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10 VAC 5-20-50 | Added | 22:3 VA.R. 383 | 9/30/05

**Title 11. Gaming**

11 VAC 15-22-35 | Added | 22:6 VA.R. 906 | 12/28/05
11 VAC 15-31-10 | Amended | 22:6 VA.R. 915 | 1/1/06
11 VAC 15-31-20 | Amended | 22:6 VA.R. 917 | 1/1/06
11 VAC 15-31-30 | Amended | 22:6 VA.R. 919 | 1/1/06
11 VAC 15-31-50 | Amended | 22:6 VA.R. 922 | 1/1/06
11 VAC 15-31-60 | Amended | 22:6 VA.R. 922 | 1/1/06

**Title 12. Health**

12 VAC 5-70-10 through 12 VAC 5-70-50 emer | Repealed | 22:5 VA.R. 713 | 3/1/06-2/28/07
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| 14 VAC 5-170-120 | Amended | 21:25 VA.R. 3490 | 8/15/05 |
| 14 VAC 5-170-130 | Amended | 21:25 VA.R. 3492 | 8/15/05 |
| 14 VAC 5-170-150 | Amended | 21:25 VA.R. 3493 | 8/15/05 |
| 14 VAC 5-170-150 | Erratum | 22:1 VA.R. 114 | -- |
| 14 VAC 5-170-160 | Amended | 21:25 VA.R. 3525 | 8/15/05 |

**Title 16. Labor and Employment**

| 16 VAC 15-21-20 | Amended | 22:4 VA.R. 606 | 12/1/05 |
| 16 VAC 15-21-30 | Amended | 22:4 VA.R. 606 | 12/1/05 |

**Title 18. Professional and Occupational Licensing**

| 18 VAC 47-20-10 emer | Amended | 21:25 VA.R. 3574 | 8/1/05-7/31/06 |
| 18 VAC 47-20-35 emer | Added | 21:25 VA.R. 3575 | 8/1/05-7/31/06 |
| 18 VAC 47-20-70 emer | Amended | 21:25 VA.R. 3575 | 8/1/05-7/31/06 |
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| 19 VAC 30-20-80 | Amended | 22:10 VA.R. 1663 | 3/1/06 |
| 19 VAC 30-20-205 | Added | 22:10 VA.R. 1663 | 3/1/06 |
| 19 VAC 30-20-220 | Amended | 22:10 VA.R. 1663 | 3/1/06 |
| 19 VAC 30-20-250 | Amended | 22:10 VA.R. 1663 | 3/1/06 |

### Title 20. Public Utilities and Telecommunications

| 20 VAC 5-400-80 | Repealed | 22:4 VA.R. 612 | 11/1/05 |
| 20 VAC 5-427-10 | Erratum | 22:1 VA.R. 114 | -- |
| 20 VAC 5-427-10 through 20 VAC 5-427-170 | Added | 22:4 VA.R. 613-625 | 11/1/05 |
| 20 VAC 5-427-100 | Erratum | 22:1 VA.R. 114 | -- |
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### Title 24. Transportation and Motor Vehicles

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PETITIONS FOR RULEMAKING

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF ACCOUNTANCY

Agency Decision

Title of Regulation: 18 VAC 5-21. Board of Accountancy Regulations.


Name of Petitioner: Anonymous.

Nature of Petitioner's Request: The petitioner is requesting that the board consider creating an exception to the board's current education requirements to sit for the Uniform CPA examination and to obtain a license to practice public accountancy in Virginia. The exception would be based upon an individual's experience.

Agency Decision: Request denied.

Statement of Reasons for Decision: The board established regulations based on the theory that to perform the tasks required of a Certified Public Accountant (CPA) an individual must have post-high-school education, pass an entry examination and demonstrate a certain level of skill and ability on the job. With the changes in the work environment, the education requirements have increased through the years; the examination is updated periodically to ensure that the candidate is examined on current job requirements; and skills, abilities and knowledge levels have changed significantly during the past five years. The board is confident that education, examination and experience are absolutely essential elements required to perform work in the field of public accounting. Therefore, a regulatory change cannot be proposed by the board.

Agency Contact: Nancy Taylor Feldman, Executive Director, Board of Accountancy, 3600 West Broad Street, Suite 378, Richmond, VA 23230, telephone (804) 367-8505, FAX (804) 367-2174, or e-mail boa@boa.virginia.gov.

TITLE 4. CONSERVATION AND NATURAL RESOURCES

VIRGINIA SOIL AND WATER CONSERVATION BOARD

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Virginia Soil and Water Conservation Board intends to consider amending regulations entitled 4 VAC 50-20, Impounding Structure Regulations. The purpose of the proposed action is to (i) establish an alternative procedure (decision matrix) that would allow for the evaluation of spillway design floods (SDF) less than the probable maximum flood (PMF) where there would be unreasonable or significant increase in hazard to life and property; (ii) establish alteration permit requirements similar to construction permit requirements; (iii) expand the requirements of an emergency action plan to meet federal requirements; (iv) amend references to new and existing dams to clarify that the regulations refer to all dams unless otherwise specified; (v) improve the applicability and consistency of Table 1 in 4 VAC 50-20-50 and improve the risk classification system; (vi) establish permit application fees for the administration of the dam safety program; (vii) amend or remove the forms that are incorporated by reference; (viii) clarify the meanings of terminologies such as "significantly," "appropriate," and "reasonable" as well as the threshold at which "probable" becomes "possible"; and (ix) revise the regulations as needed to improve the administration and implementation of the Virginia Dam Safety Program.

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


Public comments may be submitted until February 24, 2006.

Contact: David C. Dowling, Policy, Planning and Budget Director, Department of Conservation and Recreation, 203 Governor St., Suite 302, Richmond, VA 23219, telephone (804) 786-2291, FAX (804) 786-6141 or e-mail david.dowling@dcr.virginia.gov.

V.A.R. Doc. No. R06-130; Filed December 7, 2005, 9:51 a.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Virginia Soil and Water Conservation Board intends to consider amending regulations entitled 4 VAC 50-60, Stormwater Management Regulations. The purpose of the proposed action is to consider the development and adoption of regulations that establish or revise the statewide stormwater permit fees at a level sufficient to carry out the stormwater management program per § 10.1-603.4.5 of the Code of Virginia; and to revise the related provisions in the regulations, as needed, to improve the administration and implementation of fees under the Virginia Stormwater Management Act (§ 10.1-603.2 et seq.) per the requirements set forth in the federal Clean Water Act and its attendant regulations.

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


Public comments may be submitted until February 24, 2006.

Contact: David C. Dowling, Policy, Planning and Budget Director, Department of Conservation and Recreation, 203 Governor St., Suite 302, Richmond, VA 23219, telephone (804) 786-2291, FAX (804) 786-6141 or e-mail david.dowling@dcr.virginia.gov.

V.A.R. Doc. No. R06-128; Filed December 7, 2005, 10:04 a.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Virginia Soil and Water Conservation Board intends to consider amending regulations entitled 4 VAC 50-60, Stormwater Management Regulations. The purpose of the proposed action is to consider the development and adoption of regulations that establish or revise the statewide stormwater permit fees at a level sufficient to carry out the stormwater management program per § 10.1-603.4.5 of the Code of Virginia; and to revise the related provisions in the regulations, as needed, to improve the administration and implementation of fees under the Virginia Stormwater Management Act (§ 10.1-603.2 et seq.).

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


Public comments may be submitted until February 24, 2006.

Contact: David C. Dowling, Policy, Planning and Budget Director, Department of Conservation and Recreation, 203 Governor St., Suite 302, Richmond, VA 23219, telephone
Notices of Intended Regulatory Action

(804) 786-2291, FAX (804) 786-6141 or e-mail david.dowling@dcr.virginia.gov.
VA.R. Doc. No. R06-129; Filed December 7, 2005, 10:04 a.m.

**TITLE 6. CRIMINAL JUSTICE AND CORRECTIONS**

**STATE BOARD OF JUVENILE JUSTICE**

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 Juvenile Justice intends to consider adopting regulations entitled 6 VAC 35-190, Regulations Governing Juvenile Work Release Programs. The purpose of the proposed action is establish a new regulation, mandated by Chapter 648 of the 2005 Acts of Assembly, that sets forth the rules and criteria by which the department may operate work release programs whereby committed juveniles may (i) be employed by private individuals, corporations, or state agencies at places of business or (ii) attend educational or other related community activity programs outside of a juvenile correctional facility. Chapter 648 requires the department to provide juveniles committed to the department with opportunities to work and participate in career training or technical education programs as operated by DJJ or by the Department of Correctional Education (DCE) and sets forth requirements to be included in the regulation, including eligibility for work release, compensation, custody, and penalties for violating the terms of work release.

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

Statutory Authority: § 66-10 of the Code of Virginia.

Public comments may be submitted until February 8, 2006.

**Contact:** Donald R. Carignan, Regulatory Coordinator, Department of Juvenile Justice, 700 E. Franklin Street, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 371-0743, FAX (804) 371-0773, or e-mail don.carignan@djj.virginia.gov.

VA.R. Doc. No. R06-139; Filed December 14, 2005, 11:42 a.m.

**TITLE 12. HEALTH**

**STATE MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES BOARD**

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Mental Health, Mental Retardation And Substance Abuse Services Board intends to consider amending regulations entitled 12 VAC 35-45, Regulations for Providers of Mental Health, Mental Retardation and Substance Abuse Residential Services for Children. The purpose of the proposed action is to add provisions for licensing providers of brain injury services in accordance with Chapter 725 of the 2005 Acts of Assembly.

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

Statutory Authority: § 37.2-203 of the Code of Virginia.

Public comments may be submitted until March 8, 2006.

**Contact:** Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Department 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 margaret.roberts@doe.virginia.gov.


**TITLE 8. EDUCATION**

**STATE BOARD OF EDUCATION**

† 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 Education intends to consider amending regulations entitled 8 VAC 20-40, Regulations Governing Educational Services for Gifted Students. The Regulations Governing Educational Services for Gifted Students were last approved in 1993, with an effective date of February 1995. The regulations specify what gifted education services school divisions in the Commonwealth of Virginia shall provide students from kindergarten through graduation. The regulations speak to the areas of giftedness to be served, the identification of students in the selected areas of service, the criteria for screening and identification, the components of the local plan that each division must have approved by the Department of Education, the assurances the school division must provide to the department regarding elements within the local plan, and provisions of use of state funds designated for divisionwide gifted education services. The proposed revisions will allow the Virginia Board of Education to review contemporary research and best practices in the field that have occurred in the last decade and to ensure that Virginia’s regulations are consistent with that information.


Public comments may be submitted until March 8, 2006.

**Contact:** Leslie Anderson, Director, Office of Licensing, Department of Mental Health, Mental Retardation and Substance Abuse Residential Services for Children, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 371-6885, FAX (804) 692-0066, or e-mail leslie.anderson@co.dmhmrsas.virginia.gov.


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Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the State Mental Health, Mental Retardation And Substance Abuse Services Board intends to consider amending regulations entitled 12 VAC 35-105, Rules and Regulations for the Licensing of Providers of Mental Health, Mental Retardation and Substance Abuse Services. The purpose of the proposed action is to add provisions for licensing providers of brain injury services in accordance with Chapter 725 of the 2005 Acts of Assembly.

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

Statutory Authority: § 37.2-203 of the Code of Virginia.

Public comments may be submitted until February 24, 2006.

Contact: Leslie Anderson, Director, Office of Licensing, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 371-6885, FAX (804) 692-0066 or e-mail leslie.anderson@co.dmhmrsas.virginia.gov.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to consider amending regulations entitled 18 VAC 85-130, Regulations Governing the Practice of Licensed Midwives. The purpose of the proposed action is to establish new regulations for the licensure of midwives.

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

Statutory Authority: §§ 54.1-2400 and 54.1-2957.9 of the Code of Virginia.

Public comments may be submitted until February 22, 2006.

Contact: William J. Harp, M.D., Executive Director, Board of Medicine, 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943 or e-mail william.harp@dhp.virginia.gov.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007 of the Code of Virginia that the Board of Medicine intends to consider adopting regulations entitled 18 VAC 85-130, Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic. The purpose of the proposed action is to establish standards for mixing, diluting or reconstituting sterile drug products by doctors or persons under their supervision in accordance with Chapter 475 of the 2005 Acts of the Assembly.

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


Public comments may be submitted until February 22, 2006.

Contact: Leslie Anderson, Director, Office of Licensing, Department of Mental Health, Mental Retardation and Substance Abuse Services, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 371-6885, FAX (804) 692-0066 or e-mail leslie.anderson@co.dmhmrsas.virginia.gov.
PROPOSED REGULATIONS

For information concerning Proposed Regulations, see Information Page.

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

TITLE 10. FINANCE AND FINANCIAL INSTITUTIONS

STATE CORPORATION COMMISSION

Revised Proposed

REGISTRAR’S NOTICE: The State Corporation Commission is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 2 of the Code of Virginia, which exempts courts, any agency of the Supreme Court, and any agency that by the Constitution is expressly granted any of the powers of a court of record.

This regulatory action was initially proposed in 21:13 VA.R. 1819-1823 March 7, 2005. New proposed changes are shown in brackets.

Title of Regulation: 10 VAC 5-160. Rules Governing Mortgage Lenders and Brokers (amending 10 VAC 5-160-10, 10 VAC 5-160-20, and 10 VAC 5-160-30; adding 10 VAC 5-160-60).


Public Hearing Date: A public hearing will be held upon request. Public comments may be submitted until February 22, 2006.

Agency Contact: Susan Hancock, Deputy Commissioner, Bureau of Financial Institutions, State Corporation Commission, P.O. Box 1197, Richmond, VA 23218, telephone (804) 371-9701, toll-free (800) 552-7945, FAX (804) 371-9416, or e-mail susan.hancock@scc.virginia.gov.

Summary:
The revised proposed regulations establish restrictions and impose disclosure requirements in connection with advertisements used by mortgage lenders and mortgage brokers, define several terms, establish disclosure requirements in connection with the use of the word "preapproved," and require licensees to file written reports upon the occurrence of various events. The State Corporation Commission is also proposing to make technical changes to several existing definitions, and to modify and supplement its regulations concerning operating rules and lock-in agreements.

AT RICHMOND, JANUARY 17, 2006

COMMONWEALTH OF VIRGINIA, ex rel.

STATE CORPORATION COMMISSION

CASE NO. BFI-2005-00012

Ex Parte: In re: proposed mortgage lender and mortgage broker regulations

ORDER TO TAKE NOTICE

On February 11, 2005, the State Corporation Commission ("Commission") entered an Order To Take Notice of proposed amendments to the Commission's Rules Governing Mortgage Lenders and Brokers, 10 VAC 5-160-10 et seq. The Order and proposed amendments were published in the Virginia Register on March 7, 2005, posted on the Commission's website, and mailed to all licensees under the Mortgage Lender and Broker Act ("the Act"), § 6.1-408 et seq. of the Code of Virginia, and other interested persons. All interested persons were afforded an opportunity to file written comments and request a hearing.

Numerous written comments were filed but no request for a hearing was received. On April 25, 2005, the Commission entered an Order Directing Response to Comments, which required the Bureau of Financial Institutions ("Bureau") to file a response to the comments received on or before June 17, 2005. The Bureau duly filed its Response to Comments, which was delivered to all commenters. On July 12, 2005, the Commission entered an Order Permitting Further Responses, which authorized all commenters to file a reply to the Bureau's Response on or before August 26, 2005. Several of the commenters filed such a reply.

NOW THE COMMISSION, having considered the record, the proposed amended regulations, and all comments, responses and replies filed, finds that the proposed amended regulations should be modified in light of certain comments, responses, and replies received, and that licensed mortgage lenders and mortgage brokers and other interested parties should be afforded an opportunity to file written comments or request a hearing on the modified proposed amended regulations.

IT IS THEREFORE ORDERED THAT:

(1) The modified proposed amended regulations are appended hereto and made a part of the record herein.

(2) Comments or requests for a hearing on the modified proposed amended regulations must be submitted in writing to Joel H. Peck, Clerk, State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218, or before February 22, 2006. Comments should be limited to the modifications made to the proposed amended regulations and not reiterate comments that were previously filed in this case. All correspondence shall contain a reference to Case No. BFI-2005-00012. Interested persons desiring to submit comments or request a hearing electronically may do so by following the instructions available at the Commission's website:

(3) If no written request for a hearing on the modified proposed amended regulations is filed on or before February 22, 2006, the Commission, upon consideration of any comments submitted in support of or in opposition to the modifications, may adopt the modified proposed amended regulations effective May 1, 2006.


(5) AN ATTESTED COPY hereof, together with a copy of the modified proposed amended regulations, shall be sent to the Registrar of Regulations for publication in the Virginia Register.

AN ATTESTED COPY hereof shall be sent to the Commissioner of Financial Institutions, who shall forthwith provide written notice hereof to all licensed mortgage lenders and mortgage brokers and such other interested parties as he may designate.

10 VAC 5-160-10. Definitions.

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

"Advertisement" means a commercial message in any medium that promotes, directly or indirectly, a mortgage loan. The term includes a communication sent to a consumer as part of a solicitation of business, but excludes messages on promotional items such as pens, pencils, notepads, hats, calendars, etc. [, as well as rate sheets or other information distributed or made available solely to other businesses. ]

"Affiliate" for purposes of subdivision 3 of § 6.1-411 of the Code of Virginia means an entity of which 25% or more of the voting shares or ownership interest is held, directly or indirectly, by a company that also owns a bank, savings institution, or credit union.

"Commission" and "commissioner" shall have the meanings ascribed to them in § 6.1-409 of the Code of Virginia.

"Commitment" means a written offer to make a mortgage loan signed by a mortgage lender, or by another person authorized to sign such instrument, offers on behalf of a mortgage lender.

"Commitment agreement" means a commitment accepted by an applicant for a mortgage loan, as evidenced by the applicant's signature thereon.

"Commitment fee" means any fee or charge accepted by a mortgage lender, or by a mortgage broker for transmittal to a mortgage lender, as consideration for binding the mortgage lender to make a mortgage loan in accordance with the terms of the a commitment or as a requirement for acceptance by the applicant of a commitment, but the term does not include fees paid to third persons or interest.

"Fees paid to third persons" means the bona fide fees or charges paid by the applicant for a mortgage loan to third persons other than the mortgage lender or mortgage broker, or paid by the applicant to, or retained by, the mortgage lender or mortgage broker for transmittal to such third persons in connection with the mortgage loan, including, but not limited to, recording taxes and fees, reconveyance or releasing fees, appraisal fees, credit report fees, attorney fees, fees for title reports and title searches, title insurance premiums, surveys and similar charges.

"Lock-in agreement" means a written agreement between a mortgage lender, or a mortgage broker acting on behalf of a mortgage lender, and an applicant for a mortgage loan which that establishes and sets an interest rate and the points to be charged in connection with a mortgage loan that is closed within the time period specified in the agreement. A lock-in agreement can be entered into before mortgage loan approval, subject to the mortgage loan being approved and closed, or after such approval. A commitment agreement which that establishes and sets an interest rate and the points to be charged in connection with a mortgage loan that is closed within the time period specified in the agreement is also a lock-in agreement. The interest rate that is established and set by the agreement may be either a fixed rate or an adjustable rate.

"Lock-in fee" means any fee or charge accepted by a mortgage lender, or by a mortgage broker for transmittal to a mortgage lender, as consideration for making a lock-in agreement, but the term does not include fees paid to third persons or interest.

"Mortgage lender," "mortgage broker," and "mortgage loan" shall have the meaning meanings ascribed to them in § 6.1-409 of the Code of Virginia.

"Points" means any fee or charge retained or received by a mortgage lender or mortgage broker stated or calculated as a percentage or fraction of the principal amount of the loan, other than or in addition to fees paid to third persons or interest.

"Reasonable period of time" means that period of time, determined by a mortgage lender in good faith on the basis of its most recent relevant experience and other facts and circumstances known to it, within which the mortgage loan will be closed.

"Subsidiary" for purposes of subdivision 3 of § 6.1-411 of the Code of Virginia means an entity of which 25% or more of the voting shares or ownership interest is held, directly or indirectly, by a bank, savings institution, or credit union.

10 VAC 5-160-20. Operating rules.

A licensee shall conduct its business in accordance with the following rules:

1. No licensee shall intentionally misrepresent the qualification requirements for a mortgage loan or any material loan terms or make false promises or misleading statements to induce an applicant to apply for a mortgage loan or to induce an applicant to enter into any commitment agreement or lock-in agreement or to induce an applicant to pay any commitment fee or lock-in fee in connection therewith. A "material loan term" means the loan terms required to be disclosed to a consumer pursuant to (i) the federal [Truth in Lending Act (15 USC §§ 1601-1647, et seq.), and regulations and official commentary issued thereunder, as amended from time to
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At time, (ii) § 6.1-2.9:5 of the Code of Virginia, and (iii) 10 VAC 5-160-30 of this chapter. [A misrepresentation or false or misleading statement resulting directly from incorrect information furnished to a licensee by a third party shall not be considered a violation of this section if the licensee has supporting documentation thereof and the licensee's reliance thereon was reasonable.]

2. No licensee shall retain any portion of any fees or charges imposed upon consumers for goods or services provided by third parties. All moneys received by a licensee from a consumer for fees paid to third persons shall be accounted for separately, and all disbursements for fees paid to third persons shall be supported by adequate documentation of the services for which such fees were or are to be paid. All such moneys shall be deposited in an escrow account in a bank, savings institution, or credit union segregated from other funds of the licensee.

3. The mortgagor who obtains a mortgage loan shall be entitled to continue to make payments to the transferee or the servicing rights under a mortgage loan until the mortgagor is given written notice of the transfer of the servicing rights by the transferee. The notice shall specify the name and address to which future payments are to be made and shall be mailed or delivered to the mortgagor at least 10 calendar days before the first payment affected by the notice.

4. If a person has been or is engaged in business as a mortgage lender or mortgage broker and has filed a bond or letter of credit with the commissioner, as required by § 6.1-413 of the Code of Virginia, such bond or letter of credit shall be retained by the commissioner notwithstanding the occurrence of any of the following events:

   a. The person's application for a license is withdrawn or denied;
   b. The person's license is surrendered, suspended, or revoked; or
   c. The person ceases engaging in business as a mortgage lender or mortgage broker.

5. Within 15 days of becoming aware of the occurrence of any of the following events, a licensed mortgage lender or mortgage broker shall file a written report with the commissioner describing such event and its expected impact, if any, on the activities of the licensee in the Commonwealth:

   a. The licensee files for bankruptcy or reorganization.
   b. Any governmental authority institutes revocation or suspension proceedings against the licensee, or revokes or suspends a mortgage-related license held or formerly held by the licensee.
   c. Any governmental authority takes [(i) formal [(or informal)] regulatory or enforcement action against the licensee relating to its mortgage business [(or (ii) any other action against the licensee relating to its mortgage business where the total amount of restitution or other payment from the licensee exceeds $20,000. A licensee shall not be required to provide the commissioner with information about such event to the extent that such disclosure is prohibited by the laws of another state].

    d. Based on allegations by any governmental authority that the licensee violated any law or regulation applicable to the conduct of its licensed mortgage business, the licensee enters into, or otherwise agrees to the entry of, a settlement or consent order, decree, or agreement with or by such governmental authority.

    e. The licensee surrenders its license to engage in any mortgage-related business in another state in lieu of threatened or pending license revocation, license suspension, or other regulatory or enforcement action.

    f. The license is denied a license to engage in any mortgage-related business in another state.

    g. The licensee or any of its employees, officers, directors, or principals is indicted for a felony.

    h. The licensee or any of its employees, officers, directors, or principals is convicted of a felony.

6. No licensee shall inform a consumer that such consumer has been or will be "approved," "preapproved," "pre-approved," or "pre-approved" for a mortgage loan unless [(a) a mortgage lender has issued a written commitment (after a comprehensive analysis of the consumer's creditworthiness (including verification of income, resources, and other matters typically done as part of a normal credit evaluation program), which is conditioned solely upon (i) identification of a suitable property, if the subject property has not yet been identified; (ii) no material change in the consumer's financial condition or creditworthiness prior to closing; and (iii) limitations not related to the financial condition or creditworthiness of the applicant that a mortgage lender ordinarily attaches to a traditional mortgage application (such as completion of a home inspection, an acceptable title insurance binder, certification of a clear termite inspection, etc.), the consumer contemporaneously provides the consumer with a separate written disclosure (in at least 10-point type) that (i) explains what preapproved means; (ii) informs the consumer that the consumer's loan application has not yet been approved; (iii) states that a written commitment to make a mortgage loan has not yet been issued; and (iv) advises the consumer what needs to occur before the consumer's loan application can be approved. This provision shall not apply to advertisements subject to 10 VAC 5-160-60)].


A. A commitment agreement shall include the following:

1. Identification of the property intended to secure the mortgage loan (this does not require a formal legal description);

2. The principal amount and term of the loan;

3. The interest rate and points for the mortgage loan if the commitment agreement is also a lock-in agreement or a statement that the mortgage loan will be made at the mortgage lender's prevailing rate and points for such loans

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at the time of closing or a specified number of days prior to closing;

4. The amount of any commitment fee and the time within which the commitment fee must be paid;

5. Whether or not funds are to be escrowed and for what purpose;

6. Whether or not private mortgage insurance is required;

7. The length of the commitment period;

8. A statement that if the loan is not closed within the commitment period, the mortgage lender is no longer obligated by the commitment agreement and any commitment fee paid by the applicant will be refunded only under the circumstances set forth in subsection C of this section and such other circumstances as are set forth in the commitment agreement; and

9. Any other terms and conditions of the commitment agreement required by the lender.

B. If a lock-in agreement is issued by a mortgage lender or mortgage broker to a consumer, it shall be signed by a representative of the mortgage lender or mortgage broker and include the following:

1. The interest rate and points for the mortgage loan, and if the rate is an adjustable rate, the initial interest rate and a brief description of the method of determining the rate (such as the index and the margin);

2. The amount of any lock-in fee and the time within which the lock-in fee must be paid;

3. The length of the lock-in period;

4. A statement that if the loan is not closed within the lock-in period, the mortgage lender is no longer obligated by the lock-in agreement and any lock-in fee paid by the applicant will be refunded only under the circumstances set forth in subsection D of this section and such other circumstances as are set forth in the lock-in agreement;

5. A statement that any terms not locked-in by the lock-in agreement are subject to change until the loan is closed at settlement; and

6. Any other terms and conditions of the lock-in agreement required by the mortgage lender or mortgage broker acting on behalf of a mortgage lender.

C. If an applicant has paid any commitment fee, and the mortgage loan is not closed due to any of the following, such commitment fee shall be refunded:

1. The commitment period was not a reasonable period of time given the prevailing market conditions at the time the commitment agreement was entered into;

2. The mortgage loan is turned down because of the applicant's lack of creditworthiness; or

3. The mortgage loan is turned down because of the appraised value of the property intended to secure the mortgage loan;

D. If an applicant has paid any lock-in fee and the loan is not closed because the lock-in period was not a reasonable period of time given the prevailing market conditions at the time the lock-in agreement was entered into, such lock-in fee shall be refunded.

E. A mortgage broker shall not issue a lock-in agreement to a consumer unless the mortgage broker has actually locked in the mortgage loan, including the applicable interest rate, points, and other terms, with a mortgage lender. A mortgage broker shall maintain supporting written confirmation documentation from the mortgage lender of all lock-in information for at least three years from the date the lock-in expires.

10 VAC 5-160-60. Advertising.

A. Every advertisement used by, or published on behalf of, a licensed mortgage lender or mortgage broker shall clearly and conspicuously disclose the following information:

1. The name of the mortgage lender or mortgage broker as set forth in the license issued by the commission.

2. A statement that the mortgage lender or mortgage broker is licensed by the "Virginia State Corporation Commission."

3. The license number assigned by the commission to the mortgage lender or mortgage broker (i.e., MB-XXX, ML-XXX, or MLB-XXX).

[4. If licensed solely as a mortgage broker, a statement that loans are funded by third-party mortgage lenders.]

5. 4.) If an advertisement contains a rate of interest, a statement that the stated rate may change or not be available at the time of loan commitment or lock-in.

[5. 5.] If an advertisement contains specific information about a consumer's existing mortgage loan and such information was not obtained from the consumer, a statement identifying the source of such information (e.g., public court records, credit reporting agency, etc.).

B. No mortgage lender or mortgage broker shall deceptively advertise a mortgage loan, make false or misleading statements or representations, or misrepresent the terms, conditions, or charges incident to obtaining a mortgage loan.

C. No mortgage lender or mortgage broker shall use or cause to be published an advertisement that states or implies any of the following:

1. A mortgage loan will be funded by a mortgage broker.

2. A mortgage loan can be approved or closed immediately.

3. 1.] The mortgage lender or mortgage broker is affiliated with, or an agent or division of, a governmental agency, depository institution, or other entity with which no such relationship exists [; or] or [4. 2.] A consumer has been or will be ["approved;" "preapproved [ , ]" or "pre-approved" for a mortgage loan, unless [ a the ] mortgage lender has issued a written commitment, after a comprehensive analysis of the consumer's creditworthiness (including verification of income, resources, and other matters typically done as part of the evaluation process).]
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of a normal credit evaluation program), which is conditioned
solely upon (i) identification of a suitable property, if
the subject property has not yet been identified; (ii) no material
change in the applicant's financial condition or creditworthiness
prior to closing; and (iii) limitations not
related to the financial condition or creditworthiness of the
applicant that a mortgage lender ordinarily attaches to a
traditional mortgage application (such as completion of a
home inspection, an acceptable title insurance binder,
certification of a clear termite inspection, etc.) or mortgage
broker (i) discloses on the face of the advertisement in at
least 14-point bold type that "THIS IS NOT A LOAN
APPROVAL" and (ii) clearly and conspicuously discloses
the conditions and/or qualifications associated with such
preapproval. This provision is intended to supplement the
requirements of the Fair Credit Reporting Act, 15 USC
§ 1681 et seq., relating to firm offers of credit.

D. A mortgage lender or mortgage broker shall not use or
cause to be published any advertisement that gives a
consumer the false impression that the advertisement is being
sent by the consumer's current noteholder or lienholder. If an
advertisement contains the name of the consumer's current
noteholder or lienholder, it shall not be more conspicuous than
the name of the mortgage lender or mortgage broker using the
advertisement.

E. A mortgage lender or mortgage broker shall not deliver or
cause to be delivered to a consumer any envelope or other
written material that gives the false impression that the mailing
or written material is an official communication from a
governmental entity, unless required by the United States
Postal Service.

F. If an advertisement states or implies that a consumer can
reduce his monthly payment by refinancing his current
mortgage loan, but as a result of such refinancing, the
consumer's total finance charges may be higher over the life
of the loan, a mortgage lender or mortgage broker shall clearly
and conspicuously disclose to the consumer that by
refinancing the consumer's existing loan, the consumer's total
finance charges may be higher over the life of the loan. [ For
comparison purposes, a mortgage lender or mortgage broker
shall assume that the consumer's existing mortgage loan and
the proposed mortgage loan remain outstanding until maturity.
Total finance charges shall be calculated in accordance with
the Truth in Lending Act, 15 USC § 1601 et seq., and
Regulation Z, 12 CFR Part 226.]

G. Every advertisement used by, or published on behalf of, a
mortgage lender or mortgage broker shall comply with the
disclosure requirements [ for advertisements ] contained in the
Truth in Lending Act and Regulation Z [ , 12 CFR Part 226 ].

H. For purposes of this section, the term "clearly and
conspicuously" means that a required disclosure is reasonably
understandable, prominently located, and readily noticeable by [ an average consumer, a potential borrower of ordinary
intelligence ].

VA.R. Doc. No. R05-132; Filed January 17, 2006, 2:31 p.m.

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TITLE 2. AGRICULTURE

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Title of Regulation: 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 (amending 2 VAC 5-20-10 [and through] 2 VAC 5-20-40).


Effective Date: March 10, 2006.

Agency Contact: Lawrence H. Redford, Regulatory Coordinator, Department of Agriculture and Consumer Services, 1100 Bank Street, Room 211, Richmond, VA 23219, telephone (804) 371-8067, FAX (804) 371-2945 or e-mail lredford@vdacs.state.va.us.

Summary:
The existing regulation establishes standards that are used to determine whether or not real estate is devoted to agricultural or horticultural purposes. Included in the regulation is a requirement (subject to certain exceptions) that real estate have a history of five consecutive years' previous use for agricultural or horticultural purposes before it may qualify for the lower tax rates associated with agricultural or horticultural use. The present regulatory action is for the purpose of implementing legislation affecting the regulation. That legislation authorizes localities, in the case of crops that require more than two years from initial planting to commercially feasible harvesting, to waive the regulation's required history of previous use. The legislation also requires the Commissioner of Agriculture and Consumer Services to adopt implementing regulations.

The regulatory action amends provisions of the regulation with relation to aquaculture. The regulatory action is also for the purpose of clarifying and correcting the regulation.

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.

2 VAC 5-20-10. Authority Preamble.

Under the authority of § 58.1-3229 of the Code of Virginia, the Commissioner of Agriculture and Consumer Services adopts these Standards for Classification of Real Estate As Devoted to Agricultural Use and to Horticultural Use Under the Virginia Land Use Assessment Law to:

1. Encourage the proper use of real estate in order to assure a readily available source of agricultural, horticultural, and forest products, and of open space within reach of concentrations of population.

2. Conserve natural resources in forms that will prevent erosion.

3. Protect adequate and safe water supplies.

4. Preserve scenic natural beauties and open spaces.

5. Promote proper land-use planning and the orderly development of real estate for the accommodation of an expanding population.

6. Promote a balanced economy and ease pressures which force the conversion of real estate to more intensive uses.

According to the specific authority and responsibility conveyed by §§ 58.1-3230, 58.1-3233, and 58.1-3240, the Commissioner of Agriculture and Consumer Services is directed to provide a statement of the standards which shall be applied uniformly throughout the Commonwealth to determine if real estate is devoted to agricultural or horticultural uses. After holding public hearings, the statement shall be sent to the Commissioner of the Revenue and a duly appointed assessor of each locality adopting an ordinance in compliance with this article. The area must be a minimum of five acres and The real estate must meet all of the following standards to qualify for agricultural or for horticultural use.

2 VAC 5-20-20. Previous and current use, and exceptions.

A. Previous use.

1. Qualifying uses, five-year history of previous use. Except as provided in subdivision 2 of this subsection, "Exceptions to the five-year history of previous use requirement." The real estate sought to be qualified must have been devoted, for at least five consecutive years previous, to the production for sale of plants or animals, or to the production for sale of plant or animal products useful to man, or devoted to another qualifying use including, but not limited to:

   1. a. Aquaculture
   2. b. Forage crops
   3. c. Commercial sod and seed
   4. d. Grains and feed crops
   5. e. Tobacco, cotton, and peanuts
   6. f. Dairy animals and dairy products
   7. g. Poultry and poultry products
   8. h. Livestock, including beef cattle, sheep, swine, horses, ponies, mules, or goats, including the breeding and grazing of any or all such animals
[ 9. ] Bees and apiary products
[ 10. ] Commercial game animals or birds
[ 11. ] Trees or timber products of such quantity and so spaced as to constitute a forest area meeting standards prescribed by the State Forester, if less than 20 acres, and produced incidental to other farm operations
[ 12. ] Fruits and nuts
[ 13. ] Vegetables

[ If a tract of real estate is converted from nonproduction to agricultural or horticultural production, the tract may qualify without a five-year history of agricultural or horticultural use only if the change expands or replaces production enterprises existing on other tracts of real estate owned by the applicant. ]

[ Nothing in this subsection requiring production on real estate shall be deemed to deny that the real estate has been devoted to a qualifying use merely because the real estate participated in a governmental program that encourages the conservation of the real estate, even if no commodity was produced on the real estate.]

2. Exceptions to the five-year history of previous use requirement. Any real estate owned by the applicant shall be exempt from the five-year-history-of-previous-use requirement contained in subdivision 1 of this subsection if:

a. The real estate is converted to agricultural or horticultural use to expand or replace agricultural or horticultural production on any other real estate owned by the applicant, even if the converted real estate is in a different jurisdiction in Virginia; or

b. The real estate is devoted to the production of any agricultural or horticultural crop that requires more than two years from initial planting until commercially feasible harvesting, and the locality in which the real estate is located has waived, pursuant to § 58.1-3231 of the Code of Virginia with respect to such real estate, the five-year-history-of-previous-use requirement of subdivision 1 of this subsection.

B. Current use. The real estate sought to be qualified must currently be devoted to the production for sale of plants or animals, or to the production for sale of plant or animal products useful to man, or devoted to another qualifying use including, but not limited to, the items in [subsection A subdivision A.1] of this section above; except that no real estate devoted to the production of trees or timber products may qualify unless:

1. The real estate is less than 20 acres.
2. The real estate meets the technical standards prescribed by the State Forester, and
3. The real estate is producing tree or timber products incidental to other farm operations.

[ Nothing in this subsection requiring production on real estate shall be deemed to deny that the real estate is being devoted

to a qualifying use merely because the real estate participates in a governmental program that encourages the conservation of the real estate, even if no commodity is being produced on the real estate.]

C. Exceptions.

1. Conversions by farm operator - nonqualifying real estate. If a tract of real estate is converted from other uses or nonproduction to agricultural or horticultural production, the tract may qualify without the five-year history of agricultural or horticultural use when the change expands or replaces production enterprises existing on other tracts of real estate owned by the applicant, regardless of location.

2. Conversions by farm operator - qualifying real estate. If a tract of real estate is converted from a qualifying use (forestry or open space) to agricultural or horticultural production, the tract may qualify without the five-year history of agricultural or horticultural use.

3. Government action. If a tract of real estate which has previously qualified for agricultural use taxation is not devoted to agricultural or horticultural production because of governmental actions, the tract or portions shall be considered productive for that period of time.

4. Crops that require more than two years. The tract of real estate may qualify without the five-year history of agricultural or horticultural use if the tract of real estate is devoted to the production of any agricultural or horticultural crop that requires more than two years from initial planting until commercially feasible harvesting, and the locality in which the tract of real estate is located has waived with respect to such real estate the five-year-history-of-agricultural-or-horticultural-use requirement.

[ 2 VAC 5-20-30. Conservation of land resources; management and production.

A. Conservation of land resources. To qualify for agricultural or horticultural use, the applicant shall certify that the real estate is being used in a planned program of soil management and soil conservation practices which is intended to The applicant shall certify that the real estate is being used in a planned program of practices that:

1. With respect to real estate devoted to a use that disturbs the soil or that affects water quality, is intended to (in the case of soil) reduce or prevent soil erosion and (in the case of water) improve water quality by best management practices such as terracing, cover cropping, strip cropping, no-till planting, sodding waterways, diversions, water impoundments, and other best management practices which prevent soil erosion and improve water quality, to the extent that best management practices exist for that use of the real estate.

2. With respect to real estate devoted to crops grown in the soil, is intended to maintain soil nutrients by the application of soil nutrients (organic and inorganic) needed to produce average yields of agricultural such crops or as recommended by soil tests.

3. Is intended to control brush, woody growth, and noxious weeds on row crops, hay, and pasture by the use of
herbicides, biological controls, cultivation, mowing, or other normal cultural practices.

B. Management and production. To qualify for agricultural and horticultural use, the applicant shall certify that the real estate is being used in a planned program of management and production for sale of plants or animals (or plant or animal products useful to man), which include, but are not limited to, field crops, livestock, livestock products, poultry, aquaculture products, dairy, dairy products, aquaculture products, and horticultural products for sale; or that the real estate is being used for any other thing that is a qualifying use pursuant to 2 VAC 5-20-20.

Field crop production shall be primarily for commercial uses and the average crop yield per acre on each crop grown on the real estate during the immediate three years previous, shall be equal to at least \( \frac{1}{2} \) of the county (city) average for the past three years; except that the local government may prescribe lesser requirements when unusual circumstances prevail and such requirements are not realistic.

Livestock, dairy, poultry, or aquaculture production shall be primarily for commercial sale of livestock, dairy, poultry and aquaculture products. Livestock, dairy and poultry shall have a minimum of 12 animal unit-months of commercial livestock or poultry per five acres of open land in the previous year. One animal unit to be one cow, one horse, five sheep, five swine, 100 chickens, 66 turkeys, 100 other fowl. (An animal unit-month means one mature cow or the equivalent on five acres of land for one month; therefore, 12 animal unit-months means the maintenance of one mature animal cow or the equivalent on each five acres for 12 months, or any combination of mature animals cows or the equivalent and months that would equal 12 animal unit-months such as three mature animals cows or the equivalent for four months, four mature animals for three months, two mature animals cows or the equivalent for six months, etc.).

Aquaculture production shall be primarily for commercial sale of freshwater fish and shellfish under controlled conditions for food.

Horticultural production includes nursery, greenhouse, cut flowers, plant materials, orchards, vineyards and small fruit products.

Timber production, in addition to crop, livestock, dairy, poultry, aquaculture, and horticultural production on the real estate must meet the standards prescribed by the Department of Forestry for forest areas and will be assessed at use value for forestry purposes.

2 VAC 5-20-40. Certification procedures.

A. Documentation. The commissioner of revenue or the local assessing officer may require the applicant to [ certify that the real estate is devoted to the bona fide production of agricultural and horticultural products being used in a planned program of soil management and a planned program of management and production of field crops, livestock, dairy, poultry, aquaculture, horticultural crops, and timber products document what the applicant must certify pursuant to 2 VAC 5-20-30]. The commissioner of revenue or local assessing officer may find one of the following documents useful in making his determination:

1. The assigned USDA/ASCS farm service agency farm number, and evidence of participating in a federal farm program; or
2. Federal tax forms (1040F) Farm Expenses and Income, (4835) Farm Rental Income and Expenses, or (1040E) Cash Rent for Agricultural Land; or
3. A Conservation Farm Management Plan prepared by a professional; or
4. Gross sales averaging more than $1,000 annually over the previous three years.

B. Interpretation of standards. In cases of uncertainty on the part of the commissioner of revenue or the local assessing officer, the law authorizes him to request an opinion from the Commissioner of Agriculture and Consumer Services as to whether a particular property meets the criteria for agricultural or horticultural classification. The procedure for obtaining such an opinion is as follows:

1. The commissioner of revenue or the local assessing officer shall address a letter to the Commissioner, Virginia Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, Virginia 23209 describing the use and situation, and requesting an opinion of whether the real estate qualifies as agricultural or horticultural real estate for the purpose of use-value taxation. The letter should include the following:
   a. Owner's name and address.
   b. Operator's name and address.
   c. Total number of acres, acres in crops, acres in pastures, acres in soil conservation programs [Agricultural Stabilization and Conservation Service farm service agency, [ soil Natural Resources ] Conservation Service, Virginia Department of Conservation and Recreation programs], and acres in forest.
   d. If more than one tract of real estate, the number of acres in each tract and whether the tracts are contiguous.
   e. A copy of application for land use assessment taxation.

f. In any case involving a question about the applicability of the exception to the five-year-history-of-[previous agricultural-or-horticultural]-use requirement contained in 2 VAC 5-20-20 [A.2.3 C 4] (relating to real estate devoted to the production of an agricultural or horticultural crop that requires more than two years from initial planting until commercially feasible harvesting), a statement as to whether the locality has waived [pursuant to § 58.1-3331 of the Code of Virginia] with respect to such real estate, the five-year-history-of-[previous agricultural-or-horticultural]-use requirement [contained in 2 VAC 5-20-20 A.1].

2. The commissioner may request additional information, if needed, directly from the applicant; or he may hold a hearing at which the applicant and others may present additional information.
3. The commissioner will issue an opinion as soon as possible after all necessary information has been received. An appeal of any opinion which does not comply with these standards may be made as provided by § 58.1-3240 of the Code of Virginia.

* The Food Security Act of 1985, P.L. 99-198 (Farm Bill), requires farmers participating in federal farm programs to have a farm conservation plan proposed by the USDA Soil Conservation Service by 1990 and fully implemented by 1995.

** The Agriculture Census defines a farm as a place where agricultural products were sold or normally would have been sold annually averaging more than $1,000.

VA.R. Doc. No. R02-79; Filed January 12, 2006, 9:52 a.m.

CHAPTER 240.
REGULATIONS RELATING TO SCHOOL SECURITY OFFICERS.


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

“Approved instructor” means a person who has been approved by the department to instruct in the school security officer training course.

“Approved training” means training approved by the department to meet compulsory minimum training standards.

“Approved training session” means a training session that is approved by the department for the specific purpose of training school security officers.

“Board” means the Criminal Justice Services Board or any successor board or agency.

“Certification” means a method of regulation indicating that qualified persons have met the minimum requirements as school security officers.

“Compulsory minimum training standards” means the performance outcomes and minimum hours approved by the board.

“Date of hire” means the date any employee of a school board or system is hired to provide security services for a school and whom the department must regulate.

“Department” means the Department of Criminal Justice Services or any successor agency.

“Director” means the chief administrative officer of the department.

“In-service training requirement” means the compulsory in-service training standards adopted by the board for school security officers.

“School security officer” means an individual who is employed by the local school board for the singular purpose of maintaining order and discipline, preventing crime, investigating violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and who is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school.

“This chapter” means the Regulations Relating to School Security Officers (6 VAC 20-240).

“Training certification” means verification of the successful completion of any training requirement established by this chapter.

“Training requirement” means any entry-level or in-service training or retraining standard established by this chapter.
6 VAC 20-240-20. Initial certification and training requirements for school security officers.

A. In addition to meeting all the hiring requirements of the employing school board, all security officers who enter upon the duties of such office on or after September 1, 2004, are required to meet the following minimum certification and training requirements. Such person shall:

1. Undergo a background investigation to include fingerprint-based criminal history record inquiry of both the Central Criminal Records Exchange (CCRE) and the Federal Bureau of Investigation (FBI). Results of such inquiries shall be examined by the employing school division within 30 days of date of hire;

2. Have a high school [education diploma], have passed the General Educational Development exam, or have passed the National External Diploma program;

3. Be a minimum of 21 years of age;

4. Possess a valid driver's license if required by the duties of office to operate a motor vehicle;

5. Successfully complete basic first aid training. The level and substance of such training shall be at the discretion of the employing school division;

6. Comply with compulsory minimum entry-level training requirements approved by the board:

   a. Every school security officer hired on or after September 1, 2004, is required to comply with the compulsory minimum training standards within 60 days of the date of hire as a school security officer.

   b. The compulsory minimum training shall consist of a 32-hour school security officer training course developed and approved by the department. Such training shall include but not be limited to:

      (1) The role and responsibility of school security officers,

      (2) Relevant state and federal laws,

      (3) School and personal liability issues,

      (4) Security awareness in the school environment,

      (5) Mediation and conflict resolution,

      (6) Disaster and emergency response, and

      (7) Student behavioral dynamics.

   c. The compulsory minimum training shall include a test for each module approved and provided by the department with a minimum passing grade of 80% on each module; and

7. Submit to the department a properly completed and signed application for certification from the localities in a format provided by the department.

B. All costs associated with the background investigation, submission of fingerprints for criminal history record inquiries, and basic first aid training to meet the hiring requirements are the responsibility of that locality.

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

1. Illness or injury;

2. Military service;

3. Special duty required and performed in the public interest;

4. Administrative leave, full-time educational leave or suspension pending investigation or adjudication of a crime; or

5. Any other reasonable situation documented by the employing school division superintendent [or designee].


A. The department will notify the applicant for school security officer certification and the superintendent of the employing school division that the school security officer is certified in accordance with this regulation after the following conditions are met:

1. Notification to the department by the instructor that the applicant for school security officer certification has successfully completed the compulsory minimum entry-level training;

2. Receipt by the department of signed application for certification.

B. If a school security officer seeking certification is denied by the department, the department will notify the superintendent and the applicant by letter outlining the basis for the denial and the process for appeal of the decision to deny.

C. The department shall maintain a current database of certified school security officers as well as relevant training records.

D. Certification shall be for a period not to exceed 24 months.

6 VAC 20-240-40. School security officer standards of conduct.

A school security officer shall:

1. Conform to all requirements pursuant to the Code of Virginia and this chapter;

2. Maintain at all times with the employing school division a valid mailing address. Written notification of any address change shall be submitted to the division no later than 10 days after the effective date of the change;

3. Inform the employing school division in writing within [40 days after pleading guilty or nolo contendere or being convicted or found guilty of 72 hours or the beginning of the next work day, whichever comes first, after an arrest for ] any felony or [a] misdemeanor;

4. Inform the employing school division in writing within 10 days after having been found guilty by any court or administrative body of competent jurisdiction to have violated the school security officer statutes or regulations of
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that jurisdiction [ there is no appeal or the time for appeal having elapsed ].


A. Applications for recertification shall be received by the department at least 30 days before certification expiration. It is the responsibility of the individual to ensure recertification applications are filed with the department. A valid certification as a school security officer is required in order to remain eligible for employment as a school security officer. If the school security officer recertification application is on file with the department 30 days prior to expiration, the school security officer may continue to operate in the school security officer capacity pending notification by the department.

B. Applicants for recertification must complete 16 hours of in-service training during each two-year period after initial certification. The in-service training must be school security officer related to include a legal update and other relevant topics approved by the department.

C. Individuals whose certification is expired shall comply with the initial certification requirements set forth in this chapter.

D. The department, subject to its discretion, retains the right to grant an extension of the recertification time limit and requirements under the following conditions:

1. Illness or injury;
2. Military service;
3. Special duty required and performed in the public interest;
4. Administrative leave, full-time educational leave or suspension pending investigation or adjudication of a crime; or
5. Any other reasonable situation documented by the employing school division superintendent [ or designee ].

E. Request for extensions shall:

1. Be submitted in writing and signed by the school superintendent [ or designee ] prior to the expiration date of the time limit for completion of the requirement;
2. Indicate the projected date for the completion of the requirement.

6 VAC 20-240-60. Decertification and appeal procedure.

A. The department may decertify for any of the following reasons. The school security officer has:

1. Been convicted of or pled guilty or no contest to a felony or any offense that would be a felony if committed in Virginia;
2. Failed to comply with or maintain compliance with compulsory minimum training requirements;
3. Refused to submit to a drug screening or has produced a positive result on a drug screening reported to the employing school board where the positive result cannot be explained to the school board’s satisfaction;
4. Violated any standard of conduct set forth in 6 VAC 20-240-40;
5. Violated any other school board policy; or
6. Been terminated by the employing school division.

B. Such school security officer shall not have the right to serve as a school security officer within this Commonwealth until the department has reinstated the certification.

C. The findings and the decision of the department may be appealed to the board provided that written notification is given to the attention of the Director, Department of Criminal Justice Services, [ 805 East Broad St., 202 North Ninth Street, ] Richmond, Virginia 23219, within 30 days following the date notification of the decision was served, or the date it was mailed to the respondent, whichever occurred first. In the event the hearing decision is served by mail, three days shall be added to that period. (Rule 2A:2 of Rules of the Virginia Supreme Court.)

6 VAC 20-240-70. Instructor application.

A. The department may approve instructors to deliver school security officer training and may revoke such approval for just cause.

B. Each person applying for instructor approval shall:

1. Be currently certified as a school security officer [ or employed by the department [ , or acting as a consultant for the department ];
2. Have a high school diploma or equivalent (GED) or have passed the National External Diploma Program;
3. Have a minimum of:
   a. Three years management or supervisory experience as a school security officer or with any federal, military police, state, county or municipal law-enforcement agency in a related field; or
   b. Five years general experience as a school security officer, or with a federal, state or local law-enforcement agency in a related field;
4. Have completed:
   a. A school security officer instructor course approved by the department; or
   b. Have a minimum of one-year experience as an instructor or teacher in an accredited educational institution or law-enforcement agency.

C. Each person applying for instructor approval shall file with the department:

1. A properly completed application provided by the department;
2. Documentation verifying that the applicant meets the minimum eligibility requirements pursuant to this section;
3. Documentation verifying previous instructor experience, training, work experience and education for those subjects in which certification is requested.

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D. The department will evaluate qualifications based upon the justification provided.

E. Upon completion of the instructor application requirements, the department may approve the instructor for a period not to exceed 24 months.

F. Each instructor shall conduct himself in a professional manner and the department may revoke instructor approval for just cause.

G. Applicants for instructor approval may submit a waiver application form for review by the department outlining previous instructor training or related experience. The department reserves the right to review each waiver application and evaluate qualifications and experience on an individual basis.

6 VAC 20-240-80. Renewal instructor application.

A. Renewal instructor applications shall be received by the department at least 30 days before expiration. It is the responsibility of the instructor to ensure renewal requirements are filed with the department.

B. Each person applying for renewal instructor approval shall meet the minimum requirements for eligibility as follows:

1. Successfully complete the eight-hour instructor in-service training as required by the department within the 12 months immediately preceding the expiration date of the current approval; and

2. Be in good standing in the [ jurisdiction where approved as an instructor school division or with the department ].

C. The department may renew instructor approval for a period not to exceed 24 months.

D. The department may renew instructor approval when the department receives a properly completed renewal application provided by the department.

E. Any renewal instructor application received by the department shall meet all renewal requirements before the expiration date of approval. Individuals whose approval is expired may be subject to the initial approval requirements.

6 VAC 20-240-90. School security officer instructor standards of conduct.

An instructor shall:

1. Conform to all requirements pursuant to the Code of Virginia and this chapter;

2. Maintain a current mailing address with the department. Written notification of any address change shall be received by the department no later than 10 days after the effective date of the change;

3. Inform the department in writing within [ 40 days after pleading guilty or nolo contendere or being convicted or found guilty of 72 hours or the beginning of the next work day, whichever comes first, after an arrest for ] any felony or [ Cla ] misdemeanor;

4. Inform the department in writing within 10 days after having been found guilty by any court or administrative body of competent jurisdiction to have violated the school security officer statutes or regulations of that jurisdiction [ there being no appeal or the time for appeal having elapsed ];

5. Conduct training sessions pursuant to requirements established in this chapter;

6. Notify the department within 10 calendar days following termination of employment; and

7. Conduct himself in a professional manner.

6 VAC 20-240-100. School security officer instructor administrative requirements.

A. School security officer instructors shall ensure that training sessions are conducted in accordance with requirements established in this chapter. Adherence to the administrative requirements, attendance, and standards of conduct are the responsibility of the instructor of the training session.

B. Administrative requirements.

1. In a manner approved by the department, an approved instructor must submit a notification to conduct a training session to the department. All notifications shall be received by the department, or postmarked if mailed, no less than 30 calendar days before the beginning of each training session to include the date, time, instructors, and location of the training session. The department may allow a training session to be conducted with less than 30 calendar days of notification with prior approval.

2. The instructor must submit notification of any changes to the date, time, location, or cancellation of a future training session to the department in writing. This notice must be received by the department at least 24 hours in advance of the scheduled starting time of the class. In the event that a session must be cancelled on the scheduled date, the department must be notified immediately followed by a cancellation in writing as soon as practical.

3. A test determined by the department shall be administered at the conclusion of each module of the entry-level training session. The student must attain a grade of 80% on each module. All tests must be returned to the department with the accompanying training roster and attendance records in a manner approved by the department.

4. In a manner approved by the department, the instructor shall submit an original training completion roster to the department listing testing scores and attendance records for each student. The training completion roster shall be received by the department within seven calendar days, or postmarked if mailed, no later than five business days following the training completion date.

5. Instructors will conduct training sessions utilizing lesson plans developed by the department including at a minimum the compulsory minimum training standards established pursuant to this chapter. Instructors must maintain accurate and current information on relevant laws and make changes to the curriculum. It is the instructor’s responsibility to assure they have the most recent curriculum supplied by the department.
Final Regulations

6. Instruction shall be provided in no less than four-hour sessions for a combined total certification course of 32 hours.

7. A training session must adhere to the minimum compulsory training standards and must be presented in its entirety.

8. The instructor shall permit the department to inspect and observe any training session.

9. Mandated training conducted not in accordance with the Code of Virginia and this chapter is invalid.

C. Attendance.

1. School security officers enrolled in an approved training session are required to be present for the hours required for each training session.

2. Tardiness and absenteeism will not be permitted. Individuals violating these provisions will be required to make up any training missed. Such training must be completed within 60 days after the completion of the training session or at the next available session offered if it is held in the same school year. Individuals not completing the required training within this period may not be certified or recertified and may be required to complete the entire training session.

3. Individuals who do not successfully complete the compulsory minimum training standards of the training session shall be reported to the department and will not be certified.

4. Each individual attending an approved session shall comply with the regulations promulgated by the board and any other rules applicable to the session. If the instructor considers a violation of the rules detrimental to the training of other students or to involve cheating on tests, the instructor may expel the individual from the session. The instructor shall immediately report such action to the employing locality and the department.

6 VAC 20-240-110. Approval authority.

A. The board shall be the approval authority for the training categories, hours and performance outcomes of the compulsory training standards. Amendments to training categories, hours 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 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 board upon written recommendation of the School Security Officer Advisory Committee.

C. Prior to approving changes to training objectives, criteria and lesson plan guides, the board shall conduct a public hearing. Sixty days before 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 approved instructor 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.

6 VAC 20-240-120. Hearing process.

The board will hear and act upon appeals arising from decisions made by the director. In all case decisions, the Criminal Justice Services Board shall be the final agency authority.

VA.R. Doc. No. R05-188; Filed January 17, 2006, 2:59 p.m.

TITLE 9. ENVIRONMENT

STATE WATER CONTROL BOARD

Notice of Effective Date


Statutory Authority: § 62.1-44.15 of the Code of Virginia.

Effective Date: January 12, 2006.

On November 21, 2005, the State Water Control Board adopted revisions to the Water Quality Standards in 9 VAC 25-260-310, 9 VAC 25-260-410 and 9 VAC 25-260-530. These revisions relate to water quality standards to protect designated uses from the impacts of nutrients and suspended sediments in the tidal James, Mattaponi and Pamunkey rivers. The amendments include special standards for chlorophyll a in the tidal James River and dissolved oxygen in the tidal Mattaponi and Pamunkey rivers. The amendments were published in the Virginia Register of Regulations as final in 22:7 VA.R. 1015-1018 December 12, 2005, with an effective date upon filing a notice of EPA approval with the Registrar of Regulations.

The State Water Control Board hereby notices EPA approval of these revisions to the water quality standards via a letter dated January 12, 2006, from Jon M. Capacasa, Director of the Water Protection Division, EPA Region 3, to Robert G. Burnley, Director of the Virginia Department of Environmental Quality. The effective date of these amendments is January 12, 2006. Copies are available online at http://www.deq.state.va.us/wqs/pdf/jmpamend.pdf; by calling toll free at 1-800-592-5482 ext. 4111, local 698-4111; by written request to Elleanor Daub at P.O. Box 10009, Richmond, VA 23240; or by email request to emdaub@deq.virginia.gov.

VA.R. Doc. No. R04-39; Filed January 12, 2006, 4:36 p.m.

Virginia Register of Regulations

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TITLE 10. FINANCE AND FINANCIAL INSTITUTIONS

STATE CORPORATION COMMISSION

REGISTRAR’S NOTICE: The State Corporation Commission is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 2 of the Code of Virginia, which exempts courts, any agency of the Supreme Court, and any agency that by the Constitution is expressly granted any of the powers of a court of record.

Title of Regulation: 10 VAC 5-200. Payday Lending (amending 10 VAC 5-200-80).
Effective Date: March 1, 2006.
Agency Contact: Susan Hancock, Deputy Commissioner, Bureau of Financial Institutions, State Corporation Commission, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9702, FAX (804) 371-9416, toll free (800) 552-7945, or e-mail susan.hancock@scc.virginia.gov.

Summary:
The State Corporation Commission is amending 10 VAC 5-200-80, which prescribes the contents of the pamphlet that payday lending licensees are required to give to each prospective borrower prior to entering into a payday loan. The changes conform the pamphlet to the Payday Loan Act, which was amended by the General Assembly in 2004 and 2005. The regulation also contains certain technical amendments.

AT RICHMOND, JANUARY 12, 2006
COMMONWEALTH OF VIRGINIA, ex rel.
STATE CORPORATION COMMISSION

Ex Parte: In re: proposed amendments to payday lending pamphlet

ORDER ADOPTING A REGULATION

By Order entered in this case on October 17, 2005, the State Corporation Commission ("Commission") directed that notice be given of the Bureau of Financial Institutions’ proposal to amend 10 VAC 5-200-80 of the Virginia Administrative Code, which prescribes the contents of the pamphlet that persons licensed under Chapter 18 of Title 6.1 of the Code of Virginia ("Chapter 18") must furnish to borrowers before entering into a payday loan. The proposed amendments reflect certain requirements and prohibitions added by Chapter 295 of the 2004 Acts of Assembly and Chapter 571 of the 2005 Acts of Assembly. Notice of the proposed regulation was published in the Virginia Register on November 14, 2005, posted on the Commission’s website, and sent by the Commissioner of Financial Institutions to all payday lenders licensed under Chapter 18. Interested parties were afforded an opportunity to file written comments or request a hearing on or before December 16, 2005. One comment letter was received. The Commission believes that the proposed changes to 10 VAC 5-200-80 are consistent with, if not identical to, the 2004 and 2005 amendments to Chapter 18.

NOW THE COMMISSION, having considered the record, the proposed regulation, and the comment letter received, concludes that the proposed regulation should be adopted as proposed with a delayed effective date in order to allow licensees a reasonable period of time to modify the contents of their pamphlets.

THEREFORE, IT IS ORDERED THAT:

(1) The proposed regulation, 10 VAC 5-200-80, attached hereto is adopted effective March 1, 2006.


(3) AN ATTESTED COPY hereof, together with a copy of the regulation, shall be sent to the Registrar of Regulations for publication in the Virginia Register.

(4) This case is dismissed from the Commission's docket of active cases.

AN ATTESTED COPY hereof shall be sent to the Commissioner of Financial Institutions, who shall forthwith mail a copy of this Order, together with a copy of the regulation, to all licensed payday lenders and such other interested parties as he may designate.

10 VAC 5-200-80. Payday lending pamphlet text.
The required text of the payday lending pamphlet referred to in 10 VAC 5-200-30 is as follows:

PAYDAY LENDING IN THE COMMONWEALTH OF VIRGINIA

BORROWER RIGHTS AND RESPONSIBILITIES

Please take the time to carefully review the information contained in this pamphlet. It is designed to advise you of your rights and responsibilities in connection with obtaining a payday loan in Virginia under the Payday Loan Act, § 6.1-444 et seq. of the Code of Virginia. If you have any questions about payday lending or want additional information, you may contact the Virginia State Corporation Commission's Bureau of Financial Institutions toll-free at (800) 552-7945 or on the Internet at http://www.state.va.us/scc/division/banking or http://www.scc.virginia.gov/division/banking. The Bureau of Financial Institutions has available a "Consumer Guide to Payday Lending" that may be viewed at this website or obtained by calling the toll-free telephone number listed above.

In General: You are responsible for evaluating whether a payday loan is right for you. Alternatives may include among other things less expensive short-term financing from another financial institution, family, or friends, a cash advance on a credit card, an account with overdraft protection, or a loan repayable over several months.
Notice from Lender: The lender is required to provide you with a clear and conspicuous printed notice advising you that a payday loan is not intended to meet long-term financial needs and that you should use a payday loan only to meet occasional or unusual short-term cash needs.

Limitations on Security Interest: The lender cannot require you to provide more than one check as security for any payday loan. The check cannot be post-dated. The lender cannot require you to provide any security for your payday loan other than a check payable to the lender.

$500 Maximum/Seven-Day Minimum Term: The lender cannot have loans (either single or in the aggregate) outstanding to you at any one time in the principal amount of more than $500. By law, the specified due date of your loan must be at least seven days after the date that money is advanced to you.

Fees, Charges, and Interest: The lender is permitted to charge you interest in the form of a fee not exceeding 15% of the amount of money advanced to you (i.e., $15 per $100 advanced). For example, if the lender advances you $300 for seven days, the lender may charge you up to $45 as a fee for obtaining the loan (an Annual Percentage Rate of 782%). If the lender advances you $300 for 14 days, the lender may charge you up to the same $45 fee for obtaining the loan (an Annual Percentage Rate of 391%). If the lender advances you $300 for 30 days, the lender may charge you up to the same $45 fee for obtaining the loan (an Annual Percentage Rate of 183%). Other than the specific fees and costs discussed in the section of this pamphlet entitled "Failure to Repay" (see below), no additional amounts may be directly or indirectly charged, contracted for, collected, received, or recovered by the lender.

You will receive your loan proceeds in the form of either cash or a check from the lender. The lender cannot charge you a fee for cashing their check. Similarly, a check casher affiliated with the lender cannot charge you a fee for cashing the lender's check.

Written Agreement: The lender must provide you with a written loan agreement, which must be signed by both you and an authorized representative of the lender. The loan agreement is a binding, legal document which requires you to repay the loan. Make sure you read the entire loan agreement carefully before signing and dating it. The lender must provide you with a duplicate original of the loan agreement at the time of your loan transaction.

Other Businesses: A lender is prohibited by statute from engaging in other businesses, besides check cashing, unless permitted by order of the State Corporation Commission. A lender is also prohibited by statute from selling you any type of insurance coverage.

Loans for Other Products & Services: You are prohibited from using any of the money from your payday loan to purchase any other product or service sold at the lender's business location.

Right to Cancel: You have the right to cancel your loan at any time prior to the close of business on the next day the lender is open following the date your loan is made by paying the lender the amount advanced to you in cash, certified check, cashier's check, money order or, if the lender is equipped to handle such payments, by using a credit or debit card.

Partial Payments and Prepayments: You have the right to make partial payments (in increments of not less than $5.00) on your payday loan at any time prior to its specified due date without charge. If you make a partial payment, the total interest you pay will be reduced. You have the right to receive signed, dated receipts for each payment made along with a statement of the balance remaining on your payday loan. You also have the right to prepay your loan in full before its specified due date without penalty by paying the lender in cash, certified check, cashier's check, money order or, if the lender is equipped to handle such payments, by use of a credit or debit card, the amount of money advanced to you as well as any accrued and unpaid fees.

Lender to Return Original Loan Agreement: Upon repayment of your loan in full, the lender must mark your original loan agreement with the word "paid" or "canceled" and return it to you.

No Rollovers, Extensions, Etc.: The lender cannot refinance, renew, extend, or rollover your payday loan.

Failure to Repay: Pay back your loan! Know when your payment is due and be sure to repay your loan on time and in full. You are responsible for having sufficient funds in your checking account on the due date of your loan so that your check does not bounce if the lender deposits it in his account. If you do not repay your loan by the specified due date, the lender may begin accruing interest on the unpaid balance of your loan at a maximum rate of 6% per year.

The lender is prohibited from threatening or beginning criminal proceedings against you if a check you provide to the lender bounces.

If you cannot or do not repay the loan: (i) the lender is permitted to recover from you any fee charged to the lender (maximum of $25) as a result of your check being returned due to your account being closed by you or containing insufficient funds, or if you stopped payment on your check; and (ii) if the lender seeks and obtains judgment against you as a result of your returned check, the lender may obtain court costs and reasonable attorney's fees (total may not exceed $250) if such costs and fees are awarded by the court.

Legal Action Against Lender: You have the right to bring a civil action against the lender if you suffer a loss as a result of the lender violating any provision of the Payday Loan Act. If you are successful in your civil action, you have the right to be reimbursed for reasonable attorney's fees, expert witness fees, and court costs you have incurred in connection with your civil action. Losses suffered as the result of the lender's violation of the Payday Loan Act may also be pursued under the Virginia Consumer Protection Act (§ 59.1-196 et seq. of the Code of Virginia), which in some cases permits consumers to recover actual and punitive damages.

Additional Protections for Borrowers in the Military/Borrowers Married to Members of the Military: If
you or your spouse is a member of the United States military, the lender is prohibited by law from (i) garnishing any military wages or salary; (ii) conducting any collection activity against you if you or your spouse is deployed to a combat or combat support posting or is a member of the Reserves or National Guard and called to active duty, for the duration of the deployment or active duty service; (iii) contacting your commanding officer or your spouse’s commanding officer, or anyone in your chain of command or your spouse’s chain of command, in an effort to collect a loan made to you; (iv) disregarding the terms of a loan repayment agreement that the lender negotiates through military counselors or third-party credit counselors; and (v) making a loan to you if a military base commander has declared that a specific location of the lender's business is off limits to military personnel.

Complaints and Contacting the Bureau of Financial Institutions: For assistance with any complaints you may have against a payday lender, please contact the Bureau of Financial Institutions toll free at (800) 552-7945 or on the Internet at http://www.scc.virginia.gov/division/banking. For assistance with any complaints you may have against a licensee, please contact the Bureau of Financial Institutions at 10700 Horsemen’s Road, New Kent, VA 23124, telephone (804) 966-7404, FAX (804) 966-7418, or e-mail david.lermond@vrc.virginia.gov.

VA.R. Doc. No. R06-90; Filed January 17, 2006, 2:29 p.m.

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**TITLE 11. GAMING**

**VIRGINIA RACING COMMISSION**

**Title of Regulation:** 11 VAC 10-20. Regulations Pertaining to Horse Racing With Pari-Mutuel Wagering (amending 11 VAC 10-20-240).

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

**Effective Date:** March 8, 2006.

**Agency Contact:** David S. Lermond, Jr., Regulatory Coordinator, Virginia Racing Commission, 10700 Horsemen’s Road, New Kent, VA 23124, telephone (804) 966-7404, FAX (804) 966-7418, or e-mail david.lermond@vrc.virginia.gov.

**Summary:**

The amendments specify certain procedures for the transfer or acquisition of an interest in an existing owner’s, owner-operator’s or operator’s license. In those cases where the applicant has not sought the approval of the commission, it may take actions against the holder of the existing license.

**Summary of Public Comments and Agency’s Response:** No public comments were received by the promulgating agency.

11 VAC 10-20-240. Transfer or acquisition of interest in owner’s, owner-operator’s or operator’s license.

A. Generally. A licensee already holding a limited or unlimited owner’s, owner-operator’s or operator’s license may apply to the commission to transfer its race meet or meetings to that of another horse racing facility already licensed by the commission.

B. Requirements for transfer of racing days. The licensee shall apply to the commission in writing requesting the transfer of its racing days to that of another licensee stating:

1. The reason for the transfer;
2. Why the transfer will provide for the promotion, sustenance, and growth of horse racing and breeding, in a manner consistent with the health, safety, and welfare of the Commonwealth of Virginia;
3. Why the transfer will maintain horse racing in the Commonwealth of the highest quality, and free of any corrupt, incompetent, dishonest, or unprincipled practices and maintain complete honesty and integrity;
4. Why the transfer will not adversely affect the operation of any other horse racing facility licensed by the commission;
5. That the transfer has been expressly consented to by the licensee to which the transfer is to be made;
6. That all licensees agree to be bound by the regulations and requirements placed upon it by the commission before the application for the transfer was submitted; and
7. That all licensees to whom racing days are to be transferred, have paid all and any applicable license fees for the conduct of horse racing, with pari-mutuel wagering privileges, at the particular facility or place for holding races on which the racing is to be conducted.

C. Consideration by commission. The commission will take into account the statement submitted by the licensee and any other testimony or documentation that it deems material before approving or denying the request for transfer of a license race meet or meetings. The commission shall act on the application within 60 days of receipt.

D. Acquiring an interest in a licensee. Any person desiring to become a partner, member or principal stockholder of any licensee, or to acquire actual control of a licensee, whether direct or indirect, individually or in concert with others, shall apply to the commission for approval of acquiring an interest in the license.

1. The applicant shall meet all of the requirements imposed by the commission. The applicant shall meet all of the requirements imposed by the application, and the commission may demand such information of the applicant as it deems necessary to consider and act on the application. The application shall include all applicable disclosures required by the commission for licensure as owners or operators, as specified in 11 VAC 10-20-20 through 11 VAC 10-20-180 of this chapter. The commission shall consider the application and, if the commission finds that the applicant is fit to hold and operate the license, shall approve or deny the application within 60 days of receipt. The commission shall deny any application if in its judgment the acquisition of the license would be detrimental to the public interest, or to the honesty and, integrity of, and reputation of racing of its reputation, the application shall be denied.

2. The commission shall act on the application within 60 days of receipt.
2. The commission shall approve an application to become a partner, member or principal stockholder if the application meets the criteria set forth in the Act and subdivision 1 of this subsection.

3. The commission shall approve an application to acquire actual control of a licensee only if it finds that the applicant meets the criteria set forth in the Act, the criteria set forth in subdivision 1 of this subsection for a partner, member or principal stockholder, and the criteria set forth in this subdivision.

a. If an applicant proposes to acquire actual control of a licensee, such person shall submit to the commission:

1. The applicant’s proposal for the future operation of any existing or planned racetrack, or satellite facility owned or operated by the licensee;

2. Such additional information as the applicant desires; and

3. Such information as may be required by the commission to assure the commission that the licensee, under the actual control of such person, will have the experience, expertise, financial responsibility and commitment to comply with:

(a) The provisions of the Act;

(b) Commission regulations and orders;

(c) The requirements for the continued operation of the licensee pursuant to the terms and conditions in effect on the date of the application of all licenses held by the licensee;

(d) Any existing contract with a recognized majority horsemen’s group; and

(e) Any proposal submitted to the commission by such person.

b. Any such acquisition of control without prior approval of the commission shall be voidable by the commission and, in such instance, the commission may revoke any license it has issued to such licensee, order compliance with this subsection, or take such other action as may be appropriate within the authority of the commission.

**Titles of Regulations:** 18 VAC 125-20. Regulations Governing the Practice of Psychology.

18 VAC 125-30. Regulations Governing the Certification of Sex Offender Treatment Providers.

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

**Effective Date:** March 8, 2006.

**Agency Contact:** Evelyn B. Brown, Executive Director, Board of Psychology, 6606 West Broad Street, 5th Floor, Richmond, VA 23230-1717, telephone (804) 662-9913, FAX (804) 662-9943 or e-mail evelyn.brown@dhp.virginia.gov.

**Summary:**

The amendments (i) reduce the renewal fee for the June 30, 2006, renewal, (ii) increase the returned check fee regulations to conform to § 2.2-614.1 of the Code of Virginia, and (iii) eliminate language that was time-limited and is now unnecessary.

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**18 VAC 125-20-30. Fees required by the board.**

A. The board has established fees for the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Applied psychologists, Clinical psychologists, School psychologists-limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration of residency (per residency request)</td>
<td>$50</td>
</tr>
<tr>
<td>2. Add or change supervisor</td>
<td>$25</td>
</tr>
<tr>
<td>3. Application processing and initial licensure</td>
<td>$200 $85</td>
</tr>
<tr>
<td>4. Annual renewal of active license</td>
<td>$140 $70</td>
</tr>
<tr>
<td>5. Annual renewal of inactive license</td>
<td>$70 $35</td>
</tr>
<tr>
<td>6. Late renewal</td>
<td>$50 $25</td>
</tr>
<tr>
<td>7. Verification of license to another jurisdiction</td>
<td>$25 $25</td>
</tr>
<tr>
<td>8. Duplicate license</td>
<td>$5 $5</td>
</tr>
<tr>
<td>9. Additional or replacement wall certificate</td>
<td>$15 $15</td>
</tr>
<tr>
<td>11. Reinstatement of a lapsed license</td>
<td>$270 $125</td>
</tr>
</tbody>
</table>
12. Reinstatement following revocation or suspension $500 $500

13. One-time debt reduction in fee for annual renewal due on June 30, 2003, for holders of an active license $50 $70 $25 $35

14. One-time debt reduction in fee for annual renewal due on June 30, 2003, for holders of an inactive license $25 $35 $15 $17

B. The fee for review of a continuing education provider seeking board approval shall be $200.

C. Fees shall be paid by check or money order made payable to the Treasurer of Virginia and forwarded to the board. All fees are nonrefundable.

D. Examination fees shall be established and made payable as determined by the board.

18 VAC 125-30-20. Fees required by the board.

A. The board has established the following fees applicable to the certification of sex offender treatment providers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration of supervision</td>
<td>$50</td>
</tr>
<tr>
<td>Add or change supervisor</td>
<td>$25</td>
</tr>
<tr>
<td>Application processing and initial certification fee</td>
<td>$90</td>
</tr>
<tr>
<td>Certification renewal</td>
<td>$75</td>
</tr>
<tr>
<td>Duplicate certificate</td>
<td>$5</td>
</tr>
<tr>
<td>Late renewal</td>
<td>$25</td>
</tr>
<tr>
<td>Reinstatement of an expired certificate</td>
<td>$125</td>
</tr>
<tr>
<td>Replacement of or additional wall certificate</td>
<td>$15</td>
</tr>
<tr>
<td>Returned check</td>
<td>$25  $35</td>
</tr>
<tr>
<td>Reinstatement following revocation or suspension</td>
<td>$500</td>
</tr>
</tbody>
</table>

B. Fees shall be paid by check or money order made payable to the Treasurer of Virginia and forwarded to the Board of Psychology. All fees are nonrefundable.

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**TITLE 20. PUBLIC UTILITIES AND TELECOMMUNICATIONS**

**STATE CORPORATION COMMISSION**

REGISTRAR'S NOTICE: The State Corporation Commission is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 2 of the Code of Virginia, which exempts courts, any agency of the Supreme Court, and any agency which by the Constitution is expressly granted any of the powers of a court of record.

**Title of Regulation:** 20 VAC 5-313. Rules Governing Exemptions to Minimum Stay Requirements and Wires Charges (adding 20 VAC 5-313-10 through 20 VAC 5-313-40).

**Statutory Authority:** §§ 12.1-13, 56-577 and 56-583 of the Code of Virginia.

**Effective Date:** January 5, 2006.

**Agency Contact:** David R. Eichenlaub, Assistant Director, Division of Economics and Finance, State Corporation Commission, 1300 East Main Street, P.O. Box 1197, Richmond, VA 23218, telephone (804) 371-9050, FAX (804) 371-9935, toll free (800) 552-7945, or e-mail david.eichenlaub@scc.virginia.gov.

**Summary:**

The Virginia Electric Utility Restructuring Act requires customers of certain electric utilities to pay wires charges if they leave a utility and begin purchasing electric energy from a competitive service provider. In addition, certain large industrial and commercial customers who return to a utility from a competitive service provider may, under certain circumstances, be required to remain a customer of the utility for a minimum period of 12 months. In its 2004 session, the General Assembly passed legislation allowing certain customers to avoid paying wires charges when they leave a utility and begin purchasing electric energy from a competitive service provider. The new legislation also allows large industrial and commercial customers to avoid the 12-month minimum stay period if they agree to pay market-based costs for electric energy upon their return to an incumbent utility or default service provider. The proposed rules are revised slightly to add clarity and reflect comments from various parties. The amendments are designed to implement the two new exemption programs mandated by the General Assembly and to establish a methodology for determining market based costs.
an Order Inviting Comments that, among other things, required public notice of proposed rules and regulations to implement the exemption programs, directed investor-owned electric utilities to file compliance plans to implement the programs, allowed interested persons to file comments or requests for hearing on the proposed rules and regulations or the utility compliance plans, and allowed the Commission's Staff ("Staff") to file a Report addressing the utility compliance plans and any comments filed in this case.

Investor-owned electric utilities filed proposed compliance plans to implement the new exemption programs on January 10, 2005. The compliance plans included proposed margins and administrative cost charges that would be paid by customers participating in the exemption programs. Comments were filed by interested persons addressing the proposed rules and regulations, the compliance plans filed by investor-owned electric utilities, and the Staff Report filed on May 27, 2005. Subsequent to the filing of the Staff Report on May 27, 2005, the investor-owned electric utilities and other case participants were given additional time as requested to discuss and possibly reach agreement on the few remaining issues in dispute regarding implementation of the new exemption programs.

On December 9, 2005, the Virginia Committee for Fair Utility Rates and the Old Dominion Committee for Fair Utility Rates (collectively, "Committees") filed a Motion to Defer Determination of Contested Issues ("Motion") in this case. The Committees request that the Commission defer ruling on the remaining contested issues in this proceeding because there is little, if any, likelihood that customers will take advantage of the new exemption programs at the present time.

With respect to the wires charges exemption program, the Committees maintain that no one has been or could be harmed by any delay during 2005 or 2006 because no investor-owned electric utility will impose wires charges in 2005 or 2006.

The Committees further state that no one has been or could be harmed by delaying the implementation of the minimum stay exemption program. The Committees state that current market prices in hourly and forward markets are extremely high and exceed the prices-to-compare of all investor-owned electric utilities. Given the extremely high market prices of electricity, the Committees assert there is no likelihood that any large industrial or commercial customers will take advantage of the minimum stay exemption program at the present time.

Should the Commission deny the Motion, the Committees renewed their February 7, 2005, Motion to Strike the utility compliance plans. The Committees argue the utility compliance plans should be stricken because the reasonable margins and administrative cost charges proposed in the plans lack any evidentiary and cost support. Alternatively, if the Commission does not strike the utility compliance plans, the Committees renewed their request that this matter be set for hearing to resolve the remaining issues in dispute. However, the Committees assert their preferred remedy is for the Commission to defer "ruling on the contested issues of what constitutes reasonable margins and reasonable administrative charges until the likelihood of any customer using either of the exemption programs becomes more than remote."1

On December 19, 2005, Delmarva Power & Light Company ("Delmarva") filed a Response to the Committees' Motion. Delmarva "agrees that a minimum stay program is of no interest to its industrial customers at this time" and states that it "does not oppose the Motion's request to defer further procedures for ruling on the contested issues in this proceeding."2 Delmarva, however, opposes the Committees' alternative proposals.

On December 19, 2005, the Potomac Edison Company d/b/a Allegheny Power ("Allegheny") filed a Response to the Committees' Motion. Allegheny states that "[t]here presently appears little need for the Commission to address and resolve the contested issues of reasonable margin and reasonable administrative costs (jointly referred to as an adder) until the emergence of a more active competitive market."3 Thus, Allegheny "supports the Committees' Motion to defer a determination of the contested issues at this time."4 Allegheny, however, opposes the Committees' alternative proposals.

On December 19, 2005, Appalachian Power Company ("Appalachian") filed a Response to the Committees' Motion. Appalachian "does not object to the Committees' request that the Commission defer establishing further procedures for ruling on the contested issues in this case."5 Appalachian, however, opposes the Committees' alternative proposals.

On December 19, 2005, Virginia Electric and Power Company ("Virginia Power") filed a Response to the Committees' Motion. Virginia Power "supports the adoption at this time of all uncontested matters in the case, including approval of the proposed regulations set forth by the Commission Staff."6 Virginia Power recommends specific steps to "enable the [Minimum Stay Exemption] Program to proceed at the appropriate time," including the following: (1) "adopt the rules proposed in Appendix A to the Staff's Report dated May 27, 2005, for the purpose of determining the market-based costs pursuant to Va. Code Sections 56-577 E and 56-583 E;" (2) "direct the utilities to file, within 90 days of the Commission's order, compliance plans detailing all components of their market-based pricing for the Minimum Stay Exemption Program, except for the two charges related to the contested components: the reasonable margin and incremental administrative costs;" and (3) "[set] a mechanism to 'trigger' the Commission's consideration of the two [contested] issues," such as a petition from the Staff or a utility.7

In addition, "since none of the utilities currently imposes a wires charge, [Virginia Power] seeks to defer implementation of the Wires Charge Exemption Program until such time as a utility determines it will impose a wires

1 Committees' Motion at 3.
2 Delmarva's Response at 1-2.
3 Allegheny's Response at 2.
4 Id. at 3.
5 Appalachian's Response at 2.
6 Virginia Power's Response at 1.
7 Id. at 3-4.
charge."\(^6\) Finally, Virginia Power opposes the Committees' alternative proposals.

On December 19, 2005, the Division of Consumer Counsel, Office of the Attorney General ("Consumer Counsel"), filed a Response to the Committees' Motion. Consumer Counsel "supports deferring action on the utility-specific plans for implementing wires charge and minimum stay exemption programs given the currently high market price levels relative to capped rates, the lack of wires charges through at least 2006, and considerations of judicial economy."\(^8\) In addition, Consumer Counsel "do[es] not, however, oppose promulgation of general program rules" and further states "it appears that the Commission could implement general rules in this proceeding, such as those proposed by Staff, without implicating contested issues."\(^9\)

On December 19, 2005, the Staff filed a Response to the Committees' Motion. The Staff "has no objection to the Committees' Motion requesting that the Commission defer ruling on issues related to the 'reasonable margin' and 'administrative costs' components of the wires charge and minimum stay exemption programs."\(^11\) The Staff also states that "there appear to be no contested issues relating to the proposed rules and regulations as revised in the Staff's May 27, 2005, Report" and recommends "that the Commission consider adopting the proposed rules and regulations as revised in [that] Report."\(^12\) In addition, "should the Commission grant the Committees' Motion, the Staff would recommend that the Commission enter an order encouraging the investor-owned utilities, utility customers, [competitive service providers] and other interested persons to file a motion to reactivate this case when, and if, the need for the exemption programs arise due to a change in current market conditions."\(^13\) Finally, "should the Commission deny the Committees' Motion, the Staff recommends that the Committees' Motion to Strike be denied and the remaining issues in this case be set for hearing."\(^14\)

Pepco Energy Services, Inc., and Direct Energy Services, LLC, filed comments and/or a Notice of Participation in this proceeding, but did not file a Response to the Committees' Motion.\(^15\)

On December 27, 2005, the Committees filed a Reply, noting that "it appears that the motion to defer determination of the contested issues of the 'reasonable margin' and the 'administrative costs' is unopposed."\(^16\)

NOW UPON CONSIDERATION of this matter, the Commission is of the opinion and finds as follows. We find that the Rules Governing Exemptions to Minimum Stay Requirements and Wires Charges, as set forth in the Staff's May 27, 2005, Report, are just and reasonable. We adopt such rules, which are attached hereto as Attachment A. We grant, for good cause shown, the Committees' request to defer ruling on contested issues related to the reasonable margin and administrative cost components of the wires charge and minimum stay exemption programs. We deny, without prejudice, the alternative requests in the Committees' Motion. Finally, we conclude that no additional filings are required at this time from the investor-owned utilities or any participant in this matter. Rather, we will keep this docket open so that any interested participant may file a motion to reactivate this case if the participant concludes market conditions are such that the Commission should resolve the contested issues in this proceeding.

Accordingly, IT IS HEREBY ORDERED THAT:

(1) The Rules Governing Exemptions to Minimum Stay Requirements and Wires Charges, appended hereto as Attachment A, are adopted.

(2) The Committees' December 9, 2005, Motion is granted in part, and denied in part without prejudice, as set forth herein.

(3) A copy of this Order and the rules attached hereto shall be forwarded promptly for publication in the Virginia Register of Regulations.

(4) This matter is continued pending further order of the Commission.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to all persons on the official Service List in this matter. The Service List is available from the Clerk of the State Corporation Commission, c/o Document Control Center, 1300 East Main Street, First Floor, Tyler Building, Richmond, Virginia 23219.

CHAPTER 313.

RULES GOVERNING EXEMPTIONS TO MINIMUM STAY REQUIREMENTS AND WIRE CHARGES.

20 VAC 5-313-10. Applicability.

A. The existing Rules Governing Retail Access to Competitive Energy Services (20 VAC 5-312) remain enforceable unless further qualified by the following additional rules.

B. These transitory regulations are promulgated pursuant to the amended provisions of the Virginia Electric Utility Restructuring Act (§§ 56-577 E and 56-583 of the Code of Virginia). This chapter applies to suppliers of electric services including investor-owned local distribution companies and competitive service providers, and are in addition to the existing rules of 20 VAC 5-312. The provisions in this chapter shall be applicable to the provision of generation service to the qualifying customers electing exemption to the current minimum stay provisions or to payment of the current wires charges. Rules applicable to the minimum stay exemption program shall remain in force until the termination of capped rates as provided under statute or State Corporation Commission order. Rules applicable to the offering of the wires charges exemption program shall remain in force until
the earlier of July 1, 2007, or the termination of any wires charges.

20 VAC 5-313-20. Exemption to minimum stay provisions.

A. This section applies to an investor-owned electric local distribution company imposing minimum stay provisions on certain customers as applicable under 20 VAC 5-312-80 Q and 20 VAC 5-312-80 R and to competitive service providers serving such customers.

B. An investor-owned electric local distribution company shall offer any customer with an annual peak demand of 500 kW or greater that returns to the service of the local distribution company the option to accept the service at the established capped rates and abide by the current minimum stay requirements or to accept the service at market-based costs without the obligation of a minimum stay requirement.

C. The investor-owned electric local distribution company shall provide written notice, in a clear and conspicuous manner, as approved by the staff of the State Corporation Commission, to qualified customers of the options identified in subsection B of this section. [In addition, the investor-owned local distribution company shall supplement such written notice by providing information on its website, as approved by the staff of the State Corporation Commission, detailing the options identified in subsection B of this section.]

D. The investor-owned local distribution company’s notification to the customer advising that it has received a cancellation notice from the customer’s competitive service provider, as required by 20 VAC 5-312-80 N, shall also in a clear and conspicuous manner, as approved by the staff of the State Corporation Commission, advise the customer of the options identified in subsection B of this section.

E. An aggregator electing to serve a group of electric customers and acting on behalf of each customer and electing the option offered through subsection B of this section shall do so on behalf of its total aggregated load.

F. A contract of an aggregator and a competitive service provider serving such qualified customers shall contain a clear and conspicuous caption: “Customer's Right to Exemption of Wires Charges,” in bold face type of a minimum size of 10 points, disclosing any wires charges imposed by the local distribution company, including options to exempt such payment, and associated risks to exercise such options, including the inability to ever return to service of the local distribution company at capped rates.

G. [An investor-owned electric local distribution company is entitled to 60 days' notice prior to the return to service of a qualified customer. The investor-owned local distribution company’s notification to the customer advising of an enrollment request, as required by 20 VAC 5-312-80 I, for customers electing to waive the wires charges, shall in a clear and conspicuous manner, as approved by the staff of the State Corporation Commission, state that the customer will not be required to pay wires charges, but that the customer will not ever return to service of the local distribution company at capped rates.

H. The competitive service provider serving a customer that is not obligated to pay wires charges shall provide the investor-owned local distribution company 60 days notice prior to terminating service to such a customer.

[ 20 VAC 5-313-30. Exemption to wires charges.

A. This section applies to an investor-owned electric local distribution company imposing wires charges on its customers, except those customers participating in pilot programs approved by the State Corporation Commission in Case No. PUE-2003-00118, and to competitive service providers serving such customers.

B. The investor-owned electric local distribution company shall offer large industrial customers or large commercial customers, as well as any group of customers of any rate class aggregated together, subject to the demand criteria of subsection E of this section and the participation limits of subsection I of this section, and upon the customer's notice to participate at least 60 days in advance, the option to purchase retail electric energy from licensed competitive service providers without the obligation to pay any wires charges imposed by the utility in exchange for the customers' agreement to pay market-based costs upon any subsequent return to service of the local distribution company.

C. The investor-owned electric local distribution company shall provide written notice, in a clear and conspicuous manner, as approved by the staff of the State Corporation Commission, to qualified customers of the options identified in subsection B of this section and associated risks, particularly the customer's inability to ever return to service of the local distribution company at capped rates. [In addition, the investor-owned local distribution company shall supplement such written notice by providing information on its website, as approved by the staff of the State Corporation Commission, detailing the options identified in subsection B of this section.]

D. The investor-owned electric local distribution company shall employ the methodology to determine its market-based costs as provided in 20 VAC 5-313-40 and approved by the State Corporation Commission in Case No. PUE-2004-00068 for any customer electing such option and subsequently returning to the local distribution company.

E. An aggregator electing to serve a group of electric customers and acting on behalf of each customer and electing the option offered through subsection B of this section shall do so on behalf of its total aggregated load.

F. A contract of an aggregator and a competitive service provider serving such qualified customers shall contain a clear and conspicuous caption: “Customer's Right to Exemption of Wires Charges,” in bold face type of a minimum size of 10 points, disclosing any wires charges imposed by the local distribution company, including options to exempt such payment, and associated risks to exercise such options, including the inability to ever return to service of the local distribution company at capped rates.

G. [An investor-owned electric local distribution company is entitled to 60 days' notice prior to the return to service of a qualified customer. The investor-owned local distribution company’s notification to the customer advising of an enrollment request, as required by 20 VAC 5-312-80 I, for customers electing to waive the wires charges, shall in a clear and conspicuous manner, as approved by the staff of the State Corporation Commission, state that the customer will not be required to pay wires charges, but that the customer will not ever return to service of the local distribution company at capped rates.

H. The competitive service provider serving a customer that is not obligated to pay wires charges shall provide the investor-owned local distribution company 60 days notice prior to terminating service to such a customer.

[ 20 VAC 5-313-40. Methodology to determine market-based costs.

The following elements shall be considered to determine the appropriate market-based costs applied to certain customers

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elected to exempt the minimum stay requirements or wires charges:

1. Actual [incremental] energy expenses of procuring such electric energy based on real-time [or day ahead] hourly prices calculated and published by the respective RTO for the appropriate price zone of the local distribution company;

2. Actual [incremental] capacity expenses of procuring such electric capacity based on prices calculated and published by the respective RTO for the currently defined capacity market;

3. Incremental administrative and incremental transaction costs associated with procuring such energy, including but not limited to:
   a. Costs of transmission line losses; and
   b. Costs of ancillary services; and

4. A reasonable margin to provide the service deemed justifiable by the State Corporation Commission.

VA.R. Doc. No. R05-92; Filed January 5, 2006, 11:56 a.m.
FAST-TRACK REGULATIONS

Section 2.2-4012.1 of the Code of Virginia provides an exemption from certain provisions of the Administrative Process Act for agency regulations deemed by the Governor to be noncontroversial. To use this process, Governor's concurrence is required and advance notice must be provided to certain legislative committees. Fast-track regulations will become effective on the date noted in the regulatory action if no objections to using the process are filed in accordance with § 2.2-4012.1.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION


Public Hearing Date: N/A -- Public comments may be submitted until April 8, 2006.

Effective Date: April 23, 2006.

Agency Contact: Karen O'Neal, Deputy Director for Licensing and Regulation, 3600 West Broad Street, Richmond, VA 23230, telephone (804) 367-8537, FAX (804) 367-2475, or e-mail karen.oneal@dpor.virginia.gov.

Basis: Section 54.1-831 of the Code of Virginia provides that the department shall administer and enforce the provisions of Chapter 8.1 (Boxing and Wrestling Events) and "shall have direct oversight of events to assure the safety and well-being of boxers and wrestlers." This section also gives the director all powers of a regulatory board as contained in § 54.1-201 of the Code of Virginia, the power to promulgate regulations including the manner in which fees are to be accounted for and submitted to the department, and the power to "charge each applicant for licensure and for renewals of licensure a nonrefundable fee subject to the provisions of § 54.1-113 and subdivision 4 of § 54.1-201."

Purpose: The purpose of the regulatory action is to create two new categories of licensure:

1. Boxer - limited; and
2. Wrestler - limited.

The proposed fee for the license will be $30 compared to the $40 fee to obtain a boxer or wrestler license that is good from the date it is issued until the end of the calendar year.

Many individuals who participate in only one event per year in Virginia have inquired about a less expensive license. This can be accomplished without reducing revenues because it is estimated that individuals who are not currently participating will get a license and participate under the new structure.

Substance: 18 VAC 120-40-40 will be amended to permit the issuance of limited licenses to boxers or wrestlers that will expire at the end of a specifically identified event or two specifically identified events held on consecutive days at the same location. 18 VAC 120-40-50 will be amended to add a license fee for a "boxer - limited" license and a "wrestler - limited" license.

Issues: The regulated community will benefit from the proposed change by being permitted to obtain a less expensive license to participate on a limited basis. There are no disadvantages to the regulated community.

There are no other known advantages or disadvantages to public, the agency or the Commonwealth.

Rationale for Using Fast-Track Process: The proposed change is being requested by the regulated community. There will be no impact on the public and no opposition is anticipated.

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 H of the Administrative Process Act and Executive Order Number 21 (02). Section 2.2-4007 H 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 Department of Professional and Occupational Regulation (DPOR) proposes to create two new fee classifications in the Professional Boxing and Wrestling Event Regulation. Individuals who wish to participate in only one professional boxing or wrestling match per year within the Commonwealth will be able to obtain either a limited boxing license or a limited wrestling license for $30.

Estimated economic impact. Under current regulation, boxers and wrestlers can obtain a license to participate in professional boxing or wrestling matches held in the Commonwealth; these licenses are valid for any number of matches allowed by other parts of the Professional Boxing and Wrestling Event Regulation and expire on the 31st of December of the calendar year in which they were issued. Under the current regulation, the license fee for both boxing and wrestling is $40. This proposed regulatory change will allow boxers and wrestlers who wish to participate in only one match per year to obtain a limited license. A limited license will be valid for one specifically identified event, or two specifically identified events that occur on consecutive days at the same venue, and will cost $30 rather than $40.

Approximately 450 boxing licenses and 510 wrestling licenses were issued in 2002, the year that DPOR is using as baseline to compute the effects of this regulatory change. DPOR estimates that 210 of the 450 boxers who were issued licenses intended to participate in one event or two events on consecutive days at the same venue. These 210 wrestlers would have, collectively, paid out $2,100 less than they did.
had limited licenses been available. The proposed regulatory change will lower costs for boxers who would choose to be licensed at current the fee level ($40) and is also likely to have the marginal effect of increasing the number of licenses sold per year. A portion of the individuals who have not chosen to pay $40 to be licensed but still have an interest in participating in boxing events may find incentive in the lower rates and may participate in the future. If this happens, the increase in the number of licenses sold will partially or completely offset the revenue that DPOR will lose because of the fee decrease.

Any possible increase in the number of licensed boxers will also likely increase the number of matches held in the Commonwealth each year. It is likely that promoters will either increase the number of events held each year or plan larger events to accommodate an increased pool of licensed boxers. There were seven licensed boxing events during the 2002 calendar year.

DPOR does not have estimates for how many of the 510 wrestling licenses issued in 2002 would have been used for only one event or two events on consecutive days at the same venue. Given that there were 100 wrestling events during that year, the number of licensed wrestlers who would have taken advantage of the lower fee schedule is likely proportionally less when compared to the number of licensed boxers who would have chosen the lower fee option. This is likely to be the case because there were many more events for wrestling than there were for boxing so wrestlers would have had many more opportunities to use their licenses multiple times. In any case, any wrestler who intends to only wrestle in one event per year will benefit under the proposed regulatory change.

Businesses and entities affected. There are approximately 20 licensed promoters, 7 managers, 130 trainers/cutmen, 450 professional boxers and 510 professional wrestlers in the licensed by the Commonwealth. Those who pay for boxing and/or wrestling licenses will see a direct benefit due to this regulatory change. To the extent that lower fees encourage the expansion of the markets involved, all of these entities will indirectly benefit.

Localities particularly affected. All localities in the Commonwealth will be affected by the proposed regulation.

Projected impact on employment. To the extent the proposed regulatory change increases the number of professional boxing/wrestling licenses issued, this regulatory change will have a positive impact on the boxer/wrestler employment market. Employment ancillary to these groups may also increase as more managers, cutmen, trainers and promoters are needed to arrange and support the work of boxers/wrestlers.

Effects on the use and value of private property. To the extent the proposed regulatory change increases the number of professional boxing/wrestling licenses issued and the number of events that are supportable in the market, owners of boxing and wrestling venues as well as event promoters are likely to see an increase in revenues.

Small businesses: costs and other effects. The proposed regulatory change should not create any costs for small businesses.

Small businesses: alternative method that minimizes adverse impact. The proposed regulation will decrease costs for the regulated community.

Agency’s Response to the Department of Planning and Budget’s Economic Impact Analysis: The agency concurs with the economic impact analysis performed by the Department of Planning and Budget.

Summary:

The amendments provide that individuals who wish to participate in only one professional boxing or wrestling match per year within the Commonwealth may obtain a limited boxing license or limited wrestling license for $30.

18 VAC 120-40-40. License expiration and renewal.

A. Except as set out in subsection B of this section, each license, other than an event license or a limited boxer or wrestler license, shall expire on December 31 of the year in which the license was issued, except that licenses issued during the last 45 days of any calendar year shall expire on December 31 of the following calendar year.

B. Each license to conduct a boxing or wrestling event issued to a licensed promoter shall be valid only for the duration of the event described in the application for licensure. Each limited license issued to a boxer or wrestler shall be valid only for the duration of one specifically identified event or two specifically identified events held on consecutive days at the same location.

C. Prior to the expiration date shown on the license, each licensee desiring to renew the license shall cause the department or its contractor to receive a photocopy of his license and the fee specified in 18 VAC 120-40-50.

D. The department may deny renewal of a license for the same reasons as it may refuse initial licensure or discipline a current licensee.

18 VAC 120-40-50. Fees.

A. Each applicant shall submit the following fee along with the application for licensure:

<table>
<thead>
<tr>
<th>License Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxer</td>
<td>$40</td>
</tr>
<tr>
<td>Boxer - limited</td>
<td>$30</td>
</tr>
<tr>
<td>Wrestler</td>
<td>$40</td>
</tr>
<tr>
<td>Wrestler - limited</td>
<td>$30</td>
</tr>
<tr>
<td>Manager</td>
<td>$50</td>
</tr>
<tr>
<td>Promoter</td>
<td>$500</td>
</tr>
<tr>
<td>Trainer, second, and cutman</td>
<td>$40</td>
</tr>
<tr>
<td>Matchmaker</td>
<td>$50</td>
</tr>
</tbody>
</table>

B. Each application for a boxing event license shall be accompanied by the following fee:

1. Scheduled events of 42 rounds or fewer, with no more than one nontitle 10- or 12-round bout - $1,500.

2. Scheduled events exceeding 42 rounds, with more than one nontitle 10- or 12-round bout or any event with a title bout - $2,000.

C. Each application for a wrestling event license shall be accompanied by a fee of $125.
D. All fees are nonrefundable.

NOTICE: The forms used in administering 18 VAC 120-40, Virginia Professional Boxing and Wrestling Events Regulations, are not being published; however, the name of each form is listed below. The forms are available for public inspection at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia, or at the office of the Registrar of Regulations, General Assembly Building, 2nd Floor, Richmond, Virginia.

FORMS

Boxing and Wrestling Non-Participant License Application, 41INPLIC (rev. 6/04 7/05).

Boxing and Wrestling Promoter License Application, 41PRLIC (rev. 1/01).

Boxing and Wrestling Event License Application, 41EVLIC (rev. 6/00).

Boxing and Wrestling Event Card Additions and Deletions Form, 41VCHG (rev. 6/00) 41EVCHG (8/03).

Boxing and Wrestling Official Application, 41OFAPP (rev. 2/01).

Boxing and Wrestling Event Surety Bond Form, 41EVBOND (rev. 6/00 8/03).

Boxing and Wrestling Participant License Application, 41PLIC (rev. 10/00).

Boxing and Wrestling Deposit Verification, 41DEPOSIT (rev. 6/00 8/03).

Boxing and Wrestling Promoter’s Fee Report, 41PFRFIN (rev. 6/00 8/03).

Boxing and Wrestling Participant Sign In Sheet, 41SIGNIN (eff. 11/01).

Boxing and Wrestling Promoters Payout Report, 41PROPAYREP (eff. 3/03).

Boxing Event License Application, 41BEVLIC (eff. 9/03).

Boxing License Application, 41BOXLIC (eff. 9/05).

Boxing Promoter License Application, 41BPRLIC (eff. 7/05).

Promoters Payout Report, 41PAYREP (eff. 7/05).

Wrestling Event License Application, 41WEVLIC (eff. 9/05).

Wrestling License Application, 41WLIC (eff. 9/05).

Wrestling Promoter License Application, 41WPRLIC (eff. 7/05).

Limited Boxing License Application, 41LTDBOXLIC (eff. 9/05).

Limited Wrestling License Application, 41LTDWLIC (eff. 9/05).
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, sexual orientation, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

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 principal, or supervisor 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 or her findings together with such recommendations as he or she 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 One (2002), Equal Opportunity, issued by Governor Mark R. Warner on January 12, 2002, and revised on December 16, 2005.

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 14th day of January 2006.

/s/ Timothy M. Kaine
Governor

COMMUNITY INTEGRATION FOR VIRGINIANS WITH DISABILITIES

Importance of the Issue

Each Virginian with a disability deserves to enjoy the same benefits of society and freedoms of everyday life that Virginians without disabilities enjoy. The Commonwealth has an obligation under the U.S. Supreme Court’s Olmstead v. L.C. decision, the Americans with Disabilities Act, and the Virginians with Disabilities Act to provide appropriate opportunities for people with disabilities who choose to do so to become fully integrated into the community. Accordingly, state government must have appropriate structures in place to facilitate community integration for people with disabilities.

Community Integration Implementation Team

By virtue of the authority vested in me by Section 2.2-134 of the Code of Virginia, I hereby establish the Community Integration Implementation Team. The Community Integration Implementation Team shall consist of one representative of each of the following state agencies, who shall be designated by the head or designee of the following agencies and entities:

- Department for the Blind and Vision Impaired
- Department of Education
- Department of Housing and Community Development
- Department of Medical Assistance Services
- Department of Mental Health, Mental Retardation and Substance Abuse Services
- Department of Rail and Public Transportation
- Department of Rehabsilitative Services
- Department of Social Services
- Department of Transportation
- Department of Veterans’ Services
- Office of Comprehensive Services for At-Risk Youth and Families
- Special Advisor to the Governor for Workforce Development
- State Council of Higher Education for Virginia
- Virginia Board for People With Disabilities
- Virginia Community Colleges System
- Department for the Aging
- Department for the Deaf and Hard of Hearing
- Department of Health
- Department of Professional and Occupational Regulation

/s/ Timothy M. Kaine
Governor
The Oversight Advisory Board is classified as a gubernatorial advisory board in accordance with Sections 2.2-134, 2.2-135, and 2.2-2100 of the Code of Virginia. By virtue of the authority vested in me by Section 2.2-134 of the Code of Virginia, I hereby create the Governor's Olmstead Community Integration Oversight Advisory Board. The Oversight Advisory Board is classified as a gubernatorial advisory board. The Oversight Advisory Board shall chair the Implementation Team. The vice-chairman shall be selected by majority vote of the members of the Implementation Team. The Implementation Team shall:

1. Develop and annually update a comprehensive, cross-governmental strategic plan, the purpose of which is to assure continued community integration of Virginians with disabilities;
2. Seek advice and input from the Governor's Olmstead Community Integration Oversight Advisory Board as the strategic plan is developed;
3. Develop budget and legislative proposals that support implementation of the strategic plan; and

All executive branch agencies of the Commonwealth shall participate in the activities of the Team upon request. All agencies of the Commonwealth shall assist the Board coordinate and support the Implementation Team and Oversight Advisory Committee.

The Director of Community Integration for People with Disabilities shall chair the Implementation Team. The vice-chairman shall be selected by majority vote of the members of the Implementation Team. The Implementation Team shall:

1. Review agency strategic plans to assure that they support community integration of Virginians with disabilities;
2. Create a system to monitor the effectiveness of community integration efforts;
3. Assist agencies in implementing policies and regulatory changes needed to ensure and support community integration of Virginians with disabilities;
4. Monitor federal legislation and policy in order to maximize the Commonwealth's effective use of and access to funds that support community integration;
5. Report annually by May 31 to the Governor on the status of efforts to create opportunities that further the goal of ensuring integration of Virginians with disabilities into the community; and
6. Serve as Chairman of the Implementation Team.

An estimated 1,500 hours of staff time will be required to coordinate and support the Implementation Team and the Oversight Advisory Committee.
Effective Date of the Executive Order
This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 14, 2007, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine
Governor

EXECUTIVE ORDER NUMBER 3 (2006)

CONTINUING THE CIVIL RIGHTS MEMORIAL COMMISSION

Importance of the Issue
The Civil Rights Movement was a seminal period in our shared history. The struggles of the Civil Rights Movement secured the constitutional rights of African-Americans and others suffering from discrimination in our society. It is a movement that the Commonwealth of Virginia and the nation should remember and honor.

The Commonwealth has memorialized for future generations many aspects of our history at the seat of government in Capitol Square in Richmond. Regrettably, the Civil Rights Movement has yet to receive such recognition.

Many of the most important legal victories of the Civil Rights Movement originated in Virginia, including Supreme Court decisions that desegregated public transportation and accommodations, juries, courtrooms, and public schools, as well as decisions that invalidated anti-miscegenation laws and restrictive property covenants.

The bravery of leaders of the Civil Rights Movement helped create a more just and equitable society for all of our people. There is no more important accomplishment in our history. It is long past time for the Commonwealth of Virginia to recognize and honor the Civil Rights Movement with a memorial.

The 2005 General Assembly overwhelmingly approved House Joint Resolution 790, which requests the Governor to establish a memorial commission on civil rights. Governor Warner created the Commission on July 29, 2005, through Executive Order 96 (2005).

Continuation of the Commission
By virtue of the authority vested in me as Governor under Article V, Section 1 of the Constitution of Virginia and Title 2.2 of the Code of Virginia, I hereby continue the Civil Rights Memorial Commission. The Commission shall consist of nine members. As requested by House Joint Resolution 790, I will chair the Commission. Other members shall include the Lieutenant Governor, the Speaker of the House of Delegates, one additional member of the House of Delegates (as recommended by the Speaker of the House of Delegates), the Chairman of the Senate Committee on Rules, and four other members appointed by the Governor. Additional members may be appointed at the Governor's discretion.

Members of the Commission shall serve without compensation, but they may receive reimbursement for expenses incurred in the discharge of their official duties.

Charge for the Commission
I hereby direct the Commission to continue to study and recommend to the Governor and General Assembly an appropriate memorial in Capitol Square to commemorate the courage and fortitude of Virginians in the Civil Rights Movement, including the students of Robert Russa Moton High School, and other leaders who contributed to the Civil Rights Movement in Virginia. I further direct the Commission to take other steps as may seem necessary and appropriate to facilitate establishment of this memorial.

I further direct that all agencies of the Commonwealth provide any assistance that may be requested by the Commission. Staff support for the Commission shall be provided by the Secretary of Administration, the Office of the Governor, and such other agencies as may be designated by the Governor.

This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 14, 2007, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine
Governor

EXECUTIVE ORDER NUMBER 4 (2006)

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 and 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.

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Governor

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 rescinds Executive Order 3 (2002) issued on January 12, 2002, by Governor Mark R. Warner. This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 31, 2010, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine
Governor

EXECUTIVE ORDER NUMBER 5 (2006)

DELEGATION OF CERTAIN AUTHORITY CONFERRED BY GENERAL OBLIGATION BOND ACTS

The 2002 Acts of Assembly provided for certain general obligation bonds to be issued subject to voter approval in a statewide referendum on November 5, 2002.

The voters subsequently approved such actions pursuant to the 2002 Acts of Assembly, including Chapters 827 and 859, relating to bonds for educational institutions, and Chapters 854 and 884, relating to bonds for parks and recreational facilities.

By virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia and Sections 3 and 4 of the first enactment of Chapters 827, 854, 859 and 884, and subject always to my continuing and ultimate authority and responsibility to act in such matters, and to reserve powers, I hereby affirm and delegate to the Secretary of Finance the powers and duties conferred upon me by the provisions of Sections 3 and 4 of the first enactment of Chapters 827, 854, 859 and 884 of the 2002 Acts of Assembly as follows:

- § 3 Authority to increase or decrease allocations to specific capital projects, within total amounts allocated, and

- § 4 Authority to increase appropriations for capital projects by the amount of proceeds of donations, gifts, grants or other nongeneral funds.

This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 31, 2010, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine
Governor

EXECUTIVE ORDER NUMBER 6 (2006)

DELEGATION OF GOVERNOR'S AUTHORITY TO DECLARE A STATE OF EMERGENCY AND TO CALL THE VIRGINIA NATIONAL GUARD TO ACTIVE SERVICE FOR EMERGENCIES OR DISASTERS WHEN THE GOVERNOR IS OUT OF THE COMMONWEALTH OF VIRGINIA AND CANNOT BE REACHED

By virtue of the authority vested in me by Section 2.2-104 of the Code of Virginia, and subject to the provisions stated herein, I hereby affirm and delegate to the Chief of Staff, followed in protocol order by the Secretary of Public Safety, my authorities under Sections 44-146.17 and 44-75.1 of the Code of Virginia, to declare a state of emergency and to call forth the Virginia National Guard or any part thereof to state active duty in any of the circumstances outlined in subsections 4 and 5 of Section 44-75.1 A, in accordance with the following conditions:

1. Such delegation is subject always to my continuing, ultimate authority and responsibility to act in such matters.

2. Use of this delegation is contingent upon my being outside the borders of the Commonwealth of Virginia and unable to be reached so as to give my approval for the declaration of a state of emergency, as defined in Section 44-146.16 of the Code of Virginia, or use of the Virginia National Guard.

3. This delegation is strictly standby in nature, to be held in abeyance until such time as there may be explicit circumstances involving an emergency whereby human lives and public and private property are threatened in the event of natural or man-made emergencies or disasters.

4. If the authority granted under this order is used, I am to be informed of such use as soon as practicable.
This Executive Order rescinds Executive Order 4 (2002) issued on January 12, 2002, by Governor Mark R. Warner. This Executive Order shall become effective upon its signing and shall remain in full force and effect until January 31, 2010, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 14th day of January 2006.

/s/ Timothy M. Kaine
Governor
Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require annual publication in the Virginia Register of guidance documents 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 that 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, Richmond, Virginia 23219. Copies may be obtained free of charge by contacting Michael E. Rider at P.O. Box 1971, Richmond, VA 23218-1971, by calling (804) 225-3051, or by e-mail at michael.rider@doa.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to James W. Fisher, Director of Finance & Administration, at (804) 225-3045 or e-mail at jim.fisher@doa.virginia.gov.

#### 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.

These documents are also available on DOA's website located at http://www.doa.virginia.gov.

### DEPARTMENT FOR THE AGING

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. in the office of the Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, VA 23229. Copies may be obtained free of charge by contacting Janet H. Schaefer at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail janet.schaefer@vda.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Janet H. Schaefer at the address above, telephone (804) 662-9341, FAX (804) 662-9354, or e-mail janet.schaefer@vda.virginia.gov.

### DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA (or on the Regulatory Town Hall). For information about guidance documents of the Department of Agriculture and Consumer Services, including their interpretation, please contact:

For guidance documents relating to dairy and foods, contact Dr. David E. Cardin at (804) 692-0601.
For guidance documents relating to the State Milk Commission, contact Edward C. Wilson, Jr. at (804) 786-2013.

For guidance documents relating to agricultural stewardship, contact Mr. Roy E. Seward at (804) 786-3538.

For guidance documents relating to all other matters (including ginseng), contact Andres Alvarez at (804) 786-3534.

Costs associated with obtaining printed copies of these documents from the agency vary. Guidance documents are available electronically for no charge on the Town Hall.

752, Invitation for Bids for the Gypsy Moth Trapping Program, 03/04/2004

1113, Labeling of Cetane on Diesel Dispensers, 02/01/2000

1115, Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws, 07/01/1994

1116, What is a Package?, 02/01/2000

1744, Agricultural Stewardship Act Guidelines (Part 2), 07/01/2000

2552, Virginia Shipping Requirements for Package Bees and Queens, 11/21/2003

441, Food Safety Manual, 03/20/1998

Guidance documents pertaining to specific boards or regulations under Department of Agriculture and Consumer Services

441, Food Safety Manual, 03/20/1998

740, Dairy Services Procedure Manual, 12/18/2002

754, Food Inspection Field Operations Manual, 08/01/2002


751, Virginia Cooperative Gypsy Moth Suppression Program, 2005 Guidelines, 09/01/2004

753, Invitation for Bids for the Cotton Boll Weevil Monitoring Program, 04/09/2003

1743, Agricultural Stewardship Act Guidelines (Part 1), 07/01/2000

1745, Agricultural Stewardship Act Guidelines (Part 2), 07/01/2000

Pesticide Control Board

702, Worker Protection Standard--Self Inspection Checklist, 09/01/1999

703, Interpreting PPE Standards on Pesticide Labels, 09/01/1999

704, Administrative Procedure for Processing Violations for Civil Penalty Assessment and Actions on Certificates, Licenses, and Registrations, 04/13/2000

705, USDA Restricted Use Pesticide Recordkeeping and WPS Pesticide Application Information Requirements, 12/01/1999

1303, Agents of the VA Cooperative Extension Program Proctoring Commercial Applicator Examinations, 05/05/2003

1304, Applicator Recertification Options; Approval Procedures for Recertification Courses, 05/25/2003

1305, Commercial Carpet Cleaners who Apply Pesticides for Flea and Tick Control, 05/05/2003

1306, Handling of Information Changes on Applications for Recertification, 05/05/2003

1307, Issuance of Duplicate Applicator Certificates and Business Licenses, 05/05/2003

1308, Requests for Lists of Certified Applicators; Licensed Pesticide Businesses, and/or Registered Pesticide Products, 05/20/2003

1309, Issuance, Use, and Handling of Letters of Authorization (LOA) to Take Commercial Pesticide Applicator Certification Examination, 03/26/2003

1310, Pesticide Applicator Reexamination Intervals, 05/05/2023

1311, How to Handle a Situation when a Person Applies for a Commercial Applicator Certificate and a Pesticide Business License at the Same Time, 05/05/2003

1312, Interpretation of Whether a Person Needs a Private Certificate or a Commercial Certificate to Engage in Producing Agricultural Commodities on Private Property, 05/05/2003

1313, How to Handle Requests for Reinstatement, without Reexamination, of Expired Certificates Beyond the 60-Day Grace Period, 05/05/2003

1314, Supervision of Registered Technicians (Including Government Employees and Not-for-Hire Individuals), 05/20/2003

1315, Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores, 05/05/2003

1316, Applicator Testing in Order to Recertify, 05/05/2003

State Milk Commission

2727, VA State Milk Commission Monthly Report Audit Manual, 05/01/1970

2728, Informational Memorandum VASMC B92-1, 03/13/1992

2729, Informational Memorandum VASMC B92-2, 03/13/1992

2730, Informational Memorandum VASMC B93-2, 06/18/1993

2731, Informational Memorandum VASMC B93-3, 06/18/1993

2732, Informational Memorandum VASMC B93-4, 06/18/1993

2733, Informational Memorandum VASMC B93-5, 06/18/1993
Copies of guidance documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Alcoholic Beverage Control, 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 W. Curtis Coleburn, Chief Operating Officer, at the same address, telephone (804) 213-4409, FAX (804) 213-4411, or e-mail at curtis.coleburn@abc.virginia.gov. Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall, www.townhall.virginia.gov.

Guidance documents pertaining to the agency - Department of Alcoholic Beverage Control
1878, Circular Letter 92-1, 05/22/1992
1848, Licensee Newsletter - Spring 2003, 03/01/2003
1843, Farm Winery Remote – Festivals Bulletin, 07/19/2001
1847, Licensee Bulletin - Vol. 56, No.1, 01/01/2000
1849, Application for ABC License, 01/01/1998
1850, Virginia's Licensing Process, 01/01/2002
1851, Retail Licensee Guide, 01/01/2001
1854, Circular Letter 84-3, 01/01/1984
1855, Licensee Bulletin Vol. 56, No.3, 01/01/2000
1856, Licensee Bulletin Vol. 56, No. 4, 01/01/2000
1857, Wholesale Licensee Bulletin, 09/01/1997
1858, Circular Letter 84-4, 12/26/1984
1859, Circular Letter 85-5, 03/26/1985
1860, Circular Letter 85-6, 05/31/1985
1861, Circular Letter 87-1, 01/28/1987
1862, Circular Letter 87-2, 03/19/1987
1863, Circular Letter 88-2, 07/22/1988
1864, Circular Letter 88-3, 09/07/1988
1865, Circular Letter 89-1, 04/14/1989
1866, Circular Letter 90-1, 03/01/1990
1867, Circular Letter 90-2, 03/01/1990
1868, Circular Letter 90-4, 06/27/1990
1870, Circular Letter 94-1, 03/16/1994
1871, Circular Letter 98-1, 01/01/1998
1872, Circular Letter 98-2, 02/01/1998
1873, Circular Letter 1-01, 01/01/2001
1874, Circular Letter 01-2, 02/01/2001
1875, Circular Letter 84-7, 12/26/1984
1876, Circular Letter 84-8, 12/26/1984
1877, Circular Letter 89-4, 10/13/1989
1879, Circular Letter 92-1, 05/22/1992
1881, Circular Letter 85-9, 01/01/1985
1883, Circular Letter 85-3, 02/06/1985
2878, Circular Letter 1-04, 01/01/2005
2879, Circular Letter 2-04, 01/01/2005

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@arts.virginia.gov. The document may be found on the Virginia Commission for the Arts home page (http://www.arts.virginia.gov).

Guidance Document:
Guidelines For Funding, revised July 1, 2006 - June 30, 2008

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at fanbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, 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
Guidance Documents

30-3, Board guidance on use of confidential consent agreements, May 20, 2004
30-4, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 4, 2004
30-5, Board guidance on licensure of applicant prior to the requirements, May 15, 2003
30-6, Board guidance on licensure of applicant prior to the conferring of the academic degree, November 6, 2003

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 kimberly.via@apa.virginia.gov.

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 kimberly.via@apa.virginia.gov.

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 Section 15.2-167 of the Code of Virginia

Specification for Audits of Authorities, Boards, and Commissions. $20.00 for manual. This document sets standards for audits of Virginia governmental authorities, boards, and commissions as required by Section 30-140 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 Sheriffs Accounting Manual. $10.00 for manual. This document prescribes accounting procedures for funds collected by Virginia's sheriffs.

All the documents listed above are available electronically on the Internet at http://www.apa.virginia.gov/local_government/manuals.htm.

DEPARTMENT OF AVIATION

Copies of the referenced document may be viewed during normal business days from 8 a.m. until 5 p.m. at the Virginia Department of Aviation, 5702 Gulfstream Road, Richmond, VA 23250-2422. Single copies may be obtained free of charge by contacting Cherry A. Evans at the same address, telephone (804) 236-3631, FAX (804) 236-3635 or e-mail cherry.evans@doav.virginia.gov. The referenced guidance document can also be found online at www.doav.virginia.gov, in either text form, or through links to source depositories.

Questions regarding interpretation of these documents may be directed to Cherry A. Evans, Director of Communications and Education, Virginia Department of Aviation, 5702 Gulfstream Road, Richmond, VA 23250-2422, telephone (804) 236-3631, FAX (804) 236-3635 or e-mail chery.evans@doav.virginia.gov.

Guidance Document:

Commonwealth of Virginia Airport Sponsor Information Guide, updated August 2001, which includes Virginia Administrative Code Title 24, Chapter 20 to wit: Virginia Aviation Regulations, 24 VAC 5-20-10 et seq. The Airport Sponsor Information Guide and Aviation Regulations address all state requirements for topics including, but not being limited to, (1) public airport sponsors, (2) private airport registration (3) pilots, (4) aircraft owners, (5) aircraft licenses and insurance, (6) aerial applicators, (7) aircraft dealers, and associated businesses, and (8) obstructions to airspace.

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

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 $.10 per page by contacting William J. Pega at the same address, telephone (804) 371-3110, FAX (804) 371-3157 or e-mail william.tega@dbvi.virginia.gov.

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 william.pega@dbvi.virginia.gov.
Guidance Documents:

Randolph-Sheppard Vending Facility Program Operators Manual, issue March 1992, 22 VAC 45-20

Rehabilitation Teaching and Independent Living Services Policy and Procedure Manual, revised October 2005, 22 VAC 45-70 and 22 VAC 45-80

Virginia Department for the Blind and Vision Impaired Library and Resource Application for Service, revised November 2003

Library and Resource Center Policy and Procedures Manual for Educators of the Visually Impaired, revised October 1999

Education Services Policy and Procedure Manual, revised September 2005, § 22.1-217

Virginia Rehabilitation Center for the Blind and Vision Impaired Operations Manual, revised Nov 2004, § 51.5-73

VRCBVI Student Handbook, revised October 2000


Orientation and Mobility Policy and Procedure Manual, revised September 2005

Policy and Procedures Directives, issued periodically to update service program manuals

DEPARTMENT OF BUSINESS ASSISTANCE

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the offices of the Virginia Department of Business Assistance, 707 East Main Street, Suite 300, Richmond, VA 23219. Copies may be obtained free of charge by contacting Elizabeth J. Moran at the same address, telephone (804) 371-8260, FAX (804) 371-2115 or e-mail elizabeth.moran@dba.virginia.gov.

Questions regarding interpretation or implementation of the New Jobs Workforce Training Guidelines, the Small Business New Jobs Training Program and the Retraining Program may be directed to Preston Wilhelm, Director, Workforce Services, Department of Business Assistance, 707 East Main Street, Richmond, VA 23219, telephone (804) 371-8132, FAX (804) 371-8137, or e-mail preston.wilhelm@dba.virginia.gov.

Guidance Documents:

New Jobs Workforce Training Guidelines, revised September 2004, § 2.2-902 A 1

Small Business New Jobs Training Program Guidelines, revised September 2004, § 2.2-902 A 1

Retraining Program Guidelines, revised September 2004, § 2.2-902 A 1

Workforce Investment Act Retraining Program Guidelines, developed May 2003, § 2.2-902 A 1

STATE CERTIFIED SEED BOARD

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 Certified Seed Board, 330 Smyth Hall, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Dr. Steve Hodges at the same address, telephone (540) 231-9775 or FAX (540) 231-3431.

Questions regarding interpretation or implementation of this document may be directed to David Whitt, Agricultural Program Manager, 914 Atlee Station Road, Mechanicsville, VA 23116, telephone (804) 746-4884 or FAX (804) 746-9447.

State Certified Seed Board Annual Report, 2000

State Certified Seed Board Annual Report, 2001

State Certified Seed Board Annual Report, 2002 - 2003

State Certified Seed Board Annual Report, 2004

CHRISTOPHER NEWPORT UNIVERSITY

Copies of the following documents may be viewed on regular working days from 8 a.m. to 5 p.m. in the offices noted and in the Captain John Smith Library at Christopher Newport University, 1 University Place, Newport News, VA 23606. The documents may be viewed on the Christopher Newport University website (http://www.cnu.edu).

Questions regarding interpretation or implementation of these documents may be directed to Ms. Margaret Yancey, Director of Development, and Special Assistant to the President, Christopher Newport University, 1 University Place, Newport News, VA 23606, telephone (757) 594-7942, FAX (757) 594-7773, or e-mail myancey@cnu.edu.

Guidance Documents:


Undergraduate Catalog, http://undergradcatalog.cnu.edu/ - Academic Advising Office

Graduate Catalog, http://gradstudies.cnu.edu/gradcat05.pdf - Graduate Office

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. Internet addresses for accessing the documents are found below.

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 (http://legis.state.va.us/codecomm/register/download.htm#manual), revised August 1995, § 2.2-4104
Preparing and Filing Guidance Document Lists (http://legis.state.va.us/codecomm/register/guidadoc.htm), revised October 2005, §§ 2.2-4008 and 2.2-4103
Fast-Track Rulemaking Procedures (http://legis.state.va.us/codecomm/register/download/2003FastrackProcedure.htm), effective July 2003, § 2.2-4012.1

VIRGINIA COMMUNITY COLLEGE SYSTEM
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 Community College System, James Monroe Building, 101 N. 14th Street, 15th Floor, Richmond, VA 23219. Copies may be obtained by contacting Ms. Sharon Hutcheson at the same address, telephone (804) 819-4968 or FAX (804) 819-4768 or e-mail shutcheson@vccs.edu. The document may be downloaded from the Virginia Community College System homepage (http://www.vccs.edu).

Questions regarding interpretation or implementation of this document may be directed to Dr. Glenn DuBois, Chancellor, Virginia Community College System, 101 N. 14th St., 15th Floor, Richmond, VA 23219, telephone (804) 819-4903, FAX (804) 819-4760, or e-mail gdubois@vccs.edu.

Guidance Document:

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 Virginia Soil and Water Conservation Board, the Chesapeake Bay Local Assistance Board, the Virginia Cave Board, the Virginia Scenic River Board, the Chippokes Plantation Farm Foundation, the Virginia Land Conservation Foundation, and the Virginia Outdoors Foundation. Individual copies of listed publications may be obtained free of charge, unless a price is listed, by contacting the Regulatory Coordinator 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 David C. Dowling, Policy, Planning, and Budget Director, Department of Conservation and Recreation, 203 Governor Street, Suite 302, Richmond, VA 23219, telephone (804) 786-2291 or FAX (804) 786-6141. Other staff may be assigned by the Director or Mr. Dowling to answer specific questions regarding these documents.

Guidance Documents:

Division of Natural Heritage
DCR – NH – 001, Native Plants for Conservation, Restoration, and Landscaping, Coastal Plain, 06/01/1997, §§ 10.1-209 through 10.1-217
DCR – NH – 007, Natural Area Protection - Natural Area Dedication, 06/01/1997, §§ 10.1-209 through 10.1-217
DCR – NH – 008, Natural Area Protection - Natural Area Management Agreements, 06/01/1997, §§ 10.1-209 through 10.1-217
DCR – NH – 010, Natural Heritage Resources Fact Sheet - Conserving Virginia’s Natural Communities …Why?, 06/01/1997, §§ 10.1-209 through 10.1-217
DCR – NH – 011, Natural Heritage Resources Fact Sheet - Barrier Beaches, 06/01/1997, §§ 10.1-209 through 10.1-217
DCR – NH – 012, Natural Heritage Resources Fact Sheet - Groundwater Seepage Wetlands of the Coastal Plain and Piedmont, 06/01/1997, §§ 10.1-209 through 10.1-217
DCR – NH – 013, Natural Heritage Resources Fact Sheet - Tidal Freshwater Marshes, 06/01/1997, §§ 10.1-209 through 10.1-217

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DCR – NH – 055, Natural Heritage Resources of Virginia - Rare Vascular Plants, 04/01/2004, §§ 10.1-209 through 10.1-217

DCR – NH – 056, Natural Areas Protection - Natural Areas Registry, 06/01/1997, §§ 10.1-209 through 10.1-217


DCR – NH – 058, Natural Heritage Information Services, 07/01/2003, §§ 10.1-209 through 10.1-217


DCR – NH – 064*, Natural Heritage Resources of Virginia - Rare Animal Species, Natural Heritage Technical Report 03-04, 03/01/2003, §§ 10.1-209 through 10.1-217


* not available on Townhall

**Guidance Documents**

**Division of Planning and Recreation Resources**

DCR – PRR – 001*, 2002 Virginia Outdoors Plan, 2002 [a plan for meeting Virginia’s outdoor recreational needs and conserving the environment (a 445 page document)], §§ 10.1-200 and 10.1-207, cost: $20 plus $7 for shipping and handling – CD Rom version available for $10 plus $1 shipping and handling

DCR – PRR – 002, Virginia Recreational Trails Fund Program, December 2004 (project application for the grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities), § 10.1-200

DCR – PRR – 003, Virginia Outdoors Fund Grant Program, December 2004 (describes the Virginia Outdoors Fund Grant Program and provides appropriate application instructions and forms), § 10.1-200

DCR – PRR – 004*, 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

DCR – PRR – 009*, Open Space Land Within the Shenandoah River Corridor and Use-Value Assessment, §§ 10.1-417 and 58.1-3230


Guidance Documents


* not available on Townhall.

**Division of Soil and Water Conservation**


DCR – SW – 008*, Virginia Nutrient Management Certification Education and Experience Guidelines, Document currently under revision, 4 VAC 5-15-40 A


DCR – SW – 010*, Virginia Nutrient Management Standards and Criteria, Document currently under revision, 4 VAC 5-15


* not available on Townhall.

**Division of State Parks**


DCR – SP – 017, Virginia State Parks, Leesylvania State Park, 05/01/1999, §§ 10.1-200 and 10.1-201


DCR – SP – 023, Sailor’s Creek, 72 Hours Before the End, 03/01/1996, §§ 10.1-200 and 10.1-201


Guidance Documents


DCR – SP – 029, Southwest Virginia Museum Historical State Park, A Story To Tell, 06/01/2003, §§ 10.1-200 and 10.1-201


* not available on Townhall

Board of Conservation and Recreation

* not available on Townhall

Chesapeake Bay Local Assistance Board

DCR – CBLAB – 005, 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
DCR – CBLAB – 011, Department Checklist Used to Evaluate the Consistency of Locally Adopted Ordinances With the Chesapeake Bay Preservation Act and CBLAB Regulations, § 10.1-2109 B
DCR – CBLAB – 012, Department Checklist Used to Evaluate the Consistency of Locally Proposed or Adopted Comprehensive Plans, January 1992, § 10.1-2109 B
DCR – CBLAB – 023, Memorandum of Understanding between the Chesapeake Bay Local Assistance Department
and the Department of Forestry, December 15, 2000, 9 VAC 10-20-120-10

DCR – CBLAB – 024, Letter to Henrico County, March 3, 2000, regarding the location of fences in the RPA, 9 VAC 10-20-130

DCR – CBLAB – 025, Letter to Hanover County, April 20, 2000, regarding the location of fences in the RPA, 9 VAC 10-20-130

DCR – CBLAB – 026, Letter to Mr. Robert Moses, June 16, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC 10-20-150 B

DCR – CBLAB – 027, Letter to Northampton County, August 28, 2000, regarding removal of buffer vegetation for fire protection, 9 VAC 10-20-130 B

DCR – CBLAB – 028, Letter to Fairfax County, October 10, 2000, regarding the exemption for public roads and appurtenant structures, 9 VAC 10-20-150 B

DCR – CBLAB – 029, Letter to Chesterfield County, February 13, 2001, regarding stormwater management requirements for redevelopment, 9 VAC 10-20-120

DCR – CBLAB – 030, Letter to York County, February 16, 2001, regarding clarification of water dependent facilities, redevelopment and expansion of nonconforming structures, 9 VAC 10-20


DCR – CBLAB – 033, Letter to Spotsylvania County, July 12, 2001, regarding onsite designation of RPA features, 9 VAC 10-20-110 B

DCR – CBLAB – 034, Letter to Northampton County, October 23, 2001, regarding removal of vegetation through the use of herbicides in buffer, 9 VAC 10-20-130 B

DCR – CBLAB – 035, Letter to Fairfax County, January 2, 2002, regarding exemptions for cellular facilities, 9 VAC 10-20-150 B 1

DCR – CBLAB – 036, Letter to York County, January 9, 2002, regarding site-specific RPA determinations, 9 VAC 10-20-105

DCR – CBLAB – 037, Letter to HRPDC, January 23, 2002, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 038, Letter to City of Norfolk, January 24, 2002, regarding effective date of RPA buffer revisions, 9 VAC 10-20-130

DCR – CBLAB – 039, Letter to Fairfax County, February 11, 2002, regarding appurtenant structures of sewage treatment facilities, 9 VAC 10-20-150 B

DCR – CBLAB – 040, Letter to City of Poquoson, March 15, 2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 041, Letter to City of Poquoson, April 3, 2002, regarding permitted activities in RPAs, 9 VAC 10-20-130

DCR – CBLAB – 042, Letter to York County, May 14, 2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 043, Letter to Mathews County, June 11, 2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 044, Letter to City of Poquoson, July 9, 2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 045, Letter to City of Poquoson, July 9, 2002, regarding tidal ditches, 9 VAC 10-20-80

DCR – CBLAB – 046, Letter to Caroline County, September 19, 2002, regarding BMPs in RPAs, 9 VAC 10-20-130.1.e

DCR – CBLAB – 047, Letter to City of Poquoson, September 19, 2002, regarding an exception request, 9 VAC 10-20-150 C

DCR – CBLAB – 048, Letter to James City County, April 25, 2003, regarding a silvicultural violation, 9 VAC 10-20-120.9

DCR – CBLAB – 049, Letter to Mathews County, December 16, 1993, regarding septic system criteria, 9 VAC 10-20-120 (7)

DCR – CBLAB – 050, Letter to Fairfax County, January 12, 1994, regarding reserve drainfield requirements on existing lots, 9 VAC 10-20-120 (7)

DCR – CBLAB – 051, 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

DCR – CBLAB – 052, Letter to Department of Environmental Quality, December 9, 1994, regarding delineation of RPA adjacent to new marina basin, 9 VAC 10-20-80

DCR – CBLAB – 053, 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)

DCR – CBLAB – 054, Letter to Fairfax County, October 2, 1995, regarding status of in-stream ponds as related to perenniality, 9 VAC 10-20-80

DCR – CBLAB – 055, Letter to Mathews County, February 14, 1996, regarding application of septic system reserve drainfield requirement, 9 VAC 10-20-120 (7)

DCR – CBLAB – 056, Letter to the Town of Smithfield, April 29, 1997, regarding fences within RPA buffers, 9 VAC 10-20-130

DCR – CBLAB – 057, Letter to Middlesex County, June 12, 1998, regarding buffer modifications, 9 VAC 10-20-130 B

DCR – CBLAB – 058, Letter to Stafford County, November 16, 1998, regarding onsite RPA delineation, clarification of tributary streams, 9 VAC 10-20-110 B

DCR – CBLAB – 059, Letter to James City County, November 30, 1998, regarding buffer modification and mitigation, 9 VAC 10-20-130 B
DCR – CBLAB – 060, Letter to Arlington County, February 4, 1999, regarding buffer encroachment by cantilevers, 9 VAC 10-20-130 B

DCR – CBLAB – 061, Letter to Northumberland County, May 5, 1999, regarding expansions of nonconforming structures, 9 VAC 10-20-150 A

DCR – CBLAB – 062, Letter to City of Alexandria, June 28, 1999, regarding buffer modifications, 9 VAC 10-20-130 B

DCR – CBLAB – 063, Letter to Chesterfield County, October 8, 1999, regarding buffer violation, 9 VAC 10-20-130 B

DCR – CBLAB – 064, 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

DCR – CBLAB – 065*, Letter to Stafford County, September 19, 2002, regarding BMPs in RPAs, 9 VAC 10-20-130.1 e

DCR – CBLAB – 066, Letter to Chesapeake Bay Foundation, November 12, 2003, regarding wetland creation and stream restoration in RPAs, 9 VAC 10-20-130.1.b

DCR – CBLAB – 067*, Letter to all Tidewater Administrators, Mayors and Town and City Managers, January 8, 2004, regarding vesting and grandfathering issues, § 10.1-2115


DCR – CBLAB – 069*, Letter to all Tidewater Administrators, Mayors and Town and City Managers, April 14, 2004, regarding stream and wetland restoration in RPAs and vesting issues, 9 VAC 10-20-130.1.b and § 15.2-2307

DCR – CBLAB – 070, Letter to City of Norfolk, April 22, 2004, regarding drainage ditches, 9 VAC 10-20-130.1.e


DCR – CBLAB – 072, Letter to Prince William County, June 2, 2004, regarding vesting and grandfathering issues, § 15.2-2307


DCR – CBLAB – 074, Letter to York County, June 14, 2004, regarding buffer protection, 9 VAC 10-20-130.3

DCR – CBLAB – 075, Letter to City of Hampton, June 23, 2004, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 076, Letter to Prince William County, October 1, 2004, regarding exemption for private roads and drives, 9 VAC 10-20-130.1.d

DCR – CBLAB – 077*, Letter to Mr. Benard Levey, private citizen, November 30, 2004, regarding septic tanks in RPAs, 9 VAC 10-20-130.4

DCR – CBLAB – 078, Letter to Town of Vienna, December 2, 2004, regarding IDAs, 9 VAC 10-20-100

DCR – CBLAB – 079, Letter to USACE, December 8, 2004, regarding filling of RPA wetlands, 9 VAC 10-20-130.1 and 9 VAC 10-20-130.3


DCR – CBLAB – 081, Letter regarding exemptions for public roads and appurtenant structures, June 16, 2002, 9 VAC 10-20-150 B

DCR – CBLAB – 082*, Letter to City of Hampton, September 24, 2004, regarding fences in the RPA, 9 VAC 10-20-130


* not available on Townhall

Chippokes Plantation Farm Foundation

DCR – CPFF – 001*, General Information for Board Members (3-ring notebook), December 2005, §§ 3.1-22.6 through 3.1-22.12, cost: per page copying


* not available on Townhall

Virginia Cave Board

DCR – VCB – 001*, General Information for Board Members (3-ring notebook), May 2000, §§ 10.1-1000 through 10.1-1008, cost: per page copying

* not available on Townhall

Virginia Land Conservation Foundation


DCR – VLCF – 002*, Virginia Land Conservation Foundation’s 2005 Virginia Land Conservation Fund Grant Program, June, 2005 (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

* not available on Townhall
**Virginia Outdoors Foundation**


* not available on Townhall

**Virginia Scenic River Board**


DCR – VSRB – 004*, Evaluation Criteria (evaluating and ranking of streams according to relative uniqueness or quality), § 10.1-401

DCR – VSRB – 005*, 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

* not available on Townhall

**Virginia Soil and Water Conservation Board**


DCR – VSWCB – 003, Financial Commitments for Establishment of a New Soil and Water Conservation District (SWCD/district), or Realignment of an Existing District, October 15, 2003


* not available on Townhall

**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 at (804) 371-9733 or toll-free in Virginia at (866) 722-2551, or FAX (804) 371-9654. The forms may be downloaded from the Clerk's Office section on the State Corporation Commission's homepage (www.scc.virginia.gov).

Virginia Register of Regulations

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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) 371-9654. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Guidance Documents:


SCC 615/815, Notice of Assessment of Registration Fee, revised annually, §§ 13.1-615 and 13.1-815


SCC 631/830, Application for Reservation or for Renewal of Reservation of Corporate Name, revised August 2005, §§ 13.1-631 and 13.1-830

SCC 632/831, Application for Registration or for Renewal of Registration of Corporate Name (foreign corporations), revised July 2005, §§ 13.1-632 and 13.1-831


SCC 710N, Articles of Amendment - Changing the Name of a Virginia Stock Corporation By Unanimous Consent of the Shareholders, revised July 2005, § 13.1-710


SCC 722.4, Guide for Articles of Domestication (Foreign stock corporation to be domesticated as a Virginia corporation), revised July 2003, § 13.1-722.4

SCC 722.5, Guide for Articles of Incorporation Surrender (Virginia stock corporation to be domesticated under the laws of another jurisdiction), revised July 2002, § 13.1-722.5


SCC 743, Articles of Dissolution - Stock Corporation, revised July 2005, § 13.1-743

SCC 744, Articles of Revocation of Dissolution - Stock Corporation, revised July 2005, § 13.1-744

SCC 750, Articles of Termination of Corporate Existence - Stock Corporation, revised July 2005, § 13.1-750

SCC 751, Articles of Termination of Corporate Existence - By the Initial Directors or the Incorporators of a Stock Corporation, revised July 2005, § 13.1-751


SCC 819, Articles of Incorporation - Virginia Nonstock Corporation, revised July 2005, § 13.1-819


SCC 898.4, Guide for Articles of Domestication (Foreign nonstock corporation to be domesticated as a Virginia corporation), revised July 2003, § 13.1-898.4

SCC 898.5, Guide for Articles of Incorporation Surrender (Virginia nonstock corporation to be domesticated under the laws of another jurisdiction), revised July 2003, § 13.1-898.5

SCC 904, Articles of Dissolution - Nonstock Corporation, revised July 2005, § 13.1-904

SCC 905, Articles of Revocation of Dissolution - Nonstock Corporation, revised July 2005, § 13.1-905


SCC 913, Articles of Termination of Corporate Existence - By the Initial Directors or the Incorporators of a Nonstock Corporation, revised July 2005, § 13.1-913

SCC 1, 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 July 2005, § 50-73.3

LPA-73.5, Statement of Change of Registered Office and/or Registered Agent of a Limited Partnership, revised July 2005, § 50-73.5
LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised July 2005, § 50-73.6
LPA-73.11, Certificate of Limited Partnership, revised July 2005, § 50-73.11
LPA-73.54, Application for Registration of a Foreign Limited Partnership, revised July 2005, § 50-73.54
LPA-73.57, Certificate of Correction for a Foreign Limited Partnership, revised July 2004, § 50-73.57
LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised July 2005, § 50-73.58
LPA-73.67, Notice of Assessment of Registration Fee, revised annually, § 50-73.67
LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised July 2005, § 50-73.77
LLC-1010.1, Articles of Organization for Conversion of a Domestic or Foreign Partnership or Limited Partnership to a Limited Liability Company, revised July 2005, § 13.1-1010.1
LLC-1013, Application for Reservation or Renewal of Reservation of a Limited Liability Company Name, revised July 2005, § 13.1-1013
LLC-1014N, Articles of Amendment – Changing the Name of a Virginia Limited Liability Company – By the Members, July 2005, § 13.1-1014
LLC-1050.1, Articles of Reinstatement of a Domestic Limited Liability Company (Voluntarily Canceled), revised August 2003, § 13.1-1050.1
LLC-1062, Notice of Assessment of Registration Fee, revised annually, § 13.1-1062
UPA-93, Statement of Partnership Authority, revised July 2005, § 50-73.93
UPA-115, Statement of Dissociation from a Partnership, revised July 2003, § 50-73.115
UPA-121, Statement of Dissolution of a Partnership, revised July 2003, § 50-73.121
UPA-83D-CANC, Cancellation of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D
UPA-83D-AMEND, Amendment of Partnership Statement (of any statement filed), revised October 2001, § 50-73.83 D
UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised July 2003, § 50-73.83 D
UPA-125, Certificate of Limited Partnership of a Domestic or Foreign Partnership Converting to a Virginia Limited Partnership, revised July 2005, § 50-73.125
UPA-132, Statement of Registration as a Domestic Registered Limited Liability Partnership, revised July 2003, § 50-73.132
UPA-134, Annual Continuation Report of a Domestic or Foreign Registered Limited Liability Partnership, revised June 2002, § 50-73.134
UPA-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised September 2003, § 50-73.136
UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised March 2003, § 50-73.137
UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised October 2001, § 50-73.139
Guidance Documents

BTA 1212, Articles of Trust of a Domestic Business Trust, revised July 2005, § 13.1-1212


BTA 1215, Application for Reservation or for Renewal of Reservation of a Business Trust Name, revised July 2005, § 13.1-1215

BTA 1216, Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust, revised July 2005, § 13.1-1216

BTA 1217, Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust, revised October 2003, § 13.1-1217

BTA 1221, Statement of Change of Registered Office and/or Registered Agent of a Business Trust, revised July 2005, § 13.1-1221


BTA 1238, Articles of Cancellation of a Domestic Business Trust, revised July 2005, § 13.1-1238

BTA 1239, Articles of Reinstatement of a Domestic Business Trust (Voluntarily Canceled), revised July 2005, § 13.1-1239

BTA 1242, Application for Registration as a Foreign Business Trust, revised July 2005, § 13.1-1242

BTA 1245, Certificate of Correction for a Foreign Business Trust, revised October 2003, § 13.1-1245

BTA 1246, Articles of Cancellation of a Certificate of Registration as a Foreign Business Trust, revised July 2005, § 13.1-1246

SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent, revised May 2004, § 12.1-19.1


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**Division of Communications**

Copies of the following documents may be viewed during regular workdays 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 (Judy.Shapard@scc.virginia.gov). Questions regarding interpretation or implementation of these documents may also be directed to Ms. Judy Shapard. There is no charge for copies of documents.

**Guidance Documents:**


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).

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 16, 2005, Concerning Annual Payphone Service Provider Registration for 2006 including the letter and the forms for the payphone service provider annual registration.

Letter, Director of Communications, dated December 16, 2005, Concerning Annual Operator Service Provider Registration for 2006 including the letter and the forms for the operator service provider annual registration.

**Division of Economics and Finance**

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in 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 Freida Bomgardner at the same address.
Guidance Documents

telephone (804) 371-9295, FAX (804) 371-9935 or e-mail econfin@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Howard Spinner, 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, FAX (804) 371-9449 or e-mail econfin@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Interest Rate to be Paid on Customer Deposits, revised December 6, 2005, 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, § 56-60

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-60

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 SSC'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 each for the first two pages and $.50 for each page thereafter. Contact Sandy Estes at the same address, telephone number (804) 371-9611, FAX (804) 371-9350 or e-mail sandy.estes@scc.virginia.gov.

Guidance Documents: Questions regarding interpretation or implementation of these documents may be directed to Timothy Faherty, Manager, Consumer Services, at the above address and telephone number.

Memorandum to All Electric Utilities re: Underground electric distribution facilities, July 10, 1970, § 56-265.1 et seq., 2 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) and filing of complaint procedures, 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

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 of 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 marylou.kelly@scc.virginia.gov.

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 bfiquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640.

Guidance documents and other information are available online at the Bureau's website: http://www.scc.virginia.gov/division/banking.

Guidance Documents:


BFI-AL-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.1-60.1


BFI-AL-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.1-60.1


BFI-AL-0206, Loans in Violation of § 6.1-61, issued December 16, 1977, §§ 6.1-61 A(2) and 6.1-61 A(7)

BFI-AL-0208, Right of Offset by Holders of Subordinated Bank Debt, issued November 9, 1981, §§ 6.1-61 and 6.1-78
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"The Compliance Connection," a newsletter for consumer finance companies and mortgage lenders and brokers, published quarterly
"The Credit Union Reflection," a newsletter for state chartered credit unions, published quarterly
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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, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 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 website http://www.scc.virginia.gov/division/boi.

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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)
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Administrative Letter 1978-7, Policy Form Filings (for Maintenance of Mutual Assessment Fire Insurance Company Policy Form Filings), issued June 8, 1978


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Administrative Letter 1981-23, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8)

Administrative Letter 1981-24, 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 1981-26, Changes in the Insurance Code of Virginia Regarding Credit Life Insurance and Credit Accident and Sickness Insurance, issued May 6, 1982

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Administrative Letter 1981-33, Compilation of Experience Sections 38.1-261 and 38.1-279.46, issued December 21, 1982, §§ 38.2-2012 (formerly § 38.1-261) and 38.2-1904 (formerly § 38.1-279.46)

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Administrative Letter 1986-28, Revised Form for the Appointment of Insurance Agents, issued November 24, 1987, § 38.2-1826

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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 (formerly Insurance Regulation No. 28)


Administrative Letter 1988-12, Copayments for Inpatient Mental and Nervous Disorders, issued August 4, 1988

Administrative Letter 1988-13, 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 1988-16, Modifications of Agent Licensing and Appointment Procedures, issued October 14, 1988, §§ 38.2-1812, 38.2-1825 A and 38.2-1836

Administrative Letter 1988-17, Delayed Effect of Rate Filings and Certain Form Filing Requirements, issued November 3, 1988, §§ 38.2-1903 and 38.2-1912


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


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Administrative Letter 1990-3, Additional Instructions for Completion of Administrative Letter 1990-1 Regarding the Filing of Supplemental Reports Required by Virginia Code Section 38.2-1905.2, issued March 10, 1989, § 38.2-1905.2


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Letter re Future Year-end Reserve Valuation Submissions to the Virginia Bureau of Insurance, January 1993

Letter re Future Year-end Reserve Valuation Submissions Other Than by Hard Copy to the Virginia Bureau of Insurance, September 2002

Requirements for Organizing and Licensing of a Home Protection Company, revised October 2005, §§ 38.2-1024 and 38.2-2603

Uniform Certificate of Authority Application, revised February 2004, §§ 38.2-1024 and 38.2-1206

Requirements for Organizing and Licensing of a Captive Insurer, revised October 2005, §§ 38.2-1024 and 38.2-1102

Requirements for Organizing and Licensing of a Health Services Plan, revised October 2005, § 38.2-4200

Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised October 2005, § 38.2-4301

Limited Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised October 2005, § 38.2-4301

Requirements for Organizing and Licensing a Virginia Legal Services Plan, revised October 2005, § 38.2-4413

Requirements for Organizing and Licensing of a Dental Services Plan, revised August 2004, § 38.2-4517

Requirements for Organizing and Licensing of an Optometric Services Plan, revised October 2005, § 38.2-4517

Requirements for Admission to Transact Business as an Insurance Premium Finance Company in Virginia, revised August 2005, § 38.2-4701

Continuing Care Providers Registration and Disclosure Filing Guidelines, revised October 2005, § 38.2-4901

Viatical Settlement Providers Requirements for Operating in Virginia, revised October 2005, § 38.2-6002

Requirements for Organization and Licensing of an Automobile Club, revised October 2005, § 13.1-400.2

Multiple Employer Welfare Arrangements Requirements for Operating in Virginia, revised October 2005, Article 3 of Chapter 34 of Title 38.2

Requirements for Accredited and Limited Accredited Insurers, October 2004, §§ 38.2-1316.2 and 38.2-1316.3

Requirements for Organizing and Licensing of a Group Self-Insurance Association, issued January 2000, § 65.2-802

Licensing Procedures for Managing General Agents to Obtain Authority in Virginia (Procedures, Instructions and Application), revised October 2005

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

Annual Renewal Instructions - Multiple Employer Welfare Arrangements, revised December 2005, 14 VAC 5-410-40 D

Annual Renewal Instructions - Purchasing Groups, revised December 2005, § 38.2-5108

Annual Renewal Instructions - Foreign Life and Health Insurance Companies, revised December 2005, § 38.2-1025

Annual Renewal Instructions - Foreign Property and Casualty Insurance Companies, revised December 2005, § 38.2-1025

Annual Renewal Instructions - Risk Retention Groups, revised December 2005, § 38.2-5103

Annual Renewal Instructions - Premium Finance Companies, revised December 2005, § 38.2-4703

Annual Renewal Instructions - Workers’ Compensation Group Self-Insurers, December 2004, § 65.2-802

Annual Renewal Instructions - Accredited Reinsurers, revised December 2005, §§ 38.2-1316.2 and 38.2-1316.3

Annual Renewal Instructions - Authorized Reinsurers, revised December 2005, §§ 38.2-1316.2 and 38.2-1316.3

Annual Renewal Instructions - All Foreign Companies Except Foreign Property and Casualty and Foreign Life and Health, revised December 2005, § 38.2-1025

Annual Renewal Instructions - Health Maintenance Organization, revised December 2005, § 38.2-4318

Annual Renewal Instructions - All Domestic Companies, revised December 2005, § 38.2-1025

Annual Renewal Instructions - Automobile Clubs, revised December 2005, § 13.1-400.3
Guidance Documents

Annual Renewal Instructions - Viatical Settlement Provider, issued December 2004, §§ 38.2-6002 and 38.2-6004

Market Regulation Unit Guidance Documents:
- Assigned Risk Workers’ Compensation Insurance Rates, published April 2005
- Common Problems Found During Agents Investigations, revised October 2005
- Common Problems Found During Life and Health Market Conduct Examinations, revised September 2005
- Consumer Real Estate Settlement Protection Act (CRESPA), issued June 2001, §§ 6.1-2.19 et seq., and 14 VAC 5-395
- Credit Insurance Experience Exhibits Questionnaire
- Forms/Reports for Insurers: Long Term Care (14 VAC 5-200), Small Employer (14 VAC 5-234), Medicare Supplement (14 VAC 5-170) and Mandated Benefits (Form MB-1 and instructions)
- Letter to Newly Licensed Insurers Advising the Insurers of the Applicable Insurance Rules and Regulations in the Commonwealth of Virginia, revised 2001
- Market Issues Identified by the Market Conduct and Consumer Services Section, revised July 2005
- NAIC Product Review Filing Checklists for Life and Health
- NAIC Product Review Filing Checklists for Property and Casualty, revised December 2005
- Statistical Report Form (VA SRF-2), revised 2002
- Virginia Auto Standard Forms, published December 2005
- 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
- Virginia Property and Casualty Product Requirements Locator, published June 2005
- Virginia Property and Casualty Rules, Rates and Forms Filing Guidelines Handbook, revised July 2005
- Workers’ Compensation Deductible Plans Filing Instructions, revised August 2001
- Workers’ Compensation Voluntary Market Loss Costs Multipliers, published November 2005

Administration and Taxation Unit Guidance Documents:
- Instructions for Filing the Virginia Declaration of Estimated License Tax and Estimated Assessment, revised December 2005
- Virginia Premium License Tax/Assessments Reports for Year Ended December 31, 2004, revised December 2005

Consumer Guides:

Life and Health Guides
- 2005 Guide to Health Insurance for People with Medicare, revised 2005
- A Shopper’s Guide to Long-Term Care Insurance, revised 2003
- Consumer Alert – Discount Health Plans, What Consumers Should Know, published August 2005
- Consumer Complaint & Outreach Services Brochure, revised July 2005
- Facts About Long-Term Care Insurance, published August 2005
- Helpful Coverage Tips for Parents of Special Needs Children, published October 2003
- List of Carriers that have Registered with the State Corporation Commission as Small Employer Carriers, revised June 2005
- List of Insurance Companies Licensed to Sell Individual Health Insurance, revised September 2005
- List of Long-Term Care and Tax-Qualified Long-Term Care Policies in Virginia, revised October 2005
- List of Medicare Supplement and Medicare Select Insurance Companies in Virginia, revised November 2005
- Prescription Drug Assistance Program in Virginia, revised September 2005
- Tips on Obtaining Out-of-Network Services through Your Managed Care Health Insurance Plan, revised August 2005
- Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), revised August 2005
- Tips to Help You Appeal an Experimental Investigational Services Denial by Your MCHIP, revised August 2005
- Tips to Help You Appeal a Prescription Medication Denial with Your Managed Care Health Insurance Plan, revised August 2005
- Tips to Help You Understand and Appeal Health Plan Decisions When the Coverage is Self-Insured, revised August 2005
- The Office of the Managed Care Ombudsman, published 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, revised August 2005
- Virginia Health Insurance Guide for Consumers, revised May 2003
Forms for Surplus Lines Insurance:
Form SLB-1, Application for Surplus Lines Broker License, July 2005
Form SLB-2, Bond for Surplus Lines Broker, January 2004
Form SLB-3, Quarterly Combined Affidavit by Surplus Lines Broker, revised October 2002
Form SLB-4, Annual Combined Affidavit by Surplus Lines Broker, revised October 2002
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 Premiums 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. Copies may be obtained free of charge by contacting Alene Katz at the same address, telephone (804) 371-9480, FAX (804) 371-9797, or e-mail alene.katz@scc.virginia.gov. Many of these forms are available on our website: www.scc.virginia.gov/division/pst. 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) 371-9182, FAX 804 371-9797, or e-mail roy.adams@scc.virginia.gov. 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, revised 2004, § 58.1-2628
CCTD-6, Tax Report, Telecommunications Companies, Rev 12/04, § 58.1-2628
CCTD-7, Tax Report, Gas Companies, Rev 12/04, § 58.1-2628
CCTD-8, Tax Report, Water Companies, Rev 12/04, § 58.1-2628
Guidance Documents

CCTD-11, Report for Special Tax on Virginia Pilots Association, Rev 12/04, § 58.1-2663
CCTD-12, Report of Railroad Companies – Statement of Gross Transportation Receipts, Rev 12/04, § 58.1-2663
CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, November 1998, §§ 58.1-2640 and 58.1-2647
CCTD-DPR, Telecommunications Relay Service Monthly Report, Rev 12/04, § 56-484.6
CCTD-RVP, Registration Procedure for Persons Subject to the Video Programming Excise Tax, 1998, § 58.1-3818.3 G
CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, Rev 12/04, §§ 58.1-2906
Real Estate Transaction Form for Purchase and Conveyance, 1998, § 58.1-2628


Division of Securities and Retail Franchising
Copies of the following documents 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, Richmond, VA. Copies may be obtained free of charge by contacting Kathy O'Sullivan 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 Amanda Blanks, Investor Education Coordinator, at the same address, telephone number (804) 371-9088 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, August 2002
NASAA Statements of Policy, July 2003 (Virginia Securities Act, 21 VAC 5-30-60)

Investor Education Publications
Securities Complaints, June 2003 (Virginia Securities Act)
Get the Facts about Investing Online, August 2003 (Virginia Securities Act)

10 Do's and Don'ts for Investors, September 2002 (Virginia Securities Act)
When Your Broker Calls, Take Notes, September 2002 (Virginia Securities Act)
Understanding Your Brokerage Account Statements, September 2002 (Virginia Securities Act)

Forms: (Virginia Securities Act)

Broker-Dealer Forms
Uniform Application for Broker-Dealer Registration (Form # BD), May 2002
Broker-Dealer's Surety Bond (Form # S.A. 11), July 1999
Application for Renewal of a Broker-Dealer's Registration (Form # S.A. 2), July 1999
Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form # BDW), November 2000

Broker-Dealer Agent Forms
Application for Renewal of Registration as an Agent of an Issuer (Form # S.D. 4), 1997
Non-NASD Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form #S.D. 4 A), 1974
Non-NASD Broker-Dealer or Issuer Agents to be Canceled with no disciplinary history (Form # S.D. 4 B), 1974
Non-NASD Broker-Dealer or Issuer Agents to be Canceled with disciplinary history (Form # S.D. 4 C), 1974
Uniform Application for Securities Industry Registration or Transfer (Form # U-4), June 2003
Uniform Termination Notice for Securities Industry Registration (Form # U-5), June 2003
Agent Agreement for Inspection of Records (Form # Agentagree), July 2001
Affidavit Regarding SCOR Offering (Form # Aff), July 1999

Investment Advisor Forms
Uniform Application for Registration of Investment Advisors (Form # ADV), October 2003
IA Surety Bond Form (Form # IA-sure), July 1999
Notice of Withdrawal from Registration as Investment Advisor (Form # ADV-W), October 2003

Investment Advisor Representative Forms
Uniform Application for Securities Industry Registration or Transfer (Form # U-4), June 2003
Uniform Termination Notice for Securities Industry Registration (Form # U-5), June 2003
Investment Advisor Representative Multiple Employment Agreement (Form # S.A. 15), July 1998 Affidavit for Waiver of Examination (Form # S.A. 3), July 1999
Guidance Documents

Securities Registration Forms
Uniform Application to Register Securities (Form # U-1), July 1981
Uniform Consent to Service of Process (Form # U-2), July 1981
Uniform Form of Corporate Resolution (Form # U-2a), July 1999
Small Company Offering Registration (Form # U-7), September 1999
Registration by Notification - Original Issue (Form # S.A. 4), November 1996
Registration by Notification - Non-Issuer Distribution (Form # S.A. 5), November 1996
Registration by Notification - Pursuant to 21 VAC 5-30-50 Non-Issuer Distribution "Secondary Trading" (Form # S.A. 6), 1989
Registration by Qualification (Form # S.A. 8), July 1991
Escrow Agreement (Form # S.A. 12), 1971
Impounding Agreement (Form # S.A. 13), July 1999
Notice of Limited Offering of Securities (Form # VA-1), November 1996
Uniform Investment Company Notice Filing (Form # NF), April 1997
Notice of Sale of Securities Pursuant to Regulation D (Form # SEC Form D), June 2002
Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form # Model Form), July 1999
Application for Coordinated State Review (Form # CR-Equity-1), August 2003
Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form # CR-SCOR Mid-Atlantic), May 2002

Forms: (Virginia Retail Franchising Act)
Facing Page - Uniform Franchise Registration Application (Form # A), July 1995
Supplemental Information (Form # B), July 1995
Certification - Disclosure Verification (Form # C), July 1999
Uniform Consent to Service of Process (Form # D), July 1999
Affidavit of Compliance - Franchise Amendment/Renewal (Form # E), July 1999
Guarantee of Performance (Form # F), July 1999
Franchise Surety Bond (Form # G), July 1999
Application for Coordinated Review of Franchise Registration (Form # CR-FRAN), June 1999

Forms: (Virginia Trademark Act)
Application for Registration of a Trademark or Service Mark (Form # TM1), July 1999
Application for Renewal of a Trademark or Service Mark (Form # TM2), July 1999
Certificate of Name Change of an Applicant or Registrant (Form # TM3), July 1999

Division of Public Utility Accounting
Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 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 Barbara Hayek at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of $1.00 per page for the first two pages of each document and $.50 for each additional page.

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) 371-9950 or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:
Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2005, § 56-249
Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2005, § 56-249
Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249
Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249
Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249
Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249
Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2005, § 56-249
Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory
Guidance Documents

Commissions Act) as follows:

Chapter 4 (Public Utilities Affiliates Law) and Chapter 5 (Utility
Guidelines for Filing Affiliate/Merger Applications (Title 56,
issued March 29, 1995, 2 pages, § 56-249
Guidelines on the recording and recovery of regulatory assets,
by company
and/or Sewer Companies, National Association of Regulatory
Annual Financial and Operating Report for Class C Water
Companies, § 56-249. Length of report varies by company
Annual Financial and Operating Report for Class A Water
Companies, § 56-249. Length of report varies by company
Annual Financial and Operating Report for Gas Companies,
consisting of the Federal Energy Regulatory Commission
Form 2 and supplemental schedules, § 56-249. Length of
report varies by company
Annual Financial and Operating Report for Telephone
Companies, § 56-249. Length of report varies by company
Annual Financial and Operating Report for Class C Water
and/or Sewer Companies, National Association of Regulatory
Utility Commissioners Form, § 56-249. Length of report varies
by company
Annual Financial and Operating Report for Telephone
Companies, § 56-249. Length of report varies by company

Guidelines on the recording and recovery of regulatory assets,
issu ed March 29, 1995, 2 pages, § 56-249
Guidelines for Filing Affiliate/Merger Applications (Title 56,
Chapter 4 (Public Utilities Affiliates Law) and Chapter 5 (Utility
Transfers Act)) as follows:

Guidelines for Filing Chapter 4 Applications, 6 pages,
§§ 56-76 through 56-87
Guidelines for Filing Chapter 5 Applications, 3 pages,
§§ 56-88 through 56-92
Chapter 4 - Transaction Summary - Affiliate Transactions,
7 pages, §§ 56-76 through 56-87
Chapter 5 - Transaction Summary, 11 pages, §§ 56-88
through 56-92

Division of Utility and Railroad Safety

Copies of the following documents may be viewed during
regular work days from 8:15 a.m. to 5 p.m. in the office of the
Commission's Division of Utility and Railroad Safety, 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 $.50 for each page thereafter. To obtain
copies, contact Renee Salmon at the same address,
telephone number (804) 371-9947, FAX (804) 371-9734 or e-
mail renee.salmon@scc.virginia.gov. Questions regarding interpretation or implementation of these
documents may be directed to James Hotinger, Senior Utilities
Engineer, Division of Utility and Railroad Safety, 1300 East
Main Street, 4th Floor, Richmond, VA 23219, telephone number (804) 371-9843, FAX (804) 371-9734 or e-mail jim.hotinger@scc.virginia.gov. The mailing address is P.O.
Box 1197, Richmond, VA 23218.
Guidance Documents:

Gas Pipeline Safety Inspection Procedures, revised
December 2003, § 56-257.2, 43 pages

**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
8:15 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 23218-1197. Copies may be obtained for
approximately $55 (price may vary depending on the year of
the report) by contacting Rebecca Otey at the same address,
telephone (804) 371-9030, or toll-free in Virginia, (866) 722-
2551, or FAX (804) 371-9912.

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 toll-free in Virginia, (866) 722-2551, or FAX (804) 371-9912.
The mailing address is P.O. Box 1197, Richmond, VA 23218-
1197.

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 Policy and
Initiatives Unit office, Virginia Department of Corrections, 6900
Atmore Drive, Richmond, VA 23225. Requests for copies, or
questions regarding interpretation or implementation of policy
documents may be directed to Janice Dow, Department of
Corrections Policy and Initiatives Unit at the same address,
(804) 674-3303 x1128 or janice.dow@vadoc.virginia.gov.
Requests for copies, or questions regarding interpretation or implementation of standards documents may be directed to
Donna Lawrence, Manager, Compliance and Accreditation
Unit at the above listed address or by calling (804) 674-3499
x1143 or donna.lawrence@vadoc.virginia.gov. A charge of
$.20 per page plus shipping charges will be required for all
paper documents.

Guidance Documents:

Joint Policy 1-1 (Board of Corrections/Va. Parole Board)
Graduated Release From Confinement, revised 7/16/2003,
§§ 53.1-5 and 53.1-136
BOC Policy 10-1 Board of Corrections Policy Process, revised
7/16/2003, §§ 53.1 5 and 53.1-10
BOC Policy 10-3 Equal Employment Opportunity, revised
7/16/2003, §§ 53.1-5, and 53.1-10, and Executive Order
Number One (02)
BOC Policy 10-4 Budget, revised 7/16/2003, § 53.1 5
BOC Policy 10-5 Sale Or Lease Of Gas, Oil, or Minerals,
revised 7/16/2003, § 53.1 31
Guidance Documents

BOC Policy 10-6 Real and Personal Property, revised 7/16/2003, §§ 53.1 18 and 53.1-19

BOC Policy 10-7 Negotiations With Low Bidder, revised 7/16/2003, §§ 53.1-5 and 2.2-4318

BOC Policy 10-8 Volunteer Program, revised 7/16/2003, §§ 53.1-5 and 2.2-3600

BOC Policy 20-10 Agribusiness, revised 7/16/2003, §§ 53.1-41


BOC Policy 20-12 Procurement, revised 7/16/2003, §§ 53.1-5, 2.2-4300, and 2.2-1400 et seq.


BOC Policy 20-3 Entry into Correctional Facilities, revised 7/16/2003, § 53.1-30

BOC Policy 20-6 Record of Convictions and Register To Be Kept, revised 7/16/2003, §§ 53.1-24, 2.2-3700 et. seq., and 42.1-76 et. seq.


BOC Policy 20-8 Extending Limits of Confinement for Work & Educational Programs, revised 7/16/2003, § 53.1-60

BOC Policy 20-9 Good Conduct Allowance and Earned Sentence Credits, revised 7/16/2003, §§ 53.1-200 and 53.1-202.4

BOC Policy 30-1 Local Correctional Facility Standards, revised 7/16/2003, §§ 53.1-5, and 53.1-68, 53.1-69, 53.1-125

BOC Policy 30-5 Purchase of Services Authorized, revised 7/16/2003, §§ 53.1-5, and 53.1-179

BOC Policy 30-6 Cost of Maintenance of Jails, revised 7/16/2003, §§ 53.1-5, 53.1-83.1, 53.1-87

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at coun@dhp.virginia.gov. 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

115-2.6, 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
Guidance Documents

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

115-4.10, May 30, 2002, Board policy on reviewing applications for licensure by endorsement

115-4.11, Board guidance on use of confidential consent agreements, February 27, 2004

115-4.12, Board guidance on the process of conducting informal fact-finding proceedings by an agency subordinate, November 5, 2004

115.4-13, Board guidance on supervision of face-to-face hours in a residency, November 4, 2005

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, 202 North 9th Street, 10th Floor, Richmond, VA 23219. Copies may be obtained by contacting Judy Kirkendall at the same address, telephone (804) 786-8003. Fees vary depending upon document. Questions regarding interpretation or implementation of these documents may be directed to Judy Kirkendall, Department of Criminal Justice Services, 202 North 9th Street, Richmond, Virginia 23219, telephone (804) 786-8003 or e-mail judith.kirkendall@dcjs.virginia.gov.

Guidance Documents:

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
Guidelines for Allowing Individuals to Attend Criminal Justice Mandated Training Prior to Employment, revised November 1994
Private Security Training Exemption Guidelines, revised November 13, 2003, 6 VAC 20-170
Private Security Criminal History Waiver Guidelines, issued December 10, 2003, 6 VAC 20-170
Private Security Sanctions Publication Guidelines, revised September 4, 2003, 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, revised August 22, 2003, 6 VAC 20-170
Criminal Justice Services Board Regional Criminal Justice Training Academy Policy, revised May 3, 1995, 6 VAC 20-90
Grants for Community-Oriented Justice, issued December 1997
2000 Criminal History Records Improvement Program Guide, issued March, 2004
An Summary of Virginia’s Crime Victim and Witness Rights Act, revised November 1997 (to be reprinted January 2006)
STOP Violence Against Women Grant Program, issued July 7, 2005
Victim/Witness Grant Program Fiscal Years 2005 and 2006 Program Guidelines, issued March 9, 2004

Virginia Register of Regulations

1828
An Informational Guide for Sexual Assault Victims in Virginia, issued 1989, revised April 2004
Sexual Assault Grant Guidelines and application; issued February 2001, updated 2003
Sexual Assault Program Codebook developed 1999, revised 2002
Victim/Witness Grant Program Codebook, revised March 1, 2005
Virginia Domestic Violence Victim Fund Program Codebook for Prosecution Grantees, developed February 2005, updated August 2005
Virginia Domestic Violence Victim Fund Program Codebook for Victim Service Grantees, developed July 2005, updated August 2005
Virginia Domestic Violence Victim Fund 2005-2006 Prosecution Grant Guidelines, developed April 2005
Virginia Domestic Violence Victim Fund 2005-2006 Competitive Grant Guidelines, developed March 2005
Protective Orders: A Guide for victims of Stalking or Serious Bodily Injury in Virginia, updated September 2004
Preparing a Community-Based Corrections Plan, issued April 4, 1995
Court Appointed Special Advocate (CASA) Program Guide, issued 1997, to be reissued 2006
Child Abuse: Virginia Statutes and Case Law, 3rd revision, issued December 2003
Information sharing and the Multidisciplinary Child Abuse Team, issued April 2005
Juvenile Justice and Delinquency Prevention Grant information about current offerings is available on the DCJS web site at www.dcjs.virginia.gov
Evidence Handling and Laboratory Capacities Guide, revised November 2003
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, is currently under revision and is available only on the DCJS website, www.dcjs.virginia.gov
School Resource Officer Facts Book, issued June 2000, reissue due March 2002
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
Three-year Plan Update, 2005, Under the Juvenile Justice and Delinquency Prevention Act

DEPARTMENT FOR THE DEAF AND HARD OF HEARING

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the offices of the Virginia Department for the Deaf and Hard of Hearing (VDDHH), 1602 Rolling Hills Drive, Suite 203, Richmond, VA 23229-5012. Copies may be obtained free of charge by contacting Leslie Hutcheson Prince at the same address, telephone (804) 662-9703 (V/TTY), FAX (804) 662-9718 or e-mail leslie.prince@vddhh.virginia.gov. Some of the documents may be available to be downloaded from the VDDHH homepage (http://www.vddhh.org).

Questions regarding interpretation or implementation of these documents may also be directed to Leslie Hutcheson Prince.

Guidance Documents:

VDDHH Policies and Procedures implementing 22 VAC 20-20 (Regulations Governing Eligibility Standards and Application Procedures of the Distribution of Technological Assistive Devices), revised 2005
VDDHH Policies and Procedures implementing 22 VAC 20-30 (Regulations Governing Interpreter Services for the Deaf and Hard of Hearing), revised July 2002
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...
Guidance Documents

Interpreter Services for the Deaf and Hard of Hearing), revised 2002

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23220. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at denltc@dhp.virginia.gov. 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, Board policy on confidential consent agreements, adopted July 11, 2003
60-3, Board guidance on the meaning of an “updated health history,” adopted December 9, 2005
60-7, Board guidance on practice names, adopted July 11, 2003
60-8, Special bulletin on clarification of general supervision, September 30, 2002
60-8.1, Bulletin article on general supervision, Spring 2003
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
60-16, Letter from Marcia J. Miller to Michael Vernon regarding sale of vitamins, December 10, 1997
60-18, Letter from Howard Casway, Assistant Attorney General to Dr. M. Alan Bagden regarding Ownership of Dental Practices, February 23, 1998
60-19, Perio Guidelines Recommendations adopted by the Board of Dentistry, April 29, 2000
60-21, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 19, 2004

VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Copies of the following documents may be viewed on regular work days from 8:30 a.m. to 5 p.m. in the office of the Virginia Economic Development Partnership, 19th Floor of Riverfront Plaza West, 901 East Byrd Street, Richmond, VA 23219. 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) 545-5610, or by facsimile at (804) 545-5611. Copies will be provided at no charge.

Guidelines for use of the Governor's Opportunity Fund, revised March 2005, § 2.2-115
Guidelines for use of the Virginia Investment Partnership, revised March 2005, § 2.2-5100 through 2.2-5104

DEPARTMENT OF EDUCATION

The documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Education, 101 North 14th Street, 25th Floor, Richmond, VA 23219. Copies 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 margaret.roberts@doe.virginia.gov. Questions may also be directed to Dr. Roberts. The documents are also available on the Department of Education’s website http://www.doe.virginia.gov.

Guidance Documents:

Charter Schools
List of Board of Education Regulations Identified as Waivable for Charter School Purposes, June 1999
Criteria and Process for the Board of Education to Review Charter School Applications, Consistent with Existing State Law, July 2004

Comprehensive Services
Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual, revised 2001

Driver's Education
Curriculum and Administrative Guide for Driver Education in Virginia, 2001

Family Life Education
Board of Education Guidelines for Family Life Education Programs, 2002, Rev 6/04

Gifted Education Programs
The Virginia Plan for the Gifted, 2001

Governor’s Schools
Procedures for Initiating an Academic Year Governor’s School, 1998

Health and Physical Fitness
Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV), 1990
Virginia School Health Guidelines, 1998
Guidelines for Specialized Health Care Procedures: Superintendent's Memo Number 196, 1996
Guidance Documents

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 License Renewal Manual, 1998
Local Eligibility License Guidelines, September 2000
Guidelines for the Evaluation of Superintendents, Teachers, and Administrators and Instructional Central Office Personnel, January 2000
Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation, June 2000
Virginia’s High Objective Uniform State Standard of Evaluation (HOUSSE) for Experienced Teachers, January 2004
Virginia’s Definition of Alternate Route for Highly Qualified Teachers, April 2004
Virginia Requirements to Be a Highly Qualified Special Education Teacher, April 2005
Guidelines for Prescribed Professional Teacher’s Examinations, June 2005
Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure, October 2005
Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment, November 2005

Literary Fund

Miscellaneous
Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students, September 2000
Guidelines: Minute of Silence, June 2000
Guidelines for Honorary High School Diplomas for Veterans of World War II, the Korean War, and the Vietnam War, 2002
Guidelines for Establishing Joint or Regional Continuation High Schools or Programs, May 2004
Criteria for Identifying School Divisions for Division-Level Academic Reviews, June 2004
Guidelines for Alternatives to Animal Dissection, July 2004
Criteria for Review of Private Educational Management Companies, April 2005
Eligibility Criteria for Cost-Saving and Service-Sharing Agreements Between School Divisions in the Commonwealth of Virginia, June 2005

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, 2005 (updated annually)

School Safety
Model School Crisis and Emergency Management Plan, November 2002
Policy Regarding Medication Recommendation by School Personnel, August 2002
Guidelines for Drug-Testing in the Public Schools, June 2004

Special Education
Rights and Procedural Safeguards for Special Education Related to Free and Appropriate Public Education, February 2001
Discipline of Students with Disabilities, 2000
Guidelines for the Participation of Students with Disabilities in the Assessment Component of Virginia’s Accountability System, 2002
Guidelines for Participation of Students with Disabilities in Alternate Assessments, 2002

Standards of Accreditation
Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students, 2002
Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations, 2002

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Guidance Documents

Interpretation of Regulations for Certain Transfer Students, 2002
School-Level Academic Review Process, 2003, Revised September 2004

Standards of Learning and Instructional Programs
Criteria for Character Education Programs, February 2000
Objectives for Personal Living and Finance, April 1999
Guidelines for the K-3 Record for Reading and Mathematics, May 1999
Guidelines for Banking-in-School Demonstration Partnership Programs, 2002

Standards of Learning Testing Program
Guidelines for Participation of Limited English Proficient Students in the SOL Assessments, October 1997

Student Discipline
Student Conduct Policy Guidelines, 2004, Revised September 2004 and September 2005

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

Implementation of the No Child Left Behind Act of 2001
Persistently Dangerous Schools and Unsafe School Choice Options, 2002
Guidelines for the Provision of Public School Choice for Students in Title I Schools that are Identified for Improvement Status Under the No Child Left Behind Act of 2001, 2002
Criteria for the Providers of Supplemental Education Services Under the No Child Left Behind Act of 2001, 2002
Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval, 2003, Revised February 2004

Criteria and Process for Adoption of Instructional Models/Programs that Include Instructional Methods to Satisfy Provisions in Regulations Establishing Accrediting Standards for Public Schools in Virginia, 2002, Revised January 2004
Guidelines for School Division Rewards Allowable Under the No Child Left Behind Act of 2001, July 2004
Guidelines for Sanctions/Corrective Actions for Virginia School Divisions in Improvement Status as Required by the No Child Left Behind Act of 2001, October 2004

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.

STATE BOARD OF ELECTIONS
Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. in the office of the State Board of Elections, 9th Street Office Building, 200 North 9th St, Suite 101, Richmond VA 23219. Copies of many forms may be obtained from the State Board website at www.sbe.state.va.us, or by contacting the State Board offices at (800) 552-9745 or FAX at (804) 371-0194.

Questions regarding interpretation or implementation of these documents may be directed to the above office address in person, telephone number, or fax and will be directed to the appropriate staff member.

Certification of Candidate Forms – By General Registrars and Electoral Boards
SBE-505(4), Senate of Virginia, § 24.2-505
SBE-505(5), House of Delegates, § 24.2-505
SBE-505(6), /SBE-612(6), Clerk of Court Shared, §§ 24.2-505 and 24.2-612
SBE-505(7)/SBE-612(7), Commonwealth's Attorney (shared), §§ 24.2-505 and 24.2-612
SBE-505(8)/SBE-612(8), Sheriff (shared), §§ 24.2-505 and 24.2-612
SBE-505(9)/SBE-612(9), Treasurer (shared), §§ 24.2-505 and 24.2-612
SBE-505(10)/SBE-612(10), Clerk of Court, §§ 24.2-505 and 24.2-612
SBE-505(11)/SBE-612(11), Commonwealth’s Attorney, §§ 24.2-505 and 24.2-612
SBE-505(12)/SBE-612(12), Sheriff, §§ 24.2-505 and 24.2-612
SBE-505(13)/SBE-612(13), Commissioner of Revenue, §§ 24.2-505 and 24.2-612
SBE-505(14)/SBE-612(14), Treasurer, §§ 24.2-505 and 24.2-612
Guidance Documents

SBE-505(15)/SBE-612(15), Board of Supervisors, §§ 24.2-505 and 24.2-612
SBE-505(16)/SBE-612(16), County Board, §§ 24.2-505 and 24.2-612
SBE-505(17)/SBE-612(17), City Council Offices, §§ 24.2-505 and 24.2-612
SBE-505(18)/SBE-612(18), Town Council Offices, §§ 24.2-505 and 24.2-612
SBE-505(19)/SBE-612(19), City School Board, §§ 24.2-505 and 24.2-612
SBE-505(20)/SBE-612(20), Town School Board, §§ 24.2-505 and 24.2-612
SBE-505(21)/SBE-612(21), Local Vacancy – November w/June Filing Deadline, §§ 24.2-505 and 24.2-612
SBE-505(22)/SBE-612(22), Local Vacancy – November w/August Filing Deadline, §§ 24.2-505 and 24.2-612
SBE-505(23)/SBE-612(23), County School Board, §§ 24.2-505 and 24.2-612
SBE-505(24)/SBE-612(24), Soil and Water Conservation Director, §§ 24.2-505 and 24.2-612
SBE-505(25)/SBE-612(25), Local Vacancy – May Election, §§ 24.2-505 and 24.2-612
SBE-505(26)/SBE-612(26), Local Vacancy – Other than May or November, §§ 24.2-505 and 24.2-612

Certification of Candidates by Political Party Chairs
SBE-511(1), U. S. Senate, § 24.2-511
SBE-511(2), U. S. House of Representatives, § 24.2-511
SBE-511(3), Governor, Lieutenant Governor, Attorney General, § 24.2-511
SBE-511(4), Senate of Virginia, § 24.2-511
SBE-511(5), House of Delegates, § 24.2-511
SBE-511(6), Clerk of Court, § 24.2-511
SBE-511(7), Commonwealth’s Attorney (shared), § 24.2-511
SBE-511(8), Sheriff (shared), § 24.2-511
SBE-511(9), Treasurer (shared), § 24.2-511
SBE-511(10), Clerk of Court, § 24.2-511
SBE-511(11), Commonwealth’s Attorney, § 24.2-511
SBE-511(12), Sheriff, § 24.2-511
SBE-511(13), Commissioner of Revenue, § 24.2-511
SBE-511(14), Treasurer, § 24.2-511
SBE-511(15), Board of Supervisors, § 24.2-511
SBE-511(16), County Board, § 24.2-511
SBE-511(17), City Council Offices, § 24.2-511
SBE-511(21), Local Vacancy – November w/June Filing Deadline, § 24.2-511
SBE-511(22), Local Vacancy – November w/August Filing Deadline, § 24.2-511

Method of Nomination – By Political Party Chairs
SBE-516(1A), President, § 24.2-516
SBE-516(1B), U. S. Senate, § 24.2-516
SBE-516(2), U. S. House of Representative, § 24.2-516
SBE-516(3), Governor, Lieutenant Governor, Attorney General, § 24.2-516
SBE-516(4), Senate of Virginia, § 24.2-516
SBE-516(5), House of Delegates, § 24.2-516
SBE-516(6), Clerk of Court, § 24.2-516
SBE-516(7), Commonwealth’s Attorney (shared), § 24.2-516
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SBE-516(9), Treasurer (shared), § 24.2-516
SBE-516(10), Clerk of Court, § 24.2-516
SBE-516(11), Commonwealth’s Attorney, § 24.2-516
SBE-516(12), Sheriff, § 24.2-516
SBE-516(13), Commissioner of Revenue, § 24.2-516
SBE-516(14), Treasurer, § 24.2-516
SBE-516(15), Board of Supervisors, § 24.2-516
SBE-516(16), County Board, § 24.2-516
SBE-516(17), City Council Officers, § 24.2-516
SBE-516(21), Local Vacancy, § 24.2-516

Candidate Forms
SBE-505/520, Declaration of Candidacy, Rev 12/04, §§ 24.2-505, 520
SBE-545, Petition of Qualified Voters for Presidential Primary, Rev 12/04, § 24.2-545
SBE-543, Petition of Qualified Voters for Electors for President and Vice President, Rev 12/04, § 24.2-543
SBE-506/521, Petition of Qualified Voters (all other offices), Rev 12/04, §§ 24.2-506 and 24.2-521
SBE-501(1)/542, Certificate of Candidate Qualification for Elector for President and Vice President, Rev 12/04, §§ 24.2-501 and 24.2-542
SBE-501(2), Certificate of Candidate Qualification for Member of United States Senate, Rev 12/04, § 24.2-501
SBE-501(3), Certificate of Candidate Qualification for Member, House of Representatives, Rev 12/04, § 24.2-501
SBE-501(4), Certificate of Candidate Qualification for Governor and Lieutenant Governor, Rev 12/04, § 24.2-501
SBE-501(5), Certificate of Candidate Qualification for Attorney General, § 24.2-501
SBE-501(6), Certificate of Candidate Qualification for General Assembly, § 24.2-501
SBE-501(7), Certificate of Candidate Qualification for Local Office, § 24.2-501
SBE-501(8), Certificate of Candidate Qualification for City or Town Officer, § 24.2-501


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Candidate Bulletins

Note: Bulletins for special elections are issued as needed.

Federal Law, Deadlines and Ballot Access Requirements for President, Rev 12/04, Title 24.2
U.S. Senate, Title 24.2
U.S. House of Representatives, Rev 3/04, Title 24.2
Statewide Office, Rev 12/04, Title 24.2
House of Delegates, Rev 12/04, Title 24.2
Local Offices (November), Rev 12/04, Title 24.2
City Offices (May), Rev 11/03, Title 24.2
Town Offices (Vienna) [May], Rev 12/04, Title 24.2
Towns Offices (Floyd) [November], Rev 12/04, Title 24.2
Do's and Don'ts on a Primary Election Day, Rev 12/04, Title 24.2
Guidelines for Pollworkers and Authorized Representatives - Primary Election, Rev 12/04, Title 24.2
Do's and Don'ts on a General or Special Election Day, Rev 12/04, Title 24.2
Guidelines for Pollworkers and Authorized Representatives – General and Special Elections, Rev 12/04, Title 24.2

Referendum Documents

SBE-684.1(1), Petition of Qualified Voters for Referendum, Rev 12/04, § 24.2-684.1
Statement of Petitioner for Local Referendum, Rev 12/04, Title 24.2
Certificate of Receipt and Acceptance for Local Referendum, Rev 12/04, Title 24.2
Bulletin - Referendum Provisions - In General, Rev 12/04, Title 24.2
Bulletin - Direct Election of School Board Members, Rev 12/04, Title 24.2
Bulletin - Pari-Mutuel Wagering. Rev 12/04, Title 24.2

Voter Registration

VA-NVRA-1, Virginia Voter Registration Form, Rev 6/04, § 24.2-418
SBE-418A 10M, Household Voter Registration Data, Rev 6/97, § 24.2-418
SBE-03P, Authorization to Cancel Voter Registration, Rev 12/94, § 24.2-427
SBE 422, Denial of Application for Virginia Voter Registration, Rev 3/98, § 24.2-422
SBE-410, Adjudication of Incapacitated Form, Rev 12/98, § 24.2-410

Absentee Voting Materials

SBE-701, Absentee Ballot Application Rev 7/03, §§ 24.2-700, 24.2-701
SBE-706-1, Ballot Within (Envelope A), Rev 8/99, § 24.2-706
SBE-706-2, Ballot(s) [Envelope B], Rev 5/04, § 24.2-706
SBE-705.1, Business/Personal/Medical Emergency AB Application, Rev 7/04, § 24.2-705.1
SBE-705, Emergency Absentee Ballot Application, Rev 7/01, § 24.2-705
SBE-710-1, Emergency AB Applicants List, Rev 9/99, § 24.2-710
SBE-710-2, Business/Personal/Medical Emergency AB Applicants List, Rev 7/01, § 24.2-710
SBE-706-4, Instructions Voting An AB [All others], Rev 12/03, § 24.2-706
SBE-706-4.BC, Instructions Voting An AB [Punch Card Only], Rev 12/03, § 24.2-706
SBE-706-4ES&S, Instructions Voting An AB [iVotronic Only], Rev 12/03, § 24.2-706
SBE-706-4.MS, Instructions Voting An AB [Accu-Vote and Marksense], Rev 12/03, § 24.2-706
SBE-706-4Optech, Instructions Voting An AB [Optech], Rev 12/03, § 24.2-706
SBE-706-4Patriot, Instructions Voting An AB [Patriot Only], Rev 12/03, § 24.2-706
SBE-706-4UOCAVA, Instructions Voting An AB [All others – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706
SBE-706-4BC_UOCAVA, Instructions Voting An AB [Punch Card Only – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706
SBE-706-4ES&S_UOCAVA, Instructions Voting An AB [iVotronic Only – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706
SBE-706-4MS_UOCAVA, Instructions Voting An AB [Marksense – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706
SBE-706-4Optech_UOCAVA, Instructions Voting An AB [Optech – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706
SBE-706-4Patriot_UOCAVA, Instructions Voting An AB [Patriot Only – For Uniformed and Overseas Voters], Rev 7/04, § 24.2-706
SBE-705.2, Instructions Voting An Emergency AB [All others without a CAP], Rev 9/99, § 24.2-705
SBE-705.2-CAP, Instructions Voting An Emergency AB (CAP) [All Others with a CAP], Rev 9/99, § 24.2-705
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**Officer Instructions**

| Election Day Guide - Accu-Vote, Rev 11/05, § 24.2-600 et seq. |
| Election Day Guide - ACCU-VOTE [Tele-Results], Rev 11/05, § 24.2-600 et seq. |
| Election Day Guide – AVC, Rev 11/05, § 24.2-600 et seq. |
| Election Day Guide - CAP - Punchcard and Marksense, Rev 11/05, § 24.2-600 et seq. |
| Election Day Guide - Optech III PE or Insight, Rev 11/05, § 24.2-600 et seq. |
| Election Day Guide - PBC IIIID, Rev 11/05, § 24.2-600 et seq. |
| Election Day Guide – AVS WINvote, Rev 11/05, § 24.2-600 et seq. |
| Election Day Guide – Sequoia Edge, Rev 11/05, § 24.2-600 et seq. |
| Election Day Guide – Hart eSlate, Rev 11/05, § 24.2-600 et seq. |
| What if...Quick Reference To Problems, Rev 06/05, Title 24.2 |

**Posters and Signs**

| SBE-613, Explanation of Political Party Abbreviations [November Elections Only], Rev 6/04, § 24.2-613 |
| SBE-643S, Attention All Voters, Rev 3/01, § 24.2-643 |
| Full Legal Name Signs, § 24.2-643 |
| Notice - New Procedure [Accu-Vote, Optech & Punchcard], § 24.2-600 et seq. |
| SBE-604, Prohibited Area And Activities Signs, Rev 1/04, § 24.2-604 |
| SBE-HAVA-2, Election Date and Hours Notice [Federal Elections Only], 42 USCS § 15482(b)(1)(B) § 24.2-603 |
| SBE-HAVA-3, Voter ID Requirements [federal elections only], Rev 7/04, 42 USCS § 15483(b) § 24.2-643 |
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SBE-HAVA-4, Voters Rights and Responsibilities Poster (includes instructions on voting a provisional [conditional] ballot) For All Elections, Rev 7/04, 42 USCS § 15301 et seq., § 24.2-600 et seq.

SBE-HAVA-5, Provisional Voter Notice, Rev 7/04, 42 USCS § 15482, § 24.2-653

Reports
Ballot Record Report – Marksense, Rev 99, § 24.2-600 et seq.
Incident Report – Marksense and Punchcard, § 24.2-600 et seq.

Statement of Results
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iVotronic, Rev 11/04, § 24.2-667
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Winvote Voting System, Rev 11/04, § 24.2-667

Statement of Voter Forms
SBE-708, Absentee Ballot Not Received, Rev 8/99, § 24.2-708
SBE-643B, Affirmation of Identity, Rev 7/00, § 24.2-643
SBE-649, Request for Assistance/Affirmation of Eligibility, Rev 7/04, § 24.2-649
SBE-651 (PVP), Affirmation of Eligibility [Presidential Ballot Only], Rev 7/04, § 24.2-651

Voting Machine Checklists
SBE-632(3), AVM-NP (non-printer), § 24.2-632
SBE-632(5), AVM-RL (printer with rigid pointers), Rev 2/96, § 24.2-632
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Ballots and Voting Equipment
SBE-612, Certificate of Number of Ballots Ordered to Be Printed, Rev 6/04, § 24.2-612
Fax Certification of Ballot Content Accuracy By Secretary of the Electoral Board or General Registrar, § 24.2-612
Voting Equipment Testing and Programming – Certification of Completion by Electoral Board, §§ 24.2-632, and 24.2-633

Abstracts
Note: Abstract forms are routinely updated to reflect the candidates running for the specific offices in November general Elections, May elections, primaries, and special elections and are all created in order for the electoral boards to provide the information to SBE necessary to implement § 24.2-675.

Abstracts of Votes for Electors for President and Vice President of the United States
Abstracts of Votes for Write-Ins Certification - Electors for President and Vice President
Abstracts of Votes for Member, United States Senate
Abstracts of Votes for Member, House of Representatives
Abstracts of Votes for Governor
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Abstracts of Votes for Attorney General
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Abstracts of Votes for Clerk of Court (shared by a county and one or more cities)
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Recount Documents

Note: All Recount documents were created to implement the various provisions of Chapter 8 of Title 24.2.

PB-I, Instructions for Recount Officials Paper Ballots Only
PB-II, Instructions for Recount Coordinators Paper Ballots Only
AB-I, Instructions for Recount Officials Lever Machines and Paper Ballots
AB-II, Instructions for Recount Coordinators Lever Machines and Paper Ballots
DE-I-Paper, Instructions for Recount Officials DRE and Paper Ballots
DE-II-Paper, Instructions for Recount Coordinators DRE and Paper Ballots
DE-I-PC, Instructions for Recount Officials DRE and PBC-IIID Punchcard Tabulators
DE-II-PC, Instructions for Recount Coordinators DRE and PBC-IIID Punchcard Tabulators
DE-I-MS, Instructions for Recount Officials DRE and Marksense Ballot Tabulators
DE-I-MS, Instructions for Recount Coordinators DRE and Marksense Ballot Tabulators
MS-I, Instructions for Recount Officials Marksense Ballot Tabulators
MS-II, Instructions for Recount Coordinators Marksense Ballot Tabulators
SBE-654R6, Recount Reimbursement - Officer of Election, Rev 12/01
SBE-654R7, Recount Reimbursement – Alternate, Rev 12/01

Campaign Finance

Virginia’s Campaign Finance Disclosure Act: Summary of Laws and Policies for Candidates, Political Committees, and Persons, Rev. 7/05, § 24.2-903

Virginia’s "Stand By Your Ad" Law: Summary of Law and Policies for Candidates, Political Committees, and Persons, Rev. 7/05, § 24.2-903
Form 908, Statement of Organization: Political Committee, Rev. 1/05, § 24.2-908
2005 Regular Report Filing Cover Sheet, Rev. 1/05, § 24.2-914
Form 920P, Final Report Filing Cover Sheet, Rev. 12/04, § 24.2-920
Form 906.1, Request for Exemption from E-Filing Agreement, Rev. 12/04, § 24.2-914.1
Form 914.1P, Recind Request for E-Filing Agreement, Rev. 12/04, § 24.2-914.1
Form 904, Statement of Organization: Candidate, Rev. 12/04, § 24.2-904
2004 and 2005 Regular Report Filing Cover Sheet, Rev. 12/04, § 24.2-914
Form 920C, Final Report Filing Cover Sheet, Rev. 12/04, § 24.2-920
Form 919, Large Pre-Election Contribution Form, Rev. 12/04, § 24.2-919
Form 919.1, Large Contribution Form for Board of Supervisors and City and Town Council Candidates, Rev. 12/04, § 24.2-919.1
Form 906.1R, Exemption from Reporting Requirements Form, Rev. 12/04, § 24.2-906.1
SBE-906.1B, Recind Request for Exemption, Rev. 4/02, § 24.2-906.1
SBE-914.1 A-I, Reporting Forms, Rev. 12/03, §§ 24.2-914, and 24.2-914.1
Form 910.1, Independent Expenditure Form, Rev. 12/04, § 24.2-910.1
Approved Vendor Agreement (for Campaign Finance e-filing), Rev. 12/04, § 24.2-900 et seq.

General Registrar and Electoral Board Guidance

SBE-119, Certificate of Eligibility for Appointment to Electoral Board, Rev. 12/98, § 24.2-119
VVRS User's Guide, Rev. 7/04, § 24.2-404
Electronic Precinct Record Listing Program User's Manual, § 24.2-444
Electronic Alpha Roster Program User's Manual, § 24.2-404
General Registrar and Electoral Board Manual, Rev. 10/04, Title 24.2
Guidelines for Conducting Voter Registration Drives, Rev. 1/04, § 24.2-416.6
Virginia Recount Standards, Rev. 7/02, § 24.2-800 et seq
List of Those Who Voted Instructions, Rev. 4/04, § 24.2-600 et seq.
GUIDANCE DOCUMENTS

Voting Equipment Replacement Policy and Procedures, Rev. 3/04, 42 USCS § 15301 et seq.

Emergency Voting Procedures for Military and Pilot Program Information, Rev. 11/04, § 24.2-631

Weekly Newsletter to Election Officials, Title 24.2

Voting Equipment Vendors

The Virginia Voting Systems and Equipment Certification Guidelines: Submission Procedures, Rev. 6/04, § 24.2-628

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 of Unemployment Insurance Program documents 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. Copies of Workforce Investment Act documents are available on the VEC’s Internet site at http://www.vec.state.va.us/wia.cfm?loc=wia&info=vaplans or by contacting Caprichia Thurston at the Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 371-5365 or FAX (804) 225-2190. Unless otherwise indicated, there is a $1 per document copying charge.

Questions regarding interpretation or implementation of Unemployment Insurance 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. Questions regarding interpretation or implementation of Workforce Investment Act documents may be directed to Caprichia Thurston at the Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358, telephone (804) 371-5365 or FAX (804) 225-2190. Unless otherwise indicated, there is a $1 per document copying charge.

Unemployment Insurance Guidance Documents:

Precedent Decision Manual, revised January 1997, § 60.2-100 et seq., and 16 VAC 5-10, $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

Field Operations Bulletin Manual, revised January 29, 1997, Title 60.2 Chapters 2 and 6, 16 VAC 5-10, $10

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, 15, 1957, § 60.2-618(1)

Commission Decision 5909-C, Mahew v. Capitol Concrete Rental Corporation, issued March 12, 1937, § 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, Winisky 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)
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Commission Decision 11446-C, Wertz v. Russell Transfer, Inc., issued January 10, 1979, § 60.2-618(2)
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Commission Decision 25853-C, Stevens v. Copy Systems, issued December 12, 1985, § 60.2-618(2)
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Commission Decision 29748-C, Shelton v. Department of Labor, issued April 12, 1988, § 60.2-618(2)
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Commission Decision 30317-C, Hodge v. Sentara Nursing Center, issued May 2, 1992, § 60.2-618(2)
Commission Decision 30397-C, Blount v. D.G.S.C., issued June 30, 1988, § 60.2-618(2)
Commission Decision 30470-C, Summers v. Turn-Key Homes, Inc., issued July 8, 1988, § 60.2-618(2)
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Workforce Investment Act Guidance Documents:

All documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652.

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Virginia’s Unified WIA Plan, revised according to USDOL comments, and resubmitted on 5/30/200

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Virginia Workforce Training Oversight Assessment Guide

PY03 Local Plan Guidance

PY2001-PY2003 Local Planning Guidance, as approved by the Virginia Workforce Council

Virginia Memorandum of Understanding Guide

FGM #00-01 Consumer Reports System
FGM # 00-02 Implementation of Interim Data Collection and Reporting System

FGM #01-01 Follow-up Services
FGM #01-02 Employed Worker Response
FGM #01-03 Memoranda of Understanding Guidelines

FGM #01-04 Local WIA Program Policy Implementation
FGM #02-01 FGM Board Staff Costs
FGM #02-02 Clarification of the Term “School Dropout”
FGM #02-03 Carrying Over WIA Funds
FGM #02-04 Local Area WIA Funds Transfer Procedures
FGM #02-05 Sanctions for Unacceptable Performance
FGM #02-06 2002 Poverty and 70% Lower Living Standard Income Levels

FGM #02-07 Definition of Family
Q&A DOL WIA Transition and Implementation Issues
Q&A WIA Local Roles and Responsibilities
Q&A WIA Title I Funding to Localities in Virginia
Q&A Transition to a One Stop System in Virginia
Q&A Youth and Summer Program 2000 Guidance
Q&A Transition to WIA
Q&A WIA Overview for Virginia

Health Coverage Tax Credit Guidance Documents

HCTC Application Process, Step-By-Step Instructions
HCTC Gap Filler Grant Application
HCTC Q&A
HCTC Notice

DEPARTMENT OF EMPLOYMENT DISPUTE RESOLUTION

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. at the Department of Employment Dispute Resolution (EDR), 830 E. Main Street, Suite 400, Richmond, VA 23219. A single copy may be obtained free of charge by contacting Doris Harris-Price at the same address, telephone (804) 786-7994, toll free (888) 232-
Guidance Documents

3842, FAX (804) 786-0100 or e-mail administrator@edr.virginia.gov. EDR reserves the right to charge a reasonable fee for multiple copies. All documents are posted on EDR’s website at www.edr.virginia.gov. EDR does not charge for the downloading of these documents.

Questions regarding interpretation or implementation of the documents may be directed to Claudia T. Farr, Director, Department of Employment Dispute Resolution, 830 E. Main Street, Suite 400, Richmond, VA 23219, telephone (804) 786-7994, toll free (888) 232-3842, FAX (804) 786-0100 or e-mail administrator@edr.virginia.gov.

Guidance Documents:

Grievance Procedure Manual, revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Rules for Conducting Grievance Hearings, revised August 30, 2004, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Mediation Guidelines, revised October 18, 2002, §§ 2.2-1000 et seq. and 2.2-3000 et seq.

Note: EDR publishes fact-specific grievance rulings and hearing decisions on EDR’s website at www.edr.virginia.gov. EDR does not charge for the downloading of rulings or decisions.

DEPARTMENT OF ENVIRONMENTAL QUALITY

The Department of Environmental Quality has numerous documents in use that 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 that follows contains documents prepared by the department. It does not include documents that 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.

The majority of the guidance documents are available, at no charge, on the Virginia Regulatory Town Hall website: www.townhall.virginia.gov. Requests for copies of those documents not available electronically on the Town Hall or 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) 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:

Southwest Regional Office, 355 Deadmore Street, P.O. Box 1688, Abingdon, VA 24210, telephone (276) 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.

2172, Enforcement Manual, 12/01/1999

Guidance documents pertaining to specific boards or regulations under Department of Environmental Quality

Air Pollution Control Board

2172, Enforcement Manual, 12/01/1999

2672, Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency, 09/01/2005

2692, Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001), 10/26/2005


2159, Ability to Pay Guidance: Local Governments, 07/01/2002

2160, Ability to Pay Guidance: Bankrupt Entities, 01/01/2002

2161, Ability to Pay Guidance: Corporations, 07/01/2002

2162, Ability to Pay Guidance: Individuals, 07/01/2002

2163, Ability to Pay Guidance: Partnerships, 07/01/2002

2205, Air Permitting Guidelines, New and Modified Sources, 01/05/1996

2204, Interim Guidance, Shell Buildings, 01/30/1987

2181, Public Participation Requirements prior to issuing any permit for the construction of a new major stationary source or major modification to an existing source pursuant to Section

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2185, Promulgation of Municipal Solid Waste Landfill Procedures and Boilerplate Permits (Memo No. 99-1005), 09/01/1999

2275, Municipal Solid Waste Landfill Procedures and Boilerplate Permits, 09/01/1999

2842, Permitting and Compliance Issues for Non-road Internal Combustion Engines, 12/01/1999

2843, Internal Combustion Engine, 12/01/1999

2213, Boilerplate and Procedures for Poultry Incinerator Permits (Memo No. 02-1005), 07/11/2002

2223, Exemption for Poultry Incinerators (Memo No. 03-1008), 10/31/2003

2196, Incinerator Procedure for Writing New and Modified Permits, 02/24/1998

2276, Stone Processing Procedure for Writing New and Modified Permits, 04/21/1998

2194, Coal Preparation Procedure for Writing New and Modified Permits, 04/21/1998

2201, Wood Fired Boiler Procedure for Writing New and Modified Permits, 08/14/1998

2200, Residual Oil Procedure for Writing New and Modified Permits for Boilers, 09/17/1998

2198, Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers, 11/04/1998

2202, Wood Coating Procedure for Writing New and Modified Permits, 11/05/1998


2195, Concrete Plant Procedure for Writing New and Modified Permits, 02/22/1999

2192, Asphalt Plant Procedure for Writing New and Modified Permits, 06/02/1999

2197, Miscellaneous Coatings Procedure for Writing New and Modified Permits, 08/10/2000

2199, Printing Procedure for Writing New and Modified Permits, 08/10/2000

2225, Procedures for Testing Facilities Subject to Emission Standards for Volatile Organic Compounds, 07/01/1991


2228, Procedures for Maintaining Records for Surface Coating Operations and Graphic Arts Printing Processes, 07/01/1991

2229, Procedures for Preparing and Submitting Emission Statements for Stationary Sources, 01/01/1993

2230, Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities, 01/01/1993

2232, Implementation of the Prevention of Significant Deterioration (PSD) of Air Quality Program, 01/01/1993

2233, Factors to be Considered in Determining the Suitability of a Proposed Facility to Locate at a Particular Site, 09/11/1987

2234, Control Technology Requirements for Emissions of NOx from Electric Generating Combined Cycle Turbines, 12/01/2002

2357, Public Comments at State Air Pollution Control Board Meetings, 02/25/2004

2236, Complaints, 08/09/2001

2237, Inspections, 09/14/2001

2238, Visible Emissions Evaluations, 03/20/2003

2239, CEM Audit Evaluation, 03/19/2003


2241, Title V Report/Certification Evaluations, 03/01/2002

2242, VOC Testing, 10/23/1997

2243, Particulate Testing: Role of Agency Observer, 05/26/1998

2244, VOC Sampling and Analysis, 03/28/2002

2245, Review of CEM Reports, 11/14/2002

2246, The NOx Trading Program, 06/06/2003

2599, Tax Certifications, 11/22/2004

2247, Compliance Assistance, 09/23/2003

2248, Professional Responsibilities and Conduct of Mobile Source Operations Staff, 08/22/2000

2249, Field Activity Procedures, 12/19/2000

2250, Station/Facility Permitting/Certification and Renewal Procedures, 08/17/2000


2265, Procedures for Operating State Vehicles, 02/23/2001


2253, Vehicle Emissions Inspection Station Recognition Program, 08/16/2000

2254, Exemption of Non-Conforming Vehicles, 03/01/2000

2255, Special "Covert" Inspection Procedures, 12/20/2000

2256, Kit-Car Vehicles, 08/17/2000

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2258, Remote Visual Observation Inspection Procedures, 07/24/2000
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2262, Guide to Compliance Requirements for Dry Cleaners, 03/17/1994
2263, Fact Sheet - Wood Furniture Operations, 12/13/1996
2264, Fact Sheet - Lithographic Printing Processes, 07/01/1996
2265, Fact Sheet - Flexographic, Rotogravure, and Publication Rotogravure Printing Lines, 07/01/1996
2266, Fact Sheet - Small Business Assistance Program, 12/17/1997

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2281, Virginia Litter and Recycling Educational Projects, 12/01/2003
2282, Litter Prevention and Recycling Grant Programs, 12/01/2004
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1397, Spiking Requirements for Metals Analysis, 03/23/2000
1398, Notification of Acceptance for Coverage by a General Permit, 05/12/2000
1399, Protocol for DEQ Action in the Event Unpermitted Discharges are Identified, 08/22/2000
1400, Guidance on Preparing VPDES Permit Limits based on Water Quality Standards for Toxics, 08/24/2000
1401, QL Related Update to Guidance Memo 00-2011 - Amendment 4 (1-3 no longer effective)), 04/10/2003
1477, Toxics Management Program Implementation, 08/24/2000
2602, Quality Assurance Project Plan for the Alternate Water Supply Program, 09/07/2000
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1403, Chain of Custody Policy and Procedures, 10/23/2000
1404, Implementation of the VPA General Permit Regulation for Poultry Waste Management, 11/30/2000
1407, Use of USGS 1980 Hydrologic Unit Map of the US to Determine Appropriate Hydrologic Unit Code for Compensatory Mitigation using Mitigation Bank Credits, 01/08/2001

State Water Control Board
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2283, Virginia Brownfield Remediation Loan Program Guidelines, 05/01/2003
2284, Virginia Land Conservation Loan Program Guidelines, 10/28/2003
2285, Virginia Water Quality Improvement Fund - Guidelines, 11/01/1999
2286, Virginia Wastewater Revolving Loan Fund Program Design Manual, 05/16/2001
2287, Procedural Guidelines for Virginia’s Wastewater Revolving Loan Fund, 02/01/2004
2288, Virginia Agricultural BMP Loan Program Guidelines, 05/01/2005
2355, Public Comment at State Water Control Board Meetings, 02/25/2004
2623, Procedure for Uncontested Termination of Ground Water Withdrawal Permits and Special Exceptions, 03/08/2005
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2676, Procedural Guidlines for Virginia’s Wastewater Revolving Loan Fund, 10/26/2005
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1410, Interim Guidance for Spray Irrigation and Reuse of Wastewater, 01/18/2001
1413, Implementation Guidance for December 2000 Revisions to the VPDES Permit Regulation, 03/15/2001
1414, Numbering of Outfalls for VPDES Permits, 03/21/2001
1451, Monitoring Toxic Trace Metals in Surface Waters, 04/16/2001
1416, Siting of Storm Water BMPs in Surface Waters and the Application of Temperature Standard to Impoundments, 04/18/2001
1417, Checklists for Wastewater Laboratory Inspections, 05/03/2001
1418, Checklists for Wastewater Laboratory Inspections - Amendment 2, 05/10/2002
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1419, Implementation Guidance for Reissuance of the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD, 05/15/2001
1420, Implementation Guidance for Reissuance of the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD - Amendment 1, 07/25/2001
1421, DEQ Staff Biosecurity Procedures and Response to Suspected or/and Confirmed Outbreak of Foot & Mouth Disease, 05/21/2001
1486, Implementation of the Reissued VPDES General Permit for Seafood Processing Facilities, 06/05/2001
1424, Implementation of Amendments to the VPDES Permit Regulation and General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD - Local Government Ordinance Form, 07/17/2001
1425, Virginia Department of Transportation Interagency Transfer Process for Permit Application Fees, 07/26/2001
2295, Petroleum Storage Tank Compliance Manual, 10/12/2001
1426, EPA Review of VPDES Permit - Addendum 1, 11/19/2002
1427, Confined Animal Feeding Operation (CAFO) Inspection Checklist, 01/23/2002
1455, Targeted Lake and Reservoir Monitoring, 04/08/2002
1429, VPDES-VPA Inspection Strategy, 05/06/2002
1432, Water Compliance Auditing Manual, 07/03/2002
1433, Clarification of Farm or Stock Pond Exemption from Virginia Water Protection Permit Program Requirements, 07/03/2002
1434, Determination of Service Areas for Compensatory Mitigation Banks, 07/12/2002
1436, Repeal of the Sewerage Regulations and VDH's Adoption of Sewage Collection and Treatment Regulations, 08/07/2002
1437, Issuance of Virginia Water Protection Permits for Surface Water Impacts in the Potomac River, 08/07/2002
1438, Implementation of the Reissued VPDES General Permit for Car Wash Facilities, 08/21/2002
1440, Implementation of the Reissued VPDES General Permit for Car Wash Facilities - Amendment 1, 09/16/2002
1441, Revision to Petroleum Clean-up AAF Verification Procedures, 10/24/2002
1443, MTBE Corrective Action Requirements, 11/20/2002
1444, Reporting Operator Misconduct or Convictions, 01/07/2003
1448, Interpretation for Water Monitoring of Guidance Memo 00-2016 - Chain of Custody Policy and Procedures, 01/24/2003
1447, Managing Water Monitoring Programs While Under Reduced Resources, 02/10/2003
1474, Permitting ISTEA Exempted Municipally Owned Industrial Activity Storm Water Discharges, 03/19/2003
1470, Implementation of Bacteria Standards in VPDES Permits, 03/27/2003
1472, Implementation Guidance for Reissuance of VPDES General Permit for Cooling Water Discharges, 04/10/2003
1471, Procedures for Administering Refunds of Water Permit Fees, 04/14/2003
2293, HSPF Model Calibration and Verification for Bacteria TMDLs, 09/03/2003
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2294, Method for Calculating E. Coli TMDLs based on Fecal Coliform Modeling, 09/03/2003
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2160, Ability to Pay Guidance: Bankrupt Entities, 01/01/2002
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1337, Use of State Model by Consultants, 07/02/1990
1338, Permits/Certificates Approved at Board Meetings, 02/01/1991
1454, Purchase of Sample Containers, 02/20/1991
1453, Sample Volumes for Nonmetals Lab, 02/20/1991
1339, Modifications to September 8, 1989 Guidance Memo VPDES Permitting Strategy for Discharges Resulting from UST Remediation Projects and Similar Projects, 10/01/1991
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1342, Pretreatment Program Priorities, 02/27/1992
1344, Authorization to Issue Certifications for Tax Exemptions, 03/09/1992
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1346, Virginia Pollution Abatement (VPA) Permit Manual, 06/01/1992
1347, Virginia Pollution Abatement (VPA) Permit Program, 08/28/1992
1348, Virginia Pollution Abatement (VPA) Manual Update-New PAN Uptake Tables, 04/07/1993
1349, DEQ Water Division Water Purification Systems Contaminants, 04/20/1993
1350, Procedures for Processing VPA Permits for the Food Processing Category, 09/20/1993
1353, Classification of Effluent/Water Quality Limiting Segments and Relationship with Antidegradation Tiers, 03/22/1994
1354, Calcium Carbonate Equivalence Testing Requirements, 10/20/1994
1355, Implementation of the VPA General Permit for Confined Animal Feeding Operations, 11/16/1994
1356, VPA Farm Fertilizer and Chemical Dealerships, 12/22/1994
1357, VPA Land Application of Water Treatment Plant Residuals, 01/19/1995
1358, Updated Technical Criteria for VPA Industrial Land Application Program, 09/28/1995
1359, General Permits, 11/03/1995
1360, Nutrient Management Plans for Activities Covered Under the VPA General Permit for Confined Animal Feeding Operations, 11/06/1995
1361, VPA Permit Application Forms Revision, 11/06/1995
1366, Storm Water Permitting, 03/15/1996
1367, OandG/TPH Limits for Certain Effluents, 04/09/1996
1369, Evaluation of Calibration Curve Linearity, 09/18/1996
1370, Obtaining Dissolved Metals Data, 11/19/1996
1371, Obtaining Dissolved Metals Data - Amendment 1, 12/02/1996
1372, Obtaining Dissolved Metals Data - Amendment 2, 04/10/2003
1373, VPDES Toxic Management Program, 01/03/1997
1374, Holding Time Requirements, 03/14/1997
1452, Standard Operating Procedure for the Electronic File Transfer of Data Sets from the National Computing Center STORET Database to a PC, 09/12/1997
1378, Reduced Monitoring, 05/04/1998
1379, Evaluation of Calibration Curve Linearity, 09/16/1998
1381, VPDES Permit and VPA Permit Ground Water Monitoring Plans, 09/30/1998
1382, Inspection Checklists for Analyses of Mercury by Cold Vapor and Metals, 11/04/1998
1385, Use of Method 1664 for Total Petroleum Hydrocarbons (TPH) Determination in VPDES Permits, 02/26/1999
1388, Ground Water Withdrawal Permit Procedures Manual, 06/16/1999
1390, Implementation Guidance for Reissued VPDES General Permit for Nonmetallic Mineral Mining, 06/29/1999
1392, Implementation of the VPDES General Permit for Storm Water Discharges Associated with Industrial Activity, 07/16/1999
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2683, Checklists for Wastewater Laboratory Inspections - Amendment 4A, 10/05/2005
2657, Clarification of Statistical Inventory Reconciliation Release Detection Guidance for Underground Storage Tanks - Amendment 1, 07/28/2005
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2399, Implementation of the VPDES General Permit for Discharges from Petroleum Contaminated Sites - Amendment 1, 08/03/2004
2312, Assigning Operator License Classes, 01/20/2004
2313, Certification of Operator Requirements, 01/20/2004
2311, Permit Reviews and Issuance for VWP Applications Involving Water Withdrawal and Minimum In-Stream Flows, 01/20/2004
2529, Water Quality Monitoring Consolidated Guidance Memorandum - Amendment 1, 11/01/2004
2351, Avoidance and Minimization of Impacts to Surface Waters, 02/06/2004
2354, Guidance on Wetlands Created During Mining Operations, 02/24/2004
2378, Public Participation Procedures for Water Quality Management Planning, 05/12/2004
2379, Implementation of the VPDES General Permit Regulation for Nonmetallic Mineral Mining Facilities - 2004 Reissuance, 05/17/2004
2384, Coordination of Water Permit Programs with the Dept. of Health, 05/25/2004
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2465, Requirements for VWPP to Impact Wetlands within Storm Water Best Management Practices, 09/27/2004
2527, Revised Commercial Laboratory Inspection Procedures, 10/27/2004
2528, Significant Figures for Discharge Monitoring Reports, 10/29/2004
2553, Guidance for Exceptional State Waters Designations in Antidegradation Policy Section of WQS Regulation, 11/15/2004
2569, Procedures for Establishing Boating No Discharge Zones, 11/29/2004
2597, 2004 Joint Permit Application Form for Virginia Water Protection Permits, 12/10/2004
2598, Virginia Water Protection Permit Program Staff Manual, 12/10/2004
2617, Final 316(b) Phase II Rule Implementation, 01/25/2005
2618, Procedure for Terminating Uncontested Permits, 02/04/2005
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2630, Procedures-Closure or abandonment of Lagoon or Sewage Treatment Works, 04/14/2005
2631, Virginia Petroleum Storage Tank Fund Third Party Disbursement Guidelines, 04/15/2005
2632, Pollution Response Program (PREP) Manual, 04/15/2005
2644, Determining Eligibility and Issuance of the VPA General Permit Regulation for Animal Feeding Operations, 05/17/2005
2646, VPDES Nutrient Limitations for Significant Discharges to the Chesapeake Bay Watershed, 05/24/2005
2655, CEDS Data Entry Rules, 06/24/2005
2658, TMDL Modifications in Response to New or Expanding Discharges, 07/26/2005
2668, Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills, 08/22/2005
2684, Duty to Apply for VPDES CAFO Permit in Lieu of 2005 U.S. 2nd Circuit Court of Appeals Decision, 10/06/2005
2703, Modifications to the VPA General Permit Regulation for Poultry Waste Management, 11/07/2005
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2157, Terminating Sites in the Voluntary Remediation Program, 02/03/2001
2126, Submission Instruction 01 - Procedural Requirements, 08/23/2005
2127, Submission Instruction 02 - Module III, IV and V Landfill Design Report, 05/21/2002
2129, Submission Instruction 04 - Design Plans and Report for Other Storage and Treatment Units, 05/21/2002
2130, Submission Instruction 05 - Groundwater Monitoring and Sampling and Analysis Plans for New Solid Waste Disposal Facilities, 05/21/2002
2131, Submission Instruction 06 - Closure and Post Closure Requirements, 05/21/2002
2132, Submission Instruction 07 - Emergency (Contingency) Plans, 05/21/2002
2133, Submission Instruction 08 - Operation Manual, 05/21/2002
2134, Submission Instruction 09 - Requirements for Financial Assurance Mechanisms, 05/21/2002
2135, Submission Instruction 11 - Groundwater Monitoring Sampling and Analysis Plan for Existing Regulated CDD and Industrial Landfills, 05/21/2002
2136, Submission Instruction 12 - Groundwater Monitoring Sampling and Analysis Plan for Sanitary Landfills, 05/21/2002
2137, Submission Instruction 13 - Gas Management and Control System Facilities, 05/21/2002
2138, Submission Instruction 14 - Groundwater Annual Report, 09/24/2003
2151, Solid Waste Annual Report Procedure, 03/10/2003
1906, Seismic Impact Zone - Part A Requirements, 11/01/2002
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1948, Activities Allowed on Pre-1971 Landfills, 02/08/1996
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2143, Guidance Document Development, 06/03/2002
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2123, Local Landfill Certification for Non-Captive Industrial Landfills, 04/19/2001
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2660, Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands, 08/17/2005
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<td>1905, Yard Waste Composting Facility Inspection Guidance,</td>
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<td>2278, Virginia Waste Tire Program - Standards for Use of Tire Chips in a Residential Septic Drainfield,</td>
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<td>2669, Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills,</td>
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**DEPARTMENT OF FIRE PROGRAMS**

Copies of the following documents may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. in the central office of the Virginia Department of Fire Programs, 1005 Technology Park Drive, Glen Allen, VA 23059. Copies may be obtained free of charge by contacting Christy King, Policy, Planning, and Legislative Affairs Manager, Office of the Executive Director, Virginia Department of Fire Programs, 1005 Technology Park Drive, Glen Allen, VA 23059, telephone (804) 371-0220, FAX (804) 371-3408 or e-mail christy.king@vdfp.virginia.gov.
Questions regarding interpretation or implementation of the following documents may be directed to Aubrey W. Hyde, Jr., Executive Director, Virginia Department of Fire Programs, 1005 Technology Park Drive, Glen Allen, VA 23059, telephone (804) 371-0220, FAX (804) 371-3408 or e-mail buddy.hyde@vdfp.virginia.gov.

Guidance Documents:

Virginia Fire Services Board, Aid to Localities Policy (http://www.vafire.com/ATL/VFSB%20ATL%20Policy_8_05.pdf), revised August 2005, § 38.2-401


Virginia Fire Services Board, Burn Building Exhibit A (http://www.vafire.com/burnbuildinggrants/Burn%20Building%20Exhibit%20A%20_final%2010-25-01_.pdf), revised December 2000, § 38.2-401

Virginia Fire Services Board, Training Mini-Grant Policy, (http://www.vafire.com/minigrant.htm), revised August 2000, § 38.2-401

Virginia Fire Services Board, Virginia Fire Incident Reporting (VFIRS) Hardware Grant Policy (http://www.vafire.com/grantapplications.htm), revised February 2005, § 38.2-401

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 of the Alternate Management Plans and Reforestation of Timberlands Policy may be obtained free of charge by contacting Dean Cumbia at the same address, telephone (434) 977-6555 or FAX (434) 296-2369.

Questions regarding interpretation or implementation of Alternate Management Plans or Reforestation of Timberland Policy may be directed to Dean Cumbia, Department of Forestry, 900 Natural Resources Drive, Suite 800, Room 2108, Charlottesville, VA 22903, telephone (434) 977-6555 or FAX (434) 296-2369.

Copies of the Water Quality Enforcement 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 2108, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Brenda Taylor at the same address, telephone (434) 977-6555 or FAX (434) 977-7749.

Questions regarding interpretation or implementation of Water Quality Enforcement documents may be directed to Matt Poiriot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555 or FAX (434) 296-2369 or e-mail matt.poiriot@dof.virginia.gov.

Guidance documents pertaining to the agency - Department of Forestry

2875, Procedure, Reforestation of Timberlands Policy, 05/01/2003

2876, Procedure, Water Quality Enforcement, 04/04/2004

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at fanbd@dhp.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, Executive Director of the Board, at the address above or by telephone at (804) 662-9907. Copies are free of charge.

Guidance Documents:

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 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


65-12, Board action on Confidential Consent Agreements, adopted March 9, 2004

65-13, Guidance for Conduct of an Informal Conference by an Agency Subordinate, adopted December 8, 2004
Guidance Documents

65-14, Board guidance on whether Emergency Medical Service (EMS) agencies need to become registered by the Board as surface transportation and removal service entities, adopted April 12, 2005

DEPARTMENT OF GAME AND INLAND FISHERIES

Copies of the following guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the office of the Department of Game and Inland Fisheries, 4010 W. Broad Street, Richmond, VA 23230. Copies of most documents listed below may be obtained at no charge. Documents listed below that are followed by an indication of the number of pages may be obtained at a cost of $.25 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, 4016 West Broad Street, Richmond, VA 23230, telephone (804) 367-1000, or FAX (804) 367-0488.

Guidance Documents:

General (revised 2005)

Department of Game and Inland Fisheries Mission Statement, January 1990, § 29.1-103

Board of Game and Inland Fisheries Governance Manual, December 14, 2005, § 29.1-103, 45 pages

Board of Game and Inland Fisheries Code of Ethics and Conduct, December 14, 2005, § 29.1-103

Board of Game and Inland Fisheries ("Board") Policy A-1-90, for Adoption of Policies, July 1990, § 29.1-103


Board Policy on Open Government, December 14, 2005, §§ 2.2-3100 through 2.2-3131, 2.2-3700 through 2.2-3714, 2.2-3800 through 2.2-3809, 29.1-103 and 29.1-109


Board Policy on Mission Focus to Staff Activities, December 14, 2005, § 29.1-103

Board Policy on Acquisition of Lands, Waters, and Structures, December 14, 2005, §§ 29.1-103, 2.2-3705.1(2), (5), (8), and (12), and 2.2-3711(A)(3) and (6).

Department of Game and Inland Fisheries Fiscal Year 2006 Planned Management Document, June 2005, § 29.1-103, approximately 60 pages

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

Board Resolution conferring on the Director the Board’s authority to allow exceptions to the requirement to display motorboat registration decals, November 29, 2005, §§ 29.1-103 and 29.1-703

Regulatory Coordination (revised 2005)


Administrative (revised 2005)

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

Board Policy Statement on Delegation of Leasing Authority for Leases of $5,000 or Less, July 1991, §§ 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 (reviewed 2005)

Application for Lifetime Licenses, revised July 1, 2002, §§ 28.2-302.10:1 and 29.1-302.1

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
Replacement Application for Disabled Resident Lifetime License or Saltwater Lifetime License, revised July 1, 2002, § 29.1-334

Game Wildlife (revised 2005)


2005-2006 Virginia Migratory Waterfowl Seasons and Bag Limits, August 2005, § 29.1-103

2005-2006 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits), July 2005, § 29.1-103

Board Procedures for Non-Regulatory Matters and Migratory Bird Seasons and Bag Limits, January 1994, § 29.1-103


Deer Management Assistance Program (DMAP) 2005 Regulations for Participants, § 29.1-103

Wildlife Damage Control Assistance Program (DCAP) 2005 Rules, § 29.1-103

Restoring Our Wetlands (including Wetland Restoration Program Guide), 1998, § 29.1-103


Fish (revised 2005)


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

2006 Catchable Trout Stocking Plan, January 2006, § 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


Bald Eagle Protection Guidelines for Virginia, last updated May 15, 2000, §§ 29.1-563 through 29.1-568 and § 29.1-570

Replacement criteria and values for raptors in Virginia, August 25, 2005, §§ 29.1-103 and 29.1-551

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 29.1-568 and § 29.1-570


Guidance Documents


Scientific Collection or Salvage Permit Application and Permit Information, revised November 27, 2002, §§ 29.1-412, 29.1-417, 29.1-418


Permitting - Generally (revised 2005)

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 1, 2005, § 29.1-412

Dog Field Trial Permit Application and Conditions, revised July 1, 2003, §§ 29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 1, 2005, §§ 29.1-412 and 29.1-417


Exotic Species - Import Certain Non-Native Wildlife (Tilapia, Clawed Frog) Permit Application and Permit Information, revised November 1, 2005, § 29.1-542

Exotic Species - Permit to Import Certified Triploid Grass Carp for Aquatic Vegetation Control in Private Ponds Application and Permit Information, revised May 25, 2004, § 29.1-542

Falconry Permit Application, revised March 11, 2005, §§ 29.1-412 and 29.1-419


Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised July 1, 2003, §§ 29.1-103, 29.1-412 and 29.1-417


Permit to Deal in Furs Application and Permit Conditions, revised May 1, 2005, Title 29.1, Chapter 4

Gill Net Permit Application and Permit Conditions, revised April 26, 2005, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 1, 2005, §§ 29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 1, 2005, §§ 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 August 1, 2005, §§ 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, 2005, §§ 29.1-412 and 29.1-416


Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Raptors) Application and Permit Conditions, revised May 1, 2003, §§ 29.1-103, 29.1-412 and 29.1-417

Raccoon Hound Field Trial Permit Application and Permit Conditions, July 1, 2003, §§ 29.1-417 and 29.1-422

Wildlife Rehabilitator Permit Application, revised May 27, 2003, §§ 29.1-412 and 29.1-417

Wildlife Rehabilitator Permit Conditions, revised October 1, 2005, §§ 29.1-412 and 29.1-417

Licensed Shooting Preserve Permit Application and Permit Conditions, revised May 1, 2005, §§ 29.1-514, 29.1-544

Permit to Stuff and Mount Birds, Animals, or Fish and Parts of Them for Sale or Compensation Application and Taxidermy Permit General Conditions, revised June 6, 2005, Title 29.1, Chapter 4

Boating (revised 2005)

Virginia Watercraft Owner's Handbook, published online and in print, revised 2005, § 29.1-701

Boat Virginia, A Course on Responsible Boating, 2004, § 29.1-701

Youth Boating and Water Safety Activities, Third and Fourth Grade Unit, June 1999, § 29.1-701

Life Jackets, 2003, § 29.1-701

Personal Watercraft in Virginia, A Course for a Safe and Responsible Ride, 2003, § 29.1-701
Guidance Documents

Bureau of Facilities Management

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 Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting 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 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 bruce.brooks@dgs.virginia.gov.

Guidance Documents:


Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Division of Real Estate Services

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219. Copies may be obtained for $10 per copy by contacting Bea Brito, Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673, or e-mail bea.brito@dgs.virginia.gov. Payment can be made by check, money order, or cash. Checks and money orders should be made payable to the Treasurer of Virginia. These documents may also be downloaded at no charge from our website at www.dgs.virginia.gov/DRES.

Questions regarding interpretation or implementation of these documents may be directed to Robert J. Gluck, Director, Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673 or e-mail robert.gluck@dgs.virginia.gov.

Guidance Documents:


Real Property Management Manual, Chapter One: Acquisition by Lease, issued December 15, 1984,

Real Property Management Manual, Chapter Two: Fee Acquisition, issued December 10, 2002

Guidance Documents

Division of Purchases and Supply

The following document is available at no cost at www.eva.virginia.gov. This publication is only available electronically. Questions regarding interpretation or implementation of this document may be directed to Sherie Sensabaugh, Division of Purchases and Supply, 805 East Broad Street, Richmond, VA 23218-1199, telephone (804) 786-3846, FAX (804) 371-7877 or e-mail bob.sievert@dgs.virginia.gov.

Guidance Document:

Virginia Business Opportunities (VBO) Ads

DEPARTMENT OF HEALTH

Copies of the following documents are available at no charge for electronic viewing by setting an Internet browser to: www.townhall.virginia.gov, and thereafter navigating the Virginia Regulatory Town Hall to the regulatory page of the State Board of Health, and clicking on "Guidance Documents." This is the most efficient means by which citizens may obtain access to these documents.

Copies of the documents are also available from the various program offices of the Virginia Department of Health in Richmond, although a charge may apply (as indicated in the following list). For copies, contact the Regulatory Coordinator, Office of the State Health Commissioner, Virginia Department of Health, 109 Governor Street, Richmond, VA 23219, telephone (804) 864-7001 or FAX (804) 864-7022. 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, 109 Governor 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, who will redirect such questions to knowledgeable program administrators.

Guidance documents pertaining to the agency - Department of Health

2698, Policy on Youth Involvement in HIV Prevention
2718, WTR-884(W) Use of Emergency Wells
2781, Managing Accounts Receivable for Patient Care, 02/01/2005
1493, Task Force Commander Checklist, 06/06/1999
1491, Disaster Medical Response Ops. Guide, 10/01/1997
1492, EMS Physician Strike Teams SOP, 02/07/2002
1494, EMS Task Force Standard Operating Procedures, 11/30/1999
1495, EMS C-Teams Standard Operating Procedures, 06/06/2002
1496, Communications Format Book, 03/13/1998
1497, Standard Operating Procedure for Virginia Critical Incident Stress Management Strike Teams, 10/24/2000
1498, Standard Operating Procedure for Virginia Massage Therapy Strike Teams, 07/12/2001
1500, Medication Kit Storage Clarification Letter, 11/05/1999
1501, EVOC Requirements Clarification, 12/08/2004
1502, EVOC Equivalents, 03/07/2003
1513, The Accommodation Policy used by the Virginia Office of Emergency Medical Services (Office of EMS), 12/08/2004
1515, Federal Agency "Exemption from EMS Regulations" Notice, 07/29/2004
1524, EMS Ground Ambulance Checklist, 12/08/2004
1525, Non Transport EMS Vehicle Checklist, 12/08/2004
1526, Air Ambulance Checklist, 12/08/2004
1517, Application for Wheelchair Interfacility Transport License, 12/08/2004
1503, EMS Agency Drug Diversion Report Form, 12/08/2004
1518, Application for EMS Agency License, 12/08/2004
1520, Guidelines for EMS Agency Licensure Applicants, 07/01/2004
1521, Wheelchair Interfacility Transport Vehicle Required Contents, 02/11/2003
1633, ENV-016 Variances for the Use of High Rate Sandfilters, 11/17/1995
2380, ENV-119 Emergency Suspension of Portions of the Private Well Regulations, 08/23/2002
2381, ENV-121 MOU between VDH and DPOR, 07/09/2003
2382, ENV-122 Proprietary system modifications, 09/12/2003
2651, ENV-125 Exemptions to the Practice of Engineering, 08/09/2004
1785, Public Safety Employees and Testing for Blood-borne Pathogens, 08/07/1992
1786, Letter to Physicians on Use of Zidovudine with Pregnant Women with HIV, 06/26/1995
1788, Memorandum: STD / HIV Interview Periods, 02/26/1997
1790, Memorandum: Law Enforcement Officer and Deemed Consent, 07/02/1997
1791, HIV Partner Counseling and Referral Services Guidance, 05/18/1999
1792, Memorandum: Tattoo Parlors and Piercing Salons, 03/28/2001
1793, Memorandum: Additional Clarification on Tattoo Parlors and Piercing Salons, 08/02/2001
1794, HIV/STD Operations Manual, 07/03/2001
2550, HIV/STD Reporting Requirements for Physicians, 11/01/2004
2699, Policy on Youth Involvement in HIV Prevention, 09/15/2005
2700, Policy on Youth Involvement in HIV Prevention, 09/15/2005
1795, Regulation for the Immunization of School Children, 08/01/1995
1808, Minimum Immunization Requirements for Entry into Child Care and School, 06/01/2005
1809, Post Exposure Prophylaxis Guidelines to Occupational HIV Exposure, 09/22/1997
1823, Virginia Disease Control Manual, 12/01/2004
1757, Rabies Control Guidelines, 12/08/2004
1810, Psittacosis Control Guidelines for Local Health Departments, 03/10/2004
1811, Guidelines for Investigating Bites and Other Exposures from Nonhuman Primates, 04/19/2004
1812, Follow-up of Sporadic Cases of Escherichia coli O157:H7 Infection and Sporadic Cases of Hemolytic Uremic Syndrome, 07/31/1995
1813, Risks of Recreational Water Use, 07/01/1995
1814, Memorandum: LaCrosse Encephalitis, 09/02/1996
1815, Memorandum and Fact Sheets: Drinking Water and Cryptosporidium, 11/09/1994
1816, Communicable Disease Reference Chart for School Personnel, 09/01/1998
1824, Virginia Arbovirus Surveillance and Response Plan, 05/11/2005
2584, Guidelines for Infection Control in Virginia Department of Health Personnel, 05/12/2004
2588, SARS Public Health Emergency Response Plan, 06/27/2003
2589, Guidance for Organizations Hosting Travelers from Countries Impacted by SARS, 05/16/2003
2590, SARS Reporting - Letter to Health Care Providers, 04/28/2003
2591, SARS Surveillance Tools for Public Health Follow-up, 05/02/2003
2708, Detection of Aerosolized B. anthracis by a Biohazard Detection System in Virginia, 07/30/2004
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1550, WTR-842(W) Board for Water and Wastewater Operators vs. Dept of Health Responsibilities, 06/13/2001
1551, WTR-844(W) Enforcement Boil Water Notices, 06/25/2001
1569, WTR-847(W) Sample Collection - Stage I - Disinfection Byproducts Rule (BDPR), 08/16/2001
2544, Enforcement and Public Notification - Radionuclides Monitoring/Scheduling and CCR Reporting, 12/15/2003
2546, Permits & Project Review - Construction Permits and Processing of Reports, Plans, and Specifications, 07/14/2004
2547, Treatment Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology, 10/01/2004
2719, WTR-884(W) Use of Emergency Wells, 06/27/2005
2720, WTR-885(W) Permits and Project Review - Operation Permits, 07/01/2005
2721, WTR-886(W) Secondary Maximum Contaminant Levels, 07/08/2005

BOARD OF HEALTH PROFESSIONS
Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at optbd@dhp.virginia.gov.

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:
75-1, Recommended Policy and Procedures in Disciplinary Cases Involving Board Members, adopted October 1993
75-2, Appropriate Criteria in Determining the Need for Regulation of Any Health Care Occupation or Professions, adopted February 1998.
75-3, Mission and Vision of the Board of Health Professions, adopted April 1998

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the department’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested at elaine.yeatts@dhp.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elaine

Virginia Register of Regulations
1864
Yeatts, Agency Regulatory Coordinator, at the address above or by telephone at (804) 662-9918. Copies are free of charge.

**Department Directives:**
76-1, Mission Statement of the Department (Directive 1.1), September 15, 2003
76-2, Agency Staff Titles (Directive 1.4), September 1, 2002
76-2.1, Internet Privacy Policy (Directive 1.9), September 15, 2003
76-3, Promulgation of Rules (Directive 2.1), July 1, 1996
76-4, Publication of Regulations and Statutes (Directive 2.2), July 1, 1996
76-4.1, Publication of Notices and Orders on the Department websites (Directive 1.17), April 1, 2005
76-5, Execution of Disciplinary Orders (Directive 3.1), February 28, 2002
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
76-11, 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
76-13.1, Agency Standards for Case Resolution (Directive 4.6), May 2, 2002
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
76-16.1, Equal Opportunity in Agency Procurement (Directive 5.8), October 1, 2002.
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
76-19.1, Retention of Applications and Applicant Documentation (Directive 1.16), April 1, 2005
76-25, Compensation for Members of Appointed Bodies (Directive 5.4), July 1, 1998
76-26, Compliance with Licensure Laws (Directive 4.7), October 21, 2003
76-27, Extension of Time for Active Duty Servicemen (Directive 1.12), June 13, 2003
76-28, Disclosure of Information (Directive 1.6), September 27, 2005
76-29, Disclosure of Information to Health Practitioner Intervention Program (Directive 1.7), September 15, 2003
76-30, Conduct of Surveys (Directive 1.8), September 15, 2003
76-31, Principles/Establishment of Fees (Directive 5.5), November 8, 2000
76-32, Letter to Sentara on Confidentiality Agreements, April 24, 2002
76-33, Foreign Applicants; Requirement to Provide Social Security Numbers, September 5, 2002
76-34, Requirements Imposed on Hospitals, Other Health Care Institutions, and Health Care Professionals to Report Disciplinary Actions Against and Allegations of Misconduct by Certain Health Care Practitioners to the Virginia Department of Health Professions, revised July 1, 2004
76-35, Rights & Responsibilities: The Virginia Freedom of Information Act, July 1, 2004
76-36, Use of grant funds derived from United States v. Dinkar N. Patel (Directive 5.10), May 1, 2005
76-37, Distribution of Controlled Substance Registration (CSR) funds (Directive 5.11), May 1, 2005
76-38, Temporary Licenses Pursuant to Executive Order 97 (Directive 3.5), September 26, 2005

**Enforcement Documents:**

**Frequently-cited Inspection Deficiencies:**
76-20.1, Community pharmacies, June 30, 2005
76-20.2, Hospital pharmacies, September 1, 2002
76-20.3, Funeral facilities, September 1, 2000

**Inspection Plans and Inspection Reports:**
76-21.1 Board of Pharmacy Inspection Guidelines, July 1, 1999
76-21.1:1, community pharmacy, October, 2003
76-21.1:2, hospital pharmacy, July 1990
76-21.1:3, permitted physicians, June 2003
76-21.1:5, wholesale distributors, May 2005
76-21.1:6, medical equipment suppliers, April 2005
76-21.1:7, warehouser, April 2005
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76-21.1:8, manufacturers, January 1989
76-21.1:9, practitioners licensed to sell controlled substances, November 2, 2003
76-21.1:12, robotic inspection report, September 16, 2003
76-21.1:15, compounding report, September 2003
76-21.2, Board of Veterinary Medicine Inspection Guidelines, July 1, 1999
76-21.2:1, Animal facility inspection report, December 1997
76-21.3, Board of Funeral Directors and Embalmers Inspection Guidelines, July 1, 1999
76-21.3:1, Funeral establishment inspection report, July 1, 2000
76-21.3:2, Crematory inspection report, October 2005
76-21.4, Compliance Notice, November, 2003
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, May 2005
76-24.3, Compressed Gas, 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 N. 14th Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Linda H. Woodley, Regulatory Coordinator, at the same address, telephone (804) 371-2938, fax (804) 786-2027 or e-mail lindawoodley@schev.edu. All documents are available on SCHEV's website at http://www.schev.edu.

Guidance documents pertaining to the agency - State Council of Higher Education for Virginia
2855, Policies and Procedures for Program Approval, 05/01/2002
2857, Program Productivity/Viability at Public Institutions, 04/01/2003
2858, Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes, 12/01/2003
2859, Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields, 04/30/1990
2860, Higher Education Facilities Condition Reporting Guidelines, 03/23/2001
2861, Higher Education Facilities Condition Reporting Guidelines, Instructions for Reporting Infrastructure Data, 07/09/2001
2863, Chart of Accounts for Virginia State-Supported Colleges and Universities, 07/01/1990
2868, Higher Education Fixed Assets Guidelines for Educational and General Programs, 07/16/2001
2869, Equipment Trust Funds Policies and Procedures, 04/01/1995

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 Pam Doak in the main office at the address above, telephone (804) 367-2323 x101 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 Pam Doak 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.virginia.gov.

Regional office addresses and phone numbers are as follows:
Tidewater Regional Preservation Office, Department of Historic Resources, 14415 Old Courthouse Way, 2nd Floor, Newport News, VA 23608, telephone (757) 886-2807.
Roanoke Regional Preservation Office, Department of Historic Resources, 1030 Penmar Avenue, SE, Roanoke, VA 24013, telephone (540) 857-7585.
Guidance Documents:

Winchester Regional Preservation Office, Department of Historic Resources, 107 N. Kent Street, Suite 203, Winchester, VA 22601, telephone (540) 722-3427.


Preliminary Information Forms for Archaeological Sites, Architectural Properties, and Historic Districts, revised 2004


Tax Credit Information and Resources on the Internet, issued 2001, updated 2004, § 58.1-339.2

Sample Description of Rehabilitation Proposal, updated August 1996, § 58.1-339.2

Application Checklist (tax credit program), issued 1997, updated 2003, § 58.1-339.2


The Certified Local Government Program in Virginia, 36 CFR Part 61, revised 2002

How to Apply for Designation as a Certified Local Government in Virginia, 36 CFR Part 61, revised 2002

Historic Preservation Grant Funds from the Commonwealth for Rehabilitation or Restoration, revised 2005, § 10.1-2213

Application for Historic Preservation Funds, § 10.1-2213

Application for Capital Expense Appropriation - Historic Entities, revised 2005, § 10.1-2213

Guidelines for Disbursement of State Grant for Restoration of a Presidential Home, issued 2005, § 10.1-2213.1


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

Permit Application for Archaeological Investigations on State Lands (Application Form), issued 1998, § 10.1-2304

Requesting a Project Review from the Department of Historic Resources, issued 2004, 36 CFR Part 800


Archives Search Request and User Agreement (form) issued 2000, revised 2004

Criteria for Virginia Historical Highway Markers, issued December 1993, § 10.1-2204

Virginia Historical Highway Marker Program: Procedure for Placement of New Markers, August 2002, revised November 2005, § 10.1-2204

Virginia Historical Highway Marker Program: Writing Style, August 2001, revised January 2003, § 10.1-2204

Virginia Historical Highway Marker Program: Criteria for Marker Placement, August 2002, revised 2003, § 10.1-2204

Local Historical Highway Marker Programs, August 2002, revised April 2004, § 10.1-2210

Instructions for Release of State Grants to Nonstate Entities, §§ 2.2-1505 and 2.2-4343 A 14 of the Code of Virginia and § 4-5.05 of the 2004 Appropriation Act (Chapter 4, 2004 Acts of the Assembly, Special Session I)


Guidelines for electronic submission of Archaeological and Architectural Survey data, June 2002, revised 2004

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, VA 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 or by e-mail at steve.calhoun@dhcd.virginia.gov. Guidance documents of the Commission on Local Government are listed separately.

Guidance Documents:

HOME ownership Down Payment Assistance Program Manual, October 2005

Affordable Housing Production and Preservation Manual, revised September 2003

State Homeless Housing Assistance Resources (SHARE) Program Manuals:

SHARE Expansion Program Manual, revised November 2003

SHARE Homeless Intervention Program Manual, revised May 2005

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<td>Supportive Housing Minor Rehabilitation Program, September 2004</td>
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<td>Weatherization and Low-Income Housing Energy Assistance Annual State Plan, September 2004</td>
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<td>Virginia Community Development Block Grant Program: Program Design Manual, Rev 12/04</td>
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<td>Regional Consortia Workforce Grants Program Design, July 2005</td>
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<td>Industrial Site Redevelopment Grant Program Design, July 2005</td>
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<td>Planning Grant Prospectus and Manual, 2004</td>
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<td>Virginia Individual Development Account Program Design, February 2005</td>
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<td>Handbook on State Certification for Code Officials and Inspectors, 2003</td>
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<td>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 at (804) 343-5540. Questions regarding interpretation or implementations of these documents may be directed to Judson McKellar at the above address or telephone number.</td>
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<td>VHDA Homeownership Program Guidelines for Realtors and Lenders, May 2003, 13 VAC 10-40</td>
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<td>Single-Family FasTrak Users Guide, September 2004, 13 VAC 10-40</td>
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<td>Resolution Adopting Minimum Standards for Multi-Family Loans, March 15, 2005, 13 VAC 10-20</td>
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<td>Asset Management Operations Manual, July 1, 2005, 13 VAC 10-20</td>
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<td>Operating Procedures, Assisted Multi-Family Program Compliance, November 28, 2000, 13 VAC 10-20</td>
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Guidance Documents

8-528-1, Subsidy Standards, February 2005, 13 VAC 10-70 and 13 VAC 10-80
8-910-1, Interim Reporting Requirements, February 2005, 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, April 2002, 13 VAC 10-70
VHDA Administrative Plan for Tenant Based Rental Assistance, July 2005, 13 VAC 10-70
VHDA PHA Plan, July 2005, 13 VAC 10-70
Application Manual - Low Income Housing Tax Credit Program, January 4, 2005, 13 VAC 10-180

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

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 Health Benefits, James Monroe Building, 13th Floor, 101 North 14th Street, Richmond, VA 23219. Copies may be obtained by contacting Walter Norman at the same address, e-mail walter.norman@dhrm.virginia.gov, telephone (804) 786-6460 or FAX (804) 371-0231. Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Walter Norman.

Guidance Documents:
Policies and Procedures Manual, (Individual policies are updated on a regular basis) Last Revised November 2005
Salary Structure, revised November 25, 2005
Job Structure, revised September 2000
Employee Handbook, Rev 6/04
Employee Suggestion Program Procedures Manual, revised December 2003
Handbook for Agency Heads, September 2004
Employee Recognition Program Handbook, September 2000
Health Insurance Manual, revised June 2005, cost $20
The Local Choice Administrative Manual, revised January 2006, cost $20
Flexible Reimbursement Accounts Program Administrative Handbook for Benefits Administrators, revised January 2003, cost $10
Workers' Compensation Claims Procedural Manual, revised October 2005
State Health Benefits Program
COVA Care Member Handbook, July 2004
Amendment Effective July 1, 2005
State Retiree Health Benefits Program
Advantage 65 Member Handbook, January 2001
Amendment Effective January 1, 2005
Amendment Effective January 1, 2004
Amendment Effective January 1, 2003
Medicare Retiree Dental/Vision Member Handbook, January 2001
Amendment Effective January 1, 2005
Amendment Effective January 1, 2004
Amendment Effective January 1, 2003
Amendment Effective November 1, 2001
Medicare Complementary Option I Member Handbook, January 2001
Amendment Effective January 1, 2005
Amendment Effective January 1, 2004
Amendment Effective January 1, 2003
Amendment Effective November 1, 2001
Medicare Supplemental Option II Member Handbook, January 2001
Amendment Effective January 1, 2005
Amendment Effective January 1, 2004
Amendment Effective January 1, 2003
Amendment Effective November 1, 2001
The Local Choice Health Benefits Program
Key Advantage Member Handbook, July 1, 2005
Key Advantage Expanded Benefits Summary Insert Effective July 1, 2005
Key Advantage 200 Benefits Summary Insert Effective July 1, 2005
Key Advantage 300 Benefits Summary Insert Effective July 1, 2005
Key Advantage 500 Benefits Summary Insert Effective July 1, 2005
Advantage 65 Member Handbook, January 1, 2001
Group Administrator Memo # 05-06 Effective January 1, 2006
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Amendment Effective July 2004
Dental/Vision Member Handbook, January 2001
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Amendment Effective July 2004
Guidance Documents

Medicare Complementary Option I Member Handbook, January 1, 2001
   Group Administrator Memo # 05-06 Effective January 1, 2006
   Amendment Effective July 2005
   Amendment Effective July 2004

VIRGINIA INDIGENT DEFENSE COMMISSION

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. in the administrative office of the Indigent Defense Commission, located at 701 E. Franklin Street, Suite 1416, Richmond, VA 23219. Copies may be obtained free of charge by contacting Karl A. Doss, Director of Training and Human Resources at 701 E. Franklin Street, Suite 1416, Richmond, VA 23219 or by telephone (804) 225-3297 or FAX (804) 692-0487. The contents of the documents can also be accessed on the Indigent Defense Commission website at http://www.indigentdefense.virginia.gov/requirements.htm.

Questions regarding interpretation or implementation of these documents may also be directed to Mr. Doss.

Guidance Documents:

Qualifications for Court Appointed Counsel (for indigent defendants charged with misdemeanors, felonies, and cases involving juveniles in juvenile and domestic relations district court), Code of Virginia § 19.2-163.03

Standards for the Qualifications of Appointed Counsel in Capital Cases, issued January 1, 2002, § 19.2-163.8 E

JAMES MADISON UNIVERSITY

Copies of the following documents are available by contacting the University Advancement office at James Madison University. The address is MSC 5714, JMU Administrative Complex 6, Suite 24, Harrisonburg, VA 22807. The telephone number is (540) 568-3474 and the FAX number is (540) 568-3634. Most of the documents are also available online.

Faculty Handbook -

Financial Procedures Manual -
http://www.jmu.edu/finprocedures/

Graduate Catalog -
http://www.jmu.edu/cgapp/GradCatalog/05/

Manual of the Board of Visitors - Hard copy only

Manual of Policies and Procedures -
http://www.jmu.edu/JMUpolicy/

Parking Regulations -
http://web.jmu.edu/parking/regulations.asp

Student Handbook -
http://www.jmu.edu/judicial/handbook.shtml

Undergraduate Catalog - http://www.jmu.edu/catalog/05/

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 E. 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


Compliance Manual for Standards for Juvenile Residential Facilities as Applicable to Group Homes, June 1998, 6 VAC 35-140

Compliance Manual for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts, 2004, 6 VAC 35-150

* * *

Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Capital Outlay Office of the Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Bob Wilburn, Capital Outlay Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-3772 or FAX (804) 786-1557.

Questions regarding interpretation or implementation of this document may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-5402 or e-mail Marilyn.Miller@djj.virginia.gov.

Guidance Document:


(Note: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from the department's Detention Specialist, Marilyn Miller, by calling (804) 786-5402 or e-mail marilyn.miller@djj.virginia.gov).
Guidance Documents

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the Research and Evaluation Section at the Central Office of the Department of Juvenile Justice, 700 E. 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.

Guidance Documents:


Guidance Documents related to the Virginia Juvenile Community Crime Control Act (VJCCCA) (§ 16.1-309.2 et seq.) and the Community Programs Reporting (CPR) System:

VJCCCA: Local Plan Instructions, issued biennially, with related forms
VJCCCA: Plan Amendment and Fiscal Adjustment to Local Plans, issued annually

Virginia Department of Juvenile Justice Community Programs Reporting System and instructions for reporting community-based services and expenditures for programs funded through VJCCCA, State IV-E, 294, and state operated Halfway Houses, maintained on the CPR Website, § 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 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 e-mail Donielle.Langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Marilyn Miller, Detention Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone 804-786-5402 or e-mail Marilyn.Miller@djj.virginia.gov.

Guidance Documents related to Detention and other programs:

- Department of Juvenile Justice Directive 02-004 Reporting Serious Incidents, effective November 22, 2004
- Annual Block Grant Expenditure Reports (for detention homes and former block grant programs), issued annually

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, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge through e-mail (if available) or paper copy by contacting Donielle Langhorne, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail Donielle.Langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of the document may be directed to Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail Donielle.Langhorne@djj.virginia.gov.

Guidance Documents related to Detention and other programs:

- Department of Juvenile Justice Directive 02-004 Reporting Serious Incidents, effective November 22, 2004
- Annual Block Grant Expenditure Reports (for detention homes and former block grant programs), issued annually

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, Department of Juvenile Justice, 700 E. 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 e-mail Donielle.Langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of the document may be directed to Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or e-mail Donielle.Langhorne@djj.virginia.gov.

Guidance Document:

Virginia Department of Juvenile Justice Community Programs Reporting System and instructions for reporting community-based services and expenditures for programs funded through VJCCCA, State IV-E, 294, and state operated Halfway Houses, maintained on the CPR Website, § 16.1-322.3
based services and expenditures for programs funded through VJCCCA, State IV-E, 294, and state operated Halfway Houses, maintained on the CPR Website, § 16.1-322.3

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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 Interstate Compact Unit, Community Programs Section (5th floor), Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Joyce A. Layne-Jordan 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 Joyce A. Layne-Jordan, Interstate Compact Specialist, Department of Juvenile Justice, 700 E. 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, revised August 2000, § 16.1-323
- Form II, Requisition for Escape or Absconder, Requisition for Juvenile Charged With Being Delinquent (Rendition Amendment), revised August 2000, § 16.1-323
- Form III, Consent for Voluntary Return by Runaway, Escapee or Absconder, advised August 2000, § 16.1-323
- Form IV, Parole or Probation Investigation Request, revised August 2000, § 16.1-323
- Form V, Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State, revised August 2000, § 16.1-323
- Form IA/VI, Application for Services and Waiver, revised August 2000, § 16.1-323
- Form A, Petition for Requisition to Return a Runaway Juvenile, revised 2000, § 16.1-323
- Out of State Travel Permit and Agreement to Return, revised August 2000, § 16.1-323
- Home Evaluation Report, revised 2000
- Quarterly Progress Report, revised 2000

DEPARTMENT OF LABOR AND INDUSTRY

Apprenticeship Program

Guidance documents are available through www.townhall.virginia.gov. Copies of the following documents may be viewed during regular weekdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $.10 per page. Requests for copies should be made to Director, Division of Registered Apprenticeship, at the above address, or by telephone, at (804) 786-2382 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to Director, Division of Registered Apprenticeship, at the above address, telephone (804) 786-2382 or FAX (804) 786-8418.

Guidance Documents:
- 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 25, 1995, §§ 40.1-117 through 40.1-127
- 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 26, 1999, §§ 40.1-117 through 40.1-127
- Standards of Apprenticeship for Barbers developed by the Virginia State Board of Opticians and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised January 1, 2002, §§ 40.1-117 through 40.1-127
- Apprenticeship Opportunities brochure, 2003
- Registered Apprenticeship Program brochure, 2003
- Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, United States Department of Labor, revised July 23, 2002
- Apprenticeship Directive 81-4, Granting Credit for Previous Experience, May 21, 1981
- Apprenticeship Directive 86-4, Part-Time Cosmetology Student/Apprentices, September 15, 1986
- Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations, April 27, 1990
- Apprenticeship Directive 01-1, Signature on Standards, August 15, 2001
- Apprenticeship Directive 03-3, Exemption from Full-Time Employment, June 1, 2003
- Apprenticeship Directive 03-04, Temporary Staffing Agencies, March 21, 2002
- Apprenticeship Directive 3-07, Registration for Barber, Cosmetology, Nail Technician, September 7, 1998
Apprenticeship Directive 90-3, Participation by Minors Between the Ages of Sixteen and Eighteen in Certain Hazardous Occupations, April 27, 1990

Boiler Safety Compliance Division

Guidance documents are available through www.townhall.virginia.gov. Copies of the following document may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219, or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $.10 per page. Requests for copies should be made to Melodee Brown at the above address, telephone (804) 371-2321 or FAX (804) 371-2324.

Questions regarding interpretation or implementation of this document may be directed to Frederick P. Barton, Boiler Chief Inspector, Department of Labor and Industry, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-3262 or FAX (804) 371-2324. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $.10 per page. Requests for copies should be made to Melodee Brown at the same address, telephone (804) 371-2321 or FAX (804) 371-2324.

State Labor and Employment Law Division

Guidance documents are available through www.townhall.virginia.gov. Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $.10 per page. Requests for copies should be made to the Division of Labor and Employment, at the above address, telephone (804) 786-2386, FAX (804) 371-2324.

Questions regarding interpretation or implementation of these documents may be directed to the Division of Labor and Employment, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2386, or FAX (804) 371-2324.

Guidance Document:
Guide for the Employment of Teenagers (Child Labor), July 1, 2003; copies free


Office of Cooperative Programs

Guidance documents are available through the website at www.townhall.virginia.gov. Copies of the following documents for the Office of Cooperative Programs' Voluntary Protection Program and Consultation Program may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219, or at any of the department's regional offices.

Voluntary Protection Program

Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $.10 per page. Requests for copies of the Voluntary Protection Program Manual should be made to Milford Stern at the Virginia Department of Labor and Industry, Roanoke Regional Office, 3013 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-3580, ext. 123 or FAX (540) 562-3587.

Questions regarding interpretation or implementation of the program or use of the manual may be directed to Milford Stern, VPP Coordinator, at the above address.

Guidance Document:

Consultation Program

Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $.10 per page. Requests for copies of the following documents should be made to Warren Rice at the 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 above address.

Guidance Document:


Guidance Documents

Occupational Health Compliance Division

Guidance documents are available through www.townhall.virginia.gov. Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219 or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $0.10 per page. Requests for copies should be made to the Director of Occupational Health Compliance at the above address, telephone (804) 786-0574 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, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-0574 or FAX (804) 371-6524.

Guidance Document:

Virginia Occupational Safety and Health Program Interpretations of Health Standards, revised October 17, 2003, 16 VAC 25-90-1910, and 16 VAC 25-175-1926

Occupational Safety Compliance Division

Guidance documents are available through www.townhall.virginia.gov. Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry (DOLI), 13 South Thirteenth Street, Richmond, VA 23219, or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $0.10 per page. Requests for copies should be made to the Director of Occupational Safety Compliance at the above 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 Occupational Safety Compliance, Virginia Department of Labor and Industry, Powers Taylor Building, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-2391 or FAX (804) 371-6524.

Guidance Document:

Virginia Occupational Safety and Health Program Interpretations of Safety Standards, revised October 17, 2003, 16 VAC 25-90-1910, and 16 VAC 25-175-1926

Virginia Occupational Safety and Health Program

Guidance documents are available through www.townhall.virginia.gov. Guidance documents may be requested through the department's home page: www.doli.virginia.gov. 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 (DOLI), 13 South Thirteenth Street, Richmond, VA 23219, or at any of the department's regional offices. Copies of up to 20 pages are provided free of charge, and copies of 21 pages or more are provided at a cost of $.10 per page. Requests for copies should be made to Regina Cobb at the above address, or at (804) 786-0610 or FAX (804) 786-8418.

Questions regarding interpretation or implementation of these documents may be directed to John Crisanti at the above address or at (804) 786-4300 or FAX (804) 786-8418.

Guidance Document:

Virginia Occupational Safety and Health Program Directives Manual, revised April 1, 2003, 16 VAC 25-10-10 through 16 VAC 25-30-30 and 16 VAC 25-60-10 through 16 VAC 25-190-1928, copies $.10 per page, 7,515 pages

VOSH Field Operations Manual, revised March 1, 2003, 16 VAC 25-10-10 through 16 VAC 25-30-30 and 16 VAC 25-60-10 through 16 VAC 25-190-1928, copies $.10 per page, 439 pages

THE LIBRARY OF VIRGINIA

Library Development and Networking Services Division

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 E. Broad Street, Richmond, VA 23219-8000. Copies may be obtained free of charge for 10 pages and for requests of 11 pages or more for $0.25 per page by contacting Elizabeth M. Lewis, at the above address, telephone (804) 692-3762, FAX (804) 692-3771, e-mail elewis@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.

Information Regarding Public Library Trustees:

Virginia Public Library Trustees Handbook, 2005 edition online

Questions regarding interpretation or implementation of these documents may be directed to Elizabeth M. Lewis, Director, Library Development and Networking, at the above address, telephone (804) 692-3762, FAX (804) 692-3771, e-mail elewis@lva.lib.va.us.

Information Regarding Public Libraries:

Public Library Directors' Manual, 2000

Planning for Library Excellence, 2000

Archival and Records Management Services Division

Copies of the following documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 E. Broad Street, Richmond, VA 23219-8000.

Copies may be obtained free of charge for 10 pages and for requests of 11 pages or more for $0.25 per page by contacting
Guidance Documents

Patrice Morgan, Archival and Records Management Services Division, at the above address, telephone (804) 692-3600, FAX (804) 692-3603, e-mail pmorgan@lva.lib.va.us.

Virginia Public Records Manual, revised April 2000

COMMISSION ON LOCAL GOVERNMENT

Copies of the following documents may be reviewed during regular work days from 8:30 a.m. to 5 p.m. in the office of the Commission on Local Government, 205 N. 2nd Street, Richmond, VA 23219-1321. Copies may be obtained free of charge by contacting Ted McCormack at the same address, telephone (804) 786-6508, FAX (804) 371-7090 or e-mail ted.mccormack@dhcd.virginia.gov.

Questions about interpretation or implementation of these documents may be directed to Ted McCormack, Associate Director for the Commission on Local Government, 205 N. 2nd Street, Richmond, VA 23219-1321, telephone (804) 786-6508, FAX (804) 371-7090 or e-mail ted.mccormack@dhcd.virginia.gov.

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.


Guidelines for Review of Annexations Initiated by Voters or Property Owners, adopted May 2003, § 15.2-2302

Information Sheets:

1. Agreements Defining Town Annexation Rights, March 2005
2. Alternative Approaches to Interlocal Concerns, May 2005
3. Alternative Forms of County Government in Virginia, May 2005
4. Annulment of Town Charter, March 2005
5. Boundary Changes of Towns and Cities, March 2005
6. Boundary Line Adjustment by Agreement, March 2005
7. Consolidation of Local Governmental Units, March 2005
8. Functional Authority of Virginia Local Governments May 2005
10. Reversion of a City to Town Status, March 2005
12. Town Incorporation, March 2005

14. Discretionary Authorities and Special Districts Available to Local Governments in Virginia, July 2004
15. Direct State Financial Assistance to Local Governments in Virginia, October 2005

BOARD OF LONG-TERM CARE 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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at denltc@dhp.virginia.gov.

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.

Guidance Documents:

95-1, Memorandum of Understanding with the Virginia Department of Health, Division of Licensure and Certification, adopted by board on April 28, 1989
95-2, Board Procedures for Auditing Continuing Education, July 10, 2002
95-3, Board guidelines on disciplinary case intake requirements, adopted February 27, 1996
95-4, Board policy on confidential consent agreements, July 23, 2003
95-5, Document of Department of Health; Common understanding of definitions and terms used to identify resident mistreatment, April 17, 2000
95-6, Board policy on process for delegation of informal fact-finding to an agency subordinate, October 13, 2004
95-7, Board policy on Qualifying for Licensure: Required Content for College Coursework, April 20, 2005

LONGWOOD UNIVERSITY

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 Vice President for Administration and Finance, Lancaster Hall, Room 207A, 201 High Street, Farmville, VA 23909. Copies may be obtained, free of charge, by contacting the office of the Vice President for Administration and Finance at the same address, telephone (434) 395-2016 or FAX (434) 395-2635. The documents may be downloaded from the Longwood University website (http://www.longwood.edu).

Questions regarding interpretation or implementation of these guidance documents may be directed to the office of the Vice President for Administration and Finance at the above address, telephone or FAX number.
Guidance Documents:

Administrative Policies and Procedures Manual
Faculty Handbook
Parking Regulations
Student Handbook
University Catalogs (Undergraduate and Graduate)

STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Legislative and Regulatory Affairs Office of the State Lottery Department, 900 East Main Street, Richmond, VA 23219. Questions regarding interpretation or implementation of these documents and requests for copies may be directed to Frank S. Ferguson, General Counsel and Director, Legislative and Regulatory Affairs, at the same address, telephone (804) 692-7901, FAX (804) 692-7603 or e-mail fferguson@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 the Virginia Lottery's regulations relating to the licensing of lottery sales agents (11 VAC 5-31-10 through 11 VAC 5-31-190) and the games conducted by the Virginia Lottery (11 VAC 5-41-10 through 11 VAC 5-41-340). 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
37(99), Virginia's Third On-Line Game Lottery; "Pick 4," Final Rules for Game Operation; Second Revision, issued 09/17/99
59(99), Virginia's Instant Game Lottery 445; "Super Blackjack," Final Rules for Game Operation, issued 09/21/99
57(01), Virginia's Eighth On-Line Game Lottery; "Lotto South," Final Rules for Game Operation, issued 09/01/01
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
14(02), Virginia Lottery "Million Dollar Bonus," Promotional Rules, issued 03/01/02
26(02), Virginia's Ninth Online Game Lottery; "Mega Millions," Final Rules for Game Operation, issued 05/14/02
25(04), Virginia Instant Game Lottery 275; "Blackjack," Final Rules for Game Operation, issued 07/08/04
37(04), Virginia Instant Game Lottery 606; "Sapphire Blue 7's," Final Rules for Game Operation, issued 10/05/04 nunc pro tunc
40(04), Virginia Instant Game Lottery 623; "Ruby Red 7's," Final Rules for Game Operation, issued 10/05/04 nunc pro tunc
46(04), Virginia Instant Game Lottery 630; "Win For Life," Final Rules for Game Operation, issued 09/06/04 nunc pro tunc
49(04), Virginia Instant Game Lottery 272; "Hot 100's," Final Rules for Game Operation, issued 08/23/04
61(04), Virginia Instant Game Lottery 602; "The Big Money Game," Final Rules for Game Operation, issued 11/19/04
63(04), Virginia Instant Game Lottery 276; "Aces High," Final Rules for Game Operation, issued 11/19/04
64(04), Virginia Instant Game Lottery 635; "Cash Spectacular," Final Rules for Game Operation, issued 12/27/04
65(04), Virginia Instant Game Lottery 267; "Grand Hand," Final Rules for Game Operation, issued 12/27/04
66(04), Virginia Instant Game Lottery 636; "$100,000 Hot Streak," Final Rules for Game Operation, issued 12/27/04
67(04), Virginia Instant Game Lottery 622; "Fabulous Fortune," Final Rules for Game Operation, issued 12/27/04
01(05), Virginia Instant Game Lottery 620; "Blackjack Tripler," Final Rules for Game Operation, issued 02/03/05
02(05), Virginia Instant Game Lottery 277; "Straight 8's," Final Rules for Game Operation, issued 02/04/05
03(05), Virginia Instant Game Lottery 326; "Double Bingo Bonus," Final Rules for Game Operation, issued 02/07/05
04(05), Virginia Instant Game Lottery 640; "Lucky Times 10," Final Rules for Game Operation, issued 02/04/05
05(05), Virginia Instant Game Lottery 638; "Weekly Grand," Final Rules for Game Operation, issued 02/11/05
07(05), Virginia Instant Game Lottery 654; "World Series of Poker $100,000 Texas Hold'em," Final Rules for Game Operation, issued 02/03/05
08(05), Virginia Instant Game Lottery 648; "Fast Cash Cashword," Final Rules for Game Operation, issued 02/03/05
09(05), Virginia Instant Game Lottery 655; "Jackpot Gold," Final Rules for Game Operation, issued 02/07/05
10(05), Virginia Instant Game Lottery 653; "Blazing Red Hot Numbers," Final Rules for Game Operation, issued 03/02/05
11(05), Virginia Instant Game Lottery 279; "Hot Numbers," Final Rules for Game Operation, issued 03/02/05
12(05), Virginia Instant Game Lottery 652; "Money Maker/Double Play," Final Rules for Game Operation, issued 03/25/05

13(05), Virginia Instant Game Lottery 643; "Red Hot Numbers," Final Rules for Game Operation, issued 03/02/05

14(05), Virginia Instant Game Lottery 649; "Super Red Hot Numbers," Final Rules for Game Operation, issued 03/02/05

16(05), Virginia Instant Game Lottery 284; "Crazy Hearts," Final Rules for Game Operation, issued 03/02/05

17(05), Virginia Instant Game Lottery 269; "Triple Cash," Final Rules for Game Operation, issued 03/23/05

18(05), Virginia Instant Game Lottery 646; "Triple Tripler," Final Rules for Game Operation, issued 03/23/05

19(05), Virginia Instant Game Lottery 283; "Jacks In The Box," Final Rules for Game Operation, issued 03/23/05

20(05), Virginia Instant Game Lottery 651; "Magnificent 7's," Final Rules for Game Operation, issued 03/23/05

22(05), Virginia Instant Game Lottery 328; "Diamond Bingo," Final Rules for Game Operation, issued 03/29/05

23(05), Virginia Instant Game Lottery 660; "Hearts," Final Rules for Game Operation, issued 03/29/05

24(05), Virginia Instant Game Lottery 609; "$500,000 Payout," Final Rules for Game Operation, issued 03/29/05

25(05), Virginia Instant Game Lottery 665; "Stacks of Cash," Final Rules for Game Operation, issued 03/29/05

26(05), Virginia Instant Game Lottery 668; "Set For Life," Final Rules for Game Operation, issued 04/26/05

27(05), Virginia Instant Game Lottery 661; "Lucky Stars," Final Rules for Game Operation, issued 03/29/05

28(05), Virginia Instant Game Lottery 280; "Fun 1's," Final Rules for Game Operation, issued 04/21/05

29(05), Virginia Instant Game Lottery 644; "Beat The Dealer," Final Rules for Game Operation, issued 04/21/05

30(05), Virginia Instant Game Lottery 647; "$500,000 Bonus Bucks," Final Rules for Game Operation, issued 04/21/05

31(05), Virginia Instant Game Lottery 327; "Bingo Times Ten," Final Rules for Game Operation, issued 04/21/05

32(05), Virginia Instant Game Lottery 639; "Money Money Money," Final Rules for Game Operation, issued 04/21/05

33(05), Virginia Instant Game Lottery 645; "20 Grand Doubler," Final Rules for Game Operation, issued 04/21/05

36(05), Virginia Instant Game Lottery 285; "Luck of the Dice," Final Rules for Game Operation, issued 05/27/05

37(05), Virginia Instant Game Lottery 663; "Super Cashword," Final Rules for Game Operation, issued 05/27/05

38(05), Virginia Instant Game Lottery 669; "Lightning 7's," Final Rules for Game Operation, issued 05/27/05

40(05), Virginia Instant Game Lottery 657; "Cash Out," Final Rules for Game Operation, issued 05/27/05

41(05), Virginia Instant Game Lottery 678; "Emerald Green 7's," Final Rules for Game Operation, issued 05/27/05

42(05), Virginia Instant Game Lottery 667; "Magic Wheel," Final Rules for Game Operation, issued 05/27/05

43(05), Virginia Instant Game Lottery 676; "Slots of 999's," Final Rules for Game Operation, issued 05/25/05

44(05), Virginia Instant Game Lottery 658; "21 Blackjack," Final Rules for Game Operation, issued 05/27/05

45(05), Virginia Instant Game Lottery 683; "Million Dollar Madness," Final Rules for Game Operation, issued 05/27/05

46(05), Virginia Instant Game Lottery 656; "Red Payline Cashword," Final Rules for Game Operation, issued 05/27/05

47(05), Virginia Instant Game Lottery 659; "5 Times The Play," Final Rules for Game Operation, issued 06/23/05

48(05), Virginia Instant Game Lottery 677; "Extreme Cash," Final Rules for Game Operation, issued 06/23/05

49(05), Virginia Instant Game Lottery 682; "Treasure Chest," Final Rules for Game Operation, issued 06/23/05

50(05), Virginia Instant Game Lottery 288; "Black Cat Cash Doubler," Final Rules for Game Operation, issued 08/03/05

51(05), Virginia Instant Game Lottery 673; "Strike It Witch Tripler," Final Rules for Game Operation, issued 07/21/05

52(05), Virginia Instant Game Lottery 685; "Wild Card Tripler," Final Rules for Game Operation, issued 06/23/05

53(05), Virginia Instant Game Lottery 674; "Instant Keno," Final Rules for Game Operation, issued 08/08/05

54(05), Virginia Instant Game Lottery 679; "Stack'em," Final Rules for Game Operation, issued 08/08/05

56(05), Virginia Instant Game Lottery 289; "Money Jar," Final Rules for Game Operation, issued 08/12/05

57(05), Virginia Instant Game Lottery 684; "World Poker Tour $100,000 Texas Hold'em," Final Rules for Game Operation, issued 08/08/05

58(05), Virginia Instant Game Lottery 680; "The Apprentice," Final Rules for Game Operation, issued 08/18/05

59(05), Final Rules for Operation; "Subscription Program," for Virginia Lottery On-line Games, issued 08/08/05

60(05), Virginia Instant Game Lottery 290; "Dash For Cash," Final Rules for Game Operation, issued 08/25/05

61(05), Virginia Instant Game Lottery 664; "In The Money," Final Rules for Game Operation, issued 08/25/05

62(05), Virginia Instant Game Lottery 675; "Fantastic 4's," Final Rules for Game Operation, issued 08/25/05

63(05), Virginia Instant Game Lottery 681; "$150,000 Cash Galore," Final Rules for Game Operation, issued 08/25/05
Guidance Documents

64(05), Virginia Instant Game Lottery 291; "Season’s Greetings," Final Rules for Game Operation, issued 10/20/05
65(05), Virginia Instant Game Lottery 686; "Jingle Bell Bonus," Final Rules for Game Operation, issued 10/20/05
66(05), Virginia Instant Game Lottery 687; "Bah Humbucks," Final Rules for Game Operation, issued 10/20/05
67(05), Virginia Instant Game Lottery 688; "Holiday Cash," Final Rules for Game Operation, issued 10/20/05
68(05), Virginia Instant Game Lottery 696; "Blue Payline Cashword," Final Rules for Game Operation, issued 10/20/05
69(05), Virginia Instant Game Lottery 689; "6 Times The Money," Final Rules for Game Operation, issued 10/20/05
70(05), Virginia Instant Game Lottery 690; "Gold Card," Final Rules for Game Operation, issued 10/20/05
71(05), "Scratch Win Fall," Virginia Lottery Retailer Incentive Program Rules, issued 10/02/05
73(05), Virginia Instant Game Lottery 701; "3 Times Lucky," Final Rules for Game Operation, issued 10/20/05
74(05), Virginia Instant Game Lottery 691; "Pet Talk," Final Rules for Game Operation, issued 10/20/05
75(05), Virginia Instant Game Lottery 692; "Fortune 5's," Final Rules for Game Operation, issued 10/20/05
78(05), Virginia Instant Game Lottery 292; "Aces & 8's," Final Rules for Game Operation, issued 11/07/05
79(05), Virginia Instant Game Lottery 697; "Cold Hard Cash," Final Rules for Game Operation, issued 11/07/05
80(05), Virginia Instant Game Lottery 698; "Super Size Cash," Final Rules for Game Operation, issued 11/07/05
81(05), Virginia Instant Game Lottery 695; "Blackjack Showdown," Final Rules for Game Operation, issued 11/07/05
82(05), Virginia Instant Game Lottery 294; "Hit $50!," Final Rules for Game Operation, issued 11/07/05
83(05), Virginia Instant Game Lottery 702; "Hit $500!," Final Rules for Game Operation, issued 11/07/05
84(05), Virginia Instant Game Lottery 703; "Hit $5,000!," Final Rules for Game Operation, issued 11/07/05
85(05), Virginia Instant Game Lottery 704; "Hit $50,000!, Final Rules for Game Operation, issued 11/07/05

On-Line Game Drawings (#007, rev. 8), issued 09/07/01, 11 VAC 5-40-40
Release of Payroll and Other Personal Data, issued 08/09/96, DPT Policy #6.05
Regional Scratch Ticket Sales to Retailers, issued 05/01/00, 11 VAC 5-30-300
Scratch Ticket Returns, issued 12/03/01, 11 VAC 5-30-320
Virginia Lottery Retailer Manual, issued 2001, 11 VAC 5-30 and 11 VAC 5-40
Lottery Prize Assignment Registration information, posted on the Virginia Lottery website 7/01/03
Borrowing and Assignment Activity by Virginia Lottery Winners Following Enactment of House Bill 1564 (2003), issued 11/30/04
Virginia Lottery Annual Report for 2005

MARINE RESOURCES COMMISSION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the offices of the Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607. Copies may be obtained free of charge by contacting Wilford Kale at the same address, telephone (757) 247-2269 or FAX (757) 247-2020.

Habitat Documents:
Questions regarding interpretation or implementation of habitat documents may be directed to Robert W. Grabb, Chief, Habitat Management Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2252 or FAX (757) 247-8062.

Wetlands Guidelines, revised December 1982, § 28.2-1301 D
Subaqueous Guidelines subtitled Guidelines for the Permitting of Activities which Encroach In, On or Over the Submerged Lands of the Commonwealth of Virginia, revised October 2005, § 28.2-1200 et seq.

Coastal Primary Sand Dune/Beaches Guidelines subtitled Guidelines for the Permitting of Activities which Encroach into Coastal Primary Sand Dunes/Beaches, revised June 1986, § 28.2-1401 C

Resolution by the Virginia Marine Resources Commission Citizen Board Interpreting Code § 28.2-1203 a 5 (iv) and Delegating Authority to Make the Determination Called for by Code § 28.2-1203 a 6 (iv).

Water Dependency definition subtitled criteria for determining whether structures or activities must be located in, on or over state-owned subaqueous beds of the Commonwealth, adopted July 2003.

Guidelines for evaluating private piers and a delegation to staff to approve structures meeting certain specific criteria, adopted July 2003.

Rent and Royalty Guidelines, subtitled Rent and Royalty Schedule for determining the appropriate rate to be assessed...
for projects that encroach in, on or over the subaqueous beds of the Commonwealth, revised November 2005.

Law-Enforcement Document:
Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Steve Bowman, Chief, Law Enforcement Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2278 or FAX (757) 247-2020.


UNIVERSITY OF MARY WASHINGTON
Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Human Resources, 1301 College Avenue, Fairfax House, Fredericksburg, VA 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 workdays from 8:30 a.m. to 5 p.m. in the office of the Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219. Copies of the Medicaid memos, booklets, and brochures may be obtained at the specified charge by contacting the Freedom of Information Act (FOIA) staff at the same address, telephone (804) 731-6391 or FAX (804) 731-4981. Copies of the provider manuals and updates may be downloaded free of charge from the Internet at www.dmas.virginia.gov or printed copies may be purchased by calling Commonwealth Mailing at (804) 780-0076 to obtain an order blank. The order blank includes the manual prices for both paper and compact disc (CD) copies. The paper copies of manuals are priced individually (as noted by each manual on this list), and CDs are $18 per CD. Charges for paper copies are the cost of the individual manual, plus 5.0% sales tax, and $5 per manual for shipping and handling. Charges for CDs are $18 per CD, plus 5.0% sales tax and $5 for shipping and handling regardless of the quantity of CDs ordered. Provider manual updates are also available on the Internet free of charge (at the web address above) and from Commonwealth Mailing for $15 per update, plus 5.0% sales tax, and $5.00 shipping and handling per manual update.

DMAS Medicaid Memos, Booklets, and Brochures: Questions regarding interpretation or implementation of policies contained in 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.

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 and 12 VAC 30-120 Part I, no charge for copy

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12 VAC 30-80-170, no charge for copy

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, unavailable in electronic format

Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12 VAC 30-10-410, no charge for copy

Brochures 8/1/01, You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12 VAC 30-130-800 et seq., no charge for copy

Booklet 5/1/97, Virginia Medicaid Handbook, issued May 1, 1997, 12 VAC 30-10, revised annually, no charge for copy

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, Public Law 104-191, no charge for copy

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., no charge for copy, not available electronically

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 30-120-10 et seq., no charge for copy


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 through 12 VAC 30-120-200 and 12 VAC 30-120-70 through 12 VAC 30-120-130, no charge for copy

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, no charge for copy

Special 11/15/00 Medicaid Memo, Hospital-Based Ambulance Services Changes, issued November 15, 2000, 12 VAC 30-50-300 and 12 VAC 30-50-530, no charge for copy
Special 5/4/01 Medicaid Memo, Systems Specifications for Point of Services Claims Submission Information Alert, issued May 4, 2001, 12 VAC 30-80-40, no charge for copy

Special 4/26/2002 Medicaid Memo Clarification of Medicaid Reimbursable Transportation Services, issued April 26, 2002, 12 VAC 30-50-510, no charge for copy

Special 8/8/2002 Medicaid Memo, New Virginia Medicaid Management Information System (MMIS) and HIPPA Update, issued August 8, 2002, 42 CFR 433.10 et seq., no charge for copy

Special 10/18/2002 Medicaid Memo, Implementation of the New Virginia Medicaid Management Information System (MMIS), issued October 18, 2002, 42 CFR 433.10 et seq., no charge for copy

Special Revisions to the Pharmacy Claim Form and Introduction of a Pharmacy Compound Claim Form (ID # 04-16-2003); 12 VAC 30-50; no charge for copy

Special Implementation of the New Virginia Medicaid Management Information Systems (MMIS) (ID #s 05-01-2003-01, 05-01-2003-02, 05-01-2003-03, 05-01-2003-04); 12 VAC 30-10; no charge for copy

Special Telemedicine Services (ID # 06-10-2003-01); 12 VAC 30-50; no charge for copy

Special Pharmacy Claims Processing Information in NCPDP Version 5.1 (ID # 06-10-2003-02); 12 VAC 30-80; no charge for copy

Special Medicaid and FAMIS New ID Cards and Eligibility Verification (ID # 08-01-2003); 12 VAC 30-10 and 12 VAC 30-141; no charge for copy

Special Escalation of HIPAA Transactions and Codes (ID # 08-08-2003); Public Law 104-191; no charge for copy

Special Implementation of New Virginia Medicaid Management Information Systems (MMIS) (ID # 08-15-2003-01); 12 VAC 30-10; no charge for copy

Special Changes to Residential Treatment Services Billing Process (ID # 09-01-2003); 12 VAC 30-50; no charge for copy

Special Trading Partner Contingency Plan for HIPAA Transactions and Code Sets (ID # 09-16-2003-01); Public Law 104-191; no charge for copy

Special Revised Effective Date for Changes to Residential Treatment Services Billing Process (ID # 10-01-2003); 12 VAC 30-50; no charge for copy

Special VAMMIS Issues Resolution (ID # 10-08-2003); 12 VAC 30-10; no charge for copy

Special Clarification of Billing for Residential Treatment Services for Children and Adolescents (ID # 02-27-2003); 12 VAC 30-50; no charge for copy

Special Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 06-01-2003); 12 VAC 30-50; no charge for copy

Special Revised Effective Date for Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 07-01-2003); 12 VAC 30-50; no charge for copy

Special Community Mental Health Services FAMIS Coverage (ID # 07-25-2003); 12 VAC 30-141; no charge for copy

Special Clarification of New Pre-Authorization Requirements for Outpatient Psychiatric Services (Revised) (ID # 08-15-2003); 12 VAC 30-50; no charge for copy

Special Changes to Billing for EPSDT Services and Summary of Blood Lead Screening Requirements (ID # 09-12-2003); 12 VAC 30-50; no charge for copy

Special 12/1/2003 Prescriber ID Numbers for Pharmacy Claims; 12 VAC 30-50; no charge for copy

Special 11/25/2003 Introduction of Virginia Medicaid Preferred Drug List (PDL) Program for Pharmacy Services; 12 VAC 30-50; no charge for copy

Special 10/28/2003 Changes in Billing for Medicare "Crossover" Claims; 12 VAC 30-80; no charge for copy

Special 10/24/2003 Acknowledgement of BabyCare VAMMIS Issues; 12 VAC 30-50; no charge for copy

HMO Project Managers Memos (various topics and dates); 12 VAC 30-120; no charge for copies

Emergency room procedure codes policy (9/25/2003); 12 VAC 30-50 and 12 VAC 30-80; no charge for copy

Special 1/23/2004 Medicaid Memo, Prospective Drug Review Program Changes for Pharmacy Claims and Other Pharmacy Program Changes, issued January 23, 2004, 12 VAC 30-10-130, no charge for memo copy


Guidance Documents


Special 4/1/2004 Medicaid Memo, Processing and Payment of Emergency Room Claims, issued April 1, 2004, 12 VAC 30-50, no charge for memo copy

Special 4/13/2004 Medicaid Memo, Claim Repayments Due to ClaimCheck, issued April 13, 2004, 12 VAC 30-10, no charge for memo copy

Special 4/15/2004 Medicaid Memo, Durable Medical Equipment (DME) Appendix B Information, issued April 15, 2004, 12 VAC 30-50, no charge for memo copy

Special 5/17/2004 Medicaid Memo, Prospective Drug Review Program (ProDUR) Changes to Early Refill (ER) Edits and Updates on Home Infusion Billing, issued May 17, 2004, 12 VAC 30-10 and 12 VAC 30-130, no charge for memo copy


Special 7/19/2004 Medicaid Memo, Sending Attachments to 837 Electronic Claims Transactions, issued July 19, 2004, 12 VAC 30-10, no charge for memo copy


Special 8/6/2004 Medicaid Memo, Rate Increase for Specific Home and Community-Based Waiver Services, issued August 6, 2004, 12 VAC 30-120, no charge for memo copy

Special 8/16/2004 Medicaid Memo, Rate Increase for Obstetrical and Gynecological Services, issued August 16, 2004, 12 VAC 30-80, no charge for memo copy

Special 8/20/2004 Medicaid Memo, Use of Electronic Signatures, issued August 20, 2004, 12 VAC 30-10, no charge for memo copy


Special 8/31/2004 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued August 31, 2004, 12 VAC 30-50, no charge for memo copy

Special 9/1/2004 Medicaid Memo, Threshold/Polypharmacy Program, issued September 1, 2004, 12 VAC 30-50, no charge for memo copy


Special 10/15/2004 Medicaid Memo, Maximum Allowable Cost (MAC) Program for Virginia Medicaid and Notification of COX-II Drug Class Changes to Preferred Drug List (PDL), issued October 15, 2004, 12 VAC 30-80, no charge for memo copy


Special 12/1/2004 Medicaid Memo, Medicaid Eligibility for Infants Born to Non-Medicaid-Eligible Alien Women Whose Deliveries Were Covered by Medicaid as an Emergency Medical Service, issued December 1, 2004, 12 VAC 30-50, no charge for memo copy


Special 12/13/2004 Medicaid Memo, Enrollment of Licensed Marriage and Family Therapists, issued December 13, 2004, 12 VAC 30-50, no charge for memo copy

Special 1/5/2005 Medicaid Memo, Clarification of Day Treatment Services for Children and Adolescents, issued January 5, 2005, 12 VAC 30-50, no charge for memo copy

Special 1/10/2005 Medicaid Memo, Services Requiring Claims Submission Through the VaMMS – Effective February 1, 2005, issued January 10, 2005, 12 VAC 30-50, no charge for memo copy
Guidance Documents


Special 5/19/2005 Medicaid Memo, Change in Reimbursement Policy for School-Based Health Screenings of Children Enrolled in Medicaid Managed Care Organizations – Effective July 1, 2005, issued May 19, 2005, 12 VAC 30-50, no charge for memo copy


Special 7/8/2005 Medicaid Memo, Coverage Changes to the FAMIS Program (FAMIS MOMS & FAMIS Select) – Effective August 1, 2005, issued July 8, 2005, 12 VAC 30-50, no charge for memo copy

Special 7/14/2005 Medicaid Memo, Reimbursement for Dental Services under Smiles For Children – Effective July 1, 2005, issued July 14, 2005, 12 VAC 30-50, no charge for memo copy


Special 8/1/2005 Medicaid Memo, Correction to the Billing Instructions for the UB-92 Claim Form, issued August 1, 2005, 12 VAC 30-50, no charge for memo copy

Special 8/9/2005 Medicaid Memo, Expansion of Managed Care Organization (MCO) Program in Northern Virginia, issued August 9, 2005, 12 VAC 30-50, no charge for memo copy

Special 8/19/2005 Medicaid Memo, FAMIS MOMS Enrollees – How to Apply for Newborn Coverage, issued August 19, 2005, 12 VAC 30-50, no charge for memo copy

Special 9/6/2005 Medicaid Memo, Changes to Orthotic Services Pre-authorization (PA) Process – Effective October 1, 2005, issued September 6, 2005, 12 VAC 30-50, no charge for memo copy

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all pharmacy providers, issued September 8, 2005, 12 VAC 30-50, no charge for memo copy

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all providers and managed care organizations, issued September 8, 2005, 12 VAC 30-50, no charge for memo copy

Special 9/16/2005 Medicaid Memo, Clarification of BabyCare Claims Process & FAMIS MOMS Eligibility for BabyCare Services, issued September 16, 2005, 12 VAC 30-50, no charge for memo copy


Special 11/30/2005 Medicaid Memo, Managed Care Organization (MCO) Program Expands Into the Winchester Region – Effective December 1, 2005, issued November 30, 2005, 12 VAC 30-50, no charge for memo copy


Special 12/5/2005 Medicaid Memo, Pending Cancellation of DMAS Disaster Relief Health Care Coverage for Victims of Hurricane Katrina, issued December 5, 2005, 12 VAC 30-50, no charge for memo copy


Special 12/20/2005 Medicaid Memo, Monitoring Kidney Functions & the Classification Stages of Chronic Kidney Disease (CKD), issued December 20, 2005, 12 VAC 30-50, no charge for memo copy

Special 12/20/2005 Medicaid Memo, Managed Care Organization (MCO) Merger Between Anthem HealthKeepers Plus & UniCare Health Plan of Virginia – Effective January 1, 2006,
Guidance Documents

2006, issued December 20, 2005, 12 VAC 30-50, no charge for memo copy
Special 12/30/2005 Medicaid Memo, Upcoming Changes to the Processing of Medicare "Crossover" Claims, issued December 30, 2005, 12 VAC 30-50, no charge for memo copy
Special 12/30/2005 Medicaid Memo, Proper Procedure for Sending Checks for Claims Processing Errors, issued December 30, 2005, 12 VAC 30-50, no charge for memo copy

DMAS Provider Manuals:
Assisted Living Services Provider Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-120-450 through 12 VAC 30-120-480, $24
BabyCare Provider Manual, second edition issued June 24, 1999/continuously revised, 12 VAC 30-50; $24
Community Mental Health Rehabilitative Services Provider Manual, first edition issued August 1, 2000/continuously revised, 12 VAC 30-50; $28
Dental Provider Manual, second edition issued July 15, 2000/continuously revised, 12 VAC 30-50-95 et seq., $24
Elderly or Disabled with Consumer Direction Waiver Services Provider Manual, first edition issued June 20, 2003/continuously revised, 12 VAC 30-50; $36
Freestanding Renal Dialysis Clinic Provider Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., $24
Durable Medical Supplies and Equipment Provider Manual, second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., $28
Elderly Case Management Services Provider Manual, second edition issued September 8, 2000/continuously revised, 12 VAC 30-50-460, $20
Home Health Provider Manual, second edition issued June 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $24
Hospice Provider Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $24
Hospital Provider Manual, second edition issued November 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., and 12 VAC 30-70 Part V, $32
Independent Laboratory Provider Manual, second edition issued June 15, 1999/continuously revised, 12 VAC 30-50-95 et seq., $20
Mental Health Clinic Provider Manual, second edition issued April 14, 2000/continuously revised, 12 VAC 30-50, $24
Mental Retardation Community Services Provider Manual, first edition issued May 1, 2001/continuously revised, 12 VAC 30-50; $32
Nursing Home Provider Manual, second edition issued April 15, 2000/continuously revised, 12 VAC 30-90 Part II, $32
Pre-Admission Screening Provider Manual, first edition issued June 20, 2003/continuously revised, 12 VAC 30-130 Part III, $24
Personal/Respite Care Provider Manual, first edition issued February 1, 1994, 12 VAC 30-120, $24
Pharmacy Provider Manual, second edition issued April 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $24
Physician Provider Manual, second edition issued February 15, 2000/continuously revised, 12 VAC 30-50-95 et seq., $36
Podiatry Provider Manual, second edition issued May 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., $24
Psychiatric Services Provider Manual, second edition issued April 28, 2000/continuously revised, 12 VAC 30-50, $28
Rehabilitation Provider Manual, second edition issued February 1, 2000/continuously revised, 12 VAC 30-50-95 et seq., $28
School Division Provider Manual, second edition issued June 21, 1999/continuously revised, 12 VAC 30-50-95 et seq., $24
State and Local Hospitalization Program Provider Manual, second edition issued December 1, 1998/continuously revised, 12 VAC 30-50-100 et seq., $24
Technology Assisted Waiver and Private Duty Nursing Services Provider Manual, first edition issued November 1, 2000/continuously revised, 12 VAC 30-120 Part II, $24
Transportation Provider Manual, second edition issued February 1, 1999/continuously revised, 12 VAC 30-50-95 et seq., $20
Guidance Documents

BOARD OF MEDICINE

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at medbd@dhp.virginia.gov.

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:

85-1, Listing of examinations which are accepted for each of the professions regulated by the Board of Medicine, revised October 1995
85-2, Assistant Attorney General opinion of October 25, 1986 on who can do a school physical examination
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, September 2003
85-5, Staff guide for responding to calls concerning medical records, December 2003
85-6, Board Briefs #60, Summer 2000, Section III.F, Ownership of health care records
85-7, Board Briefs #52, Spring 1997, Pharmacotherapy for weight loss
85-9, Board Briefs #49, Spring 1995, Pain management
85-10, Recommendation for preventing transmission of HIV or hepatitis B virus to patients during exposure-prone invasive procedures, revised February 11, 2005
85-11, Sanctioning Reference Points Instruction Manual, adopted by Board, January 2004
85-12, Consumer Guide to the Virginia Board of Medicine, approved by the board at its meeting on February 5, 1998
85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, January 22, 2004
85-14, Board Briefs #54, Spring 1998, Pain Management Guidelines
85-15, Board motion, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, January 22, 2004
85-16, Board Briefs #59, 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 December 2000
85-18, Practitioners’ Help Section, - Definitions and explanations for terminology used in Practitioner Profile System and Frequently Asked Questions, revised November 22, 2004
85-19, Practitioner Information System - Glossary of Terms, revised November 22, 2004
85-20, Official Opinion of the Attorney General, December 1992 on employment of surgeon by a nonstock, nonprofit corporation
85-21, Official Opinion of the Attorney General, May 1995 on employment of physician by a for profit corporation
85-22, Board motion, Model Policy Guidelines for Opioid Addiction Treatment in the Medical Office, April 22, 2004
85-23, Board motion, Policy on the Use of Confidential Consent Agreements, October 9, 2003
85-24, Board motion, Adoption of FSMB Model Policy for the Use of Controlled Substances for the Treatment of Pain, June 24, 2004
85-25, Board motion, Process for Delegation of Informal Fact-finding to an agency subordinate, October 14, 2004

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, 1220 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. Any cost for obtaining copies is listed with each document.

Admission and Discharge Protocols for Persons with Mental Retardation Served in Mental Retardation Facilities, issued March 26, 2003, §§ 37.2-837 and 37.2-505, no cost, contact Cynthia Smith (804) 786-0946


Criminal History Background Checks for Direct Consumer Care Personnel in Adult Substance Abuse Treatment Programs, Office of Substance Abuse Bulletin No. 2005-01,
Guidance Documents

issued March 28, 2005, §§ 37.2-416 and 37.2-506 of the Code of Virginia, no cost, contact Mary Randall, (804) 786-3906

CSB Procurement Procedures Manual, revised 2002, §§ 37.2-508 and 37.2-608, no cost, contact Horace Ford, (804) 786-5812

Comprehensive State Plan 2006-2012, issued December 7, 2005, § 37.2-315, no cost, contact Charline Davidson (804) 786-7357

Discharge Protocols for Community Services Boards and State Mental Health Facilities, issued November 5, 2001, §§ 37.2-637 and 37.2-505, no cost, contact Russell Payne, (804) 786-1395

Early Childhood Transition From Part C Early Intervention to Part B Special Education and Other Services for Young Children with Disabilities, Technical Assistance Document, Infant and Toddler Connection of Virginia, issued August 2003, no cost, contact Shirley Ricks (804) 786-0992

Financial Management Standards/Accounts Receivable and Reimbursement Procedures, Volume III, issued May 27, 2003, § 37.2-504, no cost, contact John F. Jackson or Barry A. Mason, (804) 786-3942


FY 2006 Community Services Performance Contract Package, issued May 5, 2005, § 37.2-508, no cost, contact Paul R. Gilding, (804) 786-4982

Guidance on Contents of Local Interagency Agreements and Contracts, Infant & Toddler Connection of Virginia, issued August 2003, no cost, contact Shirley Ricks, (804) 786-0992

Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity, revised May 28, 2003, Chapter 11.1 of Title 19.2 of the Code of Virginia, §30, contact Kathleen Sadler, (804) 786-8044


Individualized Part C Early Intervention Supports and Services in Everyday Routines, Activities and Places, Infant & Toddler Connection of Virginia, issued September 2003, no cost, contact Shirley Ricks (804) 786-0992


Policies and Procedures for the Implementation of Part C of the Individuals with Disabilities Education Act (IDEA), last revision date August 2002, 34 CFR Part 303; §§ 2.2-5300 through 2.2-5308 and 2.2-2664 no cost, contact Shirley Ricks, (804) 786-0992

Policy Clarification and Technical Assistance on the Implementation of Requirements for Vision and Hearing Components of the Part C Evaluation and Assessment, Infant & Toddler Connection of Virginia, revised October 2003, no cost, contact Shirley Ricks, (804) 786-0992

Prevention Services and Personnel Supported by the Substance Abuse Prevention and Treatment Block Grant Prevention Set-Aside, Office of Substance Abuse Services Guidance Bulletin No. 2003-03, issued August 1, 2003, 45 CFR 96.125, no cost, contact Hope Merrick, (804) 786-3906


Required Activities for Prevention Services Units Funded Wholly or in Part by the Substance Abuse Prevention and Treatment Block Grant Prevention Set-Aside, Office of Substance Abuse Services Guidance Bulletin No. 2003-04, issued August 1, 2003, contact Hope Merrick (804) 786-3906

Requirements for Federally Mandated Independent Peer Review, Office of Substance Abuse Services Guidance Bulletin No. 2002-01, issued October 7, 2002, 45 CFR 96.136, no cost, contact Mary Randall, (804) 786-3906

Special treatment needs of Individuals with Co-Occurring Substance Abuse Disorders and Traumatic Brain Injuries, Office of Substance Abuse Services Guidance Bulletin No. 2005-02, Issued March 28, 2005, 12 VAC 35-105-150, no cost, contact Mary Randall, (804) 786-3906

DEPARTMENT OF MILITARY AFFAIRS

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Department of Military Affairs, Building 316, Fort Pickett, Blackstone, VA 23824. Copies may be obtained free of charge by contacting Mary Sunderlin at the same address, telephone (804) 298-6103, FAX (804) 298-6250 or e-mail mary.sunderlin@va-amng.ngb.army.mil.

Questions regarding interpretation or implementation of these documents may be directed to Mary Sunderlin, Administrative Assistant to the Adjutant General at the address above.

Guidance Documents:

VaARNG Regulation No. 56-3/VaANG Instruction No. 24-301, Registration of Privately Owned Vehicles by Virginia National Guard Personnel (Special Virginia National Guard License Plates), revised May 1, 2000, § 46.2-725, 46.2-744 and 46.1-105.9

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VaARNG Regulation No. 56-5/VaANG Instruction No. 24-3011, Registration of Privately Owned Vehicles by Retired Virginia National Guard Personnel (Special Virginia National Guard License Plates), revised May 1, 2000, §§ 46.2-725, 46.2-726 and 46.2-765.5

VaARNG Regulation Number 621.1, Education, Virginia National Guard Tuition Assistant Program, May 1, 2000, § 23-7.4:2

VaARNG Regulation Number 405-1, Armory Management, Army Control Board and Non-Military Use of Armories, July 15, 1994, § 44-135.1

Virginia Military Institute
Copies of the following document may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of Auxiliary Services, VMI Hospital - 2nd Floor, Virginia Military Institute, Lexington, VA 24450.Copies may be obtained free of charge by contacting James N. Joyner, Jr., Colonel U.S. Army (Ret.), Director of Auxiliary Services at the same address, telephone (540) 464-7096, FAX (540) 464-7793 or e-mail joynerjn@vmi.edu. The internet address for accessing the document is found below.

Questions regarding interpretation or implementation of this document may be directed to Col. James N. Joyner, Jr. at the address and phone number listed above.

Virginia Military Institute Motor Vehicle Policy

STATE MILK 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 State Milk Commission, Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor Street, Room 205, Richmond, VA 23219. Copies may be obtained free of charge by contacting Lora 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 these documents 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) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

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
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 Steve Walz, Department of Mines, Minerals and Energy, 202 North Ninth Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3211, FAX (804) 692-3237, or stephen.walz@dmme.virginia.gov.

All DMME guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall, http://www.townhall.state.va.us/Intro.cfm.

For paper copies, unless otherwise noted, the first 20 pages of any guidance document or group of documents are free of charge, and subsequent pages cost $.25 per page.

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
DMME guidance documents of a general nature 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 Lora 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 these documents 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.

Division of Mines (DM)
Board of Coal Mining Examiners
Guidance documents pertaining to DMME’s Board of Coal Mine Examiners may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. by contacting Becky Moore at the Department of Mines, Minerals and Energy, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8227, (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) 523-8146 or FAX (276) 523-8148.
Guidance Documents

Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8226 or FAX (276) 523-8239.

Division of Mines Study and Instruction Material
Study and instruction materials relating to coal mine safety are available on diskette, free of charge, 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 the interpretation or implementation of this material may be directed to Carroll Green, Inspector Supervisor, Division of Mines, at the same address, telephone (276) 523-8232 or FAX (276) 523-8239; or Rebecca Moore, Office Services Specialist, Division of Mines, at the same address, telephone (276) 523-8227, same FAX number.

Division of Mines Notices and Memoranda to Operators
Division of Mines Notices and Memoranda to Operators 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.

Division of Mines Procedures
Division of Mines 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. These procedures are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

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.

Division of Mines Forms
Division of Mines forms 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. These forms are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

Questions regarding interpretation or implementation of these forms may be directed to John Thomas, same address, telephone (276) 523-8228 or FAX (276) 523-8239.

Guidelines for Application of Regulatory Standards
Guidelines for Application of Regulatory Standards 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. These documents are used by agency staff to implement the Coal Mine Safety Act, § 45.1-161.7 et seq.

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.

Division of Mined Land Reclamation (DMLR)
Division of Mined Land Reclamation Memoranda
Division of Mined Land Reclamation memoranda 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 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.

Division of Mined Land Reclamation Procedures
Division of Mined Land Reclamation procedures 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.

Division of Mined Land Reclamation -- Other Documents
Other documents issued by the Division of Mined Land Reclamation 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.

Division of Mined Land Reclamation Forms
Division of Mined Land Reclamation 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, 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. These forms are used by agency staff to implement 4 VAC 25-130.

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, telephone (276) 523-8157 or FAX (276) 523-8163.
Guidance Documents

Division of Mineral Mining (DMM)

Division of Mineral Mining Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda 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 Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler 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.

Division of Mineral Mining Procedures

Division of Mineral Mining procedures 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 Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These procedures are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same address, telephone telephone (434) 951-6312 or FAX (434) 951-6325.

Division of Mineral Mining Forms

Division of Mineral Mining 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 Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311 or FAX (434) 951-6325. These forms are used by agency staff to implement 4 VAC 25-30 and 4 VAC 25-40.

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.

Division of Gas and Oil Forms

Division of Gas and Oil 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 pertaining to the agency - Department of Mines, Minerals and Energy

343, DMLR Procedure No.2.1.03, Unpermitted/Exempted Sites, 03/12/1997

347, DMLR Procedure No. 2.2.02, Confidentiality of Permit Application Information, 03/12/1997

387, DMLR Procedure No. 3.6.01, Certification of Pollution Control Equipment, 03/12/1997

390, DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, Administrative Hearings Manual, 03/27/2002

392, DM Procedure No. 1.03.02, Rescue and Recovery Plan, 10/01/2000

393, DM Procedure No. 1.04.02, 5-Day Spot Inspection, 01/13/1997

394, DM Procedure No. 1.04.09, Administrative Review of Notices of Violation, 01/01/1997

396, DM Procedure No. 1.04.01, Inspection of Coal Mines, 10/01/2000

398, DM Procedure No. 1.04.04, Regular Inspections, 10/01/2000

400, DM Procedure No. 1.04.05, Spot Inspection, 10/01/2000

401, DM Procedure No. 1.04.06, Risk Assessment, 01/01/1997

402, DM Procedure No. 1.04.07, Independent Contractors, 01/01/1997

403, DM Procedure No. 1.04.08, Smoking Articles Inspection, 01/27/2000

404, DM Procedure No. 1.04.10, Impoundment Inspections, 07/18/2001

405, DM Procedure No. 1.05.01, Investigation of Accidents and Incidents, 10/01/2000

406, DM Procedure No. 1.05.02, Inundation of Water and Gas, 10/01/2000

407, DM Procedure No. 1.05.03, Methane Ignition, 10/01/2000

408, DM Procedure No. 1.05.04, Serious Personal Injury, 10/01/2000
409, DM Procedure No. 1.05.05, Unintentional Roof Falls, 10/01/2000
410, DM Procedure No. 1.05.06, Unlicensed Mine Sites, 10/01/2000
411, DM Procedure No. 1.05.07, Safety Complaints, 10/01/2000
412, DM Procedure No. 1.05.09, Investigation Documents File, 05/03/1999
413, DM Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities, 08/01/2000
414, DM Procedure No. 1.06.01, Plan Approvals, 09/01/2002
415, DM Procedure No. 1.06.02, Map Submittals, 10/01/2000
417, DM Procedure No. 1.07.01, Technical Instruction, 01/29/1999
418, DM Procedure No. 1.07.02, Small Mine Safety Service, 01/29/1999
419, DM Procedure No. 1.07.03, Training and Accident Reduction, 01/09/1999
420, DM Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites, 10/01/2000
421, DM Procedure No. 1.08.04, Other Requests for Assistance, 10/01/2000
422, DM Procedure No. 1.09.02, Recertification Requirements, 01/01/1997
426, DM Procedure No. 1.09.01, Certification of Miners, 10/01/2000
427, DM Procedure No. 1.08.01, Licensing, 10/01/2000
428, DM Procedure No. 1.08.03, Requests Through the Freedom of Information Act, 04/30/2002
429, DM Procedure No. 1.03.01, Emergency Response Team, 01/01/1999
430, DM Procedure No. 1.04.03, Reopening Inspection, 08/18/1998
431, DMME-IR-1, Request for Information Under FOIA, 12/28/1999
432, Responding to Requests for Information, 10/23/2002
433, DM Chapter 14.3, Article 2, Section 45.1-161.115 D, Supplies of Materials for Supports, 04/10/2000
434, DM Chapter 14.3, Article 4, Section 45.1-161.124 A, Shop and Other Equipment, 04/10/2000
435, DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices, 04/10/2000
436, DM Chapter 14.3, Article 6, Section 45.1-161.139, Inspection of Underground Equipment, 04/10/2000
437, DM Chapter 14.3, Article 6, Section 45.1-161.141 E, Self Propelled Equipment, 04/10/2000
438, DM Chapter 14.3, Article 6, Section 45.1-161.143 A and B, Transportation of Material, 04/10/2000
439, DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents, 04/10/2000
440, DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators, 04/10/2000
442, DM Chapter 14.2, Article 1, Section 45.1-161.23, Technical Specialist, 04/10/2000
444, DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 45.1-161.30, Operator/Independent Contractor (Examinations and Record Keeping), 09/30/2002
446, DM Chapter 14.2, Article 3, Section 45.1-161.37 A, General Coal Miner Certification, 04/10/2000
447, DM Chapter 14.2, Article 3, Section 45.1-161.38 A, First Class Mine Foreman Certification, 04/10/2000
450, DM Chapter 14.2, Article 7, Section 45.1-161.77 A, Reports of Explosions and Mine Fires, 04/10/2000
451, DM Chapter 14.2, Article 7, Section 45.1-161.78 A, Operator's Reports of Accidents; Investigations; Reports by Department, 04/10/2000
452, DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records, 04/10/2000
453, DM Chapter 14.2, Article 8, Section 45.1-161.84 A, Advance Notice of Inspections; Confidentiality of Trade Secrets, 04/10/2000
454, DM Chapter 14.2, Article 8, Section 45.1-161.85 A, Scheduling of Inspections, 04/10/2000
458, DM Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment, 04/10/2000
459, DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips, 04/10/2000
460, DM Chapter 14.3, Article 7, Section 45.1-161.159 A and C, Hoisting Engineer, 04/10/2000
461, DM Chapter 14.3, Article 8, Section 45.1-161.162 A, Mine Openings and Escapeways, 09/30/2002
462, DM Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings, 04/10/2000
464, DM Chapter 14.3, Article 11, Section 45.1-161.189 E, Electricity, 09/30/2002
466, DM Chapter 14.3, Article 11, Section 45.1-161.195 B, C and D, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 04/10/2000
467, DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment, 09/30/2002
Guidance Documents

468, DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment, 04/10/2000

469, DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel, 04/10/2000

470, DM Chapter 14.3, Article 13, Section 45.1-161.202 B, Emergency Response Plans; List of Next of Kin, 04/10/2000

471, DM Chapter 14.3, Article 13, Section 45.1-161.205 F, Storage and Use of Flammable Fluids and Materials, 09/30/2002

472, DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment, 09/30/2002

473, DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations, 04/10/2000

474, DM Chapter 14.3, Article 14, Section 45.1-161.210 J, Weekly Examinations, 04/10/2000

475, DM Chapter 14.3, Article 14, Section 45.1-161.221 D, Coursing of Air, 04/10/2000

477, DM Chapter 14.3, Title 15, Section 45.1-161.238 D, Storage and Use of Flammable Fluids and Materials, 09/30/2002

478, DM Chapter 14.3, Article 16, Section 45.1-161.251 A, Employment of Inexperienced Underground Miners, 04/10/2000

479, DM Chapter 14.4, Article 2, Section 45.1-161.256-257, Safety Examinations, 04/10/2000

480, DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards, 04/10/2000

481, DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment, 04/10/2000

482, DM Chapter 14.4, Article 5, Section 45.1-161.267 L, Storage and Use of Flammable Fluids and Materials, 09/30/2002

483, DM Chapter 14.4, Article 12, Sections 45.1-161.288 and 45.1-161.290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors, 04/10/2000

522, DM-CM-3S, Inspection Report, 03/01/1999

524, DM-RAU-1-S, Underground Mine Risk Assessment, 04/01/1999

525, DM-RAS-1-S, Surface Mine, Auger, Highwall Miner Risk Assessment, 04/01/1999

527, DM-TS-1-S, Field Report Form, 03/01/1999

528, DM-IMP-1-S, Impoundment Inspection Form, 03/01/1999

530, DM-F-2-S, Roof Fall Investigation, 03/01/1999

531, DM-F-1-S, Accident Investigation, 03/01/1999

532, DM-IGN-1-S, Ignition Investigation, 03/01/1999

533, DM-IU-1-S, Inundation Investigation, 03/01/1999

535, DM-CI-1S, Complaint Investigation Report, 03/01/1999

536, DM-RV-1-S, Report of Violation Form, 03/01/1999

537, DM-WI-1-S, Special Written Instructions, 03/01/1999

538, DM-DE-01-S, Diesel Equipment Approval Form, 04/01/2001

541, DM-DC-01, Operator Assistance Request, 11/01/2001

544, DM Operator Memorandum DM 02-05, Division of Mines Rescue and Recovery, 10/28/2002

546, DM Operator Memorandum DM-02-01, State-Designated Mine Rescue, 01/29/2002

547, DM Operator Memorandum DM 01-07, Surface Mining Within 200 Feet of a Gas Well or Pipeline, 12/17/2001

549, DM LIC-01, License to Operate a Mine, 01/01/1997

550, DM Operator Memorandum DM 01-04, Verification of Current Mine Foreman Certifications, 10/03/2001

551, DM Operator Memorandum DM 00-02, On-Shift Examination of All Mobile Equipment, 01/04/2000

555, DM Operator Memorandum DM 99-03, Required Submittal of Annual Affidavits to the Department of Mines, Minerals and Energy, 02/26/1999

566, DMM Procedure No. 2.1, Operator Assistance, 05/21/1997

567, DMM Procedure No. 2.4, Inspections, 05/21/1997

568, DMM Procedure No. 2.5, Inspection Frequency; Safety, 05/21/1997

569, DMM Procedure No. 2.6, Inspection Frequency; Reclamation, 05/21/1997

570, DMM Procedure No. 2.7, Inspection Reports, 05/21/1997

571, DMM Procedure No. 2.8, Special Orders/Notices of Violation, 05/21/1997

572, DMM Procedure No. 2.9, Notice of Non-Compliance, 05/21/1997

573, DMM Procedure No. 2.10, Closure Orders, 05/21/1997

574, DMM Procedure No. 2.11, Recommending Bond Forfeitures, 05/21/1997

575, DMM Procedure No. 2.12, Safety/Health/Reclamation Complaints, 05/21/1997

576, DMM Procedure No. 2.13, Blasting Complaint Investigations, 05/21/1997

577, DMM Procedure No. 2.14, Accident/Fire Investigations, 05/21/1997

578, DMM Procedure No. 2.15, Unlicensed Mine Sites, 05/21/1997

579, DMM Procedure No. 4.1, Relinquishments and Repermitting, 09/10/1991

580, DMM Procedure No. 4.2, Permit Renewal and Progress Reports, 09/10/1991
581, DMM Procedure No. 4.3, Additional Bond Required at Anniversary Time, 09/10/1991
582, DMM Procedure No. 4.4, Bond Reduction and Release, 09/10/1991
583, DMM Procedure No. 4.5, Completion Material/Permit Close-Out, 09/10/1991
584, DMM Procedure No. 4.7, Change in Operating Officials, 09/10/1991
585, DMM Procedure No. 4.8, Temporary Cessation of Surface Mines, 09/10/1991
586, DMM Procedure No. 4.9, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals, 09/10/1991
587, DMM Procedure No. 4.10, Field Approval, 01/08/1996
588, DMM Procedure No. 4.11, Initial Site Inspection, 09/10/1991
589, DMM Procedure No. 4.12, Mineral Mining Quarrying Schedule (Tonnage Report), 09/10/1991
590, DMM Procedure No. 4.13, Permit Application Review, 09/10/1991
591, DMM Procedure No. 4.14, Hearing Procedure, 09/10/1991
592, DMM Procedure No. 4.15, Termination of License Requirement, 10/24/1995
593, DMM Procedure No. 4.18, Contractor Information, 01/08/1996
594, DMM Procedure No. 4.19, Confidential Files, 03/24/1997
595, DMM Procedure No. 4.20, Permit Transfers, 01/08/1996
596, DMM Education and Training Plan for Mineral Mining, 01/01/1996
597, DMM Surface Foreman's Certification Study Guide, 03/01/2002
598, DMM Surface Blaster Certification Student Guide, 03/01/2001
599, DMM Operator Memorandum, Waste Materials Brought Onto Mine Sites, 01/25/1993
600, DMLR-DT-000, Certification Checklist Pollution Control Equipment and Facilities, Section 58.1-3660 of the Code of Virginia, 02/01/1996
601, DMLR-PT-028, Anniversary Notification, 09/01/1999
603, DMLR Guidance Memorandum No. 5-02, Updated Application Submittal Procedures, 12/09/2002
604, DM Operator Memorandum DM 97-17, On-Site Examination of Mine Foremen by a Mine Inspector, 12/05/1997
642, DM Notice to Operators, DM 02-07, Submittal of Annual Report and Tax Affidavit, 12/16/2002
648, DMM Procedure No. 4.6, Amendments, 01/08/1996
666, DGO-IR-S, Inspection Report, 10/01/2001
668, DGO-CI-S, Complaint Investigation, 02/01/1999
670, DGO-P, Permit for Gas and Oil Operations, 10/01/1991
673, DMM Procedure No. 3.1, General Procedures for Reclaiming Orphaned Land Sites, 02/24/1998
674, DMM Informational Brochure for Public Hearings, 01/01/1998
677, DMM-164, Certification of No Changes in Permit Map, 10/01/2002
685, DM-V-1-S, Notice of Violation, 03/01/1999
686, DM-V-1-S-CO, Closure Order, 03/01/1999
687, DM-V-2-S, Correct, Modify Extent or Vacate Violations or Closures, 03/01/1999
688, DGO-GO-PA, Approval of Payment, 02/01/1996
689, DGO-GO-AP, Application for Payment, 02/01/1996
723, DM Chapter 14.3, Article 2, Section 45.1-161.109 A, Roof, Rib and Face Control, 08/01/2001
724, DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity, 08/01/2001
725, DM Chapter 14.3, Article 13, Section 45.1-161.207 B, Welding and Cutting, 08/01/2001
728, DMM Procedure 5.1, Training and Certification of Mineral Mining Industry Personnel, 09/12/2002
729, DMM Procedure No. 5.2, Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners, 09/01/2002
730, DMM Procedure No. 5.6, Accident Reports and Posting, 09/12/2002
731, DMM Procedure No. 5.7, Education and Training Plan and Service, 09/12/2002
732, DMM Excavation Activity Evaluation Chart, 02/20/1991
748, DMM Risk Assessment, 07/26/2002
764, DMM By-Laws of Orphaned Land Advisory Committee, 06/14/2000
765, DMM Waivered Locality Performance Evaluation, 11/01/1997
766, DMM Contractor Memorandum Regarding Annual Reports, 01/02/2003
767, DMLR General Instructions for Electronic Application Preparation, 08/14/2002
292, DMLR Guidance Memorandum No. 4-02, Approximate Original Contour Guidelines, 03/22/2002
293, DMLR Guidance Memorandum No. 3-01, Permit Application/Priority Reviews, 12/12/2001
294, DA Procedure 14.0.0 - Bond Administration to Include Coal Surface Mining Reclamation Fund Procedures/Tax Collection, 05/15/2002
295, DMLR Guidance Memorandum No. 2-01, Reforestation Reclamation Practices, 05/29/2001
339, DMLR Procedure No. 1.2.01, Threatening, Abusing or Impeding a Division Employee, 03/12/1997
362, DMLR Procedure No. 2.3.03, Anniversary Fees/Reports, 10/11/2005
448, DM Chapter 14.2, Article 5, Section 45.1-161.57 A, License Required for Operation of Coal Mines, 04/15/2004
449, DM Chapter 14.2, Article 5, Section 45.1-161.63 B and C, Notices to Department; Resumption of Mining Following Discontinuance, 04/15/2004
455, DM Chapter 14.2, Article 9, Section 45.1-161.90 A, Notices of Violation, 04/15/2004
476, DM Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane, 04/15/2004
558, DM Mine Emergency Directory, 04/01/2002
560, DMLR Abandoned Mined Land Water Project Review Manual, 07/01/2003
565, DMM-146, Operators memo/Ann. Tonnage Report, 01/02/2003
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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, ext. 3001 or toll free at (877) 270-0203, ext. 3001, FAX (804) 367-1053, or e-mail dboard@mvb.virginia.gov.

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.

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PR010-97, Variance for Hours of Operation, May 1997, § 46.2-1533
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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
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be obtained for no charge. Copies totaling ten pages or more may be obtained at a cost of $.50 per 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 Marc.Copeland@dmv.virginia.gov.

Guidance Documents:

Personal Property Tax Relief Guidelines for Direct Compensation Years, revised July 2004, § 58.1-3532


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

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MED 12, Virginia Parking Placards and Plates for Customers with Disabilities, revised July 2003, §§ 46.2-731, 46.2-732, 46.2-739 and 46.2-1241

MED 31, Conditions of Variance for CDL Drivers to Haul Hazardous Materials, revised September 1998, §§ 10.1-1402 (11), 10.1-1405, 10.1-1450 and 46.2-341.9:1

MED 44, Driver Licensing Information for Wearer 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


DMV 2, Virginia Motorcycle Operator Manual, July 2003

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DMV 16, Parents in the Driver's Seat, July 2003

DMV 30, Legal Presence Frequently Asked Questions, October 2003, § 46.2-105.2

DMV 32, Alternative Services card, January 2003

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DMV 51, Legal Presence affects you. insert, September 2003, § 46.2-105.2

DMV 51S, La Presencia Legal lo afecta a usted., Septiembre 2003, § 46.2-105.2

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- Information Sheet, revised October 2004, § 46.2-345
- Revised June 1, 1998, §§ 46.2-216.1 and 46.2-216.2

In addition to the above documents, the following documents are continuously updated:

- Bulletins Relating to Motor Carrier Issues and Requirements, updated throughout the year
- Notices Relating to Fuels Tax Issues and Requirements, updated throughout the year
- Procedures for the Transportation Safety Grants Program, updated throughout the year

The following is continuously updated throughout the year on a daily basis:

- DMV Website - contents as of December 2005 include:
  
**ONLINE TRANSACTIONS**

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- Administrative Hearing Request
- Compliance Summary Request - New
- Disabled Parking Placard Renewal
- Driver's License Renewal
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- Hauling Permits
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- Insurance Verification
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- PIN Administration
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- Prospective Purchaser Inquiry (PPI)
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DL 1PA  Supplemental Driver's Licensing History Sheet  
DL 5  Under Age 15  
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DL 18  Cancellation of Minor's Driving Privilege  
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DL 32  School Bus Drivers Status Report  
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TSS 17  Child Safety Seat Mini-Grant, Application for
TSS 18  Occupant Protection Checkpoint Mini-Grant, Application for
TSS 19  Checkpoint Strikeforce Mini-Grant, Application for
TSS 20  Total Cost and Matching Report
TSS 96  Virginia Rider Training Program Training Site License, Application for
US 002  Extranet LogonID Request Form
US 531A  Information Use Application
US 531C  DMV Information Use Criteria
US 531E  Extranet Transaction Access, Application for
VSA 3  Certification of Stolen Vehicle
VSA 5  Odometer Disclosure Sheet
VSA 6  Color Chart
VSA 9  Disabled Personalized Plates, Application for
VSA 10  Application for Personalized License Plates
VSA 12  Affidavit in Lieu of Title Certificate
VSA 14  Registration, Application for
VSA 15  Special Registration, Application for
VSA 16  Registration Information Sheet
VSA 17A  Certificate of Title and Registration, Application for
VSA 17B  Certificate of Title - Manufactured Home, Application for
VSA 22  Assigned Vehicle Identification Number, Application for
VSA 24  Statement of Authority to Assign Title
VSA 40  Abandoned Motor Vehicles
VSA 41  Mechanics' or Storage Lien Title Application
VSA 44  Vehicle Disposition History
VSA 54  Veteran Certification of Disability
VSA 56  Salvage Certificate, Application for
VSA 57  Non-Repairable Certificate, Application for
VSA 58  Notification of Owner Retained Late Model Vehicle
VSA 61  Special Revenue Sharing Series Application
VSA 62  Report of Levied and Seized Vehicle
VSA 64  Required Evidence of Ownership
VSA 66  Application for Supplemental Lien, Transfer of Lien, Replacement Title or Substitute Title, Application for
VSA 69  Verification of Vehicle Identification Number
VSA 70  Power of Attorney
VSA 71  Change of Record, Application for
VSA 86  How to Title and License a Motor Vehicle
VSA 94  License Plates or Decals for Deaf Person, Application for
VSA 98  Repossession of Vehicle Titled Outside of Va., Application for
VSA 124  Fire Department/Rescue Squad License Plate Application
VSA 145  Overload Permit Application

Moving?
New to Virginia?
Leaving Virginia?
Moving Within Virginia
Temporarily Outside of Virginia?

The DMV website Contents documents may be viewed and downloaded at no charge by visiting www.dmv.state.va.us. These Site Contents documents provide general information to the public about DMV, its administrative processes and procedures and the services it offers. For more information about the DMV website, please contact Jamie Habecker, Department of Motor Vehicles, Web Services, Room 411, 2300 West Broad Street, Richmond, VA 23220-0001, telephone (804) 367-0040, FAX (804) 367-1746 or e-mail mcsonline@dmv.state.va.us.

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be
downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at nursebd@dhp.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jay Douglas, R.N., Executive Director of the Board, at the address above or by telephone at (804) 662-9909. Copies are free of charge.

Guidance Documents:

90-1, Policy statement on Registered Nurses or Licensed Practical Nurses as first assistants in surgery, adopted 1976 and 1994, revised by board motion, November 18, 2003

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, Board motion to accept the National Certification Examination for Therapeutic Massage (NCETM) for certification as a massage therapist in Virginia, July 20, 2004

90-4, Opinion on how licensure as a nurse relates to service on a volunteer rescue squad, revised by Board motion, November 18, 2003

90-5, Board opinion of the administration of neuromuscular blocking agents by nurses, adopted November 1990, revised by board motion, November 18, 2003

90-6, Guidance statement by board regarding peripherally inserted central catheters, adopted January 27, 1993

90-8, Board opinion on delegation of collection of specimens for gonorrhea and chlamydia, adopted January 1993, revised November 18, 2003

90-10, Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, accepted 1985, revised by board motion 1993 and September 24, 2003

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, revised by board motion, November 18, 2003

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 RN/LPN, adopted December 16, 1996, revised November 18, 2003


90-20, Preparation of medications, letter from Executive Director, Corinne Dorsey, October 2, 1990

90-21, Disposal of narcotics in the home following death of a patient, internal memo of November 25, 1996

90-22, Execution of a Do Not Resuscitate Order, letter from Executive Director, Nancy Durrett, February 19, 1998

90-23, Decision-making Model for Determining RN/LPN Scope of Practice, adopted by the board September 24, 1996

90-25, Transcribing a physician order to a prescription, letter from Executive Director, 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, revised by board motion, November 18, 2003

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, revised by board motion, November 18, 2003

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 Executive Director, Nancy K. Durrett, September 3, 1998

90-31, Drug orders conveyed by pharmacists, letter from Executive Director, Nancy K. Durrett, September 8, 1998

90-32, Board opinion on adverse findings of neglect by certified nurse aides, adopted September 23, 1998, revised by board motion, November 18, 2003

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, adopted 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, revised by board motion, November 18, 2003

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
Guidance Documents

90-40, Board opinion that the surveillance activities required by the OSHA 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

90-43, Board opinion on attachment of scalp leads for internal fetal monitoring adopted October 22, 1983, revised by board motion on November 18, 2003

90-44, Board opinion on reinstatement authority to a Special Conference Committee, adopted November 1, 1992

90-46, Board opinion on administration of over-the-counter drugs by certified nurse aides, adopted March 19, 2002

90-47, Board motion authorizing staff to offer pre-hearing consent orders for reprimand in cases involving a one-time failure to provide an acceptable standard of care, adopted May 21, 2002

90-48, Board motion authorizing staff to offer pre-hearing consent orders in additional scenarios, adopted September 24, 2002

90-49, Board motion authorizing staff to modify probation orders, adopted September 24, 2002

90-50, Board motion authorizing staff to issue order following successful completion of the Health Practitioners Intervention Program, adopted September 24, 2002

90-51, Board motion on types of cases that may be considered for possible confidential consent agreements, adopted May 14, 2003

90-52, Board opinion on delegation of the removal of venous and arterial sheaths by registered nurses to unlicensed personnel, adopted May 1, 2002

90-53, Board opinion on treatment by women’s health nurse practitioners of male clients for sexually transmitted diseases, adopted by the Board of Nursing on May 18, 2004 and by the Board of Medicine on June 24, 2004

90-54, Board motion on process for delegation of informal fact-finding to an agency subordinate, adopted September 21, 2004

90-55, Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia, adopted September, 2005

OLD DOMINION UNIVERSITY

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 Assistant to the Vice President for Administration and Finance, Koch Hall, Room 225 A, 49th Street and Hampton Boulevard, Norfolk, VA 23529. Copies may be obtained free of charge by contacting Donna Meeks at the same address, telephone (757) 683-3072, FAX (757) 683-5679 or e-mail dmeeks@odu.edu. The documents may be downloaded from the Old Dominion University website (http://web.odu.edu).

Questions regarding interpretation or implementation of these guidance documents may be directed to Ms. Donna Meeks, Assistant to the Vice President for Administration and Finance, Old Dominion University, Norfolk, VA 23529, telephone (757) 683-3073, FAX (757) 683-5679 or e-mail dmeeks@odu.edu.

Guidance Documents:

Faculty Handbook
Student Handbook
Board of Visitors Policies and Procedures
Parking Regulations

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at optbd@dhp.virginia.gov. 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 Holsteig, O.D.; May 15, 1997, Practice in mercantile establishment

105-7, Consent Order for Barry M. Lebowitz, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist

105-8, Consent Order for Marcia K. Leverett, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist; advertising
105-9, Consent Order for Blake A. Mitvick, O.D.; January 26, 1996, Practice in mercantile establishment

105-10, Consent Order for Gilbert J. Nelson, O.D.; February 17, 1995, Practice in mercantile establishment

105-11, Consent Order for Jane Atkinson Trump, O.D.; October 18, 1995, Practice in mercantile establishment

105-12, Consent Order for David A. Tufts, O.D.; February 2, 1997, Practice in mercantile establishment

105-13, Consent Order for Michael E. Zalar, O.D.; November 4, 1995, Practice in mercantile establishment

105-14, Matrix of disciplinary sanctions, January 1993 to November 29, 1999

105-15, Newsletter, January 1995, Prescription release and expiration dates; recordkeeping

105-16, Newsletter, July 1996, Recordkeeping

105-17, Board minutes, February 7, 1997, Advertising guidelines

105-19, 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


105-26, Board motion on Delegation of informal fact-finding to an agency subordinate, October 12, 2004

105-27, Board motion on Prescribing for Self and Family, January 21, 2005

105-28, Board motion on response to violation of continuing education requirement, June 8, 2005

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at pharmbd@dhp.virginia.gov.

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, December 2005

110-2, Application information for the pharmacist examination, December 2005

110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician type of delivery, December 12, 2002

110-4, Continuing Education Guide for Pharmacists, December 2005

110-5, Instructions and forms for reporting of thefts or losses of drugs, December 2005

110-6, Instructions and forms for destruction of drugs by pharmacies, May 24, 2002

110-8, Information on prescriptive authority in Virginia, revised December 2005

110-9, Board guidance on use of confidential consent agreements, revised June 7, 2005

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

110-16, Guidance for pharmacies on returning drugs to stock from “will-call,” September 15, 2004

110-17, Instructions for graduates of foreign schools of pharmacy, revised September 24, 2005

110-18, Interpretation of “administer” to include preparation for administration, June 11, 1998

110-19, Guidance for sanctions for violations of continuing education requirements, November 25, 2003

110-20, Guidance for pharmacies providing prescriptions blanks to prescribers, December 8, 1998

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

110-26, Inspection Violations - suggested sanctions, November 25, 2003
Guidance Documents

110-27, Pharmacist-In-Charge responsibilities, August 2005
110-28, Guidance for free clinic pharmacy permit applicants, July 2000
110-29, Guidance Document for physician dispensing, July 2004
110-30, Methods prescribed or approved for animal euthanasia and competency certification requirements, Directive from the State Veterinarian, November 2005
110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, December 1, 2000
110-33, Use of Pharmacy Interns as Pharmacy Technicians - Interpretation of § 54.1-3321 C, board motion, January 14, 2004
110-34, Records for Compounding IV Admixtures - Interpretation of § 54.1-3410.2 (I), Board motion, January 14, 2004
110-35, Requirements for Prescription Blanks, board motion, April 13, 2004, Revised January 19, 2005
110-36, Compliance with USP Chapter 797 on Sterile Compounding, board motion, revised June 7, 2005
110-37, Guidance for conducting informal fact-finding by an agency subordinate, board motion, December 10, 2004
110-38, Requirement for Non-resident Pharmacies to Submit Most Recent Inspection Form, board motion, June 7, 2005
110-39, Guidelines for Requests for NAPLEX and Virginia Drug Law Examination Accommodations, board motion, September 13, 2005

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at pboard@dhp.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Young, Executive Director of the Board, at the address above or by telephone at (804) 662-9911. Copies are free of charge.

Guidance Documents:

112-1, By-Laws of the Board of Physical Therapy, adopted September 22, 2000
112-2, Board guidance on the use of confidential consent agreements, October 24, 2003
112-3, Board guidance for conduct of an informal conference by an agency subordinate, October 29, 2004
112-7, Board guidance on physical therapists and Individualized Educational Plans in public schools, November 15, 2002
112-8, Board guidance on review of applicants from non-approved schools, March 7, 2003
112-10, Board interpretation on credits for continuing competency requirements, May 2, 2004
112-11, Board guidance on functional capacity evaluations and use of aides in a home care, August 20, 2004

DEPARTMENT OF PLANNING AND BUDGET

Copies of the following documents may be viewed at the Virginia Department of Planning and Budget during normal business hours. The Virginia Department of Planning and Budget is located in the Patrick Henry Building at 1111 E. Broad St., Room 5040 (Fifth Floor) in Richmond, VA 23219 (corner of 11th & Broad Streets).

Copies of guidance documents may also be obtained free of charge from Melanie Kielb West, Counsel for Regulatory Affairs at (804) 786-8812 or by email at melanie.west@dpb.virginia.gov.

Guidance documents.

2871, Nonstate Agency Budget Request Instructions and Form, 06/01/05
2872, Town Hall Agency User Manual, 11/01/04
2873, Fast-track Rulemaking Process: Letter/Fee Increases, 12/09/05
2877, Small Business Impact Legislation 2005 - Implementation on Town Hall website, 12/09/05

VIRGINIA PORT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the offices of the Virginia Port Authority, 600 World Trade Center, Norfolk, VA 23510. Copies may be obtained for a fee (varies depending on document) by contacting Rodney W. Oliver, at the same address, telephone (757) 683-2170 or FAX (757) 683-8211.

Questions regarding interpretation or implementation of these documents may be directed to Rodney W. Oliver at the same address and phone number.

Guidance Documents:

Guidance Documents

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 Policy, Planning and Public Records Section of the Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, 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 recordsmg@dpor.virginia.gov or documents are available electronically at no charge on the Town Hall. Questions regarding interpretation or implementation of these documents may be directed to Dawn Waters, Policy, Planning and Public Records Director, Department of Professional and Occupational Regulation, 3600 West Broad Street, 5th Floor, Richmond, VA 23230, telephone (804) 367-8583, FAX (804) 367-2475, or e-mail waters@dpor.virginia.gov.

1834, New Board Member Training Manual, 07/01/2005
1144, Establishing and Revising Policies and Related Procedures, 06/13/2005
1145, Compliance with Americans with Disabilities Act, 07/17/2002
2388, Release of Information, 07/11/2005
1147, License Suspensions, 03/06/2003
1148, Subpoenas/Service of Process/Notices, 11/12/2002
1150, Gifts and Honoraria, 05/17/2005
1152, Internet Web Site, 05/23/2005
1154, Establishing and Revising Procedures and Forms, 06/16/2005
1331, Public Service Hours, 05/21/2003
2531, Alternative Dispute Resolution, 05/23/2005
2530, Equal Employment Opportunity, 08/18/2004
1157, Regulant Name & Address Change, 05/23/2005
1158, Examination Fees, 11/08/2005
1159, Examination Site Conduct, 02/10/2003
2782, Accounts Receivable & Debt Collection, 08/30/2005
2650, Revenue Refunds, 05/23/2005
1000, Filing of Complaints Against Regulants, 02/10/2003
1061, APELSCIDLA Board Sanction Guidelines Before 7/1/99, 03/06/2003
1062, APELSCIDLA Board Sanction Guidelines After 7/1/99, 03/06/2003

Board for Contractors
2788, Interpretation of Board for Contractors Regulation 18 VAC 50-22, 12/14/2005

Real Estate Appraiser Board
2022, Real Estate Appraisers Experience Hours, 11/18/2003

Real Estate Board

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at psy@dhp.virginia.gov.

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 cannot 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
Guidance Documents

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

125-3.8, Flowchart and narrative explanation for guidance on conduct of an informal conference by an agency subordinate, October 12, 2004

125-3.9, Policy on the use of confidential consent agreements in lieu of disciplinary action by the Board, January 13, 2003

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

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 23229. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000, toll free (800) 552-5019. TTY users call (804) 662-9040, toll free (800) 464-9950).

Vocational Rehabilitation Program, including Supported Employment Guidance Documents:

State Plan for the State Vocational Rehabilitation Services Program, updated July 1, 2005, Elizabeth Smith. Also available on DRS website.

Your Path To Work Through Vocational Rehabilitation: A Guide to the Virginia DRS Vocational Rehabilitation Program (customer handbook), revised 11/99, Aileen Colorado. Also available on DRS Website.

Virginia Department of Rehabilitative Services flyer, revised 10/04, Aileen Colorado. Also available on DRS website.


New Counselor Skills Supervisor’s Checklist, revised 2004, Susan Burns.


Self Employment Enterprise Handbook, issued 1999, Sherry Hailey or Lawrence Roberts. Also available on DRS Website.

School to Work Transition Services fact sheet, issued 2002, Erica Lovelace. Also available on DRS Website.

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. Also available on DRS website.


Services Reference Manual, Robert Johnson or Carrie Worrell.

Independent Living Services Program Guidance Documents, Theresa Preda:

State Plan for Independent Living, effective October 1, 2005 through September 30, 2008


Personal Assistance Services Program Guidance Documents, Mary-Margaret Cash (also available on DRS Website):


Personal Assistance Services brochure, issued March 2000.


Brain Injury Services Program Guidance Documents, Patricia Goodall (also available on DRS website):

Brain Injury Direct Services (BIDS) Fund: BIDS Application Form; BIDS Eligibility Criteria, both revised September 2005.

Life Skills Services: Application for Vendorship; Application for Vendorship Cover Letter; Purchase of Services Agreement for the Provision of Life Skills Services, all revised August 2005.

Psychology Services: Behavioral and Mental Health Services: Procedures and Fees; Vendor Application for Licensed Behavioral Health Services Provider, both revised August 2005.

Guidance Documents

Consumer Service Fund Guidelines and Application, revised September 2003, Sandra Prince, Assistive Technology Loan Fund Authority. Also available on ATLFA website at www.atlfa.org

Disability Services Boards Member Handbook, issued October 2001, Sheila Williams.

Rehabilitation Services Incentive Fund Guidelines and Application, Rev 12/04, Sheila Williams.

Human Research Procedures Manual, issued August 2003, Liz Smith or Myra Owens. Also available on DRS Website.

Woodrow Wilson Rehabilitation Center

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at Woodrow Wilson Rehabilitation Center located in Fishersville, VA 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free (800) 345-9972 or (540) 332-7000. TTY users call toll free (800) 811-7893 or locally (540) 332-7239.

General Admissions Criteria, Greta Hedberg.

Medical Services Guidance Documents, Paige Moore:
Admissions Criteria for Short Term Rehabilitation Unit, revised November 2001.

Vocational Services Guidance Documents, Kathy Trossi:

Student Life Guidance Documents, Bob Edmiston:

Other WWRC Guidance Documents:
WWRC Services listing/fee schedule, revised every 2 years, Greta Hedberg.
WWRC Guide to Programs and Services, revised 2005, Kathy Trossi.

Psychology Services: Behavioral and Mental Health Services: Procedures and Fees; Vendor Application for Licensed Behavioral Health Services Provider, both revised August 2005, Dr. Fred Capps.


RICHARD BLAND COLLEGE

Copies of the following documents may be viewed during the hours of 8 a.m. to 5 p.m., Monday through Friday, in either the Library or the Office of the Provost at Richard Bland College. Copies may be obtained free of charge by contacting Ms. Karen Peffer, Office of the Provost, Richard Bland College, 11301 Johnson Road, Petersburg, VA 23805, telephone (804) 862-6242.

2004-2006 College Catalogue
Student Handbook
Faculty Handbook

The College Catalogue may be viewed at: http://www.rbc.edu/RBC%20Cat%202004.pdf
The Student Handbook may be viewed at: http://www.rbc.edu/StudentActivities/RBC%20STUDENT%20HANDBOOK%202004-2006.pdf

The following document is not available in hard copy but may be viewed at:
http://www.rbc.edu/Faculty/fac-handbook.pdf

Please address any questions concerning the above to Patricia Harvey, Director of Institutional Effectiveness, telephone (804) 863-1629.

DEPARTMENT OF SOCIAL SERVICES

To obtain copies or to arrange viewing of the following documents, contact the Freedom of Information Act (FOIA) Coordinator at the offices of the Department of Social Services, Office of Public Affairs, 7 North 8th Street, Richmond, VA 23219-1849.

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 that locality; there is a local agency serving every city and county in the state.

Questions concerning interpretation or implementation of these documents may be directed to Richard Martin, Manager, Office of Public Affairs, Department of Social Services, 7 North 8th Street, Richmond, VA 23219-1849, telephone (804) 726-7902 or e-mail richard.martin@dss.virginia.gov.

You may obtain the most up-to-date information on many of the Department of Social Services' guidance documents on the department's Internet home page (http://www.dss.virginia.gov).

You may obtain the most up-to-date information on many of the Department of Social Services' guidance documents on the department's Internet home page (http://www.dss.virginia.gov).

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 individual concerning these agencies' guidance documents.

Guidance Documents:

Appeals and Fair Hearings
Administrative Disqualification Hearings, Virginia Department of Social Services, October 1, 2002, free
Guidance Documents

Benefits & Services Appeals, Virginia Department of Social Services, October 1, 2002, free
Virginia Department of Social Services Appeals and Fair Hearings Unit Child Protective Services Section, November 2005, free
Child Support Enforcement Appeals, Virginia Department of Social Services; October 1, 2002, free
Electronic Benefits Transfer (EBT) Appeals, July 14, 2003

Audit Services
Fraud Reduction and Elimination Effort (FREE) Policy Manual, Revised December 2005, § 63.2-526, 22 VAC 40-325
Fraud Program Clearinghouse Documents, revised December 2005

Benefit Programs
Volume V, Food Stamp Certification Policy Manual, revised September 2005, § 63.2-801, $81 (can also be accessed via the Internet @ www.dss.virginia.gov/benefit/fs_manual.html)
Food Stamp Program Quick Reference Guide, revised September 2005, § 63.2-801, $3.60
Volume XIII, Medicaid Policy Manual, revised July 2005, § 32.1-323 et seq., $78.75 (can also be accessed via the Internet at www.dss.virginia.gov/benefit/medicaid_manual.html)
Volume II - GR Policy - Part IV, October 1, 1995
Volume II - State/Local Hospitalization Policy, February 2005
Temporary Assistance For Needy Families (TANF) Policy Manual (VIEW included), revised July 2005, § 63.2-600, $54.60 (can also be accessed via the Internet at www.dss.virginia.gov/benefit/tanf_manual.html)

Child Care and Development
Child Care Maximum Reimbursement Rates, free
Child Care Services Policy (Volume VII, Sect. II, Chapter D, Social Services Policy Manual) revised June 2005

Child Support Enforcement
Division of Child Support Enforcement Program Manual, November 1, 2005, 22 VAC 40-880, initial CD-ROM at $35 annually which includes updates each 60 days

Communications
Statewide Human Services Information & Referral Manual, June 2002, § 63.2-222, free

Office of Community Services
Neighborhood Assistance Program Donor Fact Sheet, revised July 2005 § 63.2-2000 et seq., free
Neighborhood Assistance Program Project Fact Sheet, revised July 2005, § 63.2-2000 et seq., free
Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2000, § 63.2-2005 et seq., free

Finance
Final Allocations for Local Departments of Social Services - Fiscal Year Ending June 30, 2006, free
LASER Expenditure Guidelines Manual, free

Information Systems
Virginia Department of Social Services Information Security Policy, revised November 18, 2003, § 63.2
Virginia Department of Social Services Internet Policy, July 1, 2004, free and available at http://www.localagency.dss.state.va.us.

Human Resource Management
Chapter 1, EEO and Hiring, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free
Chapter 2, Compensation, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free
Chapter 3, General Leave, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free
Chapter 4, Medical Leaves of Absence, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free
Chapter 5, Operations of an Agency, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free
Chapter 6, Standards of Performance and Evaluation, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

Chapter 7, Discipline and Termination of Employment, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

Chapter 8, Personnel Records, of the Human Resources Manual for Local Departments of Social Services, revised July 2005, § 63.2-219, free

Local Compensation Plan, Deviating, for Local Department of Social Services, revised effective December 2005, § 63.2-330, free
http://www.localagency.dss.state.va.us/divisions/dhrm/local/index.cgi

Local Compensation Plan, Non-Deviating, for Local Department of Social Services, revised effective December 2005, § 63.2-330, free
http://www.localagency.dss.state.va.us/divisions/dhrm/local/index.cgi

Agency Salary Administration Plan, Approved September 25, 2000, free

Division of Human Resource Management Standard Operating Procedures for Classified and Wage Employees, Revised November 9, 2004, free
http://www.localagency.dss.state.va.us/divisions/dhrm/procedures.cgi

http://www.localagency.dss.state.va.us/divisions/dhrm/procedures.cgi

Licensing Programs

Criteria for Training, February 2003, free

Curriculum Outline for Assisted Living Facility Administrators, February 1997, 22 VAC 40-71, free

Curriculum Outline for Assisted Living Facility Direct Care Staff Training, November 2002, 22 VAC 40-71, free

Curriculum Form for First Aid and Cardiopulmonary Resuscitation (CPR) for Licensed Child Day Centers, December 2001, 22 VAC 15-30, free

First Aid Curriculum Form for Minimum Standards for Licensed Family Day Homes, August 2000, 22 VAC 40-110, free

First Aid and CPR Curriculum Form for Standards and Regulations for Licensed Assisted Living Facilities, January 2002, 22 VAC 40-71, free

Information related to Background Checks for Child Welfare Agencies, January 2005, 22 VAC 40-191-60 A 4, free

Information for Religiously Exempt Child Day Centers, August 2004, § 63.2-1716, free

Model Policies for Implementing Section 63.2-1808 of the Code of Virginia (Rights and Responsibilities of Residents of Assisted Living Facilities), June 2005, § 63.2-1808, free


Requirements for Proof of Child Identity and Age for Licensed Child Day Centers & Certified Preschools, July 1999, § 63.2-1809, free

Requirements for Proof of Child Identity and Age for Licensed Family Day Homes, February 1999, § 63.2-1809, free


Standard Operating Procedure 002, Administrative Bulletins, May 2005, 22 VAC 40-80-30, free

Standard Operating Procedure 201, Licensing Process, August 2005, §§ 63.2-1700, 63.2-1705, 63.2-1717 through 63.2-1719, and 63.2-1800, free

Standard Operating Procedure 202, Licensing Categories, August 2005, §§ 63.2-1700, 63.2-1701, 63.2-1705, 63.2-1707 through 63.2-1719, and 63.2-1800, free

Standard Operating Procedure 205, Allowable Variances, May 2005, § 63.2-1703, free

Standard Operating Procedure 207, Modifying a License, August 2005, §§ 63.2-1732 through 63.2-1734, free

Standard Operating Procedure 301, Conducting an Inspection, September 2005, §§ 63.2-1702, 63.2-1705 through 63.2-1708, 63.2-1736 through 63.2-1737, free

Standard Operating Procedure 304, Violation Notices and Inspection Summaries, September 2005, §§ 63.2-1702, and 63.2-1706, free

Standard Operating Procedure 305, Corrective Action Notices and Plans, September 2005, §§ 63.2-1706 through 63.2-1708, free

Standard Operating Procedure 307, Problem Solving Conference, September 2005, §§ 63.2-203, 63.2-211, free

Standard Operating Procedure 401, Complaints, September 2005, §§ 63.2-101, 63.2-102, 63.2-104, 63.2-105, 63.2-1701, 63.2-1706, 63.2-1712, 63.2-1728, 63.2-1731, 63.2-1736, 63.2-1737, free

Standard Operating Procedure 501, Adverse Enforcement Actions, May 2005, § 63.2-1709, free

Standard Operating Procedure 801, Provider Meetings, May 2005, § 63.2-1700, free
Guidance Documents

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Assisted Living Facilities, revised June 2003, 22 VAC 40-71, $6

Technical Assistance for Minimum Standards for Licensed Family Day Homes, May 2000, 22 VAC 40-110, free

Technical Assistance Questions and Answers for Minimum Standards for Licensed Child Day Centers, revised Nov. 2004, 22 VAC 15-30, free

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Adult Day Care Centers, October 2003, 22 VAC 40-60

Family Services

Title IV-E Eligibility Manual, Revised October 2005, free

Assisted living Facility Assessment Manual, revised November 2002, 22 VAC 40-745, free


Foster Care Policy (Vol. VII, Sect. III, Chapter B, Social Services Policy Manual) revised October 2005


Adoption Policy (Vol. VII, Sec. III, Chapter C, Social Services Policy Manual)

Adoption Policy (Vol. VII, Sec. III, Chapter D, Social Services Policy Manual)

Adult Services Policy (Vol. II, Sec. IV, Chapter A, Social Services Policy Manual) revised July 2005, free


Virginia's Guide to the Interstate Compact on the Placement of Children, updated November 2002, §§ 63.2-100, 63.2-1000 and 63.2-1100-1105, free

Parental Placement for Adoption and the Interstate Compact on the Placement of Children, revised November 2002, §§ 63.2-1230 through 63.2-1240, free

Virginia's Guide to Intercountry Placement: Virginia's Preadoptive Requirements, updated November 2002, § 63.2-1104, free

Request to Place Virginia youth Out-of-Commonwealth, updated November 2002, §§ 16.1-286 A, 22.1-218.1, 63.2-100, 63.2-1000, and 63.2-1100 through 63.2-1105, free

032-01-926/1, Parental Placement Adoptions in Virginia, April 1990, free

Permanency Unit (Adoption/Family Preservation/Foster Care) Broadcast Notebook, 2002


Virginia Refugee Resettlement Program manual, free

Family and Children's Trust Fund

Small Grant Awards Policy Statement, revised November 1997, § 63.2-2103, free

Interdepartmental Regulation of Children's Residential Facilities

Procedures for Conducting Background Investigations required by § 63.2-1726 of the Code of Virginia on Employees, Volunteers, and Contractual Service Providers Affiliated with Children's Residential Facilities, December 1, 2005, § 63.2-1726, free

Addendum to Background Investigation Procedures Required by § 37.2-416 of the Code of Virginia, December 1, 2005, § 37.2-416, free

Standards Manual for Interdepartmental Regulation of Children's Residential Facilities, July 1, 2000, 22 VAC 42-10, free

Virginia Commission for National and Community Service

Virginia AmeriCorps Policy & Procedures Manual, revised September 2004

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, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at bsw@dhp.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the Board, at the address above or by telephone at (804) 662-9914. Copies are free of charge.

Guidance Documents:

140-1, Board guidance on use of confidential consent agreements, October 31, 2003

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, recordkeeping 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

DEPARTMENT OF TAXATION

Copies of the following documents may be obtained from TAX's Internet website http://www.tax.virginia.gov or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations, 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 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 Relations, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, FAX (804) 786-2670. Telephone numbers for contact regarding the various forms listed below are noted by section and in some cases by the form.

Individual Taxes

Unless otherwise noted, questions can be directed to Customer Service at (804) 367-8031.

Form 760, Individual Tax Filing Form, Annually
Form 760 Inst, Instructions for Form 760, Annually
Form 760C, "Underpayment of Estimated tax by Individuals, Estates, and Trusts", Annually
Form 760C Inst, Instructions for Form 760C, Annually
Form 760ES, "VA Estimated Income Tax Payment Vouchers and Instructions for Individual, Estates, and Trusts", Annually
Form 760F, Form & Instructions for Underpayment of Estimated tax by Farmers and Fisherman, Annually
Form 760P, Individual Automatic Extension Payment (Replaces the 760E), Annually

Guidance Documents

Form 760PY, Part-Year Resident Individual Income Tax Return 760PY, Annually
Form 760PY Inst, Instructions for Form 760PY, Annually
Form 762, "Return of Tangible Personal Property, Machinery and Tools, and Merchant's Capitol", Annually
Form 763, Nonresident Individual Income Tax Return 763, Annually
Form 763 Inst, Instructions for Form 763, Annually
Form 763S, Claim for Individual Income Tax Withheld, Annually
Form 770, VA Fiduciary Income Tax Return 770, Annually
Form 770 Inst, Instructions for Form, Annually
Form 770IP, VA Fiduciary Automatic Extension Payment, Annually
Form CU-7, Form & Instructions for Virginia Consumer's Use Tax Return for Individuals, Annually
Schedule ADJ, Schedule ADJ, Annually
Schedule CR, "Credit Computation Schedule for Forms 760, 760PY, and 763 Schedule", Annually
Form CR Inst, Instructions for Schedule CR, Annually
Schedule NPY, Schedule NPY (Form 763 and Form 760PY filers), Annually
Schedule OSC, Credit for tax paid to another state Schedule, Annually
Form VA 8453, Individual Electronic Filing Declaration, Annually

Individual Credits

Form 301, Enterprise Zone Credit - Individual Tax and Instructions, Annually
Form 304, Major Business Facility Job Tax Credit and Instructions, Annually
Form 305, Clean Fuel Vehicle Job Creation Tax Credit and Instructions, Annually
Form 306, Coalfield Employment Enhancement Tax Credit and Instructions, Annually
Form EDC, Taxpayer Application for Qualified Equity and Subordinated Debt Investments Credit, Annually
Form HAC, Application for Home Accessibility Features for the Disabled Credit, Annually
Form LPC, Virginia Land Preservation Tax Credit Notification Form, Annually
Schedule CLI, Computation for Tax Credit for Low Income Individuals, 2000

Individual Miscellaneous

Form 760PMT, ELF/iFile/Telefile Payment Voucher, Annually
Form EST-80, Estate Tax Return, 10/2005
Guidance Documents

Form GFD, General Fund Donation Voucher, 12/2002
Form OIC-Ind, OIC Offer in Compromise Individual, 03/2003
Form PAR101, Power of Attorney Release Form, 04/2003
Form PP-2, Partial Payment Voucher, 09/1997
Form PT-1, Probate Tax Return, 08/1999
Form R-5, Nonresidential Real Property Owner Registration Form, 07/2000
Form R-5E, Nonresidential Real Property Owner Exemption Certificate, 07/2000
Form R-5P, Nonresidential Real Property Owner Shareholder/Partner Schedule, 04/1992
Form STA Worksheet, Spouse Tax Adjustment Worksheet
Form VA-4, Employee's Withholding Exemption Certificate, 10/2004
Form VA-4B, Employee's Withholding Income Tax Credit for Income Taxes Paid to Another State, 05/2005
Form VA-4P, Withholding Exemption Certificate for Recipients of Pension and Annuity Payments, 10/2004

Business Taxes

Unless otherwise noted, questions can be directed to Customer Service at (804) 367-8037.

Corporate Forms
Form 500, Corporate Income Tax Return 500, Annually
Form 500 Inst, Instructions for Form 500, Annually
Form 500C, Underpayment of Estimated Tax by Corporations and Instructions, Annually
Form 500CR, Credit Computation Schedule for Form 500 500CR, Annually
Form 500CP, Extension Payment Voucher and Tentative Tax Return, Annually
Form 500EC, Modified Net Income Tax Return for Electric Cooperatives, Annually
Form 500EC Inst, Instructions for Form 500EC, Annually
Form 500ES, Forms and Instructions for Declaration of Estimated Income Tax, Annually
Form 500NOLD, Corporation Application for Refund-Carryback of Net Operating Loss and Instructions, Annually
Form 500S, Small Business Corporation Income Tax Return, Annually
Form 500T, Telecommunications Companies Minimum Tax and Credit Schedule, Annually
Form 500T Inst, Instructions for Form 500T, Annually
Form 500V, Corporation Income Tax Payment Voucher, Annually

Form 500X, Amended Corporation Income Tax Return 500X and Instructions, Annually
Form Schedule A, Multistate Corporation Allocation and Apportionment of Income (Form 500) Schedule A, Annually
Form 500 Sch A Inst, "Instructions for Form 500, Schedule A", Annually

Forms for Pass Through Entity
Form 502, Pass Through Entity Return of Income, Annually
Form 502 Instructions, "Instructions for Form 502, Schedule A and VK-1", Annually
Form 502 Schedule A, Multistate Pass Through Entity, Annually
Form VK-1, Owner's Share of Income and Virginia Modifications and Credits, Annually

Bank Franchise
Form 301 Banks, Enterprise Zone Credit - Bank Franchise Tax and Instructions, Annually
Form 64 and Schedules, Virginia Bank Franchise with Schedules and Instructions, Annually, (804) 786-3503

Business Credits
Form 301 Corp, Enterprise Zone Credit - Corporation Tax, Annually
Form 301 Banks, Enterprise Zone Credit - Bank Franchise Tax and Instructions, Annually
Form 301 Indiv, Enterprise Zone Credit - Individual Tax and Instructions, Annually
Form 304, Major Business Facility Job Tax Credit and Instructions, Annually, (804) 786-2992
Form 305, Clean Fuel Vehicle Job Creation Tax Credit and Instructions, Annually
Form 306, Coalfield Employment Enhancement Tax Credit and Instructions, Annually
Form EDC, Taxpayer Application for Qualified Equity and Subordinated Debt Investments Credit, Annually, (804) 786-2992
Form LPC, Virginia Land Preservation Tax Credit Notification Form, Annually, (804) 786-2992
Form PTE, Pass-Through Credit Allocation, Annually, (804) 786-2992
Form QBA, Application for Designation as a Qualified Business for the Qualified Equity and Subordinated Debt Investments Tax Credit, Annually, (804) 786-2992
Form WRC, Worker Retraining Tax Credit Application, Annually, (804) 786-2992

Business Miscellaneous
Form 200, Litter Tax Return and Instructions, 08/2005
Form OIC Bus, Offer in Compromise Business, 11/2002

Virginia Register of Regulations

1916
Form PAR101, Power of Attorney Release Form, 10/2003
Form R-5, Nonresident Real Property Owner Registration Form, 07/2000, (804) 367-8031
Form R-5E, Nonresident Real Property Owner Exemption Certificate, 07/2000, (804) 367-8031
Form R-5P, Nonresident Real Property Owner Shareholder/Partner Schedule, 04/1992
Form RR1S, Supplemental Information, 09/2002
Form RR2-1, Statement to the Department of Taxation, 01/1985
Form RR3-1, Report to the Department of Taxation, 03/1995
Form RR5, "Class 5 (Locomotives, Passenger, Freight, and Work Equipment owned as of Dec. 31)", 12/2000, (804) 367-8020
Form RR5S, Class 5 Summary, 12/2000, (804) 367-8020

Commodity and Excise Tax

Egg
Form EG-1, VA Egg Excise Assessment, 01/2003, (804) 786-2450
Form EG-2, Worksheet for VA Egg Board and Conversion Calculations for Egg Products, 06/2002, (804) 786-2450

Forest Products
Form 1034, Forest Products Tax Return, 10/2002, (804) 786-2450
Form 1034/1035 Inst, 1034 - 1035 Forest Products Tax Return Instructions, 10/2002, (804) 786-2450
Form 1035, Forest Product Tax Return - Small Manufacturers, 10/2002, (804) 786-2450

Miscellaneous
Form 404, Soft Drink Excise Tax Return, 07/2002, (804) 786-2450
Form CO-1, Virginia Corn Assessment, 04/2004, (804) 786-2450
Form CX-1, Virginia Cotton Assessment, 05/1999, (804) 786-2450
Form PN-1, Peanut Excise Tax Return, 01/1999, (804) 786-2450
Form SG-1, Virginia Small Grains Assessment, 05/1998, (804) 786-2450
Form SH-1, Sheep Tax Return, 04/1995, (804) 786-2450

Tobacco
Form CFT, "Cigarette Floor Tax (For month of August, 2004 only.)", 08/2004, (804) 367-8465
Form SPU, Virginia Stamping Agent Permit Update, 08/2004, (804) 786-2809
Form TT-1A, Application for Permit to Purchase and Affix Tobacco Revenue Stamps, 11/2005, (804) 786-3503
Form TT-2, Order for Virginia Cigarette Tax Stamps, 04/2005, (804) 367-8465
Form TT-8, Tobacco Products Tax Return and Instructions, 12/2005, (804) 786-3503
Form TT-12, Application for Tobacco Tax Credit Certificate, 04/2005, (804) 367-8465
Form TT-13 and TT-14 Inst, Tobacco Tax Instructions for Schedule D and Schedule E, 08/2005, (804) 786-3503
Form TT-19NPM, Tobacco Product Manufacturer Certification for Non-Participating Manufacturers, 02/2005 (804) 786-3183
Form TT-19PM, Tobacco Product Manufacturer Certification for Participating Manufacturers, 02/2005, (804) 786-3183
Form TT-20, Tobacco Product Tax Monthly Recordkeeping, 02/2005, (804) 786-3503
Form TT-22, Tobacco Products Tax Guidelines and Rules, 12/2005, (804) 786-3503

Registration
Form R-1, Combined Registration Application, 01/2005
Form R-1 Instructions, R-1 Instructions, 01/2005
Form R-3, Registration Change Request, 01/1999
Form Guide, Business Registration Guide, 2005

Sales Taxes

Aircraft
Form AST-2, Dealer's Aircraft Sales and Use Tax Return, 07/2005
Form AST-3, Aircraft Sales and Use Tax Return, 03/2005

Exemption Certificates
Form NP, Nonprofit Application, 2005 (804) 829-5500
Form NP Inst, Nonprofit Instructions, 2005, (804) 829-5500
Form ST-10, Sales and Use Tax Certificate of Exemption, 10/1999
Form ST-10A, Printed Materials, 06/1995
Form ST-10B, Handicap Auto Equipment, 07/1978
Guidance Documents

Form ST-11, Manufacturing, 06/1995
Form ST-11A, Pollution, 09/2004
Form ST-12, Government, 11/1999
Form ST-13, Medical-Related Exemptions, 08/2001
Form ST-13A, Churches, 09/2005
Form ST-14, Out-of-State Resale Dealer, 03/1999
Form ST-14A, Out-of-State Livestock Dealer, 01/1999
Form ST-15, Domestic Fuel, 09/2005
Form ST-16, Commercial Watermen, 09/2005
Form ST-17, Forest Harvesters, 07/1999
Form ST-18, Farmer's Purchase of Personal Property, 01/1999
Form ST-19, Shipping Commerce, 06/2005
Form ST-20, Public Service Corporation, 09/2004
Form ST-20A, Production Company, 09/2005

Motor Vehicle Fuel Sales
Form FT-101, Dealer’s Worksheet for Computing Motor Vehicle Fuel Sales Tax, 07/2005
Form FT-102, Motor Vehicle Fuel Sales Tax Return, 09/2005
Form FT-102A, Schedule of Motor Vehicle Fuel Sales Tax, 07/2005
Form FT-102B, Schedule of Retailer Purchases for Resale, 10/2003
Form FT-106, Motor Vehicle Fuel Sales Tax Bracket System, 09/2005

Public Facilities
Form PF-1, Public Facilities Sales Tax Return, 08/2005
Form PF-1A, Public Facilities Sales Tax Return Worksheet and Instructions, 05/2005

Sales and Use
Form 200, Litter Tax Return and Instructions, 08/2005
Form 4% Sales Tax, 4% Food Tax Table, 01/2000
Form 5% Sales Tax, 5% Sales Tax Table, 09/2004
Form 2.5% Food Sales Tax, 2.5% Food Sales Tax Table, 04/2005
Form ST-6, Direct Pay Permit Sales and Use Tax Return, 09/2005
Form ST6A, Worksheet and Instructions for Form ST-6, 09/2005
Form ST6B, Schedule of Local Taxes, 07/2005
Form ST-7, Consumer's Use Tax Return, 07/2005

Form ST-7A, Worksheet and Instructions for Form ST-7, 06/2005
Form ST-8, Out-of-State Dealer's Use Tax Return, 09/2005
Form ST-8A, Worksheet and Instructions for Form ST-8, 09/2005
Form ST-9, Retail Sales and Use Tax Return, 08/2005
Form ST-9A, Worksheet and Instructions for Form ST-9, 05/2005
Form ST-9B, Schedule of Local Retail Sales and Use Tax, 07/2005
Form ST-9CO, Retail Sales and Use Tax Consolidated, 09/2005

Tire Recycling Fee
Form T-1, Virginia Tire Recycling Fee Return, 07/2005
Form T-1A, Worksheet and Instructions for Form T-1, 07/2005

Vending Machine
Form VM-2, Vending Machine Dealer's Sales Tax Return, 08/2005
Form VM-2A, Worksheet and Instructions for Form VM-2, 09/2005
Form VM-2B, Schedule of Local Vending Machine Tax, 07/2005

Watercraft
Form WCT-2, Dealer's Monthly Return of Watercraft Sales and Use Tax, 07/2005
Form WCT-2A, Worksheet and Instructions for Form WCT-2, 10/2004
Form WCT-3A, Individual Watercraft Tax Worksheet, 09/1997

Withholding Tax
Form Employer Inst., Virginia Employer Withholding Instructions and Tables, 12/2004
Form W-2 Transmittal, Information on Magnetic Media Transmittal
Form VA-4, Employee’s Withholding Exemption Certificate, 10/2004
Form VA-4B, Employee’s Withholding Income Tax Credit for Income Taxes Paid to Another State, 05/2005
Form VA-4P, Withholding Exemption Certificate for Recipients of Pension and Annuity Payments, 10/2004
Form VA-5, Employer’s Return of Virginia Income Tax Withheld, 07/2005
Form VA-6, Employer’s Annual or Final Summary of Virginia Income Tax Withheld, 07/2005
Form VA-15, Employer’s Voucher for Payment of Virginia Income Tax Withheld (Semiweekly), 07/2005
Form VA-16, Employer’s Payments of Quarterly Reconciliation and Return of Virginia Income Tax Withheld, 07/2005

Copies of the following documents may be obtained from TAX’s Internet website http://www.tax.virginia.gov or viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Policy and Administration, Policy Development, Department of Taxation, 600 East Main St. West Broad Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting the Office of Policy and Administration, Policy Development, Department of Taxation, P.O. Box 27185, Richmond, VA 23261-7185, telephone (804) 371-2294 or FAX (804) 371-2355.

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 27185, Richmond, VA 23261-7185, telephone (804) 371-2294 or FAX (804) 371-2355.

Copies of the following documents (all documents listed on pages 13-21) may be obtained from the Department of Planning and Budget’s Internet website, www.townhall.virginia.gov. 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 Policy and Administration, Appeals and Rulings, Department of Taxation, 600 East Main Street, Richmond, VA 23219. 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 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

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 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

Guidance Documents:

Virginia Tax Amnesty Guidelines, September 2, 2003
Virginia Department of Taxation Annual Report*, published annually
Virginia Local Tax Rates Bulletin*, published annually, § 58.1-210
The Virginia Assessment Sales Ratio Study*, published annually, § 58.1-207
Taxable Sales In Virginia Counties and Cities Based On Retail Sales Tax Revenue*,

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, published annually, § 15.1-159.9

Copies of the following documents (all documents listed on pages 13-21) may be obtained from the Department of Planning and Budget’s Internet website, www.townhall.virginia.gov. 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 Policy and Administration, Appeals and Rulings, Department of Taxation, 600 East Main Street, Richmond, VA 23219. 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 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

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 27203, Richmond, VA 23261-7203, telephone (804) 371-6042 or FAX (804) 371-7179.

Guidance Documents:

Agreements, Coordination of Tax Administration Between the Virginia Tax Department and the IRS, May 10, 1977
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<td>Virginia Tax Bulletin No. 01 - 1</td>
<td>Taxation of Electric Cooperatives, January 4, 2001</td>
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<td>Virginia Tax Bulletin No. 01 - 2</td>
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<td>12/16/2003, First Quarter Interest Rates 2004</td>
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<td>Virginia Tax Bulletin No. 04 - 1</td>
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<td>Virginia Tax Bulletin No. 04 - 2 (PD 04-12)</td>
<td>04/23/2004, Fixed-Date Conformity Advancement</td>
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<td>Virginia Tax Bulletin No. 04 - 3 (PD 04-30)</td>
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Virginia Tax Bulletin No. 05 - 1, Important Information Regarding 2004 Virginia Income Tax Returns, March 7, 2005
Virginia Tax Bulletin No. 05 - 2, Second Quarter Interest Rates, March 18, 2005
Virginia Tax Bulletin No. 05 - 3, Financial Corporation Apportionment and Nexus, April 18, 2005
Virginia Tax Bulletin No. 05 - 4, Exemption Eligibility Expanded - For Non Profit Organizations, April 13, 2005
Virginia Tax Bulletin No. 05 - 5, Extensions and Other Tax Benefits to Members of the Armed Forces Serving in Areas Designated as Combat Zones, April 26, 2005
Virginia Tax Bulletin No. 05 - 6, Important Information Regarding Filing Requirement For Pass-Through Entities, May 6, 2005
Virginia Tax Bulletin No. 05 - 7, Food Tax Rate Reduction, May 31, 2005
Virginia Tax Bulletin No. 05 - 8, Third Quarter Interest Rates, June 23, 2005
Virginia Tax Bulletin No. 05 - 9, Important Information Regarding Hurricane Katrina Disaster Relief: FEMA and American Red Cross Debit Cards, September 16, 2005
Virginia Tax Bulletin No. 05 - 10, Fourth Quarter Interest Rates, September 23, 2005
Virginia Tax Bulletin No. 05 -11, First Quarter Interest Rates 2006, December 21, 2005

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 5,000 public documents and adds an additional 40 to 50 documents to this list each month.

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 Procedures Manuals, revised June 2003, Vols. 1-4, 2,000 pages

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Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Relations/Compliance/ Audit, Department of Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of $.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 David Jordan, Office of Customer Relations/Compliance/Collections, Department of Taxation, 3600 West Broad Street, Richmond, VA 23230. Copies may be obtained for a per page copy fee of $.10 per page by contacting David Jordan, Office of Customer Relations/Compliance/Collections, Department of Taxation, P.O. Box 5771, Richmond, VA 23220-0771, telephone (804) 786-2081 or FAX (804) 786-2087.

Guidance Documents:

DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the work unit (division or district) that issued or has custody of the document.

Asset Management Division - Administration

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 4 p.m. in the VDOT's Asset Management Division, located in the Brookfield Corporate Complex, 6600 West Broad Street, Richmond, Virginia. Mailing address: VDOT, Asset Management Division, 1401 East Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 662-7640 or FAX (804) 662-9405. Additional copies and/or pages may be received at a cost of $0.15 per page, checks are to be made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be mailed to Mr. Quintin D. Elliott, Asset Management Director, VDOT, 1401 East Broad Street, Richmond, VA, 23219, telephone (804) 662-9102, FAX (804) 662-9405, or e-mailed at quintin.elliott@vdot.virginia.gov.

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Guidance Documents:

Abandoned Vehicles, Asset Management Best Practices Manual, Section 6.6.5, § 48.2-1210

Additions, Abandonments and Discontinuances (Guide to...), Title 33.1, Articles 10-14, § 33.1-229 et seq., available at the following web site: http://www.virginiadot.org/business/local-assistance-programs.asp#Secondary%20Roads

Note: This Guide is being revised and will incorporate the Roadway Relocation Guide in its entirety, a portion of which is already duplicated in the "Additions Guide." The new consolidated document will be entitled "Guide to Additions, Abandonments, and Discontinuances of State Maintained Highways." It should be released in mid-2006.

Asset Management, Asset Management Directives 3.0 and 17.0, Asset Management Best Practices Manual, Section 3.1 and Chapter 17, §§ 33.1-23.02 and 33.1-23.1

Contracts, Asset Management Directive 4.0, Asset Management Best Practices Manual, Chapter 4, §§ 2.2-4301, 2.2-4303, 33.1-12 (2) and 33.1-190

Dead Animal Removal, Asset Management Best Practices Manual, Section 11.5.2, § 18.2-323

Debris on Highway or Roadside, Asset Management Best Practices Manual, Section 11.5.3, §§ 10.1-1424, 18.2-324, and 33.1-346


Dump Creating Fire Hazard to Public Bridges, Asset Management Best Practices Manual, Sections 11.5.5.2 and 16.9.14, § 33.1-347


http://insidevdot/c5/roadside/default.aspx?RootFolder=%2FC5%2fRoadside%2fDocument%20Library%2fHistorical%20Markers&View=%7b0546DD5D%2fd639C%2d48E2%2dBE7%2d0CC3EAAFB736%7d


http://insidevdot/c5/roadside/default.aspx?RootFolder=%2FC5%2fRoadside%2fDocument%20Library%2fJunkyards&View=%7b0546DD5D%2fd639C%2d48E2%2dBE7%2d0CC3EAAFB736%7d

Land Development Manual, Volumes I and II, which supports the Minimum Standards of Entrances to State Highways (§ 33.1-198 and 24 VAC 30-71) and the Subdivision Street Requirements (§§ 33.1-69 and 33.1-229 and 24 VAC 30-91).


Litter and Debris, Asset Management Best Practices Manual, Sections 11.5.2 and 11.5.3, §§ 10.1-1424, 18.2-323, 18.2-324, and 33.1-346


Outdoor Advertising, Asset Management Directive 11.0, Asset Management Best Practices Manual, Section 11.8, §§ 33.1-351 – 33.1-381, 24 VAC 30-120-10 et seq., and document Numbers 0.0 thru 42.0, Inside VDOT Portal at:

http://insidevdot/c5/roadside/default.aspx?RootFolder=%2FC5%2fRoadside%2fDocument%20Library%2fOutdoor%20Advertising&View=%7b0546DD5D%2fd639C%2d48E2%2dBE7%2d0CC3EAAFB736%7d

Pesticide Use, Asset Management Best Practices Manual, Section 11.4, Virginia Pesticide Control Act, Title 3.1, Chapter 14.1, Articles 1 and 2 of the Code of Virginia


Primary System Overhead Crossing and Underpass, Asset Management Best Practices Manual, Section 10.3, § 56.368-1


Real Estate Signs on Right-of-Way, Asset Management Best Practices Manual, Sections 11.8.2.2 and 11.8.2.3, § 33.1-373
Guidance Documents

Rest Areas and Waysides, Asset Management Directive 15.0, Asset Management Best Practices Manual, Sections 15.5 and 15.6, §§ 33.1-12(3) and 33.1-218, 24 VAC 30-50-10


Roads in State Institutions, Asset Management Best Practices Manual, Section 15.11, § 33.1-33


Roadway Relocation Guide, Title 33.1, Articles 10-14, 33.1-229 et seq.

Note: This Guide is being revised and will incorporate the "Guide to Additions, Abandonments and Discontinuances" document. The new consolidated document will be entitled "Guide to Additions, Abandonments, and Discontinuances of State Maintained Highways." It should be released in mid-2006.


School Zone Signs, Asset Management Best Practices Manual, Section 18.1.4, § 46.2-873


Street Name Signs, Asset Management Directive 18.0, Asset Management Best Practices Manual, Section 18.1.2, § 33.1-69.01

Trash Containers, Asset Management Best Practices Manual, Section 11.5.5.3, 24 VAC 30-151-270 P


Scheduling and Contract 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 Scheduling and Contract Division, 1401 E. Broad St., 12th Floor, Richmond, VA 23219. Copies may be obtained either free of charge, or at the specified cost by contacting the Scheduling and Contract Division Administrator’s Office at the same address, telephone (804) 225-3292 or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the Scheduling and Contract 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. The Post Construction Manual and the Instructional Memoranda are available at the following Internet address:


Guidance Documents:

VDOT Construction and Maintenance Claims Manual, issued 1992, no charge

VDOT Emergency Contract Manual, issued August 2003, no charge

VDOT Post Construction Manual (Imperial and Metric), revised 1997, no charge

VDOT Construction Manual, revised 2003, $11

VDOT Construction Phase Inspection Manual, revised December 2001, no charge

VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Value Engineering Program Administration Manual, revised November 2005, § 33.1-190, no charge

VDOT Construction Division Memoranda, issued 1994 - 2003, no charge from Internet

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, go to http://www.virginiadot.org/business/const/default.asp Under “ALL THINGS ADVERTISEMENT” click on Construction Directive Memoranda.

Financial Planning Division

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation’s Financial Planning Division, located on the 4th Floor of the Highway Building, 1221 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or via telephone at (804) 786-6065 or FAX (804) 786-2564.

Questions regarding interpretation or implementation of the documents may be directed to John W. Lawson, Director of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-2454, FAX (804) 786-2564 or e-mail john.lawson@vdot.virginia.gov.
Guidance Documents

Guidance Document:
The Commonwealth Transportation Fund and the Virginia Department of Transportation 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 website at the following address:


Innovative Project Delivery Division
Copies of the following document may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Innovative Project Delivery Division, located at 1221 E. Broad St., 4th Floor, Richmond, VA 23219. Copies may be obtained free of charge at the same address or via telephone (804) 786-1103 or FAX 786-7221. The document is also accessible via the Internet from the following address: http://www.virginiadot.org/business/resources/Final%20DB%20manual_November12%2020041.pdf

Questions regarding interpretation or implementation of the Design-Build Procurement Manual may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221 or e-mail thomas.pelnik@vdot.virginia.gov.

Guidance Document:

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Innovative Project Delivery Division, located at 1221 E. Broad St., 4th Floor, Richmond, VA 23219. Copies may be obtained free of charge at the same address or via telephone (804) 786-1103 or FAX 786-7221. The document is also accessible via the Internet from the following address: http://www.virginiadot.org/business/ppta-Guidelines.asp

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221 or e-mail thomas.pelnik@vdot.virginia.gov.

Guidance Document:
VDOT Public Involvement Policy and Procedure Manual, revised September 2004, § 33.1-18, no charge

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Policies and Procedures Section located in Room 712 of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting the Policies and Procedures Section Manager at the same number, and FAX number given above.

Location and Design Division
Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, 4th Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-0334 or FAX (804) 371-0847.

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219.

For more information on this program or to obtain a copy of the application packet, please contact our Transportation Enhancement Program Staff, at 1-800-444-7832. In the Richmond area, please call (804) 786-2264, FAX (804) 786-2603 or e-mail h.chenault@vdot.virginia.gov, pamela.liston@vdot.virginia.gov, or cynthia.clark@vdot.virginia.gov.

Enhancement Program Procedure Manual, March 2005, § 33.1-12 (9) and (11)

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, 4th Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-0334 or FAX (804) 371-0847.

Questions regarding interpretation or implementation of this document may be directed to Jennifer B. Debruhl, Assistant Division Administrator, at the same address, telephone number, and FAX number given above.


Local Assistance Division
Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance 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, Program Manager, at the same address, telephone (804) 786-2745 (or Hugh W. Adams, Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603.

Guidance Document:

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219.

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-0334 or FAX (804) 371-0847.

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Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-0334 or FAX (804) 371-0847.

Questions regarding interpretation or implementation of this document may be directed to Jennifer B. Debruhl, Assistant Division Administrator, at the same address, telephone number, and FAX number given above.

Copies of the following document may be viewed during regular workdays from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-0334 or FAX (804) 371-0847.

Questions regarding interpretation or implementation of this document may be directed to Jennifer B. Debruhl, Assistant Division Administrator, at the same address, telephone number, and FAX number given above.
Guidance Documents

Traffic Engineering Division
Copies of the Traffic Engineering Memoranda (1967-present), issued pursuant to authority set forth in § 33.1-12 (3) and (5), and that deal with traffic 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 206, 2nd floor of the Virginia Department of Transportation's Traffic Engineering Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Mr. Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983.

Guidance Document:
Traffic Engineering Division Memoranda, issued 1967-present, § 33.1-12 (3) and (5), 24

Questions regarding interpretation or implementation of this document may be directed to the State Traffic Engineer, Room 207, 2nd Floor, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

Programming Division
Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Programming Division, Room 404, 1401 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Program (SYP) may also be viewed on the Internet at http://www.virginiadot.org/projects/syp-default.asp

Questions regarding interpretation or implementation of this document may be directed to the Programming Division Administrator at (804) 786-2741 or FAX (804) 371-8719.

Guidance Document:
Virginia Six-Year Improvement Program, implemented July 1, 2005, § 33.1-12 (9)

Office of Public Affairs
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 Public Affairs, 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@VDOT.virginia.gov.

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

Policy Division
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 Policy Division. Copies may be obtained free of charge by contacting the Policy Division Administrator, 1401 E. Broad St., Richmond, VA, telephone (804) 786-1830 or FAX (804) 225-4700.

Questions regarding interpretation or implementation of this document may be directed to the Policy Division Administrator at the address, telephone number or FAX number provided above.

Guidance Document:

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 B. D. Fulwider, Relocation Program Manager, at the same address, telephone (804) 786-2931 or FAX (804) 786-1706.

Guidance Document:

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 the State Utilities Engineer, at the same address, telephone (804) 786-2931 or FAX (804) 786-1706.

Guidance Documents

Security and Emergency Management Division - Transportation Emergency Operations Center

Copies of the following documents may be viewed at the Emergency Operations Center (EOC) within VDOT's Security Management Division, located at 1221 E. 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 perry.cogburn@vdot.virginia.gov.

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 2004, (an eight-volume set of plans promulgated under Executive Order and published under the auspices of the Virginia Department of Emergency Management)


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 free of charge by contacting Ann Lafrancis at the same address, telephone (804) 786-2636 or FAX (804) 786-2988.

Questions regarding interpretation or implementation of this document may be directed to Fred J. Townsend at Structure and Bridge Division, VDOT Annex Building, 9th Floor, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2853 or FAX (804) 786-7787.

Guidance Document:

Structure and Bridge Division Instructional and Informational Memorandum 05-27.5, Bridge Safety Inspections, issued July 2005, § 33.1-12

Districts:

Staunton District

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, Staunton District Office, Rt. 11 Bypass/Commerce Rd., Staunton, VA 24401.

DEPARTMENT OF THE TREASURY

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.

General questions regarding these documents may be directed to William Watt at (804) 371-6242, FAX (804) 225-3187 or email william.watt@trs.virginia.gov. Copies may be obtained free of charge.

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 (804) 371-6006 or FAX (804) 225-3187. Copies may be obtained free of charge.

Guidance Documents:

List of Approved Rating Agencies, dated October 31, 2000, § 2.2-4902

Treasurer's Office Debt Structuring and Issuance Guidelines for the Issuance of Appropriation-Supported Debt, dated November 2003, §§ 2.2-2416, 33.1-12, and 23-19

Treasurer's Office 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, § 33.1-30.31

Virginia College Building Authority Statement of Policy and Procedures for Loans to Private, Non-Profit Institutions of Higher Education, dated August 1, 2002

Virginia Public Building Authority By-Laws, dated July 25, 2002, § 2.2-2263
Guidance Documents

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 Judy Milliron at (804) 225-3167, FAX (804) 225-3478 or email at Judy.Milliron@trs.virginia.gov. Copies may be obtained free of charge.

Guidance Documents:
General Account Investment Policy and Guidelines, revised July 1, 2005, §§ 2.2-4500 et. al.
Tobacco Indemnification and Community Revitalization Endowment Fund Investment Guidelines Statement of Investment Policies and Goals, Effective August 1, 2005 §§ 3.1-1106 thru 3.1-1114.1
Local Government Investment Pool Policy and Guidelines, revised April 1, 2005, §§ 2.2-4500 et. al.
Local Government Investment Pool Investment Circular, revised August 1, 2005, §§ 2.2-4600 et. al.
State Non-Arbitrage Program Information Statement, dated September 17, 2004

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 (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

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.virginia.gov.

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, FAX (804) 371-8400 or e-mail Joyce.Palmer@trs.virginia.gov.

Guidance Documents:
Virginia Risk Management Plan, revised January 6, 2005, § 2.2-1837
Virginia Property Risk Management Plan, revised January 6, 2005, § 2.2-1836
Virginia Faithful Performance of Duty Bond Plan, revised January 6, 2005, § 2.2-1840
Virginia Constitutional Officer Risk Management Plan "VaRISK", revised January 6, 2005, § 2.2-1839
Virginia Local Government Risk Management Plan "VaRISK 2," revised January 6, 2005, § 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 these documents may be directed to William Dadmun, telephone (804) 225-2547, FAX (804) 786-4653, or e-mail william.dadmun@trs.virginia.gov. Copies may be obtained free of charge and are available on the Internet at www.trs.virginia.gov.

Guidance Document:
Unclaimed Property Holder Reporting Package, revised July, 2005, §§ 55-210.1 through 55-210.30

BOARD OF VETERINARY MEDICINE
Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 6603 W. Broad Street, 5th Floor, Richmond, VA 23230. Copies may also be downloaded from the board’s webpage at www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at vetbd@dhp.virginia.gov.

Questions regarding interpretation or implementation of these documents or requests for copies may be directed to

Volume 22, Issue 11 Monday, February 6, 2006
Guidance Documents

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 Recordkeeping at shared facilities
150-2, Board minutes of February 12, 2003, Expanded duties for Licensed Veterinary Technicians
150-3, Board motion of May 21, 2003, Distance learning programs and preceptorships for veterinary technicians
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"
150-9, Board motion on content of a medical record, February 3, 2005
150-12, Newsletter of December 1999, Unannounced inspections and veterinary facilities acting as pharmacies
150-13, Board opinion on veterinary prescriptions, May 16, 2002, revised February, 2004
150-14, Board guidance on process for delegation of informal fact-finding to an agency subordinate, November 3, 2004
150-15, Board guidance on planning or leveling of equine teeth, adopted August 10, 2005
150-16, Board motion on protocol to follow upon discovery of a loss or theft of drugs, adopted November 9, 2005

UNIVERSITY OF VIRGINIA

Office of the Vice President and Chief Financial Officer

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) (http://www.virginia.edu/registrar/records/ugradreg/chapter5/chapter5-5.htm), revised August 2003, § 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 Housing Division Conference Services, P.O. Box 400734, Charlottesville, VA 22904-4734. Copies may be obtained free of charge by contacting Megan Gladding, Assistant Director of Conference Services, at the same address, telephone (434) 924-4479, FAX (434) 924-1027 or e-mail sstates@virginia.edu. Internet address for accessing the document is listed below.

Questions concerning interpretation or implementation of the policies may be directed to Megan Gladding (same address and telephone number as above).

Guidance Document:
Conference Services Agreement (http://www.virginia.edu/housing/conferences/), revised 2005

Office of the Vice President and Chief Financial Officer

Copies of the following documents may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the Office of the Policy Manager, Carruthers Hall, 1001 North Emmet St., P.O. Box 400194, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Lynn Mitchell at the same address, telephone (434) 924-4037, FAX (434) 924-3694, or by e-mail lmm2z@virginia.edu. Internet address for accessing the documents is listed below.

Questions regarding interpretation or implementation of these documents may be directed to Lynn Mitchell at the address and phone number above.

Guidance Document:
University of Virginia Policy Directory (http://www.virginia.edu/uvapolicies/)

Office of the Vice President and Provost

Copies of the Undergraduate Prospectus can be viewed at the Office of Admission, Peabody Hall, Charlottesville, VA, Monday through Friday from 8:30 a.m. to 5 p.m. Questions regarding viewing may be directed to Senem Kudat, Assistant Dean of Admission, Peabody Hall, Charlottesville, VA, telephone (434) 982-3200, or e-mail at skudat@virginia.edu. 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. Internet address for accessing the document is listed below.
Questions regarding interpretation or implementation of this document may be directed to Senem Kudat 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 Patricia Hartsook, Executive Staff Assistant to the Vice President and Provost, Madison Hall, P.O. Box 400226, Charlottesville, VA 22904-4226, telephone (434) 982-2362, or e-mail at pah8h@virginia.edu.

Individuals eligible to receive a complimentary copy of the Undergraduate and Graduate Records should contact Robert LeHeup, Associate Registrar, Office of the University Registrar, P.O. Box 900203, Charlottesville, VA 22904-4203, telephone (434) 924-4122, or e-mail at rdll9e@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. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation and implementation of the Undergraduate and Graduate Records may be directed to Laura Hawthorne, Special Assistant to the Vice President and Provost, Office of the Vice President and Provost, Madison Hall, P.O. Box 400226, Charlottesville, VA 22904-4226, telephone (434) 983-2362, or e-mail at LauraH@virginia.edu.

Copies of the Faculty Handbook may be viewed on-line at Alderman Library, McCormick Road at University Avenue, Charlottesville, VA, Monday through Friday from 8 a.m. to 12 a.m., Friday from 8 a.m. to 9 a.m., Saturday from 9 a.m. to 6 p.m., and Sunday from 12 p.m. to 12 a.m. (Times may vary; check prior to coming; telephone, (434) 924-3021.) Assistance in locating a computer terminal is available at the circulation desk. Hard copies of the Faculty Handbook are no longer available. Internet address for accessing the documents is listed below.

Questions regarding the interpretation and implementation of the Faculty Handbook may be directed to Laura Hawthorne at the above telephone number and address.

Guidance Document:
University of Virginia Undergraduate Prospectus (http://www.virginia.edu/OfStud.html), Fall 2004
University of Virginia Undergraduate and Graduate Record (http://www.virginia.edu/docs.html), 2004-2005
University of Virginia Faculty Handbook (http://www.virginia.edu/provost/policies.html), 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, Interim Director for Library Operations, 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) 924-5591, or e-mail gvn8r@virginia.edu. Internet address for accessing the documents is listed below.

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:

Libraries
Copies of the following document 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, Deputy University Librarian for User Services, telephone (434) 924-4606, or e-mail dw@virginia.edu. Internet address for accessing the documents is listed below.

Questions concerning interpretation or implementation of the policies may be directed to Diane Walker (same address and telephone number as above).

Guidance Document:

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 $30 per copy from Kim Breeden at the same address, telephone (434) 982-4615, FAX (434) 982-4628 or e-mail kbm4n@virginia.edu. Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of this document may be directed to Patricia Clifton, Manager Contract Administration, University of Virginia, P.O. Box 400726, Charlottesville, VA 22904-4203, telephone (434) 924-5591, or e-mail kbm4n@virginia.edu.

Guidance Document:
Guidance Documents

**Procurement Services**

The following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at Procurement Services, Carruthers Hall, 1001 N. 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) 982-2690 or e-mail end@virginia.edu. Internet address for accessing the document is listed below.

Questions concerning interpretation or implementation of the policies may be directed to Eric Denby (same address and telephone number as above).

This document and other relevant information as to how the University conducts business in the areas of purchasing, accounts payable, surplus property, and procurement with small, women-owned, and minority firms are also available on the University of Virginia's Procurement Services website (http://www.procurement.virginia.edu/main/).

**Guidance Document:**


**Office of the Senior Vice President for Development and Public Affairs**

**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 Julian Bivins, Assistant Vice President for Advancement Services, University Development Office, at the above address, telephone (434) 924-6022 or FAX (434) 924-0556.

Interpretive or implementation questions may be directed to Julian Bivins (same address and telephone number as above).

**Guidance Document:**

University Development Mission and Values Statement, October 1991

**Office of the Vice President for Student Affairs**

**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 and Chief Student Affairs Officer, S.W. Wing, the Rotunda, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Patricia M. Lampkin at the same address, telephone (434) 924-7984, FAX (434) 924-1002, or e-mail vpsa@virginia.edu. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of these documents may be directed to Patricia M. Lampkin, Vice President and Chief Student Affairs Officer, at the same address above.

**Guidance Document:**

Unless stated otherwise, the documents also may be viewed and 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).

Alcohol and Drug Policy, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2004

Discriminatory Harassment Policy, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2004

Sexual Assault, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2005. Policies and procedures may be viewed at http://sexualassault.virginia.edu/uva_policies.htm

Use of University Equipment, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2002

Use of University Facilities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2004

University Services and Activities, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised Spring 2004

**Vice President and Chief Information Officer**

**Office of Information Technologies/Department of Information Technology and Communication**

Copies of the following documents may be viewed and 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, VA 22904-4217, telephone (434) 982-2249, FAX (434) 924-3579 or e-mailoit@virginia.edu.

**Guidance Document:**


University of Virginia university-wide computing policies and procedures (http://www.itc.virginia.edu/policy)
**Vice President and Chief Executive Officer of the Medical Center**

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of the Vice President and Chief Executive Officer, P.O. Box 800810, McKim Hall, 3rd Floor, Room 3004, Charlottesville, VA 22908-0788. Copies may be obtained free of charge by contacting Sally Barber at the same address, telephone (434) 243-5788 or (434) 243-5920, FAX (434) 243-9328 or by e-mail snb4af@virginia.edu.

Questions regarding interpretation or implementation of these documents may be directed to Sally Barber at the address and phone number above.

**Guidance Document:**

Medical Center Policy Manual, revised 2005

**Medical Center Supply Chain Management**

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Supply Chain Management, Medical Center Level 0, Room G-525, P.O. Box 800690, Charlottesville, VA 22908. Copies may be obtained free of charge by contacting James P. Keathley, Administrator, Supply Chain Management, at the same address, telephone (434) 982-3865, FAX (434) 982-1796 or e-mail jpk7a@virginia.edu.

Questions regarding interpretation or implementation of these documents may be directed to James P. Keathley at the address and phone number above.

**Guidance Document:**

Medical Center Policy #0189, Purchasing Guidelines, revised 12/04

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**Office of the President**

**Office of Equal Opportunity Programs**

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Equal Opportunity Programs, Washington Hall East Range, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Darlene Scott-Scurry, telephone (434) 924-3200, or e-mail ds7sb@virginia.edu. Internet addresses for accessing the documents are listed below.

Questions concerning interpretation or implementation of the policies may be directed to Darlene Scott-Scurry at the address and telephone number above.


**Guidance Document:**

Non-Discrimination Policy (http://www.virginia.edu/eop/policies.html#non-discrim)

Discrimination Complaint Procedures (http://www.virginia.edu/eop/policies.html#complaintproced), Ch 5 "Non-Academic Regulations," University of Virginia Undergraduate Record; Ch. 4 "Non-Academic Regulations," University of Virginia Graduate Record.

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**THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE**

Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Enrollment Management, The University of Virginia's College at Wise, 1 College Avenue, Bowers-Sturgill Hall, Wise, VA 24293. Copies may be obtained free by contacting Linda Baker, Office of Enrollment Management, 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, Vice Chancellor for Enrollment Management, The University of Virginia's College at Wise, 1 College Avenue, Wise, Virginia 24293, telephone (276) 328-0102 or FAX (276) 328-0251.

**Guidance Document:**

Admissions Viewbook, August 2005, no charge

**Office of the Provost**

Copies of the following documents can be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Provost, The University of Virginia's College at Wise, 1 College Avenue, Bowers-Sturgill Hall, Wise, VA 24293. Copies may be obtained free by contacting Darlene Moore, Office of the Provost, same address, telephone (276) 328-0120 or FAX (276) 376-4518.

Questions regarding interpretation or implementation of this document may be directed to Gil Blackburn, Provost and Senior Vice Chancellor, 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 2005, no charge

**The University of Virginia’s College at Wise Catalog, August 2005, no charge**

http://www.uvawise.edu/academics/catalog.html

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 this document may be directed to Gil Blackburn, Provost and Senior Vice Chancellor, The University of Virginia's College at Wise, 1 College Avenue, Wise, VA 24293, telephone (276) 328-0120 or FAX (276) 376-4518.

**Guidance Document:**

Computing Policies: [http://www.uvawise.edu/oit/policies.html](http://www.uvawise.edu/oit/policies.html)
Guidance Documents

Library Use Policies: http://lib.uvawise.edu/services.htm

VIRGINIA COMMONWEALTH UNIVERSITY
Copies of the following document may be viewed Monday through Friday from 8:30 a.m. until 5 p.m. in the Office of the Vice Provost for Academic Affairs, 901 West Franklin Street, Richmond, VA 23284. Copies may be obtained free of charge by contacting Anne M. Peterson at (804) 828-6162 or e-mail ampeterson@vcu.edu.

These policies may also be downloaded at Virginia Commonwealth University’s website (http://www.vcu.edu/provost/handbook/general/). Questions concerning interpretation or implementation of the policies may be directed to Donna R. Brodd (same telephone and address as above).

Guidance Document: Faculty Handbook

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Copies of the following document may be viewed Monday through Friday from 8:30 a.m. until 5 p.m. in the Office of the Dean of Student Affairs, 901 Floyd Avenue, Richmond, VA 23284. Copies may be obtained free of charge by contacting Janet Coury at (804) 828-8940 or e-mail jmcoury@vcu.edu.

These policies may also be downloaded at Virginia Commonwealth University’s website http://www.vcu.edu/vcu/current.html. Questions concerning interpretation or implementation of the policies may be directed to Janet Coury (same telephone and address as above).

VCU Resource Guide for Students

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Copies of the following document may be viewed Monday through Friday from 8:30 a.m. until 5 p.m. in the Academic Campus Customer Service Office at 1111 West Broad Street, Suite A, Richmond, VA 23284. Copies may be obtained free of charge by contacting Miriam Maddux at (804) 827-0556 or e-mail madduxmf@vcu.edu.

These policies may also be downloaded at Virginia Commonwealth University’s website http://www.bsv.vcu.edu/vcupark/guide1.htm. Questions concerning interpretation or implementation of the policies may be directed to Miriam Maddux (same telephone and address as above).

Parking Guidelines

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
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 the Chief of Staff to the Executive Vice President and Chief Operating Officer, 321 Burruss Hall, Virginia Tech, Blacksburg, VA 24060. Copies may be obtained free of charge by contacting Kathy Sanders at 400 Burruss Hall, Virginia Tech, Blacksburg VA 24060, telephone (540) 231-3852, FAX (540) 231-6474 or email sandersk@vt.edu. The documents may be downloaded from the Virginia Tech’s website (http://www.vt.edu).

Questions regarding interpretation or implementation of these guidance documents may be directed to Lisa J. Wilkes, Chief of Staff, Office of the Executive Vice President and Chief Operating Officer, Virginia Tech, Blacksburg, VA 24060, telephone, (540) 231-5706, FAX (540) 231-4830 or e-mail lwilkes@vt.edu.

Guidance Documents:

Board of Visitors Bylaws, amended August 2004 (http://www.bov.vt.edu/bylaws.html)

Faculty Handbook, revised October 2005 (http://www.provost.vt.edu/web_pages/Faculty%20Handbook%20Oct%202005.pdf)

Special Research Faculty Handbook, revised June 2005 (http://www.provost.vt.edu/web_pages/Spec%20Res%20FHB%20June%202005.pdf)


Graduate Policies and Procedures and Course Catalog, revised 2005 (http://www.vt.edu/academics/gcat/index.html)

Hokie Handbook (student handbook), 2005-06 (http://www.hokiehandbook.vt.edu/)


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 website (www.varetire.org).

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Jeanne Chenault, Public Relations Director, Virginia Retirement System, 1200 E. Main Street, Richmond, VA 23219, telephone (804) 649-8059, FAX (804) 786-1541 or e-mail jchenault@vrs.state.va.us.
Guidance Documents:

Applying for Disability Retirement – revised July 2005, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Applying for Service Retirement – revised September 2005, Code of Virginia, Title 51.1, Chapters 1, 3


Employer Update – published bi-monthly, Code of Virginia, Title 51.1, Chapters 1-7

Explorations – published quarterly, Code of Virginia, Title 51.1, Chapter 6

Guidelines to Retirement (Judicial Retirement System) – revised September 2002, Code of Virginia, Title 51.1 (Chapters 1-7 and 10), www.varetire.org


Making the Future Secure After The Loss of A Loved One – revised May 2003, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5


Member Benefit Profile – last published September 2005, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member Bulletin – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7


Retiree Handbook – Rev 12/04, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7


VRS Retirement Benefits and Divorce – revised May 1996, addendum printed July 2003, Code of Virginia, Title 51.1, Chapter 1

Guidance Documents

Virginia Sickness and Disability Program Handbook – revised January 2004, Code of Virginia, Title 51.1, Chapter 11

VIRGINIA STATE UNIVERSITY

Please find below the following guidance documents filing for Virginia State University. Additional information on these documents can be obtained by going to the Virginia State University website: www.vsu.edu/pages/165.asp

Graduate Catalog
Undergraduate Catalog

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 Sam Lupica at the same address, telephone (804) 367-4395, toll-free in Virginia at 1-877-664-2566, or e-mail salvatore.lupica@vwc.state.va.us. The documents are 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.
Appealing A Case to the Court of Appeals from the VWC, § 65.2-706.
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
Second Injury Fund Information Sheet, § 65.2-1100 et seq.
Workers’ Compensation Notice, Workplace Placard, §§ 65.2-100 et seq.
Notice To All Employers Regarding Mandatory Insuring Requirement, § 65.2-800.
VWC Information Resource Manual (Rev. 1/04), § 65.2-100 et seq.
Claim for Benefits Form (Rev. 9/00), § 65.2-100 et seq.
Eighth Annual Virginia Workers’ Compensation Seminar Notebook (Rev. 9/05), § 65.2-100 et seq.

Guidelines For Vocational Rehabilitation, § 65.2-603.
Help For Crime Victims/Criminal Injuries Compensation Fund, §§ 19.2-368.1 et seq.
Procedures and Guidelines of the Criminal Injuries Compensation Fund (Rev. 11/04), § 19.2-368.1 et seq.
Outline for Analyzing Claims Under The Compensating Victims of Crime Act, § 19.2-368.1 et seq.
DEPARTMENT OF ENVIRONMENTAL QUALITY

Total Maximum Daily Load - Dodd Creek
The Department of Environmental Quality (DEQ) and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of an Implementation Plan (IP) for a bacteria Total Maximum Daily Load (TMDL) on Dodd Creek in Floyd County. The Dodd Creek TMDL was approved by EPA in December 2002. TMDL study reports can be found at the DEQ website http://www.deq.virginia.gov/tmdl/apptmdls.

Section 62.1-44.19:7 C of the Code of Virginia requires the development of an IP for approved TMDLs. The IP should provide measurable goals and the date of expected achievement of water quality objectives. The IP should also include the corrective actions needed and their associated costs, benefits and environmental impacts.

A public meeting on the development of the IP for Dodd Creek will be held on Thursday, February 9, 2006, from 7 p.m. to 9 p.m. in the Floyd County High School library located at 721 Baker Street SW (VA State Route 1003) in Floyd, VA. A presentation on development of the IP will be provided, and will be followed by working group meetings to address bacteria reductions from agricultural and residential lands in the Dodd Creek watershed.

The public comment period will end on March 9, 2006. A fact sheet on the development of an IP for the Dodd Creek TMDL is available upon request. Written comments and inquiries should include the name, address, and telephone number of the person submitting the comments and should be sent to Theresa Carter, Department of Conservation and Recreation, 252 W. Main Street, Suite 3,  Abingdon, VA 24210, telephone (276) 576-5418, FAX (276) 676-5527, or e-mail theresa.carter@dcr.virginia.gov.

Total Maximum Daily Load - Farnham Creek
The Department of Environmental Quality (DEQ), Virginia Department of Health and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria in shellfish propagation waters located in Farnham Creek, located in Richmond County, Virginia.

All impaired segments are located wholly within Richmond County. These areas are described in the following publications:

1) Growing Area 24 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 70, Farnham Creek, effective 22, October 1996, 26 October 1998, and 17 October 2000 respectively.


3) Growing Area 22 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Number 114, Rappahannock River: Payne's Creek, effective 27 April 1989.


The impaired segment is located wholly within Richmond County. This area is described in the following publication:

Growing Area 24 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 70, Farnham Creek, effective 22, October 1996, 26 October 1998, and 17 October 2000 respectively.

The affected water body segments are 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 in shellfish waters. 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 Technical Advisory Committee meeting on the development of the fecal coliform TMDLs will be held on February 7, 2006, from 2 p.m. to 4 p.m. at the Rappahannock Community College Board Room, located at 52 Campus Drive, in Warsaw, Virginia. The final public meeting will be held on February 14, 2006, from 7 p.m. to 9 p.m. at the Rappahannock Community College auditorium, located at 52 Campus Drive, in Warsaw, Virginia. Directions can be obtained by calling Chris French at (804) 521-5124. The public comment period will begin on February 14, 2006, and end at 5 p.m. on March 16, 2006. Questions or information requests should be addressed to Chris French and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chris French, Department of Environmental Quality, Piedmont Regional Office, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804)-527-5106, or e-mail rcfrench@deq.virginia.gov.

Total Maximum Daily Load - Lancaster County
The Department of Environmental Quality (DEQ), Virginia Department of Health and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria in shellfish propagation waters located in Lancaster County, Virginia.

All impaired segments are located wholly within Lancaster County with the exception of the Lancaster Creek and Morattico segments, these are in part located in Richmond County. These areas are described in the following publications:

1) Growing Area 22 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Numbers 116, Rappahannock River: Beach Creek, effective 7 January 1992 and 27 December 2004 respectively.


3) Growing Area 22 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Number 114, Rappahannock River: Payne's Creek, effective 27 April 1989.


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The affected water body segments are 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 in shellfish waters. 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 Technical Advisory Committee meeting on the development of the fecal coliform TMDL’s will be held on February 7, 2006, from 7 p.m. to 9 p.m. at the Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. Directions can be obtained by calling Chris French at (804) 521-5124. In case of inclement weather, the meeting will be held on February 14, 2006.

The public comment period will begin on February 7, 2006, and end at 5 p.m. on March 9 2006. Questions or information requests should be addressed to Chris French and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chris French, Department of Environmental Quality, Piedmont Regional Office, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804)-527-5106, or e-mail rcfrench@deq.virginia.gov.

The first public meeting on the development of the fecal coliform TMDL’s will be held on February 7, 2006, from 7 p.m. to 9 p.m. at the Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. Directions can be obtained by calling Chris French at (804) 521-5124. In case of inclement weather, the meeting will be held on February 14, 2006.

The public comment period will begin on February 7, 2006, and end at 5 p.m. on March 9 2006. Questions or information requests should be addressed to Chris French and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chris French, Department of Environmental Quality, Piedmont Regional Office, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804)-527-5106, or e-mail rcfrench@deq.virginia.gov.

Total Maximum Daily Load - Mattox Creek Watershed

The Department of Environmental Quality (DEQ), Virginia Department of Health and the Department of Conservation and Recreation seek written and oral comments from interested persons on the development of a Total Maximum Daily Load (TMDL) for fecal coliform bacteria in shellfish propagation waters located in Westmoreland County, Virginia.

All impaired segments are located wholly within Westmoreland County with the exception of the Rosier Creek segment, partly located in King George County and the Yeocomico River segment, which is partly located in Northumberland County. These areas are described in the following publications:


3) Growing Area 3 as described in Virginia Department of Health, Notice and Description of Shellfish Area Condemnation Number 146, Potomac River: Popes Creek, effective 27 April 1989, and 5 October 2005.


The affected water body segments are 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 in shellfish waters. 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 Technical Advisory Committee meeting on the development of the fecal coliform TMDLs will be held on February 15, 2006, from 2 p.m. to 4 p.m. at the Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. The final public meeting will be held on February 23, 2006, from 7 p.m. to 9 p.m. at Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia. In case of inclement weather, the public meeting will be held on March 2, 2006. Directions can be obtained by calling Chris French at (804) 521-5124.

The public comment period will begin on February 23, 2006, and end on March 25, 2006. Questions or information requests should be addressed to Chris French and should include the name, address, and telephone number of the person submitting the comments. Requests should be sent to Chris French, Department of Environmental Quality, Piedmont Regional Office, Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804)-527-5106, or e-mail rcfrench@deq.virginia.gov.

STATE CORPORATION COMMISSION

AT RICHMOND, JANUARY 6, 2006

COMMONWEALTH OF VIRGINIA ex rel.

STATE CORPORATION COMMISSION

CASE NO. PUE-2006-00002

Ex Parte: In the matter of considering
§ 1251 of the Energy Policy Act of 2005

ORDER ESTABLISHING PROCEEDING

Section 111 of the Public Utility Regulatory Policies Act of 1978, 16 USC 2601 et seq. ("PURPA"), requires each state regulatory authority, with respect to each electric utility for which it has ratemaking authority, to consider certain federal standards for electric utilities established by PURPA. Each such state regulatory authority is required to determine whether or not it is appropriate, to the extent consistent with otherwise applicable state law, to implement these standards.1 The Commission conducted a number of proceedings shortly after PURPA's adoption in 1978 for consideration of original PURPA requirements.2


(11) NET METERING – Each electric utility shall make available upon request net metering service to any electric consumer that the electric utility serves. For purposes of this paragraph, the term ‘net metering service’ means service to an electric consumer under which electric energy generated by that electric consumer from an eligible on-site generating facility and delivered to the local distribution facilities may be used to offset electric energy provided by the electric utility to the electric consumer during the applicable billing period.

(12) FUEL SOURCES – Each electric utility shall develop a plan to minimize dependence on [one] fuel source and to ensure that the electric energy it sells to consumers is generated using a diverse range of fuels and technologies, including renewable technologies.

(13) FOSSIL FUEL GENERATION EFFICIENCY – Each electric utility shall develop and implement a 10-year plan to increase the efficiency of its fossil fuel generation.

Section 1251(b) of the Energy Policy Act requires state regulatory authorities to commence consideration of these standards no later than 2 years after their enactment on August 8, 2005, and to complete consideration and make determinations with respect to each standard no later than 3 years after that date. In addition, § 1251(b) of the Energy Policy Act provides that state regulatory authorities are not required to consider and determine whether or not a standard is appropriate to be implemented if, prior to the August 8, 2005, enactment of the statute: (1) the state has implemented the standard or a comparable one; (2) the state regulatory authority or nonregulated electric utility has conducted a proceeding to consider implementation of the standard or a comparable one; or (3) the state legislature has voted on the implementation of the standard or a comparable one.

NOW THE COMMISSION, upon consideration of the matter, is of the opinion and finds that, notwithstanding our reservations as to its legal propriety, a proceeding will be established to consider for implementation in the

2 Such proceedings include among others, Case Nos. PUE-1979-0014 and PUE-1980-00076, -00092, -00093, -00094, -00095, -00096, -00102, -00112, -00113, -00114, -00115, -00116, and -00117. The Commission would note, however, that developments in the law subsequent to the original adoption of PURPA in 1978 raise serious doubt about the constitutionality of its implementation, i.e., co-opting state regulatory agencies to implement a federal regulatory scheme. See Printz v. United States, 521 U.S. 898 (1997).
Commonwealth the standards established by § 1251 of the Energy Policy Act. This action shall not constitute a waiver of any right of the Commission or the Commonwealth of Virginia, including hereafter any right to object, to claim immunity, or to interpose state sovereignty in response to any actions that may be taken by any person, federal authority, or other entity in relation to the Energy Policy Act.

We will direct that notice of this proceeding be given and that interested persons be presented with an opportunity to comment on the issues raised herein. The Staff has developed lists of individuals, organizations, and companies that may be interested in this proceeding. We will direct the Staff to provide copies of this Order by electronic transmission, or when electronic transmission is not possible, by mail to individuals, organizations, and companies on these lists. We will also direct that notice of the proceeding be published in the Virginia Register.

We note that the Commission is not obligated to consider the federal standards where prior state action exists. In 1999, for example, the General Assembly enacted a net metering statute as a part of the Virginia Electric Utility Restructuring Act, Chapter 23 (§ 56-576 et seq.) of Title 56 of the Code of Virginia ("Restructuring Act"). Section 56-594 of the Restructuring Act required the Commission to establish a program affording eligible customer-generators the opportunity to participate in net energy metering, defined net energy metering and eligible customer-generator, and established certain criteria for the program. Pursuant to this statute, on May 25, 2000, the Commission promulgated its Regulations Governing Net Energy Metering, 20 VAC 5-315-10 et seq. ("Net Energy Metering Rules"). The Net Energy Metering Rules establish requirements intended to facilitate net energy metering for certain customers, standardizes interconnection requirements, and provides for certain metering, billing, and contract requirements between net metering customers, electric distribution companies, and energy service providers. More recently, the Commission amended the Net Energy Metering Rules on April 20, 2005, to reflect amendments to § 56-594 of the Restructuring Act made during the 2004 General Assembly Session. We find, therefore, that § 56-594 of the Restructuring Act and the Net Energy Metering Rules establish a net metering standard that is sufficiently comparable to that contained in the federal statute and that no further action is required by this Commission with respect to that standard. Interested persons may comment on this finding by the Commission.

With respect to the federal fuel sources and fossil fuel generation efficiency standards, the Commission invites interested persons to comment on the following issues: (1) whether any prior state action exists such that these standards or comparable ones have already been implemented in the Commonwealth; (2) whether the Commission has the authority to consider the standards and whether the implementation of such standards would be consistent with otherwise applicable Virginia law; and (3) whether electric utilities over which the Commission has ratemaking authority should develop the required plans. If any interested persons advocate implementing the fuel sources and fossil fuel generation efficiency standards, such persons should describe in their comments how such standards would best be implemented.

Accordingly, IT IS ORDERED THAT:

(1) This case is docketed and assigned Case No. PUE-2006-00002.

(2) The Commission's Division of Information Resources shall deliver forthwith the following notice to the Registrar of Regulations for publication in the Virginia Register:

NOTICE TO THE PUBLIC OF A PROCEEDING 
TO CONSIDER § 1251 OF 
THE ENERGY POLICY ACT OF 2005 
CASE NO. PUE-2006-00002

Section 111 of the Public Utility Regulatory Policies Act of 1978, 16 USC 2601 et seq. ("PURPA"), requires each state regulatory authority with respect to each electric utility for which it has ratemaking authority to consider certain federal standards for electric utilities established by PURPA. On August 8, 2005, the U.S. Congress enacted the Energy Policy Act of 2005, P.L. 109-58, 119 Stat. 594 (the "Energy Policy Act"), to, among other things, amend §111(d) of PURPA, 16 USC 2621(d) and develop federal net metering, fuel sources, and fossil fuel generation efficiency standards for consideration by state regulatory commissions.

State regulatory authorities may implement any standard determined to be appropriate or decline to implement such standard. State regulatory authorities are not required to consider and determine whether or not a standard is appropriate to be implemented if, prior to the August 8, 2005, enactment of the statute: (1) the state has implemented the standard or a comparable one; (2) the state regulatory authority has conducted a proceeding to consider implementation of the standard or a comparable one; or (3) the state legislature has voted on the implementation of the standard or a comparable one.

The Commission has established a proceeding to begin any consideration of the standards established by § 1251 of the Energy Policy Act as may be required. The Commission has determined that § 56-594 of the Virginia Electric Utility Restructuring Act, Chapter 23 (§ 56-576 et seq.) of Title 56 of the Code of Virginia, and the Regulations Governing Net Energy Metering, 20 VAC 5-315-10 et seq., establish a net metering standard that is sufficiently comparable to that contained in the federal statute and that no further action is required by the Commission with respect to that standard. However, interested persons may comment on this Commission finding. The Commission Order in this proceeding further outlines the Commission's findings with respect to the proceeding and delineates specific issues related to the fuel sources and fossil fuel generation efficiency standards on which interested persons may comment.
A copy of the Commission Order in this proceeding is available for public inspection at the Commission's Document Control Center, Tyler Building, First Floor, 1300 East Main Street, Richmond, Virginia 23219, Monday through Friday, 8:15 a.m. to 5 p.m., or may be downloaded from the Commission's website: http://www.scc.virginia.gov/caseinfo.htm.

On or before March 31, 2006, any interested person may file an original and fifteen (15) copies of any comments with the Clerk of the Commission at the address set forth below. Interested persons desiring to submit comments electronically may do so by following the instructions available at the Commission's website.

All filings in this proceeding shall be directed to Joel H. Peck, Clerk, State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218, and shall refer to Case No. PUE-2006-00002.

(3) Within five business days of the filing of this Order with the Clerk of the Commission, the Staff shall transmit electronically or mail copies of this Order to interested persons and organizations as discussed in this Order.

(4) On or before February 3, 2006, the Staff shall file with the Clerk of the Commission a certificate of the transmission or mailing required by Ordering Paragraph (4) and include a list of the names and addresses of persons to whom the Order was transmitted or mailed.

(5) On or before March 31, 2006, any interested person may file an original and fifteen (15) copies of comments with Joel H. Peck, Clerk, State Corporation Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218. Comments shall refer to Case No. PUE-2006-00002 and address the specific issues raised in this Order. Interested persons desiring to submit comments electronically may do so by following the instructions available at the Commission's website: http://www.scc.virginia.gov/caseinfo/notice.aspx.

(6) On or before April 28, 2006, the Staff may file comments with the Commission presenting its findings and recommendations, or responding to any comments filed by interested persons in this matter.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to: C. Meade Browder, Jr., Senior Assistant Attorney General, Division of Consumer Counsel, Office of Attorney General, 900 East Main Street, 2nd Floor, Richmond, Virginia 23219; and the Commission's Divisions of Economics and Finance and Energy Regulation.

STATE LOTTERY DEPARTMENT
Director's Orders

The following Director's Orders of the State Lottery Department were filed with the Virginia Registrar of Regulations on January 10, 2006 and January 17, 2006. The orders may be viewed at the State Lottery Department, 900 E. Main Street, Richmond, Virginia, or at the office of the Registrar of Regulations, 910 Capitol Street, 2nd Floor, Richmond, Virginia.

Final Rules for Game Operation:

Director's Order Number Seventy-Seven (05)
Virginia's Instant Game Lottery 638; "Weekly Grand" (effective 12/28/05)

Director's Order Number Eighty-Eight (05)
Virginia's Instant Game Lottery 712; "Cashword Double Bonus" (effective 12/28/05)

Director's Order Number Eighty-Nine (05)
Virginia's Instant Game Lottery 295; "$1,000 Payday Tripler" (effective 12/28/05)

Director's Order Number Ninety (05)
Virginia's Instant Game Lottery 700; "Big Cash Double Play" (effective 12/28/05)

Director's Order Number Ninety-Two (05)
Virginia's Instant Game Lottery 714; "Ace In The Hole" (effective 12/28/05)

Director's Order Number Ninety-Two (06)
Virginia's Instant Game Lottery 706; "Winner Take All" (effective 1/9/06)

STATE WATER CONTROL BOARD

Proposed Consent Special Order - All American Plazas, Inc.

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Doswell, Virginia (Hanover County).


Consent order description: The State Water Control Board proposes to issue a consent order to All American Plazas, Inc. to address alleged violations of Virginia Pollutant Discharge Elimination System ("VPDES") Permit No VA0052906, the Virginia Facility and Aboveground Storage Tank Regulations, and Article 11 of the State Water Control Law that occurred at the Doswell All-American Travel Plaza. The location of the facility where the alleged violation occurred is 10222 Kings Dominion Blvd., Doswell, Virginia, which is at the northeast quadrant of the intersection of Interstate 95 and U.S. Route 30. The consent order describes a settlement to resolve a petroleum release to an Unnamed Tributary to the North Anna River; inadequate recordkeeping, operation and maintenance for two aboveground storage tanks on the site; inadequate maintenance of the facility’s oil/water separator and late application for VPDES permit reissuance. The consent order also contains a civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person.
commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Allison Dunaway, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5015, FAX (804) 527-5106, or e-mail acdunaway@deq.virginia.gov.

Proposed Consent Special Order - BBB, LLC

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Chesapeake, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to BBB, LLC, to address alleged violations of the Virginia State Water Control Law. The location of the facility where the alleged violations occurred is 1401 Precon Drive, Chesapeake. The consent order describes a settlement to resolve an unpermitted discharge. The consent order requires the facility to pay a civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests, and additional information: Caroline Huertas, Department of Environmental Quality, Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA 23462, telephone (757) 518-2107, FAX (757) 518-2003, or e-mail cmhuertas@deq.virginia.gov.

Proposed Consent Special Order - Baldwin G. Locher, Jr.

The State Water Control Board proposes to enter into a consent special order with Baldwin G. Locher, Jr. The parties have agreed to the terms of a consent special order for settlement of violations of State Water Control Law at an underground storage tank (UST) facility.

Mr. Locher owns a UST facility located at 818 Rockbridge Road in Glasgow, Rockbridge County, Virginia, and stores petroleum in these USTs under the requirements of the state underground storage tank regulation. Based on an inspection of the facility and review of submitted documentation, DEQ found Mr. Locher to be in violation of the regulation. The proposed order will require Mr. Locher to submit release detection records for the USTs and will assess a civil charge in settlement of the violations.

The board will receive written comments relating to the proposed order for 30 days from the date of publication of this notice. Comments should be addressed to David C. Robinett, Department of Environmental Quality, P.O. Box 3000, Harrisonburg, VA 22801, and should refer to the order. The proposed order may be examined at the Department of Environmental Quality, Valley Regional Office, 4411 Early Road, Harrisonburg, VA. A copy of the order may be obtained in person or by mail from the DEQ office.

Comments may also be submitted via electronic mail to dcrbinnett@deq.virginia.gov. In order to be considered, electronic comments must be received prior to the close of the comment period and must include the name, address and telephone number of the person making the comment.

Proposed Consent Special Order - Beazer Homes

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Prince William County, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to Beazer Homes to address alleged violations of Virginia’s regulations. The facility where the alleged violation occurred is Coles Run Manor, located north of Dumfries Road and south of the State Route 234/Business Route 234 split. The consent order describes a settlement to resolve the filling of wetlands and streams without a permit.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address, and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests, and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail jsheedy@deq.virginia.gov.

Proposed Consent Special Order - Carroll's Foods, LLC

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for facilities in Isle of Wight, and Sussex counties, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to Carroll’s Foods, LLC, to address alleged violations of the Virginia Pollution Abatement Permits numbers VPA01074, VPA00576, and VPA00578. The location of the facilities where the alleged violations occurred is off State Route 621 in Isle of Wight County; off State Route 605 in Sussex County; and off State Route 625 in Sussex County, Virginia. The consent order describes a settlement to resolve a number of unpermitted discharges to state waters from the above facilities and for the payment of a civil charge.
How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Vernon C. Williams, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060-6296, telephone (804) 527-5086, FAX (804) 527-5106, or e-mail vcwilliams@deq.virginia.gov.

Proposed Consent Special Order - Town of Chase City

Purpose of notice: To invite citizens to comment on a proposed consent order for the Town of Chase City, Virginia, wastewater treatment plant.


Consent order description: the State Water Control Board proposes to issue a consent order to the Town of Chase City to address alleged violations of its Virginia Discharge Elimination System Permit. The location of the facility where the alleged violations occurred is southwest of Chase City. The facility discharges treated sewage into Little Bluestone Creek. The consent order describes a settlement to resolve alleged operational and recordkeeping violations.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by close of business on the final day of the public comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Edward A. Liggett, Department of Environmental Quality, South Central Regional Office, 7705 Timberlake Road, Lynchburg, VA 24502, telephone (434) 582-6254, FAX (434-582-5125), or e-mail ealiggett@deq.virginia.gov.

Proposed Consent Special Order - Town of Hamilton

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Loudon, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to the Town of Hamilton to address alleged violations of the Virginia Pollutant Discharge Elimination System Permit No. VA0020974. The location of the facility where the alleged violations occurred is 104 North Rogers Street. The consent order describes a settlement to resolve copper effluent limit violations, late submittal of a permit application and failure to obtain a Certificate to Operate.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Carl Ciccarelli, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3862, FAX (703) 583-3841, or e-mail cjccicarelli@deq.virginia.gov.

Proposed Consent Special Order - Madeira School, Inc.

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Fairfax County, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to The Madeira School, Inc. to address alleged violations of The Madeira School Wastewater Treatment Plant governed by permit number VA0024121. The location of the facility where the alleged violation occurred is 8328 Georgetown Pike, McLean, VA 22102. The consent order describes a settlement to resolve exceedences to Biological Oxygen Demand, Total Suspended Solids, ammonia, and chlorine limits.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail jlsheedy@deq.virginia.gov.

Proposed Consent Special Order - Mansour Akbari-Zarin

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Louisa, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to Mansour Akbari-Zarin to address alleged violations of the Virginia Pollutant Discharge Elimination System Permit No. VA0090140. The location of the facility where the alleged violations occurred is 605 Mobile Home Park, Louisa County. The consent order describes a
settlement to resolve permit effluent limit and operations and maintenance violations.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Carl Ciccarelli, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3862, FAX (703) 583-3841, or e-mail cjciccarelli@deq.virginia.gov.

Proposed Consent Special Order - Massanutten Public Service Corporation

Citizens may comment on a proposed consent order for a facility in McGaheysville, Virginia.


Purpose of notice: To invite the public to comment on a proposed consent order.

A consent order is issued to a business owner or other responsible party to perform specific actions that will bring the entity into compliance with the relevant law and regulations. It is developed cooperatively with the facility and entered into by mutual agreement.

Consent order description: The State Water Control Board proposes to issue a consent order to Massanutten Public Service Corporation to address alleged violations of its 2004 Consent Order amendment and VPDES Permit Number VA0024732. The location of the facility where the alleged violations occurred is near McGaheysville. The consent order describes a settlement to resolve violations of the Order and the Permit. It requires the company to take corrective actions to complete the construction of the STP upgrade and complete rehabilitation work on the sewage collection system.

How a decision is made: After public comments have been considered, the State Water Control Board will make a final decision.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period.

To review the consent order: The public may review the proposed consent order at the DEQ Valley Regional Office every work day by appointment or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA, 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail jlsheedy@deq.virginia.gov.

Proposed Consent Special Order - Mendleson Development, L.L.C.

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Louisa County, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to Mendleson Development, LLC, to address alleged violations of Virginia’s regulations. The facility where the alleged violation occurred is the Links at Lake Anna, which is bordered on the west by Route 522, on the north by Route 208, on the east by Route 652, and on the south by Contrary Creek. The consent order describes a settlement to resolve the dredging of 1,250 linear feet of Contrary Creek without a permit.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address, and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA, 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail jlsheedy@deq.virginia.gov.

Proposed Consent Special Order - North Oaks, LLC

Citizens may comment on a proposed consent order for a facility in Salem, Virginia.


Purpose of notice: To invite the public to comment on a proposed consent order.

A consent order is issued to a business owner or other responsible party to perform specific actions that will bring the entity into compliance with the relevant law and regulations. It is developed cooperatively with the facility and entered into by mutual agreement.

Project description: The State Water Control Board proposes to issue a consent order to North Oaks, LLC, to address violations of the Virginia regulations. The location of the facility where the violation occurred is the North Oaks Subdivision on Red Lane Extension in Salem. The consent order describes a settlement to resolve wetland and stream filling without a permit. It requires payment of a civil charge and mitigation of impacts caused by the filling.

How a decision is made: After public comments have been considered, the State Water Control Board will make a final decision.
How to comment: DEQ accepts comments from the public by
e-mail, fax or postal mail. All comments must include the
name, address and telephone number of the person
commenting and be received by DEQ within the comment
period.

To review the consent order: The public may review the
proposed consent order at the DEQ West Central Regional
Office every work day by appointment or on the DEQ website

Contact for public comments, document requests and
additional information: Robert Steele, Department of
Environmental Quality, West Central Regional Office,
Roanoke, VA 24019, telephone (540) 562-6777, FAX (540)
562-6725, or e-mail rpsteele@deq.virginia.gov.

**Proposed Consent Special Order - Oceana Salvage, Inc.**

Purpose of notice: To seek public comment on a proposed
consent order from the Department of Environmental Quality
for a facility in Virginia Beach, Virginia.


Consent order description: The State Water Control Board
proposes to issue a consent order to Oceana Salvage, Inc. to
address alleged violations of the VPDES General Permit
Regulation for Storm Water Discharges Associated with
Industrial Activity. The location of the facility where the alleged
violations occurred is 1040 Oceana Boulevard, Virginia Beach. The consent order describes a settlement to resolve
failure to document and/or conduct routine site inspections
and staff training, and poor housekeeping practices. The consent order requires the facility to pay a civil charge.

How to comment: DEQ accepts comments from the public by
e-mail, fax, or postal mail. All comments must include the
name, address and telephone number of the person
commenting and be received by DEQ within the comment
period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at

Contact for public comments, document requests and
additional information: Caroline Huertas, Department of
Environmental Quality, Tide water Regional Office, 5636
Southern Boulevard, Virginia Beach, VA 23462, telephone
(757) 518-2173, FAX (757) 518-2003, or e-mail
mmold@deq.virginia.gov.

**Proposed Consent Special Order - Perdue Farms Incorporated**

Purpose of notice: To seek public comment on a proposed
consent order from the Department of Environmental Quality
for a facility in Accomack County, Virginia.


Consent order description: The State Water Control Board
proposes to issue a consent order to Perdue Farms Incorporated to address alleged violations of its Virginia
Pollutant Discharge Elimination System Permit. The location
of the facility where the alleged violation occurred is 22520
Landford Highway, Accomack County, Virginia. The consent order describes a settlement to resolve permit limit
exceedances of biochemical oxygen demand and whole
effluent toxicity.

How to comment: DEQ accepts comments from the public by
e-mail, fax or postal mail. All comments must include the
name, address and telephone number of the person
commenting and be received by DEQ within the comment
period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at

Contact for public comments, document requests and
additional information: Maria Nold, Department of
Environmental Quality, Tidewater Regional Office, 5636
Southern Boulevard, Virginia Beach, VA 23462, telephone
(757) 518-2173, FAX (757) 518-2003, or e-mail
mmold@deq.virginia.gov.

**Proposed Consent Special Order - Plecker Construction Co., Inc.**

The State Water Control Board proposes to enter into a
consent special order with Plecker Construction Co., Inc. The
parties have agreed to the terms of a consent special order for
settlement of violations of State Water Control Law at an
underground storage tank (UST) facility.

Plecker Construction owns a UST facility located at 172
Parkersburg Turnpike in Staunton, Virginia, and stores
petroleum in this UST under the requirements of the state
underground storage tank regulation. Based on an inspection
of the facility and review of submitted documentation, DEQ
found Plecker Construction to be in violation of the regulation.
The proposed order will require the closure of the UST and
will assess a civil charge against Plecker Construction in
settlement of the violations.

The board will receive written comments relating to the
proposed order for 30 days from the date of publication of this
notice. Comments should be addressed to David C. Robinett,
Department of Environmental Quality, P.O. Box 3000,
Harrisonburg, VA 22801, and should refer to the order. The
proposed order may be examined at the Department of
Environmental Quality, Valley Regional Office, 4411 Early
Road, Harrisonburg, VA. A copy of the order may be obtained
in person or by mail from the DEQ office.

Comments may also be submitted via electronic mail to
dcrogenett@deq.virginia.gov. In order to be considered,
electronic comments must be received prior to the close of the
comment period and must include the name, address and
telephone number of the person making the comment.

**Proposed Consent Special Order - Red Hill Mobile Home Park**

Purpose of notice: To seek public comment on a proposed
consent order from the Department of Environmental Quality
for a facility in Prince George County, Virginia.

Consent order description: The State Water Control Board proposes to issue a consent order to the Red Hill Mobile Home Park on March 24, 2004, to address alleged violations of the VPDES permit. The location of the facility where the alleged violation occurred is 3812 Puddleduck Road, Virginia. The consent order describes a settlement to resolve certain violations of environmental law and regulations at its sewer treatment plant.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5093, FAX (804) 527-5106, or e-mail felupini@deq.virginia.gov.

Proposed Consent Special Order - Stanley Martin Companies, Incorporated

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Prince William County, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to Stanley Martin Companies, Incorporated, to address alleged violations of Virginia’s regulations. The facility where the alleged violation occurred is Coles Run Manor, located north of Dumfries Road and south of the State Route 234/Business Route 234 split. The consent order describes a settlement to resolve the filling of wetlands and streams without a permit.

How to comment: DEQ accepts comments from the public by e-mail, fax, or postal mail. All comments must include the name, address, and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail jlsheedy@deq.virginia.gov.

Proposed Consent Special Order - Tyson Foods Incorporated

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for a facility in Glen Allen, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to Tyson Foods Incorporated, to address alleged violations of the VPDES permit. The location of the facility where the alleged violation occurred is 13264 Mountain Road, Glen Allen, Virginia. The consent order describes a settlement to resolve certain violations of environmental law and regulations at its Wastewater treatment plant. The Order requires plant repairs and payment of a civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5093, FAX (804) 527-5106, or e-mail felupini@deq.virginia.gov.

Proposed Consent Special Order - United States Department of Defense

Purpose of notice: To invite citizens to comment on a proposed consent order for a facility in Arlington County, Virginia.


Consent order description: The State Water Control Board proposes to issue a consent order to The United States Department of Defense to address alleged violations of the Pentagon - Heating and Refrigeration Plant governed by permit number VA0032000. The location of the facility where the alleged violation occurred is the main Pentagon Reservation in southeastern Arlington, Virginia. The consent order describes a settlement to resolve exceedences to copper limits and the failure to meet administrative deadlines.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Jennifer Sheedy, Department of Environmental Quality, Northern Virginia Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3938, FAX (703) 583-3938, or e-mail jlsheedy@deq.virginia.gov.
Proposed Consent Special Order - Vane Line Bunkering

Purpose of notice: To seek public comment on a proposed consent order from the Department of Environmental Quality for barge spill in Henrico County, Virginia.


Consent order description: The State water Control Board proposes to issue a consent order to Vane Line Bunkering to address a discharge of diesel fuel from a barge to state waters. The location where the spill occurred is the James River near Osborne Landing in Henrico County, Virginia. The consent order requires payment of a $61,700 civil charge.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5093, FAX (804) 527-5106, or e-mail felupini@deq.virginia.gov.

Proposed Consent Special Order - Town of Warsaw

Purpose of notice: To seek public comment on a proposed consent order amendment from the Department of Environmental Quality for a facility in Warsaw, Virginia.


Consent order description: The State Water Control Board proposes to amend a consent order issued to the Town of Warsaw on March 24, 2004, to extend the final compliance date from November 1, 2006 to February 28, 2007. The location of the facility where the alleged violation occurred is Route 360 and Wellford’s Wharf Road in Warsaw, Virginia.

How to comment: DEQ accepts comments from the public by e-mail, fax or postal mail. All comments must include the name, address and telephone number of the person commenting and be received by DEQ within the comment period. The public may review the proposed consent order at the DEQ office named below or on the DEQ website at www.deq.virginia.gov.

Contact for public comments, document requests and additional information: Frank Lupini, Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5093, FAX (804) 527-5106, or e-mail felupini@deq.virginia.gov.

ERRATA

BOARD OF PHARMACY

Title of Regulation: 18 VAC 110-30. Regulations for Practitioners of the Healing Arts to Sell Controlled Substances.


Correction to Final Regulation:

Page 1662, in the Registrar's Notice, the correct location for the proposed regulation is Volume 21, Issue 20, rather than Volume 20, Issue 21.
CALENDAR OF EVENTS

Symbol Key
† Indicates entries since last publication of the Virginia Register
▲ 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

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Virginia Agricultural Council

† March 27, 2006 - 8:30 a.m. -- Open Meeting
† March 28, 2006 - 8 a.m. -- Open Meeting
Holiday Inn, 1200 Fifth Street, Charlottesville, Virginia.

An annual meeting to hear and act upon agricultural project proposals for financial assistance through the Virginia Agricultural Council. The council 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 Donald B. Ayers at least five days before the meeting date so that suitable arrangements can be made.

Contact: Donald Ayers, Executive Director, Virginia Agricultural Council, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-0480, FAX (804) 371-0247, (800) 828-1120/TTY, e-mail don.ayers@vdacs.virginia.gov.

Virginia Aquaculture Advisory Board

† February 13, 2006 - 12:30 p.m. -- Open Meeting
Virginia Farm Bureau Federation, 12580 West Creek Parkway, Conference 3-C, 3rd Floor, Richmond, Virginia.

A meeting to discuss issues related to Virginia aquaculture. For directions, call 800-768-8323, extension 1155. 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 T. Robins Buck at least five days before the meeting date so that suitable arrangements can be made.

Contact: T. Robins Buck, Board Secretary, Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor St., 2nd Floor, Richmond, VA 23219, telephone (804) 371-6094, FAX (804) 371-2945, e-mail robbins.buck@vdacs.virginia.gov.

Virginia Bright Flue-Cured Tobacco Board

† February 16, 2006 - 9:30 a.m. -- Open Meeting
Sheldon's Restaurant, Business Routes 15 and 360, Keysville, Virginia.

A meeting to (i) review and consider approval of minutes of the last meeting; (ii) review the board's financial statement and approve budget for FY 06-07; (iii) consider funding proposals for research, promotion, and education projects pertaining to the Virginia flue-cured tobacco industry; and (iv) consider 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 Cattle Industry Board

February 23, 2006 - 3 p.m. -- Open Meeting
The Inn at Virginia Tech, 901 Prices Fork Road, Blacksburg, Virginia.

A regular business meeting to (i) approve the minutes from the November 2005 meeting, (ii) review the board's financial statement and budget, (iii) give program updates for the state and national level, and (iv) hear an educational program using value-added cuts to increase overall beef carcass value. 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 Bill R. McKinnon at least five days before the meeting date so that suitable arrangements can be made.

Contact: Bill R. McKinnon, Executive Director, Virginia Cattle Industry Board, 102 Governor St., 2nd Floor, Richmond, VA 23219, telephone (804) 371-6094, FAX (804) 371-2945, e-mail robbins.buck@vdacs.virginia.gov.
Contact: Bill R. McKinnon, Executive Director, Virginia Cattle Industry Board, P.O. Box 9, Daleville, VA 24083, telephone (540) 992-1992, FAX (540) 992-4632, e-mail bmckinnon@vacattlemen.org.

Virginia Corn Board
† February 20, 2006 - 8 a.m. -- Open Meeting
Double Tree Hotel - Richmond Airport, 5501 Eubank Road, Richmond, Virginia.

A meeting to (i) hear and approve minutes of the last meeting, (ii) discuss checkoff revenues resulting from sale of the 2005 corn crop, (iii) hear FY 2005-2006 project reports and receive FY 2006-2007 project proposals, and (iv) make funding decisions for the fiscal year beginning July 1, 2006. 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, 102 Governor St., 3rd Floor, Room 319, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786, e-mail phil.hickman@vdacs.virginia.gov.

Virginia Soybean Board
† March 9, 2006 - 8 a.m. -- Open Meeting
Williamsburg Marriott, 50 Kingsmill Road, Williamsburg, Virginia.

A meeting to (i) hear and approve minutes of the last meeting, (ii) discuss checkoff revenues resulting from sales of the 2005 soybean crop, (iii) hear FY 2005-2006 project reports and receive FY 2006-2007 project proposals, and (iv) make funding decisions for the fiscal year beginning July 1, 2006. 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, 102 Governor St., 3rd Floor, Room 319, Richmond, VA 23219, telephone (804) 371-6157, FAX (804) 371-7786, e-mail phil.hickman@vdacs.virginia.gov.

ALCOHOLIC BEVERAGE CONTROL BOARD
February 6, 2006 - 9 a.m. -- Open Meeting
February 21, 2006 - 9 a.m. -- Open Meeting
March 6, 2006 - 9 a.m. -- Open Meeting
March 20, 2006 - 9 a.m. -- Open Meeting
April 3, 2006 - 9 a.m. -- Open Meeting
April 17, 2006 - 9 a.m. -- Open Meeting
† May 1, 2006 - 9 a.m. -- Open Meeting
Department of Alcoholic Beverage Control, 2901 Hermitage Road, Richmond, Virginia.

An executive staff meeting to receive and discuss reports and activities from staff members and to discuss other matters not yet determined.

Contact: W. Curtis Coleburn, III, Secretary to the Board, Department of Alcoholic Beverage Control, 2901 Hermitage Rd., Richmond, VA 23220, telephone (804) 213-4409, FAX (804) 213-4411, toll-free (800) 213-4687/TTY ♦, e-mail curtis.coleburn@abc.virginia.gov.

ALZHEIMER'S DISEASE AND RELATED DISORDERS COMMISSION
March 14, 2006 - 10 a.m. -- Open Meeting
Department for the Aging, 1610 Forest Avenue, Richmond, Virginia. Interpreter for the deaf provided upon request

A regular meeting.

Contact: Cecily Slasor, I and R Specialist, Department for the Aging, 1610 Forest Ave., Ste. 100, Richmond, VA 23229, telephone (804) 662-9338, FAX (804) 662-9354, toll-free (800) 552-3402, (804) 662-9333/TTY ♦, e-mail cecily.slasor@vda.virginia.gov.

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS
February 7, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A meeting of the Interior Designers Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23220-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail apelscidla@dpor.virginia.gov.

February 8, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.
Calendar of Events

A meeting of the Professional Engineers Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail apelscidla@dpor.virginia.gov.

February 9, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A meeting of the Landscape Architects Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail apelscidla@dpor.virginia.gov.

February 15, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A meeting of the Land Surveyors Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail apelscidla@dpor.virginia.gov.

March 16, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A meeting of the full board to conduct board business. A portion of the board's business may be discussed in closed session. 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail apelscidla@dpor.virginia.gov.

March 16, 2006 - 9 a.m. -- Public Hearing
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia.

March 16, 2006 - 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 Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects is amending regulations entitled 18 VAC 10-20, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects. The purpose of the proposed action is to amend the entry requirements for landscape architects who possess an LAAB-accredited degree in landscape architecture to require them to obtain three years of acceptable experience before being granted certification. Applicants could still be approved to take, and sit for, the examination prior to obtaining the required three years of experience; however, certification would not be awarded until such time as the three years of acceptable experience is obtained, documented, submitted, reviewed and approved.


Contact: Mark N. Courtney, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail apelscidla@dpor.virginia.gov.

† May 3, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A meeting of the Architects Section to conduct board business. A portion of the board's business may be discussed in closed session. Persons desiring to participate in the meeting and requiring special accommodations or
interpretive 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, Executive Director, Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8514, FAX (804) 367-2475 or e-mail apelscidla@dpor.virginia.gov.

ART AND ARCHITECTURAL REVIEW BOARD
† March 3, 2006 - 10 a.m. -- Open Meeting
† April 7, 2006 - 10 a.m. -- Open Meeting
† May 5, 2006 - 10 a.m. -- Open Meeting
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. Art and Architectural Review Board submittal forms and submittal instructions can be downloaded by visiting the DGS Forms Center at www.dgs.state.va.us. Request form #DGS-30-905 or submittal instructions #DGS-30-906. The deadline for submitting project datasheets and other required information is two weeks prior to the meeting date.

Contact: Richard L. Ford, AIA, Chairman, Art and Architectural Review Board, 101 Shockoe Slip, 3rd Floor, Richmond, VA 23219, telephone (804) 648-5040, FAX (804) 225-0329, (804) 786-6152/TTY, or e-mail rford@comarchs.com.

VIRGINIA BOARD FOR ASBESTOS, LEAD, AND HOME INSPECTORS
March 13, 2006 - 10 a.m. -- Open Meeting
Wytheville Town Offices, Wytheville Municipal Building, 150 East Monroe Street, Conference Room B, Wytheville, Virginia.

An informal fact-finding conference.

Contact: David Dick, Assistant Director, Virginia Board for Asbestos, Lead, and Home Inspectors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail asbestos@dpor.virginia.gov.

15-30, Virginia Lead-Based Paint Activities. The purpose of the proposed action is to empower the board to deny license and approval as well as to take disciplinary action against those acting as or being ostensible licensee for undisclosed persons who do or will control or direct, directly or indirectly, the operations of the licensee’s business, and to require training providers to submit information electronically and include social security numbers to speed up application processing. The regulations having been reorganized to present the regulatory requirements in a format that is easier to understand.


Contact: David Dick, Assistant Director, Virginia Board for Asbestos, Lead, and Home Inspectors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail asbestos@dpor.virginia.gov.

NOTE: CHANGE IN MEETING TIME
March 30, 2006 - 11 a.m. -- Public Hearing
Department of Professional and Occupational Regulation, 3600 West Broad Street, Conference Room 4, Richmond, Virginia.

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April 14, 2006 - 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 Board for Asbestos, Lead, and Home Inspectors is amending regulations entitled 18 VAC 15-20, Virginia Asbestos Licensing Regulations. The purpose of the proposed action is to empower the board to deny license and approval as well as to take disciplinary action against those acting as or being ostensible licensee for undisclosed persons who do or will control or direct, directly or indirectly, the operations of the licensee’s business, and to require training providers to submit information electronically and include social security numbers to speed up application processing. The regulations having been reorganized to present the regulatory requirements in a format that is easier to understand.


Contact: David Dick, Assistant Director, Virginia Board for Asbestos, Lead, and Home Inspectors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8595, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail asbestos@dpor.virginia.gov.
Calendar of Events

AUCTIONEERS BOARD
April 13, 2006 - 10 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A meeting to conduct board business. The meeting is open to the public; however, a portion of the board’s business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

Contact: Marian H. Brooks, Regulatory Board Administrator, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail auctioneers@dpor.virginia.gov

VIRGINIA AVIATION BOARD
† February 14, 2006 - 9 a.m. -- Open Meeting
Doubletree Hotel, Richmond Airport, 5501 Eubank Road, Sandston, Virginia.

A regular bimonthly meeting. Applications for state funding will be presented to the board and other matters of interest to the Virginia aviation community will be discussed. Individuals with disabilities should contact Carolyn Toth 10 days prior to the meeting if assistance is needed.

Contact: Carolyn Toth, Administrative Assistant, Department of Aviation, 5702 Gulfstream Rd., Richmond, VA 23250, telephone (804) 236-3637, FAX (804) 236-3635, e-mail carolyn.toth@doav.virginia.gov

BOARD FOR BARBERS AND COSMETOLOGY
February 6, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A general business meeting including consideration of regulatory issues as may be presented on the agenda. The meeting is open to the public; however, a portion of the board’s business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

Contact: William H. Ferguson, II, Executive Director, Board for Barbers and Cosmetology, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590, FAX (804) 367-6295, (804) 367-9753/TTY, e-mail barbercosmo@dpor.virginia.gov

March 7, 2006 - 10 a.m. -- Public Hearing
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

March 10, 2006 - 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 Board for Barbers and Cosmetology intends to adopt regulations entitled 18 VAC 41-60, Body-Piercing Regulations. The purpose of the proposed action is to promulgate regulations governing the licensure and practice of body piercing as mandated by Chapter 869 of the 2002 Act of Assembly.

Statutory Authority: § 54.1-201 of the Code of Virginia.

Contact: William H. Ferguson, II, Executive Director, Board for Barbers and Cosmetology, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590, FAX (804) 367-6295, (804) 367-9753/TTY, e-mail barbercosmo@dpor.virginia.gov.

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED
Rehabilitation Council for the Blind
March 11, 2006 - 10 a.m. -- Open Meeting
Department for the Blind and Vision Impaired, Administrative Headquarters, 397 Azalea Avenue, Richmond, Virginia. (Interpreter for the deaf provided upon request)

A regular meeting.

Contact: Susan D. Payne, VR Program Director, Department for the Blind and Vision Impaired, 397 Azalea Ave., Richmond, VA 23227, telephone (804) 371-3184, FAX (804) 371-3390, toll-free (800) 622-2155, (804) 371-3140/TTY, e-mail susan.payne@dbvi.virginia.gov.

BOARD FOR BRANCH PILOTS
† May 1, 2006 - 8:30 a.m. -- Open Meeting
Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia.

A meeting of the Examination Administrators to conduct board business. The meeting is open to the public; however, a portion of the board’s business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

Contact: Mark N. Courtney, Executive Director, Board for Branch Pilots, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail branchpilots@dpor.virginia.gov.
† May 1, 2006 - 9:30 a.m. -- Open Meeting
Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia.
A meeting to conduct board business. The meeting is open to the public; however, a portion of the board’s business may be discussed in closed session. All meetings are subject to cancellation. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.
Contact: Mark N. Courtney, Executive Director, Board for Branch Pilots, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail branchpilots@dpor.virginia.gov.

STATE CERTIFIED SEED BOARD
† February 15, 2006 - 1:15 p.m. -- Open Meeting
Ramada Inn 1776, 725 Bypass Road, Williamsburg, Virginia.
A meeting to consider the ramifications of the 2005 summer drought on seed quality of peanuts and soybeans for 2006 spring planting.
Contact: David Whitt, Liaison Officer, State Certified Seed Board, 9142 Atlee Station Rd., Mechanicsville, VA 23116, telephone (804) 746-4884, FAX (804) 746-9447, e-mail dwhitt@vt.edu.

STATE CHILD FATALITY REVIEW TEAM
March 10, 2006 - 10 a.m. -- Open Meeting
Office of the Chief Medical Examiner, 400 East Jackson Street, Richmond, Virginia.
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: Rae Hunter-Havens, Coordinator, State Child Fatality Review, 400 East Jackson St.; Richmond, VA 23219, telephone (804) 786-1047, FAX (804) 371-8595, toll-free (800) 447-1708, e-mail rae.hunter-havens@vdh.virginia.gov.

STATE BOARD FOR COMMUNITY COLLEGES
March 15, 2006 - 1:30 p.m. -- Open Meeting
The Prizery, 700 Bruce Street, South Boston, Virginia.
(Interpreter for the deaf provided upon request)
Meetings of the Academic Committee, Student Affairs and Workforce Development Committee, and Budget and Finance Committee begin at 1:30 p.m. The Facilities Committee and the Audit Committee will meet at 3 p.m. The Personnel Committee will meet at 3:30 p.m.
Contact: D. Susan Hayden, Director of Public Affairs, Virginia Community College System, James Monroe Bldg., 101 N. 14th St., Richmond, VA 23219, telephone (804) 819-4961, FAX (804) 819-4768, (804) 371-8504/TTY.

Compensation Board
February 22, 2006 - 11 a.m. -- Open Meeting
Compensation Board, 102 Governor Street, Richmond, Virginia.
A monthly board meeting.
Contact: Cindy Waddell, Compensation Board, P.O. Box 710, Richmond, VA 23218, telephone (804) 225-3308, FAX (804) 371-0235, e-mail cindy.waddell@scb.virginia.gov.

DEPARTMENT OF CONSERVATION AND RECREATION
† February 15, 2006 - 10 a.m. -- Open Meeting
Department of Forestry, 900 Natural Resources Drive, Fire Conference Room, Charlottesville, Virginia.
A meeting of the Virginia Outdoors Plan Technical Advisory Committee. This is the initial meeting of a committee appointed by the director of the Department of Conservation and Recreation to provide information and comments on development of the 2007 Virginia Outdoors Plan.
Contact: John R. Davy, Division Director, Planning and Recreation Resources, Department of Conservation and Recreation, 203 Governor St., Suite 302, Richmond, VA 23219, telephone (804) 786-1119, FAX (804) 371-7899, e-mail john.davy@dcr.virginia.gov.

BOARD FOR CONTRACTORS
February 7, 2006 - 9 a.m. -- Open Meeting
February 14, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.
Informal fact-finding conferences.
Contact: Eric L. Olson, Executive Director, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2785, FAX (804) 367-2474, (804) 367-9753/TTY, e-mail contractors@dpor.virginia.gov.
Calendar of Events

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February 16, 2006 - 1 p.m.--Public Hearing
Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia.

March 24, 2006 - 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 Board for Contractors intends to amend regulations entitled 18 VAC 50-30, Individual License and Certification Regulations. The purpose of the proposed action is to establish regulations for the certification of elevator mechanics and to amend the current regulations to reflect statutory changes, respond to changes in the industry and to revise language for clarity and ease of use.


Contact: Eric L. Olson, Executive Director, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2785, FAX (804) 367-2474, (804) 367-9753/TTY, e-mail contractors@dpor.virginia.gov.

† February 28, 2006 - 9 a.m.--Open Meeting
† March 28, 2006 - 9 a.m.--Open Meeting
† April 25, 2006 - 9 a.m.--Open Meeting
Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia.

A regular meeting to address policy and procedural issues and review and render decisions on matured complaints against licensees. The meeting is open to the public; however, a portion of the board's business may be conducted in closed session. Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the department at least 10 days prior to this meeting so that suitable arrangements can be made. The department fully complies with the Americans with Disabilities Act.

Contact: Eric L. Olson, Executive Director, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2785, FAX (804) 367-2474, (804) 367-9753/TTY, e-mail contractors@dpor.virginia.gov.

† February 28, 2006 - 11:30 a.m.--Open Meeting
Department of Professional and Occupational Regulation,
3600 West Broad Street, Richmond, Virginia.

A quarterly meeting of the Board for Contractors Committee meeting. This meeting will start following the Board for Contractors meeting.

Contact: Kevin Hoeft, Regulatory Boards Administrator, Board for Contractors, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-2785, FAX (804) 367-2474, (804) 367-9753/TTY, e-mail contractors@dpor.virginia.gov.

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BOARD OF CORRECTIONS

March 14, 2006 - 10 a.m.--Open Meeting
Department of Corrections, 6900 Atmore Drive, 3rd Floor
Board Room, Richmond, Virginia.

A meeting of the Liaison Committee to discuss correctional matters of interest to the board.

Contact: Barbara Woodhouse, Administrative Staff Assistant, Department of Corrections, 6900 Atmore Dr., Richmond, VA 23225, telephone (804) 674-3124, FAX (804) 674-3236, e-mail barbara.woodhouse@vadoc.virginia.gov.

March 14, 2006 - 1 p.m.--Open Meeting
Department of Corrections, 6900 Atmore Drive, 3rd Floor, Richmond, Virginia.

A meeting of the Correctional Services/Policy and Regulations Committee to discuss correctional services and policy/regulation matters to be considered by the board.

Contact: Barbara Woodhouse, Administrative Staff Assistant, Department of Corrections, 6900 Atmore Dr., Richmond, VA 23225, telephone (804) 674-3124, FAX (804) 674-3236, e-mail barbara.woodhouse@vadoc.virginia.gov.

March 15, 2006 - 9:30 a.m.--Open Meeting
Department of Corrections, 6900 Atmore Drive, 3rd Floor, Room 3054, Richmond, Virginia.

A meeting of the Administration Committee to discuss administrative matters to be considered by the board.

Contact: Barbara Woodhouse, Administrative Staff Assistant, Department of Corrections, 6900 Atmore Dr., Richmond, VA 23225, telephone (804) 674-3124, FAX (804) 674-3236, e-mail barbara.woodhouse@vadoc.virginia.gov.

March 15, 2006 - 10 a.m.--Open Meeting
Department of Corrections, 6900 Atmore Drive, 3rd Floor
Board Room, Richmond, Virginia.

A regular meeting of the full board to review and discuss all matters considered by board committees that require action by the board.

Contact: Barbara Woodhouse, Administrative Staff Assistant, Department of Corrections, 6900 Atmore Dr., Richmond, VA 23225, telephone (804) 674-3124, FAX (804) 674-3236, e-mail barbara.woodhouse@vadoc.virginia.gov.

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BOARD OF DENTISTRY

February 10, 2006 - 9 a.m.--Open Meeting
March 17, 2006 - 9 a.m.--Open Meeting
March 31, 2006 - 9 a.m.--Open Meeting
April 21, 2006 - 9 a.m.--Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

A meeting of the Special Conference Committee to hold informal conferences. There will not be a public comment period.

Contact: Cheri Emma-Leigh, Operations Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY, e-mail cheri.emma-leigh@dhp.virginia.gov.

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March 2, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

Formal hearings. There will not be a public comment period.

Contact: Cheri Emma-Leigh, Operations Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY ☎️, e-mail cheri.emma-leigh@dhp.virginia.gov.

March 3, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

A general business meeting. There will be a public comment period during the first 15 minutes of the meeting.

Contact: Sandra Reen, Executive Director, Board of Dentistry, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY ☎️, e-mail sandra.reen@dhp.virginia.gov.

March 3, 2006 - 9 a.m. -- Public Hearing
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 1, Richmond, Virginia.

March 24, 2006 - 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 Board of Dentistry intends to amend regulations entitled 18 VAC 60-20, Regulations Governing the Practice of Dentistry and Dental Hygiene. The purpose of the proposed action is to (i) establish requirements for licensure by credentials for dentists consistent with new provisions in the Dental Practice Act; (ii) extend the voluntary practice license to include dentists and hygienists who held in unrestricted license in Virginia at the time it expired or became inactive and eliminate the supervision requirement for dentists out of practice less than five years; and (iii) clarify certain terms and rules for consistency. The proposed regulation will replace an emergency regulation adopted by the Board of Dentistry in compliance with amendments to Chapter 27 of Title 54.1 and the third enactment clause of HB 2368 and SB 1127 enacted by the 2005 General Assembly.

Statutory Authority: §§ 54.1-2400 and Chapter 27 (§ 54.1-2700 et seq.) of Title 54.1 of the Code of Virginia.

Public comments may be submitted until March 24, 2006, to Sandra Reen, Executive Director, Board of Dentistry, Alcoa Bldg., 6603 West Broad Street, 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9906, FAX (804) 662-7246, (804) 662-7197/TTY ☎️, e-mail sandra.reen@dhp.virginia.gov.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, e-mail elaine.yeatts@dhp.virginia.gov.

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**DESIGN BUILD/CONSTRUCTION MANAGEMENT REVIEW BOARD**

February 16, 2006 - 11 a.m. -- Open Meeting
March 16, 2006 - 11 a.m. -- Open Meeting
April 20, 2006 - 11 a.m. -- Open Meeting

Department of General Services, 202 North Ninth Street, Room 412, Richmond, Virginia. ✉️ (Interpreter for the deaf provided upon request)

A regular monthly meeting. Please contact the Division of Engineering and Buildings to confirm the meeting.

Contact: Rhonda M. Bishton, Administrative Assistant, Division of Engineering and Buildings, Department of General Services, 202 N. Ninth St., Richmond, VA 23219, telephone (804) 786-3263, FAX (804) 371-7934, (804) 786-6152/TTY ☎️, e-mail rhonda.bishton@dgs.virginia.gov.

**BOARD OF EDUCATION**

February 15, 2006 - 9 a.m. -- Open Meeting
March 22, 2006 - 9 a.m. -- Open Meeting
† April 26, 2006 - 9 a.m. -- Open Meeting
James Monroe Building, 101 North 14th Street, Main Lobby Level, Conference Rooms C and D, Richmond, Virginia. ✉️ (Interpreter for the deaf provided upon request)

A regular business meeting of the board. Public comment will be received. The public is urged to confirm arrangements prior to each meeting by viewing the Department of Education's public meeting calendar at http://www.pen.k12.va.us/VDOE/meetings.html. This site will contain the latest information on the meeting arrangements and will note any last minute changes in time or location. Persons who wish to speak or who require the services of an interpreter for the deaf should contact the agency at least 72 hours in advance.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Department 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 margaret.roberts@doe.virginia.gov.

April 27, 2006 - 9 a.m. -- Open Meeting
James Monroe Building, 101 North 14th Street, Main Lobby Level, Conference Rooms C and D, Richmond, Virginia. ✉️ (Interpreter for the deaf provided upon request)

The annual planning session. The public is urged to confirm arrangements prior to each meeting by viewing the Department of Education's public meeting calendar at http://www.pen.k12.va.us/VDOE/meetings.html. This site will contain the latest information on the meeting arrangements and will note any last-minute changes in time or location. Please note that persons requesting the services of an interpreter for the deaf are asked to do so at least 72 hours in advance so that the appropriate arrangements may be made.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Department of Education, P.O. Box 2120, James Monroe Bldg., 101 N. 14th St., 25th Floor, Richmond, VA
Calendar of Events

23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail margaret.roberts@doe.virginia.gov.

Advisory Board on Teacher Education and Licensure

NOTE: CHANGE IN MEETING DATE
February 6, 2006 - 9 a.m. -- Open Meeting
March 20, 2006 - 9 a.m. -- Open Meeting
† April 24, 2006 - 9 a.m. -- Open Meeting
Location to be announced.

A regular meeting. The public is urged to confirm arrangements prior to each meeting by viewing the Department of Education's public meeting calendar at http://www.pen.k12.va.us/VDOE/meetings.html. This site will contain the latest information on the meeting arrangements and will note any last-minute changes in time or location. Please note that persons requesting the services of an interpreter for the deaf are asked to do so at least 72 hours in advance so that the appropriate arrangements may be made.

Contact: Dr. Margaret N. Roberts, Office of Policy and Public Affairs, Department of Education, P.O. Box 2120, James Monroe Bldg., 101 N. 14th Street, 25th Floor, Richmond, VA 23219, telephone (804) 225-2540, FAX (804) 225-2524, e-mail margaret.roberts@doe.virginia.gov.

DEPARTMENT OF ENVIRONMENTAL QUALITY

February 6, 2006 - 6 p.m. -- Open Meeting
Hurley Elementary and Middle School, Hurley, Virginia.

A public meeting on the development of a TMDL to address impairments of Knox Creek and Pawpaw Creek in Buchanan County. The public notice appeared in the Virginia Register of Regulations on January 9, 2006. The public comment period begins on February 9, 2006, and ends on March 7, 2006.

Contact: Nancy T. Norton, Department of Environmental Quality, 355 Deadmore St., Abingdon, VA 24212, telephone (276) 676-4807, FAX (276) 676-4899, e-mail ntnorton@deq.virginia.gov.

† February 7, 2006 - 2 p.m. -- Open Meeting
Rappahannock Community College, 52 Campus Drive, Board Room, Warsaw, Virginia.

A meeting of the advisory committee assisting in the development of fecal coliform TMDLs for shellfish propagation waters in Farnham Creek located in Richmond County. The public notice appears in the Virginia Register of Regulations on February 6, 2006.

Contact: Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

† February 7, 2006 - 7 p.m. -- Open Meeting
Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia.

A public meeting on the development of a TMDL to address impairments in the Mattox Creek watershed located in Westmoreland and King George counties. The public notice appears in the Virginia Register of Regulations on February 6, 2006. The public comment period begins on February 7, 2006, and ends on March 9, 2006.

Contact: Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

† February 9, 2006 - 7 p.m. -- Open Meeting
Floyd County High School, Library, 721 Baker Street S.W., Floyd, Virginia.

A public meeting on the development of the implementation plan for a bacteria TMDL on Dodd Creek in Floyd County. The public notice appears in the Virginia Register of Regulations on February 6, 2006. The comment period begins on February 9, 2006, and ends on March 9, 2006.

Contact: Theresa Carter, Department of Environmental Quality, 252 W. Main St., Suite 3, Abingdon, VA 24210, telephone (276) 676-5418, FAX (276) 676-5527, e-mail theresa.carter@deq.virginia.gov.

† February 13, 2006 - 2 p.m. -- Open Meeting
Lancaster Community Library, 235 School Street, Kilmarnock, Virginia.

A meeting of the advisory committee assisting in the development of fecal coliform bacteria TMDLs in shellfish propagation waters located in Lancaster County. The public notice appears in the Virginia Register of Regulations on February 6, 2006.

Contact: Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

February 13, 2006 - 6 p.m. -- Open Meeting
Pocahontas Presbyterian Church, 134 Moore Street, Pocahontas, Virginia.


Contact: Nancy T. Norton, Department of Environmental Quality, 355 Deadmore St., Abingdon, VA 24212, telephone (276) 676-4807, FAX (276) 676-4899, e-mail ntnorton@deq.virginia.gov.

† February 14, 2006 - 7 p.m. -- Open Meeting
Rappahannock Community College Auditorium, 52 Campus Drive, Warsaw, Virginia.

A public meeting of the development of fecal coliform TMDLs for shellfish propagation waters in Farnham Creek located in Richmond County. The public notice appears in

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the Virginia Register of Regulations on February 6, 2006. The public comment period begins on February 14, 2006, and ends on March 16, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

† **February 15, 2006 - 2 p.m. -- Open Meeting**
Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia.

A meeting of the advisory committee assisting in the development of the fecal coliform TMDLs for shellfish propagation waters located in Westmoreland County. The public notice appears in the Virginia Register of Regulations on February 6, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

† **February 15, 2006 - 7 p.m. -- Open Meeting**
Lancaster Courthouse, General District Room, 8311 Mary Ball Road, Lancaster, Virginia.

A public meeting on the development of fecal coliform bacteria TMDLs in shellfish propagation waters located in Lancaster County. The public notice appears in the Virginia Register of Regulations on February 6, 2006. The public comment period begins on February 15, 2006, and ends on March 24, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

† **February 23, 2006 - 7 p.m. -- Open Meeting**
Abraham and William Cooper Memorial Branch Library, 20 Washington Avenue, Colonial Beach, Virginia.

A public meeting on the development of the fecal coliform TMDLs for shellfish propagation waters located in Westmoreland County. The public notice appears in the Virginia Register of Regulations on February 6, 2006. The public comment period begins on February 23, 2006, and ends on March 25, 2006.

**Contact:** Chris French, Department of Environmental Quality, 4949-A Cox Rd., Glen Allen, VA 23060, telephone (804) 527-5124, FAX (804) 527-5106, e-mail rcfrench@deq.virginia.gov.

† **March 2, 2006 - 7 p.m. -- Public Hearing**
Snow Library in the Marshall Center, Meeting Room 1, 8800 Courthouse Road, Spotsylvania, Virginia.

A public hearing to receive comment on a draft permit modification to the Livingston Landfill’s permit that would allow the implementation of a groundwater corrective action plan (CAP). The comment period began on January 25, 2006, and ends on March 17, 2006.

**Contact:** Larry Syverson, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4271, e-mail lwsyverson@deq.virginia.gov.

March 21, 2006 - 9 a.m. -- Open Meeting
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia.

A meeting of the Ground Water Protection Steering Committee. The meeting will begin with a presentation by Scott Kudlas, DEQ Office of Water Supply Planning. Agency updates will follow the presentation; the meeting will adjourn by 11 a.m.

**Contact:** Mary Ann Massie, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4042, e-mail mamassie@deq.virginia.gov.

**FORENSIC SCIENCE BOARD**

February 8, 2006 - 10 a.m. -- Open Meeting
Department of Forensic Science's Central Laboratory, 700 North 5th Street, Classroom 1, Richmond, Virginia.

A meeting to discuss program and fiscal goals, the development of long range programs, and other issues pertaining to the Department of Forensic Science.

**Contact:** Charlie Oates, Department Counsel, Department of Forensic Science, 700 N. 5th St., Richmond, VA 23219, telephone (804) 786-1006, e-mail charles.oates@dfs.virginia.gov.

**DEPARTMENT OF FORENSIC SCIENCE**

**Scientific Advisory Committee**

February 7, 2006 - 9 a.m. -- Open Meeting
Department of Forensic Science's Central Laboratory, 700 North 5th Street, Classroom 1, Richmond, Virginia.

A meeting to discuss new scientific programs, laboratory protocols, and other issues pertaining to the Department of Forensic Science.

**Contact:** Charlie Oates, Department Counsel, Department of Forensic Science, 700 N. 5th St., Richmond, VA 23219, telephone (804) 786-1006, e-mail charles.oates@dfs.virginia.gov.
BOARD OF FORESTRY
† April 18, 2006 - 1 p.m. -- Open Meeting
Virginia Military Institute, Lexington, Virginia. (Interpreter for the deaf provided upon request)

A meeting at the Environment Virginia 2006 conference.

Contact: Donna S. Hoy, Administrative Staff Specialist, Department of Forestry, 900 Natural Resources Dr., Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555, FAX (434) 977-7749, e-mail donna.hoy@dof.virginia.gov.

BOARD OF FUNERAL DIRECTORS AND EMBALMERS
† February 8, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 1, Richmond, Virginia.

A meeting of the Legislative/Regulatory Committee to discuss the rules and regulations that pertain to the practice of funeral service.

Contact: Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9907, FAX (804) 662-9523, (804) 662-7197/TTY, e-mail elizabeth.young@dhp.virginia.gov.

† February 15, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 4, Richmond, Virginia.

The Professional Credential Services, Inc., will administer the Board of Funeral Directors and Embalmers’ Jurisprudence Examination. Public comment will not be heard.

Contact: Elizabeth Young, Executive Director, Board of Funeral Directors and Embalmers, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9907, FAX (804) 662-9523, (804) 662-7197/TTY, e-mail elizabeth.young@dhp.virginia.gov.

BOARD FOR GEOLOGY
April 5, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia.

A regular meeting.

Contact: David E. Dick, Executive Director, Board for Geology, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8507, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail geology@dpor.virginia.gov.

GOVERNOR’S EMS ADVISORY BOARD
NOTE: CHANGE IN MEETING DATE
February 9, 2006 - 3 p.m. -- Open Meeting
The Place at Innsbrook, Glen Allen, Virginia.

A regularly scheduled meeting of the Regulation and Policy Committee to discuss and review proposed regulations for the upcoming revision process.

Contact: Michael D. Berg, Manager, Regulation and Compliance, Department of Health, 109 Governor St., UB-55, Richmond, VA 23219, telephone (804) 864-7600, FAX (804) 864-7580, toll-free (800) 523-6019, e-mail michael.berg@vdh.virginia.gov.

February 10, 2006 - 1 p.m. -- Open Meeting
The Place at Innsbrook, Glen Allen, Virginia.

A quarterly meeting.

Contact: Gary R. Brown, Director, Office of Emergency Medical Services, Department of Health, 109 Governor St., Suite UB-55, Richmond, VA 23219, telephone (804) 864-7600, FAX (804) 864-7580, e-mail gary.brown@vdh.virginia.gov.

DEPARTMENT OF HEALTH
† February 8, 2006 - 10 a.m. -- Open Meeting
Henrico Doctor’s Hospital, 7700 East Parham Road, MOB 111 Classroom, Richmond, Virginia.

A quarterly Statewide Consortia/MAI meeting.

Contact: Safere Diawara, Contract Monitor, Department of Health, 109 Governor St., Richmond, VA 23219, telephone (804) 864-8021, e-mail safere.diawara@vdh.virginia.gov.

February 24, 2006 - 10 a.m. -- Open Meeting
April 7, 2006 - 10 a.m. -- Open Meeting
Department of Health, 109 Governor Street, 5th Floor Conference Room, Richmond, Virginia.

A meeting of the Sewage Handling and Disposal Advisory Committee to make recommendations to the commissioner regarding sewage handling and disposal policies, procedures and programs of the department.

Contact: Donald Alexander, Division Director, Department of Health, 109 Governor St., Richmond, VA 23219, telephone (804) 864-7452, FAX (804) 864-7475, e-mail donald.alexander@vdh.virginia.gov.

DEPARTMENT OF HEALTH PROFESSIONS
March 24, 2006 - 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 Department of Health Professions intends to amend regulations entitled 18 VAC 76-20, Regulations Governing the Prescription Monitoring Program. The purpose of the proposed action is to conform the rules of the Prescription Monitoring Program for reporting and disclosure to the changes made during the
2005 Session of the General Assembly. Regulations will (i) eliminate provisions that may stand as a barrier to the adoption of electronic requests and disclosures, (ii) provide criteria for requests from prescribers who are not licensed in Virginia and (iii) establish requirements for notification by a dispenser to his patients about requests for disclosure of prescription information in the program.


Public comments may be submitted until March 24, 2006, to Ralph Orr, Director, Prescription Monitoring Program, 6603 West Broad Street, Richmond, VA 23230-1717.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6603 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114, e-mail elaine.yeatts@dhp.virginia.gov.

March 30, 2006 - 11 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia

A working meeting of the Advisory Committee of the Prescription Monitoring Program for the purpose of reviewing data collected for the Program Evaluation Workplan and a progress report on the enhancement and expansion of the program. A review of Practitioner Notification Reports in other states will be given. The committee will discuss the development of criteria to provide these reports and the resource information that will be provided with them. Public comments will be received during this meeting.

Contact: Ralph Orr, PMP, Program Manager, Department of Health Professions, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9133, FAX (804) 662-9240, e-mail ralph.orr@dhp.virginia.gov.

BOARDS FOR HEARING AID SPECIALISTS

March 15, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia

A general business meeting including consideration of regulatory issues as may be presented on the agenda. The meeting is open to the public; however, a portion of the board’s business may be discussed in closed session. 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: William H. Ferguson, II, Executive Director, Board for Hearing Aid Specialists, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590, FAX (804) 367-6295, (804) 367-9753/TTY, e-mail hearingaidspec@dpor.virginia.gov.

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

† February 23, 2006 - 2 p.m. -- Open Meeting
James Monroe Building, 101 North 14th Street, Richmond, Virginia.

A legislative briefing for the council.

Contact: Lee Ann Rung, State Council of Higher Education for Virginia, James Monroe Bldg., 101 N 14th St., Richmond, VA 23219, telephone (804) 225-2602, FAX (804) 371-7911, e-mail LeeAnnRung@schev.edu.

† March 13, 2006 - 3 p.m. -- Open Meeting
Northern Virginia Community College, Annandale Campus, Annandale, Virginia.

A briefing session about community college issues.

Contact: Lee Ann Rung, State Council of Higher Education for Virginia, James Monroe Bldg., 101 N 14th St., Richmond, VA 23219, telephone (804) 225-2602, FAX (804) 371-7911, e-mail LeeAnnRung@schev.edu.

† March 14, 2006 - 11 a.m. -- Open Meeting
Northern Virginia Community College, Medical Campus, Springfield, Virginia.

Committee meetings begin at 8:30 a.m. Agenda materials will be available on the website approximately one week prior to the meeting at www.schev.edu. A public comment period will be allocated on the meeting agenda. To be scheduled, those interested in making public comment should contact the person listed below no later than 5 p.m. three business days prior to the meeting date. At the time of the request, the speaker's name, address and topic must be provided. Each speaker will be given up to three minutes to address SCHEV. Speakers are asked to submit a written copy of their remarks at the time of comment.

Contact: Lee Ann Rung, State Council of Higher Education for Virginia, James Monroe Bldg., 101 N 14th St., Richmond, VA 23219, telephone (804) 225-2602, FAX (804) 371-7911, e-mail LeeAnnRung@schev.edu.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

State Building Code Technical Review Board

February 17, 2006 - 10 a.m. -- Open Meeting
Department of Housing and Community Development, 501 North 2nd Street, Richmond, Virginia (Interpreter for the deaf provided upon request)

A meeting to hear appeals concerning the application of the building and fire regulations of the department and issues interpretations for recommendations for amendment or repeal of code provisions.

Contact: Vernon W. Hodge, Secretary, Department of Housing and Community Development, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7150.
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

February 27, 2006 - Public comments may be submitted until this date.

Notice is hereby given that the Department of Human Resource Management intends to amend regulations entitled 1 VAC 55-20, Commonwealth of Virginia Health Benefits Program. The purpose of the proposed action is to bring the state regulations in line with the Working Families Tax Relief Act (WFTRA). The current definition of a dependent is based on IRS regulations that allowed an employee to cover certain dependents without incurring imputed income based on the state’s contribution to the plan. WFTRA went into effect December 2004 and redefined who is considered a qualifying dependent for tax purposes under IRS § 152. WFTRA removes the requirement that a qualifying child be claimed by an employee as a dependent on his federal income tax return and sets up dependency criteria based on relationship, residency, age and self-support.

Statutory Authority: § 2.2-2818 of the Code of Virginia.

Contact: Charles Reed, Associate Director, Department of Human Resource Management, 101 N. 14th St., 13th Floor, Richmond, VA 23219, telephone (804) 786-3124, FAX (804) 371-0231 or e-mail charles.reed@dhrm.virginia.gov.

VIRGINIA INFORMATION TECHNOLOGIES AGENCY

Wireless E-911 Services Board

NOTE: CHANGE IN MEETING DATE
† April 5, 2006 - 10 a.m. -- Open Meeting
Richmond Plaza Building, 110 South 7th Street, 4th Floor Auditorium, Richmond, Virginia.

A regular board meeting.

Contact: Steve Marzolf, Public Safety Communications Coordinator, Virginia Information Technologies Agency, 411 E. Franklin St., 5th Floor, Suite 500, Richmond, VA 23219, telephone (804) 371-0015, FAX (804) 371-2277, toll-free (866) 482-3911, e-mail steve.marzolf@vita.virginia.gov.

JAMESTOWN-YORKTOWN FOUNDATION

March 15, 2006 - 2 p.m. -- Open Meeting
Richmond area. (Interpreter for the deaf provided upon request)

A regular meeting of the Executive Committee of the Jamestown 2007 Steering Committee. This meeting is rescheduled from March 1, 2006. Please contact the Jamestown 2007 Office with questions.

Contact: Judy Leonard, Administrative Office Manager, Jamestown-Yorktown Foundation, 410 West Francis St., Williamsburg, VA 23185, telephone (757) 253-4253, FAX (757) 253-4950, e-mail judith.leonard@jyf.virginia.gov.

STATE BOARD OF JUVENILE JUSTICE

April 12, 2006 - 9 a.m. -- Open Meeting
Shenandoah Valley Juvenile Center, 300 Technology Drive, Staunton, Virginia.

Meeting details will be provided closer to the meeting date.

Contact: Donald Carignan, Regulatory Coordinator, Department of Juvenile Justice, 700 Centre, 700 E. Franklin St., 4th Floor, Richmond, VA 23219, telephone (804) 371-0743, FAX (804) 371-0773, e-mail don.carignan@djj.virginia.gov.

DEPARTMENT OF LABOR AND INDUSTRY

Virginia Apprenticeship Council
† March 16, 2006 - 10 a.m. -- Open Meeting
Confederate Hills Recreation Building, 302 Lee Avenue, Highland Springs, Virginia.

A regular business meeting.

Contact: Beverley Donati, Program Director, 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.

STATE LIBRARY BOARD

March 13, 2006 - 8:15 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:

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 23219-8000, telephone (804) 692-3535, FAX (804) 692-3594, (804) 692-3976/TTY, e-mail jtaylor@lva.lib.va.us.
**COMMISSION ON LOCAL GOVERNMENT**

† March 13, 2006 - 10 a.m. -- Open Meeting
The Jackson Center, 501 North 2nd Street, 1st Floor Board Room, Richmond, Virginia.

A regular meeting to consider such matters as may be presented.

**Contact:** Ted McCormack, Associate Director, Commission on Local Government, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 786-6508, FAX (804) 371-7090, (804) 371-7089/TTY, e-mail ted.mccormack@dhcd.virginia.gov.

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**BOARD OF LONG-TERM CARE ADMINISTRATORS**

February 24, 2006 - 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 Board of Long-Term Care Administrators intends to amend regulations entitled 18 VAC 95-20, Regulations Governing the Practice of Nursing Home Administrators. The purpose of the proposed action is to amend educational requirements for initial licensure that have been problematic or confusing for some applicants and to clarify the existing regulations.

**Statutory Authority:** § 54.1-2400 and Chapter 31 (§ 54.1-3100 et seq.) of the Code of Virginia.

Public comments may be submitted until February 24, 2006, to Sandra K. Reen, Executive Director, Board of Long-Term Care Administrators, 6603 West Broad Street, Richmond, VA 23230.

**Contact:** Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.virginia.gov.

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**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

February 24, 2006 - 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 Department of Medical Assistance Services intends to adopt regulations entitled: 12 VAC 30-70, Methods and Standards for Establishing Payments Rates; Inpatient Hospital Services. 12 VAC 30-80, Methods and Standards for Establishing Payments Rates; Other Types of Care.

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**LONGWOOD UNIVERSITY**

† February 20, 2006 - 9:30 a.m. -- Open Meeting
Richmond Retail Merchant's Association, 5101 Monument Avenue, Chesterfield Room, Richmond, Virginia.

A meeting to conduct routine business of the Board of Visitors’ Executive Committee.

**Contact:** Jeanne Hayden, Administrative Staff Assistant, Office of the President, Longwood University, 201 High St., Farmville, VA 23909, telephone (434) 395-2004.

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**VIRGINIA MANUFACTURED HOUSING BOARD**

March 26, 2006 - 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 Manufactured Housing Board intends to amend regulations entitled 13 VAC 6-20, Manufactured Housing Licensing and Transaction Recovery Fund Regulations. The purpose of the proposed action is to comply with statutory language and to correct references within the regulation.

**Statutory Authority:** § 36-85.18 of the Code of Virginia.

**Contact:** Steve Calhoun, Regulatory Coordinator, Department of Housing and Community Development, 501 North 2nd Street, Richmond, VA 23219, telephone (804) 371-7015, FAX (804) 371-7090 or e-mail steve.calhoun@dhcd.virginia.gov.

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**MARINE RESOURCES COMMISSION**

February 28, 2006 - 9:30 a.m. -- Open Meeting
March 28, 2006 - 9:30 a.m. -- Open Meeting
Marine Resources Commission, 2600 Washington Avenue, 4th Floor, Newport News, Virginia. (Interpreter for the deaf provided upon request)

A monthly commission meeting.

**Contact:** Jane McCroskey, Commission Secretary, Marine Resources Commission, 2600 Washington Ave., 3rd Floor, Newport News, VA 23607, telephone (757) 247-2215, FAX (757) 247-8101, toll-free (800) 541-4646, (757) 247-2292/TTY, e-mail jane.mccroskey@mrc.virginia.gov.

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**BOARD OF MEDICAL ASSISTANCE SERVICES**

April 11, 2006 - 10 a.m. -- Open Meeting
Department of Medical Assistance Services, 600 East Broad Street, 13th Floor Conference Room, Richmond, Virginia.

A quarterly meeting.

**Contact:** Nancy Malczewski, Board Liaison, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-8096, FAX (804) 371-4981, (800) 343-0634/TTY, e-mail nancy.malczewski@dmas.virginia.gov.

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**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

February 24, 2006 - 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 Department of Medical Assistance Services intends to adopt regulations entitled: 12 VAC 30-70, Methods and Standards for Establishing Payments Rates; Inpatient Hospital Services. 12 VAC 30-80, Methods and Standards for Establishing Payments Rates; Other Types of Care.
12 VAC 30-90, Methods and Standards for Establishing Payments Rates; Long-Term Care.

The purpose of the proposed action is to sunset intergovernmental financial transfers that are not being phased out by the federal government.


Contact: William Lessard, Provider Reimbursement Division, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 225-4593, FAX (804) 786-1680 or e-mail william.lessard@dmas.virginia.gov.

February 24, 2006 - 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 Department of Medical Assistance Services intends to adopt regulations entitled 12 VAC 30-120, Waivered Services and 12 VAC 30-141, Family Access to Medical Insurance Security Plan (FAMIS). The purpose of the proposed action is to exclude participants in the Virginia Birth-Related Neurological Injury Compensation Program from Medicaid and FAMIS managed care.


Contact: Daniel Plain, Managed Care Division, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-7958, FAX (804) 786-1680 or e-mail daniel.plain@dmas.virginia.gov.

February 24, 2006 - 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 Department of Medical Assistance Services intends to adopt regulations entitled 12 VAC 30-60, Standards Established and Methods Used to Assure High Quality Care, and 12 VAC 30-90, Methods and Standards for Establishing Payments Rates; Long-Term Care. The purpose of the proposed action is to provide additional reimbursement ($10 per day) to nursing facilities (NF) for residents who require specialized treatment beds due to their having at least one treatable Stage IV pressure ulcer.


Contact: Teja Stokes, Project Manager, Department of Medical Assistance Services, 600 E. Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 786-0527, FAX (804) 786-1680 or e-mail teja.stokes@dmas.virginia.gov.

March 24, 2006 - 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 Department of Medical Assistance Services intends to amend regulations entitled Smiles for Children:

12 VAC 30-50, Amount, Duration and Scope of Medical and Remedial Care Services.
12 VAC 30-120, Waivered Services.

The purpose of the proposed action is to reshape the prior authorization regime for dental services and to enhance access to dental services for pediatric Medicaid recipients and for participants in the Family Access to Medical Insurance Security (FAMIS) program.


Contact: Sandra Brown, Project Manager, Department of Medical Assistance Services, 600 East Broad Street, 13th Floor, Richmond, Virginia.

A meeting of the Pharmacy and Therapeutics Committee for the annual review of PDL Phases II and III.

Contact: Katina Goodwyn, Pharmacy Contract Manager, Department of Medical Assistance Services, 600 East Broad St., Suite 1300, Richmond, VA 23219, telephone (804) 371-0428, FAX (804) 786-0973, (800) 343-0634/TTY , e-mail katina.goodwyn@dmas.virginia.gov.

BOARD OF MEDICINE

February 23, 2006 - 8 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia.

A meeting to consider regulatory and disciplinary matters as may be presented. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY , e-mail william.harp@dhp.virginia.gov.

February 23, 2006 - 8:15 a.m. -- Public Hearing
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia.

March 24, 2006 - 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 Board of Medicine intends to amend regulations entitled 18 VAC 85-20, Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic. The purpose of the proposed action is to amend the educational requirements for graduates and former students of institutions not approved by an accrediting agency recognized by the board to specify that at least one of the required two years of postgraduate training or study in the United States or Canada must be as an intern or resident in a hospital or health care facility.

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

Public comments may be submitted until March 24, 2006, to William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY, e-mail william.harp@dhp.virginia.gov.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.virginia.gov.

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February 23, 2006 - 8:15 a.m. -- Public Hearing
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia.

March 24, 2006 - 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 Board of Medicine intends to amend regulations entitled 18 VAC 85-20, Regulations Governing the Practice of Medicine, Osteopathic Medicine, Podiatry, and Chiropractic. The purpose of the proposed action is to clarify that performance of a major conductive block for diagnostic or therapeutic purposes does not require the services of an anesthesiologist or a certified registered nurse anesthetist, but could be administered by a physician qualified by experience and training in such a procedure.

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

Public comments may be submitted until March 24, 2006, to William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY, e-mail william.harp@dhp.virginia.gov.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.virginia.gov.

† March 21, 2006 - 9 a.m. -- Open Meeting
Holiday Inn Select, 2801 Plank Road, Fredericksburg, Virginia.

A special conference committee will convene informal conferences to inquire into allegations that certain practitioners of medicine or other healing arts may have violated certain laws and regulations governing the practice of medicine. Further, the committee may review cases with board staff for case disposition, including consideration of consent orders for settlement. The committee will meet in open and closed sessions pursuant to the Code of Virginia. Public comment will not be received.

Contact: Renee S. Dixson, Discipline Case Manager, Board of Medicine, 6603 W. Broad St., 5th Floor, Richmond, VA, telephone (804) 662-7009, FAX (804) 662-9517, (804) 662-7197/TTY, e-mail renee.dixson@dhp.virginia.gov.

April 7, 2006 - 8 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia.

A meeting of the Executive Committee to consider regulatory and disciplinary matters as may be presented on the agenda. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY, e-mail william.harp@dhp.virginia.gov.

Advisory Board on Acupuncture

February 8, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of acupuncture. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY, e-mail william.harp@dhp.virginia.gov.

Advisory Board on Athletic Training

February 9, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of athletic training. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY, e-mail william.harp@dhp.virginia.gov.
Calendar of Events

Advisory Board on Midwifery
February 10, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of midwifery. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎️, e-mail william.harp@dhp.virginia.gov.

Advisory Board on Occupational Therapy
February 7, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulation of occupational therapy. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎️, e-mail william.harp@dhp.virginia.gov.

Advisory Board on Physicians Assistants
February 9, 2006 - 1 p.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of physician assistants. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎️, e-mail william.harp@dhp.virginia.gov.

Advisory Board on Radiologic Technology
February 8, 2006 - 1 p.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of radiologic technologists and radiologic technologist-limited. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎️, e-mail william.harp@dhp.virginia.gov.

Advisory Board on Respiratory Care
February 7, 2006 - 1 p.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 4, Richmond, Virginia.

A meeting to consider issues related to the regulations of respiratory care. Public comment on agenda items will be received at the beginning of the meeting.

Contact: William L. Harp, M.D., Executive Director, Board of Medicine, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9908, FAX (804) 662-9943, (804) 662-7197/TTY ☎️, e-mail william.harp@dhp.virginia.gov.

DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES
† February 22, 2006 - 10 a.m. -- Open Meeting
† April 19, 2006 - 10 a.m. -- Open Meeting
Henrico Community Service Board, 10299 Woodman Road, Conference Room C, Glen Allen, Virginia. (Interpreter for the deaf provided upon request)

A meeting of the Virginia Mental Health Planning Council to review the MHBG plan, review the MHBG implementation report, develop a plan for 2006 issues, and monitor and evaluate mental health programs.

Contact: Will Ferriss, LCSW, Director, Planning and Evaluation, Office of Mental Health, Department of Mental Health, Mental Retardation and Substance Abuse Services, 1220 Bank St., Richmond, VA 23218, telephone (804) 371-0363, FAX (804) 371-0091, e-mail will.ferriss@co.dmhmrsas.virginia.gov.

STATE MILK COMMISSION
February 16, 2006 - 10:45 a.m. -- Open Meeting
Department of Forestry, 900 Natural Resources Drive, Room 2063, Charlottesville, Virginia.

A regular meeting to consider industry issues, distributor licensing, base transfers and reports from staff. 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 meeting contact at least five working days prior to the meeting date so that suitable arrangements can be made.

Contact: Edward C. Wilson, Jr., Deputy Administrator, State Milk Commission, 102 Governor St., Room 205, Richmond, VA 23219, telephone (804) 786-2013, FAX (804) 786-3779, e-mail edward.wilson@vdacs.virginia.gov.
DEPARTMENT OF MINES, MINERALS AND ENERGY

February 10, 2006 - 1 p.m. -- Open Meeting
Department of Mines, Minerals and Energy, Buchanan-Smith Building, 3405 Mountain Empire Road, Room 116, Big Stone Gap, Virginia. (Interpreter for the deaf provided upon request)

A meeting to give interested persons an opportunity to be heard in regard to the FY2006 Abandoned Mine Land Consolidated Grant Application to be submitted to the Federal Office of Surface Mining. Special accommodations for the disabled will be made available at the public meeting on request. Anyone needing special accommodations should contact DMME-DMLR at least seven days prior to the meeting.

Contact: Roger Williams, Abandoned Mine Land Services Manager, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8208, FAX (276) 523-8247, (800) 828-1120/TTY , e-mail roger.williams@dmme.virginia.gov.

† February 23, 2006 - 10 a.m.
Department of Mines, Minerals and Energy, Buchanan-Smith Building, 3405 Mountain Empire Road, U.S. Route 23 South, Big Stone Gap, Virginia. (Interpreter for the deaf provided upon request)

A meeting of the Governor's Mined Land Reclamation Advisory Committee to review and discuss recent Interstate Mining Compact Commission (IMCC) issues with the coal industry. Public comments will not be received at this meeting. Special accommodations for the disabled will be made available at the public meeting on request. Anyone needing special accommodations should contact the Division of Mined Land Reclamation at least seven days prior to the meeting date.

Contact: Leslie S. Vincent, Customer Services Manager, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, P.O. Drawer 900, Big Stone Gap, VA 24219, telephone (276) 523-8156, FAX (276) 523-8163, (800) 828-1120/TTY , e-mail les.vincent@dmme.virginia.gov.

VIRGINIA MUSEUM OF FINE ARTS

February 7, 2006 - 8 a.m. -- Open Meeting
March 7, 2006 - 8 a.m. -- Open Meeting

April 4, 2006 - 8 a.m. -- Open Meeting
† May 2, 2006 - 9 a.m. -- Open Meeting
Virginia Museum of Fine Arts, 200 North Boulevard, CEO 2nd Floor Meeting Room, Richmond, Virginia.

An Executive Committee work session for staff to update the committee. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, FAX (804) 340-1502, (804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.

† February 14, 2006 - 10 a.m.
Virginia Museum of Fine Arts, 200 North Boulevard, Museum Library, Richmond, Virginia.

A meeting of the Art Acquisitions Subcommittee for staff to update the committee. 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, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, FAX (804) 340-1502, toll-free (800) 943-8632, (804) 340-1401/TTY , e-mail sbroyles@vmfa.state.va.us.

† February 15, 2006 - 8:30 a.m.
Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, Virginia.

The following committees will meet:
8:30 a.m. - Museum Expansion - The Pauley Center Parlor
10:45 a.m. - Artistic Oversight - The Pauley Center Parlor
12:15 p.m. - Government Affairs - The Pauley Center Dining Room

Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, toll-free (800) 943-8632, e-mail sbroyles@vmfa.state.va.us.

† March 13, 2006 - 2 p.m.

A meeting of the Nominating and Governance Committee for staff to update the committee in closed session. Public comment will not be received.

Contact: Suzanne Broyles, Secretary of the Museum, Virginia Museum of Fine Arts, 200 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1503, toll-free (800) 943-8632, e-mail sbroyles@vmfa.state.va.us.
BOARD OF NURSING

February 6, 2006 - 9 a.m. -- Open Meeting
February 8, 2006 - 9 a.m. -- Open Meeting
February 14, 2006 - 9 a.m. -- Open Meeting
February 23, 2006 - 9 a.m. -- Open Meeting
February 27, 2006 - 9 a.m. -- Open Meeting
February 28, 2006 - 9 a.m. -- Open Meeting
March 2, 2006 - 9 a.m. -- Open Meeting
April 3, 2006 - 9 a.m. -- Open Meeting
April 12, 2006 - 9 a.m. -- Open Meeting
April 13, 2006 - 9 a.m. -- Open Meeting
April 18, 2006 - 9 a.m. -- Open Meeting
† April 24, 2006 - 9 a.m. -- Open Meeting
† April 25, 2006 - 9 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

A Special Committee comprised of two or three members of the Virginia Board of Nursing or agency subordinate will conduct informal conferences with licensees and certificate holders. Public comment will not be received.

Contact: Jay P. Douglas, R.N., M.S.M., C.S.A.C., Executive Director, Board of Nursing, 6603 West Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail nursebd@dhp.virginia.gov.

† February 24, 2006 - 10 a.m. -- Open Meeting
† March 31, 2006 - 10 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

A meeting of the Medication Aide Curriculum Committee to discuss curriculum development for the medication aide program.

Contact: Jay P. Douglas, R.N., M.S.M., C.S.A.C., Executive Director, Board of Nursing, 6603 West Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail nursebd@dhp.virginia.gov.

March 20, 2006 - 9 a.m. -- Open Meeting
March 22, 2006 - 9 a.m. -- Open Meeting
March 23, 2006 - 9 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Board 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: Jay P. Douglas, R.N., M.S.M., C.S.A.C., Executive Director, Board of Nursing, 6603 West Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail nursebd@dhp.virginia.gov.

March 21, 2006 - 9 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Board Room 2, Richmond, Virginia.

A meeting to conduct general business including receipt of committee reports, and consideration of regulatory action and discipline case decisions as presented on the agenda. Public comment will be received at 11 a.m.

Contact: Jay P. Douglas, R.N., Executive Director, Board of Nursing, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail jay.douglas@dhp.virginia.gov.

March 21, 2006 - 9 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

A meeting to conduct general business including receipt of committee reports, and consideration of regulatory action and discipline case decisions as presented on the agenda. Public comment will be received at 11 a.m.

Contact: Jay P. Douglas, R.N., Executive Director, Board of Nursing, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail jay.douglas@dhp.virginia.gov.

JOINT BOARDS OF NURSING AND MEDICINE

February 22, 2006 - 9 a.m. -- Open Meeting
April 12, 2006 - 9 a.m. -- Open Meeting

Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

A regular meeting.

Contact: Jay P. Douglas, R.N., Executive Director, Board of Nursing, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9909, FAX (804) 662-9512, (804) 662-7197/TTY ☎, e-mail jay.douglas@dhp.virginia.gov.

OLD DOMINION UNIVERSITY

NOTE: CHANGE IN MEETING TIME

February 13, 2006 - Noon -- Open Meeting
March 20, 2006 - Noon -- Open Meeting

Webb University Center, Old Dominion University, Norfolk, Virginia.

A regular meeting of the Executive Committee of the Board of Visitors to discuss business of the board and the institution as determined by the Rector and the President. Public comment will not be received by the board.

Contact: Donna Meeks, Executive Secretary to the Board of Visitors, Old Dominion University, 204 Koch Hall, Old Dominion University, Norfolk, VA 23529, telephone (757) 683-3072, FAX (757) 683-5679, e-mail dmeeks@odu.edu.

April 7, 2006 - 1 p.m. -- Open Meeting

Webb University Center, Old Dominion University, Norfolk, Virginia.

A quarterly meeting of the governing board of the institution to discuss business of the board and the institution as determined by the Rector and the President. Public comment will not be received by the Board.

Contact: Donna Meeks, Executive Secretary to the Board of Visitors, Old Dominion University, 204 Koch Hall, Old Dominion University, Norfolk, VA 23529, telephone (757) 683-3072, FAX (757) 683-5679, e-mail dmeeks@odu.edu.
BOARD FOR OPTICIANS

April 7, 2006 - 9:30 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia.

A general business meeting including consideration of regulatory issues as may be presented on the agenda. The meeting is open to the public; however, a portion of the board’s business may be discussed in closed session. Public comment will be heard at the beginning of the meeting. Person 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: William H. Ferguson, II, Executive Director, Board for Opticians, 3600 W. Broad St., Richmond, VA 23230-4917, telephone (804) 367-8590, FAX (804) 367-6295, (804) 367-9753/TTY, e-mail opticians@dpor.virginia.gov.

BOARD OF OPTOMETRY

† February 7, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Room 3, Richmond, Virginia.

A quarterly business meeting to include training on substance abuse issues. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth A. Carter, Ph.D., Executive Director, Board of Optometry, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9910, FAX (804) 662-7098, (804) 662-7197/TTY, e-mail elizabeth.carter@dhp.virginia.gov.

VIRGINIA OUTDOORS FOUNDATION

† April 6, 2006 - 10 a.m. -- Open Meeting
† April 7, 2006 - 9 a.m. -- Open Meeting
Eastern Shore, Virginia (location to be announced).

A meeting to discuss policy and easement. Public comment will be received.

Contact: Trisha Cleary, Administrative Assistant, Department of Conservation and Recreation, 101 N. 14th St., 17th Floor, Richmond, VA 23219, telephone (804) 225-2147, FAX (804) 371-4810, e-mail tcleary@vofonline.org.

BOARD OF PHARMACY

February 8, 2006 - 9:30 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, 5th Floor, Conference Room 2, Richmond, Virginia.

A panel will discuss disciplinary matters. No public comments will be received.

Contact: Elizabeth Scott Russell, Executive Director, Board of Pharmacy, 6603 W. Broad St., 5th Floor, Richmond, VA 23230, telephone (804) 662-9911, FAX (804) 662-9313.

† March 8, 2006 - 9 a.m. -- Open Meeting
Department of Health Professions, 6603 West Broad Street, Fifth Floor, Conference Room 2, Richmond, Virginia.

A meeting to consider regulatory and disciplinary matters as may be presented on the agenda. Public comment will be received at the beginning of the meeting.

Contact: Elizabeth Scott Russell, RPh, Executive Director, Board of Pharmacy, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9911, FAX (804) 662-9313, (804) 662-7197/TTY, e-mail scotti.russell@dhp.virginia.gov.

BOARD OF PHYSICAL THERAPY

March 24, 2006 - 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 Board of Physical Therapy intends to amend regulations entitled 18 VAC 112-20, Regulations Governing the Practice of Physical Therapy. The purpose of the proposed action is to establish criteria for acceptance of organizations other than the Foreign Credentialing Commission on Physical Therapy (FCCPT) for credentialing applicants for physical therapy licensure who are graduates of schools that are not approved or accredited and to allow an applicant for licensure by endorsement to substitute evidence of active, clinical practice with an unrestricted license in another U.S. jurisdiction for the past five years in lieu of documentation of having met the educational and examination requirements of these regulations.

Statutory Authority: § 54.1-2400 and Chapter 34.1 (§ 54.1-3473 et seq.) of Title 54.1 of the Code of Virginia.

Public comments may be submitted until March 24, 2006, to Elizabeth Young, Executive Director, Board of Physical Therapy, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9924, FAX (804) 662-9523, (804) 662-7197/TTY, e-mail elizabeth.young@dhp.virginia.gov.

Contact: Elaine J. Yeatts, Regulatory Coordinator, Department of Health Professions, 6606 W. Broad St., Richmond, VA 23230, telephone (804) 662-9918, FAX (804) 662-9114 or e-mail elaine.yeatts@dhp.virginia.gov.

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

† April 8, 2006 - 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 Department of Professional and Occupational Regulation intends to amend regulations entitled 18 VAC 120-40, Virginia Professional Boxing and Wrestling Regulations. The purpose of the proposed action is to create a limited boxing and wrestling license.

Calendar of Events

**Contact:** Karen O’Neal, Deputy Director for Licensing and Regulation, Department of Professional and Occupational Regulation, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8537, FAX (804) 367-2475 or e-mail karen.oneal@dpor.virginia.gov.

**BOARD OF PSYCHOLOGY**

**February 21, 2006 - 9:30 a.m. -- Open Meeting**
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

Formal hearing held pursuant to § 2.2-4020 of the Code of Virginia.

**Contact:** Evelyn B. Brown, Executive Director, Board of Psychology, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9913, FAX (804) 662-9943, (804) 662-7197/TTY, e-mail evelyn.brown@dhp.virginia.gov.

**April 11, 2006 - 9:30 a.m. -- Open Meeting**
Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

A business meeting to include reports from standing committees and any regulatory and disciplinary matters as may be presented on the agenda. Public comment will be received at the beginning of the meeting.

**Contact:** Evelyn B. Brown, Executive Director, Board of Psychology, Alcoa Bldg., 6603 W. Broad St., 5th Floor, Richmond, VA 23230-1712, telephone (804) 662-9913, FAX (804) 662-9943, (804) 662-7197/TTY, e-mail evelyn.brown@dhp.virginia.gov.

**VIRGINIA PUBLIC GUARDIAN AND CONSERVATOR ADVISORY BOARD**

**March 23, 2006 - 10 a.m. -- Open Meeting**
Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, Virginia.

A quarterly meeting.

**Contact:** Janet Dingle Brown, Esq., Public Guardianship Coordinator and Legal Services Developer, Virginia Department for the Aging, 1610 Forest Ave., Suite 100, Richmond, VA 23229, telephone (804) 662-7049, FAX (804) 662-9354, toll-free (800) 552-3402, (804) 662-9333/TTY, e-mail janet.brown@vda.virginia.gov.

**REAL ESTATE APPRAISER BOARD**

**February 21, 2006 - 10 a.m. -- Open Meeting**

**† May 2, 2006 - 10 a.m. -- Open Meeting**
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia.

A meeting to discuss board business.

**Contact:** Christine Martine, Executive Director, Real Estate Appraiser Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-9753/TTY, e-mail reappraisers@dpor.virginia.gov.

**REAL ESTATE BOARD**

**† February 15, 2005 - 10 a.m. -- Open Meeting**
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Room 453, Richmond, Virginia.

Informal fact-finding conferences.

**Contact:** Christine Martine, Executive Director, Real Estate Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-6946, (804) 367-9753/TTY, e-mail reboard@dpor.virginia.gov.

**March 23, 2006 - 9 a.m. -- Open Meeting**
Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia.

A meeting to discuss board business.

**Contact:** Christine Martine, Executive Director, Real Estate Appraiser Board, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8552, FAX (804) 367-6946, (804) 367-9753/TTY, e-mail reappraisers@dpor.virginia.gov.

**VIRGINIA RESEARCH AND TECHNOLOGY ADVISORY COMMISSION**

**March 21, 2006 - 1 p.m. -- Open Meeting**
NOTE: CHANGE IN MEETING LOCATION
Virginia Economic Development Partnership, 901 East Byrd Street, 20th Floor, Presentation Room, Richmond, Virginia.

A quarterly meeting.

**Contact:** Nancy Vorona, Virginia Research and Technology Advisory Commission, 2214 Rock Hill Rd., Suite 600, Herndon, VA 20170, telephone (703) 689-3043, e-mail nvorona@cit.org.

**SAFETY AND HEALTH CODES BOARD**

**February 13, 2006 - 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 Safety and Health Codes Board intends to amend regulations entitled 16 VAC 25-60, Administrative Regulation for the Virginia Occupational Safety and Health Program. The purpose of the proposed action is to amend the administrative regulations for the Virginia Occupational Safety and Health Program.


**Contact:** Reba O’Connor, Regulatory Coordinator, Department of Labor and Industry, 13 S. 13th St., Richmond, VA 23219, telephone (804) 371-2631, FAX (804) 371-6524 or e-mail reba.oconnor@doli.virginia.gov.
Calendar of Events

**Calendar of Events**

February 25, 2006 - 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 Safety and Health Codes Board intends to adopt regulations entitled 16 VAC 25-55, Financial Responsibility of Boiler and Pressure Vessel Contract Fee Inspectors. The purpose of the proposed action is to set minimum aggregate limits for professional liability or errors of omission coverage or other methods of insuring financial responsibility for boiler and pressure vessel contract fee inspectors operating in the Commonwealth.

Statutory Authority: § 40.1-51.9:2 of the Code of Virginia.

**Contact:** Fred P. Barton, Director, Boiler Safety Compliance, Department of Labor and Industry, 13 S. 13th St., Richmond, VA 23219, telephone (804) 371-2631, FAX (804) 371-6524 or e-mail fred.barton@doli.virginia.gov.

**Sewage Handling and Disposal Appeal Review Board**

February 22, 2006 - 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 or indemnification fund requests.

**Contact:** Susan C. Sherertz, Secretary to the Board, Sewage Handling and Disposal Appeal Review Board, 109 Governor St., 5th Floor, Richmond, Virginia 23219, telephone (804) 864-7464, FAX (804) 864-7475, e-mail susan.sherertz@vdh.virginia.gov.

**Virginia Small Business Financing Authority**

† February 15, 2006 - Noon -- Open Meeting
Department of Business Assistance, 707 East Main Street, 3rd Floor Board Room, Richmond, Virginia

A meeting to review applications for loans submitted to the authority for approval and to conduct general business of the board. The meeting time is subject to change depending upon the board's agenda.

**Contact:** Scott E. Parsons, Executive Director, Department of Business Assistance, P.O. Box 446, Richmond, VA 23218-0446, telephone (804) 371-8256, FAX (804) 225-3384, toll-free (866) 248-8814, e-mail scott.parsons@dba.virginia.gov.

**Department of Social Services**

Family and Children’s Trust Fund

† February 8, 2006 - 9 a.m. -- Open Meeting
Department of Social Services, 7 North 8th Street, Richmond, Virginia

A teleconference meeting of the Fund Development Review Board to discuss current fund raising initiatives and future planning.

**Contact:** Fran Ingle, Executive Director, Family and Children’s Trust Fund, 7 N. 8th St., Richmond, VA 23219, telephone (804) 726-7604, FAX (804) 726-7015, e-mail fran.ingle@dss.virginia.gov.

† February 15, 2006 - 9 a.m. -- Open Meeting
Department of Social Services, 7 North 8th Street, Richmond, Virginia

A teleconference meeting of the Marketing Committee to discuss current marketing initiatives and future planning.

**Contact:** Fran Ingle, Executive Director, Family and Children’s Trust Fund, 7 N. 8th St., Richmond, VA 23219, telephone (804) 726-7604, FAX (804) 726-7015, e-mail fran.ingle@dss.virginia.gov.

**Board for Professional Soil Scientists and Wetland Professionals**

February 13, 2006 - 9 a.m. -- Open Meeting

† April 27, 2006 - 9 a.m. -- Open Meeting
Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia

A meeting to conduct board business. The meeting is open to the public; however, a portion of the board’s business may be discussed in closed session. Any person desiring to attend the meeting and requiring special accommodations or interpreter services should contact the board at least 10 days prior to the meeting so suitable arrangements can be made. The board fully complies with the Americans with Disabilities Act.

**Contact:** Mark N. Courtney, Executive Director, Board for Professional Soil Scientists and Wetland Professionals, 3600 W. Broad St., Richmond, VA 23230, telephone (804) 367-8514, FAX (804) 367-2475, (804) 367-9753/TTY, e-mail soilsscientist@dpor.virginia.gov.

**Commonwealth Transportation Board**

† February 15, 2006 - Noon -- Open Meeting
Department of Transportation 1221 East Broad Street, Auditorium, Richmond, Virginia

A combined workshop and regularly scheduled meeting to transact CTB business, such as permits, additions/deletions to the highway system, and other matters requiring board approval. Public comment will be received at the outset of the meeting on items on the 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 will be 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.

Contact: Carol Mathis, Administrative Staff Assistant, Department of Transportation, Policy Division, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2701, e-mail carol.mathis@vdot.virginia.gov.

TREASURY BOARD
† February 15, 2006 - 9 a.m. -- Open Meeting
James Monroe Building, 101 North 14th Street, 3rd Floor, Richmond, Virginia

A regular business meeting.

Contact: J. Braxton Powell, Department of the Treasury, 101 N. 14th St., 3rd Floor, Richmond, VA 23219, telephone (804) 225-2142, FAX (804) 225-3187, e-mail braxton.powell@trs.virginia.gov.

DEPARTMENT OF VETERANS SERVICES
Board of Veterans Services
† April 4, 2006 - 2 p.m. -- Open Meeting
Virginia War Memorial, 621 South Belvidere Street, Richmond, Virginia

A regular meeting.

Contact: Rhonda Earman, Special Assistant to the Commissioner, Department of Veterans Services, 900 E. Main St., Richmond, VA 23219, telephone (804) 786-0286, e-mail rhonda.earman@dvs.virginia.gov.

Joint Leadership Council of Veterans Service Organizations
March 15, 2006 - 11 a.m. -- Open Meeting
Richmond area (location to be determined)

A regular meeting.

Contact: Steve Combs, Assistant to the Commissioner, Department of Veterans Services, 900 E. Main St., Richmond, VA 23219, telephone (804) 786-0294, e-mail steven.combs@dvs.virginia.gov.

VIRGINIA WASTE MANAGEMENT BOARD
February 8, 2006 - 1 p.m. -- Open Meeting
February 22, 2006 - 1 p.m. -- Open Meeting
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia

A meeting of the advisory committee assisting in the development of amendments to the regulations for the development of solid waste management plans.

Contact: Allen Brockman, Virginia Waste Management Board, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4468, FAX (804) 698-4327, e-mail arbrockman@deq.virginia.gov.

† February 16, 2006 - 10 a.m. -- Open Meeting
† February 17, 2006 - 10 a.m. -- Open Meeting
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia.

A meeting of the advisory committee established to assist in the development of proposed language for amendment 5 to the solid waste management regulations.

Contact: Robert G. Wickline, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, e-mail rgwickline@deq.virginia.gov.

† February 24, 2006 - 10 a.m. -- Open Meeting
Department of Environmental Quality, 629 East Main Street, Richmond, Virginia.

A meeting of the advisory committee established to assist in the development of proposed language for amendment 6 to the solid waste management regulations.

Contact: Robert G. Wickline, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4213, e-mail rgwickline@deq.virginia.gov.

STATE WATER CONTROL BOARD
February 6, 2006 - 3:30 p.m. -- Public Hearing
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia

March 10, 2006 - Public comment 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 amend regulations entitled 9 VAC 25-660, Virginia Water Protection General Permit for Impacts Less Than One-Half Acre. The purpose of the proposed action is to review and renew the general permit that is scheduled to expire in October 2006.


Contact: Catherine Harold, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4047, FAX (804) 698-4347, e-mail cmharold@deq.virginia.gov.

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February 6, 2006 - 3:30 p.m. -- Public Hearing
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia

March 10, 2006 - Public comment 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 amend regulations entitled 9 VAC 25-670, Virginia Water Protection General Permit for Facilities and Activities of Utility and Public Service Companies Regulated by the Federal Energy Regulatory Commission or the State Corporation Commission and Other Utility Line Activities. The purpose of the proposed action is to review and reissue the VWP General Permit that expires in October 2006.


Contact: Catherine Harold, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4047, FAX (804) 698-4347, e-mail cmharold@deq.virginia.gov.

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February 6, 2006 - 3:30 p.m. -- Public Hearing
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.

March 10, 2006 - Public comment 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 amend regulations entitled 9 VAC 25-680, Virginia Water Protection General Permit for Linear Transportation Projects. The purpose of the proposed action is to review and reissue the VWP General Permit that expires in October 2006.


Contact: Catherine Harold, Department of Environmental Quality, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4047, FAX (804) 698-4347, e-mail cmharold@deq.virginia.gov.

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February 13, 2006 - 10 a.m. -- Open Meeting
Department of Environmental Quality Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.

A meeting to continue developing a general VWP permit for surface water withdrawal activities that have minimal individual and cumulative impact on instream beneficial uses and flow regimes of the receiving waterbody.

Contact: Catherine Harold, Department of Environmental Quality, Richmond, VA 23240, telephone (804) 698-4047, e-mail cmharold@deq.virginia.gov.

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March 21, 2006 - 2 p.m. -- Public Hearing
Department of Environmental Quality, 7705 Timberlake Road, Lynchburg, Virginia.

April 5, 2006 - 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 amend regulations entitled 9 VAC 25-260, Water Quality Standards. The purpose of the proposed action is to designate two tributaries to the Pedlar River, three tributaries to the North Fork of the Buffalo River and the North Fork of the Buffalo River as Exceptional State Waters.

Statutory Authority: § 62.1-44.15 of the Code of Virginia.

Contact: David C. Whitehurst, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4121, FAX (804) 698-4116 or e-mail dcwhitehurst@deq.virginia.gov.

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March 23, 2006 - 10 a.m. -- Public Hearing
Department of Environmental Quality, Piedmont Regional Office, 4949-A Cox Road, Glen Allen, Virginia.

April 7, 2006 - 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 amend regulations entitled 9 VAC 25-260, Water Quality Standards. The purpose of the proposed action is to include new numerical and narrative criteria to protect designated uses of lakes and reservoirs from the impacts of nutrients. The rulemaking may also include new and revised use designations for certain categories of lakes and reservoirs.

Statutory Authority: § 62.1-44.15 of the Code of Virginia.

Contact: Jean W. Gregory, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4113, FAX (804) 698-4116 or e-mail jwgregory@deq.virginia.gov.
Calendar of Events

March 27, 2006 - 5:30 p.m. -- Public Hearing
Dabney S. Lancaster Community College, Moomaw Student Center, 1000 Dabney Drive, Clifton Forge, Virginia.

April 11, 2006 - 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 amend regulations entitled 9 VAC 25-260, Water Quality Standards. The purpose of the proposed action is to designate portions of the tributaries of the Simpson Creek as Exceptional State Waters.

Statutory Authority: § 62.1-44.15 of the Code of Virginia.

Contact: Jean W. Gregory, P.O. Box 10009, Richmond, VA 23240, telephone (804) 698-4113, FAX (804) 698-4116 or e-mail jwgregory@deq.virginia.gov.

STATE LOTTERY BOARD
† March 15, 2006 - 9:30 a.m. -- Open Meeting
State Lottery Department, 900 East Main Street, 13th Floor, Richmond, Virginia.

A regular meeting. There will be an opportunity for public comment shortly after the meeting is convened.

Contact: Frank S. Ferguson, Director, Legislative and Regulatory Affairs, State Lottery Department, 900 E. Main St., Richmond, VA 23219, telephone (804) 692-7901, FAX (804) 692-7905, e-mail fferguson@valottery.state.va.us.

VIRGINIA OFFICE FOR PROTECTION AND ADVOCACY

Board for Protection and Advocacy
† April 25, 2006 - 9 a.m. -- Open Meeting
Woodrow Wilson Rehabilitation Center, Fishersville, Virginia.
(Interpreter for the deaf provided upon request)

A meeting of the governing board. Public comment is welcomed by the board and will be received beginning at 9 a.m. Public comment will also be accepted by telephone. If you wish to provide public comment via telephone, call Lisa Shehi, Administrative Assistant at 1-800-552-3962 (Voice/TTY) or e-mail at lisa.shehi@vopa.virginia.gov no later than April 11, 2006. Ms. Shehi will take your name and phone number and you will be telephoned during the public comment period. If interpreter services or other accommodations are required, please contact Ms. Shehi no later than April 11, 2006.

Contact: Lisa Shehi, Administrative Assistant, Virginia Office for Protection and Advocacy, 1910 Byrd Avenue, Suite 5, Richmond, VA 23230, telephone (804) 662-7431, toll-free (800) 552-3962, (804) 225-2042/TTY, e-mail lisa.shehi@vopa.virginia.gov.

Disabilities Advisory Council
April 12, 2006 - 10 a.m. -- Open Meeting
Location to be determined. (Interpreter for the deaf provided upon request)

A regular meeting.

Contact: Lisa Shehi, Administrative Assistant, Virginia Office for Protection and Advocacy, 1910 Byrd Avenue, Suite 5, Richmond, VA 23230, telephone (804) 662-7431, toll-free (800) 552-3962, (804) 225-2042/TTY, e-mail lisa.shehi@vopa.virginia.gov.

PAIMI Advisory Council
February 16, 2006 - 10 a.m. -- Open Meeting
Virginia Office for Protection and Advocacy, Byrd Building, 1910 Byrd Avenue, Suite 5, Richmond, Virginia.
(Interpreter for the deaf provided upon request)

A regular meeting. Public comment is welcome and will be received at the beginning of the meeting. For those needing
interpreter services or other accommodations, please contact Ms. Lisa Shehi no later than February 2, 2006.

Contact: Lisa Shehi, Administrative Assistant, Virginia Office for Protection and Advocacy, 1910 Byrd Ave., Suite 5, Richmond, VA 23230, telephone (804) 225-2042, FAX (804) 662-7431, toll-free (800) 552-3962, (804) 225-2042/TTY, e-mail lisa.shehi@vopa.virginia.gov.

VIRGINIA RETIREMENT SYSTEM

February 16, 2006 - 1 p.m. -- Open Meeting
Virginia Retirement System Investment Department, 1111 East Main Street, 3rd Floor, Richmond Virginia. The regular meeting of the Board of Trustees. No public comment will be received at this meeting.

Contact: Harriet Covey, Administrative Assistant, Virginia Retirement System, 1200 E. Main St., Richmond, VA 23219, telephone (804) 649-8059, FAX (804) 786-1541, toll-free (888) 827-3847, (804) 344-3190/TTY, e-mail hcovey@varetire.org.

LEGISLATIVE

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 6
Alcoholic Beverage Control Board
Barbers and Cosmetology, Board for Education, Board of
   - Advisory Board on Teacher Education and Licensure
Environmental Quality, Department of
† Indigent Defense Commission, Virginia
Nursing, Board of

February 7
Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for Contractors, Board for
† Environmental Quality, Department of Forensic Science, Department of
   - Scientific Advisory Committee
Medicine, Board of
   - Advisory Board on Occupational Therapy
   - Advisory Board on Respiratory Care
Museum of Fine Arts, Virginia
† Optometry, Board of

February 8
Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for Forensic Science Board
† Funeral Directors and Embalmers, Board of
† Health, Department of Medicine, Board of
   - Advisory Board on Acupuncture
   - Advisory Board on Radiologic Technology
Nursing, Board of Pharmacy, Board of
† Social Services, Department of
   - Family and Children's Trust Fund
Waste Management Board, Virginia

February 9
Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
† Environmental Quality, Department of Governor's EMS Advisory Board
Medicine, Board of
   - Advisory Board on Athletic Training
   - Advisory Board on Physicians Assistants

February 10
Dentistry, Board of
Governor's EMS Advisory Board Medicine, Board of
   - Advisory Board on Midwifery
Mines, Minerals and Energy, Department of

February 13
† Agriculture and Consumer Services, Department of
   - Virginia Aquaculture Advisory Board
† Environmental Quality, Department of Old Dominion University
Soil Scientists and Wetland Professionals, Board for Professional Water Control Board, State

February 14
† Aviation Board, Virginia
Contractors, Board of
† Environmental Quality, Department of
† Museum of Fine Arts, Virginia
Nursing, Board of

February 15
Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects, Board for
† Certified Seed Board, State
† Conservation and Recreation, Department of Education, Board of
† Environmental Quality, Department of
† Funeral Directors and Embalmers, Board of
† Museum of Fine Arts, Virginia
† Real Estate Board
† Small Business Financing Authority
† Social Services, Department of
   - Family and Children's Trust Fund
† Transportation Board, Commonwealth
† Treasury Board

February 16
† Agriculture and Consumer Services, Department of
   - Virginia Bright Flue-Cured Tobacco Board
Design Build/Construction Management Review Board Milk Commission, State
† Museum of Fine Arts, Virginia
Calendar of Events

March 13
† Agriculture and Consumer Services, Department of
† Higher Education for Virginia, State Council of
Library Board, State
† Local Government, Commission on
† Museum of Fine Arts, Virginia

March 14
Alzheimer's Disease and Related Disorders Commission
Corrections, Board of
† Higher Education for Virginia, State Council of

March 15
Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
Community Colleges, State Board for
Corrections, Board of
Hearing Aid Specialists, Board for
Jamestown-Yorktown Foundation
† Lottery Board, State
Veterans Services, Department of
- Joint Leadership Council of Veterans Service
   Organizations

March 16
Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for
Community Colleges, State Board for
Design Build/Construction Management Review Board
† Labor and Industry, Department of
- Virginia Apprenticeship Council

March 17
Dentistry, Board of

March 20
Alcoholic Beverage Control Board
Education, Board of
- Advisory Board on Teacher Education and Licensure
Nursing, Board of
Old Dominion University

March 21
Environmental Quality, Department of
- Ground Water Protection Steering Committee
† Medicine, Board of
Nursing, Board of
Research and Technology Advisory Commission, Virginia

March 22
Education, Board of
Nursing, Board of

March 23
Nursing, Board of
Public Guardian and Conservator Advisory Board, Virginia
Real Estate Board

March 27
† Agriculture and Consumer Services, Department of
- Virginia Agricultural Council

March 28
† Agriculture and Consumer Services, Department of
- Virginia Agricultural Council
† Contractors, Board for
Marine Resources Commission

March 30
Health Professions, Department of
Calendar of Events

March 31
Medical Assistance Services, Department of
Dentistry, Board of
† Nursing, Board of

April 3
Alcoholic Beverage Control Board
Nursing, Board of

April 4
Museum of Fine Arts, Virginia
† Veterans Services, Department of
- Board of Veterans Services

April 5
Geology, Board for
† Information Technologies Agency, Virginia
- Wireless E-911 Services Board

April 6
† Outdoors Foundation, Virginia

April 7
† Art and Architectural Review Board
Health, Department of
- Sewage Handling and Disposal Advisory Committee
Medicine, Board of
Old Dominion University
Opticians, Board for
† Outdoors Foundation, Virginia

April 11
Long-Term Care Administrators, Board of
Medical Assistance Services, Board of
Psychology, Board of

April 12
Juvenile Justice, State Board of
Nursing, Board of
Nursing and Medicine, Joint Boards of
Protection and Advocacy, Virginia Office for
- Disabilities Advisory Council

April 13
Auctioneers Board
Nursing, Board of

April 17
Alcoholic Beverage Control Board

April 18
† Forestry, Board of
Nursing, Board of

April 19
† Mental Health, Mental Retardation and Substance Abuse
Services, Department of

April 20
Design-Build/Construction Management Review Board

April 21
Dentistry, Board of

April 24
† Education, Board of
- Advisory Board on Teacher Education and Licensure
† Nursing, Board of

April 25
† Contractors, Board for
† Nursing, Board of
† Protection and Advocacy, Virginia Office for
- Board for Protection and Advocacy

April 26
† Education, Board of

May 1
† Alcoholic Beverage Control Board
† Branch Pilots, Board for

May 2
† Museum of Fine Arts, Virginia
† Real Estate Appraiser Board

May 3
† Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects,
Board for

May 5
† Art and Architectural Review Board

PUBLIC HEARINGS

February 6
Water Control Board, State

February 16
Contractors, Board for

February 23
Medicine, Board of

March 1
† Environmental Quality, Department of

March 2
† Environmental Quality, Department of

March 3
Dentistry, Board of

March 7
Barbers and Cosmetology, Board for

March 16
Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects

March 21
Water Control Board, State

March 23
Water Control Board, State

March 27
Water Control Board, State

March 30
Asbestos, Lead and Home Inspectors, Virginia Board for