesapeake Bay Local Assistance Department, 805 East Broad Street, Suite 701, Richmond, VA 23219. Copies of these documents may be obtained for the costs indicated by contacting the department at the above address, telephone (804) 225-3440 or FAX (804) 225-3447. Unless a specific cost is indicated, the cost will be at the rate of \$0.05 per page for copying, plus the mailing cost. If someone desires to view one or more of these documents at the department's office, please provide at least 24 hours notice of the desired time of the visit.

Questions regarding interpretation or implementation of these documents may be directed to Scott Crafton, Regulatory Coordinator, Chesapeake Bay Local Assistance Department, 805 East Broad Street, Suite 701, Richmond, VA 23219, telephone (804) 371-7503, FAX (804) 225-3447 or e-mail scrafton@cblad.state.va.us.

Guidance Documents:

Attorney General Opinions:

1989 Atty. Gen. Ann. Rep. at 32 (to Delegate John G. Dicks, III, regarding vested rights), October 19, 1989, § 10.1-2115, 6 pages

Guidance Documents

1990 Atty. Gen. Ann. Rep, at 33 (to Prince William County Attorney Sharon E. Pandak, regarding septic system requirements), August 10, 1990, 9 VAC 10-20-120 7, 3 pages

1991 Atty. Gen. Ann. Rep, at 31 (to Delegate John C. Watkins, regarding grandfathering), June 28, 1991, § 10.1-2115, 4 pages

1991 Atty. Gen. Ann. Rep, at 36 (to Delegate George F. Allen, regarding unconstitutional taking of agricultural land), July 2, 1991, 9 VAC 10-20-130 B 4, 6 pages

Board Policies:

Board Determination of Consistency Regarding Local Designation of RMA, July 24, 1991, 9 VAC 10-20-90, free

Board Determination of Consistency Regarding Local Designation of Resource Protection Areas, February 1992, 9 VAC 10-20-80, free

Local Program Consistency Review Policy, amended September 1997, 9 VAC 10-20, free

Manuals/Handbooks/Brochures/Checklists/Studies:

Study of the Costs of Complying with the Chesapeake Bay Preservation Act Regulations, February 1992, 9 VAC 10-20, free

Local Assistance Manual, revised August 1991, 9 VAC 10-20, \$16 without binder, \$30 with custom D-Ring binder

Chesapeake Bay Preservation Area Overlay District Model Ordinance, 1990, 9 VAC 10-20, free

Field Office Technical Guide (FOTG) of the U.S. Department of Agriculture, Natural Resource Conservation Service, parts revised continually, 9 VAC 10-20-120.9. The FOTG is a loosely organized set of technical references, including some information unique to each local or regional U.S.D.A. Service Center. The principle section of concern for the Bay Act regulatory program is the "Conservation Operation Technical Standards," an up-to-date copy of which may be viewed at the CBLAD office in Richmond (see address above). Copies of specific standards or sections may be obtained at no cost from the nearest or otherwise appropriate Service Center. These Service Centers can be identified and contacted through information provided in the blue pages of local telephone books

National Soil Survey Handbook, Title 430-VI of the U.S. Department of Agriculture, Natural Resource Conservation Service, revised November 1996, 9 VAC 10-20, available at no cost from the U.S.D.A. - Natural Resource Conservation Service, National Soil Survey Center, 100 Centennial Mall North, Lincoln, NE 68508-3866 (contact Gary Muckel, telephone (402) 437-4148), or via the Internet at <http://www.statlab.iastate.edu/soils/nssc>

Forestry Best Management Practices for Water Quality in Virginia: Technical Guide of the Virginia Department of Forestry, revised January 1997, 9 VAC 10-20-120.10, free, available from the Virginia Department of Forestry, Attn.: Michael Foreman, Fontaine Research Park, 900 Natural

Resource Drive, P.O. Box 3758, Charlottesville, VA 22903-0758, telephone (804) 977-6555

Virginia Erosion and Sediment Control Handbook, revised 1992, 9 VAC 10-20-120.6, \$25, available from the Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation, 203 Governor Street, Suite 206, Richmond, VA 23219, telephone (804) 786-2064

Department Checklist used to evaluate the consistency of locally adopted ordinances with the Chesapeake Bay Preservation Act and CBLAB Regulations, § 10.1-2109 B, free

Department Checklist used to evaluate the consistency of locally proposed or adopted Comprehensive Plans, January 1992, § 10.1-2109 B, free

Brochure, 4 pages, Virginia's Bay Act Program, § 10.1-2100, free

Brochure, 16 pages, A Guide to the Bay Act, 9 VAC 10-20, free

Brochure, 4 pages, Factual Answers to Bay Act Misconceptions, 9 VAC 10-20, free

Information Bulletins:

Information Bulletin 1 (General Policy Guidance), § 10.1-2109, § 10.1-2114, 9 VAC 10-20-60, 9 VAC 10-20-80 B 4, 9 VAC 10-20-90 B 5, 9 VAC 10-20-120 7 b, 9 VAC 10-20-130 B, free

Information Bulletin 2 (Comments on Home Builder's Association of Virginia's Proposed Model CBPA Ordinance), 9 VAC 10-20-60, free

Information Bulletin 3 (Draft Buffer Equivalency Procedure), 9 VAC 10-20-130 B, free

Information Bulletin 4 (Redevelopment), 9 VAC 10-20-130 A, 9 VAC 10-20-130 B 3, 9 VAC 10-20-150 A, free

Information Bulletin 5 (Buffer Areas), 9 VAC 10-20-60, 9 VAC 10-20-80 B 5, 9 VAC 10-20-110 B, free

Information Bulletin 6 (RPA Wetlands Designation), 9 VAC 10-20-60, 9 VAC 10-20-80 B 2, free

Information Bulletin 7 (BMPs in Resource Protection Areas), 9 VAC 10-20-120 8 a 1, 9 VAC 10-20-120 8 a 2, 9 VAC 10-20-130 B, free

Information Bulletin 8 (Agriculture Buffer Area Requirements), 9 VAC 10-20-120 9, 9 VAC 10-20-130 B 4, free

Information Bulletin 9 (Equivalent Stormwater Management Programs), 9 VAC 10-20-120 8, free

Information Bulletin 10 (Buffer Area Modifications), 9 VAC 10-20-130 B, free

Information Bulletin 11 (Silvicultural Operations in Chesapeake Bay Preservation Areas), 9 VAC 10-20-120 10 free

Information Bulletin 12 (Agricultural Activities Within Resource Protection Areas), 9 VAC 10-20-130 A, 9 VAC 10-20-130 B, 9 VAC 10-20-160, free

Specific Agricultural Criteria Guidance:

Agricultural Water Quality Program Guidance Memorandum #1, January 1993, 9 VAC 10-20-120 9, 8 pages

Letter to the Virginia Farm Bureau regarding agricultural buffer requirements and whether agricultural conservation plan documents are subject to FOIA requirements, May 6, 1993, 9 VAC 10-20-130 B, 2 pages

Letter to Eastern Shore SWCD regarding BMPs within the buffer, June 5, 1997, 9 VAC 10-20-130 B, 4 pages

Letter to Tidewater Virginia SWCDs regarding what constitutes a complex plan, July 2, 1997, 9 VAC 10-20-120 9, 2 pages

Guidance for Completing the CBPA Agricultural Program Status Summary Form, included with FY-1998 district financial grant agreements, July 1997, 9 VAC 10-20-120 9, 3 pages

General Programmatic Guidance:

Letter to Tidewater Virginia local government and planning district administrators, November 22, 1989, regarding interpretation of interim application of certain criteria in the regulations, 9 VAC 10-20, 3 pages

Letter to State Health Commissioner, April 18, 1990, regarding VDH issuance of septic system permits consistent with CBLAB regulations, 9 VAC 10-20-120 7, 3 pages

Letter to Northumberland County, May 2, 1991, regarding application of performance criteria in the RPA, 9 VAC 10-20-130, 3 pages

Letter to Northern Virginia Planning District Commission, July 17, 1990, regarding bicycle paths in RPAs, 9 VAC 10-20-150 C, 1 page

Letter to the City of Williamsburg, September 5, 1990, regarding interpretation of stream perenniality, 9 VAC 10-20-80, 2 pages

Letter to the City of Hampton, November 16, 1990, regarding creation of wetlands within RPAs, 9 VAC 10-20-130, 3 pages

Letter to the Town of Vienna, December 11, 1990, regarding tributary streams and RPA designations, 9 VAC 10-20-130, 1 page

Letter to Northumberland County, May 31, 1991, regarding construction of swimming pools within RPAs, 9 VAC 10-20-130, 4 pages

Letter to Northumberland County, June 5, 1991, regarding decks and imperviousness, 9 VAC 10-20-120, 2 pages

Letter to the City of Fairfax, July 3, 1991, regarding limited RMA designation, 9 VAC 10-20-90, 2 pages

Letter to Westmoreland County, February 5, 1992, regarding buffer violations, 9 VAC 10-20-130 B, 5 pages

Letter to the Town of Clifton, March 26, 1992, regarding RPA, RMA and General Criteria questions, 9 VAC 10-20, 3 pages

Letter to Middlesex County, April 28, 1992, regarding components of a water quality impact assessment, 9 VAC 10-20-210 E, 2 pages

Letter to the City of Norfolk, July 16, 1992, regarding patios and accessory structures in RPAs, 9 VAC 10-20-130, 2 pages

Letter to Richard S. Browner of Virginia Beach, September 23, 1992, regarding state agency compliance with the regulations, 9 VAC 10-20, 1 page

Letter to Lancaster County, October 1, 1992, regarding local program buffer encroachment policy, 9 VAC 10-20-130, 3 pages

Letter to the Town of Kilmarnock, October 9, 1992, regarding the public road exemption from RPA requirements, 9 VAC 10-20-150 B, 2 pages

Letter to Westmoreland County, October 28, 1992, regarding buffer encroachment interpretation, 9 VAC 10-20-130, 2 pages

Letter to Westmoreland County, October 28, 1992, regarding nonconforming structures, 9 VAC 10-20-150 A, 2 pages

Letter to Westmoreland County, October 28, 1992, regarding buffer requirements and buffer equivalency for new lots, 9 VAC 10-20-130, 2 pages

Letter to Westmoreland County, October 28, 1992, regarding garages in the seaward 50 feet of the buffer area, 9 VAC 10-20-130, 2 pages

Letter to Lancaster County, December 22, 1992, regarding buffer encroachment, 9 VAC 10-20-130, 4 pages

Letter to Mathews County, December 16, 1993, regarding septic system criteria, 9 VAC 10-20-120 7, 2 pages

Letter to Fairfax County, January 12, 1994, regarding reserve drainfield requirements on existing lots, 9 VAC 10-20-120 7, 3 pages

Letter to Mathews County, January 31, 1994, regarding the effect of creating or restoring RPA features on the original RPA designation, 9 VAC 10-20-80, 3 pages

Letter to Westmoreland County, June 16, 1994, regarding buffer encroachments, 9 VAC 10-20-130, 2 pages

Letter to Richmond County, September 14, 1994, regarding local authority to regulate docks and piers, 9 VAC 10-20, 2 pages

Letter to the City of Norfolk, September 20, 1994, regarding the interpretation of "planning areas" for stormwater management planning, 9 VAC 10-20-120 8, 2 pages

Guidance Documents

Letter to Lancaster County, January 31, 1995, regarding buffer encroachment, 9 VAC 10-20-130, 2 pages

Letter to Mathews County, December 6, 1995, regarding buffer modifications due to "loss of a buildable area," 9 VAC 10-20, 3 pages

Letter to Mathews County, February 7, 1996, regarding the location of septic systems within RPAs, 9 VAC 10-20, 2 pages

Letter to Mathews County, February 14, 1996, regarding application of septic system reserve drainfield requirement, 9 VAC 10-20-120 7, 1 page

Letter to Northampton County, March 7, 1996, regarding septic system pumpout requirements, 9 VAC 10-20-120 7, 2 pages

Letter to Chesterfield County, April 24, 1996, regarding buffer equivalency through the use of BMPs, 9 VAC 10-20-130, 5 pages

Letter to King George County, December 6, 1996, regarding reasonable building area for lots recorded prior to October 1, 1989, 9 VAC 10-20-130 B, 2 pages

Letter to King George County, December 17, 1996, regarding reasonable building area for lots recorded prior to October 1, 1989 and meaning of "to the maximum extent possible," 9 VAC 10-20, 2 pages

Letter to York County, April 7, 1997, regarding buffer requirement clarifications, 9 VAC 10-20-130, 2 pages

Letter to the City of Virginia Beach, April 22, 1997, regarding buffer requirement clarifications, 9 VAC 10-20-130, 3 pages

Letter to Caroline County, April 24, 1997, regarding buffer encroachments and related exceptions, 9 VAC 10-20, 2 pages

Letter to the Town of Smithfield, April 29, 1997, regarding fences within RPA buffers, 9 VAC 10-20-130, 1 page

Letter to the City of Suffolk, May 2, 1997, regarding buffer requirement clarifications, 9 VAC 10-20-130, 2 pages

Letter to the City of Portsmouth, May 6, 1997, regarding buffer variance conditions, 9 VAC 10-20-130 B, 2 pages

Letter to Gloucester County, May 16, 1997, regarding maximum buffer encroachment over time, 9 VAC 10-20-130, 2 pages

Letter to J. Donald Cotter of Ruther Glen, Virginia, September 18, 1997, regarding accessory uses within the buffer, 9 VAC 10-20-130 B, 2 pages

Letter to Fairfax County, October 2, 1995, regarding status of in-stream ponds as related to perenniality, 9 VAC 10-20-80, 2 pages

Letter to J. Donald Cotter of Ruther Glen, Virginia, October 7, 1997, regarding application of regulations to homeowner associations who make approvals of projects, 9 VAC 10-20, 4 pages

Letter to Mathews County, October 27, 1997, regarding accessory structures within RPAs, 9 VAC 10-20-130, 4 pages

Letter to the City of Portsmouth, October 29, 1997, regarding buffer exceptions and variances to "lot of record" status, 9 VAC 10-20-130 B, 1 page

Letter to J. Donald Cotter of Ruther Glen, Virginia, October 29, 1997, regarding application of regulations to homeowner associations who make approvals of projects, 9 VAC 10-20, 1 page

VIRGINIA CODE COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Terri Edwards at the same address, telephone (804) 786-3591, FAX (804) 692-0625 or e-mail tedwards@leg.state.va.us. The documents may also be downloaded from the Virginia Register Web Page (<http://legis.state.va.us/codecomm/regindex.htm>).

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Deputy Registrar, Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, VA 23219, telephone (804) 786-3591, FAX (804) 692-0625 or e-mail jchaffin@leg.state.va.us.

Guidance Documents:

Virginia Register Form, Style and Procedure Manual, revised August 1995, § 9-6.20

Preparing and Filing Guidance Document Lists, issued September 1997, §§ 9-6.14:7.2 and 9-6.18

VIRGINIA COMMUNITY COLLEGE SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Community College System, James Monroe Building, 101 N. 14th Street, 15th Floor, Richmond, VA 23219. Copies may be obtained by contacting Ms. Sharon Hutcheson at the same address, telephone (804) 225-2126, FAX (804) 371-0085 or e-mail shutcheson@vccs.cc.va.us. The documents may be downloaded from the Virginia Community College System Home Page (<http://www.so.cc.va.us>).

Questions regarding interpretation or implementation of these documents may be directed to Dr. Joy Graham, Assistant Chancellor, Public Affairs, Virginia Community College System, 101 N. 14th St., 15th Floor, Richmond, VA 23219, telephone (804) 225-2458, FAX (804) 371-0085 or e-mail jgraham@vccs.cc.va.us.

Guidance Documents:

Virginia Community College System Policy Manual, revised May 1997, § 23-214 through 23-231.1, \$25 for Policy Manual (approximately 450 pages)

Commonwealth Classroom Fees and Scheduling Procedures, issued July 1, 1997, no charge

Guidelines for Out-Of-State Students Entitled to In-State Tuition Charges, July 1, 1995, § 23-7.4:2(E), no charge

OFFICE OF COMPREHENSIVE SERVICES

Copies of the following document may be viewed at the Office of Comprehensive Services, Wythe Building, 1604 Santa Rosa Road, Richmond, VA 23229-5008. Copies may also be viewed at The Library of Virginia or any of the university libraries which serve as depositories for state documents. Local Community Policy and Management Team Chairpersons in each locality also have copies of the documents. To identify the chairperson for your locality, contact the Office of Comprehensive Services at (804) 786-5394. Copies may be obtained free of charge by providing a formatted disc to Sue Ann Morgan, Office of Comprehensive Services, Wythe Building, 1604 Santa Rosa Road, Richmond, VA 23229-5008, telephone (804) 786-5394.

Questions concerning interpretation or implementation of this document may be directed to Sue Ann Morgan, Office of Comprehensive Services, Wythe Building, 1604 Santa Rosa Road, Richmond, VA 23229-5008, telephone (804) 786-5394.

Guidance Document:

CSA Publication 001, Comprehensive Services Act Manual, revised September 1997, §§ 2.1-745 through 2.1-759.1

DEPARTMENT OF CONSERVATION AND RECREATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Director of the Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219. The director's office serves as the central repository for the Department of Conservation and Recreation, the Board of Conservation and Recreation, the Board on Conservation and Development of Public Beaches, the Virginia Soil and Water Conservation Board, the Virginia Cave Board, all designated Scenic River Advisory Boards, the Chippokes Plantation Farm Foundation, the Virginia Conservation and Recreation Foundation, the Virginia Outdoors Foundation, and the Virginia State Parks Foundation. Individual copies of listed publications may be obtained free of charge, unless a price is listed, by contacting Kathleen A. Carter at the above address, telephone (804) 786-6124 or FAX (804) 786-6141. Most manuals and reports listed without a price attached were produced in very limited quantities and are available for copying charges. For documents with a cost associated, please refer to the

document listings. Individual copies of certain documents may also be viewed at the department's divisional headquarters and in some cases at regional or district offices or at Virginia State Parks.

Questions regarding interpretation or implementation of these documents may be directed to Leon E. App, Conservation and Development Programs Supervisor, Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219, telephone (804) 786-4570 or FAX (804) 786-6141. Other staff may be assigned by the director or Mr. App to answer specific questions regarding these documents.

Guidance Documents:

Division of Dam Safety

Rodent Control on Earthfilled Dams, November 1992, Dept. of Conservation and Recreation Fact Sheet No. 2, §§ 10.1-604 through 10.1-613

Virginia's Program for Safety of Dams, March 1994, Dept. of Conservation and Recreation Fact Sheet No. 12, §§ 10.1-604 through 10.1-613

Vegetation Control for Embankment Dams, February 1995, Dept. of Conservation and Recreation Fact Sheet No. 15, §§ 10.1-604 through 10.1-613

Dam Classification: What Does It Mean? Why Does It Change?, March 1995, Dept. of Conservation and Recreation Fact Sheet No. 17, §§ 10.1-604 through 10.1-613

Division of Natural Heritage

Native Plants for Conservation, Restoration, and Landscaping, Coastal Plain, 1997, §§10.1-209 through 10.1-217

Native Plants for Conservation, Restoration, and Landscaping, Piedmont Region, 1997, §§10.1-209 through 10.1-217

Native Plants for Conservation, Restoration, and Landscaping, Mountain Region, 1997, §§ 10.1-209 through 10.1-217

Natural Heritage Technical Document #95-9, North Landing River Natural Area Preserve Resource Management Plan, First Edition, February 15, 1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

Natural Heritage Technical Document #95-10, Bethel Beach Natural Area Preserve Resource Management Plan, First Edition, February 15, 1995, §§ 10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

Natural Heritage Ranks - Definition of Abbreviations Used on Natural Heritage Resource Lists of the Virginia Department of

Guidance Documents

Conservation and Recreation, May 1996, §§ 10.1-209 through 10.1-217

Division of Planning and Recreation Resources

A Guide for Virginia Byway Management, reprinted July 1993 (this report describes Virginia's criteria and procedures for designating Scenic Highways and Virginia Byways), §§ 10.1-200 and 33.1-62

1992 Virginia Outdoors Survey, 1992 (a survey of Virginians' use of and attitudes about the Commonwealth's natural and outdoor recreational resources), §§ 10.1-200 and 10.1-207

1996 *Virginia Outdoors Plan*, 1996 (a plan for meeting Virginia's outdoor recreational needs and conserving the environment (a 360 page document)), §§ 10.1-200 and 10.1-207, cost: \$20 plus \$4.00 for shipping and handling

Virginia Recreational Trails Fund Program, February 1997 (project application for the grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities), §10.1-200

Virginia Outdoors Fund Grant Program, January 1993 (describes the Virginia Outdoors Fund Grant Program and provides appropriate application instructions and forms), § 10.1-200

Virginia Outdoors Fund Revolving Loan Program, December 1992 (to facilitate the availability of outdoor recreation areas and facilities for all political jurisdictions in the Commonwealth of Virginia), Item 406, Chapter 893, Acts of Assembly of 1992

Potential Park Site Criteria (Level 1), § 10.1-200

Two page briefing on the Scenic River program and a list of the current components of the Virginia Scenic Rivers System, §§ 10.1-400 and 10.1-402

The Goose Creek Scenic River Advisory Board (brochure describing board responsibilities to state and county governments), §§ 10.1-400, 10.1-402 and 10.1-411

Evaluation Criteria (evaluating and ranking of streams according to relative uniqueness or quality), § 10.1-401

Open Space Land Within the Shenandoah River Corridor and Use-Value Assessment, §§ 10.1-417 and 58.1-3230

Division of Soil and Water Conservation

The Floodplain Management Plan for the Commonwealth of Virginia, April 29, 1991 (plan with 3-ring binder), 1991 plan out of print, revised plan pending, §§ 10.1-658 and 10.1-659, cost: per page copying

Virginia Erosion and Sediment Control Handbook, Third Edition, 1992, §§ 10.1-560 through 10.1-571, cost: \$28 (handbook with 3-ring binder and shipping and handling included)

Virginia Erosion and Sediment Control Field Manual, Second Edition, 1995, §§ 10.1-560 through 10.1-571, cost: \$13 (field manual, plastic cover, and shipping and handling included)

Virginia Erosion and Sediment Control Handbook AutoCad Drawings, §§ 10.1-560 through 10.1-571, cost: \$23 (shipping and handling included)

Virginia Nutrient Management Guidelines for Continuing Education Meetings, May 1997, 4 VAC 5-15-40 A

Virginia Nutrient Management Certification Education and Experience Guidelines, June 1997, 4 VAC 5-15-40 A

Virginia Nutrient Management Application Instruction Packet, October 1997, 4 VAC 5-15-40 A 1

Virginia Nutrient Management Standards and Criteria, November 1995, 4 VAC 5-15

Nutrient Management Handbook, Second Edition, 1993, 4 VAC 5-15

DCR Staff Guidance for Biosolids Use Regulations Site Reviews, October 1996, 12 VAC 5-585

DCR Staff Guidance for VPA Permit Nutrient Management Plans, September 1997, 9 VAC 25-192

Division of State Parks

The 1997 Virginia State Parks' Guide to Virginia State Parks, §§ 10.1-200 and 10.1-201

The 1997 Virginia State Parks' Guide to Outdoors Adventures, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park Guide, August 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Bear Creek Lake State Park Fact Sheet, November 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Belle Isle Lake State Park Guide, May 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Belle Isle Lake State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area Guide, §§ 10.1-200 and 10.1-201

Virginia State Parks, Caledon Natural Area Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Chippokes State Park Guide, February 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Chippokes Farm and Forestry Museum, §§ 10.1-200 and 10.1-201

Virginia State Parks, Chippokes State Park Fact Sheet, December 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Claytor Lake State Park Guide, M, 1995, §§ 10.1-200 and 10.1-201

- Virginia State Parks, Claytor Lake State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Douthat State Park Guide, July 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Douthat State Park Fact Sheet, December 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Fairy Stone State Park Guide, February 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Fairy Stone State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, False Cape State Park Guide, April 1993, §§ 10.1-200, 10.1-201, and 10.1-205
- Virginia State Parks, False Cape State Park Fact Sheet, January 1997, §§ 10.1-200, 10.1-201 and 10.1-205
- Virginia State Parks, First Landing/Seashore State Park and Natural Area Trail System Guide, May 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, First Landing/Seashore State Park and Natural Area Trail System Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Grayson Highlands State Park Guide, February 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Grayson Highlands State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Holliday Lake State Park Guide, August 1995, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Holliday Lake State Park Fact Sheet, November 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Hungry Mother State Park Guide, February 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Hungry Mother State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, James River State Park Guide, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Kiptopeke State Park Guide, February 1997, § 10.1-200 and 10.1-201
- Virginia State Parks, Kiptopeke State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Lake Anna State Park Guide, February 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Lake Anna State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Leesylvania State Park Guide, May 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Leesylvania State Park Fact Sheet, July 1993, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Leesylvania State Park *A Potomac Legacy*, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Mason Neck State Park Guide, February 1993, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Mason Neck State Park Fact Sheet, July 1993, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Natural Tunnel State Park Trail Guide, July 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Natural Tunnel State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, New River Trail State Park Guide, May 1995, §§ 10.1-200 and 10.1-201
- Virginia State Parks, New River Trail State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Oconeechee State Park Guide, July 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Oconeechee State Park Fact Sheet, November 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Pocahontas State Park Guide, May 1995, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Pocahontas State Park Fact Sheet, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sailor's Creek State Park Guide, 72 Hours Before the End, March 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Shot Tower Historical State Park Guide, September 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sky Meadows State Park Guide, May 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Sky Meadows State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Smith Mountain Lake State Park Guide, February 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Smith Mountain Lake State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River State Park Trail Guide, April 1994, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Staunton River State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Twin Lakes State Park Guide, August 1995, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Twin Lakes State Park Fact Sheet, December 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Westmoreland State Park Guide, May 1996, §§ 10.1-200 and 10.1-201
- Virginia State Parks, Westmoreland State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Guidance Documents

Virginia State Parks, York River State Park Guide, June 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, York River State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201

Virginia State Parks, Become a Volunteer, January 1995, §§ 10.1-200 and 10.1-201

Virginia State Parks, Camping and Cabins Fees Guide, §§ 10.1-200 and 10.1-201

Virginia State Parks, Calling One, Calling All Experienced Campers! *Come Be a Virginia State Park Campground Host or Park Host*, February 1996, §§ 10.1-200 and 10.1-201

Virginia State Parks, Hunting and Fishing Guide, §§ 10.1-200 and 10.1-201

Virginia State Parks, Nature's Image, *Photography Field Workshops*, §§ 10.1-200 and 10.1-201

Virginia State Parks, Trail Facts, §§ 10.1-200 and 10.1-201

Board of Conservation and Recreation

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-105 through 10.1-107, cost: per page copying

Board on Conservation and Development of Public Beaches

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-705 through 10.1-711, cost: per page copying

Virginia Soil and Water Conservation Board

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-502 through 10.1-505, cost: per page copying

Virginia Cave Board

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-1000 through 10.1-1008, cost: per page copying

Designated Scenic River Advisory Boards

Handouts to Scenic River Advisory Boards: these include a 2-page briefing on the Scenic Rivers Program, a copy of the Scenic River enabling legislation from the *Code of Virginia*, a list of the current components of the Virginia Scenic River System, a list of Virginia Register publication deadlines and schedules, Department of Conservation and Recreation guidance for meeting minutes, and a copy of the appropriate Scenic River Advisory Board Bylaws, §§ 10.1-400, 10.1-402 and 10.1-406

Chippokes Plantation Farm Foundation

Chippokes Farm and Forestry Museum pamphlet, 1992, §§ 3.1-22.6 through 3.1-22.12

General Information for Board Members (3-ring notebook), May 1997, §§ 3.1-22.6 through 3.1-22.12, cost: per page copying

Virginia Conservation and Recreation Foundation

General Information for Board Members (3-ring notebook), draft only 1997, §§ 10.1-1017 through 10.1-1025

Virginia Outdoors Foundation

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-1800 through 10.1-1804, cost: per page copying

The Open-Space Lands Preservation Trust Fund (brochure), 1997, §§ 10.1-1800 through 10.1-1804

Open-Space Lands Preservation Trust Fund Application (to be completed by the landowner) (interim form), 1997, §§ 10.1-1800 through 10.1-1804

Regional Advisory Board Open Space Preservation Trust Fund Summary Ranking Sheet, to be compiled by the applicable Regional Advisory Board (interim form), 1997, §§ 10.1-1800 through 10.1-1804

Virginia State Parks Foundation

General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-218 through 10.1-225, cost: per page copying

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting the Clerk's Office Corporate Information Department by telephone (804) 371-9733 or FAX (804) 371-9521. The documents may be downloaded from the Clerk's Office section on the State Corporation Commission's Home Page (www.state.va.us/scc).

Questions regarding interpretation or implementation of these documents may be directed to William J. Bridge, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9672 or FAX (804) 371-9654.

Guidance Documents:

SCC544, Guide for Articles of Incorporation - Professional Corporation, revised July 1997, § 13.1-544

SCC607/807, Guide for Articles of Correction, revised September 1996, §§ 13.1-607 and 13.1-807

SCC619, Guide for Articles of Incorporation - Stock Corporation, revised April 1997, § 13.1-619

SCC631/830, Application for Reservation or Renewal of Reservation of a Corporate Name (domestic corporations), revised September 1996, §§ 13.1-631 and 13.1-830

SCC632/831, Application for Registration or Renewal of Registration of a Corporate Name (foreign corporations), revised September 1996, §§ 13.1-632 and 13.1-831

SCC635/834, Statement of Change of Registered Office/Registered Agent of a Corporation, revised March 1996, §§ 13.1-635 and 13.1-834

SCC636/835, Statement of Resignation of Registered Agent of a Corporation, revised September 1996, §§ 13.1-636 and 13.1-835

SCC710, Guide for Articles of Amendment - Unanimous Consent of Shareholders - Stock Corporation, revised September 1996, § 13.1-710

SCC720, Guide for Articles of Merger or Share Exchange - Stock Corporation, revised September 1996, § 13.1-720

SCC743, Articles of Dissolution - By Unanimous Consent of Shareholders - Stock Corporation, revised November 1997, § 13.1-743

SCC744, Articles of Revocation of Dissolution - Stock Corporation, revised October 1995, § 13.1-744

SCC750, Articles of Termination of Corporate Existence - Stock Corporation, revised November 1997, § 13.1-750

SCC751, Articles of Termination of Corporate Existence - By the Initial Directors or the Incorporators - Stock Corporation, revised November 1997, § 13.1-751

SCC759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised April 1997, §§ 13.1-759 and 13.1-921

SCC760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised September 1996, §§ 13.1-760 and 13.1-922

SCC767/929, Application for a Certificate of Withdrawal, revised November 1997, §§ 13.1-767 and 13.1-929

SCC819, Guide for Articles of Incorporation - Nonstock Corporation, revised April 1997, § 13.1-819

SCC888, Guide for Articles of Amendment Without Member Action - Nonstock Corporation, revised September 1996, § 13.1-888

SCC896, Guide for Articles of Merger - Nonstock Corporation, revised September 1996, § 13.1-896

SCC904, Articles of Dissolution - Nonstock Corporation, revised November 1997, § 13.1-904

SCC905, Articles of Revocation of Dissolution - Nonstock Corporation, revised September 1996, § 13.1-905

SCC912, Articles of Termination of Corporate Existence - Nonstock Corporation, revised November 1997, § 13.1-912

SCC913, Articles of Termination of Corporate Existence by the Initial Directors or the Incorporators - Nonstock Corporation, revised November 1997, § 13.1-913

SCC1, Corporate Annual Report of Principal Office and Officers/Directors, revised January 1997, §§ 13.1-775 and 13.1-936

LPA-73.3, Application for Reservation or for Renewal of Reservation of Limited Partnership Name, revised September 1996, § 50-73.3

LPA-73.5, Statement of Change of Registered Agent/Registered Office of a Limited Partnership, revised September 1996, § 50-73.5

LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised September 1996, § 50-73.6

LPA-73.11, Certificate of Limited Partnership, revised July 1997, § 50-73.11

LPA-73.11:1, Certificate of Limited Partnership, revised September 1996, § 50-73.11:1

LPA-73.12, Amendment to Certificate of Limited Partnership, revised July 1997, § 50-73.12

LPA-73.13, Limited Partnership Certificate of Cancellation, revised October 1995, § 50-73.13

LPA-73.54, Application for Registration of a Foreign Limited Partnership, revised July 1997, § 50-73.54

LPA-73.57, Certificate of Correction for a Foreign Limited Partnership, revised September 1996, § 50-73.57

LPA-73.58, Foreign Limited Partnership Certificate of Cancellation, revised September 1996, § 50-73.58

LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised September 1996, § 50-73.77

UPA-125, Certificate of Limited Partnership of a Partnership Converting to a Limited Partnership, revised July 1997, § 50-73.125

LLC-1010.1, Conversion of Partnership to a Limited Liability Company, revised July 1997, § 13.1-1010.1

LLC-1011, Articles of Organization, revised July 1997, § 13.1-1011

LLC-1013, Application for Reservation or Renewal of Reservation of Limited Liability Company Name, revised November 1996, § 13.1-1013

Guidance Documents

LLC-1014, Guide for Articles of Amendment to Articles of Organization or Amended and Restated Articles of Organization, revised July 1997, § 13.1-1014

LLC-1016, Statement of Change of Registered Agent/Registered Office of a Limited Liability Company, revised September 1996, § 13.1-1016

LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised September 1996, § 13.1-1017

LLC-1050, Certificate of Cancellation of a Limited Liability Company, revised September 1996, § 13.1-1050

LLC-1052, Application for Registration as a Foreign Limited Liability Company, revised September 1996, § 13.1-1052

LCC-1056, Cancellation of Certificate of Registration as a Foreign Limited Liability Company, revised September 1996, § 13.1-1056

LLC-1103, Articles of Organization for a Professional Limited Liability Company, revised July 1997, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised July 1997, § 50-73.93

UPA-94, Statement of Denial, revised July 1997, § 50-73.94

UPA-115, Statement of Dissociation, revised July 1997, § 50-73.115

UPA-121, Statement of Dissolution, revised July 1997, § 50-73.121

UPA-83D-CANC, Statement of Cancellation (of any statement filed), revised July 1997, § 50-73.83 D

UPA-83D-AMEND, Statement of Amendment (of any statement filed), revised July 1997, § 50-73.83 D

UPA-132, Statement of Registration as a Domestic Registered Limited Liability Partnership, revised July 1997, § 50-73.132

UPA-134, Annual Report of a Domestic or Foreign Registered Limited Liability Partnership, revised July 1997, § 50-73.134

UPA-135, Statement of Change of Registered Agent/Registered Office of a Registered Limited Liability Partnership, revised July 1997, § 50-73.135

UPA-135-RESIGN, Statement of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 1997, § 50-73.135

UPA-136, Statement of Amendment of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised July 1997, § 50-73.136

UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised July 1997, § 50-73.137

UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 1997, § 50-73.138

UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised July 1997, § 50-73.139

LLP-43.1, Application for Renewal of Registration for a Domestic Limited Liability Partnership, revised July 1997, § 50-43.1

LLP-43.6, Withdrawal of Registration for a Domestic Limited Liability Partnership, revised September 1996, § 50-43.6

LLP-43.7, Application for Renewal of Registration for a Foreign Limited Liability Partnership, revised July 1997, § 50-43.7

LLP-43.8, Withdrawal of Registration for a Foreign Limited Liability Partnership, revised September 1996, § 50-43.8

Charter/Entrance Fee and Annual Registration Fee Schedule, revised July 1997, §§ 13.1-775.1 and 13.1-936.1

Business Registration Guide, A Cooperative Effort by The State Corporation Commission, The Virginia Employment Commission and the Department of Taxation, 5th Edition, revised 1997

General Fee Schedule, revised July 1997

Name Distinguishability, revised February 1991, §§ 13.1-630 and 13.1-829

Division of Communications

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in office of the Division of Communications, State Corporation Commission, 9th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Copies may be obtained by contacting Ms. Judy Shapard at the same address, telephone (804) 371-9421 or FAX (804)371-9069. Questions regarding interpretation or implementation of these documents may also be directed to Ms. Judy Shapard. There is no charge for copies of documents.

Guidance Documents:

Operating Service Criteria for Virginia Telephone Utilities, Revised 1985, Guidelines For Telecommunications Companies Operating In The State Of Virginia Under The Jurisdiction Of The Virginia State Corporation Commission, Supplemented By Rules At 20 VAC 5-400-80

Case No. PUC850005, Rules Concerning Deregulating Embedded Customer Premises Equipment Of Telephone Companies Other Than The C and P Telephone Company Of Virginia, August 19, 1985

Case No. PUC870012, Investigation Of The Appropriate Methodology To Determine Intrastate Access Service Costs, May 18, 1988

Case No. PUC880042, Ex parte: In Re, Investigation Of Pricing Methodologies For Intrastate Access Service, January 20, 1989

Case No. PUC890025, For Authority To Reduce The Free Call Allowance For Directory Assistance Calls, June 7, 1990

Case No. PUC920026, Order Authorizing Tariff Regulations Governing Termination Of Complex Network Wiring In Business Buildings Or Campuses Constructed Prior To May 1, 1986 To Take Effect, August 3, 1992

Case No. PUC970009, Implementation of IntraLATA Toll Dialing Parity Pursuant To The Provisions Of 47 U.S.C. §251 (b) 3, Eff. May 9, 1997. Supplement To 20 VAC 5-400-190

Letter From E. C. Addison, Director Of Communications, Dated October 25, 1990, Advising All Companies That All Local And Toll Billing Must Be Kept For A Minimum Of Three Years

Letter From E. C. Addison, Director Of Communications, Dated October 21, 1997, Advising All Telecommunications Companies That: (1) No Applicant Can Be Refused Telephone Service Because Of Another Person's Indebtedness, And (2) A Utility May Not Disconnect Local Service For Nonpayment Of International And/Or Interstate Dial-A-Porn/Pay-Per-Call Telephone Charges Billed By A Regulated Or Nonregulated Long Distance Carrier Since These Are Nonregulated Services

Division of Economics and Finance

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Brenda Currin at the same address, telephone (804) 371-9295 or FAX (804) 371-9935.

Questions regarding interpretation or implementation of these documents may be directed to Richard Williams, Director of the Division of Economics and Finance, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9295 or FAX (804) 371-9935.

Guidance Documents:

Information Required for Approval of New Generation Facilities, issued December, 1986, § 56-234.3

Interest Rate to be Paid on Customer Deposits, revised January 7, 1997, 20 VAC 5-10-20, updated annually

Electric Utility Resource Planning Information Requirements, revised May 9, 1997, § 56-234.3

Gas Utility Five-Year Forecasts Information Requirements, revised September 1997, § 56-248.1, updated every five years

Filing Securities Applications by Investor-Owned Utilities Instructions, revised March 31, 1992, § 56-60

Filing Securities Applications by Electric Cooperative Utilities Instructions, revised January 8, 1993, § 56-60

Submitting Annual Financing Plans Instructions, by Investor-Owned Utilities, revised March 31, 1992, § 56-56

Submitting Annual Financing Plans by Electric Cooperative Utilities Instructions, January 8, 1993, § 56-56

Purchasing Policies and Procedures, February 24, 1982, § 56-233.1

Electric Utility Ten Year Forecast Information Requirements, 1993-2002, § 56-249.2, updated every ten years

Electric Utility Resource Planning Information Requirements, 1993-2012, § 56-249.2, updated every 10 years

Monitoring competition in the intrastate, inter-LATA telecommunications industry in Virginia - Data request for certified interexchange carriers for intrastate, inter-LATA telecommunications industry, July 24, 1995, 20 VAC 5-400-120

Monitoring competition in the intrastate inter-LATA Telecommunications Industry in Virginia - Data request for intrastate inter-LATA telecommunications industry, July 24, 1995, 20 VAC 5-400-120

Monitoring Competition in Intrastate, Inter-LATA Telecommunications Industry in Virginia, Equal Access Status, June 30, 1986, 20 VAC 5-400-120

Division of Energy Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the SCC's Division of Energy Regulation, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Copies may be obtained at a charge of \$1.00 each for the first two pages and \$0.50 for each page thereafter. Contact Barbara Scott at the same address, telephone number (804) 371-9713, FAX (804) 371-9350 or e-mail bscott.scc@state.va.us.

Questions regarding interpretation or implementation of these documents may be also be directed to Barbara Scott at the above address and telephone number who will refer you to the proper staff member.

Guidance Documents:

Memorandum to All Electric Utilities re: Underground electric distribution facilities, July 10, 1970, §§ 56-265.1 et seq., 2 pages

Memorandum to All Electric Utilities re: Utility Facilities Act, July 14, 1972, §§ 56-265.1 et seq., 21 pages

Letter to electric, gas, telephone, water and sewer utilities re: Filing of Complaint Procedures, April 29, 1977, § 56-247.1, 4 pages

Guidance Documents

Guidelines re: application requirements for a certificate of public convenience and necessity for water and sewerage utilities, October 17, 1988, §§ 56-265.1 et seq., 2 pages

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly, 1 page

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et seq., 22 pages

Letter to all electric and gas utilities re: collection of monthly bills (cold weather - termination of service), November annually, § 56-247.1, 1 page

Letter to electric cooperatives re: tree trimming items required to be compiled on an annual basis, February 26, 1990, House Joint Resolution No. 155 - 1989 Acts of Assembly, 2 pages

Letter to electric companies re: data required annually for tree trimming for utility line clearance, December 8, 1993, House Joint Resolution No. 155 - 1989 Acts of Assembly, 1 page

Gas Pipeline Safety Inspection Procedures, revised July 1995, § 56-5.1, 192 pages

Underground Utility Damage Prevention Investigation and Enforcement Procedures, May 1997, § 56-265.14, 22 pages

Damage Prevention Advisory Committee Bylaws, July 1995, § 56-265.14 et seq., 7 pages

"Pipeline Safety Newsletter," Volume 1, No. 1, 1993

"Pipeline Safety Newsletter," Volume 2, No. 1, April 1994, 4 pages

"Pipeline Safety Newsletter," Volume 3, No. 1, May 1995, 6 pages

"Pipeline Safety Newsletter," Volume 4, No. 1, August 1996, 8 pages

"Pipeline Safety Newsletter," Volume 5, No. 1, October 1997, 7 pages

Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office the Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23218. Copies may be obtained free of charge by contacting Mary Lou Kelly at the same address, telephone (804) 371-9659, FAX (804) 371-9416 or e-mail mkelly.scc@state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 E. Main Street, Richmond, VA 23218, telephone (804) 371-9659, FAX (804) 371-9416 or e-mail ejface.scc@state.va.us.

Guidance Documents:

BFI-AR-0201, Application for a Branch Office, revised February 27, 1991, §§ 6.1-39.3 and 6.1-194.26

BFI-AR-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.1-60.1

BFI-AR-0203, Loans Secured by Stock of Financial Institutions Holding Company, revised January 22, 1996, §§ 6.1-60.1, 6.1-194.69 and 6.1-194.136

BFI-AR-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.1-60.1

BFI-AR-0205, Securities Rating Services, issued June 21, 1978, § 6.1-61

BFI-AR-0206, Loans in Violation of Section 6.1-61, issued December 16, 1977, § 6.1-61

BFI-AR-0207, Obligations Subject to the Limits Specified, issued November 1, 1978, § 6.1-61

BFI-AR-0208, Exceptions to Lending Limits for State-Chartered Banks, issued December 16, 1977, §§ 6.1-61 A(2) and 6.1-61 A(7)

BFI-AR-0209, Right of Offset by Holders of Subordinated Bank Debt, issued November 9, 1981, §§ 6.1-61 and 6.1-78

BFI-AR-0210, Loans Secured by Real Estate, revised March 21, 1994, §§ 6.1-63 through 6.1-66

BFI-AR-0211, Graduated-Payment Mortgage Loans, revised November 2, 1987, § 6.1-63 B

BFI-AR-0212.1, Outside Auditor Access to Virginia Examination Reports, issued August 20, 1992, §§ 6.1-90 and 6.1-194.79

BFI-AR-0213, Membership by FDIC-Insured Banks in a Federal Home Loan Bank, issued January 23, 1991, §§ 6.1-9 and 6.1-60.1

BFI-AR-0214, Responsibility of Directors for Legal Lending Limit Violations, issued May 7, 1991, § 6.1-61 D

BFI-AR-0201, Application for Branch Offices, revised February 27, 1991, §§ 6.1-39.3 and 6.1-194.26

BFI-AR-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised January 22, 1996, §§ 6.1-60.1, 6.1-194.69 and 6.1-194.136

BFI-AR-0212.1, Outside Auditor Access to Virginia Examination Reports, revised August 20, 1992, §§ 6.1-90 and 6.1-194.79

BFI-AR-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., issued February 12, 1987, §§ 6.1-194.4 and 6.1-194.69, subdivision 15

BFI-AR-0302, Application by an Out-of-State Mutual Savings Institution to Transact a Savings Institution Business in Virginia, issued December 7, 1990, § 6.1-194.41

BFI-AR-0303, Investment by Virginia Savings Institutions in Shares of Open-end Management Investment Companies, issued August 12, 1987, § 6.1-194.69, subdivision 14

BFI-AR-0304, Application by a Regional Savings Institution or Savings Institution Holding Company to Acquire a Virginia Savings Institution, revised October 31, 1990, §§ 6.1-194.96, 6.1-194.97 and 6.1-194.98

BFI-AR-0305, Notice of Intent to Acquire a Savings Institution Outside Virginia, revised October 31, 1990, § 6.1-194.105

BFI-AR-0401, Investments of Funds by State-Chartered Credit Unions, revised December 15, 1990, § 6.1-225.57

BFI-AR-0601, Sales of Automobile Club Memberships, issued November 21, 1990, § 6.1-267

BFI-AR-0602, Fees Allowed: Recovery of Certain Costs and Fees and Sale of Credit Property Insurance, issued April 21, 1987, § 6.1-278

BFI-AR-0701, Judgment Rate of Interest; Excessive Deferments, issued December 9, 1983, § 6.1-330.54

BFI-AR-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, issued April 6, 1990, § 6.1-330.71

BFI-AR-0703, Rebate of Unearned Installment Loan Interest by Banks--Rule of 78, revised July 1, 1990, §§ 6.1-330.84, 6.1-330.85, 6.1-330.86 and 6.1-330.89

BFI-AR-1301, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution, revised October 31, 1990, § 6.1-383.1

BFI-AR-1501, Application to Acquire a Virginia Bank Holding Company or Virginia Bank, revised October 31, 1990, § 6.1-399

BFI-AR-1502, Notice of Intent to Acquire a Bank Outside Virginia, revised October 31, 1990, § 6.1-406

BFI-AR-1601, Mortgage Brokers Names as Payee on Mortgage Loan Notes, revised February 28, 1991, § 6.1-409

BFI-AR-1602, Application for Permission to Acquire Control of a Mortgage Lender/Broker Licensee, issued July 1, 1988, § 6.1-416.1

BFI-AR-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, § 6.1-409

BFI-AR-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, issued March 21, 1991, §§ 6.1-415 and 6.1-425

BFI-AR-1605, Compensation of Unlicensed Mortgage Brokers, issued August 26, 1991, § 6.1-429

BFI-AR-1606, Charging "Assignment Fees" to Borrowers, issued July 2, 1993, § 6.1-330.70

BFI-AR-1607, Fees Charged by Mortgage Brokers, issued December 1, 1995, § 6.1-422 B 4

"The Compliance Connection," a newsletter for small loan companies and mortgage companies, issued quarterly

Bureau of Insurance

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission Bureau of Insurance, Tyler Building, 6th Floor, 1300 East Main Street, Richmond, VA 23219. Single copies of each document listed may be obtained free of charge by contacting Van Tompkins at the same address, telephone (804) 371-9694 or FAX (804) 371-9873.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Special Assistant to the Commissioner of Insurance, State Corporation Commission Bureau of Insurance, Tyler Building, 6th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9694 or FAX (804) 371-9873.

Administrative Letters:

Administrative Letter 1977-2, Monitoring Price Changes for Homeowners, Automobile Liability (B.I., P.D., etc.), and Automobile Physical Damage Coverage, issued February 25, 1977

Administrative Letter 1977-3, Insurance Problems Encountered by Handicapped or Disabled Persons, issued March 7, 1977

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 and 38.2-2224 (formerly §§ 38.1-367.1 and 38.1-387.1)

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 and 38.2-2213 (formerly §§ 38.1-279.33 and 38.1-381.6)

Administrative Letter 1977-10, Lawyers Professional Liability Insurance, issued May 26, 1977

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7)

Administrative Letter 1977-12, Automobile Rating Territories, issued May 23, 1977

Guidance Documents

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-2201, 38.2-2202 and 46.2-465 (formerly §§ 38.1-380.1, 38.1-380.2 and 46.1-497.1)

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1977-15, Amendment of Section 38.1-348.7 of the Code of Virginia Relating to Coverages for Mental Emotional or Nervous Disorders, Alcoholism and Drug Addiction, issued October 11, 1977, § 38.2-3412 (formerly § 38.1-348.7)

Administrative Letter 1977-16, 10% Set-Aside Clause - Local Public Works Act of 1977, issued November 14, 1977

Administrative Letter 1977-17, Medical Malpractice Liability Insurance Claims Report, issued December 21, 1977

Administrative Letter 1978-1, Use of Standard Automobile Insurance Forms Adopted by the State Corporation Commission, issued February 16, 1978, § 38.2-2220 (formerly § 38.1-384)

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978

Administrative Letter 1978-3, Notification Forms Regarding Refusal to Renew and Cancellation of Automobile, Fire and Homeowners Insurance Policies Pursuant to Section 38.2-2212 (formerly § 38.1-381.5) and Section 38.2-2114 (formerly § 38.1-371.2) of the Code of Virginia, issued May 25, 1978

Administrative Letter 1978-4, Implementation of Section 38.2-512 (formerly § 38.1-52.11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued May 31, 1978, § 38.2-500 (formerly § 38.1-49)

Administrative Letter 1978-5, (1) Amendment of Sections 38.2-3412 (formerly § 38.1-348.7) and 38.2-3413 (formerly § 38.1-348.8) of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of Section 38.2-3414 (formerly § 38.1-348.9) of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of Section 38.2-3415 (formerly § 38.1-348.10) of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits Under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable Under an Individual Policy or Contract, issued June 15, 1978

Administrative Letter 1978-6, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued June 6, 1978, § 46.2-100 (formerly subdivision 8 of § 46.1-1)

Administrative Letter 1978-7, Policy Form Filings, issued June 8, 1978

Administrative Letter 1978-8, The Use and Filing of Policy Forms, issued July 31, 1978, § 38.2-1003 (formerly 38.1-76)

Administrative Letter 1978-9, Supplementary Guideline Number One Regarding Implementation of Section 38.2-512 (formerly § 38.1-52.11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued August 14, 1978

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly §§ 38.1-581.5 and 38.1-381.5)

Administrative Letter 1978-11, Supplementary Guideline Number One Regarding Implementation of Section 38.2-512 (formerly § 38.1-52.11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued October 5, 1978

Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978

Administrative Letter 1978-14, Special Call for Workmen's Compensation Insurance Experience Data, issued October 27, 1978, § 38.2-1300 (formerly § 38.1-159)

Administrative Letter 1978-15, Surety Bond Guarantee Program - Small Business Administration (SBA), issued December 1, 1978

Administrative Letter 1978-16, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued November 29, 1978

Administrative Letter 1979-1, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-2, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-3, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-5, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 19, 1979

Administrative Letter 1979-7, Uninsured Motorists Insurance, issued March 12, 1979

Administrative Letter 1979-8, Temporary Licenses for Life Agents, issued April 4, 1979

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§ 38.2-310 (formerly § 38.1-337) and 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1979-10, Amendment to Administrative Letter 1979-7, issued March 27, 1979

Administrative Letter 1979-11, Amendments to Administrative Letters 1979-7 and 1979-10, issued March 30, 1979

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979

Administrative Letter 1979-13, Qualification and Licensing of Agents, issued May 3, 1979

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident/Sickness Insurance, issued May 10, 1979

Administrative Letter 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle Insurance, issued May 18, 1979, §§ 38.2-2105 (formerly §38.1-366), 38.2-2206 (formerly § 38.1-381), 38.2-2214 (formerly § 38.1-381.7), 8.01-66, 8.01-66.1, and 46.2-372 (formerly § 46.1-400)

Administrative Letter 1979-16, Revisions in the NAIC Program to Implement the President's Anti-Inflation Program, issued May 18, 1979

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979

Administrative Letter 1979-18, Commercial Multiple Peril Licensing and Filing Requirements, issued August 13, 1979

Administrative Letter 1979-19, Commercial Multiple Peril Licensing and Filing Requirements, issued August 14, 1979

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance, issued August 14, 1979

Administrative Letter 1979-22, The Arson Reporting-Immunity Act, issued August 30, 1979

Administrative Letter 1979-23, Readability of All Insurance (property and casualty) Policies in Virginia, issued September 27, 1979

Administrative Letter 1979-24, Readability of All Insurance (life and health) Policies in Virginia, issued September 27, 1979

Administrative Letter 1979-25, Single Interest, issued October 2, 1979

Administrative Letter 1980-1, 14 VAC 5-320-10 et seq. (formerly Regulation No. 15), issued January 18, 1980

Administrative Letter 1980-2, Homeowners Insurance, issued March 31, 1980, § 38.2-2120 (formerly § 38.1-335.2)

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980

Administrative Letter 1980-6, Homeowners Insurance, issued May 13, 1980

Administrative Letter 1980-9, Certification of Insurance, issued July 7, 1980, § 38.2-2105 (formerly § 38.1-366)

Administrative Letter 1980-10, 1980 Revisions in the NAIC Program to Implement the President's Anti-Inflation Program (COWPS), issued July 30, 1980

Administrative Letter 1980-11, Modification of Agents' Examination Schedule, issued August 29, 1980

Administrative Letter 1980-12, Assignment of Points; Safe Driver Insurance Plan, issued November 10, 1980, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, § 38.2-3417 (formerly § 38.1-348.12)

Administrative Letter 1981-1, Termination of the President's Anti-Inflation Program (COWPS), issued March 10, 1981

Administrative Letter 1981-2, Deductible and Coinsurance Options, issued March 23, 1981, repeals § 38.1-348.12 and enacts § 38.2-3417 (formerly § 38.1-348.12:1)

Administrative Letter 1981-3, 1981 Legislation Pertaining to All Insurance Companies, Fraternal Benefit Societies and Prepaid Health Care Plans Licensed in Virginia, issued May 1, 1981

Administrative Letter 1981-4, Virginia Insurance Information and Privacy Protection Act, issued May 13, 1981, § 38.2-600 (formerly § 38.1-52.14)

Administrative Letter 1981-5, 1981 Legislation Pertaining to the Regulation of Insurance Premium Finance Companies, issued June 5, 1981, § 38.2-4700 et seq. (formerly §§ 38.1-735 through 38.1-745)

Administrative Letter 1981-6, 1981 Legislation - Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service, issued June 5, 1981, § 13.1-400.1

Administrative Letter 1981-8, Admission Requirements, issued July, 1981, § 38.2-1024 (formerly § 38.1-86)

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981

Administrative Letter 1981-10, Risk Sharing Arrangements, issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173)

Administrative Letter 1981-11, Filing Affidavits in Compliance with Surplus Lines Insurance Law, issued August 18, 1981, § 38.2-4806 (formerly § 38.1-327.52)

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages, issued September 11, 1981

Administrative Letter 1981-13, Cancellation of Motor Vehicle Liability Policy for Non-Payment at the Request of Premium Finance Company, issued October 30, 1981, § 38.2-2212 (formerly § 38.1-381.5)

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Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981

Administrative Letter 1981-15, Adverse Underwriting Decision Notice, issued October 15, 1981, §§ 38.2-610 (formerly § 38.1-57.13) and 38.2-608 (formerly § 38.1-57.11)

Administrative Letter 1981-16, Adverse Underwriting Decision Notice, issued October 22, 1981, §§ 38.2-610 (formerly § 38.1-57.13) and 38.2-608 (formerly § 38.1-57.11)

Administrative Letter 1981-19, Notice to Be Provided to the Insured Pursuant to Section 38.2-4806 (formerly § 38.1-327.52) of the Code of Virginia, issued November 30, 1981

Administrative Letter 1981-20, Adoption Date for the revised "License Request" Form PIN050-A and Definition of the Conditions Under Which an "Interim Appointment" Form May be Utilized, issued December 16, 1981, §§ 38.1-327.37 and 38.1-327.32

Administrative Letter 1982-1, Notice to be Provided to the Insured Pursuant to Section 38.2-1826 (formerly § 38.1-327.52) of the Code of Virginia, issued January 7, 1982

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly §§ 38.1-482.8 and 38.1-482.8)

Administrative Letter 1982-3, 14 VAC 5-340-10 et seq. (formerly Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067, Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982

Administrative Letter 1982-4, Cancellation of Motor Vehicle Liability Insurance Policies by Insurers for Nonpayment of Premium Installments; or at the Request of Premium Finance Companies Because of Nonpayment of Premium Loan Installments, issued April 28, 1982, § 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982

Administrative Letter 1982-7, Competitive Pricing Rating Law Chapter 201 (S117), 1982 Acts of Assembly Rate-Making and Rate-Filing Obligations, issued May 28, 1982, § 38.2-1908 (formerly § 38.1-279.36)

Administrative Letter 1982-9, Uninsured Motorists Rule and Rate Revisions - Revision to Forms VA CP-19 and VA CP-20, issued May 28, 1982

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21)

Administrative Letter 1982-13, Competitive Pricing Rating Law Chapter 226 (H213), 1982 Acts of Assembly Rate Standards - Motor Vehicle Insurance, issued May 28, 1982, § 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1982-14, Collection of Unearned Commissions, issued November 5, 1982

Administrative Letter 1982-15, Administrative Order 7582, Entered August 6, 1982 - Uninsured Motorists Premium Modification Rule, issued November 15, 1982

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued November, 1992

Administrative Letter 1982-17, Compilation of Experience Sections 38.2-2012 (formerly § 38.1-261) and 38.2-1919 (formerly § 38.1-279.46), issued December 21, 1982

Administrative Letter 1983-1, 14 VAC 5-110-10 et seq. (formerly Regulation No. 18), 14 VAC 5-140-10 et seq. (formerly Regulation No. 19), (former Regulation No. 20, repealed), 14 VAC 5-120-10 et seq. (formerly Regulation No. 21), and 14 VAC 5-130-10 et seq. (formerly Regulation No. 22), issued March 31, 1983

Administrative Letter 1983-2, Bracketed by Duration Credit Accident and Sickness Rates, issued March 31, 1983, § 38.2-3725 C 3 (formerly § 38.1-482.7:1 D)

Administrative Letter 1983-3, 1983 Legislation by the General Assembly of Virginia, issued April 8, 1983

Administrative Letter 1983-6, Adoption of New Mortality Tables Under 1982 Amendments to the Standard Nonforfeiture Law: Sections 38.2-3130 through 38.2-3142 (formerly § 38.1-456), 38.2-3200 et seq. (formerly §§ 38.1-461, 38.1-462, and 38.1-464 through 38.1-467) of the Code of Virginia, as amended, issued July 28, 1983

Administrative Letter 1983-7, Property and Casualty Rule, Rate and Form Filings: Life, Accident and Sickness and All Other Filings Required by Section 38.2-316 (formerly § 38.1-342.1) of the Code of Virginia, issued October 19, 1983

Administrative Letter 1983-8, Administrative Order No. 8255, issued October 19, 1983, § 38.2-317 (formerly § 38.1-279.48:1)

Administrative Letter 1983-9, Experience/Schedule Rating Plans - Application of Credits and Debits: Schedule Rating Plans - Expense Modification Application, issued November 4, 1983

Administrative Letter 1983-10, Company/Rate Service Organization Filing Effective Date Rules, issued November 4, 1983

Administrative Letter 1983-12, Manual Rules Which Waive Premium Refunds or Changes, issued December 7, 1983

Administrative Letter 1983-13, Surplus Lines Brokers/Gross Premium Tax Report Calendar Year - 1983, issued December 30, 1983

Administrative Letter 1984-1, 1984 Legislation by the General Assembly of Virginia, issued April 27, 1984

Administrative Letter 1984-2, Administrative Letter 1983-10 Company/Rate Service Organization Filing Effective Date Rules, issued April 30, 1984

Administrative Letter 1984-3, Form Approval Requirements as Provided by Section 38.2-316 (formerly § 38.1-342.1) of the Code of Virginia, issued June 18, 1984

Administrative Letter 1984-5, All Companies Licensed to Write Property and Casualty Insurance in Virginia, issued June 25, 1984, § 38.2-1831 (formerly § 38.1-327.43)

Administrative Letter 1984-6, Hospital Billing Procedures Commencing October 1, 1984, issued September 18, 1984

Administrative Letter 1985-1, Surplus Lines Brokers Gross Premium Tax Report Calendar Year - 1984, issued January 18, 1985, § 38.2-4807 (formerly § 38.1-327.53)

Administrative Letter 1985-2, Safe Driver Insurance Plans Section 38.2-1904 (formerly § 38.1-279.33) of the Code of Virginia, issued January 31, 1985

Administrative Letter 1985-3, Application for License as Surplus Lines Broker, issued February 4, 1985

Administrative Letter 1985-4, Misstatement of Age or Sex Adjustments in Universal Life Insurance Policies, issued February 21, 1985

Administrative Letter 1985-5, Liability Policies - Defense Costs/Claims Expenses Included in the Limit of Liability - Deductible Applying to Defense Cost/Claims Expense, issued February 25, 1985

Administrative Letter 1985-6, Copayment Requirements, issued March 1, 1985, § 38.2-4300 (formerly § 38.1-863)

Administrative Letter 1985-7, Revised Procedures for Reviewing Public Record Information - Rates and Forms Sections, issued March 1, 1985

Administrative Letter 1985-8, Revised Instructions for Filing the "Declaration of Estimated License Tax and Estimated Assessment," issued March 1, 1985, § 38.2-407 (formerly § 38.1-48.2)

Administrative Letter 1985-9, Legislation Enacted by the 1985 Session of the General Assembly of Virginia, issued April 23, 1985

Administrative Letter 1985-10, Pollution Liability Exclusion Endorsement, issued May 23, 1985

Administrative Letter 1985-11, "Refer to Company" Designations, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34)

Administrative Letter 1985-12, Improper Rules/Rating Plans Which Exempt the Filing of Rates, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34)

Administrative Letter 1985-14, Alteration of Administrative Letter 1985-10 on Pollution Liability Exclusion Endorsement, issued July 8, 1985

Administrative Letter 1985-15, New Regulatory Requirements, issued July 22, 1985, §§ 38.2-4902 (formerly § 38.1-957) and 38.2-4905 (formerly § 38.1-960)

Administrative Letter 1985-16, Administrative Order Number 8926 - revised Uninsured Motorists Rates, issued August 12, 1985

Administrative Letter 1985-17, Appraisal Conditions, issued October 10, 1985

Administrative Letter 1985-19, Changes in the Licensing Procedure of Agents in Accordance with House Bill 1715, issued December 19, 1985, § 38.2-218 (formerly § 38.1-40)

Administrative Letter 1986-1, New Monthly Report Form for Surplus Lines Brokers, issued January 10, 1986

Administrative Letter 1986-2, Surplus Lines Brokers - Gross Premiums Tax Report - Calendar Year 1985, issued January 10, 1986, § 38.2-4807 (formerly § 38.1-327.53)

Administrative Letter 1986-3, Application for License as Surplus Lines Broker, issued January 22, 1986, § 38.2-1800 (formerly § 38.1-327.1)

Administrative Letter 1986-4, Virginia Market Assistance Plan, issued January 31, 1986

Administrative Letter 1986-5, Prohibition Against Insuring Lives or Persons of Residents of States in Which Insurer Is Not Licensed, issued April 30, 1986

Administrative Letter 1986-6, Legislation Enacted by the 1986 Session of the General Assembly of Virginia, issued May 11, 1986

Administrative Letter 1986-7, Cancellation of Vanpool Vehicles, issued May 19, 1986, § 38.2-2217.1 (formerly § 38.1-381.11)

Administrative Letter 1986-8, Appraisal Conditions, issued May 19, 1986

Administrative Letter 1986-9, Surplus Lines Insurance Law Effective July 1, 1986, issued May 27, 1986

Administrative Letter 1986-10, Cancellation of Commercial Liability Other Than Automobile Insurance Policies, issued June 4, 1986, § 38.2-231 (formerly § 38.1-43.01)

Administrative Letter 1986-11, Health Agent Study Course and Examination, issued June 4, 1986, §§ 38.2-1815 and 38.2-1816

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§ 38.2-4300 and 38.2-4302

Administrative Letter 1986-13, Requirements for Coverage for Mental Illness and Substance Abuse, issued June 26, 1986, §§ 38.2-4300, 38.2-3412 and 38.2-3413

Administrative Letter 1986-14, Senate Bill 250, Recodification of the Insurance Code - Title 38.2, issued July 1, 1986

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Administrative Letter 1986-15, Health Agent Study Course - Administrative Letter 1986-11, issued June 30, 1986

Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986

Administrative Letter 1986-18, Notice of Termination of Commercial Liability Other Than Automobile Insurance Policies, issued July 1, 1986, §§ 38.2-117 and 38.2-118

Administrative Letter 1986-19 Prohibition Against the Payment or Receipt of Title Insurance Kickbacks, Rebates, Commissions and Other Payments, issued October 10, 1986, § 38.2-4614

Administrative Letter 1986-20, New Regulatory Requirements, revised November 10, 1986, § 38.2-4904.1

Administrative Letter 1986-21, Variable Contracts Examination, issued October 23, 1986, § 38.2-1817

Administrative Letter 1986-22, 1980 Smoker/Nonsmoker Mortality Tables for Use in Determining Minimum Reserve Liabilities and Nonforfeiture Benefits, issued December 18, 1986, §§ 38.2-3130.1 and 38.2-316

Administrative Letter 1986-23, Title Insurance Agents Examination, issued December 29, 1986, § 38.2-1814.1

Administrative Letter 1987-1, Gross Premiums Tax Report - Calendar Year 1986 Application for License, issued January 15, 1987

Administrative Letter 1987-2, § 55-210.4:01 of the Code of Virginia - Unclaimed Property - Change of Beneficiary Forms, issued March 3, 1987

Administrative Letter 1987-3, Chapter 12 of Title 37.1 of the Code of Virginia - Disclosure of Patient Information to Third Party Payors by Professionals, issued March 9, 1987, §§ 37.1-225 and 38.2-600

Administrative Letter 1987-4, Appointment of the Clerk of the Commission as Agent for Service of Process, issued March 13 1987, § 38.2-1216

Administrative Letter 1987-5, 14 VAC 5-350-10 et seq. (formerly Insurance Regulation No. 25) - Rules Governing Surplus Lines Insurance, issued March 26, 1987

Administrative Letter 1987-6, Dissolution of the Virginia Market Assistance Plan, issued April 16, 1987

Administrative Letter 1987-7, Legislation Enacted by the 1987 Session of the General Assembly of Virginia, issued April 30, 1987

Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§ 38.2-1810 and 8.2-111

Administrative Letter 1987-10, revised Law and Procedures for Licensing and Appointment of Insurance Agents, issued June 1, 1987

Administrative Letter 1987-11, Implementation of House Bill 1235, issued June 15, 1987, §§ 38.2-1904, 38.2-2005, 38.2-1912 and 38.2-2003

Administrative Letter 1987-12, Revision to Title Insurance Financial Responsibility Requirement, issued September 10, 1987, §§ 38.2-1814.1 and 38.2-1833

Administrative Letter 1987-13, Request for Assistance in Updating Agent Address Records, issued September 16, 1987, § 38.2-1826

Administrative Letter 1987-14, Implementation of Section 38.2-231 of the Code of Virginia, issued October 6, 1987, §§ 38.2-231, 38.2-311 and 38.2-1912

Administrative Letter 1987-15, 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28), issued October 7, 1987, § 38.2-4311

Administrative Letter 1987-16, revised Form for the Appointment of Insurance Agents, issued November 24, 1987, § 38.2-1826

Administrative Letter 1988-1, Gross Premiums Tax Report - Calendar Year 1987 Application for License, issued January 15, 1988, §§ 38.2-400 and 38.2-403

Administrative Letter 1988-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1, issued January 26, 1988, §§ 38.2-117 and 38.2-118

Administrative Letter 1988-3, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued January 26, 1988, §§ 38.2-117, 38.2-118, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1988-4, Withdrawal of Administrative Letter 1983-5 dated June 1, 1983 and Amendments to Administrative Letter 1983-5 dated August 22, 1983, issued March 15, 1988

Administrative Letter 1988-5, Title Insurance Agent Examination, issued April 5, 1988, § 38.2-1814.1

Administrative Letter 1988-6, Legislation Enacted by the 1988 Session of the General Assembly of Virginia, issued May 25, 1988

Administrative Letter 1988-7, Virginia Birth-Related Neurological Injury Compensation Program, issued May 10, 1988, § 38.2-5002

Administrative Letter 1988-8, Report of Certain Liability Claims Required by Virginia Code Section 38.2-2228.1, issued May 25, 1988

Administrative Letter 1988-9, Implementation of 14 VAC 5-210-10 et seq. (formerly Regulation No. 28) - Reporting Dates, issued June 1, 1988

Administrative Letter 1988-10, House Bill 176 Requiring Notice to Accompany Policies, issued June 2, 1988, §§ 38.2-300 and 38.2-305

Administrative Letter 1988-11, Administrative Letter 1988-10, issued June 30, 1988, § 38.2-305

Administrative Letter 1988-12, Withdrawal of Administrative Letter 1987-8, issued August 9, 1988, §§ 38.2-513 and 38.2-136

Administrative Letter 1988-13, Copayments for Inpatient Mental and Nervous Disorders, issued August 4, 1988

Administrative Letter 1988-14, Adoption of New Mortality Tables Pursuant to the 1982 Amendments to the Standard Nonforfeiture Law - Section 38.2-3209 K of the Code of Virginia, as amended, issued August 5, 1988

Administrative Letter 1988-16, Modifications of Agent Licensing and Appointment Procedures, issued October 14, 1988

Administrative Letter 1988-17, Delayed Effect of Rate Filings and Certain Form Filing Requirements, issued November 13, 1988, §§ 38.2-1903 and 38.2-1912

Administrative Letter 1989-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued February 1, 1989

Administrative Letter 1989-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1, issued February 1, 1989

Administrative Letter 1989-3, Additional Instructions for Completion of Administrative Letter 1989-1 Regarding the Filing of Supplemental Reports Required by Virginia Code Section 38.2-1905.2, issued March 10, 1989

Administrative Letter 1989-5, Insurance Company Expenses, issued March 31, 1989, § 38.2-1904

Administrative Letter 1989-6, Market Conduct Examinations, issued April 21, 1989, §§ 38.2-200, 38.2-515, 38.2-614, 38.2-1317, 38.2-1809, and 38.2-4315

Administrative Letter 1989-7, Legislation Enacted by the 1989 Session of the General Assembly of Virginia, issued June 23, 1989

Administrative Letter 1989-9, Approval of Living Benefit Provisions Attached to or Included in Life Insurance Policies, issued May 25, 1989, §§ 38.2-102 and 38.2-3503

Administrative Letter 1989-10, Rate Filings Subject to the Provisions of Virginia Code Sections 38.2-1906 or 38.2-2003, issued June 5, 1989

Administrative Letter 1989-11, Reporting of Medical Malpractice Claims Pursuant to Virginia Code Section 38.2-2228, issued November 8, 1989

Administrative Letter 1989-12, Long-Term Care Insurance Consumer's Guide, issued October 27, 1989, § 38.2-5207

Administrative Letter 1989-13, Delayed Effect of Rate Filings, issued December 18, 1989, § 38.2-1912

Administrative Letter 1989-14, Accelerated Approval Procedure for Medicare Supplement Forms and Rates Filings, issued December 21, 1989

Administrative Letter 1990-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1990, issued January 29, 1990

Administrative Letter 1990-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1990, issued January 29, 1990

Administrative Letter 1990-3, Policy Effective Dates, issued January 26, 1990

Administrative Letter 1990-4, Workers' Compensation Insurance Rates, issued March 12, 1990

Administrative Letter 1990-5, Prospective Loss Costs Filing Procedures, issued May 2, 1990, § 38.2-1906

Administrative Letter 1990-6, Workers' Compensation and Employers' Liability Insurance Rate Deviations, issued May 4, 1990, § 38.2-2009

Administrative Letter 1990-7, Legislation Enacted by the 1990 Session of the General Assembly of Virginia, issued June 15, 1990

Administrative Letter 1990-9, Point Assignment Under a Safe Driver Insurance Plan, issued July 13, 1990, § 38.2-1905

Administrative Letter 1990-10, Rate Filings Subject to the Provisions of Virginia Code Section 38.2-1912 F, issued July 10, 1990, §§ 38.2-1322, 38.2-1905.1, and 38.2-1912

Administrative Letter 1990-11, Deductibles Reducing Policy Limits, issued July 17, 1990, § 38.2-317

Administrative Letter 1990-12, Senate Bill 131 - Coverage for Child Health Supervision Services, issued September 11, 1990, § 38.2-3411.1

Administrative Letter 1990-13, Annual Statement Filing by Certain Insurers in Machine-Readable Format: Diskettes Required, issued October 12, 1990, § 38.2-1300

Administrative Letter 1990-14, Clarification of Virginia Insurance Code Section 38.2-4904 - Annual Disclosure Statements, issued August 17, 1990, § 38.2-4904

Administrative Letter 1990-15, Allocation of Group Premiums for Multijurisdictional Health Maintenance Organizations, issued October 1, 1990, § 38.2-400

Administrative Letter 1990-17, Foreign and Alien Life Insurer's Reserve Valuation Certificate Requirements, issued October 12, 1990, § 38.2-3127 B

Administrative Letter 1990-18, Underwriting Military Personnel, issued October 10, 1990

Administrative Letter 1990-20, Delayed Effect of Rate Filings, issued November 1, 1990, § 38.2-1912

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Administrative Letter 1990-21, Revisions to VA CP-12 (12/90), VA CP-19 (12/90), VA CP-20 (12/90) (and Revisions to Filing Procedures of These Forms), issued December 19, 1990

Administrative Letter 1990-22, Proposed Rules Governing Private Review Agents, issued November 13, 1990, § 38.2-5300

Administrative Letter 1990-23, Long-Term Care Insurance Consumer's Guide, issued December 7, 1990, § 38.2-5207

Administrative Letter 1991-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued January 29, 1991

Administrative Letter 1991-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1991, issued January 29, 1991

Administrative Letter 1991-3, Premiums Charged for Credit Accident and Sickness Insurance, issued January 15, 1991, § 38.2-3710

Administrative Letter 1991-4, Administrative Letter 1990-6 - Workers' Compensation and Employers' Liability Insurance Rate Deviations, issued February 13, 1991

Administrative Letter 1991-5, Effective Date of New Section 38.2-508.1 of the Code of Virginia, issued April 19, 1991, § 38.2-508.1

Administrative Letter 1991-6, Workers' Compensation Insurance Rate Filings, issued April 16, 1991

Administrative Letter 1991-7, Contingency Reserve Funding Level Required by the Rules Governing Group Self-Insurers of Liability Under the Virginia Workers' Compensation Act (14 VAC 5-370-10 et seq., formerly Insurance Regulation No. 16), issued April 23, 1991

Administrative Letter 1991-8, Rules Governing Minimum Standards for Medicare Supplement Policies - 14 VAC 5-170-10 et seq. (formerly Insurance Regulation No. 35), Effective December 1, 1990, issued June 10, 1991

Administrative Letter 1991-9, Private Passenger Automobile Medical Expense Coverage Effective July 1, 1991, issued May 29, 1991, §§ 38.2-124 and 38.2-2201

Administrative Letter 1991-10, Virginia Workers' Compensation Profitability, issued June 3, 1991

Administrative Letter 1991-11, Legislation Enacted by the 1991 Session of the General Assembly of Virginia, issued June 17, 1991

Administrative Letter 1991-12, Unfair Trade Practices Concerning Automobile Glass Claims, issued October 31, 1991, § 38.2-510

Administrative Letter 1991-13, Preneed Funeral Contracts Funded by Life Insurance or Annuities, issued November 21, 1991, § 54.1-2820 B

Administrative Letter 1992-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1992, issued January 17, 1992

Administrative Letter 1992-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1992, issued January 17, 1992

Administrative Letter 1992-3, Requirements for Reinsurers Desiring to Qualify as Acceptable Reinsurers under Virginia Code Section 38.2-1316.2 or 38.2-1316.3, issued January 21, 1992

Administrative Letter 1992-4, Revisions to VA CP-19 (2/92) and VA CP-20 (2/92) (and Annual Submission of VA CP-12 (12/90)), issued February 7, 1992, §§ 38.2-124 and 38.2-2201

Administrative Letter 1992-5, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 12, 1992

Administrative Letter 1992-6, Prohibition Against the Payment or Receipt of Title Insurance Kickbacks Rebates, Commissions and other Payments, issued February 19, 1992, §§ 38.2-509 and 38.2-4614

Administrative Letter 1992-8, Required Filings of Insurers That Are Members of an Insurance Holding Company System, issued March 6, 1992, § 38.2-1329

Administrative Letter 1992-9, Credit Accident and Sickness Insurance Rates, issued April 21, 1992, §§ 38.2-1301 and 38.2-3727 A

Administrative Letter 1992-10, Transactions Within a Holding Company System Involving Any Person Who Is Not an Affiliate, issued April 16, 1992, §§ 38.2-1331 and 38.2-4233

Administrative Letter 1992-11, Withdrawal of Administrative Letter 1992-7, issued May 15, 1992

Administrative Letter 1992-12, Legislation Enacted by the 1992 Session of the General Assembly of Virginia, issued July 16, 1992

Administrative Letter 1992-13, Mammogram Benefits in Medicare Supplement Policies, issued August 5, 1992, § 38.2-3418.1

Administrative Letter 1992-14, Licensing of Managing General Agents, issued August 17, 1992, §§ 38.2-1858, 38.2-1860, and 38.2-1861

Administrative Letter 1992-15, Licensing of Reinsurance Intermediaries, issued September 1, 1992

Administrative Letter 1992-16, Analysis of Excess Capital and Surplus Investments, issued August 14, 1992

Administrative Letter 1992-17, Asset Protection Act, Virginia Code §§ 38.2-1446 and 38.2-1447, issued August 14, 1992

Administrative Letter 1992-18, New Chapter 37.1 of Title 38.2, Code of Virginia, issued August 31, 1992

Administrative Letter 1992-19, Actuarial Opinion Submissions in Company Annual Statements, issued November 10, 1992, §§ 38.2-1109, 38.2-1203, 38.2-1300, 38.2-1301, 38.2-2506, 38.2-2613, 38.2-4214, 38.2-4307, 38.2-4408, 38.2-4509, and 38.2-4602

Administrative Letter 1992-20, House Bill 660 - Effective July 1, 1992 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued October 15, 1992, §§ 38.2-316 F and 38.2-3113.1 D

Administrative Letter 1992-21, Hurricane Andrew, issued October 30, 1992

Administrative Letter 1992-22, Compliance with Virginia Code Section 38.2-4311, issued October 30, 1992

Administrative Letter 1992-23, New Chapter 37.1 of Title 38.2, Code of Virginia issued November 25, 1992, § 38.2-3725

Administrative Letter 1992-24, Actuarial Opinion Submissions in Company Annual Statements, issued November 10, 1992

Administrative Letter 1992-25, Assignment of Points Under Safe Drive Insurance Plans, issued December 15, 1992, §§ 38.2-602, 38.2-608, 38.2-609, 38.2-610 and 38.2-1905

Administrative Letter 1992-26, Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued December 11, 1992, §§ 38.2-1443.1 and 38.2-3113.1

Administrative Letter 1993-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Not Due Until May 1, 1994; Special Limited Data Call Due July 1, 1993, issued April 9, 1993

Administrative Letter 1993-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1993, issued April 9, 1993, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1993-3, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 10, 1993

Administrative Letter 1993-4, Delayed Effects of Rate Filings for Certain Lines and Subclassifications of Commercial Liability Insurance, issued January 28, 1993, § 38.2-1912

Administrative Letter 1993-6, Installment Payment Plans, issued May 3, 1993

Administrative Letter 1993-7, Changes of Address and Telephone Numbers for the State Corporation Commission's Bureau of Insurance, issued March 25, 1993

Administrative Letter 1993-8, Special Data Call Due July 1, 1993 in Support of a Report to the General Assembly Pursuant to Section 38.2-1905.1 A of the Code of Virginia for Commercial Contractors Liability, Products and Completed

Operations Liability, and Municipal Liability Insurance, issued April 27, 1993

Administrative Letter 1993-9, Building Ordinance or Law Coverage, issued April 19, 1993, § 38.2-2124

Administrative Letter 1993-10, Use of Final Rates Filed by Rate Service Organizations for Property and Casualty Lines of Insurance Other Than Workers' Compensation, issued April 29, 1993, § 38.2-1908

Administrative Letter 1993-11, Credit Involuntary Unemployment Insurance, issued May 27, 1993, §§ 38.2-122 and 38.2-233

Administrative Letter 1993-12, Long-Term Care Insurance Reporting Requirements, issued May 3, 1993

Administrative Letter 1993-13, Legislation Enacted by the 1993 Session of the Virginia General Assembly, issued June 3, 1993

Administrative Letter 1993-15, Distribution of Information on Insureds in the Workers' Compensation Insurance Plan, issued October 4, 1993, § 65.2-823

Administrative Letter 1993-16, Business Transacted with Producer-Controlled Property and Casualty Insurer Act, issued August 4, 1993, § 38.2-1341

Administrative Letter 1993-18, Adoption of Loss Costs Filed by the National Council on Compensation Insurance, issued October 1, 1993, § 38.2-1912

Administrative Letter 1993-19, 14 VAC 5-320-10 et seq. (formerly Insurance Regulation No. 15) (revised) - Rules Establishing Minimum Reserve Standards for Individual and Group Accident and Sickness Insurance Contracts, issued November 5, 1993

Administrative Letter 1994-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1994, issued January, 1994

Administrative Letter 1994-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1994, issued February 17, 1994

Administrative Letter 1994-3, Medicare Supplement Insurance Premiums Comparison Lists, issued January 11, 1994

Administrative Letter 1994-4, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued January 20, 1994

Administrative Letter 1994-5, Legislation Enacted by the 1994 Virginia General Assembly, issued July 5, 1994

Administrative Letter 1994-6, Revisions to VA CP-12 (6/94), VA CP-19 (6/94) and VA CP-20 (6/94), issued June 2, 1994

Guidance Documents

Administrative Letter 1994-7, Mandatory Offer of Rental Reimbursement Coverage, issued July 5, 1994, §§ 38.2-2212 and 38.2-2230

Administrative Letter 1994-8, Freedom of Choice Requirements - Pharmacies and Ancillary Service Providers, issued October 17, 1994, §§ 38.2-316, 38.2-3407.7, 38.2-3407.8, 38.2-4209.1, 38.2-4209.2, 38.2-4312.1, and 38.2-4312.2

Administrative Letter 1994-9, I. Filing of Experience Reports and Adjustment of Prima Facie Rates II. Filing of Premium Rates and Refund Formulas, issued November 7, 1994, §§ 38.2-3725, 38.2-3728 A, 38.2-3729 C, and 38.2-3730

Administrative Letter 1994-10, Delayed Effect of Rate Filings for Certain Lines and Subclassifications of Commercial Liability Insurance, issued December 1, 1994, § 38.2-1912

Administrative Letter 1995-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Not Due Until May 1, 1996, issued April 14, 1995

Administrative Letter 1995-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1995, issued April 14, 1995

Administrative Letter 1995-3, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38) - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued January 10, 1995

Administrative Letter 1995-4, Rescission of Administrative Letter 1989-8, issued March 9, 1995, §§ 38.2-2218 through 38.2-2225, and 46.2-475

Administrative Letter 1995-5, 14 VAC 5-190-10 et seq. (formerly Virginia Insurance Regulation No. 38) - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - Coverage for Treatment of Breast Cancer by Dose Intensive Chemotherapy/Autologous Bone Marrow Transplants or Stem Cell Transplant, Section 38.2-3418.1:1 of the Code of Virginia, issued June 20, 1995

Administrative Letter 1995-6, Legislation Enacted by the 1995 Virginia General Assembly, issued May 19, 1995

Administrative Letter 1995-7, Standard and Essential Benefit Plans - Small Employer Market, issued March 24, 1995, § 38.2-3431 D

Administrative Letter 1995-8, Closing Protection Letters, issued September 4, 1995, §§ 38.2-123, 38.2-135 and 38.2-4615

Administrative Letter 1995-9, Registration - Small Employer Market, issued July 12, 1995

Administrative Letter 1995-10, Capitated Administrative Services Only (ASO) Agreements Are Insurance and May Subject Both the Provider and Administrator to the Provisions

of Title 38.2 of the Code of Virginia, issued September 11, 1995

Administrative Letter 1995-11, Synthetic Guaranteed Investment Contracts, issued November 9, 1995

Administrative Letter 1995-12, Participation in the Primary Small Employer Market for Health Insurance in Virginia, issued November 16, 1995, § 38.2 3431 C 8 a

Administrative Letter 1996-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1996, issued January 25, 1996

Administrative Letter 1996-2, Repeal of Virginia Code Section 38.2-2228.1 - Annual Reports of Certain Liability Claims, issued May 29, 1996

Administrative Letter 1996-3, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38) - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1995 Reporting Period, issued January 26, 1996

Administrative Letter 1996-4, Reporting Requirements for Carriers Participating in the Primary Small Employer Market, issued March 11, 1996, § 38.2-3433

Administrative Letter 1996-5, Repeal of Virginia Code Section 38.2-2228 - Certain Medical Malpractice Claims to be Reported to Commissioner, issued May 29, 1996

Administrative Letter 1996-6, Legislation Enacted by the 1996 Virginia General Assembly, issued June 14, 1996

Administrative Letter 1996-7, Change of Zip Code, issued May 13, 1996

Administrative Letter 1996-10, Termination of Policies Covering Churches and Other Places of Worship, issued June 21, 1996

Administrative Letter 1996-11, 14 VAC 5-180-10 et seq. (formerly Insurance Regulation No. 34) - Rules Governing Underwriting Practices and Coverage Limitations and Exclusions for Acquired Immunodeficiency Syndrome (AIDS), issued July 10, 1996

Administrative Letter 1996-12, House Bill 1026 - Section 38.2-3514.2 of the Code of Virginia, issued July 10, 1996

Administrative Letter 1996-13, 1996 House Bill 442 - § 38.2-3407.11 of the Code of Virginia, as amended - "Direct Access" to Obstetricians and Gynecologists, issued August 9, 1996

Administrative Letter 1996-14, Registration - Small Employer and Primary Small Employer Market, issued September 25, 1996, §§ 38.2-3431 and 38.2-3432 B 7

Administrative Letter 1996-15, 14 VAC 5-170 - Rules Governing Minimum Standards for Medicare Supplement Policies (formerly Regulation No. 35), issued October 2, 1996

Administrative Letter 1996-16, 14 VAC 5-190-10 et seq. - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers: Coverage of Procedures Involving Bones and Joints, issued December 4, 1996

Administrative Letter 1997-1, Insurance Activities Requiring Persons to be Licensed, issued March 10, 1997, § 38.2-1822

Administrative Letter 1997-2, Credit Insurance Experience Exhibits - Section 38.2-3730 of the Code of Virginia, issued January 23, 1997

Administrative Letter 1997-3, 14 VAC 5-190-10 et seq. - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers: 1996 Reporting Period, issued March 3, 1997

Administrative Letter 1997-4, Equity Indexed Annuities; Equity Indexed Life Insurance Products, issued May 9, 1997

Administrative Letter 1997-5, Senate Bill No. 1104 (the Consumer Real Estate Settlement Protection Act), issued May 28, 1997

Administrative Letter 1997-6, Legislation Enacted by the 1997 Virginia General Assembly, issued June 6, 1997

Administrative Letter 1997-7, Mail Sent to the Bureau of Insurance, issued June 27, 1997

Administrative Letter 1997-8, Order Vacating Delayed Effect Rate Filings for Certain Lines and Subclassifications of Commercial Liability Insurance, issued July 11, 1997, §§ 38.2-1906 and 38.2-1912

Administrative Letter 1997-9, Application and Enrollment Forms, issued September 9, 1997, §§ 38.2-218 and 38.2-316

Administrative Letter 1997-10, Notification of Change in Method of Computation of Premium License Tax Credits for Guaranty Association Assessments, issued September 19, 1997, §§ 38.2-1611.1, 38.2-1709, and 38.2-2806

Administrative Letter 1997-11, 14 VAC 5-190-10 et seq. - Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers Notification of Additional Reporting Requirements for the 1997 Reporting Period, issued October 10, 1997

Financial Regulation Unit Guidance Documents:

Memorandum to Certain Domestic Companies re Proper Reporting of Reinsurance Credits on Reinsurance Arranged through Intermediaries, June 1991

Memorandum to All Health Maintenance Organizations re Reporting Format for Costs Relating to Indemnifications and Nonparticipating Referral Provider Arrangements, October 1992

Letter re Annual Reserve Valuation Submissions Required of Domestic Insurers Pursuant to § 38.2-3126 B and Administrative Letter 1990-16, November 1990

Memorandum to Domestic Insurance Organizations Subject to Financial Condition Examinations under Title 38.2 - Chapter 13 of the Code of Virginia, re Change in Policy on Who Can Act as Custodian for an Instance Organization's Securities Portfolio, February 1990

Letter re Future Year-end Reserve Valuation Submissions to the Virginia Bureau of Insurance, December 1987

Requirements for Foreign and Alien Insurance Companies Seeking Admission to Do Business in Virginia, revised December, 1996, § 38.2-1024

Requirements for Organizing and Licensing of a Virginia Stock Insurance Company, revised January, 1997, § 38.2-1024

Requirements for Organizing and Licensing of a Commonwealth of Virginia Mutual Insurance Company, revised January 1997, § 38.2-1024

Requirements for Organization and Licensing of a Home Protection Company, revised January 1997, §§ 38.2-1024 and 38.2-2603

Requirements for Organization and Licensing of a Virginia Reciprocal Insurer, revised December 1996, §§ 38.2-1024 and 38.2-1206

Requirements for Organization and Licensing of a Captive Insurer, revised December 1996, § 38.2-1102

Requirements for Organization and Licensing of a Health Services Plan, revised March 1997, § 38.2-4200

Requirements for Organizing and Licensing of a Health Maintenance Organization, revised December 1996, § 38.2-4301

Requirements for Organizing and Licensing of a Limited Health Maintenance Organization, revised December 1996, § 38.2-4301

Requirements for Organizing and Licensing of a Virginia Legal Services Plan, revised January 1997, § 38.2-4413

Requirements for Organization and Licensing of a Dental Services Plan, revised January 1995, § 38.2-4517

Requirements for Organization and Licensing of an Optometric Services Plan, revised March 1995, § 38.2-4517

Requirements for Admission to Transact Business as an Insurance Premium Finance Company in Virginia, revised December 1996, § 38.2-4701

Requirements for Entities Interested in Becoming Continuing Care Providers, revised January 1997, § 38.2-4901

Requirements for Organizing and Licensing of an Automobile Club, revised December 1996, § 13.1-400.2

Multiple Employer Welfare Arrangements (MEWA) Statutory Guidelines and Information Packet, revised December 1996, Article 3 of Chapter 34 of Title 38.2

Guidance Documents

Requirements for Accredited Reinsurers, June 1996, § 38.2-1316.2 and § 38.2-1316.3

Requirements for Workers' Compensation Group Self-Insurers, issued December 1996, § 65.2-802

Letter to Insurers Prior to an Examination Specifying the Date of the Upcoming Examination and Requesting Specific Documentation the Insurer Is To Provide to the Bureau of Insurance Staff, revised 1997

E007, Annual Renewal Packet - Multiple Employer Welfare Arrangements, December 1996, 14 VAC 5-410-40 D

E041, Annual Renewal Packet - Insurance Companies and Health Maintenance Organizations, December 1996, § 38.2-1025 and § 38.2-4318

E042, Annual Renewal Packet - Risk Retention Groups, December 1996, § 38.2-5103

E043, Annual Renewal Packet - Premium Finance Companies, December 1996, § 38.2-4703

E044, Annual Renewal Packet - Workers' Compensation Group Self-Insurers, December 1996, § 65.2-802

E045, Annual Renewal Packet - Accredited Reinsurers, December 1996, § 38.2-1316.2 and § 38.2-1316.3

E046, Annual Renewal Packet - Authorized Reinsurers, December 1996, § 38.2-1316.2 and § 38.2-1316.3

E053, Annual Renewal Packet - Automobile Clubs, September 1997, § 13.1-400.3

Market Regulation Unit Guidance Documents:

Letter to Newly Licensed Insurers Advising the Insurers of the Applicable Insurance Rules and Regulations in the Commonwealth of Virginia, revised 1997

Virginia Surplus Lines Filing Instructions, revised September 5, 1996

Common Problems Found During Property and Casualty Market Conduct Examinations, published August 1, 1997

Virginia Property and Casualty Rules, Rates and Forms Filing Guidelines Handbook, published July, 1997

Letter to Insurers Prior to an Examination Specifying the Date of the Upcoming Examination and Requesting Specific Documentation the Insurer Is to Provide to the Bureau of Insurance Staff, revised 1997

Application for an Excess Rate by Which Property and Casualty Insurers May Request Approval of an Excess Rate for a Specific Risk, issued November, 1991, §§ 38.2-1920 and 38.2-2013

Statistical Agent Reporting Form (VA SRF-2), Declaring the Name of the Statistical Agent to Whom the Insurer Reports its Statistics, revised 1997, §§ 38.2-1919 and 38.2-2012

Filing Authorization Form to Establish the Proper Authorization for Other Entities, such as Third Party

Administrators or Managing General Agents, to Prepare and Submit Rate, Rule and Form Filings on Behalf of Insurers, issued December 1989

Workers' Compensation Deductible Plans Filing Instructions, issued July 1997

Virginia CP-9 Form, Which Permits Insurers to Use the Policy Forms and Endorsements Filed and Approved for a Rate Service Organization, such as the Insurance Services Office, issued July 1982

Administration and Taxation Unit Guidance Documents:

Instructions for Filing the Virginia Declaration of Estimated License Tax and Estimated Assessment, revised March 1997

Virginia Premium License Tax/Assessments Reports for Year Ended December 31, 1996, revised December 1996

Consumer Guides:

Virginia Life Insurance Consumer's Guide, published in 1987

Virginia Health Insurance Consumer's Guide, published in 1994

1997 Virginia Medicare Supplement Insurance Premium Comparison Guide, published in May 1997

A Consumer's Guide to Insurance for Senior Citizens, published in 1995

Homeowners Insurance Consumer's Guide 1996/1997, published in 1996

Virginia Auto Insurance Consumer's Guide 1996/1997, published in 1996

When a Disaster Strikes: What To Do After an Insured Commercial Property Loss, published in 1995

When a Disaster Strikes: What To Do After an Insured Homeowners Loss, published in 1995

Virginia Commercial Insurance Consumer's Guide, published in 1995

State Corporation Commission Bureau of Insurance Consumer Complaint Form, revised June 24, 1997

Division of Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Public Service Taxation Division of the State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Alene Katz at the same address, telephone (804) 371-9679 or FAX (804) 371-9797.

Questions regarding interpretation or implementation of these documents may be directed to William Powell, Deputy Director of the Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East

Main Street, Richmond, VA 23219, telephone (804) 371-9670 or FAX 804 371-9797.

Guidance Documents:

- State Tax Bills, all updated annually, Chapter 26 of Title 58.1
- CCTD-3, Tax Report, Electric Companies, 1963, § 58.1-2628
- CCTD-6, Tax Report, Telecommunications Companies, 1963, § 58.1-2628
- CCTD-7, Tax Report, Gas Companies, 1963, § 58.1-2628
- CCTD-8, Tax Report, Water Companies, 1963, § 58.1-2628
- CCTD-9, Report for Certificated Motor Vehicle Carriers Rolling Stock Tax, 1963, § 58.1-2654
- CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, 1963, § 58.1-2663
- CCTD-11, Report for Special Tax on Virginia Pilots Association, 1963, § 58.1-2663
- CCTD-12, Report for Special Tax on Railroad Companies, 1963, § 58.1-2663
- CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, 1963, §§ 58.1-2640 and 58.1-2647
- CCTD-DPR, Dual-Party Relay Service Monthly Report, 1963, § 56-484.6
- Registration Procedure for Persons subject to the Video Programming Excise Tax, 1963, § 58.1-3813.3A
- Real Estate Transaction Form for Purchase and Conveyance, 1963, § 58.1-2628
- Motor Vehicle Carriers Rolling Stock, Tax Report, Urban-Suburban Statement for the Special Tax
- Exemption for Passenger Vehicles, 1963, § 58.1-2663

Division of Securities and Retail Franchising

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission's Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 East Main Street. Copies may be obtained free of charge by contacting Sue Hall at the same address, telephone number (804) 371-9784 or FAX (804) 371-9911. Our mailing address is P.O. Box 1197, Richmond, VA 23218.

Questions regarding interpretation or implementation of this document may be directed to Wm. Rhea Shelton, Registrar, at the same address, telephone number (804) 371-9610 or FAX (804) 371-9911. Our mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Document:

Some Helpful Information Regarding Trademarks and Service Marks, Undated, §§ 59.1-77 through 59.1-92

Division of Public Utility Accounting

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the Virginia State Corporation Commission's Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219. Please contact Robin Spruill at (804)371-3708 to make an appointment. Copies may be obtained at the cost of \$1.00 per page for the first 2 pages and 50 cents for each additional page. Contact Robin Spruill at the above address or facsimile your request to (804) 371-9447.

Questions regarding interpretation or implementation of these documents may be directed to Ronald A. Gibson, Director, Division of Public Utility Accounting, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-3708 or FAX (804) 371-9447.

Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 1995, 72 pages, § 56-249

Uniform System of Accounts for Electric Utilities, promulgated by the Federal Energy Regulatory Commission, revised April 1, 1997, 119 pages, § 56-249

Uniform System of Accounts for Natural Gas Companies, promulgated by the Federal Energy Regulatory Commission, revised April 1, 1997, 139 pages, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 148 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 66 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 149 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissions, revised 1996, 65 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, revised September 5, 1997, 107 pages, § 56-249

Annual Financial and Operating Report for electric companies, revised 1995, consisting of the Federal Energy Regulatory Commission Form 1 of 122 pages and supplemental information of 27 pages, § 56-249

Annual Financial and Operating Report for electric cooperatives, 38 pages, § 56-249

Annual Financial and Operating Report for gas companies, revised 1995, consisting of the Federal Energy Regulatory

Guidance Documents

Commission Form 2 of 156 pages and supplemental information of 15 pages, § 56-249

Annual Financial and Operating Report for telephone companies, revised 1989, consisting of the Federal Communications Commission Form M of 85 pages and supplemental information of 21 pages, § 56-249

Annual Financial and Operating Report for telephone cooperatives, revised 1989, consisting of the Federal Communications Commission Form M of 56 pages and supplemental information of 21 pages, § 56-249

Annual Financial and Operating Report for class A water and/or sewer companies, revised 1984, National Association of Regulatory Utility Commissions Form, 62 pages, § 56-249

Annual Financial and Operating Report for class C water and/or sewer companies, revised 1984, National Association of Regulatory Utility Commissions Form, 22 pages, § 56-249

Accounting Circular No. 1, Accounting for supplier refunds and reporting gross receipts for electric cooperatives, issued January 4, 1984, 1 page, § 56-249

Accounting Circular No. 12, Presentation of ratemaking adjustments in rate applications and annual informational filings, issued October 7, 1985, 1 page, § 56-249

Accounting Circular No. 15, Rate case filing notification, issued January 21, 1986, 1 page, § 56-249

Accounting Circular No. 18, Uniform capitalization rules of the tax reform act of 1986, issued January 28, 1987, 1 page, § 56-249

Accounting Circular No. 19, Implementation requirements for the Virginia coal employment and production incentive tax credit, revised October 26, 1988, 1 page, § 56-249

Accounting Circular No. 20, Uniform system of accounts for small water companies, issued April 13, 1987, 1 page, § 56-249

Accounting Circular No. 21, Uniform system of accounts for telecommunications companies, issued September 30, 1987, 1 page, § 56-249

Accounting Circular No. 22, Modified annual report (FCC Form M) filing requirements for telephone cooperatives, issued January 24, 1990, 2 pages, § 56-249

Accounting Circular No. 23, Electric Cooperative accounting treatment for National Rural Electric Cooperative Association (NRECA) pension costs, issued March 21, 1990, 2 pages, § 56-249

Guidelines regarding the accounting and ratemaking treatment of post-employment benefits other than pensions (OPEBs) for electric cooperatives, issued July 8, 1994, 3 pages, § 56-249

Guidelines for filing affiliate applications and applications involving the transfer of assets, securities, and control, revised October 21, 1994, 9 pages, § 56-76 through § 56-92

Guidelines on the recording and recovery of regulatory assets, issued March 29, 1995, 2 pages, § 56-249

**The State Corporation Commission issues an annual report each year which contains the leading matters disposed of by formal orders that year. The Annual Reports of the commission may be viewed during regular work days from 8 a.m. until 5 p.m. in the State Corporation Commission Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Copies may be obtained for \$29 (price may vary depending on the year of the report) by contacting Brenda Smith at the same address, telephone (804) 371-9272 or FAX (804) 371-9654.

Questions regarding interpretation of the annual reports may be directed to William J. Bridge, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9672 or FAX (804) 371-9654.

DEPARTMENT OF CORRECTIONS

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of Planning, Evaluation, and Certification, Virginia Department of Corrections, 6900 Atmore Drive, Richmond, VA 23225. Copies may be obtained free of charge by contacting Charlene Davis at the same address, telephone (804) 674-3268.

Questions regarding interpretation or implementation of these documents may be directed to John Britton, Planning, Evaluation, and Certification Manager, Virginia Department of Corrections, 6900 Atmore Drive, Richmond, VA 23225, telephone (804) 674-3268.

Guidance Documents:

Compliance Documentation for Standards for Community Residential Programs, revised June 1993, 6 VAC 15-70

Compliance Documentation for Standards for Jails and Lockups, revised October 1995, 6 VAC 15-40

Compliance Documentation for Standards for State Correctional Facilities, revised January 1992, 6 VAC 15-30

Compliance Documentation for Virginia Probation and Parole Standards, revised October 1991, 6 VAC 15-60

Sample Research Agreement Form, issued January 1995, 6 VAC 15-26

Sample Research Proposal Form, issued January 1995, 6 VAC 15-26

Sample Voluntary Informed Consent Form, issued January 1995, 6 VAC 15-26

DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the Department of Criminal Justice Services, 805 East Broad Street, 10th Floor, Richmond, VA 23219. Copies may be obtained by contacting Steve Squire at the same address, telephone (804) 786-8478. Fees vary depending upon document.

Questions regarding interpretation or implementation of these documents may be directed to George Gotschalk, Department of Criminal Justice Services, 805 East Broad Street, Richmond, VA 23219, telephone (804) 786-8001.

Guidance Documents:

- Training Desk Reference, revised February 1995, § 9-170
- Certification and Decertification of Law Enforcement Officers, revised July 1, 1996, §§ 15.2-1706 and 15.2-1709
- Combined Training School Policy, revised September 1994, § 9-170
- Training Exemption Guidelines, revised June 1, 1993, § 9-173
- Instructor Certification/Recertification Process, issued 1994, 6 VAC 20-80
- Partial In-service Credit Policy Guidelines, revised February 1993, 6 VAC-20-30
- Q-Target Policy, revised November 1991, 6 VAC-20-30
- Waiver of Minimum Qualifications Guidelines, revised May 1, 1994, § 15.2-1705
- Electronic Media In-service Training Guidelines, issued December 1993, 6 VAC 20-30
- Physical Examination Policy, revised September 1994, 6 VAC 20-20 and 6 VAC 20-50
- Guidelines for Auxiliary and Part-time Officers, issued January 1993, §§ 9-180 and 15.2-1731
- Academy Certification Standards, revised November 1997
- Academy Recertification Standards, revised November 1997
- Regional Academy Funding Policy, revised September 1994
- Guidelines for Approval of College Courses and Programs, issued December 3, 1996, 6 VAC 20-30
- Model Field Training Guide for Law Enforcement Officers, issued September 1, 1993
- Model Field Training Guide for Jail Officers, issued March 1994
- Guidelines for Allowing Individuals to Attend Criminal Justice Mandated Training Prior to Employment, revised November 1994
- Radar Operator Training Guidelines, revised March 15, 1995, § 9-170
- Private Security Training Exemption Guidelines, revised August 1, 1996, 6 VAC 20-170
- Private Security Criminal History Waiver Guidelines, issued July 1, 1993, 6 VAC 20-170
- Private Security Sanctions Publication Guidelines, issued August 29, 1996, 6 VAC 20-170
- Private Security Compliance Agent Experience Guidelines, issued February 10, 1997, 6 VAC 20-170
- Topical Outlines and Learning objectives for Private Security, 6 VAC 20-170
- Criminal Justice Services Board Regional Criminal Justice Training Academy Policy, revised May 3, 1995, 6 VAC 90
- Grants for Community-Oriented Justice, issued December 1997
- Model Manual of Policies and Procedures for Virginia Law Enforcement Agencies, revised 1993
- Child Witness Testimony in Court: Using Closed Circuit Equipment, issued December 1997, § 16.2-6 7.9
- Child Witness Testimony in Court: Protocol for Using Closed Circuit Equipment, issued September 1995
- 1998 Criminal History Records Improvement Program Guide, issued 1997
- An Informational Guide for Domestic Violence Victims in Virginia, issued 1997
- An Informational Guide to Virginia's Crime Victim and Witness Rights Act, issued 1997
- STOP Violence Against Women Grant Program, issued July 18, 1997
- Victim Assistance Program Guide and Application Procedures (FY 1998), issued March 10, 1997
- Supplemental Information Victim/Witness Grant Program, issued March 7, 1997
- Victim/Witness Grant Program Codebook and Progress Report Forms, revised July 1996
- Program Guide: Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act, 1997, issued February 1996, §§ 53.1-180 through 53.1-185.3 and 19.2-152.2 through 19.2-152.7
- 1995 Program Guide: Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act, issued June 1995
- Preparing a Community-Based Corrections Plan, issued April 4, 1995
- Electronic Home Incarceration: Local Programming, issued August 1993, § 53.1-131.2
- Community Criminal Justice Boards: Information and Ideas for New and Continuing Members, issued 1997, § 53.1-183

Guidance Documents

Monthly Reporting Requirements and Instructions: Pretrial Services Act and Comprehensive Community Corrections Act for Local-Responsible Offenders, issued July 1997, §§ 19.2-152.2 and 53.1-180

"Bench Card" for PSA and CCCA, issued April 1996, §§ 53.1-180 through 53.1-185.3 and 19.2-303.2

Program Guide: Community Crime Prevention Services, issued 1997

Program Guide: Crime Control Planning, issued 1997

Program Guide: Serious or Habitual Offender Comprehensive Action Program (SHOCAP), issued 1997

Program Guide: School Resource Officer, issued 1997

Court Appointed Special Advocate (CASA) Program Guide, issued 1997

Juvenile Justice and Delinquency Prevention (Title II) Program Guide, issued 1997

Juvenile Justice and Delinquency Prevention (Title V) Program Guide, issued 1997

Breath Test Operators Training Manual: Intoxityzer Model 5000, issued August 20, 1997, §§ 18.2-267 and 18.2-268

Evidence Handline, issued 1997

Laboratory Capabilities Guide, issued August 1997

Evaluation Criteria for Crime Prevention Specialist Applications, issued March 15, 1995

Program Evaluation: Basic Designs in Crime Prevention, issued 1997

Serious or Habitual Offender Comprehensive Action Program (SHOCAP) Guidelines, issued April 1994

Program Evaluation: School Resource Officer Programs, issued 1997

Forfeited Asset Sharing Program, issued 1990, § 18.2-249

DEPARTMENT FOR THE DEAF AND HARD-OF-HEARING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the offices of the Virginia Department for the Deaf and Hard of Hearing (VDDHH), 1602 Rolling Hills Drive, the Ratcliffe Building, Suite 203, Richmond, VA 23229-5012. Copies may be obtained free of charge by contacting Leslie Hutcheson at the same address, telephone (804) 662-9703 (V/TTY), FAX (804) 662-9718 or e-mail hutche1g@ddhh.state.va.us. The documents may be downloaded from the VDDHH Home Page (<http://www.state.va.us/hhr/vddhh/>).

Questions regarding interpretation or implementation of these documents may also be directed to Leslie Hutcheson.

Guidance Documents:

VDDHH Policies and Procedures implementing 22 VAC 20-20 (Regulations Governing Eligibility Standards and Application Procedures of the Distribution of Technological Assistive Devices), revised January 1993

VDDHH Policies and Procedures implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised January 1993

BOARD OF DENTISTRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Marcia Miller, Executive Director of the board, at the address above or by telephone at (804) 662-9906. Copies are free of charge.

Guidance Documents:

60-1, American Dental Association Commission on Dental Accreditation - Accredited Program Listing for Dental Assisting, Dental Hygiene and Dental Laboratory Technology Education Programs, January 1997

60-2, Accredited program listing for Advanced Specialty and General Dentistry Education by the American Dental Association Commission on Dental Accreditation, January 1997

60-3, Letter from R. Isaacson, D.D.S. regarding licensure application prerequisites, February 1997

60-4, Bulletin article regarding advertising guidelines, May 1990

60-5, Bulletin article regarding HOM (Hand Over Mouth) guidelines, April 1991

60-6, Bulletin article regarding dental assistance making temporary crowns, Winter/Spring 1994

60-7, Bulletin article regarding common questions and answers concerning CE (Continuing Education requirements), Winter/Spring 1995

60-8, Bulletin article regarding delegable functions, July 1996

60-9, Bulletin article regarding dental office inspection form, Fall/Winter 1996

60-10, Board minutes on Infection Control, October 1, 1993, September 14, 1991, and August 1, 1991

60-11, Board minutes, Completion of treatment of patient if fees not paid, October 1-2, 1997

60-12, Consent order for Board of Dentistry vs. John H. Jones III, D.D.S. - decision regarding advertising trade name, October 1, 1997

60-13, Determination for Board of Dentistry vs. David Nyczepir, D.D.S. regarding "Free Consultation," August 26, 1997

60-14, Consent order for Board of Dentistry vs. Vera Theopisti Tarasidis, D.D.S. - decision on discounted fees, October 1, 1997

60-15, Letter and Notice of Informal Conference of Board of Dentistry vs. Rouben A. Yedigarian, D.D.S., August 26, 1997

DEPARTMENT OF EDUCATION

The following guidance documents may be viewed at the Department of Education during regular work days from 8:30 a.m. to 5 p.m. at 101 North 14th Street, 25th Floor, Richmond, VA. Copies of the documents may be obtained at no cost by contacting Dr. James E. Laws, Jr. at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2540. Questions regarding interpretation or implementation may also be directed to Dr. Laws.

Guidance Documents:

Steps for Minors to Procure a Driver's License in Virginia, July 1997

Alcohol and Other Drugs and Driving, 1990

Guidelines for the Administration of the Virginia Fitness Test, December 1992

Virginia Health Guidelines, August 1992

Guidelines for Specialized Health Care Procedures, March 1996.

The Virginia Plan for the Gifted, 1996

Procedures for Initiating an Academic Year Governor's School, Winter 1995

Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools, September 1995

The Virginia Recertification Manual, July 1990

Procedures for Adjusting Grievances, June 1997

Virginia Approved Preparation Programs for Instructional Personnel, July 1994

State-Approved Principal Preparation Programs, July 1, 1990

Virginia Department of Education's Mediation - Interim Process, Guidance Document, August 1997

Model Guidelines for the Wearing of Uniforms in Public Schools, May 23, 1996

Guidelines Concerning Religious Activity in Public Schools, June 22, 1995

Guidelines on the Recitation of the Pledge of Allegiance, November 17, 1997

Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual, July 1997

Handbook of Procedures and Forms for Requesting Federal Program Reimbursements Under Improving America's Schools Act (IASA) and Special Education (IDEA), September 1997

Training and Technical Assistance Center Handbook for State Reporting Requirements, January 1998

A Parent's Guide to Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 1994

Comparison of Virginia Regulations Governing Special Education Programs and the Individuals with Disabilities Education Act (IDEA) Amendments of 1997, August 1997

Mediation: An Interim Guidance Document, August 1997

State Assessment Policy and Accommodations Information for Students with Disabilities -- three documents:

Guidelines for Testing Students with Disabilities in the Literacy Testing Program, November 1993

Guidelines for Testing Students with Disabilities in the Virginia State Assessment Program, February 1997

Guidelines for Participation of Students with Disabilities and Students with Limited English Proficiency in the Standards of Learning Assessment, October 1997

Procedures for Child Study Committees Operating in Virginia, November 1993

Individualized Education Programs: The Process, March 1995

Provision of Services to Students with Attention Deficit Hyperactivity Disorder, November 1991

Selection of Literacy Media for Students with Visual Impairments, March 1997

Program Guidelines for Students with Hearing Impairments in Virginia's Public Schools, March 1990

Program Guidelines for Audiological Services in Virginia's Public Schools, 1980

Program Guidelines for Students with Speech-Language Impairments, 1991

Handbook on Programming for Virginia Students with Serious Emotional Disturbance, May 1986

Guidelines for Educational Services for Students with Traumatic Brain Injury, 1992

Noncategorical Primary Special Education Program Guidelines for Students with Developmental Delay, December 1990

Description of Federal and State Early Childhood Programs Administered at the Virginia Department of Education, September 1997

Guidance Documents

Suggestions and Examples on Transitioning From Services Under IDEA, Part H to Part B, May 1996

Handbook for Occupational and Physical Therapy Services in the Public Schools of Virginia, March 1997

Handbook for Homebound Service, January 1990

Planning and Evaluating School Psychological Services: Resource Guide for Practitioners, 1997

Student Conduct Policy Guidelines, June 1994

School Safety Audits: Protocol, Procedures, and Checklists, September 1997

Before You Suspend Students with Disabilities: Suggestions for Policies and Procedures, 1996

Teacher Removal of Students from Class (in process)

Family Life Education Standards of Learning Objectives for Virginia Public Schools, 1988

Family Life Education: Special Education, 1991

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV), 1990

HIV/AIDS Prevention Education Curriculum Guide, February 1992.

A Guide To Establishing and Maintaining School Health Advisory Boards, 1993

A Model Survey: Healthy Schools Make Sense--Evaluating Your School Health Program, November 1993

Virginia School Health Guidelines, August 1992 (under revision for 1998)

Guidelines for Specialized Health Care Procedures, March 1996

Emergency First Aid Flip Chart for School Emergencies, August 1992

Resolutions of the Board of Education:

Subsequent to promulgating a regulation, additional questions may arise regarding the "intent" of the board regarding a regulation or section of a regulation. The Board of Education may then adopt a resolution to explain to the public its "intent" regarding the regulation or section of a regulation.

DEPARTMENT OF EMERGENCY SERVICES

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713. These laws are also contained in the Code of Virginia.

The contents of the document may also be reviewed and copied at The Library of Virginia or other selected libraries in local communities within the Commonwealth of Virginia.

Questions regarding the document may be directed to George O'N. Urquhart, Director, Preparedness and Mitigation Division, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6583 or FAX (804) 897-6526.

Guidance Document:

Commonwealth of Virginia Emergency Services and Disaster Laws, VDES, 1997 Edition

* * *

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713.

The contents of the document may also be reviewed and copied at The Library of Virginia or other selected libraries in local communities within the Commonwealth of Virginia.

Questions regarding the document may be directed to William T. Edmonson, Chief, State Planning Assistance Branch, Preparedness and Mitigation Division, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6527 or FAX (804) 897-6526.

Guidance Document:

Commonwealth of Virginia - EMERGENCY OPERATIONS PLANS, Volume 1 - Emergency Operations Plan (Basic Plan), VDES, May 1997

* * *

The following document is in the development stages. For information contact the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713.

Questions regarding the document may be directed to Harry Colestock, Director, Recovery and Administrative Services Division, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713. Telephone (804) 897-6539 or FAX (804) 897-6536.

Commonwealth of Virginia - EMERGENCY OPERATIONS PLANS, Volume 2 - Disaster Recovery Plan (to be published), VDES

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Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713.

The contents of the document may also be reviewed and copied at The Library of Virginia or other selected libraries in local communities within the Commonwealth of Virginia.

Questions regarding the document may be directed to Arthur S. Warren, Chief, Radiological Emergency Response Planning Branch, Preparedness and Mitigation Division, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6587 or FAX (804) 897-6526.

Guidance Document:

Commonwealth of Virginia - EMERGENCY OPERATIONS PLANS, Volume 3, Radiological Emergency Response Plan, July 1995

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713.

The contents of the document may also be reviewed and copied at The Library of Virginia or other selected libraries in local communities within the Commonwealth of Virginia.

Questions regarding the document may be directed to George K. Roarty, Chemical Emergency Preparedness Manager, Technological Hazards Division, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6574 or FAX (804) 897-6576.

Guidance Document:

Commonwealth of Virginia - EMERGENCY OPERATIONS PLANS, Volume 4 - Oil and Hazardous Materials Emergency Response Plan, VDES, December 1996.

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713.

The contents of the document may also be reviewed and copied at The Library of Virginia or other selected libraries in local communities within the Commonwealth of Virginia.

Questions regarding the document may be directed to George O'N. Urquhart, Director, Preparedness and Mitigation Division, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6583 or FAX (804) 897-6526.

Guidance Document:

Commonwealth of Virginia - EMERGENCY OPERATIONS PLANS, Volume 5 - Virginia Hurricane Emergency Response Plan, VDES, June 1993 (revision in progress)

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713.

The contents of the document may also be reviewed and copied at The Library of Virginia or other selected libraries in local communities within the Commonwealth of Virginia.

Questions regarding the document may be directed to Mrs. Mary G. Camp, State Hazard Mitigation Officer, Preparedness and Mitigation Division, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6525 or FAX (804) 897-6526.

Guidance Document:

Commonwealth of Virginia - EMERGENCY OPERATIONS PLANS, Volume 6 - Hazard Mitigation Management Plan, VDES, October 1994

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713.

The contents of the document may also be reviewed and copied at The Library of Virginia or other selected libraries in local communities within the Commonwealth of Virginia.

Questions regarding the document may be directed to William T. Edmonson, Chief, State Planning Assistance Branch, Preparedness and Mitigation Division, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6527 or FAX (804) 897-6526.

Guidance Document:

Commonwealth of Virginia - EMERGENCY OPERATIONS PLANS, Volume 7 - Virginia Department of Transportation Emergency Operations Plan, VDOT/VDES, September 1997

The following publications are available for the general public. Copies of this information may be viewed and received during regular work days from 8:15 a.m. until 5 p.m. in the office of the Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713.

Questions regarding these publications may be directed to Ms. Bertha C. Jackson, Executive Secretary, Public Information Office, Department of Emergency Services, 10501 Trade Court, Richmond, VA 23236-3713, telephone (804) 897-6510 or FAX (804) 897-6626.

Guidance Documents

General Publications Available to the Public:

Virginia Department of Emergency Services Search and Rescue Brochure

Virginia Department of Emergency Services (Agency) Brochure

Commonwealth of Virginia Radiological Information for Farmers and Growers (brochure)

Virginia Department of Emergency Services Technological Hazards (pamphlet)

Emergency Management Update, VDES (newsletter; published monthly)

"What To Do In An Emergency" Brochure

DEPARTMENT OF EMPLOYEE RELATIONS COUNSELORS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5:30 p.m. at the Department of Employee Relations Counselors, 1313 East Main Street, Suite 305, Richmond, VA 23219. Copies may be obtained free of charge by contacting Doris Harris-Price or Betty Williams at the same address, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or e-mail derc@erols.com.

Questions regarding interpretation or implementation of the documents may be directed to Phyllis C. Katz, Director, Department of Employee Relations Counselors, 1313 East Main Street, Suite 305, Richmond, VA 23219, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or e-mail derc@erols.com.

Guidance Documents:

Grievance Procedure, July 1, 1995, § 2.1-116.01 et seq.

Rules for Conducting Grievance Hearings, revised January 1, 1998, § 2.1-116.01 et seq.

Mediation Guidelines, revised January 1, 1998, § 2.1-116.01 et seq.

VIRGINIA EMPLOYMENT COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the central office of the Virginia Employment Commission, 703 East Main Street, Richmond, VA 23219. Copies may be obtained by contacting M. Coleman Walsh, Jr., at the Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 786-7554 or FAX (804) 786-9034. Unless otherwise indicated, there is a \$1.00 per document copying charge.

Questions regarding interpretation or implementation of these documents may be directed to M. Coleman Walsh, Jr., Chief Administrative Law Judge, Virginia Employment Commission, Office of Commission Appeals, P.O. Box 1358, Richmond,

VA 23218-1358, telephone (804) 786-7554 or FAX (804) 786-9034.

Guidance Documents:

Precedent Decision Manual, revised January 1997, § 60.2-100 et seq. and 16 VAC 5-10-10 et seq., \$90

Guide for Effective Unemployment Insurance Adjudication, revised September 1994, § 60.2-100 et seq., \$90

A Digest of Virginia Unemployment Insurance Tax Law, revised June 1990, Va. Code Anno., Title 60.2 Chapters 2 and 5, \$43

Bulletin No. 2610, Benefit Determinations and Appeals Decisions Which Require Determination of Prevailing Wages, Hours, or Other Conditions of Work, issued December 31, 1968, § 60.2-618(3)(c)

Field Operations Bulletin Manual, revised January 29, 1997, Title 60.2 Chapters 2 and 6, 16 VAC 5-10-10, et seq., \$10

Work Opportunity and Welfare-to-Work Tax Credits, issued November 1997, The Taxpayer Relief Act of 1997, P.L. 105-34

Guidelines for Addressing Postponement Requests, issued October 1991, 16 VAC 5-80-20 C

Interoffice Communication on Waiver of Benefit Charges, issued August 9, 1994, § 60.2-528(C)

Interoffice Communication on Immediate Discharge After Quit with Notice, § 60.2-612(8)

Interoffice Communication on The 28-Day Rule, issued July 11, 1996, 16 VAC 5-60-10 F

Interoffice Communication on Interpretation of the Two-Week Limitation on Benefits Set Out in Section 60.2-612(8) of the Code of Virginia, issued January 3, 1997, § 60.2-612(8)

Interoffice Communication on Party Tape Recording Hearing, issued March 19, 1997, § 60.2-623

Commission Decision 54991-C, Meade v. Buster Brown Apparel, Inc., issued November 25, 1997, § 60.2-229(A)

Commission Decision 41251-C, Williams v. U. S. Army, issued March 19, 1993, § 60.2-604

Commission Decision 47602-C, Sikka v. Cater Air International Corp., issued March 22, 1995, § 60.2-604

Commission Decision 45419-C, In re Purvis, issued June 13, 1994, § 60.2-608

Commission Decision 12665-C, Picard v. Hayes, Seay, Mattern and Mattern, issued October 4, 1979, § 60.2-612

Commission Decision 22777-C, Moore v. Klate Holt Company, issued January 24, 1984, § 60.2-612

Commission Decision 25950-C, Heldreth v. Southwest Virginia Enterprise, issued July 11, 1986, § 60.2-612

- Commission Decision 46472-C, *Duncan v. Department of Corrections*, issued November 15, 1994, § 60.2-612
- Commission Decision 50908-C, *In re Parnell*, issued April 17, 1996, § 60.2-612(1)
- Commission Decision 36809-C, *Coy v. Philip Morris, Inc.*, issued November 20, 1991, § 60.2-612(5)
- Commission Decision 23806-C, *Sysco v. Virginia Stage Company*, issued August 31, 1984, § 60.2-612(7)
- Commission Decision 38556-C, *Copeland v. U. S. Navy*, issued July 1, 1992, § 60.2-612(7)
- Commission Decision 47764-C, *Lilliam v. Commonwealth Health Care*, issued April 4, 1995, § 60.2-612(7)
- Commission Decision 51212-C, *Alderson v. Tultex Corporation*, issued May 17, 1996, § 60.2-612(7)
- Decision SUA-3, *Fulk v. Rocco Farm Foods*, issued August 11, 1975, § 60.2-612(7)
- Decision UI-76-393, *Corbett v. C and P Telephone Company*, issued January 24, 1977, § 60.2-612(7)
- Commission Decision 16266-C, *Versher v. Hampton General Hospital*, issued March 1, 1982, § 60.2-618(1)
- Commission Decision 16998-C, *Johnson v. Hall and Taylor Body Shop*, issued November 6, 1981, § 60.2-618(1)
- Commission Decision 24302-C, *Young v. Mick or Mack*, issued December 13, 1984, § 60.2-618(1)
- Commission Decision 26561-C, *Bartley v. Atlantic Research Corp.*, issued February 28, 1986, § 60.2-618(1)
- Commission Decision 27729-C, *Rasnake v. Pepsi Cola Bottling of Norton*, issued July 31, 1987, § 60.2-618(1)
- Commission Decision 3153-C, *Weaver v. Ideal Laundry and Dry Cleaners*, issued October 16, 1957, § 60.2-618(1)
- Commission Decision 33298-C, *Pugh v. Christian Children's Fund*, issued June 29, 1990, § 60.2-618(1)
- Commission Decision 34957-C, *Edwards v. Landmark Builders of the Triad*, issued January 18, 1991, § 60.2-618(1)
- Commission Decision 36673-C, *Winisky v. Fauquier County School Board*, issued December 2, 1991, § 60.2-618(1)
- Commission Decision 37072-C, *Boardwine v. Tennessee Investment Casting Company*, issued December 20, 1991, § 60.2-618(1)
- Commission Decision 37487-C, *Beckner v. Harris Teeter Super Markets*, issued April 2, 1992, § 60.2-618(1)
- Commission Decision 38232-C, *Wright v. Prince Edward County Department of Social Services*, issued June 15, 1992, § 60.2-618(1)
- Commission Decision 40365-C, *Hampe v. Krisp-Pak Company, Inc.*, issued March 3, 1994, § 60.2-618(1)
- Commission Decision 40827-C, *Meador v. Bunker Hill Packing Corp.*, issued April 1, 1993, § 60.2-618(1)
- Commission Decision 40968-C, *Fields v. Bristol Home Health Services*, issued May 12, 1993, § 60.2-618(1)
- Commission Decision 41241-C, *Jennings v. Craddock-Terry, Inc.*, issued March 24, 1993, § 60.2-618(1)
- Commission Decision 43248-C, *Zumbaugh v. GTE Government Systems, Inc.*, issued October 1, 1993, § 60.2-618(1)
- Commission Decision 45456-C, *Fraley v. The Dress Barn, Inc.*, issued June 4, 1994, § 60.2-618(1)
- Commission Decision 46659-C, *Alsip v. Department of the Army*, issued October 27, 1994, § 60.2-618(1)
- Commission Decision 46964-C, *Barrington v. Virginia Power*, issued January 17, 1995, § 60.2-618(1)
- Commission Decision 50372-C, *Fedelez v. Bell Atlantic Virginia, Inc.*, issued March 9, 1996, § 60.2-618(1)
- Commission Decision 5909-C, *Mahew v. Capitol Concrete Rental Corporation*, issued March 12, 1973, § 60.2-618(1)
- Commission Decision 6514-C, *Thompson v. Dow Badische Company*, issued November 26, 1974, § 60.2-618(1)
- Decision UI-81-7807, *Brown v. Coffee Systems of Washington*, issued August 5, 1981, § 60.2-618(1)
- Commission Decision 14088-C, *Lee v. City of Roanoke*, issued January 13, 1981, § 60.2-618(2)
- Commission Decision 25853-C, *Stevens v. Copy Systems*, issued December 12, 1985, § 60.2-618(2)
- Commission Decision 26734-C, *Dawson v. Old Dominion Job Corps*, issued March 28, 1986, § 60.2-618(2)
- Commission Decision 28159-C, *Cornett v. Harry C. Sutherland, CPA*, issued April 23, 1987, § 60.2-618(2)
- Commission Decision 28209-C, *Garrett v. Chester Drugs, Inc.*, issued March 1, 1993, § 60.2-618(2)
- Commission Decision 29748-C, *Shelton v. Department of Labor*, issued April 12, 1988, § 60.2-618(2)
- Commission Decision 30052-C, *Johnston v. Kennedy's Piggly Wiggly Stores*, issued June 28, 1988, § 60.2-618(2)
- Commission Decision 30317-C, *Hodge v. Sentara Nursing Center*, issued May 2, 1992, § 60.2-618(2)
- Commission Decision 30397-C, *Blount v. D.G.S.C.*, issued June 30, 1988, § 60.2-618(2)
- Commission Decision 30470-C, *Summers v. Turn-Key Homes, Inc.*, issued July 8, 1988, § 60.2-618(2)
- Commission Decision 30524-C, *Thomas v. Family Fashions by Avon, Inc.*, issued August 26, 1988, § 60.2-618(2)
- Commission Decision 30609-C, *Hogan v. Commonwealth of Virginia*, issued September 12, 1988, § 60.2-618(2)

Guidance Documents

Commission Decision 30974-C, Garner v. Accomack County School Board, issued December 2, 1988, § 60.2-618(2)

Commission Decision 33438-C, Davis v. Stone Container Corp., issued January 18, 1991, § 60.2-618(2)

Commission Decision 34000-C, Busler v. Rapoca Energy Company, issued December 14, 1990, § 60.2-618(2)

Commission Decision 34061-C, Spencer v. Regis Hair Stylists, issued February 6, 1991, § 60.2-618(2)

Commission Decision 34343-C, Carr v. Conagra, Inc., issued November 9, 1990, § 60.2-618(2)

Commission Decision 34603-C, Lambert v. Department of the Army, issued November 29, 1990, § 60.2-618(2)

Commission Decision 35174-C, Thomas v. Steven J. Chavis, issued February 11, 1991, § 60.2-618(2)

Commission Decision 35201-C, Breagy v. Automation Research Systems Ltd., issued March 1, 1991, § 60.2-618(2)

Commission Decision 35294-C, Baker v. Norfolk Shipbuilding and Drydock, issued ??, § 60.2-618(2)

Commission Decision 35309-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, § 60.2-618(2)

Commission Decision 35866-C, Bishop v. Crown Central Petroleum Corp., issued June 24, 1991, § 60.2-618(2)

Commission Decision 35909-C, Culpepper v. Quality Cleaners, issued July 1, 1991, § 60.2-618(2)

Commission Decision 35999-C, Simmons v. Numanco, issued July 11, 1991, § 60.2-618(2)

Commission Decision 36195-C, Mallory v. J. A. Jones Construction Company, issued August 19, 1991, § 60.2-618(2)

Commission Decision 36310-C, Holloway v. Pearle Vision Center and The Price Club, issued August 29, 1991, § 60.2-618(2)

Commission Decision 36653-C, Parker v. Roadway Express, issued July 22, 1992, § 60.2-618(2)

Commission Decision 36655-C, Simonson v. Sligh Plumbing and Heating Company, issued November 27, 1991, § 60.2-618(2)

Commission Decision 36794-C, Jordan v. Newport News Shipbuilding, Inc., issued December 17, 1991, § 60.2-618(2)

Commission Decision 37114-C, Neil v. Newport News Shipbuilding, Inc., issued December 24, 1991, § 60.2-618(2)

Commission Decision 37615-C, Robinson v. Smithfield Packing Co., Inc., issued March 6, 1992, § 60.2-618(2)

Commission Decision 37762-C, Critton v. Sola Optical U.S.A., issued April 25, 1992, § 60.2-618(2)

Commission Decision 37934-C, Jefferson v. Heritage Garden Center, Inc., issued April 17, 1992, § 60.2-618(2)

Commission Decision 39082-C, Perry v. Newport News Shipbuilding, Inc., issued September 12, 1992, § 60.2-618(2)

Commission Decision 39702-C, Butts v. Jones, Blechman, Woltz and Kelly, P.C., issued October 15, 1992, § 60.2-618(2)

Commission Decision 39703-C, Kao v. Gordon Boulevard Services, Inc., issued November 3, 1992, § 60.2-618(2)

Commission Decision 39862-C, Lauzonis v. Holiday Inn-South, issued December 7, 1992, § 60.2-618(2)

Commission Decision 40195-C, Slacum v. R. H. Walker and Associates, issued January 11, 1993, § 60.2-618(2)

Commission Decision 40745-C, Morrison v. Brannon Service Center and Mid-Mountain Foods, issued February 18, 1993, § 60.2-618(2)

Commission Decision 41247-C, Osborne v. Transit Management of Alexandria, Inc., issued June 4, 1993, § 60.2-618(2)

Commission Decision 41966-C, Cobble v. United Consumers, Inc., issued June 28, 1993, § 60.2-618(2)

Commission Decision 42083-C, Girma v. News Emporium, Inc., issued June 7, 1993, § 60.2-618(2)

Commission Decision 42091-C, Hurley v. Wallace, issued July 10, 1993, § 60.2-618(2)

Commission Decision 42493-C, Layne v. Leslie G. Rowland, issued July 16, 1993, § 60.2-618(2)

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DEPARTMENT OF ENVIRONMENTAL QUALITY

The Department of Environmental Quality has numerous documents in use which guide staff in the implementation of the regulations adopted by the three boards: State Air Pollution Control Board, Virginia Waste Management Board and State Water Control Board. In accordance with state law, the department will publish an annual list of guidance documents.

The list which follows contains documents prepared by the department. It does not include documents which merely restate regulatory provisions in a different format such as checklists or boilerplates, nor does it include guidance documents developed by other federal and state agencies.

For copies of any of the documents listed, please write to: FOIA Coordinator, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240. There is a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

Questions regarding interpretation of Waste Division Guidance should be directed to: Central Office Waste Division, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 629-4147.

Questions regarding interpretation of the FOIA Policy should be directed to: Central Office FOIA Coordinator, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 629-4531.

Questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to: Coordinator, Litter Control and Recycling, Department of Environmental Quality, 629 E. Main Street, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4003.

Questions regarding interpretation of any of the other guidance documents should be directed to the appropriate regional office:

Abingdon Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (540) 676-4800.

Valley Regional Office, 4411 Early Road, Harrisonburg, VA 22801, telephone (540) 574-7800.

Piedmont Regional Office, 4949 A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5020.

West Central Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6700.

Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2000.

Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3800.

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93-005, Preliminary Ground Water Withdrawal Application Guidance, May 12, 1993, 9 VAC 25-610-10 et seq., 4 pages with 2 attachments

94-002, Ground Water Withdrawal Permit Procedures Manual, revised April 5, 1994, 9 VAC 25-610-10 et seq., 24 pages with 22 attachments

94-004, Procedures to Issue Ground Water Withdrawal Permits Based on Historic Use, April 21, 1994, 9 VAC 25-610-10 et seq., 4 pages with 7 attachments

94-007, Ground Water Withdrawal Permit Tracking System Data Entry Procedures Manual, May 2, 1994, 43 pages with appendix

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Virginia Pollutant Discharge Elimination System (VPDES) Permit Manual, July 1995, \$75

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90-003, Heating Oil USTs Metering for Release Detection when Inventory Control is Chosen Method, Cunningham/Ellison, January 17, 1990, 1 page

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- 91-022, Model CAP Permit, Buehler, 10/2/91, 36 pages
- 91-026, Oil and Grease Analysis Manual, Purcell, 11/18/91, 25 pages
- 91-027, Staff Procedures for Responsible Parties Leaking UST Sites, Cunningham/Lawson, 11/18/91, 35 pages
- 91-028, Procedure for Assigning Numbers to Permits, Buehler, 12/10/91, 1 page
- 92-005, Pretreatment Program Priorities, Lawson, 2/27/92, 3 pages
- 92-006, Authorization to Issue Certifications for Tax Exemptions, Lawson, 3/9/92, 27 pages
- 92-008, Modifying Existing VPDES or VPA Permits to Incorporate CAP Requirements, Chance, 3/25/92, 1 page
- 92-010, Model CAP Permit, Buehler, 3/26/92, 1 page
- 92-011, Statement of Basis for CAP Permits Without A Discharge to State Waters, Buehler, 3/27/92, 5 pages
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- 92-015, Conditions for Approval of Interim Authorization at Leaking Underground Storage Tank Sites, Lawson/Cunningham, 5/14/92, 7 pages
- 92-018, VPA Permit Program, Lawson, 8/28/92, 3 pages
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- 93-002, Guidance on Waiver of Virginia Water Protection Permits, Lawson, 2/08/93, 4 pages
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- 93-006, Regional Director Authorization to Process VPA Permits for Land Application of Municipal Sewage Sludge, Lawson, 3/12/93, 52 pages
- 93-007, VPA Manual Update-New PAN Uptake Tables, Wells, 4/07/93, 3 pages
- 93-008, DEQ Water Division Water Purification Systems Contaminants, McMillan, 4/20/93, 4 pages
- 93-009, CAP General Permit Procedures, Cunningham/Lawson, 5/17/93, 81 pages
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- 94-008, Metals Monitoring, Monitoring Special Condition TMP Revisions, and Di-2-Ethylhexyl Phthalate, Holt, 5/19/94, 9 pages
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- 94-011, Virginia Water Protection Permit Programs Public Notice Procedures, Bigelow, 10/05/94, 21 pages
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- 94-014, Implementation of the VPA General Permit for Confined Animal Feeding Operations (VPG1), Ayers, 11/16/94, 36 pages
- 94-016, Form Letters and Procedures Utilized in the VWP Program, Ferguson, 12/22/94, 7 pages
- 94-017, VPA Farm Fertilizer and Chemical Dealerships, Holt, 12/22/94, 12 pages
- 95-001, Revised Guidance for Virginia Water Protection Permit Decisions for Storm Water Management BMPs in Surface Waters, Including Wetlands, Ferguson, 1/10/95, 6 pages
- 95-002, VPA Land Application of Water Treatment Plant Residuals, Choi, 1/19/95, 50 pages
- 95-003, VPDES and VPA Permit Part II Telephone Number Changes, Ayers, 5/23/95, 2 pages
- 95-004, Transition from VPA Permits for Sewage Sludge to VDH Biosolids Use Permits, Ayers, 6/20/95, 70 pages
- 95-005, Local Government Ordinance Forms (LGOF), Ayers, 6/20/95, 2 pages

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- 95-007, Application of Permit Fees for the VDOT, Ferguson, 9/28/95, 1 page
- 95-008, General Permits, Ayers, 11/03/95, 5 pages
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- 96-007, Evaluation of Calibration Curve Linearity, Issued 9/18/96, 9 pages
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- 97-002, Holding Time Requirements, Issued 3/14/97, 3 pages
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- 97-2003, Standard Operating Procedure for the Electronic File Transfer of Data Sets from the National Computing Center Store Database to a PC, September 12, 1997, 1 page with 1 attachment
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- Regional Water Quality Model for Free Flowing Streams - Version 3.2, September 1990, 9 VAC 25-260-50, 103 pages with 1 diskette containing the model software
- Regional Tidal Modeling System - Version 1.0, May 1989, 9 VAC 25-260-50, 97 pages with 1 diskette containing the model software
- Air Permit Support Guidance Documents:
- 97-1001, Emergency Generators - Permit Exemption Guidance, January 22, 1997, 9 VAC 5-80-10 et seq., 4 pages with 3 attachments
- 97-1002, Implementation of Exclusionary General Permit Regulation, August 5, 1997, 9 VAC 5 Chapter 500 et seq., 2 pages with 3 attachments
- 97-1004, EPA's White Papers on Streamlining of Title V Operating Permit Applications and Improved Implementation of Title V Operating Permits Program, August 19, 1997, 24 pages
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AQP-9, Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities, January 1, 1993, 9 VAC 5-40-5200 et seq., 25 pages

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ENF-3, 11/21/84, Procedures for emissions testing, 24 pages

ENF-8, 5/92, Stationary source inspection program (air), 13 pages

ENF-12, 11/8/85, Complaint handling (air), 8 pages

ENF-13, 6/94, Enforcement procedures, including penalty policy and boilerplate consent agreement, 51 pages and replacement 3/12/96, 14 pages

ENF-14, 8/25/92, Continuous emission monitoring policy, 7 pages

3/31/93, MOU with National Park Service: Memorandum of understanding establishing procedures for notification of and interaction with Shenandoah National Park regarding PSD permitting issues, 7 pages

3/30/93, MOU with Jefferson National Forest: Memorandum of understanding establishing procedures for notification of and interaction with Jefferson National Forest regarding PSD permitting issues, 6 pages

8/11/95, NSR permit guidelines: Air permitting guidelines for new and modified sources, 68 pages

8/12/94, State operating permit manual: (DRAFT) Draft procedure manual for issuing state operating permits, 145 pages

12/8/94, Guidance memo - synthetic minor permits: Memorandum by Engineering Managers' Group providing guidance on use of state operating permits to create synthetic minor permits, 5 pages

3/29/95, Interim public participation memo: Memorandum providing interim guidance on providing public participation in the state operating permit process, 11 pages

11/19/93, Title V operating permit manual: Draft procedure manual for issuing federal operating permits, 187 pages

4/9/93, PSD modeling procedures: Draft guidance to applicants for PSD permits in performance of air quality modeling, 46 pages

Permit audit procedures (being revised): Procedures for auditing issued permits to determine regulatory conformance, technical quality and procedural consistency, 16 pages

6/26/96, Permit boilerplate 10 and procedure for major new and modified sources, 16 pages

6/26/96, Permit boilerplate 10A and procedure including acceptable deviations for minor new and modified sources, 13 pages

6/26/96, Permit boilerplate amendment procedure for amending new and modified source permits, 2 pages

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6/26/96, Permit boilerplate concrete: Permit boilerplate for new and modified concrete batch plants, 10 pages

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8/7/96, Permit boilerplate gas/oil: Permit boilerplate and procedure for new and modified gas and distillate oil boilers (<100 MMBtu/hr.), 11 pages

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6/26/96, Initial permit review form letter for notification of applicant of receipt of application and results of initial review, 1 page

6/26/96, First deficiency form letter for notification of applicant of deficiencies detected in initial review, 3 pages

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12/12/94, Permit application withdrawal form letter for acknowledgment of voluntary withdrawal of permit application, or default withdrawal by failure to maintain application currency, 1 page

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7/25/96, Minor permit checklist for use by permit engineer in determining completeness and adequacy of permit application and processing, 1 page

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Air Division Policy Statement No. 2-96, Procedures for permitting and other activities associated with coal processing plants, April 22, 1996, 2 pages

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APG96240, 9/16/96, Public hearing for major source (localities particularly affected) guidance document, 3 pages

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Mobile Source Operations Section Operational Orders (many different dates): Series of operational directives to Mobile Source Operations Section staff for performance of duties, 146 pages

8/29/95, Policy and procedure memorandum for Review of Emission Statement (documents submitted in accordance with AQP-8), 15 pages

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Enhanced Ambient Air Monitoring of Ozone Precursors Program, Standard Operating Procedures Manual (Draft), January 18, 1995, 31 pages

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1990 Base Year Ozone SIP Emission Inventory for Volatile Organic Compounds (VOC), Nitrogen Oxides (NO_x), and Carbon Monoxide (CO) Emissions for Richmond, Hampton Roads, and White Top Mountain Virginia, Nonattainment Areas, Commonwealth of Virginia, Department of Environmental Quality, 1994, Chapter 4: On-Road Mobile Source Emission Inventory, 68 pages without appendices, 400 pages with appendices

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Small Business Assistance Program Modification Procedures for Modification of Work Practices, Technical Methods or Time Frame for Compliance with the Provisions of the Clean Air Act of 1990 Section 507 (a), (7), (A) and (B). October 28, 1994, 2 pages

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Hazardous Waste and Solid Waste Emergency Permit Procedures, 12/5/95, 4 pages

Closed Landfill Inspection Guidance, 10/30/95, 13 pages

Thermal Treatment Facility Inspection Guidance, 11/9/93, 12 pages

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Solid Waste Energy Recovery and Incineration Facility Inspection Guidance, 11/9/93, 8 pages

Solid Waste Transfer Station Inspection Guidance, 11/9/93, 6 pages

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93-010S, HELP Model - Leachate Generation for Tank Design, 5/24/93, 9 VAC 20-80, 1 page

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- 93-017S, Clarification of Public Notice Requirements for Permit Modifications, 09/20/93, 9 VAC 20-80, 1 page
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- 93-019S, Checklists for Permit by Rule Reviews, 09/28/93, 9 VAC 20-80, 12 pages
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- 93-022S, Permit by Rule Response Letter, 10/13/93, 9 VAC 20-80, 2 pages
- 93-023S, Permit by Rule Signature Authority, 10/29/93, 9 VAC 20-80, 1 page
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- 93-026S, Permit-by-Rule Submittals - Handling of Leachate, 11/09/93, 9 VAC 20-80, 3 pages
- 94-001S, Notice of Intent and Local Government Certifications, 01/06/94, 9 VAC 20-80, 1 page
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- 94-004S, Airport Siting Requirement, 05/09/94, 9 VAC 20-80, 2 pages
- 94-005S, Petroleum Contaminated Soils - Analytical Methods, 06/14/94, 9 VAC 20-80, 1 page
- 94-006S, Checklists for Medical Waste PBRs, 06/29/94, 9 VAC 20-80, 13 pages
- 94-007S, Work Related Issues, 07/15/94, 1 page
- 94-008S, Guidelines for the Storage of Tires at Sanitary Landfills, 07/20/94, 9 VAC 20-80, 6 pages
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- 95-004S, Financial Assurance for Transfer Stations, 06/19/95, 9 VAC 20-70, 2 pages
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- Guidance Document and Submission Package for Site Remediation and Cleanup Using Health Based Standards, Risk Exposure and Analysis Modeling System (REAMS), 11/01/94, 130 pages
- 95-007S, Landfill Gas Management, 08/14/95, 9 VAC 20-80, 1 page
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- 96-002S, New Condition in Solid Waste Permits, 04/16/96, § 10.1-1408 D 1, 2 pages
- 96-003S, Clarification of Public Notice Requirements for Permit Modifications, 04/24/96, 9 VAC 20-80, 1 page
- 96-004B, Additional Public Notice Procedures for Draft Permits, 05/14/96, §§ 9-6.14:22 C and 10.1-1402.01, 1 page
- 96-005S, Permit Appeal Language for Solid Waste Permits, 05/24/96, 3 pages
- 96-006H, Scope of Facilities Subject to Corrective Action under RCRA Subtitle C, 06/10/96, 1 page
- 96-007S, New Condition in Permits by Rule, 07/22/96, § 10.1-1408 D 1, 2 pages
- 96-008B, Addendum to Policy for the Handling of Investigation Derived Waste, 07/24/96, 9 VAC 20-60 and 9 VAC 20-80, 1 page
- 96-009H, Siting Requirements for Hazardous Waste Management Facilities, 9 VAC 20-50, 1 page
- Transporter Permit and Recycling Application Review Guidelines, 09/17/97, 9 VAC 20-60 and 9 VAC 20-140, 3 pages
- 97-2001, Discarded Sand Blast Grit Policy, 9 VAC 20-80, 02/14/97, § 10.1-1408 1 N (H.B. 1911), Notice of Expansion for Category 2 and Category 3 Facilities, 10/14/97, 10.1-1408 1 N, 2 pages
- Hazardous Waste (RCRA) Applications and Compliance Assistance Guidance Documents:
- What is Satellite Accumulation?, When Does the Accumulation Date Begin?, rev. 7/95 (11/93), 1 page
- Synopsis of Requirements for Conditionally Exempt Small Quantity Generators, rev. 3/12/96, 2 pages
- Synopsis of Requirements for 100-1000 kg/mo Generators, rev. 4/93 (8/23/88), 2 pages

Guidance Documents

Synopsis of Requirements for 100-1000 kg/mo Generators - Dry Cleaners, rev. 4/93 (8/23/88), 2 pages

Synopsis of Requirements for 100-1000 kg/mo Generators - Vehicle Maintenance, rev. 4/93 (8/23/88), 2 pages

Basic RCRA: Handout Notes (SW/HW Definition, Characteristic/Listed Wastes, Basic Requirements), rev. n/a, 5 pages

Regulated Used Oil Summary, rev. 4/96 (4/91), 3 pages

Used Oil Recycling In Virginia - Information for "Do-It-Yourself" Oil Collectors (and Addendum), rev. 4/96, 3 pages

Mixtures of Petroleum Products and Water: Criteria for Conditional Exclusion from Regulation as a Hazardous Waste, rev. 7/31/95, 5 pages

Management of Used Antifreeze, rev. 7/31/95, 1 page

Recyclable Materials: Lead-Acid Batteries Being Reclaimed, rev. 11/95, 1 page

How Do You Manage Contaminated Rags?, rev. 2/94, 1 page

Disposal of Spent Fluorescent Lamps; and Addendum Comments, rev. 2/26/96, 4 pages

Disposal of PCB Small Capacitors Fluorescent Light Ballasts, rev. 5/3/96, 2 pages

Precious Metal Recovery: Photographic Silver, rev. 6/95 (2/17/93), 2 pages

Management of Household Chemical Waste - Synopsis, rev. 6/95, 2 pages

Interim Recommendations for Household Hazardous Waste Collection, rev. 5/93, 3 pages

Hazardous Waste Treatment In Tanks and Containers (Draft), rev. n/a, 3 pages

Who Is the Generator? - Letter to NORSHIPCO "Determination of Generator Status," 7/29/92, 4 pages

Site Access and Waivers - Inspection Guidance Memorandum, 7/23/93, 1 page

Aboveground Storage Tank Guidance Documents:

94-001, Leak Detection Guidelines, 02/14/96

94-002, Groundwater Characterization Study Guidelines, 02/14/96

95-001, Oil Discharge Contingency Plan Guidelines, 01/10/95

95-002, AST Pollution Prevention Guidelines, 01/10/95

Underground Storage Tanks; Technical Standards and Corrective Action Guidance Documents:

91-001, Criteria for Extension and Establishment of Release Response and Corrective Action Schedule Requirements, 2/22/91

91-002, UST Responsible Party Determination, 07-09-91

91-003, Staff Procedures Relating to UST, 08-27-91

91-004, Staff Procedures Relating to UST Financial Responsibility Compliance Dates Enforced in Virginia (Revised), 3/31/92

91-005, Staff Procedures Relating to UST Disbursements from the Virginia Underground Petroleum Storage Tank Fund, 8/27/91

91-006, Staff Procedures Relating to UST Applicability of the UST Technical Regulations to Removed or Exempt USTs, 8/27/91

91-007, Staff Procedures for Responsible Party Leaking UST Sites, 11/19/91

91-008, Staff Procedures for State Lead Leaking UST Sites, 12-16-91

91-009, Files of Record, 12-17-91

92-001, Article 11 Requirements for Provision of Alternate Water Supplies Caused by Oil Discharges, 3/10/92

92-002, Modifying Existing VPDES or VPA Permits to Incorporate CAP Requirements, 3/25/92

92-003, Closure of Leaking UST Sites with Limited Soil Contamination, 4/29/92

92-004, Conditions for Approval of Interim Authorization at LUST Sites, 5/19/92

92-005, Suspension of CAP Requirements at Sites Where Remediation Endpoints Have Been Achieved, 12/29/92

93-001, Per Occurrence Determinations, 01/14/93

93-002, Tanks Considered Closed When Taken Out of Use Prior to December 22, 1988, 6/7/93

93-003, Immediate Relief for AWS Sites, 03/01/93

93-004, CAP General Permit Procedures, 05/17/93

93-006, Revised Procedure for Responsibility Party Provision of AWS/State Lead Referrals, 7/9/93

94-005, Regional UST Compliance Inspection Program - Final Guidance, 4/18/94

94-006, Policy Issue Determination: Excluded USTs, 05/02/94

94-009, On-Site Disposal of Ground Water at Petroleum Contaminated Sites, 7/29/94

94-010, Criteria for Extension and Establishment of Release Response and Corrective Action Schedule Requirements, 8/3/94

94-011, Policy Issue Determination: Excluded USTs Notification Requirements, 8/22/94

Underground Storage Tanks; Financial Responsibility Guidelines - 180 pages total

03-001, Reimbursement Guidance Manual, OSRR, 03/01/95

03-002, Summary of 1996 Changes to Articles 9, 10, and 11, 06/30/96

03-003, Prioritization of Delayed Claim Payments, 01/01/96

03-004, Reimbursement Training for Consultants and Responsible Parties, 03/01/95

03-005, Reimbursement Training, 08/17/94

03-006, How to Get Access to the Virginia Petroleum Storage Tank Fund, 12/31/93

03-007, List of Insurers Who Provide Wrap Coverage, 8/17/94

03-008, Banks Which Finance UST Cleanup/Upgrades, 09/01/95

03-009, Responsible Person Determination Policy, 03/25/96

03-010, Petroleum Program Fact Sheets, Regions, 04/01/95

03-011, Information On Ordering Underground Storage Tank Materials, EPA, 05/01/92

03-012, Insurance Companies Which Provide Third Party Liability Coverage for Bodily Injury and Property Damage for Waste Facilities, 4/1/95

03-013, Financial Assurance Demonstration for Liability Coverage for Solid Waste Facilities, 4/1/95

03-014, Financial Assurance Demonstration for Closure and Post-Closure for Solid Waste Facilities, 4/1/95

03-015, Individual Ability To Pay Policy, 09/01/93

03-016, Corporate Ability to Pay Policy, 09/01/93

03-017, Estate Ability to Pay Policy, 08/15/94

03-018, Bankruptcy Ability to Pay Instructions, 1/19/96

03-019, Financial Responsibility Requirements for Petroleum Underground Storage Tank Owners and Operators, 6/1/95

03-020, Financial Responsibility Demonstration Requirements for Local Governments, 6/1/94

03-021, Reconsideration Procedure Guidelines, 04/15/96

03-022, VPSTF Technical Review Guidelines, 06/01/95

03-023, Reimbursement and Reconsideration Mailings, 03/01/96

03-024, Tardy Post-Panel Follow Up Procedure, 03/01/96

03-025, How to Determine Whether Financial Responsibility Demonstration Is Required, 6/1/94

Enforcement Guidance Documents:

Compliance and Enforcement Guidance and Manual, Enforcement 03/12/96, 17 pages not including appendices

Environmental Research and Standards (Water) Guidance Documents:

93-016, Revised Chemical Translator for Metal Standards, 6/23/93, 9 VAC 25-260-140, 10 pages

93-021, Antidegradation Implementation Guidance, 7/27/93, 9 VAC 25-260-30, 9 pages

Advisory Notification of Effluent Limits for Swamp and Marsh Waters, 2/9/87, 9 VAC 25-260-50, 3 pages

Joint State Water Control Board and Virginia Health Department Modified Disinfection Requirements Protocol for VR 680-21-02.2, 1990, 9 VAC 25-260-170, 19 pages

Halogen Ban Variances for Public Entities, 1992, 9 VAC 25-260-110, 12 pages

New Standards Interpretation, 2/24/92, 9 VAC 25-260 et seq., 2 pages

Water Quality Standards Interpretation of Biologically Based Flows, Low Flow Application and Mixing Zones, 11/2/92, 9 VAC 25-260-40, 4 pages

Guidance for Exceptional Surface Waters Designations in Antidegradation Policy Section of Water Quality Standards (VR 680-21-01.3 C), 1993, 9 VAC 25-260-30, 8 pages

Interpretation of Fecal Coliform Bacteria and Mixing Zones, 4/20/93, 9 VAC 25-260-170, 2 pages

Interpretation of Tributyltin Water Quality Standard, 10/21/94, 9 VAC 25-260-130, 19 pages

Interpretation of Water Quality Standard for Cyanide, 11/1/94, 9 VAC 25-260-140 B, 1 page

Guidance on Application of Public Water Supply Designations, 11/2/94, 9 VAC 25-260-390 et seq., 2 pages

Draft Revised Fish Kill Investigation Guidance Manual, 10/97, § 62.1-44.15(11)

Administrative Guidance Documents:

Virginia Freedom of Information Act Compliance, 3/1/94, 18 pages

Litter Prevention and Recycling Education Programs, 12/29/95

Litter Prevention and Recycling Grants, 7/22/96

DEPARTMENT OF FORESTRY

Copies of the following documents may viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Department of Forestry, 900 Natural Resources Drive, Room #1144, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Becky Woodson at the same address, telephone (804) 977-6555 or FAX (804) 296-2369.

Questions regarding interpretation or implementation of these documents may be directed to Phil Grimm, Department of Forestry, 900 Natural Resources Drive, P.O. Box 3758, Charlottesville, VA 22903, telephone (804) 977-6555, FAX (804) 296-2369, or e-mail grimmpp@hq.forestry.state.va.us.

Guidance Documents

Guidance Documents:

Procedure 3.7, Alternate Management Plans (AMP) Form 3.74A, revised January 1996, §§ 10.1-1162-1169.

Procedure 3.6, Reforestation of Timberlands Policy, revised January 1995, §§ 10.1-1170-1176.

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young Tisdale, Executive Director of the board, at the address above or by telephone at (804) 662-9907. Copies are free of charge.

Guidance Documents:

65-1, Board opinion on the review, approval, and number assignment of general price lists and itemized statements in accordance with the Federal Trade Commission Rules, adopted February 1, 1994

65-2, Board opinion on what constitutes proper advertisement requiring licensed manager's name, adopted March 15, 1994

65-3, Board opinion on what constitutes training sites for resident trainee, adopted January 10, 1995

65-4, Board instituted procedure allowing funeral service establishment voluntary compliance of noted deficiencies during routine inspections, adopted September 12, 1995

65-5, Reciprocal agreement with the District of Columbia Board of Funeral Directors, adopted by board on December 7, 1995

65-6, Board procedures on the application process of the Resident Trainee Program, adopted April 18, 1997

DEPARTMENT OF GAME AND INLAND FISHERIES

Copies of the following Department of Game and Inland Fisheries (DGIF) guidance documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Department of Game and Inland Fisheries, 4010 West Broad Street, Richmond, VA 23230. Copies of most documents listed below may be obtained at no charge. Documents listed below which are followed by an indication of the number of pages may be obtained at a cost of 25 cents per page for copying and handling. Requests for copies and questions regarding interpretation or implementation of these documents may be directed to the agency policy analyst and regulatory coordinator, Phil Smith, 4010 West Broad Street, Richmond, VA 23230, telephone (804) 367-1000 or FAX (804) 367-2311.

Guidance Documents:

Department of Game and Inland Fisheries Mission Statement, January 1990, § 29.1-103

Department of Game and Inland Fisheries Strategic Plan, revised December 1997, § 29.1-103

Department of Game and Inland Fisheries Fiscal Year 1998 Planned Management Document, June 1997, § 29.1-103, 44 pages

Board of Game and Inland Fisheries ("Board") policy A-1-90, for adoption of policies, July 1990, § 29.1-103

Board policy A-4-93, on role and responsibilities of the Board of Game and Inland Fisheries, August 1993, §§ 9-6.25, 9-6.25:3, and Title 29.1

Addendum No. 1 to Board policy A-4-93 (role and responsibilities of the Board of Game and Inland Fisheries), Operating Principles of the Board of Game and Inland Fisheries, March 1993, Title 29.1

Board resolution conferring certain powers of the Board on the Director, August 1973, §§ 29.1-109 through 504 (various), 29.1-600 and 609

Board policy A-2-90 on voting by Board Chairman, July 1990, § 29.1-103

Board procedures for wildlife regulations, revised January 1997, §§ 29.1-103, 501 and 502

Citizen participation in wildlife regulations brochure, March 1997, §§ 29.1-103, 501 and 502

1998 Virginia Freshwater and Saltwater Fishing Regulations, January 1998, §§ 29.1-103, 501 and 502

Hunting and Trapping in Virginia, 1997-1998 Regulations, June 1997, §§ 29.1-103, 501 and 502

1997-1998 Virginia Migratory Waterfowl Regulations, August 1997, § 29.1-103

1997-1998 Virginia Migratory Game Bird Regulations, August 1997, § 29.1-103

Virginia Motorboat Owner's Guide, revised 1996, § 29.1-701

Board procedures for non-regulatory matters and migratory bird regulations, January 1994, § 29.1-103

Board policy A-5-93 on financial management guidance, amended July 1997, §§ 29.1-101 and 29.1-101.1

Board procedures for Department preparation for and participation in Board meetings, revised March 1995, §§ 29.1-102 and 103

Board policy A-3-93 on hunting and fishing license agent appointment and removal, July 1993, § 29.1-103

Board policy D-1-90, on duties of game wardens, October 1990, §§ 29.1-103, 109, and 200 through 218

Board policy B-1-90, on wild trout conservation, October 1990, § 29.1-103

Board policy B-2-90, on game and fish replacement values, October 1990, § 29.1-551

Board policy C-3-90, on management of public fishing lakes, October 1990, § 29.1-103

Board policy C-1-90, on use of boat landing sites, October 1990, § 29.1-103

Board policy C-5-90, on gating of access roads on Department lands, October 1990, §§ 29.1-103 and 105

Board policy C-2-90, on naming of Department facilities, October 1990, § 29.1-103

Board policy C-4-90, on leasing of antenna sites, October 1990, §§ 29.1-103 and 105

Board policy A-6-95, on real estate authorizations and documents, July 1995, § 29.1-103

Board policy statement on delegation of leasing authority for leases of \$5000 or less, July 1991, §§ 29.1-103 and 105

Board policy E-1-90, on permits to take threatened and endangered species, October 1990, §§ 29.1-563 through 568 and 570

Watercraft Dealer Licensing Fact Sheet, revised November 1997, § 29.1-818

Permit Requirements to Propagate and Sell Wildlife, revised August 1997, 4 VAC 15-30

Permit to Exhibit Wild Animals in Virginia - Conditions of Permit, revised June 1997, 4 VAC 15-30 and 4 VAC 15-290

Wildlife Rehabilitation Permit Conditions, revised June 1997, 4 VAC 15-30

Resident Permit to Deal in Furs - Conditions of Permit, revised June 1997, § 29.1-400

Nonresident Permit to Deal in Furs - Conditions of Permit, revised June 1997, § 29.1-400

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation - Conditions of Permit, June 1997, 4 VAC 15-290

Licensed Shooting Preserve Permit Condition, June 1997, § 29.1-600

Falconry Permit Conditions, July 1985, 4 VAC 15-250

Dog Field Trial Permit Conditions, July 1996, § 29.1-422

Coon Hound Field Trial Permit Conditions, revised July 1996, § 29.1-422

Permit Requirements to Hold and Sell (Commercially) Certain Fish, Snakes, Snapping Turtles, Crayfish, and Hellgrammites, revised July 1997, 4 VAC 15-360

Criteria for the Collection of Snapping Turtles, Crayfish, and Hellgrammites, revised July 1997, 4 VAC 15-360

Requirements for Haul Seine for Personal Use, January 1995, 4 VAC 15-340

Haul Seine Permit to Catch Minnows and Chubs for Sale - Conditions of Permit, June 1997, 4 VAC 15-360

Haul Seine Permit to Take Nongame Fish for Sale - Conditions of Permit, January 1995, 4 VAC 15-340

DEPARTMENT OF GENERAL SERVICES

Division of Engineering and Buildings

Bureau of Capital Outlay Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Capital Outlay Management, 8th Floor, 805 East Broad Street, Richmond, VA 23219. Copies may be obtained for \$30 per copy by writing to the Department of General Services, Construction and Professional Services Manual (CPSM), 202 North 9th Street, Suite 209, Room 201, Richmond, VA 23219, or by personal appearance at the same address. Payment can be made by check, money order, or cash. Checks and money orders should be made payable to the Treasurer of Virginia.

Questions regarding interpretation of these documents may be directed to Mr. Henry G. Shirley, Director, Bureau of Capital Outlay Management, 8th Floor, 805 East Broad Street, Richmond, VA 23219, telephone (804) 225-3872, FAX (804) 225-4709 or e-mail hshirley@dgs.state.va.us.

Guidance Documents:

Construction and Professional Services Manual for Architects/Engineers, December 1996, § 2.1-483.1

Construction and Professional Services Manual for Agencies, December 1996, § 2.1-483.1

Bureau of Facilities Management

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ms Janie Flannagan, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807 or FAX (804) 371-7974.

Questions regarding interpretation or implementation of these documents may be directed to Mr. Bruce E. Brooks, Director, Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807, FAX (804) 371-7974 or e-mail bbrooks@dgs.state.va.us.

Guidance Documents

Guidance Documents:

Department of General Services Directive No. 14, Policies and Procedures for the Use of Parking Facilities, February 1, 1996

Department of General Services Directive 3-90, Cable Installation, March 1990, Code of Virginia § 2.1-481 et seq.

Department of General Services Directive No. 15, Indoor Clean Air, September 1, 1997, Code of Virginia § 15.1-291.1 et seq.

Bureau of Real Property Management

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Real Property Management, 805 East Broad Street, Suite 102, Richmond, VA 23219. Copies may be obtained for \$10 per copy by contacting Ms. Betty Broadus at the Bureau of Real Property Management, 805 East Broad Street, Suite 102, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 371-7934, or e-mail bbroadus@dgs.state.va.us. Payment can be made by check, money order, or cash. Checks and money orders should be made payable to the Treasurer of Virginia.

Questions regarding interpretation or implementation of these documents may be directed to Mr. John E. Forrest, Director, Bureau of Real Property Management, 805 East Broad Street, Suite 102, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 371-7934 or e-mail eforrest@dgs.state.va.us.

Guidance Documents:

Department of General Services, Division of Engineering and Buildings, Directive No.1 (revised) dated June 15, 1984. Attachments K and L revised August 12, 1986

Real Property Management Manual, Chapter One: Acquisition by Lease, issued December 15, 1993

Division of Purchases and Supply

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the offices of the Division of Purchases and Supply, 805 East Broad Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ms. Karen Taylor, telephone (804) 371-8355, FAX (804) 225-3707 or e-mail ktaylor@dgs.state.va.us. This document may be downloaded from the Department of General Services Home Page (<http://www.dgs.state.va.us/dps>).

Questions regarding interpretation or implementation of this document may be directed to Mr. Eugene Anderson, Manager, Procurement Review Unit, 805 East Broad Street, Richmond, VA 23219, telephone (804) 786-1600, FAX (804) 786-5712 or e-mail eanderson@dgs.state.va.us.

Guidance Document:

Vendor's Manual, January 1995

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Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the offices of the Division of Purchases and Supply, 805 East Broad Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Mrs. Robin Williams, 805 East Broad Street, Richmond, VA 23219, telephone (804) 371-8347, FAX (804) 371-8937 or e-mail kwilliams@dgs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Ms. Linda C. Hardwicke, Manager, Administration/Training, 805 East Broad Street, Richmond, VA 23219, telephone (804) 225-3796, FAX (804) 371-8937 or e-mail lhardwicke@dgs.state.va.us.

Guidance Documents:

DPS Surplus Showcase (Eligible participants in the federal surplus program); quarterly

The Exchange (State Agencies and Political Subdivisions); 10 issues annually

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Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the offices of the Division of Purchases and Supply, 805 East Broad Street, Richmond, VA 23219. A subscription may be obtained at a charge of \$75 annually by contacting Mrs. Mary Fleming, 805 East Broad Street, Richmond, VA 23219, telephone (804) 371-8347, FAX (804) 371-8937 or e-mail mfleming@dgs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Ms. Linda C. Hardwicke, Manager, Administration/Training, 805 East Broad Street, Richmond, VA 23219, telephone (804) 225-3796, FAX (804) 371-8937 or e-mail lhardwicke@dgs.state.va.us.

Guidance Document:

Virginia Business Opportunities (available to anyone through annual paid subscription); weekly

Division of Risk Management

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ms. Joyce Palmer at the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219, telephone (804) 225-4621 or FAX (804) 371-8400.

Questions regarding this document may be directed to Ms. Joyce Palmer at the Division of Risk Management, 101 North 14th Street, 6th Floor, James Monroe Building, Richmond, VA 23219, telephone (804) 225-4621 or FAX (804) 371-8400.

Guidance Document:

Virginia Local Government Risk Management Plan "VaRISK 2," revised July 12, 1995

DEPARTMENT OF HEALTH

Copies of the following documents are available from the various program offices of the Virginia Department of Health in Richmond. Unless a charge for a copy of a document is specified below, one copy each of five or fewer documents may be obtained free of charge by contacting Douglas R. Harris, Administrative Law and Regulatory Compliance Advisor, Office of the State Health Commissioner, Virginia Department of Health, 1500 East Main Street, Suite 214, Richmond, VA 23219, telephone (804) 786-3561, FAX (804) 786-4616 or e-mail dharris@vdh.state.va.us. One copy each of six or more documents may be obtained at a charge of 25 cents per page or \$3 per document, whichever is less as applicable to each document, unless a charge for a particular document is specified below.

Copies may be viewed during regular work days, excluding state holidays, from 9 a.m. until 4:30 p.m. in the program offices of the Virginia Department of Health, 1500 East Main Street, Richmond, VA 23219. Notice of intent to visit these offices for viewing will facilitate the availability of desired documents. The department requests such notice by contacting Mr. Harris at the address or a number listed above.

Questions regarding interpretation or implementation of these documents may be directed to Mr. Harris at the address and numbers above.

Guidance Documents:

CME-001, Handbook: the Medical Examiner's Handbook, issued 1982, §§ 32.1-277 through 23.1-288

COM-001, Memorandum: Interpretation of and Compliance with the Law Relating to Guidance Documents, issued October 29, 1997, §§ 9-6.14:4, 9-6.14:7.2, 9-6.16, and 9-6.18

COM-003, Memorandum, Ensuring Effective Public Records Management, etc., issued May 5, 1997, § 42.1-77 et seq.

EMS-1000, Plan: Virginia Department of Health Emergency Operations Plan, draft, §§ 44-146.18, 44-146.24, and 44-146.28:1 and Executive Order Number Seventy-Three (97)

EMS-1001, Guide: Virginia Disaster Medical Response Operations Guide, issued October 27, 1997, §§ 44-146.18, 44-146.24, and 44-146.28:1 and Executive Order Number Seventy-Three (97)

EMS-1002, Plan: Plan For Coordination Of Health And Medical Response To Catastrophic Casualty Events, issued

December 1, 1997, §§ 44-146.18 and 44-146.24 and Executive Order Number Seventy-Three (97)

EMS-1008, Checklist: Virginia Mass Casualty Incident Response Guide, issued November 1996, §§ 44-146.18 and 44-146.24 and Executive Order Number Seventy-Three (97)

EMS-1009, Worksheets: Virginia Mass Casualty Tactical Worksheet Book, issued January 1997, §§ 44-146.18 and 44-146.24 and Executive Order Number Seventy-Three (97)

EMS-1010, Checklist: Virginia EMS Disaster Task Forces Task Force Commander Checklist, issued October 20, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1 and Executive Order Number Seventy-Three (97)

EMS-1011, Standard Operating Procedure: Standard Operating Procedure For Virginia EMS Task Forces, issued June 10, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1 and Executive Order Number Seventy-Three (97)

EMS-1012, Standard Operating Procedure: Standard Operating Procedure, Emergency Health and Medical Coordination Team (C Team), issued November 21, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1 and Executive Order Number Seventy-Three (97)

EMS-1100, Standard Operating Procedure: HMERT SOP 1500, Awards, Service Hour Award, issued November 4, 1997, § 2.1-557

EMS-1101, Standard Operating Procedure: HMERT SOP 1501, Awards, Disaster Service Award, issued November 4, 1997, § 2.1-557

EMS-1102, Standard Operating Procedure: HMERT SOP 1502, Awards, Disaster Meritorious Service Award, issued November 4, 1997, § 2.1-557

EMS-1103, Standard Operating Procedure: HMERT SOP 1503, Awards, Commendation Award, issued November 4, 1997, § 2.1-557

EMS-1104, Standard Operating Procedure: HMERT SOP 1504, Awards, Emergency Response Unit Citation, issued November 17, 1997, § 2.1-557

EMS-1105, Standard Operating Procedure: HMERT SOP 1505, Awards, Wear of Awards, issued November 4, 1997, § 2.1-557

EMS-1106, Standard Operating Procedure: HMERT SOP 100, Program Administration, Role of Health and Medical Emergency Response Team Volunteers, issued November 20, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1 and Executive Order Number Seventy-Three (97)

EMS-1107, Standard Operating Procedure: HMERT SOP 200, Volunteer Position Description, Health and Medical Emergency Response Team Volunteer, issued November 20, 1997, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1 and Executive Order Number Seventy-Three (97)

Guidance Documents

- EMS-1108, Standard Operating Procedure: HMERT SOP 700, Training, Positions And Training Levels, issued November 21, 1997, §§ 2.1-557, 44-146.18, and 44-146.24 and Executive Order Number Seventy-Three (97)
- EMS-1109, Standard Operating Procedure: HMERT SOP 701, Training, Training Documentation, issued November 3, 1997, § 2.1-557
- EMS-1110, Standard Operating Procedure: HMERT SOP 801, Rules of Conduct, Uniforms, issued November 21, 1997, § 2.1-557
- EMS-1201, Standard Operating Procedure: DSOP 001, Emergency Staff Organization And Duties, Emergency Support Center Mission, issued August 31, 1996, §§ 44-146.18 and 44-146.24 and Executive Order Number Seventy-Three (97)
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WTR-186 (SF), Memorandum: Documentation on Inspection Forms, issued December 11, 1990, §§ 28.2-800 through 28.2-811

WTR-189 (SF), Memorandum: New Inspection Form, issued March 7, 1991, §§ 28.2-800 through 28.2-811

WTR-190 (SF), Memorandum: Seawater Sampling Data Entry and Monthly Report, issued March 29, 1991, §§ 28.2-800 through 28.2-811

WTR-191 (SF), Memorandum: Numbering of Campgrounds and Trailer Parks, issued March 27, 1991, §§ 28.2-800 through 28.2-811

WTR-192 (SF), Memorandum: Deficiency Determinations at Rural Post Offices, issued March 27, 1991, §§ 28.2-800 through 28.2-811

WTR-193 (SF), Memorandum: Enforcement, issued March 27, 1991, §§ 28.2-800 through 28.2-811

WTR-199 (SF), Memorandum: Tags, issued October 30, 1991, §§ 28.2-800 through 28.2-811

WTR-200 (SF), Memorandum: Effective Date of Notice of Shellfish Area Condemnation, issued October 31, 1991, §§ 28.2-800 through 28.2-811

WTR-202 (SF), Memorandum: Water Supply - How to Sample, issued December 20, 1992, §§ 28.2-800 through 28.2-811

WTR-203 (SF), Memorandum: *Listeria Monocytogenes* in Crab Meat Processing Facilities, issued February 24, 1992, §§ 28.2-800 through 28.2-811

WTR-204 (SF), Memorandum: Permitting of Wells, issued July 2, 1992, §§ 28.2-800 through 28.2-811

WTR-206 (SF), Memorandum: Buffer Zones Around Marinas, issued July 13, 1992, §§ 28.2-800 through 28.2-811

WTR-211 (SF), Memorandum: Supervising Shoreline Survey Activities, issued November 16, 1992, §§ 28.2-800 through 28.2-811

WTR-212 (SF), Memorandum: Improper Out-Of-State Shellstock Tags, issued November 25, 1992, §§ 28.2-800 through 28.2-811

WTR-214 (SF), Memorandum: Licensing of Water Well Drillers, issued December 18, 1992, §§ 28.2-800 through 28.2-811

WTR-215 (SF), Memorandum: Wooden Pallets and Wooden Baskets, issued January 4, 1993, §§ 28.2-800 through 28.2-811

WTR-216 (SF), Memorandum: Chilling of Surf Clam and Ocean Quahog Interstate Shipments, issued January 4, 1993, §§ 28.2-800 through 28.2-811

WTR-217 (SF), Memorandum: Approval Process for an Existing Well, issued January 27, 1993, §§ 28.2-800 through 28.2-811

WTR-218 (SF), Memorandum: Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges, issued January 27, 1993, §§ 28.2-800 through 28.2-811

WTR-219 (SF), Memorandum: Meat/Water Samples - Data Entry and Monthly Report, issued February 19, 1993, §§ 28.2-800 through 28.2-811

WTR-220 (SF), Memorandum: FDA Inspections and Warning Letters, issued February 19, 1993, §§ 28.2-800 through 28.2-811

WTR-221 (SF), Memorandum: Certification and Enforcement, issued February 19, 1993, §§ 28.2-800 through 28.2-811

WTR-224 (SF), Memorandum: Twenty-Four Hour Rainfall, issued April 2, 1993, §§ 28.2-800 through 28.2-811

WTR-226 (SF), Memorandum: Notification of Emergency Closures and Reopenings, issued April 2, 1993, §§ 28.2-800 through 28.2-811

WTR-227 (SF), Memorandum: Aquaculture Operations, issued April 2, 1993, §§ 28.2-800 through 28.2-811

WTR-228 (SF), Memorandum: Shellfish Wet Storage Application and Permit Issuance, issued April 2, 1993, §§ 28.2-800 through 28.2-811

Guidance Documents

WTR-230 (SF), Memorandum: Areas Scheduled to be Sewered, issued May 11, 1993, §§ 28.2-800 through 28.2-811

WTR-231 (SF), Memorandum: Turbidity Measurements, issued May 11, 1993, §§ 28.2-800 through 28.2-811

WTR-232 (SF), Memorandum: Relay Areas, issued May 11, 1993, §§ 28.2-800 through 28.2-811

WTR-234 (SF), Memorandum: One Person Boat Crews and Wearing of Float Suit and Life Vests, issued May 19, 1993, §§ 28.2-800 through 28.2-811

WTR-236 (SF), Memorandum: Shellfish Analysis for E. Coli, issued May 25, 1993, §§ 28.2-800 through 28.2-811

WTR-238 (SF), Memorandum: Use of Rodac Plates, issued May 27, 1993, §§ 28.2-800 through 28.2-811

WTR-243 (SF), Memorandum: Quality Assurance Plans and Quality Control, issued July 27, 1993, §§ 28.2-800 through 28.2-811

WTR-244 (SF), Memorandum: Marine Biotoxins, issued November 12, 1993, §§ 28.2-800 through 28.2-811

WTR-246 (SF), Memorandum: Division Marine Coordinator's Duties and Equipment Maintenance Protocol, issued March 16, 1994, §§ 28.2-800 through 28.2-811

WTR-252 (SF), Memorandum: Wet Storage Permits, issued October 7, 1994, §§ 28.2-800 through 28.2-811

WTR-259 (SF), Memorandum: Processing Shoreline Survey Material for Final Survey Map, issued June 7, 1995, §§ 28.2-800 through 28.2-811

WTR-260 (SF), Memorandum: Protocol for Updating of Seawater Maps, issued January 11, 1996, §§ 28.2-800 through 28.2-811

WTR-261 (SF), Memorandum: Sample Collection and Hydrographic Data Measurement and Collection, issued January 11, 1996, §§ 28.2-800 through 28.2-811

WTR-262 (SF), Memorandum: Protocol for Biotoxin Analysis of Surf Clams and Ocean Quahogs, DSS/FDA Cooperative Sampling Program, issued January 11, 1996, §§ 28.2-800 through 28.2-811

WTR-263 (SF), Memorandum: Protocol for Taking Water Samples During Fish Kills in Virginia Waters, issued May 28, 1996, §§ 28.2-800 through 28.2-811

WTR-264 (SF), Memorandum: Classification Guidelines, issued November 7, 1996, §§ 28.2-800 through 28.2-811

WTR-265 (SF), Memorandum: Shoreline Survey Preparation and Procedure, issued November 7, 1996, §§ 28.2-800 through 28.2-811

WTR-266 (SF), Memorandum: Processing Shoreline Survey Material for Final Survey Report, issued November 7, 1996, §§ 28.2-800 through 28.2-811

WTR-267 (SF), Memorandum: Marina Inspection Form, issued November 7, 1996, §§ 28.2-800 through 28.2-811

WTR-269 (SF), Memorandum: Harvester's Tag, issued July 24, 1997, §§ 28.2-800 through 28.2-811

WTR-270 (SF), Memorandum: Handling of Fish for Testing by VIMS, issued September 9, 1997, §§ 28.2-800 through 28.2-811

BOARD OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Deputy Executive Director of the board, at the address above or by telephone at (804) 662-9910. Copies are free of charge.

Guidance Documents:

75-1, Recommended Policy and Procedures in Disciplinary Cases Involving Board Members, adopted October 1993

75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, adopted September 1997

DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Robert Nebiker, Deputy Director of the department, at the address above or by telephone at (804) 662-9919. Copies are free of charge.

Department Directives:

76-1, Mission Statement of the Department, July 1, 1996

76-2, Agency Staff Titles, August 14, 1996

76-3, Promulgation of Rules, July 1, 1996

76-4, Publication of Regulations and Statutes, July 1, 1996

76-5, Execution of Disciplinary Orders, August 14, 1996

76-6, Petition for Reinstatement of License or Modification of Disciplinary Orders, July 1, 1996

76-7, Subpoenas for Disciplinary Hearings, October 1, 1996

76-8, Complainant Notification of Case Proceedings, July 1, 1996

76-9, Complaint Receipt and Investigation of Allegations of Misconduct, July 1, 1996

- 76-10, Unlicensed Activity, July 1, 1996
- 76-11, Reports to National Practitioner Data Bank, August 14, 1996
- 76-12, Requesting Information from The National Practitioner Data Bank, August 14, 1996
- 76-13, Tampering Threat Procedures, July 1, 1996
- 76-14, Procurement of Nonprofessional Services, July 1, 1996
- 76-15, Procurement of Goods, July 1, 1996
- 76-16, Sole Source Approval for Examination Services, July 1, 1996
- 76-17, Recruitment and Filling Vacant Positions, July 1, 1996
- 76-18, Indoor Clean Air, August 18, 1997
- 76-19, Records Management, July 1, 1996

Enforcement Documents:

- 76-20, Adjudication Manual, Disciplinary Process, June 16, 1997
 - 76-21, Inspection Plans and Inspection Reports
 - 76-21.1, Board of Pharmacy, revised 12/93
 - 76-21.1:1, community pharmacy
 - 76-21.1:2, hospital pharmacy
 - 76-21.1:3, physicians licensed to dispense drugs
 - 76-21.1:4, humane society
 - 76-21.1:5, wholesaler
 - 76-21.1:6, medical equipment suppliers
 - 76-21.1:7, warehouse
 - 76-21.1:8, manufacturers
 - 76-21.1:9, practitioners licensed to sell controlled substances
 - 76-21.2, Board of Veterinary Medicine, revised 12/1/93
 - 76-21.3, Board of Funeral Directors and Embalmers, revised 12/1/93
 - 76-22, Case Intake Manual, revised 1993
 - 76-23, Investigators Manual, revised 1993
 - 76-24, Case Format Guidelines, revised February 1997
- (NOTE: 76-21 through 76-24 are maintained in the Enforcement Division of the department. For copies or questions, contact Faye Lemon at the address above or at (804) 662-9902.)

DEPARTMENT OF HISTORIC RESOURCES

The documents in the following list represent both publications and photocopied materials that provide guidance for the public on either how to interpret or implement statutes or regulations or how to use key agency programs. Copies of the following documents are available during regular work days from 8:15 a.m. until 5 p.m. in the main office of the

Virginia Department of Historic Resources, 221 Governor Street, Richmond, VA 23219, or at any of its regional offices (located in Petersburg, Portsmouth, Roanoke, and Winchester). Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from Tammi Oliver in the main office at the address above, telephone (804) 786-3143 or FAX (804) 225-4261.

The department also prepares occasional research, survey and preservation planning reports of general interest and materials of an advisory or educational nature. For a listing of such publications with prices contact Deborah Woodward at the address above.

Regional office addresses and phone numbers are as follows:

Capital Regional Preservation Office, Department of Historic Resources, 10 Courthouse Avenue, Petersburg, VA 23803, telephone (804) 863-1620.

Portsmouth Regional Preservation Office, Department of Historic Resources, 612 Court Street, 3rd Floor, Portsmouth, VA 23704, telephone (757) 396-6709.

Roanoke Regional Preservation Office, Department of Historic Resources, 1030 Penmar Avenue, SE, Roanoke, VA 24013, telephone (540) 857-7585.

Winchester Regional Preservation Office, Department of Historic Resources, P.O. Box 4, Winchester, VA 22604, telephone (540) 722-3427.

Please note that the main office of the Department of Historic Resources will move to a new location in February 1998. Beginning March 1998 please address all inquiries to the Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221.

Guidance Documents:

Virginia's Historical Registers: A Guide for Property Owners, prepared 1995, 17 VAC 5-30-10 and 17 VAC 10-20-10

Preliminary Information Forms for Archaeological Sites, Architectural Properties, and Historic Districts

Project Review in Virginia: A Guide for Historic Property Owners, Government Agencies, and Private Citizens, prepared 1995, 36 CFR Part 800

State and Federal Regulations Related to the Preservation of Historic Properties in the Commonwealth of Virginia, prepared 1996

Rehabilitation Tax Credits: A Taxpayer's Guide, prepared 1995, revised version 1997, § 10.1-2202.13

Vision and Choice: Protecting Our Historic Resources, published 1990, § 10.1-2202.9

Virginia Historic Preservation Foundation, prepared 1997, § 10.1-2400 et seq.

Guidance Documents

Virginia's Cost Share Program, Virginia Department of Historic Resources, § 10.1-2202.6

The Certified Local Government Program in Virginia, 36 CFR Part 61

How to Apply for Designation as a Certified Local Government in Virginia, 36 CFR Part 61

State Grants for Historic Properties, § 10.1-2213

Application for Historic Preservation Funds, § 10.1-2213

How to Complete Virginia Department of Historic Resources Archaeological Site Inventory Forms, revised 1993, § 10.1-2202.6

How to Use Historic Contexts in Virginia: A Survey, Registration, Protection, and Treatment Projects, revised 1992, § 10.1-2202.6, 36 CFR Part 61

Virginia's Heritage: The Nation's Treasure, The Commonwealth's Trust; A Comprehensive Stewardship Plan for Virginia's Historic Resources, published 1997, 36 CFR Part 61

State-Owned Historic Landmarks Manual for Property Administrators: Review of Rehabilitation and Renovation Projects Pursuant to the 1990 Appropriations Act and Engineering and Building Directive #1, prepared 1990

Guidelines for Preparing Identification and Evaluation Reports for Submission Pursuant to Section 106 add 110, National Historic Preservation Act, Environmental Impact Reports of State Agencies, and Virginia Appropriations Act, 1992 Sessions Amendments, prepared 1992

Guidelines for Archaeological Investigations in Virginia: Additional Guidance for the Implementation of the Federal Standards Entitled "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines," prepared 1996

Virginia Department of Historic Resources Standards for Archaeological Field Investigations, prepared 1991, § 10.1-2202.15

Virginia Department of Historic Resources State Curation Standards, revised 1993, § 10.1-2202.15

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the offices of the Virginia Housing Development Authority, 601 S. Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Judson McKellar at the same address or by telephone (804) 343-5540.

Questions regarding interpretation or implementations of these documents may be directed to Judson McKellar at the above address or telephone number.

Guidance Documents:

3.1-3.23, Single-Family Processing Guide, January 1996, 13 VAC 10-40

Single-Family Exhibits Guide, January 1996, 13 VAC 10-40

Single-Family Loan Documents Guide, January 1996, 13 VAC 10-40

Single-Family Realtors Guide, January 1997, 13 VAC 10-40

Single-Family Policy and Procedures Guide, August 1997, 13 VAC 10-40

Single-Family Regional Loan Fund Administrative Procedures Manual (VHDA/DHCD), December, 1996, 13 VAC 10-40 and Chapter 9 (§ 36-141 et seq.) of Title 36 of the Code of Virginia

Single-Family Servicing Guide, April 1997, 13 VAC 10-40

Home Improvement Loan Program Manual (Title I-FHA Program), May 21, 1996, 13 VAC 10-50

Home Improvement and Special Programs Procedure Manual, September 28, 1993, 13 VAC 10-50 and 13 VAC 10-60

Housing Fund Procedures, May 31, 1995, 13 VAC 10-40, 13 VAC 10-120 and 13 VAC 10-150

Partnership Fund Procedures Manual, February 14, 1996, Chapter 9 (§ 36-141 et seq.) of Title 36 of the Code of Virginia

New Construction Policies and Procedures - Asset Management, May 1, 1997, 13 VAC 10-20

Housing Management Specialist Policies and Procedures, August 1997, 13 VAC 10-20

Section 8 Existing/Moderate Rehabilitation Programs Operations Manual, December 1997, 13 VAC 10-70 and 13 VAC 10-80

HMSP Administrative Manual, January 1997, 13 VAC 10-70 and 13 VAC 10-80

8-528-1, Subsidy Standards, August 1996, 13 VAC 10-70 and 13 VAC 10-80

8-545-1, Family's Guide to Rental Certificates, June 1996, 13 VAC 10-70

8-910-1, Interim Reporting Requirements, January 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1002-1, Owner Termination of Tenancy Requirements, January 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1012-1, Crime and Alcohol Abuse by Family Member, July 1997, 13 VAC 10-70 and 13 VAC 10-80

8-1040-1, Informal Reviews for Applicants, July 1996, 13 VAC 10-70 and 13 VAC 10-80

8-1041-1, Informal Hearing Procedures for Participants, July 1996, 13 VAC 10-70 and 13 VAC 10-80

8-1400-1, Portability Notice for Families, June 1996, 13 VAC 10-70

8-545-2, Family's Guide to Rental Vouchers, June 1996, 13 VAC 10-70

1997 Application Manual - Low Income Housing Tax Credit Program, January 16, 1997, 13 VAC 10-180

Federal Low-Income Housing Tax Credit Program, Compliance Monitoring Manual, January 1997, 13 VAC 10-180

COUNCIL ON INFORMATION MANAGEMENT

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. in the office of the Council on Information Management, Washington Building, 1100 Bank Street, Suite 901, Richmond, VA 23219. Copies may be obtained free of charge by contacting Deborah Barker at the same address, telephone (804) 225-3622, FAX (804) 371-7952, or e-mail dbarker@cim.state.va.us. The documents may be downloaded from the Council on Information Management's Home Page <http://www.cim.state.va.us>.

Questions regarding interpretation or implementation of these documents may be directed to N. Jerry Simonoff, Acting Director, at the above address, telephone (804) 786-7711, FAX (804) 371-7952, or e-mail jsimonoff@cim.state.va.us.

Information Technology Resource Management Guidance Documents:

Policy 90-1, Information Technology Security, May 19, 1995

Policy 91-1, Systems Development and Maintenance, January 1, 1992

Policy 92-1, Technology Assistance for Individuals with Disabilities, January 1, 1993

Policy 95-1, Electronic Commerce Implementation Policy, August 8, 1995

Policy 96-1, Open Systems Environment, May 24, 1996

Standard 90-1, Policies, Standards and Guidelines: Procedures for Development, Adoption, and Distribution, November 18, 1994

Standard 94-1, Spatial Data Transfer Standard, November 18, 1994

Standard 95-1, Information Technology Security, January 31, 1995

Standard 96-1, Telecommunications Cabling, January 26, 1996

Guideline 91-3, Model Standard for Large Scope Projects, January 1, 1992

Guideline 91-4, Model Standard for Small Scope Projects, January 1, 1992

Guideline 91-5, Model Standard for Maintenance and Enhancement Projects, January 1, 1992

Guideline 92-1, Model Virginia Map Accuracy Standards, March 20, 1992

Guideline 92-3, Estimating Alternative Technology Systems Costs, June 26, 1992

Guideline 94-1, Telecommuting, February 1, 1994

Guideline 94-3, Global Positioning Systems (GPS), July 15, 1994

Guideline 95-1, Local Area Networks, January 31, 1995

Information Technology Planning Guidance Documents:

Mission Focused Information Management: Commonwealth of Virginia Strategic Information Resource Management Plan, March 21, 1997

Roadmap to the Future: A Strategic Plan for Virginia's Information Technology Infrastructure, 1995

Procurement Guidance Documents:

Memorandum and Forms on Procedures for Council on Information Management Review of Procurements for ADP and Telecommunications Products, June 26, 1996

Sole Source Procurement Approval Request Form and Instructions, October 2, 1996

Virginia Technology Infrastructure Fund Guidance Document:

Memorandum on Virginia Technology Infrastructure Fund, October 7, 1997

Year 2000 Guidance Document:

Memorandum Requiring the Filing of Year 2000 Project Status Reports, November 24, 1997

DEPARTMENT OF LABOR AND INDUSTRY

Apprenticeship Program

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5:30 p.m. in the Virginia Department of Labor and Industry (DOLI) headquarters office at 13 South Thirteenth Street, Richmond, VA 23219 or at any DOLI regional office. Copies may be obtained from the headquarters office by contacting Ms. Willnette Taylor, Office Services Specialist at DOLI, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2382 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to Ms. Jennifer Peterlin, Apprenticeship Program Manager, Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-8009 or FAX (804) 786-8418.

Guidance Documents

Guidance Documents:

Virginia Official Recognized Apprenticeable Occupations List, copies free

Standards of Apprenticeship Nail Technicians developed by the Virginia Board of Cosmetology and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised August 1995, Title 40.1, Chapter 6, *Code of Virginia*, copies free

Standards of Apprenticeship for Cosmetologists developed by the Virginia Board of Cosmetology and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised July 1995, Title 40.1, Chapter 6, *Code of Virginia*, copies free

Standards of Apprenticeship for Barbers developed by the Virginia Board for Barbers and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised February 1995, Title 40.1, Chapter 6, *Code of Virginia*, copies free

Standards of Apprenticeship for Opticians developed by the Virginia State Board of Opticians and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised June 1992, Title 40.1, Chapter 6, *Code of Virginia*, copies free

U.S. Department of Labor, Equal Employment Opportunity in Apprenticeship and Training, revised May 1978, copies free

"Apprenticeship - Fast Track to the Future" catalog, 1993, copies free

"Today's Apprentice - Apprenticeship Training" brochure, 1993, copies free

"Today's Apprentice - Student Apprenticeship Training" brochure, 1993, copies free

"Student Apprenticeship Training - Virginia Works Right" brochure, revised 1997, copies free

"Steps to Becoming a Registered Apprentice," copies free

"Registered Apprenticeship - What Everyone Should Know About Apprenticeship," copies free

"Virginia's Voluntary Registered Apprenticeship Program," copies free

Bylaws of the Virginia Apprenticeship Council, copies free

Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U.S. Department of Labor, revised September 1996, copies free

Boiler Safety Compliance Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 5:30 p.m. in the office of the Department of Labor and Industry, Powers-Taylor Building, 13 South Thirteenth Street, Richmond, Virginia

23219. Copies may be obtained from Sheila Taylor at the same address, telephone (804) 371-2321 or FAX (804) 371-2324.

Questions regarding interpretation or implementation of this document may be directed to Frederick P. Barton, Boiler Chief Inspector, Department of Labor and Industry, 13 South Thirteenth Street, Richmond, Virginia 23219, telephone (804) 786-3262 or FAX (804) 371-2324.

Guidance Document:

Operations Manual for Boiler Safety Compliance, Chapter Seven - Penalties, Chapter Eight - Post Violation and Penalty Issuance Processes, and Chapter Nine - Legal Process, revised December 1, 1997, §§ 40.1-51.5 through 40.1-51.19, copies 10 cents per page, 14 pages

State Labor Law Compliance Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5:30 p.m. in the Department of Labor and Industry, Central Office, 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies may be obtained by contacting Dennis Merrill at the Central Office, telephone (804) 786-3224, FAX (804) 371-2324.

Questions regarding interpretation or implementation of these documents may be directed to Mr. Dennis G. Merrill, Director, State Labor Law Administration, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-3224 or FAX (804) 371-2324.

Guidance Documents:

Guide for the Employment of Teenagers (Child Labor), September 4, 1996, copies free

What Every Child Should Know About Virginia's Child Labor Laws, 1997, copies free

State Labor Law Compliance Division Policy Manual, 1997, copies 10 cents per page, 500 pages

Memo to Staff from Division Director re: Guidelines for Determining Violations of the Forfeiture Law in End-of-Employment Commission Cases, September 30, 1997, § 40.1-29(D), copies free

Office of Cooperative Programs

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5:30 p.m. at the Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219.

Virginia Migrant and Seasonal Farmworkers Board

Copies of the Virginia Migrant and Seasonal Farmworkers Board and Interagency Migrant Worker Policy Committee may be obtained by contacting Patti Bell at the Virginia Department of Labor and Industry, 13 South Thirteenth

Street, Richmond, VA 23219, telephone (804) 225-3083 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to Patti Bell, Administrator, Migrant and Seasonal Farmworkers Board, at the same address.

Guidance Documents:

Migrant and Seasonal Farmworkers Board By-Laws, amended March 16, 1994, Chapter 24, *Code of Virginia*, copies free

Migrant and Seasonal Farmworkers Board Policy No. 2-92, Consideration of Grant Applications/Proposals, effective April 8, 1992 (rescinded Board Policy Statement No. 1-90), Chapter 24, *Code of Virginia*, copies free

Gubernatorial Memorandum Establishing Interagency Migrant Worker Policy Committee, Outlining Responsibilities and Composition of Same, March 31, 1995, copies free

Voluntary Protection Program

Copies of the Voluntary Protection Program Manual may be obtained by contacting Ronald Dick at Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-4751 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of the program or use of the manual may be directed to Ronald Dick, VPP Coordinator at the same address.

Guidance Document:

OSHA Instruction TED 8.1a Voluntary Protection Program (VPP) Policies and Procedures Manual, revised May 24, 1996, copies free

Consultation Program

Copies of the following documents may be obtained by contacting Cary Letellier at Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-6613 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of the program may be directed to Cary Letellier, Safety and Health Supervisor at the same address.

Guidance Documents:

OSHA Instruction TED 3.5B Consultation Policies and Procedures Manual, May 30, 1997, copies free

Job Safety and Health Poster, 1996, copies free

Occupational Exposure to Bloodborne Pathogens, 1992, 16 VAC 25-90-1910.1030, copies free

Training Requirements/OSHA Standards and Training Guidelines, 1992, 16 VAC 25 Chaps 90-130, 175 and 190, copies free

Recordkeeping Guidelines for Occupational Injuries and Illnesses, 1986, 16 VAC 25 Chaps 10-30 and 60-190, copies free

Occupational Health Compliance Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5:30 p.m. in the library of the Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219. Copies of requests up to 20 pages may be obtained free of charge, and for requests 21 pages or more for 5 cents per page by contacting Ronald L. Graham at the same address, telephone (804)371-0295 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to Clarence H. Wheeling, PH. D., Director of Health Compliance, Virginia Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804)786-0574 or FAX (804)371-6524.

Guidance Documents:

Interpretive memorandum and letters on specific VOSH Federal Identical Construction Industry Health Regulations, November 30, 1988 - November 30, 1997, 16 VAC 25-175-1926 et seq.

Interpretive memorandum and letters on specific VOSH Federal Identical General Industry Health Regulations, November 30, 1988 - November 30, 1997, 16 VAC 25-90-1910 et seq.

Occupational Safety Compliance Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5:30 p.m. in the library of the Department of Labor and Industry, Powers Taylor Building, 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219. Copies of requests up to 20 pages may be obtained free of charge, and for requests 21 pages or more for 5 cents per page by contacting Warren E. Rice at the same address, telephone (804)786-7984 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to William R. Crawford, Director of Safety Compliance, Virginia Department of Labor and Industry, Powers Taylor Building 4th Floor, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804)786-2391 or FAX (804)371-6524.

Guidance Documents:

Interpretive memorandums and letters on specific VOSH Federal Identical Construction Industry Safety Regulations, November 30, 1988 - November 30, 1997, 16 VAC 25-175-1926 et seq.

Interpretive memorandums and letters on specific VOSH Federal Identical General Industry Safety Regulations,

Guidance Documents

November 30, 1988 - November 30, 1997, 16 VAC 25-90-1910 et seq.

Interpretive memorandums and letters on VOSH Agriculture Field Sanitation Regulation, November 30, 1988 - November 30, 1997, 16 VAC 25-180-10 (1928)

Virginia Occupational Safety and Health Program

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5:30 p.m. at the Central Office of the Department, 13 South Thirteenth Street, Richmond, VA 23219, or at any of the regional or field offices of the department statewide. Copies may be obtained by contacting Regina Cobb at the above address, or at (804) 786-0610 or FAX (804) 786-8418. Documents may also be requested on the department's Home Page at <http://www.dli.state.va.us>.

Questions regarding interpretation or implementation of these documents may be directed to John Crisanti, at the same address, or at (804) 786-4300 or FAX (804) 786-8418.

Guidance Documents:

VOSH Program Directives Manual, revised June 1997, 16 VAC 25 chaps. 10-30 and 60-190, copies 10 cents per page, 4,490 pages

VOSH Field Operations Manual, revised July 1997, 16 VAC 25 chaps. 10-30 and 60-190, copies 10 cents per page, 461 pages

THE LIBRARY OF VIRGINIA

Library Development and Networking Division

Copies of the following documents may be viewed from 9 a.m. until 4:30 p.m. Monday through Friday at the Office of the State Librarian, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-1905.

Copies may be obtained free of charge for 10 pages and for requests of 11 pages or more for \$0.25 per page by contacting Nelson Worley, at the above address, telephone (804) 692-3773, FAX (804) 692-3993 or e-mail nworley@leo.vsla.edu.

Information Regarding Public Library Trustees:

Questions regarding interpretation or implementation of this document may be directed to Wayne Modlin, Public Library Consultant, Library Development and Networking, at the above address, telephone (804) 692-3763, FAX (804) 692-3993 or e-mail wmodlin@leo.vsla.edu.

Guidance Document:

Virginia Public Library Trustees Handbook, 1991

Information Regarding Public Libraries:

Questions regarding interpretation or implementation of these documents may be directed to Libby Lewis, Assistant Director for Library Services, Library Development and Networking, at the above address, telephone (804) 692-3762, FAX (804) 692-3993 or e-mail elewis@leo.vsla.edu.

Guidance Documents:

Public Library Directors' Manual, 1997

Planning for Library Excellence, 1988

Records Management and Imaging Services Division

Copies of the following documents may be viewed from 9 a.m. until 4:30 p.m. Monday through Friday at the Office of the State Librarian, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-1905.

Copies may be obtained free of charge for 10 pages and for requests of 11 pages or more for \$0.25 per page by contacting C. Preston Huff, State Records Administrator, at the above address, telephone (804) 692-3607, FAX (804) 692-3603 or e-mail chuff@vsla.edu or Richard Harrington, Manager-Imaging Services Branch, at the above address, telephone (804) 786-3078, FAX (804) 786-3730 or e-mail rharring@vsla.edu.

Information Regarding Records Management and Imaging

Questions regarding interpretation or implementation of this document may be directed to either C. Preston Huff, State Records Administrator, at the above address, telephone (804) 692-3607, FAX (804) 692-3603 or e-mail chuff@vsla.edu or Richard Harrington, Manager-Imaging Services Branch, at the same address, telephone (804) 786-3078, FAX (804) 786-3730 or e-mail rharring@vsla.edu.

Guidance Document:

Imaging Services Branch Procedural Manual, revised September 1997

COMMISSION ON LOCAL GOVERNMENT

Copies of the following documents may be reviewed during regular work days from 8:30 a.m. to 5:30 p.m. in the office of the Commission on Local Government, Eighth Street Office Building, 7th Floor, 805 East Broad Street, Suite 702, Richmond, VA 23219. Copies may be obtained free of charge by contacting Adele MacLean at the same address, telephone (804) 786-6508, FAX (804) 371-7999 or e-mail tmmccormack.clg@state.va.us.

Questions about interpretation or implementation of these documents may be directed to M. H. Wilkinson, Executive Director or Ted McCormack, Deputy Director, Commission on Local Government, Eighth Street Office Building, 7th Floor, 805 East Broad Street, Suite 702, Richmond, VA 23219, telephone (804) 786-6508, FAX (804) 371-7999 or e-mail tmmccormack.clg@state.va.us.

Guidance Documents:

Guidelines for Advisory Review of Voluntary Economic Growth-Sharing Agreements, adopted November 1996, § 15.2-1301

Guidelines for Submissions in City-to-Town Transitions, adopted January 1997, §§ 15.2-2907, 15.2-2908 and 15.2-4100 et seq.

LONGWOOD COLLEGE

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Vice President for Academic Affairs, Lancaster Building, Room 262, 201 High Street, Farmville, VA 23209. Copies may be obtained for a charge of \$7.20 per copy (\$0.05 per page) by contacting Eva Philbeck at the same address, telephone (804) 395-2014, FAX (804) 395-2635 or e-mail ephilbec@longwood.lwc.edu. The documents may be downloaded from the Longwood College Home Page (<http://www.lcw.edu>; click on Longwood Gopher; Gopher Menu appears; click on Administrative Information; click on Faculty Policies and Procedures Manual).

Questions regarding interpretation or implementation of this document may be directed to Dr. Norman Bregman, Vice President for Academic Affairs, Longwood College, 201 High Street, Farmville, VA 23909, telephone (804) 395-2010, FAX (804) 395-2635 or e-mail nbregman@longwood.lwc.edu.

Guidance Document:

Faculty Policies and Procedures Manual, July 1997

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Dean of Students, Lancaster Building, Room 113, 201 High Street, Farmville, VA 23209. Copies may be obtained for a charge of \$3.10 per copy (\$0.05 per page) by contacting Tim Pierson at the same address, telephone (804) 395-2487, FAX (804) 395-2635 or e-mail tpierson@longwood.lwc.edu. The documents may be downloaded from the Longwood College Home Page (<http://www.lcw.edu>; click on Longwood Gopher; Gopher Menu appears; click on Academic Information; click on Student Life and Handbook Information; click on 1997 Student Life and Handbook).

Questions regarding interpretation or implementation of this document may be directed to Tim Pierson, Dean of Students, Longwood College, 201 High Street, Farmville, VA 23909, telephone (804) 395-2487, FAX (804) 395-2635 or e-mail tpierson@longwood.lwc.edu.

Guidance Document:

1997 Student Life and Handbook, July 1997

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Vice President for Administration and Finance, Lancaster Building, Room 340, 201 High Street, Farmville, VA 23209. Copies may be obtained for a charge of \$10 per copy by contacting Jennifer Conkwright at the same address, telephone (804) 395-2016, FAX (804) 395-2635 or e-mail jconkwri@longwood.lwc.edu. The documents may be downloaded from the Longwood College Home Page (<http://www.lcw.edu>; click on Longwood Gopher; Gopher Menu appears; click on Administrative Information; click on Administrative Policies and Procedures Manual).

Questions regarding interpretation or implementation of this document may be directed to Brenda Atkins, Assistant to the Vice President for Administration and Finance, Longwood College, 201 High Street, Farmville, VA 23909, telephone (804) 395-2027, FAX (804) 395-2635 or e-mail batkins@longwood.lwc.edu.

Guidance Document:

Administrative Policies and Procedures Manual, July 1997

STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Legislative and Regulatory Affairs Office of the State Lottery Department, 13th Floor, 900 East Main Street, Richmond, VA 23219. Copies may be obtained for a charge of \$0.15 per page by contacting Barbara Robertson at the same address, telephone (804) 692-7105, FAX (804) 692-7775 or e-mail brobertson@valottery.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to David L. Norton, Esquire, Director, Legislative and Regulatory Affairs, State Lottery Department, 900 East Main Street, Richmond, VA 23219, telephone (804) 692-7109, FAX (804) 692-7102 or e-mail dnorton@valottery.state.va.us.

Director's Orders:

All director's orders are issued by the department's executive director as administrative orders. These orders interpret and implement 11 VAC 5-30-40, 11 VAC 5-30-250, 11 VAC 5-30-260, 11 VAC 5-30-280, 11 VAC 5-30-330 through 740, 11 VAC 5-40-20 through 100, 11 VAC 5-40-130, and 11 VAC 5-40-310 through 700. The following director's orders are active as of the date of this filing:

06(90), Second Chance Drawing Error of January 13, 1990, issued 02/05/90

08(91), Virginia Lottery Retailer Lotto Jackpot Bonus Program and Rules; Revised, issued 03/11/91

07(93), Program for Placement of Lottery Self-Service Terminals, issued 04/09/93

Guidance Documents

- 30(93), Virginia's Thirty-Eighth Instant Game Lottery; "Winning Hands," Final Rules for Game Operation, issued 10/18/93
- 35(93), Virginia's Thirty-Ninth Instant Game Lottery; "\$10,000 Cash Match," Final Rules for Game Operation, issued 12/20/93
- 16(94), Virginia's Forty-First Instant Game Lottery; "Winner's Circle," Final Rules for Game Operation, issued 04/04/94
- 23(94), Virginia's Forty-Second Instant Game Lottery; "Joker's Wild," Final Rules for Game Operation, issued 05/25/94
- 31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, issued 08/15/94
- 39(94), Virginia's Instant Game Lottery; "4 Card Bingo," Final Rules for Game Operation, issued 10/17/94
- 43(94), Virginia's First On-Line Game Lottery; "Pick 3," Final Rules for Game Operation; Third Revision, issued 11/30/94
- 44(94), Virginia's Third On-Line Game Lottery; "Pick 4," Final Rules for Game Operation; Revised, issued 11/30/94
- 06(95), Virginia's Instant Game Lottery; "Casino Cash," Final Rules for Game Operation, issued 03/07/95
- 15(95), Virginia's Fiftieth Instant Game Lottery; "Ace in the Hole," Final Rules for Game Operation, issued 06/23/95
- 20(95), Virginia's Fifty-First Instant Game Lottery; "Victory Lap," Final Rules for Game Operation, issued 09/11/95
- 22(95), Virginia's Fourth On-Line Game Lottery; "Cash 5," Final Rules for Game Operation; Second Revision, issued 09/19/95
- 27(95), Virginia's Fifty-Second Instant Game Lottery; "Poker," Final Rules for Game Operation, issued 10/13/95
- 29(95), Virginia's Instant Game Lottery; "Holiday Cash for Life," Final Rules for Game Operation, issued 11/06/95
- 01(96), Virginia's Fifty-Fifth Instant Game Lottery; "\$25,000 Slots," Final Rules for Game Operation, issued 02/01/96
- 03(96), Virginia's Instant Game Lottery 404; "Decade of Dollars," Final Rules for Game Operation, issued 02/08/96
- 07(96), Virginia's Fifth On-Line Game Lottery; "Kicker," Final Rules for Game Operation, issued 03/08/96
- 13(96), Virginia's Instant Game Lottery 405; "Money for Life," Final Rules for Game Operation, issued 05/05/96
- 22(96), Virginia's Sixty-First Instant Game Lottery; "Bank Roll," Final Rules for Game Operation, issued 08/13/96
- 25(96), Virginia Lottery Retailer "The Big Game" Jackpot Bonus Program and Rules, issued 10/09/96
- 26(96), Virginia's Sixth On-Line Game Lottery; "The Big Game," Final Rules for Game Operation, issued 11/29/96
- 31(96), Virginia's Sixty-Third Instant Game Lottery; "Lucky 7's," Final Rules for Game Operation, issued 10/06/96
- 34(96), Virginia's Sixty-Fifth Instant Game Lottery; "Easy Cash," Final Rules for Game Operation, issued 10/25/96
- 35(96), Virginia's Sixty-Sixth Instant Game Lottery; "First and 10," Final Rules for Game Operation, issued 10/25/96
- 36(96), Virginia's Sixty-Seventh Instant Game Lottery; "Holiday Cash," Final Rules for Game Operation, issued 11/29/96
- 37(96), Virginia's Instant Game Lottery 407; "New Year's Cash for Life," Final Rules for Game Operation, issued 11/19/96
- 38(96), Virginia's Second On-Line Game Lottery; "Lotto," Final Rules for Game Operation; Fifth Revision, issued 11/29/96
- 01(97), Virginia's Sixty-Eighth Instant Game Lottery; "Cold Cash," Final Rules for Game Operation, issued 01/01/97
- 02(97), Virginia's Sixty-Ninth Instant Game Lottery; "\$10,000 Slam Dunk," Final Rules for Game Operation, issued 01/01/97
- 03(97), Virginia's Seventieth Instant Game Lottery; "\$10,000 Cash Poker," Final Rules for Game Operation, issued 02/01/97
- 04(97), Virginia's Seventy-First Instant Game Lottery; "Cruise for Cash," Final Rules for Game Operation, issued 02/01/97
- 05(97), Virginia's Instant Game Lottery 305; "Lucky Bingo," Final Rules for Game Operation, issued 03/14/97
- 08(97), Virginia's Fifty-Sixth Instant Game Lottery, "Monte Carlo"; Fifty-Seventh Instant Game Lottery, "Instant Cash"; Fifty-Eighth Instant Game Lottery, "\$25,000 Derby"; Fifty-Ninth Instant Game Lottery, "Virginia's Riches"; Sixtieth Instant Game Lottery, "\$10,000 Cash Reward"; Sixty-Second Instant Game Lottery, "State Fair Shooting Gallery"; Sixty-Fourth Instant Game Lottery, "Monster Cash"; Instant Game Lottery 304, "Double Bonus Bingo"; and Instant Game Lottery 406, "\$2 Black Jack"; End of Game, issued 03/29/97
- 09(97), Virginia's Instant Game Lottery 408; "Weekly Grand for Life," Final Rules for Game Operation, issued 03/20/97
- 10(97), Virginia's Seventy-Second Instant Game Lottery; "Red Hot Money," Final Rules for Game Operation, issued 03/29/97
- 11(97), Virginia's Seventy-Sixth Instant Game Lottery; "Monte Carlo," Final Rules for Game Operation, issued 03/29/97
- 12(97), Virginia's Seventy-Seventh Instant Game Lottery; "\$10,000 Cash Reward," Final Rules for Game Operation, issued 03/29/97
- 13(97), Virginia's Seventy-Eighth Instant Game Lottery; "Instant Cash," Final Rules for Game Operation, issued 03/29/97

- 14(97), Virginia's Seventy-Ninth Instant Game Lottery; "\$25,000 Derby," Final Rules for Game Operation, issued 03/29/97
- 15(97), Virginia's Instant Game Lottery 409; "Black Jack," Final Rules for Game Operation, issued 03/29/97
- 16(97), Virginia's Eightieth Instant Game Lottery; "Baseball Bucks," Final Rules for Game Operation, issued 04/23/97
- 17(97), Virginia's Instant Game Lottery 410; "Casino Nights," Final Rules for Game Operation, issued 04/23/97
- 18(97), Virginia's Eighty-First Instant Game Lottery; "Fat Cat," Final Rules for Game Operation, issued 05/12/97
- 19(97), Virginia's Instant Game Lottery 411; "Instant Monopoly," Final Rules for Game Operation, issued 05/12/97
- 20(97), Virginia's Instant Game Lottery 412; "\$50,000 Slots," Final Rules for Game Operation, issued 05/12/97
- 21(97), Virginia's Instant Game Lottery 413; "Battleship," Final Rules for Game Operation, issued 05/12/97
- 23(97), Virginia Forty-Seventh Instant Game Lottery, "Lucky for Life"; End of Game, issued 05/16/97
- 25(97), Virginia's Eighty-Second Instant Game Lottery; "Dealer's Choice," Final Rules for Game Operation, issued 06/03/97
- 26(97), Virginia's Eighty-Third Instant Game Lottery; "5 Card Cash," Final Rules for Game Operation, issued 07/08/97
- 27(97), Virginia's Eighty-Fourth Instant Game Lottery; "Heat Wave," Final Rules for Game Operation, issued 07/08/97
- 28(97), Virginia's Eighty-Fifth Instant Game Lottery; "Hot Dice," Final Rules for Game Operation, issued 08/01/97
- 29(97), Virginia's Eighty-Sixth Instant Game Lottery; "Lucky Dog," Final Rules for Game Operation, issued 08/01/97
- 30(97), Virginia's Instant Game Lottery 414; "Virginia Road Trip," Final Rules for Game Operation, issued 08/01/97
- 31(97), Virginia's Thirty-Fourth Instant Game Lottery, "Blackjack"; Thirty-Eighth Instant Game Lottery, "Winning Hands"; Thirty-Ninth Instant Game Lottery, "\$10,000 Cash Match"; Forty-First Instant Game Lottery, "Winner's Circle"; Fiftieth Instant Game Lottery, "Ace in the Hole"; Fifty-First Instant Game Lottery, "Victory Lap"; Sixty-First Instant Game Lottery, "Bank Roll"; Sixty-Sixth Instant Game Lottery, "First and 10"; Sixty-Seventh Instant Game Lottery, "Holiday Cash"; Instant Game Lottery 302, "4 Card Bingo"; Instant Game Lottery 401, "Casino Cash"; Instant Game Lottery 403, "Holiday Cash for Life"; Instant Game Lottery 404, "Decade of Dollars"; Instant Game Lottery 405, "Money for Life"; and Instant Game Lottery 407, "New Year's Cash for Life"; End of Game, issued 08/19/97
- 32(97), Virginia's Instant Game Lottery 415; "3 for the Money," Final Rules for Game Operation, issued 08/28/97
- 33(97), Virginia's Instant Game Lottery 416; "Quick Cash Lotto," Final Rules for Game Operation, issued 08/27/97
- 34(97), Virginia's Eighty-Seventh Instant Game Lottery; "In the Chips," Final Rules for Game Operation, issued 09/12/97
- 35(97), Virginia's Eighty-Eighth Instant Game Lottery; "Monster Cash," Final Rules for Game Operation, issued 09/12/97
- 36(97), "Mystery Shopper Trade Promotion," Virginia Lottery Retailer Promotional Program Rules, issued 09/26/97
- 38(97), "Delegation of Authority; Second Revision, issued 10/02/97
- 39(97), Virginia's Instant Game Lottery 417; "Football Fever," Final Rules for Game Operation, issued 10/01/97
- 40(97), Virginia's Instant Game Lottery 418; "Holiday Cheer," Final Rules for Game Operation, issued 10/15/97
- 41(97), Virginia's Instant Game Lottery 419; "Holiday Surprise," Final Rules for Game Operation, issued 11/12/97
- 42(97), Virginia's Ninety-Sixth Instant Game Lottery; "Break the Bank," Final Rules for Game Operation, issued 11/24/97
- 43(97), Virginia's Ninety-Third Instant Game Lottery; "Winner Wonderland," Final Rules for Game Operation, issued 11/12/97
- 44(97), Virginia's Ninety-Fourth Instant Game Lottery; "Casino Royale," Final Rules for Game Operation, issued 11/20/97
- 45(97), Virginia's Ninety-Fifth Instant Game Lottery; "Red Hot Money," Final Rules for Game Operation, issued 12/03/97
- 46(97), Virginia's Ninety-Seventh Instant Game Lottery; "Basketball Bucks," Final Rules for Game Operation, issued 12/03/97
- 47(97), Virginia's Instant Game Lottery 420; "New Year's Cash for Life," Final Rules for Game Operation, issued 12/03/97
- 48(97), Virginia Lottery Retailer Cashing Bonus Program and Rules, issued 12/01/97
- 49(97), Virginia's Forty-Second Instant Game Lottery, "Joker's Wild"; Fifty-Second Instant Game Lottery, "Poker"; Fifty-Fifth Instant Game Lottery, "\$25,000 Slots"; Sixty-Third Instant Game Lottery, "Lucky 7's"; Sixty-Fifth Instant Game Lottery, "Easy Cash"; Sixty-Eighth Instant Game Lottery, "Cold Cash"; Sixty-Ninth Instant Game Lottery, "\$10,000 Slam Dunk"; Seventieth Instant Game Lottery, "\$10,000 Cash Poker"; Seventy-First Instant Game Lottery, "Cruise for Cash"; Seventy-Second Instant Game Lottery, "Red Hot Money"; Seventy-Third Instant Game Lottery, "Black Jack"; Seventy-Fourth Instant Game Lottery, "Lucky for Life"; Seventy-Fifth Instant Game Lottery, "Ace in the Hole"; Seventy-Sixth Instant Game Lottery, "Monte Carlo"; Seventy-Seventh Instant Game Lottery, "\$10,000 Cash Reward"; Seventy-Eighth Instant Game Lottery, "Instant Cash"; Seventy-Ninth Instant Game Lottery, "Instant Derby"; Eightieth Instant Game Lottery, "Baseball Bucks"; Instant Game Lottery 305, "Lucky Bingo"; Instant Game Lottery 409,

Guidance Documents

"\$2.00 Black Jack"; Instant Game Lottery 411, "Monopoly"; and Instant Game Lottery 412, "\$50,000 Slots"; End of Game, issued 12/15/97

50(97), Virginia's Eighty-Ninth Instant Game Lottery; "Black Jack," Final Rules for Game Operation, issued 12/10/97

51(97), Virginia's Ninetieth Instant Game Lottery; "Lucky for Life," Final Rules for Game Operation, issued 12/10/97

52(97), Virginia's Ninety-First Instant Game Lottery; "Ace in the Hole," Final Rules for Game Operation, issued 12/10/97

53(97), Virginia's Ninety-Second Instant Game Lottery; "Lucky 7's," Final Rules for Game Operation, issued 12/10/97

54(97), Virginia's Ninety-Eighth Instant Game Lottery; "Hot Slots," Final Rules for Game Operation, issued 12/17/97

55(97), Virginia's Instant Game Lottery; "Virginia Instant Millions," Final Rules for Game Operation, issued 12/17/97

56(97), Virginia's Instant Game Lottery; "Heart of Gold," Final Rules for Game Operation, issued 12/17/97

Internal Directives:

001, Award of Major Procurement Contracts; Information Exchange with State Lottery Board, issued 09/01/92, 11 VAC 5-20-200 through 520

002, State Lottery Department's Financial Reporting to the State Lottery Board, issued 09/22/93, §§ 58.1-4007 and 4022.

003, Travel Guidelines; State Lottery Board, issued 06/03/94, §§ 2.1-20.3 and 58.1-4004

Policies/Procedures:

Move and Relocation, issued 07/97, CAPP Topic #20345

On-Line Games Drawing, issued 11/96, 11 VAC 5-40-40

Safety Shoes, issued 01/97, VA Occupational Safety and Health Directive, 12-227

Petty Cash, issued 05/96, CAPP Topic #20330 and §2.1-229

Release of Payroll and Other Personal Data, issued 08/96, DPT Policy #6.05

Criteria for Determining Lawful Advertising, issued 10/89, § 58.1-4022 E

Payout of Jackpot Prizes, issued 01/94, 11 VAC 5-40-310 through 700

Records Management, issued 01/94, § 42.1-70.

Recycling and Energy Conservation, issued 05/92, Executive Memorandum 04/90; § 10.1-1425, Director 5-B, Division of Energy and Buildings

Travel Management, issued 06/95, CAPP Topic #20335; § 14.1

Virginia Lottery Regional Instant Ticket Sales to Retailers, issued 12/1/97, 11 VAC 5-30-300

Guidelines for Clerk Activated On-Line Terminal Placement, issued 07/97, 11 VAC 5-40-10 et seq.

On-Line Terminal Removal Program, issued 08/97, 11 VAC 5-40-10 et seq.

On-Line Terminal Culling - Retailer Volume Enhancement Program, issued 05/01/97, 11 VAC 5-40-10 et seq.

Virginia Lottery Full Redemption Project Overview, issued 10/27/97, 11 VAC 5-40-10 et seq.

Virginia Lottery Retailer Manual, issued 05/96, 11 VAC 5-30-10 et seq. and 11 VAC 5-40-10 et seq.

MARINE RESOURCES COMMISSION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the offices of the Marine Resources Commission, 2600 Washington Avenue, P.O. Box 756, Newport News, VA 23607-0756. Copies may be obtained free of charge by contacting Wilford Kale at the same address, telephone (757) 247-2269 or FAX (757) 247-2020.

Habitat Documents:

Questions regarding interpretation or implementation of habitat documents may be directed to Robert W. Grabb, Chief, Habitat Management Division, Marine Resources Commission, Post Office Box 756, Newport News, VA 23607-0756, telephone (757) 247-2252 or FAX (757) 247-8062.

Wetlands Guidelines, revised December 1982, § 28.2-1301 D

Subaqueous Guidelines subtitled Guidelines for the Permitting of Activities which Encroach In On or Over the Submerged Lands of the Commonwealth of Virginia, revised February 1986, § 28.2-1200 et seq.

Coastal Primary Sand Dune/Beaches Guidelines subtitled Guidelines for the Permitting of Activities which Encroach into Coastal Primary Sand Dunes/Beaches, revised June 1986, § 28.2-1401 C

Law Enforcement Document:

Questions regarding interpretation or implementation of law enforcement documents may be directed to Steve Bowman, Chief, Law Enforcement Division, Marine Resources Commission, P.O. Box 756, Newport News, VA 23607-0756, telephone (757) 247-2278 or FAX (757) 247-2020.

Guidelines on Repeat Offenders, revised July 1996, § 28.2-232

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Copies of the following documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. in the office of the Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219. Copies may be obtained either free of charge or at the specified charge by

contacting Loretta Petty at the same address, telephone (804) 371-6391 or FAX (804) 371-4981.

Questions regarding interpretation or implementation of these documents should be directed to Loretta Petty, at the numbers specified above, who will determine the appropriate staff person to respond and then direct the caller to that appropriate individual.

DMAS Medicaid Memos:

Special 12/31/96 Medicaid Memo, Changes to the Preauthorization Process, issued December 31, 1997; 12 VAC 30-50-95 et seq., free of charge

Special 8/1/96 Medicaid Memo, Medicaid Payment of Medicare Parts A and B Coinsurance, issued August 1, 1996, 12 VAC 30-20-80, free of charge

Special 6/1/96 Medicaid Memo, Durable Medical Equipment Program Requirements, issued June 1, 1996, 12 VAC 30-50-95 et seq., free of charge

Special 5/31/96 Medicaid Memo, Client Medical Management Program, issued May 31, 1996, 12 VAC 30-130-800 et seq., free of charge

Correction 2/9/96 Medicaid Memo, Correction of Incorrect Telephone Number and Replacement Pages for Earlier Medicaid Memo, issued February 9, 1996, free of charge

Special 12/1/95 Medicaid Memo, Implementation of MEDALLION II, issued December 1, 1995, 12 VAC 30-120-260 et seq., free of charge

Special 12/1/95 Medicaid Memo, Coverage of Apnea Monitors, issued December 1, 1995, 12 VAC 30-50-95 et seq., free of charge

Letter 1/26/97, Certificate of Medical Necessity (CMN), issued January 26, 1996, 12 VAC 30-50-95 et seq., free of charge

Special 12/1/95 Medicaid Memo, Correction of the Effective Date for the Revised Certificate of Medical Necessity given in the Medicaid Memo Dated October 13, 1995, issued December 1, 1995, 12 VAC 30-50-95 et seq., free of charge

Special 10/13/95 Medicaid Memo, Durable Medical Equipment and Supply Coverage, issued October 13, 1995, 12 VAC 30-50-95 et seq., free of charge

Special 9/29/95 Medicaid Memo, Change in Medicare Cost Report Filing Dates, issued September 29, 1995, 12 VAC 30-70, free of charge

Special 9/15/95 Medicaid Memo, Augmentative Communication Devices, issued September 15, 1995, 12 VAC 30-50-95 et seq., free of charge

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12 VAC 30-80-170, free of charge

Special 8/15/95 Medicaid Memo, Nutritional Supplements, issued August 15, 1995, 12 VAC 30-50-95 et seq., free of charge

Provider Manual Insert 3/10/97, Direct Dial-Up, issued March 10, 1997, free of charge

Special 11/1/94, Clarification of Issues, issued November 1, 1994, free of charge

Special 9/30/94 Medicaid Memo, *OPTIONS*, issued September 30, 1994, free of charge

Special 6/1/94 Medicaid Memo, Update of DME Program Issues, issued June 1, 1994, 12 VAC 30-50-95 et seq., free of charge

Special 6/1/94 Medicaid Memo, Reimbursement for Home Infusion Therapy and Associated Equipment and Supplies, issued June 1, 1994, 12 VAC 30-50-95 et seq., free of charge

Special 12/23/93 Medicaid Memo, Preauthorization of Apnea Monitors and Blood Glucose Monitors and Strips for BabyCare Recipients, issued December 23, 1993, 12 VAC 30-50-95 et seq., free of charge

Special 10/1/93 Medicaid Memo, Changes Effective November 1, 1993, issued October 1, 1993, free of charge

Special 7/1/93 Medicaid Memo, Provision of Durable Medical Equipment and Supplies, issued July 1, 1993, 12 VAC 30-50-95 et seq., free of charge

Special 6/1/93 Medicaid Memo, Blood Glucose Monitors and Test Strips, Issued June 1, 1993, 12 VAC 30-50-95 et seq., free of charge

Special 5/1/93, Medicaid Memo, Preauthorization Process, issued May 1, 1993, 12 VAC 30-50-95 et seq., free of charge

Special 7/24/92 Medicaid Memo, HCFA-1500 (12-90) Billing Problems, issued July 24, 1992, free of charge

Special 1/27/97 Medicaid Memo, Settlement of Fiscal Years Ending After July 1, 1996, issued January 27, 1997, 12 VAC 30-70 and 90, free of charge

Special 12/23/96 Medicaid Memo, Hospital Preauthorization, issued December 23, 1996, 12 VAC 30-50-95 et seq., free of charge

Special 12/13/96, Availability of Medicaid Provider Manuals on the World Wide Web, issued December 13, 1996, free of charge

Special 6/19/96 Medicaid Memo, Diagnosis Related Groups (DRG) Implementation (Second Memo) Billing Changes Effective July 1, 1996, issued June 19, 1996, 12 VAC 30-70-Part V, free of charge

Special 6/19/96 Medicaid Memo, The Newborn Eligibility Report (DMAS-213), issued June 19, 1996, free of charge

Special 5/24/96 Medicaid Memo, Diagnosis Related Groups (DRG) Implementation: Billing Changes Effective July 1, 1996, issued May 24, 1996, 12 VAC 30-70-Part V, free of charge

Guidance Documents

Special 4/26/97, Reimbursement to Hospitals for Newborn Care, issued April 26, 1996, 12 VAC 30-70-Part V, free of charge

Special 2/1/96 Medicaid Memo, Emergency Room Claims for Physician Services, issued February 1, 1996, 12 VAC 30-80-10 et seq., free of charge

Special 9/29/95 Medicaid Memo, Change in Medicare Cost Report Filing Dates, issued September 29, 1995, 12 VAC 30-70 and 90 et seq., free of charge

Special 8/1/95 Medicaid Memo, Changes in Edits on Admissions for Uncomplicated Vaginal Deliveries and Availability of the Home Tomorrow Program, issued August 1, 1995, 12 VAC 30-50-95 et seq., free of charge

Special 8/1/95 Medicaid Memo, Changes in Edits on Inpatient Admissions, issued August 1, 1995, 12 VAC 30-50-95 et seq., free of charge

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Brochures 12/5/96 (2), You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12 VAC 30-130-800 et seq., free of charge

Special 11/25/96 Medicaid Memo, New Reimbursement methodology for Specialized Care, issued November 25, 1996, 12 VAC 30-90-264, 12 VAC 30-90-310, 12 VAC 30-90-320, free of charge

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Special 8/1/94 Medicaid Memo, Changes to the Nursing Home Pre-Admission Screening and Provider Forms and AIDS Waiver Process, Survey of Community-Based Care (CBC Providers), issued August 1, 1994, 12 VAC 30-60-360, 12 VAC 12 VAC 30-120-Part III, free of charge

Special 7/31/95 Medicaid Memo, Nursing Facility and Community-Based Care Enrollment, Reimbursement, and Provision of Community-Based Care Services, issued July 31, 1995, 12 VAC 30-60-360, 12 VAC 30-120-Part I, free of charge

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Special 5/21/97 Medicaid Memo, Certification of Coverage Required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), issued May 21, 1997, free of charge

Special 6/6/97 Medicaid Memo, Electronic Submission of Claims (Wheelchair Vans and Taxi Providers), issued June 6, 1996, free of charge

DMAS Provider Manuals:

Manual # 8022, Adult Day Health Care Manual, 7/92, issued 1989/continuously revised, 12 VAC 30-120-Part I, \$29

Manual # 80024, AIDS Waiver Case Management Services Manual, issued 1988/substantially revised 1991/continuously revised, 12 VAC 30-120-Part III, \$24

Manual # 8018, BabyCare Manual, issued 1992/continuously revised, \$25

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Manual # 8001, Hospital Manual, issued 1988/substantially revised 1992/continuously revised, 12 VAC 30-50-95 et seq. and 12 VAC 30-70-Part V, \$26

Manual # 8008, Independent Laboratory Manual, issued 1988/substantially revised 1994/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual # 8029, Inpatient Psychiatric Services for Individuals Under 21 Manual, issued 1992/continuously revised, 12 VAC 30-50-95 et seq., free of charge

Manual # 8006, Medical Equipment and Supplies Manual, issued 1988/substantially revised 1991/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual # 8025, Mental Health and Mental Retardation Community Services Manual, issued 1994/continuously revised, 12 VAC 30-50-95 et seq., 12 VAC 30-60-140, 12 VAC 30-130-Part VIII, \$27

Manual # 8009, Mental Health Clinic Manual, issued 1988/continuously revised, \$25

Manual # 8017, Nursing Home Manual, issued 1988/substantially revised 1993/continuously revised, 12 VAC 30-90-Part II, \$28

Manual # 8019, Nursing Home Pre-Admission Screening Manual, issued 1988/substantially revised 1994/continuously revised, 12 VAC 30-130-Part III, \$25

Manual # 8005, Personal/Respite Care Services Manual, issued 1988/substantially revised 1994/continuously revised, 12 VAC 30-120-Part I, \$27

Manual # 8015, Pharmacy Manual, issued 1988/substantially revised 1992/continuously revised, 12 VAC 30-50-95 et seq., \$25

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Manual # 8013, Rehabilitation Manual, issued 1988/substantially revised 1994/continuously revised, 12 VAC 30-50-95 et seq., \$25

Manual # 8027, School Division Provider Manual, issued 1991/substantially revised 1994/continuously revised, 12 VAC 30-50-95 et seq., \$28

Manual SLHAMB, State/Local Hospitalization Program Ambulatory Surgical Center Manual, issued 1989/continuously revised, 12 VAC 30-100-Part II, \$30

Manual SLH, State/Local Hospitalization Program Hospital Manual, issued 1989/substantially revised 1994/continuously revised, 12 VAC 30-100-Part II, \$30

Manual SLHLH, State/Local Hospitalization Program Local Health Department, Health Districts and Local Offices Manual, issued 1989/continuously revised, 12 VAC 30-50-95 et seq., \$28

Manual # 8028, Technology-Assisted Waiver Health Care Coordination Manual, issued 1991/continuously revised, 12 VAC 30-120-Part II, free of charge

Manual # 8004, Transportation Manual, issued 1988/substantially revised 1994/continuously revised, 12 VAC 30-50-95 et seq., \$24

Manual # 8003, Vision Manual, issued 1988/substantially revised 1992/continuously revised, 12 VAC 30-50-95 et seq., \$24

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Guidance Documents:

85-1, Listing of examinations which are accepted for each of the professions regulated by the Board of Medicine, revised October 1995

85-2, Assistant Attorney General opinion of October 25, 1986, on who can do a school physical examination

Guidance Documents

85-3, Listing of foreign medical schools whose graduates are required to provide additional information, revised March 1996.

85-4, Listing of approved schools for physician assistant licensure and prescriptive authority, June 1994

85-5, Staff guide for responding to calls concerning medical records, April 1997

85-6, *Board Briefs #53*, Summer/Fall 1997, Ownership of health care records

85-7, *Board Briefs #52*, Spring 1997, Pharmacotherapy for weight loss

85-8, *Board Briefs #51*, Fall 1996, Physician/patient relationship and the prescribing of drugs for family and self

85-9, *Board Briefs #49*, Spring 1995, Pain management

85-10, *Board Briefs #43*, Fall 1991, Recommendation for preventing transmission of HIV or hepatitis B virus to patients during exposure-prone invasive procedures

85-11, Board of Medicine order on William Hurwitz regarding use of opioids in management of chronic, noncancer pain, August 10, 1996

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the DMHMRSAS library on the 8th floor of the Madison Building, 109 Governor Street, Richmond, VA. Copies may be obtained by contacting Marion Greenfield, Policy Analyst, P.O. Box 1797, Richmond, VA 23214, telephone (804) 786-6431 or FAX (804) 371-0092.

Questions regarding interpretation or implementation of these documents may be directed to the staff persons listed with each document. The cost of the documents vary depending on the document. The cost of any document is listed with each document.

Guidance Documents:

Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity, revised 1997, §§ 19.2-167 through 19.1-182 and 19.2-182.2 through 19.2-182.16, \$30, contact Jeanette DuVal (804) 786-1725

Mental Health and Substance Abuse Services under Medicaid State Plan Option for Rehabilitation Services and Targeted Case Management, revised February 1997, 12 VAC 30-50, 12 VAC 30-60, 12 VAC 30-130, no cost, contact Rita Hines (804) 371-0359

FY1998 CSB Performance Contract Package, issued May 2, 1997, § 37.1-198, no cost, contact Paul R. Gilding (804) 786-4982

Rules and Regulations for the Licensure of Facilities and Providers of Mental Health, Mental Retardation and Substance Abuse Services Interpretive Guidelines, issued January 13, 1995, 12 VAC 35-102, \$1.80, contact Charleen Whitehead (804) 786-3475

Standards Manual for Interdepartmental Regulation of Residential Facilities for Children, issued February 1, 1995, 12 VAC 40-150, no cost, contact John Allen (804) 692-1960

Background Investigation Procedures for Employees, Volunteers, and Services Providers Affiliated with Children's Residential Facilities, issued February 1, 1997, § 63.1-248.7:2, no cost, contact John Allen (804) 692-1960

MR Community Medicaid Services: Operations Manual, issued June 1996, no cost, contact Jim Beck (804) 786-0383 or Cheri Stierer (804) 786-0803

Handbook on Medicaid Certification as an Outpatient Rehabilitation Agency for Providers of Early Intervention Services for Infants and Toddlers with Disabilities and Their Families, issued July 1992, § 2.1-760 through § 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Determining Part H Services in Virginia, issued October 1993, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Early Intervention Services Checklist, issued January 1994, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Guidance Materials on: Virginia's Part H Individual Child Data Form '96-'97, issued April 1997, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Technical Assistance and Self-Evaluation Checklist for Policies and Procedures, Virginia Early Intervention Program Under Part H of the Individuals with Disabilities Education Act, issued February 1994, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Guidance on Personnel Standards, Component Nine of Virginia's Part H Policies and Procedures, issued August 1994, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Guidance on Part H Fiscal Issues: Medicaid, Private Insurance, Champus, and Sliding Fee Scales, issued August 1994, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Family Support within Part H of the Individuals with Disabilities Education Act, issued April 1994, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Guidance to Local Councils: Interagency Agreement Components, issued January 1994, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Guidance on IFSP Format and Content, issued January 11, 1995, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Guidance Package: Mechanism(s) for Ensuring Local Assurances, issued February 1, 1994, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Early Intervention in the Natural Environment: What Does It Mean for Young Children?, issued June 1994, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Strengthening Partnerships: A Guide to Family Rights in the Virginia Early Intervention System, issued June 1996, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Guidance on Transitioning: From Services Under IDEA, Part H to Services Under IDEA, Part B, issued February 1995, §§ 2.1-760 through 2.1-768, no cost, contact Ann Lucas (804) 371-6592

Regional Crisis Stabilization Protocols for Persons who are Mentally Retarded and Mentally Ill (HPRs I, II, III, IV, and V), issued May 1996, §§ 37.1-63 through 37.1-105, no cost, contact Susan Neal (804) 786-1009

Procedures for Continuity of Care Between Community Services Boards and State Psychiatric Facilities, revised February 3, 1997, §§ 15.2-1704, 15.2-1710, 15.2-1724, 15.2-1727; §§ 16.1-275, 16.1-280, 16.1-338, 16.1-339; §§ 16.1-341 through 16.1-345; §§ 19.2-169.6 and 19.2-177.1; §§ 37.1-48 through 37.1-197.1; § 63.1-174.001, no cost, contact Karen Mann (804) 371-2134

STATE MILK COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the State Milk Commission, Ninth Street Office Building, 200 North Ninth Street, Suite 915, Richmond, VA 23219. Copies may be obtained free of charge by contacting Edward C. Wilson at the same address, telephone (804) 786-2013 (VOICE/TDD), FAX (804) 786-3779 or e-mail Ewilson@smc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Edward C. Wilson, Deputy Administrator, State Milk Commission, Ninth Street Office Building, 200 North Ninth Street, Suite 915, Richmond, VA 23219, telephone (VOICE/TDD) (804) 786-2013, FAX (804) 786-3779 or e-mail Ewilson@smc.state.va.us.

Guidance Documents:

Virginia State Milk Commission Monthly Report Audit Manual, May 1970, 2 VAC 15-20-70

Informational Memorandum VASMC B92-1, March 13, 1992, 2 VAC 15-20-40

Informational Memorandum VASMC 92-2, March 13, 1992, 2 VAC 15-20-100

Informational Memorandum VASMC 93-2, June 18, 1993, 2 VAC 15-20-70

Informational Memorandum VASMC 93-3, June 18, 1993, 2 VAC 15-20-110

Informational Memorandum VASMC 93-4, June 18, 1993, 2 VAC 15-20-90

Informational Memorandum VASMC 93-5, June 18, 1993, 2 VAC 15-20-70

DEPARTMENT OF MINES, MINERALS AND ENERGY

The following list shows guidance documents of the Department of Mines, Minerals and Energy (DMME). Guidance documents are defined under the state Administrative Process Act as one that provides information or guidance of general applicability to agency staff or to the public to interpret or implement laws or the agency's regulations.

The list is divided into sections by DMME division and type of document. Documents and memoranda are listed in chronological order. Procedures are listed in numerical order. Forms used by agency staff are listed by form number. The list provides, as applicable, the document number, document name, date issued or last revised, statute or regulation that the document interprets or implements, and the number of pages. The locations where these guidance documents are available for public inspection and the name of the person to contact with questions regarding the documents are provided in each section of this list.

Unless otherwise noted, the first 10 pages of any guidance document or group of documents needing to be copied are free of charge, and subsequent pages cost 25 cents per page.

This list meets the requirements of §§ 9-6.14:7.2 and 9-6.16 of the Code of Virginia. Questions regarding this list of guidance documents may be directed to Cheryl Cashman, Department of Mines, Minerals and Energy, 202 North Ninth Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3213 or FAX (804) 692-3237.

For TDD contacts to the department regarding all guidance documents on this list, call the Virginia Relay Center at 1-800-828-1120.

General DMME Documents

The following documents may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Lola Flanary or Cindy Ashley at the same address, telephone (540) 523-8233, (540) 523-8235 or FAX (540) 523-8141.

Questions regarding interpretation or implementation of this document may be directed to Mike Abbott, Public Relations Coordinator, Department of Mines, Minerals and Energy, U.S.

Guidance Documents

Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (540) 523-8146 or FAX (540) 523-8148.

Guidance Documents:

Responding to Requests for Information, revised November 21, 1996, § 2.1-340 et seq., 7 pages

DMME-IR-1, Requests for Information Under FOIA, October 28, 1996, § 2.1-340 et seq., 1 page

Minerals Management Plan, revised May 1991, § 2.1-512.1, 59 pages (Also see the Subaqueous Minerals Management Plan of the Marine Resources Commission, April 1991, § 28.2-1208, 6 pages)

Division of Mines (DM)

Board of Coal Mining Examiners

The following documents may be viewed or copied during regular work days from 8 a.m. to 5 p.m. by contacting Lola Flanary or Cindy Ashley at the Department of Mines, Minerals and Energy, Customer Assistance Center, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (540) 523-8233, (540) 523-8235 or FAX (540) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chairman, Board of Coal Mining Examiners, Department of Mines, Minerals and Energy, Division of Mines, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (540) 523-8226 or FAX (540) 523-8239.

Guidance Documents:

List of Board of Coal Mining Examiners Certification Requirements, revised November 1997, 4 VAC 25-20:

- Advanced First Aid, 2 pages
- Advanced First Aid Instructor, 2 pages
- Automatic Elevator Operator, 1 page
- Board of Coal Mining Examiners Instructor, 2 pages
- Chief Electrician (Surface), 2 pages
- Chief Electrician (Surface and Underground), 2 pages
- Dock Foreman, 1 page
- Electrical Maintenance Foreman (Surface), 2 pages
- Electrical Maintenance Foreman (Surface and Underground), 2 pages
- First Class Mine Foreman, 2 pages
- First Class Shaft or Slope Foreman, 1 page
- General Coal Miner, 1 page
- Hoisting Engineer, 1 page

Mine Inspector, 2 pages

Preparation Plant Foreman, 1 page

Qualified Gas Detection, 1 page

Surface Blaster, 1 page

Surface Electrical Repairman, 2 pages

Surface Facilities Foreman for Shops, Labs, and Warehouses, 1 page

Surface Foreman, 1 page

Top Person, 1 page

Underground Diesel Engine Mechanic, 1 page

Underground Diesel Engine Mechanic Instructor, 2 pages

Underground Electrical Repairman, 2 pages

Underground Shot Firer, 1 page

Division of Mines Study Guides

The following study guides are available during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Lola Flanary or Cindy Ashley, telephone (540) 523-8233, (540) 523-8235 or FAX (540) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Marilyn Gates, Office Services Specialist, Department of Mines, Minerals and Energy, Division of Mines, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (540) 523-8149 or FAX (540) 523-8239.

Guidance Documents:

The following guides are for study in preparation for the Board of Coal Mining Examiners Certification examinations. Costs for individual guides are indicated below. All guides implement 4 VAC 25-20.

- Diesel Engine Mechanic, April 1994, \$3.00
- Surface Facility Foreman, November 1994, \$5.00
- Underground Mine Foreman, February 1994, \$7.00
- Hoisting Engineer, April 1994, \$6.00
- Surface Blaster, April 1994, \$6.00
- Surface Foreman, January 1996, \$7.00
- Top Person, November 1994, \$5.00
- Shot Firer, 1989, \$5.00
- Electrical, February 1997, \$7.00
- First Aid for Miners, April 1996, \$5.50

Division of Mines Study and Instruction Material

The following study and instruction material is available on diskette, free of charge, at the Department of Mines, Minerals and Energy, Division of Mines, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material, or to obtain a copy of these documents, contact Carroll Green, Inspector Supervisor, Division of Mines at the same address, telephone (540) 523-8232 or FAX (540) 523-8239; or Sue Rowland, Office Services Specialist, Division of Mines, at the same address, telephone (540) 523-8227, same FAX number.

Guidance Documents:

General Coal Miner, Coal Mine Safety Laws of Virginia, January 1996, § 45.1-161.37

Advanced First Aid Certification, Instructor, 24 Hour Class (Outline), June 1996, § 45.1-161.199

Advanced First Aid Certification Student Manual, June 1996, § 45.1-161.199

Annual Underground Retraining, revised June 1996

Annual Surface Retraining, revised June 1996

Division of Mines Notices and Memoranda To Operators

The following documents may be viewed or copied during regular work days from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Frank A. Linkous, Chief, Division of Mines at the same address, telephone (540) 523-8226, or FAX (540) 523-8239.

Guidance Documents:

NOTICE, Department of Mines, Minerals and Energy, Division of Mines Personnel with Assigned Area and Telephone Numbers (Updated as changes to DM personnel occur. Copies are either mailed or hand-delivered by DM Personnel to coal mine operators.), §§ 45.1-161.97 A, C, and D, 3 pages

Operator Memorandum DM 97-18, Advanced First Aid Trainees, December 12, 1997, § 45.1-161.199, 10 pages

Operator Memorandum DM 97-17, On-Site Examination of Mine Foremen by a Mine Inspector, December 5, 1997, § 45.1-161.35, 12 pages

Operator Memorandum DM 97-15, Certification Examination - First Aid Section, November 7, 1997, 4 VAC 25-20-10, 2 pages

Operator Memorandum DM 97-14, DMME-Division of Mines Rescue and Recovery, October 17, 1997, (Updated yearly), § 45.1-161.77 F, 6 pages

Operator Memorandum DM 97-12, HALT, "Surface Safety Alert!!" and "Material Handling Safety Alert!!," September 15, 1997, 3 pages

Operator Memorandum DM 97-10, 1998 Certification Examination Schedule, September 15, 1997 (Now includes General Coal Miner and Gas Detection Training) (Updated annually), 4 VAC 25-20, 1 page

Operator Memorandum DM 97-08, HALT, "Roof Fall Safety Alert!! Look Up And Live," and "Silicosis: There is no cure for this disease," June 2, 1997, 3 pages

Operator Memorandum DM 97-01, 1997 Submittal of Annual Report and Tax Affidavits, January 10, 1997, § 45.1-161.62, 2 pages (includes DM-CM2 Form)

NOTICE TAMPERING WITH METHANE MONITORING EQUIPMENT, sign for posting available free of charge, contact John Thomas, (540) 523-8228, § 45.1-161.232 (Sign is distributed by DM personnel during regular inspections.)

Operator Memorandum DM 96-12, Electrical Certification Reciprocity, November 13, 1996, 1 page

Operator Memorandum DM 96-11, Required Supplement to the Emergency Response Plan, November 13, 1996, § 45.1-161.202 F, 3 pages

Operator Memorandum DM 96-10, 1997 Mine License Renewal Procedure, November 14, 1996, § 45.1-161.57 B, 2 pages

Operator Memorandum DM 96-07, Safety Alert "Surface Safety Alert!! You're Never Too Old to Learn"; "Material Handling Safety Alert!! Don't Let Materials Handle You"; "Slipping and Falling Safety Alert!! Don't Slip for Safety's Sake," October 4, 1996, 4 pages

Accident Bulletin "An Important Message to Virginia's Miners," October 1996, 2 pages

Operator Memorandum DM 96-06, Mine-Safety Alert! "Hazards Associated with the Unsafe Operation of Single Head Roof Drills," September 24, 1996, 2 pages

DMME-Division of Mines, Mine Emergency Directory, July, 1996, § 45.1-161.77 F, 21 pages

Operator Memorandum DM 96-05, Mine-Safety Alert! "Hazards Associated with Dislodging Permanent Roof Supports," "Hazards Associated with Welding Fuel Tanks," "Hazards Associated With Traveling Inby Permanent Roof Supports," and Hazards Associated with Defective or Worn Cabs and Canopies"; and HALT: "Stay Alert - Stay Unhurt," "Roof Fall Safety Alert!! Look Up and Live," and "Surface Safety Alert!! Stay Alert - Stay Unhurt," May 30, 1996, 6 pages

Guidance Documents

"Response to Questions Related to Operation and Maintenance of Mine Hoists and Automatic Elevators," May 23, 1996, 13 pages

Operator Memorandum DM 96-03, Safety Alerts: "Electrical Hazards" and "Mining Near Abandoned Workings," January 29, 1996, 3 pages

Operator Memorandum DM96-02, "Requirements for General Coal Miner Certification," January 17, 1996, § 45.1-161.37, 5 pages (includes forms)

Operator Memorandum DM 96-01, State-Designated Mine Rescue, January 3, 1996, § 45.1-161.73 through §45.1-161.76 (Updated yearly), 2 pages

Operator Memorandum DM 95-17, Winter Alert! Checklist, "Underground Coal Mines" and "Surface Work Areas," November 13, 1995, 3 pages

"Procedural Policy for Virginia Mine Safety Risk Assessment," September 5, 1995, §§ 45.1-161.81 and 45.1-161.82, 4 pages

Operator Memorandum DM 95-14, Procedures for Administrative Review of Notices of Violation, August 25, 1995, § 45.1-161.90 D, 10 pages

Operator Memorandum DM 95-13, Necessary Equipment Required for an EMT-A (Note: Update of law section number only), July 28, 1995, § 45.1-161.199, 3 pages

Operator Memorandum DM 95-12, Searches of Coal Miners for Smoking Materials, July 7, 1995, §§ 45.1-161.77 and 45.1-161.179. NOTE: "Notice" for posting by operators at active mines may be obtained free of charge by contacting John Thomas, (540) 523-8228 (2 pages-Memo only; does not include sign. The sign is distributed by DM personnel during regular inspections.)

Operator Memorandum DM 95-11, New Mine Map Requirements Effective July 1, 1995, June 19, 1995, § 45.1-161.64, 1 page

Operator Memorandum DM 95-08, Mine-Safety Alert! "Ground Control Hazards Associated with Surface Coal Mining," May 26, 1995, 2 pages

Operator Memorandum DM 95-07, Independent Contractors Performing Work at Licensed Mine Sites, May 11, 1995, §§ 45.1-161.8, 45.1-161.14, and 45.1-161.90, 2 pages

Operator Memorandum DM 95-06, Mine-Safety Alert! "Hazards Associated with Handling Rotating Drill Steel," March 3, 1995, 2 pages

Operator Memorandum DM 95-04, Mine-Safety Alert! "Hazards Associated with Surface Haulage," and " Hazards Associated with Underground Haulage," February 3, 1995, 3 pages

Operator Memorandum DM 94-20, Winter Alert Checklists: "Surface Work Areas" and "Underground Coal Mines," December 14, 1994, 3 pages

Operator Memorandum DM 94-19, Emergency Response, Ground Control, and Smoker Search Program Plans Required by January 6, 1995, November 19, 1994, §§ 45.1-161.177, 45.1-161.202, and 45.1-161.248, 8 pages

Mine-Safety Alert, "Hazards Associated with Roof Bolting Machine Fast-Feed Controls," "Conveyor Belt Haulage Fatality," 1995, 2 pages

Operator Memorandum DM 94-17, Winter Alert! "Changing Mine Conditions Increase Safety Hazards," "Control Methane and Maintain Proper Ventilation," "Control Coal Dust," "Roof Control," and "Beware Freezing Conditions," November 10, 1994, 3 pages

Operator Memorandum DM 94-14, New Mine License Application, July 20, 1994, Article 5 of Chapter 14.2 of Title 45.1, 2 pages (includes DM-CM-1 License Application Form)

Operator Memorandum DM 94-09, Requirements for Licensing Of Mines, June 13, 1994, § 45.1-161.57 A, 2 pages

Operator Memorandum DM 94-08, Fire Boss Certification Eliminated, June 10, 1994, 1 page

Operator Memorandum DM 94-04, Winter Alert Checklist: Surface Areas, January 19, 1994, 2 pages

Operator Memorandum DM 93-20, Winter Alert Checklist: Changing Underground Mine Conditions, December 6, 1993, 2 pages

Operator Memorandum DM 93-18, Winter Alert! "Changing Mine Conditions Increase Safety Hazards," October 27, 1993, 2 pages

Operator Memorandum DM 93-15, Mine-Safety Alert! "Hazards Associated with Overhead High Voltage Transmission Lines," and "Hazards Associated with High Pressure Hydraulic Systems," September 10, 1993, 2 pages

Operator Memorandum DM 93-12, Bleeder Plan Required by January 1, 1994 (Includes Guidelines for Bleeder Plans), August 2, 1993, § 45.1-161.220, 4 pages

Operator Memorandum DM 93-13, Second Class Mine Foreman Certification Eliminated, July 27, 1993, § 45.1-14, 1 page

Operator Memorandum DM 93-08, Mine-Safety Alert! "Handling Equipment Covers," and "Roof Bolter Pinch Points," May 14, 1993, 2 pages

Safety Alert! "Roof Fall Fatality," December 1992, 2 pages

Safety Alert! "Conveyor Belt Haulage Accident," November 1992, 1 page

Mine-Safety Alert! "Recognition of Hazards Associated with Work Areas," "Installation and Use of Cabs/Canopies," and "Underground Haulage Equipment," 2 pages

Winter Alert! "Cold Weather Brings Changing Mine Conditions," November 6, 1992, 2 pages

Electrical Repairman Certification Clarification of Reinstatement Procedure, November 6, 1992, 4 VAC 25-20, 2 pages

Roof Control Plan-Roof Control Plan Requirements, November 6, 1992, § 45.1-161.09, 2 pages

Certification Requirements-Supporting Documentation to Work Experience Form (BOE-2), October 6, 1992, 4 VAC 25-20, 1 page

Mine Safety Awareness, September 16, 1992, 1 page

Mine-Safety Alert! "Hazards Associated with the Disposal of Explosives" and "Hazards Associated with Machinery Repairs," August, 1991, 1 page

Elimination of Cable Splicer Certification, August 16, 1991, 4 VAC 25-20, 1 page

Mine-Safety Alert! "Hazards Associated with Remote Controlled Mining Equipment," February 8, 1991, 2 pages

Position of DM on Utilization of EMT's in Emergency Situations, January 22, 1991, § 45.1-101.1, 1 page

Mine-Safety Alert! "Electrical hazards Associated with Trailing Cable Repairs," and "Hazards Associated with Guy Wires"; "Unexpected Movement of Roof Drills," and "Unexpected Movement of Longwall Shields," January 18, 1991, 3 pages

Abandoned Workings, June 26, 1990, §§ 45.1-62(a) and 45.1-62(b), 1 page

Administering Certification Examinations Orally (Discontinued), March 20, 1989, 4 VAC 25-20, 1 page

Reopening Inspections, September 12, 1988, §§ 45.1-21.J, and 45.1-5 (a), 2 pages

Division of Mines Procedures

The following procedures may be viewed or copied during regular work days from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these procedures may be directed to Frank A. Linkous, Chief, Division of Mines at the same address, telephone (540) 523-8226, or FAX (540) 523-8239. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Guidance Documents:

Procedure No. 1.03.01, Emergency Response Team, January 1, 1997, 10 pages

Procedure No. 1.03.02, Rescue and Recovery Plan, January 1, 1997, 6 pages

Procedure No. 1.03.03, State Designated Mine Rescue, January 1, 1997, 4 pages

Procedure No. 1.04.01, Inspections of Coal Mines, January 1, 1997, 3 pages

Procedure No. 1.04.02, 5-Day Spot Inspection, January 1, 1997, 3 pages

Procedure No. 1.04.03, Reopening Inspection, January 1, 1997, 5 pages

Procedure No. 1.04.04, Regular Inspections, January 1, 1997, 7 pages

Procedure No. 1.04.05, Spot Inspection, January 1, 1997, 2 pages

Procedure No. 1.04.06, Risk Assessment, January 1, 1997, 3 pages

Procedure No. 1.04.07, Independent Contractors, January 1, 1997, 2 pages

Procedure No. 1.04.08, Smoking Articles Inspection, January 1, 1997, 6 pages

Procedure No. 1.04.09, Administrative Review of Notices of Violation, January 1, 1997, 8 pages

Procedure No. 1.05.01, Investigation of Accidents and Incidents, January 1, 1997, 2 pages

Procedure No. 1.05.02., Inundation of Water and Gas, January 1, 1997, 2 pages

Procedure No. 1.05.03, Methane Ignition, January 1, 1997, 3 pages

Procedure No. 1.05.04, Serious Personal Injury, January 1, 1997, 2 pages

Procedure No. 1.05.05, Unintentional Roof Falls, January 1, 1997, 2 pages

Procedure No. 1.05.06, Unlicensed Mine Sites, January 1, 1997, 2 pages

Procedure No. 1.05.07, Safety Complaints, January 1, 1997, 2 pages

Procedure No. 1.05.08, Blasting Complaints, January 1, 1997, 1 page

Procedure No. 1.06.01, Plan Approvals, January 1, 1997, 5 pages

Procedure No. 1.06.02, Map Submittals, January 1, 1997, 3 pages

Procedure No. 1.06.03, Mining Near Gas Wells, January 1, 1997, 4 pages

Procedure No. 1.07.01, Technical Instruction, January 1, 1997, 3 pages

Procedure No. 1.07.02, Small Mine Safety Service, January 1, 1997, 4 pages

Procedure No. 1.07.03, Accident Reduction Program, January 1, 1997, 3 pages

Guidance Documents

Procedure No. 1.08.01, Licensing, January 1, 1997, 4 pages

Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites, January 1, 1997, 2 pages

Procedure No. 1.08.03, Requests Through the Freedom of Information Act, January 1, 1997, 2 pages

Procedure No. 1.08.04, Other Requests for Assistance, January 1, 1997, 2 pages

Procedure No. 1.09.01, Certification of Miners, January 1, 1997, 5 pages

Procedure No. 1.09.02, Recertification Requirements, January 1, 1997, 3 pages

Procedure No. 1.09.03, Revocation of Certification, January 1, 1997, 1 page

Procedure No. 1.09.04, Certification Requiring on Site Observation, January 1, 1997, page 1

Procedure No. 1.10.01, Computers, January 1, 1997, 2 pages

Procedure No. 1.10.02, Vehicles (Maintenance, Accidents, Cleaning), January 1, 1997, 5 pages

Procedure No. 1.10.03, Field Equipment (Maintenance, Inventory), January 1, 1997, 2 pages

Procedure No. 1.10.04, Office Equipment (Maintenance, Inventory), January 1, 1997, 2 pages

Procedure No. 1.10.05, Equipment/Supplies Orders and Requests, January 1, 1997, 2 pages

Division of Mines Forms

The following forms may be viewed or copied during regular work days from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (540) 523-8228 or FAX (540) 523-8239. List is current as of November, 1997. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Guidance Documents:

DM-CM-3, Underground Coal Mine Inspection Report, July 1, 1994, 1 page

DM-CM-05, Itinerary, July 1, 1993, 1 page

DM-COM-1, Comment Sheet, July 1, 1994, 1 page

DM-CRF, Roof Fall Cleanup Instruction Form, July 1, 1988, 1 page

DM-DE-01, Diesel Equipment Data Form, July 1, 1994, 1 page

DM-DE-02, Diesel Equipment Checklist, July 1, 1994, 1 page

DM-F-1, Accident Investigation Report, April 1, 1992, 1 page

DM-F-2, Roof Fall Investigation Report, April 1, 1992, 1 page

DM-IGN-1, Ignition Investigation Report, April 1, 1992, 1 page

DM-IMP-1, Impoundment Inspection Form, October 1, 1997, 1 page

DM-IS-01, Initial 5-Day Spot Inspection Information Form, July 1, 1994, 1 page

DM-IU-01, Inundation Investigation Report, April 1, 1992, 1 page

DM-LIC-01, License to Operate a Mine, November 1, 1997, 1 page

DM-RAS-1, Surface Mine, Auger, Highwall Miner Risk Assessment, August 1, 1995, 1 page

DM-RAU-1, Underground Mine Risk Assessment, August 1, 1995, 1 page

DM-RV-1, Report of Violation, July 1, 1994, 1 page

DM-TS-1, Technical Specialist's Report, July 1, 1994, 1 page

DM-V-1, Violation, July 1, 1994, 2 pages

DM-VM-1, Notice of Violation, July 1, 1994, 1 page

DM-WI-1, Special Written Instructions, July 1, 1994, 1 page

Division of Mined Land Reclamation (DMLR)

Division of Mined Land Reclamation Memoranda

The following documents may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Flanary or Cindy Ashley, telephone (540) 523-8233, (540) 523-8235 or FAX (540) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to William H. Bledsoe, Agency Management Lead Analyst, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (540) 523-8177 or FAX (540) 523-8247.

Guidance Documents:

Memorandum No. 5-97, Letter of Credit, August 1, 1997, § 45.1-241, 5 pages

Memorandum No. 3-96, Forestry Land Use, July 9, 1996, 4 VAC 25-130, 8 pages

Memorandum No. 6-95, Biosolids Use, August 9, 1995, 4 VAC 25-130, 6 pages

Memorandum No. 5-95, Highwall Settlement, August 3, 1995, 4 VAC 25-130, 3 pages

- Memorandum No. 2-95, Coal Combustion By-Products Guidelines, January 30, 1995, 4 VAC 25-130, 5 pages
- Memorandum No. 12-94, Application Submittal and Payment of Anniversary Fees, December 5, 1994, 4 VAC 25-130, 1 page
- Memorandum No. 11-94, Public Notification and Comment Periods, November 21, 1994, 4 VAC 25-130, 1 page
- Memorandum No. 8-94, Normal Husbandry Practices, October 27, 1994, 4 VAC 25-130, 1 page
- Memorandum No. 7-94, NPDES Reporting, August 29, 1994, 4 VAC 25-130, 2 pages
- Memorandum No. 2-94, Example Publication for Bond Reduction/Release, April 11, 1994, 4 VAC 25-130, 7 pages
- Memorandum No. 10-93, Certification and Examination of Impoundments/Basins/Fills, December 16, 1993, 4 VAC 25-130, 6 pages
- Memorandum No. 9-93, Company Structure Master File, November 17, 1993, 4 VAC 25-130, 2 pages
- Memorandum No. 7-93, Ownership and Control of Mineral to be Mined, August 25, 1993, 4 VAC 25-130, 5 pages
- Memorandum No. 6-93, House Bill 1687: Program Requirements and Guidelines, June 21, 1993, 4 VAC 25-130, 7 pages
- Memorandum No. 5-93, Contractor Information in Public Notice, June 14, 1993, 4 VAC 25-130, 1 page
- Memorandum No. 9-92, Blasters Enforcement Certification, December 1, 1992, 4 VAC 25-130, 1 page
- Memorandum No. 8-92, NPDES Permits for Storm Water Discharges, September 25, 1992, 4 VAC 25-130, 20 pages
- Memorandum No. 7-92, Wording of Public Notices, September 11, 1992, 4 VAC 25-130, 1 page
- Memorandum No. 5-92, Bond Standardization, August 17, 1992, 4 VAC 25-130, 3 pages
- Memorandum No. 3-92, Updating Ownership and Control Information, April 28, 1992, 4 VAC 25-130, 1 page
- Memorandum No. 10-91, Changes to Application Submittal Procedures, July 3, 1991, 4 VAC 25-130, 3 pages
- Memorandum No. 5-91, Certification of Maps, Plans and Cross-sections, May 7, 1991, 4 VAC 25-130, 5 pages
- Memorandum No. 2-91, Cost Bond for Long-Term Facilities, February 5, 1991, 4 VAC 25-130, 1 page
- Memorandum No. 8-90, Anniversary Reports, November 7, 1990, 4 VAC 25-130, 1 page
- Memorandum 3-90, Standardized Reporting Form for Quarterly Acid Base Monitoring, June 28, 1990, 4 VAC 25-130, 2 pages
- Memorandum 2-90, Pre-inspections, June 18, 1990, 4 VAC 25-130, 1 page
- Memorandum 1-90, Baseline Hydrologic Data Requirements for PHC Assessments, January 17, 1990, 4 VAC 25-130, 2 pages
- Memorandum 13-89, Construction Certification of Stream Channel Diversion, August 30, 1989, 4 VAC 25-130, 2 pages
- Memorandum 12-89, Reclamation Fund Application Form, July 26, 1989, 4 VAC 25-130, 6 pages
- Memorandum 11-89, Reclamation Fund Law Changes, June 16, 1989, § 45.1-270, 5 pages
- Memorandum 9-89, Mining Operations Near Facilities (Oil and Gas Lines, Telephone Lines, Etc.), June 9, 1989, 4 VAC 25-130, 1 page
- Memorandum No. 3-89, Filing of an application during the public participation process, March 17, 1989, 4 VAC 25-130, 1 page
- Memorandum No. 15-88, Renewals, December 19, 1988, 4 VAC 25-130, 1 page
- Memorandum No. 6-88, Waivers to Mine Within 300 Feet, May 6, 1988, 4 VAC 25-130, 3 pages
- Memorandum No. 3-88, Geologic Database, February 10, 1988, 4 VAC 25-130, 3 pages
- Memorandum No. 19-87, Extension of Temporary Cessation, December 3, 1987, 4 VAC 25-130, 1 page
- Memorandum No. 15-87, Extension of Temporary Cessation, August 11, 1987, 4 VAC 25-130, 2 pages
- Memorandum No. 12-87, Surety Bonds, June 16, 1987, 4 VAC 25-130, 3 pages
- Memorandum No. 8-87, Federal Lands Cooperative Agreement, March 30, 1987, 4 VAC 25-130, 1 page
- Memorandum No. 6-87, Renewal Reports, March 30, 1987, 4 VAC 25-130, 6 pages
- Memorandum No. 3-87, Certification and Examination of Impoundments/Sediment Basins and Fills, January 28, 1987, 4 VAC 25-130, 6 pages
- Memorandum No. 2-87, Complete Application Submittal, January 22, 1987, 4 VAC 25-130, 2 pages
- Memorandum No. 1-87, Processing Applications, January 14, 1987, 4 VAC 25-130, 4 pages
- Memorandum No. 13-86, Application Processing Time Limit, December 18, 1986, 4 VAC 25-130, 1 page
- Memorandum No. 10-86, Requirements for Subsidence Control Plans, October 10, 1986, 4 VAC 25-130, 5 pages
- Memorandum No. 8-86, Priority Requests, August 11, 1986, 4 VAC 25-130, 2 pages

Guidance Documents

Memorandum No. 18-85, NPDES Limitation Guidelines, November 20, 1985, 4 VAC 25-130, 2 pages

Memorandum No. 11-85, Minimizing Potential Civil Penalties, July 3, 1985, 4 VAC 25-130, 5 pages

Memorandum No. 9-85, Permit and Revision Submittals, June 5, 1985, 4 VAC 25-130, 2 pages

Memorandum No. 8-85, NPDES Enforcement Policy, April 7, 1985, 4 VAC 25-130, 2 pages

Memorandum No. 7-85, NPDES Application Forms, April 7, 1985, 4 VAC 25-130, 1 page

Memorandum No. 4-85, Notice of Effluent Non-Compliance Report, February 25, 1985, 4 VAC 25-130, 1 page

Memorandum No. 2-85, Confidential Information, February 8, 1985, 4 VAC 25-130, 1 page

Memorandum No. 7-84, Waiver to Mine Within 300 Feet, July 18, 1984, 4 VAC 25-130, 2 pages

Memorandum No. 5-84, Reclamation Fees and Application Approvals, May 25, 1984, 4 VAC 25-130, 2 pages

Memorandum No. 4-84, Renewal Reports, May 23, 1984, 4 VAC 25-130, 5 pages

Memorandum No. 12-83, Permit Revisions, September 27, 1983, 4 VAC 25-130, 3 pages

Memorandum 11-83, Anniversary Reports, August 3, 1983, 4 VAC 25-130, 4 pages

Memorandum 3-83, Certificates of Deposits, February 10, 1983, 4 VAC 25-130, 1 page

Memorandum 11-82, Access to DMLR files and Copy Charges, June 28, 1982, 4 VAC 25-130, 1 page

Memorandum 9-82, NPDES, May 10, 1982, 4 VAC 25-130, 19 pages

Memorandum 8-82, Air Pollution Control Plan, March 31, 1982, 4 VAC 25-130, 1 page

Division of Mined Land Reclamation Procedures

The following documents may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Flanary or Cindy Ashley, telephone (540) 523-8233, (540) 523-8235 or FAX (540) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to William H. Bledsoe, Agency Management Lead Analyst, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (540) 523-8177 or FAX (540) 523-8247.

Guidance Documents:

Procedure No. 1.2.01, Threatening, Abusing, or Impeding a Division Employee, revised March 12, 1997, § 45.1-257, 2 pages

Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting, revised March 12, 1997, § 45.1-228, 2 pages

Procedure No. 2.1.01, Chapter 17 Amendments, revised March 12, 1997, 4 VAC 25-140-380, 1 page

Procedure No. 2.1.02, Bond Release (Chapter 17 Permits), revised March 12, 1997, 4 VAC 25-140-340, 1 page

Procedure No. 2.1.03, Unpermitted/Exempted Sites, revised March 12, 1997, § 45.1-234, 4 pages

Procedure No. 2.1.04, Exemption for Extraction of Coal when it is Incidental to Extraction of other Minerals, revised March 12, 1997, 4 VAC 25-130-702, 2 pages

Procedure No. 2.1.06, Exemptions for Government Financed Projects, revised March 12, 1997, 4 VAC 25-130-707, 4 pages

Procedure No. 2.2.01, Permit Review, revised March 12, 1997, § 45.1-238, 3 pages

Procedure No. 2.2.02, Confidentiality of Permit Application Information, revised March 12, 1997, § 45.1-235F, 2 pages

Procedure No. 2.2.03, Proof of Application Filing, revised March 12, 1997, 4 VAC 25-130-773.13(a), 1 page

Procedure No. 2.2.04, Application Processing Time Limit, revised March 12, 1997, 4 VAC 25-130-773.15, 1 page

Procedure No. 2.2.05, Applicant Violator System (AVS) and Ownership/Control, revised March 12, 1997, § 45.1-238C, 6 pages

Procedure No. 2.2.05A, AVS-O/C Investigations, revised March 12, 1997, § 45.1-238C, 4 pages

Procedure No. 2.2.06, Applications with Violations, revised March 12, 1997, § 45.1-238C, 1 page

Procedure No. 2.2.07, Relinquishments, revised March 12, 1997, 4 VAC 25-130-774.13, 1 page

Procedure No. 2.2.08, Corrections on Applications, revised March 12, 1997, 4 VAC 25-130-773.15, 1 page

Procedure No. 2.2.09, Name Changes on Applications, revised March 12, 1997, 4 VAC 25-130-773.15, 2 pages

Procedure No. 2.2.10, Mining Under State Boundaries, revised March 12, 1997, 4 VAC 25-130-773.12, 2 pages

Procedure No. 2.2.12, Terms of Issuance (TOI) Terms of Approval (TOA), revised March 12, 1997, 4 VAC 25-130-773.17, 2 pages

Procedure No. 2.3.01, Permanent Program - Revision Applications, revised March 12, 1997, 4 VAC 25-130-774.13, 3 pages

Procedure No. 2.3.02, Permittees - Official Changes, revised March 12, 1997, 4 VAC 25-130-774.13, 1 page

Procedure No. 2.3.03, Anniversary Fees/Reports, revised March 12, 1997, § 45.1-235E, 1 page

Procedure No. 2.3.04, Temporary Cessation, revised March 12, 1997, 4 VAC 25-130.816.13¹ and 4 VAC 25-130.817.13¹, 3 pages

Procedure No. 2.3.05, Midterm Permit Evaluation, revised March 12, 1997, 4 VAC 25-130-774.11, 2 pages

Procedure No. 2.3.06, Permit Renewals, revised March 12, 1997, 4 VAC 25-130-774.15, 4 pages

Procedure No. 2.3.09, Bond Release, revised March 12, 1997, 45.1-247, 4 VAC 25-130, Parts 800.40 and 801.17, 3 pages

Procedure No. 2.3.10, Permit Transfers, Assignments, or Sale of Rights, revised March 12, 1997, 4 VAC 25-130-774.17, 2 pages

Procedure No. 3.1.06, Citizen Complaint Investigation, revised March 12, 1997, 4 VAC 25-130, Part 842, 6 pages

Procedure No. 3.2.05, Recommending Bond Forfeitures on Interim Permits, revised March 12, 1997, 4 VAC 25-140-360, 1 page

Procedure No. 3.3.01, Permanent Program (Chapter 19) Enforcement and Inspection Procedures, revised March 12, 1997, Parts 4 VAC 25-130-840 through 843, 5 pages

Procedure No. 3.3.03, Approving Regrading, revised March 12, 1997, 4 VAC 25-130-816.102 and 817.102, 2 pages

Procedure No. 3.3.04, Water Rights and Replacement, revised March 12, 1997, 4 VAC 25-130-816.41(h), 2 pages

Procedure No. 3.3.05, NPDES Permits, revised March 12, 1997, 4 VAC 25-130-816/817.42, 3 pages

Procedure No. 3.3.06, Coal Exploration, revised July 7, 1997, 4 VAC 25-130, Part 772, 3 pages

Procedure No. 3.3.07, Certification of Ponds, Roads, Fills, etc., revised March 12, 1997, 4 VAC 25-130-816/817.49; 71; 83; 107; 150, 3 pages

Procedure No. 3.3.08, Alternative Enforcement Actions, revised March 12, 1997, § 45.1-245, 1 page

Procedure No. 3.3.09, Forfeiture of Performance Bond, revised March 12, 1997, 4 VAC 25-130-800.50 and 801.19, 3 pages

Procedure No. 3.3.10, Show Cause Order, Permit Suspension/Revocation, revised March 12, 1997, 4 VAC 25-130-843.13, 4 pages

Procedure No. 3.3.11, Operations on Federal Lands, revised March 12, 1997, 4 VAC 25-130, Part 740, 4 pages

Procedure No. 3.3.12, Coal Surface Mining Reclamation Fund Tax Reporting/Payment, revised March 12, 1997, 4 VAC 25-130-801.14, 2 pages

Procedure No. 3.3.13, Third Party Disturbance of Reclaimed Sites, revised March 12, 1997, 4 VAC 25-130-843.13(a)(1) and 4 VAC 25-130-843.18, 1 page

Procedure No. 3.3.14, Certificate of Liability Insurance, revised March 12, 1997, §§ 45.1-235G and 45.1-258E, 1 page

Procedure No. 3.4.01, Suspension and Revocation of DMLR Blaster Endorsement Certification, revised March 12, 1997, 4 VAC 25-130-850.15(b), 3 pages

Procedure No. 3.5.01, Bond Forfeiture Reclamation, revised July 7, 1997, § 45.1-247, 7 pages

Procedure No. 3.6.01, Certification of Pollution Control Equipment, revised March 12, 1997, § 58.1-3660, 1 page

Procedure No. 4.1.01, Reclamation Project - Eligibility, revised March 12, 1997, § 45.1-262, 1 page

Guide to Bond Reduction/Release, August 1997, 4 VAC 25-130-800.40, and 801.18, 24 pages

Administrative Hearings Manual, revised March 12, 1997, § 9-6.14.1 et seq., and §§ 45.1-239, 240, 246, 249, 250, 251, 7 pages

Civil Penalty Assessment Manual, revised March 12, 1997, 4 VAC 25-130, Parts 845 and 846, 24 pages

Coal Mine Complaint and Procedures/Abandoned Mined Land Complaint Procedures, October, 1992, 4 VAC 25-30, 2 pages

Division of Mined Land Reclamation -- Other Documents

The following documents may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Flanary or Cindy Ashley, telephone (540) 523-8233, (540) 523-8235 or FAX (540) 523-8141.

Questions regarding interpretation or implementation of the following document may be directed to William H. Bledsoe, Agency Management Lead Analyst, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (540) 523-8177 or FAX (540) 523-8247.

Guidance Document:

Administrative Record of Virginia's Coal Surface Mining Reclamation Program Approval by the U.S. Office of Surface of Mining. The administrative record is updated on an irregular schedule when the Division of Mined Land Reclamation files such information with the Office of Surface

Guidance Documents

Mining or when the Office of Surface Mining files information addressing Virginia's primacy over the program. The administrative record implements Chapter 19 of Title 45.1, § 45.1-226 et seq.

Questions regarding interpretation or implementation of the following documents may be directed to Roger L. Williams, Abandoned Mined Land Manager, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (540) 523-8208 or FAX (540) 523-8247.

Guidance Documents:

Commonwealth of Virginia, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation Abandoned Mine Reclamation Plan, revised July 3, 1997, Article IV of Chapter 19 of Title 45.1, 60 pages

Abandoned Mined Land Water Project Review Manual, revised July 1997, Article 4 of Chapter 19 of Title 45.1, 14 pages

Payments/Coal Surface Mining Reclamation Fund Collections

The following documents may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Office of Financial Services, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Frank M. Hampton, Fiscal Director, same address, telephone (540) 523-8107 or FAX (540) 523-8111.

Guidance Documents:

Receiving and Handling Payments at the Keen Mountain Office, revised May 4, 1995, 4 pages

Coal Surface Mining Reclamation Fund Procedures/Tax Collection, revised July 1996, Article 5 of Chapter 19 of Title 45.1, 7 pages

Division of Mined Land Reclamation Forms

The following documents may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, U.S. Route 23 South, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Flanary or Cindy Ashley, telephone (540) 523-8233, (540) 523-8235 or FAX (540) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Assessment Coordinator/Reclamation, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (540) 523-8157 or

FAX (540) 523-8247. These forms are used by agency staff to implement 4 VAC 25-130.

Guidance Documents:

DMLR-222, Inspector's Checklist, 01/01/88, 15 pages

DMLR-AML-007, AML—External Mine Portal Investigation (Bat Habitat Suitability), April 1, 1997, 2 pages

DMLR-AML-130, Reclamation Construction Inspection Report, April 1, 1997, 1 page

DMLR-AML-147, Complaint Investigation Report, April 1, 1997, 3 pages

DMLR-AML-170, Release of Bond, April 1, 1997, 1 page

DMLR-AML-171, Reclamation Construction Final Inspection Report, January 1, 1991, 1 page

DMLR-AML-214, AML Complaint Notification/Investigation, January 1, 1987, 1 page

DMLR-AML-249, Design Concept Worksheet, May 1, 1993, 6 pages

DMLR-CP-005, Inspection Report, September 1, 1990, 1 page

DMLR-CP-009, Notice of Non-Compliance, October 1, 1982, 1 page

DMLR-CP-060, Individual Civil Penalty Statement, March 1, 1991, 2 pages

DMLR-CP-194, Chapter 19 Revision Order Notice, July 1, 1985, 1 page

DMLR-DT-000, Certification Checklist: Pollution Control Equipment and Facilities, § 58.1-3660 of the Code of Virginia, February 1, 1996, 1 page

DMLR-ENF-032, Complaint Investigation, August 1, 1994, 2 pages

DMLR-ENF-032c, Complaint Investigation, October 1, 1996, 2 pages

DMLR-ENF-044, Chapter 19 Inspection Report, February 1, 1993, 1 page

DMLR-ENF-044c, Inspection Report, October 1, 1996, 2 pages

DMLR-ENF-045, Notice of Violation/Closure Order, November 1, 1991, 2 pages

DMLR-ENF-045c, Notice of Violation/Cessation Order, October 1, 1996, 2 pages

DMLR-ENF-046, Notice of Violation-Cessation Order Continuation, November 1, 1991, 1 page

DMLR-ENF-046c, Notice of Violation/Cessation Order, October 1, 1996, 1 page

DMLR-ENF-047, Modification, Vacation or Termination or Notice or Order, November 1, 1991, 1 page

DMLR-ENF-047c, Modification, Vacation, or Termination of Notice of Order, October 1, 1996, 1 page

DMLR-ENF-099, Report of Blasting Complaint, June 1, 1997, 2 pages

DMLR-ENF-194, Revision Order Notice, June 1, 1995, 1 page

DMLR-ENF-238, Inspection Checklist Guide, November 1, 1989, 2 pages

DMLR-PT-002, Pre-Inspection Report, January 1, 1995, 1 page

DMLR-PT-002c, Pre-Inspection Report, October 1, 1996, 1 page

DMLR-PT-014, Final Inspection Report, January 1, 1995, 1 page

DMLR-PT-015, Special Order, December 1, 1978, 1 page

DMLR-PT-019, Permit To Operate A Coal Surface Mine, August 1, 1989, 1 page

DMLR-PT-026, Form Letter To Banks Issuing A Certificate of Deposit for Coal Operator, January 1, 1995, 1 page

DMLR-PT-028, Anniversary Notification, January 1, 1995, 1 page

DMLR-PT-084, Notice of Effluent Non-Compliance, January 1, 1995, 1 page

DMLR-PT-237, Written Findings Application Approval, 4 VAC 25-130-773.15 (c), July 1, 1997, 3 pages

Division of Mineral Mining (DMM)

Division of Mineral Mining Documents and Communication Memoranda

The following documents may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Joyce Fowlkes at the same address, telephone (804) 961-5005 or FAX (804) 979-8544.

Questions regarding interpretation or implementation of these documents may be directed to Gary Potter, P.O. Box 3727, Charlottesville, VA 22903, telephone (804) 961-5000 or FAX (804) 979-8544.

Guidance Documents:

Operators Memorandum: Annual Tonnage Reports, December 19, 1997 (This document is revised and reissued annually), § 45.1-161:292:35, 2 pages

Waivered Program Performance Evaluation, revised November 1997, § 45.1-197, 4 pages

Operators Memorandum: 1997 Risk Assessment, August 22, 1997 (This document is revised and reissued annually), § 45.1-161:292.55, 8 pages

Non-Point Source Pollution Protocol and Orphaned Mined Land Site Investigation Report, revised July 1997, § 45.1-197.3-197.7, 22 pages

Orphaned Mined Land Advisory Committee By-Laws, revised June 5, 1997, §§ 45.1-197.3 through 197.7, 3 pages

Certification of No Changes in Permit Map, May 1997, 4 VAC 25-30-240, 1 page

Public Hearings Informational Brochure, 1997, § 45.1-184.1 et seq., 1 page

Operators Memorandum: Transferability of Mineral Mining Permits, June 28, 1996, § 45.1-181, 9 pages

Operator Memorandum: Mine Maps, October 11, 1995, § 45.1-161:292.37, 8 pages

Education and Training Plan, July 1, 1995, §§ 45.1-161.292:71 and 72, 63 pages plus appendix

Information for Mine Maps, December 9, 1994, revised October 11, 1995, § 45.1-161.292:37, 8 pages

Communication Memorandum No. 2-93; pertains to temporary cessation, May 12, 1993, 4 VAC 25-30-400, 3 pages

Communication Memorandum No. 1-93; pertains to reclamation schedule/waste handling and includes the Guidelines for On-Site Disposal of On-Site Generated Solid Wastes, March 10, 1993, 4 VAC 25-30-170, 6 pages

Inspectors Guidelines for Materials Brought onto Mine Sites, February 1993, 4 VAC 25-30-170, 7 pages

Operators Memorandum: Waste Materials Brought onto Mine Sites, January 25, 1993, §§ 45.1-182.1 and 184, 1 page

Excavation Activity Check List, February 20, 1991, § 45.1-180 et seq., 1 page

Communication Memorandum No. 1-91; pertains to explosive magazines, 1991, 4 VAC 25-40-780, 1 page

Internal Communication and Directive Regarding Broken or Damaged Windows on Mobile Equipment and Haulroad Dust Control Measures, August 20, 1990, 4 VAC 25-40-1360, 2 pages

Communication Memorandum No. 1-90; pertains to blasting area, May 15, 1990, 4 VAC 25-40-10, 2 pages

Communication Memorandum No. 2-90; pertains to seismic testing, May 15, 1990, 4 VAC 25-40-910, 1 page

Communications Memorandum No. 3-90; pertains to fire extinguishers, May 15, 1990, 4 VAC 25-40-670, 1 page

Communication Memorandum No. 4-90; pertains to escapeways, May 15, 1990, 4 VAC 25-40-680, 1 page

Guidance Documents

Operators Memorandum addressing proof of the legal authority of persons signing permit applications and alternative blasting criteria, March 1, 1990, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 4 pages

Acknowledgment of Certificate of Deposit as Bond, issued prior to 1989, 4 VAC 25-30-170, 1 page

Division of Mineral Mining Procedures

The following procedures may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Joyce Fowlkes at the same address, telephone (804) 961-5005 or FAX (804) 979-8544.

Questions regarding interpretation or implementation of these procedures may be directed to Gary Potter, P.O. Box 3727, Charlottesville, VA 22903, telephone (804) 961-5000 or FAX (804) 979-8544. These procedures are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Guidance Documents:

Procedure No. 2.01, Operator Assistance, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 2.04, Inspections, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 2.05, Inspection Frequency: Safety, May 21, 1997, § 45.1-161.292:1 et seq., 3 pages

Procedure No. 2.06, Inspection Frequency: Reclamation, revised May 21, 1997, § 45.1-180 et seq., 1 page

Procedure No. 2.07, Inspection Reports, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages

Procedure No. 2.08, Special Orders/Notices of Violation, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages

Procedure No. 2.09, Notice of Non-Compliance, revised May 21, 1997, § 45.1-180 et seq., 2 pages

Procedure No. 2.10, Closure Orders, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 2.11, Recommending Bond Forfeitures, revised May 21, 1997, § 45.1-180 et seq., 2 pages

Procedure No. 2.12, Safety/Health/Reclamation Complaints, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 2 pages

Procedure No. 2.13, Blasting Complaint Investigations, revised May 21, 1997, § 45.1-161.292:1 et seq., 3 pages

Procedure No. 2.14, Accident/Fire Investigations, revised May 21, 1997, § 45.1-161.292:1 et seq., 6 pages

Procedure No. 2.15, Unlicensed Mine Sites, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 2 pages

Procedure No. 3.01, General Procedures for Reclaiming Orphaned Land Sites, revised October 12, 1995, § 45.1-180 et seq., 1 page

Procedure No. 3.06, Virginia Department of Transportation Waiver Program, revised October 12, 1995, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 2 pages

Procedure No. 4.01, Relinquishments and Repermitting, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 4.02, Permit Renewal and Progress Reports, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages

Procedure No. 4.03, Additional Bond Required at Anniversary Time, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.04, Bond Reduction and Release, revised September 10, 1991, § 45.1-180 et seq., 2 pages

Procedure No. 4.05, Completion Material/Permit Close-out, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.06, Amendments, January 8, 1996, § 45.1-180 et seq., 1 page

Procedure No. 4.07, Change in Operating Officials, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure 4.08, Temporary Cessation of Surface Mines, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure 4.09, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure 4.10, Field Approval, January 8, 1996, § 45.1-180 et seq., 1 page

Procedure 4.11, Initial Site Inspection, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure, 4.12, Mineral Mining Quarrying Schedule (Tonnage Report), revised September 10, 1991, § 45.1-161.292:1 et seq., 1 page

Procedure 4.13, Permit Application Review, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 2 pages

Procedure 4.14, Hearing Procedures, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 6 pages

Procedure 4.15, Termination of License Requirement, October 24, 1995, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure 4.18, Contractor Information, January 8, 1996, § 45.1-161.292:1 et seq., 1 page

Procedure 4.19, Confidential Files, March 24, 1997, § 45.1-161.292:1 et seq., 1 page

Procedure 4.20, Permit Transfers, January 8, 1996, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure 5.02., Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners, revised September 1995, § 45.1-161.292:1 et seq., 13 pages

Procedure 5.05, Inquiries for Training Information, and Courses, revised September 1995, § 45.1-161.292:1 et seq., 2 pages

Procedure 5.07, Accident Reports and Posting, revised August 1985, § 45.1-161.292:1 et seq., 2 pages

Division of Mineral Mining Forms

The following forms may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Joyce Fowlkes at the same address, telephone (804) 961-5005 or FAX (804) 979-8544.

Questions regarding interpretation or implementation of these forms may be directed to Gary Potter, P.O. Box 3727, Charlottesville, VA 22903, telephone (804) 961-5000 or FAX (804) 979-8544. These forms are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Guidance Documents:

DMM-102, Initial Site Investigation, December 1, 1994, 2 pages

DMM-104, Inspection Report, July 1, 1994, 1 page

DMM-104A, Inspection Report Continuation Sheet, July 1, 1994, 1 page

DMM-104B, Notice/Order Form, May 1, 1995, 1 page

DMM-104C, Accident Report, December 1996, 1 page

DMM-104D, Bond Release Inspection, February 1, 1995, 1 page

DMM-104E, Blasting Complaint Investigation Data, December 1, 1994, 1 page

DMM-104F, Complaint Investigation Form, December 1, 1994, 1 page

DMM-104s, Inspection Report (Computer), June 1996, 1 page

DMM-106, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106a, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106b, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106c, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106e, Renewal - Special Order Attachment, December 1, 1995, 1 page

DMM-106f, Renewal Notice, December 1, 1995, 1 page

DMM-106g, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106h, Renewal - Minerals Reclamation Fund, December 1, 1995, 1 page

DMM-106i, Renewal - Bond/No License, December 1, 1995, 1 page

DMM-106j, Renewal - Restricted Permit/No License, December 1, 1995, 1 page

DMM-106k, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106m, Renewal - Reclamation Fund 1st Year, December 1, 1995, 1 page

DMM-106n, Renewal - Special Order Notice, December 1, 1995, 1 page

DMM-106p, Renewal - Restricted/No License, December 1, 1995, 1 page

DMM-108, Ledger Record of Surety Bond Transactions, January 1, 1988, 1 page

DMM-110, Notice of Non-Compliance, November 1, 1994, 1 page

DMM-111, Release of Bond, February 1, 1995, 1 page

DMM-115, Permit/License for Mineral Mining, July 1, 1994, 1 page

DMM-121, Orphaned Mine Land Site Investigation Report, July 1, 1997, 12 pages

DMM-122, Orphaned Land Analysis Report, February 1, 1993, 2 pages

DMM-123, Orphaned Land Advisory Committee Review Report, February 1, 1993, 2 pages

DMM-135, Reclamation Construction Inspection Report, March 1, 1993, 1 page

DMM-141, Final Inspection Report, September 1, 1989, 1 page

DMM-148, DMM Application Checklist, November 1, 1994, 6 pages

DMM-153, Red Tag Closure Order, March 1, 1991, 1 page

Guidance Documents

Division of Gas and Oil (DGO)

Division of Gas and Oil Memoranda to Operators and Bulletins

The following documents may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (540) 676-5423 or FAX (540) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to Tom Fulmer, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

Model Wellwork IFB with specifications, January 1997, § 45.1-361.40, 30 pages

Model Construction IFB with specifications, January 1997, § 45.1-361.40, 25 pages

Operators Memo regarding Computerized Reporting of Production Data, August 22, 1995, 2 pages

Operators Memo regarding Clarification of VR 480-05-22.1, § 1.34 – Drilling Fluids, September 14, 1994, 1 page

Client Assistance Bulletin, Landfarming of Drill Cuttings, August 1992, 2 pages

Division of Gas and Oil Forms

The following forms may be viewed or copied during regular work days from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, P.O. 230 Charwood Drive, Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (540) 676-5423 or FAX (540) 676-5459.

Questions regarding interpretation or implementation of these forms may be directed to Tom Fulmer, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

DGO-ARF, Accident Report Form, July 1, 1995, 1 page

DGO-CO, Closure Order, July 1, 1995, 1 page

DGO-COV, Cancellation of Violation, July 1, 1995, 1 page

DGO-IR, Inspection Report, June 16, 1989, 1 page

DGO-IR-S, Inspection Report (automated), August 1997, 1 page

DGO-LOC, Lifting of Closure, July 1, 1995, 1 page

DGO-NOV, Notice of Violation, June 16, 1989, 1 page

DGO-P, Permit for Gas and Oil Operations, December 1, 1991, 1 page

DGO-ROWB, Release of Well Operator's Bond, August 2, 1993, 1 page

DGO-GO-23, License to Perform – Plugging of Orphaned Well, November 1996, 2 pages

DGO-GO-24, License to Perform – Plugging of Well/Bond Forfeiture, November 1996, 3 pages

DGO-GO-25, Affidavit and Release in Support of Surface Owner's Application to the Virginia Division of Gas and Oil for Use of an Orphaned Well as a Water Well, November 1996, 3 pages

DGO-GO-26, Application for Payment, November 1996, 1 page

DGO-GO-27, Approval of Payment, November 1996, 1 page

DGO-GO-28, Standard Construction Contract, November 1996, 1 page

DGO-GO-29, Standard Wellwork Contract, November 1996, 1 page

DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular business hours, Monday through Friday, 8:30 a.m. until 5 p.m. in Legislative Services, Room 724, at the Department of Motor Vehicles, 2300 West Broad Street, Richmond, VA 23220. Copies totaling under ten pages may be obtained for no charge. Copies totaling ten pages or more may be obtained at a cost of 50 cents a page. Requests for copies of these documents may be made by contacting Marc Copeland at the same address, telephone (804) 367-1875, FAX (804) 367-6631 or e-mail dmvjmc@dmv.state.va.us.

Guidance Documents:

A DMV Guide for Family Members and Friends of the Recently Deceased, revised May 1994

AD 107, Request for Use of DMV Facilities, revised April 25, 1994

AD 305, Resolving Contractual Disputes, revised January 14, 1984, § 11-69

AD 305.1, Resolving Contractual Disputes: How to Handle Contractual Disputes, issued October 14, 1983

AD 307, Contractor Contracts: Bids for Contracts Under \$100,000, issued December 6, 1985, § 11-57

AD 308, Contractor Contracts: Negotiations with Low Bidder, issued December 6, 1985

AD 309, Procurement Records Searching and Copying Charges, issued December 6, 1985, § 2.1-342

AD 509, CommuniPlate Issuance Guidelines, issued October 30, 1997, § 46.2-726

- DL 531, Information Use Agreement, revised November 1995, § 46.2-208
- DL 531A, Information Use Application, revised April 1995, § 46.2-208
- DL 19B, Minimum Vision Requirements for Licensed Drivers of Motor Vehicles, revised October 1990, § 46.2-311
- DL 29, Virginia Parking Placards and Plates for Customers with Disabilities, revised May 1997, §§ 46.2-731, 46.2-732 and 46.2-739
- DL 565, Driver Licensing Information for Wearers of Biotopic Telescopic Lens, revised July 1989, § 46.2-312
- DMV Seizure/Black-out Policy, revised November 1986, § 46.2-322
- DOIM-HQ, Dissemination of Information/Materials on DMV Property, issued March 1, 1993
- Driver Licensing Guide, revised September 1989
- FY 1998 Guidelines for Highway Safety 402 Funds, issued February 1997
- Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566
- It's Cool to Know the Rules, Driving Laws for Virginia's Teens, revised July 1997, § 46.2-334 et seq.
- Licensee Responsibilities Regarding Recordkeeping Requirements in Accordance with the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA), issued June 1996
- MC-130, Virginia Motor Fuel Road Tax Programs Licensing and Reporting Requirements, revised June 1997
- MC-131, Virginia Motor Fuel Road Tax Programs Motor Carrier Guidebook, revised December 1995
- MC-201, Motor Carrier Guidelines, revised April 1996
- Memorandum from Richard D. Holcomb to All DMV Investigators Re: Sale of Trailer Kits and Trailers, dated August 13, 1996, § 46.2-1992.6 et seq.
- Memorandum from Richard D. Holcomb to All On-line Dealers Re: Processing Fee, dated November 21, 1995
- Memorandum from Richard D. Holcomb to Holders of Drive-Away License Plates Re: Drive-Away License Plate Usage, dated May 23, 1994, § 46.2-733
- Memorandum from Richard D. Holcomb to Motor Vehicle Dealers, DMV Personnel, CVR Personnel Re: Transfer of License Plates to Leased Vehicles, dated September 7, 1995
- Notice of Application for Certificate of Public Convenience and Necessity, issued on a case-by-case basis upon receipt of application, §§ 9-6.14:11 and 9-6.14:12
- PRO 14, The Virginia Driver Improvement Program, A Different Kind of Crash Course, revised August 1997, § 46.2-489 et seq.
- PRO 15, The Virginia Driver Improvement Program, Moving Violations and Point Assessments, revised August 1997, §§ 46.2-491 through 46.2-494
- PRO 2, Virginia Motorcycle Operator Manual, revised September 1997
- PRO 34, Alternate Motorcycle Skill Test, revised April 1997
- PRO 39, Virginia Driver's Manual 1997-1998, revised July 1997
- PRO 41, Steps to Obtaining a Driver's License or Photo ID Card in Virginia, revised June 1997
- PRO 60, Virginia Commercial Driver's Manual, revised September 1997, § 46.2-341.1 et seq.
- PRO 67, What is a Habitual Offender, revised April 1997, § 46.2-351 et seq.
- Protect Your Child with a Photo ID Card: Available from DMV, issued July 1, 1997, § 46.2-345
- Recommended Guidelines of the Medical Control Advisory Board, Administrative Procedures, revised November 1995, §§ 46.2-200, 46.2-203, 46.2-204 and 46.2-322.
- Release of Information from DMV's Customer Records, issued December 1997, §§ 46.2-208 through 46.2-210
- SB97-005, Mechanics and Storage Lien: Program Enhancements Special Bulletin, issued August 6, 1997, §§ 43-32 through 43-34
- SB97-005A, Mechanics and Storage Lien: Program Enhancements Special Bulletin, issued August 15, 1997, §§ 43-32 through 43-34
- Special Employee Identification Card Program for Agencies/Organizations in State and Local Governments Information Sheet, revised June 1997, § 46.2-345
- Vehicle Registration Guidebook, revised November 1997
- Virginia Motor Vehicle Dealer Manual, revised July 1997
- Virginia Department of Motor Vehicle Electronic Liens Participant Package, issued December 1, 1997, §§ 46.2-216.1 and 46.2-216.2
- Virginia Motor Vehicle Rental Tax Questions and Answers Guidelines for Rentors, revised July 1997, 24 VAC 20 -100
- In addition to the above documents, the following documents are continuously updated:
- Bulletins Relating to Fuels Tax Issues and Requirements, updated throughout the year
- Bulletins Relating to Motor Carrier Issues and Requirements, updated throughout the year
- DMV Web Site Contents, updated weekly. As of December 1997, Site Contents include:
- Alphabetical List of Localities (Use this list to find the DMV office closest to you.)

Guidance Documents

Antique Vehicle History
Building Services
Business Opportunities
Changing Your Address
Changing Your Name
Children's Photo ID Card
Class M Endorsement
Commercial Driving Schools
Credit Cards
Demerit Points
Disabled Parking Privileges
Disabled Plates and Placards
Disclaimer
DMV in the News
DMV Offices
Downloadable Forms
Driver Education Requirements
Driver Improvement Clinic Providers
Driver's License Fees
Driving Records
Driving Schools
DMV-Related Legislation
Driver's Licenses
Driver's Manual
Duplicate Vehicle Title
Electronic Lien Program
Emissions Inspections
Employment Opportunities at DMV
Fees
Forms
Handicapped Plates and Placards
Identification Cards
Identification Cards (Children's)
Insurance Coverage Requirements
International Symbol of Access
Job Opportunities at DMV
Knowledge Exams
Learner's Permits
Legislation
License Plates
License Plate Samples
Links to Other Sites
Medical Impairments
Military Extension For Your Driver's License
Mission Statement
Motor Carrier Information
Motor Carrier Contact Information
Motorcycle Information
Motorcycle Rider Training
Motorcycle Safety
Moving Violations and Point Assessments
News Releases
New Virginia Residents
Obtaining the Virginia Driver's Manual
Obtaining a Duplicate Driver's License From Outside Virginia
Obtaining a Driver's License When You Are Temporarily Living Outside Virginia
Obtaining a Vehicle History
On-line Registration for Motor Carriers

One Stop Shopping for Motor Carriers
Operating a Motorcycle
Organ Donation
Permanent Power Unit Plates
Permanent Trailer Plates
Personalized Plate Message
Photo Identification Cards
Photo Identification Cards (Children's)
Plaque Driver's License
Points
Point Assessments
Power Unit Plates
Proof of Enrollment, Home Schooling or Completion
Proof of Identification
Proof of Residency
Proof of Social Security Number
Registering Your Motorcycle
Registering Your Vehicle
Related Links
Renewing Your Driver's License From Outside Virginia
Renewing Your Vehicle Registration by Mail
Renewing Your Vehicle Registration by Touch-tone Telephone
Requesting a Copy of Your Driving Record
Requesting a Vehicle History
Road Tests
Safety Inspections
Sample License Plates
Safe Driving Points
Services for Driver's with Disabilities
Special License Plates
Special Restrictions
Tips for DMV Customers
Title
Trailer Plates
Uninsured Motorist Fee
Vehicle Records
Vehicle Registration
Vehicle Title
Vehicle Title, Duplicate Copy
Vehicle Records
Vintage Vehicle History
Virginia Driver's Manual
Vision Requirements
Vision Screening

Copies of Motor Carrier Services bulletins relating to fuels tax and motor carrier issues and requirements totaling under ten pages may be obtained for no charge. Copies of these documents totaling ten pages or more may be obtained at a cost of 50 cents a page. Requests for copies of these documents may be made by contacting Rena Hussey, Department of Motor Vehicles, Motor Carrier Services, Room 607, 2300 West Broad Street, Richmond, VA 23220, telephone (804) 367-8116, FAX (804) 367-1123 or e-mail dmvr3h@dmv.state.va.us.

The DMV Web Site Contents documents may be viewed and downloaded at no charge by visiting www.dmv.state.va.us. These Site Contents documents provide general information

to the public about DMV, its administrative processes and procedures and the services it offers. For more information about the DMV Web Site, please contact Anne Atkins, Department of Motor Vehicles, Public Relations Office, Room 701, 2300 West Broad Street, Richmond, VA 23220, telephone (804) 367-6081, FAX (804) 367-6631 or e-mail dmvaca@dmv.state.va.us.

MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Motor Vehicle Dealer Board's (MVDB) Office, 2201 W. Broad Street, Suite 104, Richmond, VA 23220. Copies may be obtained free of charge by contacting Alice Weedon at the same address, telephone (804) 367-1100 or FAX (804) 367-1053.

Questions regarding interpretation or implementation of these documents may be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board at the same address and telephone numbers noted above.

Guidance Documents: Dealer Practices

The following documents are included in the Motor Vehicle Dealer Board Policy Manual under the heading "Dealer Practices":

PR010-97, Variance for Hours of Operation, May 1997 (draft), § 46.2-1533

PR020-97, Off-Site Storage of Records, May 1997 (draft), § 46.2-1529

PR030-97, Temporary Supplemental Licenses for Used Car Sales, December 1997 (draft), § 46.2-1516

PR040-97, Delegation of Authority (In reference to Individuals Selling Vehicles Without a License), November 1997 (draft), § 2.1-20.01:2

PR050-97, Wholesale Sales Agreement, December 1997 (draft), § 46.2-1530

Guidance Documents: Dealer Licensing

The MVDB is in the process of establishing a systematic policy manual based on actions of the board. These actions are currently documented in Board Meeting Summaries as noted below:

Actions related to the "Certificate of Qualification," Meeting Summaries from October 1995 and March 1996, §§ 46.2-1511 and 46.2-1512

Actions related to the "Salesperson and Dealer-Operator Test," Meeting Summaries from March 1996, May 1996 and September 1996, §§ 46.2-1511 and 46.2-1512

Actions related to "Applicants Who Have Been Convicted of a Felony," Meeting Summaries from December 1995, January 1996, September 1996 and November 1996, §§ 46.2-1575(13) and 2.1-20.01. Also, Agency Memorandum 1-94 (July 22, 1994)

Actions related to "Applicants Who Have Made a Material Misstatement on an Application," Meeting Summaries from September 1996, July 1997 and September 1997, §§ 46.2-1575(1) and 2.1-20.01

Actions related to "Review of the Dealer's Buyer's Order," Meeting Summary from January 1996, § 46.2-1530

Actions related to "Delegation of Authority to the Executive Director and Office Manager," Meeting Summaries from March 1996, September 1996 and September 1997, §§ 46.2-1575 and 2.1-20.01

Guidance Documents: Dealer Advertising

The MVDB is in the process of establishing a systematic policy manual based on actions of the Board. These actions are currently documented in board Meeting Summaries as noted below:

Actions related to "Delegation of Authority to the Executive Director and Office Staff for Enforcing Regulations and Determining Civil Penalties," Meeting Summary, January 1996, §§ 46.2-1581, 46.2-1582 and 2.1-20.01

BOARD OF NURSING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Nancy Durrett, R.N., Executive Director of the board at the address above or by telephone at (804) 662-9909. Copies are free of charge.

Guidance Documents:

90-1, Policy statement on Registered Nurses as first assistant in surgery, adopted by the Joint Committee of the Boards of Nursing and Medicine, June 30, 1976

90-2, Guidelines for agency to use regarding transmittal of third-party orders, accepted by the Boards of Nursing and Medicine, December 1982

90-3, Opinion on the necessity of physicians order for the measurement and recording of urine output, adopted September 16, 1985

90-4, Opinion on how licensure as a nurse relates to service on a volunteer rescue squad, letter by Executive Director, C. Dorsey, January 20, 1988

90-5, Board opinion of the administration of neuromuscular blocking agents by nurses, adopted November 1990

90-6, Guidance statement by board regarding peripherally inserted central catheters, adopted January 27, 1993

90-7, List of skills which should not be taught in nurse aide education program, *Nurse Aide News*, January 1993

Guidance Documents

90-8, Board opinion regarding the delegation of task of obtaining specimens to unlicensed personnel, adopted January 1993

90-9, Board opinion on the delegation of nursing activities, adopted September 1993

90-10, Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, accepted 1985, revised 1993

90-11, Administration of Versed by nurses, letter by Executive Director, C. Dorsey, November 1993

90-12, Board motion on Licensed Practical Nurses acting as first assistants in the operating room, adopted January 1994

90-13, Authority granted to Special Conference Committees to approve or deny applicants, adopted on March 26, 1995

90-14, Disposal of narcotics in the home following death of a patient, internal memo of November 25, 1996

90-15, Insertion of Prostaglandin E2 Gel by Registered Nurses, letter by Executive Director, N. Durrett, August 27, 1996

90-16, Evaluation form for adult immunization protocols, developed by staff, August 1996

90-17, Opinion of cutting of corns and warts with a scalpel by Licensed Practical Nurses, December 16, 1996

90-18, Opinion regarding prescriptive authority in Virginia, prepared by Elizabeth Russell, revised April 1997

90-19, Board interpretative statement on bolusing epidural anesthesia by Registered Nurses, adopted September 23, 1997

90-20, Requirement for licensure by endorsement by Licensed Practical Nurses, affirmed September 1997

BOARD OF NURSING HOME ADMINISTRATORS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young Tisdale, Executive Director of the board, at the address above or by telephone at (804) 662-9111. Copies are free of charge.

Guidance Documents:

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, adopted by board on April 28, 1989

95-2, Board application and curriculum for Administrator-in-Training Program, adopted 1992

95-3, Board guidelines on disciplinary case intake requirements, adopted February 27, 1996

BOARD OF OPTOMETRY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the board, at the address above or by telephone at (804) 662-9910. Copies are free of charge.

Guidance Documents:

105-1, Consent Order for Richard D. Ayuso, O.D.; September 26, 1990, Practice in mercantile establishment; advertising

105-2, Order by the board for Eustace F. Bourne, O.D.; January 5, 1990, Practice in mercantile establishment; advertising

105-3, Consent Order for Paul T. Edwards, O.D.; December 19, 1994, Practice in mercantile establishment

105-4, Consent Order for Louis A. Espejo, O.D.; October 24, 1995, Practice in mercantile establishment

105-5, Consent Order for Nava Ezra, O.D.; August 21, 1996, Practice in mercantile establishment; indirect control and supervision over practice by sublessor

105-6, Consent Order for Solomon Holsveig, O.D.; May 15, 1997, Practice in mercantile establishment

105-7, Consent Order for Barry M. Lebowitz, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist

105-8, Consent Order for Marcia K. Leverett, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist; advertising

105-9, Consent Order for Blake A. Mitvick, O.D.; January 26, 1996, Practice in mercantile establishment

105-10, Consent Order for Gilbert J. Nelson, O.D.; February 17, 1995, Practice in mercantile establishment

105-11, Consent Order for Jane Atkinson Trump, O.D.; October 18, 1995, Practice in mercantile establishment

105-12, Consent Order for David A. Tufts, O.D.; February 2, 1997, Practice in mercantile establishment

105-13, Consent Order for Michael E. Zalar, O.D.; November 4, 1995, Practice in mercantile establishment

105-14, Matrix of disciplinary sanctions, December 1993 to November 1997

105-15, Newsletter, January 1995, Prescription release and expiration dates; recordkeeping

105-16, Newsletter, July 1996, Recordkeeping

105-17, Board minutes, February 7, 1997, Advertising guidelines

105-18, Listing of board-approved CPT codes, adopted by board, November 13, 1997

DEPARTMENT OF PERSONNEL AND TRAINING

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Health Benefits, James Monroe Building, 13th Floor, 101 North 14th Street, Richmond, VA 23219. Copies may be obtained by contacting Gina Irby at the same address, telephone (804) 371-6212 or FAX (804) 371-0231.

Questions regarding interpretation or implementation of these documents may be directed to Gina Irby.

Guidance Documents:

Personnel Management Information System User's Manual, revised June 1996, cost \$35

Policies and Procedures Manual, revised September 1993, cost \$10

Job Evaluation and Classification Manual, revised 1986, free of charge

Compensation Manual, revised 1988, free of charge

State Compensation Plan, revised November 1997, free of charge

Health Insurance Manual, revised October 1996, cost \$10

The Local Choice Administrative Manual, revised July 1997, cost \$10

Flexible Benefits Plan Administrative Manual, revised February 1995, cost \$10

BOARD OF PHARMACY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Scott Russell, Executive Director of the board, at the address above or by telephone at (804) 662-9911. Copies are free of charge.

Guidance Documents:

110-1, List of categories of facility licenses and a brief description of each, August 1996

110-2, Instructions for applicants for a pharmacist license by examination, August 1996

110-3, Instructions from the National Association of Boards of Pharmacy for application by endorsement from another state, June 1997

110-4, Candidate Study Guide for combined federal and state pharmacy law examination, December 1996

110-5, Instructions and forms for reporting of thefts or losses of drugs, July 1997

110-6, Instructions and forms for destruction of drugs by pharmacies, July 1997

110-7, Guidelines of the Virginia Board of Medicine on physician/patient relationship and the prescribing of drugs for family or self, revised June 1996

110-8, Information on prescriptive authority in Virginia, revised April 1997

110-9, Instructions for requesting subpoenas, October 1996

110-10, Compilation of board sanctions, August 1992 - December 1996

110-11, Compilation of board sanctions, 1973 - July 1992

110-12, Consent Order for the Board of Pharmacy v. Grover E. Hughes, case decision on the possession of FDA unapproved biologicals in a pharmacy for use in compounding, April 13, 1994

110-13, Consent Order for the Board of Pharmacy v. CVS/pharmacy, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, October 9, 1997

110-14, Consent Order for the Board of Pharmacy v. Eckerd Corporation, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, August 19, 1997

110-15, Orders for the Board of Pharmacy v. Jerome A. Danoff, case decision involving violations of laws related to dispensing in good faith, pursuant to a valid prescription, June 4, 1996 and August 21, 1997

DEPARTMENT OF STATE POLICE

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the headquarters of the State Police, 7700 Midlothian Turnpike, Richmond, VA 23225. Mail inquiries should be submitted to Department of State Police, Firearms Transaction Unit, P.O. Box 27472, Richmond, VA 23261. Copies may be obtained for a fee of \$5.00 by contacting Donna Tate, Firearms Transaction Coordinator, at the same address, telephone (804) 674-2668 or FAX (804) 674-2105.

Questions concerning interpretation or implementation of this document may be directed to Captain R. Lewis Vass, Records Management Officer, Department of State Police, P.O. Box 27472, Richmond, VA 23261, telephone (804) 674-4605 or FAX (804) 674-2105.

Guidance Document:

Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers, revised July 1, 1997, § 18.2-308.2:2

Guidance Documents

VIRGINIA PORT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of Robert R. Merhige, III, General Counsel and Deputy Executive Director of the Virginia Port Authority, 600 World Trade Center, Norfolk, VA 23510. Copies may be obtained for a fee (varies depending on document) by contacting Robert R. Merhige, III, at the same address, telephone (757) 683-2107 or FAX (757) 683-2166.

Questions regarding interpretation or implementation of these documents may be directed to Robert R. Merhige, III, at the same address and phone number.

Guidance Documents:

Virginia Port Authority Purchasing Policies and Procedures Manual, revised September 1996, §§ 62.132.1, 62.1-132.6 and 11-35, cost: \$15

Virginia Port Authority Capital Outlay Manual, May 1997, §§ 62.1-132.1, 62.1-132.6, 2.1-483.1 and 11-35, cost: \$30

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Records Management Office of the Department of Professional and Occupational Regulation, 5th Floor, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (804) 367-2475 or e-mail recordsmgt@dpor.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Records Manager, Department of Professional and Occupational Regulation, 5th Floor, 3600 West Broad Street, Richmond, VA 23230, telephone (804) 367-8583, FAX (804) 367-2475, or e-mail waters@dpor.state.va.us.

Guidance Documents:

DPOR Enforcement Procedures, issued January 1995, § 54.1-306, \$10.75

Policy Manual, revised December 15, 1997, § 54.1-302 through 54.1-306, \$62

Regulation Review Manual, issued 1996, § 54.1-201.5, \$40.75

Accountancy

Procedures Handbook for Accountancy, issued August 1997, 18 VAC 5-20 and 18 VAC 5-30, \$34

Asbestos and Lead

Procedures Manual for Asbestos Licensing, issued November 1997, 18 VAC 15-20

Procedures Manual for Lead Based Paint Activities Certification, issued December 1995, 18 VAC 15-30

Contractors

Virginia Contractor Transaction Recovery Act Claim Packet, revised March 1997, § 54.1-1118 et seq.

Professional Engineers

Course Requirements for Engineering Technology Program, adopted May 1996, 18 VAC 10-20-200.4 and 18 VAC 10-20-210.4

Real Estate Appraisers

Real Estate Appraiser Desk Procedures, revised 1995, 18 VAC 130-20, \$10

Real Estate

Real Estate Recovery Fund Manual, revised January 1996, § 54.1-2112 et seq., \$11.50

Real Estate Sanctions Manual, revised October 1997, 18 VAC 135-20, \$25.50

Virginia Real Estate Transaction Recovery Act Claim Packet, revised March 1997, § 54.1-2112 et seq.

Waste Management Facility Operators

Procedures Manual for Waste Management Facility Operator Licensing, issued November 1997, 18 VAC 155-20

Waterworks and Wastewater Works Operators

Waterworks and Wastewater Works Operators Procedural Manual, September 1997, 18 VAC 160-20, \$10

BOARD OF LICENSED PROFESSIONAL COUNSELORS, MARRIAGE AND FAMILY THERAPISTS AND SUBSTANCE ABUSE TREATMENT PROFESSIONALS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board, at the address above or by telephone at (804) 662-9912. Copies are free of charge.

Guidance Documents:

115-1, Instructions for processing marriage and family therapists applications, November 1997

115-2, Newsletters

115-2.1, 1987, Resolution that hypnosis is an appropriate counseling tool, an opinion that the term "psychotherapy" can be used by licensed professional counselors, and guidance in the use of educational credentials and unlicensed counselors

115-2.2, 1990, Guidance on when a fee can be charged

115-2.3, 1991, Guidance on supervision

115-2.4, 1995, Guidance on the supervision requirement, dual relationships

115-3, Assistant Attorney General Opinions

115-3.1, August 9, 1995, interpretation of statutes pertaining to marriage and family therapists licensure

115-3.2, April 7, 1997, interpretation of statutes pertaining to release of health care records

115-3.3, October 1997, interpretation of statutes pertaining to rehabilitation provider certification (reviewed and approved by AAG, but issued through the board office)

115-4, Minutes of Board Meetings

115-4.1, February 17, 1995, Guidance to the credentials reviewer to accept schools accredited by the Association of Theological Schools in the United States and Canada

115-4.2, May 19, 1995, Guidance that criminal history not be considered as a point of rejection for a certified substance abuse counselor, and that the board refer the application to the Credentials Review Committee to determine eligibility

BOARD OF PSYCHOLOGY

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board, at the address above or by telephone at (804) 662-9913. Copies are free of charge.

Guidance Documents:

125-1, Instructions for processing psychologist applications, revised December 1997

125-2, Assistant Attorney General Opinions

125-2.1, April 7, 1997, interpretation of statutes pertaining to release of health care records

125-3, Minutes of the Board

125-3.1, May 21, 1992, Residency requirements applied to both exempt and non-exempt work settings

125-3.2, November 19, 1992, Clarification that a residency can not begin until approved by the board

125-3.3, January 12, 1993, Clarification that applicants are required to file registrations of residency and applications for licensure concurrently, and receive approval before starting the residency; clarification that applications are not considered complete until all requirements have been met

125-3.4, January 18, 1994, Determination that the Chair of the Examination Committee would have the authority to make decisions on special accommodation requests

PUBLIC DEFENDER COMMISSION

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Public Defender Commission located at 701 E. Franklin Street, Suite 1416, Richmond, VA 23219. Copies may be obtained free of charge by contacting Jeffrey Brown, Staff Counsel, at the same address or by telephone (804) 225-3304 or FAX (804) 371-8326. Questions regarding interpretation or implementation of these documents may also be directed to Mr. Brown.

Guidance Document:

Standards for the Qualifications of Appointed Counsel in Capital Cases, issued February 22, 1992, § 19.2-163.8 E

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Department of Rail and Public Transportation, 1201 E. Broad Street, Room 1404, Richmond, VA 23219. Copies may be obtained free of charge by contacting Sheryl Armstrong at the same address, telephone (804) 786-8410, FAX (804) 786-7286 or e-mail sbarms@richmond.infi.net.

Questions regarding interpretation or implementation of these documents may be directed to Leo J. Bevon, Director, Department of Rail and Public Transportation at the same address, telephone (804) 786-1051, FAX (804) 786-7286 or e-mail ljbevon@richmond.infi.net.

Guidance Documents:

State Aid for Public Transportation: Grant Application Package, Fiscal Year 1999, December 1997, § 33.1-391.5

Federal Transit Administration Section 5310 (Elderly and Persons with Disabilities) Program, Information and Application Package - Fiscal Year 1999, January 1998, § 33.1-391.5

Guidance Documents

Federal Transit Administration Section 5311 (NonUrbanized Area Formula) Program, Information and Application Package - Fiscal Year 1999, January 1998, § 33.1-391.5

Policies and Procedures for Railroad Corridor Program Financial Assistance, § 33.1-391.5

Railroad Industrial Access Program: Application Procedures, § 33.1-391.5

DEPARTMENT OF REHABILITATIVE SERVICES

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23288-0300. For questions about interpretation/implementation of any guidance document, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000 (toll free at 1-800-552-5019 or TTY 804-662-9950).

Vocational Rehabilitation Program, including Supported Employment and Vocational Evaluation Guidance Documents:

State Plan for the State Vocational Rehabilitation Services Program and State Plan Supplement for the State Supported Employment Services Program 1997- 2000, issued October 1, 1997, Liz Smith or Gloria O'Neal

Strategic Plan for Innovation and Expansion 1997 - 2000, issued October 1, 1997, Liz Smith or Gloria O'Neal

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program (customer handbook), revised 1997, Dana Rosanelli

Virginia Guide to Supported Employment and Job Coach Training Services Manual, revised 1993, Jack Hayek or Carrie Worrell

Long Term Employment Support Services Guide, revised Spring 1997, Jack Hayek or Carrie Worrell

Virginia DRS Fair Hearing Officer Manual, revised March 1997, Mary Lutkenhaus or Gloria O'Neal

New Counselor Skills Training manual, revised 1997, Brenda Adkins or Gloria O'Neal

Best Practices Manual for Vocational Evaluation, issued 1995, Dale Batten

The following vocational rehabilitation program guidance documents are updated monthly:

Field Rehabilitation Services Policy and Procedures Manual, \$0.15 per page (number of pages varies by policy), Liz Smith or Gloria O'Neal

Training and Facilities Manual, Robert Johnson or Carrie Worrell

Services Reference Manual, Robert Johnson or Carrie Worrell

Independent Living Services Program Guidance Documents, Theresa Preda or Dolores Martin:

State Plan for the State Independent Living Services Program, revised October 1, 1997

Virginia DRS Centers for Independent Living Title VII, Part B Procedures Manual, revised October 1997

Virginia DRS Centers for Independent Living General Policies and Procedures Manual, revised August 1996

DRS/CIL Fiscal Manual, revised September 1997

Services for Deaf and Hard of Hearing Guidance Documents, Mary Nunnally:

Rehabilitation of Individuals who are Hard of Hearing and Late Deafened Training Manual, issued 1994

State Personal Assistance Services Program Guidance Documents, Martha Adams or Mamie Nunery:

Personal Assistant Management Training Manual, revised October 1997

Handbook for Personal Assistants, revised March 1997

Handbook for Consumers, revised March 1997

Virginia Assistive Technology System Guidance Documents, Mike Scione:

Assistive Technology Loan Fund Authority Loan Manual and Application, issued April 1997

Consumer Services Fund Guidance Documents, Carolyn Turner:

Consumer Services Fund Guidelines and Application, revised July 1997

DSB Rehabilitation Services Incentive Fund Guidance Documents, Kathy Hayfield or LaDonna Rogers:

Rehabilitation Services Incentive Fund Guidelines and Application, revised August 1996

Woodrow Wilson Rehabilitation Center

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at Woodrow Wilson Rehabilitation Center located in Fishersville, VA 22939-0010. For questions about interpretation/implementation of any guidance document, or to request a free copy, please contact the resource person named in the list below by calling toll-free 1 (800) 345-9972 or (540) 332-7000.

Medical Services Guidance Documents, Dr. Mammen Mathew:

CORF Admissions Guidelines and Patient Care Policies, revised February 1997

Admissions Criteria for Short Term Rehabilitation Unit, revised April 1997

Career and Life Services Guidance Documents, Mike Wong:

PERT Manual, revised October 1, 1997

Student Life Guidance Documents, Rick Sizemore:

Student Handbook, revised September 1995

Other WWRC Guidance Documents:

WWRC Service Listing/Fee Schedule, revised July 1997, Judy Carter

WWRC Guide to Programs and Services, revised September 23, 1997, Kathy Trossi

WWRC Portfolio, revised May 5, 1997, Wendell Coleman

WWRC Brochure, revised 1997, Wendell Coleman

WWRC Policies and Procedures Manual, revised monthly as needed, Wayne Heatwole

VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ann Black, Communications Manager, at the same address, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail ablack.vrs@state.va.us. The documents may be downloaded from the Virginia Retirement System Home Page (<http://www.state.va.us/vrs/vrs.htm>).

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Bo Harris, Deputy Director, Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail bo@vrs.state.va.us.

Guidance Documents:

Benefits Manual, revised July 1997, Title 51.1, Code of Virginia, Chapters 1-7

Employer Payroll Manual, revised December 1994, Code of Virginia, Chapters 1-7

Handbook for Members, summary plan description, revised August 1997, Code of Virginia, Chapters 1-7, 10

Virginia Retirement System Highlights (Information Series #1) revised August 1996, Code of Virginia, Title 51.1, Chapters 1-7

Guidelines to Retirement (Information Series #2), revised October 1996, Code of Virginia, Title 51.1, Chapters 1, 2

Guidelines to Retirement (Information Series # 3), revised October 1996, Code of Virginia, Title 51.1, Chapters 1, 3

Guidelines to Retirement (Information Series #4), revised August 1996, Code of Virginia, Title 51.1, Chapters 1-7

Disability Retirement (Information Series #6), revised October 1997, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Group Life Insurance (Information Series #7), revised October 1996, Code of Virginia, Title 51.1, Chapter 5

Making the Future Secure...After the Loss of a Loved One (Information Series #8), revised October 1996, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 4, 5

Optional Group Life Insurance (Information Series #9), revised July 1997, Code of Virginia, Title 51.1, Chapter 5

Member Benefit Profile, last published September 1997, Code of Virginia, Title 51.1, Chapters 1-7, 10

Defined Compensation Administrative Manual, revised May 1995, Code of Virginia, Title 51.1, Chapter 6

Deferred Compensation Handbook, revised February 1995, Code of Virginia, Title 51.1, Chapter 6

457 DCP News, published quarterly, Code of Virginia, Title 51.1, Chapter 6

VRS Retirement Benefits and Divorce, revised May 1996, Code of Virginia, Title 51.1, Chapter 1

Update for Employers, published bi-monthly, Code of Virginia, Title 51.1, Chapters 1-7

Memo to Members, published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Memo to Retirees, published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Retiree Handbook, Code of Virginia, Title 51.1, Chapters 1-7

VIRGINIA SMALL BUSINESS FINANCING AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Financial Services Division, 707 E. Main Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Barbara Carter at the same address, telephone (804) 371-8254, FAX (804) 225-3384 or e-mail bcarter@dba.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Patricia S. Thorne, Financial Services Division, 707 E. Main Street, 3rd Floor, Richmond, VA 23219, (804) 371-8208, FAX (804) 225-3384 or e-mail pthorne@dba.state.va.us.

Guidance Documents:

Virginia Private Activity Bond Allocation Guidelines 1998, revised December 1997, Chapter 50 (§§ 15.2-5000 through 15.2-5005) of Title 15.2 of the Code of Virginia

IDB/IDBFACTS/12/97, Virginia Small Business Financing Authority: Industrial Development Bonds, Tax-exempt Bonds and Taxable Bonds, revised December 1997, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia

Guidance Documents

IDB/UMBFACFS/12/97, Virginia Small Business Financing Authority: Industrial Development Bonds, Umbrella Bond Program, revised December 1997, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia

RLF/RLFFACFS/12/97, Virginia Small Business Financing Authority: Virginia Economic Development Revolving Loan Fund and Virginia Defense Conversion Revolving Loan Fund, revised December 1997, Chapter 28 (§§ 9-197 through 9-235 and 9-249.1) of the Code of Virginia

LGP/LGPFACTS/12/97, Virginia Small Business Financing Authority: Loan Guaranty Program, revised December 1997, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia

CDC/CDCFACTS/12/97, Virginia Small Business Financing Authority: Child Day Care Financing Program: Child Day Center Loans and Family Home Provider Loans, December 1997, § 63.1-195 and Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia

VCAP/VCAPMAN/12/97, Virginia Small Business Financing Authority: Virginia Capital Access Program - Program Manual, December 1997, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia

EGP/EGPFACTS/12/97, Virginia Small Business Financing Authority: Virginia Export Loan Guarantee Fund, December 1997, Chapter 28 (§§ 9-197 through 9-235 and 9.249.1) of the Code of Virginia

DEPARTMENT OF SOCIAL SERVICES

To obtain copies or to arrange viewing of the following documents, contact the FOIA Coordinator at the offices of the Department of Social Services, 730 East Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1900 or FAX (804) 692-1808.

If there are costs for any of the listed documents, they are indicated below. Where documents are available free of charge, it is for a single copy of the document. There may be charges for multiple copies.

Copies of the following documents may be viewed during regular business hours, 8:30 a.m. until 5 p.m. on normal work days, at the above address. Some of the listed documents are available for viewing in Department of Social Services' regional and district offices located throughout the Commonwealth. Other documents may be viewed in local departments of social services serving every city and county in the state.

Questions concerning interpretation or implementation of these documents may be directed to Richard Martin, Regulatory Coordinator, Department of Social Services, Room 828, 730 East Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1825, FAX (804) 692-1808 or e-mail lrn2@dss.state.va.us.

You may obtain the most up to date information on the Department of Social Services' guidance documents on the department's Internet home page (<http://www.vip-view.net/>).

The Department of Social Services provides administrative support to the Office of Interdepartmental Regulation of Children's Residential Facilities and to the Family and Children's Trust Fund. You may contact the above persons concerning these agencies' guidance documents.

Guidance Documents:

Child Support Enforcement

Division of Child Support Enforcement Program Manual, November 1, 1997, 22 VAC 40-880-10 et seq., \$98 then \$35 annually for quarterly updates

Community Programs and Resources

Information Bulletin #97-18, Liability Insurance for Local Agency Volunteers, July 14, 1997, free

Neighborhood Assistance Program Donor Fact Sheet, revised July 1997, § 63.1-320 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 1997, § 63.1-320 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B and C, revised July 1997, § 63.1-320 et seq., free

Family Services

Adult Services New Worker Policy Training Manual, revised April 1997, §§ 63.1-55.1-7, 63.1-33, 63.1-53, 37.1-128.02, 37.1-128.1, 63.1-55.1:1, 63.1-55.01, 63.1-173.3, 32.1-330 and 2.1-373.7, free

Assessment in Adult Care Residences: A Manual for Assessors, revised November 1997, 22 VAC 40-745-10 et seq., free

Memorandum Clarifying CPS Policy, dated September 9, 1996, February 21, 1997, and June 13, 1997, free

Volume VII, Social Services Policy Manual, December 11, 1997, those sections of Title 63.1 pertaining to adult services, adult protective services, adoption, child day care, child protective services, domestic violence prevention services, foster care, and family preservation/support services, \$104.70 plus actual shipping and handling

User's Manual: Virginia Uniform Assessment Instrument (UAI), issued March 1994, 22 VAC 40-745-10 et seq., free

User's Manual: Virginia Uniform Assessment Instrument (UAI) for Private Pay Residents of Adult Care Residences, revised June 1997, 22 VAC 40-71-170 et seq. and 22 VAC 40-745-10 et seq., free

Finance and Administration

Approved Budget Allocations - Fiscal Year 1998, May 1, 1997, § 63.1-33, free

Virginia Department of Social Services Information Security Policy, revised October 8, 1997, § 63.1-53, free

Inspector General

032-01-901/12, Appeals and Fair Hearings Pamphlet, revised September 1997, free

032-01-006/3, Child Protective Services - Appeals and Fair Hearings Pamphlet, revised September 1995, free

Child Protective Services Appeals and Fair Hearings - Local Agency Handbook, July 1995, free

Child Protective Services Appeals Handbook - State Level Administrative Hearings, June 1994, free

032-01-961/1, Food Stamp Administrative Disqualification Hearings Pamphlet, revised November 1996, free

Reference Guide to the Prevention, Detection, and Investigation of Welfare Fraud, 1986, §§ 63.1-124 and 63.1-124.1, free

Licensing Programs

Adult Care Residence Direct Care Staff Training Curriculum, May 1996, 22 VAC 40-71-10 et seq., \$15

Adult Care Residence Direct Care Staff Training Study Guide, July 1997, 22 VAC 40-71-10 et seq., \$5.00

Asbestos Information Packet for Child Day Centers and Asbestos Inspectors, revised September 1996, § 63.1-198.01, free

Curriculum Outline for Adult Care Residence Administrators, February 1997, 22 VAC 40-71-10 et seq., free

Implementation Procedures for Processing Allowable Variance Requests, revised July 1995, free

Information for Religiously Exempted Child Day Centers, September 1996, §§ 63.1-196.3 and 63.1-198.2, free

Manual for Child-placing Agencies, August 16, 1989, 22 VAC 40-130-10, free

Operations Implementation Memorandum No. 1 - Family Day Home Abbreviated Study, July 1995, free

Operations Implementation Memorandum No. 3 - Use of Modification When Family Day Homes Change Location, April 1996, free

Performance-based Licensing and Monitoring, November 1997, free

Program Operations Guidance: Facility Closure, November 1997, free

Resource Guide for Medication Management for Persons Authorized Under The Drug Control Act, August 1996, 22 VAC 40-71-10 et seq., \$25

Standard Operating Procedures for Certification of Preschool Programs, July 1994, § 63.1-196.3:1, free

Standard Operating Procedures for Religious Exemption, September 1996, §§ 63.1-196.3 and 63.1-198.2, free

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Adult Care Residences, August 1997, 22 VAC 40-71-10 5, free

Voluntary Registration Monitoring Procedures, revised August 1997, § 63.1-196.04, free

Temporary Assistance Programs

Aid to Families with Dependent Children-Foster Care (AFDC-FC) Policy Manual, October 1997, \$54.60

Volume IX, Energy Assistance Policy Manual, October 1997, 22 VAC 680-10 et seq., \$22.90

Energy Assistance Program Quick Reference Guide, October 1997, 22 VAC 680-10 et seq., \$3.10

Volume V, Food Stamp Certification Policy Manual, October 1997, § 63.1-25.2, \$81

Volume VI, Food Stamp Issuance Policy Manual, February 1996, § 63.1-25.2, \$36

Food Stamp Program Quick Reference Guide, October 1997, § 63.1-25.2, \$3.60

Volume XIII, Medicaid Policy Manual, October 1997, § 32.1-323 et seq., \$78.75

Volume II, Part V, State-Local Hospitalization Policy Manual, February 1995, § 32.1-343 et seq., \$52.10

Temporary Assistance For Needy Families (TANF) Policy Manual, October 1997, § 63.1-86.1, \$54.60

Family and Children's Trust Fund

Small Grant Awards Policy Statement, revised November 1997, § 63.1-330, free

Interdepartmental Regulation of Children's Residential Facilities

Background Investigation Procedures for Employees, Volunteers, and Service Providers Affiliated with Children's Residential Facilities, February 1, 1997, § 63.1-248.7:2, free

Standards Manual for Interdepartmental Regulation of Residential Facilities for Children, February 1, 1995, 22 VAC 40-150-10 et seq., free

Guidance Documents

BOARD OF SOCIAL WORK

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board, at the address above or by telephone at (804) 662-9914. Copies are free of charge.

Guidance Documents:

140-1, Instructions for processing social work applicants, November, 1997

140-2, Newsletters

140-2.1, 1995, Interpretation of work settings exempted from licensure requirements by state law; clarification of standards of practice pertaining to dual relationships, record keeping and competency areas.

140-3, Assistant Attorney General Opinions

140-3.1, September 20, 1995 interpretation of § 32.1-127.1:02 regarding the release of medical records.

140-3.2, April 7, 1997 interpretation of § 32.1-127.1:03 pertaining to release of health care records.

SUPREME COURT OF VIRGINIA

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:45 p.m. in the Office of the Executive Secretary of the Supreme Court of Virginia, 100 North Ninth Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge unless otherwise noted by contacting Donna Hopkins at the same address, telephone (804) 786-6455 or FAX (804) 786-4542.

Questions regarding interpretation or implementation of these documents may be directed to Robert N. Baldwin, Executive Secretary, Supreme Court of Virginia, 100 North Ninth Street, 3rd Floor, Richmond, VA 23219, telephone (804) 786-6455 or FAX (804) 786-4542.

Guidance Documents:

Guidelines on Release of Information to the News Media, revised July 1993, updated as required

Handbook for Grand Jurors, revised December 1997, updated as required

Handbook for Judges and Clerks in Virginia, \$10, revised July 1997, updated annually

The Judicial Council of Virginia Public Information Goals and Objectives, March 1994

A Handbook for Jurors, revised October 1996, updated as required

Jury Service: Cornerstone of Justice (videotape), \$5.00, 1987

A Statement of Principles and Recommended Judicial Practices to Assure Fair Treatment of Crime Victims and Witnesses, revised March 1987

Virginia Court in Brief, revised December 1997, updated as required

Supreme Court of Virginia Information Pamphlet, revised February 1997, updated as required

Virginia Court of Appeals Information Pamphlet, revised April 1995, updated as required

Virginia Circuit Court Information Pamphlet, revised January 1997, updated as required

Virginia General District Court Information Pamphlet, August 1994, updated as required

Virginia Juvenile & Domestic Relations District Court Information Pamphlet, revised December 1996, updated as required

Virginia Magistrate Information Pamphlet, revised June 1995, updated as required

Committee on District Courts: Review of Methodology for Determining the Need for New Judgeships in the District Courts

Hearing Officer System Rules of Administration, revised July 1995

Virginia District Court Manual, \$130 for two volumes, 30.12 updates, revised July 1997, updated annually

Circuit Court Clerk's Duties List, \$10, revised October 1996, updated annually

Circuit Court Clerk's Manual – Criminal, \$65 for complete set, \$25 for updates, revised July 1997, updated annually

Circuit Court Clerk's Manual – Civil, \$65 for complete set, \$25 for updates only, revised July 1997, updated annually

Virginia Magistrate's Manual, \$65 for complete set, \$25 for updates only, revised July 1997, updated annually

District Court Accounting Manual, \$130 complete w/binders, tabs, \$30.12 for update only, revised July 1997, updated as required

Court Appointed Attorney Manual

Purchasing Manual, revised October 1997, updated annually

Payroll Manual, revised December 1997, updated as required

Criminal Fund Guidelines – Chart of Allowances, revised July 1997, updated as required

Involuntary Mental Commitment Guidelines, revised July 1997, updated as required

Travel Regulations, revised July 1997, published annually

General Accounting Processing Guidelines, revised July 1997, updated as required

Judicial Inquiry & Review Commission Pamphlet, revised April 1997, updated as required

Virginia Sentencing Guidelines Manual, \$57.50, revised when guidelines change

DEPARTMENT OF TAXATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting the Department of Taxation, Forms Unit, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 367-8055, (804) 367-8205 or FAX (804) 367-1974.

Questions regarding interpretation or implementation of these documents may be directed to Aileen Watson, Economist, Department of Taxation, Office of Fiscal Research, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8707 or FAX (804) 367-6020.

Guidance Documents:

Virginia Local Tax Rates Bulletin, March 1997, annually, § 58.1-210

The 1995 Virginia Assessment Sales Ratio Study, February 1997, § 58.1-207

Estimates of: 1) Wine Tax, 2) Alcoholic Beverage Profits, 3) State Sales and Use Tax, 4) Local Option 1% Sales and Use Tax, 5) Recordation and Grantor's Tax to be distributed to localities during Fiscal Year 1998, annually, February 28, 1997, § 15.1-159.9

Taxable Sales In Virginia Counties and Cities Based On Retail Sales Tax Revenue, 1996, annually

Taxable Sales In Virginia Counties and Cities Based On Retail Sales Tax Revenue, July - September 1997, quarterly

Virginia Department of Taxation Annual Report, Fiscal Year 1997, annually

Virginia Tax Facts, annually

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting the Registration Unit at the Department of Taxation, Office of Customer Service, P.O. Box 1114, Richmond, VA 23218-1114, telephone (804) 367-8055 or FAX (804) 367-1974.

Questions regarding interpretation or implementation of this document may be directed to David Hill, EFT Coordinator, Department of Taxation, Office of Customer Service, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 367-1336 or FAX (804) 367-0985.

Guidance Document:

Electronic Funds Transfer Program Implementation Guide, revised September 1996

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Denise Johnson at the Department of Taxation, Office of Customer Service, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 367-6100 or FAX (804) 367-0985.

Questions regarding interpretation or implementation of this document may be directed to Denise Johnson, ELF Coordinator, Department of Taxation, Office of Customer Service, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 367-6100 or FAX (804) 367-0985.

Guidance Document:

Electronic Filing Information for Software Developers, revised October 20, 1997, Publication VA-1346

Copies of tax forms may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. These forms are used to implement the return filing requirements for the taxes administered by the Virginia Department of Taxation. Primarily, these return filing requirements are found in Title 58.1 of the Code of Virginia. The Virginia Department of Taxation is also required to collect certain agricultural commodity taxes found under Title 3.1 of the Code of Virginia. Copies may be obtained by contacting the Forms Request Unit at the Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317, telephone (804) 367-8055 or (804) 367-8205.

Questions regarding interpretation or implementation of these forms may be directed to Department of Taxation, Office of Customer Services, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 367-8031, (804) 367-8036, (804) 367-8037 or (804) 367-8038, or FAX (804) 367-0985.

Guidance Documents:

Form R-1, Combined Registration Application Form, revised December 1996

Form R-2, Registration Application for the following taxes; Egg, Peanut, Corn, Slaughter Hog and Feeder Pig, Soybean, Forest Products and Litter, revised May 1997

Form R-3, Registration Change Request, revised October 1996

Form R-4, Instructions for Completing Combined Registrations, revised August 1996

Guidance Documents

Form R-5, Nonresident Real Property Owner Registration, revised February 1997

Form R-5E, Nonresident Real Property Owner Exemption Certificate, revised April 1992

Form R-5P, Nonresident Real Property Owner Shareholder/Partner Schedule, revised April 1992

Form ST-9, Dealer's Retail Sales and Use Tax Return, revised February 1997

Form ST-9A, Dealer's Worksheet for Computing State and Local Retail Sales and Use Tax, revised September 1997

Form ST-9B, Schedule of Local Sales and Use Taxes, revised August 1995

Instructions for Form ST-9B, revised April 1993

Form ST-6, Direct Pay Permit Sales and Use Tax Return, revised January 1990

Form ST-6A, Direct Pay Permit Sales and Use Tax Return Worksheet, revised May 1991

Form ST-6B, Schedule of Local Taxes, revised May 1996

Form ST-7, Consumer's Use Tax Return, revised March 1996

Form ST-7A, Business Consumer's Use Tax Return Worksheet, revised February 1996

Form ST-8, Out-of-State Dealer's Use Tax Return, revised January 1992

Form ST-8A, Out-of-State Dealer's Work Sheet for Computing Use Tax, revised February 1996

Revised Virginia Sales Tax Table, revised January 1987

Form ST-10, Sales and Use Tax Certificate of Exemption - for use by VA dealer who purchases tangible property for Resale, revised April 1988

Form ST-11, Sales and Use Tax Certificate of Exemption - Manufacturing, revised June 1995

Form ST-11A, Sales and Use Tax Certificate of Exemption - Construction, Non-manufacturing, revised June 1994

Form ST-12, Sales and Use Tax Certificate of Exemption - for use by the Commonwealth of VA

Form ST-13, Sales and Use Tax Certificate of Exemption - for use by non-profit organizations, revised June 1995

Form ST-13A, Sales and Use Tax Certificate of Exemption - for use by nonprofit Churches, revised June 1995

Form ST-14, Sales and Use Tax Certificate of Exemption - for use exclusively by out of state dealers who purchase tangible personal property in VA for immediate transport out of VA for resale outside of VA, revised August 1996

Form ST-14A, Sales and Use Tax Certificate of Exemption - for use exclusively by out of state dealers who purchase tangible personal property in VA for immediate transport out of VA for resale outside of VA, revised March 1976

Form ST-15, Sales and Use Tax Certificate of Exemption - Individuals purchasing heating oil, revised September 1981

Form ST-16, Sales and Use Tax Certificate of Exemption - for use by watermen, revised July 1985

Form ST-17, Sales and Use Tax Certificate of Exemption - for use by harvesters of forest products, revised September 1995

Form ST-18, Sales and Use Tax Certificate of Exemption - for use by a farmer for purchase of tangible personal property for use in producing agricultural products for market, revised May 1996

Form ST-19, Sales and Use Tax Certificate of Exemption - for use by shipping lines engaged in interstate or foreign commerce

Form ST-20, Sales and Use Tax Certificate of Exemption - for use by certain public service corporations, commercial radio and television companies, revised October 1995

Form ST-20A, Sales and Use Tax Certificate of Exemption - for use by production companies, revised July 1995

Form 200, Litter Tax Return, revised November 1992

Litter Tax Worksheet / Instructions, revised November 1995

Form 300, Renewable Energy Credit, revised December 1995

Form 301, Enterprise Zone Credit - Individual, revised December 1995

Form 301, Enterprise Zone Credit - Corporation, revised December 1995

Form 301, Enterprise Zone Credit - State Bank Franchise Tax, revised December 1995

Form 302, Computation of ACRS Depreciation Adjustments, revised September 1996

Form 303, Application for Refund on Unrecovered Self-Employment Additions, revised December 1995

Form 304, Major Business Facility Job Tax Credit, revised December 1995

Form PAR 101, Power of Attorney and Release, revised October 1992

Form 305, Clean Fuel Vehicles Job Creation Tax Credit, revised September 1997

Form 306, Coalfield Employment Enhancement Tax Credit, revised September 1997

Form 500-NOLD, Corporation Application for Refund, revised September 1997

Form VA4B, Employee's Withholding Income Tax Credit For Income Taxes Paid to Another State, revised June 1984

Form 500-V, Corporation Income Tax Payment Voucher, revised September 1997

Guidance Documents

Form 500 E, Corporation Income Tax Extension Payment Voucher and Tentative Tax Return, revised August 1996

Form 500-X, Amended Corporation Income Tax Return, revised September 1997

Form 500, Corporation Income Tax Return, revised September 1997

Form 500S, Small Business Corporation Return of Income, revised September 1997

Form 500CR, Credit Computation Schedule for Form 500, revised September 1997

Schedule A (Form 500), Multistate Corporation Tax Return, revised September 1997

Form 500C, Underpayment of VA Estimated Tax by Corporations, revised September 1997

Form 500T, Telecommunications Company's Minimum Tax and Credit Schedule, revised September 1997

Form 559, Memorandum of Assessment of Estimated State Income Tax, revised August 1988

Form 760, Individual Income Tax Return, revised September 1997

Schedule 1, Contributions and Authorized Deductions, revised September 1997

Form CU-7, Consumer's Use Tax Return for Individuals, revised September 1997

Form 760S, Resident Individual Income Tax Return, revised September 1997

Form 760ES, Estimated Income Tax Payment Vouchers for Individuals, Estates, and Trusts, revised September 1997

Form 763, Special Nonresident Claim for Individual Income Tax Withheld, revised September 1997

Form 760 PY, Individual Income Tax Return for Part-Year Residents, revised September 1997

Form 762, Return of Tangible Personal Property, Machinery and Tools, and Merchants' Capital, revised September 1997

Form 760E, Tentative Tax Return and Application for Extension of Time to File Individual or Fiduciary Income Tax Returns, revised September 1997

Schedule CR, Schedule of Credits for use with Forms 760, 760PY and 763, revised September 1997

Form 770, Virginia Fiduciary Income Tax Return, revised September 1997

Form 760C, Computations Relating to the Underpayment of Estimated Income Tax By Individuals, revised September 1997

Form 760CH, Income Tax Correction Form for Individuals, Estates and Trusts, revised May 1988

Form 760F, Underpayment of Estimated Tax by Farmers and Fisherman

Form 760AR, Accelerated Refund, revised September 1997

Form 760VI, Resident Income Tax Return for the Visually Impaired, revised December 1997

Form CX-1, Cotton Assessment, revised July 1997

Form VA-4P, Withholding Exemption Certificate for Recipients of Pension and Annuity Payments, revised September 1991

Form VA-3, Certificate of Non-Residence in Virginia

Form VA-4, Personal Exemption Worksheet, revised May 1996

Form VA-5, Employer's Return of Income Tax Withheld, revised June 1997

Form VA-6, Employer's Annual or Final summary of Income Tax Withheld, revised February 1997

Form VA-6A, Employer's Copy of Annual or Final Summary of Income Tax Withheld, revised March 1997

Form VA-15, Employer's Voucher for Payment of Virginia Income Tax Withheld, revised July 1997

Form VA-16, Employer's Payment Quarterly Reconciliation and Return of Income Tax Withheld, revised February 1997

Form VM-1, Dealer's Application for Certificate of Registration for Sales Through Vending Machines, revised October 1996

Form VM-2, Vending Machine Dealer's Sales Tax Return, revised September 1989

Form VM-2A, Dealer's Worksheet for Computing Tax on Sales Through Vending Machines, revised March 1995

Form VM-2B, Schedule of Local Vending Machine Sales Tax, revised March 1995

Form VM-3, Certificate of Registration for Sales Through Vending Machines, revised March 1995

Form WCT-1, Watercraft Sales and Use Tax Dealer's Application for Registration, revised September 1997

Form WCT-2, Watercraft Sales and Use Tax Return, revised September 1997

Form WCT-2A, Dealer's Worksheet for Computing Watercraft Sales and/or Use Tax, revised November 1995

Form WCT-3, Watercraft Sales Tax Receipt, revised April 1984

Form WCT-3A, Individual Watercraft Tax Worksheet, revised May 1991

WCT-Refund, Consumer's Application for Refund

Guidance Documents

Form FT-100, Motor Vehicle Fuel Sales Tax Dealer's Application for Certificate of Registration, revised August 1994

Form FT-100A, Certificate of Registration, Transportation

Form FT-101, Dealer's Worksheet for Computing Only the Vehicle Fuel Sales Tax, revised February 1994

Form FT-102, Motor Fuel Sales Tax Return, revised February 1995

Form FT102-A, Schedule of Motor Vehicle Fuel Sales Tax, revised May 1990

Form FT-102B, Schedule of Retailer Purchases for Resale, revised January 1989

Form FT-200, Certificate of Exemption for use by persons who purchase fuel in the cities of Alexandria, Manassas, Manassas Park, Fairfax or Falls Church or the counties of Arlington, Prince William, Stafford or Fairfax exclusive of the special fuels tax under a supplier's license issued by DMV, revised July 1990

Form 1034, Forest Products Tax Return, revised June 1996

Instructions for Preparing Forest Products Tax Return, revised July 1984

Form 1035, Forest Products Tax Return Small Manufacturers and Certain Small Severers, revised October 1992

Form 404, Soft Drink Excise Tax Return, revised October 1995

Form 991, Corn Tax Return, revised January 1997

Form PT-1, Probate Tax Return, revised June 1994

Form EST-80, Estate Tax Return, revised March 1996

Form T-1, Tire Tax Return, revised January 1996

Form T-1A, Dealer's Worksheet for Computing Tire Tax, revised May 1996

Form Tire-2, Tire Tax Certificate of Exemption

Form ST-M, Dealer's Filing Multiple Returns

Form AST-1, Application for Exclusion Under the Virginia Aircraft Sales and Use Tax Act, revised January 1992

Form AST-2, Dealer's Aircraft Sales and Use Tax Return, revised July 1995

Form AST-3, Aircraft Sales and Use Tax Return, revised June 1997

Form 21, Penalty, revised March 1996

Form FWA-1, Request for Voluntary Virginia Income Tax Withholding From Monthly Civil Service Annuity Check, revised May 1994

Form OIC-Business, Offer in Compromise, revised January 1997

Form OIC-Individual, Offer in Compromise, revised January 1997

Form CS-21, Collection Information Statement for Businesses, revised April 1993

Financial Information for Individuals, revised September 1997

Form NTL-1, Notice of Tax Lien and Demand for Payment, revised February 1987

Form CS-7, Collections - Lien Insert, revised March 1997

Form ML-1, Memorandum of Lien, revised February 1994

Form RML-1, Release of Memorandum of Lien, revised February 1994

Form FS-2, Notice to Appear in Lieu of Summons, revised May 1992

Form PL-1, Final Demand for Payment and Notice of Intent to Padlock, revised June 1994

Form PL-2, Order to Padlock and Notice of Distrain, revised June 1995

Form PL-3, Final Demand for Payment, Notice of Intent to Padlock and Revocation of Certification of Registration, revised January 1995

Form 561, Egg Tax Return, revised March 1996

Form EG-2, Worksheet for VA Egg Board and Conversion Calculations for Egg Products, revised March 1996

Form PF-1, Public Facilities Sales Tax Return, revised March 1995

Form PF-1A, Dealer's Worksheet for Computing Public Facility Sales Tax, revised March 1995

Form PF-50, Public Facilities Temporary Sales Tax Certificate/Return, revised October 1995

Form DT-36, Waiver of Time Limitation on the Assessment of Taxes, revised March 1995

Virginia Taxpayer Bill of Rights, revised June 1997

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Questions regarding the interpretation of these documents may be directed to Gail Fryer, Lead Management Analyst, Department of Taxation, Office of Information Resource Management, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-9386 or FAX (804) 367-8235.

Guidance Documents:

Procedures Pamphlet 2 - Local Payment Processing, updated annually

Procedures Pamphlet 3 - Local Return Processing, updated annually

Procedures Pamphlet 4 - Local Collection of State Income Taxes, updated as needed

Set-Off User's Guide, updated as needed

Vendor's Set Off User's Guide, updated as needed

Sales and Use Tax Audit PC System (STAUD-NEXUS) manual, updated as needed

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting David Jordan at the Department of Taxation, Office of Compliance, P.O. Box 5771, Richmond, VA 23218-0771, telephone (804) 367-8042 or FAX (804) 367-2345.

Questions regarding interpretation or implementation of these documents may be directed to David Jordan, Executive Assistant, Department of Taxation, Office of Compliance, P.O. Box 5771, Richmond, VA 23218-0771, telephone (804) 367-8042 or FAX (804) 367-2345.

Guidance Documents:

Collections Manual, Virginia Department of Taxation, August 1996 (Rev 96.1), 55 pages

Commonwealth of Virginia, Department of Taxation, Office of Compliance, Procedures for Safeguarding Federal Tax Information, July 1981 (revised January 1996), 10 pages

Office of Compliance, STARS Individual General Design Document, Volume 5, June 1989, 107 pages

Office of Compliance, Business Tax Audit Procedures Manual, April 1990 (revised June 1994), 99 pages

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting Richard Dotson at the Department of Taxation, Office of Compliance, P.O. Box 5640, Richmond, VA 23218-0640, telephone (804) 367-8042 or FAX (804) 367-2345.

Questions regarding interpretation or implementation of these documents may be directed to Richard Dotson, Executive Assistant at the Department of Taxation, Office of

Compliance, P.O. Box 5640, Richmond, VA 23218-0640, telephone (804) 367-8042 or FAX (804) 367-2345.

Guidance Documents:

Office of Compliance, State Tax Audit Manual, 1992 (revised December 1992), 251 pages

Office of Compliance, Sales and Use Tax Audit Training Manuals, October 1996, Vols. 1-4, 2,000 pages

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. Copies may be obtained for a per page copy fee of \$0.10 per page by contacting Ann Westbrook at the Department of Taxation, Office of Compliance, P.O. Box 5771, Richmond, VA 23218-0771, telephone (804) 367-8042 or FAX (804) 367-2345.

Questions regarding interpretation or implementation of these documents may be directed to Ann Westbrook, Supervisor Compliance Support Unit, at the Department of Taxation, Office of Compliance, P.O. Box 5771, Richmond, VA 23218-0771, telephone (804) 367-8042 or FAX (804) 367-2345.

Guidance Documents:

Office of Compliance, Field Representative Manual, 1978 (revised 1990), 1,500 pages

Office of Compliance, Padlocking Procedures Manual, April 1990 (revised 1993), 200 pages

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. These documents provide the department's interpretation of Title 58.1 of the Code of Virginia. Copies may be obtained free of charge by contacting Carol Donaldson at the Department of Taxation, Office of Tax Policy, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

Questions regarding interpretation or implementation of these documents may be directed to Mark C. Haskins, Executive Assistant, Department of Taxation, Office of Tax Policy, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

Guidance Documents:

Agreements, Coordination of Tax Administration Between the Virginia Tax Department and the IRS, May 10, 1977

Agreements, Implementation of Agreement on Coordination of Tax Administration Between Virginia Department of Taxation and Richmond District Internal Revenue Service, September 15, 1986

Guidance Documents

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Agreements, Withholding Instructions, Memorandum to Forms Committee Leader Planning and Management Services Division from Director Tax Policy Division, November 2, 1988

Aircraft, Sales and Use Tax, Memorandum to Supervisor Taxpayer Assistance Section from Director of Tax Policy, July 24, 1985

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Corporate Tax, Investment in Euro Dollars, Foreign Source Income Subtraction, Memorandum to Supervisor Technical Services Section, Office Services Division from Director Tax Policy Division, November 28, 1984

Corporate Tax, Sales Factor and Form 4797 Proceeds, Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, March 31, 1987

Corporate Tax, Financial Corporation Apportionment Factor, Memorandum to Interstate Audit Supervisor from Director Tax Policy Division, March 17, 1988

Corporate Tax, Short Period Corporate Income Tax Returns, Memorandum to Supervisor Technical Services Section from Director Tax Policy Division, July 31, 1990

Corporate Tax, Application of Penalty to Corporate and Individual Income Tax Audits, Memorandum to Director Field Services Division and Director Office Services Division from Director Tax Policy Division, October 26, 1990

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Individual Tax, Interest on Estimated Individual Income Tax Underpayments, Memorandum to Supervisor Technical Services Section Office Services Division from Director Tax Policy Division, October 14, 1982

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Individual Tax, Reciprocity Status of Michigan for individual Income Tax Purposes, Memorandum to Tax Commissioner from Acting Assistant Tax Commissioner Office of Tax Policy, August 7, 1992

- Individual Tax, Execution of Extensions, Policy Recommendation from Tax Policy Division, February 17, 1993
- Probate Tax, Clerks of Court, Memorandum to Supervisor Technical Services Section, Office Services Division from Director Tax Policy Division, May 24, 1989
- Sales and Use Tax, Boat Slip Rentals, Memorandum to Supervisor Norfolk District Office from Supervisor Tax Policy, August 1, 1977
- Sales and Use Tax, Definition of Clinic, Memorandum to Director of Field Services from Director of Tax Policy, December 10, 1980
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- Sales and Use Tax, Dealer's Discount, Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, December 10, 1980, September 8, 1982
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- Sales and Use Tax, Computation of Additional Penalty When Minimum Penalty Assessed, Memorandum to Systems Development Project Team from Director of Tax Policy, July 28, 1983
- Sales and Use Tax, Allocation of Local Sales and Use Tax Where Business Property is Located in More Than One Locality, Memorandum to Supervisor of Taxpayer Assistance from Director of Tax Policy, January 9, 1984
- Sales and Use Tax, Inventory of Alcoholic Beverages In State-Owned Warehouse, Memorandum to Manager Department of Information Technology from Director of Tax Policy, March 26, 1985
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- Sales and Use Tax, Request for Determination of Policy/Sales and Use Tax Registration of Persons Making Nontaxable Sales, Memorandum to Supervisor of Taxpayer Assistance Section from Director of Tax Policy, April 1, 1985
- Sales and Use Tax, Status of Conrail Under the Sales and Use Tax, Memorandum to Supervisor Technical Service Section from Director of Tax Policy, June 6, 1985
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- Sales and Use Tax, Converted Assessments, Memorandum to Supervisor Collection Section Office Services Division from Director of Tax Policy, December 24, 1986
- Sales and Use Tax, Limitations Applicable to Converted Assessments, Memorandum to Supervisor Collection Section Office Services Division from Director of Tax Policy, February 17, 1987
- Sales and Use Tax, Inclusion of Federal Manufactures Excise Taxes in Sales Price of Goods Sold, Memorandum to Assistant Director of Tax Policy from Senior Tax Policy Analyst, July 23, 1987
- Sales and Use Tax, Advertising Regulation Training, Memorandum to Supervisor Office Services Division from Director of Tax Policy, August 21, 1987
- Sales and Use Tax, Interest on Refunds Delayed by Set-Off Debt Collection, Memorandum to Information Services Division from Director of Tax Policy, November 24, 1987
- Sales and Use Tax, Computation of Interest on All Tax Refunds, Memorandum to Management Team from Director of Tax Policy, January 14, 1988
- Sales and Use Tax, Repair/Replacement Parts Purchased by Motor Vehicle Lessors, Memorandum to Audit Supervisor

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Roanoke District Office from Supervisor Technical Services Section, Office Services Division, January 26, 1988

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Sales and Use Tax, Audit Penalty, Memorandum to Director of Field Services from Director of Tax Policy, July 18, 1990

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Virginia Sales and Use Tax Expenditure Study, Group 3: Commercial and Industrial Exemptions, Group 4: Educational Exemptions, Volume 2, No.2, December 1995

Virginia Sales and Use Tax Expenditure Study, Group 5: Service Exemptions, Group 6: Media-Related Exemptions, Volume 1, No.3, December 1991

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Withholding, Filing and Penalty Provisions of Virginia Code Section 58-151.13, File Memo from Director of Tax Policy August 17, 1982

Withholding, Voluntary Virginia Income Tax Withholding From Civil Service Annuities, Memorandum to Division Directors from Director of Tax Policy, October, 1982

Withholding, Accelerated Federal Withholding Payments, Issue and Recommendation from Director of Tax Policy, August 26, 1990

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. These documents provide the department's interpretation of Title 58.1 of the Code of Virginia. Copies may be obtained free of charge by contacting Carol Donaldson at the Department of Taxation, Office of Tax Policy, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

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Guidance Documents:

Virginia Tax Bulletin No. 79 - 1, Fences, Carpets, Storm Windows Doors, Cabinets and Awnings, October 1, 1979

Virginia Tax Bulletin No. 79 - 2, Funeral Directors; Sales Tax Reporting Changes, October 5, 1979

Virginia Tax Bulletin No. 80 - 1, Virginia Bank Stock Tax - Extension for Filing Return, February 20, 1980

Virginia Tax Bulletin No. 80 - 2, Bank Franchise Tax - Filing Instructions (Form 64), March 13, 1980

Virginia Tax Bulletin No. 80 - 3, Sales and Use Tax: 1980 Legislative Changes, June 13, 1980

Virginia Tax Bulletin No. 80 - 4, Contractors Registration and Licenses, August 4, 1980

Virginia Tax Bulletin No. 80 - 5, Egg Excise Tax - Legislative Changes, September 12, 1980

Virginia Tax Bulletin No. 80 - 6, Local Penalties and Interest on Delinquent Taxes - 1980 amendments to §§ 58.13916 and 58.1-3918 of the Code of Virginia, September 12, 1980

Virginia Tax Bulletin No. 80 - 7, Local Taxation of Real and Tangible Personal Property of Railway Companies, September 24, 1980

Virginia Tax Bulletin No. 80 - 8, Excise Tax on Beer and Other Malt Beverages Tax Applicable to Sales in 64-Ounce Containers, October 13, 1980

Virginia Tax Bulletin No. 80 - 9, Gold and Silver Purchases, October 14, 1980

Virginia Tax Bulletin No. 81 - 1, Virginia Bank Franchise Tax Return, (Form 64) February 19, 1981

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- Virginia Tax Bulletin No. 81 - 3, Individual Tax Information, February 20, 1981
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- Virginia Tax Bulletin No. 81 - 5, Changes in Estimated Income Tax Reporting Requirements, May 13, 1981
- Virginia Tax Bulletin No. 81 - 6, Virginia Bank Franchise Tax, 1981 Amendment, June 1, 1981
- Virginia Tax Bulletin No. 81 - 7, Estate Taxes, June 13, 1981
- Virginia Tax Bulletin No. 81 - 8, Forest Products Tax, 1981 Legislative Changes, May 30, 1981
- Virginia Tax Bulletin No. 81 - 9, Collection of Local Taxes, 1981 Legislative Changes, May 30, 1981
- Virginia Tax Bulletin No. 81 - 10, Itinerant Merchants, Peddlers, Commission Merchants and Bondsmen, 1981 Legislative Changes in Local Licenses, May 30, 1981
- Virginia Tax Bulletin No. 81 - 11, Local Records of Treasurers and Clerks of Court, 1981 Legislative Changes in Local Licenses, May 30, 1981
- Virginia Tax Bulletin No. 81 - 12, Seasonal Filings of Virginia Withholding Tax Returns, June 5, 1981
- Virginia Tax Bulletin No. 81 - 13, Sales and Use Tax, 1981 Legislative Changes, June 25, 1981
- Virginia Tax Bulletin No. 81 - 14, Property Tax 1981 Legislative Changes, June 19, 1981
- Virginia Tax Bulletin No. 81 - 15, Tax Exempt Real Estate, 1981 Legislative Changes, June 16, 1981
- Virginia Tax Bulletin No. 81 - 16, Taxation of Property Repossessed by the Farmers Home Administration, July 21, 1981
- Virginia Tax Bulletin No. 81 - 17, Quarterly Listing of Newly Registered Dealers, July 15, 1981
- Virginia Tax Bulletin No. 81 - 18, Recordation Tax: Deeds of Assumption, August 10, 1981
- Virginia Tax Bulletin No. 81 - 19, Personal Property Books, August 12, 1981
- Virginia Tax Bulletin No. 81 - 20, Local Sales and Use Tax on Fuels for Domestic Consumption, August 20, 1981
- Virginia Tax Bulletin No. 81 - 21, Sales and Use Tax Exemptions: Fuels for Domestic Consumption, September 10, 1981
- Virginia Tax Bulletin No. 81 - 22, Filing Virginia Estimated Tax Returns by Self-Employed Persons and Employees Who Fish for a Living, October 1, 1981
- Virginia Tax Bulletin No. 81 - 22a, Virginia Watercraft Sales and Use Tax, November 9, 1981
- Virginia Tax Bulletin No. 81 - 23, Individual Income Tax; 1981 Legislative Changes, January 1, 1982
- Virginia Tax Bulletin No. 81 - 24, Virginia Watercraft Sales and Use Tax Act, December 1981
- Virginia Tax Bulletin No. 82 - 1, Changes in State Interest Rates, January 25, 1982
- Virginia Tax Bulletin No. 82 - 3, Virginia Income Tax: Exempt Interest and Regulated Investment Companies, April 1982
- Virginia Tax Bulletin No. 82 - 4, State Legislator's Travel Expenses Away From Home, April 23, 1982
- Virginia Tax Bulletin No. 82 - 5, Income Tax Changes Effective for Taxable Years Ending on or after January 1, 1981, May 15, 1982
- Virginia Tax Bulletin No. 82 - 6, Sales and Use Tax: Vending Machines Sales, June 1, 1982
- Virginia Tax Bulletin No. 82 - 7, Motor Vehicle Fuels Sales Tax: Repeal of Additional 2% Sales Tax on Retail Sale of Motor Fuel in the Northern Virginia Transportation District, July 15, 1982
- Virginia Tax Bulletin No. 82 - 8, New Legislation Concerning Real Estate, Tangible Personal Property, and Machinery and Tool Taxes, May 20, 1982
- Virginia Tax Bulletin No. 82 - 9, Mobile Home Tax Permit, June 1, 1982
- Virginia Tax Bulletin No. 82 - 10, Sales and Use Tax Legislation passed by the 1982 General Assembly, June 28, 1982
- Virginia Tax Bulletin No. 82 - 11, Recordation Tax: 1982 Legislative Changes, July 12, 1982
- Virginia Tax Bulletin No. 82 - 12, Local Tax for Enhanced Emergency Telephone Services, June 15, 1982
- Virginia Tax Bulletin No. 82 - 13, Legislative Changes Regarding: Commissioners of the Revenue; Treasurers; Local Administration, June 15, 1982
- Virginia Tax Bulletin No. 82 - 14, 1982 Legislative Changes Regarding Certain Local Revenue Licenses, June 15, 1982
- Virginia Tax Bulletin No. 82 - 15, Omnibus Tax Bill, June 15, 1982
- Virginia Tax Bulletin No. 82 - 16, Egg Excise Tax, June 15, 1982
- Virginia Tax Bulletin No. 82 - 17, Hog Excise Tax, June 17, 1982
- Virginia Tax Bulletin No. 82 - 18, Agricultural Cooperative Associations, June 30, 1982
- Virginia Tax Bulletin No. 82 - 19, Sales and Use Tax Legislation Passes by the 1982 General Assembly of Virginia, July 9, 1982

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Virginia Tax Bulletin No. 82 - 20, Income and Estimated Tax: 1982 Legislative Changes, August 15, 1982

Virginia Tax Bulletin No. 82 - 21, Local Revenue License-Excludible Excise Taxes, August 16, 1982

Virginia Tax Bulletin No. 82 - 22, Soybean Excise Tax - Interest Rate, October 1, 1982

Virginia Tax Bulletin No. 82 - 23, Change in State Interest Rate, October 1, 1982

Virginia Tax Bulletin No. 82 - 24, ACRS Additions for taxable years beginning in or after January 1, 1982

Virginia Tax Bulletin No. 83 - 1, Individual Income Tax Child and Dependent Care Deduction, eff. January 1, 1982

Virginia Tax Bulletin No. 83 - 2, Virginia and Pennsylvania Enter Into Reciprocal Agreement, eff. January 1, 1983

Virginia Tax Bulletin No. 83 - 3, Property Taxation: 1983 Legislative Changes, July 1, 1983

Virginia Tax Bulletin No. 83 - 4, Recordation Tax and Probate Tax: 1983 Legislative Changes, July 1, 1983

Virginia Tax Bulletin No. 83 - 5, 1983 Legislative Changes Pertaining to Local Treasurers, July 1, 1983

Virginia Tax Bulletin No. 83 - 6, Annual Forest Products Tax on Certain Small Manufacturers, July 1, 1983

Virginia Tax Bulletin No. 83 - 7, Peanut Excise Tax Rate Increase, July 1, 1983

Virginia Tax Bulletin No. 83 - 8, Local Revenue Licenses and Fees: 1983 Legislative Changes, July 1, 1983

Virginia Tax Bulletin No. 83 - 9, Change in State Interest Rate, June 1, 1983

Virginia Tax Bulletin No. 83 - 10, New Legislation - Intangible Personal Property, January 1, 1984

Virginia Tax Bulletin No. 83 - 12, Sales and Use Tax: 1983 Legislative Changes, July 1, 1983 and July 1, 1984

Virginia Tax Bulletin No. 83 - 13, Income and Estimated Taxes: Legislative Changes, July 1, 1983

Virginia Tax Bulletin No. 83 - 14, State Interest Rate, December 19, 1983

Virginia Tax Bulletin No. 84 - 1, Taxation of Virginia Resident Shareholders of Multistate Subchapter S Corporations, February 20, 1984

Virginia Tax Bulletin No. 84 - 2, Soybeans Excise Tax - Filing Requirements, Feb 15, 1984

Virginia Tax Bulletin No. 84 - 3, Appointment of Railroad/Pipeline Appraisal Manager, January 31, 1984

Virginia Tax Bulletin No. 84 - 4, Providing Tobacco Tax Stamps in denotations which will permit the sale of cigarettes in packages of 25 cigarettes, January 26, 1984

Virginia Tax Bulletin No. 84 - 5, Form 1099-G, Statement for Recipients of Certain Government Payments, February 3, 1984

Virginia Tax Bulletin No. 84 - 6, Beverage Excise Tax-Citronet, June 8, 1984

Virginia Tax Bulletin No. 84 - 7, 1984 Legislative Changes Regarding Intangible Personal Property, June 11, 1984

Virginia Tax Bulletin No. 84 - 8, Property Taxation: 1984 Legislative Changes, June 1, 1984

Virginia Tax Bulletin No. 84 - 9, 1984 Legislative Changes Regarding Local Revenue Licenses, June 11, 1984

Virginia Tax Bulletin No. 84 - 10, Recordation Tax: 1984 Legislative Changes, June 28, 1984

Virginia Tax Bulletin No. 84 - 11, Egg Excise Tax, June 1, 1984

Virginia Tax Bulletin No. 84 - 12, 1984 Legislative Changes in Forest Products Tax, June 28, 1984

Virginia Tax Bulletin No. 84 - 13, Sales and Use Tax: 1984 Legislative Changes, June 25, 1984

Virginia Tax Bulletin No. 84 - 14, Income Tax: 1984 Legislative Changes, June 15, 1984

Virginia Tax Bulletin No. 84 - 15, Cigarette Tax Stamps: 25 Cigarette Packages, June 15, 1984

Virginia Tax Bulletin No. 84 - 16, State Interest Rate, June 10, 1984

Virginia Tax Bulletin No. 84 - 17, Circuit Court Decision Relating to the Application of the Sales and Use Tax to the Mining Industry, July 6, 1984

Virginia Tax Bulletin No. 84 - 18, Cigarette Sales Below Wholesale Cost Act, July 6, 1984

Virginia Tax Bulletin No. 84 - 20, Proposed Advertising and Software Regulations Withdrawn, September 21, 1984

Virginia Tax Bulletin No. 84 - 21, American Brands Decision, December 14, 1984

Virginia Tax Bulletin No. 84 - 22, State Interest Rate, October 25, 1984

Virginia Tax Bulletin No. 84 - 23, Recent Virginia Supreme Court Opinions Relating to the Application of the Sales and Use Tax to Mining Operations, November 23, 1984

Virginia Tax Bulletin No. 85 - 1, New Lien Procedures Under § 58.1-1804, January 11, 1985

Virginia Tax Bulletin No. 85 - 2, Forberg and Fraher Occupy New Positions, January 11, 1985

Virginia Tax Bulletin No. 85 - 3, Watercraft Sales and Use Tax and Retail Sales and Use Tax. February 21, 1985

- Virginia Tax Bulletin No. 85 - 4, Subtraction of Railroad Retirement Benefits From Virginia Taxable Income, February 19, 1985
- Virginia Tax Bulletin No. 85 - 6, Application of the Sales Tax to Purchases by Foreign Diplomats, February 14, 1985
- Virginia Tax Bulletin No. 85 - 7, Withholding of Virginia Income Tax From Military Retirement Pay, February 14, 1985
- Virginia Tax Bulletin No. 85 - 8, Stamping 25 Cigarette Packages in Cartons of Eight, February 19, 1985
- Virginia Tax Bulletin No. 85 - 9, Retail Sales and Use Tax Regulation VR 630-10-3 [now 23 VAC 10-210-40]: Advertising, April 26, 1985
- Virginia Tax Bulletin No. 85 - 10, Schools and Parent Teacher Associations, August 6, 1985
- Virginia Tax Bulletin No. 85 - 11, State Interest Rates, June 14, 1985
- Virginia Tax Bulletin No. 85 - 12, Income Tax - 1985 Legislative Changes, July 2, 1985
- Virginia Tax Bulletin No. 85 - 13, Sales and Use Tax: 1985 Legislative Changes, July 17, 1985
- Virginia Tax Bulletin No. 85 - 14, 1985 Legislative Changes Affecting Taxes Administered by Localities, July 26, 1985
- Virginia Tax Bulletin No. 85 - 15, Egg Excise Tax, July 15, 1985
- Virginia Tax Bulletin No. 85 - 16, Cigarette Tax Stamps: 25 Cigarette Packages: 10 Pack Carton, June 24, 1985
- Virginia Tax Bulletin No. 85 - 17, Virginia Cattle Tax, June 24, 1985
- Virginia Tax Bulletin No. 85 - 18, Withholding of Virginia Income Tax From Military Retirement Pay, August 14, 1985
- Virginia Tax Bulletin No. 85 - 19, Cigarette Tax: Discount On Stamps, September 13, 1985
- Virginia Tax Bulletin No. 85 - 20, Stamping 25 Cigarette Packages in Cartons of Eight, September 16, 1985
- Virginia Tax Bulletin No. 85 - 21, State Interest Rate, December 6, 1985
- Virginia Tax Bulletin No. 86 - 1, Tax Regulation VR 630-2-311.1 [now 23 VAC 10-110-80]: Net Operating Losses, January 1, 1986
- Virginia Tax Bulletin No. 86 - 2, not published
- Virginia Tax Bulletin No. 86 - 3, Application of the Retail Sales and Use Tax to Off-Road Vehicles, March 20, 1986
- Virginia Tax Bulletin No. 86 - 4, Application of the Sales and Use Tax to Veterinarians, February 28, 1986
- Virginia Tax Bulletin No. 86 - 5, Adoption of Emergency Sales and Use Tax Regulation on Innovative High Technology Industries and Research, March 5, 1986
- Virginia Tax Bulletin No. 86 - 6, not published
- Virginia Tax Bulletin No. 86 - 7, State Interest Rate, May 15, 1986
- Virginia Tax Bulletin No. 86 - 8, Sales and Use Tax: 1986 Legislative Changes, June 1, 1986
- Virginia Tax Bulletin No. 86 - 9, Income Tax: 1986 Legislative Changes, June 1, 1986
- Virginia Tax Bulletin No. 86 - 10, 1986 Legislative Changes Affecting Localities, June 1, 1986
- Virginia Tax Bulletin No. 86 - 11, not published
- Virginia Tax Bulletin No. 86 - 12, Sales and Use Tax: Advertising, July 1, 1986
- Virginia Tax Bulletin No. 86 - 13, Stamping 25 Cigarette Packages in Cartons of 10, August 18, 1986
- Virginia Tax Bulletin No. 86 - 14, Withholding on Personal Use of Company Automobiles, September 15, 1986
- Virginia Tax Bulletin No. 86 - 15, Increase in the Virginia Sales and Use Tax Rate Effective on January 1, 1987, October 30, 1986
- Virginia Tax Bulletin No. 87 - 1, Virginia Egg Excise Tax, May 1, 1987
- Virginia Tax Bulletin No. 87 - 2, Interest Rates, July 1, 1987
- Virginia Tax Bulletin No. 87 - 3, Income Taxes - 1987 Legislative Changes, July 1, 1987
- Virginia Tax Bulletin No. 87 - 4, Sales and Use Tax: 1987 Legislative Changes, June 18, 1987
- Virginia Tax Bulletin No. 87 - 5, Watercraft Sales and Use Tax: 1987 Legislative Changes, June 1, 1987
- Virginia Tax Bulletin No. 87 - 6, 1987 Legislative Changes to Miscellaneous Taxes, June 1, 1987
- Virginia Tax Bulletin No. 87 - 7, 1987 Legislative Changes Affecting Localities, June 1, 1987
- Virginia Tax Bulletin No. 87 - 8, Virginia Tax Reform Act of 1987, and Estimated Individual Income Tax Payment Requirements, June 1, 1987
- Virginia Tax Bulletin No. 87 - 9, 1987 Legislation Exempting Prescriptions of Licensed Veterinarians From the Sales and Use Tax, July 1, 1987
- Virginia Tax Bulletin No. 87 - 10, Sales and Use Tax: Final Adoption of Regulations, July 1, 1987
- Virginia Tax Bulletin No. 87 - 11, Income Tax: Final Adoption of Individual and Corporation Income Tax Regulations, July 1, 1987
- Virginia Tax Bulletin No. 87 - 12, Processing of Nonresident Individual Income Tax Returns by Commissioners of the Revenue, July 6, 1987

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Virginia Tax Bulletin No. 87 - 13, Virginia Income Tax: Interest on Ginnie Maes, September 1, 1987

Virginia Tax Bulletin No. 87 - 14, Imposition of the Motor Vehicle Fuel Sales Tax in the City of Manassas Park, July 15, 1987

Virginia Tax Bulletin No. 87 - 15, Interest Rates, October 1, 1987

Virginia Tax Bulletin No. 87 - 16, Interest Rates, December 15, 1987

Virginia Tax Bulletin No. 88 - 1, Interest Rates, March 15, 1988

Virginia Tax Bulletin No. 88- 2, Repeal of Partnership Filing Requirements, March 29, 1988

Virginia Tax Bulletin No. 88 - 3, Impact of Federal Fuel Excise Tax Law Changes on Virginia Sale and Use Taxes, April 1, 1988

Virginia Tax Bulletin No. 88 - 4, Exclusion of the Federal Diesel Fuel Excise Tax From the Sales Tax Base, April 26, 1988

Virginia Tax Bulletin No. 88 - 5, Enterprise Zone Tax Incentives, May 20, 1988

Virginia Tax Bulletin No. 88 - 6, 1988 Tax Changes Affecting Localities, June 1, 1988

Virginia Tax Bulletin No. 88 - 7, 1988 Withholding Tax Legislative Changes, June 1, 1988

Virginia Tax Bulletin No. 88 - 8, Sales and Use Tax: 1988 Legislative Changes, June 1, 1988

Virginia Tax Bulletin No. 88 - 9, Income Taxes - 1988 Legislative Changes, June 1, 1988

Virginia Tax Bulletin No. 88 - 10, Interest Rates, June 6, 1988

Virginia Tax Bulletin No. 88 -11, Special Use Tax On Construction Equipment Brought Into Virginia, June 13, 1988

Virginia Tax Bulletin No. 88 - 12, Individual and Withholding Taxation: Virginia State Lottery Winnings, September 26, 1988

Virginia Tax Bulletin No. 88 - 13, Interest Rates, September 15, 1988

Virginia Tax Bulletin No. 88 - 14, Virginia and West Virginia Enter Into Reciprocal Income Tax Agreement, December 15, 1988

Virginia Tax Bulletin No. 88 - 15, Motor Vehicle Fuel Sales Tax: Imposition in Loudoun County, November 28, 1988

Virginia Tax Bulletin No. 88 - 16, Interest Rates, December 7, 1988

Virginia Tax Bulletin No. 89 - 1, Individual Income Tax: Crime Solver Rewards, January 1, 1989

Virginia Tax Bulletin No. 89 - 2, Local License Tax and Merchants' Capital Tax: Lottery Sales Agents Selling Instant Lottery Tickets, January 9, 1989

Virginia Tax Bulletin No. 89 - 3, Telecommunication Companies

Virginia Tax Bulletin No. 89 - 4, Interest Rates, May 1989

Virginia Tax Bulletin No. 89 - 5, Interest Rates, June 1, 1989

Virginia Tax Bulletin No. 89 - 6, Interest Rates, September 1, 1989

Virginia Tax Bulletin No. 89 - 7, Increase in Corn Assessment, September 22, 1989

Virginia Tax Bulletin No. 90 - 1, Withholding Virginia Income Tax from Wages Paid to Agricultural Workers, March 15, 1990

Virginia Tax Bulletin No. 90 - 2, Interest Rates, March 1, 1990

Virginia Tax Bulletin No. 90 - 3, Local License Tax on Motor Vehicle Dealers, July 10, 1990

Virginia Tax Bulletin No. 90 - 4, Interest Rates, June 1, 1990

Virginia Tax Bulletin No. 90 - 5, Assessment of Railroad and Interstate Pipelines for Local Tax Purposes, July 3, 1990

Virginia Tax Bulletin No. 90 - 6, Impact of Recent Changes in Federal Withholding Requirements, October 1, 1990

Virginia Tax Bulletin No. 90 - 7, Interest Rates: Fourth Quarter 1990, September 4, 1990

Virginia Tax Bulletin No. 90 - 8, Issuance of 1990 Assessments of Railroads and Interstate Pipelines, September 6, 1990

Virginia Tax Bulletin No. 90 - 9, Interest Rates: First Quarter 1991, November 12, 1990

Virginia Tax Bulletin No. 91 - 1, 1990 Individual Income Tax: Age Subtraction, February 26, 1991

Virginia Tax Bulletin No. 91 - 2, Interest Rates: Second Quarter 1991, April 1, 1991

Virginia Tax Bulletin No. 91 - 3, Operation Desert Storm, April 1, 1991

Virginia Tax Bulletin No. 91 - 4, Federal Excise Tax Changes, April 1, 1991

Virginia Tax Bulletin No. 91 - 5, Corporate Income Tax: Late Filing Penalty, April 1, 1991

Virginia Tax Bulletin No. 91 - 6, Interest Rates and Penalties: Third Quarter 1991, June 12, 1991

Virginia Tax Bulletin No. 91 - 7, Virginia Tire Tax, June 10, 1991

Virginia Tax Bulletin No. 91 - 8, Interest Rates: Fourth Quarter 1991, September 17, 1991

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- Virginia Tax Bulletin No. 91 - 9, Employer Withholding Tax: 1991 Legislative Changes, October 21
- Virginia Tax Bulletin No. 91 - 10, Collection of Property Taxes Enjoined, November 7, 1991
- Virginia Tax Bulletin No. 91 - 11, Interest Rates: First Quarter 1992, December 15, 1991
- Virginia Tax Bulletin No. 91 - 12, Collection of Property Taxes Enjoined, December 9, 1991
- Virginia Tax Bulletin No. 92 - 1, Interest Rates: Second Quarter 1992, March 16, 1992
- Virginia Tax Bulletin No. 92 - 3, Important Information for 1992 Estimated Tax Filers, April 15, 1992
- Virginia Tax Bulletin No. 92 - 4, Interest Rates, June 15, 1992
- Virginia Tax Bulletin No. 92 - 5, Virginia Sales and Use Tax: Nonprofit Organization Exemptions, September 15, 1992
- Virginia Tax Bulletin No. 92 - 6, Interaction of the Allied-Signal Decision with Virginia Corporate Income Taxes, June 15, 1992
- Virginia Tax Bulletin No. 92 - 7, Sale and Installation of Floor Coverings, September 15, 1992
- Virginia Tax Bulletin No. 92 - 8, New Addresses for Tax Department
- Virginia Tax Bulletin No. 92 - 9, Interest Rates, October 15, 1992
- Virginia Tax Bulletin No. 92 - 10, Restaurants and the Retail Sales and Use Tax, August 18, 1992
- Virginia Tax Bulletin No. 92 - 11, Unearned Income of Minor Children: "Kiddie Tax" Election on Federal Form 8814, December 1, 1992
- Virginia Tax Bulletin No. 92 - 12, Collection of Property Taxes Restrained for the 1992 Tax Year, December 8, 1992
- Virginia Tax Bulletin No. 92 - 13, Consumer's Use Tax Returns for Individuals, December 16, 1992
- Virginia Tax Bulletin No. 92-14, not issued
- Virginia Tax Bulletin No. 92 -15, Interest Rates, December 30, 1992
- Virginia Tax Bulletin No. 93 - 1, Notice of Intended Regulatory Action, February 8, 1992
- Virginia Tax Bulletin No. 93 - 2, Virginia Income Tax Changes for 1993 Filings, February 22, 1993
- Virginia Tax Bulletin No. 93 - 3, Virginia Income Tax Withholding: Impact of Federal Changes for 1993, February 25, 1993
- Virginia Tax Bulletin No. 93 - 4, Reporting Nonapportionable Investment Income on Virginia Corporate Income Tax Returns, April 6, 1993
- Virginia Tax Bulletin No. 93 - 5, State Recordation Tax, March 8, 1993
- Virginia Tax Bulletin No. 93 - 6, Interest Rates, April 9, 1993
- Virginia Tax Bulletin No. 93 - 7, Application of the Sales Tax to Printing Purchased by Advertising Agencies, April 23, 1993
- Virginia Tax Bulletin No. 93 - 8, Interest Rates, July 16, 1993
- Virginia Tax Bulletin No. 93 - 9, Fixed Date Conformity, December 1, 1993
- Virginia Tax Bulletin No. 93 - 10, Interest Rates, October 1, 1993
- Virginia Tax Bulletin No. 93 - 11, Interest Rates, December 12, 1993
- Virginia Tax Bulletin No. 94 - 1, Retail Sales and Use Tax: Antique Purchases, January 19, 1994
- Virginia Tax Bulletin No. 94 - 2, Fixed Date Conformity, Repealed, February 15, 1994
- Virginia Tax Bulletin No. 94 - 3, Virginia State Lottery Winnings, February 4, 1994
- Virginia Tax Bulletin No. 94 - 4, Retail Sales and Use Tax: Antique Purchases, April 11, 1994
- Virginia Tax Bulletin No. 94 - 5, Interest Rates, April 22, 1994
- Virginia Tax Bulletin No. 94 - 6, Federal Retirees: No Need to Yet File Amended Tax Returns for 1985-1988, May 23, 1994
- Virginia Tax Bulletin No. 94 - 7, Application of the Sales Tax to Printing Purchased by Out-of-State Advertising Agencies, June 23, 1994
- Virginia Tax Bulletin No. 94 - 8, Interest Rates, Third Quarter 1994, July 1, 1994
- Virginia Tax Bulletin No. 94 - 9, Application of the Watercraft Sales and Use Tax to the Sale of Boat Motors, June 27, 1994
- Virginia Tax Bulletin No. 94 - 10, Application of the Sales Tax to Disposal Fees on Waste Tires and Other Environmentally Hazardous Materials, December 1, 1994
- Virginia Tax Bulletin No. 94 -11, Federal Retiree Settlement Legislation, July 13, 1994
- Virginia Tax Bulletin No. 94 - 12, Interest Rates, Fourth Quarter 1994, September 23, 1994
- Virginia Tax Bulletin No. 94 - 13, Retail Sales and Use Tax: Legislative Consideration of Exemption Request, September 30, 1994
- Virginia Tax Bulletin No. 94 - 14, Interest Rates, First Quarter 1995, December 15, 1994
- Virginia Tax Bulletin No. 95 - 4, Interest Rates, Third Quarter 1995, June 21, 1995
- Virginia Tax Bulletin No. 95 - 5, Major Sales Tax Legislation Passed by the 1995 General Assembly, June 23, 1995

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Virginia Tax Bulletin No. 96 - 1, Interest Rates, Second Quarter 1996, March 20, 1996

Virginia Tax Bulletin No. 96 - 2, Operation Joint Endeavor, April 23, 1996

Virginia Tax Bulletin No. 96 - 3, Interest Rates, Third Quarter 1996, June 19, 1996

Virginia Tax Bulletin No. 96 - 4, Virginia Egg Excise Tax, August 23, 1996

Virginia Tax Bulletin No. 96 - 5, Employer Withholding by Electronic Fund Transfer (EFT), September 27, 1997

Virginia Tax Bulletin No. 96 - 6, Retail Sales and Use Tax: Film Purchased by Commercial Photographers, September 27, 1997

Virginia Tax Bulletin No. 96 - 7, Interest Rates, Fourth Quarter 1996, September 27, 1996

Virginia Tax Bulletin No. 96 - 8, Interest Rates, First Quarter 1997, December 18, 1996

Virginia Tax Bulletin No. 97 - 1, Coalfield Employment Enhancement Credit, February 18, 1997

Virginia Tax Bulletin No. 97 - 2, Interest Rates, Second Quarter 1997, March 20, 1997

Virginia Tax Bulletin No. 97 - 3, Interest Rates, Third Quarter 1997, June 20, 1997

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 2220 West Broad Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Carol Donaldson at the Department of Taxation, Office of Tax Policy, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

Questions regarding interpretation or implementation of these documents may be directed to Mark C. Haskins, Executive Assistant, Department of Taxation, Office of Tax Policy, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8010 or FAX (804) 367-0045.

Public Documents:

In addition to regulations, the Department of Taxation is required under § 58.1-204 of the Code of Virginia to publish (i) orders of the Tax Commissioner under §§ 58.1-1822 and 58.1-1824, (ii) final orders entered by a circuit court under § 58.1-1826 or § 58.1-1827, and any written opinion or memorandum of the court; and (iii) any written ruling or other interpretation of Virginia law which the Tax Commissioner believes may be of interest to taxpayers and practitioners. These documents interpret both law (Title 58.1 of the Code of Virginia) and regulations (Title 23 of the Virginia Administrative Code) as they apply to taxpayers.

Since 1984, the department has published over 4,300 such documents and adds an additional 40 to 50 documents to this list each month. These documents are compiled at regular intervals, not exceeding three months, and are available for inspection and copying at the department, and distributed to such national and state tax services as the Tax Commissioner deems necessary to inform taxpayers and practitioners.

DEPARTMENT OF TRANSPORTATION

Note: The list of guidance documents submitted by the Virginia Department of Transportation is subdivided by the work unit (division, district, or residency) which issued or has custody of the document.

Construction Division

Copies of the following documents may be viewed during regular work days from 8:15 until 4:30 p.m. in the office of the Virginia Department of Transportation's Construction Division, 1401 East Broad St., 12th Floor, Richmond, VA 23219. Copies may be obtained either free of charge, or at the specified cost by contacting the Construction Division Administrator at the same address, telephone (804) 786-2907 or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the Construction Division Administrator at the same address, telephone, and FAX numbers given above.

The documents below are issued pursuant to § 33.1-13 of the Code of Virginia.

Guidance Documents:

VDOT Construction and Maintenance Claims Manual, issued 1992, no charge

VDOT Emergency Contract Manual, issued 1993, no charge

VDOT Post Construction Manual (Imperial and Metric), revised October 1, 1983, no charge

VDOT Construction Manual, issued 1996, \$11

VDOT Construction Phase Inspection Manual, revised October 1, 1983, no charge

VDOT Construction Division Memoranda, issued 1992 - 1997, \$0.15 per page. These documents are generally two pages or less in length, and pertain to construction activities such as documentation requirements, design guidelines, specification interpretation, and contractual issues. Memoranda are revised, rescinded, or issued throughout the year, generally every two or three months. For copies, contact the Construction Division Administrator at the address and phone number shown above.

Environmental Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Environmental Division, located on the third floor of the Old Hospital Building, 1201 E. Broad St., Richmond, VA 23219 (mailing address: 1401 E. Broad St., Richmond, VA 23219). Copies may be obtained by contacting Janice Miles at the same location or mailing address, telephone (804) 371-6828 or FAX (804) 371-6827. Questions regarding interpretation or implementation of this document may be directed to James R. Barrett, telephone (804) 371-6826, at the same location, mailing address, and FAX numbers given above.

Guidance Document:

VDOT Outdoor Advertising Guidelines, effective May 1, 1996, 24 VAC 30-120-10 et seq. (Rules and Regulations Controlling Outdoor Advertising and Directional and Other Signs and Notices), \$20

Financial Planning and Debt Management Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Financial Planning and Debt Management Division, located on the 4th floor of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Joy Summers at the same address, telephone (804) 786-6065 or FAX (804) 786-2603.

Questions regarding interpretation or implementation of the VDOT Annual Budget and Supplement may be directed to John M. Curtis, Financial Planning and Operations Manager, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-9809, FAX (804) 786-2603 or e-mail jcurtis.vdot@state.va.us.

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Deborah E. Brown, Debt Manager, at the same address, telephone (804) 786-2789, FAX (804) 786-2603 or e-mail dbrown.vdot@state.va.us.

Guidance Documents:

Virginia Department of Transportation 1998 Annual Budget, June 1997 edition (updated annually at the end of the fiscal year as required by the Code of Virginia), § 33.1-12(9)

Virginia Department of Transportation 1998 Annual Budget Supplement, September 1998 edition (updated annually in September as required by the Code of Virginia), § 33.1-12(9)

Commonwealth of Virginia Public-Private Transportation Act of 1995 Guidelines, July 1, 1995, § 56-556

Location and Design Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Public Involvement Section, located in Room 713 of the VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Patsy Napier at the same location and mailing address, telephone (804) 786-2566 or FAX (804) 786-9311. Questions regarding interpretation or implementation of this document may be directed to Patsy Napier.

Guidance Document:

VDOT Public Involvement Manual, issued 1990, Section 33.1-18, Code of Virginia, no charge.

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Engineering Services Section, located in Room 802 of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting the Engineering Services Section Manager at the same location and mailing address, telephone (804) 786-2543 or FAX (804) 786-7527. Questions regarding interpretation or implementation of this document may be directed to the Engineering Services Section Manager.

Guidance Document:

Instructional and Informational Memorandum LD-(D) 55, Curb Ramps for Persons with Mobility Impairments, issued May 25, 1995, § 15.1-381, no charge

Maintenance Division

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4 p.m. in the VDOT's Maintenance Division, located at 1221 East Broad Street, 4th Floor, Richmond, VA 23219. Up to five copies of any document or a combination of documents may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 786-2849 or FAX (804) 786-7987. Six or more copies may be received at a cost of 15 cents per page; checks are to be made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. A. V. Bailey, II, State Maintenance Engineer, VDOT, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2847, FAX (804) 225-4979 or e-mail abailey.vdot@state.va.us.

Guidance Documents:

Abandoned Vehicles, 1991 Maintenance Guidelines Manual Section 3.260 (2 pages), § 46.2-1210

Guidance Documents

Bridge Impediments, 1991 Maintenance Guidelines Manual Section 12.501 (1 page), § 33.1-207

Contracts, Maintenance Policy Manual 4-1 (1 page), January 1994; "Maintenance Funded Contracts" Memorandum CD-93-2/M-300-93 (1 page), February 1993, "Hired Equipment Funded From Maintenance Allocations" Memorandum (2 pages), February 1993; "Hired Equipment" Memorandum (10 pages), May 1990; "Extra Contract Work" Memorandum M-283-90 (7 pages), December 1990; Chapter 7, Title II, of the Code of Virginia

Driveways of Volunteer Fire Department and Rescue Squads, 1991 Maintenance Guidelines Manual Section 11.207 (2 Pages), § 33.1-200.1, Code of Virginia.

Dump Creating Fire Hazard to Public Bridges, 1991 Maintenance Guidelines Manual Section 9.126 (1 page), § 33.1-347

Entrances, Maintenance Policy Manual 6-1 (1 page), January 1994, 1991 Maintenance Guidelines Manual Sections 7.202 (3 pages) and 7.450 (1 page), §§ 33.1-197 through 199

Ferries, Bridges, and Turnpikes, Maintenance Policy Manual 18-1 (3 pages) and 19-1 (2 pages), January 1994, §§ 33.1-268 and 33.1-252

Hauling Permits, Maintenance Policy Manual 8-1 (1 page), January 1994, §§ 33.1-12 (3), 46.2-652 and 653, 46.2-1139 through 1149

Inmate Labor, Maintenance Policy Manual 10-1 (1 page), January 1994, 1991 Maintenance Guidelines Manual Chapter 13 (12 pages), §§ 53.1-56, 53.1-57, and 53.1-58

Land Use Permits, Maintenance Policy Manual 11-1 (1 page), January 1994, § 33.1-12

Litter and Debris, 1991 Maintenance Guidelines Manual Sections 9.122 (2 pages), 9.123 (1 page), "Disposal of Animals Killed on Rights-of-Way" Memorandum (1 page), November 1990, §§ 18.2-323, 18.2-324, 33.1-346 and 10.1-1424

Newspaper Boxes, 1991 Maintenance Guidelines Manual Section 3.242 (1 page), § 33.1-206

Pesticide Use, 1991 Maintenance Guidelines Manual Section 8.360 (5 pages), Virginia Pesticide Control Act, Title 3.1, Chapter 14.1, Articles 1 and 2 of the Code of Virginia

Posted Roads and Bridges, Maintenance Policy Manual 19-1 (2 pages), January 1994, 1991 Maintenance Guidelines Manual Sections 3.400 (5 pages) and 12.100 (1 page), "Posted Bridge Signs" Memorandum M-272-90 (6 pages), March 1990, § 46.2-1104

Railroad Grade Crossings, 1991 Maintenance Guidelines Manual Sections 3.511 (1 page) and 3.522 (2 pages), §§ 56-405 and 56-406.2

Railroads, Maintenance Division Policy Manual 13-1 (1 page), January 1994, §§ 56-405 and 56-406.2

Rest Areas and Waysides, Maintenance Policy Manual 18-1 (3 pages), January 1994, 1991 Maintenance Guidelines Manual Sections 9.220 (2 pages) and 9.230 (2 pages), "Rest Area identification Signing" Memorandum M-290-91 (2 pages), August 1991, "Women's Restrooms" Memorandum M-277-90 (1 page), June 1990, § 33.1-218

Roads in State Institutions, 1991 Maintenance Guidelines Manual Section 3.631 (2 pages), § 33.1-33

Sale of Materials, Rental of Equipment and Performance of Work for State Agencies, Local Governmental Units and Federal Agencies, Maintenance Policy Manual 12-1 (2 pages), January 1994, 1991 Maintenance Procedures Manual Section 3.300 (3 pages), "Disposal of Material" Memorandum M-293-92 (1 page), February 1992, §§ 33.1-195, 5.1-49, and 5.1-50

School Zone Signs, 1991 Maintenance Guidelines Manual Section 10.135 (1 page), § 46.2-873

Speed Limits, 1991 Maintenance Guidelines Manual Section 14.101 (1 page), § 46.2-878

Sledding Play Areas Designated by Local Governments, 1991 Maintenance Guidelines Manual Section 11.213 (1 page), § 46.2-1302

Snow Emergency Routes, 1991 Maintenance Guidelines Manual Section 11.211 (1 page), §§ 46.2-1302

Truck Weigh, Maintenance Policy Manual 22-1(1 page), January 1994, "Truck Weigh Station Operations" Memorandum M-285-91 (1 page), March 1991, "Truck Weighing Operations" Memorandum M-255-88 (3 pages), September 1988, §§ 46.2-1101 through 46.2-1149

Unauthorized Signs/Advertising, 1991 Maintenance Guidelines Manual Sections 3.210 (2 pages) and 3.215 (2 pages), § 33.1-373

Management Services Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Management Services Division, Room 712, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Management Services Division Administrator at the same address, telephone (804) 786-7712 or FAX (804) 371-0074.

Questions regarding interpretation or implementation of this document may be directed to the Management Services Division Administrator.

Guidance Document:

VDOT Value Engineering Program Administration Manual, revised January 3, 1997, § 33.1-190, Code of Virginia, no charge.

Programming and Scheduling Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Programming and Scheduling Division, located in the Central Highway Building, Room 102, 1221 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Programming and Scheduling Division Administrator at (mailing address) 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2919, FAX (804) 371-8719 or toll free 1-800-444-7832.

Questions regarding interpretation or implementation of these documents may be directed to the Programming and Scheduling Division Administrator.

Guidance Documents:

VDOT Six Year Improvement Program (Statewide), updated July 1, 1997, § 33.1-12(9) and (11); Article 1.1, Chapter 1, of Title 33.1 and § 58.1-638, Code of Virginia

VDOT District Six Year Improvement Program (separate book for each district – Bristol, Culpeper, Fredericksburg, Lynchburg, Northern Virginia, Richmond, Salem, Staunton, Suffolk) updated July 1, 1997, § 33.1-12(9) and (11); Article 1.1, Chapter 1, of Title 33.1 and § 58.1-638, Code of Virginia

VDOT Transportation Enhancement Program Application, revised October 1994, § 33.1-12(9) and (11)

Office of Public Affairs

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Public Affairs, located in the VDOT Annex Building, Room 302, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Public Affairs Assistant Division Administrator at the same address, telephone (804) 786-2717, FAX (804) 786-6250 or e-mail vdotinfo@richmond.infi.net.

Questions regarding interpretation or implementation of this document may be directed to the Public Affairs Assistant Division Administrator.

Guidance Document:

Interagency (State Transportation) Map Committee Policy, revised February 1993, § 33.1-36, no charge

Right of Way and Utilities Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 5th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting R. Wayne Brooks, State

Utilities Engineer, at the same address, telephone (804) 786-2979 or FAX (804) 786-1706.

Questions regarding interpretation or implementation of this document may be directed to R. Wayne Brooks, State Utilities Engineer.

Guidance Document:

Utility Relocation Policies and Procedures Manual, Volume II, revised May 1996, 24 VAC 30-210-10 (Policy on Placing Utilities Underground)

Structure and Bridge Division

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Structure and Bridge Division, located in the VDOT Annex Building, 10th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge by contacting, Linda S. Woody at the same address, telephone (804) 786-2637 or FAX (804) 786-2988.

Questions regarding interpretation or implementation of this document may be directed to W. F. (Fred) Dodson, at the same address given above, telephone (804) 786-2853 or FAX (804) 786-2988.

Guidance Document:

Structure and Bridge Division Instructional and Informational Memorandum 94-27.4, Bridge Safety Inspections, issued 1994, § 33.1-12

Traffic Engineering Division

Copies of the Traffic Engineering Memoranda, which deal with traffic signs, signals, and control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. in Room 1308A of the Virginia Department of Transportation's Traffic Engineering Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Mr. D. C. Fogg at the same address, telephone (804) 225-3833.

Questions regarding interpretation or implementation of these documents may be directed to J. Lynwood Butner, State Traffic Engineer, 2nd Floor, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

Guidance Document:

Traffic Engineering Division Memoranda, issued 1966-1996, § 33.1-12(3) and (5)

Transportation Planning Division

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of

Guidance Documents

the State Transportation Planning Engineer, Transportation Planning Division, 1st Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Robert L. Trachy, Jr. at the same address, telephone (804) 786-2963 or FAX (804) 225-4785; however, the copying charges are significant due to the document being out of print.

Questions regarding interpretation or implementation of these documents may be directed to Kenneth E. Lantz, Jr., State Transportation Planning Engineer, Transportation Planning Division, at the same address, telephone, and FAX number given above.

Guidance Document:

1989 State Highway Needs Assessment, (separate volume for each district – Bristol, Culpeper, Fredericksburg, Lynchburg, Northern Virginia, Richmond, Salem, Staunton, Suffolk), § 33.1-23.03

Transportation Research Council

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Transportation Research Council, 530 Edgemont Drive, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting the Virginia Transportation Research Council Librarian at the same address, telephone (804) 293-1959 or FAX (804) 293-1990. Copies may also be obtained by submitting a request via electronic mail to imc6s@virginia.edu.

Questions regarding interpretation or implementation of this document may be directed to the Research Director, Virginia Council, Transportation Research Council, 530 Edgemont Drive, Charlottesville VA 22903, telephone (804) 293-1938 or FAX (804) 293-1990.

Guidance Document:

Intellectual Property Handbook, issued July 1997, § 2.1-20.1:1, no charge

Urban Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Urban Division, Room 404, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained for a \$10.50 charge by contacting the Urban Division at the same address, telephone (804) 786-2585 or FAX (804) 371-0847.

Questions regarding interpretation or implementation of this document may be directed to the Assistant Division Administrator at the same address, telephone number, and FAX number given above.

Guidance Document:

Urban Division Manual, July 1987, (revision due March 1998); 24 VAC 30-320-10 (Urban Maintenance Program), 24 VAC 30-330-10 (Urban Construction Program)

Districts:

Staunton District

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, Staunton District Office, Rte. 11 Bypass/Commerce Rd., Staunton, VA 24401. Copies may be obtained free of charge by contacting Guy Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120 or FAX (540) 332-9267.

Questions regarding interpretation or implementation of this document may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

Guidance Document:

VDOT General Notes and Subdivision Checklist for Subdivisions in the Staunton District, revised July 1995, 24 VAC 30-90-10 et seq. (Subdivision Street Requirements)

Residencies:

Manassas Residency

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the Manassas Residency Office of the Virginia Department of Transportation, 10228 Residency Road, Manassas, VA 20110. Copies may be obtained free of charge by contacting Helen L. Cuervo at the same address, telephone (703) 366-1900 or FAX (703) 366-1940.

Questions regarding interpretation or implementation of this document may be directed to Helen L. Cuervo at the same address, telephone, and FAX numbers given above.

Guidance Document:

Prince William County Pave In Place – Gravel Roads, issued July 1, 1997, § 33.1.170.1 (HB2403)

Sandston Residency

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the Sandston Residency office of the Virginia Department of Transportation, 6000 Elko Tract Road, Sandston, Virginia 23150. Single copies may be obtained free of charge by contacting Mr. R. H. Riley, Jr., P.O. Box 219, Sandston, VA 23150, telephone (804) 328-3044 or FAX (804) 328-3041.

Questions regarding interpretation or implementation of this document may be directed to Mr. R. H. Riley, Jr., at the same address, telephone, and FAX numbers given above.

Guidance Document:

Board of Supervisors Reference Manual, revised Fall 1996,
§ 33.1-70.01

DEPARTMENT OF THE TREASURY

General Management

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Connie O. Vaughan at telephone (804) 225-2268 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

Department of the Treasury Policy and Procedures Manual, revised November 13, 1997

Department Purchasing Manual, dated April 5, 1996

Debt Management

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Christine Wiedemer at telephone (804) 225-4927 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

Alternative Construction and Financing Guidelines, dated July 1, 1992, Code of Virginia §§ 2.1-179 (5) (6) (7) and (8), and § 53.1-82.23

List of Approved Rating Agencies, dated July 1, 1997, Code of Virginia § 2.1-304.1:1

Revenue Bond Project Financing Guidelines, dated September 1988

Treasury Board Guidelines for the Issuance of Appropriation-Supported Debt, dated July 1, 1992, as supplemented August 20, 1997, Code of Virginia §§ 2.1-179, 2.1-179.2, 33.1-12, and 23-19

Treasury Board Guidelines for Credit Purchases of Equipment and Energy Projects by State Agencies, Institutions, Boards and Authorities, dated May 17, 1995, Code of Virginia § 2.1-179.2

Treasury Board Guidelines for Regional Jail Projects Reimbursement, dated October 19, 1994, Code of Virginia §§ 53.1-80 through 53.1-82

Virginia College Building Authority By-Laws, dated October 15, 1996, Code of Virginia § 23-30.31

Virginia College Building Authority Statement of Policy and Procedures for Loans to Private, Non-Profit Institutions of Higher Education, dated March 23, 1993

Virginia Public Building Authority By-Laws, dated July 1, 1993, Code of Virginia § 2.1-234.13

Virginia Public Building Authority Accounting Guidelines, dated August 27, 1992

Virginia Public Building Authority Financing Guidelines, dated August 25, 1994

Virginia Public Building Authority Guidelines for Jail Projects Reimbursements, dated July 16, 1996, Code of Virginia §§ 2.1-234.13 and 53.1-80 through 53.1-82

Virginia Public School Authority By-Laws, dated December 18, 1962 and amended January 25, 1988, Code of Virginia § 22.1-171

Virginia Public School Authority General Pooled Bond Policy, dated June 23, 1997

Virginia Public School Authority Stand Alone Bond Policy, Dated June 23, 1997

Cash Management and Investments

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Belinda Blanchard at telephone (804) 225-3166 or FAX (804) 225-3478. Copies may be obtained free of charge.

Guidance Documents:

General Account Investment Policy and Guidelines, revised May 21, 1997, Code of Virginia §§ 2.1-327 through 2.1-329

Local Government Investment Pool Policy and Guidelines, revised June 18, 1997, Code of Virginia §§ 2.1-327 through 2.1-329

Local Government Investment Pool Investment Circular, revised October, 1997, Code of Virginia § 2.1-234

Operations

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Kristin Reiter at telephone (804) 225-3240 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents

Guidance Documents:

Security for Public Deposits Handbook, dated November 18, 1993, 1 VAC 75-20

State Non-Arbitrage Program Information Statement, dated June 2, 1997, U.S. Government Non-Arbitrage Investment Act, Code of Virginia §§ 2.1-234.9:1 through 2.1-234.9:7

Unclaimed Property

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 3rd Floor, 101 N. 14th Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents may be directed to Richard Prestiy at telephone (804) 225-2401 or FAX (804) 786-4653. Copies may be obtained free of charge.

Guidance Documents:

Unclaimed Property Holder Reporting Package, revised July, 1997, Code of Virginia §§ 55-210.1 through 55-210.30

BOARD OF VETERINARY MEDICINE

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6606 W. Broad Street, 4th Floor, Richmond, VA 23230. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Carter, Ph.D., Executive Director of the board, at the address above or by telephone at (804) 662-9915. Copies are free of charge.

Guidance Documents:

150-1, Newsletter of January 1988, Drug Recordkeeping at shared facilities

150-2, Newsletter of June 1997, Acceptable duties for unlicensed assistants

150-3, Board minutes of February 10, 1993, Delegation of dental procedures; inoculations of animals outside approved facilities

150-4, Board minutes of June 15, 1994, "Chip" clinics outside approved facilities

150-5, Board minutes of January 31, 1995, Criteria for an approved rabies clinic

150-6, Board minutes of December 19, 1995, Mobile facilities allowed to change location without an inspection

150-7, Board minutes of August 13, 1996, Use of term "specialist" or "specialty"

150-8, Board minutes of October 8, 1996, Acceptable duties for unlicensed assistants

150-9, Board minutes of May 28, 1997, Acceptable duties for equine dentists; acceptable duties for unlicensed assistants

150-10, Listing of acceptable duties for unlicensed assistants, updated November 1997.

150-11, Matrix of disciplinary sanctions, December 1993 to November 1997

DEPARTMENT FOR THE VISUALLY HANDICAPPED

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. at the administrative headquarters building of the Virginia Department for the Visually Handicapped, 397 Azalea Avenue, Richmond, VA 23227. Please note that Policy and Procedures Directives are issued occasionally for the purpose of updating program service manuals. Copies of these documents, as well as those listed below, may be obtained at a cost of 10 cents per page by contacting William J. Pega at the same address, telephone (804) 371-3110, FAX (804) 371-3351 or e-mail pegawj@dvhmail.state.va.us.

Questions regarding the interpretation or implementation of these documents may be directed to William J. Pega, Special Assistant to the Commissioner, Virginia Department for the Visually Handicapped, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3351 or e-mail pegawj@dvhmail.state.va.us.

Guidance Documents:

Randolph-Sheppard Vending Facility Program Operators Manual, issued March 1992, 22 VAC 45-20

Randolph-Sheppard Vending Facility Satellite Policy, issued January 1996

Randolph-Sheppard Vending Facility Policy for Operations in Deficit, issued July 1992

Rehabilitation Teaching and Independent Living Rehabilitative Services Manual, Policy and Procedure Manual, revised July 1997, 22 VAC 45-70, 22 VAC 45-80

Virginia Department for the Visually Handicapped Library and Resource Application for Service, revised August 1996

Library and Resource Center Policy and Procedures Manual for Educators of the Visually Impaired, revised November 1996

Education Services Policy and Procedure Manual, issued May 1996, § 22.1-217

Virginia Rehabilitation Center for the Blind Operations Manual, revised July 1994, § 63.1-73.1

VRCB Student Handbook, revised October 1997

Vocational Rehabilitation Policies and Procedures Manual, revised November 1997, 22 VAC 45-50

Intake Policies and Procedures Manual, revised February 1997

Low Vision Policies and Procedures Manual, revised June 1994

Policy and Procedures Directives, issued periodically to update service program manuals

COLLEGE OF WILLIAM AND MARY IN VIRGINIA

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Student Affairs Office in the Campus Center of the College of William and Mary, Williamsburg, VA 23185. Copies may be obtained free of charge by contacting Jo Ann Darling at the same address, telephone (757) 221-3272. Questions regarding interpretation or implementation of these documents may also be directed to Ms. Darling.

Guidance Documents:

The University Centers, Meeting and Event Planning Information

College of William and Mary University Policies on Posting, Solicitation and Sale, Distribution

College of William and Mary, Scheduling Policy and Procedures

WORKERS' COMPENSATION COMMISSION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. at the Virginia Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220. Copies may be obtained free of charge by contacting the commission at (804) 367-8699, FAX (804) 367-9740 or by writing the commission at the same address.

Questions regarding interpretation of these documents may be directed to the Claims Department, Workers' Compensation Commission, 1000 DMV Drive, Richmond, VA 23220, telephone (804) 367-8600 or FAX (804) 367-9740.

Guidance Documents:

A Brief Guide to Workers' Compensation for Employees, revised September 1996

A Brief Guide to Workers' Compensation for Employees (Minor Injury Cases), revised September 1997

Virginia Workers' Compensation Commission, Information for Employers, revised February 1996

Help for Crime Victims, Criminal Injuries Compensation Fund, revised September 1996

SCHEDULES FOR COMPREHENSIVE REVIEW OF REGULATIONS

Governor George Allen issued and made effective Executive Order Number Fifteen (94) on June 21, 1994. This Executive Order was published in *The Virginia Register of Regulations* on July 11, 1994 (10:21 VA.R. 5457-5461 July 11, 1994). The Executive Order directs state agencies to conduct a comprehensive review of all existing regulations to be completed by January 1, 1997, and requires a schedule for the review of regulations to be developed by the agency and published in *The Virginia Register of Regulations*. This section of the *Virginia Register* has been reserved for the publication of agencies' review schedules. Agencies will receive public comment on the following regulations listed for review.

DEPARTMENT OF SOCIAL SERVICES

Pursuant to Executive Order Number Fifteen (94), the Department of Social Services is currently reviewing the below listed regulations to determine if they should be terminated, amended, or retained in their current form. The review will be guided by the principles listed in Executive Order Number Fifteen (94) and in the department's Plan for Review of Existing Agency Regulations.

The department seeks public comment regarding the regulations' interference in private enterprise and life, essential need of the regulations, less burdensome and intrusive alternatives to the regulations, specific and measurable goals that the regulations are intended to achieve, and whether the regulations are clearly written and easily understandable.

Regulations

22 VAC 40-220-10 et seq., Agency Placement Adoptions - Guiding Principles. Contact: Brenda Kerr, Adoption Policy Consultant, Division of Family Services, telephone (804) 692-1290 or FAX (804) 692-1284.

22 VAC 40-230-10 et seq., Agency Placement Adoptions - Preplacement Services. Contact: Brenda Kerr, Adoption Policy Consultant, Division of Family Services, telephone (804) 692-1290 or FAX (804) 692-1284.

22 VAC 40-250-10 et seq., Agency Placement Adoptions - AREVA. Contact: Brenda Kerr, Adoption Policy Consultant, Division of Family Services, telephone (804) 692-1290 or FAX (804) 692-1284.

22 VAC 40-260-10 et seq., Agency Placement Adoptions - Subsidy. Contact: Brenda Kerr, Adoption Policy Consultant, Division of Family Services, telephone (804) 692-1290 or FAX (804) 692-1284.

22 VAC 40-410-10 et seq., Entitlement Date in the General Relief Program. Contact: Joy Duke, Adult Protective Services Consultant, Division of Family Services, telephone (804) 692-1260 or FAX (804) 692-2215.

22 VAC 40-480-10 et seq., Relocation Assistance, General Relief Program. Contact: Joy Duke, Adult Protective Services Consultant, Division of Family Services, telephone (804) 692-1260 or FAX (804) 692-2215.

22 VAC 40-570-10 et seq., General Relief Program: Locality Options. Contact: Joy Duke, Adult Protective Services Consultant, Division of Family Services, (804) 692-1260 or FAX (804) 692-2215.

22 VAC 40-640-10 et seq., General Relief Program: Deeming Income from Alien Sponsors. Contact: Joy Duke, Adult Protective Services Consultant, Division of Family Services, telephone (804) 692-1260 or FAX (804) 692-2215.

22 VAC 40-770-10 et seq., Standards and Regulations for Agency Approved Providers. Contact: Marjorie M. Jernigan, Adult Services Program Consultant, Division of Family Services, telephone (804) 692-1262 or FAX (804) 692-2215.

22 VAC 40-810-10 et seq., Fees for Court Services Provided by Local Departments of Social Services. Contact: Brenda Kerr, Adoption Policy Consultant, Division of Family Services, telephone (804) 692-1290 or FAX (804) 692-1284.

Procedures for Submitting Comments

Written comments may be submitted until March 5, 1998, in care of the above listed contacts at 730 E. Broad Street, Richmond, VA 23219-1849, or by facsimile to the above listed numbers.

GENERAL NOTICES/ERRATA

STATE LOTTERY DEPARTMENT

DIRECTOR'S ORDER NUMBER THIRTY-SEVEN (97)

VIRGINIA'S SECOND ON-LINE GAME LOTTERY; "LOTTO," FINAL RULES FOR GAME OPERATION; SIXTH REVISION.

In accordance with the authority granted by Sections 9-6.14:4.1 B 15 and 58.1-4006 A of the Code of Virginia, I hereby promulgate the revised rules for game operation in Virginia's second on-line game lottery, "Lotto." These rules amplify and conform to the duly adopted State Lottery Board regulations for the conduct of on-line game lotteries.

The rules are available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia, and at each of the State Lottery Department regional offices. A copy may be requested by mail by writing to: Public Affairs Division, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order supersedes Director's Order Number Thirty-Eight (96), issued November 29, 1996. This Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ Penelope W. Kyle, Director

Date: December 23, 1997

VA.R. Doc. No. R98-169; Filed January 9, 1998, 9:57 a.m.

DIRECTOR'S ORDER NUMBER THIRTY-NINE (97)

VIRGINIA'S INSTANT GAME LOTTERY 417; "FOOTBALL FEVER," FINAL RULES FOR GAME OPERATION.

In accordance with the authority granted by Sections 9-6.14:4.1 B 15 and 58.1-4006 A of the Code of Virginia, I hereby promulgate the final rules for game operation in Virginia's instant game lottery (Number 0417), "Football Fever." These rules amplify and conform to the duly adopted State Lottery Board regulations for the conduct of instant game lotteries.

The rules are available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia, and at each of the State Lottery Department regional offices. A copy may be requested by mail by writing to: Public Affairs Division, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ Penelope W. Kyle, Director

Date: October 1, 1997

VA.R. Doc. No. R98-170; Filed January 9, 1998, 9:57 a.m.

DIRECTOR'S ORDER NUMBER FORTY-NINE (97)

VIRGINIA'S FORTY-SECOND INSTANT GAME LOTTERY, "JOKER'S WILD"; FIFTY-SECOND INSTANT GAME LOTTERY, "POKER"; FIFTY-FIFTH INSTANT GAME LOTTERY, "\$25,000 SLOTS"; SIXTY-THIRD INSTANT GAME LOTTERY, "LUCKY 7'S"; SIXTY-FIFTH INSTANT GAME LOTTERY, "EASY CASH"; SIXTY-EIGHTH INSTANT GAME LOTTERY, "COLD CASH"; SIXTY-NINTH INSTANT GAME LOTTERY, "\$10,000 SLAM DUNK"; SEVENTIETH INSTANT GAME LOTTERY, "\$10,000 CASH POKER"; SEVENTY-FIRST INSTANT GAME LOTTERY, "CRUISE FOR CASH"; SEVENTY-SECOND INSTANT GAME LOTTERY, "RED HOT MONEY"; SEVENTY-THIRD INSTANT GAME LOTTERY, "BLACK JACK"; SEVENTY-FOURTH INSTANT GAME LOTTERY, "LUCKY FOR LIFE"; SEVENTY-FIFTH INSTANT GAME LOTTERY, "ACE IN THE HOLE"; SEVENTY-SIXTH INSTANT GAME LOTTERY, "MONTE CARLO"; SEVENTY-SEVENTH INSTANT GAME LOTTERY, "\$10,000 CASH REWARD"; SEVENTY-EIGHTH INSTANT GAME LOTTERY, "INSTANT CASH"; SEVENTY-NINTH INSTANT GAME LOTTERY, "\$25,000 DERBY"; EIGHTIETH INSTANT GAME LOTTERY, "BASEBALL BUCKS"; INSTANT GAME LOTTERY 305, "LUCKY BINGO"; INSTANT GAME LOTTERY 409, "\$2.00 BLACK JACK"; INSTANT GAME LOTTERY 411, "MONOPOLY"; INSTANT GAME LOTTERY 412, "\$50,000 SLOTS"; END OF GAME.

In accordance with the authority granted by Sections 58.1-4006 A and 9-6.14:4.1 B 15 of the Code of Virginia, I hereby give notice that Virginia's Forty-Second Instant Game Lottery, "Joker's Wild"; Fifty-Second Instant Game Lottery, "Poker"; Fifty-Fifth Instant Game Lottery, "\$25,000 Slots"; Sixty-Third Instant Game Lottery, "Lucky 7's"; Sixty-Fifth Instant Game Lottery, "Easy Cash"; Sixty-Eighth Instant Game Lottery, "Cold Cash"; Sixty-Ninth Instant Game Lottery, "\$10,000 Slam Dunk"; Seventieth Instant Game Lottery, "\$10,000 Cash Poker"; Seventy-First Instant Game Lottery, "Cruise for Cash"; Seventy-Second Instant Game Lottery, "Red Hot Money"; Seventy-Third Instant Game Lottery, "Black Jack"; Seventy-Fourth Instant Game Lottery, "Lucky for Life"; Seventy-Fifth Instant Game Lottery, "Ace in the Hole"; Seventy-Sixth Instant Game Lottery, "Monte Carlo"; Seventy-Seventh Instant Game Lottery, "\$10,000 Cash Reward"; Seventy-Eighth Instant Game Lottery, "Instant Cash"; Seventy-Ninth Instant Game Lottery, "\$25,000 Derby"; Eightieth Instant Game Lottery, "Baseball Bucks"; Instant Game Lottery 305, "Lucky Bingo"; Instant Game Lottery 409, "\$2.00 Black Jack"; Instant Game Lottery 411, "Monopoly"; and Instant Game Lottery 412, "\$50,000 Slots" will officially end at midnight on Friday, January 23, 1998. The last day for lottery retailers to return for credit unsold tickets from any of these games will be Friday, March 13, 1998. The last day to redeem winning tickets for any of these games will be Wednesday, July 22, 1998, 180 days from the declared official end of the game. Claims for winning tickets from any of these games will not be accepted after that date. Claims which are mailed and received in an envelope bearing a United States Postal Service postmark of July 22, 1998, will

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be deemed to have been received on time. This notice amplifies and conforms to the duly adopted State Lottery Board regulations for the conduct of instant game lotteries.

This order is available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia; and at any State Lottery Department regional office. A copy may be requested by mail by writing to: Public Affairs Office, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ Penelope W. Kyle, Director

Date: December 15, 1997

VA.R. Doc. No. R98-171; Filed January 9, 1998, 9:57 a.m.

DIRECTOR'S ORDER NUMBER FIFTY (97)

VIRGINIA'S EIGHTY-NINTH INSTANT GAME LOTTERY; "BLACK JACK," FINAL RULES FOR GAME OPERATION.

In accordance with the authority granted by Sections 9-6.14:4.1 B 15 and 58.1-4006 A of the Code of Virginia, I hereby promulgate the final rules for game operation in Virginia's eighty-ninth instant game lottery, "Black Jack." These rules amplify and conform to the duly adopted State Lottery Board regulations for the conduct of instant game lotteries.

The rules are available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia, and at each of the State Lottery Department regional offices. A copy may be requested by mail by writing to: Public Affairs Division, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ David L. Norton, Director, Legislative and Regulatory Affairs

Date: December 10, 1997

VA.R. Doc. No. R98-172; Filed January 9, 1998, 9:57 a.m.

DIRECTOR'S ORDER NUMBER FIFTY-ONE (97)

VIRGINIA'S NINETIETH INSTANT GAME LOTTERY; "LUCKY FOR LIFE," FINAL RULES FOR GAME OPERATION.

In accordance with the authority granted by Sections 9-6.14:4.1 B 15 and 58.1-4006 A of the Code of Virginia, I hereby promulgate the final rules for game operation in Virginia's ninetieth instant game lottery, "Lucky for Life." These rules amplify and conform to the duly adopted State

Lottery Board regulations for the conduct of instant game lotteries.

The rules are available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia, and at each of the State Lottery Department regional offices. A copy may be requested by mail by writing to: Public Affairs Division, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ David L. Norton, Director, Legislative and Regulatory Affairs

Date: December 10, 1997

VA.R. Doc. No. R98-173; Filed January 9, 1998, 9:58 a.m.

DIRECTOR'S ORDER NUMBER FIFTY-TWO (97)

VIRGINIA'S NINETY-FIRST INSTANT GAME LOTTERY; "ACE IN THE HOLE," FINAL RULES FOR GAME OPERATION.

In accordance with the authority granted by Sections 9-6.14:4.1 B 15 and 58.1-4006 A of the Code of Virginia, I hereby promulgate the final rules for game operation in Virginia's ninety-first instant game lottery, "Ace in the Hole." These rules amplify and conform to the duly adopted State Lottery Board regulations for the conduct of instant game lotteries.

The rules are available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia, and at each of the State Lottery Department regional offices. A copy may be requested by mail by writing to: Public Affairs Division, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ David L. Norton, Director, Legislative and Regulatory Affairs

Date: December 10, 1997

VA.R. Doc. No. R98-174; Filed January 9, 1998, 9:58 a.m.

DIRECTOR'S ORDER NUMBER FIFTY-THREE (97)

VIRGINIA'S NINETY-SECOND INSTANT GAME LOTTERY; "LUCKY 7'S," FINAL RULES FOR GAME OPERATION.

In accordance with the authority granted by Sections 9-6.14:4.1 B 15 and 58.1-4006 A of the Code of Virginia, I hereby promulgate the final rules for game operation in Virginia's ninety-second instant game lottery, "Lucky 7's." These rules amplify and conform to the duly adopted State

Lottery Board regulations for the conduct of instant game lotteries.

The rules are available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia, and at each of the State Lottery Department regional offices. A copy may be requested by mail by writing to: Public Affairs Division, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ David L. Norton, Director, Legislative and Regulatory Affairs

Date: December 10, 1997

VA.R. Doc. No. R98-175; Filed January 9, 1998, 9:58 a.m.

DIRECTOR'S ORDER NUMBER FIFTY-FOUR (97)

VIRGINIA'S NINETY-EIGHTH INSTANT GAME LOTTERY; "HOT SLOTS," FINAL RULES FOR GAME OPERATION.

In accordance with the authority granted by Sections 9-6.14:4.1 B 15 and 58.1-4006 A of the Code of Virginia, I hereby promulgate the final rules for game operation in Virginia's ninety-eighth instant game lottery, "Hot Slots." These rules amplify and conform to the duly adopted State Lottery Board regulations for the conduct of instant game lotteries.

The rules are available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia, and at each of the State Lottery Department regional offices. A copy may be requested by mail by writing to: Public Affairs Division, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ David L. Norton, Director, Legislative and Regulatory Affairs

Date: December 17, 1997

VA.R. Doc. No. R98-176; Filed January 9, 1998, 9:58 a.m.

DIRECTOR'S ORDER NUMBER FIFTY-FIVE (97)

VIRGINIA'S INSTANT GAME LOTTERY; "VIRGINIA INSTANT MILLIONS," FINAL RULES FOR GAME OPERATION.

In accordance with the authority granted by Sections 9-6.14:4.1 B 15 and 58.1-4006 A of the Code of Virginia, I hereby promulgate the final rules for game operation in Virginia's instant game lottery (421), "Virginia Instant Millions." These rules amplify and conform to the duly

adopted State Lottery Board regulations for the conduct of instant game lotteries.

The rules are available for inspection and copying during normal business hours at the State Lottery Department headquarters, 900 East Main Street, Richmond, Virginia, and at each of the State Lottery Department regional offices. A copy may be requested by mail by writing to: Public Affairs Division, State Lottery Department, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ David L. Norton, Director, Legislative and Regulatory Affairs

Date: December 17, 1997

VA.R. Doc. No. R98-177; Filed January 9, 1998, 9:58 a.m.

STATE WATER CONTROL BOARD

Proposed Consent Special Order Rocco Quality Foods, Inc.

The State Water Control Board proposes to enter into a Consent Special Order with Rocco Quality Foods, Inc. ("Rocco"). The parties have agreed to the terms of a Consent Special Order which revises the schedule requiring Rocco to meet the final effluent limits for ammonia, cyanide, chloride and whole effluent toxicity as established in the permit for the wastewater treatment plant serving Rocco's poultry processing facility in the town of Timberville in Rockingham County.

Rocco's permit authorizes the discharge of treated wastewater from the poultry processing plant to the North Fork of the Shenandoah River. The permit requires Rocco to meet the referenced final effluent limits by March 8, 1998. As an alternate approach toward meeting these final limits, Rocco entered into an agreement with Wampler Foods, Inc. ("Wampler") to divert Rocco's wastewater to Wampler's adjoining permitted wastewater treatment system prior to March 8, 1998. Since this agreement was established, Rocco, Wampler, and the towns of Broadway and Timberville have agreed to participate in a joint wastewater reclamation and reuse system to be built and operated by Sheaffer International. The parties anticipate that the joint system will be on line by the end of 1998.

The proposed Consent Special Order would postpone the permit requirement that Rocco meet the referenced final effluent limits from March 8, 1998, to December 30, 1998, in order to provide the four parties sufficient time to complete the new facility. The proposed Consent Special Order contains a provision requiring Rocco to revert to its original plan of connecting to the Wampler facility in the event that construction of the Sheaffer facility either does not occur or is delayed past December 30, 1998. The proposed Consent

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Special Order also requires Rocco to submit a plan and schedule for closure of the existing Rocco wastewater treatment facility within 30 days after making connection to the Sheaffer facility.

The board will receive written comments relating to the proposed Consent Special Order for 30 days from the date of publication of this notice. Comments should be addressed to Edward A. Liggett, Department of Environmental Quality, Post Office Box 1129, Harrisonburg, Virginia 22801, and should refer to the Consent Special Order.

The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, Virginia 22801. A copy of the order may be obtained in person or by mail from this office.

Proposed Consent Special Order Town of Stanley

The State Water Control Board proposes to enter into a Consent Special Order with the town of Stanley. The parties have agreed to the terms of a Consent Special Order to resolve violations of the State Water Control Law and regulations at the Stanley sewage treatment plant. The sewage treatment plant has experienced violations resulting in the discharge of treated wastewater to the South Fork of the Shenandoah River at concentrations and at loading levels which exceed the maximum limits authorized in the permit for the facility. Stanley has presented a plan and schedule of corrective actions to replace its inadequate sewage sludge return pumps and to construct covers over the sludge drying beds in order to enhance sludge dewatering during the winter months. The proposed Consent Special Order settles the outstanding Notices of Violation and incorporates Stanley's plan and schedule of corrective actions.

The board will receive written comments relating to the proposed Consent Special Order for 30 days from the date of publication of this notice. Comments should be addressed to Edward A. Liggett, Department of Environmental Quality, Post Office Box 1129, Harrisonburg, Virginia 22801, and should refer to the Consent Special Order.

The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, Virginia 22801. A copy of the order may be obtained in person or by mail from this office.

VIRGINIA CODE COMMISSION

Notice to Subscribers

Beginning with Volume 14, Issue 1 of the Virginia Register (14:1 VA.R. September 29, 1997), the format of the Register changed slightly. Regulations and other information previously published in the State Corporation Commission, Marine Resources Commission, State Lottery Department, and Tax Bulletin sections have been merged into the

Proposed Regulations, Final Regulations, Emergency Regulations, or General Notices sections as appropriate. In addition, regulations appear in order by Virginia Administrative Code (VAC) title order to correspond with the VAC.

Notice to State Agencies

Mailing Address: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219. You may FAX in your notice; however, we ask that you FAX two copies and do not follow up with a mailed copy. Our FAX number is: (804) 692-0625.

Forms for Filing Material on Dates for Publication in *The Virginia Register of Regulations*

All agencies are required to use the appropriate forms when furnishing material and dates for publication in *The Virginia Register of Regulations*. The forms may be obtained from: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219, telephone (804) 786-3591.

Internet: Forms and other *Virginia Register* resources may be printed or downloaded from the *Virginia Register* web page: <http://legis.state.va.us/codecomm/regindex.htm>

FORMS:

NOTICE of INTENDED REGULATORY ACTION - RR01
NOTICE of COMMENT PERIOD - RR02
PROPOSED (Transmittal Sheet) - RR03
FINAL (Transmittal Sheet) - RR04
EMERGENCY (Transmittal Sheet) - RR05
NOTICE of MEETING - RR06
AGENCY RESPONSE TO LEGISLATIVE OBJECTIONS
- RR08

ERRATA

DEPARTMENT OF MINES, MINERALS AND ENERGY

Title of Regulation: 4 VAC 25-130-700.1 et seq. Coal Surface Mining Reclamation Regulations.

Publication: 14:5 VA.R. 773-802 November 24, 1997.

Correction to Final Regulation:

Page 776, 4 VAC 25-130-700.5, definition of "Coal exploration," (b), line 1, "the gathering of" should not be stricken

Page 777, 4 VAC 25-130-700.5, definition of "Drinking water supply," lines 1 and 2, change "Drinking water supply," "domestic water supply" or "residential water supply" to "Drinking, domestic or residential water supply"

Page 783, 4 VAC 25-130-700.5, definition of "Replacement of water supply," line 5, after "includes" strike "a"

Page 787, 4 VAC 25-130-773.15, subsection (b)(4)(i)(C), line 4, after "permit" strike "which was"

Page 788, 4 VAC 25-130-773.15, subsection (c)(14), line 2, change "applications" to "application"

Page 792, 4 VAC 25-130-784.20, subsection (b)(2), line 5, change "(b)(4)(5)" to "(b)(4), (b)(5),"

Page 793, 4 VAC 25-130-784.20, subsection (b)(8), line 2, change "4 VAC 25-130-817.41(i)" to "4 VAC 25-130-817.41(j)"

Page 793, 4 VAC 25-130-784.20, subsection (b)(8), line 4, change "and" to "any"

Page 793, 4 VAC 25-130-785.25, subsection (b)(1), line 2, change "potentially environmentally" to "potential environmental"

Page 800, 4 VAC 25-130-817.121, subsection (c)(4)(i), line 7, change "hand" to "land"

Page 800, 4 VAC 25-130-817.121, subsection (c)(5), line 4, change "(c)(1)(2) and (3)" to "(c)(1) through (c)(3)"

Page 800, 4 VAC 25-130-817.121, subsection (c)(5), line 6, change "4 VAC 25-130-817.41(i)" to "4 VAC 25-130-817.41(j)"

CALENDAR OF EVENTS

Symbol Key

- † Indicates entries since last publication of the *Virginia Register*
- ♿ Location accessible to handicapped
- ☎ Telecommunications Device for Deaf (TDD)/Voice Designation

NOTICE

Only those meetings which are filed with the Registrar of Regulations by the filing deadline noted at the beginning of this publication are listed. Since some meetings are called on short notice, please be aware that this listing of meetings may be incomplete. Also, all meetings are subject to cancellation and the *Virginia Register* deadline may preclude a notice of such cancellation.

For additional information on open meetings and public hearings held by the standing committees of the legislature during the interim, please call Legislative Information at (804) 698-1500 or Senate Information and Constituent Services at (804) 698-7410 or (804) 698-7419/TDD☎, or visit the General Assembly web site's Legislative Information System (<http://leg1.state.va.us/lis.htm>) and select "Meetings."

VIRGINIA CODE COMMISSION

EXECUTIVE

BOARD OF AGRICULTURE AND CONSUMER SERVICES

† **February 25, 1998 - 9 a.m.** -- Open Meeting
Department of Agriculture and Consumer Services,
Washington Building, 1100 Bank Street, 2nd Floor,
Richmond, Virginia.

A regular meeting to discuss Virginia agriculture and consumer issues. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Roy E. Seward at least five days before the meeting date so that suitable arrangements can be made.

Contact: Roy E. Seward, Secretary to the Board, Department of Agriculture and Consumer Services, P.O. Box 1163, Room 211, Richmond, VA 23218, telephone (804) 786-3535.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Virginia State Apple Board

February 5, 1998 - 10 a.m. -- Open Meeting
Harrisonburg Laboratory, 116 Reservoir Street, Harrisonburg, Virginia.♿

A meeting to review information regarding potential changes to the Code of Virginia and to review tax collections and the budget for the 1998-99 fiscal year. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs special accommodation in order to participate at the meeting

should contact Nancy L. Israel at least five days before the meeting date so that suitable arrangements can be made.

Contact: Nancy L. Israel, Program Director, Virginia State Apple Board, Washington Bldg., 1100 Bank St., Suite 1008, Richmond, VA 23219, telephone (804) 371-6104 or FAX (804) 371-7786.

Virginia Aquaculture Advisory Board

† **February 12, 1998 - 10 a.m.** -- Open Meeting
Washington Building, 1100 Bank Street, 2nd Floor,
Richmond, Virginia.♿

A regular meeting to discuss issues related to Virginia aquaculture. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate in the meeting should contact the secretary to the board at least five days before the meeting date so that suitable arrangements can be made for appropriate accommodation.

Contact: T. Robins Buck, Secretary, Virginia Aquaculture Advisory Board, Department of Agriculture and Consumer Services, P.O. Box 1163, Suite 211, Richmond, VA 23218, telephone (804) 371-6094.

Virginia Bright Flue-Cured Tobacco Board

February 24, 1998 - 10 a.m. -- Open Meeting
Sheldon's Restaurant, Business Route 15 and 360, Keysville, Virginia.♿

A meeting to consider funding proposals for research, promotion, and education projects pertaining to Virginia flue-cured tobacco, and to conduct other business that may come before the board. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who

needs special accommodation in order to participate at the meeting should contact D. Stanley Duffer at least five days before the meeting date so that suitable arrangements can be made.

Contact: D. Stanley Duffer, Secretary, Virginia Bright Flue-Cured Tobacco Board, P.O. Box 129, Halifax, VA 24558, telephone (804) 572-4568 or FAX (804) 572-8234.

Virginia Corn Board

† **February 19, 1998 - 8 a.m.** -- Open Meeting
Hyatt Richmond, 6624 West Broad Street, Richmond, Virginia. ☎

A meeting to discuss checkoff revenues and the financial status resulting from sales of the 1997 corn crop and to hear FY 1998-99 project proposals. Following all presentations, the group will make funding decisions for the fiscal year beginning on July 1, 1998. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Phil Hickman at least five days before the meeting date so that suitable arrangements can be made.

Contact: Philip T. Hickman, Program Director, Virginia Corn Board, 1100 Bank St., Room 1005, Richmond, VA 23219, telephone (804) 371-6157 or FAX (804) 371-7786.

Virginia Cotton Board

† **February 23, 1998 - 1:30 p.m.** -- Open Meeting
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor Board Room, Richmond, Virginia. ☎

An organizational meeting following the certification of referendum results and creation of the board by Governor George Allen on September 26, 1997, to elect a board chairman and vice-chairman with the Commissioner of the Department of Agriculture and Consumer Services, J. Carlton Courter, II, presiding. Following the election the board members will receive orientation and hear presentations on the Freedom of Information Act, procurement and contracting requirements, board funding and state travel regulations. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Susan K. Simpson at least five days before the meeting date so that suitable arrangements can be made.

Contact: Susan K. Simpson, Special Programs Manager, Virginia Cotton Board, Washington Bldg., 1100 Bank St., Room 1002, Richmond, VA 23219, telephone (804) 786-2112 or FAX (804) 371-7786.

† **March 3, 1998 - 9 a.m.** -- Open Meeting
Tidewater Agricultural Research and Extension Center, 6321 Holland Road, Suffolk, Virginia. ☎

The first working meeting of the board to discuss the status and volume of the 1997 cotton crop and to discuss and approve contractual arrangements with national and regional organizations and hearing project proposal grant requests by Virginia Tech and Virginia State cotton production researchers. Financial reports will also be heard and approved. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact D. Stanley Duffer at least five days before the meeting date so that suitable arrangements can be made.

Contact: D. Stanley Duffer, Program Director, Virginia Cotton Board, P.O. Box 129, Halifax, VA 24558, telephone (804) 572-4568 or FAX (804) 572-8234.

Virginia Farmers' Market Board

† **February 17, 1998 - 1:30 p.m.** -- Open Meeting
Department of Forestry, Fontaine Research Park, 300 Natural Resources Drive, Charlottesville, Virginia. ☎

A quarterly meeting to (i) conduct business to benefit the Virginia Farmers' Market System, (ii) hear and approve the financial report, (iii) approve the minutes of the prior meeting, and (iv) hear a report on two Capital Outlay Projects, the construction of both the Southeast Virginia Farmers' Market and the Northern Neck of Virginia Farmers' Market. In addition, contracted farmers market operators of all four markets in the system will present financial and status reports. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Susan Simpson at least five days before the meeting date so that suitable arrangements can be made.

Contact: Susan K. Simpson, Special Programs Manager, Department of Agriculture and Consumer Services, Division of Marketing, 1100 Bank St., Suite 1002, Richmond, VA 23219, telephone (804) 786-2112 or FAX (804) 371-7786.

Virginia Horse Industry Board

February 17, 1998 - 11 a.m. -- Open Meeting
Virginia Historical Society, Boulevard and Kensington Avenue, Richmond, Virginia. ☎

A meeting to discuss the status of proposed marketing plans, elect officers and decide on committees. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to

Calendar of Events

participate at the meeting should contact Andrea S. Heid at least five days before the meeting date so that suitable arrangements can be made.

Contact: Andrea S. Heid, Equine Marketing Specialist/Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Suite 1004, Richmond, VA 23219, telephone (804) 786-5842 or FAX (804) 371-7786.

Virginia Plant Pollination Advisory Board

February 6, 1998 - 10 a.m. -- Open Meeting
Washington Building, 1100 Bank Street, 4th Floor
Conference Room, Richmond, Virginia. ☎

A regular meeting to receive reports from members on the past year's activity in their respective disciplines as it relates to apiculture, pollination, education and the production of food and fiber in the Commonwealth. The board will also consider matters for the future in the aforementioned categories. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person needing special assistance in order to participate at the meeting should contact Robert G. Wellemeyer at least five days before the meeting date so that suitable arrangements can be made.

Contact: Robert G. Wellemeyer, Secretary-Treasurer, Virginia Plant Pollination Advisory Board, 234 West Shirley Ave., Warrenton, VA 22186, telephone (540) 347-6380, FAX (540) 347-6384, or (804) 371-6344/TDD ☎

Virginia Soybean Board

† **March 4, 1998 - 8 a.m.** -- Open Meeting
Williamsburg Marriott, 50 Kingsmill Road, Williamsburg, Virginia. ☎

A meeting to discuss checkoff revenues and the financial status resulting from sales of the 1997 soybean crop and to hear FY 1997-98 project reports and FY 1998-99 project proposals and make funding decisions. The board will entertain public comment at the conclusion of all other business for a period not to exceed 30 minutes. Any person who needs any accommodation in order to participate at the meeting should contact Phil Hickman at least five days before the meeting date so that suitable arrangements can be made.

Contact: Philip T. Hickman, Program Director, Virginia Soybean Board, 1100 Bank St., Suite 1005, Richmond, VA 23219, telephone (804) 371-6157 or FAX (804) 371-7786.

STATE AIR POLLUTION CONTROL BOARD

February 6, 1998 - Public comments may be submitted until 4:30 p.m. on this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the State Air Pollution Control

Board intends to amend regulations entitled: **Regulations for the Control and Abatement of Air Pollution: 9 VAC 5-20-10 et seq. General Provisions; 9 VAC 5-50-10 et seq. New and Modified Stationary Sources; and 9 VAC 5-80-10 et seq. Permits for Stationary Sources.** The regulation applies to the construction or reconstruction of new stationary sources or expansions (modifications) to existing ones. Exemptions are provided for smaller facilities. With some exceptions, the owner must obtain a permit from the agency prior to the construction or modification of the source. The owner of the proposed new or modified source must provide information as may be needed to enable the agency to conduct a preconstruction review in order to determine compliance with applicable control technology and other standards and to assess the impact of the emissions from the facility on air quality. The regulation also provides the basis for the agency's final action (approval or disapproval) on the permit depending upon the results of the preconstruction review. The regulation provides a sourcewide perspective to determine applicability based solely upon the emissions changes directly resultant from the physical or operational change. The regulation provides for the use of a plantwide applicability limit (PAL). Under this concept, a source owner could make physical or operational changes to emissions units covered by the PAL without being subject to the permit program as long as the overall emissions did not exceed the PAL. Concurrent construction, i.e., construction while waiting for the permit to be issued, is allowed. Under this arrangement the source owner would assume full liability should the permit not be issued. Provisions covering general permits are included. Procedures for making changes to permits are included. The regulation also allows consideration of additional factors for making Best Available Control Technology (BACT) determinations for sources subject to minor new source review. In addition, 9 VAC 5-80-10 (Permits - new and modified stationary sources) and 9 VAC 5-80-11 (Stationary source permit exemption levels) are to be repealed.

Request for Comments: The purpose of this notice is to provide the public with the opportunity to comment on the proposed regulation and the costs and benefits of the proposal.

Localities Affected: There is no locality which will bear any identified disproportionate material air quality impact due to the proposed regulation which would not be experienced by other localities.

Location of Proposal: The proposal, an analysis conducted by the department (including: a statement of purpose, a statement of estimated impact and benefits of the proposed regulation, an explanation of need for the proposed regulation, an estimate of the impact of the proposed regulation upon small businesses, identification of and comparison with federal requirements, and a discussion of alternative approaches) and any other supporting documents

may be examined by the public at the department's Office of Program Development (Eighth Floor), 629 East Main Street, Richmond, Virginia, and the department's regional offices (listed below) between 8:30 a.m. and 4:30 p.m. of each business day until the close of the public comment period.

Southwest Regional Office
Department of Environmental Quality
355 Deadmore Street
Abingdon, Virginia
Ph: (540) 676-4800

West Central Regional Office
Department of Environmental Quality
3019 Peters Creek Road
Roanoke, Virginia
Ph: (540) 562-6700

Lynchburg Satellite Office
Department of Environmental Quality
7705 Timberlake Road
Lynchburg, Virginia
Ph: (804) 582-5120

Valley Regional Office
Department of Environmental Quality
4411 Early Road
Harrisonburg, Virginia 22801
Ph: (540) 574-7800

Fredericksburg Satellite Office
Department of Environmental Quality
300 Central Road, Suite B
Fredericksburg, Virginia
Ph: (540) 899-4600

Northern Regional Office
Department of Environmental Quality
13901 Crown Court
Woodbridge, Virginia
Ph: (703) 583-3800

Piedmont Regional Office
Department of Environmental Quality
4949-A Cox Road
Glen Allen, Virginia
Ph: (804) 527-5020

Tidewater Regional Office
Department of Environmental Quality
5636 Southern Boulevard
Virginia Beach, Virginia
Ph: (757) 518-2000

Public comments may be submitted until 4:30 p.m. February 6, 1998, to the Director, Office of Program Development, Department of Environmental Quality, P.O. Box 10009, Richmond, Virginia 23240.

Contact: Mary E. Major, Environmental Program Manager, Office of Air Program Development, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4423 or toll-free 1-800-592-5482.

ALCOHOLIC BEVERAGE CONTROL BOARD

February 9, 1998 - 9:30 a.m. -- Open Meeting
February 23, 1998 - 9:30 a.m. -- Open Meeting
March 9, 1998 - 9:30 a.m. -- Open Meeting
March 23, 1998 - 9:30 a.m. -- Open Meeting
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia. ☎

A meeting to receive and discuss reports and activities of staff members. Other matters have not been determined.

Contact: W. Curtis Coleburn, Secretary to the Board, Department of Alcoholic Beverage Control, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4409 or FAX (804) 213-4442.

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND LANDSCAPE ARCHITECTS

Architect Section

† February 2, 1998 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ☎

A meeting to conduct board business. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514 or (804) 367-9753/TDD ☎

Landscape Architect Section

† February 26, 1998 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ☎

A meeting to conduct board business. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514 or (804) 367-9753/TDD ☎

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Land Surveyor Section

† **February 18, 1998 - 9 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia. ♿

A meeting to conduct board business. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514 or (804) 367-9753/TDD ♿

† **February 19, 1998 - 9:30 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation,
3600 West Broad Street, Conference Room 5 East,
Richmond, Virginia. ♿

The Land Surveyor Section and invited subject matter experts will conduct an exam workshop. A public comment period will be held at the beginning of the workshop. After the public comment period, the workshop will be conducted in closed executive session under authority of § 2.1-344 A11 of the Code of Virginia due to the confidential nature of the examination. The public will not be admitted to the closed executive session.

Contact: George O. Bridewell, Examination Administrator, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8572 or (804) 367-9753/TDD ♿

Professional Engineer Section

† **February 13, 1998 - 9 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia. ♿

A meeting to conduct board business. Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the board at least 10 days prior to the meeting so that suitable arrangements can be made for appropriate accommodation. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514 or (804) 367-9753/TDD ♿

COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND THEIR FAMILIES

State Management Team

February 5, 1998 - 9 a.m. -- Open Meeting
St. Joseph's Villa, 8000 Brook Road, Richmond, Virginia. ♿
(Interpreter for the deaf provided upon request)

A meeting to discuss recommendations for policy and procedure to the State Executive Council on the Comprehensive Services Act.

Contact: Elizabeth Hutton, Secretary, Department of Health, P. O. Box 2448, Richmond, VA 23218, telephone (804) 371-4099.

BOARD OF AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

† **February 19, 1998 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street,
5th Floor, Richmond, Virginia. ♿

A general board meeting. Public comment will be heard for 15 minutes prior to the meeting.

Contact: Senita Booker, Senior Program Support Technician, Board of Audiology and Speech-Language Pathology, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-7390, FAX (804) 662-9523 or (804) 662-7197/TDD ♿

AVIATION BOARD

February 25, 1998 - 9 a.m. -- Open Meeting
Department of Motor Vehicles, 2300 West Broad Street,
Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A regular bimonthly meeting of the board. Applications for state funding will be presented to the board and other matters of interest to the Virginia aviation community will be discussed. Individuals with disabilities should contact Cindy Waddell 10 days prior to the meeting if assistance is needed.

Contact: Cindy Waddell, Department of Aviation, 5702 Gulfstream Road, Richmond International Airport, VA 23250-2422, telephone (804) 236-3625 or (804) 236-3624/TDD ♿

BOARD FOR BARBERS

February 2, 1998 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia. ♿

A general business meeting. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact

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the department at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-0500, FAX (804) 367-2475 or (804) 367-9753/TDD ☎

BOARD FOR BRANCH PILOTS

† February 3, 1998 - 9:30 a.m. -- Open Meeting

† February 12, 1998 - 9:30 a.m. -- Open Meeting

Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia. ☎

A meeting to conduct board business. Persons desiring to participate in the meeting and requiring special accommodation or interpreter services should contact the board at least 10 days prior to the meeting so that suitable arrangements can be made for appropriate accommodation. The department fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514 or (804) 367-9753/TDD ☎

CHESAPEAKE BAY LOCAL ASSISTANCE BOARD

Northern Area Review Committee

† February 10, 1998 - 10 a.m. -- Open Meeting

Chesapeake Bay Local Assistance Department, 805 East Broad Street, Suite 701, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

A meeting to review Chesapeake Bay Preservation Area programs for the Northern Area. Persons interested in observing should call the Chesapeake Bay Local Assistance Department to verify meeting time, location and schedule. No comments from the public will be entertained at the meeting; however, written comments are welcome.

Contact: Carolyn J. Elliott, Executive Secretary, Chesapeake Bay Local Assistance Department, 805 E. Broad St., Suite 701, Richmond, VA 23219, telephone (804) 225-3440, FAX (804) 225-3447 or toll-free 1-800-243-7229/TDD ☎

Southern Area Review Committee

† February 10, 1998 - 2 p.m. -- Open Meeting

Chesapeake Bay Local Assistance Department, 805 East Broad Street, Suite 701, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

A meeting to review Chesapeake Bay Preservation Area programs for the Southern Area. Persons interested in observing should call the Chesapeake Bay Local Assistance Department to verify meeting time, location and schedule. No comments from the public will be entertained at the meeting; however, written comments are welcome.

Contact: Carolyn J. Elliott, Executive Secretary, Chesapeake Bay Local Assistance Department, 805 E. Broad St., Suite 701, Richmond, VA 23219, telephone (804) 225-3440, FAX (804) 225-3447 or toll-free 1-800-243-7229/TDD ☎

CHILD DAY-CARE COUNCIL

† February 12, 1998 - 9:30 a.m. -- Open Meeting

Theater Row Building, 730 East Broad Street, Lower Level, Conference Room 1, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

The council will meet to discuss issues and concerns that impact child day centers, camps, school age programs, and preschool/nursery schools. Public comment will be received at noon. Please call ahead of time for possible changes in meeting time.

Contact: Rhonda Harrell, Division of Licensing Programs, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1775 or FAX (804) 692-2370.

DEPARTMENT OF CONSERVATION AND RECREATION

Falls of the James Scenic River Advisory Board

February 5, 1998 - Noon -- Open Meeting

City Hall, 900 East Broad Street, Planning Commission Conference Room, 5th Floor, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

A meeting to review river issues and programs.

Contact: Richard G. Gibbons, Environmental Program Manager, Department of Conservation and Recreation, Division of Planning and Recreation Resources, 203 Governor St., Suite 326, Richmond, VA 23219, telephone (804) 786-4132, FAX (804) 371-7899 or (804) 786-2121/TDD ☎

BOARD FOR CONTRACTORS

† February 3, 1998 - 9 a.m. -- Open Meeting

Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ☎

A meeting to review board member reports and summaries from informal fact-finding conferences held pursuant to the Administrative Process Act and to review

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consent order offers in lieu of further disciplinary proceedings. The department fully complies with the Americans with Disabilities Act. Persons desiring to participate in the meeting and requiring special accommodation or interpreter services should contact Geralde W. Morgan.

Contact: Geralde W. Morgan, Assistant Director, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-2785 or (804) 367-9753/TDD ☎

DEPARTMENT FOR THE DEAF AND HARD-OF-HEARING

Advisory Board

February 4, 1998 - 10 a.m. -- Open Meeting
Department for the Deaf and Hard-of-Hearing, Koger Center, 1602 Rolling Hills Drive, Suite 203, Richmond, Virginia. ☎

A regular quarterly meeting of the advisory board. Public comment will be received with advance notice.

Contact: Beverly Dickinson, Executive Secretary, Department for the Deaf and Hard-of-Hearing, Ratcliffe Bldg., 1602 Rolling Hills Dr., Suite 203, Richmond, VA 23229, telephone (804) 662-9705/VTTY/TDD, FAX 1-800-552-7917 or toll-free 1-800-552-7917 (VTTY).

BOARD OF DENTISTRY

† March 20, 1998 - 9 a.m. -- Public Hearing
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia.

April 3, 1998 -- Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Dentistry intends to amend regulations entitled: **18 VAC 60-20-10 et seq. Regulations Governing the Practice of Dentistry and Dental Hygiene.** A new regulation is proposed to replace the emergency regulation which establishes an inactive license for dentists and dental hygienists who are retired or out-of-state and who do not wish to or need to comply with continuing education requirements.

Statutory Authority: §§ 54.1-2400 and 54.1-2709 of the Code of Virginia.

Contact: Marcia J. Miller, Executive Director, Board of Dentistry, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9906 or (804) 662-9943.

BOARD OF EDUCATION

† February 26, 1998 - 9 a.m. -- Open Meeting
The Library of Virginia, 800 East Broad Street, Conference Rooms B and C, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

The Board of Education and the Board of Vocational Education will hold a regularly scheduled meeting. Business will be conducted according to items listed on the agenda. The agenda is available upon request.

Contact: Dr. James E. Laws, Jr., Administrative Assistant to the Superintendent for Board Relations, Department of Education, 101 N. 14th St., P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2540, FAX (804) 225-2524 or toll-free 1-800-292-3820.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Ad Hoc Advisory Group

† March 11, 1998 - 10 a.m. -- Open Meeting
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Training Room, Glen Allen, Virginia. ☎

The first meeting of the group to assist the Department of Environmental Quality in developing a technical assistance guide for local governments on the process for siting solid waste management facilities. In developing this guide, the Department of Environmental Quality will solicit the input of private operators and local government officials.

Contact: Ulysses B. Brown, Jr., Environmental Program Manager, Department of Environmental Quality, 629 E. Main St., Richmond, VA 23219, telephone (804) 698-4198 or FAX (804) 698-4327.

FAMILY AND CHILDREN'S TRUST FUND BOARD

February 20, 1998 - 10 a.m. -- Open Meeting
Department of Social Services, 730 East Broad Street, Richmond, Virginia. ☎

A regular monthly meeting. Contact the trust fund for more information or for a copy of the agenda.

Contact: Margaret Ross Schultze, Executive Director, Family and Children's Trust Fund Board, 730 E. Broad St., 8th Floor, Richmond, VA 23219, telephone (804) 692-1823 or FAX (804) 692-1869.

VIRGINIA FIRE SERVICES BOARD

† February 13, 1998 - 9 a.m. -- Open Meeting
Holiday Inn Ashland, 810 England Street, Ashland, Virginia.

A business meeting to discuss training and policies. The hearing is open to the public for comments and input.

Contact: Troy H. Lapetina, Executive Director, Department of Fire Programs, James Monroe Bldg., 101 N. 14th St., 18th Floor, Richmond, VA 23219, telephone (804) 371-0220.

Fire/EMS Education and Training Committee

† **February 12, 1998 - 8:30 a.m.** -- Open Meeting
Holiday Inn Ashland, 810 England Street, Ashland, Virginia.

A meeting to discuss fire training and policies. The meeting is open to the public for input and comments.

Contact: Troy H. Lapetina, Executive Director, Department of Fire Programs, James Monroe Bldg., 101 N. 14th St., 18th Floor, Richmond, VA 23219, telephone (804) 371-0220.

Fire Prevention and Control Committee

† **February 12, 1998 - 1 p.m.** -- Open Meeting
Holiday Inn Ashland, 810 England Street, Ashland, Virginia.

A meeting to discuss fire training and policies. The meeting is open to the public for input and comments.

Contact: Troy H. Lapetina, Executive Director, Department of Fire Programs, James Monroe Bldg., 101 N. 14th St., 18th Floor, Richmond, VA 23219, telephone (804) 371-0220.

Legislative/Liaison Committee

† **February 12, 1998 - 10 a.m.** -- Open Meeting
Holiday Inn Ashland, 810 England Street, Ashland, Virginia.

A meeting to discuss fire training and policies. The meeting is open to the public for comments and input.

Contact: Troy H. Lapetina, Executive Director, Department of Fire Programs, James Monroe Bldg., 101 N. 14th St., 18th Floor, Richmond, VA 23219, telephone (804) 371-0220.

BOARD OF FORESTRY

† **February 6, 1998 - 8:30 p.m.** -- Open Meeting
Omni Waterside Hotel, 777 Waterside Drive, Norfolk, Virginia.
(Interpreter for the deaf provided upon request)

A meeting to conduct general business. Please notify the department with requests for interpreter services or special accommodation in order to participate in the meeting five working days prior to the meeting.

Contact: Barbara A. Worrell, Administrative Staff Specialist, Department of Forestry, P.O. Box 3758, Charlottesville, VA 22903-0758, telephone (804) 977-6555 or (804) 977-6555/TDD ☎

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Special Conference Committee

† **February 17, 1998 - 9 a.m.** -- Open Meeting
† **February 18, 1998 - 1 p.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 4th Floor, Richmond, Virginia. ☎

A meeting to conduct informal conference hearings. No public comment will be received.

Contact: Elizabeth Young Tisdale, Executive Director, Board of Funeral Directors and Embalmers, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9907, FAX (804) 662-9523 or (804) 662-7197/TDD ☎

Trainee Task Force and Examination Committee

† **February 18, 1998 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 4th Floor, Richmond, Virginia. ☎

A meeting to discuss the Resident Trainee Program. Public comment will be received during the first 15 minutes of the meeting.

Contact: Elizabeth Young Tisdale, Executive Director, Board of Funeral Directors and Embalmers, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9907, FAX (804) 662-9523 or (804) 662-7197/TDD ☎

BOARD FOR GEOLOGY

February 12, 1998 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ☎

A general business meeting. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the department at least two weeks in advance of the meeting. The department fully complies with the Americans with Disabilities Act.

Contact: William H. Ferguson, II, Board Administrator, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2406, FAX (804) 367-2475, or (804) 367-9753/TDD ☎

STATE BOARD OF HEALTH

† **February 25, 1998 - 10 a.m.** -- Public Hearing
Department of Health, 3600 West Broad Street, 3rd Floor Conference Room, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

A public hearing pursuant to § 32.1-102.3:2 of the Code of Virginia on the proposed Request for Applications

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(RFA). This RFA is a request for certificate of public need (COPN) applications for projects which will result in an increase in the number of Medicaid-certified nursing facility units dedicated to the provision of complex, high acuity care for pediatric patients, i.e., persons under the age of 21. The RFA issuance process is outlined in the Virginia Medical Care Facilities COPN Rules and Regulations at 12 VAC 5-220-320. Copies of the proposed RFA can be obtained by contacting the COPN program of the Center for Quality Health Care Services and Consumer Protection at the address below or by calling (804) 367-2126.

Contact: Carrie Eddy, Policy Analyst, Center for Quality Health Care Services, Department of Health, 3600 W. Broad St., Suite 216, Richmond, VA 23230, telephone (804) 367-2102 or FAX (804) 367-2149.

BOARD OF HEALTH PROFESSIONS

† **February 3, 1998 - 1:30 p.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ☎
(Interpreter for the deaf provided upon request)

A board meeting to include committee reports, calendar, and petition for rulemaking. Brief public comment will be received at the beginning of the meeting.

Contact: Robert A. Nebiker, Executive Director, Board of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9919 or (804) 662-7197/TDD ☎

Enforcement and Education Committee

† **February 3, 1998 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ☎
(Interpreter for the deaf provided upon request)

The initial organizational meeting of the committee which has replaced the former Professional Education and Public Affairs Committee and the Compliance and Discipline Committee. Included in the meeting will be an update on the progress of the review of the need for change in the incidence of applicant criminal background investigations.

Contact: Robert A. Nebiker, Executive Director, Board of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9919 or (804) 662-7197/TDD ☎

Health Regulatory Policy Committee

† **February 3, 1998 - 10:30 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ☎
(Interpreter for the deaf provided upon request)

The initial organizational meeting of the newly appointed committee of the board to review and study issues such as reimbursement schemes and utilization review. Brief public comment will be received at the beginning of the meeting.

Contact: Robert A. Nebiker, Executive Director, Board of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9919 or (804) 662-7197/TDD ☎

Regulatory Research Committee

† **February 3, 1998 - 9:30 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ☎
(Interpreter for the deaf provided upon request)

A meeting to consider revisions to the Policies and Procedures for the Evaluation of the Need to Regulate Health Occupations and Professions Manual, which reflect recommendations of the Ad Hoc Committee on Criteria, and to review work plans for the evaluation of the need to regulate athletic trainers and clinical laboratory science professionals. Brief public comment will be received at the beginning of the meeting.

Contact: Robert A. Nebiker, Executive Director, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9919 or (804) 662-7197/TDD ☎

Ad Hoc Telehealth Committee

† **February 3, 1998 - 11:30 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ☎
(Interpreter for the deaf provided upon request)

A presentation by Joseph P. McMenemy, M.D., on the overview of research in telehealth. Staff will also report on member feedback to proposed workplan. Brief public comment will be received at the beginning of the meeting.

Contact: Robert A. Nebiker, Executive Director, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9919 or (804) 662-7197/TDD ☎

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

† **February 13, 1998 - 9:30 a.m.** -- Open Meeting
State Council of Higher Education, James Monroe Building, 101 North 14th Street, Conference Rooms C and D, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

A general business meeting. Committee meetings may follow the council meeting.

Contact: Pamela H. Landrum, Administrative Staff Assistant, State Council of Higher Education, James Monroe Bldg., 101 N. 14th St., 9th Floor, Richmond, VA 23219, telephone (804) 225-2602 or FAX (804) 371-7911.

HOPEWELL INDUSTRIAL SAFETY COUNCIL

February 3, 1998 - 9 a.m. – Open Meeting

March 3, 1998 - 9 a.m. – Open Meeting

Hopewell Community Center, Second and City Point Road, Hopewell, Virginia. ♿ (Interpreter for the deaf provided upon request)

Local Emergency Preparedness Committee meeting on emergency preparedness as required by SARA Title III.

Contact: Robert Brown, Emergency Services Coordinator, 300 N. Main St., Hopewell, VA 23860, telephone (804) 541-2298.

BOARD OF HOUSING AND COMMUNITY DEVELOPMENT

February 23, 1998 - 10 a.m. – Public Hearing

Department of Housing and Community Development, 501 North Second Street, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

March 20, 1998 – Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Housing and Community Development intends to amend regulations entitled: **13 VAC 5-61-10 et seq. Virginia Uniform Statewide Building Code/1996**. The purpose of the proposed action is to establish standards for automatic sprinkler (fire) systems in certain dormitories at colleges and universities.

Statutory Authority: §§ 36-98 and 36-99.3 of the Code of Virginia.

Public comments may be submitted until March 20, 1998.

Contact: Norman R. Crumpton, Associate Director, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7170 or FAX (804) 371-7092.

COUNCIL ON INFORMATION MANAGEMENT

February 6, 1998 - 10 a.m. – Open Meeting

Council on Information Management, Washington Building, 1100 Bank Street, Suite 901, Richmond, Virginia. ♿

A regular meeting.

Contact: Linda Hening, Administrative Assistant, Council on Information Management, Washington Bldg., 1100 Bank St., Suite 901, Richmond, VA 23219, telephone (804) 225-3622 or toll-free 1-800-828-1120.

STATE BOARD OF JUVENILE JUSTICE

February 11, 1998 - 9 a.m. -- Open Meeting

700 Centre, 700 East Franklin Street, 4th Floor, Richmond, Virginia. ♿

The Secure Program Committee and the Nonsecure Program Committee will meet at 9 a.m. The full board will meet at 10 a.m. to take action on certification of residential and nonresidential programs, to consider adopting length of stay guidelines as required by § 66-10(8) of the Code of Virginia and to take up other matters brought before it.

Contact: Donald R. Carignan, Policy Coordinator, Department of Juvenile Justice, 700 E. Franklin St., P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0743 or FAX (804) 371-0773.

DEPARTMENT OF LABOR AND INDUSTRY

Safety and Health Codes Board

† **February 9, 1998 - 10 a.m.** -- Open Meeting

Virginia Housing Development Authority, 601 South Belvidere Street, Conference Room 1, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A regular meeting with tentative agenda items to include:

1. Boiler and Pressure Vessel Rules and Regulations; proposed regulation 16 VAC 25-50-10 et seq.;
2. Occupational Exposure to Methylene Chloride, General Industry, 29 CFR 1910.1052; amendment, extension of start-up dates, 16 VAC 25-90-1910.1052;
3. Occupational Exposure to Methylene Chloride, General Industry, 29 CFR 1910.1052; partial stay, 16 VAC 25-90-1910.1052.

Contact: Regina P. Cobb, Agency Management Analyst Senior, Department of Labor and Industry, Powers-Taylor Bldg., 13 S. 13th St., Richmond, VA 23219, telephone (804) 786-0610, FAX (804) 786-8418, or (804) 786-2376/TDD ♿

LIBRARY BOARD

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss matters related to The Library of Virginia and its board.

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Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Archival and Information Services Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss archival and information services at The Library of Virginia.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Automation and Networking Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss automation and networking matters.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Bylaws Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to matters related to any proposed changes to the bylaws.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Executive Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss matters related to The Library of Virginia and its board.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Facilities Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss matters pertaining to the new Library of Virginia building and the status of the records center.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Legislative and Finance Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss legislative and financial matters.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Nominating Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to consider possible candidates for nomination to next year's slate of officers.

Contact: Jean H. Taylor, Secretary to the State Librarian, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Publications and Educational Services Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss matters related to the Publications and Educational Services Division and The Library of Virginia.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Public Library Development Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss matters pertaining to public library development and The Library of Virginia.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

Records Management Committee

February 23, 1998 - Time to be announced -- Open Meeting

Location to be announced.

A meeting to discuss matters pertaining to records management.

Contact: Jean H. Taylor, Secretary to the State Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-1905, telephone (804) 692-3535.

VIRGINIA MANUFACTURED HOUSING BOARD

† **February 18, 1998 - 10 a.m. -- Open Meeting**
Department of Housing and Community Development, The Jackson Center, 501 North 2nd Street, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A monthly meeting of the board.

Contact: Curtis L. McIver, Associate Director, Department of Housing and Community Development, Manufactured Housing Office, The Jackson Center, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7160 or (804) 371-7089/TDD

MARINE RESOURCES COMMISSION

February 24, 1998 - 9 a.m. -- Open Meeting
March 24, 1998 - 9 a.m. -- Open Meeting
Marine Resources Commission, 2600 Washington Avenue, Newport News, Virginia. (Interpreter for the deaf provided upon request)

The commission will hear and decide marine environmental matters at 9 a.m., including permit applications for projects in wetlands, bottom lands, coastal primary sand dunes and beaches; appeals of local wetland board decisions; policy and regulatory issues. The commission will hear and decide fishery management items at approximately noon. Items to be heard include: regulatory proposals, fishery management plans; fishery conservation issues; licensing; shellfish leasing. Meetings are open to the public. Testimony will be taken under oath from parties addressing agenda items on permits and licensing. Public comments will be taken on resource matters, regulatory issues and items scheduled for public hearing. The commission is empowered to promulgate regulations in the areas of marine environmental management and marine fishery management.

Contact: LaVerne Lewis, Secretary to the Commission, Marine Resources Commission, P.O. Box 756, Newport News, VA 23607-0756, telephone (757) 247-2261, toll-free 1-800-541-4646 or (757) 247-2292/TDD

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

February 10, 1998 - 10 a.m. -- Open Meeting
Department of Medical Assistance Services, 600 East Broad Street, Richmond, Virginia.

A meeting to discuss matters of policy relating to the Medicaid program. Visit the department's website at <http://www.state.va.us/~dmas/dmas>.

Contact: Cynthia Klisz Morton, Board Liaison, Department of Medical Assistance, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-8099.

March 20, 1998 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-50-10 et seq. Amount, Duration, and Scope of Medical and Remedial Care Services.** The purpose of the proposed action is to provide reimbursement for high dose chemotherapy and bone marrow/stem cell transplants for individuals over the age of 21 who have been diagnosed with lymphoma or breast cancer. This package will also clarify the reimbursement policy for transplants.

Statutory Authority: § 32.1-325 of the Code of Virginia.

Public comments may be submitted until March 20, 1998, to Anita Cordill, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Contact: Victoria P. Simmons or Roberta J. Jonas, Regulatory Coordinators, Department of Medical Assistance Services, 600 E. Broad St., Richmond, VA 23219, telephone (804) 371-8854 or FAX (804) 371-4981.

March 20, 1998 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-50-10 et seq. Amount, Duration, and Scope of Medical and Remedial Care Services.** This action proposes to expand the array of services which can be provided by school-employed medical personnel and reimbursed by Medicaid.

Statutory Authority: § 32.1-325 of the Code of Virginia.

Public comments may be submitted until March 20, 1998, to Jeff Nelson, Division of Policy and Research, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Calendar of Events

Contact: Victoria P. Simmons or Roberta J. Jonas, Regulatory Coordinators, Department of Medical Assistance Services, 600 E. Broad St., Richmond, VA 23219, telephone (804) 371-8854 or FAX (804) 371-4981.

March 20, 1998 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-90-10 et seq. Methods and Standards for Establishing Payment Rates for Long-Term Care.** These regulations propose to provide additional reimbursement to certain nursing facilities which provide special services to individuals who have traumatic brain injuries.

Statutory Authority: § 32.1-325 of the Code of Virginia.

Public comments may be submitted until March 20, 1998, to Regina Anderson-Cloud, LTC Policy, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Contact: Victoria P. Simmons or Roberta J. Jonas, Regulatory Coordinators, Department of Medical Assistance Services, 600 E. Broad St., Richmond, VA 23219, telephone (804) 371-8854 or FAX (804) 371-4981.

March 20, 1998 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Department of Medical Assistance Services intends to amend regulations entitled: **12 VAC 30-120-10 et seq. Waivered Services.** The proposed regulation specifies the requirements and standards for the provision of consumer-directed personal attendant services. The consumer-directed PAS program will provide home and community-based care personal attendant services to consumers who meet Medicaid eligibility and financial requirements. The service will allow qualifying consumers to remain in their homes, directing their own care, rather than receiving services under the home health agency model or being institutionalized. This proposal is mandated by Chapter 924, 1997 Appropriation Act. Public hearings have already been held on these regulations.

Statutory Authority: § 32.1-325 of the Code of Virginia.

Public comments may be submitted until March 20, 1998, to Karen Lawson, LTC Policy, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219.

Contact: Victoria P. Simmons or Roberta J. Jonas, Regulatory Coordinators, Department of Medical Assistance Services, 600 E. Broad St., Richmond, VA 23219, telephone (804) 371-8854 or FAX (804) 371-4981.

Pharmacy Drug Utilization Review Board

† **February 19, 1998 - 2 p.m.** -- Open Meeting
Department of Medical Assistance Services, 600 East Broad Street, 13th Floor, Board Room, Richmond, Virginia. ♿

A meeting to conduct routine business.

Contact: Marianne Rollings, Department of Medical Assistance Services, Pharmacy Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 225-4268.

Pharmacy Liaison Committee

† **February 2, 1998 - 1 p.m.** -- Open Meeting
† **April 6, 1998 - 1 p.m.** -- Open Meeting
Department of Medical Assistance Services, 600 East Broad Street, 13th Floor, Board Room, Richmond, Virginia. ♿

A meeting to conduct routine business.

Contact: David Shepherd, R.Ph., Supervisor, Pharmacy Unit, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 225-2773.

BOARD OF MEDICINE

† **February 5, 1998 - 8 a.m.** -- Open Meeting
† **February 6, 1998 - 8 a.m.** -- Open Meeting
† **February 7, 1998 - 8 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Board Rooms 1-4, Richmond, Virginia. ♿
(Interpreter for the deaf provided upon request)

The board will meet on February 5, 1998, to conduct general board business, receive committee and board reports, and discuss any other items which may come before it. The board will meet on February 5, 6, and 7 to review reports, interview licensees, conduct administrative proceedings, and make decisions on disciplinary matters. The board will review any regulations that may come before it. The board will entertain public comments during the first 15 minutes on agenda items.

Contact: Warren W. Koontz, M.D., Executive Director, Board of Medicine, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9960, FAX (804) 662-9943, or (804) 662-7197/TDD ♿

Calendar of Events

February 26, 1998 - 8:30 a.m. -- Open Meeting

February 27, 1998 - 8:30 a.m. -- Open Meeting

February 28, 1998 - 8:30 a.m. -- Open Meeting

March 1, 1998 - 8:30 a.m. -- Open Meeting

Department of Health Professions, 6606 West Broad Street, 5th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A panel of the board will convene pursuant to §§ 54.1-2400 and 9-6.14:12 of the Code of Virginia to inquire into allegations that a practitioner may have violated laws and regulations governing the practice of medicine. The panel will meet in open and closed sessions pursuant to § 2.1-344 A 7 and A 15 of the Code of Virginia. Public comment will not be received.

Contact: Karen W. Perrine, Deputy Executive Director, Board of Medicine, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-7693, FAX (804) 662-9943 or (804) 662-7197/TDD

† **March 6, 1998 - 9 a.m.** -- Public Hearing
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.

April 3, 1998 -- Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Board of Medicine intends to amend regulations entitled: **18 VAC 85-20-10 et seq. Regulations Governing the Practice of Medicine, Osteopathy, Podiatry, Chiropractic, and Physician Acupuncture.** The purpose of the proposed action is to amend the regulations pursuant to Executive Order 15 (94), which called for clarification, simplification, and where possible, a reduction in the regulatory burden. Amendments will lower certain application fees, eliminate the confusion in terminology for licensure by endorsement or by examination, and repeal unnecessary regulations.

Statutory Authority: §§ 54.1-2400 and Chapter 29 (§ 54.1-2900 et seq.) of Title 54.1 of the Code of Virginia.

Contact: Warren W. Koontz, M.D., Executive Director, Board of Medicine, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9908 or (804) 662-9943.

STATE BOARD OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

† **February 9, 1998 - 1 p.m.** -- Open Meeting

† **February 10, 1998 - 1 p.m.** -- Open Meeting

Department of Mental Health, Mental Retardation and Substance Abuse Services, 109 Governor Street, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A regular meeting.

Contact: Marlene Butler, State Board Secretary, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218, telephone (804) 786-7945 or FAX (804) 371-2308.

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

Licensure Work Group

† **February 18, 1998 - 10 a.m.** -- Open Meeting
Capitol Medical Center (Richmond Metropolitan Hospital), 701 West Grace Street, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A meeting to review definitions included in the current regulations and discuss needed changes to those definitions.

Contact: Greg Stolcis, Regional Field Supervisor, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218, telephone (804) 225-3410, FAX (804) 786-4146 or (804) 371-8977/TDD

VIRGINIA MILITARY INSTITUTE

Board of Visitors

February 14, 1998 - 8:30 a.m. -- Open Meeting
The Omni Hotel, 100 South 12th Street, Richmond, Virginia.

A regular meeting to hear committee reports, consider the budget and plan fund raising. The Board of Visitors does not provide an opportunity for public comment at this meeting. Public comment is received at the first meeting of the academic year, normally in August.

Contact: Colonel Edwin L. Dooley, Jr., Secretary to the Board, Virginia Military Institute, Superintendent's Office, Lexington, VA 24450, telephone (540) 464-7206 or (540) 464-7660/TDD

† **March 20, 1998 - 10 a.m.** -- Open Meeting

† **March 21, 1998 - 10 a.m.** -- Open Meeting

The Omni Hotel, 100 South 12th Street, Richmond, Virginia.

A special meeting to discuss and plan the fund raising campaign.

Contact: Colonel Edwin L. Dooley, Jr., Secretary to the Board, Virginia Military Institute, Superintendent's Office, Lexington, VA 24450, telephone (540) 464-7206 or (540) 464-7660/TDD

Calendar of Events

STATE MILK COMMISSION

February 18, 1998 - 10:30 a.m. -- Open Meeting
Milk Commission, 200 North Ninth Street, Suite 915,
Richmond, Virginia. ☎

A regular meeting to (i) discuss industry issues, distributor licensing, Virginia base transfers, Virginia baseholding license amendments, regulations, and fiscal matters and (ii) review reports from the staff of the Milk Commission. The commission may consider other matters pertaining to its responsibilities. Any persons who require accommodations in order to participate in the meeting should contact Edward C. Wilson, Jr., at least five days prior to the meeting date so that suitable arrangements can be made.

Contact: Edward C. Wilson, Jr., Deputy Administrator, State Milk Commission, 200 N. 9th St., Suite 915, Richmond, VA 23219-3414, telephone (804) 786-2013 or (804) 786-2013/TDD ☎

DEPARTMENT OF MINES, MINERALS AND ENERGY

February 12, 1998 - 10 a.m. -- Public Hearing
Department of Mines, Minerals and Energy, Division of Mineral Mining, Fontaine Research Park, 900 Natural Resources Drive, Charlottesville, Virginia.

March 6, 1998 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Department of Mines, Minerals and Energy intends to amend regulations entitled: **4 VAC 25-40-10 et seq. Safety and Health Regulations for Mineral Mining.** The purpose of the proposed action is to amend the safety and health regulation for the protection of persons in and around mineral mines. The amendments implement requirements of the Mine Safety Act and incorporate recommendations from the Executive Order 15 (94) review and from the work committee which reviewed the proposed regulation.

Statutory Authority: §§ 45.1-161.3, 45.1-161.294 and 45.1-161.305 of the Code of Virginia.

Contact: Conrad Spangler, Division Director, Department of Mines, Minerals and Energy, Division of Mineral Mining, Fontaine Research Park, 900 Natural Resources Dr., P.O. Box 3727, Charlottesville, VA 22903, telephone (804) 961-5000, FAX (804) 979-8544 or toll-free 1-800-828-1120 (VA Relay Center).

Division of Mined Land Reclamation

† **February 20, 1998 - 1 p.m. -- Open Meeting**
Department of Mines, Minerals and Energy, Buchanan-Smith Building, Route 23 South, Conference Room 116, Big Stone

Gap, Virginia. ☎ (Interpreter for the deaf provided upon request)

A meeting to give interested persons an opportunity to be heard in regard to the FY 98 Abandoned Mine Land Consolidated Grant Application to be submitted to the Federal Office of Surface Mining.

Contact: Roger L. Williams, Abandoned Mine Land Manager, Department of Mines, Minerals and Energy, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (540) 523-8208, FAX (540) 523-8247 or toll-free 1-800-828-1120 (VA Relay Center).

VIRGINIA MUSEUM OF FINE ARTS

February 3, 1998 - 8 a.m. -- Open Meeting
Virginia Museum of Fine Arts, 2800 Grove Avenue,
Conference Room, Richmond, Virginia. ☎

A briefing for the Executive Committee of current museum activities and upcoming events. Public comment will not be received.

Contact: Emily C. Robertson, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221-2466, telephone (804) 367-0553.

BOARD OF NURSING

Special Conference Committee

† **February 9, 1998 - 9 a.m. -- Open Meeting**
† **February 12, 1998 - 9 a.m. -- Open Meeting**
Department of Health Professions, 6606 West Broad Street, 5th Floor, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

Informal conferences with licensees and certificate holders. Public comment will not be received.

Contact: Nancy K. Durrett, R.N., Executive Director, Board of Nursing, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9909, FAX (804) 662-9943 or (804) 662-7197/TDD ☎

BOARD FOR OPTICIANS

February 13, 1998 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. ☎

An open meeting to discuss regulatory review, disciplinary cases and other matters requiring board action. All meetings are subject to cancellation or change. Call the board office 24 hours in advance of the meeting to confirm date and time. A public comment period will be held at the beginning of the meeting. Persons desiring to participate in the meeting and

requiring special accommodations or interpretive services should contact the board at least 10 days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The department fully complies with the Americans with Disabilities Act.

Contact: Nancy Taylor Feldman, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-2474 or (804) 367-9753/TDD ☎

BOARD OF OPTOMETRY

† **February 20, 1998 - 8 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 3, Richmond, Virginia. ♿
(Interpreter for the deaf provided upon request)

Informal conferences. This is a public meeting; however, no public comment will be received.

Contact: Carol Stamey, Administrative Assistant, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9910 or (804) 662-7197/TDD ☎

BOARD OF PHARMACY

† **February 10, 1998 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia. ♿

A general business meeting. Public comments will be received at the beginning of the meeting.

Contact: Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9911 or FAX (804) 662-9313.

POLYGRAPH EXAMINERS ADVISORY BOARD

† **March 10, 1998 - 10 a.m.** -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. ♿
(Interpreter for the deaf provided upon request)

A meeting to discuss regulatory review and other matters requiring board action. The polygraph examiners licensing examination will be administered to eligible polygraph examiner interns. A public comment period will be held at the beginning of the meeting. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so that suitable arrangements can be made for appropriate accommodation. The department fully complies with the Americans with Disabilities Act. Contact the board for confirmation of meeting date and time.

Contact: Nancy Taylor Feldman, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590 or (804) 367-9753/TDD ☎

BOARD OF PROFESSIONAL AND OCCUPATIONAL REGULATION

March 9, 1998 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. ♿

A general business meeting.

Contact: Debra S. Vought, Agency Analyst, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8519 or (804) 367-9753/TDD ☎

BOARD OF LICENSED PROFESSIONAL COUNSELORS, MARRIAGE AND FAMILY THERAPISTS AND SUBSTANCE ABUSE TREATMENT PROFESSIONALS

† **February 12, 1998 - 8:30 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, Conference Room 4, Richmond, Virginia. ♿

An informal administrative hearing to be held pursuant to § 9-6.14:12 of the Code of Virginia. Public comment will not be received. Beginning at 1 p.m. the Supervision Committee will discuss goals and objectives as well as consider recommendations regarding supervision requirements. Public comment will not be received. At 3:15 the Public Regulations Committee will discuss goals and objectives as well as discuss publishing a board newsletter. Public comment will not be received.

Contact: Evelyn Brown, Executive Director, or Joyce Williams, Administrative Assistant, Board of Licensed Professional Counselors, Marriage and Family Therapists and Substance Abuse Treatment Professionals, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9912 or FAX (804) 662-9943.

† **February 13, 1998 - 8:30 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Richmond, Virginia. ♿

A meeting of the following committees: (i) 8:30 a.m., Credentials Committee to review credentials, (ii) 10 a.m., Task Force to Study the Structure of the Board, (iii) 10 a.m., Examination Committee to discuss goals and objectives, (iv) 11 a.m., Executive Committee to discuss goals and objectives, and (v) noon, Legislation Committee to discuss goals and objectives. Public comment will not be received at the committee meetings. At 1 p.m. there will be a regular meeting of the board to (i) conduct general board business, (ii) consider committee reports and correspondence and any other

Calendar of Events

matters under the jurisdiction of the board, and (iii) conduct regulatory review to include adoption of amendment to the Regulations Governing the Practice of Professional Counseling, 18 VAC 115-20-10 et seq., pursuant to Executive Order 15 (94). Public comments will be heard at the beginning of the 1 p.m. board meeting.

Contact: Evelyn Brown, Executive Director, or Joyce Williams, Administrative Assistant, Board of Licensed Professional Counselors, Marriage and Family Therapists and Substance Abuse Treatment Professionals, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9912 or FAX (804) 662-9943.

Regulatory Committee

† **February 12, 1998 - 10 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor Conference Room 2, Richmond, Virginia. ☎

A meeting to discuss draft amendments to the Regulations Governing the Practice of Professional Counseling, 18 VAC 115-20-10 et seq., pursuant to Executive Order 15 (94).

Contact: Janet Delorme, Deputy Executive Director, Board of Licensed Professional Counselors, Marriage and Family Therapists and Substance Abuse Treatment Professionals, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9575, FAX (804) 662-9943 or (804) 662-7197/TDD ☎

BOARD OF PSYCHOLOGY

Discipline Committee

† **February 10, 1998 - 10 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor Conference Room, Richmond, Virginia. ☎

An informal hearing regarding allegations of practitioner misconduct. Public comment will not be received.

Contact: LaDonna Duncan, Administrative Assistant, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9913 or FAX (804) 662-9943.

REAL ESTATE BOARD

† **February 13, 1998 - 9 a.m.** -- Open Meeting
Department of Alcoholic Beverage Control, Chesapeake Regional Office, 1103 South Military Highway, Chesapeake, Virginia. ☎ (Interpreter for the deaf provided upon request)

† **February 20, 1998 - 9 a.m.** -- Open Meeting
Department of Alcoholic Beverage Control, Alexandria Regional Office, 501 Montgomery Street, Alexandria, Virginia. ☎ (Interpreter for the deaf provided upon request)

A meeting to conduct informal fact-finding conferences pursuant to the Administrative Process Act of § 9-6.14:11 of the Code of Virginia. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact Karen O'Neal at (804) 367-8552 at least two weeks prior to the meeting. The department fully complies with the Americans with Disabilities Act.

Contact: Stacie Camden, Legal Assistant, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2393, FAX (804) 367-2179, or (804) 367-9753/TDD ☎

† **February 19, 1998 - 9 a.m.** -- Open Meeting
The Omni Hotel, 100 South 12th Street, Potomac Room G, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

A general business meeting. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the board at least two weeks prior to the meeting. The department fully complies with the Americans with Disabilities Act.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8526, FAX (804) 367-2475, or (804) 367-9753/TDD ☎

Continuing Education Committee

† **February 19, 1998 - 8 a.m.** -- Open Meeting
The Omni Hotel, 100 South 12th Street, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

A general business meeting. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the board at least two weeks prior to the meeting. The department fully complies with the Americans with Disabilities Act.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8526, FAX (804) 367-2475, or (804) 367-9753/TDD ☎

Fair Housing Committee

† **February 19, 1997 - 8 a.m.** -- Open Meeting
The Omni Hotel, Richmond, Virginia. ☎ (Interpreter for the deaf provided upon request)

A general business meeting. Persons desiring to participate in the meeting and requiring special

accommodations or interpreter services should contact the board at least two weeks prior to the meeting. The department fully complies with the Americans with Disabilities Act.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8526, FAX (804) 367-2475, or (804) 367-9753/TDD ☎

RECYCLING MARKETS DEVELOPMENT COUNCIL

Ad Hoc Committee

† **February 3, 1998 - 10 a.m.** -- Open Meeting
Central Virginia Waste Management Authority, 2104 West Laburnum Avenue, Board Room, Richmond, Virginia. ♿
(Interpreter for the deaf provided upon request)

A meeting to address issues identified in House Bill 2881 and Senate Bill 1068.

Contact: Paddy Katzen, Special Assistant to the Secretary of Natural Resources, Department of Environmental Quality, 629 E. Main St., Richmond, VA 23219, telephone (804) 698-4488, FAX (804) 698-4453 or email pmkatzen@deq.state.va.us.

STATE REHABILITATION ADVISORY COUNCIL

† **February 9, 1998 - 10 a.m.** -- Open Meeting
Department of Rehabilitative Services, 8004 Franklin Farms Drive, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A regular business meeting.

Contact: Kay Magill, SRAC Liaison, Department of Rehabilitative Services, 8004 Franklin Farms Dr., Richmond, VA 23288, telephone (804) 662-7527, FAX (804) 662-7696, toll-free 1-800-552-5019/TDD and Voice, or (804) 464-9950/TDD ☎

BOARD OF REHABILITATIVE SERVICES

† **March 12, 1998 - 10 a.m.** -- Open Meeting
Department of Rehabilitative Services, 8004 Franklin Farms Drive, Richmond, Virginia. ♿ (Interpreter for the deaf provided upon request)

A quarterly business meeting of the board.

Contact: John R. Vaughn, Commissioner, Department of Rehabilitative Services, 8004 Franklin Farms Dr., Richmond, VA 23230, telephone (804) 662-7010, toll-free 1-800-552-5019/TDD and Voice or (804) 662-9040/TDD ☎

VIRGINIA RESOURCES AUTHORITY

February 10, 1998 - 9:30 a.m. -- Open Meeting

March 10, 1998 - 9:30 a.m. -- Open Meeting

The Mutual Building, 909 East Main Street, Suite 700, Richmond, Virginia.

The board will meet to approve minutes of the meeting of the prior month, to review the authority's operations for the prior month, and to consider other matters and take other actions as it may deem appropriate. The planned agenda of the meeting will be available at the offices of the authority one week prior to the date of the meeting. Public comments will be received at the beginning of the meeting.

Contact: Shockley D. Gardner, Jr., Executive Director, Virginia Resources Authority, P.O. Box 1300, Richmond, VA 23218, telephone (804) 644-3100 or FAX (804) 644-3109.

RICHMOND HOSPITAL AUTHORITY

Board of Commissioners

† **February 26, 1998 - 5 p.m.** -- Open Meeting

Richmond Nursing Home, 1900 Cool Lane, 2nd Floor Classroom, Richmond, Virginia. ♿

A monthly board meeting to discuss nursing home operations and related matters.

Contact: Marilyn H. West, Chairman, Richmond Hospital Authority, P.O. Box 548, 700 E. Main St., Suite 904, Richmond, VA 23219-0548, telephone (804) 782-1938.

BOARD OF SOCIAL SERVICES

† **February 18, 1998 - 9 a.m.** -- Open Meeting

† **February 19, 1998 - 9 a.m.** (if necessary) -- Open Meeting
Department of Social Services, Central Region Office, 1604 Santa Rosa Road, Wythe Building, Richmond, Virginia. ♿
(Interpreter for the deaf provided upon request)

A work session and formal business meeting of the board.

Contact: Pat Rengnerth, Administrative Staff Specialist, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1826, FAX (804) 692-1949, toll-free 1-800-552-3431, or toll-free 1-800-552-7096/TDD ☎

BOARD OF SOCIAL WORK

† **February 6, 1998 - 9 a.m.** -- Open Meeting

Department of Health Professions, 6606 West Broad Street, 5th Floor, Board Room 1, Richmond, Virginia. ♿

A regular meeting to conduct board business, consider committee reports, correspondence, regulatory review,

Calendar of Events

and any other matters under the authority of the board. Public comment will be received for 30 minutes beginning at 9:15 a.m.

Contact: Rai Gilmore, Administrative Assistant, Board of Social Work, 6606 W. Broad St., Richmond, VA 23230-1717, telephone (804) 662-9914 or FAX (804) 662-9943.

Regulatory Committee

† **February 6, 1998 - 8:15 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia. 

A meeting to discuss draft amendments to statutes governing the practice of social work. 4 Public comment will be received at the beginning of the meeting.

Contact: Janet Delorme, Deputy Executive Director, Board of Social Work, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9575, FAX (804) 662-9943, or (804) 662-7197/TDD 

COMMONWEALTH TRANSPORTATION BOARD

† **February 18, 1998 - 2 p.m.** -- Open Meeting
Department of Transportation, 1401 East Broad Street, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A work session of the board and the Department of Transportation staff.

Contact: Shirley J. Ybarra, Secretary of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-6675.

† **February 19, 1998 - 10 a.m.** -- Open Meeting
Department of Transportation, 1401 East Broad Street, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A monthly meeting of the board to vote on proposals presented regarding bids, permits, additions and deletions to the highway system, and any other matters requiring board approval. Public comment will be received at the outset of the meeting on items on the meeting agenda for which the opportunity for public comment has not been afforded the public in another forum. Remarks will be limited to five minutes. Large groups are asked to select one individual to speak for the group. The board reserves the right to amend these conditions. Separate committee meetings may be held on call of the chairman. Contact Department of Transportation Public Affairs at (804) 786-2715 for schedule.

Contact: Shirley J. Ybarra, Secretary of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-6675.

TRANSPORTATION SAFETY BOARD

February 12, 1998 - 2 p.m. -- Open Meeting
Hyatt Richmond Hotel, 6624 West Broad Street, Richmond, Virginia. 

A quarterly meeting to discuss transportation and highway safety issues in Virginia.

Contact: Angelisa C. Jennings, Senior Management Analyst, Department of Motor Vehicles, 2300 W. Broad St., Richmond, VA 23220, telephone (804) 367-2026.

TREASURY BOARD

February 19, 1998 - 9 a.m. -- Open Meeting
James Monroe Building, 101 North 14th Street, Treasury Board Room, 3rd Floor, Richmond, Virginia. 

A regular business meeting.

Contact: Gloria J. Hatchel, Administrative Assistant, Department of the Treasury, James Monroe Bldg., 101 N. 14th St., Richmond, VA 23219, telephone (804) 371-6011.

BOARD OF VETERINARY MEDICINE

† **February 17, 1998 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A meeting to discuss reinstatements and licensure by endorsement, board matters, and other board business as necessary. Brief public comment will be received at the beginning of the meeting.

Contact: Terri H. Behr, Administrative Assistant, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9915 or (804) 662-7197/TDD 

† **February 18, 1998 - 9 a.m.** -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia.  (Interpreter for the deaf provided upon request)

A meeting to conduct informal conferences. Public comment will not be received.

Contact: Terri H. Behr, Administrative Assistant, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9915 or (804) 662-7197/TDD

DEPARTMENT FOR THE VISUALLY HANDICAPPED

Vocational Rehabilitation Advisory Council

† **March 7, 1998 - 10 a.m.** -- Open Meeting
Department for the Visually Handicapped, Administrative Headquarters, 397 Azalea Avenue, Richmond, Virginia. ☎
(Interpreter for the deaf provided upon request)

The council meets quarterly to advise the Department for the Visually Handicapped on matters related to vocational rehabilitation services for the blind and visually impaired citizens of the Commonwealth.

Contact: James G. Taylor, Vocational Rehabilitation Program Director, Department for the Visually Handicapped, 397 Azalea Ave., Richmond, VA 23227, telephone (804) 371-3111, toll-free 1-800-622-2155, or (804) 371-3140/TDD ☎

VIRGINIA VOLUNTARY FORMULARY BOARD

February 24, 1998 - 10 a.m. -- Open Meeting
Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia.

A public hearing to consider the proposed adoption and issuance of revisions to the Virginia Voluntary Formulary. The proposed revisions to the formulary add drugs and drug products to the formulary that became effective January 15, 1996, and its most recent supplement. Copies of the proposed revisions to the formulary are available for inspection at the Department of Health, Bureau of Pharmacy Services, Monroe Building, 101 North 14th Street, Room S-45, P.O. Box 2448, Richmond, VA 23218. Written comments sent to the above address and received prior to 5 p.m. on February 24, 1998, will be made a part of the hearing record.

Contact: James K. Thomson, Director, Bureau of Pharmacy Services, Virginia Voluntary Formulary, James Monroe Bldg., 101 N. 14th St., Room S-45, Richmond, VA 23219, telephone (804) 786-4326.

VIRGINIA WASTE MANAGEMENT BOARD

† **March 5, 1998 - 10 a.m.** -- Public Hearing
Department of Environmental Quality, 629 East Main Street, First Floor, Training Room, Richmond, Virginia.

April 15, 1998 -- Public comments may be submitted until this date.

Notice is hereby given in accordance with § 9-6.14:7.1 of the Code of Virginia that the Virginia Waste Management Board intends to amend regulations entitled: **9 VAC 20-60-10 et seq. Hazardous Waste Management Regulations.** The purpose of amendment 14 is to incorporate the changes made by the United States Environmental Protection Agency from July 1, 1991, through September 19, 1994, plus the Universal Waste

Rule of May 11, 1995. The changes reflect EPA changes in the management of used oil, land disposal restrictions, corrective action management units, and other technical corrections for recordkeeping, exporting of hazardous waste, boilers and industrial furnaces, revised treatment standards for hazardous wastes, and universal treatment standards. New, simplified rules for universal waste handlers are included. The corrections include other changes designed to correct inconsistencies between the Virginia regulation and that of EPA. The requirement for annual reports is reduced to a biennial report requirement to be consistent with EPA.

Statutory Authority: § 10.1-1402 of the Code of Virginia.

Public comments may be submitted until 5 p.m. on April 15, 1998.

Contact: Robert Wickline, Office of Air Program Development, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, FAX (804) 698-4510, toll-free 1-800-592-5482 or (804) 698-4021/TDD ☎

BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS

February 27, 1998 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Conference Room 5 West, Richmond, Virginia. ☎

A meeting to conduct routine board business. A public comment period will be held at the beginning of the meeting. Persons desiring to participate in the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: David E. Dick, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8595, FAX (804) 367-2474 or (804) 367-9753/TDD ☎

COLLEGE OF WILLIAM AND MARY

Board of Visitors

† **February 5, 1998 - 1 p.m.** -- Open Meeting
† **February 6, 1998 - 8 a.m.** -- Open Meeting
Blow Memorial Hall, Richmond Road, Williamsburg, Virginia. ☎ (Interpreter for the deaf provided upon request)

A regularly scheduled meeting of the Board of Visitors to (i) review quarterly operations of the college and of

Calendar of Events

Richmond Bland College, (ii) receive reports from several committees of the board, and (iii) act on those resolutions that are presented by the administrations of the College of William and Mary and Richard Bland College. An informational release will be available four days prior to the board meeting for those individuals and organizations who request it.

Contact: William T. Walker, Jr., Director, Office of University Relations, College of William and Mary, 312 Jamestown Rd., P.O. Box 8795, Williamsburg, VA 23187-8795, telephone (804) 221-2624.

LEGISLATIVE

Notice to Subscribers

Legislative meetings held during the Session of the General Assembly are exempted from publication in *The Virginia Register of Regulations*. You may call Legislative Information for information on standing committee meetings. The number is (804) 786-6530.

CHRONOLOGICAL LIST

OPEN MEETINGS

February 2

- † Architects, Professional Engineers, Land Surveyors and Landscape Architects, Board of
 - Architect Section
- Barbers, Board for
- † Medical Assistance Services, Department of
 - Pharmacy Liaison Committee

February 3

- † Branch Pilots, Board for
- † Contractors, Board for
- † Health Professions, Board of
 - Enforcement and Education Committee
 - Health Regulatory Policy Committee
 - Regulatory Research Committee
 - Ad Hoc Telehealth Committee
- Hopewell Industrial Safety Council
- Museum of Fine Arts, Virginia
 - Executive Committee
- † Recycling Markets Development Council

February 4

- Deaf and Hard-of-Hearing, Department for the
 - Advisory Board

February 5

- Agriculture and Consumer Services, Department of
 - Virginia State Apple Board
- At-Risk Youth and Their Families, Comprehensive Services for
 - State Management Team

- Conservation and Recreation, Department of
 - Falls of the James Scenic River Advisory Board
- † Medicine, Board of
- † William and Mary, College of
 - Board of Visitors

February 6

- Agriculture and Consumer Services, Department of
 - Virginia Plant Pollination Advisory Board
- † Forestry, Board of
- Information Management, Council on
- † Medicine, Board of
- † Social Work, Board of
 - Regulatory Committee
- † William and Mary, College of
 - Board of Visitors

February 7

- † Medicine, Board of

February 9

- Alcoholic Beverage Control Board
- † Labor and Industry, Department of
 - Safety and Health Codes Board
- † Mental Health, Mental Retardation and Substance Abuse Services, State Board of
- † Nursing, Board of
- † Rehabilitation Advisory Council, State

February 10

- † Chesapeake Bay Local Assistance Board
 - Northern Area Review Committee
 - Southern Area Review Committee
- Medical Assistance Services, Department of
- † Mental Health, Mental Retardation and Substance Abuse Services, State Board of
- † Pharmacy, Board of
- † Psychology, Board of
 - Discipline Committee
- Resources Authority, Virginia

February 11

- Juvenile Justice, State Board of

February 12

- † Agriculture and Consumer Services, Department of
 - Aquaculture Advisory Board
- † Branch Pilots, Board for
- † Child Day-Care Council
- † Fire Services Board, Virginia
 - Fire/EMS Education and Training Committee
 - Fire Prevention and Control Committee
 - Legislative/Liaison Committee
- Geology, Board for
- † Nursing, Board of
- † Professional Counselors, Marriage and Family Therapists and Substance Abuse Treatment Professionals, Board of Licensed
 - Regulatory Committee
- Transportation Safety Board

Calendar of Events

February 13

- † Architects, Professional Engineers, Land Surveyors and Landscape Architects, Board for
 - Professional Engineer Section
- † Fire Services Board, Virginia
- † Higher Education for Virginia, State Council of
- † Professional Counselors, Marriage and Family Therapists and Substance Abuse Treatment Professionals, Board of Licensed
- Opticians, Board for
- † Real Estate Board

February 14

- Military Institute, Virginia
 - Board of Visitors

February 17

- † Agriculture and Consumer Services, Department of
 - Virginia Farmers' Market Board
 - Virginia Horse Industry Board
- † Funeral Directors and Embalmers, Board of
 - Special Conference Committee
- † Veterinary Medicine, Board of

February 18

- † Architects, Professional Engineers, Land Surveyors and Landscape Architects, Board for
 - Land Surveyor Section
- † Funeral Directors and Embalmers, Board of
 - Special Conference Committee
 - Trainee Task Force and Examination Committee
- † Manufactured Housing Board, Virginia
- † Mental Health, Mental Retardation and Substance Abuse Services, State Board of
 - Licensure Work Group
- Milk Commission, State
- † Social Services, Board of
- † Transportation Board, Commonwealth
- † Veterinary Medicine, Board of

February 19

- † Agriculture and Consumer Services, Department of
 - Virginia Corn Board
- † Architects, Professional Engineers, Land Surveyors and Landscape Architects, Board for
 - Land Surveyor Section
- † Audiology and Speech-Language Pathology, Board of
- † Medical Assistance Services, Department of
 - Drug Utilization Review Board
- † Real Estate Board
 - Continuing Education Committee
 - Fair Housing Committee
- † Social Services, Board of
- † Transportation Board, Commonwealth
- Treasury Board

February 20

- Family and Children's Trust Fund Board
- † Mines, Minerals and Energy, Department of
 - Division of Mined Land Reclamation
- † Optometry, Board of

- † Real Estate Board

February 23

- † Agriculture and Consumer Services, Department of
 - Virginia Cotton Board
- Alcoholic Beverage Control Board
- Library Board
 - Archival and Information Services Committee
 - Automation and Networking Committee
 - Bylaws Committee
 - Executive Committee
 - Facilities Committee
 - Legislative and Finance Committee
 - Nominating Committee
 - Publications and Educational Services Committee
 - Public Library Development Committee
 - Records Management Committee

February 24

- Agriculture and Consumer Services, Department of
 - Virginia Bright Flue-Cured Tobacco Board
- Marine Resources Commission

February 25

- † Agriculture and Consumer Services, Board of Aviation Board

February 26

- † Architects, Professional Engineers, Land Surveyors and Landscape Architects, Board for
 - Landscape Architect Section
- † Education, Board of
- Medicine, Board of
- † Richmond Hospital Authority
 - Board of Commissioners

February 27

- Medicine, Board of
- Waste Management Facility Operators, Board for

February 28

- Medicine, Board of

March 1

- Medicine, Board of

March 3

- † Agriculture and Consumer Services, Department of
 - Virginia Cotton Board
- Hopewell Industrial Safety Council

March 4

- † Agriculture and Consumer Services, Department of
 - Virginia Soybean Board

March 7

- † Visually Handicapped, Department for the
 - Vocational Rehabilitation Advisory Council

March 9

- Alcoholic Beverage Control Board
- Professional and Occupational Regulation, Board for

Calendar of Events

March 10

† Polygraph Examiners Advisory Board
Resources Authority, Virginia

March 11

† Environmental Quality, Department of
- Ad Hoc Advisory Group

March 12

† Rehabilitative Services, Board of

March 20

† Military Institute, Virginia
- Board of Visitors

March 21

† Military Institute, Virginia
- Board of Visitors

March 23

Alcoholic Beverage Control Board

March 24

Marine Resources Commission

April 6

† Medical Assistance Services, Department of
- Pharmacy Liaison Committee

PUBLIC HEARINGS

February 12

Mines, Minerals and Energy, Department of

February 23

Housing and Community Development, Board of

February 24

Voluntary Formulary Board, Virginia

February 25

† Health, State Board of

March 5

† Waste Management Board, Virginia

March 6

† Medicine, Board of

March 20

† Dentistry, Board of