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* Effective date suspended in 18:1 VA.R. 32.

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Monday, February 11, 2002

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**Title 24. Transportation and Motor Vehicles**

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NOTICES OF INTENDED REGULATORY ACTION

TITLE 2. AGRICULTURE
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Notice of Intended Regulatory Action
Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Commissioner of Agriculture and Consumer Services intends to consider repealing regulations entitled: 2 VAC 5-20. Standards for Classification of Real Estate as Devoted to Agricultural Use and to Horticultural Use Under the Virginia Land Use Assessment Law. The purpose of the proposed action is to review the regulation for effectiveness and continued need, including amending the regulation to satisfy the statutory amendment made by Chapter 705 of the 2001 Acts of Assembly. Under that provision, localities are authorized to waive, with respect to real estate devoted to the production of crops that require more than two years from initial planting until commercially feasible harvesting, any requirement contained in the regulation that requires the real estate to have been used for a particular purpose for a minimum length of time before qualifying as real estate devoted to agricultural use or horticultural use. The Commissioner of Agriculture and Consumer Services is to promulgate regulations to carry out the provisions of the act. The agency invites comment on whether there should be an advisor.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.


Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Lawrence Redford, Regulatory Coordinator, Department of Agriculture and Consumer Services, 1100 Bank St., Room 211, Richmond, VA 23219, telephone (804) 371-8067, FAX (804) 371-7679 or e-mail lredford@vdacs.state.va.us.

VA.R. Doc. No. R02-79; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action
Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Commissioner of Agriculture and Consumer Services intends to consider repealing regulations entitled: 2 VAC 5-340. Rules and Regulations for the Enforcement of the Virginia Weights and Measures Law. The purpose of the proposed action is to review the regulation for effectiveness and continued need, including extending the complaint deadline. The agency invites comment on whether there should be an advisor.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 3.1-926 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Lawrence Redford, Regulatory Coordinator, Department of Agriculture and Consumer Services, 1100 Bank St., Room 211, Richmond, VA 23219, telephone (804) 371-8067, FAX (804) 371-7679 or e-mail lredford@vdacs.state.va.us.

VA.R. Doc. No. R02-80; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action
Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Commissioner of Agriculture and Consumer Services intends to consider repealing regulations entitled: 2 VAC 5-390. Rules and Regulations for the Enforcement of the Virginia Seed Law. The purpose of the proposed action is to review the regulation for effectiveness and continued need, including extending the complaint deadline. The agency invites comment on whether there should be an advisor.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.


Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-81; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action
Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Commissioner of Agriculture and Consumer Services intends to consider repealing regulations entitled: 2 VAC 5-390. Rules and Regulations for the Enforcement of the Virginia Seed Law. The purpose of the proposed action is to review the regulation for effectiveness and continued need, including extending the complaint deadline. The agency invites comment on whether there should be an advisor.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 3.1-926 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-81; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action
Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Commissioner of Agriculture and Consumer Services intends to consider repealing regulations entitled: 2 VAC 5-390. Rules and Regulations for the Enforcement of the Virginia Seed Law. The purpose of the proposed action is to review the regulation for effectiveness and continued need, including extending the complaint deadline. The agency invites comment on whether there should be an advisor.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.


Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-81; Filed November 15, 2001, 3:55 p.m.
sale and distribution of certain second-generation hybrid (F2) seed. The agency invites comment on whether there should be an advisor.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 3.1-271 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-82; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to consider repealing regulations entitled: 2 VAC 5-420. Regulations for the Enforcement of the Virginia Gasoline and Motor Fuel Law. The purpose of the proposed action is to review the regulation for effectiveness and continued need. Among matters to be considered are amendments to address changes in the marketplace and technology now in use in the petroleum industry; modify the specifications for gasoline and diesel fuel to update all product specifications and testing methods of the American Society of Testing and Materials; establish minimum standards for all gasoline and diesel fuel sold in the Commonwealth; delete certain outdated provisions; amend the registration requirements of gasoline and diesel fuel to comply with the 1992 amendments to the Motor Fuels and Lubricating Oils Law; and update the notation for documents incorporated by reference to reflect all documents incorporated by the aforementioned actions. Since the amendments would be extensive, it is recommended that the amendment be accomplished by the repeal of the existing regulation and by the adoption of a new regulation concurrently. The agency invites comment on whether there should be an advisor.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.


Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 402, Richmond, VA 23219, telephone (804) 786-2476, FAX (804) 786-1571, or e-mail jrogers@vdacs.state.va.us.

VA.R. Doc. No. R02-84; Filed November 15, 2001, 3:55 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to consider repealing regulations entitled: 2 VAC 5-470. Rules and Regulations Pertaining to the Registration and Certification of Grape Nursery Stock. Virginia grape nursery stock growers have shown no interest in participation in this voluntary program for more than 10 years. This lack of interest is attributed to the realization that virus-free certified grape nursery stock does not bring any economic benefit when offering the stock for sale. Grape nursery stock that is not certified as virus-free must still meet pest cleanliness requirements or “apparent disease-free” status for interstate movement as required by the Plants and Plant Products Inspection Law (§ 3.1-188.32 et seq. of the Code of Virginia). The agency invites comment on whether there should be an advisor.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 3.1-188.35 of the Code of Virginia.

Public comments may be submitted until 5 p.m., March 18, 2002.

Contact: Frank M. Fulgham, Program Manager, Department of Agriculture and Consumer Services, 1100 Bank St., Room 703, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793, or e-mail fulgham@vdacs.state.va.us.

VA.R. Doc. No. R02-83; Filed November 15, 2001, 3:55 p.m.

TITLE 3. ALCOHOLIC BEVERAGES

ALCOHOLIC BEVERAGE CONTROL BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to consider amending regulations entitled: 3 VAC 5-10. Procedural Rules for the Conduct of Hearings Before the Board and Its Hearing Officers and the Adoption or Amendment of Regulations. The purpose of the proposed action is to implement changes suggested in the periodic review of this chapter. It will correct several obsolete references to positions or divisions of the agency that no longer exist, incorporate the discovery rules of the Virginia Supreme Court by reference in cases arising under the Beer and Wine Franchise Acts, and eliminate current requirements for annual rulemaking.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.


Public comments may be submitted until 5 p.m., February 27, 2002.

Contact: Sara M. Gilliam, Assistant Secretary, Department of Alcoholic Beverage Control, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411, or e-mail smgillim@abc.state.va.us.

VA.R. Doc. No. R02-114; Filed November 13, 2001, 9:52 a.m.
TITLE 12. HEALTH

STATE BOARD OF HEALTH

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to consider promulgating regulations entitled: 12 VAC 5-586. Biosolids Use Fees Regulation. The purpose of the proposed regulation is to establish a system for charging a fee for the land application of biosolids in counties with adopted ordinances for monitoring such activities and the method of reimbursing those costs.

The agency intends to hold a public hearing on the proposed regulation after publication in the Virginia Register.

Statutory Authority: § 62.1-44.19 of the Code of Virginia.

Public comments may be submitted until February 28, 2002.

Contact: C.M. Sawyer, P.E., Director, Wastewater Engineering, 1500 E. Main St., Suite 109, Richmond, VA 23219, telephone (804) 786-1755 or FAX (804) 786-5567.


TITLE 22. SOCIAL SERVICES

STATE BOARD OF SOCIAL SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to consider promulgating regulations entitled: 22 VAC 40-135. Treatment Foster Care Standards for Child Placing Agencies. Treatment foster care providers are currently regulated by two different sets of regulations. This regulation will consolidate these two sets of regulations into one, streamlining the department’s regulatory oversight of these agencies and creating a more comprehensive regulation. The regulation will apply to all licensed child placing agencies that wish to provide treatment foster care services, whether or not they apply for certification as a Medicaid-enrolled provider of treatment foster care case management services and to localities who elect to apply for licensing certification. The regulation enables agencies to become certified to receive reimbursement for treatment foster care case management services through Medicaid. The regulation will provide clarification and reduce confusion regarding certification and eligibility for Medicaid reimbursement of treatment foster care case management services. Certification will allow agencies to access an alternative funding source.

The new regulation will meet the requirements of all new federal and state legislation since 2000. Several important criteria will be included to evaluate when making a decision to approve a family for treatment foster care. To comply with the Multiethnic Placement Act, standards will be included stating that placement decisions for children may not be based solely on race. Standards will be included to cover staff training, foster home placement agreements and the scope and applicability of this regulation. Certain information will be required prior to admission of the child. Requirements for maintaining confidentiality will be delineated. Agencies will be required to collect data on and periodically evaluate their programs and services.

The agency intends to hold a public hearing on the proposed regulation after publication in the Virginia Register.


Public comments may be submitted until February 13, 2002.

Contact: Doris Jenkins, Manager, Child Welfare Licensing Unit, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1773 or FAX (804) 692-2429.

VA.R. Doc. No. R02-100; Filed December 12, 2001, 1:44 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Social Services intends to consider amending regulations entitled: 22 VAC 40-705. Child Protective Services. The purpose of the proposed action is to strengthen the regulations, particularly in the areas of case documentation and child fatality protocols.

The agency does not intend to hold a public hearing on the proposed regulation after publication in the Virginia Register.


Public comments may be submitted until February 13, 2002.

Contact: Betty Jo Zarris, CPS Policy Consultant, Department of Social Services, 730 E. Broad St., Richmond, VA 23219, telephone (804) 692-1220 or FAX (804) 692-2215.

VA.R. Doc. No. R02-104; Filed December 20, 2001, 2:35 p.m.
TITLE 12. HEALTH

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Title of Regulation: Nursing Home Payment System Resource Utilization Groups (RUGs).


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

Public Hearing Date: N/A - Public comments may be submitted until April 12, 2002. 
(See Calendar of Events section for additional information)

Agency Contact: Vicki Simmons, Regulatory Coordinator, Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 786-7959 or FAX (804) 786-1680.

Basis: Section 32.1-325 of the Code of Virginia grants to the Board of Medical Assistance Services the authority to administer and amend the Plan for Medical Assistance. Section 32.1-324 of the Code of Virginia 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.

Chapter 1073 of the 2000 Acts of Assembly, Item 319 MM, directed DMAS to implement this Resource Utilization Groups methodology into its Nursing Home Payment System.

42 CFR Part 447, Payment for Services, prescribes State Plan requirements, Federal Financial Participation limitations and procedures concerning payments made by State Medicaid agencies for Medicaid services. States must provide sufficient detail in their plans about their reimbursement methodologies in order that CMS may determine if the methodologies conform to existing federal law and regulations and are, therefore, approvable for Federal Financial Participation.

Purpose: The purpose of this action is to amend the Nursing Home Payment System by replacing the current Patient Intensity Rating System (PIRS) method of classifying residents into groups with the more up-to-date Resource Utilization Groups-III method of classifying residents. These changes will not have a direct impact on citizens' health, safety, and welfare. These changes, once implemented, will indirectly affect nursing facility residents' health and safety by providing reimbursement to their care providers that more closely matches the costs of these patients' care.

Substance: This regulatory action is necessary to implement a case-mix payment system that will provide a more equitable method of reimbursement to nursing facilities. Under the current payment system, nursing facilities receive an average payment for Medicaid residents based on three levels of resident acuity. The resident classification system currently used is known as the Patient Intensity Rating System (PIRS), which was developed prior to 1990. This system groups residents with similar resource needs into three groups: Class A includes an Activity of Daily Living (ADL) impairment score of 0 to 6; Class B includes an ADL impairment score of 7 to 12; and Class C includes an ADL impairment score of 9 or more combined with specific clinical conditions. The PIRS requires the completion of a specific resident assessment instrument (Uniform Assessment Instrument (UAI)) by the providers and this assessment instrument is reviewed by the agency.

Over the past 10 years, the types of residents and the delivery of care in nursing facilities have changed. CMS has sponsored research to develop a case mix classification system, Resource Utilization Groups (RUG), Version III, that is used for the Medicare Prospective Payment System and has been implemented over one-half of the state Medicaid programs across the country. The RUG-III system classifies residents into a 34-group version for use with Medicaid nursing facility resident populations and can be used to objectively determine a facility’s case mix. The case-mix index scores for this system are CMS-developed standard case-mix indices based on time studies performed during the middle to late 1990s, and these indices will be the basis for calculating the average case-mix index scores.

The RUG-III resident classification system is based on the CMS Minimum Data Set (MDS) Version 2, a resident assessment data system that is mandated for all Medicare and Medicaid participating facilities. The MDS is an assessment instrument and process that is much more refined than the PIRS assessment. Additionally, the use of the MDS data for case-mix classification will relieve the nursing facilities of the additional burden of completing the PIRS assessment for each Medicaid resident.

The RUG-III resident classification system and the CMS standard weights are the most widely accepted and recognized systems available. CMS continues to provide development and research support for the RUG-III system. By adopting the use of this system, the administrative effort that will be required by the agency in the future is minimized. Further, under the Resource Utilization Groups-III (RUGs III) case-mix payment system, nursing facilities will be reimbursed in a manner more directly commensurate with the particular residents that they serve and, therefore, the particular costs that the nursing facilities incur.
Converting to this RUGs III case-mix payment system will not have any affect on the current long-term care database that DMAS has operated for more than the last 10 years. The conversion to the MDS form will just mean that no new data will be added to this computer subsystem.

Issues: The proposed changes to operating reimbursement rates are beneficial to providers for several reasons. First, the RUG-III resident classification system will provide a more accurate and refined case-mix index on which to base payments compared to the current PIRS system; thus paying nursing facilities more appropriately for the resource utilization and costs of their residents. Second, the RUG-III resident classification system has a further advantage to providers in that it is based on the CMS Minimum Data Set (MDS). The MDS is a resident assessment that all Medicare and Medicaid participating providers must complete according to CMS rules.

The continued use of the PIRS system requires the completion of a second resident assessment instrument. The PIRS assessment will be eliminated upon full adoption of the proposed changes, relieving providers of the administrative burden of completing more than one assessment instrument on each resident. The proposed changes are beneficial to residents of nursing facilities because the RUG-III resident classification system captures the resource use and resident costs of care more accurately, thus providing more of an incentive for nursing facilities to admit higher acuity residents. No disadvantages to the public have been identified.

The proposed changes to operating reimbursement rates are also beneficial to the agency and Commonwealth. First, the agency is promoting policies that provide accurate and appropriate payments to nursing facilities. The use of the RUG-III resident classification system increases the refinement of the resident classification groups and more appropriately pays nursing facilities for the resource utilization and costs of each facility’s residents. Second, the use of the CMS supported RUG-III system and the standard case-mix index scores provides the agency and the Commonwealth with the recognition of using the most highly regarded and accepted case-mix system available at this time. Further, CMS continues to support research and to make refinements to the RUG-III system which relieves the agency and the Commonwealth of conducting research studies on an ongoing basis. Third, the use of the MDS in place of the PIRS assessment instrument provides the agency with assessment data that has been reviewed for accuracy and is closely monitored by both the Virginia Department of Health and the agency itself. The PIRS assessment data is monitored solely by the agency. This oversight will result in more accurate and timely data on which to base the nursing facility payment rates. No disadvantages, excluding the costs of conversion to the RUGs system, to the agency have been identified.

There are no known disadvantages to either providers or the agency and the Commonwealth of implementing this RUGs system.

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 § 2.2-4007 G of the Administrative Process Act and Executive Order Number 25 (98), Section 2.2-4007 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. The proposed regulation replaces the current Patient Intensity Rating System (PIRS) method of classifying nursing facility residents with the Resource Utilization Groups-III (RUGs) methodology, as directed by the 2000 General Assembly (Chapter 1073 of the 2000 Acts of Assembly, Item 319 MM). The proposed regulation also reclassifies nursing staff costs for quality assurance services as direct patient care costs rather than indirect costs and establishes a new method for calculating inflation in the nursing home payment system.

Estimated economic impact.

Nursing Facility Resident Classification System
Virginia utilizes a case-mix reimbursement method to pay nursing facilities for direct patient care costs.1 A case-mix system categorizes residents based on their medical condition and expected need of nursing and therapy resources, termed “patient acuity,” and adjusts payments made to nursing facilities to account for caseload mix. The object of a case-mix system is to reimburse facilities on the basis of patients served and account for differences in the costs of providing for their needs.

The classification system currently used by Virginia is the Patient Intensity Rating System (PIRS), which categorizes residents into three groups based on an assessment of their ability to perform basic personal care activities (i.e., bathing, dressing, eating, etc.) called Activities of Daily Living (ADL). Using a specific evaluation form, an ADL impairment score of zero (light needs) to 12 (severe or heavy needs) is assigned for each resident: Class A includes residents with an ADL impairment score of 0 to 6; Class B includes those with an ADL impairment score of 7-12; and Class C includes ADL impairment scores of 9 or more combined with specific clinical conditions.

PIRS was innovative when developed in the late 1980s, but is now widely recognized to be outdated. The mix of residents in Virginia’s nursing facilities has changed significantly in the past decade. For instance, the statewide case-mix norm under the PIRS methodology has increased 8.0%, from 1.02 in 1991

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1 Virginia’s Nursing Home Payment System separates nursing facility reimbursements into three cost categories: direct patient care costs, indirect operating costs, and capital costs. The proposed changes to this regulation apply only to direct patient care costs. Virginia amended its indirect and capital costs in a permanent regulatory action that become effective July 1, 2001.

2 PIRS requires the completion of a specific resident assessment instrument, the Uniform Assessment Instrument, by providers.
Proposed Regulations

This indicates that the Medicaid nursing facility resident population is more service intensive than it used to be. The main factors driving this shift are (i) increases in community-based services and waivers that allow persons needing less intensive services to remain in community settings with supports rather than being admitted to a nursing facility and (ii) shorter inpatient hospital stays that result in residents who, in past years may have remained in the hospital longer, being discharged to a nursing facility while their care needs are still relatively high.

Addressing these concerns, the proposed regulation replaces PIRS with a new case-mix methodology, Resource Utilization Groups (RUGs). The RUGs methodology was developed by the Centers for Medicare and Medicaid Services (CMS) (formerly the Health Care Financing Administration) in the mid to late 1990s for use in the Medicare Prospective Payment System and, since that time, has been implemented by over one-half of the state Medicaid programs in the country. The RUG-III system classifies nursing facility residents into 34 different classes of care and is based on the CMS Minimum Data Set (MDS), a resident assessment data system that is mandated for all Medicare and Medicaid participating facilities. Nursing facilities in Virginia have been electronically submitting the MDS data to the Virginia Department of Health (VDH) on a monthly basis since July 1998. Table 1 provides a comparison of the data used by the PIRS and RUGs methodologies.

Table 1: Comparison of Data Used in PIRS and RUGs Classification Methodologies

<table>
<thead>
<tr>
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<th>PIRS</th>
<th>RUGs</th>
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</thead>
<tbody>
<tr>
<td>Assessment Form</td>
<td>Uniform Assessment Instrument</td>
<td>CMS Minimum Data Set</td>
</tr>
<tr>
<td>Assessment Variables Used</td>
<td>20</td>
<td>108</td>
</tr>
<tr>
<td>Classifications of Care*</td>
<td>3</td>
<td>34</td>
</tr>
<tr>
<td>Assessment form used for</td>
<td>Reimbursement only</td>
<td>Reimbursement and Quality of care reporting</td>
</tr>
<tr>
<td>Assessment data monitored by</td>
<td>DMAS</td>
<td>DMAS and VDH</td>
</tr>
<tr>
<td>Case Mix Indices based on</td>
<td>1987 study</td>
<td>Mid to late 1990s study; Continued development by CMS</td>
</tr>
</tbody>
</table>

*Both methodologies address Specialized Care residents separately.

There are many benefits associated with adoption of the RUGs methodology. First, the MDS is a more sophisticated assessment instrument and is likely to more accurately capture the cost of care for residents served by a particular nursing facility. The CMS data is reviewed by two agencies (DMAS and VDH) and since it is used for reimbursement and quality of care reporting, the potential for fraud or abuse is minimized. Basing the resident classification on data that is already being collected and reported will relieve some of the administrative burden on the part of providers who will no longer have to complete an additional PIRS assessment for each resident. Second, using the RUGs methodology will require less administrative support and ongoing research than PIRS since DMAS will be able to take advantage of research and development conducted by the federal government. Third, by more accurately and appropriately reimbursing nursing facilities for the patient care costs they incur, the new methodology could potentially increase access for heavy care patients and the quality of care provided.

According to the agency, the costs of converting to the RUGs system, including compilation of the MDS data and programming and development of the new system, were minimal and have already been absorbed by the agency’s administrative budget. Aside from implementation costs, transition to the RUGs system is expected to be budget neutral. While total reimbursement may remain the same, there may be some redistribution of payments among providers. Facilities whose levels of service intensity were not fully captured by PIRS will receive higher payments under RUGs; facilities that received payments overstating their level of service intensity will receive lower payments than before.

By adopting a case-mix methodology that appears to be becoming the industry standard and is designed to more accurately reimburse nursing facilities for costs incurred providing services to Medicaid patients, Virginia will likely experience a net economic benefit by replacing its current resident classification system with the RUGs methodology.

Quality Assurance Services

The proposed regulation reclassifies nursing costs related to quality assurance services from indirect to direct care costs. According to DMAS, this change will not have any significant impact on the rates paid for these services, but rather will more appropriately categorize these services which are directly related to resident care.

Inflation Calculation Method

An inflation rate index is used to adjust rate and cost ceilings each year. DMAS currently uses one of four separate quarterly inflation indices depending on the year-end for each individual nursing facility. The proposed regulation simplifies administration by applying the same inflation rate index to all nursing facilities over a given year. The 4th quarter index published in the 2nd quarter of the following year has been selected since 70% of nursing facilities in Virginia have a December 31 year-end. According to DMAS, there is not a wide variance between the four indices throughout the year and they do not expect this change to have a significant effect aside from making administration far simpler than it is now.

Businesses and entities affected. There are 238 nursing facilities currently participating in the Medicaid program in Virginia, serving approximately 27,000 Virginians each year.

Localities particularly affected. The proposed regulation will not uniquely affect any particular localities.

Projected impact on employment. By more accurately and appropriately reimbursing nursing facilities for patient care costs incurred providing services to Medicaid patients, the proposed regulation may have some impact on employment in

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3 Data verified by DMAS. The case mix score is based on the concept that an average nursing facility resident would have a score of 1.00.
Proposed Regulations

these facilities, however there is no data available to provide an estimate of such an impact at this time.

Effects on the use and value of private property. By more accurately and appropriately reimbursing nursing facilities for patient care costs incurred providing services to Medicaid patients, the proposed regulation may increase the value of private nursing facilities.

Agency's Response to the Department of Planning and Budget's Economic Impact Analysis: The agency concurs with the economic impact analysis prepared by the Department of Planning and Budget regarding the regulations concerning Methods and Standards for Establishing Payment Rates-Long Term Care: Nursing Home Payment (Resource Utilization Groups (RUGs)) System.

Summary:
The proposed amendments replace the current Patient Intensity Rating System (PIRS) method of classifying nursing facility residents with the Resource Utilization Groups-III (RUGs) methodology, as directed by the 2000 General Assembly (Chapter 1073 of the 2000 Acts of Assembly, Item 319 MM). The proposed amendments also reclassify nursing staff costs for quality assurance services as direct patient care costs rather than indirect costs and establish a new method for calculating inflation in the nursing home payment system.

12 VAC 30-90-40. Operating cost.

Effective July 1, 2001, operating cost shall be the total allowable inpatient cost less plant cost or capital, as appropriate, and NATCEPs costs. See Subpart VII (12 VAC 30-90-170 et seq.) of this part for rate determination procedures for NATCEPs costs. Operating cost shall be made up of direct patient care operating cost and indirect patient care operating cost. Direct patient care operating cost is defined in Appendix I (12 VAC 30-90-271). Indirect patient care operating cost includes all operating costs not defined as direct patient care operating costs or NATCEPs costs in or the actual charges by the Central Criminal Records Exchange for criminal records checks for nursing facility employees (see Appendix I (12 VAC 30-90-272)). For purposes of calculating the reimbursement rate, the direct patient care operating cost per day shall be the Medicaid portion of the direct patient care operating cost divided by the nursing facility's number of Medicaid patient days in the cost reporting period. The indirect patient care operating cost per day shall be the Medicaid portion of the indirect patient care operating cost divided by the greater of the actual number of Medicaid patient days in the cost reporting period, or 90% of the potential patient days for all licensed beds throughout the cost reporting period times the Medicaid utilization percentage. For facilities that also provide specialized care services, see subdivision 10 of 12 VAC 30-90-264 for special procedures for computing the number of patient days required to meet the 90% occupancy requirement.

12 VAC 30-90-41. Nursing facility reimbursement formula.

A. Effective on and after October 1, 1990 and after July 1, 2002, all NFs subject to the prospective payment system shall be reimbursed under a revised formula entitled "The Patient Intensity Rating System (PIRS)." PIRS is a patient based methodology which links NFs Resource Utilization Group-III (RUG-III) System. RUG-III is a resident classification system that groups NF residents according to resource utilization. Case-mix indices (CMIs) are assigned to RUG-III groups and are used to adjust the NFs' per diem rates to reflect the intensity of services required by a NFs patient NFs resident mix. Three classes were developed which group patients together based on similar functional characteristics and service needs. See 12 VAC 30-90-300 for details on the Resource Utilization Groups.

1. Any NF receiving Medicaid payments on or after October 1, 1990, shall satisfy all the requirements of § 1919(b) through (d) of the Social Security Act as they relate to provision of services, residents' rights and administration and other matters.

2. Direct and indirect group ceilings and rates.

a. In accordance with 12 VAC 30-90-20 C, direct patient care operating cost peer groups shall be established for the Virginia portion of the Washington DC-MD-VA MSA, the Richmond-Petersburg MSA and the rest of the state. Direct patient care operating costs shall be as defined in 12 VAC 30-90-271.

b. Effective July 1, 2001, indirect patient care operating cost peer groups shall be established for the Virginia portion of the Washington DC-MD-VA MSA, for the rest of the state for facilities with less than 61 licensed beds, and for the rest of the state for facilities with more than 60 licensed beds.

3. Each NFs Service Intensity Index (SII) shall be calculated for each semiannual period of a NFs fiscal year based upon data reported by that NF and entered into DMAS' Long Term Care Information System (LTCIS). Data will be reported on the multidimensional assessment form prescribed by DMAS (now DMAS-80) at the time of admission and then twice a year for every Medicaid recipient in a NF. The NFs SII, derived from the assessment data, will be normalized by dividing it by the average for all NFs in the state.

See 2 VAC 30-90-300 for the PIRS class structure, the relative resource cost assigned to each class, the method of computing each NFs facility score and the methodology of computing the NFs semiannual SIIs. Each facility's average case-mix index shall be calculated based upon data reported by that nursing facility to the Centers for Medicare and Medicaid Services (CMS) (formerly HCFA) Minimum Data Set (MDS) System. See 12 VAC 30-90-306 for the case-mix index calculations.

4. The normalized SI# facility average Medicaid CMI shall be used to calculate the direct patient care operating cost prospective ceilings and direct patient care operating cost prospective rates for each semiannual period of a NFs subsequent fiscal year. See 12 VAC 30-90-306 D 2 for the calculation of the normalized facility average Medicaid CMI.

a. A NFs direct patient care operating cost prospective ceiling shall be the product of the NFs peer group direct
patient care ceiling and the NFs normalized SII for the previous semiannual period facility average Medicaid 
CMI. A NFs direct patient care operating cost prospective 
celling will be calculated semiannually.

b. An SII rate adjustment, if any, shall be applied to a NFs 
prospective direct patient care operating cost base rate 
for each semiannual period of a NFs fiscal year. The SII 
determined in the second semiannual period of the 
previous fiscal year shall be divided by the average of the 
previous fiscal year’s SII’s to determine the SII rate 
adjustment, if any, to the first semiannual period of the 
subsequent fiscal year’s prospective direct patient care 
operating cost base rate. The SII determined in the first 
semiannual period of the subsequent fiscal year shall 
be divided by the average of the previous fiscal year’s SII’s to 
determine the SII rate adjustment, if any, to the second 
semiannual period of the subsequent fiscal year’s 
prospective direct patient care operating cost base rate. A 
CMI rate adjustment for each semiannual period of a 
Nursing Facility’s prospective fiscal year shall be applied 
by multiplying the nursing facility’s normalized facility 
average Medicaid CMI applicable to each prospective 
semiannual period by the nursing facility’s case-mix 
neutralized direct patient care operating cost base rate for 
the preceding cost reporting period (see 12 VAC 30-90- 
307).

5. Effective for services on and after July 1, 2001.

a. The direct patient care operating ceiling shall be set at 
112% of the respective peer group day-weighted median 
of facility-specific direct cost the facilities’ case-mix 
neutralized direct care operating costs per day. The calculation 
of the median medians shall be based on cost 
reports from freestanding nursing homes for provider 
fiscal years ending in calendar the most recent base year 
1998. The median medians used to set the peer group 
direct ceiling patient care operating ceilings shall be 
revised and case-mix neutralized every two years using 
more recent cost data. In addition, for ceilings effective 
during July 1, 2000, through June 30, 2002, the ceiling 
calculated as described herein shall be increased by two 
per diem amounts. The first per diem amount shall equal 
$21,716,649 increased for inflation from SFY 2000 to 
SFY 2001, divided by Medicaid days in SFY 2000. The 
second per diem amount shall equal $1,400,000 divided 
by Medicaid days in SFY 2000. When this ceiling 
calculation is completed for services after June 30, 2002, 
the per diem amount related to the amount of 
$21,716,649 shall not be added.

B. Adjustment of ceilings and costs for inflation. Effective for 
provider fiscal years starting on and after July 1, 2002, ceilings 
and rates shall be adjusted for inflation each year using the 
moving average of the percentage change of the Virginia- 
Specific Nursing Home Input Price Index, updated quarterly, 
published by Standard & Poor’s DRI.

1. For provider years beginning in each calendar year, the 
percentage used shall be the moving average of the second 
quarter of the year, taken from the Table published for 
the fourth quarter of the previous year. For example, in 
setting prospective rates for all provider years beginning in 
January through December 2002, ceilings and costs would 
be inflated using the moving average for the second quarter 
of 2002, taken from the table published for the fourth 
2. Provider specific costs shall be adjusted for inflation each year from the cost reporting period to the prospective rate period using the moving average as specified in subdivision 1 of this subsection. If the cost reporting period or the prospective rate period is less than 12 months long, a fraction of the moving average shall be used that is equal to the fraction of a year from the midpoint of the cost reporting period to the midpoint of the prospective rate period.

3. Ceilings shall be adjusted from the common point established in the most recent rebasing calculation. Base period costs shall be adjusted to this common point using moving averages from the DRI tables corresponding to the provider fiscal period, as specified in subdivision 1 of this subsection. Ceilings shall then be adjusted from the common point to the prospective rate period using the moving average(s) for each applicable second quarter, taken from the DRI table published for the fourth quarter of the year immediately preceding the calendar year in which the prospective rate years begin. Rebased ceilings shall be effective on July 1 of each rebasing year, so in their first application they shall be adjusted to the midpoint of the provider fiscal year then in progress or then beginning. Subsequently, they shall be adjusted each year from the common point established in rebasing to the midpoint of the appropriate provider fiscal year. For example, suppose the base year is made up of cost reports from years ending in calendar year 2000, the rebasing year is SFY2003, and the rebasing calculation establishes ceilings that are inflated to the common point of July 1, 2002. Providers with years in progress on July 1, 2002, would receive a ceiling effective July 1, 2002, that would be adjusted to the midpoint of the provider year then in progress. In some cases this would mean the ceiling would be reduced from the July 1, 2002, ceiling level. The following table shows the application of these provisions for different provider fiscal periods.

### Table I
Application of Inflation to Different Provider Fiscal Periods

<table>
<thead>
<tr>
<th>Provider FYE</th>
<th>Effective Date of New Ceiling</th>
<th>First PFY After Rebasing Date</th>
<th>Inflation Time Span from Ceiling Date to Midpoint of First PFY</th>
<th>Second PFY After Rebasing Date</th>
<th>Inflation Time Span from Ceiling Date to Midpoint of Second PFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31</td>
<td>7/1/02</td>
<td>3/31/03</td>
<td>+ 1/4 year</td>
<td>3/31/04</td>
<td>+ 1-1/4 years</td>
</tr>
<tr>
<td>6/30</td>
<td>7/1/02</td>
<td>6/30/03</td>
<td>+ 1/2 year</td>
<td>6/30/04</td>
<td>+ 1-1/2 years</td>
</tr>
<tr>
<td>9/30</td>
<td>7/1/02</td>
<td>9/30/02</td>
<td>- 1/4 year</td>
<td>9/30/03</td>
<td>+ 3/4 year</td>
</tr>
<tr>
<td>12/31</td>
<td>7/1/02</td>
<td>12/31/02</td>
<td>-0-</td>
<td>12/31/03</td>
<td>+ 1 year</td>
</tr>
</tbody>
</table>

The following table shows the DRI tables that would provide the moving averages for adjusting ceilings for different prospective rate years.

### Table II
Source Tables for DRI Moving Average Values

<table>
<thead>
<tr>
<th>Provider FYE</th>
<th>Effective Date of New Ceiling</th>
<th>First PFY After Rebasing Date</th>
<th>Source DRI Table for First PFY Ceiling Inflation</th>
<th>Second PFY After Rebasing Date</th>
<th>Source DRI Table for Second PFY Ceiling Inflation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31</td>
<td>7/1/02</td>
<td>3/31/03</td>
<td>Fourth Quarter 2001</td>
<td>3/31/04</td>
<td>Fourth Quarter 2002</td>
</tr>
<tr>
<td>6/30</td>
<td>7/1/02</td>
<td>6/30/03</td>
<td>Fourth Quarter 2001</td>
<td>6/30/04</td>
<td>Fourth Quarter 2002</td>
</tr>
<tr>
<td>9/30</td>
<td>7/1/02</td>
<td>9/30/02</td>
<td>Fourth Quarter 2000</td>
<td>9/30/03</td>
<td>Fourth Quarter 2001</td>
</tr>
<tr>
<td>12/31</td>
<td>7/1/02</td>
<td>12/31/02</td>
<td>Fourth Quarter 2000</td>
<td>12/31/03</td>
<td>Fourth Quarter 2001</td>
</tr>
</tbody>
</table>

In this example, when ceilings are inflated for the second PFY after the rebasing date, the ceilings will be inflated from July 1, 2002, using moving averages from the DRI table specified for the second PFY. That is, the ceiling for years ending June 30, 2004, will be the June 30, 2002, base period ceiling, adjusted by 1/2 of the moving average for the second quarter of 2002, compounded with the moving average for the second quarter of 2003. Both these moving averages will be taken from the fourth quarter 2002 DRI table.

C. The PIRS RUG-III method shall still require comparison of the prospective operating cost rates to the prospective operating ceilings. The provider shall be reimbursed the lower of the prospective operating cost rates rate or prospective operating ceilings ceiling.

D. Nonoperating costs. Plant or capital, as appropriate, costs shall be reimbursed in accordance with Articles 1, 2, and 3 of this subpart. Plant costs shall not include the component of cost related to making or producing a supply or service.

NATCEPs cost shall be reimbursed in accordance with 12 VAC 30-90-170.

E. The prospective rate for each NF shall be based upon operating cost and plant/capital cost components or charges, whichever is lower, plus NATCEPs costs. The disallowance of nonreimbursable operating costs in any current fiscal year shall be reflected in a subsequent year's prospective rate determination. Disallowances of nonreimbursable plant or capital, as appropriate, costs and NATCEPs costs shall be reflected in the year in which the nonreimbursable costs are included.

F. Effective July 1, 2001, for those NFs whose indirect operating cost rates are below the ceilings, an incentive plan
shall be established whereby a NF shall be paid, on a sliding scale, up to 25% of the difference between its allowable indirect operating cost rates and the indirect peer group ceilings.

1. The following table presents four incentive examples:

<table>
<thead>
<tr>
<th>Peer Group Ceilings</th>
<th>Allowable Cost Per Day</th>
<th>Difference</th>
<th>% of Ceiling</th>
<th>Sliding Scale</th>
<th>Scale % Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30.00</td>
<td>$27.00</td>
<td>$3.00</td>
<td>10%</td>
<td>$0.30</td>
<td>10%</td>
</tr>
<tr>
<td>30.00</td>
<td>22.50</td>
<td>7.50</td>
<td>25%</td>
<td>1.88</td>
<td>25%</td>
</tr>
<tr>
<td>30.00</td>
<td>20.00</td>
<td>10.00</td>
<td>33%</td>
<td>2.50</td>
<td>25%</td>
</tr>
<tr>
<td>30.00</td>
<td>30.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Efficiency incentives shall be calculated only for the indirect patient care operating ceilings and costs. Effective July 1, 2001, a direct care efficiency incentive shall no longer be paid.

G. Quality of care requirement. A cost efficiency incentive shall not be paid to a NF for the prorated period of time that it is not in conformance with substantive, nonwaived life, safety, or quality of care standards.

H. Sale of facility. In the event of the sale of a NF, the prospective base operating cost rates for the new owner's first fiscal period shall be the seller's prospective base operating cost rates before the sale.

I. Public notice. To comply with the requirements of § 1902(a)(28)(c) of the Social Security Act, DMAS shall make available to the public the data and methodology used in establishing Medicaid payment rates for nursing facilities. Copies may be obtained by request under the existing procedures of the Virginia Freedom of Information Act.

12 VAC 30-90-60. Interim rate.

A. A new facility shall be defined as follows:

1. A facility that is newly enrolled and new construction has taken place through the COPN process; or

2. A facility that is newly enrolled which was previously denied payments for new admissions and was subsequently terminated from the program.

B. Upon a showing of good cause, and approval of DMAS, an existing NF that expands its bed capacity by 50% or more shall have the option of retaining its prospective rate or being treated as a new NF.

C. A replacement facility or one that has changed location may not be considered a new facility if it serves the same inpatient population. An exception may be granted by DMAS if the provider can demonstrate that the occupancy substantially changed as a result of the facility being replaced or changing location. A decline in the replacement facility's total occupancy of 20 percentage points, in the replacement facility's first cost reporting period, shall be considered to indicate a substantial change when compared to the lower of the old facility's previous two prior cost reporting periods. The replacement facility shall receive the previous operator's operating rates if it does not qualify to be considered a new facility.

D. A change in either ownership or adverse financial conditions (e.g., bankruptcy), or both, of a provider does not change a nursing facility's status to be considered a new facility.

E. Effective July 1, 2001, for all new NFs the 90% occupancy requirement for indirect and capital costs shall be waived for establishing the first cost reporting period interim rate. This first cost reporting period shall not exceed 13 months from the date of the NFs certification.

F. The 90% occupancy requirement for indirect and capital costs shall be applied to the first and subsequent cost reporting periods' actual indirect and capital costs for establishing such NFs second and future cost reporting periods' prospective reimbursement rates. The 90% occupancy requirement shall be considered as having been satisfied if the new NF achieved a 90% occupancy at any point in time during the first cost reporting period.

G. A new NFs interim rate for the first cost reporting period shall be determined based upon the lower of its anticipated allowable cost determined from a detailed budget (or pro forma cost report) prepared by the provider and accepted by DMAS, or the appropriate operating ceilings or charges.

H. Effective July 1, 2001, on the first day of its second cost reporting period, a new nursing facility's interim plant or capital, as appropriate, rate shall be converted to a per diem amount by dividing its allowable plant/capital costs for its first cost reporting period by 90% of the potential number of patient days for all licensed beds during the first cost reporting period.

I. During its first semiannual period of operation, a newly constructed or newly enrolled NF shall have an assigned SII CMI based upon its peer group's normalized average SII Medicaid CMI for direct patient care. An expanded NF receiving new NF treatment shall receive the SII CMI calculated for its last semiannual period prior to obtaining new NF status.


A. Nursing service expenses.

1. Salary--nursing administration. Gross salary (includes sick pay, holiday pay, vacation pay, staff development pay and overtime pay) of all licensed nurses in supervisory positions defined as follows (Director of Nursing, Assistant Director of Nursing, nursing unit supervisors and patient care coordinators).

2. Salaries--RNs. Gross salary of registered nurses.


5. Salaries--Quality assurance nurses. Gross salary of licensed nurse who functions as quality assurance coordinator and is responsible for quality assurance activities and programs. Quality assurance activities and programs are concerned with resident care and not with the administrative support that is needed to document the care. If a quality assurance coordinator is employed by the home office and spends a percentage of time at nursing facilities,
report directly allocated costs to the nursing facility in this category rather than under the home office operating costs.

5. 6. Nursing employee benefits. Benefits related to registered nurses, licensed practical nurses, certified nurse aides, quality assurance nurses, and nursing administration personnel as defined in subdivision 1 of this subsection. See 12 VAC 30-90-272 B for description of employee benefits.

6. 7. Contract nursing services. Cost of registered nurses, licensed practical nurses, and certified nurse aides, quality assurance nurses on a contract basis.

7. 8. Supplies. Cost of supplies, including nursing and charting forms, medication and treatment records, physician order forms.

8. 9. Professional fees. Medical director and pharmacy consultant fees.

B. Minor medical and surgical supplies.

1. Salaries--medical supply. Gross salary of personnel responsible for procurement, inventory and distribution of minor medical and surgical supplies.


3. Supplies. Cost of items for which a separate identifiable charge is not customarily made, including, but not limited to, colostomy bags; dressings; chux; rubbing alcohol; syringes; patient gowns; basins; bed pans; ice-bags and canes, crutches, walkers, wheel chairs, traction equipment and other durable medical equipment for multi-patient use.

4. Oxygen. Cost of oxygen for which a separate charge is not customarily made.


6. Incontinence services. Cost of disposable and nondisposable incontinence supplies. The laundry supplies or purchased commercial laundry service for nondisposable incontinent services.

C. Ancillary Service Cost. Allowable ancillary service costs represents gross salary and related employee benefits of those employees engaged in covered ancillary services to Medicaid recipients, cost of all supplies used by the respective ancillary service departments, cost of ancillary services performed on a contract basis by other than employees and all other costs allocated to the ancillary service cost centers in accordance with Medicare principles of reimbursement.

Following is a listing all covered ancillary services:

1. Radiology
2. Laboratory
3. Inhalation therapy
4. Physical therapy
5. Occupational therapy
6. Speech therapy
7. EKG
8. EEG
9. Medical supplies charged to patient

12 VAC 30-90-272. Indirect patient care operating costs.

A. Administrative and general.

1. Administrator/owner assistant administrator. Compensation of individuals responsible for administering the operations of the nursing facility. (See 12 VAC 30-90-50 and Appendix III (12 VAC 30-90-290) for limitations.)

2. Other administrative and fiscal services. Gross salaries of all personnel in administrative, personnel, fiscal, billing and admitting, communications and purchasing departments.

3. Management fees. Cost of fees for providing necessary management services related to nursing facility operations. (See Appendix III (12 VAC 30-90-290) for limitations.)

4. Professional fees--accounting. Fees paid to independent outside auditors and accountants.

5. Professional fees--legal. Fees paid to attorneys. (See Appendix III (12 VAC 30-90-290) for limitations.)

6. Professional fees--other. Fees, other than accounting or legal, for professional services related to nursing facility patient care.

7. Director's fees. Fees paid for attendance at scheduled meetings which serve as reimbursement for time, travel, and services provided. (See Appendix III (12 VAC 30-90-290) for limitations.)

8. Membership fees. Fees related to membership in health care organizations which promote objectives in the providers' field of health care activities. (See Appendix III (12 VAC 30-90-290) for limitations.


10. Public relations. Cost of promotional expenses including brochures and other informational documents regarding the nursing facility.

11. Telephone. Cost of telephone service used by employees of the nursing facility.


13. Office supplies. Cost of supplies used in administrative departments (e.g., pencils, papers, erasers, staples).

14. Minor furniture and equipment. Cost of furniture and equipment which does not qualify as a capital asset.

15. Printing and postage. Cost of reproducing documents which are reasonable, necessary and related to nursing facility patient care and cost of postage and freight charges.

16. Travel. Cost of travel (airfare, auto mileage, lodging, meals, etc. by administrator or other authorized personnel.
on official nursing facility business). (See 12 VAC 30-90-290 for limitations.)

17. Auto. All costs of maintaining nursing facility vehicles, including gas, oil, tires, licenses, maintenance of such vehicles.

18. License fees. Fees for licenses, including state, county, and local business licenses, and VHSCRC filing fees.

19. Liability insurance. Cost of insuring the facility against liability claims, including malpractice.

20. Interest. Other than mortgage and equipment.


22. Amortization/organizational costs. Amortization of allowable organization costs (See 12 VAC 30-90-220).

**B. Employee benefits.**

1. FICA (Social Security). Cost of employer’s portion of Social Security Tax.

2. State unemployment. State unemployment insurance costs.


5. Health insurance. Cost of employer’s contribution to employee health insurance.

6. Group life insurance. Cost of employer’s contribution to employee group life insurance.

7. Pension plan. Employer’s cost of providing pension program for employees.

8. Other employee benefits. Cost of awards and recognition ceremonies for recognition and incentive programs, disability insurance, child care, and other commonly offered employee benefits which are nondiscriminatory.

**C. Dietary expenses.**

1. Salaries. Gross salary of kitchen personnel, including dietary supervisor, cooks, helpers and dishwashers.

2. Supplies. Cost of items such as soap, detergent, napkins, paper cups, and straws.

3. Dishes and utensils. Cost of knives, forks, spoons, plates, cups, saucers, bowls and glasses.


5. Purchased services. Costs of dietary services performed on a contract basis.


**D. Housekeeping expenses.**

1. Salaries. Gross salary of housekeeping personnel, including housekeepers, maids and janitors.

2. Supplies. Cost of cleaners, soap, detergents, brooms, and lavatory supplies.

3. Purchased services. Cost of housekeeping services performed on a contract basis.

**E. Laundry expenses.**


2. Linen. Cost of sheets, blankets, and pillows.

3. Supplies. Cost of such items as soap, detergent, starch and bleach.

4. Purchased services. Cost of other services, including commercial laundry service.

**F. Maintenance and operation of plant.**

1. Salaries. Gross salary of personnel involved in operating and maintaining the physical plant, including maintenance men or plant engineer and security services.

2. Supplies. Cost of supplies used in maintaining the physical plant, including light bulbs, nails, lumber, glass.

3. Painting. Supplies and contract services.


8. Purchased services. Cost of maintaining the physical plant, fixed equipment, movable equipment and furniture and fixtures on a contract basis.

9. Repairs and maintenance. Supplies and contract services involved with repairing the facility’s capital assets.

**G. Medical records expenses.**


2. Utilization review. Fees paid to physicians attending utilization review committee meetings.

3. Supplies. All supplies used in the department.

4. Purchased services. Medical records services provided on a contract basis.

**H. Quality assurance services.**


2. Purchased services. Cost of quality assessment and assurance services provided on a contract basis.

3. Supplies. Cost of all supplies used in the department or activity.

↓ H. Social service expenses.
1. Salaries. Salary of personnel providing medically-related social services. A facility with more than 120 beds must employ a full-time qualified social worker.

2. Purchased services. Cost of medically-related social services provided on a contract basis.

3. Supplies. Cost of all supplies used in the department.

J. Patient activity expenses.

1. Salaries. Gross salary of personnel providing recreational programs to patients, such as arts and crafts, church services and other social activities.

2. Supplies. Cost of items used in the activities program (i.e., games, art and craft supplies and puzzles).

3. Purchased services. Cost of services provided on a contract basis.

K. Educational activities expenses. (Other than NATCEPs costs, see 12 VAC 30-90-270.)


2. Supplies. Cost of all supplies used in this activity.

3. Purchased services. Cost of training programs provided on a contract basis.

L. Other nursing administrative costs.

1. Salaries—other nursing administration. Gross salaries of ward clerks and nursing administration support staff.

2. Subscriptions. Cost of subscribing to newspapers, magazines and periodicals.

3. Office supplies. Cost of supplies used in nursing administrative departments (e.g., pencils, papers, erasers, staples).

4. Purchased services. Cost of nursing administrative consultants, ward clerks, nursing administration support staff performed on a contract basis.

5. Advertising (classified). Cost of advertising to recruit all nursing service personnel.

M. Home office costs. Allowable operating costs incurred by a home office which are directly assigned to the nursing facility or pooled operating costs, with the exception of quality assurance coordinator salary and employee benefits that are reported under direct patient care operating, that are allocated to the nursing facility in accordance with 12 VAC 30-90-240.

Appendix IV.

Class Resource Cost Assignment, Computation of Service Intensity Index and Ceiling And Rate Adjustments to the Prospective Direct Patient Care Operating Cost Rate; Allowance for Inflation Methodology Base “Current” Operating Rate Resource Utilization Groups (RUGs).

12 VAC 30-90-300. Patient-Intensity Rating System—(PIRS). (Repealed.)

A. Effective October 1, 1990, the Virginia Medicaid Program reimbursement system for nursing facilities is the Patient Intensity Rating System.

B. PIRS is a patient-based reimbursement system which links a facility’s per diem rate to the level of services required by its patient mix. This methodology uses classes that group patients together based on similar functional characteristics and service needs.

C. PIRS recognizes four classes of patients:

1. Class A—Routine I: Patients are classified by their functioning status. Routine I classification includes care for patients with a 0 to 6 Activity of Daily Living (ADL) impairment score.

2. Class B—Routine II: Patients are classified by their functioning status. Routine II classification includes care for patients with moderate or greater ADL impairment. A moderate or greater ADL score ranges from 7 to 12.

3. Class C—Heavy Care: Patients are classified by their high impairment score on functioning status and the need for specialized nursing care. These patients have an ADL impairment score of 9 or more and one or more of the following:
   a. Wound/lesions requiring daily care;
   b. Nutritional deficiencies leading to specialized feeding;
   c. Paralysis or paresis, and benefiting from rehabilitation;
   d. Quadriplegia/paresis, bilateral hemiplegia/paresis, multiple sclerosis.

4. Specialized Care: This class includes patients who have needs that are so intensive or nontraditional that they cannot be adequately captured by a patient rating system, e.g., ventilator dependent or AIDS patients. Specialized Care reimbursement shall be determined according to the methodology set forth in 12 VAC 30-90-264.

D. Patients in each class require similar intensities of nursing and other skilled services. Across classes, however, service intensities are quite different. Since treatment cost depends on overall service need, the patient class system has a direct correlation to nursing and therapy costs.

12 VAC 30-90-301. Service Intensity Index (SII). (Repealed.)

A. The function of a service intensity index is to identify the resource needs of a given facility’s patient mix relative to the needs in other nursing homes. If the SII value equals 1.20, it indicates that the patient mix in that facility is 20% more resource intensive than the patient mix in the average Virginia nursing facility.

B. The SII is used to adjust direct patient care cost ceilings and rates for application to individual nursing facilities. Indirect patient care cost ceilings and rates are not adjusted since these costs are not influenced by patient service needs.

C. To calculate the service intensity index:

1. Develop a relative resource cost for patient classes.
A. Average daily nursing resource costs per day for patients in each patient class were determined by using data obtained from (i) the Commonwealth’s Long-Term Care Information System (LTCIS) identifying estimates of service needs, (ii) data from a 1987 Maryland time and motion study (1983) to derive nursing time requirements for each service, and (iii) KPMG Peat Marwick Survey of Virginia Long-Term Care Nursing Facilities’ Nursing Wages (September 5, 1989) to determine the resource index for each patient class.

b. The average daily nursing care costs per day for patients (see subdivision 1a of this subsection) were divided by a state-average daily nursing resource cost to obtain a relative cost index.

c. Patients were grouped in three classes and the average relative cost by class is as follows:

1. Class A - Routine I .67
2. Class B - Routine II 1.09
3. Class C - Heavy Care 1.64

The cost for caring for a Class A patient is on the average equal to 67% of the daily nursing costs for the average Virginia nursing facility patient. Class B and C patients are respectively 9.0% and 64% more costly to treat in terms of nursing resources than the average nursing facility patient.

These resource cost values will remain the same until a new time and motion study is conducted.

2. Develop an average relative resource cost of all patients in a facility. The result is called a facility score.

a. The number of patients in each class within a facility is multiplied by the relative resource cost value of that class.

b. These amounts are totaled and divided by the number of patients in a facility. For example:

Facility 1
40 Class A patients x .67 = 26.8
40 Class B patients x 1.09 = 43.6
20 Class C patients x 1.64 = 32.8
100 patients 103.2
Divided by number of patients 100.0
Facility score 1.03

The facility score for facility 1 is 1.03

3. Finally, the service intensity index for a facility is calculated by standardizing the average resource cost measure across nursing facilities. The resource values up to this point are standardized or normalized across Virginia nursing facility patients but not across Virginia nursing facilities. To accomplish this step, the mean for the relative resource measure across all Virginia facilities is determined and the facility-specific value is divided by this mean.

For example: If the state’s mean relative resource measure was .92 across all Virginia facilities, the service intensity index for facility 1 identified above would be 1.12, which equals .92 divided by .92. The 1.12 value indicates that the patients in facility 1 are 12% (1.12 - 1.00) more costly to treat than patients in the average Virginia nursing facility.

4. The service intensity index will be calculated quarterly, and is used to derive the direct patient care cost ceiling and rate components of the facility’s payment rate which will be adjusted semiannually. A semiannual SII is calculated by averaging appropriate quarterly SII values for the respective reporting period.

12 VAC 30-90-302. Applicability of service intensity index. (Repealed.)

A. Following is an illustration of how a nursing facility’s service intensity index is used to adjust direct patient care prospective operating ceilings and the semiannual rate adjustments to the prospective direct patient care operating cost base rate.

B. Assumptions.

2. The average allowable direct patient care operating base rate for December 31, 1991, is $25.
3. The allowance for inflation is 6.0% for the fiscal year end beginning January 1, 1992.
4. The nursing facility’s peer group ceiling for the fiscal year end beginning January 1, 1992, is $30.
5. The nursing facility’s semiannual normalized SSIs are as follows:

1991 First semiannual SSI .98
1991 Second semiannual SSI .99
1992 First semiannual SSI 1.00

C. Calculation of nursing facility’s Direct Patient Care Prospective Ceiling.

1. PIRS adjusted ceiling for the period January 1, 1992, through June 30, 1992:

   EYE 1992 Peer Group Ceiling $30.00

   1991 Second semiannual SII x .99

   Facility Ceiling $29.70

2. PIRS adjusted ceiling for the period July 1, 1992, through December 31, 1992:

   EYE 1992 Peer Group Ceiling $30.00

   1992 First semiannual SII x 1.00

   Facility Ceiling $30.00

D. Calculation of nursing facility’s Prospective Direct Patient Care Operating Cost Rate.

1. Prospective Direct Patient Care Operating Cost Rate:
C. Nursing facilities with fiscal years ending in the fourth quarter of 1991 shall have, in effect from October 1, 1990, the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the third quarter of 1990 through the fourth quarter of 1990 and 50% of the forecasted inflation from the first quarter of 1992 through the fourth quarter of 1991 to determine the prospective "current" operating rate for the provider's 1992 FY.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the third quarter of 1990 through the fourth quarter of 1991 and 50% of the forecasted inflation from the first quarter of 1992 through the fourth quarter of 1991 to determine the prospective "current" operating rate for the provider's 1992 FY.

C. Nursing facilities with fiscal years ending in the first quarter of 1991 shall have, in effect from October 1, 1990, the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the first quarter of 1991 through the first quarter of 1993, to determine the prospective "current" operating rate for the provider's 1992 FY.

D. Nursing facilities with fiscal years ending in the second quarter of 1991 shall have, in effect from October 1, 1990, the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the second quarter of 1991 through the second quarter of 1992 and 50% of the forecasted inflation from the second quarter of 1992 through the end of the provider's 1991 fiscal year to determine the prospective "current" operating rate for the provider's 1992 FY.

E. Nursing facilities with fiscal years ending in the third quarter of 1991 shall have, in effect from October 1, 1990, the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the third quarter of 1990 through the second quarter of 1992 and 50% of the forecasted inflation from the third quarter of 1990 through the third quarter of 1991 to determine the prospective "current" operating rate for the provider's 1992 FY.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the second quarter of 1990 through the first quarter of 1992 and 50% of the forecasted inflation from the second quarter of 1990 through the second quarter of 1991 to determine the prospective "current" operating rate for the provider's 1992 FY.

F. Nursing facilities with fiscal years ending in the fourth quarter of 1991 shall have, in effect from October 1, 1990, the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the first quarter of 1991 through the first quarter of 1992 and 50% of the forecasted inflation from the first quarter of 1992 through the end of the provider's 1991 fiscal year to determine the prospective "current" operating rate for the provider's 1992 FY.

F. Nursing facilities with fiscal years ending in the second quarter of 1991 shall have, in effect from October 1, 1990, the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the first quarter of 1991 through the first quarter of 1992 and 50% of the forecasted inflation from the first quarter of 1992 through the end of the provider's 1991 fiscal year to determine the prospective "current" operating rate for the provider's 1992 FY.

F. Nursing facilities with fiscal years ending in the first quarter of 1991 shall have, in effect from October 1, 1990, the base "current" operating rate, the rate calculated by DMAS to be effective September 30, 1990.

The base "current" operating rate shall be adjusted for 100% of the historical inflation from the fourth quarter of 1990 through the fourth quarter of 1991 and 50% of the forecasted inflation from the fourth quarter of 1991 through the fourth quarter of 1992 to determine the prospective "current" operating rate for the provider's 1992 FY.
Proposed Regulations

The base “current” operating rate shall be adjusted for 100% of the historical inflation from first quarter of 1990 through the third quarter of 1990 and 50% of the forecasted inflation from the third quarter of 1990 through the third quarter of 1991, to determine the prospective “current” operating rate from October 1, 1990, to the end of the provider’s 1991 F.Y.

The base “current” operating rate shall be adjusted for 100% of the historical inflation from the first quarter of 1990 through the third quarter of 1991 and 50% of the forecasted inflation from the third quarter of 1991 through the third quarter of 1992, to determine the prospective “current” operating rate from the beginning of the provider’s subsequent fiscal year end to June 30, 1992.

12 VAC 30-90-304. Definition of terms. (Repealed.)

“ADL” means activities of daily living.

“ADL score” means a score constructed by the Virginia Center on Aging of the Medical College of Virginia as a composite measure of patient function in six different ADL areas: bathing, dressing, transferring, ambulation, eating, and continency. A zero score indicates that a patient needs no staff assistance in an ADL area. A score of three indicates the patient requires total assistance in an ADL area. The ADL scores range in value from 0 to 12. Low scores indicate fewer ADL deficiencies and high score indicate more extensive deficits.

“DMAS 95” means the multidimensional assessment document that is completed by each nursing facility at admission, and semi-annually thereafter, on all of its Medicaid residents. The DMAS 95 assessment data is used to document patient characteristics and is entered into the LTCIS for PIRS.

“Facility score” means an average resource cost measure of all patients in a facility.

“LTCIS: DMAS’ Long-Term Care Information System” means the system that captures data used to identify functional and medical characteristics that have major impacts on the level of nursing resource utilization.

“Nursing facility” means a facility, other than an intermediate care facility for the mentally retarded, licensed by the Division of Licensure and Certification, State Department of Health, and certified as meeting the participation regulations.

“Patient Intensity Rating System” or “PIRS” means a patient-based reimbursement system which links a facility’s per diem rate to the level of services required by its patient mix.

“Service Intensity Index (SII)” means a mathematical index used to identify the resource needs of a given facility’s patient mix relative to the needs in other nursing homes.

12 VAC 30-90-305. Resource Utilization Groups (RUGs).

A. The Resource Utilization Groups-III (RUG-III), Version 5.12, 34-group, index maximizing model shall be used as the resident classification system to determine the RUG-III group for each resident assessment. RUG-III classifies resident assessments according to the intensity of each resident’s needs. Data from the minimum data set (MDS) submitted by each facility to the Centers for Medicare and Medicaid Services (CMS) shall be used to classify the resident assessments into RUG-III groups.

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

“Base year” means the calendar year for which the most recent reliable nursing facility cost reports are available in the DMAS database as of September 1 of the year prior to the year in which the rebased rates will be used. (See also definition of rebasing.)

“Case-mix index (CMI)” means a numeric score that identifies the relative resources used by similar residents and represents the average resource consumption of those residents.

“Case-mix neutralization” means the process of removing cost variations for direct patient care costs associated with different levels of resident case mix.

“Day-weighted median” means a weighted median where the weight is Medicaid days.

“Medicaid average case-mix index” means a simple average, carried to four decimal places, of all resident case mix indices where Medicaid is known to be the per diem payor source on the last day of the calendar quarter.

“Minimum data set (MDS)” means a federally required resident assessment instrument. Information from the MDS is used to determine the facility’s case-mix index.

“Normalization” means the process by which the average case mix for the state is set to 1.0.

“Nursing facility” means a facility, not including intermediate care facilities for the mentally retarded, licensed by the Department of Health and certified as meeting the participation requirements of the Medicaid program.

“Rebasing” means the process of updating cost data used to calculate peer group ceilings for subsequent base years.


A. Each resident in a Virginia Medicaid certified nursing facility on the last day of the calendar quarter with an effective assessment date during the respective quarter shall be assigned to one of the RUG-III 34-groups.

B. Standard case-mix indices, developed by CMS for the Medicaid population (B01), shall be assigned to each of the RUG-III 34 groups.

C. There shall be four “picture dates” for each calendar year: March 31, June 30, September 30 and December 31. Each resident in each Medicaid-certified nursing facility on the picture date with a completed assessment that has an effective assessment date within the preceding quarter shall be assigned a case-mix index based on the resident’s most recent assessment for the picture date as available in the DMAS MDS database.

D. Using the individual Medicaid resident case-mix indices, a facility average Medicaid case-mix index shall be calculated four times per year for each facility. The facility average...
Medicaid case-mix indices shall be used for case-mix neutralization of resident care costs and for case-mix adjustment.

1. During the time period beginning with the implementation of RUG-III up to the ceiling and rate setting effective July 1, 2004, the case-mix index calculations shall be based on assessments for residents for whom Medicaid is the principal payer. The statewide average Medicaid case-mix index shall be a simple average, carried to four decimal places, of all case-mix indices for nursing facility residents in Virginia Medicaid certified nursing facilities for whom Medicaid is the principal payer on the last day of the calendar quarter. The facility average Medicaid case-mix index shall be a simple average, carried to four decimal places, of all case-mix indices for nursing facility residents in the Virginia Medicaid-certified nursing facility for whom Medicaid is the principal payer on the last day of the calendar quarter.

2. The facility average Medicaid case-mix index shall be normalized across all of Virginia’s Medicaid-certified nursing facilities for each picture date. To normalize the facility average Medicaid case-mix index, the facility average Medicaid case-mix index is divided by the statewide average Medicaid case-mix index for the same picture date.

3. The department shall monitor the case-mix indices during the first two years following implementation of the RUG-III system. Effective July 1, 2004, the statewide average case-mix index may be changed to recognize the fact that the costs of all residents are related to the case mix of all residents. The statewide average case-mix index of all residents, regardless of principal payer on the effective date of the assessment, in a Virginia Medicaid certified nursing facility may be used for case-mix neutralization. The use of the facility average Medicaid case-mix index to adjust the prospective rate would not change.

4. There shall be a correction period for Medicaid-certified nursing facilities to submit correction assessments to the CMS MDS database following each picture date. A report that details the picture date RUG category and CMI score for each resident in each nursing facility shall be mailed to the facility for review. The nursing facility shall have a 30-day time period to submit any correction assessments to the MDS database or to contact the Department of Medical Assistance Services regarding other corrections. Corrections submitted in the 30-day timeframe shall be included in the final report of the CMI scores that shall be used in the calculation of the nursing facility ceilings and rates. Any corrections submitted after the 30-day timeframe shall not be included in the final report of the CMI scores that shall be used in the calculation of the nursing facility ceilings and rates.

5. Assessments that cannot be classified to a RUG-III group due to errors shall be assigned the lowest case-mix index score.

6. Assessments shall not be used for any out-of-state nursing facility provider that is enrolled in the Virginia Medical Assistance Program and is required to submit cost reports to the Medicaid program.


A. The CMI shall be used to adjust the direct patient care cost ceilings and rates for application to individual nursing facilities. Indirect patient care cost ceilings and rates shall not be case-mix adjusted. The CMI shall be calculated using MDS data taken from picture dates as specified in this section.

B. When a facility’s direct patient care cost ceiling is compared to its facility specific direct patient care cost rate to determine the direct patient care prospective rate, both the ceiling and the rate shall be case-mix neutral. The direct patient care cost ceiling shall be case-mix neutral because it shall be calculated using base year facility direct patient care cost data that have been case-mix neutralized. To accomplish this neutralization, each facility’s base year direct patient care operating cost shall be divided by the facility’s average normalized Medicaid CMI developed for the two semiannual periods of assessment data that most closely match the provider’s cost reporting year that ends in the base year (see Table III below). This shall be the facility’s case-mix neutral direct patient care per diem for the base year and shall be used in the calculation of the peer group direct patient care cost ceilings. Table III shows an example of the picture dates used to case-mix neutralize facility specific direct costs for the ceiling calculation. For the first few provider fiscal years for which cost neutralization will be done, a data limitation affects the picture dates that can be used. Accurate case-mix data are available starting with the fourth quarter of calendar year (CY) 1999. For providers with cost reporting periods ending during the first, second, and third quarters of CY 2000, the picture dates used in cost neutralization shall be modified to reflect only accurate case-mix data. For provider cost reporting periods ending in the fourth quarter of 2000 and afterward, this limitation no longer exists and assessment data shall be used that most closely match the cost reporting period.

<table>
<thead>
<tr>
<th>Quarter of Provider Cost Report Year End</th>
<th>Picture Dates Used to Neutralize Costs for Ceiling Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Quarter of CY 2000</td>
<td>9/30/99, 12/31/99, 3/31/00, 6/30/00, 12/31/99, 3/31/00, 6/30/00</td>
</tr>
<tr>
<td>Fourth Quarter of CY 2000</td>
<td>12/31/99, 3/31/00, 6/30/00, 9/30/00, 12/31/99, 3/31/00, 6/30/00</td>
</tr>
</tbody>
</table>

C. When direct patient care prospective rates are set, the direct patient care ceilings used in the calculation shall be the case-mix neutralized ceiling described in subsection B of this section, adjusted for inflation to the midpoint of the prospective period. However, the facility-specific direct patient care cost rates used in the calculation shall not be from the base year, but shall be from the provider fiscal year prior to the period for which a prospective rate is being calculated.
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Therefore, the provider’s direct patient care rate from the previous cost reporting period shall be case-mix neutralized using the facility average normalized Medicaid CMI developed for the two semiannual periods of assessment data that most closely match the cost reporting period prior to the prospective period for which a rate is being calculated. Each year when a new prospective rate is developed, the provider specific direct patient care rate shall be case-mix neutralized using CMI data that uses picture dates that correspond to the cost reporting period used to develop the rate. The relationship between provider cost reporting period and picture dates shall be that illustrated in Table III, except that in the time period when rates will first be set, the data limitation that affected the picture dates shown in Table III will not apply. Therefore, for all provider cost reporting periods, picture dates that correspond to the cost reporting period shall be used.

D. After the case-mix neutral direct patient care ceiling (adjusted for inflation from the base year to the prospective period) is compared to the case-mix neutralized facility-specific direct patient care rate (adjusted for inflation from the previous cost reporting period to the prospective period), the lower of the two shall be chosen. This lower amount shall be the case-mix neutral prospective rate per diem for the prospective period. It shall then be adjusted for the CMI intended to correspond as closely as possible to the prospective period. Because of the manner in which the necessary data are reported, there shall be a lag between the picture dates used to develop the CMI information and the prospective period to which the CMI shall apply. The relationship between picture dates and prospective rate periods is illustrated in Table IV.

Table IV

<table>
<thead>
<tr>
<th>Quarter of Provider Cost Report Year End</th>
<th>Picture Dates Used to Adjust First Prospective Semiannual Period</th>
<th>Picture Dates Used to Adjust Second Prospective Semiannual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter CY 2002</td>
<td>9/30/01, 12/31/01</td>
<td>3/31/02, 6/30/02</td>
</tr>
<tr>
<td>Second Quarter CY 2002</td>
<td>12/31/01, 3/31/02</td>
<td>6/30/02, 9/30/02</td>
</tr>
<tr>
<td>Third Quarter CY 2002</td>
<td>3/31/02, 6/30/02</td>
<td>9/30/02, 12/31/02</td>
</tr>
<tr>
<td>Fourth Quarter CY 2002</td>
<td>6/30/02, 9/30/02</td>
<td>12/31/02, 3/31/03</td>
</tr>
</tbody>
</table>

E. Any out-of-state nursing facility provider that is enrolled in the Virginia Medical Assistance Program and is required to submit a cost report to the Virginia Medical Assistance Program will be assigned the Virginia statewide normalized CMI of 1.0. This CMI of 1.0 will be used to adjust the direct patient care cost ceilings and rates.

F. Example of case-mix adjustment of direct operating rate.

1. Following is an illustration of how a nursing facility’s case-mix index is used to make direct patient care semiannual rate adjustments to the prospective direct patient care operating cost base rate.

2. Assumptions.
   a. The nursing facility’s fiscal year is January 1, 2002, through December 31, 2002.
   b. The average allowable direct patient care operating rate for the year is $50.
   c. The allowance for inflation is 4.0% for the fiscal year beginning January 1, 2003.
   d. The nursing facility’s case-mix neutral direct peer group ceiling for the fiscal year beginning January 1, 2003, is $60.
   e. The nursing facility’s normalized case-mix scores are as follows:
      - 12/31/2001 picture date CMI: 1.0100
      - 3/31/2002 picture date CMI: 1.0105
      - 6/30/2002 picture date CMI: 1.0098
      - 9/30/2002 picture date CMI: 1.0305
      - 12/31/2002 picture date CMI: 1.0355
      - 3/31/2003 picture date CMI: 1.0400

3. Calculation of nursing facility’s Direct Patient Care Operating Cost Rate.

   a. Direct Patient Care Operating Cost Rate:
      - Average Allowable Direct Patient Care Operating Rate: $50.00
      - Allowance For Inflation FYE 2003: $52.00
      - Calculation:
      \[
      \text{Case-mix factor} = \frac{1.0100 + 1.0105 + 1.0098 + 1.0305 + 1.0355}{5} = 1.0152
      \]
      - Case-mix neutralized Direct Patient Care Operating Rate: $51.22
      - Lower of case-mix neutralized cost or ceiling:
      - Case-mix neutralized Direct Patient Care Operating Rate, $51.22, is lower than the case-mix neutral ceiling, $60.00. $51.22 will be used in the rate calculation.

   b. Calculation of case-mix factor used for case-mix neutralization:
      - Average of four CMI: 1.0152
      - Case-mix neutralized average allowable direct patient care operating rate: Average Allowable Direct Patient Care Operating Rate for FY 2003:
      \[
      \text{Case-mix neutralization factor} = \frac{1.0100 + 1.0105 + 1.0098 + 1.0305}{4} = 1.0152
      \]
      - Case-mix neutralized Direct Patient Care Operating Rate for FY 2003 = $51.22

   d. Lower of case-mix neutralized cost or ceiling:
      - The case-mix neutralized Direct Patient Care Operating Rate, $51.22, is lower than the case-mix neutral ceiling, $60.00. $51.22 will be used in the rate calculation.

   e. Calculation of case-mix rate adjustments:
      - (1) Case-mix rate adjustment for the period January 1, 2003, through June 30, 2003:
First semiannual rate adjustment – Average of (6/30/2002 CMI, 9/30/2002 CMI) = Average(1.0098,1.0305) = 1.0202

(2) Case-mix rate adjustment for the period July 1, 2003 through December 31, 2003:

Second semiannual rate adjustment – Average of (12/31/2002 CMI, 3/31/2003 CMI) = Average(1.0355,1.0400) = 1.0378

f. Rates for semiannual periods:

(1) Case-mix adjusted rate for the period January 1, 2003, through June 30, 2003:

First semiannual rate = 1.0202 * $51.22 = $52.25

(2) Case-mix adjusted rate for the period July 1, 2003 through December 31, 2003:

Second semiannual rate = 1.0378 * $51.22 = $53.15

NOTICE: The forms used in administering 12 VAC 30-90, Methods and Standards for Establishing Payment Rates for Long-Term Care, 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 Department of Medical Assistance Services, 600 E. Broad Street, Suite 1300, Richmond, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

FORMS

Certificate of Medical Necessity—Durable Medical Equipment and Supplies, DMAS-352 (rev. 8/95).

Cost Reporting Forms for Nursing Facility with Multiple Level of Care or Hospital-Based Nursing Facilities (PIRS RUGS 1090 Series).

Facility Description, Schedule A-1 (eff. 7/93).

Computation of Patient Intensity Reimbursement System Base Operating Costs, Schedule A-3 (eff. 7/93).

Computation of Direct Patient Care Nursing Service Costs, Schedule A-4 (eff. 7/99 rev. 7/00).

Computation of Title XIX Direct Patient Care Ancillary Service Costs, Schedule C (eff. 7/93).

Statement of Compensation of Owners, Schedule E (eff. 10/90).

Statement of Compensation of Administrators and/or Assistant Administrators, Schedule F (eff. 10/90).

Computation of Title XIX (Medicaid) Base Costs and Prospective Reimbursement Rate (PIRS RUGS), Schedule H (eff. 7/99 rev. 7/00).

Computation of Prospective Direct and Indirect Patient Care Profit Incentive Rates, Schedule H-1 (eff. 10/90).

Calculation of Medical Service Reimbursement Settlement, Schedule J (eff. 7/99 rev. 7/00).

Calculation of NATCEPs Reimbursement Settlement, Schedule J-1 (eff. 7/92).

Calculation of Criminal Record Check Costs Reimbursement, Schedule J-2 (eff. 7/93).

Debt and Interest Expense, Schedule K (eff. 7/93).

Nurse Aide Training and Competency Evaluation Program Costs and Competency Evaluation Programs (NATCEPs), Schedule N (eff. 10/90).

Computation of Nursing Salaries and Benefits Cost Increase Related to July 1, 1999 PIRS Rate Modification, Schedule S (rev. 11/99).

Compilation of Nursing Salaries, Benefits and Hours, Schedule S-1 (eff. 7/00).

Cost Reporting Forms for Nursing Facility (Single Level of Care) (PIRS RUGS 1090 Series).

Facility Description and Statistical Data, Schedule A (eff. 10/90).

Certification by Officer or Administrator of Provider, Schedule A-2 (eff. 10/90).

Reclassification and Adjustment of Trial Balance of Expenses, Schedule B (not dated).

Reclassifications, Schedule B-1 (not dated).

Analysis of Administrative and General—Other, Schedule B-2 (eff. 10/90).

Adjustment to Expenses, Schedule B-4 (eff. 10/90).

Cost Allocation—Employee Benefits, Schedule B-5, Part I (eff. 7/93).

Cost Allocation—Employee Benefits Statistical Basis, Schedule B-5, Part II (eff. 7/93).

Computation of Title XIX Direct Patient Care Ancillary Service Costs, Schedule C (eff. 7/93).

Statement of Cost of Services from Related Organizations, Schedule D (eff. 10/90).

Statement of Compensation of Owners, Schedule E (eff. 10/90).

Statement of Compensation of Administrators and/or Assistant Administrators, Schedule F (eff. 10/90).

Balance Sheet, Schedule G (not dated).

Statement of Patient Revenues, Schedule G-1 (eff. 10/90).

Statement of Operations, Schedule G-2 (eff. 10/90).

Computation of Title XIX (Medicaid) Base Costs and Prospective Reimbursement Rate (RUGs), Schedule H (eff. 7/99 rev. 7/00).

Computation of Prospective Direct and Indirect Patient Care Profit Incentive Rates, Schedule H-1 (eff. 10/90).

Calculation of Medical Service Reimbursement Settlement, Schedule J (eff. 7/99 rev. 7/00).
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Calculation of NATCEPs Reimbursement Settlement, Schedule J-1 (eff. 7/92).
Calculation of Criminal Record Check Costs Reimbursement, Schedule J-2 (eff. 7/93).
Debt and Interest Expense, Schedule K (eff. 7/93).
Limitation on Federal Participation for Capital Expenditures Questionnaire, Schedule L (eff. 10/90).
Nurse Aide Training and Competency Evaluation Program Costs and Competency Evaluation Programs (NATCEPs), Schedule N (eff. 10/90).

Computation of Nursing Salaries and Benefits Cost Increase Related to July 1, 1999 PIRS Rate Modification, Schedule S (rev. 11/99).
Compilation of Nursing Salaries, Benefits and Hours, Schedule S-1 (eff. 7/00).

Computation of Specialized Care Base Operating Costs, Pediatric, Schedule SC-3 (rev. 7/98).
Computation of Specialized Care Direct Patient Care Nursing Service Costs, Pediatric, Schedule SC-4 (rev. 7/98).
Computation of Specialized Care Kinetic Therapy Ancillary Service Costs, Pediatric, Schedule SC-5 (rev. 7/98).
Computation of Specialized Care Direct Patient Care Ancillary Service Costs, Pediatric, Schedule SC-6 (rev. 7/98).
Computation of Specialized Care Base Costs and Prospective Rate, Pediatric, Schedule SC-7P (rev. 7/00).
Computation of Prospective Specialized Care Operating Efficiency Incentive Rates, Pediatric, Schedule SC-8P (rev. 7/98).

Part I Computation of Nursing Facility Specialized Care Settlement, Part II Analysis of Nursing Facility Specialized Care Interim Payments for Title XIX Services, Part III Analysis of Quarterly Title XIX (Medicaid) Specialized Care Patient Days, Pediatric, Schedule SC-9 (rev. 7/00).

Computation of Specialized Care Base Operating Costs, Adult, Schedule SC-3 (rev. 7/98).
Computation of Specialized Care Direct Patient Care Nursing Service Costs, Adult, Schedule SC-4 (rev. 7/98).
Computation of Specialized Care Kinetic Therapy Ancillary Service Costs, Adult, Schedule SC-5 (rev. 7/98).
Computation of Specialized Care Direct Patient Care Ancillary Service Costs, Adult, Schedule SC-6 (rev. 7/98).
Computation of Specialized Care Base Costs and Prospective Rate, Adult, Schedule SC-7 (rev. 7/98).
Computation of Prospective Specialized Care Operating Efficiency Incentive Rates, Adult, Schedule SC-8 (rev. 7/98).

Part I Computation of Nursing Facility Specialized Care Settlement, Part II Analysis of Nursing Facility Specialized Care Interim Payments for Title XIX Services, Part III Analysis of Quarterly Title XIX (Medicaid) Specialized Care Patient Days, Adult, Schedule SC-9 (rev. 1/00).

Cost Reporting Forms for Nursing Facilities with Other Long-Term Care Services, HCPA-2540-96 Worksheets (eff. 7/96).

DOCUMENTS INCORPORATED BY REFERENCE
Federal Reserve Statistical Release (H. 15), updated daily.
Skilled Nursing Facility Market Basket of Routine Service Costs, updated quarterly, DRI/McGraw Hill.
Virginia Input Price Indexes, Updated Quarterly.
Nursing Facility Reimbursement Report, MMR-240, updated monthly, Department of Medical Assistance Services.


Effective Date: January 1, 2003.

Summary: The amendments replace the specified minimum number of hours of training and the lists that specify general areas to be addressed in classroom and on-the-job training with requirements that dispatchers demonstrate specific performance outcomes while at a certified training academy and on the job.

Changes to the proposed regulation (i) amend definitions; (ii) reorganize categories of training; (iii) increase from 12 months to 24 months the time required for completion of training; and (iv) establish a January 1, 2003, deadline for compliance with the Compulsory Minimum Training Standards for Dispatchers.

Summary of Public Comments and Agency's 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: Judith Kirkendall, Job Task Analysis Administrator, Standards and Training Section, Department of Criminal Justice Services, Eighth Street Office Building, 805 E. Broad Street, 10th Floor, Richmond, VA 23219, telephone (804) 786-8003 or FAX (804) 786-6040.

6 VAC 20-60-10. Definitions.

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

“Academy director” means the chief administrative officer of a certified training academy.

“Agency administrator” means any chief of police, sheriff, or agency head of a state or local law-enforcement agency or [person in charge nonlaw-enforcement head] of a communications center.

“Board” means the Criminal Justice Services Board.

“Certified training academy” means a training school which provides instruction of at least the minimum training standards mandated by the board and has been approved by the department for the specific purpose of training criminal justice personnel in compliance with academy certification standards [and] operated by the state or local unit(s) of government for the purpose of providing instruction of compulsory minimum training standards.

“Compulsory minimum training standards” means the performance outcomes and minimum hours approved by the Criminal Justice Services Board.

“Curriculum Review Committee” means the committee consisting of the following 13 individuals: four members of the committee shall represent regional criminal justice academies, four members of the committee shall represent independent criminal justice academies, one member shall represent the Department of State Police Training Academy, and four experienced communications personnel shall represent emergency communication functions. The Committee on Training shall appoint members of the Curriculum Review Committee.

“Department” means the Department of Criminal Justice Services.

“Director” means the chief administrative officer of the Department [of Criminal Justice Services].

“Dispatcher” means any person employed by or in any local or state government agency either full or part-time whose duties include the dispatching of law enforcement personnel.

“Emergency medical dispatcher training” means training which meets or exceeds the training objectives in the document entitled “Performance Based Training and Testing Objectives for Compulsory Minimum Training Standards for Dispatchers,” as provided in Performance Outcome [1.2 1.6], which is set out in 6 VAC 20-60-100.

“VCIN/NCIC training” means approved training as specified by the Virginia Department of State Police for dispatchers accessing Virginia Crime Information Network/National Crime Information Center information.

6 VAC 20-60-20. Compulsory minimum training standards.

A. Pursuant to the provisions of § 9.1-102(8) of the Code of Virginia, the board establishes the following as the compulsory minimum training standards for dispatchers:

Hours

1. Classroom training: 40
   a. Introduction and role of dispatcher
   b. Interpersonal and psychological job factors
   c. Operating procedures
   d. Rules and regulations governing communications
   e. Emergency communications plans/disasters
f. Liability

g. Elective studies

(1) Cultural diversity;
(2) Communicating with difficult people;
(3) Effective listening skills; or
(4) Optional job related subjects (selected at discretion of the certified training academy and subject to the provisions of 6 VAC 20-60-70 A)

h. Testing and evaluation

2. On-the-job training - 40

a. On-the-job training will include a minimum of 40 hours of local training with selected experienced personnel. Local departments or agencies will follow the format as set forth below in subdivision b. On-the-job training must be completed and the appropriate form forwarded to the department as stated in subsection A of 6 VAC 20-60-40.

b. On-the-job training local.

(1) Agency/department policies, procedures, regulations
(2) Agency/department geographical area
(3) Agency/department telephonic system and equipment operations
(4) Agency/department radio system and equipment operations
(5) Structure of local government
(6) Local ordinances
(7) Legal documents and requirements
(8) Governmental and private agency resources
(9) Other training if applicable:

(a) Emergency medical dispatcher
(b) VCIN/NCIC

Total hours 80

1. The performance outcomes are specified in 6 VAC 20-60-100. Performance outcomes may not be changed except as noted in 6 VAC 20-60-25 through the Administrative Process Act.

2. Categories of training are listed below:

   a. Category 1 – Communications.
   c. Category 3 – [ Equipment Use Legal Issues ].
   d. Category 4 – [ Legal Issues Professionalism ].
   e. Category 5 – [ Professionalism On-the-Job Training ].
   f. Category 6 – General Assistance.

6 VAC 20-60-25. Approval authority.

A. The Criminal Justice Services Board shall be the approval authority for the training categories and performance outcomes of the compulsory minimum training standards. Amendments to training categories and performance outcomes shall be made in accordance with the provisions of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

B. The Committee on Training of the Criminal Justice Services Board shall be the approval authority for the training objectives, criteria and lesson plan guides that support the performance outcomes. Training objectives, criteria and lesson plan guides supporting the compulsory minimum training standards and performance outcomes may be added, deleted or amended by the Committee on Training based upon written recommendation of a chief of police, sheriff, agency administrator, academy director, nonlaw-enforcement head of a communications center, or the Curriculum Review Committee.

Prior to approving changes to training objectives, criteria or lesson plan guides, the Committee on Training shall conduct a public hearing. Sixty days prior to the public hearing, the proposed changes shall be distributed to all affected parties for the opportunity to comment. Notice of change of training objectives, criteria and lesson plan guides shall be filed for publication in the Virginia Register of Regulations upon adoption, change or deletion. The department shall notify each certified academy in writing of any new, revised, or deleted objectives. Such adoptions, changes or deletions shall become effective 30 days after notice of publication in the Virginia Register.


A. All dispatchers employed by or in any local or state government agency whose duties include the dispatching of law-enforcement personnel and who were hired on or after July 1, 1988, must meet compulsory minimum training standards established at the time of their appointment, unless provided otherwise in accordance with subsection B in this chapter.

B. The director may grant an exemption or partial exemption of the compulsory minimum training standards established herein, in accordance with § 9-173 9.1-116 of the Code of Virginia.

6 VAC 20-60-40. Time requirement for completion of training.

A. Every dispatcher who is required to comply with the compulsory minimum training standards must satisfactorily complete the required training set forth in 6 VAC 20-60-20, within [12 24] months of the date of appointment as a dispatcher, unless provided otherwise in accordance with subsection B of this section.

B. The director may grant an extension of the time limit for completion of the compulsory minimum training standards under the following conditions:

1. The chief of police, sheriff, or agency administrator shall present written notification that the dispatcher was unable to
complete the required training within the specified time limit due to:

a. Illness;
b. Injury;
c. Military service;
d. Special duty assignment required and performed in the public interest;
e. Administrative leave involving the determination of worker's compensation or disability retirement issues, or suspension pending investigation or adjudication of a crime; or
f. Any other reason documented by the agency administrator. Such reason must be specific and any approval granted shall not exceed 90 days.

2. Any extension granted under subdivision 1 e of this subsection shall require the dispatcher to complete compulsory minimum training prior to resuming job duties. Requests may be granted for periods not to exceed 12 months.

3. The agency administrator must request such extension prior to expiration of any time limit.

C. Any dispatcher having previously and successfully completed the compulsory minimum training standards who resigns and is reappointed within [42 24] months from departure will not be required to complete the academy training class.

6 VAC 20-60-50. How Compliance with compulsory minimum training standards may be attained.

A. The compulsory minimum training standards shall be attained by attending and satisfactorily completing the required dispatcher training accomplished by satisfactory completion of the academy training objectives at a certified training academy and the successful completion of on-the-job training as applicable objectives as provided by 6 VAC 20-60-30 B.

B. Dispatchers attending compulsory minimum training at a certified training academy are required to attend all classes and should not be placed on duty or call except in cases of emergency.

C. The Criminal Justice Services Board will provide a transition period for implementation of this chapter. The transition period shall begin January 1, 2002. During the transition period, certified training academies may conduct dispatcher entry-level training using the performance objectives within the “Rules Relating to Compulsory Minimum Training Standards for Dispatchers,” effective January 1, 1994, or the performance outcomes and training objectives. Accordingly, any certified training academy may institute a curriculum transition by replacing existing performance objectives with the revised performance outcomes and training objectives. Effective [July 1, 2002 January 1, 2003], all entry-level training programs shall meet the requirements of 6 VAC 20-60-100.

6 VAC 20-60-60. Approved training schools.

A. Dispatcher classroom training may only be provided by a certified training academy. The certified training academy shall submit to the department the curriculum and other information as designated, within time limitations established by the department.

B. Each academy director will be required to maintain a file of all current lesson plans and supporting materials for each subject contained in the compulsory minimum training standards.

C. A certified training academy is subject to inspection and review by the director or staff.

D. The department may suspend the certification of a certified training academy upon written notice, which shall contain the reason(s) upon which the suspension is based, to the school's director. The academy's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of notice of suspension. The academy's director may appeal the director or designee's decision to the board.

E. The department may revoke the certification of any certified training academy upon written notice which shall contain the reason(s) upon which the revocation is based, to the school's director. The academy's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of notice of revocation. The academy's director may appeal the director or designee's decision to the board.

D. To become a certified academy, a state or local unit of government must demonstrate a need that contains the following elements:

1. The inability to obtain adequate training from existing academies or a sufficient hardship that renders the use of other existing academies impractical.
2. Based upon a training needs assessment, a sufficient number of officers to warrant the establishment of a full-time training function for a minimum of five years.

E. In addition, the state or local unit of government must make the following commitments:

1. The provision of a full range of training to include entry-level training and specialized training.
2. The assignment of one position with primary responsibility as academy director and one clerical position to support training and training related functions and instructor certification.
3. The maintenance of a training facility adequate to conduct training in accordance with academy certification standards.
4. The commitment of sufficient funding to adequately support the training function.

F. Process.

1. The state or local governmental unit shall submit a justification to the Committee on Training as described in
subsection B of this section. The Committee on Training shall review the justification and make a recommendation to the department as to whether the establishment of an academy is warranted.

2. If the Committee on Training recommends the establishment of the proposed academy, the department shall make a determination as to whether the establishment of the academy is warranted.

3. If the establishment of the academy is approved by the department, the proposed academy must successfully complete the academy certification process.

G. The certified training academy shall submit to the department its curriculum and other information as designated within time limitations established by the department.

H. Each academy director shall maintain a file of all current lesson plans and supporting material for training objectives, and shall provide this information to the director upon request.

I. A certified training academy is subject to inspection and review by the director or his staff.

J. The department may suspend or revoke the certification of any certified training academy upon written notice, which shall contain the reason or reasons upon which the suspension or revocation is based, to the academy’s director. The academy’s director may request a hearing before the director. The request shall be in writing and shall be received by the department within 15 days of the date of the notice of the suspension or revocation. The academy’s director may appeal the director’s decision to the board.

6 VAC 20-60-70. Grading.

A. Each certified training academy shall test each student in accordance with the objectives in the document entitled “Performance Based Training and Testing Objectives for Compulsory Minimum Training Standards for Dispatchers.” Any certified training academy providing training in accordance with subdivision 1 g (4) of 6 VAC 20-60-20 shall be required to develop performance-based training and testing objectives and test for any optional job-related subjects selected.

A. All certified training academies shall utilize testing procedures that indicate that every dispatcher has satisfactorily completed the criteria in each training objective approved by the Committee on Training of the Criminal Justice Services Board. A dispatcher may be tested and retested as may be necessary within the time limits of 6 VAC 20-60-40 and in accordance with each academy’s written policy.

B. Certified training academies shall maintain accurate records of all tests, grades, and testing procedures. Academy training records must be maintained in accordance with the provisions of this chapter and §§ 42.1-76 through 42.1-91 of the Code of Virginia.

B. C. Every individual attending compulsory minimum training shall satisfactorily complete each required performance outcome, training objective, and criteria, and any optional job related subject performance objective requirements, where applicable. Any individual who fails to satisfactorily complete any performance objective outcomes or objectives in any subject will be required to attend that subject in a subsequent approved dispatcher training school and satisfactorily complete the required performance objective or objectives.

6 VAC 20-60-80. Failure to comply with rules and regulations.

Individuals. Any individual attending a certified training academy shall comply with the rules and regulations promulgated by the department and any other rules and regulations within the authority of the academy director. The academy director shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees. If the academy director considers a violation of the rules and regulations detrimental to the welfare of the academy, the academy director may expel the individual from the certified training academy. Notification of such action shall immediately be reported, in writing, to the agency administrator of the dispatcher and the director.

6 VAC 20-60-90. Administrative requirements.

A. Reports will be required from the agency administrator and academy director on forms approved or provided by the department and at such times as designated by the director.

B. The agency administrator shall, within the time requirement set forth in subsection A of 6 VAC 20-60-40, forward a properly executed on-the-job training form to the department for each dispatcher.

C. The academy director shall, within 30 days upon completion of the dispatcher training,

1. Submit to the department a roster containing the names of those individuals dispatched who have satisfactorily completed all classroom the compulsory minimum training requirements standards.

2. Submit to the department the final curriculum with the training objectives and instructor names listed.

D. The academy director shall furnish each instructor with the performance-based training and testing objectives for the assigned subject matter.

E. Each certified training academy shall maintain accurate records of all tests, grades, and testing procedures. Dispatcher training records shall be maintained in accordance with the provisions of these regulations and §§ 42.1-67 through 42.1-91 of the Code of Virginia.

6 VAC 20-60-100. Performance outcomes for compulsory minimum training standards for dispatchers.

Category 1 – Communication

In conjunction with responding to calls for public safety services, the dispatcher faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet these challenges successfully, the dispatcher must develop good communication skills in the performance of relevant duties. Expected performance outcomes in this category include the following:
1.1 Obtain information related to complaints and/or requests for service from the public, field units, and other agencies.

1.2 Perform multiple tasks related to receiving information and dispatching appropriate response units.

1.3 Apply standard communication techniques in receiving and transmitting information via radio and telephone.

1.4 Disseminate information to the public, field units, and other agencies [using standard communication and dispatching techniques].

1.5 Apply standard communication techniques when handling specialized situations via radio, telephone, and in person.

[1.6 Complete departmental forms and reports as required.]

[1.7.1 Assist callers by providing initial emergency medical care [information] to victims of accidents, illness and/or crimes, if applicable.

[1.8.1] Respond to [disaster a report of a disaster].

[1.9 Inform callers regarding actions to take in hazardous situations.]

Category 2 – Judgment

In conjunction with responding to calls for public safety services, the dispatcher faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet these challenges successfully, the dispatcher must develop good judgment in the performance of relevant duties. Expected performance outcomes in this category include the following:

2.1 Receive, prioritize, and handle multiple tasks related to emergency call taking and dispatching using judgment based on policies and procedures.

2.2 Receive and handle various types of nonemergency complaints and requests from the public or other agencies by using judgment based on policies and procedures.

[Category 3 – Equipment Use]

In conjunction with responding to calls for public safety services, the dispatcher faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet these challenges successfully, the dispatcher must develop skills in the use of technical and varied sources. To meet these challenges successfully, the dispatcher must attain and maintain professionalism in the performance of all duties. Expected performance outcomes in this category include the following:

3.1 Use computer-aided dispatch (CAD) equipment to enter complaint information, if applicable.

3.2 Use written information or computer-aided dispatch (CAD) equipment to dispatch response units.

3.3 Use telephone, radio, and computer equipment to handle specialized communication functions.

3.4 Use computer-aided dispatch (CAD) equipment for reporting functions, if applicable.

3.5 Use radio to process an emergency incident.

3.6 Use VCIN/NCIC after certification.

3.7 Receive and process alerts provided by alarm/security systems panel.

3.8 Maintain equipment within the communication center.

Category 4 – Legal Issues

In conjunction with responding to calls for public safety services, the dispatcher must identify legal requirements based on the Constitution of the United States, the Code of Virginia, and/or local ordinances where applicable. Expected performance outcomes in this category include the following:

[4.1.3.1] Apply federal/state laws, local ordinances, and rules and regulations established for dispatch operations.

[4.2.3.2] Perform the duties of a dispatcher with awareness of general liability applicable to this job.

[4.3.3.1] Testify in court.

[4.4 Manage dispatch operations records.]

Category 5 – Professionalism

In conjunction with responding to calls for public safety services, the dispatcher must demonstrate professionalism in every aspect of performance of these services. The dispatcher faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet those challenges successfully, the dispatcher must maintain professionalism in the performance of all duties. Expected performance outcomes include the following:

[5.1.4.1] Respond to stressful situations professionally.

[5.2.4.2] Respond to abusive callers or difficult people professionally.

[Category 6 – General Assistance]

In conjunction with responding to calls for service, the dispatcher must manage required records related to the employing law-enforcement agency or local governmental agency. These requirements may be general in nature, but serve to enhance the ability of both the dispatcher and the agency to provide needed public safety services. Expected performance outcomes in this category include the following:

6.1 Provide general assistance to employers, the public, and other agencies through maintenance or use of resource materials.

Category 7 – On-the-Job Training

In conjunction with responding to calls for service, the dispatcher must identify requirements related to the employing law-enforcement agency. These requirements may be general in nature, but serve to enhance the ability of both the dispatcher and the agency to provide needed public safety services. Expected performance outcomes in this category include the following:

5.1 Demonstrate ability to utilize agency equipment to handle 911 call taking and dispatching duties.
5.2 Quickly and accurately recording information into CAD and/or on cards.
5.3 Use of maps and street files to identify locations and proper codes.
5.4 Accurately type information received verbally.
5.5 Transmit the complaint to radio dispatch by computer/telephone, or personally dispatch appropriate response unit(s).
5.6 Use written information or computer-aided dispatch to assign law-enforcement, fire, and rescue units.
5.7 Monitor and update status of incidents and status of field units.
5.8 Update the field units regarding incident and status information.
5.9 Use written information or computer-aided dispatch to redirect incidents to another dispatcher.
5.10 Monitor, respond, and dispatch by radio, computer transmission, or written information to and from field units.
5.11 Basic concepts and differences between basic and enhanced 9-1-1 telecommunications systems.
5.12 Conference phone lines or patch radio frequencies to enable communications.
5.13 Monitor transferred call until connection is established.
5.14 Receive and handle TTY calls.
5.15 Hold phone line to complete a telephone trace.
5.16 Use ANI/ALI to locate and identify caller, if applicable. *
5.17 Complete ANI/ALI forms to update entries, if applicable. *
5.18 Use call check system to replay “difficult” calls, if applicable. *
5.19 Use “emergency ring down” phones, if applicable. *

( * These criteria must be tested if the agency utilizes this telecommunications equipment.)
5.20 Conduct/monitor civil defense test.
5.21 Enter data into a record system.
5.22 Generate reports.
5.23 Restart the computer system, if applicable.
5.24 Transcribe and/or copy a tape recording.
5.25 Operate radio equipment.
5.26 Operate paging equipment.
5.27 Patch radio frequencies.
5.28 Perform radio frequency tests.
5.29 Dispatch by radio transmission.
5.30 Use of alternative communication methods if regular radio is down.
5.31 Using NCIC or other manuals for assistance.
5.32 Transmitting emergency bulletins by TTY (if applicable).
5.33 Query vehicle.
5.34 Query Computerized Criminal History (CCH).
5.35 Query stored vehicles.
5.36 Query driver’s license.
5.37 Enter administrative license suspension (if applicable).
5.38 Query stolen articles.
5.39 Query gun.
5.40 Query wanted/missing persons.
5.41 Clearing entries (if applicable).
5.42 Enter/query protective orders.
5.43 Modify information in computer database (if applicable).
5.44 Hit confirmation process (to include placing locate).
5.45 Informal and formal messages.

NOTE: TRAINEE MUST COMPLETE VCIN/NCIC TRAINING PRIOR TO BEING TESTED ON THE JOB BY CRITERIA NUMBERS 5.31 THROUGH 5.45.
5.46 Answer, refer, and route calls/messages to proper departmental unit.
5.47 Prepare a general broadcast bulletin.
5.48 Complete data entry forms.
5.48.1 Wanted or missing person.
5.48.2 Stolen vehicle.
5.49 Prepare an activity log.
5.50 Prepare a summary report.
5.51 Prepare an intra-departmental memo.
5.52 Monitor alarm/security systems, if applicable.
5.53 Receive opening/closing calls, if applicable.
5.54 Maintain equipment within the communications center.
5.55 Troubleshoot equipment problems.
5.56 Document equipment problems.
5.57 Identify local ordinances affecting dispatch operations.
5.58 Use and maintain maps and cross street directories.
5.59 Demonstrate map reading skills to include street directions.
5.60 Use and maintain log shift rosters of assigned field units.
5.61 Use and maintain department files for warrants and/or other citations.
5.62 Use and maintain complaint history files.
5.63 Use and maintain specialized logs or data bases, e.g. medical incidents, problem addresses, restraining orders, etc.
5.64 Use and maintain towing agency rotation logs.
5.65 Use and maintain business directories.
5.66 Use and maintain a directory of services provided by other agencies.
5.67 Answer an anonymous witness line, e.g., Crime Stoppers.
5.68 Provide information, refer and/or transfer calls to appropriate departments or agencies as a general service to the public.
5.69 Provide requested information to authorized departments or agencies.
5.70 Maintain general resource material in the Communications Center.
5.71 Maintain order and cleanliness in the Communications Center.

V.A.R. Doc. No. R00-48; Filed January 11, 2002, 10:26 a.m.

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TITLE 9. ENVIRONMENT

VIRGINIA WASTE MANAGEMENT BOARD


Effective Date: March 13, 2002.

Summary:

Amendment 15A incorporates federal text in place of analogous Virginia text. In particular, the language describing the permitting process located in Part XI (9 VAC 20-60-960 through 9 VAC 20-60-1250) is deleted and replaced with incorporation of analogous text at 40 CFR Part 270 and elsewhere in Title 40 of the federal regulations. Other changes include the reinstatement of a number of forms and procedures regarding transporters and petitions to the director, which were previously in the regulations, but were removed in Amendment 14.

Changes made to the proposed regulation include (i) clarifying and technical changes; (ii) specifying that appeals will be conducted under the Virginia Administrative Process Act, not the federal process; and (iii) specifying compliance requirements for handlers of universal waste when crushing mercury-containing lamps.

Summary of Public Comments and Agency's 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: Robert G. Wickline, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, FAX (804) 698-4327, e-mail rwickline@deq.state.va.us.


A. These regulations contain the text herein and several incorporated texts from Title 40 of the Code of Federal Regulations (cited as 40 CFR followed by a part number, section number and subsection reference numbers). These incorporated texts are fully a part of these regulations; however, definitions, additions, modifications and exemptions stated in the text written herein direct how the incorporated text shall be interpreted, and they take precedence over the verbatim interpretation of the incorporated text. These incorporated texts include definitions that are fully a part of these regulations and generally applicable throughout all incorporated text and all text written herein; however, stated in the text written herein are directions as to how the incorporated text shall be interpreted, and these directions take precedence over the verbatim interpretation of the incorporated text.

B. Unless a specific direction regarding the substitution of terms is given elsewhere, the following terms, where they appear in the Code of Federal Regulations shall, for the purpose of these regulations, have the following meanings or interpretations:


2. "Department of Environmental Quality" shall supplant the "United States Environmental Protection Agency," "Environmental Protection Agency," "Agency," "EPA," "EPA Headquarters," "EPA Region(s)" or "Regional Office," wherever they appear. The use of "EPA" as an adjective in "EPA Acknowledgment of Consent," "EPA document," "EPA form," "EPA identification number," "EPA number," "EPA Publication," or similar phrase shall not be supplanted with "Department of Environmental Quality" and shall remain as in the original text cited.

3. "EPA Environmental Appeals Board" or "Environmental Appeals Board" shall be supplanted with the appointed
A. The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Administrator" means the Administrator of the United States Environmental Protection Agency or his designee. See 9 VAC 20-60-14 B 1.

"Another regulation of the Virginia Administrative Code" means any regulation that is not in 9 VAC 20-60-12 et seq., the Virginia Hazardous Waste Management Regulations.

"Application, Part A" means that part of the application which that a permit applicant shall complete to qualify for interim status under § 3005(e) of RCRA or this chapter and for consideration for a permit.

"Application, Part B" means that part of the application which that a permit applicant shall complete to be considered for a permit as required by 9 VAC 20-60-1010.

"Approved program" means a state program which that has been approved by the U.S. EPA. An "approved state" is one administering an "approved program" under the hazardous waste management provisions of RCRA.

"Authorization (authorized program)" means a state hazardous waste program which that has been approved under the authorities of [ the ] Resource Conservation and Recovery Act RCRA.

"Authorized representative" means the manager, superintendent, or person of equivalent responsibility responsible for the overall operation of a facility or an operational unit (i.e., part of a facility).

"Board" means the Virginia Waste Management Board.

"Commonwealth" means the Commonwealth of Virginia.

"Department" means the Virginia Department of Environmental Quality.

"Director" means the Director of the Department of Environmental Quality.

"Emergency permit" means a permit issued where an imminent and substantial endangerment to human health or the environment is determined to exist by the director. See 9 VAC 20-60-1050 A.

"EPA" means the U.S. Environmental Protection Agency. See 9 VAC 20-60-14 B 2.

"EPA identification number" means the number assigned by EPA or the director to each hazardous waste generator, hazardous waste transporter, or hazardous waste facility.

"EPA hazardous waste number" means the number assigned by EPA to each waste listed in Subpart D of 40 CFR Part 261 and to each waste exhibiting a characteristic identified in Subpart C of 40 CFR Part 261.

"Hazardous material" means a substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and
property when transported in commerce, and which has been so designated under 49 CFR Parts 171 and 173.

"HSWA" means the Hazardous and Solid Waste Amendments of 1984 (P.L. 98-616).

"HSWA drip pad" means a drip pad where F032 wastes are handled.

"HSWA tank" means a tank owned or operated by a small quantity generator or an underground tank for which construction commences commenced after July 14, 1986, or an underground tank that cannot be entered for inspection.

"HWM" means hazardous waste management.

"Non-HSWA tank" means any tank that is not a HSWA tank.

"Non-HSWA drip pad" means a drip pad where F034 or F035 wastes are handled.

"Permit" means a control document issued by the Commonwealth pursuant to this chapter, or by the EPA administrator pursuant to applicable federal regulations. The term "permit" includes any functional equivalent such as an authorization, license, emergency permit, or permit by rule. It does not include interim status under RCRA or this chapter, nor does it include draft permits.

"Permitted hazardous waste management facility" or "permitted facility" means a hazardous waste treatment, storage, or disposal facility that has received an EPA or Commonwealth permit in accordance with the requirements of this chapter or a permit from an authorized state program.

"Qualified engineer" or "engineer" means a professional engineer certified to practice in the Commonwealth of Virginia.

"RCRA" means the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 USC § 6901 et seq.).

"Regulation" means the control, direction and governance of solid and hazardous waste activities by means of the adoption and enforcement of laws, ordinances, rules and regulations.

"Responsible individual" means an individual authorized to sign official documents for and act on behalf of a company or organization. See also "authorized representative."

"Signature" means the name of a person written with his own hand.

"These regulations" means 9 VAC 20-60 [ -12 et seq.], the Virginia Hazardous Waste Management Regulations.

"VHWMR" means 9 VAC 20-60 [ -12 et seq.], the Virginia Hazardous Waste Management Regulations.

B. Terms used in liability insurance requirements. In the liability insurance requirements, the terms "bodily injury" and "property damage" shall have the meanings given these terms by the case law of the Virginia court system. However, these terms do not include those liabilities which, consistent with standard industry practices, are excluded from coverage in liability policies for bodily injury and property damage. The department intends the meanings of other terms used in the liability insurance requirements to be consistent with their common meanings within the insurance industry.

[ 9 VAC 20-60-18. Applicability of incorporated references based on the dates on which they became effective. ]

Except as noted, when a regulation of the United States Environmental Protection Agency set forth in Title 40 of the Code of Federal Regulations is adopted herein and incorporated by reference, that regulation shall be as it exists and is in effect on July 1, 2000, unless an exception or an alternative date is specified. A regulation that has been published as a final regulation in the Federal Register prior to July 1, 2001, with the effective date as published in the Federal Register notice or November 21, 2001, whichever is later.

9 VAC 20-60-20 through 9 VAC 20-60-60. [ No change from proposed. ]

9 VAC 20-60-70. Public participation.

A. All regulations developed under the provisions of Title 10.1 of the Code of Virginia for hazardous waste management shall be developed in accordance with the provisions of the

Commonwealth of Virginia Administrative Process Act ( [ § 9-6.14-1 § 2.2-4000. et seq. of the Code of Virginia) and the Virginia Waste Management Board Public Participation Guidelines, 9 VAC 20-10 [ -10 et seq.].

B. All permits for hazardous waste management facilities, including permits by rule, will be the subject of a public hearing, as specified in 9 VAC 20-60-1220 9 VAC 20-60-270.

C. Modifications and revisions to all hazardous waste management facility permits, except changes to interim status, shall be subject to public participation in accordance with Part XI (9 VAC 20-60-960 et seq.) of this chapter. 9 VAC 20-60-270.

D. Modifications and revisions to this chapter shall be the subject of public participation as specified by the Virginia Administrative Process Act and the public participation guidelines of the department board.

E. Dockets of all permitting actions, enforcement actions, and administrative actions relative to this chapter shall be available to the public for review, consistent with the Commonwealth of Virginia Administrative Process Act, Virginia Freedom of Information Act ( [ § 2-1-340 § 2.2-3700. et seq. of the Code of Virginia) and the provisions of this chapter.

F. All reports and related materials received from hazardous waste generators, transporters and facilities, as required by this chapter, shall be open to the public for review.

G. Public participation in the compliance evaluation and enforcement programs is encouraged. The department will:

1. Investigate and provide written responses to all citizen complaints addressed to the department;

2. Not oppose intervention by any citizen in a suit brought before a court by the department as a result of the enforcement action; and

3. Publish a notice in major daily or weekly newspaper of general circulation in the area [ and broadcast over local radio stations ] and provide at least 30 days of public
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comment on proposed settlements of civil enforcement actions except where the settlement requires some immediate action.

H. Appropriate segments of the public will be provided information relative to the planning and implementation of this chapter on a routine and continuing basis.

9 VAC 20-60-80. [No change from proposed.]


A. Except as otherwise provided, those regulations of the United States Environmental Protection Agency set forth in Subpart A and B of 40 CFR Part 124 that are required for state, wherein they relate to RCRA programs (Resource Conservation and Recovery Act) by 40 CFR 271.14, are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations VHWMR. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of incorporated sections of 40 CFR Part 124 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where text from 40 CFR Part 124 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Other sections of these regulations, particularly in Parts XI (9 VAC 20-60-960 et seq.), 9 VAC 20-60-270 and Part XIV (9 VAC 20-60-1370 et seq.) of this chapter, describe processes or procedures wherein items from 40 CFR Part 124 are applied as a part of more complete and detailed requirements. The incorporations of portions of 40 CFR Part 124 in this part shall not be construed so as to contradict or interfere with the operations of other parts of these regulations.

2. In addition to the citations in 40 CFR 124.5(a), permits may be modified, revoked and reissued, or terminated for reasons stated in 9 VAC 20-60-270 B and Part XIV (9 VAC 20-60-1370 et seq.) of this chapter.

3. Text of 40 CFR 124.5(b) is not incorporated into these regulations. Administrative appeal shall be conducted in accordance with the Virginia Administrative Process Act (§ 2.2-4000 et seq.) of the Code of Virginia.

4. In 40 CFR 124.5(d), 40 CFR 124.6(e), and 40 CFR 124.10(b), the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

5. In 40 CFR 124.5(d), 40 CFR 124.6(e), and 40 CFR 124.10(b), the term "EPA" shall mean the United States Environmental Protection Agency.

6. In 40 CFR 124.10(c)(1)(i), the term "EPA" shall mean the United States Environmental Protection Agency.

7. In 40 CFR 124.19 an appeal process is established that includes certain appeals procedures that apply to the federal hazardous waste program, including the establishment of an EPA Environmental Appeals Board. These Virginia regulations do not incorporate this federal process. Appeals under these regulations will be in accordance with the Administrative Process Act, Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia. All federal regulatory references to the appeal process or the EPA Environmental Appeals Board, such as in 40 CFR 124.5, shall be construed to mean the administrative processes and appeals processes as specified by Virginia's Administrative Process Act.


A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 260 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of incorporated sections of 40 CFR Part 260 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where text from 40 CFR Part 260 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR 260.10, the term "Administrator" shall mean the administrator of the United States Environmental Protection Agency or his designee.

2. In 40 CFR 260.10, the term "EPA" shall mean the United States Environmental Protection Agency.

3. In 40 CFR 260.10 the term "new tank system" and "existing tank system," the reference to July 14, 1986, applies only to tank regulations promulgated pursuant to federal Hazardous and Solid Waste Amendment (HSWA) requirements. HSWA requirement categories include:

a. Interim status and permitting requirements applicable to tank systems owned and operated by small quantity generators;

b. Leak detection requirements for all underground tank systems for which construction [commences commenced ] after July 14, 1986; and

c. Permitting standards for underground tanks that cannot be entered for inspection.

For non-HSWA regulations, the reference date shall be January 1, 1998.

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4. In 40 CFR 260.10, the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

5. In 40 CFR 260.10 definitions of the terms "Person," "State," and "United States," the term "state" shall have the meaning originally intended by the Code of Federal Regulations and not be supplanted by "Commonwealth of Virginia."

6. In 40 CFR 260.10 and wherever elsewhere in Title 40 of the Code of Federal Regulations the term "universal waste" appears, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

7. Throughout 40 CFR 260.11(a), the terms "EPA" and "U.S. Environmental Protection Agency" shall not be supplanted with the term "Commonwealth of Virginia."


10. Appendix I to 40 CFR Part 260 is not incorporated by reference and is not a part of the Virginia Hazardous Waste Management Regulations.

9 VAC 20-60-261. [No change from proposed.]


A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 262 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 262 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 262 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR 262.42(a)(2), the words "for the Region in which the generator is located" is deleted from the incorporated text and is not a part of these regulations.

2. In 40 CFR 262.12, 40 CFR 262.53, 40 CFR 262.54, 40 CFR 262.55, 40 CFR 262.56 and 40 CFR 262.57, the term "Administrator" shall mean the administrator of the United States Environmental Protection Agency or his designee.

3. In 40 CFR 262.12, 40 CFR 262.53, 40 CFR 262.54, 40 CFR 262.55, 40 CFR 262.56 and 40 CFR 262.57, the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

4. For accumulation areas established before March 1, 1988, [the a] generator [who is not otherwise exempted by 40 CFR 261.5] shall notify the director [that he] accumulates of each location where he accumulates hazardous waste in accordance with 40 CFR 262.34 by March 1, 1988. For accumulation areas established after March 1, 1988, he shall notify the director at the time the generator files the Notification of Hazardous Waste Activity that he intends to accumulate hazardous waste in [accordance] with 40 CFR 262.34 area. In the case of a new generator who creates such accumulation areas after March 1, 1988, he shall notify the director of the time the generator files the Notification of Hazardous Waste Activity that he intends to accumulate hazardous waste in [accordance] with 40 CFR 262.34 area. This notification shall specify the exact location of the accumulation area at the site.

5. In addition to the requirements in 40 CFR Part 262, management of hazardous wastes is required to comply with the Regulations Governing the Transportation of Hazardous Materials (9 VAC 20-110-10 et seq.), including packaging and labeling for transport.

6. In addition to the requirements of 40 CFR Part 262, the generator shall designate on the manifest all subsequent transporters of the hazard waste shipment not offer his hazardous waste to a transporter or to a facility that has not received a permit and an EPA identification number.

7. In 40 CFR 262, Subpart H, the terms "EPA" and "Environmental Protection Agency" shall mean the United States Environmental Protection Agency.]


A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 264 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 264 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 264 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Sections 40 CFR 264.1(d), 40 CFR 264.1(f), 40 CFR 264.149, 40 CFR 264.150, 40 CFR 264.301(l), and
Appendix VI are not included in the incorporation of 40 CFR Part 264 by reference and are not a part of the Virginia Hazardous Waste Management Regulations.

2. In 40 CFR 264.1(g)(11) and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

3. In 40 CFR 264.12(a), the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

4. In 40 CFR 264.33, the following sentence shall be added to the end of the paragraph: "A record of tests or inspections will be maintained on a log at that facility or other reasonably accessible and convenient location."

5. In addition to the notifications required by 40 CFR 264.56(d)(2), notification shall be made to the on-scene coordinator, the National Response Center and the Virginia Department of Emergency Management, Emergency Operations Center. In the associated report filed under 40 CFR 264.56(j), the owner or operator shall include such other information specifically requested by the director, which is reasonably necessary and relevant to the purpose of an operating record.

6. In 40 CFR 264.143(h), 40 CFR 264.145(h), and 40 CFR 264.151, an owner or operator may use the same financial mechanism for multiple facilities. If the facilities covered by the mechanism are located in more than one state, identical evidence of financial assurance must be submitted to and maintained with all RCRA authorized state agencies where facilities covered by the financial mechanism are located or with the regional administrators where facilities are located in states without RCRA authorization.

7. In 40 CFR 264.147(a)(1)(ii), 40 CFR 264.147(b)(1)(ii), 40 CFR 264.147(g)(2), and 40 CFR 264.147(i)(4), the term "Virginia" shall not be substituted for the term "State" or "States."

8. In 40 CFR 264.191(a), the compliance date of January 12, 1988, applies only for HSWA tanks. For non-HSWA tanks, the compliance date is November 2, 1997, instead of January 12, 1997.

9. In 40 CFR 264.191(c), the reference to July 14, 1986, applies only to HSWA tanks. For non-HSWA tanks, the applicable date is November 2, 1987, instead of July 14, 1986.

10. In 40 CFR 264.193, the federal effective dates apply only to HSWA tanks. For non-HSWA tanks, the applicable date is November 2, 1997, instead of January 12, 1997.

11. A copy of all reports made in accordance with 40 CFR 264.196(d) shall be sent to the director and to the chief administrative officer of the local government of the jurisdiction in which the event occurs. The sentence in 40 CFR 264.196(d)(1), "If the release has been reported pursuant to 40 CFR part 302, that report will satisfy this requirement." is not incorporated by reference into these regulations and is not a part of the Virginia Hazardous Waste Management Regulations.

12. The following text shall be substituted for 40 CFR 264.570(a): "The requirements of this subpart apply to owners and operators of facilities that use new or existing drip pads to convey wood drippage, precipitation and/or surface water run-off to an associated collection system. Existing HSWA drip pads are those constructed before December 6, 1990, and those for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to December 6, 1990. Existing non-HSWA drip pads are those constructed before January 14, 1993, and those for which the owner or operator has a design and has entered into a binding financial or other agreements for construction prior to January 14, 1993. All other drip pads are new drip pads. The requirement at 40 CFR 264.573(b)(3) to install a leak collection system applies only to those HSWA drip pads that are constructed after December 24, 1992, except for those constructed after December 24, 1992, for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to December 24, 1992. For non-HSWA drip pads, the requirement at 40 CFR 264.573(b)(3) to install a leak collection system applies only to those non-HSWA drip pads that are constructed after September 8, 1993, except for those constructed after September 8, 1993, for which the owner or operator has a design and has entered into a binding financial or other agreement for construction prior to September 8, 1993."

13. In 40 CFR 264.1030(c), the reference to 40 CFR 124.15 shall be replaced by a reference to 40 CFR 124.5.

14. The underground injection of hazardous waste for treatment, storage or disposal shall be prohibited throughout the Commonwealth of Virginia.

15. In addition to the notices required in Subpart B and others parts of 40 CFR Part 264, the following notices are also required:

a. The owner or operator of a facility that has arranged to receive hazardous waste from a foreign source (a source located outside of the United States of America) shall notify the director and administrator in writing at least four weeks in advance of the date the waste is expected to arrive at the facility. Notice of subsequent shipments of the same waste from the same foreign source is not required.

b. The owner or operator of a facility that receives hazardous waste from an off-site source (except where the owner or operator of the facility is also the generator of this waste) shall inform the generator in writing that he has appropriate permits for, and will accept, the waste
that the generator is shipping. The owner or operator shall keep a copy of this written notice as part of the operating record.

c. Before transferring ownership or operation of a facility during its operating life, or of a disposal facility during the post-closure care period, the owner or operator shall notify the new owner or operator in writing of the requirements contained in 9 VAC 20-60-264 and Part XI (9 VAC 20-60-960 et seq.) of this chapter 9 VAC 20-60-270. An owner or operator's failure to notify the new owner or operator of the above requirements in no way relieves the new owner or operator of his obligation to comply with all applicable requirements.

d. Any person responsible for the release of a hazardous substance from the facility which poses an immediate or imminent threat to public health and who is required by law to notify the National Response Center shall notify the director and the chief administrative officer of the local government of the jurisdiction in which the release occurs or their designees. In cases when the released hazardous substances are hazardous wastes or hazardous waste constituents additional requirements are prescribed by Subpart D of 40 CFR Part 264.

16. In 40 CFR 264.93, "hazardous constituents" shall include constituents identified in 40 CFR Part 264 Appendix IX in addition to those in 40 CFR Part 261 Appendix VIII.

17. The federal text at 40 CFR 264.94(a)(2) is not incorporated by reference. The following text shall be substituted for 40 CFR 264.94(a)(2): "For any of the constituents for which the USEPA has established a [Primary ] Maximum Contaminant Level [PMCL] (MCL) under [the National Primary Drinking Water Regulation,] 40 CFR Part 141 (regulations under the Safe Drinking Water Act), the concentration must not exceed the value of the [PMCL MCL: or ] if the background level of the constituent is below the [PMCL MCL: or: ]"

9 VAC 20-60-265. [No change from proposed.]


A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 266 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 266 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 266 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In addition to the requirements of Subpart C of 40 CFR Part 266, those who generate or transport recyclable materials or those who own or operate facilities that use or store recyclable materials are also subject to applicable requirements of Parts IV, VII and XII of these regulations if the recyclable materials are for precious metals recovery.

2. In addition to the requirements of Subpart C of 40 CFR Part 266, those who generate or transport recyclable materials or those who own or operate facilities that use or store recyclable materials are also subject to applicable requirements of Parts IV, VII and XII of these regulations if the recyclable materials are for precious metals recovery.

3. In addition to the requirements of Subpart G of 40 CFR Part 266, those who store lead-acid batteries subject to 40 CFR 266(b) 266.80(b) are also subject to the requirements of Parts IV, VII and XII of these regulations.


A. Except as otherwise provided, those regulations of the United States Environmental Protection Agency set forth in Subpart A of 40 CFR Part 270 that are required for state RCRA programs (Resource Conservation and Recovery Act) by 40 CFR 271.14 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. 40 CFR 270.1(c)(2) is also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of incorporated sections of 40 CFR Part 270 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 270 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR Part 270 and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

2. At 40 CFR 270.4(a)(3), the leak detection system requirements include double liners, cap quality assurance programs, monitoring, action leakage rates, and response action plans and will be implemented through the procedures of 40 CFR 270.42(a) Class I permit modifications subject to footnote 1, which require prior approval of the director.

3. In 40 CFR 270.5, the term "Administrator" shall mean the administrator of the United States Environmental Protection Agency or his designee.

4. In 40 CFR 270.5, the term "Regional Administrator" shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.
4. [ § 4. ] The underground injection of hazardous waste for treatment, storage or disposal shall be prohibited throughout the Commonwealth of Virginia, and no permits shall be issued for underground injection facilities.

5. Permit modifications for implementing a leak detection system shall be classified as required in 9 VAC 20-60-1170 and not as specified in 40 CFR 270.4.

C. Part XI (9 VAC 20-60-960 et seq.) of these regulations contains requirements from the incorporated text of 40 CFR Part 270 and additional requirements and clarifications unique to these regulations. The incorporation by reference in 9 VAC 20-60-270 shall be considered as supporting Part XI of these regulations and consistent with Title 40 of the Code of Federal Regulations; and any apparent conflict between requirements of the text incorporated by reference and the text of Part XI shall be resolved by compliance with Part XI. Except where the requirements of Part XI and 9 VAC 20-60-270 are mutually exclusive, compliance with both is required. No conflict shall be assumed to exist until the director renders a written opinion that a conflict exists and indicates the nature of the conflict.

[ § 5. ] Validity of the federal HWM permits. [ This section replaces 40 CFR 270.51, which is not included in the incorporation of 40 CFR Part 270 by reference and is not a part of the Virginia Hazardous Waste Management Regulations. ]

a. Hazardous waste management facilities located in Virginia which possess an effective final RCRA permit issued by the United States Environmental Protection Agency will be considered to possess a valid Virginia hazardous waste management permit for the duration of the unexpired term of the federal permit, provided that:

   (1) The facility remains in compliance with all of the conditions specified in the federal permit;

   (2) The operator submits a complete copy of the federal permit to the director no later than the effective date of the federal permit; and

   (3) The owner and operator of the facility submit a request to continue the federal permit addressed to the director.

b. Federal permits issued to hazardous waste management facilities located in Virginia by the United States Environmental Protection Agency pursuant to HSWA requirements which constitute the federal portion of the combined Virginia - United States Environmental Protection Agency RCRA permits are considered, for the purposes of this chapter, as addenda to the Virginia permits and will remain in effect during the unexpired term of the Virginia permit.

[ Z. 6. ] All permit applications and reapplications required by these regulations shall be accompanied by an appropriate permit application fee as specified in Part XII (9 VAC 20-60-1260 et seq.) of this chapter. Applications or reapplications not accompanied by such fees will not be considered complete. The director shall not issue a permit before receiving a complete application except permits by rule, emergency permits, or continued federal permits. In addition, an application for a permit is not complete until the director receives an application form and any supplemental information, which are completed to his satisfaction. The completeness of any application for a permit shall be judged independently of the status of any other permit application or permit for the same facility or activity. In cases where Part A of the application was first submitted to the United States Environmental Protection Agency Administrator, a copy of such submission shall also be sent to the director.

[ § 7. ] Interim status.

a. The director may deny interim status to any owner or operator if, at the time the Part A application is submitted, the facility is in violation of any regulation of the board so as to pose a substantial present or potential hazard to human health or environment.

b. [ Unless subject of an exception specified in 40 CFR 270.73. ] interim status terminates when final disposition of a permit application is made or when interim status is terminated by the director. Interim status may be terminated for any of the following reasons:

   (1) Failure to submit a completed Part B application on time;

   (2) Failure to furnish any information required by this chapter;

   (3) Falsification, misrepresentation or failure to fully disclose any information submitted or required to be kept under this chapter;

   (4) Violation of this chapter; and

   (5) A determination that the facility poses a significant threat to public health or the environment.

c. The director may terminate the interim status upon receiving a voluntary request for such an action from the owner and the operator of the facility.

   (1) To be considered for voluntary termination such request shall:

      (a) Be received by the director prior to the issuance of the request to submit Part B of the permit application in accordance with this section; and

      (b) Be accompanied by a waiver of procedures contained in this section.

   (2) Termination under this part will not be granted to the owner and operator of the facility:

      (a) Which is not in compliance with the standards contained in 9 VAC 20-60-265; or

      (b) When termination proceedings have been instituted under this section.

d. The effective date of the termination of the interim status will be determined by the director to allow for proper closure of the facility in accordance with Subpart G of 40 CFR Part 264 and Subpart G of 40 CFR Part 265, as applicable.

[ § 8. ] Each permit shall include permit conditions necessary to achieve compliance with the Virginia Waste
Management Act (§ 10.1-1400 et seq. of the Code of Virginia) and regulations, including each of the applicable requirements specified in this part (Part III) of these regulations. In satisfying this provision, the director may incorporate applicable requirements of Part III directly into the permit or establish other permit conditions that are based on these requirements.

11. The director may modify a permit:

a. The director may modify the permit when the standards or regulations on which the permit was based have been changed by statute, through promulgation of new or amended standards or regulations or by judicial decision after the permit was issued; cause may exist to modify a permit but not to revoke or reissue the permit (except with the permittee’s request or agreement);

b. The permittee may request modification when:

(1) The permit condition requested to be modified was based on a promulgated hazardous waste regulation; and

(2) The Commonwealth has revised, withdrawn or modified that portion of the regulation on which the permit condition was based.

c. If a court of competent jurisdiction has remanded and stayed Commonwealth regulations, if the remand and stay concern that portion of the regulations on which the permit condition was based and if a request is filed by the permittee, the permit may be modified.

12. The director may modify a permit:

a. If he determines good cause exists for modification of a compliance schedule, such as an act of God, strike, flood, or material shortage or other events over which the permittee has little or no control and for which there is no reasonably available remedy;

b. When modification of a closure or post-closure plan is required under 40 CFR 264.112(e) and 40 CFR 264.118(d).

c. After he receives the notification of expected closure under 40 CFR 264.113 and he determines that extension of the 90-day or 180-day periods under that part is warranted.

d. When modification is warranted with regard to

(1) The 30-year post-closure period under 40 CFR 264.117(a);

(2) Continuation of the security requirements under 40 CFR 264.117(b); or

(3) Permission to disturb the integrity of the containment system under 40 CFR 264.117(e).

e. When the permittee has filed a request under 40 CFR 264.147(d) for a variance to the level of financial responsibility or when the director demonstrates under 40 CFR 264.147(d) that an upward adjustment of the level of financial responsibility is required.

f. When the corrective action program specified in the permit under 40 CFR 264.100 has not brought the regulated unit into compliance with the ground water protection standard within a reasonable period of time.

g. To include a detection monitoring program meeting the requirements of 40 CFR 264.98, when the owner or operator has been conducting a compliance monitoring program under 40 CFR 264.99 or a corrective action program under 40 CFR 264.100 and the compliance period ends before the end of the post-closure care period for the unit.

h. When a permit requires a compliance monitoring program under 40 CFR 264.98, but monitoring data collected prior to permit issuance indicate that the facility is exceeding the ground water protection standard.

i. When a land treatment unit is not achieving complete treatment of hazardous constituents under its current permit conditions.

13. In addition to the other general information requirements to be part of the contents of any Part B in 40 CFR 270.14(b), the following information is required for all hazardous waste management facilities, except as provided otherwise:


b. Traffic pattern, estimated volume (number, types of vehicles) and control; describe access road surfacing and load bearing capacity; show traffic control signals.

c. Traffic pattern, estimated volume (number, types of vehicles) and control; describe access road surfacing and load bearing capacity; show traffic control signals.


15. The suitability of the facility location will not be considered at the time of permit modification or revocation and reissuance unless new information or standards indicate that an endangerment to human health or the environment exists which was unknown at the time of permit issuance.

12. The following additional information is required from owners or operators of facilities that store or treat hazardous waste in waste piles if an exemption is sought to Subpart F of 40 CFR Part 264 and 40 CFR 264.251 as provided in 40 CFR 264.250(c) and 40 CFR 264.90(b)(2):

a. An explanation of how the standards of 40 CFR 264.250(c) will be complied with; and
b. Detailed plans and an engineering report describing how the requirements of 40 CFR 264.90(b)(2) will be met.

[16.13.] The agencies of the Commonwealth publish notices of regulatory activity, permit hearings and other official notices in the Virginia Register. Any references in incorporated federal text that indicate a publication is to be made in the Federal Register shall be construed to mean the Virginia Register when such publication is to be made by an agency of the Commonwealth.

[14. Appeal rights and procedures related to a remedial action plan (RAP) included in 40 CFR 270.155, especially appeals to the EPA Environmental Appeals Board, are not incorporated into these regulations. Appeals of actions related to the content or process of developing a RAP will be governed by the Administrative Process Act, Chapter 40 (§ 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia.]


A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 273 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 273 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 273 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. In 40 CFR 273.32(a)(3), the term "EPA" shall mean the United States Environmental Protection Agency or his designee.

2. In addition to universal wastes included in 40 CFR Part 273, other wastes are defined to be universal wastes in Part XVI (9 VAC 20-60-1495 et seq.) of these regulations. Part XVI also contains waste specific requirements associated with the waste defined to be universal waste therein. In 40 CFR 273.1, the definitions in 40 C.F.R. 273.6, 40 CFR 273.9, and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous waste that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall therein be ascribed."

    Any listing of universal wastes in 40 CFR Part 273 shall incorporate the universal wastes set out in Part XVI in a manner identical to those included in the federal text; whether, for example, as in 40 CFR 273.32(b)(4), 40 CFR 273.32(b)(5), 40 CFR 273.39(b)(2), and 40 CFR 273.62(a)(20) or as items to be included in a calculation or requirement as in the definitions of "Large Quantity Handler of Universal Waste" and "Small Quantity Handler of Universal Waste."

3. In addition to the requirements for lamps contained in 40 CFR 273, the following requirements shall apply:

a. A used lamp shall be considered discarded and a waste on the date the generator permanently removes it from its fixture. An unused lamp becomes a waste on the date the generator discards it since that is the date on which he is deemed to have decided to discard it in accordance with 40 CFR 273.5(c)(2).

b. Universal waste lamps may be crushed or intentionally broken on the site of generation to reduce their volume; however, breaking, crushing, handling, and storage must occur in a safe and controlled manner that minimizes the release of mercury to the workplace and the environment and must comply with 29 CFR 1910.1000. The procedure for breaking, crushing, handling and storing of the lamps must be documented and use a mechanical unit specifically designed for the process that incorporates the containment and filtration of process air flows to remove mercury-containing vapors and dusts.

[c. All handlers of universal waste (large or small quantity) who crush mercury-containing lamps under these universal waste regulations shall comply with the following provisions:

1. The handler must use a mercury-containing lamp crusher indoors with air pollution controls that capture both particulate and vapor phase mercury. At a minimum, these controls must include, or must be equivalent to the protection provided by a HEPA filter, activated charcoal, and a negative air flow (vacuum) through the crusher unit. The crusher must have documentation from the manufacturer that demonstrates that the unit:

   (a) Is capable of achieving the Occupational Safety and Health Administration Permissible Exposure Limit (PEL) for mercury of 0.10 milligram per cubic meter in indoor ambient air (under individual site-specific use conditions); and

   (b) Achieves a particle retention rate of 99.97% in the HEPA filter (at a particle diameter of 0.3 microns).

2. The handler must develop and implement a written procedure specifying how to safely crush universal waste lamps. This procedure must include: type of equipment to be used to crush the lamps safely, operation and maintenance of the unit in accordance with written procedures developed by the manufacturer of the equipment, and proper waste management practices. The handler must document maintenance activities and keep records of maintenance. In addition, the unit operator must receive training in crushing procedures, waste handling and emergency procedures (training must be documented).

3. Residues, filter media, or other solid waste generated as part of the crushing operation, which are not being reclaimed and which exhibit any characteristics of a hazardous waste, must be...
managed in accordance with all applicable hazardous waste management requirements.

(4) The handler must ensure that spills of the contents of the universal waste lamps that may occur during crushing operations are cleaned up in accordance with 40 CFR 273.13 (d)(2) or 40 CFR 273.33 (d)(2).

(5) The handler must store the crushed lamps in closed, nonleaking drums or containers that are in good condition. Transfer of the crushed lamps to other drums or containers is not permitted.

(6) Drums or containers used for storage of crushed lamps must be properly sealed and labeled. The label shall bear the words "Universal Waste-Lamp(s)," "Waste Lamp(s)," or "Used Lamp(s)."

3. 4. A small quantity handler having a waste subject to the requirements of 40 CFR 273.13(a)(3)(i) is also subject to 9 VAC 20-60-270 and Parts IV (9 VAC 20-60-305 et seq.), VII (9 VAC 20-60-420 et seq.), XI (9 VAC 20-60-950 et seq.), and XII (9 VAC 20-60-1260 et seq.) of these regulations this chapter.

9 VAC 20-60-315 through 9 VAC 20-60-440. [ No change from proposed. ]

9 VAC 20-60-450. Transporter permit.

A. This chapter applies to all persons who transport a hazardous waste, except as otherwise provided in Part VII (9 VAC 20-60-420 et seq.) of this chapter.

B. The transporter permit required under 9 VAC 20-60-450 applies only to those transporters who transport hazardous waste shipments which originate or terminate or both in the Commonwealth. Transporters who transport hazardous waste only through the Commonwealth are not required to obtain a transporter permit.

C. Permit issuance. Upon receipt of a complete application (Appendix 7.1 of this part), Form 7.1, accompanied by the appropriate permit application fee as specified in Part XII (9 VAC 20-60-1260 et seq.) of this chapter, the director shall either:

1. Issue a permit, provided conditions of 9 VAC 20-60-440 are met; or

2. Deny the permit when it can be demonstrated that the transporter has violated regulations of the Commonwealth, another state or the federal government, so as to pose substantial present or potential hazard to health or environment. The procedure for denying a permit shall be consistent with the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

D. The term of the transporter permit shall be 10 years. A permit shall remain in effect until one or more of the following conditions are met:

1. The transporter ceases business operation;

2. The transporter requests, in writing, that the permit be terminated;

3. The permit is revoked;

4. The director determines that an emergency exists and that summary termination of a permit is necessary to prevent the creation or continuance, or both, of an immediate and present threat to human health or critical damage to the environment;

5. Upon the expiration date of the permit, unless reapplication for a new permit has been received by the director 30 days prior to such date.

E. Revocation of permit.

1. Revocation for cause. The director may revoke a transporter's permit when it can be demonstrated that a transporter has violated this chapter so as to pose substantial present or potential hazard to health or environment. The procedure for revoking a permit shall be consistent with the Administrative Process Act of the Commonwealth.

2. Revocation and reissuance. Whenever the transporter changes his corporate name, ownership or the EPA identification number or any of these, he shall notify the Department of Environmental Quality director within 30 days of such a change. Upon receiving such a notification the department director will revoke the old permit and reissue it reflecting the appropriate changes. The reissued permit will remain valid for the unexpired duration of the revoked permit.

3. Within 30 days of the receipt of the notice of revocation, the original copy of the permit shall be returned to the Department of Environmental Quality director.

F. The transporter permit number shall appear at all times on:

1. All correspondence to the Commonwealth;

2. All documents related to the reporting of a discharge or accident.

G. Temporary transporter permit. If a provisional identification number is issued by EPA the director pursuant to the provisions of 9 VAC 20-60-440 E the applicant may obtain a temporary transporter permit by calling the director or his representative at (804) 225-2667 804-698-4000. The permit will be valid only for the duration of the activity which that required the provisional EPA identification number. The applicant shall submit a permit application conforming with 9 VAC 20-60-450 C within 10 calendar days.

H. Emergency transporter permit. In the event of a determination by the Commonwealth that circumstances dictate expedient action to protect human health and environmental quality, provisions of 9 VAC 20-60-260, 9 VAC 20-60-262, and Part VII of this chapter may be waived by the director or his designee. Such waiver will be considered as an emergency transporter permit valid for the duration of an emergency only.

9 VAC 20-60-480. Acceptance, shipment and delivery of hazardous waste.

A. A transporter shall not accept for shipment any hazardous waste for transport without determining that requirements of 9 VAC 20-60-263 have been complied with.
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B. If a manifest is required by 9 VAC 20-60-263, the generator shall sign and date the manifest and release the hazardous waste shipment to the transporter.

C. The transporter who is subject to 9 VAC 20-60-480 B shall sign and date the manifest and accept the hazardous waste for shipment.

D. The transporter shall not accept any hazardous waste for shipment unless the generator has met all applicable labeling, container and packaging requirements of this chapter and have been met by the generator.

E. If the transporter ships the hazardous waste to a treatment, storage or disposal facility or transfers the hazardous waste to another transporter, such acts shall be in accordance with the following:
   1. The receiving treatment, storage or disposal facility or transporter shall have an identification number issued by the EPA or authorized state;
   2. The manifest shall be signed over to the receiving treatment, storage or disposal facility or transporter with the prior transporter retaining a copy of the manifest.

F. The transporter shall maintain the labeling required by the Regulations Governing the Transportation of Hazardous Materials (9 VAC 20-110 [ et seq. ] ) during the shipment of the hazardous waste.

G. 1. The transporter shall deliver the entire quantity of hazardous waste which he accepted for shipment from a generator or a previous transporter to:
   a. The designated facility listed on the manifest;
   b. The next designated transporter; or
   c. The place outside the United States designated by the generator.
   2. If the hazardous waste shipment cannot be delivered in accordance with 9 VAC 20-60-480 G 1, the transporter must contact the generator for further directions concerning an alternate facility for delivery and must revise the manifest according to the generator's instructions.

H. If the hazardous waste shipment will terminate within the Commonwealth of Virginia, the transporter shall deliver the shipment to a storage, treatment, disposal, or other facility permitted by the Commonwealth of Virginia under the provisions of this chapter or a facility permitted by the EPA or which qualifies for interim status.

I. If the shipment of hazardous waste is transported out of the Commonwealth, the transporter shall deliver the shipment to a designated facility permitted by that state under an approved program or by EPA or which qualifies for interim status (see 9 VAC 20-60-990 ), in the opinion of the applicable aforementioned authority.

J. If the shipment of hazardous waste is shipped out of the United States, the transporter shall handle the manifest in accordance with 9 VAC 20-60-263.

K. If the transporter mixes hazardous wastes of different shipping descriptions specified in Regulations Governing the Transportation of Hazardous Materials by placing them into a single container, such transporter shall also comply with 9 VAC 20-60-262.

L. All transporters shipping a hazardous waste to a destination within the Commonwealth from another state shall comply with all provisions of this chapter including obtaining a transporter permit from the director and an identification number from the EPA.

M. A transporter that imports a hazardous waste from a foreign country into the Commonwealth shall comply with the provisions of 9 VAC 20-60-262 and shall obtain a transporter permit from the director and obtain an ID number from the EPA.

N. A transporter shall not accept for transport a hazardous waste or hazardous material which is prohibited from transportation by either the U.S. Department of Transportation or EPA.

9 VAC 20-60-490. Discharges.

A. The transporter shall comply with all federal and Commonwealth requirements relative to discharges.

B. 1. In the event of a discharge or spill of hazardous wastes, the transporter shall take appropriate emergency actions to protect human life, health, and the environment and shall notify appropriate local authorities. Upon arrival on the scene of state or local emergency or law-enforcement personnel, the transporter shall carry out such actions as required of him.

2. The transporter shall clean up any hazardous waste discharge that occurs during transportation and shall take such action as is required by the federal government, the Virginia Water Control Board, the Department of Emergency Services Management, the Department of Environmental Quality director, or local officials, so that the hazardous waste discharge no longer presents a hazard to human health or the environment.

3. If the discharge of hazardous waste occurs during transportation and a Department of Environmental Quality official the director or his designee determines that immediate removal of the waste is necessary to protect human health or the environment, an emergency transporter permit will be issued in accordance with 9 VAC 20-60-450 H.

4. The disposal of the discharge discharged materials shall be done in a manner consistent with this chapter and other applicable Virginia and federal regulations.

C. Discharges by air, rail, highway, or water (nonbulk) transporters.

1. In addition to requirements contained in preceding parts, an air, rail, highway or water (nonbulk) transporter who has discharged hazardous waste shall give notice at the earliest practicable moment to agencies indicated in 9 VAC 20-60-490 C 2 after each incident that occurs during the course of transportation (including loading, unloading, and temporary storage) in which as a direct result of the discharge of the hazardous wastes:
a. A person is killed;
b. A person receives injuries requiring his hospitalization;
c. Estimated carrier or other property damage exceeds $50,000;
d. Fire, breakage, spillage, or suspected radioactive contamination occurs involving shipment of radioactive material;
e. Fire, breakage, spillage, or suspected contamination occurs involving shipment of etiologic agents; or
f. A situation exists of such a nature that, in the judgment of the transporter, it should be reported in accordance with 9 VAC 20-60-490 C 2 even though it does not meet the above criteria (e.g., continuing danger of life exists at the scene of the incident), or as required by 49 CFR 171.15.

2. The notice required by 9 VAC 20-60-490 C 1 shall be given to:
   a. The National Response Center, U.S. Coast Guard, at 800-424-8802 (toll free) or at [202-426-2675] (toll call); and
   b. The Virginia Department of Emergency Services Management at 800-468-8892 (toll free) or 804-674-2400 (Richmond local area). In a case of discharges affecting state waters, the notice shall also be given to the [Pollution Response Program (PreP)] Coordinator in the appropriate regional office of the department (e.g., [Environmental Quality]).

3. When notifying as required in 9 VAC 20-60-490 C 1, the notifier shall provide the following information:
   a. Name of person reporting the discharge and his role in the discharge;
   b. Name, telephone number and address of the transporter;
   c. Name, telephone number and address of the generator;
   d. Telephone number where the notifier can be contacted;
   e. Date, time and location of the discharge;
   f. Type of incident, nature of hazardous waste involvement, and whether a continuing danger to life exists at the scene;
   g. Classification, name and quantity of hazardous waste involved; and
   h. The extent of injuries, if any.

4. Within 15 calendar days of the discharge of any quantity of hazardous waste, the transporter shall send a written report on DOT Form F5800.1 in duplicate to the Chief, Information System Division, Transportation Programs Bureau, Department of Transportation, Washington, D.C. 20590. Two copies of this report will also be filed with the Director, Department of Environmental Quality, Post Office Box 10009, 629 East Main Street, Richmond, Virginia 23240-0009.

5. In reporting discharges of hazardous waste as required in 9 VAC 20-60-490 C 4, the following information shall be furnished in Part H of the DOT Form F5800.1 in addition to information normally required:
   a. An estimate of the quantity of the waste removed from the scene;
   b. The name and address of the facility to which it was taken; and
   c. The manner of disposition of any unremoved waste.

A copy of the hazardous waste manifest shall be attached to the report.

D. Discharges by water (bulk) transporters.

1. A water (bulk) transporter shall, as soon as he has knowledge of any discharge of hazardous waste from the vessel, notify, by telephone, radio telecommunication or a similar means of rapid communication, the office designated in 9 VAC 20-60-490 C 2.

2. If notice as required in 9 VAC 20-60-490 D 1 is impractical, the following offices may be notified in the order of priority:
   a. The government official predesignated in the regional contingency plan as the on-scene coordinator. Such regional contingency plan for Virginia is available at the office of the 5th U.S. Coast Guard District, 431 Crawford Street, Portsmouth, Virginia 23705;
   b. Commanding officer or officer-in-charge of any U.S. Coast Guard unit in the vicinity of the discharge; or
   c. Commander of the 5th U.S. Coast Guard District.

3. When notifying the notifier shall provide the following information:
   a. Name of person reporting the discharge and his role in the discharge;
   b. Name, telephone number and address of the transporter;
   c. Name, telephone number and address of the generator;
   d. Telephone number so the notifier can be contacted;
   e. Date, time, location of the discharge;
   f. Type of incident and nature of hazardous waste involvement and whether a continuing danger to life exists at the scene;
   g. Classification, name and quantity of hazardous waste involved; and
   h. The extent of injuries, if any.

E. Discharges at fixed facilities. Any transporter responsible for the release of a hazardous material (as defined in Part I (9 VAC 20-60-12 et seq.) of this chapter) from a fixed facility (e.g., transfer facility) which poses an immediate or imminent
1. The owners and operators of HWM treatment, storage, and disposal facilities who have submitted Part A of their application as required by 9 VAC 20-60-980 D 1 and who have qualified for interim status in accordance with 9 VAC 20-60-990 9 VAC 20-60-270 are exempt from the requirements of Part XII of this chapter until a Part B application for the entire facility or a portion of the facility has been requested or voluntarily submitted in accordance with 9 VAC 20-60-980 D 2. The owner and operator of [ an a ] HWM facility submitting a Part B application will be considered an applicant for a new permit.

2. The owners and operators of HWM facilities which that are deemed to possess a permit by rule in accordance with 9 VAC 20-60-1040 9 VAC 20-60-270 are exempt from the requirements of Part XII of this chapter.

3. Hazardous waste generators that accumulate wastes on-site in accordance with 40 CFR 262.34 are not subject to regulations contained in Part XII of this chapter since HWM permits are not required for such accumulations.

H. The effective date of Part XII of this chapter is October 1, 1984.

9 VAC 20-60-1270. Determination of application fee amount.

A. General.

1. Each application for a new permit and each application for a modification to a permit is a separate action and shall be assessed a separate fee. The amount of such fees is determined on the basis of 9 VAC 20-60-1270.

2. The amount of the permit application fee is based on the costs directly associated with the permitting program required by Parts III (9 VAC 20-60-270 et seq.) and VII (9 VAC 20-60-420 et seq.) and XI (8-VAC 20-60-960 et seq.) of this chapter.

B. Transporter fees.

1. Application fees for the transporter permits are shown in Table 12.1-1 of Appendix 12.1 of this part 9 VAC 20-60-1285 A. Based on the greater regulatory effort associated with the issuance of permits to the transporters without terminals or other facilities in the Commonwealth, the out-of-state transporters are charged higher fees.

2. Since Part VII of this chapter does not provide for a modification procedure, all transporter permit applications are considered to be for new permits.

C. New HWM facility permits.

1. All applicants for new hazardous waste treatment, storage, and disposal facility permits are assessed a base fee shown in Table 12.1-2 of Appendix 12.1 of this part 9 VAC 20-60-1285 B.
2. Applicants for a facility permit which includes one or more of the hazardous waste treatment, storage or disposal units or processes that require ground water protection or corrective action for solid waste management units in accordance with Subpart F of 40 CFR Part 264, Subpart K of 40 CFR Part 264, Subpart L of 40 CFR Part 264, Subpart M of 40 CFR Part 264, and Subpart N of 40 CFR Part 264, as applicable, ("land-based TSD units") are assessed a supplementary fee shown in Table 12.1-2 of Appendix 12.1 of this part 9 VAC 20-60-1285 B, in addition to the base fee specified 9 VAC 20-60-1270 C 1 and any other supplementary fee that may be appropriate.

3. Applicants for a facility permit which includes one or more hazardous waste incineration, boiler, or industrial furnace units or processes regulated in accordance with Subpart O of 40 CFR Part 264 are assessed a supplementary fee shown in Table 12.2-2 of Appendix 12.1 of this part 9 VAC 20-60-1285 B, in addition to the base fee specified in 9 VAC 20-60-1270 C 1 and any other supplementary fee that may be appropriate.

4. Applicants for a facility permit for storage of hazardous wastes in containers, tanks or drip pads, or both, subject to Subpart I of 40 CFR Part 264, Subpart J of 40 CFR Part 264, and Subpart W of 40 CFR Part 264 will not be assessed any supplementary fees unless required to close and perform post-closure care as landfills as provided for in 40 CFR 264.197(b) and 40 CFR 264.571(b).

5. The transporter permits are separate permits and require a separate administrative action. Applicants for new treatment, storage, and disposal facility permits who also apply for a transporter permit will be assessed separate fees in accordance with 9 VAC 20-60-1270 B.

D. Modifications to existing HWM facility permits.

1. Except as provided for in 9 VAC 20-60-1270 E, all applicants for a modification of an existing HWM facility permit are assessed a modification base fee shown in Table 12.1-3 of Appendix 12.1 of this part 9 VAC 20-60-1285 C.

2. Applicants for a modification which includes or involves the addition of hazardous wastes not currently in the permit are assessed a supplementary modification fee shown in Table 12.1-3 of Appendix 12.1 of this part 9 VAC 20-60-1285 C, in addition to the base fee specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate.

3. Applicants for a major (Class 3) modification that includes or involves corrective action for solid waste management units under 40 CFR 264.101 and Title 40, Subpart S shall be assessed a supplementary modification fee shown in 9 VAC 20-60-1285 C in addition to supplementary fees specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate.

4. Applicants for a major (Class 3) modification which includes or involves the addition of one or more new hazardous waste land-based TSD units or processes; or requires a substantive change in the design of the existing land-based TSD units or processes, are assessed a supplementary modification fee shown in Table 12.1-3 of 9 VAC 20-60-1285 C in addition to the base fee specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate. For the purpose of 9 VAC 20-60-1270 D, it will be deemed that a substantive major change is required whenever a change in the design of the ground water protection system or whenever a new land treatment demonstration permit specified in 9 VAC 20-60-1050 C 9 VAC 20-60-270 is necessary.

5. Applicants for a major (Class 3) modification which includes or involves the addition of one or more hazardous waste incineration units or processes, or requires a substantive change in the design of an existing incineration unit or process, are assessed a supplementary modification fee shown in Table 12.1-3 of Appendix 12.1 of this part 9 VAC 20-60-1285 C, in addition to the base fee specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate. For the purposes of 9 VAC 20-60-1270 D, it will be deemed that a substantive major change is required whenever a change occurs that necessitates the performance of a trial burn in accordance with 9 VAC 20-60-1050 B 9 VAC 20-60-270.

6. Applicants for a major (Class 3) modification which includes or involves new treatment, storage or disposal units, processes or areas, or requires a substantive change in the design of any existing hazardous waste treatment, storage or disposal units, processes or areas, neither of which is a hazardous waste land-based TSD or incineration unit, are assessed a supplementary modification fee shown in Table 12.1-3 of Appendix 12.1 of this part 9 VAC 20-60-1285 C, in addition to the base fee specified in 9 VAC 20-60-1270 D 1 and any other supplementary fee that may be appropriate. For the purposes of 9 VAC 20-60-1270 D, expansion of an existing container storage facility is not considered to be a substantive major change.

7. Applicants for a modification which is a minor modification and is a substantive (Class 2) as specified in 9 VAC 20-60-1170 9 VAC 20-60-270 and which is not subject to the requirements of 9 VAC 20-60-1270 D 2 through 9 VAC 20-60-1270 D 6, are assessed a supplementary modification fee shown in Table 12.1-3 of Appendix 12.1 of this part 9 VAC 20-60-1285 C, in addition to the base fee specified in 9 VAC 20-60-1270 D 1.

8. Applicants for numerous modifications subject to several supplementary fees will not be assessed a permit application fee in excess to the one required for a new permit for a comparable HWM facility.

E. Minor modifications of existing HWM facility permits. All applicants for minor (Class 1) modification of an existing HWM facility permit provided for in 9 VAC 20-60-1170 9 VAC 20-60-270 are assessed a fee shown in Table 12.1-4 of Appendix 12.1 of this part 9 VAC 20-60-1285 D.

F. Emergency permits. Applicants for an emergency hazardous waste treatment, storage or disposal permit as provided for in 9 VAC 20-60-1050 A 9 VAC 20-60-270 are assessed a fee shown in Table 12.1-5 of Appendix 12.1 of this part 9 VAC 20-60-1285 E, unless the director shall determine that a lesser fee is appropriate at the time the permit is issued.
9 VAC 20-60-1280. Payment of fees.

A. Due date.

1. Except as specified in 9 VAC 20-60-1280 A subdivision 2 and 9 VAC 20-60-1280 A.3 of this subsection, all permit application fees are due on the day of application and must accompany the application.

2. All holders of a Virginia HWM facility permit issued prior to the effective date of this part shall submit the application fees as required by the conditions specified in that permit.

3. All applicants for an HWM facility permit or for a modification of an existing permit who have not been issued such a permit or a modification to the permit by that date, shall submit the appropriate application fee within 60 days of the effective date of Part XII (9 VAC 20-60-1260 et seq.) of this chapter or by the effective date of the permit or the modification to the permit, whichever is sooner.

B. Method of payment. Acceptable payment is cash or check made payable to the Commonwealth of Virginia, Department of Environmental Quality.

C. Incomplete payments. All incomplete payments will be deemed nonpayments.

D. Late payment. No applications will be deemed complete (see 9 VAC 20-60-980 C 9 VAC 20-60-270) until the director receives proper payment is received by the department.

APPENDIX 12.1. 9 VAC 20-60-1285. Permit application fee schedule.

(The effective date of this appendix fee schedule is October 1, 1984.)

Schedule of Fees:

Table 12.1-1. A. Transporter fees.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transporters with terminals or other facilities within the Commonwealth</td>
<td>$80</td>
</tr>
<tr>
<td>Other transporters</td>
<td>$120</td>
</tr>
</tbody>
</table>

Table 12.1-2. B. New TSD facility fees.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base fee for all facilities, including corrective action for solid waste management units</td>
<td>$9,720</td>
</tr>
<tr>
<td>Supplementary fee for one or more land-based TSD units, including corrective action for solid waste management units</td>
<td>$22,590</td>
</tr>
<tr>
<td>Supplementary fee for one or more incineration, boiler, or industrial furnace units (BIF)</td>
<td>$14,490</td>
</tr>
</tbody>
</table>

Table 12.1-3. C. Major (Class 3) Permit modification fees.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base fee for all major (Class 3) modifications, including major changes related to corrective action for solid waste management unit</td>
<td>$50</td>
</tr>
<tr>
<td>Addition of new wastes</td>
<td>$1,330</td>
</tr>
</tbody>
</table>

Addition of or substantive major (Class 3) change to one or more land-based TSD units, including major change related to corrective action for land-based solid waste management units | $25,920 |
Addition of or substantive major (Class 3) change to one or more incineration, boiler, or industrial furnace units | $19,430 |
Addition of or substantive major (Class 3) change to other treatment, storage or disposal units, processes or areas and major change related to corrective action for solid waste management units, that are not land based | $8,080 |

Nonsubstantive Substantive changes (Class 2) | $1,330 |

Table 12.1-4. D. Minor (Class 1) permit modification fees.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor (Class 1) permit modification fee</td>
<td>$50</td>
</tr>
</tbody>
</table>

Table 12.1-5. E. Emergency permit fees.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency permit fee</td>
<td>$1,330</td>
</tr>
</tbody>
</table>

Illustrative Examples

Example 1.

The applicant is submitting a Part B application for a HWM permit for a facility consisting of several surface impoundments, a land treatment process and an ancillary tank and container storage facility. The required fee is calculated as follows:

- Base Fee: $9,720
- Supplementary fee for land-based TSD units: $22,590
- Tank storage facility: $0

Total fee: $32,310

Example 2.

After a HWM facility permit has been issued to the facility described in Example 1, the owner and the operator of the facility propose to change the manufacturing process and apply for a modification to allow for an addition of several new hazardous streams to be treated in two new incinerators. The required modification fee is calculated from Table 12.1-3 subsection C of this section as follows:

- Base fee: $50
- Addition of new wastes: $1,330
- Addition of new incineration units: $19,430

Total modification fee: $20,810

The fee for a comparable new permit calculated on the basis of Table 12.1-2 subsection B of this section is as follows:

- Base fee: $9,720
- Supplementary fee for land-based units: $22,590
- Supplementary fee for incineration units: $14,490
- Storage facility: $0

Total fee: $46,800

which is larger than the required modification fee, so that the provisions of 9 VAC 20-60-1270 D 7 do not apply and the proper fee is $20,810.
Example 3.

After [ an a ] HWM facility permit has been issued to the facility described in Example 1, the owner and the operator of the facility propose to expand their container storage facility for a storage of additional new waste streams, and apply for a permit modification. The required modification fee is calculated from Table 12.1-3 subsection C of this section as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base fee.</td>
<td>$50</td>
</tr>
<tr>
<td>Addition of a new waste.</td>
<td>$1,330</td>
</tr>
<tr>
<td>Fee for nonsubstantive change.</td>
<td>$1,330</td>
</tr>
<tr>
<td>Total modification fee.</td>
<td>$2,710</td>
</tr>
</tbody>
</table>

9 VAC 20-60-1370. General.

A. Any person affected by this chapter may petition the director to exclude a waste at a facility or to change the identification and listing of a solid or hazardous waste, subject to the provisions of this part. Any petition submitted to the director is also subject to the provisions of the Virginia Administrative Process Act (§ 9-6.14-1 2.2-4000 et seq. of the Code of Virginia).

B. The director will not accept any petition relating to delisting of hazardous wastes, equivalent testing or analytical methods. Such petitions shall be submitted to the administrator in accordance with 40 CFR 260.21.

C. Each petition shall be submitted to the director by certified mail and shall include, in addition to any other provisions required by this part, at least the following:

1. The petitioner's name and address;
2. A statement of the petitioner's interest in the proposed action;
3. A description of the proposed action;
4. A statement of the need and justification for the proposed action, including any supporting tests, studies or other information.

9 VAC 20-60-1380. [ No change from proposed. ]

9 VAC 20-60-1390. Changes in classifications as a solid waste.

A. Variances.

1. The administrator may from time to time exclude recycled wastes from being considered a solid waste for the purpose of the regulation of hazardous wastes under Title 40 of the Code of Federal Regulations.

2. The petitions to exclude wastes are subject to federal jurisdiction and shall be addressed directly to the administrator in accordance with the requirements contained in Subpart C of 40 CFR Part 260.

B. (Reserved.)

1. Applicability.

a. A person who recycles waste that is managed entirely within the Commonwealth may petition the director to exclude the waste at a particular site from the classification as the solid waste (Parts I and III). The conditions under which a petition for a variance will be accepted are shown in subdivision 2 of this subsection. The wastes excluded under such petitions may still, however, remain classified as a solid waste for the purposes of other regulations issued by the Virginia Waste Management Board or other agencies of the Commonwealth.

b. A person who generated wastes at a generating site in Virginia and whose waste is subject to federal jurisdiction (e.g., the waste is transported across state boundaries) shall first obtain a favorable decision from the administrator in accordance with Subpart C, 40 CFR Part 260, before his waste may be considered for a variance by the director.

c. A person who recycles materials from a generating site outside the Commonwealth and who causes them to be brought into the Commonwealth for recycling shall first obtain a favorable decision from the administrator in accordance with Subpart C, 40 CFR Part 260, before the waste may be considered for a variance by the director.

d. A person who received a favorable decision from the administrator in the response to a petition for variance or a person whose wastes were delisted as a result of a successful petition to the administrator shall provide a notification to the director containing the following information: (i) the petitioner's name and address and (ii) a copy of the administrator's decision.

2. Conditions for a variance. In accordance with the standards and criteria in subsection B of this section and the procedures in 9 VAC 20-60-1420 A, the director may determine on a case-by-case basis that the following recycled materials are not solid wastes:

a. Materials that are accumulated speculatively without sufficient amounts being recycled (as defined in Part I).

b. Materials that are reclaimed and then reused within the original primary production process in which they were generated; and

c. Materials that have been reclaimed but shall must be reclaimed further before the materials are completely recovered.

B. Standards and criteria for variances.

1. The director may grant requests for a variance from classifying as a solid waste those materials that are accumulated speculatively without sufficient amounts being recycled if the applicant demonstrates that sufficient amounts of the material will be recycled or transferred for recycling in the following year. If a variance is granted, it is valid only for the following year, but can be renewed on an annual basis by filing a new application. The director's decision will be based on the following criteria:

a. The manner in which the material is expected to be recycled, and when the material is expected to be recycled, and whether this expected disposition is likely to occur (for example, because of past practice, market
Final Regulations

factors, the nature of the material, or contractual arrangement for recycling);

b. The reason that the applicant has accumulated the material for one or more years without recycling 75% of the volume accumulated at the beginning of the year;

c. The quantity of material already accumulated and the quantity expected to be generated and accumulated before the material is recycled;

d. The extent to which the material is handled to minimize loss; and

e. Other relevant factors.

2. The director may grant requests for a variance from classifying as a solid waste those materials that are reclaimed and then reused as feedstock within the original production process in which the materials were generated if the reclamation operation is an essential part of the production process. This determination will be based on the following criteria:

a. How economically viable the production process would be if it were to use virgin materials, rather than reclaimed materials;

b. The prevalence of the practice on an industry-wide basis;

c. The extent to which the material is handled before reclamation to minimize loss;

d. The time periods between generating the material and its reclamation, and between reclamation and return to the original primary production process;

e. The location of the reclamation operation in relation to the production process;

f. Whether the reclaimed material is used for the purpose for which it was originally produced when it is returned to the original process, and whether it is returned to the process in substantially its original form;

g. Whether the person who generates the material also reclaim it; and

h. Other relevant factors.

3. The director may grant requests for a variance from classifying as a solid waste those materials that have been reclaimed but [ shall must ] be reclaimed further before recovery is completed if, after initial reclamation, the resulting material is commodity-like (even though it is not yet a commercial product, and has to be reclaimed further). This determination will be based on the following factors:

a. The degree of processing the material has undergone and the degree of further processing that is required;

b. The value of the material after it has been reclaimed;

c. The degree to which the reclaimed material is like an analogous raw material;

d. The extent to which an end market for the reclaimed material is guaranteed;

e. The extent to which the reclaimed material is handled to minimize loss; and

f. Other relevant factors.

9 VAC 20-60-1410. [ No change from proposed. ]

9 VAC 20-60-1420. Administrative procedures.

A. Procedures for variances to be classified as a boiler. The director will use the following procedures in evaluating applications for variances to classify particular enclosed controlled flame combustion devices as boilers:

1. The applicant must apply to the director for the variance. The application must address the relevant criteria contained in 9 VAC 20-60-1400.

2. The director will evaluate the application and issue a draft notice tentatively granting or denying the application. Notification of this tentative decision will be provided by newspaper advertisement or radio broadcast in the locality where the applicant is located. The director will accept comment on the tentative decision for 30 days, and may also hold a public hearing upon request or at his discretion. The director will issue a final decision after receipt of comments and after the hearing (if any).

B. Variances. The director will use the following procedures in evaluating applications for variances submitted under 9 VAC 20-60-1380 B, 9 VAC 20-60-1390 and 9 VAC 20-60-1400.

1. The applicant shall apply to the director. The application shall address the relevant criteria contained in 9 VAC 20-60-1380 B, 9 VAC 20-60-1390 and 9 VAC 20-60-1400.

2. The director will evaluate the application and issue a draft notice tentatively granting or denying the application. Notification of this tentative decision will be provided by newspaper advertisement and radio broadcast in the locality where the applicant is located. The director will accept comment on the tentative decision for 30 days, and may also hold a public hearing upon request or at his discretion. The director will issue a final decision after receipt of comments and after the hearing (if any), and will publish it in the newspaper in the locality where the applicant is located.

C. Changes in management procedures.

1. Recycling activities. In determining whether to regulate recycling activities in a manner differing from procedures described in § 9-6.14:11 § 2.2-4018 et seq. of the Code of Virginia of the Administrative Process Act. In addition to the process required by the APA, the director will:

a. If a generator is accumulating the waste, issue a notice setting forth the factual basis for the decision and stating that the person shall comply with applicable requirements of 9 VAC 20-60-262. The notice will become final within 30 days, unless the person served requests a public hearing to challenge the decision. Upon receiving such a request, the director will hold a public hearing. The director will provide notice of the hearing to the public and allow public participation at the hearing. The director will issue a final order after the hearing stating whether or not
compliance with 9 VAC 20-60-262 is required. The order becomes effective in 30 days, unless the director specifies a later date or unless review under Article 4.5 (§ 9.6.14:15 § 2.2.4025 et seq. of the Code of Virginia) of the Administrative Process Act is requested.

b. If the person is accumulating the recyclable material at a storage facility, issue a notice stating that the person shall obtain a permit in accordance with all applicable provisions of Parts Part III (9 VAC 20-60-124 et seq.), XI (9 VAC 20-60-260 et seq.), 9 VAC 20-60-270, and Part XII (9 VAC 20-60-1260 et seq.) of this chapter. The owner or operator of the facility shall apply for a permit within no less than 60 days and no more than six months of notice, as specified in the notice. If the owner or operator of the facility wishes to challenge the director’s decision, he may do so in his permit application, in a public hearing held on the draft permit, or in comments filed on the draft permit or on the notice of intent to deny the permit. The fact sheet accompanying the permit will specify the reasons for the director’s determination. The questions of whether the director’s decision was proper will remain open for consideration during the public comment period discussed under 9 VAC 20-60-1210 and in any subsequent hearing.

2. Variance from secondary containment. The following procedures shall be followed in order to request a variance from secondary containment:

a. The director shall be notified in writing by the owner or operator that he intends to conduct and submit a demonstration for a variance from secondary containment as allowed in 40 CFR 265.193(g), (or 40 CFR 264.195(g)), and 9 VAC 20-60-1410 B according to the following schedule:

1. For existing tank systems, at least 24 months prior to the date that secondary containment shall be provided in accordance with 40 CFR 265.193(a) or 40 CFR 264.193(a); and

2. For new tank systems, at least 30 days prior to entering into a contract for installation of the tank system.

b. As part of the notification, the owner or operator shall also submit to the director a description of the steps necessary to conduct the demonstration and a timetable for completing each of the steps. The demonstration shall address each of the factors listed in 9 VAC 20-60-1410 B 4 or 9 VAC 20-60-1410 B 5.

c. The demonstration for a variance shall be completed and submitted to the director within 180 days after notifying the director of intent to conduct the demonstration.

d. In case of facilities regulated under 9 VAC 20-60-265:

1. The director will inform the public, through a newspaper notice, of the availability of the demonstration for a variance. The notice shall be placed in a daily or weekly major local newspaper of general circulation and shall provide at least 30 days from the date of the notice for the public to review and comment on the demonstration for a variance. The director also will hold a public hearing, in response to a request or at his own discretion, whenever such a hearing might clarify one or more issues concerning the demonstration for a variance. Public notice of the hearing will be given at least 30 days prior to the date of the hearing and may be given at the same time as notice of the opportunity for the public to review and comment on the demonstration. These two notices may be combined.

2. The director will approve or disapprove the request for a variance within 90 days of receipt of the demonstration from the owner or operator and will notify in writing the owner or operator and each person who submitted written comments or requested notice of the variance decision. If the demonstration for a variance is incomplete or does not include sufficient information, the 90-day time period will begin when the director receives a complete demonstration, including all information necessary to make a final determination. If the public comment period in 9 VAC 20-60-1420 D subdivision 2 d (1) of this subsection is extended, the 90-day time period will be similarly extended.

e. In case of facilities regulated under 9 VAC 20-60-264, if a variance is granted to the permittee, the director will require the permittee to construct and operate the tank system in the manner that was demonstrated to meet the requirements for the variance.

9 VAC 20-60-1430. [ No change from proposed. ]

9 VAC 20-60-1435. Petitions for site-specific variance from the applicable treatment standard under the land disposal restrictions.

The director may approve an application for site-specific variance from the applicable treatment standards under the land disposal restriction using the criteria and procedures established in 9 VAC 20-60-1370 and 40 CFR 268.44.

9 VAC 20-60-1505. [ No change from proposed. ]

NOTICE: The forms used in administering 9 VAC 20-60, Virginia Hazardous Waste Management Regulations, 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 Department of Environmental Quality, 629 E. Main Street, Richmond, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

FORMS


Uniform Hazardous Waste Manifest (EPA), EPA Form 8700-22.

Notification of Regulated Waste Activity (EPA), EPA Form 8700-12 (eff. 11/93).

Application for a Transporter Permit, Form 7.1 ([ eff. 6/01 rev. 12/01 ]).
Final Regulations

Transporter Annual Report, Form 7.2-1 ([eff. 6/01 rev. 12/01]).

Intra-Commonwealth Shipments, Form 7.2-2 ([eff. 6/01 rev. 12/01]).

Shipments to Other States, Form 7.2-3 ([eff. 6/01 rev. 12/01]).

Shipments into the Commonwealth, Form 7.2-4 ([eff. 6/01 rev. 12/01]).

Shipments to Foreign Facilities, Form 7.2-5 ([eff. 6/01 rev. 12/01]).

VA.R. Doc. No. R00-267; Filed January 22, 2002, 2:21 p.m.

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Effective Date: March 13, 2002.

Summary:

The amendment conforms the regulation of low-level radioactive wastes and mixed wastes to the federal requirements, which provide that only mixed low-level radioactive wastes are considered hazardous.

Summary of Public Comments and Agency’s 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: Robert G. Wickline, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, e-mail rgwickline@deq.state.va.us.


A. Except as otherwise provided, the regulations of the United States Environmental Protection Agency set forth in 40 CFR Part 261 are hereby incorporated as part of the Virginia Hazardous Waste Management Regulations. Except as otherwise provided, all material definitions, reference materials and other ancillaries that are a part of 40 CFR Part 261 are also hereby incorporated as part of the Virginia Hazardous Waste Management Regulations.

B. In all locations in these regulations where 40 CFR Part 261 is incorporated by reference, the following additions, modifications and exceptions shall amend the incorporated text for the purpose of its incorporation into these regulations:

1. Any agreements required by 40 CFR 261.4(b)(11)(ii) shall be sent to the United States Environmental Protection Agency at the address shown to the director (Department of Environmental Quality, Post Office Box 10009, Richmond, Virginia 23240-0009).

2. In 40 CFR 261.4(f)(1), the term “Regional Administrator” shall mean the regional administrator of Region III of the United States Environmental Protection Agency or his designee.

3. In 40 CFR 261.6(a)(2), recyclable materials shall be subject to the requirements of Parts XI (9 VAC 20-60-960 et seq.) and XII (9 VAC 20-60-1260 et seq.) of these regulations.

4. In 40 CFR 261.6(a)(2), recyclable materials shall be subject to the requirements of Parts XI (9 VAC 20-60-960 et seq.) and XII (9 VAC 20-60-1260 et seq.) of these regulations.

5. No hazardous waste from a conditionally exempt small quantity generator shall be disposed as described in 40 CFR 261.5(g)(3)(iv) or 40 CFR 261.5(g)(3)(v) unless the solid waste management facility had written permission from the department to receive such waste.

6. In 40 CFR 261.9 and wherever elsewhere in Title 40 of the Code of Federal Regulations there is a listing of universal wastes or a listing of hazardous wastes that are the subject of provisions set out in 40 CFR Part 273 as universal wastes, it shall be amended by addition of the following sentence: "In addition to the hazardous wastes listed herein, the term "universal waste" and all lists of universal waste or waste subject to provisions of 40 CFR Part 273 shall include those hazardous wastes listed in Part XVI (9 VAC 20-60-1495 et seq.) of the Virginia Hazardous Waste Management Regulations as universal wastes, under such terms and requirements as shall herein be ascribed."

7. In Subparts B and D of 40 CFR Part 261, the term "Administrator" shall mean the administrator of the United States Environmental Protection Agency, and the term "Director" shall not supplant "Administrator" throughout Subparts B and D.

8. All radioactive wastes classified as low-level radioactive material by the United States Nuclear Regulatory Commission shall be a hazardous waste. NOTE: A waste may be a hazardous waste as defined by 40 CFR Part 261 and a low-level radioactive waste. These "mixed wastes" are required to comply with the requirements of these regulations and all regulations of the United States Nuclear Regulatory Commission that apply.

VA.R. Doc. No. R00-253; Filed January 22, 2002, 2:22 p.m.

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TITLE 22. SOCIAL SERVICES

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Title of Regulation: 22 VAC 45-60. Regulations Governing Provision of Services for the Infants, Children, and Youth Program (REPEALED).


Effective Date: March 13, 2002.

Summary:

This regulation was established to provide uniform service delivery to blind and visually impaired infants, children and youth. The regulation has been repealed because the...
agency was advised by the Office of the Attorney General that it does not possess the statutory authority to promulgate or enforce the regulation. Services continue to be provided through the agency’s Education Services Program as outlined in the Education Services Policies and Procedures Manual. Provisions of the regulation that provide an appeals process for individuals who have a complaint regarding the department's delivery of services and provide for confidentiality of personal information are covered in Board of Education regulations (8 VAC 20-80-70 and 8 VAC 20-150-10 et seq.) and federal law (20 USC § 1232g) and regulations (34 CFR Part 99).

Summary of Public Comments and Agency's Response: No public comments were received by the promulgating agency.

Agency Contact: William J. Pega, Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227; telephone (804) 371-3110, toll free 1-800-622-2155, FAX (804) 371-3157, (or) (804) 371-3140/TTY. The department shall expeditiously process persons referred for rehabilitation teaching services.

A. A referral is any person for whom rehabilitation teaching services have been requested and for whom the worker has obtained a referral to be considered for services, the following information must be obtained:

1. Name and address;
2. Date of birth and sex;
3. Disability; and
4. Referral source and Date of referral.

The department shall expeditiously process persons referred for rehabilitation teaching services.

B. Processing referrals. An assessment by the Department for the Visually Handicapped Blind and Vision Impaired is required of each severely disabled person who applies for rehabilitation teaching services. The assessment is limited to that information necessary to determine whether the individual is eligible to be provided eligibility for rehabilitation teaching services consistent with 22 VAC 45-70-30 and to determine which rehabilitation teaching services are needed.

PART III.

ELIGIBILITY AND INELIGIBILITY

22 VAC 45-70-10. Definitions.

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

“Assessment” means the systematic evaluation or identification of the client’s consumer’s need for and ability to benefit from services.

[ “Blindness, legal blindness” means the condition as defined in §§ 63.1-142 and 63.1-166 of the Code of Virginia. ]

“Client” “Consumer” means any person undergoing an assessment or receiving a service provided by the Rehabilitation Teaching Program of the Department for the Visually Handicapped Blind and Vision Impaired.

“Individualized Written Rehabilitation Program (IWRP)” means an individualized written rehabilitation program of rehabilitation teaching services identified during the assessment for each individual being provided specified consumer determined eligible for services by this program.

[ “Blindness, legal blindness” means the condition as defined in §§ 63.1-142 and 63.1-166 of the Code of Virginia. ]

“Reasonable expectation” means that rehabilitation teaching services will are anticipated to significantly assist an individual consumer to improve his ability to function independently.

“Rehabilitation teaching” means the process of guiding and instructing a visually impaired person consumer through an individualized plan of instruction designed to develop and raise the level of adaptive coping skills, and functional independence.

“Severely visually impaired” means vision less than 20/70 in the better eye with correction or a field restricted to 70 degrees or less in the better eye.

22 VAC 45-70-20. Referral.

The department shall expeditiously and equitably process referrals for rehabilitation teaching services.

A. A referral is any person for whom rehabilitation teaching services have been requested and for whom the worker has obtained a referral to be considered for services, the following information must be obtained:

1. Name and address;
2. Date of birth and sex;
3. Disability; and
4. Referral source and Date of referral.

The department shall expeditiously process persons referred for rehabilitation teaching services.

B. Processing referrals. An assessment by the Department for the Visually Handicapped Blind and Vision Impaired is required of each severely disabled person who applies for rehabilitation teaching services. The assessment is limited to that information necessary to determine whether the individual is eligible to be provided eligibility for rehabilitation teaching services consistent with 22 VAC 45-70-30 and to determine which rehabilitation teaching services are needed.

PART III.

ELIGIBILITY AND INELIGIBILITY

22 VAC 45-70-30. Eligibility for rehabilitation teaching services.

A. To be eligible for rehabilitation teaching services, a client consumer must have a visual disability which, for the individual, limitation that constitutes or results in a substantial handicap impediment to personal independent functioning.

The presence of A consumer has a visual disability for purposes of eligibility for the Department for the Visually Handicapped’s rehabilitation teaching services shall constitute limitation if one or more of the following criteria are met:
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1. Be legally blind Legal blindness;
2. 20/100 to 20/200 distance vision in the better eye with correcting glasses or a field limitation to 30 degrees or less in the better eye, and if the person has been unable to adjust to the loss of vision and if it is determined by the rehabilitation teacher that the person is in need of the specialized services available through the Department for the Visually Handicapped's Blind and Vision Impaired's rehabilitation teaching; or
3. Night blindness or a rapidly progressive eye condition which, in the opinion of a qualified ophthalmologist, will reduce the distance vision to 20/200 or less.

B. A reasonable expectation that rehabilitation teaching services will significantly assist the individual to improve his ability to cope with blindness and to function more independently.

22 VAC 45-70-40. Certification of Eligibility determination.

A. Prior to or simultaneously with acceptance of a visually handicapped individual consumer for rehabilitation teaching services, there shall be a certification determination of eligibility; the certification a case narrative shall state the basis for the visual eligibility and a reasonable expectation that rehabilitation teaching will significantly assist the individual consumer in achieving or maintaining functional independence. When a consumer is determined ineligible for rehabilitation teaching services, the rehabilitation teacher shall inform the consumer of the ineligibility determination, stating the reason or reasons. This may be done during a personal contact or by a letter.

B. The certification shall be approved, dated, and signed by a DVH staff member.

22 VAC 45-70-50. Certification of ineligibility. (Repealed.)

When an individual is determined ineligible for rehabilitation teaching services, the rehabilitation teacher shall inform the client of the ineligibility determination, stating the reason or reasons; this may be done during a personal contact or by a letter. A certification of ineligibility shall be placed in the case folder explaining the reasons the client is ineligible.

22 VAC 45-70-60. The Individualized Written Rehabilitation Teaching Program (IWRP).

A. Initial plan development.
1. The IWRP shall be initiated and periodically updated for individually provided specify the rehabilitation teaching services that the consumer and DBVI instructor jointly determine are necessary to raise the level of adaptive coping skills and functional independence.
2. The IWRP shall be initiated after determination of eligibility and periodically updated to include additional rehabilitation teaching services that are needed by the consumer.
3. Rehabilitation teaching services shall be provided in accordance with IWRP.
4. The IWRP shall be initiated after certification of eligibility for rehabilitation teaching services.

22 VAC 45-70-70. Scope of rehabilitation teaching services.

Services provided through the rehabilitation teaching services program may include:
1. Intake Counseling to determine the handicapped individual's consumer's need for specific rehabilitation teaching services.
2. Referral to and information regarding available community resources and programs that might benefit the individual consumer.
3. Counseling to assist the visually handicapped individual consumer cope with visual loss.
4. Provision of low vision services in accordance with regulation governing this program. This includes: assessment of need, arrangement for examination, arrangement for or coordination of purchase of low vision aids, and the provision of instruction and follow-up services. Regulations Governing Low Vision, 22 VAC 45-110 et seq.

5. Instruction in the following areas:
   a. Personal management skills or activities of daily living;
   b. Home management skills;
   c. Communication skills; including reading, and writing braille, typing, script writing, and use of electronic equipment and technology;
   d. Other appropriate adaptive coping skills, i.e., leisure and recreational activities; and
   e. Information and instruction in the acquisition of and use of adaptive equipment.

22 VAC 45-70-80. Financial participation.

There is no financial participation required for the counseling, referral, and instructional services provided through rehabilitation teaching.

A. The Department for the Blind and Vision Impaired has elected to uniformly apply a financial needs assessment for persons receiving purchased rehabilitation teaching services and goods in the Commonwealth. Purchased services and goods may be provided at no cost to the recipient who is legally blind if the family's income is less than 100% of the federally estimated median income for Virginia, and if the family's assets are less than 50% of the federally estimated median income as determined by the United States Department of Health and Human Services, Family Support Administration. The Department for the Blind and Vision Impaired will change its financial participation levels to match the above-referenced estimated median income level every third year.

B. There is no financial participation required for the assessment, counseling, low vision exams, information and referral, and instructional services provided through the rehabilitation teaching services program.
C. Consumers must be both legally blind and demonstrate financial need as determined by the financial needs assessment in order to receive any purchased services or goods other than a low vision exam.

D. Allowable deductions from income.

   1. Expenses that may be deducted from family income on the financial needs assessment are unusual medical expenses and the education of a consumer or family member to attend a private or public educational facility. Medical expenses such as routine doctors’ visits and hospital insurance premiums may not be deducted.

   2. When the consumer’s gross family income, liquid assets, or both, exceed the financial eligibility requirement after allowable deductions have been considered, the consumer and his family are required to apply the excess toward the cost of those services provided by rehabilitation teaching services for which financial need is considered.

Summary of Public Comments and Agency’s Response: No public comments were received by the promulgating agency.

Agency Contact: William J. Pega, Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3157, toll free 1-800-622-2155 or (804) 371-3151/TTY. The department charges 10¢ per page for copies of regulations.

22 VAC 45-110-20. Low vision services referral.

An individual who has low vision and desires low vision services may be referred for DBVI services. A case record shall be opened for every individual who is referred for low vision services. Each case record shall include a referral form and a narrative report. The narrative report shall state the desired outcome of the provision of services and the means by which the decision to receive services was made. The department shall document the evaluation for low vision services and the services provided, if any.

22 VAC 45-110-30. Eligibility.

An individual shall be eligible for low vision services if the individual's corrected visual acuity is 20/70 or worse in the better eye and the consumer has met the eligibility requirements of at least one of the following department programs: education services, vocational rehabilitation, or rehabilitation teaching.
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22 VAC 45-110-40. Preexamination.

Prior to the scheduling of an ophthalmological or optometrical eye report shall be required before a low vision examination by an agency case manager, the receipt of an ophthalmological or optometrical eye report shall be required, except where an ophthalmologist or optometrist examiner has stated the necessity for an examination prior to the sending of the report is scheduled. The eye report examination shall have been made within one year from the date of the scheduled low vision examination; except where the eye condition is stable, the eye report examination may have been made within two years from the date of the scheduled low vision examination.

An authorization form issued by the agency case manager shall be prepared for all clients in order to pay for the examination through an appropriate payment source in the agency as long as that source has determined that funds are available.


A. General provision. Endowment fund sponsorship shall be limited solely by the availability of funds. Endowment fund sponsorship is available for an individual whose income is at or below the level established for Medicaid.

B. Low vision examination. An authorization form issued by the agency case manager may be prepared to pay for the examination through an appropriate payment source in the agency as long as funds are available. There is no charge to the individual consumer for a low vision examination as long as funds are available for this activity as determined by the agency.

B. Low vision aids. Consumer financial participation in the cost of low vision aids will be determined according to regulations promulgated by the sponsoring DBVI program.

C. Low vision aids. An individual shall be eligible for endowment fund sponsorship for the provision of low vision aids if the individual's family income falls at or beneath the established levels for Medicaid eligibility or SSI eligibility as established by the federal government, whichever is higher.

An individual who is eligible for endowment fund sponsorship shall receive the prescribed low vision aids at no charge. This provision of aids through endowment fund sponsorship shall be limited to a maximum of:

1. One near aid;
2. One distance aid;
3. A pocket magnifier; and
4. Sun wear.
All of these shall be stock items.

An individual who is not eligible for endowment fund sponsorship or other funding source sponsorship shall be required to purchase the aids. The aids shall be dispensed at cost.

22 VAC 45-110-60. Driving with bioptics. (Repealed.)

Low vision services will provide evaluation for bioptic systems, where appropriate, and will prescribe them as indicated in order to enhance residual vision.

VA.R. Doc. No. R00-177; Filed January 10, 2002, 1:16 p.m.

TITLE 23. TAXATION

DEPARTMENT OF TAXATION

Title of Regulation: Qualified Equity and Subordinated Debt Investments Tax Credit Program.


Effective Date: March 13, 2002.

Summary:

This regulatory action replaces expired emergency regulations with permanent regulations for claiming the Qualified Equity and Subordinated Debt Investment Tax Credit and for allocating tax credits if total credit requests exceed $5 million in a calendar year.

The changes made to the proposed regulation (i) clarify that the subordinated debt instruments that are convertible to equity could qualify for tax credit, (ii) clarify the repayment of principal requirement for subordinated debt, (iii) remove the requirement that tax credit applications be sent by certified mail and add a provision allowing the department to specify the address where applications must be sent, (iv) conform shareholder information requirements for S corporations to those required of partnerships and limited liability companies for partners and members, respectively, and (v) add a reference to subordinated debt to give the department discretion to waive penalty when the taxpayer has not held a subordinated debt instrument for the required three-year period.

Summary of Public Comments and Agency's 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: William J. White, Department of Taxation, Policy Development Office, P.O. Box 1880, Richmond, VA 23220-1880, telephone (804) 367-2015.

23 VAC 10-110-225. Qualified Equity and Subordinated Debt Investments Tax Credit; Definitions.

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

"Affiliated" means a direct or indirect ownership interest of at least 80% in an entity. An indirect ownership interest includes, but is not limited to, direct ownership interests held by a...
taxpayer's family members or an entity affiliated with such taxpayer or family members, or any combination of these.

“Equity” means common stock or preferred stock, regardless of class or series, of a corporation; a partnership interest in a limited partnership; or a membership interest in a limited liability company, any of which is not required, or subject to an option on the part of the taxpayer, to be redeemed by the issuer within five years from the date of issuance.

“Family member” means, when applied with respect to an individual taxpayer, (i) spouse, (ii) children, (iii) grandchildren, (iv) parents, (v) spouse’s parents, and (vi) grandparents.

“Primarily engaged in business in the Commonwealth” means 50% or more of the entity’s gross receipts are derived from sources within Virginia.

“Qualified business” means a business which (i) has annual gross revenues of no more than $5 million in its most recently completed taxable year, (ii) is commercially domiciled in the Commonwealth, (iii) is primarily engaged in business or does substantially all of its production in the Commonwealth, and (iv) is not primarily engaged, or is not primarily organized to engage, in any of the following types of businesses:

1. Banks;
2. Savings and loan institutions;
3. Credit or finance;
4. Financial, broker or investment;
5. Businesses organized for the primary purpose of rendering professional services as defined in Chapter 7 (§ 13.1-542 et seq.) of Title 13.1 of the Code of Virginia;
6. Accounting;
7. Government, charitable, religious or trade institutions or organizations;
8. Conventional coal, oil and gas, and mineral exploration;
9. Insurance;
10. Real estate design or engineering;
11. Construction or construction contracting;
12. Business consulting or business brokering;
13. Residential housing, real estate brokerage, sale or leasing businesses, or real estate development; or
14. Any business that is in violation of the law, and such others as the Department of Taxation may designate.

A business in its first taxable year of operation will be deemed to have annual gross revenues of no more than $5 million and be primarily engaged in business and do substantially all of its production in the Commonwealth if the commercial domicile pursuant to 23 VAC 10-120-140 of such business is within the Commonwealth.

“Qualified investment” means a cash investment in a qualified business in the form of equity or subordinated debt. An investment shall not be qualified, however, if the taxpayer who holds such investment, or any of such taxpayer’s family members, or any entity affiliated with such taxpayer, receives or has received compensation, as defined in § 58.1-302 of the Code of Virginia, from the qualified business in exchange for services provided to such business as an employee, officer, director, manager, consultant, independent contractor or otherwise in connection with or within one year before or after the date of such investment. For purposes hereof, reimbursement of reasonable expenses incurred shall not be deemed to be compensation. A qualified investment shall not include existing investments or instruments that have been purchased, transferred, or otherwise obtained without providing new capital to a qualified business.

[ A subordinated debt instrument that is convertible into equity would qualify if (i) the subordinated debt would otherwise meet the definition under this section, (ii) the equity would otherwise meet the definition under this section, and (iii) the subordinated debt does not include a provision by which the issuer may compel the conversion into equity before the end of the required holding period of the subordinated debt. ]

An investment which would otherwise qualify for this credit will not be allowed if 50% or more of the proceeds resulting from the investment are used within one year of the cash investment to retire or reduce debt or equity of a qualified business that was incurred prior to the investment.

“Subordinated debt” means indebtedness of a corporation, general or limited partnership, or limited liability company that (i) by its terms requires no repayment of principal for the first three years after issuance; (ii) is not guaranteed by any other person or entity or secured by any assets of the issuer or any other person or entity; and (iii) is subordinated to all indebtedness and obligations of the issuer to national or state-chartered banking or savings and loan institutions. [ Except as provided for under 23 VAC 10-110-229, any transaction that results in the extinguishment or reduces outstanding principal of a subordinated debt instrument used to qualify for this credit shall be deemed as a repayment of principal. Such transactions, include, but are not limited to:

1. Reacquisition, retirement, or cancellation of a qualified investment;
2. Refunding or refinancing of a qualified investment by new issues of debt; or
3. Exchange of a qualified investment for common or preferred stock.]

“Substantially all of its production in the Commonwealth” means 80% or more of the entity’s expenses are incurred within Virginia.

23 VAC 10-110-226. Qualified Equity and Subordinated Debt Investments Tax Credit; general credit provisions.

A. For taxable years beginning on or after January 1, 2001, a taxpayer shall be allowed a credit against the taxes imposed by Articles 2 (Individual Income Tax; § 58.1-320 et seq.) and 6 (Taxation for Estates and Trusts; § 58.1-360 et seq.) of Chapter 3 of Title 58.1 of the Code of Virginia in an amount equal to 50% of such taxpayer’s qualified investments made during such taxable year.
B. The aggregate amount of the credit that may be used by any taxpayer per taxable year shall not exceed the lesser of (i) the tax imposed for such taxable year or (ii) $50,000. The credit is not refundable and may not be carried back. Any credit, or portion thereof, not usable for the taxable year in which the credit was earned may be, to the extent allowable, carried over for the next 15 succeeding taxable years or until the total amount of the tax credit earned has been taken, whichever occurs first.

C. The total amount of tax credits available for the Commonwealth's fiscal year shall not exceed $5 million. In the event that the total eligible credit requests exceed the Commonwealth's annual fiscal limitation, each taxpayer shall be granted a pro rata amount as determined by the Department of Taxation. The amount of such prorated credit shall be determined by multiplying a fraction, the numerator of which shall be the credit requested by the eligible taxpayer for such year, and the denominator of which shall be the total credits requested by all eligible taxpayers for such taxable year, by the Commonwealth's annual fiscal limitation of $5 million.

D. The amount of any credit attributable to a qualified investment by a partnership, electing small business corporation (S corporation), or limited liability company shall be allocated to the individual partners, shareholders, or members, as they may determine.

The limitation in [subsection clause] B (ii) of this section shall be construed to allow individual partners, shareholders, or members to each claim annual credits of $50,000.

23 VAC 10-110-227. Qualified Equity and Subordinated Debt Investments Tax Credit; qualified business application procedure.

A. Every eligible entity desiring to be designated as a qualified business for purposes of this tax credit must make an application on the Application for Designation as a Qualified Business for the Qualified Equity and Subordinated Debt Investments Tax Credit to the Department of Taxation. Such application must be made prior to the issuance of any equity or subordinated debt; otherwise, the issuance shall not qualify for the tax credit, except as provided in subsection B of this section.

1. A qualified business application must be made at least 90 days prior to the issuance of any equity or subordinated debt to ensure that the Department of Taxation's determination regarding the entity's qualification will be made prior to the issuance date.

2. A qualified business application may be made less than 90 days prior to the issuance of any equity or subordinated debt; however, the Department of Taxation cannot ensure that its determination regarding the entity's qualification will be made prior to the issuance date.

B. A qualified business application will not be accepted after the issuance date of any equity or subordinated debt, except in the following instances:

1. Issuances of equity or subordinated debt made between January 1, 2001, and before September 1, 2001, the qualified business application is made by October 1, 2001;
23 VAC 10-110-228. Qualified Equity and Subordinated Debt Investments Tax Credit; tax credit application procedure.

A. Eligible taxpayers who qualify for the equity and subordinated debt investment tax credit must make an application on the Taxpayer Application for the Qualified Equity and Subordinated Debt Investments Tax Credit to the Department of Taxation. For any taxable year that ends after January 1, and on or before December 31 of a calendar year, eligible taxpayers must submit an application and supporting documentation requesting the tax credit no later than April 1 of the subsequent calendar year. Subject to the provisions of 23 VAC 10-110-227, for example, eligible taxpayers that have taxable years ending after December 31, 2000, and before January 1, 2002, an application and supporting documentation requesting the tax credit must be submitted no later than April 1, 2002.

B. Applications must be made on the form prescribed by the Department of Taxation and sent by certified mail with a return receipt requested and postmarked no later than the date specified in this section, and delivered to an address prescribed by the Department of Taxation.

C. Each taxpayer shall timely supply all information the Department of Taxation deems necessary to properly determine the allowable credit amount. Such information shall include, but shall not be limited to, the following:

1. A copy of the statement issued by the qualified business pursuant to 23 VAC 10-110-227 D.

2. The tax year during which the qualified investment was made.

3. The name, address, federal identification number, and Virginia account number of the taxpayer.

4. A certification by the taxpayer, under penalty of perjury, that the qualified investment meets all conditions outlined in § 58.1-339.4 of the Code of Virginia and these regulations.

5. In the case of a partnership, electing small business corporation (S corporation), or limited liability company, the application shall include the name, address, and social security number of each of its individual partners, shareholders, or members, and a statement as to how any allowable credit shall be distributed to each of its individual partners, shareholders, or members. Notification of the allowable credit amount shall be sent to the entity, and a copy of such notification shall be attached to each individual taxpayer's Virginia income tax return on which the credit is claimed.

D. The Department of Taxation shall review all applications for completeness and notify taxpayers of any questions, omissions, errors, or concerns, no later than June 1. Taxpayers must fully respond to any such notices no later than the two-week period ending no later than June 15.

E. All eligible taxpayers shall be notified by June 30 as to the amount of applicable tax credit that may be claimed for the taxable year for which the request was made.

1. In the case of a partnership, electing small business corporation (S corporation), or limited liability company, notification of the allowable credit amount shall be sent to the entity, and a copy of such notification shall be included with each individual taxpayer's Virginia income tax return on which the credit is claimed.

2. Each S corporation shall attach to its annual income tax return, when filed, a schedule listing the name, address, social security number, and allocable credit amount for each of its individual shareholders.

3. Each partnership and limited liability company shall provide a schedule listing the name, address, social security number, and allocable credit amount for each of its individual shareholders or members to the Department of Taxation within 60 days of the Department of Taxation's notice certifying the amount of allowable credit.

F. Eligible taxpayers who will not receive the final certification of their credits prior to the due date of their individual state income tax returns must either file the appropriate return extension request or file their income tax return by the due date, and then amend their return after receiving a credit certification. Amended returns to claim the tax credit must be filed within the applicable statute of limitations.

23 VAC 10-110-229. Qualified Equity and Subordinated Debt Investments Tax Credit; required equity and subordinated debt investment holding period.

A. Equity received in connection with a qualified business investment must be held by the taxpayer for at least five full calendar years following the calendar year for which a tax credit for a qualified investment is earned except in any of the following instances: (i) the liquidation of the qualified business issuing such equity; (ii) the merger, consolidation or other acquisition of such business with or by a party not affiliated with such business; or (iii) the death of the taxpayer.

B. The five-calendar year holding period is to be distinguished from the redemption period (five years from the date of issuance) during which an equity investment cannot be required, or be subject to an option on the part of the taxpayer, to be redeemed by the issuer. The redemption period requirement must be met in order to qualify an equity investment for credit eligibility. The five-calendar year holding period must be met in order to avoid recapture of the credit.

C. A subordinated debt instrument received in connection with a qualified business investment must be held by the taxpayer for at least three years after the date of issuance except in any of the following instances: (i) the liquidation of the qualified business issuing such subordinated debt; (ii) the merger, consolidation or other acquisition of such business with or by a party not affiliated with such business; or (iii) the death of the taxpayer.

D. The holding period of a subordinated debt instrument received in connection with a qualified business investment that is convertible into equity may be effected by the date it is converted. If such subordinated debt is held for at least three years after the date of issuance, the holding period will be deemed to have been satisfied and equity resulting from a
subsequent conversion would not be subject to any holding period. If such subordinated debt is converted within three years after the date of issuance, the equity must be held for at least five calendar years following the calendar year in which the subordinated debt was issued. Conversion of such subordinated debt within three years after the date of issuance would not be considered repayment of principal.

D. E. If the holding period requirement for the equity or subordinated debt is not met, the taxpayer shall immediately notify the Department of Taxation of such failure and forfeit all used and unused tax credits. The notice of failure to meet the statutory requirements shall specify the aggregated credits claimed to date. The notice shall be deemed a tax assessment, to which the Department of Taxation shall add a penalty equal to the amount of the forfeit credits. In addition thereto, interest on the tax assessment and penalty shall be assessed at the rate of 1.0% per month, compounded monthly, from the date the tax credits were claimed by the taxpayer.

F. Upon written request, the Department of Taxation shall have the discretion to abate any assessed penalty, in full or in part, if the taxpayer establishes reasonable cause for the failure to hold such equity or subordinated debt for the five-calendar-year required holding period. The reason for any such abatement shall be preserved among the records of the Department of Taxation.

NOTICE: The forms used in administering 23 VAC 10-110, Individual Income Tax, are listed below. The added forms that were published with the proposed regulation in 17:24 VA.R. 3551-3555 August 13, 2001, have not changed and, therefore, are not reprinted below.

FORMS

Virginia Consumers Use Tax Return for Individuals, Form CU-7 (eff. 9/93).

Virginia Individual Resident Income Tax Return (Booklet - Instructions for Form 760 and 760S), Form 760 and 760S.

Underpayment of Estimated Tax by Individuals, Estates and Trusts, Form 760 C.

Virginia Tentative Tax Return an Application for Extension of Time to File Individual or Fiduciary Income Tax Return, Form 760E (eff. 8/93).

Virginia Estimated Individual Income Tax Declaration and Forms for Individuals, Estates and Trusts (Booklet - Instructions for Form 760ES), Form 760ES.

Underpayment of Estimated Tax by Farmers and Fishermen, Form 760F.

Virginia Part-Year Resident Individual Income Tax Return (Booklet - Instructions for Form 760PY), Form 760PY.

Short Individual Resident Income Tax Return (Booklet - Instructions for Form 760 and 760S), Form 760S.

Virginia Nonresident Individual Income Tax Return (Booklet - Instructions for Form 763), Form 763.

Virginia Special Nonresident Claim for Individual Income Tax Withheld, Form 763-S.

Credit Computation Schedule, Schedule CR, Form 760.

Schedule for Computing the Age Deduction for Taxpayers 62 and Over, Out-of-State Tax Credit or State of Residence and the Addition to Tax, Penalty and Interest, Schedule NPY, Forms 760PY and 763.

Enterprise Zone Credit, Form 301 (eff. 9/92).

Computation of ACRS Subtraction, Form 302 (eff. 8/92).

Application for Designation as a Qualified Business for the Qualified Equity and Subordinated Debt Investments Tax Credit, Form QBA, 2601695, with instructions (eff. 1/01).

Taxpayer Application for Qualified Equity and Subordinated Debt Investments Tax Credit, Form EDC, 2601154, with instructions (eff. 7/00).

EXECUTIVE ORDER NUMBER ONE (2002)

EQUAL OPPORTUNITY

By virtue of the authority vested in me as Governor, I hereby declare that it is the firm and unwavering policy of the Commonwealth of Virginia to assure equal opportunity in all facets of state government.

This policy specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, age, or political affiliation, or against otherwise qualified persons with disabilities.

State appointing authorities and other management principals are hereby directed to take affirmative measures, as determined by the Director of the Department of Human Resource Management, to emphasize the recruitment of qualified minorities, women, disabled persons, and older Virginians to serve at all levels of state government. This directive does not permit or require the lowering of bona fide job requirements, performance standards, or qualifications to give preference to any state employee or applicant for state employment.

Allegations of violations of this policy shall be brought to the attention of the Office of Equal Employment Services of the Department of Human Resource Management. No state appointing authority, other management principals, or supervisors shall take retaliatory actions against persons making such allegations.

Any state employee found in violation of this policy shall be subject to appropriate disciplinary action.

The Secretary of Administration is directed to review annually state procurement, employment, and other relevant policies for compliance with the non-discrimination mandate contained herein, and shall report to the Governor his findings together with such recommendations as he deems appropriate. The Director of the Department of Human Resource Management shall assist in this review.

This Executive Order supersedes and rescinds Executive Order Number Two (98), Equal Opportunity, issued by Governor James S. Gilmore III on January 17, 1998.

This Executive Order shall become effective upon its signing and shall remain in full force and effect until amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 12th day of January, 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-116; Filed January 17, 2002, 3:52 p.m.

EXECUTIVE ORDER NUMBER TWO (2002)

ESTABLISHING THE ECONOMIC CRISIS STRIKE FORCE

An economic crisis, such as the closure of textile plants in Martinsville and Henry County or the temporary closure of National Airport, is just as devastating to Virginia's communities and families as a natural disaster. State government has an important role to play in rebuilding our communities after economic disaster strikes.

By virtue of the authority vested in me as Governor under Article V, Section 1 of the Constitution of Virginia and Section 2.2-103 of the Code of Virginia, I hereby establish the Virginia Economic Crisis Strike Force (herein known as the "Strike Force"). The ongoing purpose of this Strike Force is to serve as an on-call working group to respond as needed to economic disasters in Virginia communities by:

1. Immediately providing a single point of contact for citizens in affected communities to assist with accessing available government and private sector services and resources.

2. Assisting localities in developing short-range and long-term strategies for addressing the economic crisis.

3. Identifying opportunities for workforce retraining, job creation, and new investment.

The Economic Crisis Strike Force will be chaired by the Secretary of Commerce and Trade and shall be deployed at the direction of the Governor. The Strike Force shall include a representative designated by the Secretary of Education and a representative designated by the Secretary of Health and Human Resources. The Strike Force shall also include high-level representatives, designated by the respective agency heads, from the following agencies: the Department of Agriculture and Consumer Services, the Department of Business Assistance, the Department of Education, the Department of Housing and Community Development, the Department of Labor and Industry, the Department of Medical Assistance Services, the Department of Minority Business Enterprise, the Department of Social Services, the Virginia Community College System, the Virginia Employment Commission, the Virginia Economic Development Partnership, and the Virginia Tourism Authority.

The Strike Force shall also include representatives from other such agencies as may be designated by the Governor to meet the needs of any particular community. In addition, the Governor may designate such citizens as he deems appropriate to advise the Strike Force in particular circumstances.

Staff support for the Strike Force shall be provided by the Office of the Governor, the Office of the Secretary of Commerce and Trade, the various agencies represented on the Strike Force, and such other agencies as may be designated by the Governor. All executive branch agencies shall cooperate fully with the Strike Force and shall render such assistance as may be requested by the Chairman.

The Strike Force shall provide a report to the Governor on or before December 1 each year detailing the activities of the Strike Force.

This Executive Order shall become effective immediately upon signing, and shall remain in full force and effect until amended or rescinded by further executive order.
EXECUTIVE ORDER NUMBER THREE (2002)

AUTHORITY AND RESPONSIBILITY OF CHIEF OF STAFF

By virtue of the authority vested in me as Governor under Article V, Sections 1, 7, 8, and 10 of the Constitution of Virginia and Sections 2.2-100 and 2.2-104 of the Code of Virginia, and subject always to my continuing ultimate authority and responsibility to act in such matters and to reserve to myself any and all such powers, I hereby affirm and delegate to my Chief of Staff the powers and duties enumerated below:

1. To direct, as the deputy planning and budget officer, the administration of the state government planning budget process, except as to the responsibilities enumerated below, which are retained by me:
   a. Submission of the budget and accompanying documents to the General Assembly;
   b. Final review and determination of all proposed expenditures and of estimated revenues and borrowings to be included in the Executive Budget for each state department, division, office, board, commission, institution, or other agency or undertaking;
   c. Amendment of Position Levels;
   d. Authorization of deficits; and
   e. Appointment of the Director of the Department of Planning and Budget.

2. To direct, as the deputy personnel officer, the administration of the state government personnel system, except as to the responsibilities enumerated below, which are retained by me:
   a. Final determination with respect to employee compensation plans;
   b. Submission of reports to the General Assembly by the Governor as required by law;
   c. Issuance, amendment, or suspension of the Rules for the Administration of the Virginia Personnel Act;
   d. Final action on appeals from appointing authorities to the Governor; and
   e. Appointment of the Director of the Department of Human Resource Management.

3. To review, in the event of my absence or unavailability, major planning, budgetary, personnel, policy, and legislative matters that require my decision.

4. To review, in the event of my absence or unavailability, policy differences which may arise among or between my Secretaries.

5. To act as chief liaison officer with members of the General Assembly of Virginia.

6. To act as Senior Executive Assistant with responsibilities that include, but are not limited to, the direction and supervision of the Governor's Office, as well as budgetary and personnel authority for the office.

This Executive Order shall become effective immediately upon signing, and shall remain in full force and effect until January 31, 2006, or until amended or rescinded by further executive order.

Given under my hand and under the seal of the Commonwealth of Virginia this 12th day of January, 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-118; Filed January 17, 2002, 3:52 p.m.
Given under my hand and under the seal of the Commonwealth of Virginia this 12th day of January 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-119; Filed January 17, 2002, 3:52 p.m.

EXECUTIVE ORDER NUMBER FIVE (2002)
ESTABLISHING THE GOVERNOR'S COMMISSION ON EFFICIENCY AND EFFECTIVENESS

Serving the needs of Virginia's citizens in the 21st Century requires that state government provide services in the most efficient and effective manner possible. Like the private sector, state government should periodically conduct a top-to-bottom review of operations. This review should result in the identification of core, essential services and the focusing of resources on these services while eliminating redundant and ineffective services. It is also time for state government to consolidate state agency operations and programs to promote efficiency.

With these most serious responsibilities in mind and by virtue of the authority vested in me under Article V of the Constitution of Virginia, and by Section 2.2-134 of the Code of Virginia, I hereby establish the Governor's Commission on Efficiency and Effectiveness (hereinafter referred to as “the Commission”).

The Commission is classified as a gubernatorial advisory commission in accordance with Sections 2.2-134, 2.2-135, and 2.2-2100 of the Code of Virginia. The purpose of this Commission shall be to:

1. Identify redundant and ineffective services.
2. Streamline and consolidate state agencies and programs.
3. Better use technology to improve service delivery and reduce costs.
4. Employ 21st century management tools, such as Six Sigma, to make state services more efficient.

The Commission shall have 13 members, including a Chairman and a Vice Chairman, appointed by the Governor and serving at his pleasure.

Members of the Commission shall serve without compensation. They may receive reimbursement for expenses incurred in the discharge of their official duties upon approval by the Governor's Chief of Staff or his designee.

The Commission shall present a report and recommendations to the Governor by August 1, 2002. The Commission shall monitor the implementation of its recommendations and shall present a report on the implementation of its recommendations to the Governor by December 15, 2002.

I direct all executive branch agencies and institutions to cooperate fully with the work of the Commission.

Such staff support as is necessary for the conduct of the Commission's work during the term of its existence shall be furnished by the Office of the Governor, the Offices of the Governor's Secretaries, the Department of Planning and Budget, and such other executive agencies as the Governor may designate. An estimated 3,500 hours of staff time will be required to support the commission. Such funding as is necessary for the term of the Commission's existence shall be provided from sources, including both private and appropriated funds, contributed or appropriated for purposes related to the work of the Commission, as authorized by Section 2.2-135(B) of the Code of Virginia. Direct expenditures for the Commission's work are estimated to be $25,000, exclusive of staff support.

This Executive Order shall be effective upon its signing, and shall remain in full force and effect until January 15, 2003, unless amended or rescinded by further executive order. Given under my hand and under the seal of the Commonwealth of Virginia this 15th day of January 2002.

/s/ Mark R. Warner
Governor

VA.R. Doc. No. R02-120; Filed January 17, 2002, 3:52 p.m.
Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require annual publication in the Virginia Register of guidance document lists from state agencies covered by the Administrative Process Act and the Virginia Register Act. 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.

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 documents 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: Michael E. Rider at P.O. Box 1971 Richmond, Va. 21218-1971, telephone (804) 225-3051 or e-mail mrrider@doa.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to James W. Fisher, Director of Finance and Administration, Department of Accounts, telephone (804) 225-3045 or e-mail jfisher@doa.state.va.us.

Guidance Documents:

Commonwealth Accounting Policies and Procedures (CAPP) Manual, continuously updated. This document is a compendium of information that provides accounting guidance for State Agencies and Institutions.

Financial Statement Preparation for Agencies and Institutions, updated annually. There are two documents one for agencies and one for institutions that provide financial statement preparation guidance.

Year-end Closing Procedures, prepared annually. This document provides guidance to agencies and institutions regarding proper procedures for closing the state accounting year.

DEPARTMENT OF THE AGING

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5:00 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 Janet Honeycutt at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail jhoneycutt@vdh.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Janet Honeycutt at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail jhoneycutt@vdh.state.va.us.

Guidance Documents

State Plan for Aging Services: October 1, 1999 – September 30, 2003, effective October 1, 1999, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), § 2.1-373 A 3

Title III Service Standards, updated and re-issued July 6, 1999, interpreting 22 VAC 5-20-80.


Senior Community Services Employment Program (Title V), Workplan Guidance Document, September 1, 2001

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Office of Consumer Affairs

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5:00 p.m. at the Office of Consumer Affairs, Washington Building, Suite 1101, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained for $25.50 by contacting Evelyn A. Jez, Office of Consumer Affairs, at the same address, telephone (804) 786-1308 or FAX (804) 786-5112.

Questions regarding interpretation or implementation of these documents may be directed to Andy Alvarez, Program Manager, Office of Consumer Affairs, Washington Building, Suite 1101, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-1381 or FAX (804) 786-5112.

Guidance Documents:


Office of Dairy and Foods

Copies of the following document may be viewed during regular workdays from 8:15 a.m. until 5:00 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 Ryan W. Davis, Program Supervisor, Food Safety, Washington Building, Room 507, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3520 or FAX (804) 371-7792.
Guidance Documents

Guidance Document:
Food Inspectors Manual, revised July 1997

Copies of the following document may be viewed during regular workdays from 8:15 a.m. until 5:00 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 Ryan W. Davis, Program Supervisor, Food Safety, Washington Building, Room 507, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3520 or FAX (804) 371-7792.

Guidance Document:
Food Inspection Field Operations Manual, revised June 20, 2000

Copies of the following document may be viewed during regular workdays from 8:15 a.m. until 5:00 p.m. in the Office of Dairy and Foods, Washington Building, Room 505, 1100 Bank Street, Richmond, Virginia 23219. Copies may be obtained for $50.00 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:

Guidance Documents:
Office of Plant and Pest Services

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5:00 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 Tonita Clark at the same address, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail tclark@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Frank M. Fulgham, Program Manager, Office of Plant and Pest Services, Washington Building, Room 703, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793 or e-mail ffulgham@vdacs.state.va.us.

Guidance Documents:
Office of Meat and Poultry Services

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5:00 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 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 Meat and Industry Standards, Washington Building, Room 402, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-2476 or FAX (804) 786-1571.
Guidance Documents

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Copies of the following document may be viewed during regular workdays from 8:00 a.m. until 5:00 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 Rhonda Bates at the same address, telephone (804) 371-6558 or e-mail rbates@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Rhonda Bates, Program Supervisor, Office of Product and Industry Standards, Washington Building, Room 401, 1100 Bank Street, Richmond, VA 23219, telephone (804) 371-6560 or FAX (804) 371-8598 or email rbates@vdacs.state.va.us.

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 workdays from 8:00 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 Rhonda Bates at the same address, telephone (804) 371-6558, FAX (804) 371-8598 or e-mail rbates@vdacs.state.va.us.

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 rbailley@vdacs.state.va.us.

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

Worker Protection Standard Self-Inspection Checklist, issued September 1999

Interpreting PPE Standards on Pesticide Labels, issued September 1999

USDA Restricted Use Pesticide Recordkeeping and WPS Pesticide Application Information Requirements, issued December 1999

Office of Veterinary Services

Copies of the following documents may be viewed during regular workdays from 8:00 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 August 1, 2001, §§ 3.1-796.96 and 54.1-3425

Division Administration Directive 83-1, Approved Capture Drugs and Drug Administering Equipment, revised August 1, 2001, § 3.1-796.119


Office of Policy, Planning and Research

Copies of the following documents may be viewed during regular workdays from 9:00 a.m. until 5:00 p.m. in the Office of Policy, Planning and Research in the Virginia Department of Agriculture and Consumer Services, Washington Building, Second Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by writing to Joyce Knight at the same address, telephone (804) 786-3538, FAX (804) 371-2945 or email: jknight@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Roy Seward, Office of Policy, Planning, and Research, Virginia Department of Agriculture and Consumer Services, Second Floor, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3538, FAX (804) 371-2945 or e-mail: rseward@vdacs.state.va.us.

Guidance Documents:

Agricultural Stewardship Act Guidelines, April 1, 1997, amended July, 2000, § 10.1-559.9

Office of Commodity Services

Copies of the following documents may be viewed during regular workdays from 9:00 a.m. until 5:00 p.m. in the Division of Marketing, Office of Commodity Services, Fruit and Vegetable Marketing Services, Virginia Department of Agriculture and Consumer Services, Washington Building, Room 804, 1100 Bank Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Thomas Smith at the same address, telephone (804) 786-3548 or FAX (804) 371-7785, or email: tsmith@vdacs.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Thomas Smith, Office of Commodity Services, Division of Marketing, Washington Building, Room 804, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-3548 or FAX (804) 371-7785, email: tsmith@vdacs.state.va.us.
Guidance Documents:

ALCOHOLIC BEVERAGE CONTROL BOARD
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 Alcoholic Beverage Control Board, 2901 Hermitage Road, Richmond, VA 23220. Copies may be obtained free of charge from and questions regarding interpretation or implementation of these documents may be directed to Sara M. Gilliam, Assistant Secretary to the Board, at the same address, telephone (804) 213-4440, FAX (804) 213-4442 or e-mail smgilim@abc.state.va.us.

Guidance Documents:
Licensee Newsletters, issued quarterly
Application for License, revised January 1996, § 4.1-230
Retail Licensee Guide, revised 2001, 3 VAC 5
Licensee Bulletin, Vol. 56, No. 1, revised March, 2000, 3 VAC 5
Licensee Bulletin, Vol. 56, No. 3, revised March, 2000, 3 VAC 5
Licensee Bulletin, Vol. 56, No. 4, revised March, 2000, 3 VAC 5
Wholesale Licensee Bulletin, revised Fall 1997, 3 VAC 5
Circular Letter 84-3, issued November 1, 1984, § 4.1-216
Circular Letter 84-4, issued December 26, 1984, 3 VAC 5
Circular Letter 84-7, issued December 26, 1984, 3 VAC 5
Circular Letter 84-8, issued December 26, 1984, 3 VAC 5
Circular Letter 85-3, issued February 6, 1985, 3 VAC 5
Circular Letter 85-5, issued March 26, 1985, 3 VAC 5
Circular Letter 85-6, issued May 31, 1985, 3 VAC 5
Circular Letter 85-9, issued June 3, 1985, 3 VAC 5
Circular Letter 85-10, issued June 3, 1985, 3 VAC 5
Circular Letter 87-2, issued March 19, 1987, 3 VAC 5
Circular Letter 88-2, issued July 22, 1988, § 4.1-239
Circular Letter 88-3, issued September 7, 1988, § 4.1-216
Circular Letter 88-5, issued November 29, 1988, 3 VAC 5
Circular Letter 89-1, issued April 14, 1989, 3 VAC 5
Circular Letter 89-4, issued October 13, 1989, § 4.1-225
Circular Letter 90-1, issued March 1, 1990, § 4.1-225
Circular Letter 90-2, issued March 1, 1990, 3 VAC 5
Circular Letter 90-4, issued June 27, 1990, 3 VAC 5
Circular Letter 92-2, issued November 23, 1992, 3 VAC 5
Circular Letter 94-1, issued March 16, 1994, § 4.1-225
Circular Letter 98-1, issued Spring 1998, 3 VAC 5
Circular Letter 01-1, issued April, 9, 2001, §§ 4.1-216 and 4.1-323, 3 VAC 5
Circular Letter 01-2, issued June 18, 2001, 3 VAC 5

VIRGINIA COMMISSION FOR THE ARTS
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 Commission for the Arts, Lewis House, 2nd floor, 223 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lorraine Lacy at the same address, telephone (804) 225-3132, FAX (804) 225-4327 or e-mail arts@state.va.us. The document may be found on the Virginia Commission for the Arts home page (http://www.artswire.org/~vacomm).

Questions regarding interpretation or implementation of this document may be directed to Peggy Baggett, Executive Director, at the address above, e-mail pbaggett.arts@state.va.us.

Guidance Document:
Guidelines For Funding, revised, July 1, 2002 - June 30, 2004

ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY
Copies of the following documents may be viewed during regular workdays 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 23288-0300. Copies may be obtained free of charge by contacting Shilpa Joshi at the same address, telephone (804) 662-9000 or by FAX at (804) 662-9533.

Questions regarding interpretation or implementation of these documents may be directed to Michael Scione, Executive Director, Assistive Technology Loan Fund Authority, 8004 Franklin Farms Drive, Richmond, VA 23288, telephone (804) 662-9000, FAX (804) 662-9533 or e-mail scionemw@drs.state.va.us.

Guidance Documents:
Assistive Technology Loan Fund Authority Loan Manual, issued April 1997 and revised April 2001, §§ 51.5-53 through 51.5-59
Interpretive Memorandum dated November 1, 1998
Guidance Documents

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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at fanbd@dhp.state.va.us.

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:


30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, May 20, 1999

AUDITOR OF PUBLIC ACCOUNTS

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 Auditor of Public Accounts, 101 N. 14th Street, 8th Floor, Richmond, VA 23219. Copies may be obtained by contacting Kim Via at P.O. Box 1295, Richmond, VA 23218, telephone (804) 225-3350 (ext. 360) or e-mail kwvia@apa.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Kim Via, Auditor, Auditor of Public Accounts, telephone (804) 225-3350 (ext. 360) or e-mail kwvia@apa.state.va.us.

Guidance Documents:

Specification for Audits of Counties, Cities, and Towns, periodically updated. $20.00 for Manual. This document sets standards for audits of Virginia local governments as required by § 15.2-2511 of the Code of Virginia.

Uniform Financial Reporting Manual, periodically updated. $20.00 for Manual. This document provides reporting requirements for Virginia local governments to follow in the preparation and submission of their Comparative Report of Local Government Revenues and Expenditures’ transmittal forms. Section 15.2-2510 of the Code of Virginia requires this submission of data.

VIRGINIA DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

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 Blind and Vision Impaired, 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 $1.00 per page by contacting William J. Pega at the same address, telephone (804) 371-3110, FAX (804) 371-3351 or e-mail pegawj@dbvi.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 Blind and Vision Impaired, Richmond, VA 23227, telephone (804) 371-3110, FAX (804) 371-3351 or e-mail pegawj@dbvi.state.va.us.

Guidance Documents:

Randolph-Sheppard Vending Facility Program Operators Manual, issue March 1992, 22 VAC 45-20


Virginia Department for the Blind and Vision Impaired Library and Resource Application for Service, revised August 1996

Library and Resource Center Policy and Procedures Manual for Educators of the Visually Impaired, revised October 1999

Education Services Policy and Procedure Manual, revised October 2001, § 22.1-217

Virginia Rehabilitation Center for the Blind and Vision Impaired Operations Manual, revised July 1994, § 63.1-73.1

VRCBVI Student Handbook, revised October 2000


Policy and Procedures Directives, issued periodically to update service program manuals

VIRGINIA STATE BAR

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 4:45 p.m. in the office of the Virginia State Bar at 707 E. Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Williams at the same address, telephone (804) 775-0530 or e-mail williams@vsb.org.

Questions regarding interpretation of the document may be directed to James McCauley, Ethics Counsel, Virginia State Bar, 707 E. Main Street, Richmond, VA 23219, telephone (804) 775-0565 or e-mail mccauley@vsb.org.

Guidance Document:

Unauthorized Practice of Law (UPL) Guidelines, issued June 1997, 15 VAC 5-80
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 Virginia Department of Business Assistance, 707 E. Main Street, Suite 300, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Rob R. Blackmore at the same address, telephone (804) 371-8260, FAX (804) 371-2115 or e-mail rblackmore@dba.state.va.us.

Questions regarding interpretation or implementation of the Modernized Workforce Training Guidelines for Virginia’s Twenty-First Century may be directed to Preston Wilhelm, Director, Workforce Services, Department of Business Assistance, 707 East Main Street, Richmond, Virginia 23219, telephone (804) 371-8132, FAX (804) 371-8137, or e-mail pwilhelm@dba.state.va.us.

Questions regarding interpretation or implementation of the 2001-2002 Program Guidelines and Application for Grants for Small Business Incubators may be directed to Rob Blackmore, Senior Executive Assistant, Department of Business Assistance, 707 East Main Street, Richmond, Virginia 23219, telephone (804) 371-8260, FAX (804) 371-2115 or e-mail rblackmore@dba.state.va.us.

Guidance Documents:
Modernized Workforce Training Guidelines for Virginia’s Twenty-First Century, Revised August 2001
2001-2002 Program Guidelines and Application for Grants for Small Business Incubators, Revised

CHARITABLE GAMING COMMISSION
Copies of the following document may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the office of the Charitable Gaming Commission, James Monroe Building, 17th Floor, 101 North 14th Street, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Frances Jones, Administrative Staff Assistant, at the same address, telephone (804) 786-3014, FAX (804) 786-1079 or e-mail FJones@ccg.state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Morris W. Rooke, Licensing and Administration Manager, Charitable Gaming Commission, P.O. Box 756, Richmond, Virginia 23218, telephone (804) 786-1681, FAX (804) 786-1079 or e-mail Rooke@ccg.state.va.us.

Guidance Document:
Guidelines for Permitted Use of Charitable Gaming Proceeds, issued October 1, 1999

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, 101 North 14th Street, 17th Floor, 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, 101 North 14th Street, 17th Floor, Richmond, VA 23219, telephone (804) 371-7503, FAX (804) 225-3447 or e-mail scrafton@cblad.state.va.us.

Guidance Documents:
Attorney General Opinions:
2001 Attorney General Opinion (letter to Michael D. Clower, CBLAD Executive Director) regarding the authority of the Chesapeake Bay Local Assistance Board to institute legal action to enforce the Chesapeake Bay Preservation Act and associated regulations, November 26, 2001, §§ 10.1-2103(10 and 10.1-2104, and 9 VAC 10-20-250, 6 pages

Board Policies:
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 March 19, 2001, 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 10-20-20, free
Local Assistance Manual, revised August 1991, 9 VAC 10-20, $16 without binder, $30 with custom D-Ring binder

Field Office Technical Guide (FOTG) of the U.S. Department of Agriculture, Natural Resource Conservation Service, second addition, 1999, parts revised continually, 9 VAC 10-20-120 9. The FO TG 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...
Guidance Documents

“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.


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

Virginia Agricultural BMP Manual, 2000, 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

Brochure, 4 pages, Working Together to Protect Streams, Rivers, and the Bay, 9VAC10-20, free

Brochure, 8 pages, Better Site Design, An Informational Brochure for Virginia Communities Implementing the Chesapeake Bay Preservation Act, § 10.1-2100, free

Better Site Design, An Assessment of the Better Site Design Principles for Communities Implementing Virginia’s Chesapeake Bay Preservation Act, § 10.1-2100, free

Specific Agricultural Criteria Guidance:

Letter to Virginia Farm Bureau regarding agricultural requirements under the regulations, September 11, 1990, 9 VAC 10-20-130 B, 3 pages

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

Letter to James City County, February 22, 2001, regarding agricultural land uses, 2 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 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 Town of Vienna, December 11, 1990, regarding tributary streams and RPA designations, 9 VAC 10-20-130, 1 page

Letter to Northumberland County, May 2, 1991, regarding application of performance criteria in the RPA, 9 VAC 10-20-130, 3 pages

Letter to the City of Fairfax, July 3, 1991, regarding limited RMA designation, 9 VAC 10-20-90, 2 pages

Letter to Accomack County, November 6, 1991, regarding onsite perennial stream delineations, 9 VAC 10-20-110 B, 4 pages

Letter to the Town of Clifton, March 26, 1992, regarding RPA, RMA and General Criteria questions, 9 VAC 10-20-120, 3 pages

Letter to Tidewater Local Governments, April 1, 1992, regarding compliance of silvicultural operations with local
Chesapeake Bay Preservation Area Ordinances, 9 VAC 10-20-120 B 10, 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 garages in the seaward 50 feet of the buffer area, 9 VAC 10-20-130, 2 pages

Letter to Mathews County, December 16, 1993, regarding septic system criteria, 9 VAC 10-20-120 7, 2 pages

Letter to Fairfax County, April 2, 1993, regarding site-specific RPA wetland delineations, 9 VAC 10-20-110 B, 1 page

Letter to James City County, June 2, 1993, regarding RPA designation and new marina basin, 9 VAC 10-20-80, 2 pages

Letter to Town of Eastville, August 27, 1993, regarding site-specific RPA delineation, 9 VAC 10-20-110 B, 3 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 the Town of Smithfield, April 5, 1994, regarding the inclusion of nontidal wetlands along intermittent streams as part of RPA, 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 10-20-210, 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

Letter to Department of Environmental Quality, December 9, 1994, regarding delineation of RPA adjacent to new marina basin, 9 VAC 10-20-80, 2 pages

Letter to Henrico County, January 30, 1995, regarding site-specific delineation of RPA, 9 VAC 10-20-110 B, 3 pages

Letter to Lancaster County, January 31, 1995, regarding buffer encroachment, 9 VAC 10-20-130, 2 pages

Letter to Virginia Department of Health, September 12, 1995, regarding septic pump-out provision for small spray irrigation systems, 9 VAC 10-20-120 7, 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 Town of Ashland, November 30, 1995, regarding designation of “other lands” as RPA, 9 VAC 10-20-80 4, 2 pages

Letter to Mathews County, December 6, 1995, regarding buffer modifications due to “loss of a buildable area,” 9 VAC 10-20-130 B, 3 pages

Letter to Mathews County, February 7, 1996, regarding the location of septic systems within RPAs, 9 VAC 10-20-130 A, 2 pages

Letter to Chesterfield County, April 24, 1996, regarding buffer encroachments and equivalency, 9 VAC 10-20-130 B, 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 10-20-130, 2 pages

Letter to Town of Ashland, December 17, 1996, regarding RPA delineation around pond with perennial outflow, 9 VAC 10-20-80 5, 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 10-20-130, 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
Guidance Documents

Letter to Northumberland County, May 6, 1997, regarding clarification of buffer encroachment language, 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 Chesapeake Bay Foundation, July 3, 1997, regarding RPA buffer and permitted encroachments, 9 VAC 10-20-130 B, 4 pages

Letter to City of Alexandria, August 4, 1997, regarding accessory uses within the buffer, 9 VAC 10-20-130 B, 2 pages

Letter to J. Donald Cotter of Ruther Glen, Virginia, September 18, 1997, regarding accessory structures within RPAs, 9 VAC 10-20-130 B, 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 7, 1997, regarding application of regulations to homeowner associations who make approvals of projects, 9 VAC 10-20-10, 4 pages

Letter to Mathews County, October 27, 1997, regarding accessory structures within RPAs, 9 VAC 10-20-130, 4 pages

Letter to the Town of Smithfield, February 3, 1998, regarding RPA boundaries depicted on development plans, 9 VAC 10-20-80 B, 2 pages

Letter to Accomack County, February 23, 1998, regarding reasonable buildable area for lots recorded prior to October 1, 1989, 9 VAC 10-20-130 B 2, 2 pages

Letter to Mathews County, April 6, 1998, regarding expansion of nonconforming structures, 9 VAC 10-20-150 A, 2 pages

Letter to Accomack County, April 13, 1998, regarding buffer encroachments and related exceptions, 9 VAC 10-20-130 B and 9 VAC 10-20-160, 3 pages

Letter to King and Queen County, April 27, 1998, regarding site specific delineation of RPAs, 9 VAC 10-20-110 B, 2 pages

Letter to Caroline County, May 11, 1998, regarding onsite RPA delineation, 9 VAC 10-20-110 B, 2 pages

Letter to Middlesex County, June 12, 1998, regarding buffer modifications, 9 VAC 10-20-130 B, 2 pages

Letter to Charles City County, July 16, 1998, regarding lots recorded prior to October 1, 1989, with sufficient area for principle structure, 9 VAC 10-20-130 B 2, 1 page

Letter to Caroline County, July 24, 1998, regarding agricultural buffer requirements and agricultural uses, 9 VAC 10-20-130 B, 2 pages

Letter to the City of Newport News, July 28, 1998, regarding buffer requirement clarification, 9 VAC 10-20-130 B, 1 page


Letter to J. Donald Cotter of Ruther Glen, September 24, 1998, regarding exemptions, 9 VAC 10-20-130 C, 2 pages

Letter to Caroline County, October 2, 1998, regarding silvicultural activities in CBPAs, 9 VAC 10-20-10, 1 page

Letter to Westmoreland County, October 6, 1998, regarding permitted structures in RPAs, 9 VAC 10-20-130 A, 1 page

Letter to Northampton County, October 27, 1998, regarding permitted structures in RPAs, 9 VAC 10-20-130 A, 1 page

Letter to Caroline County, October 27, 1998, regarding agricultural activities in RPAs, 9 VAC 10-20-130 B, 2 pages

Letter to Stafford County, November 16, 1998, regarding onsite RPA delineation, clarification of tributary streams, 9 VAC 10-20-110 B, 2 pages

Letter to James City County, November 30, 1998, regarding buffer modification and mitigation, 9 VAC 10-20-130 B, 3 pages

Letter to Arlington County, February 4, 1999, regarding buffer encroachment, 9 VAC 10-20-130 B, 1 page

Letter to Michael Rolband of Chantilly, Virginia, February 18, 1999, regarding on-site RPA delineation and tributary stream clarification, 9 VAC 10-20-110 B, 2 pages

Letter to Chesterfield County, April 26, 1999, regarding buffer encroachments and modifications, 9 VAC 10-20-130 B, 3 pages

Letter to Northumberland County, May 5, 1999, regarding expansions of nonconforming structures, 9 VAC 10-20-150 A, 2 pages

Letter to Accomack County, May 17, 1999, regarding permitted uses in RPA, 9 VAC 10-20-130 A, 2 pages

Letter to Arlington County, May 25, 1999, regarding permitted uses in RPA, 9 VAC 10-20-130 B 2, 2 pages

Letter to City of Alexandria, June 28, 1999, regarding buffer modifications, 9 VAC 10-20-130 B, 2 pages

Letter to Mathews County, August 19, 1999, regarding buffer encroachments, 9 VAC 10-20-130 B, 3 pages

Letter to Chesterfield County, October 8, 1999, regarding buffer violation, 9 VAC 10-20-130 B, 2 pages
Guidance Documents

Letter to Caroline County, October 14, 1999, regarding expansion of RPA due to created wetlands, 9 VAC 10-20-80 B and 9 VAC 10-20-110 B, 2 pages

Letter to Westmoreland County, December 22, 1999, regarding expansion of nonconforming use in RPA, 9 VAC 10-20-150 A, 5 pages

Letter to Henrico County, March 3, 2000, regarding the location of fences in the RPA, 9 VAC10-20-130, 2 pages

Letter to Charles City County, March 3, 2000, regarding redevelopment activity in the RPA, 9 VAC10-20-130 A, 2 pages

Letter to Caroline County, April 13, 2000, regarding the exemption of silvicultural operations, 9 VAC10-20-120 10, 2 pages

Letter to Hanover County, April 20, 2000, regarding the location of fences in the RPA, 9 VAC10-20-130, 1 page

Letter to Charles City County, April 20, 2000, regarding the exemption of silvicultural operations, 9 VAC10-20-120 10, 2 pages.

Letter to State Forester, May 4, 2000, regarding the exemption of silvicultural operations, 9 VAC 10-20-120 10, 2 pages

Letter to City of Colonial Heights, May 9, 2000, regarding buffer requirement clarification, 9 VAC10-20-130 B, 2 pages

Letter to Hanover County, May 31, 2000, regarding buffer encroachment and modification, 9 VAC10-20-130 B, 2 pages

Letter to City of Suffolk, June 2, 2000, regarding construction on pre-recorded lots, 9VAC10-20-130 B 2, 2 pages

Letter to City of Portsmouth, June 2, 2000, regarding buffer requirement clarification, 9 VAC10-20-130 B, 3 pages

Letter to Mr. Robert Moses, June 16, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC10-20-150 B, 2 pages

Letter to Charles City County, June 16, 2000, regarding site-specific RPA delineation, 9 VAC10-20-110 B, 2 pages

Letter to Northampton County, August 28, 2000, regarding removal of buffer vegetation for fire protection, 9VAC10-20-130 B, 2 pages

Letter to Fairfax County, October 10, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC10-20-150 B, 2 pages

Memorandum of Understanding between the Chesapeake Bay Local Assistance Department and the Department of Forestry, December 15, 2000, 3 pages

Letter to City of Colonial Heights, February 8, 2001, regarding development activities in the RPA, 9 VAC10-20-130, 2 pages

Letter to Chesterfield County, February 13, 2001, regarding stormwater management requirements for redevelopment, 9 VAC10-20-120, 2 pages

Letter to York County, February 16, 2001, regarding clarification of water dependent facilities, redevelopment and expansion of nonconforming structures, 9 VAC10-20, 2 pages

Memorandum to Local Program Managers, February 26, 2001, regarding MOU between CBLAD and DOF, 1 page

Letter to City of Hampton, February 28, 2001, regarding removal of buffer vegetation, 9 VAC10-20-130 B, 2 pages

Letter to Spotsylvania County, July 12, 2001, regarding onsite designation of RPA features, 9 VAC10-20-110 B, 4 pages

Letter to Chesterfield County, July 30, 2001, regarding RPA buffer area restoration, 9 VAC10-20-130 B, 2 pages

Letter to City of Poquoson, August 28, 2001, regarding permitted buffer encroachments, 9 VAC10-20-130 B, 2 pages

Letter to City of Poquoson, September 7, 2001, regarding permitted buffer encroachment, 9 VAC10-20-130 B, 2 pages

Letter to Northampton County, October 23, 2001, regarding removal of vegetation in buffer, 9 VAC10-20-130 B, 2 pages

Letter to City of Newport News, November 16, 2001, regarding permitted buffer encroachment, 9 VAC10-20-130 B, 2 pages

Letter to Stafford County, December 4, 2001, regarding revised RPA designation, 9 VAC10-20-80 B, 2 pages

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/register/regindex.htm).

Questions regarding interpretation or implementation of these documents may be directed to Jane Chaffin, Registrar of Regulations, 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, § 2.2-4104

Preparing and Filing Guidance Document Lists, revised October 2001, §§ 2.2-4008 and 2.2-4103

OFFICE OF COMPREHENSIVE SERVICES

Copies of the following document may be viewed or downloaded from the web at http://www.csa.state.va.us/(under "publications") or 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
Guidance Documents

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 see “local contacts” on the web at http://www.csa.state.va.us/ or contact the Office of Comprehensive Services at (804) 662-9815. Copies of this information also may be obtained free of charge by providing a formatted disc to the Office of Comprehensive Services, Wythe Building, 1604 Santa Rosa Road, Richmond, VA 23229-5008, telephone (804) 662-9815.

Questions concerning interpretation or implementation of this document may be directed to Phil Quinn, Office of Comprehensive Services, Wythe Building, 1604 Santa Rosa Road, Richmond, VA 23229-5008, telephone (804) 662-9817 or e-mail phq992@central.dss.state.va.us.

Guidance Document:

CSA Publication 003, Comprehensive Services Act Manual, revised June 2000, §§ 2.2-5200 through 2.2-5214 and related §§ 2.2-212, 2.2-2648 and 2.2-2649.

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 Land Conservation 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, Acting Deputy Director, 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, revised April 1998, Dept. of Conservation and Recreation Fact Sheet No. 4, §§ 10.1-604 through 10.1-613

Virginia’s Program for Safety of Dams, revised March 1998, Dept. of Conservation and Recreation Fact Sheet No. 1, §§ 10.1-604 through 10.1-613

Vegetation Control for Embankment Dams, revised March 1998, Dept. of Conservation and Recreation Fact Sheet No. 3, §§ 10.1-604 through 10.1-613


Division of Natural Heritage

Managing Invasive Alien Plants in Natural Areas, Parks, and Small Woodlands (booklet), §§ 10.1-209 through 10.1-217


Natural Heritage Ranks - Definition of Abbreviations Used on Natural Heritage Resource Lists of the Virginia Department of Conservation and Recreation, May 1996, §§ 10.1-209 through 10.1-217


Natural Heritage Resources of Virginia - Rare Animal Species, Natural Heritage Technical Report 01-16, June 2001, §§ 10.1-209 through 10.1-217


Natural Heritage Program Fact Sheet - Natural Heritage Information Services, §§ 10.1-209 through 10.1-217

Natural Heritage Program Fact Sheet - Natural Area Dedication, §§ 10.1-209 through 10.1-217
Natural Heritage Program Fact Sheet - Natural Area Management Agreements, §§ 10.1-209 through 10.1-217
Natural Heritage Program Fact Sheet - Natural Area Registry, §§ 10.1-209 through 10.1-217
Natural Heritage Program Fact Sheet - Ecological Management, §§ 10.1-209 through 10.1-217
Natural Heritage Program Fact Sheet - Fire and Natural Areas, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Conserving Endangered Species (brochure), §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Barrier Beaches, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Sea-level Fens, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Tidal Freshwater Marshes, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Pocosins, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Baldcypress - Water Tupelo Swamps, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Turkey Oak Sandhills, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Seasonal Ponds, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Groundwater Seepage Wetlands, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Conserving Natural Communities, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Rare Beach Nesting Birds, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Rare Marsh Nesting Birds, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Migratory Songbird Habitat, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Rare Odonates, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Sensitive Joint-vetch, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Spreading Pogonia, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Purple Pitcher Plant, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Swamp Pink, §§ 10.1-209 through 10.1-217
Natural Heritage Resource Fact Sheet - Virginia Sneezeweed, §§ 10.1-209 through 10.1-217
Native Plants for Conservation, Restoration and Landscaping - Master list, comb-bound booklet, §§ 10.1-209 through 10.1-217
Native Plants for Conservation, Restoration and Landscaping - Riparian Forest Buffers (brochure), §§ 10.1-209 through 10.1-217
Native Plants for Conservation, Restoration and Landscaping - Grasslands (brochure), §§ 10.1-209 through 10.1-217
Virginia Natural Heritage Program Twelve Year Report, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - List of Invasive Plant Species, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Alligatorweed, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Aneilema, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Bush Honeysuckle, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Canada Thistle, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Chinese Privet, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Common Reed, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Eurasian Watermilfoil, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Garlic Mustard, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Giant Reed, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Hydrilla, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Japanese Knotweed, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Johnson Grass, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Tall Fescue, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Spotted Knapweed, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Purple Loosestrife, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Porcelain Berry, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Parrot's Feather, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Oriental Bittersweet, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Multiflora Rose, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Mile-a-Minute, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Kudzu, §§ 10.1-209 through 10.1-217

Guidance Documents

Bush, §§ 10.1-209 through 10.1-217
Invasive Alien Plant Species of Virginia - Battling an Invasive Plant Species, §§ 10.1-209 through 10.1-217
Canoe Trail Guide - Alton's Creek, North Landing River Natural Area Preserve (brochure), §§ 10.1-209 through 10.1-217
Canoe Trail Guide - Pocaty Creek, North Landing River Natural Area Preserve (brochure), §§ 10.1-209 through 10.1-217

Division of Planning and Recreation Resources

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, Volume V (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

Virginia Land Conservation Foundation Manual, 2000 Virginia Land Conservation Fund Grant Program, October, 2000 (provides grants for fee simple title to and interest in real property for land conservation purposes in specified categories of open space and parks, natural area protection, historic area protection and farmlands and forest preservation), §§ 10.1-1017 through 10.1-1026
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
Claytor Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1
Hungry Mother State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 7, 1998, and

Virginia Register of Regulations

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Kiptopeke State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1


Raymond R. "Andy" Guest Jr. / Shenandoah River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on December 12, 2000, §§ 10.1-107, 10.1-200 and 10.1-200.1


Division of Soil and Water Conservation


Virginia Erosion and Sediment Control Handbook AutoCad Drawings, 4 VAC 5-30, §§ 10.1-560 through 10.1-571, cost: $25 and $5 shipping and handling

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
Guidance Documents


Virginia State Parks, Chippokes Farm and Forestry Museum, §§ 10.1-200 and 10.1-201


Virginia State Parks, False Cape State Park Fact Sheet, January 1997, §§ 10.1-200, 10.1-201 and 10.1-205


Virginia State Parks, Grayson Highlands State Park Fact Sheet, January 1997, §§ 10.1-200 and 10.1-201


Virginia State Parks, Lake Anna State Park Old Pond Trail, Self guided trail, §§ 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, Leesylvania State Park History of Leesylvania, §§ 10.1-200 and 10.1-201

Virginia State Parks, Leesylvania State Park Lee’s Woods Self Guided Trail, §§ 10.1-200 and 10.1-201


Virginia State Parks, Leesylvania State Park Powells Creek Self Guided Trail, §§ 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, Natural Tunnel State Park Full color NT Brochure for racks/promotion, revised April 1997, §§ 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, Raymond R. “Andy” Guest, Jr./Shenandoah River State Park/Brochure, §§ 10.1-200 and 10.1-201
Virginia State Parks, Staunton River Battlefield State Park Civil-War Trails (1999), §§ 10.1-200 and 10.1-201
Virginia State Parks, Staunton River Battlefield State Interpretive Programs Brochure (2001), §§ 10.1-200 and 10.1-201
Virginia State Parks, Staunton River State Park, 2001 Interpretive Schedule, §§ 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, Nature’s Image, Photography Field Workshops, §§ 10.1-200 and 10.1-201
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| **Board of Conservation and Recreation**  
| General Information for Board Members (3-ring notebook), July 1999, §§ 10.1-105 through 10.1-107, cost: per page copying |
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| **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), July 1999, §§ 10.1-502 through 10.1-505, cost: per page copying |
|  
| **Virginia Cave Board**  
| General Information for Board Members (3-ring notebook), May 2000, §§ 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 Calendar of Events brochure, §§ 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  
| Teachers’ Program Guide, Chippokes Farm and Forestry Museum, §§ 3.1-22.6 through 3.1-22.12  
|  
| **Virginia Land Conservation Foundation**  
| General Information for Board Members (3-ring notebook), October 2000, §§ 10.1-1017 through 10.1-1026, cost: per page copying  
| Virginia Land Conservation Foundation Manual, 2000 Virginia Land Conservation Fund Grant Program, October, 2000 (provides grants for fee simple title to and interest in real property for land conservation purposes in specified categories of open space and parks, natural area protection, historic area protection and farmlands and forest preservation), §§ 10.1-1017 through 10.1-1026 |
|  
| **Virginia Outdoors Foundation**  
| General Information for Board Members (3-ring notebook), May 1997, §§ 10.1-1800 through 10.1-1804, cost: per page copying  
| 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), revised December 1998, §§ 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 forms and documents may be viewed during regular work days from 8:15 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. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone (804) 371-9733 or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9133. The forms 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 forms/documents may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834 or toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9744. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. |
Guidance Documents:

SCC544, Articles of Incorporation - Professional Corporation, revised October 2001, § 13.1-544
SCC631/830, Application for Reservation or for Renewal of Registration of a Corporate Name, revised November 2001, §§ 13.1-631 and 13.1-830
SCC632/831, Application for Registration or for Renewal of Registration of a Corporate Name (foreign corporations), revised October 2001, §§ 13.1-632 and 13.1-831
SCC710, Articles of Amendment - Stock Corporation, revised October 2001, § 13.1-710
SCC710N, Articles of Amendment – Changing the Name of a Corporation By Unanimous Consent of the Shareholders, revised October 2001, § 13.1-710
SCC720, Articles of Merger or Share Exchange - Stock Corporation, revised October 2001, § 13.1-720
SCC743, Articles of Dissolution - Stock Corporation, revised October 2001, § 13.1-743
SCC744, Articles of Revocation of Dissolution - Stock Corporation, revised October 2001, § 13.1-744
SCC750, Articles of Termination of Corporate Existence - Stock Corporation, revised October 2001, § 13.1-750
SCC751, Articles of Termination of Corporate Existence - By the Initial Directors or the Incorporators - Stock Corporation, revised October 2001, § 13.1-751
SCC819, Articles of Incorporation - Nonstock Corporation, revised October 2001, § 13.1-819
SCC888, Articles of Amendment - Nonstock Corporation, revised October 2001, § 13.1-888
SCC896, Articles of Merger - Nonstock Corporation, revised October 2001, § 13.1-896
SCC904, Articles of Dissolution - Nonstock Corporation, revised October 2001, § 13.1-904
SCC905, Articles of Revocation of Dissolution - Nonstock Corporation, revised October 2001, § 13.1-905
SCC913, Articles of Termination of Corporate Existence by the Initial Directors or the Incorporators - Nonstock Corporation, revised October 2001, § 13.1-913
SCC1, Corporate Annual Report of Principal Office and Officers/Directors, revised annually, §§ 13.1-775 and 13.1-936
LPA-73.3, Application for Reservation or for Renewal of Reservation of Limited Partnership Name, revised November 2001, § 50-73.3
LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised October 2001, § 50-73.6
LPA-73.11, Certificate of Limited Partnership, revised December 2001, § 50-73.11
LPA-73.12, Amendment to Certificate of Limited Partnership, revised October 2001, § 50-73.12
LPA-73.54, Application for Registration of a Foreign Limited Partnership, revised October 2001, § 50-73.54
LPA-73.57, Certificate of Correction for a Foreign Limited Partnership, revised October 2001, § 50-73.57
LPA-73.58, Foreign Limited Partnership Certificate of Cancellation, revised October 2001, § 50-73.58
LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised October 2001, § 50-73.77
LLC-1010.1, Conversion of a Domestic or Foreign Partnership or Limited Partnership to a Limited Liability Company, revised November 2001, § 13.1-1010.1
LLC-1013, Application for Reservation or Renewal of Reservation of Limited Liability Company Name, revised November 2001, § 13.1-1013
LLC-1014, Articles of Amendment to Amend and/or Restate the Articles of Organization of a Domestic Limited Liability Company, revised November 2001, § 13.1-1014
Guidance Documents

LLC-1050.1, Articles of Reinstatement of a Domestic Limited Liability Company (Voluntarily Canceled), October 2001, § 13.1-1050.1
UPA-93, Statement of Partnership Authority, revised December 2001, § 50-73.93
UPA-115, Statement of Dissociation for a Partnership, revised October 2001, § 50-73.115
UPA-121, Statement of Dissolution of a Partnership, revised October 2001, § 50-73.121
UPA-83D-CANC, Statement of Cancellation of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D
UPA-83D-AMEND, Statement of Amendment of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D
UPA-132, Statement of Registration as a Domestic Registered Limited Liability Partnership, revised October 2001, § 50-73.132
UPA-134, Annual Continuation Report of a Domestic or Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.134
UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised October 2001, § 50-73.135
UPA-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.136
UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised October 2001, § 50-73.137
UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.139
Charter/Entrance Fee and Annual Registration Fee Schedule, revised July 1997, §§ 13.1-775.1 and 13.1-936.1
General Fee Schedule, revised December 2001

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. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained by contacting Ms. Judy Shapard at the same address, telephone (804) 371-9421, FAX (804)371-9069 or e-mail (jshapard@scc.state.va.us).

Guidance Documents:


Letter, 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, 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.

Letter, Director of Communications, Dated August 17, 1999, Concerning and Clarifying the State Corporation Commission's new rules, effective October 1, 1999, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20 VAC 5-400-151 (currently 20 VAC 5-413-10).
Guidance Documents

Letter, Director of Communications, dated April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. It gives direction on (i) names on agreements, (ii) timely filing of agreements, (iii) notice requirements, and (iv) replacing existing agreements.

Letter, Director of Communications, Dated December 14, 2001, Concerning Annual Payphone Service Provider Registration for 2002 including the letter and (1) the application form for registration of a new payphone service provider and (2) the forms for the payphone service provider annual registration.

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. The mailing address is P.O. Box 1197, Richmond, VA 23218. 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. The mailing address is P.O. Box 1197, Richmond, VA 23218.

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 4, 2001, 20 VAC 5-10-20, updated annually

Electric Utility Resource Planning Information Requirements, revised December 5, 2001, § 56-234.3

Gas Utility Five-Year Forecast Information Requirements, revised September 17, 1998, § 56-248.1

Filing Securities Applications by Investor-Owned Utilities Instructions, revised June 20, 2000, § 56-60

Filing Securities Applications by Electric Cooperative Utilities Instructions, revised June 20, 2000, § 56-60

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56

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. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of $1.00 each for the first two pages and $0.50 for each page thereafter. Contact Sandy Estes at the same address, telephone number (804) 371-9611, FAX (804) 371-9350 or e-mail sestes@scc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to Tim Faherty, Manager, Consumer Services, at the above address and telephone number.

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

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


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 1999, § 56-5.1, 192 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

"Pipeline Safety Newsletter," Volume 6, No. 1, June 1998, 4 pages
Guidance Documents

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 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. 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 MLKelly@scc.state.va.us.

Documents listed as "applications" and "notices" are also available from the Bureau's website: http://www.state.va.us/scc/division/banking/vabank.htm.

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 23219, telephone (804) 371-9659, FAX (804) 371-9416 or e-mail ejface@scc.state.va.us. The mailing address is P.O. Box 640, Richmond, VA 23218-0640.

Guidance Documents:


BFI-AR-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.1-60.1


BFI-AR-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.1-60.1


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-0211, Graduated-Payment Mortgage Loans, revised November 2, 1987, § 6.1-63 B


BFI-AR-0305, Notice of Intent to Acquire a Savings Institution Outside Virginia, revised December, 1999, § 6.1-194.105

BFI-AR-0401, Investments of Funds by State-Chartered Credit Unions, revised May 17, 1999, § 6.1-225.57

BFI-AR-0601, Sales of Automobile Club Memberships, revised and reissued August 3, 1998, § 6.1-267

BFI-AR-0701, Judgment Rate of Interest; Excessive Deferrals, 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-1301, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution, revised December 1999, § 6.1-383.1

BFI-AR-1501, Application to Acquire a Virginia Bank Holding Company or Virginia Bank, revised December 1999, § 6.1-399

BFI-AR-1502, Notice of Intent to Acquire a Bank Outside Virginia, revised December 1999, § 6.1-406


BFI-AR-1602, Application for Permission to Control a Mortgage Lender/Broker Licensee, revised December, 1999, § 6.1-416.1

BFI-AR-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, § 6.1-409


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
Bureau of Insurance

Copies of the following documents may be viewed during regular workdays 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, Virginia 23219. The mailing address is P. O. Box 1157, Richmond, Virginia 23218. For general information call the Bureau of Insurance (Bureau) at (804)371-9741 or for in-state calls use the toll free number (800)552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Special Assistant to the Commissioner of Insurance. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at the Bureau's mailing address, by telephone (804)371-9694 or by FAX (804)371-9873. Many of these documents are available online at the Bureau's Web Site http://www.state.va.us/scc/division/boi.

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 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1)

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly §38.1-380.1), 38.2-2202 (formerly §38.1-380.2) and 46.2-465 (formerly §46.1-497.1)

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33)


Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6)


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

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-3802) and 46.2-465 (formerly § 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) and 38.2-1928 (formerly § 38.1-279.56)


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 1978-3, Notification Forms Regarding Refusal to Renew and Cancellation of Automobile, Fire and Homeowners Insurance Policies Pursuant to Section 38.1-381.5 and Section 38.1-371.2 of the Code of Virginia, issued May 25, 1978, §§ 38.2-2212 (formerly § 38.1-381.5) and 38.2-2114 (formerly § 38.1-371.2)


Administrative Letter 1978-5, (1) Amendment of Sections 38.1-348.7 and 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 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of Section 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits Under a Group Accident and Sickness Insurance Policy on a
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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, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10)

Administrative Letter 1978-6, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued June 8, 1978, §§ 38.2-2206 (formerly § 38.1-381 (b) and 46.2-100 (formerly § 46.1-1 (8))

Administrative Letter 1978-7, Policy Form Filings (for Maintenance of Mutual Assessment Fire Insurance Company Policy Form Filings), issued June 8, 1978


Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-381.5)


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 et seq. (formerly §§ 38.1-159 et seq.)

Administrative Letter 1978-15, Surety Bond Guarantee Program - Small Business Administration (SBA), issued December 1, 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, Protection Against Uninsured Motorists Insurance, issued March 12, 1979

Administrative Letter 1979-8, Temporary Licenses for Life Agents, issued April 4, 1979, §§ 38.2-1830 (formerly § 38.1-310.4)

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 1979-13, Qualification and Licensing of Agents, issued May 3, 1979, §§ 38.2-1800 et seq. (formerly §§ 38.1-327 et seq.)

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident/Sickness Insurance, issued May 10, 1979, §§ 38.2-508.3 (formerly § 38.1-152 (7) (c)), 38.2-3407 (formerly § 38.1-347.2), 38.2-3408 (formerly § 38.1-347.1), 38.2-3412 (formerly § 38.1-348-7) and 38.2-3541 (formerly § 38.1-348-11)

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 1979-20, Adoption of Actuarial Guidelines by the Bureau of Insurance (for All Foreign Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6))

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6))

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 1980-2, Homeowners Insurance (Offer As An Option a Provision Insuring Against Loss Caused or Resulting From Water Which Backs Up Through Sewers or Drains), issued March 31, 1980, § 38.2-2120 (formerly § 38.1-335.2)


Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980

Administrative Letter 1980-9, Certification of Insurance, issued July 7, 1980, §§ 38.2-513.2 (formerly § 38.1-52 (10a)) and 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 1980-12, 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 1981-4, Virginia Insurance Information and Privacy Protection Act, issued May 13, 1981, §§ 38.2-600 (formerly § 38.1-52.14), 38.2-601 through 38.2-613 (formerly §§ 38.1-57.4 through 38.1-57.16), 38.2-617 (formerly § 38.1-57.24) and 38.2-618 (formerly § 38.1-57.25)


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 1981-14, 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, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-16, Adverse Underwriting Decision Notice (additional instructions to Administrative Letter 1981-15), issued October 22, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-19, Notice to Be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued November 30, 1981, § 38.2-4806 (formerly § 38.1-327.52)

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, § 38.2-1826 (formerly § 38.1-327.52)

Administrative Letter 1982-1, Notice to be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued January 7, 1982, § 38.2-1826 (formerly § 38.1-327.52)

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-327.52)

Administrative Letter 1982-3, 14 VAC 5-340-10 et seq. (formerly Insurance Regulation No. 17) and the
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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, §§ 38.2-1904 (formerly § 38.1-279.33) and 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 1983-10, Company/Rate Service Organization Filing Effective Date Rules, issued November 4, 1983


Administrative Letter 1983-14, Collection of Unearned Commissions, issued November 5, 1982


Administrative Letter 1983-17, Compilation of Experience Sections 38.1-261 and 38.1-279.46, issued December 21, 1982, §§ 38.2-2012 (formerly § 38.1-261) and 38.2-1919 (formerly § 38.1-279.46)

Administrative Letter 1983-18, 14 VAC 5-110-10 et seq. (formerly Insurance Regulation No. 18), 14 VAC 5-140-10 et seq. (formerly Insurance Regulation No. 19), 14 VAC 5-120-10 et seq. (formerly Insurance Regulation No. 21), and 14 VAC 5-130-10 et seq. (formerly Insurance Regulation No. 22), issued March 31, 1983, 14 VAC 5-110-10 et seq. (formerly Insurance Regulation No. 18), 14 VAC 5-140-10 et seq. (formerly Insurance Regulation No. 19), 14 VAC 5-120-10 et seq. (formerly Insurance Regulation No. 21) and 14 VAC 5-130-10 et seq. (formerly Insurance Regulation No. 22)

Administrative Letter 1983-2, Bracketed by Duration Credit Accident and Sickness Rates, issued March 31, 1983, § 38.2-3725 (formerly § 38.1-482.7:1 D)


Administrative Letter 1983-8, Administrative Order No. 8255, issued October 19, 1983, § 38.2-317 (formerly § 38.1-279.48:1)


Administrative Letter 1983-10, Company/Rate Service Organization Filing Effective Date Rules, issued November 4, 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 38.1-342.1 of the Code of Virginia, issued June 18, 1984, § 38.2-316 (formerly § 38.1-342.1)

Administrative Letter 1984-5, Virginia Insurance Rating Laws (for 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 1985-3, Application for License as Surplus Lines Broker, issued February 4, 1985


Administrative Letter 1987-6, Dissolution of the Virginia Market Assistance Plan, issued April 16, 1987


Administrative Letter 1987-10, Revised Law and Procedures for Licensing and Appointment of Insurance Agents, issued June 1, 1987, §§ 38.2-126, 38.2-1800, 38.2-2503 and 38.2-3902


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 and 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28)

Administrative Letter 1987-16, Revised Form for the Appointment of Insurance Agents, issued November 24, 1987, § 38.2-1826

Administrative Letter 1987-17, Delayed Effect of Rate Filings and Certain Form Filing Requirements, issued November 3, 1988, §§ 38.2-1903 and 38.2-1912

Administrative Letter 1987-18, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1, issued January 26, 1988, §§ 38.2-117, 38.2-118 and 38.2-2228.1


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 1988-5, Title Insurance Agent Examination, issued April 5, 1988, § 38.2-1814.1


Administrative Letter 1988-7, Virginia Birth-Related Neurological Injury Compensation Program, issued May 10, 1988, § 38.2-5002


Administrative Letter 1988-9, Implementation of 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28) - Reporting Dates, issued June 1, 1988, 14 VAC 5-210-10 et seq. (formerly Insurance Regulation No. 28)

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 1988-12, Withdrawal of Administrative Letter 1987-8, issued August 9, 1988, §§ 38.2-136 and 38.2-513

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, § 38.2-3209 K

Administrative Letter 1988-15, Modifications of Agent Licensing and Appointment Procedures, issued October 14, 1988, §§ 38.2-1812, 38.2-1825 A and 38.2-1836

Administrative Letter 1988-16, Delayed Effect of Rate Filings and Certain Form Filing Requirements, issued November 3, 1988, §§ 38.2-1903 and 38.2-1912

Administrative Letter 1988-17, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued February 1, 1989, §§ 38.2-117, 38.2-118, 38.2-218, 38.2-1905.1 and 38.2-1905.2


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 1989-9, 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, §§ 38.2-1906, 38.2-1912, 38.2-2003 and 38.2-2005

Administrative Letter 1989-11, Reporting of Medical Malpractice Claims Pursuant to Virginia Code Section 38.2-2228, issued November 8, 1989, § 38.2-2228


Administrative Letter 1989-13, Delayed Effect of Rate Filings, issued December 18, 1989, § 38.2-1912


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, §§ 38.2-117, 38.2-118 and 38.2-1905.1


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 1990-10, 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 1990-14, 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 and 38.2-3143

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 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 1991-7, 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, 14 VAC 5-370-10 et seq. (formerly Insurance Regulation No.16)


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, §§ 38.2-1316.2 or 38.2-1316.3 through 38.2-1316.5


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, §§ 38.2-218, 38.2-3419.1 and 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38)

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


Administrative Letter 1992-14, Licensing of Managing General Agents, issued August 17, 1992, §§ 38.2-1858 et seq., 38.2-1860, and 38.2-1861

Administrative Letter 1992-15, Licensing of Reinsurance Intermediaries, issued September 1, 1992, §§ 38.2-1-100, 38.2-136, 38.2-1322 et seq., 38.2-1846 et seq., 38.2-1847 through 38.2-1853, 38.2-1860 and 38.2-4230 et seq.

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, §§ 38.2-1446 and 38.2-1447

Administrative Letter 1992-18, New Chapter 37.1 of Title 38.2, Code of Virginia, issued August 31, 1992, §§ 38.2-3725, 38.2-3726, 38.2-3727 and 38.2-3730


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, § 38.2-4311


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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, § 38.2-1905.2

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, 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38)


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 1993-9, 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 1993-16, Business Transacted with Producer-Controlled Property and Casualty Insurer Act, issued August 4, 1993, §§ 38.2-110 through 38.2-134, 38.2-1024, 38.2-1100 et seq., 38.2-1301.1, 38.2-1341 et seq., 38.2-1342, 38.2-1344, 38.2-1800 et seq., 38.2-2015 and 38.2-2700 et seq.

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, 14 VAC 5-320-10 et seq. (formerly Insurance Regulation No. 15)

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, §§ 38.2-117, 38.2-118, 38.2-119, 38.2-1905.1 and 38.2-1905.2

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, §§ 38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1


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, §§ 38.2-218, 38.2-3408, 38.2-3418.1, 38.2-3419.1 and 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38)


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, 38.2-3729, 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, § 38.2-1905.2

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, § 38.2-1905.2

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: 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, §§ 38.2-3418.1:1, 38.2-3419.1 and 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38)

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 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 Bone 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, §§ 38.2-3418.1:1, 38.2-3419.1 and 14 VAC 5-190-10 et seq. (formerly Insurance Regulation No. 38)

Administrative Letter 1995-6, Legislation Enacted by the 1995 Virginia General Assembly, issued May 19, 1995


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

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, §§ 38.2-117, 38.2-118, 38.2-119, 38.2-218, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1996-2, Repeal of Virginia Code Section 38.2-2228.1 - Annual Reports of Certain Liability Claims, issued May 29, 1996, §§ 38.2-117, 38.2-118 and 38.2-2228.1

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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, § 38.2-2228

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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, 14 VAC 5-180-10 et seq. (formerly Insurance Regulation No. 34)

Administrative Letter 1996-12, House Bill 1026 - Section 38.2-3514.2 of the Code of Virginia, issued July 10, 1996, §§ 38.2-3514.2, 38.2-4214 and 38.2-4319

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, § 38.2-3407.11

Administrative Letter 1996-14, Registration - Small Employer and Primary Small Employer Market, issued September 25, 1996, §§ 38.2-3431 and 38.2-3432

Administrative Letter 1996-15, 14 VAC 5-170-10 et seq. - Rules Governing Minimum Standards for Medicare Supplement Policies (formerly Insurance Regulation No. 35), issued October 2, 1996, § 38.2-316 and 14 VAC 5-170-10 et seq. (formerly Insurance Regulation No. 35)

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, §§ 38.2-3418.2, 38.2-3419.1 and 14 VAC 5-190-10 et seq.

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Administrative Letter 1997-1, Insurance Activities Requiring Persons to be Licensed, issued March 10, 1997, §§ 38.2-1822, 38.2-1833, 38.2-4224, 38.2-4313, 38.2-4415 and 38.2-4519

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Reporting Period, issued March 3, 1997, §§ 38.2-3408 through 38.2-3418.1:1, 38.2-3419.1, 38.2-4221 and 14 VAC 5-190-10 et seq.

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, §§ 38.2-3412.1, 38.2-3414.1, 38.2-3818.1, 38.2-3818.1:2, and 14 VAC 5-190-10 et seq.

Administrative Letter 1997-12, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 1998, issued November 7, 1997, §§ 38.2-3725, 38.2-3728, 38.2-3729 and 38.2-3730

Administrative Letter 1997-13, Instructions for Applying for Viatical Settlement Provider and Viatical Settlement Broker Licenses, issued November 7, 1997, Chapter 57 (§ 38.2-5700 et seq.) of Title 38.2 of the Code of Virginia and 14 VAC 5-71-10 et seq.


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Administrative Letter 1998-3, 14 VAC 5-180-10 et seq. (formerly Insurance Regulation Number 34) - Rules Governing Underwriting Practices and Coverage Limitations and Exclusions for Acquired Immunodeficiency Syndrome (AIDS), issued July 1, 1998, 14 VAC 5-180-10 et seq. (formerly Insurance Regulation 34)


Administrative Letter 1998-8, Procedural Changes, Administrative Changes and Clarifications Regarding Agent Licensing and the Bureau's Agents Licensing Section, issued July 15, 1998, §§ 46.2-342, 63.1-263.1, 38.1-1800, 38.2-1812, 38.2-1814, 38.2-1815, 38.2-1820, 38.2-1824, 38.2-1827, 38.2-1831, 38.2-2204 and 38.2-2205


Administrative Letter 1998-11, Service Area Concerns and Notices of Material Transactions, issued November 10, 1998, §§ 32.1-137.1 et seq., 32.137.2, 32.137.7 et seq., 38.2-218, 38.2-3431, 38.2-4300 et seq, and 38.2-5800 et seq.


Administrative Letter 1998-14, Point Assignments or Increases in Automobile Insurance Premiums Due to Accidents or Convictions, issued October 16, 1998, § 38.2-1905


Administrative Letter 1999-1, 14 VAC 5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1998 Reporting Period, issued January 22, 1999, §§ 38.2-1611.1, 38.2-1709, and 38.2-1831, 38.2-2204 and 38.2-2205

Administrative Letter 1999-2, Year 2000, issued April 19, 1999

Administrative Letter 1999-3, Legislation Enacted by the 1999 Virginia General Assembly, issued May 12, 1999

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Administrative Letter 1999-4, Wind and Hurricane Deductibles, issued May 28, 1999


Administrative Letter 1999-6, Bureau of Insurance, Office of the Managed Care Ombudsman, issued June 7, 1999, §§ 32.1-137.6, 32.1-137.15, 38.2-5804 and 38.2-5909

Administrative Letter 1999-7, Applications for Individual Health Insurance Coverage § 38.2-3430.3 C of the Code of Virginia, issued June 21, 1999, §§ 38.2-218, 38.2-316, and 38.2-3430.3 C


Administrative Letter 1999-9, Requirements for Foreign and Alien Insurance Companies Seeking Admission to Do Business in Virginia, issued August 24, 1999, §§ 38.2-1024, 38.2-1028 through 38.2-1045, 38.2-1206, 38.2-1213, 38.2-1300 and 38.2-4129.6

Administrative Letter 1999-10, 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 1999 Reporting Period, issued October 4, 1999, §§ 38.2-3408, 38.2-3418.3 through 38.2-3418.5, 38.2-3418.7, 38.2-4221 and 14 VAC 5-190-10 et seq.

Administrative Letter 1999-11, Custodians for Insurers' Securities Portfolio, issued September 30, 1999, §§ 38.2-218 and 38.2-1318


Administrative Letter 1999-13, Sections 38.2-3412.1:01 F (iii) and 38.2-3432.2 A 2 of the Code of Virginia, issued November 4, 1999, §§ 38.2-3412.1:01 F (iii), 38.2-3432.2 A 2 and 38.2-4319

Administrative Letter 1999-14, Revised Guidelines for Conducting Title Insurance Company/Underwriter Analyses of Escrow Accounts Maintained by Title Insurance Settlement Agents (all changes to Administrative Letter 1998-10 are italicized), issued December 9, 1999, § 6.1-2.21 E 2 and 14 VAC 5-395-50 C

Administrative Letter 1999-15, Post Year 2000 Reporting Requirements and Performing Data Archives, issued December 2, 1999, §§ 38.2-1301, 38.2-1306 and 38.2-1317

Administrative Letter 2000-1, Credit Insurance Experience Exhibits §38.2-3730 of the Code of Virginia, issued February 23, 2000, § 38.2-3730

Administrative Letter 2000-2, 14 VAC 5-190-10 et seq.: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 1999 Reporting Period, issued February 25, 2000, §§ 38.2-218, 38.2-3408 through 38.2-3418.7, 38.2-3419.1, 38.2-4221 and 14 VAC 5-190-10 et seq.


Administrative Letter 2000-4, Seven Year Rotation of Certified Public Accountants Rules Governing Audited Financial Reports (14 VAC 5-270-10 et seq.), issued April 20, 2000, 14 VAC 5-270-10 et seq.


Administrative Letter 2000-7, Credit Property Insurance, Code of Virginia § 38.2-122.2, issued May 30, 2000, § 38.2-122.2


Administrative Letter 2000-9, Medicare Supplement Insurance, issued June 23, 2000, 14 VAC 5-170-10 et seq.


Administrative Letter 2000-11, Individual Health Insurance Coverage Provided in Virginia, issued September 20, 2000, §§ 38.2-3430.3 and 38.2-3432.3

Administrative Letter 2000-12, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2001, issued September 27, 2000, §§ 38.2-3725, 38.2-3728, 38.2-3729 and 38.2-3730


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Administrative Letter 2001-5, House Bill No. 2157, issued May 14, 2001, Title 38.2, Chapter 5 of the Code of Virginia
Administrative Letter 2001-6, Rule, Rate and Form Submission Checklists, issued August 1, 2001
Administrative Letter 2001-9, SCC Advisers Agents to Beware When Selling Health Insurance Coverage, issued October 10, 2001, § 38.2-1802
Administrative Letter 2001-10, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Permit, Threaten to Commit, or Support Terrorism, issued November 1, 2001
Administrative Letter 2001-11, 14 VAC 5-210-80 B 2 – Notice of Termination Upon Loss of Eligibility for Coverage, issued November 2, 2001, 14 VAC 5-210-80 B 2 and 14 VAC 5-210-100 B 17
Administrative Letter 2001-13, 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 2001 Reporting Period, issued December 7, 2001, §§ 38.2-3411.3, 38.2-3418.71, 38.2-3418.12, 38.2-3418.13 and 14 VAC 5-190-10 et seq.
Financial Regulation Unit Guidance Documents:
Memorandum to All Health Maintenance Organizations re Reporting Format for Costs Relating to Indemnifications and Nonparticipating Referral Provider Arrangements, October 1992
Letter re Future Year-end Reserve Valuation Submissions to the Virginia Bureau of Insurance, January 1993
Requirements for Organization and Licensing of a Home Protection Company, revised March 2001, §§ 38.2-1024 and 38.2-2603
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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 2001, § 38.2-4200
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Requirements for Organization and Licensing of a Virginia Legal Services Plan, revised March 2001, § 38.2-4413
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Requirements for Admission to Transact Business as an Insurance Premium Finance Company in Virginia, revised February 2001, § 38.2-4701
Requirements for Entities Interested in Becoming Continuing Care Providers, revised April 2000, § 38.2-4901
Requirements for Viatical Settlement Provider Companies Seeking to Do Business in Virginia, issued March 2001, § 38.2-5701
Requirements for Organizing and Licensing of an Automobile Club, revised September 2001, § 13.1-400.2
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Requirements for Organizing and Licensing of a Group Self-Insurance Association, issued January 2000, § 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
C006, Annual Renewal Packet - Multiple Employer Welfare Arrangements, December 2001, 14 VAC 5-410-40 D
E040, Annual Renewal Packet - Foreign Life and Health Insurance Companies, December 2001, § 38.2-1025
E041, Annual Renewal Packet - Foreign Property and Casualty Insurance Companies, December 2001, § 38.2-1025
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E045, Annual Renewal Packet - Accredited Reinsurers, December 2001, §§ 38.2-1316.2 and 38.2-1316.3
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E047, Annual Renewal Packet - All Insurance Companies Not Sent Separate Renewal Letters Except Foreign Property and Casualty and Foreign Life and Health, December 2001, §§ 38.2-1025 and 38.2-4318
E048, Annual Renewal Packet – Health Maintenance Organization, December 2001, § 38.2-4318
Biennial Renewal Packet - Viatical Settlement Provider, issued January 2001, § 38.2-5701
Annual Filing Requirements - Viatical Settlement Provider, issued December 2001, § 38.2-5704

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
Common Problems Found During Property and Casualty Market Conduct Examinations, published August 1, 1997
Consumer Real Estate Settlement Protection Act (CRESPA), issued June 2001, §§ 6.1-2.19 et seq. and 14 VAC 5-395-10 et seq.
NAIC Product Review Filing Checklists for Property and Casualty
Statistical Agent Reporting Form (VA SRF-2), Declaring the Name of the Statistical Agent to Whom the Insurer Reports its Statistics, revised October 1999, §§ 38.2-1919 and 38.2-2012
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 June 1991

Administration and Taxation Unit Guidance Documents:
Instructions for Filing the Virginia Declaration of Estimated License Tax and Estimated Assessment, revised December 2001
Virginia Premium License Tax/Assessments Reports for Year Ended December 31, 2001, revised December 2001
Virginia Surplus Lines Filing Instructions, revised September 5, 1996

Consumer Guides:
A Shopper’s Guide to Long-Term Care Insurance, published in 2001
List of Medicare Health Maintenance Organizations in Virginia, updated January 2001
List of Medicare Supplement Insurance Companies, updated December 2001
List of Long-Term Care Policies, updated November 2001
The Office of the Managed Care Ombudsman, published in July 1999
The Office of the Managed Care Ombudsman - 10 Tips to Help You Understand Your Coverage and Rights Under Your Manage Care Health Insurance Plan, published in October 1999
When a Disaster Strikes: What To Do After an Insured Commercial Property Loss, revised in 2001
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State Corporation Commission Bureau of Insurance Consumer Complaint Form
Teenager’s Guide to Auto Insurance, revised in 1999
Don’t Leave Your Insurance Questions Unanswered! Give Us a Call, published in 2000

Forms and Instructions Respecting Licensing of Individuals and Agencies:
PIN2001, Application for Managing General Agent, July 2001
PIN3001, Application for License When an Examination is Required, July 2001
PIN3701, Application for Consultants License, July 2001
PIN4051, Application for License When No Examination is Required, July 2001
PIN4052, Agency Application for License, July 2001
PIN4151, Individual Appointment Form, July 2001
PIN4921, Appointment Cancellation, July 2001
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Forms for Surplus Lines Insurance:
Form SLB-1, Application for License as Surplus Lines Broker, November 1999
Form SLB-2, Bond for Surplus Lines Broker, November 1999
Form SLB-3, Quarterly Combined Affidavit by Surplus Lines Broker, effective September 1999
Form SLB-4, Annual Combined Affidavit by Surplus Lines Broker, effective September 1999
Form SLB-5, Surplus Lines Quarterly Report, effective September 1999
Form SLB-6, Surplus Lines Annual Report, effective September 1999
Form SLB-7, Quarterly Gross Premiums Tax Report, effective September 1999
Form SLB-8, Annual Gross Premium Tax Report, effective September 1999
Form SLB-9, Notice of Insured, effective September 1996
Form SLB-10, Commercial Insured Waiver, effective September 1996

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. The mailing address is P.O. Box 1197, Richmond, VA 23218. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained free of charge by contacting Alene Katz at the same address, telephone (804) 371-9679, FAX (804) 371-9797, or e-mail AKatz@scc.state.va.us.

Questions regarding interpretation or implementation of these documents may be directed to R. H. Adams, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9784 or FAX (804) 371-9797, or e-mail Radams@scc.state.va.us. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:
State Tax Bills, all updated annually, Chapter 26 of Title 58.1
CCTD-3, Tax Report, Electric Companies, 2000, § 58.1-2628
CCTD-6, Tax Report, Telecommunications Companies, 2000, § 58.1-2628
CCTD-7, Tax Report, Gas Companies, 2001, § 58.1-2628
CCTD-8, Tax Report, Water Companies, 2000, § 58.1-2628
CCTD-12, Report for Special Tax on Railroad Companies, 1963, § 58.1-2663
CCTD-RVP, Registration Procedure for Persons subject to the Video Programming Excise Tax, revised 1998, § 58.1-3818.3
Real Estate Transaction Form for Purchase and Conveyance, 1998, § 58.1-2628

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 Ilse Goff at the same address, telephone number (804) 371-9784 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Questions regarding interpretation or implementation of these documents may be directed to Stephen W. Goolsby, Chief Examiner, at the same address, telephone number (804) 371-9414 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:
Capital Formation Alternatives for Small Business in Virginia, October 1999

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. The mailing address is P.O. Box 1197, Richmond, VA 23218. Please contact Robin Spruill at (804) 371-9708 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
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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. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2000, 80 pages, § 56-249

Uniform System of Accounts for Electric Utilities, promulgated by the Federal Energy Regulatory Commission, revised April 1, 2000, 120 pages, § 56-249

Uniform System of Accounts for Natural Gas Companies, promulgated by the Federal Energy Regulatory Commission, revised April 1, 2000, 142 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 January 1, 2000, 192 pages, § 56-249

Annual Financial and Operating Report for electric companies, 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, consisting of the Federal Energy Regulatory Commission Form 2 of 156 pages and supplemental information of 15 pages, § 56-249

Annual Financial and Operating Report for telephone companies, 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 class A water and/or sewer companies, National Association of Regulatory Utility Commissions Form, 62 pages, § 56-249

Annual Financial and Operating Report for class C water and/or sewer companies, National Association of Regulatory Utility Commissions Form, 22 pages, § 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. 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


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 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. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained for $40 (price may vary depending on the year of the report) by contacting Sue Proctor at the same address, telephone (804) 371-9272 or FAX (804) 371-9654.

Questions regarding interpretation of the annual reports may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834 or FAX (804) 371-9654. The mailing address is P.O. Box 1197, Richmond, VA 23218.

DEPARTMENT OF CORRECTIONS

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4 p.m. in the office of Compliance and Accreditation, Virginia Department of Corrections, 6900 Atmore Drive, Richmond, VA 23225. Copies may be obtained at a charge of $0.20 per page plus shipping charges, by contacting Donna Foster at the same address, telephone (804) 674-3289.

Questions regarding interpretation or implementation of these documents may be directed to Joe Hagenlocker, Manager, Compliance and Accreditation Unit at the address listed above or by calling (804) 674-3576.
Guidance Documents:

Compliance Documentation for Standards for Community Residential Programs, revised September, 2000, 6 VAC 15-70, 12 pages

Compliance Documentation for Standards for Jails and Lockups, revised October 1995, 6 VAC 15-40, 30 pages


Compliance Documentation for Standards for State Community Correctional Units, revised September 2000, 6 VAC 15-61, 16 pages

BOARD OF COUNSELING

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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at coun@dhp.state.va.us.

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:

115-2, Newsletters

115-2.1, 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, 1987

115-2.2, Guidance on when a fee can be charged, 1990

115-2.3, Guidance on supervision, 1991

115-2.4, Guidance on the supervision requirement, dual relationships, 1995

115-2.5, Summary of Virginia statutes regarding maintenance and release of client records, May 2000

115-2.6 Guidance on dual relationships, Part 1, Fall 2000

115-2.7 2001 Guidance on dual relationships Part 2, Fall 2001

115-3, Assistant Attorney General Opinions

115-3.1, Interpretation of statutes pertaining to marriage and family therapists licensure, August 9, 1995

115-3.2, Interpretation of statutes pertaining to release of health care records, April 7, 1997

115-3.3, Interpretation of statutes pertaining to rehabilitation provider certification (reviewed and approved by AAG, but issued through the board office), October, 1997

115-3.4, Interpretation of Virginia’s Health Records Privacy Act, January, 1999

115-4, Minutes of Board Meetings

115-4.1, Guidance to the credentials reviewer to accept schools accredited by the Association of Theological Schools in the United States and Canada, February 17, 1995

115-4.2, 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, May 19, 1995.

115-4.3, Regulatory Committee minutes - Assistant Attorney General interpretation of statutes pertaining to development of “substantially equivalent” requirements for licensure of substance abuse treatment practitioners and interpretation of scope of practice for these practitioners, October 27, 1998

115-4.4, Determination that a Bachelor of Individual Study degree from James Madison University would satisfy the degree requirement for rehabilitation provider certification, February 19, 1999

115-4.5, Credentials Committee minutes - Determination that applicants holding a marriage and family therapist license from California would not be automatically eligible for endorsement, but would be considered on a case-by-case basis for Virginia’s marriage and family therapist license, May 14, 1999

115-4.6, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, August 27, 1999

115-4.7, Determination that licensed professional counselors who hold specialty designation in substance abuse counseling, but do not have 60 graduate hours in counseling would be considered on a case-by-case basis for endorsement as licensed substance abuse treatment practitioners, November 19, 1999

115-4.8, February 18, 2000. Attachment to minutes. Interpretation of the meaning of “state-approved facility” as used in §54.1-3500, and interpretation of what type of facilities may hire certified substance abuse counselors.

115-4.9, May 5, 2000. Guidance regarding practica or internships completed in distance learning programs.

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, Virginia 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 Judy Kirkendall, Department of Criminal Justice Services, 805 East Broad Street, Richmond, Virginia 23219, telephone (804) 786-8003 or e-mail jkirkendall@dcjs.state.va.us.

Guidance Documents:

- Training Desk Reference, revised September 1999, § 9.1-102
- Certification and De-certification of Law Enforcement Officers, revised July 1, 1996, §§ 15.2-1706 and 15.2-1709
- Combined Training School Policy, revised September 1994, § 9.1-102
- Instructor Certification/Recertification Process, September 1999, 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, §§ 9.1-114 and 15.2-1731
- Academy Certification Standards, revised November 1997
- Academy Recertification Standards, revised November 1997
- Regional Academy Funding Policy, revised July 1998
- 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
- 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
- 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
- Supplemental Information Victim/Witness Grant Program, issued March 7, 1997
- Victim/Witness Grant Program Codebook and Progress Report Forms, revised July 1996
- Preparing a Community-Based Corrections Plan, issued April 4, 1995
- Program Brief: At-Risk Youth, issued 1998
- Court Appointed Special Advocate (CASA) Program Guide, issued 1997, to be reissued 2002
- Juvenile Justice and Delinquency Prevention (Title II) Program Guide, issued 2001
Guidance Documents

Juvenile Justice and Delinquency Prevention (Title V) Program Guide, issued 2001


Intoxilizer 5000 Monthly Preventive Maintenance/Simulator Solution Change Checklist, issued March 1998, §18.2-268.9

Operational Checklist for Intoxilizer 5000, issued August 1997, §18.2-268.9

Intoxilizer 5000 Instructor Manual, December 5, 2000, 6 VAC 20-190-120, revised December, 2001

Evidence Handling, issued 1997

Laboratory Capabilities Guide, issued August 1997

Serious or Habitual Offender Comprehensive Action Program (SHOCAP) Guidelines, issued April 1999, revised 2001

Forfeited Asset Sharing Program, issued 1990, § 18.2-249

Money Laundering, §18.2-246, issued July 1999

Sample Directives Manual for Law Enforcement Agencies, revised 1999, updated October, 2001, available only on the DCJS website


Evaluation of Grant Funded SRO Programs, issued March 2000, reissue due February, 2002

Juvenile Law Handbook for School Administrators, issued 2001

Certified Crime Prevention Community Program Manual, updated 2001


VDDHH Policies and Procedures implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised January 1993

Directory of Qualified Interpreters, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised monthly

Virginia Quality Assurance Screening Applicant Packet, implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised 1999

**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. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at denbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, 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, July 2000

60-2, Accredited program listing for Advanced Specialty and General Dentistry Education by the American Dental Association Commission on Dental Accreditation, July 2000


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

60-9, 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
Guidance Documents

60-14, Consent order for Board of Dentistry vs Vera Theopisti Tarasidis, D.D.S., decision on discounted fees, October 1, 1997


60-16, Letter from Marcia J. Miller to Michael Vernon regarding sale of vitamins, December 10, 1997

60-17, Advertising Guidelines adopted by the Board of Dentistry, January 23, 1998

60-18, Letter from Howard Casway, Assistant Attorney General to Dr. M. Alan Bagden regarding Ownership of Dental Practices, February 23, 1998


VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

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 Virginia Economic Development Partnership, 19th Floor Riverfront Plaza, West Tower, 901 East Byrd Street, Richmond, Virginia 23218.

Requests for copies or questions regarding the interpretation or implementation of these documents may be directed to John B. Sternlicht, General Counsel and Legislative Director, at the same address, by telephone at (804) 371-8106, or by FAX at (804) 371-8112. Copies will be provided at no charge.

Guidance Documents:

Guidelines for use of the Governor's Opportunity Fund, revised September 1999, § 2.2-115

Guidelines for use of the Virginia Investment Partnership, revised July 2000, § 2.2-5101

Guidelines for use of the Governor's Economic Development Grant Fund, issued November 2000, §§ 15.2-946.1 and 15.2-946.4

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


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 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 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 23806-C, Sysco v. Virginia Stage Company, issued August 31, 1984, § 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 3153-C, Weaver v. Ideal Laundry and Dry Cleaners, issued October 16, 1957, § 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)

Commission Decision 8298-C, Gross v. Command Deliveries, Inc., issued August 16, 1976, § 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 27729-C, Rasnake v. Pepsi Cola Bottling of Norton, issued July 31, 1987, § 60.2-618(1)

Commission Decision 33298-C, Pugh v. Christian Children's Fund, issued June 29, 1990, § 60.2-618(1)


Commission Decision 36673-C, Winsky v. Fauquier County School Board, issued December 2, 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 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 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 5585-C, Newkirk v. Virginia National Bank, issued February 18, 1972, § 60.2-618(2)

Commission Decision 7340-C, Porter v. Wilson Trucking Company, issued January 5, 1976, § 60.2-618(2)

Commission Decision 7446-C, McAfee v. Harvey's Chevrolet Corp., issued February 2, 1976, § 60.2-618(2)

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 3037-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 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 35309-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, § 60.2-618(2)


Commission Decision 36653-C, Parker v. Roadway Express, issued July 22, 1992, § 60.2-618(2)


Commission Decision 37615-C, Robinson v. Smithfield Packing Co., Inc., issued March 6, 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 39862-C, Lauzonis v. Holiday Inn-South, issued December 7, 1992, § 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)

Commission Decision 42703-C, Lee v. Gam Industries, Inc., issued July 30, 1993, § 60.2-618(2)


Commission Decision 43306-C, Stover v. Pulaski Furniture Corporation, issued October 2, 1993, § 60.2-618(2)


Commission Decision 44291-C, Liberty v. Hampton Roads Vending and Food Service, Inc., issued February 12, 1994, § 60.2-618(2)


Commission Decision 47019-C, Agnew v. Memorial Hospital of Martinsville, issued February 28, 1995, § 60.2-618(2)

Commission Decision 49303-C, Broad v. Town of Grottoes, issued September 23, 1995, § 60.2-618(2)


Commission Decision 50577-C, Billings v. Regional Enterprises, issued June 25, 1996, § 60.2-618(2)

Commission Decision 52458-C, Larrabee v. The Sealaw Group, issued June 16, 1996, § 60.2-618(2)

Commission Decision UCFE-246, Pryor v. Department of Defense, issued April 25, 1975, § 60.2-618(2)

Commission Decision 34269-C, Coleman v. Clinchfield Coal Company, issued February 6, 1991, § 60.2-618(3)
Guidance Documents

Commission Decision 43652-C, Hearn v. U. S. Army, issued November 30, 1993, § 60.2-618(3)

Commission Decision 47442-C, Jones v. Northside Electric Company, issued March 27, 1995, § 60.2-618(3)

Commission Decision 30679-C, Russell v. Richard T. Traylor, issued August 24, 1988, § 60.2-618(4)


Commission Decision 45555-C, Fuller v. Banner Masonry, issued June 3, 1994, § 60.2-618(5)

Commission Decision 30679-C, Russell v. Richard T. Traylor, issued August 24, 1988, § 60.2-618(4)

Commission Decision 45555-C, Fuller v. Banner Masonry, issued June 3, 1994, § 60.2-618(5)

Commission Decision 10619-C, In re Ardizzone, issued August 2, 1978, § 60.2-619(A) and (C)

Commission Decision 18398-C, Crane v. Kitchens Equipment Company, issued July 1, 1982, § 60.2-619(A) and (C)

Commission Decision 25734-C, Randolph v. Huff-Cook, MBA, issued July 11, 1986, § 60.2-619(A) and (C)

Commission Order 38616-C, Melton v. Monroe Systems for Business, Inc., issued June 26, 1992, § 60.2-619(A) and (C)


Commission Decision 33733-C, Gonzalez v. Thornhill, issued June 22, 1990, § 60.2-620(B)

Commission Order 42777-C, Royster v. Halifax-South Boston Community Hospital, § 60.2-620(A)

Commission Decision 33733-C, Gonzalez v. Thornhill, issued June 22, 1990, § 60.2-620(B)

Commission Decision 42124-C, Lasalle v. Great Falls Shell, issued June 29, 1993, § 60.2-620(B)

Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, 16 VAC 5-60-20 F


Commission Decision L-1941-1, In re Lula T. Herman, issued December 19, 1941, Predecessor to Va. Code Anno. § 60.2-212

Commission Decision L-1942-1, In re Jane S. Brinkley, issued February 2, 1942, Predecessor to Va. Code Anno. § 60.2-212


Commission Order L-1942-1, In re Richard M. C. Glenn, t/a American Personnel of Richmond, issued May 23, 1963, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-3, In re Saul B. Schultz, t/a Henrico Cab Service, issued August 19, 1974, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-8, In re Alexandria Yellow Cab, Incorporated, issued August 30, 1976, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-26, In re Zalma Altman Slawsky, t/a Berger and Altman, issued February 22, 1979, Predecessor to Va. Code Anno. § 60.2-210, 212


Commission Decision L-28, In re Broadway Baptist Church, issued April 4, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-29, In re Calvary Baptist Church, issued April 4, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)


Commission Decision L-32, In re Citation Homes, Inc., issued June 29, 1979, Predecessor to Va. Code Anno. § 60.2-219(13)

Commission Decision L-33, In re Commonwealth Builders, Incorporated, issued September 27, 1979, Predecessor to Va. Code Anno. § 60.2-210, 212


Commission Decision L-36, In re the Lutheran Church-Missouri Synod, on Behalf of Six Member Lutheran Church Schools in Virginia, issued August 23, 1979, Predecessor to Va. Code Anno. § 60.2-213(B)(1)

Commission Decision L-37, In re West End Christian School, issued September 14, 1979, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-64, In re County of Fairfax, issued September 1, 1981, Predecessor to Va. Code Anno. § 60.2-219(19), 212

Commission Decision L-65, In re Thomas A. Imerson, t/a Tom's Truck City, issued April 8, 1982, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-71, In re University of Virginia, issued May 12, 1981, Predecessor to Va. Code Anno. § 60.2-212

Guidance Documents


Commission Decision L-109, In re Mr. Claude A. Davis, t/a Piney Forest Beauty Salon, issued August 16, 1984, Predecessor to Va. Code Anno. § 60.2-212


Guidance Documents


Commission Decision L-121, In re Dominion Trust Company, issued April 12, 1984, Predecessor to Va. Code Anno. § 60.2-535


Commission Decision L-126, In re William A. Thacker, Jr., issued October 17, 1984, Predecessor to Va. Code Anno. § 60.2-212


Commission Order L-129, Blacksburg Transfer and Storage v. V.E.C., issued September 12, 1989, Predecessor to Va. Code Anno. § 60.2-212.1


Commission Decision L-131, Clinton's Transfer and Storage, Incorporated v. V.E.C. [Remand from February 7, 1986 decision of the same style], issued April 28, 1989, Predecessor to Va. Code Anno. § 60.2-212.1


Commission Decision L-133, Mr. E. Staley Clements, Jr., t/a E. Staley Clements, Jr., Surveyor v. V.E.C., issued March 1, 1985, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-139, Heritage Shops, Inc. v. V.E.C., issued April 19, 1985, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-142, Alvin R. Blank, Glen R. Bohlke, Robert Mitchell and Bruce Tapper, t/a Dominion Psychiatric Associates v. V.E.C., issued April 22, 1988, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-158, HCMF Corporation v. V.E.C., issued May 9, 1986, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-170, George Thomas Lynch, t/a Jetco Painting and Sandblasting v. V.E.C., issued March 27, 1987, Predecessor to Va. Code Anno. § 60.2-212


Commission Decision L-175, Sarvis, Incorporated v. V.E.C., issued February 13, 1987, § 60.2-212

Commission Decision L-178, Samuel Mason, t/a Mason's House of Style v. V.E.C., issued November 20, 1987, § 60.2-212


Commission Decision L-183, James P. Green, t/a Green and Associates v. V.E.C., issued November 23, 1987, § 60.2-212

Commission Decision L-184, Francine H. Matheny, t/a Hair by Francine and Company v. V.E.C., issued December 3, 1987, § 60.2-212

Commission Decision L-185, Community Medical Associates, Inc., t/a Del Ray Medical Center v. V.E.C., issued March 3, 1988, § 60.2-212

Commission Decision L-187, Eadie Drywall Services, Inc. v. V.E.C., issued January 25, 1988, § 60.2-212

Commission Decision L-188, Manna Financial Planning Corporation v. V.E.C., issued February 5, 1988, § 60.2-212

Commission Decision L-190, Marcoa Publishing, Inc. v. V.E.C., issued September 25, 1987, § 60.2-212

Commission Decision L-191, Dr. Phillip K. Steiner, O.D. v. V.E.C., issued April 15, 1988, § 60.2-212

Commission Decision L-193, Community Physicians, Incorporated v. V.E.C., issued April 15, 1988, § 60.2-212

Commission Decision L-194, Rodney R. Seal v. V.E.C., issued December 23, 1987, § 60.2-212

Commission Decision L-195, Mr. Dimitri Souvagis, t/a Greenbriar Barber Shop v. V.E.C., issued April 15, 1988, § 60.2-212

Commission Decision L-196, Eastern Virginia Medical Authority v. V.E.C., issued March 3, 1988, § 60.2-212

Commission Decision L-197, Town of Glasgow v. V.E.C., issued March 4, 1988, § 60.2-213(A)(3), 212

Commission Decision L-198, L. D. Mawyer and Associates v. V.E.C., issued June 8, 1988, § 60.2-212

Commission Decision L-199, Health Careers v. V.E.C., issued March 16, 1988, § 60.2-212

Commission Decision L-200, Mildred C. Jones, t/a Festival Flags Unlimited v. V.E.C., issued May 24, 1988, § 60.2-212

Commission Decision L-201, Dewey L. Claytor Livestock, Inc. v. V.E.C., issued April 6, 1988, § 60.2-212

Commission Decision L-202, Cost Containment, Inc. v. V.E.C., issued June 8, 1988, § 60.2-212

Commission Decision L-204, Rainbow Fresh Linen Service, Inc. v. V.E.C., issued April 15, 1988, § 60.2-535

Commission Decision L-206, Lawton Wilson, t/a Wilson Masonry v. V.E.C., issued April 25, 1988, § 60.2-527

Commission Decision L-207, Brewer Associates, Inc. v. V.E.C., issued June 9, 1988, § 60.2-212

Commission Decision L-208, Ronnie G. Shortt, t/a Shortt's Construction v. V.E.C., issued April 22, 1988, § 60.2-212

Commission Decision L-209, Ballroom Dance Club of Hampton, Inc. v. V.E.C., issued August 8, 1989, § 60.2-212

Commission Decision L-210, Ballroom Dance Club of Virginia Beach, Inc. v. V.E.C., issued August 8, 1989, § 60.2-212

Commission Decision L-211, Rowe-Montgomery, Inc. v. V.E.C., issued January 25, 1988, § 60.2-535

Commission Decision L-213, Art Rosenberg, t/a Vision Technology, Inc. v. V.E.C., issued March 10, 1989, § 60.2-212
Commission Decision L-215, La Paj Hair Graphics, Inc. v. V.E.C., issued May 12, 1988, § 60.2-212

Commission Decision L-216, Virginia Association for Competitive Swimming v. V.E.C., issued February 21, 1989, § 60.2-212

Commission Decision L-220, In re Louise Eggleston Center, issued June 21, 1988, § 60.2-213(B)(3), 212

Commission Decision L-221, County of Madison v. V.E.C., issued June 14, 1988, § 60.2-213(A)(3), 213(B)(6), 212

Commission Decision L-222, Giovanna Becker, t/a Dental Fill-Ins v. V.E.C., issued February 21, 1989, § 60.2-212

Commission Decision L-223, Susan A. Brown and Jackie L. Nanney, t/a Hair Affair Rentals v. V.E.C., issued December 8, 1988, § 60.2-212

Commission Decision L-224, Evie Mansfield School of Modeling, LTD. v. V.E.C., issued February 21, 1989, § 60.2-212

Commission Decision L-225, Beach Auto Brokers, Inc. v. V.E.C., issued April 24, 1989, § 60.2-212

Commission Decision L-227, Beach Travel, Limited, t/a Beach Travel Bureau v. V.E.C., issued May 11, 1989, § 60.2-535

Commission Decision L-228, Charles E. Bradshaw, t/a The Entertainment Agency v. V.E.C., issued September 21, 1988, § 60.2-212

Commission Decision L-229, Harold E. and Barbara M. Smith, t/a Smith's Furniture Service v. V.E.C., issued September 30, 1988, § 60.2-212

Commission Decision L-230, Barber Concrete Works, Inc. v. V.E.C., issued August 31, 1989, § 60.2-212

Commission Decision L-231, Mert's Tool and Design, Inc. v. V.E.C., issued March 10, 1989, § 60.2-212

Commission Decision L-232, James W. and Elfriede H. M. Morrison, t/a Commercial Cleaning Services v. V.E.C., issued March 10, 1989, § 60.2-212

Commission Decision L-233, Brooks Transfer and Storage v. V.E.C., issued June 30, 1989, § 60.2-212.1

Commission Decision L-234, W. A. Weaver, t/a Weaver Trucking Company v. V.E.C., issued October 30, 1989, § 60.2-212.1

Commission Decision L-237, Miles X. Wickman, t/a Commart, Incorporated v. V.E.C., issued February 8, 1989, § 60.2-212

Commission Decision L-238, Vanessa General Builders v. V.E.C., issued June 13, 1989, § 60.2-535

Commission Decision L-240, Chesapeake Food, Inc. t/a Chill's Hamburger Grill/Chill's Hamburger Grill and Bar v. V.E.C., issued December 21, 1988, § 60.2-210

Commission Decision L-241, Formex, Inc. t/a Formex Permanent Steel Forms v. V.E.C., issued April 12, 1989, § 60.2-535

Commission Decision L-244, Saunders and Desaulniers v. V.E.C., issued September 13, 1989, § 60.2-535

Commission Decision L-245, David L. Zeigler, t/a National Promotion Sales v. V.E.C., issued May 25, 1989, § 60.2-219(20), 212

Commission Decision L-246, Roberts Piano Company, Inc. v. V.E.C., issued December 20, 1989, § 60.2-212

Commission Decision L-247, Hair Survival Center, Inc., t/a NU Image Hair Replacement Center v. V.E.C., issued July 17, 1989, § 60.2-212

Commission Decision L-248, Smokey Mountain Secrets, Inc., t/a SMS Marketing v. V.E.C., issued September 29, 1989, § 60.2-219(20), 212

Commission Decision L-249, Mann and Associates v. V.E.C., issued August 8, 1989, § 60.2-212

Commission Decision L-250, CLEO Gilbert Gross, t/a Star City Safe, Lock and Gun Company v. V.E.C., issued August 8, 1989, § 60.2-212

Commission Decision L-253, GandR, Inc. v. V.E.C., issued November 15, 1989, § 60.2-212

Commission Decision L-255, G and W Restaurant, Inc. t/a Donald's Go Go World Chesapeake v. V.E.C., issued January 31, 1990, § 60.2-212

Commission Decision L-257, Salzberg Appraisals, Inc. v. V.E.C., issued September 25, 1989, § 60.2-212


Commission Decision L-262, Rocky Mountain Energy Exchange Corp. v. V.E.C., issued November 2, 1989, § 60.2-212


Commission Decision L-264, David Bell and Associates v. V.E.C., issued September 25, 1989, § 60.2-212

Commission Decision L-268, Blue Horizons Travel, Inc., v. V.E.C., issued October 30, 1989, § 60.2-212

Commission Decision L-269, George M. Harvey, t/a RU Living Apartments v. V.E.C., issued January 31, 1990, § 60.2-212

Commission Decision L-270, Milton Appraisal Company Inc. v. V.E.C., issued March 7, 1990, § 60.2-212


Commission Decision L-272, The Investigative Files, LTD. v. V.E.C., issued May 3, 1990, § 60.2-212
Commission Decision L-273, Quality Travel Service, Inc. v. V.E.C., issued August 31, 1990, § 60.2-212

Commission Decision L-274, Bay Construction Company, Inc. v. V.E.C., issued March 9, 1990, § 60.2-212

Commission Decision L-275, David Mawyer, t/a Davis's Masonry v. V.E.C., issued March 30, 1990, § 60.2-212, 219(16)

Commission Decision L-276, James E. Lucas, t/a Lucas Real Estate Appraisal Service v. V.E.C., issued May 18, 1990, § 60.2-212

Commission Decision L-278, Business Telephone Systems, A Division of Phone Shop, Inc. v. V.E.C., issued April 2, 1990, § 60.2-212

Commission Decision L-279, Town of Shenandoah, Virginia v. V.E.C., issued August 9, 1990, § 60.2-212, 213(A)(3)

Commission Decision L-280, Biggs and Fleet Reporting Service v. V.E.C., issued December 12, 1990, § 60.2-212

Commission Decision L-281, C. G. and N. Painting, Inc. v. V.E.C., issued March 14, 1990, § 60.2-212


Commission Decision L-284, Henry A. Morrissette, t/a Morrissette Construction v. V.E.C., issued August 15, 1990, § 60.2-212

Commission Decision L-285, George Woolridge, t/a Woolridge Trucking Company v. V.E.C., issued September 14, 1990, § 60.2-212, 212.1

Commission Decision L-286, E and G Rentals, Inc., t/a Ad Spec v. V.E.C., issued August 9, 1990, § 60.2-212, 219(20)


Commission Decision L-290, Gravely Construction Company, Inc. v. V.E.C., issued March 9, 1992, § 60.2-212

Commission Decision L-291, Landmark Communications, Inc., t/a The Virginian Pilot and The Ledger-Star v. V.E.C., issued October 26, 1990, § 60.2-210, 212

Commission Decision L-298, National Food Enterprises, t/a Design Cuisine v. V.E.C., issued April 13, 1992, § 60.2-212

Commission Decision L-300, Sales Talk, Inc. v. V.E.C., issued March 23, 1992, § 60.2-212


Commission Decision L-302, Southeast Ocean Services, Inc. v. V.E.C., issued March 28, 1991, § 60.2-212

Commission Decision L-303, The Freeport Trust Partnership v. V.E.C., issued April 13, 1992, § 60.2-212

Commission Decision L-304, American of Lynchburg, Inc., t/a Embassy Carpets and Design Center v. V.E.C., issued April 19, 1991, § 60.2-212

Commission Decision L-306, Donald Trux Construction, Inc. v. V.E.C., issued April 13, 1992, § 60.2-212


Commission Decision L-312, Henry B. McIntosh, t/a Pullen Painting and Remodeling v. V.E.C., issued April 28, 1992, § 60.2-212

Commission Decision L-314, Stuart C. Siegel v. V.E.C., issued May 6, 1992, § 60.2-201, 214, 215

Commission Decision L-315, Valley Poultry and Produce, Inc. v. V.E.C., issued April 28, 1992, § 60.2-212

Commission Decision L-319, Witchduck Child Care Associates, L.P v. V.E.C., issued May 11, 1992, § 60.2-535, 523(B)

Commission Decision L-320, Warren c. Snyder, t/a Warren Snyder Contractor v. V.E.C., issued April 13, 1992, § 60.2-212

Commission Decision L-322, Paragon Business Services, Inc. v. V.E.C., issued December 16, 1993, § 60.2-212

Commission Decision L-328, Finance Business Forms, Inc. v. V.E.C., issued January 22, 1993, § 60.2-212

Commission Decision L-329, Pembroke Hall, Inc. v. V.E.C., issued April 30, 1994, § 60.2-212

Commission Decision L-330, GIC Agricultural Group v. V.E.C., issued April 30, 1994, § 60.2-212


Commission Decision L-332, Housing Concepts, Inc. v. V.E.C., issued August 31, 1993, § 60.2-212

Commission Decision L-337, Richard Parks t/a Swing City v. V.E.C., issued February 2, 1994, § 60.2-212

Commission Decision L-338, Heninger Enterprises, Inc. v. V.E.C., issued April 19, 1993, § 60.2-212

Commission Decision L-340, Joseph and Helen Frederico t/a The Window Man v. V.E.C., issued May 12, 1995, § 60.2-212


Commission Decision L-343, Security Trans-Continental Inc. v. V.E.C., issued January 12, 1994, § 60.2-535
Commission Decision L-345, Frank R. Williams, t/a Interstate Battery v. V.E.C., issued June 9, 1995, § 60.2-212, 535
Commission Decision L-350, Arctic Chill, Inc. v. V.E.C., issued January 7, 1994, § 60.2-212
Commission Decision L-351, Green Thumb Enterprises, Inc. v. V.E.C., issued April 30, 1994, § 60.2-212
Commission Decision L-353, Rodin and Smith Enterprises, Inc. t/a America's Pride Steak and Seafood v. V.E.C., issued December 14, 1995, § 60.2-212, 219(20)
Commission Decision L-357, Mobile Medex, Inc. v. V.E.C., issued May 10, 1996, § 60.2-212
Commission Decision L-360, The Supreme Court of Virginia v. V.E.C., issued July 21, 1994, § 60.2-213(B)(6)(b)
Commission Decision L-364, Techpar v. V.E.C., issued January 11, 1996, § 60.2-212
Commission Order L-366, J. Daniel Labriola, DDS, PC v. V.E.C., issued December 29, 1995, § 60.2-535
Commission Decision L-367, Capital Recovery Service, Inc. v. V.E.C., issued September 30, 1994, § 60.2-212
Commission Decision L-368, Profitwear Systems Group v. V.E.C., issued October 26, 1994, § 60.2-212
Commission Decision L-369, Prime Real Estate Corporation v. V.E.C., issued November 3, 1995, § 60.2-212, 219(13)
Commission Decision L-370, Emily Gilbert, t/a Gilbert's Construction v. V.E.C., issued June 9, 1995, § 60.2-212
Commission Decision L-373, Stephen Randy Powell, t/a Energy Improvements v. V.E.C., issued June 14, 1995, § 60.2-212
Commission Decision L-375, Lois H. Bell t/a Physical Data Service v. V.E.C., issued March 3, 1995, § 60.2-212
Commission Decision L-377, Brothers Siding Company, Inc. v. V.E.C., issued May 9, 1996, § 60.2-212
Commission Decision L-379, Thorsen, Page and Marchant v. V.E.C., issued May 10, 1996, § 60.2-535
Commission Decision L-381, Commonwealth Book and Supply Co., t/a Virginia Book Company v. V.E.C., issued April 28, 1995, § 60.2-212
Commission Decision L-383, Sherertz Franklin Crawford Shaffner, Inc. v. V.E.C., issued January 23, 1995, § 60.2-212
Commission Decision L-385, Corpak, Inc. v. V.E.C., issued June 9, 1995, § 60.2-212
Commission Decision L-386, Jack Mowery, t/a Mowery Trucking Company v. V.E.C., issued May 9, 1996, § 60.2-212, 212.1
Commission Decision L-388, Contract Security Services, Inc. v. V.E.C., issued January 11, 1996, § 60.2-212
Commission Decision L-390, Christopher C. North v. V.E.C., issued August 30, 1995, § 60.2-212
Commission Decision L-392, DSI, Incorporated v. V.E.C., issued May 14, 1996, § 60.2-212
Commission Decision L-394, CHI Ventures, Inc. v. V.E.C., issued January 3, 1996, § 60.2-212, 210
Commission Decision L-395, B S and E, Inc. v. V.E.C., issued May 12, 1995, § 60.2-212, 219(20)
Commission Decision L-400, Aerofin Corporation v. V.E.C., issued January 19, 1996, § 60.2-212
Commission Decision L-401, RW's Auto Top and Glass, Inc. v. V.E.C., issued May 10, 1996, § 60.2-535
Commission Decision L-402, Budget Carpet Cleaners v. V.E.C., issued January 3, 1996, § 60.2-212
Commission Decision L-405, Computers by Design v. V.E.C., issued January 11, 1996, § 60.2-212
Commission Decision L-408, Theracare, Inc. v. V.E.C., issued January 3, 1996, § 60.2-212
Commission Decision L-411, Bless Homes Corporation v. V.E.C., issued May 8, 1996, § 60.2-212
Commission Decision L-412, Telephone Bill Auditing Services, Inc. v. V.E.C., issued May 14, 1996, § 60.2-535
Commission Decision L-416, Boulevard Auto Mart, Inc. v. V.E.C., issued May 10, 1996, § 60.2-212
Commission Decision L-417, Knox Creek Coal Corporation v. V.E.C., issued March 4, 1996, § 60.2-212
Commission Decision L-422, Laser Courier, Inc. v. V.E.C., issued January 18, 1996, § 60.2-219(22)
Commission Decision L-426, Raymond and Colesar v. V.E.C., issued August 23, 1996, § 60.2-535
Commission Decision L-427, Landmark Communications v. V.E.C., issued April 25, 1997, § 60.2-212, 219(20)
Commission Decision L-429, Lightwave Spectrum International v. V.E.C., issued May 21, 1996, § 60.2-212
Guidance Documents

Commission Decision L-430, Rockingham Publishing Co., Inc. v. V.E.C., issued April 25, 1997, § 60.2-212, 219(20)

Commission Decision L-432, Geoffrey Korli, t/a Unicorn Services Co., Inc. v. V.E.C., issued May 17, 1996, § 60.2-212


Commission Decision L-436, Church Schools in the Diocese of Virginia v. V.E.C. and William Hiatt, issued February 9, 1998, § 60.2-213(B)(1)

Commission Decision L-437, Frangokastella, Incorporated, t/a Hot Dog King #2 v. V.E.C., issued March 13, 1997, § 60.2-535


Commission Decision L-449, Yard Bird, Inc., t/a Tzers v. V.E.C., issued April 25, 1997, § 60.2-212

Commission Decision L-452, O’Brien Industries, Inc. v. V.E.C., issued April 28, 1997, § 60.2-212

Commission Decision L-453, New Enterprises, Inc. v. V.E.C., issued January 24, 1997, § 60.2-212


Commission Decision L-458, Heflin and Williams, Inc. v. V.E.C., issued April 25, 1997, § 60.2-212

Commission Decision L-459, New Age Systems, Inc. v. V.E.C., issued April 30, 1997, § 60.2-212


Commission Decision L-467, Potomac Corporation of Virginia v. V.E.C., issued August 20, 1998, § 60.2-212

Commission Decision L-472, C-Lutions, Inc. v. V.E.C., issued August 20, 1998, § 60.2-212

VIRGINIA DEPARTMENT OF EDUCATION

Copies of the following guidance documents may be obtained at no cost by contacting Dr. Margaret N. Roberts, at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, telephone (804) 225-2540 or e-mail mroberts@mail.vak12ed.edu.

Questions may also be directed to Dr. Roberts. The 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 23219.

Guidance Documents:

**Accreditation of Private Nursery, Preschool, Elementary, and Secondary Schools**

Recognition of the Authority of the Virginia Council for Private Education as the Accrediting Entity for Private Nursery, Preschool, Elementary, and Secondary Schools in Virginia, November 30, 2000

**Charter Schools**

List of Board of Education Regulations Identified as Waivable for Charter School Purposes, June 1999

**Comprehensive Services**

Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual, Revised 2001

**Compulsory School Attendance**

Guidelines for GED/Compulsory Attendance Release, October 1999

**Driver’s Education**

Steps for Minors to Procure a Driver’s License in Virginia, July 1997

Approval for Charging a Fee for the Laboratory Phase of Driver Education, Supts. Memo., No. 7, Regulatory, September 15, 2000 (updated annually)

**Family Life Education**

Family Life Education: Special Education, 1989

Board of Education Guidelines for Family Life Education Programs, 1988

**Gifted Education Programs**

The Virginia Plan for the Gifted, 2000

**Governor’s Schools**

Procedures for Initiating an Academic Year Governor’s School, 1998
Guidance Documents

Grievances

Procedures for Adjusting Grievances, June 1997

Health and Physical Fitness

Guidelines for the Administration of the Virginia Fitness Test, December 1992
Guidelines for Specialized Health Care Procedures, March 1996
Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV), 1990
A Guide to Establishing and Maintaining School Health Advisory Boards, 1993
Virginia School Health Guidelines, 1998
Guidelines for Specialized Health Care Procedures: Superintendent’s Memo number 196, 1996
Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon, July 1999
Guidelines for Suicide Prevention, September 1999

Licensure and Teacher Preparation

The Virginia Recertification Manual, July 1990
Virginia Approved Preparation Programs for Instructional Personnel, July 1994
Manual for Administering the Regulations governing Approved Programs for Virginia Institutions of Higher Education, 1994
State-Approved Principal Preparation Programs, July 1, 1990
Guidelines for the Evaluation of Superintendents, Teachers, and Administrators and Instructional Central Office Personnel, January 2000
Passing Scores for the Praxis I Tests in Reading, Writing, Mathematics; October 1995
Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation, June 2000
Standards Governing Issuance of a Regular Five-Year License to Individuals Holding a Local Eligibility License, September 2000
Cut-Scores for Sixteen Praxis II Beginning Teacher Assessments, June 1999

Literary Fund


Mediation

Mediation: An Interim Guidance Document, August 1997

Miscellaneous

Handbook of Procedures and Forms for Requesting Federal Program Reimbursements Under Improving America’s Schools Act (IASA) and Special Education (IDEA), April 2001
Training and Technical Assistance Center Handbook for State Reporting Requirements, January 1998
Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students, September 2000
Resolution Regarding the Prompt Submission of Certain Data to the Department of Education, March 2000
Pre-Labor Day Opening Requirements, February 2001
Policy of the Board of Education Regarding the Provisions of the Standards of Quality Requiring Local School Board Members Annual In-Service Training Programs, November 1996
Extended School Year Resource Document, August 1998
Transfer of Rights at Age of Majority Technical Assistance Document, 2000
Guidelines for Best Practice for Visiting Teachers and School Social Work Programs, 1990

Pledge of Allegiance and Flag Etiquette

Guidelines on the Recitation of the Pledge of Allegiance, July 2001

Religious Activity in the Schools

Guidelines Concerning Religious Activity in Public Schools, June 22, 1995

School Nutrition Programs

Uniform Policy Statement for Free and Reduced Price Meals, Supts. Memo, April 2000 (updated annually)

School Safety

Model School Crisis and Emergency Management Plan, June 1999
Student Search Guidelines, November 1999
Virginia School Search Resource Guidelines, October 2000

Special Education

Program Guidelines for Students with Hearing Impairments in Virginia’s Public Schools, March 1990
Guidance Documents

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
Procedures for Child Study Committees Operating in Virginia, November 1993
Handbook for Occupational and Physical Therapy Services in the Public Schools of Virginia, March 1997
Guidelines for Educational Services for Students with Traumatic Brain Injury, 1992
Noncategorical Primary Special Education Program Guidelines for Students with Developmental Delay, December 1990
Selecting Literacy Media for Students with Disabilities, March 1997
Rights and Procedural Safeguards for Special Education Related to Free and Appropriate Public Education, February 2001
Service Options and Considerations for Students Who have Sensory or Multiple Disabilities, 1992
College Selection Guidebook for Students with Disabilities, Their Parents, and High School Staff, 1993

Standards of Accreditation

Courses to Satisfy the Graduation Requirements for the Modified Standard Diploma, Supts. Memo No. 63, Administrative, December 15, 2000
Academic Review Process for Schools Accredited with Warning, November 30, 2000
Requirements for Literacy and Numeracy Assessments for the Modified Standard Diploma, November 30, 2000
Guidance Document Re: Requests for Additional Graduation Credit Requirements and Requests to Allocate Electives from Local School Boards, June 1998

Standards of Learning and Instructional Programs

Standards of Learning for Virginia Public Schools:
- Art: Theatre Arts, Visual Arts, Dance Arts, updated 2000
- Computer/Technology Standards, 2000
- English, updated 1995
- Family Life Education, 1988
- Foreign Languages, updated 2000
- Guidance, 1988
- Health, updated 2001
- History and Social Sciences, updated 2001
- Mathematics, updated 2001
- Science, updated 1995
- Media/Library Services, 1988
- Music, updated 2000
- Physical Education, updated 2001
- Probability and Statistics and Discrete Mathematics, 1998
- Criteria for Character Education Programs, February 2000
- List of Approved Industry, Professional, or Trade Association Certifications to Meet the Requirements for the Board of Education’s Career and Technical Education Seal, September 2000
- List of Certifications, Professional Licenses, and Examinations that Meet the Technology Requirement for the Board of Education’s Seal of Advanced Mathematics and Technology, September 2000
- Objectives for Personal Living and Finance, April 1999
- Guidelines for the K-3 Record for Reading and Mathematics, May 1999
- Models/Programs that Include Instructional Methods that have Proven to be Successful with Low-Achieving Students, April 2001

Standards of Learning Testing Program

Guidelines for Participation of Students with Disabilities in the SOL Assessments, October 1997
Guidelines for Participation of Limited English Proficient Students in the SOL Assessments, October 1997
Cut-Scores Regarding the Passing and Advanced Scores for the Standards of Learning Tests, October 1998
Passing Score for the World Geography Standards of Learning Test, May 2000
Exclusion of Certain Students from Accountability Calculation, September 2000
Criteria for Students Eligible for “Emergency” Retakes of SOL Tests, September 2000

Student Discipline

Student Conduct Policy Guidelines, June 1994
Addendum to the Student Conduct Policy Guidelines (Removal of Disruptive Students), February 1998
Student Records
Guidelines for the Management of the Student’s Scholastic Record in Virginia Public Schools, July 1998

Student Transportation
Chassis Specifications for 2001 Model School Buses, October 2001 (updated annually)

Uniforms
Model Guidelines for the Wearing of Uniforms in Public Schools, May 23, 1996

Virginia State Assessment Program
Guidelines for Testing Students with Disabilities in the Literacy Testing Program, November 1993

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 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.
Requests for copies of any of the documents listed are considered a request for information under the Freedom of Information Act. There is a charge for copies. Unless a cost is specifically listed, the charge will be based on the department’s FOIA Policy.
Requests for copies or 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.
Requests for copies or 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 698-4315.
Requests for copies or 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.
Requests for copies or 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.
South Central Regional Office, 7705 Timberlake Road, Lynchburg, VA 24502 (434) 582-5120.
Copies may also be requested by writing to: FOIA Coordinator, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240.

Guidance Documents:
Rules for Conducting Grievance Hearings, revised July 1, 2001, §§ 2.2-1000-1001; 2.2-3000-3008.
Mediation Guidelines, revised January 1, 1998, §§ 2.2-1000-1001; 2.2-3000-3008.
Guidance Documents

Ground Water Withdrawal Guidance Documents:
93-005, Preliminary Ground Water Withdrawal Application Guidance, May 12, 1993, 9 VAC 25-610-10 et seq., 4 pages with 2 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

Water Permit Support Guidance Documents:
Virginia Pollutant Discharge Elimination System (VPDES) Permit Manual, April 2001
90-011, Interpretation of Nutrient Policy, Holt, April 20, 1990, 4 pages
90-016, Use of State Model by Consultants, Phillips, July 2, 1990, 1 page
91-004, Permits/Certificates Approved at Board Meetings, Ayers, February 1, 1991, 2 pages
91-006, Purchase of Sample Containers, Cook, February 20, 1991, 5 pages
91-007, Sample Volumes for Nonmetals Lab, Cook, February 20, 1991, 1 page
91-020, Modifications to September 8, 1989 Guidance Memo "VPDES Permitting Strategy for Discharges Resulting From UST Remediation Projects and Similar Projects," Buehler, 10/1/91, 1 page
91-026, Oil and Grease Analysis Manual, Purcell, 11/18/91, 25 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
92-013, Reporting of BOD₅ Results for VPDES Monitoring, Purcell, 4/21/92, 2 pages
92-018, VPA Permit Program, Lawson, 8/28/92, 3 pages
93-002, Guidance on Waiver of Virginia Water Protection Permits, Lawson, 2/08/93, 4 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
93-014, Violation Reporting Procedures, Bigelow, 6/17/93, 7 pages
93-023, Procedures for Processing VPA Permits for the Food Processing Category, Ferguson, 9/20/93, 45 pages
93-029, Procedures for Implementing the TM Program, Lawson, 12/20/93, 201 pages
94-003, Classification of Effluent/Water Quality Limiting Segments and Relationship with Antidegradation Tiers, Phillips, 3/22/94, 4 pages
94-010, 1. Review of Environmental Impact Documents and 2. Permitting Dept. of Transportation Projects, Bigelow, 10/05/94, 3 pages
94-011, Virginia Water Protection Permit Programs Public Notice Procedures, Bigelow, 10/05/94, 21 pages
94-012, Calcium Carbonate Equivalence (CCE) Testing Requirements, Holt, 10/20/94, 13 pages
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 VW P Program, Ferguson, 12/22/94, 7 pages
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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
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Virginia Agricultural BMP Loan Program Guidelines, FY2000 adopted by the State Water Control Board, D. Wampler, revised June 1, 2001, 15 pages

DEPARTMENT OF FORESTRY

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 Forestry, 900 Natural Resources Drive, Suite 800, Room 1144, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Becky Woodson at the same address, telephone (434) 977-6555 or FAX (434) 977-7749.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberlands Policy may be directed to Matt Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555, FAX (434) 296-2369 or e-mail poirotm@dof.state.va.us.

Guidance Documents:


Procedure, Reforestation of Timberlands Policy, revised December 31, 2001, §§ 10.1-1170-1176

Procedure, Water Quality Enforcement, revised December 01, 2001, §§ 10.1-1181.1

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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at fanbd@dhp.state.va.us.

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.

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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

65-7, Memorandum of Understanding with the Virginia Department of Agriculture and Consumer Services, May 11, 1998
65-8, Board opinion on casket stores in the Commonwealth of Virginia—adopted on June 10, 1998

65-9, Memorandum of Understanding Between the Cemetery Board of the Department of Professional and Occupational Regulation and the Board of Funeral Directors and Embalmers of the Department of Health Professions, April 2, 1999

65-10, By-Laws of the Board—adopted March 8, 2000


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, Virginia 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, Virginia 23230, telephone (804) 367-1000 or FAX (804) 367-0488.

Guidance Documents:

General (updated 2001)

Department of Game and Inland Fisheries Mission Statement, January 1990, § 29.1-103 of the Code of Virginia

Department of Game and Inland Fisheries Fiscal Year 2002 Planned Management Document, May 2001, § 29.1-103, approximately 80 pages

Board of Game and Inland Fisheries ("Board") Policy A-1-90, for Adoption of Policies, July 1990, § 29.1-103

Board Policy A-2-90, on Voting by Board Chairman, July 1990, § 29.1-103

Board Policy A-4-93, on Role and Responsibilities of the Board of Game and Inland Fisheries, August 1993, §§ 2.2-2100 and Title 29.1

Addendum #1 to Board Policy A-4-93 (Role and Responsibilities of the Board of Game and Inland Fisheries) on Operating Principles of the Board of Game and Inland Fisheries, March 1994, Title 29.1

Board Resolution conferring certain powers of the Board on the Director, August 1973, §§ 29.1-109 through 29.1-504 (various), 29.1-600, and 29.1-609

Regulatory Coordination (reviewed 2001)


Citizen Participation in Wildlife Regulations brochure, revised February 2000, §§ 29.1-103, 501 and 502

Administrative (reviewed 2001)

Board Policy A-3-93, on Hunting and Fishing License Agent Appointment and Removal, July 1993, §§ 29.1-103 and 29.1-327


Board Policy A-6-95, on Real Estate Authorizations and Documents, July 1995, § 29.1-103

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 29.1-105

Board Policy C-5-90, on Gating of Access Roads on Department Lands, October 1990, §§ 29.1-103 and 29.1-105


Capital Programs Administrative Procedures Manual (on capital budgeting, capital outlay, boating access site selection process, boating access maintenance, DGIF dam safety program, outdoor signage of department facilities, building permit policy for construction of state owned buildings and structures, environmental and historical investigation process, acquisition of real property, leasing real property, (real property) licenses and other temporary agreements, easements, trespass and boundary, surplus and disposal of real property, transfers to other state agencies, land record research, and real property management appendices; appendices include but are not limited to purchase contract, acquisition project statement, real property scoring worksheet, antennae policy, special use permit, shoreline management plan, trespass notice letter, and boundary marking guide sheets), October 2000, §§ 29.1-103 and 29.1-105, 325 pages

Administrative - Lifetime Hunting and Fishing Licenses (updated 2001)

Application for Lifetime Hunting and Fishing Licenses, revised April 22, 1999, §§29.1-302.1, 28.2-302.10:1

Application for Virginia Resident Disabled Veteran's Lifetime State License to Hunt and Freshwater Fish in Inland Waters and Virginia Resident Disabled Veteran's Lifetime State License to Trap, revised May 14, 2001, §§29.1-302 and §§29.1-309.1


Disabled Resident Hunting and Freshwater Fishing Licenses Physician's Affidavits, revised May 18, 2000, §§29.1-302.1 and 29.1-302.2

Lost Lifetime License Affidavit, revised March 17, 2000, §§29.1-334
Game Wildlife (updated 2001)


2001-2002 Virginia Migratory Waterfowl Seasons and Bag Limits, August 2001, § 29.1-103

2001-2002 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits), July 2001, § 29.1-103

Virginia Migratory Game Bird Harvest Information Program brochure, 1998, § 29.1-103 and 4 VAC 15-290-140

Board Procedures for Non-Regulatory Matters and Migratory Bird Seasons and Bag Limits, January 1994, § 29.1-103


Restoring Our Wetlands (including Wetland Restoration Program Guide), 1998, § 29.1-103


Fish (updated 2001)


Board Policy B-1-90, on Wild Trout Conservation, October 1990, § 29.1-103

Board policy C-3-90, on Management of Public Fishing Lakes, October 1990, § 29.1-103

2002 Catchable Trout Stocking Plan, January 2002 § 29.1-103


Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations, revised July 31, 1998, § 29.1-103

Fish Division “Kid’s Fishing Day” trout-stocking policy, July 31, 1998, § 29.1-103

Threatened and Endangered Species and Wildlife Diversity (reviewed 2001)

Board Policy E-1-90, on Permits to Take Threatened and Endangered Species, October 1990, §§ 29.1-563 through 568 and 570


Special Status Species in Virginia, January 2001, §§ 29.1-563 through 568 and 570


Bald Eagle Protection Guidelines for Virginia, last updated May 15, 2000, §§ 29.1-563 through 568 and 570

Plan to Provide Safe Harbor Assurances to Landowners in Virginia Who Voluntarily Agree to Enhance Habitat for the Endangered Red-Cockaded Woodpecker, April 2000, §§ 29.1-563 through 568 and 570

Red-Cockaded Woodpecker Safe Harbor Evaluation Form for Virginia Landowners, April 2000, §§ 29.1-563 through 568 and 570

Red-Cockaded Woodpecker Safe Harbor Cooperative Agreement for Landowners Near the Nature Conservancy’s Piney Grove Preserve in Sussex County, Virginia, October 2000, §§ 29.1-563 through 568 and 570

Appalachian Water Shrew Recovery Plan, approved March 2, 1994, §§ 29.1-563 through 568 and 570

Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§ 29.1-563 through 568 and 570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§ 29.1-563 through 568 and 570


Red-Cockaded Woodpecker Safe Harbor Evaluation Form for Virginia Landowners, April 2000, §§ 29.1-563 through 568 and 570

Red-Cockaded Woodpecker Safe Harbor Cooperative Agreement for Landowners Near the Nature Conservancy’s Piney Grove Preserve in Sussex County, Virginia, October 2000, §§ 29.1-563 through 568 and 570

Appalachian Water Shrew Recovery Plan, approved March 2, 1994, §§ 29.1-563 through 568 and 570

Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§ 29.1-563 through 568 and 570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§ 29.1-563 through 568 and 570


Environmental Review (reviewed 2001)


Permitting (updated 2001)

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, August 30, 2000, § 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 18, 2001, § 29.1-412

Verification of Permanent Disability to Hunt with a Crossbow, revised July 8, 1998, § 29.1-519

Dog Field Trial Permit Application and Conditions, revised August 17, 1998, §§ 29.1-417 and 29.1-422

Plan to Provide Safe Harbor Assurances to Landowners in Virginia Who Voluntarily Agree to Enhance Habitat for the Endangered Red-Cockaded Woodpecker, April 2000, §§ 29.1-563 through 568 and 570

Red-Cockaded Woodpecker Safe Harbor Evaluation Form for Virginia Landowners, April 2000, §§ 29.1-563 through 568 and 570

Red-Cockaded Woodpecker Safe Harbor Cooperative Agreement for Landowners Near the Nature Conservancy’s Piney Grove Preserve in Sussex County, Virginia, October 2000, §§ 29.1-563 through 568 and 570

Appalachian Water Shrew Recovery Plan, approved March 2, 1994, §§ 29.1-563 through 568 and 570

Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§ 29.1-563 through 568 and 570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§ 29.1-563 through 568 and 570


Environmental Review (reviewed 2001)


Permitting (updated 2001)

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, August 30, 2000, § 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 18, 2001, § 29.1-412

Verification of Permanent Disability to Hunt with a Crossbow, revised July 8, 1998, § 29.1-519

Dog Field Trial Permit Application and Conditions, revised August 17, 1998, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 1, 2001, §§ 29.1-412 and 29.1-417

Exotic Holding (Grandfathered Species) Permit Application and Permit Conditions, revised January 6, 1998, §§ 29.1-412, 29.1-417 and 29.1-542
Exotic Species - Import Certain Non-Native Wildlife (Tilapia, Clawed Frog) Permit Application and Permit Information, revised October 2, 1997, § 29.1-542
Exotic Species – Permit to Import Certified Triploid Grass Carp for Aquatic Vegetation Control in Private Ponds Application and Permit Information, revised December 1, 2000, § 29.1-542
Falconry Permit Application, revised August 21, 1998, §§ 29.1-412 and 29.1-419
Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised June 20, 2000, §§ 29.1-412, 29.1-417, and 29.1-103
Permit to Deal in Furs Application and Permit Conditions, revised May 9, 2001, Title 29.1 Chapter 4
Gill Net Permit Application and Permit Conditions, revised April 6, 2001, §§ 29.1-412 and 29.1-416
Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416
Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416
Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 1, 2001, §§ 29.1-412 and 29.1-416
Permit to Hold and Sell Certain Fish, Snakes, Snapping Turtles, Crayfish, and Hellgrammites For Sale Application and Permit Conditions, revised May 2, 2001, §§ 29.1-412 and 29.1-471
Nonresident Harvester’s Permit Application to Take or Catch Fish in Back Bay and its Tributaries, revised August 1, 2001, §§ 29.1-412 and 29.1-416
Raccoon Hound Field Trial Permit Application and Permit Conditions, August 16, 1998, §§ 29.1-417 and 29.1-422
Wildlife Rehabilitator Permit Application, revised November 30, 2000, §§ 29.1-412 and 29.1-417
Physician’s Affirmation as to One’s Permanently Inability to Walk to Shoot from a Stationary Vehicle, revised August 1994, § 29.1-521.3
Licensed Shooting Preserve Permit Application and Permit Conditions, revised May 14, 2001, §§ 29.1-514, 29.1-544
Striped Bass Fishing Tournament Application/Permit, 4 VAC 15-320-140
Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised May 31, 2001, Title 29.1, Chapter 4

Boating (updated 2001)
Watercraft Dealer Licensing Fact Sheet, revised January 2000, § 29.1-818
Boat Virginia, A Course on Responsible Boating, 2001, § 29.1-701
Youth Boating and Water Safety Activities, Third and Fourth Grade Unit, June 1999, § 29.1-701
Personal Watercraft in Virginia, A Course for a Safe and Responsible Ride, 1999, § 29.1-701
PWC (Personal Watercraft) Rental Information, January 2000, § 29.1-701

Law Enforcement (reviewed 2001)
Board Policy B-2-90, on Game and Fish Replacement Values, October 1990, § 29.1-551
Board Policy D-1-90, on Duties of Game Wardens, October 1990, §§ 29.1-103, 109, and 200 through 218
Sportsman’s Pledge, Release of Landowner from Liability, and Landowner’s Permission to Hunt card, 1992, §§ 29.1-103, 509 and 521

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.
Guidance Documents

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, § 2.2-1132

Construction and Professional Services Manual for Agencies, December 1996, § 2.2-1132

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:


Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Department of General Services Directive No. 15, Indoor Clean Air, September 1, 1997, § 15.2-2800 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 Mrs. Betty Hancock 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 bh Hancock@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 eforest@dgs.state.va.us.

Guidance Documents:


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 at www.eva.state.va.us.

Questions should be directed to Mrs. Mary Fleming, 805 E. Broad Street, Richmond, VA 23219 telephone (804) 786-1310, FAX (804) 371-8937 or e-mail mfleming@dgs.state.va.us.

Questions regarding interpretation or implementation of this document may be directed to Ms. Linda C. Hardwicke, Programs Manager, Marketing and Procurement Support, 805 E. Broad Street, Richmond, VA 23219 telephone (804) 225-3796, FAX (804) 371-8937 or e-mail lhardwicke@dgs.state.va.us.

Guidance Document:

e-VA On Line Bids

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Copies of the following documents may be viewed during regular workdays 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 Receptionist, 805 East Broad Street, Richmond, VA 23219, telephone (804) 786-3842 or FAX (804) 225-3707.

Questions regarding interpretation or implementation of these documents may be directed to Mr. Mark Bolton, Administrator, Surplus Property Warehouse, 1901 Darbytown Road, Richmond, VA 23231, telephone (804) 236-3675, FAX (804) 236-3663 or e-mail mbolton@dgs.state.va.us.

Guidance Documents:

DPS Surplus Showcase (Eligible participants in the federal surplus program); quarterly

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Copies of the following document may be viewed during regular workdays 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) 786-1310, 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,
Guidance Documents

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 electronically or through annual paid subscription); weekly

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 the Regulatory Coordinator, Office of the State Health Commissioner, Virginia Department of Health, 1500 East Main Street, Suite 214, Richmond, VA 23219, telephone (804) 786-3561 or FAX (804) 786-4616. One copy each of six or more documents may be obtained at a charge of 25 cents per page or $3.00 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 the Regulatory Coordinator at the address or a number listed above.

Questions regarding interpretation or implementation of these documents may be directed to the Regulatory Coordinator at the address and numbers above.

Guidance Documents:


COM-001, Memorandum: Interpretation of and Compliance with the Law Relating to Guidance Documents, issued October 29, 1997, §§ 2.2-4001, 2.2-4008, 2.2-4100, and 2.2-4103


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

EMS-1001, Guide: Virginia Disaster Medical Response Operations Guide, issued October 27, 1997, §§ 44-146.18, 44-146.24, and 44-146.28:1

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

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


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


EMS-1014, Standard Operating Procedure: Standard Operating Procedure, Critical Incident Stress Management Strike Teams, issued October 24, 2000, §§ 2.1-555, 2.1-557, 44-146.18, 44-146.24, and 44-146.28:1

EMS-1030, Standard Operating Procedure and Reference Guide: Standard Operating Procedure, Virginia Health and Medical Operations Center Staff, issued July 14, 2000, §§ 44-146.18 and 44-146.24


EMS-3001, Program Review for Paramedic Programs in Virginia, issued June 1, 1996, § 6.2, Part B, Standards for Approved Programs, Rules and Regulations Governing Emergency Medical Services

EMS-3002, Application for Virginia EMS Advanced Life Support Training Funds, issued January 1, 1998

EMS-3003, Procedures and Guidelines for Basic Life Support Training Programs, issued July 1, 1990, § 6.3, Application and Issuance, Rules and Regulations Governing Emergency Medical Services

EMS-3004, Procedures and Guidelines for Basic Life Support Training Programs, issued July 1, 1990, § 6.3, Application and Issuance, Rules and Regulations Governing Emergency Medical Services

EMS-3005, Consolidated Test Site and Certification Examiners Procedures Manual, effective November 1, 1998, § 32.1-111.5

EMS-3006, Policy Statement, Ability of Certified EMS Providers to Lift and Move Patients, issued October 27, 1998, § 32.1-111.5

EMS-3007, Policy Statement, Basic Life Support Examination Lifting Policy, issued October 14, 1998, § 32.1-111.5
Guidance Documents

EMS-3009, Interpretation, EMS Certification Examiner, Test Site Coordinator and Evaluator Participation Guidelines, effective November 9, 1998, § 32.1-111.5
EMS-3010, Policy Statement, EMS Medication Kit Storage Requirements, issued December 1, 1999, § 32.1-111.6
EMS-3011, Policy Statement, EVOC Course Requirements, issued May 30, 2000, § 32.1-111.6
EMS-3012, Policy Statement, EVOC Course Approved Equivalents, issued January 10, 2000, § 32.1-111.6
EMS-4000, Rules and Regulations Governing Financial Assistance for Emergency Medical Services, effective July 1, 1990, §§ 32.1-111.12
EMS-4001, Rescue Squad Assistance Fund Grant Programs, General Fund and ALS Equipment Fund Program Outline and Application Forms, effective June 1997, § 32.1-111.2
EMS-5000, Virginia Statewide Trauma Center Designation Program - A Resource Manual for Hospitals, issue date June 1, 2001, § 32.1-111.3 (A) (10)
EMS-5001, Virginia Statewide Trauma Registry Resource Manual for State Trauma Registrars, issue date prior to January 1996 (actual date not recorded), § 32.1-116.1 (B)
EMS-6000, Rules and Regulations Governing Emergency Medical Service, effective July 1, 1990, §§ 32.1-111.4 and 32.1-111.5
EMS-6001, Procedures and Guidelines: Agency Vehicle Licensure for Emergency Medical Services, effective July 1, 1990, §§ 32.1-111.4 through 32.1-111.6
EMS-6002, EMS Vehicle Marking Designations, issued October 10, 1991, §§ 32.1-111.4 and 32.1-111.6
EMS-6003, EMS Agency Licensure Guidelines, issued January 24, 1996, § 32.1-111.6
EMS-6004, Guidelines for EMS Agency Classification, issued January 24, 1996, § 32.1-111.6
EMS-6005, First Responder EMS Agency Licensure Requirements, issued January 24, 1996, § 32.1-111.6
EMS-6006, EMS Vehicle Liability Insurance Coverage Requirements, issued January 1997, § 32.1-111.4
EMS-6007, Medical Wheelchair Transport Vehicles, issued January 1997, § 32.1-111.4
EMS-6008, DMV Permits for Emergency Vehicles, issued April 1997, § 46.2-681
EMS-6009, Variance/Exemption Review Criteria, issued August 1, 1996, § 32.1-111.9
EMS-6010, Functional Position Description for Emergency Medical Technician, issued January 1995, § 32.1-111.5
EMS-6011, Americans With Disabilities Act Accommodation Policy, issued January 1993, § 32.1-111.5
EMS-6011F, Americans With Disabilities Act Accommodation Form, issued January 1993, § 32.1-111.5
EMS-6012F, Pre-Hospital Patient Care Report Form, issued July 2000, § 32.1-116.1
EMS-6013F, Pre-Hospital Patient Data Report Form, issued July 2000, § 32.1-116.1
EMS-6014, Local Government Need and Approval, issued December 21, 2000, § 32.1-111.3
EMS-6015, Federal EMS Agency Exemption, issued April 11, 2001, § 32.1-111.2
EMS-6016, Sample Federal EMS/OEMS Agreement, issued June 27, 2001, § 32.1-111.2
ENV-001, Private Well Regulations Implementation Manual, issued September 1, 1990, 12 VAC 5-630 et seq., $5.00
ENV-002, Alternative Discharging Regulations Implementation Manual, issued July 1, 1992, 12 VAC 5-640 et seq., $5.00
ENV-003, Time Limit to Appeal Certain Case Decisions, issued August 26, 1997, 12 VAC 5-610-10 et seq., 12 VAC 5-630-10 et seq., 12 VAC 5-640-10 et seq.
ENV-004, Tire Chip Aggregate, issued August 21, 1997, 12 VAC 5-610-930
ENV-005, ATU Approval Update, issued June 19, 1997, 12 VAC 5-640-350
ENV-006, Approval of ADS-3000 Pipes, issued June 18, 1997, 12 VAC 5-610-750
ENV-007, Whitewater Filter/Drip System, issued May 13, 1997, 12 VAC 5-610-370 D
ENV-008, Perc-Rite Drip Disposal, issued May 13, 1997, 12 VAC 5-610-370 D
ENV-009, CULTEC Chamber System, issued April 28, 1997, 12 VAC 5-610-370 D
ENV-011 Approval of Septic Tanks, issued July 16, 1996, 12 VAC 5-610
ENV-012, FORTA NYLON and FORTA CFP Fibers in Place of Welded Fabric in Precast Septic Tanks, issued July 16, 1996, 12 VAC 5-610-810 D
ENV-013, Variance from Maintenance Contract Requirements in Discharge Regulations, issued May 17, 1996, 12 VAC 5-640-500
ENV-014, Terra Lift, issued May 19, 1996, 12 VAC 5-610-240
ENV-016, Variances for the Use of High Rate Sandfilters, issued November 17, 1995, 12 VAC 5-610-370 D
ENV-017, Approval of AK Industries Polyethylene Septic Tank, issued August 22, 1995, 12 VAC 5-610
ENV-018, Approval of Xactics Polyethylene Septic Tanks, issued August 16, 1995, 12 VAC 5-610, Part 4, Article 3
Guidance Documents

ENV-019, Permanent Pump and Haul - General Permit, issued August 15, 1995, 12 VAC 5-610-410

ENV-020, Spray Irrigation Sewage Systems, issued July 14, 1995, 12 VAC 5-610-370 D

ENV-021, Tuf-Tite Distribution Boxes, issued June 30, 1995, 12 VAC 5-610-920

ENV-022, Mass Drainfield Reviews, issued June 29, 1995, 12 VAC 5-610-250

ENV-023, Contracting with Authorized Onsite Soil Evaluators, issued June 16, 1995, § 32.1-163

ENV-024, Preliminary Approval of Sewage Discharge Systems, issued June 13, 1995, 12 VAC 5-610-350

ENV-025, § 1.7 of the Sewage Handling and Disposal Regulations, Grandfather Clause, issued April 19, 1995, 12 VAC 5-610-70

ENV-026, Approval of Infiltrator and Envirochamber, issued January 25, 1995, 12 VAC 5-610-370 D

ENV-027, Approval of Avgol Polypropylene Spunbound Non-woven Filter Fabric, issued January 9, 1995, 12 VAC 5-610-930

ENV-028, Approved Bentonite Grout Materials, issued November 3, 1994, 12 VAC 5-630-410

ENV-029, Questions from the Field on Senate Bill 415, issued October 25, 1994, §§ 32.1-163 and 32.1-164

ENV-030, Fees for Closed-loop Heat Pump Wells, issued September 29, 1994, 12 VAC 5-630-410 and 12 VAC 5-620-70

ENV-031, Water Softener Regeneration Discharge into Drainfields, issued August 11, 1994, 12 VAC 5-610-10 et seq.

ENV-032, Defining Onsite Sewage Permit Construction Backlogs, issued June 24, 1994, §§ 32.1-163 and 32.1-164

ENV-033, Authority When Inspecting Pump Station Electrical Controls, issued June 20, 1994, 12 VAC 5-610 Part 4 Article 4

ENV-034, Procedure for issuing certification letters in lieu of sewage disposal system construction permits under the Sewage Handling and Disposal Regulations; validity and renewal of permits, issued June 16, 1994, §§ 32.1-163 and 32.1-164

ENV-035, Procedure for prioritizing applications for onsite sewage disposal system construction permits and certification letters under the Sewage Handling and Disposal Regulations, issued June 16, 1994, 12 VAC 5-610-250

ENV-036, Old Sand Filter Systems Which Do Not Discharge Which Were Permitted Under LHS-120 Permits or Constructed Before Permits Were Required, issued May 17, 1994, 12 VAC 5-640-30


ENV-038, Discharging Sewage Treatment Systems not Registered Under the VPDES General Permit Operating Without a Current Individual VPDES Permit, issued May 17, 1995, 12 VAC 5-640-30

ENV-039, Fee Collection for Conditional Permit Applications, issued May 5, 1994, 12 VAC 5-620-30

ENV-040, Mirafi 140N Drainage Fabric, issued April 27, 1994, 12 VAC 5-610-930

ENV-041, Procedure for Applying for an Experimental Permit Under § 2.25 of the Sewage Handling and Disposal Regulations, issued March 17, 1994, 12 VAC 5-610-370

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WTR-778 (W), Memorandum: Contaminant Fact Sheets and Toxic Substances, issued January 8, 1997, §§ 32.1-167 through 32.1-176


WTR-786 (W), Memorandum: Chlorine Disinfection and Monitoring, issued February 11, 1997, §§ 32.1-167 through 32.1-176


WTR-793 (W), Memorandum: Project Tracking Log (PTLOG), issued August 15, 1997, §§ 32.1-167 through 32.1-176

WTR-794 (W), Memorandum: Safe Drinking Water Information System (SDWIS), issued October 8, 1997, §§ 32.1-167 through 32.1-176

WTR-795 (VV), Memorandum: Professional Engineer's Seal, issued November 10, 1997, §§ 32.1-167 through 32.1-176


WTR-798 (W), Memorandum: Bacteriological, issued February 20, 1998, §§ 32.1-167 through 32.1-176


WTR-801 (W), Memorandum: Cross Connection Control, issued March 31, 1998, §§ 32.1-167 through 32.1-176


WTR-807 (W), Memorandum: Methyl tertiary Butyl Ether (MTBE) issued October 26, 1998, §§ 32.1-167 through 32.1-176

VTR-808 (W), Memorandum: Lead and Copper Rule -Operational Control Monitoring, issued January 22, 1999, §§ 32.1-167 through 32.1-176

WTR-810 (W), Memorandum: Package Water Treatment Plants, issued April 28, 1999, §§ 32.1-167 through 32.1-176

WTR-812 (W), Memorandum: Monitoring Requirements for Consecutive Waterworks, issued June 21, 1999, §§ 32.1-167 through 32.1-176

WTR-813 (W), Memorandum: Well Development, issued July 6, 1999, §§ 32.1-167 through 32.1-176

WTR-814 (W), Memorandum: Enforcement Follow-up Actions in FRDS, issued July 7, 1999, §§ 32.1-167 through 32.1-176

WTR-817 (W), Memorandum: Cartridge Filtration, issued
March 9, 2000, §§ 32.1-167 through 32.1-176

WTR-818 (W), Memorandum: Water Sampling and Analysis-
TOC Testing, issued March 16, 2000, §§ 32.1-167 through
32.1-176

WTR-819 (W), Memorandum: Disinfection and Benchmarking,
issued March 16, 2000, §§ 32.1-167 through 32.1-176

WTR-823 (W), Memorandum, Data Management-SDWIS,
issued May 26, 2000, §§ 32.1-167 through 32.1-176

WTR-824 (W), Memorandum: SDWIS Data Reports and
Retrieval Program (R&R), issued May 26, 2000, §§ 32.1-167
through 32.1-176

WTR-826 (W), Memorandum: SWAP Implementation Manual,
issued July 27, 2000, §§ 32.1-167 through 32.1-176

WTR-827 (W), Memorandum: Information, issued August 19,
2000, §§ 32.1-167 through 32.1-176

WTR-828 (W), Memorandum: Delineating Waterworks, issued
November 9, 2000, §§ 32.1-167 through 32.1-176

WTR-829 (W), Memorandum: Emergency Response, issued
November 20, 2000, §§ 32.1-167 through 32.1-176

WTR-830 (W), Memorandum: Environmental Technology
Verification (ETV) Report Equipment Acceptance, issued
November 20, 2000, §§ 32.1-167 through 32.1-176

WTR-831 (W), Memorandum: Code of Virginia -MTBE, issued
November 22, 2000, §§ 32.1-167 through 32.1-176

WTR-832 (W), Memorandum: Storage Requirements, issued
January 17, 2001, §§ 32.1-167 through 32.1-176

WTR-834 (W), Memorandum: Consumer Confidence Report
Implementation Instructions, issued February 23, 2001,
§§ 32.1-167 through 32.1-176

WTR-835 (W), Memorandum: Cross Connection Control,
issued March 7, 2001, §§ 32.1-167 through 32.1-176

WTR-836 (W), Memorandum: Source Water Assessment
Program Implementation, issued March 7, 2001, §§ 32.1-167
through 32.1-176

WTR-837 (W), Memorandum: Permit Application/Comprehensive
Business Plan-Non Community Manual, issued March 18, 2001,
§§ 32.1-167 through 32.1-176

WTR-839 (W), Memorandum: UV Disinfection for Public Water
Supplies, issued May 1, 2001, §§ 32.1-167 through 32.1-176

WTR-840 (W), Memorandum: Standby Generators/Fuel
Tanks, issued June 12, 2001, §§ 32.1-167 through 32.1-176

WTR-841 (W), Memorandum: Interim Guidance on
Waterworks Classification, issued June 13, 2001, §§ 32.1-167 through
32.1-176

WTR-842 (W), Memorandum: Board for Water and Waste
Water Operators vs. Department of Health Responsibilities,
issued June 13, 2001, §§ 32.1-167 through 32.1-176

WTR-843 (W), Memorandum: Boil Water Notice, issued June
25, 2001, §§ 32.1-167 through 32.1-176

WTR-845 (W), Memorandum: IESWTR-Filtration, issued July
10, 2001, §§ 32.1-167 through 32.1-176

WTR-846 (W), Memorandum: Sample Collection and
Analysis-D/DBP Testing Requirements, issued August 1,
2001, §§ 32.1-167 through 32.1-176

WTR-847 (W), Memorandum: Sample Collection-Stage I-
Disinfection Byproducts Rule (DBPR), issued August 16,
2001, §§ 32.1-167 through 32.1-176

WTR-002 (SF), Memorandum: PMA Service, issued
December 15, 1984, §§ 28.2-800 through 28.2-811

WTR-004 (SF), Memorandum: Certification Procedures,
issued December 15, 1984, §§ 28.2-800 through 28.2-811

WTR-005 (SF), Memorandum: Salinity Determination, issued
December 15, 1984, §§ 28.2-800 through 28.2-811

WTR-006 (SF), Memorandum: Information for Testing
Shellfish, issued December 15, 1984, §§ 28.2-800 through
28.2-811

WTR-007 (SF), Memorandum: Noncommunity Water Supply
Implementation Manual, issued December 15, 1984, §§ 28.2-
800 through 28.2-811

WTR-008 (SF), Memorandum: Shellfish/Crustacea Plants -
Policy - Inspection, issued December 15, 1984, §§ 28.2-800 through
28.2-811

WTR-009 (SF), Memorandum: Monthly Laboratory Report,
issued December 15, 1984, §§ 28.2-800 through 28.2-811

WTR-011 (SF), Memorandum: Disposal of Potentially
Hazardous Products, issued December 15, 1984, §§ 28.2-800 through
28.2-811

WTR-014 (SF), Memorandum: Water Supply-Enforcement,
issued December 21, 1984, §§ 28.2-800 through 28.2-811

WTR-015 (SF), Memorandum: Toxic Substances Information
Sheet - Trichloroethylene and Tetrachloroethylene, issued
January 15, 1985, §§ 28.2-800 through 28.2-811

WTR-022 (SF), Memorandum: Travel Expenses Paid by
Consultants, issued April 19, 1983, §§ 28.2-800 through 28.2-
811

WTR-023 (SF), Memorandum: Service of Subpoenas, Issued
March, 31, 1981, §§ 28.2-800 through 28.2-811

WTR-033 (SF), Memorandum: Toxic Substances Information
Sheet - Phenol, issued February 22, 1985, §§ 28.2-800 through 28.2-
811

WTR-037 (SF), Memorandum: Personnel Protection, issued
June 5, 1985, §§ 28.2-800 through 28.2-811

WTR-038 (SF), Memorandum: Approval of Plastic Well
Casing, issued July 11, 1985, §§ 28.2-800 through 28.2-811

WTR-041 (SF), Memorandum: Old Fish Boxes - Bacteria
Unlimited, issued November 15, 1985, §§ 28.2-800 through
28.2-811
Guidance Documents

WTR-045 (SF), Memorandum: State of the Art Cleaning and Sanitization of Shellfish Plants, issued February 15, 1986, §§ 28.2-800 through 28.2-811

WTR-046 (SF), Memorandum: Marine Organisms and Human Health Welfare, issued February 15, 1986, §§ 28.2-800 through 28.2-811

WTR-047 (SF), Memorandum: Wastewater Disinfection Policy in Virginia, issued February 15, 1986, §§ 28.2-800 through 28.2-811

WTR-048 (SF), Memorandum: Pre-Cooling and Refrigeration of Shucked Shellfish, issued February 11, 1986, §§ 28.2-800 through 28.2-811

WTR-049 (SF), Memorandum: Use of Air Curtains for Fly Control, issued February 10, 1986, §§ 28.2-800 through 28.2-811

WTR-058 (SF), Memorandum: Shellfish Analysis for E. Coli, issued May 22, 1986, §§ 28.2-800 through 28.2-811

WTR-059 (SF), Memorandum: Preparation of Shellfish Condemnations, issued June 16, 1986, §§ 28.2-800 through 28.2-811

WTR-063 (SF), Memorandum: Equipment - For Thermoplastic Water Well Casing, issued June 3, 1986, §§ 28.2-800 through 28.2-811

WTR-065 (SF), Memorandum: Certification and Bacti Standard - Conch Operations, issued August 26, 1986, §§ 28.2-800 through 28.2-811


WTR-074 (SF), Memorandum: Pasteurized Crab Meat Sampling Protocol, issued February 23, 1987, §§ 28.2-800 through 28.2-811

WTR-077 (SF), Memorandum: Additives to Drinking Water, issued March 11, 1987, §§ 28.2-800 through 28.2-811

WTR-078 (SF), Memorandum: Containerized Relaying, issued April 27, 1987, §§ 28.2-800 through 28.2-811

WTR-079 (SF), Memorandum: Utilization of Plastic Shipping Containers, issued April 29, 1987, §§ 28.2-800 through 28.2-811

WTR-085 (SF), Memorandum: Tablet Chlorinators and Dechlorinators, issued July 7, 1987, §§ 28.2-800 through 28.2-811

WTR-086 (SF), Memorandum: Shellfish Plants with Two Certification Numbers, issued July 28, 1987, §§ 28.2-800 through 28.2-811

WTR-087 (SF), Memorandum: Area Samples of Shellfish - Sampling and Analysis, issued July 29, 1987, §§ 28.2-800 through 28.2-811

WTR-088 (SF), Memorandum: Chlorine Contact Tanks, issued August 25, 1987, §§ 28.2-800 through 28.2-811


WTR-091 (SF), Memorandum: Request for VMRC Surveillance of Shellfish Harvesters, issued October 26, 1987, §§ 28.2-800 through 28.2-811

WTR-092 (SF), Memorandum: Compliance with Uniform Statewide Building Code (USBC), issued November 2, 1987, §§ 28.2-800 through 28.2-811


WTR-099 (SF), Memorandum: Sanitizing Solutions, issued January 7, 1988, §§ 28.2-800 through 28.2-811

WTR-100 (SF), Memorandum: Seams of Food Contact Surfaces, issued January 20, 1988, §§ 28.2-800 through 28.2-811

WTR-104 (SF), Memorandum: Use of Truck Bodies/Trailers for Storage, issued January 28, 1988, §§ 28.2-800 through 28.2-811

WTR-105 (SF), Memorandum: Certificate of Occupancy Permits, issued February 5, 1988, §§ 28.2-800 through 28.2-811

WTR-108 (SF), Memorandum: Food Consumption, issued February 17, 1988, §§ 28.2-800 through 28.2-811

WTR-109 (SF), Memorandum: Cross Connection Prevention at Oyster Blower Tanks, issued February 22, 1988, §§ 28.2-800 through 28.2-811

WTR-114 (SF), Memorandum: Devices for Electrocuting Flying Inspects, issued March 30, 1988, §§ 28.2-800 through 28.2-811

WTR-117 (SF), Memorandum: Initialing, Filing and Information Changes, issued April 21, 1988, §§ 28.2-800 through 28.2-811

WTR-119 (SF), Memorandum: Bacteriological Inhibitors in Shellfish/Crustacea Meats, issued May 3, 1988, §§ 28.2-800 through 28.2-811

WTR-122 (SF), Memorandum: Monthly Laboratory Report - Summary, issued May 27, 1988, §§ 28.2-800 through 28.2-811

WTR-123 (SF), Memorandum: Laboratory Accidents, issued July 5, 1988, §§ 28.2-800 through 28.2-811

WTR-126 (SF), Memorandum: Permanent Office Files, Issued August 9, 1988, §§ 28.2-800 through 28.2-811

WTR-128 (SF), Memorandum: Detention/Destruction of Product/Samples, issued August 11, 1988, §§ 28.2-800 through 28.2-811
Guidance Documents

WTR-131 (SF), Memorandum: Shellfish/Crustacea Plant Equipment, issued August 18, 1988, §§ 28.2-800 through 28.2-811

WTR-132 (SF), Memorandum: Crustacea-Interplant Transportation of Cooked Crab Claws, issued October 13, 1988, §§ 28.2-800 through 28.2-811

WTR-133 (SF), Memorandum: Calculation of Tidal Stage, issued October 13, 1988, §§ 28.2-800 through 28.2-811


WTR-137 (SF), Memorandum: Compliance with Uniform Statewide Building Code (USBC), issued January 17, 1989, §§ 28.2-800 through 28.2-811

WTR-138 (SF), Memorandum: Deactivation, Cancellation, Reactivation Form, issued January 19, 1989, §§ 28.2-800 through 28.2-811

WTR-139 (SF), Memorandum: IRSW and EPCR Forms, issued January 19, 1989, §§ 28.2-800 through 28.2-811

WTR-140 (SF), Memorandum: Precertification Policy, issued January 19, 1989, §§ 28.2-800 through 28.2-811

WTR-141 (SF), Memorandum: County/City Listing, issued January 20, 1989, §§ 28.2-800 through 28.2-811

WTR-142 (SF), Memorandum: Shellfish Plants - Blower Tank Air Filter, issued March 2, 1989, §§ 28.2-800 through 28.2-811

WTR-143 (SF), Memorandum: Filing Out Inspection Reports, issued March 2, 1989, §§ 28.2-800 through 28.2-811

WTR-144 (SF), Memorandum: Inspection Policy - Plant Not Operating, issued February 3, 1989, §§ 28.2-800 through 28.2-811

WTR-145 (SF), Memorandum: Installation of “Watts 9-D” Type Backflow Preventer, issued March 2, 1989, §§ 28.2-800 through 28.2-811

WTR-146 (SF), Memorandum: Booster Pumps, issued March 14, 1989, §§ 28.2-800 through 28.2-811


WTR-153 (SF), Memorandum: Inspections, issued April 27, 1989, §§ 28.2-800 through 28.2-811

WTR-154 (SF), Memorandum: Tripolyphosphate, issued May 26, 1989, §§ 28.2-800 through 28.2-811

WTR-156 (SF), Memorandum: U.S. Coast Guard or Power Squadron Small Boat Handling and Safety Course, Issued June 19, 1989, §§ 28.2-800 through 28.2-811

WTR-157 (SF), Memorandum: Records Retention and Disposition Schedule, issued July 5, 1989, §§ 28.2-800 through 28.2-811

WTR-160 (SF), Memorandum: Work Hours in Area Offices, Issued February 1, 1990, §§ 28.2-800 through 28.2-811

WTR-162 (SF), Memorandum: Hepatitis Found Among Scallop Boat Works, issued February 8, 1990, §§ 28.2-800 through 28.2-811

WTR-163 (SF), Memorandum: Response to Receiving State Letters, issued February 8, 1990, §§ 28.2-800 through 28.2-811

WTR-167 (SF), Memorandum: Bacteriological Samples of Relayed Shellfish, issued April 12, 1990, §§ 28.2-800 through 28.2-811

WTR-169 (SF), Memorandum: Inspection Frequency, issued April 26, 1990, §§ 28.2-800 through 28.2-811

WTR-171 (SF), Memorandum: Random Seawater Collection, issued June 5, 1990, §§ 28.2-800 through 28.2-811

WTR-173 (SF), Memorandum: Processing of Private Microbiological Drinking Water Samples, issued June 5, 1990, §§ 28.2-800 through 28.2-811

WTR-175 (SF), Memorandum: Certification Numbers, issued August 2, 1990, §§ 28.2-800 through 28.2-811

WTR-177 (SF), Memorandum: Soft Shell Clams from Maryland, issued August 24, 1990, §§ 28.2-800 through 28.2-811

WTR-178 (SF), Memorandum: Labeling of Foreign Product, issued August 27, 1990, §§ 28.2-800 through 28.2-811

WTR-179 (SF), Memorandum: Assault and/or Battery on DSS Staff, Issued August 28, 1990, §§ 28.2-800 through 28.2-811

WTR-180 (SF), Memorandum: Utensil Washing Requirements and Procedures, issued August 28, 1990, §§ 28.2-800 through 28.2-811

WTR-182 (SF), Memorandum: Notice of Certification Expiration, issued September 7, 1990, §§ 28.2-800 through 28.2-811

WTR-185 (SF), Memorandum: Product Sampling Procedures, issued December 11, 1990, §§ 28.2-800 through 28.2-811

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-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
Guidance Documents


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-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-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

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: 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-241 (SF), Memorandum: Alternate Work Schedule Leave Policy, Issued June 9, 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-245 (SF), Memorandum: Working Memos, Issued February 4, 1984, §§ 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-251 (SF), Memorandum: Media Alerts, Issued July 6, 1994, §§ 28.2-800 through 28.2-811

WTR-253 (SF), Memorandum: Attendance at Training Programs, Professional Seminars, Workshops and Conferences, Issued November 1, 1994, §§ 28.2-800 through 28.2-811

WTR-255 (SF), Memorandum: Division Radio Protocol, Issued March 9, 1995, §§ 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
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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested at rnebiker@dhp.state.va.us.

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 (Directive 1.1), July 1, 1996
76-2, Agency Staff Titles (Directive 1.4), August 14, 1996
76-3, Promulgation of Rules (Directive 2.1), July 1, 1996
76-4, Publication of Regulations and Statutes (Directive 2.2), July 1, 1996
76-5, Execution of Disciplinary Orders (Directive 3.1), August 14, 1996
76-6, Petition for Reinstatement of License or Modification of Disciplinary Orders (Directive 3.2), July 1, 1996
76-7, Subpoenas for Disciplinary Hearings (Directive 3.3), October 1, 1996
76-8, Complainant Notification of Case Proceedings (Directive 3.4), July 1, 1996
76-9, Complaint Receipt and Investigation of Allegations of Misconduct (Directive 4.1), July 1, 1996
76-10, Unlicensed Activity (Directive 4.2), July 1, 1996
76-11, Reports to National Practitioner Data Bank (Directive 4.3), August 14, 1996
76-12, Requesting Information from The National Practitioner Data Bank (Directive 4.4), August 14, 1996
76-13, Tampering Threat Procedures (Directive 4.5), July 1, 1996
76-14, Procurement of Nonprofessional Services (Directive 5.1), July 1, 1996
76-15, Procurement of Goods (Directive 5.2), July 1, 1996
76-16, Sole Source Approval for Examination Services (Directive 5.3), July 1, 1996
76-17, Recruitment and Filling Vacant Positions (Directive 6.1), July 1, 1996
76-18, Indoor Clean Air (Directive 7.1), August 18, 1997
76-19, Records Management (Directive 7.3), July 1, 1996

Enforcement Documents:

76-20.1, Community pharmacies, August 1, 2001
76-20.2, Hospital pharmacies, September 1, 2001
76-20.3, Funeral facilities, September 1, 2001

Inspection plans and Inspection Reports:

76-21.1 Board of Pharmacy, December 1993
76-21.2 Board of Veterinary Medicine, December 1, 1993
76-21.3 Board of Funeral Directors and Embalmers, December 1, 1993
76-21.1:1, community pharmacy, July 1, 1999
76-21.1:2, hospital pharmacy, July 1990
76-21.1:3, physicians licensed to dispense drugs, January 1989
76-21.1:4, humane society, November 9, 2001
76-21.1:5, wholesaler, January 1989
76-21.1:6, medical equipment suppliers, November 9, 2001
76-21.1:7, warehouser
76-21.1:8, manufacturers, January 1989
76-21.1:9, practitioners licensed to sell controlled substances
76-21.1:10, controlled substance registration inspection report A, November 9, 2001
76-21.1:11, controlled substance registration inspection report B, November 9, 2001
76-21.2, Board of Veterinary Medicine, December 1, 1993
76-21.2:1, Animal facility inspection report, December 1997
76-21.3, Board of Funeral Directors and Embalmers, December 1, 1993
76-21.3:1, Funeral establishment inspection report, July 1, 2000
76-21.4, Compliance Notice, July 1995
76-22, Case Intake Manual, 1998
76-23, Investigators Manual, 1993
76-24, Case Format Guidelines February 1997
76-24.1, Inspection Guidelines, September 2000
76-24.2, Dental Office Inspection Report, July 12, 1993
76-24.3, Dental Office Inspection Report, July 12, 1993

(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.)

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

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 State Council of Higher Education for Virginia, 101 North Fourteenth Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Fran Bradford, Regulatory Coordinator, at the same address, telephone (804) 225-2636, FAX (804) 225-2638 or e-mail Bradford@schev.edu. Many of the documents are available on the council’s website at http://www.schev.edu.

Questions regarding interpretation or implementation of these documents may be directed to Fran Bradford, Regulatory Coordinator.

Guidance Documents:
Policies and Procedures Relating to Off-Campus Sites and Campuses, § 23-9.6:1(7)
Approval of Institutional Policy Dealing with Research and Development Contracts (Conflict of Interest Guidelines), adopted 1991, § 2.1-639.6
Equipment Trust Fund Policies and Procedures, 1988

DEPARTMENT OF HISTORIC RESOURCES

The documents in the following list represent publications, forms, 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 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221, or at any of its regional offices. 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 Tamara Clarke in the main office at the address above, telephone (804) 367-2323 x100 or FAX (804) 367-2391.

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.

Agency forms, information in the documents listed below and the agency publication lists are also available on the agency web site at http://www.dhr.state.va.us.

Regional office addresses and phone numbers are as follows:
Capital Regional Preservation Office, Department of Historic Resources, 19B Bollingbrooke Street, 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, 107 N. Kent Street, Suite 203, Winchester, VA 22601, telephone (540) 722-3427.

Guidance Documents:
Virginia’s Historical Registers: A Guide for Property Owners, prepared 1995, revised 2000, 17 VAC 5-30-10 and 17 VAC 10-20-10
Preliminary Information Forms for Archaeological Sites, Architectural Properties, and Historic Districts
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
Guidance Documents

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


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 1998, § 10.1-2202.15


Permit Application for Archaeological Removal of Human Burials (Application Form), issued 1998, § 10.1-2305


Instructions for Completing the Project Review Application, issued 2000, 36CFR800.


Virginia Historical Highway Marker Program: Writing Style, August 2001, §10.1-2204.


DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. at the Department of Housing and Community Development, 501 North Second Street, Richmond, Virginia 23219. Copies may be obtained at agency cost by contacting Stephen W. Calhoun at the same address or by telephone (804) 371-7015.

Questions regarding interpretation or implementation of these documents may be directed to Stephen Calhoun at the above address or telephone number.

Guidance Documents:


Affordable Housing Production and Preservation Manual, revised August 2000, § 36-141 et seq.

State Homeless Housing Assistance Resources (SHARE) Program Manuals:

SHARE Expansion Program Manual, revised September 1997
SHARE Homeless Intervention Program Manual, revised August 2000
SHARE Federal Shelter Grant Manual, revised December 2001
SHARE Shelter Support Grant Manual, revised August 2001

Child Care for Homeless Children Manual, September 1998

HOME Match Funds for the Supportive Housing Program Manual, revised December 2001

Child Services Coordinator Program Manual, November 2000

Housing Opportunities for Persons with AIDS Program Manual, revised November 2000

Seed Fund Program and Start-Up Fund Program Manual, revised October 2001

Community Housing Development Organization Certification Procedures, revised November 2001

Community Housing Development Organization Assistance Program Manual, revised November 2001

Pre-Development Loan Program Manual, revised November 2000

Emergency Home Repair Program Manual, revised November 2001

Weatherization and Low-Income Housing Energy Assistance Program Manual, May 1998, 13 VAC 5-100-10 et seq.

Virginia Community Development Block Grant Program: Program Design Manual, revised November 2000 24 CFR Part 570


Community Improvement Grant Management Manual, revised September 2000, 24 CFR Part 570

Planning Grant Management Manual, revised August 2000

Indoor Plumbing Rehabilitation Loan Program Management Manual, October 1999
Virginia Enterprise Zone Program Instruction and Application Manuals:

Instructions for Requesting State Tax Credits for Qualified Zone Investments, revised August 2001, 13 VAC 5-111-10 et seq.

Instructions for Requesting State Tax Credits for Real Property Improvements, revised August 2001, 13 VAC 5-111-10 et seq.

Instructions for Requesting State Tax Credits for New Businesses, revised August 2001, 13 VAC 5-111-10 et seq.

Instructions for Requesting State Tax Credits for Existing Businesses, revised August 2001, 13 VAC 5-111-10 et seq.

Instructions for Requesting State Tax Credits for State Job Grants, revised August 2001, 13 VAC 5-111-10 et seq.

Program Guidelines for the Regional Competitiveness Program, August 2001, § 15.2-1306 et seq.

Request for Qualification: Regional Competitiveness Program, August 2001, § 15.2-1306 et seq.

Request for Requalification, August 2001, §15.2-1306 et seq.

Main Street Program Guidelines, August 2001

Industrial Site Development Fund Planning Grant Program Design, 2000

Industrial Site Development Fund Construction Grant Program Design, 2000

Derelict Structures Fund Program Design, 2000, §36-152 et seq.

Virginia Enterprise Initiative Program Design, 2000

Virginia Individual Development Account Program Design, 2000

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:


Single-Family Regional Loan Fund Administrative Procedures Manual (VHDA/DHCD), October 2000, 13 VAC 10-40 and Chapter 9 (§ 36-141 et seq.) of Title 36 of the Code of Virginia


Homeownership Education Guide, July 1, 2001, 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

Multi-Family Loan Policy and Lending Guidelines, May 15, 2001, 13 VAC 10-20


Operating Procedures, Assisted Multi-Family Program Compliance, November 28, 2000, 13 VAC 10-20

Operating Procedures, Conventional Multi-Family Program Compliance, November 28, 2000, 13 VAC 10-20

Section 8 Existing/Moderate Rehabilitation Programs Operations Manual, February 1998, 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

8-910-1, 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, March 1999, 13 VAC 10-70

VHDA Administrative Plan for Tenant Based Rental Assistance, May 2000, 13 VAC 10-70

VHDA PHA Plan, July 2000, 13 VAC 10-70
DEPARTMENT OF HUMAN RESOURCE 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 Health Benefits, James Monroe Building, 13th Floor, 101 North 14th Street, Richmond, VA 23219. Copies may be obtained by contacting Linda C. Morton at the same address, telephone (804) 786-6432, fax (804) 371-0231 or e-mail lmorton@dhrm.state.us.va. Unless otherwise noted, copies are available at no charge.

Questions regarding interpretation or implementation of these documents may be directed to Linda C. Morton.

Guidance Documents:
- Policies and Procedures Manual, revised September 1993
- State Compensation Plan, revised November 1998
- Health Insurance Manual, revised April 2000, cost $10
- The Local Choice Administrative Manual, revised July 1997, cost $10
- Flexible Benefits Plan Administrative Manual, revised February 1997, cost $10

DEPARTMENT OF JUVENILE JUSTICE

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Ken Bailey at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0737 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Ken Bailey, Certification Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0737 or FAX (804) 371-0773.

Guidance Documents:
- Standards Manual for Interdepartmental Regulation of Residential Facilities for Children, July 1, 2000, 22 VAC 42-10-10 et seq.
Guidance Documents

Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lynette Greenfield at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Lynette Greenfield, Research and Evaluation Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3423 or FAX (804) 786-0773.


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 Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donald Carignan at the same address, telephone (804) 371-0743 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to Angela Valentine, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219, telephone (804) 225-3911 or FAX (804) 692-0865.


Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or langhoda@djj.state.va.us

Questions regarding interpretation or implementation of this document may be directed to Ken Miller Western Regional Office, 5427 Peters Creek Road, Suite 300, Roanoke, VA 24019-3889, telephone (540) 561-7456; Sue Ann Morgan, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110. telephone (804) 367-2220; Carolyn Stewart, 27 West Queensway, Suite 301, Hampton, VA 23669, telephone (757) 727-4730.

Guidance Documents related to the Virginia Juvenile Community Crime Control Act (VJCCCA) (§ 16.1-309.2 et seq.):

VJCCCA: Local Plan Instructions, issued annually, with related forms
VJCCCA: Annual Review of Expenditures and Surplus Funds, issued annually
VJCCCA: Amendment and Fiscal Adjustment to Local Plans, issued annually

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Susan Heck at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5914 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of this document may be directed to Susan Heck, Prevention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5914 or FAX (804) 371-0773

Guidance Documents related to Delinquency Prevention and Youth Development Act Grant Programs (Offices on Youth) (§ 66-26 et seq.):

Office on Youth Annual Expenditure Reports, issued annually
Special Conditions for Delinquency Prevention and Youth Development Act Grant Awards, issued annually
Office on Youth Renewal Application, issued annually

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the certification unit, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 pr langhoda@djj.state.va.us

Questions regarding interpretation or implementation of this document may be directed Marilyn Miller, Detention Specialist, Division of State and Local Partnerships, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or millermg@djj.state.va.us

Guidance Documents related to Detention and other programs:

Department of Juvenile Justice Procedure 02-004 Reportable Incidents (and required reporting forms) effective February 3, 1998
Detention Mental Health Reimbursement Procedures, issued annually
Detention Transportation Reimbursement Procedures, issued annually
Guidance Documents


Annual Block Grant Expenditure Reports (for detention homes and former block grant programs), issued annually

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the State & Local Partnerships Unit of the Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Susan Gholston at the same address, telephone (804) 371-0745 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to Susan Gholston, State & Local Partnerships Manager, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219, telephone (804) 371-0745 or FAX (804) 371-0773.

Guidance Document:

Virginia Department of Juvenile Justice Community Population System: COPS JC-34; COPS JC-2000; forms and instructions for reporting child-care days and for tracking the use of funds in a variety of community-based juvenile justice programs, issued annually, § 16.1-322.3

* * *

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Interstate Compact Unit of the Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Michelle Latter at the same address, telephone (804) 692-0167 or FAX (804) 371-0773.

Questions regarding interpretation or implementation of these documents may be directed to Michelle Latter, Interstate Compact Coordinator, Department of Juvenile Justice, 700 East Franklin Street, Richmond, VA 23219, telephone (804) 692-0167 or FAX (804) 371-0773.

Guidance Documents:

Form I, Requisition for Runaway Juvenile or Child Removed from Jurisdiction of Court, issued August 21, 1996, § 16.1-323

Form II, Requisition for Escapee or Absconder, issued August 21, 1996, § 16.1-323

Form III, Consent for Voluntary Return by Runaway, Escapee or Absconder, issued August 21, 1996, § 16.1-323


Home Evaluation Report

DEPARTMENT OF LABOR AND INDUSTRY

Apprenticeship Program

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 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 free of charge from the headquarters office by contacting Jennifer Nolen at the same address or at telephone (804) 786-8009 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to Jennifer Nolen, Apprenticeship Program Manager, at the same address or at telephone (804) 786-8009 or FAX (804) 786-8418.

Guidance Documents:

Virginia Official Recognized Apprenticeable Occupations List

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

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

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

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

Apprenticeship Opportunities brochure, 1998

Student Apprenticeship Opportunities brochure, 1998

Registered Apprenticeship Program brochure, 1998

Steps to Becoming a Registered Apprentice

Registered Apprenticeship - What Everyone Should Know About Apprenticeship

Virginia's Voluntary Registered Apprenticeship Program

Bylaws of the Virginia Apprenticeship Council


Boiler Safety Compliance Division

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

Virginia Register of Regulations 1526
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) 371-3231 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:

State Labor and Employment Law Division
Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 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 Jeannine Rose at the Central Office, telephone (804) 371-0463, FAX (804) 371-2324.

Questions regarding interpretation or implementation of these documents may be directed to Ellen Marie Hess, Labor and Employment Law, 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

Office of Cooperative Programs
Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219.

Voluntary Protection Program
Copies of the Voluntary Protection Program Manual may be obtained free of charge 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, available on OSHA's website at www.osha.gov go to "Outreach" and click on "VPP"

Consultation Program
Copies of the following documents may be obtained free of charge by contacting Warren Rice 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 Warren Rice, Consultation Program Manager at the same address.

Guidance Documents:
OSHA Instruction TED 3.6 Consultation Policies and Procedures Manual, August 6, 2001
Job Safety and Health Poster, May, 2001
Training Requirements/OSHA Standards and Training Guidelines, 1998, 16 VAC 25-90 through 16 VAC 25-130, 16 VAC 25-175 and 16 VAC 25-190

Occupational Health Compliance Division
Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 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 the Occupational Health Compliance Division 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 the Director of Occupational 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:

Occupational Safety Compliance Division
Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 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
Guidance Documents

free of charge, and for requests 21 pages or more for 5 cents per page by contacting the program director at the same address, telephone (804) 786-2391 or FAX (804) 371-6524.

Questions regarding interpretation or implementation of these documents may be directed to the 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 VOSH Agriculture Field Sanitation Regulation, November 30, 1988 - December 15, 2001, 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 8:30 a.m. until 4:30 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 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 through November 1, 2001, 16 VAC 25-10 through 16 VAC 25-30 and 16 VAC 25-60 through 16 VAC 25-190, copies 10 cents per page, 4,781 pages

VOSH Field Operations Manual, revised December 2001, 16 VAC 25-10 through 16 VAC 25-30 and 16 VAC 25-60 through 16 VAC 25-190, copies 10 cents per page, 543 pages

Virginia Migrant and Seasonal Farmworkers Board

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 Librarian, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000.

Copies may be obtained free of charge for ten (10) pages and for requests of eleven (11) pages or more for $.25 per page by contacting Nelson Worley, at the above address, telephone (804) 692-3773, FAX (804) 692-3771, e-mail nworley@lva.lib.va.us.

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) 692-3771, e-mail wmodlin@lva.lib.va.us.

Virginia Public Library Trustees Handbook, 1999

Information Regarding Public Libraries:

Questions regarding interpretation or implementation of these documents may be directed to Nelson Worley, Director, Library Development and Networking, at the above address, telephone (804) 692-3773, FAX (804) 692-3771, e-mail nworley@lva.lib.va.us.

Public Library Directors' Manual, 2000

Planning for Library Excellence, 2000

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 23219-8000.

Copies may be obtained free of charge for ten (10) pages and for requests of eleven (11) pages or more for $.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 phuff@lva.lib.va.us or Richard Harrington,
Guidance Documents

Manager-Imaging Services Branch, at the above address, telephone (804) 236-3701, FAX (804) 236-3722 or e-mail rharrington@lva.lib.va.us.

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 phuff@lva.lib.va.us or Richard Harrington, Manager-Imaging Services Branch, at the same address, telephone (804) 236-3701, FAX (804) 236-3722 or e-mail rharrington@lva.lib.va.us.

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 phuff@lva.lib.va.us or Richard Harrington, Manager-Imaging Services Branch, at the same address, telephone (804) 236-3701, FAX (804) 236-3722 or e-mail rharrington@lva.lib.va.us.

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 5:00 p.m. in the office of the Commission on Local Government, 900 East Main Street, Suite 103, 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 amaclean@clg.state.va.us.

Questions about interpretation or implementation of these documents may be directed to Ted McCormack, Deputy Director, Commission on Local Government, 900 East Main Street, Suite 103, Richmond, VA 23219, telephone (804) 786-6508, FAX (804) 371-7999 or e-mail tmccormack@clg.state.va.us.

Guidance Documents:


Guidelines for Submissions in City-to-Town Transitions, adopted January 1997, §§ 15.2-2907, 15.2-2908 and 15.2-4100 et seq.

Information Sheets:

1. Agreements Defining Town Annexation Rights
2. Alternative Approaches To Interlocal Concerns
3. Alternative Forms of County Government in Virginia
4. Annulment of Town Charter
5. Boundary Changes of Towns and Cities
6. Boundary Line Adjustment by Agreement
7. Consolidation of Local Governmental Units
8. Functional Authority of Virginia Local Governments
9. Post-Boundary Change Actions
10. Reversion of a City to Town Status
11. Taxing Powers Granted to Virginia Counties, Cities, and Towns

12. Town Incorporation
13. Voluntary Settlements of Annexation, Transition, or Immunity Issues
14. Discretionary Authorities and Special Districts Available to Local Governments in Virginia

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 Director's Office of the State Lottery Department, 13th Floor, 900 East Main Street, Richmond, VA 23219.

Questions regarding interpretation or implementation of these documents and requests for copies at $0.15 per page may be directed to Barbara Robertson; Board, Legislative and Regulatory Coordinator; at the same address, telephone (804) 692-7105, FAX (804) 692-7775 or e-mail brobertson@valottery.state.va.us.

Director's Orders:

All director's orders are issued by the department's 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:

31(94), Special Licensing Program: Virginia Department of Alcoholic Beverage Control, issued 08/15/94
48(97), Virginia Lottery Retailer Cashing Bonus Program and Rules, issued 12/01/97
02(99), Establishment of a Sliding Scale for Surety Bonding Requirements, issued 02/22/99
05(99), Virginia's Instant Game Lottery 149; "Gold Card," Final Rules for Game Operation, issued 03/17/99
20(99), "Lotto" Jackpot Prize, Cash Option, issued 07/01/99
21(99), "The Big Game" Jackpot Prize; Cash Option, issued 07/01/99
37(99), Virginia's Third On-Line Game Lottery; "Pick 4," Final Rules for Game Operation; Second Revision, issued 09/17/99
56(99), Virginia's Instant Game Lottery 448; "Aces High," Final Rules for Game Operation, issued 12/06/99
02(00), Virginia's Instant Game Lottery 444; "Gold Fever," Final Rules for Game Operation, issued 01/12/00
05(00), Virginia's Instant Game Lottery 177; "Red Hot Money II," Final Rules for Game Operation, issued 01/12/00
19(00), Virginia's Instant Game Lottery 181; "Loose Change," Final Rules for Game Operation, issued 03/16/00
20(00), Virginia's Instant Game Lottery 182; "Stinkin' Rich," Final Rules for Game Operation, issued 03/30/00
Guidance Documents

25(00), Virginia's Instant Game Lottery 313; "Star Spangled Bingo," Final Rules for Game Operation, issued 04/28/00

26(00), Virginia's Instant Game Lottery 186; "Double Doubler," Final Rules for Game Operation, issued 04/28/00

27(00), Virginia's Instant Game Lottery 187; "Lucky Dog," Final Rules for Game Operation, issued 05/08/00

28(00), Virginia's Instant Game Lottery 451; "$100,000 Jackpot," Final Rules for Game Operation, issued 05/08/00

32(00), Virginia's Instant Game Lottery 189; "Cash Cow," Final Rules for Game Operation, issued 05/25/00

35(00), Virginia's Instant Game Lottery 191; "Deuces Wild," Final Rules for Game Operation, issued 07/05/00

36(00), Virginia's Instant Game Lottery 192; "Lucky Roll Doubler," Final Rules for Game Operation, issued 07/05/00

39(00), Virginia's Instant Game Lottery 191; "Deuces Wild," Final Rules for Game Operation, issued 07/20/00

41(00), Virginia's Instant Game Lottery 460; "Jumbo Bucks," Final Rules for Game Operation, issued 07/28/00

43(00), Virginia's Instant Game Lottery 463; "Show Me The Money," Final Rules for Game Operation, issued 08/21/00

44(00), Virginia's Instant Game Lottery 195; "Rake It In," Final Rules for Game Operation, issued 08/21/00

45(00), Virginia's Instant Game Lottery 314; "High Stakes Bingo," Final Rules for Game Operation, issued 08/21/00

46(00), Virginia's Instant Game Lottery 462; "Club Casino," Final Rules for Game Operation, issued 08/21/00

55(00), Virginia's Instant Game Lottery 197; "Let The Good Times Roll," Final Rules for Game Operation, issued 10/06/00

56(00), Virginia's Instant Game Lottery 199; "Lucky Duck," Final Rules for Game Operation, issued 10/06/00

57(00), Virginia's Instant Game Lottery 315; "Bingo Blizzard," Final Rules for Game Operation, issued 10/10/00

58(00), Virginia's Instant Game Lottery 468; "Pinball Wizard," Final Rules for Game Operation, issued 10/18/00

59(00), Virginia's Instant Game Lottery 469; "High Stakes," Final Rules for Game Operation, issued 10/18/00

60(00), Virginia's Instant Game Lottery 467; "Red Hot Numbers," Final Rules for Game Operation, issued 10/31/00

61(00), Virginia's Instant Game Lottery 198; "Monte Carlo," Final Rules for Game Operation, issued 10/31/00

65(00), Virginia's Instant Game Lottery 200; "Beat The Dealer," Final Rules for Game Operation, issued 11/09/00

66(00), Virginia's Instant Game Lottery 471; "Cowboy Cash," Final Rules for Game Operation, issued 11/21/00

67(00), Virginia's Instant Game Lottery 470; "Happy Valentine's Day," Final Rules for Game Operation, issued 11/21/00

68(00), Virginia's Instant Game Lottery 202; "Poker Face," Final Rules for Game Operation, issued 12/01/00

01(01), Virginia's Instant Game Lottery 201; "Four Leaf Cash," Final Rules for Game Operation, issued 01/03/01

02(01), Virginia's Instant Game Lottery 474; "Triple Action," Final Rules for Game Operation, issued 01/03/01

04(01), Virginia's Instant Game Lottery 205; "Crazy 8's," Final Rules for Game Operation, issued 01/29/01

05(01), Virginia's Instant Game Lottery 472; "Four Wheel Fortune," Final Rules for Game Operation, issued 01/29/01

06(01), Virginia's Instant Game Lottery 473; "Bucks in a Row," Final Rules for Game Operation, issued 01/29/01

08(01), Virginia's Instant Game Lottery 204; "Lucky Streak," Final Rules for Game Operation, issued 01/30/01

09(01), Virginia's Instant Game Lottery 206; "Wild Hearts," Final Rules for Game Operation, issued 01/30/01

10(01), Virginia's Instant Game Lottery 208; "Kickin' Cash," Final Rules for Game Operation, issued 01/30/01

11(01), Virginia's Instant Game Lottery 476; "Silver Dollars," Final Rules for Game Operation, issued 01/31/01

13(01), Virginia's Instant Game Lottery 316; "Mystery Bingo," Final Rules for Game Operation, issued 02/02/01

15(01), Virginia's Instant Game Lottery 478; "Looking for the Green," Final Rules for Game Operation, issued 02/26/01

16(01), Virginia's Instant Game Lottery 209; "Virginia Lighthouses," Final Rules for Game Operation, issued 02/26/01

17(01), Virginia's Instant Game Lottery 203; "Blackjack," Final Rules for Game Operation, issued 03/06/01

18(01), Virginia's Instant Game Lottery 480; "Lucky 7's Blackjack," Final Rules for Game Operation, issued 03/06/01

19(01), Virginia's Instant Game Lottery 479; "Monster Truck Bucks," Final Rules for Game Operation, issued 04/02/01

20(01), Virginia's Instant Game Lottery 210; "Congratulations," Final Rules for Game Operation, issued 04/02/01

23(01), Virginia's Instant Game Lottery 211; "Fast 50's," Final Rules for Game Operation, issued 04/13/01

24(01), Virginia's Instant Game Lottery 213; "Sunny Money," Final Rules for Game Operation, issued 04/23/01

26(01), Virginia's Instant Game Lottery 481; "Lucky Jackpot," Final Rules for Game Operation, issued 05/14/01

27(01), Virginia's Instant Game Lottery 482; "Firecracker Cash," Final Rules for Game Operation, issued 05/14/01

28(01), Virginia's Instant Game Lottery 483; "Diamond Doubler," Final Rules for Game Operation, issued 05/14/01

29(01), Virginia's Sixth On-Line Game Lottery; "The Big Game," Final Rules for Game Operation; Fifth Revision, issued 05/24/01
30(01), Virginia’s Seventh On-Line Game Lottery; “Lotto Virginia,” Final Rules for Game Operation; Revised, issued 05/24/01

31(01), Virginia’s Instant Game Lottery 485; “Super Lucky 7’s,” Final Rules for Game Operation, issued 05/22/01

32(01), Virginia’s Instant Game Lottery 216; “Money Money Money,” Final Rules for Game Operation, issued 05/25/01

33(01), Virginia’s Instant Game Lottery 487; “Roll Them Bones,” Final Rules for Game Operation, issued 05/31/01

34(01), Virginia’s Instant Game Lottery 488; “Pole Position,” Final Rules for Game Operation, issued 05/31/01

36(01), Virginia’s Instant Game Lottery 486; “Lifetime Cash Reward,” Final Rules for Game Operation, issued 06/04/01

38(01), Virginia’s Instant Game Lottery 217; “Barrels of Bugs,” Final Rules for Game Operation, issued 06/27/01

39(01), Virginia’s Instant Game Lottery 475; “Outback Survival,” Final Rules for Game Operation, Revised, issued 07/11/01

40(01), Certain Virginia Instant Game Lotteries; End of Games, issued 07/27/01

41(01), Virginia’s Instant Game Lottery 489; “Slots of Cash,” Final Rules for Game Operation; Revised, issued 07/27/01

42(01), Virginia’s Instant Game Lottery 194; “High Card Doubler,” Final Rules for Game Operation; Revised, issued 07/27/01

43(01), Virginia’s Instant Game Lottery 207; “2,000 Clams,” Final Rules for Game Operation; Revised, issued 07/27/01

44(01), Virginia’s Instant Game Lottery 212; “Cha-Ching!,” Final Rules for Game Operation; Revised, issued 07/27/01

45(01), Virginia’s Instant Game Lottery 215; “Hot Cards,” Final Rules for Game Operation; Revised, issued 07/27/01

46(01), Virginia’s Instant Game Lottery 461; “Cash Carnival,” Final Rules for Game Operation; Revised, issued 07/27/01

47(01), Virginia’s Instant Game Lottery 214; “Ace in the Hole,” Final Rules for Game Operation, issued 09/04/01

48(01), Virginia’s Instant Game Lottery 317; “Classic Bingo,” Final Rules for Game Operation, issued 09/04/01

49(01), Virginia’s Instant Game Lottery 477; “Millionaire Party,” Final Rules for Game Operation, issued 10/24/01

50(01), Virginia’s Instant Game Lottery 492; “Spooky Loot,” Final Rules for Game Operation, issued 09/04/01

51(01), Virginia’s Instant Game Lottery 493; “Virginia’s Lucky 13 Anniversary Celebration,” Final Rules for Game Operation, issued 09/04/01

53(01), Virginia’s Instant Game Lottery 496; “High Roller,” Final Rules for Game Operation, issued 09/04/01

54(01), Virginia’s Instant Game Lottery 220; “Wizard of Odds,” Final Rules for Game Operation, issued 09/04/01

55(01), Virginia’s Instant Game Lottery 221; “Turkey Tripler,” Final Rules for Game Operation, issued 09/04/01

56(01), Virginia’s Seventh On-Line Game Lottery; “Lotto Virginia,” End of Game, issued 09/04/01

57(01), Virginia’s Eighth On-Line Game Lottery; “Lotto South,” Final Rules for Game Operation, issued 09/04/01

58(01), Virginia’s Instant Game Lottery 219; “Double Down,” Final Rules for Game Operation, issued 09/10/01

59(01), Virginia Lottery Retailer “Big Game” and “Lotto South” Bonus Program and Rules, issued 09/04/01

61(01), Virginia’s First On-Line Lottery Game; “Pick 3,” Final Rules for Game Operation; Sixth Revision, issued 09/09/01

62(01), Virginia’s Fourth On-Line Lottery; “Cash 5,” Final Rules for Game Operation; Sixth Revision, issued 09/09/01

64(01), Virginia’s Instant Game Lottery 497; “Elvis,” Final Rules for Game Operation, issued 09/21/01

65(01), Certain Virginia Instant Game Lotteries; End of Games, issued 09/26/01

66(01), Virginia’s Instant Game Lottery 498; “Frosty the Doughman,” Final Rules for Game Operation, issued 10/05/01

68(01), Virginia’s Instant Game Lottery 495; “3 Card Cash,” Final Rules for Game Operation, issued 10/10/01

69(01), Virginia’s Instant Game Lottery 222; “Pure Platinum,” Final Rules for Game Operation, issued 10/24/01

70(01), Virginia’s Instant Game Lottery 318; “Lots O’ Spots Bingo,” Final Rules for Game Operation, issued 10/24/01

71(01), Virginia’s Instant Game Lottery 218; “Winner Wonderland,” Final Rules for Game Operation, issued 10/24/01

72(01), Virginia’s Instant Game Lottery 499; “Holiday Cash Express,” Final Rules for Game Operation, issued 10/30/01

73(01), Virginia’s Instant Game Lottery 501; “Lottery Lucky Stars,” Final Rules for Game Operation, issued 10/30/01

74(01), Virginia’s Instant Game Lottery 223; “Cut the Deck,” Final Rules for Game Operation, issued 11/05/01

75(01), Virginia’s Instant Game Lottery 225; “Dollars and Scents,” Final Rules for Game Operation, issued 11/07/01

76(01), Virginia’s Instant Game Lottery 502; “Hot Dice,” Final Rules for Game Operation, issued 11/07/01

77(01), Virginia’s Instant Game Lottery 504; “Sweet Rewards,” Final Rules for Game Operation, issued 11/07/01

78(01), Virginia’s Instant Game Lottery 505; “The Whole Enchilada,” Final Rules for Game Operation, issued 11/28/01

79(01), Virginia’s Instant Game Lottery 484; “$1,000,000 Blackjack,” Final Rules for Game Operation, issued 11/28/01

80(01), Virginia’s Instant Game Lottery 503; “Poker Night,” Final Rules for Game Operation, issued 11/28/01
Guidance Documents

82(01), Virginia’s Instant Game Lottery 224; “Magic Money,” Final Rules for Game Operation, issued 12/05/01

Policies/Procedures:
On-Line Game Drawing, issued 11/96, 11 VAC 5-40-40
Release of Payroll and Other Personal Data, issued 08/96, DPT Policy #6.05
Regional Scratch Ticket Sales to Retailers, issued 05/00, 11 VAC 5-30-300
Clerk Activated Terminal Policy, issued 07/01, 11 VAC 5-40-10 et seq.
Virginia Lottery Retailer Manual, issued 2001, 11 VAC 5-30-10 et seq. and 11 VAC 5-40-10 et seq.
Mail Claims Processing, issued 01/97, 11 VAC 5-30-330 through 740 and 11 VAC 5-40-310 through 690
Scratch Ticket Returns, issued 12/01, 11 VAC 5-30-320
Criteria for Lottery Advertising, issued 07/99, 11 VAC 5-20-60

MARY WASHINGTON COLLEGE

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of Human Resources, 1301 College Avenue, George Washington Hall, Room 24, Fredericksburg, Virginia 22401. Copies may be obtained free of charge by contacting Sabrina Johnson, Assistant Vice President for Human Resources, at the same address, telephone (540) 654-1046.

Questions regarding interpretation or implementation of this document also may be directed to Sabrina Johnson, Assistant Vice President for Human Resources, at the same address.

Guidance Document:
Smoking Policy, August 15, 1989

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

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 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 the Freedom of Information Act (FOIA) staff 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 the FOIA staff, 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, Booklets, and Brochures:
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 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12 VAC 30-80-170, free of charge
Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12 VAC 30-40-10 et seq., free of charge
Special 8/1/97 Medicaid Memo, New Coding Instructions, issued August 1, 1997, 12 VAC 30-50-95 et seq., free of charge
Special 7/14/97 Medicaid Memo, Reimbursement to Audiologists for Services Provided to Adults, issued July 14, 1997, 12 VAC 30-50-95 et seq., free of charge
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
Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, revised annually, 12 VAC 30-10-10 et seq., free of charge
Special 7/25/97 Medicaid Memo, University of Virginia—Study of Case Management Services, issued July 25, 1997, 12 VAC 30-50-100 et seq., free of charge
Special 8/1/93 Medicaid Memo, Facility Billing Codes (Ambulatory Surgery Centers), issued August 1, 1993, 12 VAC 30-50-100 et seq., free of charge
Special 8/1/93 Medicaid Memo Revised, Facility Billing Codes (Ambulatory Surgery Centers), issued August 1, 1993, 12 VAC 30-50-100 et seq., free of charge
Special 6/1/94 Medicaid Memo, Provider Manual Disclaimer, issued June 1, 1994, 12 VAC 30-50-100 et seq., 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
Special 2/16/96 Medicaid Memo, Time Frames by Which Cases Remanded by the Department of Medical Assistance Services (DMAS) Hearing Officers Must Be Completed, issued February 16, 1996, 12 VAC 30-110, free of charge
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, 12 VAC 30-30-10-10 et seq., free of charge
Special 1/16/98 Medicaid Memo, Placement of Individuals with Mental Retardation and Mental Illness in the Elderly and Disabled Waiver, issued January 16, 1998, 12 VAC 30-120-211 et seq., free of charge
Special 5/29/98 Medicaid Memo, Use of the Uniform Assessment Instrument for Preadmission Screening for the AIDS Waiver and Technology Assisted Waiver, issued May 29, 1998, 12 VAC 30-120-140 and 12 VAC 30-120-70, free of charge
Special 7/13/98 Medicaid Memo, Billing for the Completion of the Assessment of Active Treatment Needs for Individuals With MI or MR Who Request Services Under the Elderly and Disabled Waiver and New Order Number for the Revised Assessment Document, issued July 13, 1998, 12 VAC 30-120-10 et seq., free of charge

Special 3/19/99 Medicaid Memo, Supplying HCFA-1500 (12-90) Forms, issued March 19, 1999, 12 VAC 30-50-10 et seq., free of charge

Letter 5/26/99, HCFA Report for the Elderly and Disabled Waiver, 12 VAC 30-120-10 et seq., free of charge

Special 8/24/00 Medicaid Memo, Emergency Criteria for the Mental Retardation Waiver, issued August 24, 2000, 12 VAC 30-120-258 et seq., free of charge

Special 8/30/00 Medicaid Memo, Availability of Provider Manuals on the Internet and Suppression of Paper Copies of Manuals, issued August 30, 2000, 12 VAC 30-10-10 et seq., free of charge

Special 9/11/00 Medicaid Memo, Group Home Vacancies to Be Posted on the DMAS Website, issued September 11, 2000, 12 VAC 30-50-95 et seq., free of charge

Special 9/19/00 Medicaid Memo, Provider Enrollment and Billing Information Regarding Individual and Family Developmental Disabilities Support Waiver, issued September 19, 2000, 12 VAC 30-120-700 et seq., free of charge

Special 9/19/00, Medicaid Memo, Annual Reassessments/Reauthorizations, issued September 19, 2000, 12 VAC 30-10-790 et seq., free of charge

Special 11/7/00 Medicaid Memo, Hospital-Based Ambulance Services Changes, issued November 7, 2000, 12 VAC 30-50-95 et seq., free of charge

Special 12/8/2000 Medicaid Memo, Clarification of Reimbursement for Physician Direction of Mental Health Clinics, issued December 8, 2000, 12 VAC 30-50-95 et seq., free of charge

Special 12/15/00 Medicaid Memo, Nursing Home Cost Reimbursement Limitations, issued December 15, 2000, 12 VAC 30-50-20 et seq., free of charge

Special 01/18/01 Medicaid Memo, School-Based Health Services Recognized by the Department of Medical Assistance Services, issued January 18, 2001, 12 VAC 30-50-95 et seq., free of charge

Special 5-4-01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued May 4, 2001, 12 VAC 30-50-95 et seq., free of charge

Special 5-21-01 Medicaid Memo, Clarification of Billing for Intensive In-Home Services for Children and Adolescents, issued May 21, 2001, 12 VAC 30-120-10 et seq., free of charge

Special 10-22-01 Medicaid Memo Medallion II Expansion Within Virginia, issued October 22, 2001, 12 VAC 30-120-350 et seq., free of charge.

DMAS Provider Manuals:


Manual # 8018, BabyCare Manual/second edition issued June 24, 1999/continuously revised, 12 VAC 30-50-95 et seq., $25


Manual # 8010, Freestanding Renal Dialysis Clinic Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., $25


Manual # 8023, Hospice Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $25

Manual # 8001, Hospital Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-50-95 et seq. and 12 VAC 30-70-Part V, $26


Manual # 8006, Medical Equipment and Supplies Manual second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., $24


Manual # 8017, Nursing Home Manual, second edition issued April 15, 2000/continuously revised, 12 VAC 30-90-Part II, $28


Manual # 8015, Pharmacy Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $25


DMAS Provider Manuals:


Manual # 8018, BabyCare Manual/second edition issued June 24, 1999/continuously revised, 12 VAC 30-50-95 et seq., $25


Manual # 8010, Freestanding Renal Dialysis Clinic Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., $25


Manual # 8023, Hospice Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $25

Manual # 8001, Hospital Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-50-95 et seq. and 12 VAC 30-70-Part V, $26


Manual # 8006, Medical Equipment and Supplies Manual second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., $24


Manual # 8017, Nursing Home Manual, second edition issued April 15, 2000/continuously revised, 12 VAC 30-90-Part II, $28


Manual # 8015, Pharmacy Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $25


Guidance Documents

Manual # 8013, Rehabilitation Manual, second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., $25


Manual #8034, State/Local Hospitalization Program Manual, issued October 1998/continuously revised, 12 VAC 30-50-95 et seq., $28


Manual # 8004, Transportation Manual, second edition issued February 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $24


Manual #8035, Community Mental Health Rehabilitative Services Manual, first edition issued August 1, 2000/continuously revised; 12 VAC 30-50-95 et seq., $25

Manual #8036, Mental Retardation Community Services, first edition issued May 1, 2001/continuously revised, 12 VAC 30-50-95 et seq., phone for cost

Other DMAS Guidance Documents:

Employer Sponsored Health Insurance under FAMIS Policy Guidelines for Program Implementation, first issued 9/6/01, 12 VAC 30-141-10 et. seq., free of charge

BOARD OF 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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at medbd@dhp.state.va.us.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to William L. Harp, M.D., Executive Director of the Board at the address above or by telephone at (804) 662-9908. Copies are free of charge.

Guidance Documents:

85-2, Assistant Attorney General opinion of October 25, 1986 on who can do a school physical examination

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

85-12, Consumer Guide to the Virginia Board of Medicine, approved by the board at its meeting on February 5, 1998


85-14, Board Briefs, Spring 1998, Pain Management Guidelines

85-15, Board Briefs, Spring 1999, Guidelines Concerning the Ethical Practice of Surgeons and Surgery Interns and Residents

85-16, Board Briefs, Winter 1999, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine.

85-17, Rules for the placement and use of equipment necessary for recording or broadcasting a hearing, revised 12/2000.


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 3rd floor of the Jefferson Building, 2012 Bank Street, Richmond, VA. Copies may be obtained by contacting Wendy Brown, Office of Planning and Development, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 225-2252 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 costs of the documents vary depending on the document. The cost of any document is listed with each document.

Guidance Documents:


SFY 2001 Community Services Performance Contract Package, issued April 27, 2001, § 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 Leslie Anderson, (804) 786-1747


Audit Guidance for Auditors and Managers of Community Services Boards and CSB Contract Agencies, issued July 1999, no cost, contact Ken Gunn, (804) 786-1555


Financial Management Standards/Accounts Receivable and Reimbursement Procedures, Volume III, issued April 1990, § 37.1-197.7, no cost, contact John F. Jackson or Barry A. Mason, (804) 786-3942

Financial Management Standards for Community Services Boards, issued July 1994, no cost, contact Ken Gunn, (804) 786-1555

Individualized Client Data Elements IV, issued February 4, 1993, no cost, contact Bob Chaffin, (804) 786-4148


Mental Retardation POMS Training Center Operations Manual, Version 1.0, issued April 13, 2001, no cost, contact J. Randy Koch, Ph.D., (804) 225-3394


Priority Populations Implementation Guidelines, Issued July 1, 2001, no cost, contact J. Randy Koch, Ph.D. (804) 225-3394


OBRA ’87 Pre-admission Screening Manual for State Mental Health and Mental Retardation Facilities, reissued November 1997, 12 VAC 30-130-150, no cost, contact Fran Roberson, (804) 371-2134

OBRA ’87 Resident Review Manual for State Medicaid-Certified Nursing Facilities, reissued February 1998, 12 VAC 30-130-150, no cost, contact Fran Roberson, (804) 371-2134


Discharge Protocols for Community Services Boards and State Mental Health Facilities, issued November 5, 2001, §§ 37.1-98 and -197.1, no cost, contact Russell Payne, (804) 786-1395

Admission and Discharge Protocols for Persons with Mental Retardation Served in Mental Retardation Facilities, issued November 5, 2001, §§ 37.1-98 and -197.1, no cost, contact Cynthia Smith (804) 786-0946

Bylaws of the Office of Consumer Affairs Advisory Board, issued September 2000, no cost, contact Stacey L. Atwell, (804) 786-0731

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, Virginia 23219.

Copies may be obtained free of charge by contacting Edward C. Wilson at the same address, telephone (VOICE/TTY) (804) 786-2013, 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,
Guidance Documents

Virginia 23219, telephone (VOICE/TTY) (804) 786-2013, FAX (804) 786-3779, or e-mail ewilson@smc.state.va.us.

Guidance Documents:


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). A guidance document is 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 20 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 §§ 2.2-4008 and 2.2-4101 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 TTY 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 workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy's Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Lola Varner or Cindy Ashley at the same address, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of this document may be directed to Mike Abbott, Public Relations Manager, Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8146 or FAX (276) 523-8148.

Guidance Documents:

Responding to Requests for Information, revised March 31, 2000, § 2.2-3700 et seq., 7 pages

DMME-IR-1, Requests for Information Under FOIA, December 28, 1999, § 2.2-3700 et seq., 1 page


Division of Mines (DM)

Board of Coal Mining Examiners

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Lola Varner or Cindy Ashley at the Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 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, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8226 or FAX (276) 523-8239.

Guidance Documents:

List of Board of Coal Mining Examiners Certification Requirements, revised July 1999, 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, March 2001, 2 pages

Chief Electrician (Surface), April 2001, 2 pages

Chief Electrician (Surface and Underground), April 2001, 2 pages

Dock Foreman, April 2001, 1 page

Electrical Maintenance Foreman (Surface), April 2001, 2 pages

Virginia Register of Regulations

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Guidance Documents

Electrical Maintenance Foreman (Surface and Underground), 2 pages
First Class Mine Foreman, April 2001, 2 pages
First Class Shaft or Slope Foreman, April 2001, 1 page
General Coal Miner, 1 page
Hoisting Engineer, April 2001, 1 page
Mine Inspector, July 2001, 2 pages
Preparation Plant Foreman, April 2001, 1 page
Qualified Gas Detection, 1 page
Surface Blaster, April 2001, 1 page
Surface Electrical Repairman, April 2001, 2 pages
Surface Facilities Foreman for Shops, Labs, and Warehouses, 1 page
Surface Foreman, April 2001, 1 page
Top Person, November 2001, 1 page
Underground Diesel Engine Mechanic, April 2001, 1 page
Underground Diesel Engine Mechanic Instructor, April 2001, 2 pages
Underground Electrical Repairman, April 2001, 2 pages
Underground Shot Firer, April 2001, 1 page
Notice to All Applicants for Certification Examination, 1 page

Division of Mines Study Guides

The following study guides are available during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy’s Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Copies may be obtained by contacting Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Patty Varner, Office Services Specialist, Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8149 or FAX (276) 523-8239.

Guidance Documents:

First Class Surface Mine Foreman Continuing Education, September 2001
First Class Underground Mine Foreman Continuing Education, March 2001
Gas Detection Packet, January 1999
General Coal Miner Surface and Underground, Coal Mine Safety Laws of Virginia, January 1999, § 45.1-161.37
Diesel Engine Repairman Continuing Education, June 1998
Roof Bolter PowerPoint Presentation, June 1998
Underground New Miner and Annual Retraining Instructor Manual, January 1998
Surface New Miner and Annual Retraining Instructor Manual, January 1998
Monthly Safety Talks and Job Safety Observations, January 1998
Advanced First Aid Certification, Instructor, 24 Hour Class (Outline), June 1996, § 45.1-161.199
Advanced First Aid Certification Student Manual, June 1996, § 45.1-61.199

Division of Mines Notices and Memoranda To Operators

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, 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 (276) 523-8226, or FAX (276) 523-8239.
Guidance Documents:

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 01-07, Surface Mining Within 200 Feet of a Gas Well or Pipeline, December 17, 2001, 1 page

Operator Memorandum DM 01-06, Eleventh Annual Virginia Coal Mine Safety Awards, December 17, 2001, 4 pages

Operator Memorandum, DM 01-05, Submittal of Annual Report and Tax Affidavits, December 17, 2001, 2 pages

Operator Memorandum DM 01-04, Verification of Current Mine Foreman Certifications, October 3, 2001, 1 page

Operator Memorandum DM 01-03, 2002 Certification Examination Schedule, October 1, 2001, 1 page

Operator Memorandum DM 01-02, State-Designated Mine Rescue, January 29, 2001, 6 pages

Operator Memorandum DM 01-01, Tenth Annual Virginia Coal Mine Safety Awards, January 4, 2001, 4 pages

Operator Memorandum DM 00-08, Submittal of Annual Report and Tax Affidavits, December 18, 2000, 1 page

Operator Memorandum DM 00-07, Upcoming Virginia Mine Foreman Continuing Education Activities, November 30, 2000, 1 page

Operator Memorandum DM-00-06, DMM-E-Division of Mines Rescue and Recovery Plan, November 7, 2000 (updated yearly), 8 pages

Operator Memorandum DM 00-05, 2001 Certification Examination Schedule, November 7, 2000, 1 page

Operator Memorandum DM 00-04, Safety Information Update and Recent Accident Investigation Reports, July 19, 2000, 39 pages.

Operator Memorandum DM 00-02, On-Shift Examination of All Mobile Equipment, January 4, 2000, 1 page

Operator Memorandum DM 99-08, Update of Virginia's Mine Foremen Continuing Education Activities, October 1, 1999, § 45.1-161.33 and Board of Coal Mining Examiners Requirements, 2 pages

Operator Memorandum DM 99-06, Practical Exercises For Examinations, May 13, 1999, Board of Coal Mining Examiners, 4 pages

Operator Memorandum DM 99-05, Reciprocity Agreement With West Virginia, May 7, 1999, § 45.1-161.33 and Board of Coal Mining Examiners Requirements 4 VAC 25-2-40, 4 pages

Operator Memorandum DM 99-04, HALT Alerts: Multimeter Safety; Electrical Equipment Safety; Roof Control on Knowing and Following The Plan will Prevent Accidents; Examinations and Evaluations, April 12, 1999, 5 pages

Operator Memorandum DM-99-03, Required Submittal of Annual Affidavits to the Department of Mines, Minerals and Energy, February 26, 1999, 1 page

Operator Memorandum DM 98-09, Continuing Education - Surface Foreman, October 23, 1998, Board of Coal Mining Examiners Requirements, 4 VAC 25-20-10 et seq., 2 pages


Operator Memorandum DM 98-04, Department of Mines, Minerals and Energy, Community Colleges Team-Up to Help Mine Foreman Meet New Continuing Education Requirements, March 2, 1998, Board of Coal Mining Examiners Requirements, 4 VAC 25-20-10 et seq., 2 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 97-08, HALT, "Roof Fall Safety Alert!! Look Up And Live," and "Silicosis: There is no cure for this disease," June 2, 1997, 3 pages

NOTICE TAMPERING WITH METHANE MONITORING EQUIPMENT, sign for posting available free of charge, contact John Thomas, (276) 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 96-06, Mine-Safety Alert! "Hazards Associated with the Unsafe Operation of Single Head Roof Drills," September 24, 1996, 2 pages


"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 DM 96-02, "Requirements for General Coal Miner Certification," January 17, 1996, § 45.1-161.37, 5 pages (includes forms)


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, (276) 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 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 93-13, Second Class Mine Foreman Certification Eliminated, July 27, 1993, § 45.1-14, 1 page

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


Safety Alert! "Roof Fall Fatality," December 1992, 2 pages

Safety Alert! "Conveyor Belt Haulage Accident," November 1992, 1 page
Guidance Documents


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, § 45.1-161.109, 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


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 workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, 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 (276) 523-8226, or FAX (276) 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, revised November 5, 1999, 6 pages (updated plan only)

Procedure No. 1.03.03, State Designated Mine Rescue, January 1, 1997, 4 pages

Procedure No. 1.04.01, Inspections of Coal Mines, January 29, 1999, 3 pages

Procedure No. 1.04.02, 5-Day Spot Inspection, January 13, 1999, 4 pages

Procedure No. 1.04.03, Reopening Inspection, August 18, 1998, 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 29, 1999, 5 pages

Procedure No. 1.04.09, Administrative Review of Notices of Violation, January 1, 1997, 8 pages

Procedure No. 1.04.10, Impoundment Inspections, July 18, 2001, 2 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. 1.05.09, Investigation Documents File, May 3, 1999, 2 pages

Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities, August 1, 2000, 3 pages

Procedure No. 1.06.01, Plan Approvals, November 1, 2001, 7 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

Virginia Register of Regulations

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Guidance Documents

Procedure No. 1.07.01, Technical Instruction, January 29, 1999, 3 pages
Procedure No. 1.07.02, Small Mine Safety Service, January 29, 1999, 4 pages
Procedure No. 1.07.03, Training and Accident Reduction, January 29, 1999, 3 pages
Procedure No. 1.08.01, Licensing, January 29, 1999, 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, May 1, 1999, 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, 1 page
Procedure No. 1.10.01, Computers, January 29, 1999, 2 pages
Procedure No. 1.10.02, Vehicles (Maintenance, Accidents, Cleaning), January 29, 1999, 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

Guidelines For Application of Regulatory Standards

The following documents may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Mines, Minerals and Energy, Division of Mines, 3405 Mountain Empire Road, P. O. Drawer 900, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Guidance Documents:

Chapter 14.2, Article 3, Section 45.1-161.37A, General Coal Miner Certification, August 1, 2001, 2 pages
Chapter 14.3, Article 2, Section 45.1-161.109.A, Roof Control Plans, August 1, 2001, 3 pages
Chapter 14.3, Article 11, Section 45.1-161.193, Electric Equipment, August 1, 2001, 5 pages
Chapter 14.3, Article 11, Section 45.1-161.195 A, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, August 1, 2001, 1 page
Chapter 14.3, Article 12, Section 45.1-161.195 B, C, D, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, August 1, 2001, 2 pages
Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel, August 1, 2001, 5 pages
Chapter 14.3, Article 13, Section 45.1-161.207.B, Welding and Cutting, August 1, 2001, 1 page
Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Accidents, April 10, 2000, 1 page
Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Operator, April 10, 2000, 1 page
Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Surface Coal Mine and Underground Coal Mine, April 10, 2000, 1 page

Guidance Documents:

DM-CM-3-S, Inspection Report, March 1999, 1 page
DM-COM-1, Comment Sheet, July 1, 1994, 1 page
DM-DC-01, Operator Assistance Request Form, November 2001, 1 page
DM-F-1-S, Accident Assistance Request Form, November 2001, 1 page
DM-F-2-S, Roof Fall Investigation Report, March 1999, 1 page
DM-IGN-1-S, Ignition Investigation Report, March 1999, 1 page
DM-IU-01-S, Inundation Investigation Report, March 1999, 1 page
DM-LIC-01, License to Operate a Mine, January 1, 1997, 1 page
DM-TS-1-S, Field Report, March 1999, 1 page
DM-V-1-S, Violation, March 1999, 2 pages
DM-VM-1, Notice of Violation, July 1, 1994, 1 page
DM-WI-1-S, Special Written Instructions, March 1999, 1 page

Guidance Documents:

Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Accidents, April 10, 2000, 1 page
Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Operator, April 10, 2000, 1 page
Chapter 14.2, Article I, Section 45.1-161.8, Definitions, Surface Coal Mine and Underground Coal Mine, April 10, 2000, 1 page
Guidance Documents

Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist, April 10, 2000, 1 page
Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons: Penalty, April 10, 2000, 1 page
Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification, April 10, 2000, 1 page
Chapter 14.2, Article 5, Section 45.1-161.57 A, License Required for Operation of Coal Mines, Term, April 10, 2000, 1 page
Chapter 14.2, Article 3, Section 45.1-161.30 A, Performance of Certain Tasks by Uncertified Persons: Penalty, April 10, 2000, 1 page
Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification, April 10, 2000, 1 page
Chapter 14.2, Article 5, Section 45.1-161.57 A, License Required for Operation of Coal Mines, Term, April 10, 2000, 1 page
Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires, April 10, 2000, 1 page
Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department, April 10, 2000, 2 pages
Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records, April 10, 2000, 1 page
Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets, April 10, 2000, 1 page
Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections, April 10, 2000, 1 page
Chapter 14.2, Article 9, Section 45.1-161.90 A, Notices of Violation, April 10, 2000, 3 pages
Chapter 14.3, Article 2, Section 45.1-161.115 D, Supplies of Materials for Supports, April 10, 2000, 1 page
Chapter 14.3, Article 4, Section 45.1-161.124 A, Shop and Other Equipment, April 10, 2000, 1 page
Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices: Penalty, April 10, 2000, 1 page
Chapter 14.3, Article 6, Section 45.1-161.139, Inspection of Underground Equipment, April 10, 2000, 1 page
Chapter 14.3, Article 6, Section 45.1-161.141 E, Self-Propelled Equipment, April 10, 2000, 1 page
Chapter 14.3, Article 6, Section 45.1-161.143 A, B, Transportation of Material, April 10, 2000, 1 page
Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment, April 10, 2000, 1 page
Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips, April 10, 2000, 1 page
Chapter 14.3, Article 7, Section 45.1-161.159 A & C, Hoisting Engineer, April 10, 2000, 1 page
Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings, April 10, 2000, 1 page
Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment, April 10, 2000, 1 page
Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment, April 10, 2000, 1 page
Chapter 14.3, Article 13, Section 45.1-161.202 B, Emergency Response Plans; List of Next of Kin, April 10, 2000, 1 page
Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment, April 10, 2000, 1 page
Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations, April 10, 2000, 2 pages
Chapter 14.3, Article 14, Section 45.1-161.210 J, Weekly Examinations, April 10, 2000, 1 page
Chapter 14.3, Article 14, Section 45.1-161.221 D, Coursing of Air, April 10, 2000, 1 page
Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane, April 10, 2000, 2 pages
Chapter 14.3, Article 16, Section 45.1-161.251 A, Employment of Inexperienced Underground Miners, April 10, 2000, 1 page
Chapter 14.4, Article 2, Section 45.1-161.256, 257, Safety Examinations, April 10, 2000, 2 pages
Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards, April 10, 2000, 1 page
Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment, April 10, 2000, 2 pages
Chapter 14.4, Article 12, Section 45.1-161.288 & 290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, April 10, 2000, 1 page

Division of Mined Land Reclamation (DMLR)

Division of Mined Land Reclamation Memoranda

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 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 (276) 523-8177 or FAX (276) 523-8163.

Guidance Documents:

Memorandum No. 2-01, Reforestation Reclamation Practices, May 29, 2001, 2 pages
Memorandum No. 3-01, Permit Applications/Priority Reviews, December 12, 2001, 4 pages
Memorandum No. 1-00, Regulation Change (2000-1), May 10, 2000, 11 pages
Memorandum No. 3-99, Groundwater Monitoring Frequency, November 5, 1999, 2 pages
Memorandum No. 2-99, Reduction in Copies of Complete Application Submittal, April 19, 1999, 1 page

Memorandum No. 12-98, Permit Streamline Procedures—Forms, Renewals, Mid-term Reviews, and Pre-subsidence Survey (Hydrologic Data), December 17, 1998, 4 VAC 25-130, Part 770, 3 pages

Memorandum No. 5-98, Permit Information, September 18, 1998, 4 VAC 25-130.774.13, 2 pages

Memorandum No. 4-98, Order to Revise Permit Plans, July 10, 1998, 4 VAC 25-130, 5 pages

Memorandum No. 3-98, Permit Streamline Procedures, June 16, 1998, 4 VAC 25-130, 3 pages

Memorandum No. 2-98, Letter of Credit, June 1, 1998, § 45.1-241.C, 4 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. 7-94, NPDES Reporting, August 29, 1994, 4 VAC 25-130, 2 pages

Memorandum No. 9-93, Company Structure Master File, November 17, 1993, 4 VAC 25-130, 2 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. 3-92, Updating Ownership and Control Information, April 28, 1992, 4 VAC 25-130, 1 page

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 3-90, Standardized Reporting Form for Quarterly Acid Base Monitoring, June 28, 1990, 4 VAC 25-130, 2 pages

Memorandum 1-90, Baseline Hydrologic Data Requirements for PBC Assessments, January 17, 1990, 4 VAC 25-130, 2 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. 6-88, Waivers to Mine Within 300 Feet, May 6, 1988, 4 VAC 25-130, 3 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. 8-85, NPDES Enforcement Policy, April 7, 1985, 4 VAC 25-130, 2 pages

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. 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 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 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, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, (276) 523-8157 or FAX (276) 523-8163.

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 August 18, 2000, § 45.1-228, 2 pages
Guidance Documents

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 August 18, 2000, § 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 August 18, 2000, § 45.1-238C, 6 pages

Procedure No. 2.2.05A, AVS-O/C Investigations, revised August 18, 2000, § 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 August 18, 2000, 4 VAC 25-130-773.15, 2 pages

Procedure No. 2.2.08, Corrections on Applications, revised August 18, 2000, 4 VAC 25-130-773.15, 1 page

Procedure No. 2.2.09, Name Changes on Applications, revised August 18, 2000, 4 VAC 25-130-773.15, 1 page

Procedure No. 2.2.10, Mining Under State Boundaries, revised March 12, 1997, 4 VAC 25-130-773.12, 2 pages

Procedure No. 2.2.11, Priority Review of Applications, revised March 12, 1997, 4 VAC 25-130-773.15, 2 pages

Procedure No. 2.2.12, Terms of Issuance (TOI) Terms of Approval (TOA), revised August 18, 2000, 4 VAC 25-130-773.17, 2 pages

Procedure No. 2.3.01, Permanent Program - Revision Applications, revised August 18, 2000, 4 VAC 25-130-774.13, 3 pages

Procedure No. 2.3.02, Permittee - 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 August 18, 2000, 4 VAC 25-130-816.131 and 4 VAC 25-130-817.131, 3 pages

Procedure No. 2.3.05, Midterm Permit Evaluation, revised August 18, 2000, 4 VAC 25-130-774.11, 2 pages

Procedure No. 2.3.06, Permit Renewals, revised August 2, 1999, 4 VAC 25-130-774.15, 3 pages

Procedure No. 2.3.07, Completion Letters, revised August 18, 2000, § 45.1-235E, 2 pages.

Procedure No. 2.3.08, Completion Review, revised August 18, 2000, § 45.1-235E, 2 pages.

Procedure No. 2.3.09, Bond Release, revised August 18, 2000, 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 August 18, 2000, 4 VAC 25-130-Part 842, 6 pages

Procedure No. 3.3.01, Permanent Program (Chapter 19) Enforcement and Inspection Procedures, revised August 18, 2000, 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 October 1, 1998, 4 VAC 25-130-816.41(h)/817.41(j), 3 pages

Procedure No. 3.3.05, NPDES Permits, revised August 18, 2000, 4 VAC 25-130-816/817.42, 3 pages

Procedure No. 3.3.06, Coal Exploration, revised August 18, 2000, 4 VAC 25-130, Part 772, 3 pages

Procedure No. 3.3.07, Certification of Ponds, Roads, Fills, etc., revised August 10, 2000, 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 August 18, 2000, 4 VAC 25-130-800.50 and 801.19, 3 pages

Procedure No. 3.3.10, Show Cause Order, Permit Suspension/Revocation, revised August 18, 2000, 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 August 18, 2000, 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 August 18, 2000, §§ 45.1-235G and 45.1-258E, 1 page

Procedure No. 3.4.01, Suspension and Revocation of DMLR Blaster Endorsement Certification, revised August 18, 2000, 4 VAC 25-130-850.15(b), 3 pages

Procedure No. 3.5.01, Bond Forfeiture Reclamation, revised September 24, 2001, § 45.1-247, 7 pages
Guidance Documents

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 No. 4.1.02, Realty Procedures, May 28, 1998, § 45.1-263.A, 6 pages

Guide to Bond Reduction/Release, August 1997, 4 VAC 25-130-800.40, and 801.18, 24 pages


Civil Penalty Assessment Manual, revised March 12, 1997, 4 VAC 25-130, Parts 845 and 846, 24 pages

Division of Mined Land Reclamation -- Other Documents

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 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 (276) 523-8177 or FAX (276) 523-8163.

Guidance Documents:

Administrative Record of Virginia's Coal Surface Mining Reclamation Program Approval by the U.S. Office of Surface 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 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 (276) 523-8157 or FAX (276) 523-8163.

Guidance Documents:

Receiving and Handling Payments at the Keen Mountain Office, revised February 10, 1999, 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 workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Lola Varner or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of the following documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8157 or FAX (276) 523-8163. These forms are used by agency staff to implement 4 VAC 25-130.

Guidance Documents:

DMLR-AML-001, AML Project Approval Sheet, revised April 1, 1997, 1 page

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-168, AML Suspend/Resume Work Order, April 1, 1997, 1 page

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-199, Application for Payment, revised May 1, 1999, 1 page

DMLR-AML-199A, Addendum to Application for Payment, revised May 1, 1999, 1 page

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Guidance Documents

DMLR-AML-199B, Addendum to Application for Payment – Schedule, revised May 1, 1999, 1 page
DMLR-AML-199C, Addendum to Application for Payment – Material Storage, revised May 1, 1999, 1 page
DMLR-AML-249, Design Concept Worksheet, May 1, 1993, 6 pages
DMLR-AML-260, AML Site Evaluation Matrix, March 1, 1998, 2 pages
DMLR-AML-301, Public Notice of Intent to Enter to Conduct Reclamation Activities, March 1, 1998, 2 pages
DMLR-AML-302, Landowner Contract, March 1, 1998, 1 page
DMLR-AML-303, Realty Completion Memorandum, March 1, 1998, 1 page
DMLR-AML-304, Notice of Lien, March 1, 1998, 2 pages
DMLR-AML-305, Lien Waiver, March 1, 1998, 1 page
DMLR-AML-306, Request for Title Search Services, March 1, 1998, 2 pages
DMLR-AML-307, Property Owner List, March 1, 1998, 1 page
DMLR-AML-308, Lien Determination, March 1, 1998, 1 page
DMLR-AML-309, Estates to be Appraised, March 1, 1998, 1 page
DMLR-AML-310, Review of Appraisal Report, March 1, 1998, 2 pages
DMLR-AML-311, Realty Analysis, March 1, 1998, 2 pages
DMLR-AML-312, Affidavit, July 1, 1998, 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-032S, Complaint Investigation, September 1, 1998, 2 pages
DMLR-ENF-044S, Inspection Report, September 1, 1998, 1 page
DMLR-ENF-045S, Notice of Violation, September 1, 1998, 2 pages
DMLR-ENF-046S, Cessation Order, September 1, 1998, 2 pages
DMLR-ENF-047S, Modification, Vacation, or Termination of Notice of Violation, Cessation Order or Revision Order, September 1, 1998, 1 page
DMLR-ENF-099, Report of Blasting Complaint, June 1, 1997, 2 pages
DMLR-ENF-194S, Revision Order Notice, September 1, 1998, 2 pages
DMLR-PT-008, Application Checklist & Routing Slip, revised September 1, 2000, 2 pages
DMLR-PT-019, Permit To Operate A Coal Surface Mine, January 1993, 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), April 1999, 5 pages
DMLR-PT-256, Midterm Review Checklist, revised February 1999, 2 pages

Division of Mineral Mining (DMM)

Division of Mineral Mining Documents and Communication Memoranda

The following documents may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

Guidance Documents:


Division of Mineral Mining Rescue and Recovery Plan, August 23, 1999, § 45.1-161.292:50 F, 14 pages

Communication Memorandum No. 10-00; pertains to how Division of Mineral Mining will apply 4 VAC 25-40-770, 4 pages

Communication Memorandum No. 03-99; pertains to submittal of contractor information needed to perform risk assessments; July 16, 1999, § 45.1-161.292:32.A.5 and § 45.1-161.292:55, 4 pages

Communication Memorandum No. 02-99; pertains to reporting of contractor information required as part of the mine license application; July 16, 1999, § 45.1-161.292:32.A.3, 3 pages

Communication Memorandum No. 01-99; pertains to reporting of non-serious and non-fatal personal injuries; June 14, 1999, 4 VAC 25-40-50, 6 pages

Communication Memorandum No. 01-98; pertains to reporting of serious and/or potentially serious personal injuries; November 11, 1998, 4 VAC 25-40-50, 3 pages

Communication Memorandum No. 01-97; pertains to reporting of non-serious and non-fatal personal injuries; November 11, 1998, 4 VAC 25-40-50, 3 pages

Communication Memorandum No. 01-96; 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 Waste, March 10, 1993, 4 VAC 25-30-170, 6 pages

Virginia Register of Regulations

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Guidance Documents

Record Book for Mineral Mine Operators; a book of forms and information to assist mine operators in the keeping of required mine records; June 1, 1999, Mineral Mine Safety Laws of Virginia-1999 Edition—various code sections as identified in the Record Book, 64 pages

Contractors Memorandum: Contractor Information Provided to the Division of Mineral Mining, November 5, 1998, § 45.1-161.292:32.3, 3 pages

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

Operators Memorandum: Annual Tonnage Reports, revised December 29, 1999 (This document is revised and reissued annually), § 45.1-161.292:35, 2 pages

Operators Memorandum: 1999 Risk Assessment, August 27, 1999 (This document is revised and reissued annually), § 45.1-161.292:55, 8 pages

Operators Memorandum: Transferability of Mineral Mining Permits, June 28, 1996, § 45.1-181, 9 pages


Surface Foreman Certification Course Student Guide; intended to guide and assist certification applicants in preparation for the surface foreman certification examination; September 2001, § 45.1-161.292:19, 106 pages

Surface Blaster Certification Course Student Guide; intended to guide and assist certification applicants in preparation for surface blaster certification examination; March 2001, Section 45.1-161.292:19, 107 pages

General Mineral Miner Course Guide; this document is used by DMM staff and is distributed to industry as an instructional guide for general mineral miner training and certification; March 2001, § 45.1-161.292:28 and 4 VAC 25-35-120, 47 pages

Board of Mineral Mining Examiners Certification Requirements (Summary Sheets); provides information on applicant requirements and certification examination composition:

- Surface and Underground Foreman Certification, July, 1996, 4 VAC 25-35-10 and 20; 4 VAC 25-35-50 and 60, 1 page
- Surface and Underground Blaster Certification, July, 1996, 4 VAC 25-35-10 and 20; 4 VAC 25-35-90 and 90, 1 page
- Mineral Mine Electrician Certification Directions; the document explains the requirements and procedures for obtaining certification as a "Journeyman Electrician" through the Virginia Department of Professional and Occupational Regulation to meet the mineral mining requirements; November 2001, § 45.1-161.292:19 and 4 VAC 25-35-100, 4 pages
- Waivered Program Performance Evaluation, revised November 1997, § 45.1-197, 4 pages
- Non-Point Source Pollution Protocol and Orphaned Mine Land Site Investigation Report, revised October 2000, § 45.1-197.3 through 197.7, 22 pages

Orphaned Mining 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, revised 1998, § 45.1-184.1 et seq., 1 page

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

Underground Blaster Certification Study Guide; Intended to guide and assist certification applicants in preparing for certification examinations; November 1994, § 45.1-161.292:19, 42 pages

Inspectors Guidelines for Materials Brought onto Mine Sites, February 1993, 4 VAC 25-30-170, 7 pages

Excavation Activity Check List, February 20, 1991, §45.1-180 et seq., 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

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 workdays from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, P.O.Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325. These procedures are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Guidance Documents:

- Procedure No. 2.1, Operator Assistance, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page
- Procedure No. 2.4, Inspections, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page
- Procedure No. 2.5, Inspection Frequency: Safety, May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages
- Procedure No. 2.6, Inspection Frequency: Reclamation, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages
- Procedure No. 2.7, Inspection Reports, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages
- Procedure No. 2.8, Special Orders/Notices of Violation, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 3 pages

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Procedure No. 2.9, 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, § 45.1-180 et seq., 2 pages

Procedure No. 2.14, Accident/Fire Investigations, revised May 21, 1997, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 2 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. 3.1, General Procedures for Reclaiming Orphaned Land Sites, revised February 24, 1998, § 45.1-180 et seq., 1 page

Procedure No. 4.1, Relinquishments and Repermitting, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 4.2, 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. 4.3, Additional Bond Required at Anniversary Time, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.4, Bond Reduction and Release, revised September 10, 1991, § 45.1-180 et seq., 2 pages

Procedure No. 4.5, Completion Material/Permit Close-out, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.6, Amendments, January 8, 1996, § 45.1-180 et seq., 1 page

Procedure No. 4.7, Change in Operating Officials, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 4.8, Temporary Cessation of Surface Mines, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.9, 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 No. 4.10, Field Approval, January 8, 1996, § 45.1-180 et seq., 1 page

Procedure No. 4.11, Initial Site Inspection, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.12, Mineral Mining Quarrying Schedule (Tonnage Report), revised September 10, 1991, § 45.1-161.292:1 et seq., 1 page

Procedure No. 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 No. 4.14, Hearing Procedures, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 6 pages

Procedure No. 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 No. 4.18, Contractor Information, January 8, 1996, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.19, Confidential Files, March 24, 1997, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.20, Permit Transfers, January 8, 1996, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 4.22, 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. 4.3, Additional Bond Required at Anniversary Time, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.4, Bond Reduction and Release, revised September 10, 1991, § 45.1-180 et seq., 2 pages

Procedure No. 4.5, Completion Material/Permit Close-out, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.6, Amendments, January 8, 1996, § 45.1-180 et seq., 1 page

Procedure No. 4.7, Change in Operating Officials, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 4.8, Temporary Cessation of Surface Mines, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.9, 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 No. 4.10, Field Approval, January 8, 1996, § 45.1-180 et seq., 1 page

Procedure No. 4.11, Initial Site Inspection, revised September 10, 1991, § 45.1-180 et seq., 1 page

Procedure No. 4.12, Mineral Mining Quarrying Schedule (Tonnage Report), revised September 10, 1991, § 45.1-161.292:1 et seq., 1 page

Procedure No. 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 No. 4.14, Hearing Procedures, revised September 10, 1991, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 6 pages

Procedure No. 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 No. 4.18, Contractor Information, January 8, 1996, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.19, Confidential Files, March 24, 1997, § 45.1-161.292:1 et seq., 1 page

Procedure No. 4.20, Permit Transfers, January 8, 1996, § 45.1-161.292:1 et seq. and § 45.1-180 et seq., 1 page

Procedure No. 5.2, 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 No. 5.5, Inquiries for Training Information, and Courses, revised September 1995, § 45.1-161.292:1 et seq., 2 pages

Procedure No. 5.7, 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 workdays from 8 a.m. until 5 p.m. at the office of the Division of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Tina R. Knight at the same address, telephone (434) 951-6311 or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these forms may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325. 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, revised September 1999, 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-104BS, Violation Form - Computer Generated Form Used To Generate Special Orders, Non-Compliance, Violations, And Closure Orders From The Automated DMM Enforcement System, October 1998, 5 pages

DMM-104C, Accident Report, revised September 1999, 1 page

DMM-104D, Bond Release Inspection, September 1999, 1 page
Guidance Documents

DMM-104E, Blasting Complaint Investigation Data, September 1999, 1 page
DMM-104F, Complaint Investigation Form, September 1999, 1 page
DMM-104FS, Complaint Investigation - Computer Generated Form Used To Generate Complaint Investigation Reports From The Automated DMM Enforcement System. This Form Is Used For All Complaints Including Blasting Complaints, October 1998, 2 pages
DMM-104Fs-s, Inspection Report, Computer generated form used to generate inspection reports from the automated DMM inspection system, October 1998, 1 page
DMM-104s, Inspection Report (Computer), October 1998, 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-106d, 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-110, Notice of Non-Compliance, September 1999, 1 page
DMM-111, Release of Bond, September 1999, 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, revised December 2001, 6 pages
DMM-153, Red Tag Closure Order, March 1, 1991, 1 page
DMM-162s, Contractor Contact Report, January 2002, 1 page

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 workdays 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 (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to Bob Wilson, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

Operator's Memo regarding Annual Reports, January 27, 2001, 1 page
Operators Memo regarding Computerized Reporting of Production Data, November 15, 2000, 2 pages
Complaint Investigations Under Article 4 of Title 45.1, September 1, 1998, 4 pages
Operator's Memo regarding Brush Barrier Construction and Use in Gas and Oil Operations, January 26, 1998, 6 pages
Operator's Memo regarding Compliance with 4 VAC 25-150-510.7 and 4 VAC 25-150-590.7 of the Gas and Oil Regulation, May 31, 1996, 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 workdays 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 (276) 676-5423 or FAX (276) 676-5459.
Questions regarding interpretation or implementation of these forms may be directed to Bob Wilson, 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-COV-S, Cancellation of Violation, (automated), February 1999, 1 page
DGO-IR, Inspection Report, June 16, 1989, 1 page
DGO-IR-S, Inspection Report (automated), October 2001, 1 page
DGO-LOC, Lifting of Closure, July 1, 1995, 1 page
DGO-NOV, Notice of Violation, June 16, 1989, 1 page
DGO-NOV-S, Notice of Violation, (automated) November 1998, 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

PR030-97, Temporary Supplemental Licenses for Used Car Sales, December 1997, § 46.2-1516; and Temporary Supplemental Licenses for Used Car Sales (Rev.1), August 2000

PR050-97, Wholesale Sales Agreement, December 1997, § 46.2-1530

“Dealers Who Are Not Maintaining Hours”, MVDB Meeting Summary from July 1998

“Procedures For Violations of Minimum Hours And Established Place of Business” MVDB Meeting Summary from July 1998.

Guidance Documents: Dealer Licensing

LI010-97, Certificate of Qualification, December 1997, §§ 46.2-1511 and 46.2-1512

“Guidelines for Review of Applicants Who Have a Criminal History” (March 17, 1998)

“Process for Determining Sanctions” (July 1999)


"Review of the Dealer's Buyer's Order," MVDB Meeting Summary from January 1996, § 46.2-1530

"Delegation of Authority to the Executive Director and Office Manager," Meeting Summaries from March 1996, September 1996, September 1997 and July 1999

Guidance Documents: Dealer Advertising


Guidance Documents: Administration

AD010-95, Board Meetings (Parliamentary Guidelines), May 1997
AD020-95, Board Meetings (Public Comment), May 1997
AD030-96, Board meetings (Meeting Documentation), May 1997
AD040-95, Board Meetings (Vice-Chair), May 1997
AD050-96, Board meetings (Meeting Dates and Times), December 2001
AD060-95, Executive Director (Office Supplies), May 1997
AD070-95, Executive Director (Board Guidance), May 1997
MVDB American Express Purchase Policy, September 2000
MVDB Annual Loss Analysis Policy, September 2000
MVDB Internet Privacy Policy, October 2000

Guidance Documents: Internal Process

MVDB-01, Qualifications, October 1999
MVDB-02, Initial Salesperson Licensing, October 1999

MOTOR VEHICLE DEALER BOARD

Copies of the following documents may be viewed during regular workdays 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

PR010-97, Variance for Hours of Operation, May 1997, § 46.2-1533
PR020-97, Off-Site Storage of Records, May 1997, § 46.2-1529

Virginia Register of Regulations

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MVDB-03, Monthly Renewals, November 1999
MVDB-04, Dealer Licensing, October 1999
MVDB-05, Non Profit Organization Consignment Processing, April 2000
MVDB-06, Permanent and Temporary Supplemental Licensing, May 2000
MVDB-07, Field Inspections, June 2000
MVDB-08, Plate and Decal Inventory, August 2000

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 July 2000

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

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 November 2000

Financial Responsibility Insurance Filing Via Internet, Issued January 1999

FY 1998 Guidelines for Highway Safety 304 Funds, issued February 1997

Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566

Insurance Verification Activities Annual Report

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


MCTS247, Motor Carrier Guidelines, revised January 2000

MED 5, Minimum Vision Requirements for Licensed Drivers of Motor Vehicles, revised June 2001, § 46.2-311

MED 12, Virginia Parking Placards and Plates for Customers with Disabilities, revised June 2001, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241.


MED 44, Driver Licensing Information for Wearers of Bioptic Telescopic Lens, revised June 2001, § 46.2-312

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


PRO 2, Virginia Motorcycle Operator Manual, revised September 2001

PRO 3, A Newcomer's Guide to Motorcycling in Virginia, August 2001

PRO 5 A DMV Guide for Family Members and Friends of the Recently Deceased, revised July 2001

PRO 6, What Can I Do Online?, revised July 2001

PRO 7, Virginia webCAT, Virginia’s Electronic Motor Carrier Solution, July 2001

PRO 8, Extra Teller Insert, revised March 2001

PRO 10, “Meet Snap Dragon and His Friends” (activity book), October 1997
Guidance Documents

PRO 14, The Virginia Driver Improvement Program, A Different Kind of Crash Course, revised July 2001, § 46.2-489 et seq.

PRO 15, The Virginia Driver Improvement Program, Moving Violations and Point Assessments, revised July 2001, §§ 46.2-491 through 46.2-494

PRO 17, It's Cool to Know the Rules, Driving Laws for Virginia's Teens, revised June 2001, § 46.2-334 et seq.


PRO 34, Virginia Motorcycle Skills Test, revised March 2001

PRO 34A, Virginia Motorcycle Skills Test (alternate version), revised March 2001


PRO 41, Steps to Obtaining a Driver's License or Photo ID Card in Virginia, revised October 2001

PRO 52, Organ Document Insert, July 2001

PRO 60, Virginia Commercial Driver's Manual, revised July 2000, § 46.2-341.1 et seq.

PRO 66, Insurance Requirements Brochure, Revised July 2001

PRO 68, Virginia is Tough (on drunk and drugged drivers), revised July 2001

PRO 72, Virginia Automobile Liability Insurance Reporting Requirements, revised February 2000

PRO 75, Teaching Your Teen to Drive, revised July 2001

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.


Special Employee Identification Card Program for Agencies/Organizations in State and Local Governments Information Sheet, revised October 2001, § 46.2-345

US531A, Information Use Agreement, revised September 1, 2000, § 46.2-208

US531E, Application for Extranet Transaction Access, revised September 1, 2000, § 46.2-208

Vehicle Registration Guidebook, revised November 1997

Virginia Fuels Tax Act Guidelines, dated August 2000

Virginia International Registration Plan, issued September 1997


Virginia Department of Motor Vehicles 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 2001, Site Contents include:

WHAT CAN I DO ONLINE?

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Mobile Motorcycle Training Unit
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Computer-based Driver Improvement Clinics
Commercial Driver Training Schools
Organ Donation
Driving Laws for Virginia Teens
Teaching Your Teen to Drive
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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
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, Board opinion regarding the delegation of task of obtaining specimens to unlicensed personnel, adopted January 1993

90-8, Board opinion on the delegation of nursing activities, adopted September 1993

90-9, Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, adopted 1986, revised 1993

90-10, Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, adopted 1986, 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


90-20, Requirement for licensure by endorsement by Licensed Practical Nurses, affirmed September 1997

90-21, Preparation of medications, letter from Corinne Dorsey, October 2, 1990

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

95-3, Board guidelines on disciplinary case intake requirements, adopted February 27, 1996


95-5, Document of Department of Health; Common understanding of definitions and terms used to identify resident mistreatment, April 17, 2000

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 23220. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at nhabd@dhp.state.va.us. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Sandra K. Reen, Executive Director of the board at the address above or by telephone at (804) 662-7457. Copies are free of charge.

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 23220. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at nursebd@dhp.state.va.us. 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

90-22, Execution of a Do Not Resuscitate Order, letter from Nancy Durrett, February 19, 1998

90-23, Decision-making Model for Determining RN/LPN Scope of Practice, adopted by the board September 24, 1996

90-24, Scope of nurse aide practice, letter from Corinne Dorsey, June 3, 1994

90-25, Transcribing a physician order to a prescription, letter from Nancy Durrett, May 27, 1998

90-26, Board opinion on reinstatement applications for individuals with revoked certificates based on a finding of abuse, neglect or misappropriation of resident property, adopted July 23, 1996

90-27, Board opinion on reinstatement requests by individuals with lapsed certificates who have findings of abuse, neglect or misappropriation of resident property, adopted May 20, 1998

90-28, Board opinion on authority to amend board orders requiring participation in Peer Assistance for Chemically Dependent Nurses, adopted March 24, 1998

90-29, Definition of the term “administer” for patient in private residence and for students on a school field trip, adopted by the Board of Pharmacy on June 11, 1998, with concurrence of the Board of Nursing on July 21, 1998

90-30, Ability of registered nurses to take orders from physician assistants, letter from Nancy K. Durrett, September 3, 1998

90-31, Drug orders conveyed by pharmacists, letter from Nancy K. Durrett, September 8, 1998

90-32, Board opinion on adverse findings of neglect by certified nurse aides, adopted September 23, 1998

90-33, Board motion on applicants who are enrolled in the Health Practitioner Intervention Program, adopted July 20, 1999

90-34, Board motion on review and challenge of NCLEX, adopted July 20, 1999

90-35, Board motion authorizing staff to offer pre-hearing consent orders to certified nurse aides for patient abandonment, adopted September 28, 1999

90-36, Guidelines for the training of employees of school boards in the administration of insulin and glucagon, August 1999

90-37, Board motion on requesting strategies for improvement for nursing education programs having less than 80% passing rate on the licensure examination for at least two years, adopted March 24, 1998.

90-38, Board motion on disposition of cases against nurses practicing with expired licenses, adopted May 11, 1999.

90-39, Board motion authorizing staff to offer pre-hearing Consent Orders in cases of noncompliance or dismissal in Health Practitioners’ Intervention Program cases, adopted September 26, 2000.

90-40, Board opinion that the surveillance activities required by the OHSA Respiratory Standards are within the scope of practice of the registered nurse, adopted November 15, 2000.

90-41, Board motion adopting article on patient abandonment by Dr. Shelley Conroy in the Spring 2001 Nursing Notes, adopted March 20, 2001.

90-42, Board opinion on the delegation of circulating duties in the operating room to unlicensed persons, adopted July 17, 2001.

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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at optbd@dhp.state.va.us.

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. Milvick, 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, January 1993 to November 29, 1999
105-15, Newsletter, January 1995, Prescription release and expiration dates; record keeping.
105-16, Newsletter, July 1996, Record keeping
105-17, Board minutes, February 7, 1997, Advertising guidelines
105-19, Consent Order for Jack David Cadenhead, O.D.; July 12, 1996, Mercantile practice
105-20, Consent Order for Lynne A. Chintala, O.D.; November 13, 1997, Mercantile practice
105-21, Consent Order for Robert Fornilli, O.D.; March 12, 1998, Mercantile practice
105-22, Consent Order for Christopher A. McGlone, O.D.; October 1, 1998, Mercantile practice
105-23, Consent Order for Mary Vaughan-Camp, O.D.; March 12, 1998, Mercantile practice
105-24, Consent Order for Thomas Hwa-Hong, O.D.; July 26, 1999, Mercantile practice

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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at pharmbd@dhp.state.va.us.

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, April 2001
110-2, Instructions for applicants for a pharmacist license by examination, April 2001
110-5, Instructions and forms for reporting of thefts or losses of drugs, July 2001
110-6, Instructions and forms for destruction of drugs by pharmacies, July 2001
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 July 2001
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
110-16, Guidance for pharmacies on returning drugs to stock from "will-call," February 10, 1998
110-17, Instructions for graduates of foreign schools of pharmacy, revised April 26, 1999
110-18, Interpretation of “administer” to include preparation for administration, June 11, 1998
110-20, Guidance for pharmacies providing prescriptions blanks to prescribers, December 8, 1998
110-21, Guidance for clarification of the term "on duty" as used in 18 VAC 110-20-190 (C) of the Regulations Governing the Practice of Pharmacy, April 21, 1999
110-22, Guidance for waivers for free clinics related to restricted access, February 2, 2001
110-23, Repackaging medications into unit dose or compliance packaging for long term care facilities when one pharmacy dispenses and a second pharmacy repackages, June 15, 1999
110-24, Guidance for setting NAPLEX passing score, October 5, 1999
110-25, Guidance for life of a prescription after a prescriber no longer in practice, October 5, 1999
110-27, Pharmacist-In-Charge responsibilities, June 2000
110-28, Guidance for free clinic pharmacy permit applicants, July 2000
Guidance Documents

110-29, Guidance Document for physician dispensing, September 2000

110-30, Methods prescribed or approved for animal euthanasia and competency certification requirements, Directive from the State Veterinarian, December 1, 2000

110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, December 1, 2000

110-32, Regulatory Information for New Pharmacies, March 2000

BOARD OF PHYSICAL THERAPY

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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at ptboard@dhp.state.va.us.

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) 662-9911. Copies are free of charge.

Guidance Documents:


DEPARTMENT OF PLANNING AND BUDGET

Contact for questions or to obtain a copy: James B. Cook, Jr., 200 North Ninth Street, Room 418, Richmond, VA 23219, telephone (804) 786-0212 or e-mail jcook@dpb.state.va.us. Copies may be obtained at no charge at http://www.dpb.state.va.us/forms/forms.cfm or at the above address.

Guidance Document:

Nonstate Agency Budget Request Instructions and Form, updated July 19, 2001, §§ 2.2-1505 and 2.2-4300

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:


Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects

APELSCIDLA Board Sanction Guidelines for Violations that occurred before July 1, 1999, issued June 8, 2000, §§ 54.1-201 and 54.1-202 and 18 VAC 10-20-790

APELSCIDLA Board Sanction Guidelines for Violations that occurred after July 1, 1999, issued June 8, 2000, § 54.1-201 and 54.1-202 and 18 VAC 10-20-790

Course Requirements for Engineering Technology Program, adopted May 1996, 18 VAC 10-20-200.4 and 18 VAC 10-20-210.4

Asbestos and Lead

Procedures Manual for Asbestos Licensing, issued May 2001, 18 VAC 15-20

Procedures Manual for Lead Based Paint Activities Certification, issued March 2001, 18 VAC 15-30

Barbers and Cosmetology

Procedures Handbook for Barbers, issued June 1999, 18 VAC 40-20, $18.75

Procedures Handbook for Cosmetology, issued July 1999, 18 VAC 55-10, $18.75

Contractors


Hearing Aid Specialists

Procedures Handbook for the Board for Hearing Aid Specialists, issued September 1999, 18 VAC 80-20, $18.75

Opticians

Procedures Handbook for the Board for Opticians, issued August 1999, 18 VAC 100-10, $18.75

Real Estate Appraisers

Real Estate Appraiser Desk Procedures, revised 1998, 18 VAC 130-20

Real Estate Appraiser Sanction Manual, revised May 1998, 18 VAC 130-20-160

Virginia Register of Regulations

1560
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


Waste Management Facility Operators


Waterworks and Wastewater Works Operators


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. Copies may also be downloaded from the board's webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at psy@dhp.state.va.us.

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:

125-2, Assistant Attorney General Opinions

125-2.1, Interpretation of statutes pertaining to release of health care records, April 7, 1997

125-3, Minutes of the Board

125-3.1, Residency requirements applied to both exempt and non-exempt work settings, May 21, 1992

125-3.2, Clarification that a residency can not begin until approved by the board, November 19, 1992

125-3.3, 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, January 12, 1993

125-3.4, Determination that the Chair of the Examination Committee would have the authority to make decisions on special accommodation requests, January 18, 1994

125-3.5, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, March 23, 1999

125-3.6, Policy that all forms within the applicant's control be received prior to the examination deadline in order for applicants to be deemed eligible for the examination, June 8, 1999

125-3.7, Table outlining reporting requirements for health care practitioners, April 2000

125-4, Newsletters of the Board

125-4.1, Guidance from the Assistant Attorney General on how to provide services while under supervision for sex offender treatment provider certification, Summer 1998

125-4.2, Guidance regarding mandatory reporting of impaired practitioners who may present a danger to the public. Summary of Virginia statutes regarding maintenance and release of client records, Fall 2000

PUBLIC DEFENDER COMMISSION

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 Public Defender Commission located at 701 E. Franklin Street, Suite 1416, Richmond, VA 23219. Copies may be obtained free of charge by contacting Jane Chittom, Appellate Defender, at the same address or by telephone (804) 786-4960 or FAX (804) 371-8326.

Questions regarding interpretation or implementation of these documents may also be directed to Ms. Chittom.

Guidance Document:

Standards for the Qualifications of Appointed Counsel in Capital Cases, issued January 1, 2002, § 19.2-163.8 E

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the office of the Department of Rail and Public Transportation, 1313 East Main Street, Suite 300, P.O. Box 590, Richmond, VA 23218-0590. Single copies may be obtained free of charge by contacting Sheryl B. Armstrong at the same address, telephone (804) 786-3701, FAX (804) 225-3664 or e-mail sarmstrong@drpt.state.va.us. Copies of all guidance documents are available to view or download at the DRPT website: www.drpt.state.va.us.

Questions regarding the 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) 225-3664 or e-mail lbevon@drpt.state.va.us; or to J. Randolph Smith, Jr., Deputy Director, at the same address, telephone (804) 371-4866, FAX (804) 225-3664 or e-mail rsmith@drpt.state.va.us.

Guidance Documents:

Public Transportation (Transit, Paratransit, and Vanpools):
Guidance Documents

State Aid for Public Transportation: Grant Application Package, Fiscal Year 2002, revised December 2000, § 33.1-391.5

Federal Transit Administration Section 5303 (Metropolitan Planning) Program: Grant Application Package, revised January 2001, § 33.1-391.5

Federal Transit Administration Section 5310 (Elderly and Persons with Disabilities) Program: Information and Application Package, Fiscal Year 2002, revised December 2000, § 33.1-391.5


Rail:

Official State Railroad Map, revised April 2000, § 33.1-391.5


Rail Industrial Access Program: Application Procedures and Forms, revised July 2000, § 33.1-391.5

Rail Preservation Program: Application Procedures and Forms, revised April 1999, § 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 or 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 1-800-552-5019). TTY users call (804) 662-9040 (toll free 1-800-464-9950).

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, updated July 1, 2000, Katherine Lawson. Also available on DRS Web site.

Strategic Plan for Innovation and Expansion, updated July 1, 2000, Katherine Lawson. Also available on DRS Web site.

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program (customer handbook), revised 11/99, Dana Rosanelli. Also available on DRS Web site.

Path To Achievement, issued January 1999, Dana Rosanelli.


New Counselor Skills Supervisor's Checklist, revised 2001, Brenda Adkins or Susan Burns.


The following vocational rehabilitation program guidance documents are updated monthly:

Field Rehabilitation Services Policy and Procedures Manual, first 10 pages front and back are free and $0.15 each additional page (number of pages varies by policy), Liz Smith or Gloria O'Neal. Also available on DRS Web site.

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:

State Plan for Independent Living, effective October 1, 2001 through September 30, 2004


State Personal Assistance Services Program Guidance Documents, Susan Payne or Teresa Wingold:


Personal Assistance Services brochure, issued March 2000.


Brain Injury & Spinal Cord Injury Services Program Guidance Documents, Patricia Goodall:


Consumer Services Fund Guidance Documents, Mike Scione:

Consumer Services Fund Guidelines and Application, revised March 2000.
Disability Services Boards Documents, Mark Hawkins or Dina Zanetta:
Rehabilitation Services Incentive Fund Guidelines and Application, revised September 2001.

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, Virginia 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. TTY users call toll free 1 (800) 811-7893 or locally (540) 332-7239.

Medical Services Guidance Documents, Paige Moore:
Admissions Criteria for Short Term Rehabilitation Unit, revised November 2001.

Career and Life Services Guidance Documents, Kathy Trossi:

Student Life Guidance Documents, Bob Edmiston:

Other WWRC Guidance Documents:
WWRC Services listing/fee schedule, WWRC Fiscal Manager.
WWRC Guide to Programs and Services, revised 2001, Kathy Trossi.
WWRC Brochure, revised 2000, Wendell Coleman.

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:
Virginia Retirement Act, revised August 2001
Benefits Manual, Title 51.1, Code of Virginia, Chapters 1-7, 12, 15, 16 revised September 2001
Employer Payroll Manual, revised December 1994, Code of Virginia, Chapters 1-7
Handbook for Members, summary plan description, revised November 2001, Code of Virginia, Chapters 1-7, 10, 11, 13, 14
Guidelines to Retirement (Information Series #2), revised January 2000, Code of Virginia, Title 51.1, Chapters 1, 2
Guidelines to Retirement (Information Series # 3), revised November 1999, Code of Virginia, Title 51.1, Chapters 1, 3
Guidelines to Retirement (Information Series #4), revised November 1999, Code of Virginia, Title 51.1, Chapters 1-7
Disability Retirement (Information Series #6), revised November 1999, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5
Group Life Insurance (Information Series #7), revised November 1999, Code of Virginia, Title 51.1, Chapter 5
Optional Group Life Insurance (Information Series #9), revised December 1998, Code of Virginia, Title 51.1, Chapter 5
Member Benefit Profile, last published September 2001, Code of Virginia, Title 51.1, Chapters 1-7, 10
Deferred Compensation Administrative Manual, revised May 1995, Code of Virginia, Title 51.1, Chapter 6
Easy Access to Your Plan Account (deferred compensation), revised October 1999, Code of Virginia, Title 51.1, Chapter 6
What You Should Know About Your Deferred Compensation Plan, revised April 1998, Code of Virginia, Title 51.1, Chapter 6
Emergency Withdrawal Procedures (deferred compensation), revised April 1998, Code of Virginia, Title 51.1, Chapter 6
Investment Option Guide, revised December 1999, Code of Virginia, Title 51.1, Chapter 6
Deferred Compensation Plan Information Kit, revised January 1998, 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
Virginia Sickness and Disability Program Handbook, revised May 2000, Code of Virginia, Title 51.1, Chapter 11
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
Guidance Documents

Memo to Retirees, published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Direct Deposit Factsheet, revised July 1997, Code of Virginia

Disability Factsheet, revised November 2001, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Refund Factsheet, revised September 1998, Code of Virginia, Title 51.1

Refund Factsheet for Disability Retirement Compensable Under Workers' Compensation, published July 1997, Code of Virginia, Title 51.1

Retiree Handbook, Code of Virginia, revised May 2000, Title 51.1, Chapters 1-7

VRS Annual Report, December 2001, published annually, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Members), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Retirees), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

What's Quick, Easy And Only A Phone Call Away? (VIPS For VRS Employers), published June 2000, Code of Virginia, Title 51.1, Chapters 1-7

DEPARTMENT FOR RIGHTS OF VIRGINIANS WITH DISABILITIES

Guidance documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. at the department’s central office located at 202 North 9th Street, 9th Floor, Richmond, VA 23219. For questions about interpretation or implementation of any guidance document, or to request a copy free of charge, please contact the Program Operations Coordinator at the above address or by calling (804) 225-2061 or (800) 552-3962. TTY users may call (804) 225-2042 or (800) 552-3962.

Guidance Documents:

Client Assistance Program, reprinted November 2001

Department for Rights of Virginians with Disabilities General Brochure, revised September 2001

Department for Rights of Virginians with Disabilities Policy 1.1, Services, effective November 1, 1997

Department for Rights of Virginians with Disabilities Policy 1.2, Service Access and Eligibility, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.3, Service Requests, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.5, Conditions of Representation, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.6, Assignment of Legal Counsel, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.7, Consumer Appeals, effective September 1, 1998

Department for Rights of Virginians with Disabilities Policy 1.8, Complaints Regarding DRVD Services, effective July 10, 1997

Department for Rights of Virginians with Disabilities Policy 1.9, Coordination with Other Agencies, Individuals and Organizations, effective April 1, 1999

Department for Rights of Virginians with Disabilities Policy 1.10, Use of Experts, effective April 1, 1998

Department for Rights of Virginians with Disabilities Policy 2.4, Mediation, effective May 18, 1998

Department for Rights of Virginians with Disabilities Policy 2.5, Conflicts of Interest, effective July 20, 1998

Department for Rights of Virginians with Disabilities Policy 2.9, Case Closure, effective November 1, 1997

Department for Rights of Virginians with Disabilities Strategic Plan for FY 2000—2004, effective July 1, 2000

Developmental Disabilities Program, revised October 2001

Protection and Advocacy for Individuals with Mental Illness (PAIMI) Program, revised October 2001

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, telephone (804) 371-8208, FAX (804) 225-3384 or e-mail pthorne@dba.state.va.us.

Guidance Documents:

Bonds

Virginia Private Activity Bond Allocation Guidelines, revised December 2001, Chapter 50 (§§ 15.2-5000 through 15.2-5005) of Title 15.2 of the Code of Virginia (PAGuidelines.doc)


Guidance Documents

Revolving Loan Fund

Loan Guaranty Program

Child Day Care Program

Virginia Capital Access Program

Export Assistance Program

Environmental Compliance Assistance Fund

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, Office of Communications, 730 East Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1900 or FAX (804) 692-0319.

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 930, 730 East Broad Street, Richmond, VA 23219-1849, telephone (804) 692-1825, FAX (804) 692-1814 or e-mail lrm2@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.dss.state.va.us/).

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:

Appeals and Fair Hearings
Virginia Department of Social Services Appeals and Fair Hearings Unit Administrative Disqualification Hearings; July 12, 1999, free
Virginia Department of Social Services Appeals and Fair Hearings Unit Benefits & Services Appeals; March 2, 1999, free
Virginia Department of Social Services Appeals and Fair Hearings Unit Child Protective Services Section; October 22, 2001, free
Virginia Department of Social Services Appeals and Fair Hearings Unit Child Support Enforcement Appeals; October 16, 2001, free

Benefit Programs
Aid to Families with Dependent Children-Foster Care (AFDC-FC) Policy Manual, December 2000, $54.60
Guidance Documents

Food Stamp Program Quick Reference Guide, October 2001, § 63.1-25.2, $3.60

Volume XIII, Medicaid Policy Manual, November 2001, § 32.1-323 et seq., $78.75


Temporary Assistance For Needy Families (TANF) Policy Manual (VIEW included), June 2001, § 63.1-86.1, $54.60


Child Support Enforcement

Division of Child Support Enforcement Program Manual, November 1, 2000, 22 VAC 40-880-10 et seq., initial CD-ROM at $ annually which includes updates each 60 days.

Community Programs and Resources

Neighborhood Assistance Program Donor Fact Sheet, revised July 2000, § 63.1-320 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 2000, § 63.1-320 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2000, § 63.1-320 et seq., free

Virginia AmeriCorps Policy Supplement, revised September 2000, free

Virginia Refugee Resettlement Program manual, free

Welfare-to-Work (WTW) Guidelines and Procedures, Transmittal #1, July 1999, free

Executive Secretariat

Procedures for responding to Freedom of Information Requests (DRAFT), revised October 1997, § 2.1-340, free

Finance and Administration

Final Allocations for Local Departments of Social Services - Fiscal Year Ending June 30, 2002, May 2000, § 63.1-33, free

Virginia Department of Social Services Information Security Policy, revised October 8, 1997, § 63.1-53, free

Virginia Department of Social Services Internet Guidelines, June 15, 1999, § 63.1-53, free

Virginia Department of Social Services Internet Privacy Policy, November 2000, Executive Order 51 (§ 2.10378), available at http://www.dss.state.va.us/geninfo/privacy.html, 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., $8.00

Adverse Enforcement: Goals, Principles, guidelines, and Office Procedures, October 28, 1999, $4.00

Asbestos Information Packet for Child Day Centers and Asbestos Inspectors, revised September 1996, § 63.1-198.01, free

Criteria for Training, February 1999, free

Comprehensive List of Barrier Crimes for Child Welfare Agencies, June 1, 2001, § 63.1-198.1, free

Curriculum Outline for Adult Care Residence Administrators, February 1997, 22 VAC 40-71-10 et seq., free

Curriculum Form for First Aid and Cardiopulmonary Resuscitation (CPR) for Licensed Child Day Centers, December 2001, 22 VAC 15-30-10 et seq., free

First Aid Curriculum Form for Minimum Standards for Licensed Family Day Homes, August 2000, 22 VAC 40-110-10 et seq., free

First Aid Curriculum Form for Standards and Regulations for Licensed Adult Care Residences, October 1996, 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, revised September 1998, §§ 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

Requirements for Proof of Child Identity and Age for Licensed Child Day Centers & Certified Preschools, July 1999, § 63.1-196.002, free

Performance-based Licensing and Monitoring, July 10, 1999, free

Program Operations Guidance: Facility Closure, November 1997, free

Operations Implementation Memorandum #5 - Incomplete and New Application Information, free

Requirements for Proof of Child Identify and Age for Licensed Family Day Homes, February 1999, § 63.1-196.002, free


Standard Operating Procedures for Certification of Preschool Programs, July 1994, § 63.1-196.3:1, free


Technical Assistance Questions and Answers for Standards and Regulations for Licensed Adult Care Residences, May 1999, 22 VAC 40-71-10 et seq., $6.00
Technical Assistance Questions and Answers for Minimum Standards for Licensed Family Day Homes, May 2000, 22 VAC 40-110-10 et seq., free

Technical Assistance Questions and Answers for Regulation for Criminal Record & Child Abuse/Neglect Registry Checks for Child Welfare Agencies, January 18, 2000, 22 VAC 40-190-10 et seq., free

Technical Assistance Questions and Answers for Minimum Standards for Licensed Child Day Centers, July 1999, 22 VAC 15-30-10 et seq., free

Voluntary Registration Monitoring Procedures, revised August 1997, § 63.1-196.04, free


**Program Integrity**

Fraud Reduction and Elimination Effort (Fraud FREE) Policy Manual, April 1999, § 63.1-58.2, 22 VAC 40-325-10 et seq., free

**Service Programs**

Assessment in Adult Care Residences: A Manual for Assessors, revised February 1998, 22 VAC 40-745-10 et seq., free

Volume VII, Social Services Policy Manual, various, those sections of Title 63.1 pertaining to adult services, adult protective services, adoption, child care, child protective services, domestic violence prevention services, interstate/intercountry placement of children, foster care, and family preservation/support services, $104.70 plus actual shipping and handling


**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**

Procedures for Conducting Background Investigations required by § 63.1-248.7:2 of the Code of Virginia on Employees, Volunteers, and Contractual Service Providers Affiliated with Children's Residential Facilities, October 10, 2001, § 63.1-248.7:2, free

Addendum to Background Investigation Procedures Required by § 37.1-183.3 of the Code of Virginia. November 1, 2001, § 37.1-183.3, free

Standards Manual for Interdepartmental Regulation of Children's Residential Facilities, July 1, 2000, 22 VAC 42-10-10 et seq., free

**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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at bsw@dhp.state.va.us. 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:**

140-2, Newsletters

140-2.1, 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, 1995


140-3, Assistant Attorney General Opinions

140-3.1, Interpretation of § 32.1-127.1:02 regarding the release of medical records, September 20, 1995

140-3.2, Interpretation of § 32.1-127.1:03 pertaining to release of health care records, April 7, 1997

140-4, Minutes of the Board

140-4.1, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, February 26, 1999

**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 23235. Mail inquiries should be submitted to the 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 Manager, at the same address, telephone (804) 674-2210 or FAX (804) 674-2105.

Questions concerning interpretation or implementation of this document may be directed to Captain William H. Terry, Criminal Justice Information Services Division, Department of State Police, P.O. Box 27472, Richmond, VA 23261, telephone (804) 674-2147 or FAX (804) 674-2105.

**Guidance Document:**

Virginia Firearms Transaction Program, Procedures Manual for Firearms Dealers, revised July 1, 2001, § 18.2-308.2:2
Guidance Documents

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 Sandi Robison 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, Third 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 January 1999, updated as required

Handbook for Grand Jurors, revised November 1998, updated as required


The Judicial Council of Virginia Public Information Goals and Objectives, March 1994

A Handbook for Jurors, revised July 1997, updated as required

Jury Service: Cornerstone of Justice (videotape), $10.00, 1987

A Statement of Principles and Recommended Judicial Practices to Assure Fair Treatment of Crime Victims and Witnesses, revised March 1987

Virginia Courts in Brief, revised November 1998, updated as required

Supreme Court of Virginia Information Pamphlet, revised June 2001, updated as required

Virginia Court of Appeals Information Pamphlet, revised April 2001, updated as required

Virginia Circuit Court Information Pamphlet, revised June 2001, updated as required

Virginia General District Court Information Pamphlet, June 2001, updated as required

Virginia Juvenile & Domestic Relations District Court Information Pamphlet, revised November 2001, updated as required

Virginia Magistrate Information Pamphlet, revised September 2001, 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, $145.17 for two volumes, $25.19 for updates, revised July 2000, updated annually

Circuit Court Clerk’s Duties List, $10, revised August 2001, 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

General District Judges Benchbook, $10, May 2001, 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 July 2001, 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


Virginia Sentencing Guidelines Manual, $57.50, revised when guidelines change

DEPARTMENT OF TAXATION

Most Guidance Documents May Now Be Accessed On TAX’s Website: http://www.tax.state.va.us/

The Following Guidance Documents Are Maintained In The Office of Customer Service:

Copies of the following documents may be obtained from TAX’s internet website, http://www.tax.state.va.us/, or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 3600 West Broad Street, Richmond, VA 23230. 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) 236-2760 or (804) 236-2761.
Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Services, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 367-8031, (804) 367-8036, (804) 367-8037, or (804) 786-0884 or FAX (804) 786-2670.

Guidance Documents:

Form R-1, Combined Registration Application Form, revised October 1999
Form R-3, Registration Change Request, revised January 1999
Form R-1, Instructions for Completing Combined Registrations, revised April 2001
Form R-5, Nonresident Real Property Owner Registration, revised July 2000
Form R-5E, Nonresident Real Property Owner Exemption Certificate, revised July 2000
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 December 1999
Form ST-9A, Dealer’s Worksheet for Computing State and Local Retail Sales and Use Tax, revised December 2000
Form ST-9B, Schedule of Local Sales and Use Taxes, revised April 2001
Instructions for Form ST-9B, revised June 2000
Form ST-6, Direct Pay Permit Sales and Use Tax Return, revised January 2001
Form ST-6A, Direct Pay Permit Sales and Use Tax Return Worksheet, revised February 2001
Form ST-6B, Schedule of Local Taxes, revised April 2001
Form ST-7, Consumer’s Use Tax Return, revised January 2000
Form ST-7A, Business Consumer’s Use Tax Return Worksheet, revised January 2000
Form ST-8, Out-of-State Dealer’s Use Tax Return, revised April 2000
Form ST-8A, Out-of-State Dealer’s Work Sheet for Computing Use Tax, revised April 2000
Revised Virginia Sales Tax Table, revised January 1987
4% Virginia Sales Tax Table, January 2000
Form ST-10, Sales and Use Tax Certificate of Exemption - for use by VA dealer who purchases tangible property for Resale, revised October 1999
Form ST-10A, Printed Materials Exemption, June 1995
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 1999
Form ST-12, Sales and Use Tax Certificate of Exemption - for use by the Commonwealth of VA, November 1999
Form ST-13, Sales and Use Tax Certificate of Exemption - for use for medical-related products, revised August 2001
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 March 1999
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 January 1999
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 February 2000
Form ST17, Sales and Use Tax Certificate of Exemption - for use by harvesters of forest products, revised July 1999
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 January 1999
Form ST-19, Sales and Use Tax Certificate of Exemption - for use by shipping lines engaged in interstate or foreign commerce, revised December 2000
Form ST-20, Sales and Use Tax Certificate of Exemption - for use by certain public service corporations, commercial radio and television companies, revised June 1999
Form ST-20A, Sales and Use Tax Certificate of Exemption - for use by production companies, revised July 1995
Form TT-12, Tobacco Stamps Credit, June 1992
Form TT-13, Monthly Report of Cigarette Sales, November 2001
Form TT-14, Monthly Report of NR Tobacco, November 2001
Form 200, Litter Tax Return, revised August 1998
Litter Tax Worksheet/Instructions, revised December 1998
Form 301, Enterprise Zone Credit - Individual, annually
Form 301, Enterprise Zone Credit - Corporation, annually
Form 301, Enterprise Zone Credit - State Bank Franchise Tax, annually
Form 304, Major Business Facility Job Tax Credit, annually
Form PAR 101, Power of Attorney and Release, revised December 1998
Form 305, Clean Fuel Vehicles Job Creation Tax Credit, annually
Form 306, Coalfield Employment Enhancement Tax Credit, annually
Form 500-NOLD, Corporation Application for Refund, annually
Form 500-V, Corporation Income Tax Payment Voucher, revised October 2001
Form 500-E, Corporation Income Tax Extension Payment Voucher and Tentative Tax Return, revised October 2001
Form 500ES Forms and Instructions for 2000 Declaration of Estimated Income Tax, annually
Form 500-X, Amended Corporation Income Tax Return, annually
Form 500, Corporation Income Tax Return, annually
Form 500S, Small Business Corporation Return of Income, annually
Form 500/500S Instructions, annually
Form 500CR, Credit Computation Schedule for Form 500, annually
Schedule A (Form 500), Multistate Corporation Tax Return, annually
Form 500C, Underpayment of VA Estimated Tax by Corporations, annually
Form 500T, Telecommunications Company’s Minimum Tax and Credit Schedule, annually
Form 559A, Transmittal Form For Estimated Income Tax, 1997
Form 559C, Recapitulation Sheet, 1997
Form 559, Memorandum of Assessment of Estimated State Income Tax, revised August 1988
Form 760, Individual Income Tax Return, annually
Form 760 Instructions, annually
Form CU-7, Consumer’s Use Tax Return for Individuals, annually
Form 760ES, Estimated Income Tax Payment Vouchers for Individuals, Estates, and Trusts, annually
Form 763, Special Nonresident Claim for Individual Income Tax Withheld, annually
Form 763 Instructions, annually
Form 763S Instructions, annually
Form 760 PY, Individual Income Tax Return for Part-Year, annually
Form 763PY Instructions, annually
Form 762, Return of Tangible Personal Property, Machinery and Tools, and Merchants’ Capital, annually
Form 760E, Tentative Tax Return and Application for Extension of Time to File Individual or Fiduciary Income Tax Returns, annually
Schedule CR, Schedule of Credits for use with Forms 760, 760PY and 763, annually
Form 770, Virginia Fiduciary Income Tax Return, annually
Form 770, Virginia Fiduciary Income Tax Instructions, annually
Form 760C, Computations Relating to the Underpayment of Estimated Income Tax By Individuals, annually
Form 760CH, Income Tax Correction Form for Individuals, Estates and Trusts, revised May 1988
Form 760F, Underpayment of Estimated Tax by Farmers and Fisherman, annually
Form CX-1, Cotton Assessment, revised May 1999
Form VA-4, Personal Exemption Worksheet, revised June 1999
Form VA-5, Employer's Return of Income Tax Withheld, revised 2001
Form VA-6, Employer's Annual or Final summary of Income Tax Withheld, revised 2001
Form VA-6A, Employer's Copy of Annual or Final Summary of Income Tax Withheld, revised 2001
Form VA-15, Employer’s Voucher for Payment of Virginia Income Tax Withheld, revised 2001
Form VA-16, Employer's Payment Quarterly Reconciliation and Return of Income Tax Withheld, revised 2001
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 November 1998
Form VM-2A, Dealer's Worksheet for Computing Tax on Sales Through Vending Machines, revised September 1997
Form VM-2B, Schedule of Local Vending Machine Sales Tax, revised May 2001
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 January 1999
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 September 1997
Form WCT-3A, Individual Watercraft Tax Worksheet, revised September 1997
WCT-Refund, Consumer's Application for Refund
Form FT-100, Motor Vehicle Fuel Sales Tax Dealer's Application for Certificate of Registration, revised March 1998
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Form FT-101, Dealer’s Worksheet for Computing Only the Vehicle Fuel Sales Tax, revised October 1997
Form FT-102, Motor Fuel Sales Tax Return, revised February 2000
Form FT102-A, Schedule of Motor Vehicle Fuel Sales Tax, revised May 1990
Form FT-102B, Schedule of Retailer Purchases for Resale, revised December 2000
FT-106, Motor Vehicle Fuel Sales Tax Bracket System, revised June 1990
Form FT-200, Certificate of Exemption for use by persons who purchase fuel in the cities of Alexandria, Manassas, Manassas Park, Fredericksburg, 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 February 1996
Form 1034, Forest Products Tax Return, revised September 1998
Instructions for Preparing Forest Products Tax Return, revised September 1998
Form 1035, Forest Products Tax Return Small Manufacturers and Certain Small Severers, revised January 1999
Form 404, Soft Drink Excise Tax Return, revised July 1999
Form CO-1, Corn Tax Return, revised July 1997
Form PN-1, Peanut Excise Tax Return, revised January 1999
Form PT-1, Probate Tax Return, revised August 1999
Form EST-80, Estate Tax Return, revised October 2000
Form SG-1, Small Grains Assessment, revised May 1996
Form SH-1, Sheep Assessment, revised April 1995
Form T-1, Tire Tax Return, revised November 1996
Form T-1A, Dealer’s Worksheet for Computing Tire Tax, revised October 2000
Form ST-M, Dealer’s Filing Multiple Returns, April 1989
Form AST-1, Application for Exclusion Under the Virginia Aircraft Sales and Use Tax Act, revised September 1998
Form AST-2, Dealer’s Aircraft Sales and Use Tax Return, revised January 1998
Form AST-3, Aircraft Sales and Use Tax Return, revised September 1995
Form OIC-Business, Offer in Compromise, revised May 1998
Form OIC-Individual, Offer in Compromise, revised May 1998
Form CS-21, Collection Information Statement for Businesses, revised December 1997
Financial Information for Individuals, revised May 1998
Form CS-7, Collections - Lien Insert, revised March 1999
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 1994
Form PL-1, Final Demand for Payment and Notice of Intent to Padlock, revised June 1995
Form PL-2, Order to Padlock and Notice of Distraint, 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 EG-1, Egg Tax Return, revised March 1996
Form EG-2, Worksheet for VA Egg Board and Conversion Calculations for Egg Products, revised April 1999
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 DT-36, Waiver of Time Limitation on the Assessment of Taxes, revised March 1995
Virginia Taxpayer Bill of Rights, revised May 2000
Form 307, Credit for Employers of Individuals with Disabilities, annually
Form QBA, Qualified Business Application for the Qualified Equity and Subordinated Debt Investments Tax Credit, revised December 2001
Form WRC, Worker Retraining Credit, revised November 2001
Form EDC, Taxpayer Application for the Qualified Equity and Subordinated Debt Investments Tax Credit, revised December 2001
Form DEC, Certification of Rehabilitative Services for the Virginia Credit for Employers of Individuals with Disabilities, revised December 2001
Form HAC, Taxpayer Application for the Home Accessibility Features for the Disabled Tax Credit, November 2001
Virginia Individual Income Tax Telefile Instruction Booklet, annual
Virginia Bank Franchise Packet, annual

** The following Guidance Documents are Maintained in the Office of Policy and Administration, Policy Development: **

Copies of the following documents may be obtained from TAX’s internet website, http://www.tax.state.va.us/, or 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 Office of Policy and Administration, Policy

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Development, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8391 or FAX (804) 367-6020.

Questions regarding interpretation or implementation of these documents may be directed to the Office of Policy and Administration, Policy Development, Department of Taxation, P.O. Box 1880, Richmond, VA 23218-1880, telephone (804) 367-8391 or FAX (804) 367-6020.

**Guidance Documents:**

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, annually, § 15.1-159.9

Virginia Local Tax Rates Bulletin*, annually, § 58.1-210

The Virginia Assessment Sales Ratio Study*, annually, § 58.1-207

Taxable Sales In Virginia Counties and Cities Based On Retail Sales Tax Revenue*, annually and quarterly

Virginia Department of Taxation Annual Report*, annually

* The most recent issue of this document is no longer available in hard copy. It may be downloaded from the department's website (www.tax.va.us/publications.htm).

**The following Guidance Documents are Maintained in the Office of Policy and Administration, Appeals and Rulings:**

Copies of the following documents may be obtained from TAX’s internet website, http://www.tax.state.va.us/. Additionally, 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 the Office of Policy and Administration, Appeals and Rulings, Department of Taxation, 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 the Office of Policy and Administration, Appeals and Rulings, Department of Taxation, 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

Agreements, Reciprocal Income Tax Agreement Between State of West Virginia and Commonwealth of Virginia, October 20, 1988

Agreements, Reciprocal Personal Income Tax Agreement Between Commonwealth of Pennsylvania and Commonwealth of Virginia, no date

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

Aircraft, Application of the Aircraft Sales Tax to Aircraft Sold at Washington National Airport, Memorandum to Supervisor Taxpayer Assistance Section from Director of Tax Policy, October 19, 1987

Corporate Tax, Abatement of 100% Penalty Assessed Under Section 58-44.1; Abatement of Corporate or Partnership Liability, Memorandum to Director Field Services Division from Director of Tax Policy, August 22, 1983

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


Corporate Tax, Enterprise Zones, Memorandum to Office of Tax Policy and Office of Fiscal Research, from Tax Policy Analyst, November 30, 1995

Corporate Tax, Revised Virginia Energy Plan, Memorandum from Tax Commissioner to Department of Mines, Minerals and Energy, September 11, 1998

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

Individual Tax, Set-Off Debt Collection Program, Amending Filing Status 4 Returns, Memorandum to Supervisor Technical Services Section Office Services Division from Director Tax Policy Division, April 25, 1982

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Individual Tax, Taxability of Title VII Benefits (Conrail Benefits and Termination Allowances), Memorandum to Supervisor Technical Services Section from Director Tax Policy Division, April 22, 1985

Individual Tax, Form 760C (Individual Underpayments of Estimated Tax), Memorandum to Supervisor Technical Services Section Office Services Division, November 24, 1986

Individual Tax, Names to Appear on Assessments, Memorandum to Information Services Division from Director Tax Policy Division, December 22, 1986

Individual Tax, Personal Exemptions/Dependent Children, Memorandum to Supervisor Technical Services Section Office Services Division, August 20, 1987

Individual Tax, Head of Household Filing Status, Memorandum to Supervisor Error Resolution Unit from Director Tax Policy Division, June 24, 1988

Individual Tax, State and Federal Tax Incentives for Child Care, Presentation to the HJR 27 Study Committee On Child Care, December 13, 1989

Individual Tax, Filing Extensions, Application of Penalty and Interest, June 29, 1988

Individual Tax, Non-Resident income from the Rental or Sale of Virginia Real Estate, Important Notice from The Virginia Department of Taxation, August 6, 1990

Individual Tax, Application of Penalty to Corporate and Individual Income Tax Audits, Memorandum to Director Field Service Division and Director Office Services Division from Director Tax Policy, October 26, 1990

Individual Tax, Computation of Income Tax Penalty and Interest, Memorandum to Supervisor Technical Services Section Office Services Division, from Director Tax Policy Division, November 29, 1990

Individual Tax, Virginia Taxes and Lottery Winnings, January 1991

Individual Tax, Policy Recommendations: HB 1830 Increase in Late Filing/Payment Penalties, Memorandum to Director Information Systems Division from Director Tax Policy Division, May 1, 1991

Individual Tax, HB 1830: Application of Penalties to Pre-1990 income Tax Returns, Memorandum to Director Information Systems Division from Director Tax Policy Division, May 24, 1991

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

Individual Tax, Memorandum regarding Home Accessibility Features for the Disabled Tax Credit (Code of Virginia Section 58.1-339.7) to James Ingraham, Capped Credit Unit, Office of Customer Services from Howard T. Macrae, Jr., Assistant Tax Commissioner, Office of Tax Policy, September 29, 2000

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

Sales and Use Tax, Filing Data Extensions, Memorandum to Director of Office Services from Supervisor of Technical Services Section, Office Services Division, August 6, 1982

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

Sales and Use Tax, Extensions, Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, December 10, 1980, September 8, 1982

Sales and Use Tax, Interest Charged on Filing Extensions, Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, December 10, 1980, November 15, 1982

Sales and Use Tax, Audit Limitations, House Bill 846 (1983, Chapter 104), Memorandum to Supervisor Technical Services Section, Office Services Division from Director of Tax Policy, December 10, 1980, June 9, 1983

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Additionally, 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 Public 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 4,500 Public Documents and adds an additional 40 to 50 documents to this list each month.

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The following Guidance Documents are Maintained in the Office of Customer Relations/Compliance/Audit
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, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of $0.10 per page by contacting Richard Dotson at the Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Questions regarding interpretation or implementation of these documents may be directed to Richard Dotson, Office of Customer Relations/Compliance/Audit, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Guidance Documents:
Office of Compliance, Sales and Use Tax Audit Training Manuals, revised November 1998, Vols. 1-4, 2,000 pages

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Guidance Documents:
Office of Compliance, Field Representative Manual, 1978 (revised 1990), 1,500 pages
**Guidance Documents**

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**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 September 2000, 16 pages

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**The following Guidance Documents are Maintained in the Office of Customer Service/Electronic Filing Administration:**

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. in the office of the Department of Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained free of charge by contacting Denise Johnson, Office of Customer Service, Department of Taxation, P.O. Box 27423, Richmond, VA 23261-7423, telephone (804) 367-6100 or FAX (804) 367-2645.

Questions regarding interpretation or use of these documents may be directed to Denise Johnson, Office of Customer Service, Department of Taxation, P.O. Box 1114, Richmond, VA 23218-1115, telephone (804) 367-3130 or 367-3132 or FAX (804) 367-2645.

**Guidance Documents:**

**Handbook for Electronic Filers of Individual Income Tax Returns, Publication VA-1345, annually**

Electronic Filing Information for Software Developers, Publication VA-1346, annually

Test Package for Electronic Filing of Individual Income Tax Returns, Publication VA-1436, annually

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**The following Guidance Documents are Maintained in the Office of Customer Service**

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, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained free of charge by contacting the Registration Unit, Office of Customer Service, Department of Taxation, P.O. Box 1114, Richmond, VA 23218-1114, telephone (804) 786-3195 or FAX (804) 786-2642.

Questions regarding interpretation or implementation of this document may be directed to Dot Todd, Registration Unit, Office of Customer Service, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, telephone (804) 786-3130 or 786-3132 or FAX (804) 786-2642.

**Guidance Document:**

Electronic Funds Transfer Program Implementation Guide, revised January 2000

**DEPARTMENT OF TECHNOLOGY PLANNING**

Copies of the following documents may be obtained by contacting Linda Hening at the Department of Technology Planning, 110 South 7th Street, Suite 135, Richmond, VA 23219, by telephone (804) 371-2764, by FAX (804) 371-2795, or by e-mail lhening@dtp.state.va.us. The documents may be downloaded from the Department of Technology Planning’s resource page http://www.dtp.state.va.us/cim/cim-pubs.htm unless another URL is specified below.

Questions regarding interpretation or use of these documents may be directed to Paul Lubic, IT Manager, at the above address or by telephone (804) 371-0004, FAX (804) 371-2795, or e-mail plubic@dtp.state.va.us.

**Other DTP Guidance Documents:**

**Information Technology Resource Management Policies**

90-1, Information Technology Security, revised 5-1-95

91-1, Systems Development & Maintenance, 1-1-92

92-1, Technology Assistance for Individuals with Disabilities, 1-1-93

95-1, Statewide Implementation of Electronic Commerce, 8-8-95

96-1, Open Systems Environment, 5-24-96

NET2001 01.1, Networking and Telecommunications Policy, 12-7-01

**Information Technology Resource Management Standards**

GOV2000-01.1, Policies, Standards, and Guidelines: Process for Development, Adoption, and Distribution, 8-10-00

94-1, Spatial Data Transfer Standard, 11-18-94

MID2001 01.1, Middleware Standard, 12-07-01

NET2001 01.1, Networking and Telecommunications Standard, 12-07-01

SEC2001 01.1, Security Standard, 12-07-01
Guidance Documents

Information Technology Resource Management Guidelines
91-3, Model Standard for Large Scope Projects, 1-1-92
91-4, Model Standard for Small Scope Projects, 1-1-92
91-5, Model Standard for Maintenance & Enhancement Projects, 1-1-92
92-1, Model Virginia Map Accuracy Standards, 3-20-92
92-3, Estimating Alternative Technology Systems Costs, 6-26-92
94-1, Telecommuting, 2-1-94
94-3, Global Positioning Systems, 7-15-94
SEC2001 02.1, Internet Privacy Guidelines, 2-27-01
MID 2001 01.1, Middleware Guideline, 12-7-01
NET2001 01.1, Networking and Telecommunications Guideline, 12-7-01
SEC 2001 01.1, Security Guideline, 12-7-01

Department of Technology Planning Alerts
Clarification on the binding nature of DTP ITRM Guidelines, 12-18-01
Radio Frequency Exposure Guidelines, New FCC requirements on licensees of radio transmitting facilities, 8-7-00

Information Technology Procurement Request Procedures
Revised Procedures for the DTP Review of Information Technology and Telecommunications Products Procurements, 7-1-99
Form APR-1, Agency Procurement Request with instructions, revised 11-99
Form APR-2, Agency IT Plan Amendment, revised 11-99

Information Technology Strategic Plan Guidance
Memorandum from the Secretary regarding IT Plans, 7-18-00
IT Strategic Planning Guidelines for the 2002-2004 Budget Biennium, 7-18-01
IT Portfolio Instructions for the 2002-2004 Budget Biennium, available within the portfolio data entry system at www.dtp.state.va.us/PM/Portfolio1/default.asp, 7-18-01

Wireless E-911 Guidelines
Guidelines for the Submission of Public Safety Answering Points (PSAP) Cost Estimates, 8-01, available at the following URL:

Other DTP Guidance Documents:
Mission Focused Information Management: COV Strategic Information Resource Management Plan, 3-97
Department of Technology Planning Strategic Plan, 2000 – 2004, November, 1999
Common Requirements Vision, 12-5-00
Conceptual Architecture Report, 2-01
Network Architecture Report, 5-01
Middleware Architecture Report, 5-01
Security Architecture Report, 5-01
Memorandum from Secretary of Technology Donald W. Upson clarifying the transition from the Council on Information Management to the Department of Technology Planning (Changes in Technology Planning and Project Review Procedures Effective July 1, 1999), 6-15-99

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) that 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 May 2000, no charge
**Guidance Documents**

VDOT Post Construction Manual (Imperial and Metric), revised 1997, no charge
VDOT Construction Manual, issued 1996, $11
VDOT Construction Phase Inspection Manual, revised November 2001, no charge
VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge
VDOT Construction Division Memoranda, issued 1994 - 2001, $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 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 or James.Barrett@VirginiaDOT.org.

**Guidance Document:**

Laws of Virginia Relating to Outdoor Advertising, effective November 2000, 24 VAC 30-120-10 et seq. (Rules and Regulations Controlling Outdoor Advertising and Directional and Other Signs and Notices) and Vegetation Control Regulations on State Rights of Way, 24 VAC 30-200-10 et seq., no charge

**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 at the same address or via telephone @ (804) 786-6065 or FAX (804) 786-2564.

Questions regarding interpretation or implementation of the VDOT Annual Budget and Supplement and of the Public-Private Transportation Act Guidelines may be directed to John W. Lawson, Director of Financial Planning and Debt Management, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-2454, FAX (804) 786-2564 or e-mail john.lawson@virginiadot.org.

**Guidance Documents:**

Virginia Department of Transportation Fiscal Year 2002 Annual Budget, (updated annually at the end of the fiscal year as required by the Code of Virginia), § 33.1-12(9). This item may also be viewed at the VDOT Web site @ the following address:

http://virginiadot.org/infoservice/resources/budget-02-Final-Adopted.PDF

(Note: At the time this list was compiled, the latest budget supplement has not been published due to late adoption of the Virginia Transportation Development Plan, but it will be available on the VDOT Web site)


**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:**


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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 603 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 January 26, 2001, § 15.2-2021, no charge

**Maintenance Division – Administration**

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.

Virginia Register of Regulations
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. D. R. Liston, State Maintenance Engineer, VDOT, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2847, FAX (804) 225-4979 or e-mail liston_dr@vdot.state.va.us.

Truck Weigh operations have been transferred to the Department of Motor Vehicles. Contact the Department of Motor Vehicles for memoranda referring to this subject.

**Guidance Documents:**

Abandoned Vehicles, 1991 Maintenance Guidelines Manual Section 3.260 (2 pages), § 46.2-1210


Driveways of Volunteer Fire Department and Rescue Squads, 1991 Maintenance Guidelines Manual Section 11.207 (2 Pages), § 33.1-200.1

Dump Creating Fire Hazard to Public Bridges, 1991 Maintenance Guidelines Manual Section 9.126 (1 page), § 33.1-347


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


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


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


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), §§ 46.2-878

Snow Emergency Routes, 1991 Maintenance Guidelines Manual Section 10.135 (1 page), § 46.2-878


**Maintenance Division - Emergency Operations Center**

Copies of the following documents may be viewed at the Emergency Operations Center (EOC) within VDOT's Maintenance Division, located at 1221 East Broad Street, 4th Floor South Wing, Richmond, VA 23219. The EOC is staffed on a 24-hour basis, so arrangements may be made to view the documents as needed. Any document or a combination of documents may be obtained free of charge by contacting the Emergency Operations Center at the same address, telephone (804) 786-2848, FAX (804) 225-4979, or e-mail to Perry.Cogburn@VirginiaDOT.org.
Guidance Documents

Questions regarding interpretation or implementation of these documents may be directed to Perry Cogburn at the same addresses, telephone, and fax number shown above.

The following documents are related to Title 44 (Military and Emergency Laws) of the Code of Virginia: Chapters 3.2 (Emergency Services and Disaster Law), 3.3 (Transportation of Hazardous Radioactive Materials), 3.4 (Funding for State and Local Government Radiological Emergency Preparedness), and 3.5 (Virginia Hazardous Materials Emergency Response Program).

Guidance Documents:

Volume 7 (Transportation) of the Commonwealth of Virginia Emergency Operations Plan, September 1997 (a seven-volume set of plans promulgated by Executive Order # 73 (97), and published under the auspices of the Virginia Department of Emergency Management (VDEM))

Standard Operating Procedures for VDOT Tiger Teams, July 1997


Quality Assurance and Strategic Management 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 Quality Assurance and Strategic Management Division, Room 712, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Quality Assurance and Strategic Management 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 Quality Assurance and Strategic Management Division Administrator.

Guidance Document:


Programming and Scheduling 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 Programming and Scheduling Division, located in the Central Highway Building, Room 102, 1221 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Development Plan (VTDP) may also be viewed on the Internet at www.VirginiaDOT.org - access the "Virginia Transportation Development Plan" link.

Questions regarding interpretation or implementation of these documents may be directed to the Programming and Scheduling Division Administrator at (804) 786-2919, FAX (804) 371-8719 or toll free 1-800-444-7832.

Guidance Documents:

Virginia Transportation Development Plan, implemented December 18, 2001, § 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 July 1, 1999, § 33.1-12(9) and (11)

Office of Community and Public Relations

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 Virginia Department of Transportation's Office of Community and Public Relations, located in the VDOT Hospital Building, 2nd Floor, 1201 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 786-5595, FAX (804) 786-5323 or e-mail bryan.kelley@VirginiaDOT.org.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

Guidance Documents:

Interagency (State Transportation) Map Committee Policy, revised February 1993, § 33.1-36, no charge

Statement on the Use of VDOT County Map Series Digital Files, August 2001, § 33.1-84, no charge

Right of Way and Utilities 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 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 J.D. Austin, State Utilities Engineer, at the same address, telephone (804) 786-2797 or FAX (804) 786-1706.

Questions regarding interpretation or implementation of this document may be directed to J. D. Austin, State Utilities Engineer.

Guidance Document:


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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 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 B. D. Fulwider, Relocation Program Manager, at the same address, telephone (804) 786-4366 or FAX (804) 786-1706.

Virginia Register of Regulations

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Guidance Documents

Guidance Document:

Secondary Roads 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 Secondary Roads Division, located in the VDOT Annex Building, 4th 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 W.R. Dandridge, Transportation Engineer Senior, at the same address, telephone (804) 786-2745 (or Hugh W. Adams, Transportation Engineering Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603.

Guidance Document:
Guide For The Industrial Access Program, issued September 2001, § 33.1-221; 24 VAC 30-270-10 et seq. (Industrial Access Policy)

Structure and Bridge Division
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 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 Lisa Bodette at the same address, telephone (804) 786-2637 or FAX (804) 786-2988.

Guidance Document:
Guide For The Industrial Access Program, issued September 2001, § 33.1-221; 24 VAC 30-270-10 et seq. (Industrial Access Policy)

Traffic Engineering Division
Copies of the Traffic Engineering Memoranda (1966-2001), issued pursuant to authority set forth in §§ 33.1-12 (3) and (5), and 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. Stephen C. Brich at the same address, telephone (804) 786-7941.

Guidance Document:
Traffic Engineering Division Memoranda, issued 1966 – 2001, §§ 33.1-12(3) and (5); 24 VAC 30-520-10 et seq. (Classifying & Marking State Highways)

Questions regarding interpretation or implementation of these documents may be directed to Ms. Ilona O. Kastenhofer, State Traffic Engineer, 2nd Floor, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

Transportation Planning Division
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 State Transportation Planning Engineer, Transportation Planning Division, 1st Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Kenneth E. Lantz, Jr., at the same address, telephone (804) 786-2964 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:

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 free of charge by contacting the
Guidance Documents

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, May 2001; 24 VAC 30-320-10 (Urban Street Payment 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 May 2000, 24 VAC 30-90-10 et seq. (Subdivision Street Requirements)

Residencies:

Sandston Residency
Copies of the following documents 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 the Resident Engineer at 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 the Resident Engineer, at the same address, telephone, and FAX numbers given above.

Guidance Document:
Board of Supervisors Reference Manual, revised January 2000, § 33.1-70.01

VIRGINIA TOURISM AUTHORITY
dba VIRGINIA TOURISM CORPORATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5:00 p.m. in the office of the Virginia Tourism Corporation, 901 East Byrd Street; Riverfront Plaza; West Tower, 19th Floor; Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Angela Wiggins at the same address, telephone (804) 371-4042, FAX (804) 786-1919 or e-mail awiggins@virginia.org. The documents may be downloaded from the Virginia Tourism Corporation's industry website at www.vatc.org (Tourism Development tab).

Questions regarding interpretation or implementation of these documents may be directed to Ralph Earnhardt, Grants Administrator, at the same address, telephone (804) 371-0048, FAX (804) 786-1919 or e-mail rearnhardt@virginia.org.

Guidance Documents:
Cooperative Marketing Program FY 2003 Application and Reporting Guidelines, issued September 19, 2001, § 2.2-2319

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 & Procedures Manual, revised continually.
Department Purchasing Manual, revised continually.

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 the Director of Debt Management 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, §§ 2.2-2416 and 53.1-82.23
List of Approved Rating Agencies, dated October 31, 2000, § 2.2-4902
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 and November 14, 1997, §§ 2.2-2416, 33.1-12, and 23-19
Treasury Board Guidelines for Credit Purchases of Equipment and Energy Projects by State Agencies, Institutions, Boards & Authorities, dated May 17, 1995, § 2.2-2416


Virginia College Building Authority By-Laws, dated October 15, 1996, § 23-30.31

Virginia College Building Authority Statement of Policy and Procedures for Loans to Private, Non-Profit Institutions of Higher Education, dated October 19, 1993

Virginia Public Building Authority By-Laws, dated July 1, 1993, § 2.2-2263

Virginia Public Building Authority Debt Issuance and Management Guidelines, dated August 25, 1994

Virginia Public Building Authority Guidelines for Jail Projects Reimbursements, dated July 16, 1996, §§ 2.2-2263 and 53.1-80 through 53.1-82


Virginia Public School Authority General Pooled Bond Policy, dated June 23, 1997

Virginia Public School Authority Stand Alone Bond Policy, dated June 23, 1997

Virginia Public School Authority 1987 General Fund Balance Policy, dated as of September 27, 1999

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 April 1, 2000, §§ 2.2-4500 et. al.
Local Government Investment Pool Policy and Guidelines, revised June 17, 1998, §§ 2.2-4500 et. al.

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:
Security for Public Deposits Handbook, dated November 18, 1993, 1 VAC 75-20

State Non-Arbitrage Program Information Statement, dated May 1, 1999

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 E. 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 or e-mail Joyce.Palmer@trs.state.va.us.

Questions regarding this document may be directed to Joyce E. 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 or e-mail Joyce.Palmer@trs.state.va.us.

Guidance Documents:
Virginia Risk Management Plan, revised March 9, 2001, § 2.2-1837
Virginia Property Risk Management Plan, revised March 9, 2001, § 2.2-1836
Virginia Faithful Performance of Duty Bond Plan, revised March 9, 2001, § 2.2-1840
Virginia Constitutional Officer Risk Management Plan “VaRISK”, revised March 9, 2001, § 2.2-1839
Virginia Local Government Risk Management Plan "VaRISK 2," revised March 9, 2001, § 2.2-1840

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 the Accounting Manager at telephone (804) 225-2393 or FAX (804) 786-4653. Copies may be obtained free of charge.

Guidance Document:
Guidance Documents

UNIVERSITY OF VIRGINIA

Office of the Vice President for Finance

Unless noted otherwise, the documents below are used in interpreting the Code of Virginia, § 23-76.

Department of Parking and Transportation Services

Copies of the following document may be viewed Monday through Friday from 7:30 a.m. until 5 p.m. at the Department of Parking and Transportation Services, 1101 Millmont Street, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Rebecca White, Director of Parking and Transportation Services, at the Department of Parking and Transportation Services Post Office Box 400000, Charlottesville, VA 22904-4000, telephone (434) 924-6763, FAX (434) 924-3980 or e-mail rwc6j@virginia.edu.

Questions concerning interpretation or implementation of the policies may be directed to Rebecca White (same telephone and address as above).

Guidance Document:

University of Virginia Graduate and Undergraduate Record, Chapter 5 (UVA Parking Regulations), revised August 2001, § 23-9.2:3

Conference Services

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the UVA Housing Division Conference Services, P.O. Box 400734 Charlottesville, VA 22904-4735. Copies may be obtained free of charge by contacting Sheri States, Director for Conference Services, at the same address, telephone (434) 924-4479, FAX (434) 924-1027 or e-mail sstates@virginia.edu.

Questions concerning interpretation or implementation of the policies may be directed to Sheri States (same address and telephone number as above).

Web address: http://www.virginia.edu/housing/conferences

Guidance Documents:

Conference Services Agreement, revised 2002

Cavalier Inn Reservation Form

Office of the Vice President and Provost

Copies of the University of Virginia’s Undergraduate Prospectus (also known as the Viewbook) can be viewed at the Office of Admission, Miller Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. to 5 p.m. Questions regarding viewing may be directed to Marjorie Schiff, Assistant Dean of Admission, Miller Hall, Charlottesville, VA, telephone (434) 982-3200, or e-mail at mas4ys@virginia.edu.

The document may also be viewed at the University of Virginia’s home page (http://www.virginia.edu/OfStud.html).

Copies may be obtained at no charge by contacting Carol Craig, Office of Admission, P.O. Box 400160, Charlottesville, VA 22904-4160, telephone (434) 982-3383.

Questions regarding interpretation or implementation of this document may be directed to Marjorie Schiff at the above telephone number, e-mail, and address.

Copies of the Undergraduate and Graduate records can be viewed in the Office of the Vice President and Provost, Madison Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. to 5 p.m. Questions regarding viewing may be directed to Laura Hawthorne, Executive Assistant to the Vice President and Provost, Madison Hall, PO Box 400226, Charlottesville, Virginia 22904-4226, telephone (434) 982-2362, or e-mail at lh4c@virginia.edu.

Individuals eligible to receive a complimentary copy of the Undergraduate and Graduate Records should contact Heather Burns, Office of the University Registrar, P.O. Box 9009, Charlottesville, VA 22906-9009, telephone (434) 924-6378, or e-mail at burns@virginia.edu. Other persons may obtain a copy of the Undergraduate and Graduate Records from the University Bookstore at (434) 924-3721, or write to the University of Virginia Bookstore, Charlottesville, VA 22904-4820. The cost is $6.

The documents may also be viewed at the University of Virginia’s home page (http://www.virginia.edu/docs.html).

Questions regarding interpretation or implementation of these documents may be directed to Laura Hawthorne at the above telephone number, e-mail, and address.

Copies of the Faculty Handbook may be viewed at Alderman Library, McCormick Road at University Avenue, Charlottesville, VA, Monday to Thursday from 8 a.m. to 12 a.m., Friday from 8 a.m. to 9 p.m., Saturday from 9 a.m. to 6 p.m., and Sunday from 12 p.m. to 12 a.m. (Times may vary, so check prior to coming.) Assistance in locating a computer terminal is available at the circulation desk.

Hard copies of the Faculty Handbook are no longer available.

The document may also be viewed at the University of Virginia’s home page http://www.virginia.edu/provost/).

Questions regarding the interpretation and implementation of the Faculty Handbook may be directed to Laura Hawthorne at the above telephone number and address.

Guidance Documents:

University of Virginia’s Undergraduate Prospectus (Viewbook), Fall 2000

University of Virginia Undergraduate and Graduate Record, revised 2001-2002

University of Virginia Faculty Handbook, last revised paper date 1994

Claude Moore Health Sciences Library

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Gretchen Arnold, Claude Moore Health Sciences Library, 2nd
Floor, Room 2237C, Charlottesville, VA 22908. Copies may be obtained free of charge by contacting Gretchen Arnold at the same address, telephone (434) 924-0194, or e-mail gvn8r@virginia.edu.

The documents may also be viewed at the University of Virginia’s Claude Moore Health Sciences Library home page (http://www.med.virginia.edu/hs-library).

Questions regarding interpretation or implementation of these documents may be directed to Gretchen Arnold at the above telephone number, e-mail, and address.

Guidance Document:

University of Virginia Claude Moore Health Sciences Library User Eligibility Policy, revised December 2001, § 23-76

Libraries

Copies of the following documents may be viewed at any University library public information desk during regular library hours (hours vary by facility). Copies may be obtained free of charge by contacting Diane Walker, Associate University Librarian for University Services, telephone (434) 924-4606, or e-mail dpw@virginia.edu. The documents may also be viewed at the University of Virginia’s home page (http://www.lib.virginia.edu/policies/).

Questions regarding interpretation or implementation of the policies may be directed to Diane Walker (same address and telephone number as above).

Guidance Documents:

University Library Policies (http://lib.virginia.edu/policies), July 2001

Office of the Vice President for Management and Budget

Facilities Management

Copies of the Higher Education Capital Outlay Manual (HECOM) may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Facilities Planning and Construction, University of Virginia, 575 Alderman Road, Charlottesville, VA 22903. Copies may be obtained for $15 per copy from Kim Morris at the same address, telephone (434) 982-4615, FAX (434) 982-4628 or e-mail kbm4n@virginia.edu.

Questions regarding interpretation or implementation of this document may be directed to Richard Dickman, Capital Outlay Program Assistant Director, University of Virginia, 575 Alderman Road, Charlottesville, VA 22903, telephone (434) 982-5177, FAX (434) 982-4628 or e-mail rjd6f@virginia.edu.

Guidance Document:


Procurement Services

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at Procurement Services, Carruthers Hall, 1001 North Emmet Street, P.O. Box 400202, Charlottesville, VA 22904-4202. Copies may be obtained free of charge by contacting Eric Denby, Director of Procurement Services, at the above address, telephone (434) 924-4019, FAX (434) 982-2680 or e-mail end@virginia.edu. This document and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and minority procurement is also available on the University of Virginia’s Procurement Services website (http://www.virginia.edu/~pams/).

Questions concerning interpretation or implementation of the policies may be directed to Eric Denby (same address and telephone number as above).

Guidance Document:


Office of University Development

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the University Development Office, 400 Ray C. Hunt Drive, #100, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Charles Fitzgerald, Associate Vice President for Development, University Development Office, at the above address, telephone (434) 924-3245 or FAX (434) 924-0556.

Interpretive or implementation questions may be directed to Charles Fitzgerald (same address and telephone number as above).

Guidance Document:

University Development Mission and Values Statement, October 1991

Division of Student Affairs

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 Vice President for Student Affairs, S.W. Wing, the Rotunda, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting William W. Harmon at the same address, telephone (434) 924-1002, FAX (434) 924-1002, or e-mail vpsa@virginia.edu. The documents may be printed from Chapter 5 of the University's Graduate and Undergraduate Record websites (http://www.virginia.edu/~regist/gradrec/ and http://www.virginia.edu/~regist/ugradrec/, respectively).

Questions regarding interpretation or implementation of these documents may be directed to William W. Harmon, Office of the Vice President for Student Affairs, S.W. Wing- the Rotunda, Charlottesville, VA 22903, telephone (434) 924-7984, FAX (434) 924-1002 or e-mail vpsa@virginia.edu.
Guidance Documents

Guidance Documents:
Alcohol and Drug Policy, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Amplified Music, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Fund-Raising Projects by Student Organizations on University Grounds, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Grievance Procedure, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Sexual Harassment Policy, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Solicitors and Sales Representatives, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Statement of Students’ Rights and Responsibilities, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Use of University Equipment, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Use of University Facilities, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
University Services and Activities, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Warning about Videotapes and Copyright Law, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
The Honor System, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Department of Student Health, Ch. 5 - “Non-academic Regulations,” University of Virginia Graduate and Undergraduate Record, revised Fall 1998
Report of the University-wide Task Force on Alcohol Abuse, May 1, 1998
Foundational Plan University of Virginia, January 1, 1999

Office of Information Technologies/Department of Information Technology and Communication

Electronic versions of the following documents are accessible for viewing at and may be printed from the URLs listed below. Questions regarding interpretation or implementation of these documents may be directed to Robert Reynolds, Vice President and Chief Information Officer, University of Virginia, 108 Cresap Road, P.O. Box 400217, Charlottesville, Virginia 22904-4217, telephone (434) 982-2249, FAX (434) 924-3579 or e-mail oit@virginia.edu.

Guidance Documents:
University of Virginia universitywide computing policies and procedures; Department of Information Technology and Communication policies (http://www.itc.virginia.edu/policy/).

Health System
Medical Center

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of the Chief Operating Officer, McKim Hall, 4th Floor, Room 4028, Charlottesville, VA 22908-0788. Copies may be obtained free of charge by contacting Reba Camp at the same address, telephone (434) 982-0274, FAX (434) 924-3759 or by e-mail, rsc@virginia.edu.

Guidance Document:

Medical Center Material Support Services

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Material Support Services, Medical Center Level 0, Room G-525, PO Box 800705, Charlottesville, VA 22908. Copies may be obtained free of charge by contacting James P. Keathley, Administrator, Material Support Services, at the same address, telephone (434) 982-0274, FAX (434) 982-1796 or e-mail jpk7a@virginia.edu.

Guidance Document:
Medical Center Policy #0189, Purchasing Guidelines, March 16, 1999, 8 VAC 85-10-10 through 8 VAC 85-10-190

THE UNIVERSITY OF VIRGINIA’S COLLEGE AT WISE

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Admissions & Financial Aid, The University of Virginia’s College at Wise, 1 College Avenue, Bowers-Sturgill Hall,
Guidance Documents

Wise, Virginia, 24293. Copies may be obtained free by contacting Linda Baker, Office of Admissions & Financial Aid, same address, telephone (276) 328-0102 or FAX (276) 328-0251.

Questions regarding interpretation or implementation of this document may be directed to Rusty Necessary, Director of Admissions & Financial Aid, The University of Virginia’s College at Wise, 1 College Avenue, Wise, Virginia 24293, telephone (276) 328-0102 or FAX (276) 328-0251.

Guidance Documents:

Admissions Prospectus, August 2001, no charge
Admissions Search Piece, August 2001, no charge
Admissions Recruitment Guide, August 2001, no charge
The University of Virginia’s College at Wise Catalog, August 2001, no charge

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Copies of the following document can be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Dean of the Faculty, The University of Virginia’s College at Wise, 1 College Avenue, Bowers-Sturgill Hall, Wise, Virginia 24293. Copies may be obtained free by contacting Darlene Moore, Office of the Dean of the Faculty, same address, telephone (276) 328-0120 or FAX (276) 376-4518.

Questions regarding interpretation or implementation of this document may be directed to Amelia Harris, Dean of the Faculty, The University of Virginia’s College at Wise, 1 College Avenue, Wise, Virginia 24293, telephone (276) 328-0120 or FAX (276) 376-4518.

Guidance Document:
The University of Virginia’s College at Wise Faculty Handbook, August 2000, no charge

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. Copies may also be downloaded from the board’s webpage at www.dhp.state.va.us or the Regulatory Townhall at www.townhall.state.va.us or requested by email at vetbd@dhp.state.va.us.

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 Document:
150-1, Newsletter of January 1988, Drug Record-keeping 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 29, 1999
150-12, Newsletter of December 1999, Unannounced inspections and veterinary facilities acting as pharmacies.

COLLEGE OF WILLIAM AND MARY

Copies of the following documents may be viewed during the regular work days from 8 a.m. to 5 p.m. in the Office of University Publications, Holmes House, College of William and Mary, Williamsburg VA, 23185. Copies may be obtained free of charge by contacting Lucinda H. Baker at the same address, telephone 757-221-2632, FAX 757-221-3243 or email lhbake@wm.edu. The documents may be downloaded from the College of William and Mary Web site (http://www.wm.edu).

Questions regarding interpretation or implementation of these guidance documents may be directed to Lucinda H. Baker, Director of Publications, College of William and Mary, Williamsburg VA, 23185, telephone, 757-221-2632, FAX 757-221-3243 or email lhbake@wm.edu.

Guidance Documents:
Faculty Handbook, revised April 1999
Student Handbook, revised August 2001
Employee Handbook, revised 1998
Safety Brochure (contains crime statistics), revised December 2001
Board of Visitors Bylaws, November, 2000
College of William and Mary Undergraduate Program Catalog, revised August 2001
Guidance Documents

VIRGINIA WORKERS’ COMPENSATION COMMISSION

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 Workers’ Compensation Commission, 1000 DMV Drive, Richmond, VA 23220. Copies may be obtained free of charge by contacting Ann Beverly at the same address, telephone (804) 367-8269 or, toll-free in Virginia at 1-877-664-2566, or e-mail ann.beverly@vwc.state.va.us. The documents will be available on the commission’s website (http://www.vwc.state.va.us).

Guidance Documents:

A Brief Guide to Workers’ Compensation for Employees, § 65.2-100 et seq.

A Brief Guide to Workers’ Compensation for Employees (minor injury cases), § 65.2-100 et seq.

Workers’ Compensation Requirements for Employers in Virginia, § 65.2-100 et seq.

Mediation Services Brochure

Requirements for Individual Self-Insurance under the Virginia Workers’ Compensation Act, 16 VAC 30-80-10 et seq.

Workers’ Compensation Notice, Workplace Placard, §§ 65.2-100 et seq.

Notice To All Employers Regarding Mandatory Insuring Requirement, § 65.2-800.

Help For Crime Victims/Criminal Injuries Compensation Fund, §§ 19.2-368.1 et seq.
In the matter concerning

addresses the notification center's governing body. ONIS and Staff's proposed Rule 20 VAC 5-300-90(P), which composition of the governing board of the notification centers effectively and efficiently.

demonstrating that the public interest would be served best if operators of underground facilities, participating in any further proceedings in this matter.

In their joint comments, VUUPS and NVUPS requested a hearing on various rules proposed by the Staff. Many of those filing comments reserved the right to comment or request a hearing on these Rules. As the November 14 Order noted, the proposed Rules were developed by the Staff in its report, which was filed on November 9, 2001. This report summarized the comments filed in response to the Commission's July 30, 2001, Order, reviewed national “best practices” relative to a notification center's operation, proposed specific revisions and additions to the existing Rules Governing the Certification of Notification Centers adopted in Case No. PUE900033, and discussed the proposed Rules.

In response to the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments, the Commission received ten comments from parties that included vendors assisting the existing notification centers, the currently certificated notification centers, and operators. The Virginia Underground Utility Protection Service, Inc. (“VUUPS”), and Northern Virginia Utility Protection Service, Inc. (“NVUPS”), filing jointly, and One Number Information Systems, Inc. (“ONIS”), requested a hearing on various rules proposed by the Staff. Many of those filing comments reserved the right to participate in any further proceedings in this matter.

In their joint comments, VUUPS and NVUPS requested a public hearing so that they could present testimony demonstrating that the public interest would be served best if certificates are held by broad-based entities, representative of and supported by the operators of underground facilities, which have the incentive and authority to operate notification centers effectively and efficiently.

ONIS requested a hearing in order to offer evidence on the composition of the governing board of the notification centers and Staff’s proposed Rule 20 VAC 5-300-90(P), which addresses the notification center's governing body. ONIS contends that much of the evidence that supports maintaining the status quo with respect to call center governance, i.e., a governing body that does not include all stakeholders, is anecdotal. ONIS comments that a hearing in which all interested stakeholders have the opportunity to present their experiences to the Commission will afford the Commission the appropriate opportunity to consider this Commonwealth's history with privately operated call centers and whether it is necessary to adopt the proposed rule addressing the governance of a notification center.

NOW UPON consideration of the foregoing, the Commission is of the opinion and finds that a public hearing should be convened to receive evidence relevant to the Rules proposed in this proceeding, together with any revisions thereto. Such a proceeding will serve to develop and clarify the changes to the proposed Rules now under consideration, as well as offer an opportunity for the Staff and interested parties to suggest any additional revisions to the Rules. In this regard, we find that the Staff should prefile an original and fifteen (15) copies of direct testimony addressing the proposed Rules and the comments filed on the proposed Rules and proposing any additional revisions to the proposed Rules. The Staff should serve a copy of its direct testimony upon those parties filing comments on the proposed Rules appended to the November 14, 2001, Order Prescribing Notice and Inviting Comments. We further find that those filing comments in response to the November 14, 2001, Order Prescribing Notice and Inviting Comments should have an opportunity to prefile direct testimony concerning the proposed Rules or, in the alternative, to adopt their comments as their prefiled testimony and that the Staff should have an opportunity to file rebuttal testimony responsive to the direct testimony or comments sponsored by these parties.

Accordingly, IT IS ORDERED THAT:

(1) A public hearing is scheduled for March 6, 2002, at 10:00 a.m. in the Commission's Second Floor Courtroom located in the Tyler Building, 1300 East Main Street, Richmond, Virginia, for the purpose of receiving evidence relevant to the Rules proposed in Appendix 1 of the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments.

(2) On or before February 5, 2002, the Commission Staff shall file with the Clerk of the Commission an original and fifteen (15) copies of the direct testimony that it intends to present regarding the proposed Rules, the comments thereon, and any additional revisions thereto, as appropriate. The Staff shall mail a copy of its testimony to each party filing comments in response to the November 14, 2001, Order Prescribing Notice and Inviting Comments.

(3) On or before February 5, 2002, the Staff shall make copies of its November 9, 2001, Staff Report and prefiled direct testimony filed in this matter available for public inspection in the Commission's Document Control Center located on the first floor of the Tyler Building, 1300 East Main Street, Richmond, Virginia 23219, between the hours of 8:15 a.m. and 5:00 p.m., Monday through Friday. In the alternative, these documents may be ordered from Massoud Tahamtani, Assistant Director, Division of Energy Regulation, State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218.

(4) On or before February 15, 2002, those persons filing comments in response to the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments who wish to participate in the public hearing to be convened herein shall file an original and fifteen (15) copies of its direct testimony, referring to Case No. PUE010422, with the Clerk of the Commission at the address set forth below and shall serve
a copy of the same upon counsel for the Commission Staff, Sherry H. Bridewell, Esquire, Office of General Counsel, State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218, and all other parties of record. Any corporate entity that wishes to file pleadings or papers or enter an appearance in this proceeding must be represented by legal counsel in accordance with the requirements of Rules 5 VAC 5-20-20 and 5 VAC 5-20-30 of the Commission's Rules of Practice and Procedure.

(5) Any party desiring to adopt the comments it has filed as its testimony at the hearing and not planning to add any additional comments or testimony shall notify the Clerk of the Commission in writing, referring to Case No. PUE010422, of such intent and shall identify in said document the name, business address, and business affiliation of the witness who will sponsor the previously filed comments as testimony at the March 6, 2002, hearing. All parties shall comply with the requirements of Rules 5 VAC 5-20-20 and 5 VAC 5-20-30 of the Commission's Rules of Practice and Procedure regarding representation by counsel.

(6) On or before February 15, 2002, those parties that filed comments in response to the Commission's November 14, 2001, Order Prescribing Notice and Inviting Comments and who wish to further comment in writing on the Staff's direct testimony and proposed Rules may do so by directing an original and five (5) copies of such comments to the Clerk of the Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218. Such comments must refer to Case No. PUE010422. Parties filing such comments shall serve a copy of the same on or before February 15, 2002, on counsel for the Staff at the address set forth in Ordering Paragraph (4) herein. Any person desiring to make a statement at the public hearing concerning the proposed Rules need only appear at the Commission's Second Floor Courtroom at 9:45 a.m. on the day of the hearing and identify himself or herself to the Bailiff as a public witness.

(7) On or before February 25, 2002, the Staff shall file with the Clerk of the Commission an original and fifteen (15) copies of all testimony it expects to introduce in rebuttal to all of the direct prefilled testimony and comments of the parties thereto. Additional rebuttal evidence may be presented without prefiling provided it is presented in response to evidence which was not prefilled but elicited at the time of the hearing and, provided further, the need for additional rebuttal evidence is timely addressed by motion during the hearing and leave to present evidence is granted by the Commission. A copy of the Staff's prefilled rebuttal evidence shall be promptly mailed to all parties filing direct testimony or comments in response to this Order.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to: Charles M. Allen, Esquire, and Michael D. Hancock, Esquire, Goodman, West & Filetti, PLLC, 4501 Highwoods Parkway, Suite 210, Glen Allen, Virginia 23060; Guy T. Tripp, III, Esquire, Hunton & Williams, Riverfront Plaza, East Tower, 951 East Byrd Street, Richmond, Virginia 23219; James M. Hoffman, Esquire, and Gregory Grant, Esquire, Shulman, Rogers, Gandal, Pordy & Ecker, P.A., 11921 Rockville Pike, Rockville, Maryland 20852-2743; Marty J. Reinert, Regulatory Analyst II, Regulatory Compliance, LG&E Energy Corporation, P.O. Box 32010, Louisville, Kentucky 40232; Robert B. Evans, Esquire, Washington Gas Light Company, 1100 H Street, N.W., 12th Floor, Washington, D.C. 20080; Cynthia I. Oakley, Esquire, Dominion Resources Services, Inc., 100 Tredegar Street, Richmond, Virginia 23219; Kodwo Gharuye-Tagoe, Esquire, and M. Renae Carter, Esquire, McGuireWoods, LLP, One James Center, 901 East Cary Street, Richmond, Virginia 23219; H. Allen Glover, Jr., Esquire, and Michael J. Quinan, Esquire, Woods, Rogers & Hazlegrove, P.L.C., 823 East Main Street, Suite 1200, Richmond, Virginia 23219; James R. Bacha, Esquire, American Electric Power Service Corporation, 1 Riverside Plaza, Columbus, Ohio 43215; James S. Copenhaver, Senior Counsel, Columbia Gas of Virginia, Inc., P.O. Box 35674, Richmond, Virginia 23235-0674; Anita G. Lester, Esquire, Virginia, Maryland & Delaware Association of Electric Cooperatives, 4201 Dominion Boulevard, Suite 100, Glen Allen, Virginia 23060; David W. Ogburn, Jr., Esquire, Verizon Virginia Inc., 600 East Main Street, Suite 1100, Richmond, Virginia 23219-2441; Judith W. Jagdmann, Deputy Attorney General, Office of the Attorney General, Division of Consumer Counsel, 900 East Main Street, Second Floor, Richmond, Virginia 23219; Mark Singer, Legislative Representative, Virginia Utility & Heavy Contractors Council, 1108 East Main Street, Suite 904, Richmond, Virginia 23219; Thomas J. Russell, Chief, Gravity Sewers Branch, Fairfax County Public Works, Wastewater Collection Division, the Robert P. McMath Facility, 6000 Fords Oak Road, Burke, Virginia 22015; Charles C. Crowder, Jr., General Manager, Fairfax County Water Authority, P.O. Box 1500, Merrifield, Virginia 22116-0815; Christopher J. Dolena, Engineer II, City of Virginia Beach, Department of Public Utilities - Operations Division, 3500 Dam Neck Road, Virginia Beach, Virginia 23456; Kenneth E. Tawney, Jackson & Kelly, PLLC, P.O. Box 553, Charleston, West Virginia 25322; Colleen E. Hicks, Esquire, Law Department, Columbia Gas Transmission Corporation, 1700 McCorkle Avenue, S.E., Charleston, West Virginia 25314; Gray Pruitt, 2415 Grenoble Road, Richmond, Virginia 23294; Thomas A. Dick, 1108 East Main Street, Suite 904, Richmond, Virginia 23219; Theodore F. Adams, III, Esquire, and Matthew B. Kirsner, Esquire, Troutman Sanders Mays & Valentine, LLP, P.O. Box 1122, Richmond, Virginia 23218; and the Commission's Office of General Counsel and Division of Energy Regulation.

Bureau of Insurance

January 17, 2002

Administrative Letter 2002-1

TO: ALL INSURANCE COMPANIES; HEALTH, DENTAL, OPTOMETRIC AND LEGAL SERVICES PLANS; AND HEALTH MAINTENANCE ORGANIZATIONS LICENSED IN VIRGINIA

RE: PROCEDURES TO RECOGNIZE MILITARY CALL–UP TO ACTIVE DUTY – AGENT LICENSING AND AGENT APPOINTMENT PROCESSES
In view of the extraordinary circumstances resulting from the events of September 11, 2001, situations are likely to arise in which applicants for insurance agent licenses may be precluded from meeting certain license application deadlines, and in which those holding agent licenses may be precluded from meeting certain appointment deadlines, due to unexpected activation of military units in which they serve as reserves.

The Bureau of Insurance wishes to be as understanding as possible in such circumstances so that those serving our country are not unduly penalized. Fortunately, the Code of Virginia provides sufficient leeway to permit the State Corporation Commission, through its Bureau of Insurance, to make exceptions where good cause is shown.

- **The first circumstance in which a problem might arise is where a candidate for licensing has registered for a licensing examination to be taken within one year of completing prelicensing requirements as required by § 38.2-1816 B.** That section also provides: “The Commission, however, may waive this time limit in individual circumstances in accordance with such criteria as may be prescribed.”

The Bureau would take the position (and would so instruct its contracted licensing examination provider) that if the applicant is called to active duty prior to the scheduled examination date, the time limit will toll during the period that the applicant is on active duty. Upon release from active duty, and upon providing to the Bureau’s contracted licensing examination provider proof of having been on active duty and proof of the date of release from active duty, the period will begin to run again and the applicant will be permitted to re-schedule the examination WITHOUT PENALTY.

- **§ 38.2-1817 F requires an applicant for a license requiring an examination to take the examination within ninety calendar days from the date the registration is accepted. Failure to do so results in forfeiture of the examination fee and withdrawal of the registration for the examination.**

The Bureau would take the position (and would so instruct its contracted licensing examination provider) that if the applicant is called to active duty prior to the end of the three month period, the applicant will be given a new period of three months following release from active duty to schedule and take the examination, WITHOUT PENALTY. The rationale behind this position would be that the time period in the statute was created in contemplation of the agent having a full ninety calendar days in which to act. Upon release from active duty, and upon providing to the Bureau’s contracted licensing examination provider proof of having been on active duty and proof of the date of release from active duty, the applicant will be given a new period of three months in which to schedule and take the examination.

- **The next circumstance that might occur would come under the purview of § 38.2-1817 G, which requires the applicant to apply for and be issued the license within 183 days following the date the applicant passes the required examination.** Failure to meet this deadline results in invalidation of the examination grade and a requirement to register for, pay for, and pass the examination again. A similar requirement is found in § 38.2-1819 B.

The Bureau would take the position that if the applicant is called to active duty prior to the deadline, the time limit will toll during the period that the applicant is on active duty. The rationale behind this position would be that the time period in the statute was created in contemplation of the agent having a full 183 calendar days in which to act. Upon release from active duty, and upon providing to the Bureau proof of having been on active duty and proof of the date of release from active duty, the period will begin to run again and the applicant will be permitted to apply for the license WITHOUT PENALTY within the extended deadline period.

- **§ 38.2-1817 H provides that an individual who applies for a resident agent’s license, and who was previously licensed for the same lines of authority in the individual’s former home state will be exempt from the licensing examination, but only if the application in Virginia is made while the individual is still licensed in the former home state or within ninety calendar days of the cancellation of the applicant’s previous license in the home state.** Similarly, § 38.2-1818 B gives an individual moving to Virginia a period of ninety calendar days to obtain a Virginia resident license without being subject to prelicensing examination requirements.

The Bureau would take the position that if the applicant is called to active duty while in the process of relocating to Virginia, the applicant should not be penalized by being required to take the examination because the ninety-day period elapsed in the interim. Instead, the Bureau would grant the applicant a new period of ninety days following the applicant’s release from active duty. The rationale behind this position would be that the time period in the statute was created in contemplation of the agent having a full ninety

* It should be noted that the prelicensing study course requirement in § 38.2-1816 is repealed effective September 1, 2002, after which this particular exception will become moot.

* All other citations herein are to the provisions as they will be in effect on September 1, 2002.
calender days in which to act. Upon release from active
duty, the applicant will have a new period of ninety days in
which to apply for a resident Virginia license, upon providing
to the Bureau proof of having been on active duty and proof
of the date of release from active duty.

§ 38.2-1818 A provides a grace period for an agent who
holds a nonresident Virginia license to obtain a resident license
without penalty for a period of ninety calendar days
from the date the agent becomes a Virginia resident. Failure
to apply for and be issued a resident license by the end
of the ninety calendar day period subjects the agent to
termination of the license authority and thus would impose a
requirement that the agent satisfy Virginia prelicensing
examination requirements before a new resident license
could be issued.

The Bureau would take the position that if the applicant is
called to active duty after establishing Virginia residence
and prior to the expiration of the ninety calendar day period
provided in § 38.2-1818 A, the agent will be given a period
of ninety calendar days following release from active duty in
which to secure the Virginia resident license. The rationale
behind this position would be that the time period in the
statute was created in contemplation of the agent having a
full ninety calendar days in which to act. Upon release from
active duty, and upon providing to the Bureau proof of
having been on active duty and proof that the application is
submitted within ninety calendar days of the date of release
from active duty, the application will be considered and if
approved will be issued without regard to the expiration of
the ninety calendar day period interrupted by the agent's
active military service.

§ 38.2-1825 B states that a license shall automatically
terminate after a period of 183 days during which no active
appointment supporting such license was in effect. This
would apply both to the situation where a new licensee fails
to obtain his first appointment within 183 days or at the end
of 183 days where the last supporting appointment of an
existing agent's license terminated. The section further
provides that "[t]he Commission may, upon a showing of
good cause..., waive or extend this requirement."

The Bureau would take the position that if the applicant is
called to active duty after being issued a temporary license
and prior to expiration of the temporary license at the end of
90 days, the effective period of the license will toll during the
period the licensee is on active duty, thereby effectively
"renewing" the license for the extended period of time. Upon
release from active duty, and upon providing to the Bureau
proof of having been on active duty and proof of the date of
release from active duty, the period will begin to run again
and the applicant's temporary license will continue in force
until the end of the extended ninety-day period.

We recognize that not every possible situation may have
been addressed above. It would be the Bureau's intent that
similar situations be addressed consistently with the
situations herein addressed. Examples would be for
licenses such as "consultant," "surplus lines broker," "managing
general agent," and "viatical settlement broker" which are renewable licenses. Renewal dates would be
extended upon submission of proof of having been on
active duty and proof of the date of release from active duty.

We also recognize that the Bureau is not the entity
responsible for development and administration of Virginia's
insurance continuing education program; that responsibility
lies with the Virginia Insurance Continuing Education Board (Board) created and operating under Article 7 of Chapter 18
of Title 38.2 of the Code of Virginia. The Bureau, however,
would urge the Board to adopt procedures consistent with
the spirit of those described above for continuing education
compliance and granting full or partial waivers, pursuant to
§ 38.2-1870.

Throughout this document, we have made reference to "proof
of having been on active duty and proof of the date of release
from active duty". While acknowledging that other forms of
proof may, in the future, prove to be sufficient, at this time the
Bureau is defining the terms to require the individual to
provide copies of the ORDERS showing the activation date
and copies of the AMENDED ORDERS showing the date of
rescission of active duty status. It is our understanding that
these documents are used consistently throughout the United
States armed forces.

It would be the Bureau's intent to interpret these procedures
more liberally rather than more stringently. That is, in lieu of
adhering strictly to a set number of days, reasonable
adherence to the deadlines and extended deadlines will be
accepted.

Finally, we would urge those affected by the call to active
military duty to provide, whenever possible, prior notice to the
Bureau (or the C.E. Board's administrator, as appropriate) of
having received orders so that the individual's file can be
appropriately annotated, subject to later submission of proof of
having been on active duty and proof of the date of release
from active duty.

Further information may be obtained by contacting the
Bureau's Agent Licensing Section through our Interactive
Voice Response system at 804-371-9631 or on the Bureau's
Web Site at: http://www.state.va.us/scc/division/boi.

/s/ Alfred W. Gross
Commissioner of Insurance
DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Fee Schedule for Approved Laboratory Analyses of Blood for Alcohol and Drugs

ALLOWED FEES

<table>
<thead>
<tr>
<th>Level</th>
<th>Alcohol Testing</th>
<th>Drug Screening</th>
<th>Drug Identification/Quantitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>Alcohol Testing</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Level II</td>
<td>Drug Screening</td>
<td>$50</td>
<td>$75/Drug Class*</td>
</tr>
<tr>
<td>Level III</td>
<td>Drug Screening</td>
<td>$50 $75</td>
<td>$75/Drug Class*</td>
</tr>
</tbody>
</table>

* Includes results for all drugs in a class

ANALYTICAL SCHEME

All analyses shall be for the unconjugated (free) form of drugs.

1. Analyze all samples for ethanol (Alcohol screening may be performed, if desired, using immunoassay.)
   a. If ethanol is < 0.09%, include it in the report, and go to 2.
   b. If ethanol is ≥ 0.09%, stop; report results.
2. Perform Level II Drug Screening:
   a. If no drug classes are detected, go to 4.
   b. If any drug classes are tentatively present above their detection limit, go to 3.
3. Perform Level II Identification/Quantitation:
   a. If no drugs are present, or are identified as present but at a concentration below the reporting limit, go to 4.
   b. If drugs are identified as present at a concentration at or above the reporting limit, but below the stop analysis limit, include them in the report, and go to 4.
   c. If drugs are identified as present at a concentration at or above the stop analysis limit, stop; report results.
4. Perform Level III Screening:
   a. If any drug is tentatively identified as present, go to 5.
   b. If no drugs are present, stop; report results.
5. Perform Level III Identification/Quantitation:

ANALYTICAL LIMITS

Level I Alcohol Testing (Limits are in units of % by weight by volume)

<table>
<thead>
<tr>
<th>Drug</th>
<th>Reporting Limit</th>
<th>Stop Analysis Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethanol</td>
<td>0.01</td>
<td>0.09</td>
</tr>
</tbody>
</table>

*** Do not proceed further in the analytical scheme when results at or above this concentration are obtained.

Level II Drug Screening and Identification/Quantitation (Limits are in units of mg/L)

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Drug Class</th>
<th>Drug</th>
<th>Reporting Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antihistamine</td>
<td>Chlorpheniramine</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brompheniramine</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dextromethorphan</td>
<td>0.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Diphenhydramine</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Promethazine</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td>Antidepressant/Antipsychotic</td>
<td>Amitriptyline</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bupropion</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clomipramine</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clozapine</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Desipramine</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doxepin</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Haloperidol</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Imipramine</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mirtazapine</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nortriptyline</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nordoxepin</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trazodone</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td>Hypnotic</td>
<td>Zolpidem</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td>Muscle Relaxant</td>
<td>Carisoprodol</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meprobamate</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methocarbamol</td>
<td>0.02</td>
<td></td>
</tr>
</tbody>
</table>

**SCREENING**

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Lower Reporting Limit</th>
<th>Stop Analysis Limit***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamine</td>
<td>Amphetamine</td>
<td>0.01</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>0.01</td>
<td>0.2</td>
</tr>
<tr>
<td>3,4-Methylenedioxy-methamphetamine</td>
<td>0.01</td>
<td>0.02</td>
</tr>
<tr>
<td>Methylenedioxyamphetamine</td>
<td>0.01</td>
<td>0.02</td>
</tr>
<tr>
<td>Barbiturate</td>
<td>Amobarbital</td>
<td>0.5</td>
</tr>
<tr>
<td>Butabarbital</td>
<td>0.5</td>
<td>2</td>
</tr>
<tr>
<td>Butalbital</td>
<td>0.5</td>
<td>10</td>
</tr>
<tr>
<td>Pentobarbital</td>
<td>0.5</td>
<td>2</td>
</tr>
<tr>
<td>Phenobarbital</td>
<td>0.5</td>
<td>30</td>
</tr>
<tr>
<td>Secobarbital</td>
<td>0.5</td>
<td>2</td>
</tr>
<tr>
<td>Cocaine/Benzylecgonine</td>
<td>Cocaine</td>
<td>0.01</td>
</tr>
<tr>
<td>Benzoylecgonine</td>
<td>0.01</td>
<td>0.1</td>
</tr>
<tr>
<td>Benzodiazepine</td>
<td>Alprazolam</td>
<td>0.02</td>
</tr>
<tr>
<td>Chlordiazepoxide</td>
<td>0.2</td>
<td>4</td>
</tr>
<tr>
<td>Clonazepam</td>
<td>0.01</td>
<td>0.06</td>
</tr>
<tr>
<td>Diazepam</td>
<td>0.1</td>
<td>1</td>
</tr>
<tr>
<td>Lorazepam</td>
<td>0.01</td>
<td>0.3</td>
</tr>
<tr>
<td>n-Desalkylflurazepam</td>
<td>0.01</td>
<td>-</td>
</tr>
<tr>
<td>Nordiazepam</td>
<td>0.1</td>
<td>1</td>
</tr>
<tr>
<td>Oxazepam</td>
<td>0.1</td>
<td>2</td>
</tr>
<tr>
<td>Temazepam</td>
<td>0.02</td>
<td>1</td>
</tr>
<tr>
<td>Cannabinoid</td>
<td>Tetrahydrocannabinol</td>
<td>0.001</td>
</tr>
<tr>
<td>THC carboxylic acid</td>
<td>0.005</td>
<td>-</td>
</tr>
<tr>
<td>Opiate</td>
<td>Codeine</td>
<td>0.02</td>
</tr>
<tr>
<td>Hydrocodone</td>
<td>0.02</td>
<td>0.06</td>
</tr>
<tr>
<td>Morphine</td>
<td>0.02</td>
<td>0.1</td>
</tr>
<tr>
<td>6-Acetylmorphine</td>
<td>0.01</td>
<td>0.01</td>
</tr>
<tr>
<td>Oxycodone</td>
<td>0.02</td>
<td>0.06</td>
</tr>
</tbody>
</table>

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Level III Drug Identification/Quantitation (Limits are in units of mg/L)

<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Drug</th>
<th>Reporting Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antihistamine</td>
<td>Chlorpheniramine</td>
<td>0.02</td>
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<tr>
<td>Brompheniramine</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
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<td>0.1</td>
<td></td>
</tr>
<tr>
<td>Diphenhydramine</td>
<td>0.02</td>
<td></td>
</tr>
<tr>
<td>Promethazine</td>
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<td>Clomipramine</td>
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<td></td>
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<td>Clozapine</td>
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<td></td>
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<td>Doxepin</td>
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<tr>
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<td>0.02</td>
<td></td>
</tr>
<tr>
<td>Methocarbamol</td>
<td>0.02</td>
<td></td>
</tr>
</tbody>
</table>
General Notices/Errata

**Notice of Application for Grant Funds Pre-release and Post-incarceration Services (PAPIS)**

The Department of Criminal Justice Services is accepting applications for grant funds for Pre-Release and Post-Incarceration Services for adult offenders. These services provide training and counseling that prepare adult offenders for reintegration into society after release from state prisons or local jails. The deadline for application is 5 p.m., Friday, March 8, 2002. Program guides and application may be obtained by contacting Carol-Lee Raimo, Program Analyst, Department of Criminal Justice Services, 805 E. Broad Street, Richmond, VA 23219, telephone (804) 786-9652, FAX (804) 786-9656 or e-mail craimo@dcjs.state.va.us. Any public or private, nonprofit transition services provider is invited to make application.

**DEPARTMENT OF ENVIRONMENTAL QUALITY**

**Total Maximum Daily Load (TMDL) for Fecal Coliform Bacteria on an Approximately 2.62 Mile Segment of Dodd Creek**

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation (DCR) seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria on an approximately 2.62 mile segment of Dodd Creek. The Dodd Creek impaired segment is located in Floyd County. It begins at the mouth of the West Fork of Dodd Creek and extends downstream to the Floyd County Public Service Authority's discharge outfall on Dodd Creek approximately 0.2 miles downstream of the Floyd County Public Service Authority's discharge outfall on Dodd Creek. Dodd Creek is identified in Virginia's 1998 § 303(d) TMDL Priority List and Report as impaired due to violations of the state's water quality standard for fecal coliform bacteria.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the Code of Virginia require DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) TMDL Priority List and Report.

The second public meeting on the development of the Dodd Creek fecal coliform TMDL will be held on Tuesday, February 26, 2002, at 7 p.m. in the auditorium at Floyd County High School located at 721 Baker Street, Floyd, Virginia.

**Total Maximum Daily Load (TMDL) for Fecal Coliform Bacteria on an Approximately 5.68 Mile Segment of Mill Creek**

The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation (DCR) seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria on an approximately 5.68 mile segment of Mill Creek. The Mill Creek impaired segment is located in Montgomery County. It begins south of the town of Riner and 0.4 miles upstream of the Route 8 bridge crossing of Mill Creek and extends downstream to the point where Mill Creek enters Meadow Creek adjacent to the Route 600 bridge. Mill Creek is identified in Virginia's 1998 § 303(d) TMDL Priority List and Report as impaired due to violations of the state's water quality standard for fecal coliform bacteria.

Section 303(d) of the Clean Water Act and § 62.1-44.19:7 C of the Code of Virginia, require DEQ to develop TMDLs for pollutants responsible for each impaired water contained in Virginia's § 303(d) TMDL Priority List and Report.

The second public meeting on the development of the Mill Creek fecal coliform TMDL will be held on Tuesday, February 19, 2002, at 7 p.m. in the auditorium at Aubur High School located at 4163 Riner Road, Riner, Virginia.

The public comment period will begin on February 11, 2002, and end on March 12, 2002. A fact sheet on the development of the TMDL for fecal coliform bacteria on Dodd Creek is available upon request. Questions or information requests should be addressed to Jay Roberts. Written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Jay Roberts, Department of Environmental Quality, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6785, FAX (540) 562-6860 or e-mail jaroberts@deq.state.va.us.

**Total Maximum Daily Load (TMDL) for Fecal Coliform Bacteria in the Naked Creek**

The Virginia Department of Environmental Quality (VDEQ) and the Virginia Department of Conservation and Recreation (VDCR) seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria in the Naked Creek. The stream segment is located in Augusta County and is part of the Potomac and Shenandoah River Basin. The segment is

---

<table>
<thead>
<tr>
<th>Opiate/Opiate-like</th>
<th>Hydrocodeine</th>
<th>0.02</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hydromorphone</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td>Oxymorphone</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td>Meperidine</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td>Methadone</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td>Pentazocine</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td>Propoxyphene</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td>Tramadol</td>
<td>0.02</td>
</tr>
<tr>
<td>Ketamine</td>
<td>Ketamine</td>
<td>0.05</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>Phencyclidine</td>
<td>0.04 0.02</td>
</tr>
</tbody>
</table>

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Virginia Register of Regulations

1600
6.75 miles in length, beginning at the Naked Creek headwaters and continuing to its confluence with North River. The segment is identified in Virginia’s 1998 § 303(d) TMDL Priority List as impaired due to violations of the state’s water quality standard for fecal coliform bacteria.

Section 303(d) of the Clean Water Act requires VDEQ to develop TMDLs for pollutants responsible for impaired waters contained in the Virginia’s § 303(d) TMDL Priority List.

The third public meeting on the development of the fecal coliform bacteria TMDL for Naked Creek will be held on Thursday, February 28th, 2002, 7 to 9 p.m. at the Fort Defiance High School, rooms B1 and B2, 195 Fort Defiance Road, Fort Defiance, Virginia 24437.

The public comment period will end on March 15, 2002. A fact sheet on the development of the TMDL for fecal coliform bacteria on Naked Creek is available upon request. Questions or information requests should be addressed to Sandra Mueller. Written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Sandra Mueller, Department of Environmental Quality, 4411 Early Road, Harrisonburg, VA 22801, telephone (540) 574-7848, FAX (540) 540-7878 or e-mail stmueller@deq.state.va.us.

STATE WATER CONTROL BOARD

Proposed Special Order
Arlington County Board
Arlington County Water Pollution Control Plant

The State Water Control Board (board) proposes to issue a Consent Special Order (order) to the Arlington County Board (permittee) regarding the Arlington County Water Pollution Control Plant (WPCP) located in Arlington County, Virginia.

The Arlington County WPCP is subject to VPDES Permit No. VA0025143. The order requires that the permittee submit a plan and schedule for the repairs of the lime reaction tanks and post signs downstream of the outfall, and provides interim effluent permit limitations for BOD, TSS, total phosphorus, and ammonia during construction.

On behalf of the board, the Department of Environmental Quality's Northern Virginia Regional Office will receive written comments relating to the order through March 13, 2002. Please address comments to Sandra A. Oakes, Northern Virginia Regional Office, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193. Please address comments sent via e-mail to soaokes@deq.state.va.us. In order to be considered, comments provided by e-mail must include the commenter's name, address, and telephone number. Please write or visit the Woodbridge address, or call (703) 583-3863, in order to examine or to obtain a copy of the order.

Proposed Consent Special Order
Dale City Service Corporation

The State Water Control Board proposes to enter into a Consent Special Order with Dale City Service Corporation regarding the Section 1 and Section 8 sewage treatment plants (STP) located in Prince William County, Virginia.

The Section 1 STP is subject to VPDES Permit No. VA0024724 and the Section 8 STP is subject to VPDES Permit No. VA0024678. The proposed order includes a schedule of compliance that requires the Dale Service Corporation to achieve compliance with final permit effluent limits at both STPs by October 1, 2002, and provides interim effluent limits for certain parameters until that date.

On behalf of the board, the Department of Environmental Quality’s Northern Virginia Regional Office will receive comments relating to the order through March 13, 2002. Please address comments to Elizabeth Anne Crosier, Northern Virginia Regional Office, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193. Please address comments sent via e-mail to eacrosier@deq.state.va.us. In order to be considered, comments provided by e-mail must include the commenter's name, address, and telephone number. Please write or visit the Woodbridge address, or call (703) 583-3886, in order to obtain or examine a copy of the order.
Proposed Consent Special Order
Rapidan Service Authority

The State Water Control Board (board) proposes to issue a Consent Special Order (order) to the Rapidan Service Authority regarding the Gordonsville wastewater treatment plant (WWTP) located in Orange County, Virginia. The WWTP is subject to VPDES Permit No. VA0021105. The proposed order requires that the Rapidan Service Authority pay a civil charge of $400 for failure to submit required documents within required timeframes pursuant to the STP’s permit and State Water Control Law and Regulation.

On behalf of the board, the Department of Environmental Quality’s Northern Virginia Regional Office will receive comments relating to the order through March 13, 2002. Please address comments to Elizabeth Anne Crosier, Northern Virginia Regional Office, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193. Please address comments sent via e-mail to eacrosier@deq.state.va.us. In order to be considered, comments provided by e-mail must include the commenter’s name, address, and telephone number. Please write or visit the Woodbridge address, or call (703) 583-3886, in order to obtain or examine a copy of the order.

Proposed Consent Special Order
S.I.L. Cleanwater, L.L.C.-North Fork Modular Reclamation and Reuse Facility

The State Water Control Board proposes to enter into a Consent Special Order with S.I.L. Cleanwater, L.L.C.-North Fork Modular Reclamation and Reuse Facility (S.I.L.) to resolve violations of the State Water Control Law and regulations at S.I.L.’s sewage treatment plant in Rockingham County. The facility discharges treated wastewater to the North Fork of the Shenandoah River in the Shenandoah River subbasin, Potomac River basin.

S.I.L. has experienced periodic BOD, ammonia, and fecal coliform effluent limitation violations during the period from April through August 2001. The facility has exceeded limitations for land application rates in March and April 2001 and has experienced operational problems since coming on line. In addition, S.I.L failed to submit required reports in a timely manner.

The proposed Consent Special Order settles the outstanding Notices of Violation and incorporates a schedule of compliance to return the facility to complete compliance with the permit. The order also assesses a civil charge for the violations. 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 Steven W. Hetrick, Department of Environmental Quality, Post Office Box 3000, Harrisonburg, VA 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, VA 22801. A copy of the order may be obtained in person or by mail from this office.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Mailing Address: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219, FAX (804) 692-0625.

Forms for Filing Material for Publication in The Virginia Register of Regulations

All agencies are required to use the appropriate forms when furnishing material 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/register/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
CALENDAR OF EVENTS

Symbol Key

Location accessible to persons with disabilities

Teletype (TTY)/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. If you are unable to find a meeting notice for an organization in which you are interested, please check the Commonwealth Calendar at www.vipnet.org or contact the organization directly.

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/TTY, 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

March 14, 2002 - 9 a.m. -- Open Meeting
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia.

A general meeting.

Contact: Roy E. Seward, Secretary, Board of Agriculture and Consumer Services, Washington Bldg., 1100 Bank St., Richmond, VA 23219, telephone (804) 786-3538, FAX (804) 371-2945, (800) 828-1120/TTY, e-mail rseward@vdacs.state.va.us.

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

March 14, 2002 - 10 a.m. -- Public Hearing
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to amend regulations entitled: 2 VAC 5-400. Rules and Regulations for the Enforcement of the Virginia Fertilizer Law. The purpose of the proposed amendments is to ensure that: (i) regulated products are properly formulated and labeled; (ii) the manufacturer’s recommendations for use of these regulated products are in accordance with methods and procedures that enhance the safety, quality and quantity of the food supply for both humans and animals; (iii) guidelines are established for the methods used to provide verification of labeling claims for regulated products; and (iv) assessments against the manufacturer of a product is deficient when compared to its guarantee, or that is not properly labeled and thus has caused a negative economic impact on a consumer, are paid to the consumer when he may be identified. The amendments also include changes needed to make the regulation compatible with the 1994 changes to the Virginia Fertilizer Act.

Statutory Authority: § 3.1-106.4 of the Code of Virginia.

Contact: J. Alan Rogers, Program Manager, Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-2476, FAX (804) 786-1571 or (804) 828-1120/TTY.

March 14, 2002 - 10 a.m. -- Public Hearing
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Agriculture and Consumer Services intends to amend regulations entitled: 2 VAC 5-610. Rules Governing the Solicitation of Contributions. The purpose of the proposed regulatory action is to amend the regulation to conform with amendments to the Virginia Solicitation of Contributions Law relating to (i) the annual registration process and exemption to such registration, (ii) rules governing a professional solicitor, and (iii) general provisions relating to disclosure requirements by for-profit organizations and the use of private mailboxes by the regulated entities.


Contact: Andy Alvarez, Program Manager, Office of Consumer Affairs, Department of Agriculture and Consumer Services, 1100 Bank St., Suite 1101, Richmond, VA 23219, telephone (804) 786-1381, FAX (804) 786-5112, toll-free 1-800-9963 or 1-800-828-1120/TTY.

Virginia Bright Flue-Cured Tobacco Board

† February 15, 2002 - 9:30 a.m. -- Open Meeting
Sheldon's Restaurant, Business Route 15 and 360, Keysville, Virginia.
Calendar of Events

A meeting to review the board's financial statement and approve minutes of the last meeting. In addition, the board will consider funding proposals for research, promotion, and education projects pertaining to Virginia flue-cured tobacco and 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 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, Board Secretary, Virginia Bright Flue-Cured Tobacco Board, P.O. Box 129, Halifax, VA 24558, telephone (434) 572-4568, FAX (434) 572-8234.

Virginia Corn Board

February 13, 2002 - 8 a.m. -- Open Meeting
Wyndham Hotel, 700 South Laburnum Avenue, Richmond, Virginia.

A meeting to discuss checkoff revenues resulting from sale of the 2001 corn crop and approve the previous meeting minutes. As well, the board will hear FY 2001-2002 project reports and will receive FY 2002-2003 project proposals. Following all the presentations, the group will make funding decisions for the fiscal year beginning on July 1, 2002. 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 Philip T. Hickman at least five days before the meeting date so that suitable arrangements can be made.

Contact: Philip T. Hickman, Program Director, Department of Agriculture and Consumer Services, 1100 Bank St., Room 1005, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786.

Virginia Cotton Board

March 8, 2002 - 9 a.m. -- Open Meeting
Tidewater Agriculture Research and Extension Center, 6321 Holland Road, Suffolk, Virginia.

A meeting to discuss and approve contractual arrangements with national and regional organizations, receive reports of programs and projects funded over the past year, and hear project proposal grant requests on cotton by VPI, VSU, and other groups for the year 2002-03. During the meeting, financial reports will 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 Gail Moody-Milteer at least five days before the meeting date so that suitable arrangements can be made.

Contact: Gail Moody Milteer, Program Director, Virginia Cotton Board, 1100 Armory Dr., Suite 120, Franklin, VA 23851, telephone (757) 569-1100, FAX (757) 562-6104.

Virginia Irish Potato Board

February 11, 2002 - 7:30 p.m. -- Open Meeting
Eastern Shore Agricultural Research and Extension Center, Research Drive, Painter, Virginia.

A meeting to review the financial statement and hear and approve minutes of the last meeting. In addition, the board will plan and review grants request for 2002-03 season and discuss 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 any accommodation in order to participate at the meeting should contact J.W. Nottingham at least five days before the meeting date so that suitable arrangements can be made.

Contact: J. W. Nottingham, Program Director, Virginia Irish Potato Board, P.O. Box 26, Onley, VA 23418, telephone (757) 787-5867, FAX (757) 787-5973.

Virginia Peanut Board

† March 19, 2002 - 10 a.m. -- Open Meeting
Tidewater Agricultural Research and Extension Center, 6321 Holland Road, Suffolk, Virginia.

A meeting to review peanut research projects for possible funding in 2002. The minutes of the last meeting will be heard and approved. The board's financial statement will be reviewed. 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 Russell C. Schools at least five days before the meeting date so that suitable arrangements can be made.

Contact: Russell C. Schools, Program Director, Virginia Peanut Board, P O Box 356, Capron, VA 23829, telephone (434) 658-4573, FAX (434) 658-4531.

Virginia Plant Pollination Advisory Board

February 27, 2002 - 10 a.m. -- Open Meeting
Department of Agriculture and Consumer Services, Washington Building, 1100 Bank Street, 2nd Floor, Board Room, Richmond, Virginia.

An annual meeting. 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 Keith R. Tignor at least five days before the meeting date so that suitable arrangements can be made.

Contact: Keith R. Tignor, Board Secretary, Department of Agriculture and Consumer Services, 1100 Bank St., Room 703, Richmond, VA 23219, telephone (804) 786-3515, FAX (804) 371-7793.

Virginia Soybean Board

March 7, 2002 - 8 a.m. -- Open Meeting
Williamsburg Marriott, 50 Kingsmill Road, Williamsburg, Virginia.
A meeting to discuss checkoff revenues resulting from sales of the 2001 soybean crop, approve previous meeting minutes, hear project reports for FY 2001-2002, and project proposals for FY 2002-2003. Funding decisions will be made for the fiscal year beginning July 1, 2002. 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 Philip T. Hickman at least five days before the meeting date so that suitable arrangements can be made.

Contact: Philip T. Hickman, Program Director, Department of Agriculture and Consumer Services, 1100 Bank St., Room 1005, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786.

STATE AIR POLLUTION CONTROL BOARD

February 12, 2002 - 10 a.m. -- Public Hearing
Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, Virginia.

A public hearing to receive comment on an application from United Winner Metals Inc. to install and operate a secondary aluminum production process at the facility in Chesapeake, VA.

Contact: Yen T. Bao, Department of Environmental Quality, 5636 Southern Blvd., Virginia Beach, VA 23462, telephone (757) 518-2195, e-mail ytbao@deq.state.va.us.

ALCOHOLIC BEVERAGE CONTROL BOARD

March 29, 2002 - 10 a.m. -- Public Hearing
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

April 1, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to amend regulations entitled: 3 VAC 5-50. Tied-House. The purpose of the proposed amendments is to allow alcoholic beverage manufacturers, bottlers, and wholesalers to provide advertising materials to retail licensees that have been customized for the individual retailer, with some restrictions.


Contact: Sara M. Gilliam, Assistant Secretary, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411 or (804) 213-4687/TTY ☎

March 29, 2002 - 10 a.m. -- Public Hearing
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

April 1, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to amend regulations entitled: 3 VAC 5-60. Manufacturers and Wholesalers Operations. The purpose of the proposed amendments is to increase the maximum wholesale value of novelty and specialty items that may be given away by representatives of distilled beverage manufacturers, and to allow such representatives to...
Calendar of Events

to provide routine business entertainment to mixed beverage licensees.


Contact: Sara M. Gilliam, Assistant Secretary, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411 or (804) 213-4687/TTY 📞

March 29, 2002 - 10 a.m. -- Public Hearing
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

April 1, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Alcoholic Beverage Control Board intends to amend regulations entitled: 3 VAC 5-70. Retail Operations. The purpose of the proposed amendments is to (i) permit the peddling of cider and the reporting of cider sales by wholesale wine licensees in the same manner as beer and (ii) require all special event licensees in charge of public events to report to the board the income and expenses associated with the event when the licensee engages another person to organize, conduct, or operate the event on behalf of the licensee.


Contact: Sara M. Gilliam, Assistant Secretary, 2901 Hermitage Rd., P.O. Box 27491, Richmond, VA 23261, telephone (804) 213-4440, FAX (804) 213-4411 or (804) 213-4687/TTY 📞

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

February 13, 2002 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 📞 (Interpreter for the deaf provided upon request)

A meeting of the Land Surveyors Section 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, FAX (804) 367-2475, (804) 367-9753/TTY 📞, e-mail apelsla@dpor.state.va.us.

March 14, 2002 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. 📞 (Interpreter for the deaf provided upon request)

A meeting of the Certified Interior Designers Section 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, FAX (804) 367-2475, (804) 367-9753/TTY 📞, e-mail apelsla@dpor.state.va.us.

March 1, 2002 - 10 a.m. -- Open Meeting
April 5, 2002 - 10 a.m. -- Open Meeting

† May 3, 2002 - 10 a.m. -- Open Meeting

ART AND ARCHITECTURAL REVIEW BOARD

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Science Museum of Virginia, 2500 West Broad Street, Forum Room, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A monthly meeting to review projects submitted by state agencies. AARB submittal forms and submittal instructions can be downloaded by visiting the DGS forms center at www.dgs.state.va.us. Request submittal form DGS-30-905 or submittal instructions form DGS-30-906.

Contact: Richard L. Ford, AIA, Chairman, Department of General Services, 1011 E. Main St., Room 221, Richmond, VA 23219, telephone (804) 643-1977, FAX (804) 643-1981, (804) 786-6152/TTY.

VIRGINIA BOARD FOR ASBESTOS, LEAD, AND HOME INSPECTORS

† March 19, 2002 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Conference Room 5W, Richmond, Virginia.

A meeting to conduct routine business. A public comment period will be held at the beginning of the meeting.

Contact: David Dick, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2648, FAX (804) 367-6128, (804) 367-9753/TTY, e-mail asbestos@dpor.state.va.us.

BOARDS FOR AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

February 21, 2002 - 9:30 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 3, Richmond, Virginia.

A meeting to conduct general business to include regulatory and disciplinary matters as presented on the agenda. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth Young, Executive Director, Board of Audiology and Speech-Language Pathology, Southern States Bldg., 6606 W. Broad St., 4th Floor, Richmond, VA 23200-1717, telephone (804) 662-9111, FAX (804) 662-9523, (804) 662-7197/TTY, e-mail elizabeth.young@dhp.state.va.us.

VIRGINIA AVIATION BOARD

† February 20, 2002 - 9 a.m. -- Open Meeting
Wyndham Hotel, Richmond Airport, 4700 South Laburnum Avenue, Richmond, Virginia.

A regular bimonthly meeting. Application 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 Carolyn Toth 10 days prior to the meeting if assistance is needed.

Contact: Carolyn Toth, Administrative Assistance, Virginia Aviation Board, 5702 Gulfstream Rd., Richmond, VA, telephone (804) 236-3637, FAX (804) 236-3635, toll-free (800) 292-1034, (804) 236-3624/TTY, e-mail toth@doav.state.va.us.

BOARD FOR BARBERS AND COSMETOLOGY

† March 4, 2002 - 8:30 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A regular board meeting.

Contact: William H. Ferguson, II, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-6295, e-mail barbercosmo@dpor.state.va.us.

† March 4, 2002 - 1 p.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A committee meeting to discuss the inspection program.

Contact: William H. Ferguson, II, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-6295, e-mail barbercosmo@dpor.state.va.us.

CEMETERY BOARD

February 26, 2002 - 9:30 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting.

Contact: Karen W. O’Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail oneal@dpor.state.va.us.

CHESAPEAKE BAY LOCAL ASSISTANCE BOARD

February 12, 2002 - 10 a.m. -- Open Meeting
Chesapeake Bay Local Assistance Department, James Monroe Building, 101 North 14th Street, 17th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

The Northern Area Review Committee will conduct general business, including review of local Chesapeake Bay Preservation Area programs in the northern area. No comments from the public will be entertained at this meeting; however, written comments are welcome. A tentative agenda is available upon request.

Contact: Carolyn J. Elliott, Administrative Program Assistant, Chesapeake Bay Local Assistance Department, James Monroe Building, 101 North 14th Street, 17th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)
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February 12, 2002 - Noon -- Open Meeting
Chesapeake Bay Local Assistance Department, James Monroe Building, 101 North 14th Street, 17th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

The Grants Committee will meet to consider the FY03 Competitive Grants Program applications for funding. No comments from the public will be entertained at this meeting; however, written comments are welcome.

Contact: Carolyn J. Elliott, Administrative Program Assistant, Chesapeake Bay Local Assistance Department, James Monroe Bldg., 101 N. 14th St., Richmond, VA 23219, telephone (804) 371-7505, FAX (804) 225-3447, toll-free (800) 243-7229, (800) 243-7229/TTY, e-mail celliott@cblad.state.va.us.

February 12, 2002 - 2 p.m. -- Open Meeting
Chesapeake Bay Local Assistance Department, James Monroe Building, 101 North 14th Street, 17th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

The Southern Area Review Committee will conduct general business, including review of local Chesapeake Bay Preservation Area programs for the southern area. No comments from the public will be entertained at this meeting; however, written comments are welcome. A tentative agenda is available upon request.

Contact: Carolyn J. Elliott, Administrative Program Assistant, Chesapeake Bay Local Assistance Department, James Monroe Bldg., 101 N. 14th St., Richmond, VA 23219, telephone (804) 371-7505, FAX (804) 225-3447, toll-free (800) 243-7229, (800) 243-7229/TTY, e-mail celliott@cblad.state.va.us.

STATE CHILD FATALITY REVIEW TEAM
† March 8, 2002 - 10 a.m. -- Open Meeting
Office of the Chief Medical Examiner, 400 East Jackson Street, Richmond, Virginia. (Interpreter for the deaf provided upon request)

The business portion of the State Child Fatality Review Team meeting, from 10 a.m. to 10:30 a.m., is open to the public. At the conclusion of the open meeting, the team will go into closed session for confidential case review.

Contact: Virginia Powell, Coordinator, State Child Fatality Review Team, 400 East Jackson St., Richmond, VA 23219, telephone (804) 786-6047, FAX (804) 371-8595, toll-free (800) 447-1708, e-mail vpowell@vdh.state.va.us.

COMPENSATION BOARD
February 26, 2002 - 11 a.m. -- Open Meeting
Compensation Board, 202 North 9th Street, 10th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A monthly board meeting.

Contact: Cindy Waddell, Administrative Assistant, Compensation Board, P.O. Box 710, Richmond, VA 23218, telephone (804) 786-0786, FAX (804) 371-0235, e-mail cwaddell@scb.state.va.us.

DEPARTMENT OF CONSERVATION AND RECREATION

Falls of the James Scenic River Advisory Board
† March 7, 2002 - Noon -- Open Meeting
† April 4, 2002 - Noon -- Open Meeting
Richmond City Hall, 900 East Broad Street, Planning Commission Conference Room, 5th Floor, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A meeting to discuss river issues.

Contact: Richard G. Gibbons, Environmental Program Manager, Department of Conservation and Recreation, 203 Governor St., Suite 326, Richmond, VA 23219, telephone (804) 786-4132, FAX (804) 371-7899, e-mail rgibbons@dcr.state.va.us.

Rappahannock River Scenic River Advisory Board
† February 20, 2002 - 7 p.m. -- Open Meeting
Fredericksburg Holiday Inn Select, 2801 Plank Road (Intersection of I-95 and Route 3), Fredericksburg, Virginia. (Interpreter for the deaf provided upon request)

A meeting to discuss river issues and receive a briefing from the City of Fredericksburg on removal of the Embrey Dam. They will also hear a presentation by the Silver Company on the proposed Celebrate Virginia project. A public comment period will be included in the meeting agenda.

Contact: Richard G. Gibbons, Environmental Program Manager, Department of Conservation and Recreation, 203 Governor St., Suite 326, Richmond, VA 23219, telephone (804) 786-4132, FAX (804) 371-7899, e-mail rgibbons@dcr.state.va.us.

BOARD FOR CONTRACTORS
† February 13, 2002 - 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 regular meeting of the Tradesman Committee to consider items of interest relating to the tradesmen/backflow workers and other appropriate matters pertaining to the tradesman section of the board for contractors.

Contact: Eric L. Olson, Assistant Director, Board for Contractors, 3600 W. Broad St., 4th Floor, Richmond, VA, telephone (804) 367-6166, FAX (804) 367-2474, (804) 367-9753/TTY, e-mail olsone@dpor.state.va.us.
BOARD OF CORRECTIONS

February 12, 2002 - 10 a.m. -- Open Meeting
Department of Corrections, 6900 Atmore Drive, Board Room, Richmond, Virginia.

A meeting of the Correctional Services/Policy and Regulations Committee to discuss correctional services and policy/regulation matters that may be presented to the full board.

Contact: Barbara Reyes, Executive Secretary, Board of Corrections, 6900 Atmore Drive, Richmond, VA 23225, telephone (804) 674-3288, FAX (804) 674-3509, e-mail reyesbb@vadoc.state.va.us.

February 13, 2002 - 10 a.m. -- Open Meeting
Department of Corrections, 6900 Atmore Drive, Board Room, Richmond, Virginia.

A monthly meeting of the full board to discuss correctional matters that may be brought before the board for consideration.

Contact: Barbara Reyes, Executive Secretary, Board of Corrections, 6900 Atmore Drive, Richmond, VA 23225, telephone (804) 674-3288, FAX (804) 674-3509, e-mail reyesbb@vadoc.state.va.us.

BOARD OF DENTISTRY

February 15, 2002 - 9 a.m. -- Open Meeting
Department of Health Professions, 6606 West Broad Street, 5th Floor, Richmond, Virginia.

An informal conference committee will convene to hear possible violations of the regulations governing the practice of dentistry.

Contact: Sandra K. Reen, Executive Director, Board of Dentistry, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY, e-mail sandra.reen@dhp.state.va.us.

NOTE: CHANGE IN DATE AND LOCATION
March 5, 2002 - 9 a.m. -- Open Meeting
Pocahontas Building, 900 East Main Street, Richmond, Virginia.

March 18, 2002 - 9:30 a.m. -- Open Meeting
Old Dominion University, Norfolk, Virginia. (Interpreter for the deaf provided upon request)

April 15, 2002 - 9:30 a.m. -- Open Meeting
Richmond area; location to be announced. (Interpreter for the deaf provided upon request)

A work session of the Advisory Board for Teacher Education and Licensure. No public comment will be received. Persons requesting the services of an interpreter for the deaf should do so in advance.

Contact: Dr. Margaret N. Roberts, Office of Policy, Board of Education, P. O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

DESIGN-BUILD/CONSTRUCTION MANAGEMENT REVIEW BOARD

February 21, 2002 - 11 a.m. -- Open Meeting
March 21, 2002 - 11 a.m. -- Open Meeting
April 18, 2002 - 11 a.m. -- Open Meeting
Virginia War Memorial, 601 South Belvidere Street, Auditorium, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A meeting to review requests submitted by localities to use design-build or construction management-type contracts. Contact the Division of Engineering and Buildings to confirm the meeting. Board rules and regulations can be obtained online at www.dgs.state.va.us under the DGS Forms, Form DGS-30-904.

Contact: Freddie M. Adcock, Administrative Assistant, Department of General Services, 805 E. Broad St., Room 101, Richmond, VA 23219, telephone (804) 786-3263, FAX (804) 731-7934, (804) 786-6152/TTY, e-mail fadcock@dgs.state.va.us.

BOARD OF EDUCATION

Feb 11, 2002 - 7 p.m. -- Public Hearing
Highland Springs High School, 15 South Oak Avenue, Richmond, Virginia. (Interpreter for the deaf provided upon request)

Wytheville Community College, Grayson Hall, 1000 East Main Street, Wytheville, Virginia. (Interpreter for the deaf provided upon request)

A public hearing on Mathematics Curriculum Framework. See the Department of Education web site for more information. Persons requested services of interpreter for the deaf are asked to do so in advance. Speakers are asked to limit their comments to three minutes each.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Board of Education, P.O. Box 2120, 101 North 14th Street, 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

Feb 14, 2002 - 8:30 a.m. -- Open Meeting
Feb 15, 2002 - 8:30 p.m. -- Open Meeting
Hilton Richmond Airport Hotel, 5500 Eubank Road, Richmond, Virginia.

A work session of the SOL Technical Advisory Committee. Public comment will not be received. Persons requesting the services of an interpreter for the deaf should do so in advance.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Board of Education, P.O. Box 2120, 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

NOTE: CHANGE IN DATE AND LOCATION
March 5, 2002 - 9 a.m. -- Open Meeting
Pocahontas Building, 900 East Main Street, Richmond, Virginia.
**Calendar of Events**

**March 27, 2002 - 9 a.m. -- Open Meeting**
Richmond area; location to be announced.

A regular business meeting. Public comment will be received. Persons who wish to speak or who require the services of an interpreter for the deaf should contact the agency in advance.

**Contact:** Dr. Margaret N. Roberts, Office of Policy, Board of Education, P.O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

**April 24, 2002 - 9 a.m. -- Open Meeting**
Richmond area; location to be announced.

This is a working session and public comment will not be received. Persons requesting the services of an interpreter for the deaf should do so in advance.

**Contact:** Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Board of Education, P.O. Box 2120, 101 N. 14th St., 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail mroberts@mail.vak12ed.edu.

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**DEPARTMENT OF ENVIRONMENTAL QUALITY**

**February 12, 2002 - 7 p.m. -- Public Hearing**
Major Hillard Public Library, 824 Old George Washington Highway North, Chesapeake, Virginia.

A public hearing to receive comments on a draft permit amendment for the VEPCO industrial landfill located in Chesapeake. The permit amendment would incorporate a groundwater monitoring plan into the permit.

**Contact:** Rosemarie Ballance, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4223, e-mail rballance@deq.state.va.us.

**† February 19, 2002 - 7 p.m. -- Open Meeting**
Auburn High School, 4163 Riner Road, Riner, Virginia.

The second public meeting on the development of a fecal coliform TMDL for an approximately 5.67-mile segment of Mill Creek in Montgomery County.

**Contact:** Jay Roberts, Department of Environmental Quality, 3019 Peters Creek Rd., Roanoke, VA 24019, telephone (540) 562-6785, e-mail jaroberts@deq.state.va.us.

**† February 26, 2002 - 7 p.m. -- Open Meeting**
Floyd County High School, 721 Baker Street, Floyd, Virginia.

The second public meeting on the development of a fecal coliform TMDL for a 2.62-mile segment of Dodd Creek in Floyd County.

**Contact:** Jay Roberts, Department of Environmental Quality, 3019 Peters Creek Rd., Roanoke, VA 24019, telephone (540) 562-6785, e-mail jaroberts@deq.state.va.us.

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**VIRGINIA FIRE SERVICES BOARD**

**† February 21, 2002 - 9 a.m. -- Open Meeting**
Pavilion Convention Center, 1000 19th Street, Virginia Beach, Virginia.

A meeting to be held in conjunction with the State Fire Chiefs Association of Virginia's Mid-Atlantic Expo and Symposium. Committees will meet as follows:

- Fire Education and Training - 9 a.m.
- Administration and Policy - 10 minutes after conclusion of Fire Education and Training
- Fire Prevention and Control - 10 minutes after conclusion of Administration and Policy
- Finance - 10 minutes after conclusion of Fire Prevention and Control

**Contact:** Christy L. King, Clerk to VFSB, Virginia Fire Services Board, James Monroe Bldg., 101 N. 14th St., 18th Floor, Richmond, VA 23219, telephone (804) 371-0220, FAX (804) 371-0219, e-mail cking@vdfp.state.va.us.

**† February 22, 2002 - 9 a.m. -- Open Meeting**
Pavilion Convention Center, 1000 19th Street, Virginia Beach, Virginia.

A meeting held in conjunction with the State Fire Chiefs Association of Virginia's Mid-Atlantic Expo and Symposium.

**Contact:** Christy L. King, Clerk to VFSB, Virginia Fire Services Board, James Monroe Bldg., 101 N. 14th St., 18th Floor, Richmond, VA 23219, telephone (804) 371-0220, FAX (804) 371-0219, e-mail cking@vdfp.state.va.us.

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**BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

**February 12, 2002 - 9 a.m. -- Open Meeting**
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia.
A meeting of the Regulatory/Bylaws Committee to work on draft regulations pursuant to recommendations of the regulatory review and consider other issues that may be presented on the agenda. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, 6066 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9907, FAX (804) 662-9523, (804) 662-7197/TTY , e-mail elizabeth.young@dgif.state.va.us.

March 5, 2002 - 9 a.m. -- Open Meeting Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia (Interpreter for the deaf provided upon request)

A general business meeting, including the adoption of proposed amendments to regulations. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, 6066 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9907, FAX (804) 662-9523, (804) 662-7197/TTY , e-mail elizabeth.young@dgif.state.va.us.

DEPARTMENT OF GAME AND INLAND FISHERIES

February 12, 2002 - 7 p.m. -- Public Hearing Smyth-Bland Regional Library, Copenhaver Meeting Room, 118 South Sheffey Street, Marion, Virginia (Interpreter for the deaf provided upon request)

February 13, 2002 - 7 p.m. -- Public Hearing Department of Game and Inland Fisheries, Verona (Staunton) Regional Office, 4725 Lee Highway, Verona, Virginia (Interpreter for the deaf provided upon request)

Public forums to receive comments on agency programs, regulations, and management of Virginia's freshwater fish and fishing resources; wildlife diversity, or wildlife management other than in the context of hunting, fishing, and trapping. All interested citizens are invited to attend. The comments and suggestions received will be considered by staff as they refine current programs and regulations and develop new ones.

Contact: Phil Smith, Policy Analyst, Department of Game and Inland Fisheries, 4010 W. Broad St., Richmond 23230, telephone (804) 367-1000, FAX (804) 367-0488, e-mail RegComments@dgif.state.va.us.

† March 6, 2002 - 7 p.m. -- Public Hearing Deep Creek Middle School, 1955 Deal Drive, Room 804, Chesapeake, Virginia (Interpreter for the deaf provided upon request)

Nandua High School, 26350 Lankford Highway, Home Economics Department Classroom, Onley, Virginia (Interpreter for the deaf provided upon request)

† March 7, 2002 - 7 p.m. -- Public Hearing Central Rappahannock Regional Library, Porter Branch, 2001 Parkway Boulevard, Room A, Stafford, Virginia (Interpreter for the deaf provided upon request)

Sandy Bottom Nature Park, Visitor Center, 1255 Big Bethel Road, Hampton, Virginia (Interpreter for the deaf provided upon request)

† March 11, 2002 - 7 p.m. -- Public Hearing Department of Game and Inland Fisheries, 4000 West Broad Street, Richmond, Virginia (Interpreter for the deaf provided upon request)

Public forums to receive comments from the public on agency programs, regulations, and management of Virginia's wildlife diversity, or wildlife management other than in the context of hunting, fishing, and trapping. All interested citizens are invited to attend. The comments and suggestions received will be considered by staff as they refine current programs and regulations and develop new ones.

Contact: Phil Smith, Policy Analyst, Department of Game and Inland Fisheries, 4010 W. Broad St., Richmond 23230, telephone (804) 367-1000, FAX (804) 367-0488, e-mail RegComments@dgif.state.va.us.

STATE BOARD OF HEALTH

March 3, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Board of Health intends to consider adopting regulations entitled: 12 VAC 5-508. Regulations Governing the Virginia Physician Loan Repayment Program. The purpose of the proposed regulations is to set forth the criteria for eligibility in the Physician Loan Repayment Program for primary care physicians and psychiatrists, the terms and conditions applicable to each loan recipient, and penalties for a recipient's failure to fulfill requirements.

Statutory Authority: § 32.1-122.6:1 of the Code of Virginia.

Contact: Norma Marrin, Business Manager, Office of Health Planning, Department of Health, 1500 E. Main St., Richmond, VA 23219, telephone (804) 786-4891 or FAX (804) 371-0116.

DEPARTMENT OF HEALTH PROFESSIONS

February 15, 2002 - 9 a.m. -- Open Meeting Department of Health Professions, 6606 West Broad Street, 5th Floor, Richmond, Virginia (Interpreter for the deaf provided upon request)
The Health Practitioner’s Intervention Program Committee will meet with its contractor and representatives to review reports, policies, and procedures for the Health Practitioner’s Intervention Program. The committee will meet in open session for general discussion of the program and may meet in executive session to consider specific requests from applicants or participants in the program.

Contact: John W. Hasty, Director, Department of Health Professions, 6606 W. Broad St., 4th Floor, Richmond, VA 23230-1717, telephone (804) 662-9424, FAX (804) 662-9114, (804) 662-9197/TTY.

HOPEWELL INDUSTRIAL SAFETY COUNCIL

March 5, 2002 - 9 a.m. -- Open Meeting
Hopewell Community Center, 100 West City Point Road, Hopewell, Virginia. (Interpreter for the deaf provided upon request)

A Local Emergency Preparedness committee meeting as required by SARA Title III.

Contact: Robert Brown, Emergency Services Coordinator, Hopewell Industrial Safety Council, 300 N. Main St., Hopewell, VA telephone (804) 541-2298.

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

† February 27, 2002 - 9 a.m. -- Open Meeting
Virginia Housing Development Authority, 601 South Belvidere Street, Richmond, Virginia.

A regular meeting of the Board of Commissioners to review and, if appropriate, (i) approve the minutes from the prior monthly meeting; (ii) consider for approval and ratification mortgage loan commitments under its various programs; (iii) review the authority’s operations for the prior month; and (iv) consider such other matters and take such other actions as they may deem appropriate. Various committees of the Board of Commissioners, including the Programs Committee, the Operations Committee, the Policy Committee, and the Committee of the Whole, may also meet during the day preceding the regular meeting and before and after the regular meeting and may consider matters within their purview. The planned agenda of the meeting will be available at the offices of the authority one week prior to the date of the meeting.

Contact: J. Judson McKellar, Jr., General Counsel, Virginia Housing Development Authority, 601 S. Belvidere St., Richmond, VA 23220, telephone (804) 343-5540, FAX (804) 783-6701, toll-free (800) 968-7837, (804) 783-6705/TTY.

DEPARTMENT OF LABOR AND INDUSTRY

February 14, 2002 - 9:30 a.m. -- Open Meeting
Powers-Taylor Building, 13 South 13th Street, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A general meeting of the Virginia Apprenticeship Council Subcommittee.

Contact: Beverley Donati, Assistant Program Manager, Department of Labor and Industry, Powers-Taylor Bldg., 13 S. 13th St., Richmond, VA 23219, telephone (804) 786-2382, FAX (804) 786-8418, (804) 786-2376/TTY, e-mail bgd@doli.state.va.us.

THE LIBRARY OF VIRGINIA

March 18, 2002 - 7:30 a.m. -- Open Meeting
The Library of Virginia, 800 East Broad Street, Richmond, Virginia.

Meetings of the board to discuss matters pertaining to the Library of Virginia and the board. Committees of the board will meet as follows:

7:30 a.m. - Executive Committee, Conference Room B.
8:15 a.m. - Public Library Development Committee, Orientation Room;
Publications and Educational Services Committee, Conference Room B;
Records Management Committee, Conference Room C.
9:30 a.m. - Archival and Information Services Committee, Orientation Room;
Collection Management Services Committee, Conference Room B;
Legislative and Finance Committee, Conference Room C.
10:30 a.m. - Library Board, Conference Room 2M.

Contact: Jean H. Taylor, Executive Secretary to the Librarian, The Library of Virginia, 800 E. Broad St., Richmond, VA 23219-2000, telephone (804) 692-3535, FAX (804) 692-3594, (804) 692-3976/TTY, e-mail jtaylor@lva.lib.va.us.

MARINE RESOURCES COMMISSION

February 26, 2002 - 9:30 a.m. -- Open Meeting
March 26, 2002 - 9:30 a.m. -- Open Meeting
Marine Resources Commission, 2600 Washington Avenue, 4th Floor, Newport News, Virginia.

A monthly meeting.

Contact: Stephanie Montgomery, Commission Secretary, Marine Resources Commission, 2600 Washington Ave., Newport News, VA 23607, telephone (757) 247-8088, FAX (757) 247-2020, toll-free (800) 541-4646, (757) 247-2292/TTY, e-mail smont@mrc.state.va.us.

BOARD OF MEDICAL ASSISTANCE SERVICES

February 12, 2002 - 10 a.m. -- Canceled
April 9, 2002 - 10 a.m. -- Open Meeting
Department of Medical Assistance Services, 600 East Broad Street, Board Room, Suite 1300, Richmond, Virginia.

A routine business meeting. An agenda will be posted prior to the meeting date.

Contact: Leah Hamaker, Communications Office, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-4626,
STATE MILK COMMISSION

February 20, 2002 - 10:30 a.m. -- Open Meeting
Department of Mines, Minerals, and Energy, 900 Natural Resources Drive, Room 2054, Charlottesville, Virginia.

A regular meeting to consider industry issues, distributor licensing, base transfers, and reports from staff. The commission will also review 2002 base requirements. The commission offers anyone in attendance an opportunity to speak at the conclusion of the agenda. Those persons requiring special accommodations should notify the agency contact at least five days prior to the meeting so that suitable arrangements can be made.

Contact: Edward C. Wilson, Jr., Deputy Administrator, State Milk Commission, Ninth St. Office Bldg., 202 N. Ninth St., Room 915, Richmond, VA 23219, telephone (804) 786-2013, FAX (804) 786-3779, e-mail ewilson@smc.state.va.us.

DEPARTMENT OF MINES, MINERALS AND ENERGY

Division of Mine Land Reclamation

February 15, 2002 - 1 p.m. -- Open Meeting
Department of Mines, Minerals and Energy, Buchanan-Smith Building, 3405 Mountain Empire Road, Conference Room 116, Big Stone Gap, Virginia. (Interpreter for the deaf provided upon request)

A meeting to give interested persons the opportunity to be heard in regard to the FY 2002 Abandoned Mine Land Consolidated Grant Application to be submitted to the Federal Office of Surface Mining.

Contact: Roger L. Williams, AML Services Manager, Department of Mines, Minerals and Energy, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (540) 523-8208, FAX (540) 523-8247. (800) 828-1120/TTY, e-mail rlw@mme.state.va.us.

Division of Mineral Mining

† February 20, 2002 - 7 p.m. -- Public Hearing
Charles City Government and School Board Administration Building, 10900 Courthouse Road, Charles City, Virginia. (Interpreter for the deaf provided upon request)

An informal public hearing to gather information for a proposed mining operation in Charles City County. Persons attending the hearing may present written and/or oral comments, and photographs or other evidence. The hearing will be recorded. The permit applicant, West Sand and Gravel, Inc., has submitted a complete application package, which is available for review in the DMM office located at 900 Natural Resources Drive, Charlottesville, Virginia.

Contact: Jamie Dunivan, Program Technician, Department of Mines, Minerals and Energy, 900 Natural Resources Dr., Charlottesville, VA 22903, telephone (434) 951-6314, FAX (434) 951-6325, (800) 828-1120/TTY, e-mail jkd@mme.state.va.us.
DEPARTMENT OF MOTOR VEHICLES

February 13, 2002 - 8 a.m. -- Open Meeting
Department of Motor Vehicles, 2300 West Broad Street, Richmond, Virginia.

A regular business meeting of the Medical Advisory Board.

Contact: Jacqueline Branche, Assistant Division Manager, Department of Motor Vehicles, 2300 W. Broad St., Richmond, VA 23220, telephone (804) 367-0531, FAX (804) 367-1604, e-mail dmvj3b@dmv.state.va.us.

VIRGINIA MUSEUM OF FINE ARTS

February 21, 2002 - 12:30 p.m. -- Open Meeting
Virginia Museum of Fine Arts, Auditorium, 2800 Grove Avenue, Richmond, Virginia.

A quarterly meeting of the Board of Trustees with reports from the President, Director, Museum Foundation and Committees and approval of acquisition of art works. Portions of the meeting will be held in closed session. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

Buildings and Grounds Committee

February 21, 2002 - 8:30 a.m. -- Open Meeting
Virginia Museum of Fine Arts, CEO Building, 2800 Grove Avenue, 2nd Floor, Conference Room, Richmond, Virginia.

A quarterly meeting to update trustees on the current status of projects. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

Collections Committee

February 21, 2002 - 9:30 a.m. -- Open Meeting
Virginia Museum of Fine Arts, 2800 Grove Avenue, Auditorium, Richmond, Virginia.

A quarterly meeting for staff to present acquisition proposals to the committee. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

Communications and Marketing Committee

February 20, 2002 - 3:15 p.m. -- Open Meeting
Virginia Museum of Fine Arts, 2800 Grove Avenue, 2nd Floor, Conference Room, Richmond, Virginia.

A quarterly meeting to discuss marketing plans. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

Education and Programs Committee

February 20, 2002 - 2 p.m. -- Open Meeting
Virginia Museum of Fine Arts, CEO Building, 2800 Grove Avenue, 2nd Floor, Conference Room, Richmond, Virginia.

A quarterly meeting for staff to brief trustees on current activities. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

Exhibitions Committee

February 20, 2002 - 11 a.m. -- Canceled
Virginia Museum of Fine Arts, CEO Building, 2800 Grove Avenue, 2nd Floor, Conference Room, Richmond, Virginia.

The quarterly meeting is canceled.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

Finance Committee

February 21, 2002 - 11 a.m. -- Open Meeting
Virginia Museum of Fine Arts, 2800 Grove Avenue, Main Lobby Conference Room, Richmond, Virginia.

A quarterly meeting to update the trustees. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

Legislative Committee

February 20, 2002 - 12:30 p.m. -- Open Meeting
Virginia Museum of Fine Arts, Auditorium, 2800 Grove Avenue, Richmond, Virginia.

A quarterly meeting to update trustees on legislative activity. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

Museum Expansion Committee

NOTE: CHANGE IN MEETING TIME
† February 20, 2002 - 11 a.m. -- Open Meeting  
Virginia Museum of Fine Arts, CEO Building, 2800 Grove Avenue, 2nd Floor, Conference Room, Richmond, Virginia.  
A quarterly meeting of the Museum Expansion Committee. Public comment will not be received.  
Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

‡ February 20, 2002 - 10 a.m. -- Open Meeting
Virginia Museum of Fine Arts, 2800 Grove Avenue, Main Lobby Conference Room, Richmond, Virginia.  
A meeting of the Nominating Committee to prepare nominations for the board. Most of the meeting will be held in closed session. Public comment will not be received.  
Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 2800 Grove Ave., Richmond, VA 23221, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY, e-mail sbroyles@vmfa.state.va.us.

BOARD OF NURSING
March 18, 2002 - 9 a.m. -- Open Meeting  
March 20, 2002 - 9 a.m. -- Open Meeting  
March 21, 2002 - 8:30 a.m. -- Open Meeting  
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.  
A panel of the board will conduct formal hearings with licensees and/or 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, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY, e-mail nursebd@dhp.state.va.us.

Special Conference Committee
February 11, 2002 - 8:30 a.m. -- Open Meeting  
February 12, 2002 - 8:30 a.m. -- Open Meeting  
February 19, 2002 - 8:30 a.m. -- Open Meeting  
February 21, 2002 - 8:30 a.m. -- Open Meeting  
February 26, 2002 - 8:30 a.m. -- Open Meeting  
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Rooms 3 and 4, Richmond, Virginia.  
A Special Conference Committee, comprised of two or three members of the Virginia Board of Nursing, will conduct informal conferences with licensees or 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, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY, e-mail nursebd@dhp.state.va.us.

BOARD FOR OPTICIANS
† February 22, 2002 - 8:30 a.m. -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.  
A general meeting of the Apprenticeship Committee.  
Contact: William H. Ferguson, II, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-6295, e-mail opticians@dpor.state.va.us.

† February 22, 2002 - 9:30 a.m. -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.  
A general business meeting.  
Contact: William H. Ferguson, II, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8590, FAX (804) 367-6295, e-mail opticians@dpor.state.va.us.

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES
March 6, 2002 - 9 a.m. -- Open Meeting  
Holiday Inn Select - Koger South Conference Center, 1021 Koger Center Boulevard, Richmond, Virginia.  
(Interpreter for the deaf provided upon request)  
A regular quarterly board meeting.  
Contact: Glendora Reed, Administrative Assistant, Virginia Board for People with Disabilities, 202 N. 9th St., 9th Floor, Richmond, VA 23219, telephone (804) 786-9368, FAX (804) 786-1118, toll-free (800) 846-4464, (800) 846-4464/TTY, e-mail reedgr@vbpd.state.va.us.

BOARD OF PHARMACY
Special Conference Committee
February 27, 2002 - 9 a.m. -- Open Meeting  
Department of Health Professions, 6606 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia.  
A meeting to discuss disciplinary matters. Public comments will not be received.  
Contact: Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6606 W. Broad St., 4th Floor, Richmond, VA 23230, telephone (804) 662-9911, FAX (804) 662-9313.

POLYGRAPH EXAMINERS ADVISORY BOARD
March 20, 2002 - 10 a.m. -- Open Meeting  
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.  
(Interpreter for the deaf provided upon request)  
A meeting to conduct board business. Persons desiring to participate in the meeting and requiring special
Calendar of Events

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, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail polygraph@dpor.state.va.us.

BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

† February 25, 2002 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, Virginia (Interpreter for the deaf provided upon request)

A regular meeting.

Contact: Judith A. Spiller, Executive Secretary, Board for Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8519, FAX (804) 367-9537, (804) 367-9753/TTY, e-mail spiller@dpor.state.va.us.

VIRGINIA RACING COMMISSION

† February 20, 2002 - 9:30 a.m. -- Open Meeting
Tyler Building, 1300 East Main Street, Richmond, Virginia

A monthly meeting including a segment for public participation. The commission will also consider legislation before the 2002 Session of the General Assembly and its possible effects on horse racing and breeding in Virginia.

Contact: William H. Anderson, Director of Policy and Planning, Virginia Racing Commission, 10700 Horsemen's Rd., New Kent, VA 23124, telephone (804) 966-7404, FAX (804) 966-7418, e-mail Anderson@vrc.state.va.us.

REAL ESTATE BOARD

February 13, 2002 - 4 p.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting of the Continuing Education Committee.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail reboard@dpor.state.va.us.

February 14, 2002 - 8:30 a.m. -- Open Meeting
NOTE: CHANGE IN MEETING LOCATION
Omni Hotel, 12th and Cary Streets, Richmond, Virginia.

March 28, 2002 - 8 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting of the Fair Housing Committee.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail reboard@dpor.state.va.us.

February 14, 2002 - 9 a.m. -- Open Meeting
NOTE: CHANGE IN MEETING LOCATION
Omni Hotel, 12th and Cary Streets, Richmond, Virginia.

March 28, 2002 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting of the full board.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail reboard@dpor.state.va.us.

March 27, 2002 - 4 p.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting of the Education Committee.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-2475, e-mail reboard@dpor.state.va.us.

VIRGINIA RESOURCES AUTHORITY

February 12, 2002 - 9 a.m. -- Open Meeting
† March 12, 2002 - 9 a.m. -- Open Meeting
† April 9, 2002 - 9 a.m. -- Open Meeting
Virginia Resources Authority, 707 East Main Street, 2nd Floor Conference Room, Richmond, Virginia.

A regular meeting of the Board of Directors to (i) review and, if appropriate, approve the minutes from the most recent monthly meeting; (ii) review the authority's operations for the prior month; (iii) review applications for loans submitted to the authority for approval; (iv) consider loan commitments for approval and ratification under its various programs; (v) approve the issuance of any bonds; (vi) review the results of any bond sales; and (vii) consider such other matters and take such other actions as it may deem appropriate. Various committees of the Board of Directors may also meet immediately before or after the regular meeting and consider matters within their purview. The planned agenda of the meeting and any committee meetings will be available at the offices of the authority one week prior to the date of the meeting. Any person who needs any accommodation in order to participate in the meeting should contact the authority at least 10 days before the meeting so that suitable arrangements can be made.

Contact: Bonnie McRae, Executive Assistant, Virginia Resources Authority, 707 E. Main St., Suite 1350, Richmond, VA 23219, telephone (804) 644-3100, FAX (804) 644-3109, e-mail bhoyle@vra.state.va.us.

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SEWAGE HANDLING AND DISPOSAL APPEALS REVIEW BOARD

February 27, 2002 - 10 a.m. -- Open Meeting
Henrico County Health Department, 8600 Dixon Power Drive, Richmond, Virginia

A meeting to hear appeals of health department denials of septic tank permits.

Contact: Susan C. Sherertz, Appeal Board Secretary, Department of Health, 1500 E. Main St., Room 115, Richmond, VA 23219, telephone (804) 371-4236, FAX (804) 225-4003, e-mail ssherertz@vdh.state.va.us.

STATE BOARD OF SOCIAL SERVICES

February 20, 2002 - 9 a.m. -- Open Meeting
February 21, 2002 - 9 a.m. -- Open Meeting
Department of Social Services, 730 East Broad Street, Richmond, Virginia.

A formal business meeting of the board.

Contact: Pat Rengnerth, State Board Liaison, State Board of Social Services, 730 E. Broad St., Suite 812, Richmond, VA 23219-1849, telephone (804) 692-1826, FAX (804) 692-1962, toll-free (800) 552-3431, (800) 552-7096/TTY.

† February 22, 2002 - 10 a.m. -- Open Meeting
† March 20, 2002 - 10 a.m. -- Open Meeting
† April 19, 2002 - 1 p.m. -- Open Meeting
† April 20, 2002 - 1 p.m. -- Open Meeting
Department of Social Services, 730 East Broad Street, Richmond, Virginia.

A strategic planning session of the Family and Children's Trust Fund Board of Trustees.

Contact: Nan McKenney, Executive Director, State Board of Social Services, 730 E. Broad St., Richmond, VA 23219-1849, telephone (804) 692-1823, FAX (804) 692-1869.

BOARD FOR PROFESSIONAL SOIL SCIENTISTS

February 13, 2002 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia (Interpreter for the deaf provided upon request)

A general business meeting.

Contact: Karen W. O'Neal, Assistant Director, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8539, FAX (804) 367-2475, (804) 367-9735/TTY, e-mail oneal@dpor.state.va.us.

DEPARTMENT OF TECHNOLOGY PLANNING

† February 13, 2002 - 10 a.m. -- Open Meeting
Department of Information Technology, 110 South 7th Street, 3rd Floor Conference Room, Richmond, Virginia.

A regular monthly meeting of the Wireless E-911 Service Board.

Contact: Steven Marzolf, Public Safety Communications Coordinator, Department of Technology Planning, 110 S. 7th St., Suite 135, Richmond, VA 23219, telephone (804) 371-0015, e-mail smarzolf@dtp.state.va.us.

† March 14, 2002 - 1:30 p.m. -- Open Meeting
Department of Information Technology, 110 South 7th Street, 3rd Floor Conference Room, Richmond, Virginia.

A regular business meeting of the Enterprise Architecture Workgroup.

Contact: Paul Lubic, IT Manager, Department of Technology Planning, 110 S. 7th St., Suite 135, Richmond, VA 23219, telephone (804) 371-0004, e-mail plubic@dtp.state.va.us.

VIRGINIA TOBACCO SETTLEMENT FOUNDATION

† March 12, 2002 - 1:30 p.m. -- Open Meeting
The Siegel Center, 1200 West Broad Street, Richmond, Virginia.

A meeting to discuss the personnel policy manual and a marketing update.

Contact: Eloise Burke, Administrative Specialist, Virginia Tobacco Settlement Foundation, 701 E. Franklin St., Suite 501, telephone (804) 786-2523, FAX (804) 225-2272, e-mail eburke@tsf.state.va.us.

COMMONWEALTH TRANSPORTATION BOARD

February 20, 2002 - 2 p.m. -- Open Meeting
Department of Transportation, 1221 East Broad Street, Auditorium, Richmond, Virginia.

A work session of the Commonwealth Transportation Board and the Department of Transportation staff.

Contact: Katherine Tracy, Assistant Secretary to the Board, Commonwealth Transportation Board, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2713, FAX (804) 786-6683, e-mail Mathis_ca@vdot.state.va.us.

February 21, 2002 - 10 a.m. -- Open Meeting
Department of Transportation, 1221 East Broad Street, Auditorium, Richmond, Virginia.

A monthly meeting of the Commonwealth Transportation 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 VDOT Public Affairs at (804) 786-2715 for schedule.
Calendar of Events

Contact: Carol A. Mathis, Administrative Assistant, Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2713, FAX (804) 786-6683, e-mail Mathis_ca@vdot.state.va.us.

STATE WATER CONTROL BOARD

February 12, 2002 - 9:30 a.m. -- Open Meeting
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.

A meeting of the technical advisory committee assisting in the development of a draft regulation for 9 VAC 25-740, Regulation for the Reuse of Reclaimed Water.

Contact: Lily Choi, State Water Control Board, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4054, e-mail ychoi@deq.state.va.us.

February 12, 2002 - 7 p.m. -- Public Hearing
Louisa County High School, 757 Davis Highway (Route 22), Mineral, Virginia.

A public hearing to receive comments on the proposed issuance of a VPDES Permit for the Zion Crossroads wastewater treatment facility. The facility is a proposed municipal discharge located on State Route 15, approximately 8,000 feet north of Interstate 64.

Contact: Anna T. Westernik, Department of Environmental Quality, 13901 Crown Court Woodbridge, VA 22193, telephone (703) 583-3837, e-mail atwesterni@deq.state.va.us.

February 20, 2002 - 10 a.m. -- Open Meeting
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.

March 15, 2002 - Public comments may be submitted until this date.

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Water Control Board intends to adopt regulations entitled: 9 VAC 25-194. General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Car Wash Facilities. The purpose of the proposed action is to reissue the existing general permit which expires on October 15, 2002. This general permit regulation governs the discharge of wastewater from car wash facilities to surface waters.

Statutory Authority: § 62.1-44.15 of the Code of Virginia.

Contact: George Cosby, Environmental Engineer, Office of Water Permit Programs, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4067 or FAX (804) 698-4032.

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) 698-1500.

CHRONOLOGICAL LIST

OPEN MEETINGS

February 11
Agriculture and Consumer Services, Department of
- Virginia Irish Potato Board
Nursing, Board of
- Special Conference Committee

February 12
Chesapeake Bay Local Assistance Board
- Grants Committee
- Northern Area Review Committee
- Southern Area Review Committee
Corrections, Board of
- Correctional Services/Policy and Regulations Committee
Funeral Directors and Embalmers, Board of
- Regulatory/Bylaws Committee
Nursing, Board of
- Special Conference Committee
Resources Authority, Virginia
- Board of Directors
Water Control Board, State

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February 13
Agriculture and Consumer Services, Department of
- Virginia Corn Board
Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
- Land Surveyors Section
† Contractors, Board for
- Tradesman Committee
Corrections, Board of
Motor Vehicles, Department of
- Medical Advisory Board
Real Estate Board
- Continuing Education Committee
Soil Scientists, Board for Professional
† Technology Planning, Department of
- Wireless E-911 Service Board

February 14
† Education, Board of
- Virginia Standards of Learning Technical Advisory Committee
Labor and Industry, Department of
- Virginia Apprenticeship Council Subcommittee
Real Estate Board
- Fair Housing Committee

February 15
† Agriculture and Consumer Services, Department of
- Virginia Bright Flue-Cured Tobacco Board
† Dentistry, Board of
† Education, Board of
- SOL Technical Advisory Committee
Health Professions, Department of
- Health Practitioners’ Intervention Program Committee
Mines, Minerals and Energy, Department of
- Division of Mined Land Reclamation

February 19
† Environmental Quality, Department of
Nursing, Board of
- Special Conference Committee

February 20
Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
- Landscape Architects Section
† Aviation Board, Virginia
† Conservation and Recreation, Department of
- Rappahannock River Scenic River Advisory Board
Milk Commission, State
Museum of Fine Arts, Virginia
- Communications and Marketing Committee
- Education and Programs Committee
- Legislative Committee
- Museum Expansion Committee
- Nominating Committee
† Racing Commission, Virginia
Social Services, State Board of
Transportation Board, Commonwealth

February 21
Audiology and Speech-Language Pathology, Board of
Design-Build/Construction Management Review Board
† Fire Services Board, Virginia
- Administration and Policy Committee

February 22
† Fire Services Board, Virginia
† Opticians, Board for
- Apprenticeship Committee
† Social Services, State Board of
- Family and Children’s Trust Fund

February 25
† Professional and Occupational Regulation, Board for

February 26
Cemetery Board
Compensation Board
† Environmental Quality, Department of
† Fire Services Board, Virginia
Marine Resources Commission
Nursing, Board of
- Special Conference Committee

February 27
Agriculture and Consumer Services, Department of
- Virginia Plant Pollination Advisory Board
Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
- Certified Interior Designers Section
† Housing Development Authority, Virginia
- Board of Commissioners
Medicine, Board of
- Informal Conference Committee
Pharmacy, Board of
- Special Conference Committee
Sewage Handling and Disposal Appeals Review Board

February 28
† Environmental Quality, Department of
† Museum of Fine Arts, Virginia
- Museum Expansion Committee

March 1
Art and Architectural Review Board

March 4
† Barbers and Cosmetology, Board for

March 5
† Education, Board of
- Funeral Directors and Embalmers, Board of
Hopewell Industrial Safety Council

March 6
Medicine, Board of
- Informal Conference Committee
People with Disabilities, Virginia Board for

March 7
Agriculture and Consumer Services, Department of
Calendar of Events

- Virginia Soybean Board
† Conservation and Recreation, Department of
- Falls of the James Scenic River Advisory Board

March 8
Agriculture and Consumer Services, Department of
- Virginia Cotton Board
† Child Fatality Review Team, State

† March 12
† Resources Authority, Virginia
- Board of Directors
† Tobacco Settlement Foundation, Virginia
- Board of Trustees

March 14
Agriculture and Consumer Services, Board of
† Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
Medicine, Board of
- Informal Conference Committee
† Technology Planning, Department of
- Enterprise Architecture Workgroup

March 18
Education, Board of
- Advisory Board for Teacher Education and Licensure
Library of Virginia
- Archival and Information Services Committee
- Collection Management Services Committee
- Executive Committee
- Legislative and Finance Committee
- Publications and Educational Services Committee
- Public Library Development Committee
- Records Management Committee
Nursing, Board of

March 19
† Agriculture and Consumer Services, Department of
- Virginia Peanut Board
† Asbestos, Lead, and Home Inspectors, Board for
Environmental Quality, Department of
- Ground Water Protection Steering Committee

March 20
Nursing, Board of
Polygraph Examiners Advisory Board
† Social Services, State Board of
- Family and Children's Trust Fund

March 21
Design-Build/Construction Management Review Board
Nursing, Board of
Waterworks and Wastewater Works Operators, Virginia for
Board

March 26
Marine Resources Commission

March 27
Education, Board of
Medicine, Board of
- Informal Conference Committee
Real Estate Board
- Real Estate Education Committee

March 28
Real Estate Board
- Fair Housing Committee

April 4
† Conservation and Recreation, Department of

- Falls of the James Scenic River Advisory Board
April 5
Art and Architectural Review Board
April 9
Medical Assistance Services, Board of
† Resources Authority, Virginia
- Board of Directors
April 15
Board of Education
- Advisory Board for Teacher Education and Licensure
April 18
Design-Build/Construction Management Review Board
April 19
† Social Services, State Board of
- Family and Children's Trust Fund
April 20
† Social Services, State Board of
- Family and Children's Trust Fund
April 24
Education, Board of
April 25
Education, Board of
April 26
Education, Board of

May 3
† Art and Architectural Review Board

PUBLIC HEARINGS

February 11
† Education, Board of

February 12
Air Pollution Control Board
Environmental Quality, Department of
Game and Inland Fisheries, Department of
Water Control Board, State

February 13
Game and Inland Fisheries, Department of

February 20
† Mines, Minerals and Energy, Department of
Water Control Board, State
March 4
† Game and Inland Fisheries, Department of

March 5
† Game and Inland Fisheries, Department of
March 6
† Game and Inland Fisheries, Department of
March 7
† Game and Inland Fisheries, Department of
March 11
† Game and Inland Fisheries, Department of
March 14
Agriculture and Consumer Services, Department of
March 29
Alcoholic Beverage Control Board