



Virginia Register of Regulations

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THE VIRGINIA REGISTER INFORMATION PAGE

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

ADOPTION, AMENDMENT, AND REPEAL OF REGULATIONS

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

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

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

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

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

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

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

provide for additional public comment, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the period for which the Governor has provided for additional public comment; (iii) the Governor and the General Assembly exercise their authority to suspend the effective date of a regulation until the end of the next regular legislative session; or (iv) the agency suspends the regulatory process, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 30-day public comment period and no earlier than 15 days from publication of the readopted action.

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

FAST-TRACK RULEMAKING PROCESS

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.

EMERGENCY REGULATIONS

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

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

STATEMENT

The foregoing constitutes a generalized statement of the procedures to be followed. For specific statutory language, it is suggested that Article 2 (§ 2.2-4006 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia be examined carefully.

CITATION TO THE VIRGINIA REGISTER

The *Virginia Register* is cited by volume, issue, page number, and date. **23:7 VA.R. 1023-1140 December 11, 2006**, refers to Volume 23, Issue 7, pages 1023 through 1140 of the *Virginia Register* issued on December 11, 2006.

The *Virginia Register of Regulations* is published pursuant to Article 6 (§ 2.2-4031 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia.

Members of the Virginia Code Commission: **R. Steven Landes**, Chairman; **John S. Edwards**, Vice Chairman; **Ryan T. McDougle**; **Robert Hurt**; **Robert L. Calhoun**; **Frank S. Ferguson**; **E.M. Miller, Jr.**; **Thomas M. Moncure, Jr.**; **James F. Almand**; **Cleo Elaine Powell**.

Staff of the Virginia Register: **Jane D. Chaffin**, Registrar of Regulations; **June T. Chandler**, Assistant Registrar.

PUBLICATION SCHEDULE AND DEADLINES

This schedule is available on the *Register's* Internet home page (<http://register.state.va.us>).

February 2008 through December 2008

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
24:12	January 30, 2008	February 18, 2008
24:13	February 13, 2008	March 3, 2008
24:14	February 27, 2008	March 17, 2008
INDEX 2 Volume 24		April 2008
24:15	March 12, 2008	March 31, 2008
24:16	March 26, 2008	April 14, 2008
24:17	April 9, 2008	April 28, 2008
24:18	April 23, 2008	May 12, 2008
24:19	May 7, 2008	May 26, 2008
24:20	May 21, 2008	June 9, 2008
INDEX 3 Volume 24		July 2008
24:21	June 4, 2008	June 23, 2008
24:22	June 18, 2008	July 7, 2008
24:23	July 2, 2008	July 21, 2008
24:24	July 16, 2008	August 4, 2008
24:25	July 30, 2008	August 18, 2008
24:26	August 13, 2008	September 1, 2008
FINAL INDEX Volume 24		October 2008
25:1	August 27, 2008	September 15, 2008
25:2	September 10, 2008	September 29, 2008
25:3	September 24, 2008	October 13, 2008
25:4	October 8, 2008	October 27, 2008
25:5	October 22, 2008	November 10, 2008
25:6	November 5, 2008	November 24, 2008
25:7	November 18, 2008 (Tuesday)	December 8, 2008

*Filing deadlines are Wednesdays unless otherwise specified.

CUMULATIVE TABLE OF VIRGINIA ADMINISTRATIVE CODE SECTIONS ADOPTED, AMENDED, OR REPEALED

The table printed below lists regulation sections, by Virginia Administrative Code (VAC) title, that have been amended, added or repealed in the *Virginia Register* since the regulations were originally published or last supplemented in VAC (the Fall 2007 VAC Supplement includes final regulations published through *Virginia Register* Volume 23, Issue 21, dated June 25, 2007). Emergency regulations, if any, are listed, followed by the designation "emer," and errata pertaining to final regulations are listed. Proposed regulations are not listed here. The table lists the sections in numerical order and shows action taken, the volume, issue and page number where the section appeared, and the effective date of the section.

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
Title 1. Administration			
1 VAC 55-30-10 through 1 VAC 55-30-90	Added	23:26 VA.R. 4413-4416	10/3/07
1 VAC 55-30-10 through 1 VAC 55-30-90	Erratum	24:7 VA.R. 940	--
Title 2. Agriculture			
2 VAC 5-110 (Forms)	Amended	23:26 VA.R. 4452	--
2 VAC 5-210-30	Amended	24:9 VA.R. 1096	12/11/07
2 VAC 5-210-41	Amended	24:9 VA.R. 1097	12/11/07
2 VAC 5-580-10 through 2 VAC 5-580-310	Repealed	24:2 VA.R. 72	10/16/07
2 VAC 5-585-10 through 2 VAC 5-585-4070	Added	24:2 VA.R. 72-133	10/16/07
Title 3. Alcoholic Beverages			
3 VAC 5-50-40	Amended	23:25 VA.R. 4107	*
3 VAC 5-50-50	Amended	23:25 VA.R. 4108	*
3 VAC 5-50-80	Amended	23:25 VA.R. 4108	*
3 VAC 5-50-100	Amended	23:25 VA.R. 4108	*
3 VAC 5-50-130	Amended	23:25 VA.R. 4109	*
3 VAC 5-50-140	Amended	23:25 VA.R. 4110	*
3 VAC 5-50-140 emer	Amended	24:11 VA.R. 1344	1/9/08-1/8/09
3 VAC 5-50-145 emer	Added	24:11 VA.R. 1345	1/9/08-1/8/09
3 VAC 5-70-225 emer	Added	24:10 VA.R. 1257	1/2/08-1/1/09
Title 4. Conservation and Natural Resources			
4 VAC 5-36-50	Amended	24:6 VA.R. 638	1/1/08
4 VAC 5-36-60	Amended	24:6 VA.R. 644	1/1/08
4 VAC 5-36-70	Amended	24:6 VA.R. 645	1/1/08
4 VAC 5-36-90	Amended	24:6 VA.R. 647	1/1/08
4 VAC 5-36-100	Amended	24:6 VA.R. 649	1/1/08
4 VAC 5-36-110	Amended	24:6 VA.R. 654	1/1/08
4 VAC 5-36-120	Amended	24:6 VA.R. 655	1/1/08
4 VAC 5-36-130	Amended	24:6 VA.R. 656	1/1/08
4 VAC 5-36-140	Amended	24:6 VA.R. 657	1/1/08
4 VAC 5-36-150	Amended	24:6 VA.R. 659	1/1/08
4 VAC 5-36-200	Amended	24:6 VA.R. 662	1/1/08
4 VAC 5-36-210	Amended	24:6 VA.R. 670	1/1/08
4 VAC 5-36-220	Amended	24:6 VA.R. 675	1/1/08
4 VAC 15-20-50	Amended	24:10 VA.R. 1258	1/1/08
4 VAC 15-20-130	Amended	24:10 VA.R. 1259	1/1/08
4 VAC 15-20-200	Amended	24:10 VA.R. 1261	1/1/08
4 VAC 15-20-210	Amended	24:10 VA.R. 1261	1/1/08
4 VAC 15-30-5	Amended	24:10 VA.R. 1262	1/1/08

* Objection to Fast-Track Rulemaking 24:1

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
4 VAC 15-30-40	Amended	24:10 VA.R. 1262	1/1/08
4 VAC 15-200-10	Amended	24:6 VA.R. 676	10/26/07
4 VAC 15-270-40	Amended	24:6 VA.R. 676	7/1/08
4 VAC 15-270-80	Added	24:6 VA.R. 676	10/26/07
4 VAC 15-270-90	Added	24:6 VA.R. 677	1/1/08
4 VAC 15-320-25	Amended	24:10 VA.R. 1265	1/1/08
4 VAC 15-330-30	Amended	24:10 VA.R. 1272	1/1/08
4 VAC 15-330-100	Amended	24:10 VA.R. 1272	1/1/08
4 VAC 15-330-120	Amended	24:10 VA.R. 1272	1/1/08
4 VAC 15-330-160	Amended	24:10 VA.R. 1272	1/1/08
4 VAC 15-330-171	Amended	24:10 VA.R. 1273	1/1/08
4 VAC 15-330-200	Amended	24:10 VA.R. 1273	1/1/08
4 VAC 15-340-10	Amended	24:10 VA.R. 1273	1/1/08
4 VAC 15-340-30	Amended	24:10 VA.R. 1274	1/1/08
4 VAC 15-350-20	Amended	24:10 VA.R. 1275	1/1/08
4 VAC 15-350-30	Amended	24:10 VA.R. 1275	1/1/08
4 VAC 15-350-60	Amended	24:10 VA.R. 1275	1/1/08
4 VAC 15-350-70	Amended	24:10 VA.R. 1275	1/1/08
4 VAC 15-360-10	Amended	24:10 VA.R. 1276	1/1/08
4 VAC 20-20-50	Amended	24:5 VA.R. 555	11/1/07
4 VAC 20-150-30	Amended	24:10 VA.R. 1277	1/1/08
4 VAC 20-252-55	Amended	24:10 VA.R. 1278	1/1/08
4 VAC 20-252-90	Amended	24:4 VA.R. 471	10/1/07
4 VAC 20-252-100	Amended	24:4 VA.R. 471	10/1/07
4 VAC 20-252-120	Amended	24:10 VA.R. 1278	1/1/08
4 VAC 20-252-150	Amended	24:10 VA.R. 1279	1/1/08
4 VAC 20-252-160	Amended	24:10 VA.R. 1279	1/1/08
4 VAC 20-252-230	Amended	24:10 VA.R. 1281	1/1/08
4 VAC 20-260-10	Amended	24:4 VA.R. 472	10/1/07
4 VAC 20-260-20	Amended	24:4 VA.R. 472	10/1/07
4 VAC 20-260-30	Amended	24:4 VA.R. 473	10/1/07
4 VAC 20-260-35	Added	24:4 VA.R. 474	10/1/07
4 VAC 20-260-40	Amended	24:4 VA.R. 474	10/1/07
4 VAC 20-260-60	Amended	24:4 VA.R. 474	10/1/07
4 VAC 20-610-20	Amended	24:8 VA.R. 959	12/1/07
4 VAC 20-610-25	Added	24:8 VA.R. 959	12/1/07
4 VAC 20-610-30	Amended	24:8 VA.R. 960	12/1/07
4 VAC 20-610-50	Amended	24:8 VA.R. 961	12/1/07
4 VAC 20-610-60	Amended	24:8 VA.R. 961	12/1/07
4 VAC 20-620-30	Amended	24:10 VA.R. 1281	12/27/07
4 VAC 20-620-40 emer	Amended	24:8 VA.R. 962	11/28/07-12/27/07
4 VAC 20-620-40	Amended	24:10 VA.R. 1282	12/27/07
4 VAC 20-650-20	Amended	24:4 VA.R. 474	10/1/07
4 VAC 20-650-30	Amended	24:4 VA.R. 475	10/1/07
4 VAC 20-650-40	Amended	24:4 VA.R. 475	10/1/07
4 VAC 20-720-20	Amended	24:4 VA.R. 475	10/1/07
4 VAC 20-720-20	Erratum	24:5 VA.R. 621	--
4 VAC 20-720-40 through 4 VAC 20-720-80	Amended	24:4 VA.R. 478-480	10/1/07
4 VAC 20-720-95	Added	24:4 VA.R. 480	10/1/07
4 VAC 20-720-110	Amended	24:4 VA.R. 480	10/1/07
4 VAC 20-755-10	Amended	24:2 VA.R. 133	9/1/07

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
4 VAC 20-755-20	Amended	24:2 VA.R. 133	9/1/07
4 VAC 20-755-30	Amended	24:2 VA.R. 136	9/1/07
4 VAC 20-910-45	Amended	24:5 VA.R. 556	11/1/07
4 VAC 20-960-45	Amended	24:8 VA.R. 964	1/1/08
4 VAC 20-960-47	Amended	24:8 VA.R. 964	1/1/08
4 VAC 20-1040-20	Amended	24:8 VA.R. 964	1/1/08
4 VAC 20-1090-30	Amended	24:8 VA.R. 965	12/1/07
4 VAC 20-1120-20	Amended	23:23 VA.R. 3871	6/28/07
4 VAC 20-1130-10 through 4 VAC 20-1130-70	Added	24:8 VA.R. 968-970	12/1/07
4 VAC 25-20 (Forms)	Amended	23:24 VA.R. 3968	--
4 VAC 25-50-10 through 4 VAC 25-50-110	Repealed	23:22 VA.R. 3696	8/8/07
4 VAC 25-130 (Forms)	Amended	24:11 VA.R. 1424	--
4 VAC 25-130-777.17	Amended	23:22 VA.R. 3696	8/8/07
Title 5. Corporations			
5 VAC 5-20-20	Amended	24:11 VA.R. 1347	2/15/08
5 VAC 5-20-140	Amended	24:11 VA.R. 1347	2/15/08
5 VAC 5-20-150	Amended	24:11 VA.R. 1348	2/15/08
5 VAC 5-20-170	Amended	24:11 VA.R. 1348	2/15/08
5 VAC 5-20-240	Amended	24:11 VA.R. 1349	2/15/08
5 VAC 5-30-10	Amended	23:23 VA.R. 3872	7/1/07
5 VAC 5-30-20	Amended	23:23 VA.R. 3872	7/1/07
5 VAC 5-30-30	Amended	23:23 VA.R. 3873	7/1/07
5 VAC 5-30-40	Amended	23:23 VA.R. 3873	7/1/07
5 VAC 5-30-50	Amended	23:23 VA.R. 3874	7/1/07
5 VAC 5-30-60	Amended	23:23 VA.R. 3874	7/1/07
5 VAC 5-30-70	Amended	23:23 VA.R. 3875	7/1/07
Title 6. Criminal Justice and Corrections			
6 VAC 15-20-10 through 6 VAC 15-20-230	Amended	23:22 VA.R. 3697-3703	8/9/07
6 VAC 15-61-10 through 6 VAC 15-61-300	Repealed	24:8 VA.R. 970	1/24/08
6 VAC 15-62-10 through 6 VAC 15-62-120	Added	24:8 VA.R. 970-979	1/24/08
6 VAC 20-120-40	Amended	23:25 VA.R. 4177	9/19/07
6 VAC 35-20-37 emer	Amended	23:25 VA.R. 4178	8/1/07-7/31/08
6 VAC 35-180-10 through 6 VAC 35-180-170	Added	24:5 VA.R. 557-561	1/1/08
6 VAC 35-190-10 through 6 VAC 35-190-110	Added	24:2 VA.R. 137-139	10/31/07
6 VAC 40-50-10 through 6 VAC 40-50-80 emer	Added	23:23 VA.R. 3876	7/1/06-12/29/07
6 VAC 40-50-10 through 6 VAC 40-50-80	Added	24:9 VA.R. 1103-1104	2/6/08
Title 8. Education			
8 VAC 20-21-10 through 8 VAC 20-21-730	Repealed	23:25 VA.R. 4179	9/21/07
8 VAC 20-22-10 through 8 VAC 20-22-760	Added	23:25 VA.R. 4179-4214	9/21/07
8 VAC 20-160-10	Amended	23:23 VA.R. 3876	8/27/07
8 VAC 20-160-20	Amended	23:23 VA.R. 3878	8/27/07
8 VAC 20-160-30	Amended	23:23 VA.R. 3878	8/27/07
8 VAC 20-160-40	Amended	23:23 VA.R. 3879	8/27/07
8 VAC 20-160-50	Amended	23:23 VA.R. 3879	8/27/07
8 VAC 20-160-60	Amended	23:23 VA.R. 3879	8/27/07
8 VAC 20-190-10	Repealed	24:5 VA.R. 562	1/1/08
8 VAC 20-500-10	Repealed	24:5 VA.R. 563	1/1/08
8 VAC 20-541-10 through 8 VAC 20-541-60	Repealed	23:25 VA.R. 4214	9/21/07
8 VAC 20-542-10 through 8 VAC 20-542-600	Added	23:25 VA.R. 4214-4270	9/21/07
8 VAC 35-60-10	Added	24:1 VA.R. 25	8/28/07

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
8 VAC 35-60-20	Added	24:1 VA.R. 25	8/28/07
8 VAC 35-60-30	Added	24:1 VA.R. 25	8/28/07
8 VAC 40-140-10 through 8 VAC 40-140-90	Added	23:22 VA.R. 3704-3706	7/1/07
Title 9. Environment			
9 VAC 5-20-203	Amended	24:5 VA.R. 564	12/12/07
9 VAC 5-20-204	Amended	24:5 VA.R. 565	12/12/07
9 VAC 5-40-20	Amended	24:5 VA.R. 566	12/12/07
9 VAC 5-50-20	Amended	24:5 VA.R. 570	12/12/07
9 VAC 5-50-400	Amended	24:5 VA.R. 573	12/12/07
9 VAC 5-50-410	Amended	24:5 VA.R. 573	12/12/07
9 VAC 5-60-60	Amended	24:5 VA.R. 579	12/12/07
9 VAC 5-60-90	Amended	24:5 VA.R. 579	12/12/07
9 VAC 5-60-92	Added	24:5 VA.R. 579	12/12/07
9 VAC 5-60-95	Amended	24:5 VA.R. 579	12/12/07
9 VAC 5-60-100	Amended	24:5 VA.R. 580	12/12/07
9 VAC 5-91-20	Amended	24:5 VA.R. 587	12/12/07
9 VAC 5-140-1061	Added	24:6 VA.R. 679	12/26/07
9 VAC 5-140-1062	Added	24:6 VA.R. 680	12/26/07
9 VAC 5-140-2061	Added	24:6 VA.R. 681	12/26/07
9 VAC 5-140-2062	Added	24:6 VA.R. 682	12/26/07
9 VAC 5-140-3061	Added	24:6 VA.R. 683	12/26/07
9 VAC 5-140-3062	Added	24:6 VA.R. 683	12/26/07
9 VAC 5-140-3400	Amended	24:5 VA.R. 594	12/12/07
9 VAC 20-60-18	Amended	24:9 VA.R. 1106	2/6/08
9 VAC 20-130-10	Amended	24:4 VA.R. 480	11/28/07
9 VAC 20-130-40	Amended	24:4 VA.R. 484	11/28/07
9 VAC 20-130-60	Amended	24:4 VA.R. 484	11/28/07
9 VAC 20-130-70	Amended	24:4 VA.R. 484	11/28/07
9 VAC 20-130-90	Amended	24:4 VA.R. 485	11/28/07
9 VAC 20-130-110	Amended	24:4 VA.R. 485	11/28/07
9 VAC 20-130-120	Amended	24:4 VA.R. 486	11/28/07
9 VAC 20-130-120	Erratum	24:6 VA.R. 889	--
9 VAC 20-130-125	Added	24:4 VA.R. 488	11/28/07
9 VAC 20-130-125	Erratum	24:6 VA.R. 889	--
9 VAC 20-130-130	Amended	24:4 VA.R. 489	11/28/07
9 VAC 20-130-140	Repealed	24:4 VA.R. 489	11/28/07
9 VAC 20-130-150	Repealed	24:4 VA.R. 489	11/28/07
9 VAC 20-130-165	Amended	24:4 VA.R. 489	11/28/07
9 VAC 20-130-175 through 9 VAC 20-130-230	Amended	24:4 VA.R. 490-493	11/28/07
9 VAC 20-130-200	Erratum	24:6 VA.R. 889	--
9 VAC 25-20-10	Amended	24:6 VA.R. 701	1/1/08
9 VAC 25-20-20	Amended	24:6 VA.R. 702	1/1/08
9 VAC 25-20-30	Repealed	24:6 VA.R. 702	1/1/08
9 VAC 25-20-40	Amended	24:6 VA.R. 702	1/1/08
9 VAC 25-20-50	Amended	24:6 VA.R. 703	1/1/08
9 VAC 25-20-60	Amended	24:6 VA.R. 703	1/1/08
9 VAC 25-20-90	Amended	24:6 VA.R. 704	1/1/08
9 VAC 25-20-100	Amended	24:6 VA.R. 704	1/1/08
9 VAC 25-20-110	Amended	24:6 VA.R. 705	1/1/08
9 VAC 25-20-120	Amended	24:6 VA.R. 706	1/1/08
9 VAC 25-20-130	Amended	24:6 VA.R. 708	1/1/08

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 25-20-146	Added	24:6 VA.R. 708	1/1/08
9 VAC 25-20-147	Added	24:6 VA.R. 709	1/1/08
9 VAC 25-20-148	Added	24:6 VA.R. 709	1/1/08
9 VAC 25-20-149	Added	24:6 VA.R. 709	1/1/08
9 VAC 25-31-100	Amended	24:3 VA.R. 313	11/14/07
9 VAC 25-31-100	Amended	24:6 VA.R. 711	1/1/08
9 VAC 25-31-120	Amended	24:3 VA.R. 309	11/14/07
9 VAC 25-31-165	Amended	24:3 VA.R. 333	11/14/07
9 VAC 25-31-220	Amended	24:6 VA.R. 731	1/1/08
9 VAC 25-31-290	Amended	24:6 VA.R. 735	1/1/08
9 VAC 25-31-460	Amended	24:6 VA.R. 738	1/1/08
9 VAC 25-31-475	Added	24:6 VA.R. 738	1/1/08
9 VAC 25-31-485	Added	24:6 VA.R. 738	1/1/08
9 VAC 25-31-505	Added	24:6 VA.R. 739	1/1/08
9 VAC 25-32 (Forms)	Amended	24:11 VA.R. 1316	--
9 VAC 25-32-40	Amended	24:6 VA.R. 739	1/1/08
9 VAC 25-32-60	Amended	24:6 VA.R. 739	1/1/08
9 VAC 25-32-80	Amended	24:6 VA.R. 740	1/1/08
9 VAC 25-32-100	Amended	24:6 VA.R. 743	1/1/08
9 VAC 25-32-140	Amended	24:6 VA.R. 743	1/1/08
9 VAC 25-32-210	Amended	24:6 VA.R. 744	1/1/08
9 VAC 25-32-220	Amended	24:6 VA.R. 745	1/1/08
9 VAC 25-32-240	Amended	24:6 VA.R. 745	1/1/08
9 VAC 25-32-300	Amended	24:6 VA.R. 745	1/1/08
9 VAC 25-32-310 through 9 VAC 25-32-760	Added	24:6 VA.R. 746-781	1/1/08
9 VAC 25-120-10	Amended	24:9 VA.R. 1107	2/6/08
9 VAC 25-120-20	Amended	24:9 VA.R. 1107	2/6/08
9 VAC 25-120-50	Amended	24:9 VA.R. 1108	2/6/08
9 VAC 25-120-60	Amended	24:9 VA.R. 1108	2/6/08
9 VAC 25-120-70	Amended	24:9 VA.R. 1108	2/6/08
9 VAC 25-120-80	Amended	24:9 VA.R. 1109	2/6/08
9 VAC 25-196-20	Amended	24:9 VA.R. 1124	2/6/08
9 VAC 25-196-40	Amended	24:9 VA.R. 1124	2/6/08
9 VAC 25-196-60	Amended	24:9 VA.R. 1124	2/6/08
9 VAC 25-196-70	Amended	24:9 VA.R. 1125	2/6/08
9 VAC 25-210-10	Amended	24:9 VA.R. 1132	2/6/08
9 VAC 25-210-60	Amended	24:9 VA.R. 1136	2/6/08
9 VAC 25-210-116	Amended	24:9 VA.R. 1140	2/6/08
9 VAC 25-210-130	Amended	24:9 VA.R. 1142	2/6/08
9 VAC 25-260-5	Amended	24:4 VA.R. 536	8/14/07
9 VAC 25-260-30	Amended	24:2 VA.R. 139	9/11/07
9 VAC 25-260-30	Amended	24:2 VA.R. 140	9/11/07
9 VAC 25-260-30	Amended	24:7 VA.R. 908	**
9 VAC 25-260-50	Amended	24:4 VA.R. 536	8/14/07
9 VAC 25-260-187	Added	24:4 VA.R. 536	8/14/07
9 VAC 25-260-310	Amended	24:4 VA.R. 536	8/14/07
9 VAC 25-260-480	Amended	24:4 VA.R. 536	8/14/07
9 VAC 25-660-10	Amended	24:9 VA.R. 1144	2/6/08

** Effective upon filing notice of U.S. EPA approval with Registrar.

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
9 VAC 25-660-60	Amended	24:9 VA.R. 1145	2/6/08
9 VAC 25-660-70	Amended	24:9 VA.R. 1147	2/6/08
9 VAC 25-660-80	Amended	24:9 VA.R. 1148	2/6/08
9 VAC 25-660-100	Amended	24:9 VA.R. 1148	2/6/08
9 VAC 25-670-10	Amended	24:9 VA.R. 1156	2/6/08
9 VAC 25-670-70	Amended	24:9 VA.R. 1157	2/6/08
9 VAC 25-670-80	Amended	24:9 VA.R. 1158	2/6/08
9 VAC 25-670-100	Amended	24:9 VA.R. 1159	2/6/08
9 VAC 25-680-10	Amended	24:9 VA.R. 1170	2/6/08
9 VAC 25-680-60	Amended	24:9 VA.R. 1172	2/6/08
9 VAC 25-680-70	Amended	24:9 VA.R. 1174	2/6/08
9 VAC 25-680-80	Amended	24:9 VA.R. 1175	2/6/08
9 VAC 25-680-100	Amended	24:9 VA.R. 1176	2/6/08
9 VAC 25-690-10	Amended	24:9 VA.R. 1188	2/6/08
9 VAC 25-690-70	Amended	24:9 VA.R. 1190	2/6/08
9 VAC 25-690-80	Amended	24:9 VA.R. 1191	2/6/08
9 VAC 25-690-100	Amended	24:9 VA.R. 1191	2/6/08
9 VAC 25-720-50	Amended	23:23 VA.R. 3881	10/22/07
9 VAC 25-720-50	Amended	23:23 VA.R. 3888	10/22/07
9 VAC 25-720-50	Amended	23:23 VA.R. 3895	10/22/07
9 VAC 25-720-50	Amended	24:2 VA.R. 140	11/15/07
9 VAC 25-720-80	Amended	23:23 VA.R. 3901	10/22/07
9 VAC 25-720-90	Amended	24:2 VA.R. 147	11/15/07
9 VAC 25-790-10	Amended	24:6 VA.R. 784	1/1/08
9 VAC 25-790-50	Amended	24:6 VA.R. 787	1/1/08
9 VAC 25-790-60	Amended	24:6 VA.R. 787	1/1/08
9 VAC 25-790-120	Amended	24:6 VA.R. 788	1/1/08
9 VAC 25-790-130	Amended	24:6 VA.R. 790	1/1/08
9 VAC 25-790-150	Amended	24:6 VA.R. 790	1/1/08
9 VAC 25-790-180	Amended	24:6 VA.R. 791	1/1/08
9 VAC 25-790-200	Amended	24:6 VA.R. 791	1/1/08
9 VAC 25-790-240	Amended	24:6 VA.R. 791	1/1/08
9 VAC 25-790-540	Amended	24:6 VA.R. 792	1/1/08
9 VAC 25-790-550	Amended	24:6 VA.R. 792	1/1/08
9 VAC 25-790-570	Amended	24:6 VA.R. 795	1/1/08
9 VAC 25-790-580	Amended	24:6 VA.R. 797	1/1/08
9 VAC 25-790-590	Amended	24:6 VA.R. 797	1/1/08
9 VAC 25-790-600	Amended	24:6 VA.R. 798	1/1/08
9 VAC 25-790-660	Amended	24:6 VA.R. 799	1/1/08
9 VAC 25-790-880	Amended	24:6 VA.R. 799	1/1/08
Title 11. Gaming			
11 VAC 10-45-10	Amended	24:5 VA.R. 595	12/12/07
11 VAC 10-45-25	Added	24:5 VA.R. 596	12/12/07
Title 12. Health			
12 VAC 5-31-2300 through 12 VAC 5-31-2970	Added	24:6 VA.R. 806-818	1/1/08
12 VAC 5-40-10 through 12 VAC 5-40-190	Repealed	24:6 VA.R. 806	1/1/08
12 VAC 5-90-80 emer	Amended	24:5 VA.R. 597	10/24/07-10/23/08
12 VAC 5-125-10 through 12 VAC 5-125-180	Added	23:23 VA.R. 3904-3919	9/1/07
12 VAC 5-220-10	Amended	24:11 VA.R. 1350	3/5/08
12 VAC 5-220-110	Amended	24:11 VA.R. 1353	3/5/08
12 VAC 5-220-130	Amended	24:11 VA.R. 1354	3/5/08

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 5-220-200	Amended	24:11 VA.R. 1354	3/5/08
12 VAC 5-371-150	Amended	24:11 VA.R. 1357	3/5/08
12 VAC 5-381-10 through 12VAC5-381-40	Amended	24:11 VA.R. 1358-1361	3/5/08
12 VAC 5-381-60 through 12VAC5-381-100	Amended	24:11 VA.R. 1361-1362	3/5/08
12 VAC 5-381-120	Amended	24:11 VA.R. 1362	3/5/08
12 VAC 5-381-140	Amended	24:11 VA.R. 1362	3/5/08
12 VAC 5-381-150	Amended	24:11 VA.R. 1362	3/5/08
12 VAC 5-381-240	Amended	24:11 VA.R. 1363	3/5/08
12 VAC 5-381-280	Amended	24:11 VA.R. 1363	3/5/08
12 VAC 5-391-10	Amended	24:11 VA.R. 1364	3/5/08
12 VAC 5-391-30 through 12 VAC 5-391-100	Amended	24:11 VA.R. 1366-1368	3/5/08
12 VAC 5-391-120	Amended	24:11 VA.R. 1368	3/5/08
12 VAC 5-391-130	Amended	24:11 VA.R. 1368	3/5/08
12 VAC 5-391-150	Amended	24:11 VA.R. 1369	3/5/08
12 VAC 5-391-160	Amended	24:11 VA.R. 1369	3/5/08
12 VAC 5-391-250	Amended	24:11 VA.R. 1370	3/5/08
12 VAC 5-391-280	Amended	24:11 VA.R. 1370	3/5/08
12 VAC 5-410-230	Amended	24:11 VA.R. 1371	3/5/08
12 VAC 5-421-10	Amended	24:2 VA.R. 149	10/16/07
12 VAC 5-421-90	Amended	24:2 VA.R. 157	10/16/07
12 VAC 5-421-100	Amended	24:2 VA.R. 157	10/16/07
12 VAC 5-421-120	Amended	24:2 VA.R. 158	10/16/07
12 VAC 5-421-140	Amended	24:2 VA.R. 158	10/16/07
12 VAC 5-421-160	Amended	24:2 VA.R. 159	10/16/07
12 VAC 5-421-170	Amended	24:2 VA.R. 159	10/16/07
12 VAC 5-421-180	Amended	24:2 VA.R. 159	10/16/07
12 VAC 5-421-190	Amended	24:2 VA.R. 159	10/16/07
12 VAC 5-421-200	Amended	24:2 VA.R. 160	10/16/07
12 VAC 5-421-230	Amended	24:2 VA.R. 160	10/16/07
12 VAC 5-421-250	Amended	24:2 VA.R. 160	10/16/07
12 VAC 5-421-270	Amended	24:2 VA.R. 160	10/16/07
12 VAC 5-421-295	Added	24:2 VA.R. 160	10/16/07
12 VAC 5-421-300	Amended	24:2 VA.R. 160	10/16/07
12 VAC 5-421-330	Amended	24:2 VA.R. 161	10/16/07
12 VAC 5-421-340	Amended	24:2 VA.R. 161	10/16/07
12 VAC 5-421-350	Amended	24:2 VA.R. 161	10/16/07
12 VAC 5-421-360	Amended	24:2 VA.R. 161	10/16/07
12 VAC 5-421-430	Amended	24:2 VA.R. 162	10/16/07
12 VAC 5-421-440	Amended	24:2 VA.R. 162	10/16/07
12 VAC 5-421-450	Amended	24:2 VA.R. 162	10/16/07
12 VAC 5-421-460	Added	24:2 VA.R. 162	10/16/07
12 VAC 5-421-500	Amended	24:2 VA.R. 162	10/16/07
12 VAC 5-421-520	Amended	24:2 VA.R. 163	10/16/07
12 VAC 5-421-530	Amended	24:2 VA.R. 163	10/16/07
12 VAC 5-421-550	Amended	24:2 VA.R. 163	10/16/07
12 VAC 5-421-560	Amended	24:2 VA.R. 163	10/16/07
12 VAC 5-421-570	Amended	24:2 VA.R. 163	10/16/07
12 VAC 5-421-580	Amended	24:2 VA.R. 163	10/16/07
12 VAC 5-421-590	Amended	24:2 VA.R. 164	10/16/07
12 VAC 5-421-600	Amended	24:2 VA.R. 164	10/16/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 5-421-620	Amended	24:2 VA.R. 164	10/16/07
12 VAC 5-421-670	Amended	24:2 VA.R. 164	10/16/07
12 VAC 5-421-680	Amended	24:2 VA.R. 164	10/16/07
12 VAC 5-421-700	Amended	24:2 VA.R. 164	10/16/07
12 VAC 5-421-720	Amended	24:2 VA.R. 166	10/16/07
12 VAC 5-421-760	Amended	24:2 VA.R. 166	10/16/07
12 VAC 5-421-765	Added	24:2 VA.R. 166	10/16/07
12 VAC 5-421-780	Amended	24:2 VA.R. 166	10/16/07
12 VAC 5-421-790	Amended	24:2 VA.R. 166	10/16/07
12 VAC 5-421-800	Amended	24:2 VA.R. 167	10/16/07
12 VAC 5-421-820	Amended	24:2 VA.R. 167	10/16/07
12 VAC 5-421-830	Amended	24:2 VA.R. 167	10/16/07
12 VAC 5-421-840	Amended	24:2 VA.R. 169	10/16/07
12 VAC 5-421-850	Amended	24:2 VA.R. 169	10/16/07
12 VAC 5-421-860	Amended	24:2 VA.R. 170	10/16/07
12 VAC 5-421-870	Amended	24:2 VA.R. 170	10/16/07
12 VAC 5-421-880	Added	24:2 VA.R. 171	10/16/07
12 VAC 5-421-890	Added	24:2 VA.R. 171	10/16/07
12 VAC 5-421-900	Added	24:2 VA.R. 171	10/16/07
12 VAC 5-421-910	Added	24:2 VA.R. 171	10/16/07
12 VAC 5-421-920	Added	24:2 VA.R. 171	10/16/07
12 VAC 5-421-930	Added	24:2 VA.R. 171	10/16/07
12 VAC 5-421-940	Amended	24:2 VA.R. 172	10/16/07
12 VAC 5-421-950	Amended	24:2 VA.R. 172	10/16/07
12 VAC 5-421-960	Amended	24:2 VA.R. 173	10/16/07
12 VAC 5-421-970	Amended	24:2 VA.R. 173	10/16/07
12 VAC 5-421-990	Amended	24:2 VA.R. 173	10/16/07
12 VAC 5-421-1000	Amended	24:2 VA.R. 173	10/16/07
12 VAC 5-421-1010	Amended	24:2 VA.R. 173	10/16/07
12 VAC 5-421-1020	Amended	24:2 VA.R. 173	10/16/07
12 VAC 5-421-1030	Amended	24:2 VA.R. 173	10/16/07
12 VAC 5-421-1040	Amended	24:2 VA.R. 173	10/16/07
12 VAC 5-421-1070	Amended	24:2 VA.R. 174	10/16/07
12 VAC 5-421-1090	Amended	24:2 VA.R. 174	10/16/07
12 VAC 5-421-1120	Amended	24:2 VA.R. 174	10/16/07
12 VAC 5-421-1200	Amended	24:2 VA.R. 174	10/16/07
12 VAC 5-421-1260	Amended	24:2 VA.R. 174	10/16/07
12 VAC 5-421-1270	Amended	24:2 VA.R. 174	10/16/07
12 VAC 5-421-1300	Amended	24:2 VA.R. 174	10/16/07
12 VAC 5-421-1310	Amended	24:2 VA.R. 174	10/16/07
12 VAC 5-421-1320	Amended	24:2 VA.R. 175	10/16/07
12 VAC 5-421-1330	Amended	24:2 VA.R. 175	10/16/07
12 VAC 5-421-1340	Amended	24:2 VA.R. 175	10/16/07
12 VAC 5-421-1350	Amended	24:2 VA.R. 175	10/16/07
12 VAC 5-421-1360	Amended	24:2 VA.R. 175	10/16/07
12 VAC 5-421-1370	Amended	24:2 VA.R. 176	10/16/07
12 VAC 5-421-1460	Amended	24:2 VA.R. 176	10/16/07
12 VAC 5-421-1510	Amended	24:2 VA.R. 176	10/16/07
12 VAC 5-421-1520	Amended	24:2 VA.R. 176	10/16/07
12 VAC 5-421-1530	Amended	24:2 VA.R. 177	10/16/07
12 VAC 5-421-1540	Amended	24:2 VA.R. 177	10/16/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 5-421-1620	Amended	24:2 VA.R. 177	10/16/07
12 VAC 5-421-1640	Amended	24:2 VA.R. 177	10/16/07
12 VAC 5-421-1660	Amended	24:2 VA.R. 177	10/16/07
12 VAC 5-421-1670	Amended	24:2 VA.R. 178	10/16/07
12 VAC 5-421-1680	Amended	24:2 VA.R. 178	10/16/07
12 VAC 5-421-1690	Amended	24:2 VA.R. 178	10/16/07
12 VAC 5-421-1700	Amended	24:2 VA.R. 178	10/16/07
12 VAC 5-421-1710	Amended	24:2 VA.R. 179	10/16/07
12 VAC 5-421-1720	Amended	24:2 VA.R. 179	10/16/07
12 VAC 5-421-1730	Amended	24:2 VA.R. 179	10/16/07
12 VAC 5-421-1750	Amended	24:2 VA.R. 179	10/16/07
12 VAC 5-421-1760	Amended	24:2 VA.R. 179	10/16/07
12 VAC 5-421-1780	Amended	24:2 VA.R. 179	10/16/07
12 VAC 5-421-1810	Amended	24:2 VA.R. 180	10/16/07
12 VAC 5-421-1820	Amended	24:2 VA.R. 180	10/16/07
12 VAC 5-421-1880	Amended	24:2 VA.R. 180	10/16/07
12 VAC 5-421-1890	Amended	24:2 VA.R. 180	10/16/07
12 VAC 5-421-1900	Amended	24:2 VA.R. 180	10/16/07
12 VAC 5-421-1960	Amended	24:2 VA.R. 181	10/16/07
12 VAC 5-421-2010	Amended	24:2 VA.R. 181	10/16/07
12 VAC 5-421-2080	Amended	24:2 VA.R. 181	10/16/07
12 VAC 5-421-2190	Amended	24:2 VA.R. 181	10/16/07
12 VAC 5-421-2200	Amended	24:2 VA.R. 181	10/16/07
12 VAC 5-421-2210	Amended	24:2 VA.R. 181	10/16/07
12 VAC 5-421-2270	Amended	24:2 VA.R. 181	10/16/07
12 VAC 5-421-2310	Amended	24:2 VA.R. 182	10/16/07
12 VAC 5-421-2320	Amended	24:2 VA.R. 182	10/16/07
12 VAC 5-421-2520	Amended	24:2 VA.R. 182	10/16/07
12 VAC 5-421-2630	Amended	24:2 VA.R. 182	10/16/07
12 VAC 5-421-2680	Amended	24:2 VA.R. 182	10/16/07
12 VAC 5-421-2710	Amended	24:2 VA.R. 182	10/16/07
12 VAC 5-421-2790	Amended	24:2 VA.R. 182	10/16/07
12 VAC 5-421-2810	Amended	24:2 VA.R. 182	10/16/07
12 VAC 5-421-2820	Amended	24:2 VA.R. 183	10/16/07
12 VAC 5-421-2840	Amended	24:2 VA.R. 183	10/16/07
12 VAC 5-421-2850	Amended	24:2 VA.R. 183	10/16/07
12 VAC 5-421-2870	Amended	24:2 VA.R. 183	10/16/07
12 VAC 5-421-2880	Amended	24:2 VA.R. 183	10/16/07
12 VAC 5-421-2930	Amended	24:2 VA.R. 183	10/16/07
12 VAC 5-421-2990	Amended	24:2 VA.R. 184	10/16/07
12 VAC 5-421-3040	Amended	24:2 VA.R. 184	10/16/07
12 VAC 5-421-3120	Amended	24:2 VA.R. 184	10/16/07
12 VAC 5-421-3200	Amended	24:2 VA.R. 184	10/16/07
12 VAC 5-421-3210	Amended	24:2 VA.R. 184	10/16/07
12 VAC 5-421-3230	Amended	24:2 VA.R. 184	10/16/07
12 VAC 5-421-3310	Amended	24:2 VA.R. 184	10/16/07
12 VAC 5-421-3370	Amended	24:2 VA.R. 185	10/16/07
12 VAC 5-421-3380	Amended	24:2 VA.R. 185	10/16/07
12 VAC 5-421-3450	Amended	24:2 VA.R. 185	10/16/07
12 VAC 5-421-3510	Amended	24:2 VA.R. 185	10/16/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
12 VAC 5-421-3560	Amended	24:2 VA.R. 185	10/16/07
12 VAC 5-421-3580	Amended	24:2 VA.R. 185	10/16/07
12 VAC 5-421-3590	Amended	24:2 VA.R. 186	10/16/07
12 VAC 5-421-3620	Amended	24:2 VA.R. 186	10/16/07
12 VAC 5-421-3660	Amended	24:2 VA.R. 186	10/16/07
12 VAC 5-421-3700	Amended	24:2 VA.R. 186	10/16/07
12 VAC 5-421-3750	Amended	24:2 VA.R. 187	10/16/07
12 VAC 5-421-3760	Amended	24:2 VA.R. 188	10/16/07
12 VAC 5-421-3800	Amended	24:2 VA.R. 188	10/16/07
12 VAC 5-421-3815	Added	24:2 VA.R. 188	10/16/07
12 VAC 5-421-3860	Amended	24:2 VA.R. 188	10/16/07
12 VAC 5-421-3900	Amended	24:2 VA.R. 188	10/16/07
12 VAC 5-421-3960	Amended	24:2 VA.R. 189	10/16/07
12 VAC 5-421-3970	Amended	24:2 VA.R. 189	10/16/07
12 VAC 5-421-4000	Amended	24:2 VA.R. 189	10/16/07
12 VAC 5-421-4035	Added	24:2 VA.R. 190	10/16/07
12 VAC 5-421-4050	Amended	24:2 VA.R. 191	10/16/07
12 VAC 5-421-4070	Amended	24:2 VA.R. 191	10/16/07
12 VAC 5-585-70	Amended	24:5 VA.R. 602	12/17/07
12 VAC 5-585-510	Amended	24:5 VA.R. 602	12/17/07
12 VAC 5-585-600	Amended	24:5 VA.R. 607	12/17/07
12 VAC 5-585-610	Amended	24:5 VA.R. 607	12/17/07
12 VAC 5-585-620	Amended	24:5 VA.R. 612	12/17/07
12 VAC 5-585-630	Amended	24:5 VA.R. 614	12/17/07
12 VAC 5-585-760 through 12 VAC 5-585-830	Added	23:25 VA.R. 4298-4301	10/1/07
12 VAC 30-10-820	Added	24:2 VA.R. 191	10/31/07
12 VAC 30-60-500 emer	Added	23:26 VA.R. 4427	8/8/07-8/7/08
12 VAC 30-80-40 emer	Amended	24:3 VA.R. 377	10/1/07-9/30/08
12 VAC 30-120	Erratum	23:24 VA.R. 4080	--
12 VAC 30-120-370 emer	Amended	23:24 VA.R. 4029	9/1/07-8/31/08
12 VAC 30-120-380 emer	Amended	23:24 VA.R. 4032	9/1/07-8/31/08
12 VAC 30-120-1500 through 12 VAC 30-120-1550	Added	24:6 VA.R. 819-829	12/26/07
12 VAC 30-135-100 through 12 VAC 30-135-360	Added	24:2 VA.R. 196-218	12/1/07
12 VAC 35-105-115	Added	24:11 VA.R. 1372	3/5/08
12 VAC 35-115-10 through 12 VAC 35-115-250	Amended	23:25 VA.R. 4301-4340	9/19/07
12 VAC 35-115-90	Erratum	24:6 VA.R. 889	--
12 VAC 35-115-145	Added	23:25 VA.R. 4329	9/19/07
12 VAC 35-115-146	Added	23:25 VA.R. 4330	9/19/07
12 VAC 35-115-160	Repealed	23:25 VA.R. 4332	9/19/07
Title 13. Housing			
13 VAC 5-31	Erratum	23:24 VA.R. 4079	--
13 VAC 5-91	Erratum	23:24 VA.R. 4080	--
13 VAC 5-112-340	Amended	24:8 VA.R. 979	1/23/08
13 VAC 10-40-20	Amended	24:7 VA.R. 911	11/13/07
13 VAC 10-40-60	Amended	24:7 VA.R. 914	11/13/07
13 VAC 10-40-80	Amended	24:7 VA.R. 915	11/13/07
13 VAC 10-40-100	Amended	24:7 VA.R. 916	11/13/07
13 VAC 10-40-110	Amended	24:7 VA.R. 917	11/13/07
13 VAC 10-40-120	Amended	24:7 VA.R. 917	11/13/07
13 VAC 10-40-130	Amended	24:7 VA.R. 917	11/13/07
13 VAC 10-40-170	Amended	24:7 VA.R. 920	11/13/07

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
13 VAC 10-40-190	Amended	24:7 VA.R. 920	11/13/07
13 VAC 10-40-210	Amended	24:7 VA.R. 921	11/13/07
13 VAC 10-40-230	Amended	24:7 VA.R. 921	11/13/07
13 VAC 10-180-10	Amended	24:11 VA.R. 1373	2/4/08
13 VAC 10-180-50	Amended	24:11 VA.R. 1374	2/4/08
13 VAC 10-180-60	Amended	24:11 VA.R. 1376	2/4/08
13 VAC 10-180-60	Amended	24:11 VA.R. 1387	2/4/08
13 VAC 10-180-100	Amended	24:11 VA.R. 1397	2/4/08
Title 14. Insurance			
14 VAC 5-215-20	Amended	23:22 VA.R. 3768	7/1/07
14 VAC 5-215-30	Amended	23:22 VA.R. 3768	7/1/07
14 VAC 5-215-50	Amended	23:22 VA.R. 3769	7/1/07
14 VAC 5-215-60	Amended	23:22 VA.R. 3770	7/1/07
14 VAC 5-215-80	Amended	23:22 VA.R. 3770	7/1/07
14 VAC 5-420-10 through 14 VAC 5-420-60	Added	24:7 VA.R. 926-931	2/15/08
Title 16. Labor and Employment			
16 VAC 15-21-30	Amended	23:23 VA.R. 3933	8/23/07
16 VAC 25-90-1910.6	Amended	24:1 VA.R. 26	12/15/07
16 VAC 25-90-1910.66 Appendix D	Amended	24:1 VA.R. 26	12/15/07
16 VAC 25-90-1910.302 through 16 VAC 25-90-1910.308	Amended	24:1 VA.R. 26	12/15/07
16 VAC 25-90-1910.399 Subpart S Appendix A	Amended	24:1 VA.R. 26	12/15/07
Title 18. Professional and Occupational Licensing			
18 VAC 30-20-80	Amended	24:10 VA.R. 1284	2/20/08
18 VAC 30-20-170	Amended	24:10 VA.R. 1284	2/20/08
18 VAC 30-20-171	Amended	24:10 VA.R. 1285	2/20/08
18 VAC 41-70-10 through 18 VAC 41-70-280	Added	23:25 VA.R. 4349-4359	9/20/07
18 VAC 50-30-10	Amended	24:3 VA.R. 416	11/15/07
18 VAC 50-30-40	Amended	24:3 VA.R. 418	11/15/07
18 VAC 50-30-90	Amended	24:3 VA.R. 419	11/15/07
18 VAC 50-30-100	Amended	24:3 VA.R. 419	11/15/07
18 VAC 50-30-120	Amended	24:3 VA.R. 419	11/15/07
18 VAC 50-30-130	Amended	24:3 VA.R. 420	11/15/07
18 VAC 50-30-190	Amended	24:3 VA.R. 421	11/15/07
18 VAC 50-30-200	Amended	24:3 VA.R. 422	11/15/07
18 VAC 50-30-220	Amended	24:3 VA.R. 422	11/15/07
18 VAC 60-20-17	Amended	24:3 VA.R. 424	11/29/07
18 VAC 60-20-71	Amended	23:23 VA.R. 3934	8/22/07
18 VAC 60-20-220	Amended	24:10 VA.R. 1287	3/10/08
18 VAC 65-10-10 through 18 VAC 65-10-80	Amended	24:2 VA.R. 226-228	11/15/07
18 VAC 65-10-100	Amended	24:2 VA.R. 228	11/15/07
18 VAC 65-10-110	Amended	24:2 VA.R. 228	11/15/07
18 VAC 65-10-120	Amended	24:2 VA.R. 228	11/15/07
18 VAC 85-20-22	Amended	24:11 VA.R. 1404	3/5/08
18 VAC 85-20-140	Amended	24:1 VA.R. 27	10/17/07
18 VAC 85-20-226	Added	24:11 VA.R. 1404	3/5/08
18 VAC 85-20-235	Amended	23:25 VA.R. 4360	9/20/07
18 VAC 85-20-235	Amended	23:25 VA.R. 4361	9/20/07
18 VAC 85-20-290	Amended	23:23 VA.R. 3934	8/22/07
18 VAC 85-20-400 through 18 VAC 85-20-420	Adding	23:25 VA.R. 4362-4363	9/20/07
18 VAC 85-40-35	Amended	24:11 VA.R. 1404	3/5/08

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SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
18 VAC 85-40-61	Amended	24:1 VA.R. 28	10/17/07
18 VAC 85-40-61	Amended	24:1 VA.R. 29	10/18/07
18 VAC 85-40-65	Amended	24:1 VA.R. 28	10/17/07
18 VAC 85-40-67	Added	24:11 VA.R. 1405	3/5/08
18 VAC 85-50-35	Amended	24:11 VA.R. 1405	3/5/08
18 VAC 85-50-58	Amended	24:1 VA.R. 29	10/18/07
18 VAC 85-50-61	Added	24:11 VA.R. 1405	3/5/08
18 VAC 85-80-26	Amended	24:11 VA.R. 1406	3/5/08
18 VAC 85-80-72	Amended	24:1 VA.R. 29	10/18/07
18 VAC 85-80-73	Added	24:11 VA.R. 1406	3/5/08
18 VAC 85-101-25	Amended	24:11 VA.R. 1406	3/5/08
18 VAC 85-101-152	Amended	24:1 VA.R. 30	10/18/07
18 VAC 85-101-153	Added	24:11 VA.R. 1407	3/5/08
18 VAC 85-110-35	Amended	24:11 VA.R. 1407	3/5/08
18 VAC 85-110-155	Amended	24:1 VA.R. 30	10/18/07
18 VAC 85-110-161	Added	24:11 VA.R. 1407	3/5/08
18 VAC 85-120-130	Amended	24:2 VA.R. 229	10/31/07
18 VAC 90-20-30	Amended	23:25 VA.R. 4363	10/1/07
18 VAC 90-20-225	Added	23:25 VA.R. 4364	10/1/07
18 VAC 90-30-10	Amended	24:10 VA.R. 1288	2/20/08
18 VAC 90-30-120	Amended	24:10 VA.R. 1288	2/20/08
18 VAC 90-30-121	Added	24:10 VA.R. 1289	2/20/08
18 VAC 90-30-240	Added	24:3 VA.R. 427	11/29/07
18 VAC 90-40-100	Amended	24:6 VA.R. 831	1/11/08
18 VAC 90-60-100	Amended	24:3 VA.R. 429	11/29/07
18 VAC 95-10-10 through 18 VAC 95-10-80	Amended	24:2 VA.R. 231-232	11/15/07
18 VAC 95-10-100	Amended	24:2 VA.R. 232	11/15/07
18 VAC 95-10-110	Amended	24:2 VA.R. 232	11/15/07
18 VAC 95-10-120	Amended	24:2 VA.R. 232	11/15/07
18 VAC 95-30-10 through 18 VAC 95-30-210	Added	24:6 VA.R. 832-837	1/2/08
18 VAC 105-20-10	Amended	23:22 VA.R. 3791	9/24/07
18 VAC 110-20-10	Amended	24:8 VA.R. 983	1/23/08
18 VAC 110-20-180	Erratum	24:3 VA.R. 444	--
18 VAC 110-20-321	Added	24:8 VA.R. 986	1/23/08
18 VAC 110-20-411 through 18 VAC 110-20-416	Repealed	24:8 VA.R. 986-987	1/23/08
18 VAC 110-30-15	Amended	24:10 VA.R. 1290	2/20/08
18 VAC 110-40-10 through 18 VAC 110-40-50	Amended	24:3 VA.R. 430-431	11/14/07
18 VAC 110-50-10	Amended	24:10 VA.R. 1290	2/20/08
18 VAC 110-50-160	Added	24:10 VA.R. 1291	2/20/08
18 VAC 110-50-170	Added	24:10 VA.R. 1291	2/20/08
18 VAC 110-50-180	Added	24:10 VA.R. 1292	2/20/08
18 VAC 110-50-190	Added	24:10 VA.R. 1292	2/20/08
18 VAC 112-20-81 emer	Added	24:4 VA.R. 497	11/1/07-10/31/08
18 VAC 112-20-90 emer	Amended	24:4 VA.R. 497	11/1/07-10/31/08
18 VAC 112-20-130 emer	Amended	24:4 VA.R. 498	11/1/07-10/31/08
18 VAC 112-20-131 emer	Amended	24:4 VA.R. 498	11/1/07-10/31/08
18 VAC 112-20-150 emer	Amended	24:4 VA.R. 499	11/1/07-10/31/08
18 VAC 120-40-10	Amended	23:24 VA.R. 4038	9/5/07
18 VAC 120-40-15	Added	23:24 VA.R. 4039	9/5/07
18 VAC 120-40-20	Amended	23:24 VA.R. 4039	9/5/07
18 VAC 120-40-60	Repealed	24:3 VA.R. 433	12/29/07

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18 VAC 120-40-80 through 18 VAC 120-40-360	Amended	23:24 VA.R. 4040-4052	9/5/07
18 VAC 120-40-221	Added	23:24 VA.R. 4043	9/5/07
18 VAC 120-40-222	Added	23:24 VA.R. 4043	9/5/07
18 VAC 120-40-295	Added	23:24 VA.R. 4048	9/5/07
18 VAC 120-40-342	Added	23:24 VA.R. 4050	9/5/07
18 VAC 120-40-370	Repealed	23:24 VA.R. 4052	9/5/07
18 VAC 120-40-380	Repealed	23:24 VA.R. 4052	9/5/07
18 VAC 120-40-385	Added	23:24 VA.R. 4052	9/5/07
18 VAC 120-40-390	Amended	23:24 VA.R. 4053	9/5/07
18 VAC 120-40-400	Repealed	23:24 VA.R. 4053	9/5/07
18 VAC 120-40-410	Amended	23:24 VA.R. 4053	9/5/07
18 VAC 120-40-411	Added	23:24 VA.R. 4053	9/5/07
18 VAC 120-40-411.1 through 18 VAC 120-40-411.21	Added	23:24 VA.R. 4054-4064	9/5/07
18 VAC 120-40-415	Added	23:24 VA.R. 4064	9/5/07
18 VAC 120-40-415.1	Added	23:24 VA.R. 4065	9/5/07
18 VAC 120-40-415.2	Added	23:24 VA.R. 4065	9/5/07
18 VAC 120-40-415.3	Added	23:24 VA.R. 4065	9/5/07
18 VAC 120-40-420	Amended	23:24 VA.R. 4066	9/5/07
18 VAC 120-40-430	Amended	23:24 VA.R. 4066	9/5/07
18 VAC 130-20-10	Amended	24:6 VA.R. 838	1/1/08
18 VAC 130-20-30	Amended	24:6 VA.R. 842	1/1/08
18 VAC 130-20-60	Amended	24:6 VA.R. 843	1/1/08
18 VAC 130-20-110	Amended	24:6 VA.R. 844	1/1/08
18 VAC 130-20-170	Amended	24:6 VA.R. 844	1/1/08
18 VAC 130-20-180	Amended	24:6 VA.R. 844	1/1/08
18 VAC 130-20-210	Amended	24:6 VA.R. 846	1/1/08
18 VAC 130-20-220	Amended	24:6 VA.R. 847	1/1/08
18 VAC 130-20-230	Amended	24:6 VA.R. 847	1/1/08
18 VAC 135-20-10	Amended	24:11 VA.R. 1408	4/1/08
18 VAC 135-20-30	Amended	24:11 VA.R. 1409	4/1/08
18 VAC 135-20-60	Amended	24:11 VA.R. 1410	4/1/08
18 VAC 135-20-100	Amended	24:11 VA.R. 1410	4/1/08
18 VAC 135-20-101	Added	24:11 VA.R. 1412	4/1/08
18 VAC 135-20-105	Amended	24:11 VA.R. 1413	4/1/08
18 VAC 135-20-160	Amended	24:11 VA.R. 1413	4/1/08
18 VAC 135-20-170	Amended	24:11 VA.R. 1414	4/1/08
18 VAC 135-20-180	Amended	24:11 VA.R. 1414	4/1/08
18 VAC 135-20-190	Amended	24:11 VA.R. 1416	4/1/08
18 VAC 135-20-210	Amended	24:11 VA.R. 1417	4/1/08
18 VAC 135-20-220	Amended	24:11 VA.R. 1417	4/1/08
18 VAC 135-20-280	Amended	24:11 VA.R. 1417	4/1/08
18 VAC 135-20-300	Amended	24:11 VA.R. 1418	4/1/08
18 VAC 135-20-345	Added	24:11 VA.R. 1418	4/1/08
18 VAC 135-20-360	Amended	24:11 VA.R. 1419	4/1/08
18 VAC 135-20-370	Amended	24:11 VA.R. 1419	4/1/08
18 VAC 135-20-390	Amended	24:11 VA.R. 1420	4/1/08
18 VAC 135-30 (Forms)	Amended	24:1 VA.R. 41	--
18 VAC 135-40 (Forms)	Amended	24:1 VA.R. 43	--
18 VAC 135-50-10	Amended	23:22 VA.R. 3794	9/22/07
18 VAC 135-50-20	Amended	23:22 VA.R. 3795	9/22/07

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18 VAC 135-50-220	Amended	23:22 VA.R. 3795	9/22/07
18 VAC 135-50-400	Amended	23:22 VA.R. 3795	9/22/07
18 VAC 135-60-60	Amended	24:9 VA.R. 1230	3/1/08
18 VAC 150-10-10	Amended	23:23 VA.R. 3937	10/7/07
18 VAC 150-10-20	Amended	23:23 VA.R. 3937	10/7/07
18 VAC 150-10-30	Amended	23:23 VA.R. 3937	10/7/07
18 VAC 150-10-40	Amended	23:23 VA.R. 3938	10/7/07
18 VAC 150-10-50	Amended	23:23 VA.R. 3938	10/7/07
18 VAC 150-10-60	Amended	23:23 VA.R. 3938	10/7/07
18 VAC 150-10-70	Amended	23:23 VA.R. 3938	10/7/07
18 VAC 150-10-80	Amended	23:23 VA.R. 3938	10/7/07
18 VAC 150-10-100	Amended	23:23 VA.R. 3939	10/7/07
18 VAC 150-10-110	Amended	23:23 VA.R. 3939	10/7/07
18 VAC 150-10-120	Amended	23:23 VA.R. 3939	10/7/07
18 VAC 150-20-30	Amended	24:3 VA.R. 436	11/29/07
18 VAC 150-20-100	Amended	24:3 VA.R. 436	11/29/07
18 VAC 150-20-140	Amended	24:3 VA.R. 437	11/29/07
18 VAC 150-20-220	Added	24:3 VA.R. 438	11/29/07
18 VAC 150-20-230	Added	24:3 VA.R. 438	11/29/07
18 VAC 150-20-240	Added	24:3 VA.R. 438	11/29/07
Title 19. Public Safety			
19 VAC 30-20-115	Added	24:11 VA.R. 1421	3/6/08
19 VAC 30-70-6	Amended	24:8 VA.R. 988	3/1/08
19 VAC 30-70-7	Amended	24:8 VA.R. 988	3/1/08
19 VAC 30-70-9	Amended	24:8 VA.R. 989	3/1/08
19 VAC 30-70-10	Amended	24:8 VA.R. 991	3/1/08
19 VAC 30-70-40	Amended	24:8 VA.R. 994	3/1/08
19 VAC 30-70-50	Amended	24:8 VA.R. 995	3/1/08
19 VAC 30-70-60	Amended	24:8 VA.R. 997	3/1/08
19 VAC 30-70-80	Amended	24:8 VA.R. 998	3/1/08
19 VAC 30-70-90	Amended	24:8 VA.R. 1001	3/1/08
19 VAC 30-70-110 through 19 VAC 30-70-660	Amended	24:8 VA.R. 1001-1070	3/1/08
19 VAC 30-170-15	Amended	24:2 VA.R. 233	10/1/07
19 VAC 30-170-50	Amended	24:2 VA.R. 233	10/1/07
19 VAC 30-190-10 through 19 VAC 30-190-140	Added	24:11 VA.R. 1421-1423	3/6/08
Title 20. Public Utilities and Telecommunications			
20 VAC 5-417-10	Amended	24:4 VA.R. 513	10/9/07
20 VAC 5-417-50	Amended	24:4 VA.R. 513	10/9/07
Title 21. Securities and Retail Franchising			
21 VAC 5-10-40	Amended	23:23 VA.R. 3940	7/1/07
21 VAC 5-20-65	Added	23:23 VA.R. 3942	7/1/07
21 VAC 5-20-95	Added	23:23 VA.R. 3942	7/1/07
21 VAC 5-20-280	Amended	23:23 VA.R. 3943	7/1/07
21 VAC 5-20-330	Amended	23:23 VA.R. 3947	7/1/07
21 VAC 5-80-65	Added	23:23 VA.R. 3949	7/1/07
21 VAC 5-80-160	Amended	23:23 VA.R. 3950	7/1/07
21 VAC 5-80-200	Amended	23:23 VA.R. 3954	7/1/07
21 VAC 5-110	Erratum	23:24 VA.R. 4079	--
21 VAC 5-110-65	Added	23:23 VA.R. 3959	7/1/07
21 VAC 5-110-75	Added	23:23 VA.R. 3960	7/1/07
Title 22. Social Services			

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22 VAC 15-30-310	Amended	24:10 VA.R. 1295	3/6/08
22 VAC 40-35-10	Amended	23:23 VA.R. 3962	9/1/07
22 VAC 40-35-80	Amended	23:23 VA.R. 3965	9/1/07
22 VAC 40-35-90	Amended	23:23 VA.R. 3965	9/1/07
22 VAC 40-35-100	Amended	23:23 VA.R. 3966	9/1/07
22 VAC 40-41-10 through 22 VAC 40-41-50	Amended	23:22 VA.R. 3796-3799	9/1/07
22 VAC 40-41-55	Amended	23:22 VA.R. 3799	9/1/07
22 VAC 40-41-60	Amended	23:22 VA.R. 3799	9/1/07
22 VAC 40-72-55	Added	24:5 VA.R. 616	12/12/07
22 VAC 40-72-367	Added	24:5 VA.R. 616	12/12/07
22 VAC 40-72-930	Amended	24:1 VA.R. 38	11/1/07
22 VAC 40-72-960	Amended	24:1 VA.R. 39	11/1/07
22 VAC 40-375-10 through 22 VAC 40-375-60	Repealed	24:5 VA.R. 616	12/12/07
22 VAC 40-470-10	Amended	24:9 VA.R. 1231	2/6/08
22 VAC 40-685-30	Amended	24:9 VA.R. 1231	2/6/08
22 VAC 40-770-10 through 22 VAC 40-770-160	Repealed	24:2 VA.R. 234	11/1/07
22 VAC 40-771-10 through 22 VAC 40-771-160	Added	24:2 VA.R. 234-242	11/1/07
22 VAC 42-10-10 through 22 VAC 42-10-1000	Repealed	24:6 VA.R. 849	12/28/07
22 VAC 42-11-10 through 22 VAC 42-11-1090	Added	24:6 VA.R. 850-885	12/28/07
Title 23. Taxation			
23 VAC 10-210-485	Amended	23:24 VA.R. 4069	9/6/07
23 VAC 10-210-693 emer	Amended	23:25 VA.R. 4364	7/26/07-07/25/08
23 VAC 10-210-6041	Amended	23:24 VA.R. 4068	9/6/07
23 VAC 10-210-6042	Amended	23:24 VA.R. 4069	9/6/07
23 VAC 10-210-6043	Amended	23:24 VA.R. 4069	9/6/07
23 VAC 10-240-20 through 23 VAC 10-240-60	Repealed	23:25 VA.R. 4372-4373	10/04/07
23 VAC 10-240-100	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-130	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-140	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-150	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-200	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-210	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-240	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-270	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-280	Repealed	23:25 VA.R. 4373	10/04/07
23 VAC 10-240-300	Repealed	23:25 VA.R. 4374	10/04/07
23 VAC 10-240-310	Repealed	23:25 VA.R. 4374	10/04/07
23 VAC 10-240-330	Repealed	23:25 VA.R. 4374	10/04/07
23 VAC 10-240-340	Repealed	23:25 VA.R. 4374	10/04/07
23 VAC 10-240-360	Repealed	23:25 VA.R. 4374	10/04/07
23 VAC 10-240-380	Repealed	23:25 VA.R. 4374	10/04/07
23 VAC 10-240-400	Repealed	23:25 VA.R. 4375	10/04/07
23 VAC 10-240-420	Repealed	23:25 VA.R. 4375	10/04/07
23 VAC 10-240-430	Repealed	23:25 VA.R. 4375	10/04/07
23 VAC 10-240-450	Repealed	23:25 VA.R. 4375	10/04/07
23 VAC 10-240-460	Repealed	23:25 VA.R. 4375	10/04/07
Title 24. Transportation and Motor Vehicles			
24 VAC 20-120-10 through 24 VAC 20-120-180	Repealed	24:4 VA.R. 516	1/1/08
24 VAC 20-121-10 through 24 VAC 20-121-220	Adding	24:4 VA.R. 516-529	1/1/08
24 VAC 22-20-10	Amended	24:3 VA.R. 439	12/1/07

Cumulative Table of VAC Sections Adopted, Amended, or Repealed

SECTION NUMBER	ACTION	CITE	EFFECTIVE DATE
24 VAC 22-20-20	Amended	24:3 VA.R. 440	12/1/07
24 VAC 27-10-10 through 24 VAC 27-10-120	Added	23:24 VA.R. 4071-4075	9/20/07
24 VAC 30-45-10	Added	24:2 VA.R. 243	10/1/07
24 VAC 30-45-20	Added	24:2 VA.R. 243	10/1/07
24 VAC 30-45-30	Added	24:2 VA.R. 244	10/1/07
24 VAC 30-200-10	Amended	24:4 VA.R. 529	11/28/07
24 VAC 30-200-20	Amended	24:4 VA.R. 530	11/28/07
24 VAC 30-200-30	Amended	24:4 VA.R. 531	11/28/07
24 VAC 30-200-35	Added	24:4 VA.R. 532	11/28/07
24 VAC 30-200-40	Amended	24:4 VA.R. 533	11/28/07

PETITIONS FOR RULEMAKING

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARDS OF NURSING AND MEDICINE

Initial Agency Notice

Titles of Regulations: **18VAC90-30. Regulations Governing the Licensure of Nurse Practitioners.**

18VAC 90-40. Regulations for Prescriptive Authority for Licensed Nurse Practitioners.

Statutory Authority: §§54.1-2400 and 54.1-2957.01 of the Code of Virginia.

Name of Petitioner: Aida Faline Johnson and Donald E. Johnson.

Nature of Petitioner's Request: To amend regulations to modify the definition of a "licensed physician"; remove all requirements for nurse practitioners to develop and sign practice agreements with physicians; require a nurse practitioner to work for at least two years as a RN in a hospital or medical facility.

Agency's Plan for Disposition of Request: The board will publish the petition for rulemaking and request comment for 21 days, after which the request for amendments will be considered by the Committee of the Joints Boards of Nursing and Medicine for a recommendation on action by the boards.

Comments may be submitted until March 10, 2008.

Agency Contact: Jay P. Douglas, Executive Director, Board of Nursing, 9960 Mayland Drive, Richmond, VA 23233-1463, telephone (804) 367-4515, FAX (804) 527-4455, or email jay.douglas@dhp.virginia.gov.

VA.R. Doc. No. R08-07; Filed January 22, 2008, 10:59 a.m.

REGULATIONS

For information concerning the different types of regulations, see the Information Page.

Symbol Key

Roman type indicates existing text of regulations. Underscored language indicates proposed new text. Language that has been stricken indicates proposed text for deletion. Brackets are used in final regulations to indicate changes from the proposed regulation.

TITLE 4. CONSERVATION AND NATURAL RESOURCES

MARINE RESOURCES COMMISSION

REGISTRAR'S NOTICE: The following regulations filed by the Marine Resources Commission are exempt from the Administrative Process Act in accordance with §2.2-4006 A 12 of the Code of Virginia; however, the commission is required to publish the full text of final regulations.

Final Regulation

Title of Regulation: **4VAC20-320. Pertaining to the Taking of Black Drum (amending 4VAC20-320-50).**

Statutory Authority: §28.2-201 of the Code of Virginia.

Effective Date: February 1, 2008.

Agency Contact: Brandy L. Battle, Agency Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002, or email brandy.battle@mrc.virginia.gov.

Summary:

This amendment allows the use of fish gill nets less than five inches in stretched mesh in the special management area.

4VAC20-320-50. Special management area/time restrictions.

A. It shall be unlawful for any person to place, set, or fish gill nets or trotlines from 7 a.m. to 8:30 p.m. of each day for the period of May 1 to June 7, dates inclusive, in the southeastern portion of the Chesapeake Bay in the area bounded by a line drawn from the Cape Charles Jetty to the 36A Buoy to the RN-28 Buoy, then south along the Baltimore Channel to the Fourth Island of the Chesapeake Bay Bridge Tunnel, then north along Chesapeake Bay Bridge Tunnel to Fisherman's Island then north along the coast, returning to the Cape Charles Jetty, except as described in subsection B of this section.

B. It shall be lawful to place, set, or fish gill nets less than five inches in stretched mesh in the special management area as described in subsection A of this section.

VA.R. Doc. No. R08-1137; Filed January 28, 2008, 3:20 p.m.

Final Regulation

Title of Regulation: **4VAC20-530. Pertaining to American Shad (amending 4VAC20-530-20; repealing 4VAC20-530-32).**

Statutory Authority: §28.2-201 of the Code of Virginia.

Effective Date: February 1, 2008.

Agency Contact: Brandy L. Battle, Agency Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002, or email brandy.battle@mrc.virginia.gov.

Summary:

The amendment repeals the section of the regulation pertaining to the Spawning Reaches Bycatch Area fishery.

4VAC20-530-20. Definition.

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

"Bycatch area" means those tidal waters of (i) the James River, from the James River Bridge upstream to a line connecting Dancing Point and New Sunken Meadow Creek; (ii) the York River, from the George P. Coleman Bridge upstream to the Rt. 33 Eltham and Lord Delaware bridges at West Point; and (iii) the Rappahannock River, from the Norris Bridge upstream to the Rt. 360 Downing Bridge at Tappahannock.

"Chesapeake Bay" means all Virginia tidal waters west of the Colregs Demarcation Line that connect the Cape Henry Lighthouse in Virginia Beach to the Cape Charles Lighthouse on Smith Island.

"Coastal area" means all Virginia tidal waters east of the Colregs Demarcation Line that connect the Cape Henry Lighthouse in Virginia Beach to the Cape Charles Lighthouse on Smith Island.

"~~Spawning Reaches Bycatch Area~~" means those tidal waters of (i) the James River, ~~from a line connecting Dancing Point and New Sunken Meadow Creek, upstream to the 14th Street Bridge in Richmond;~~ (ii) ~~the York River and its tributaries, from the Rt. 33 Eltham and Lord Delaware bridges at West Point, upstream in the Pamunkey River to a line connecting Liberty Hall and the opposite shore and upstream in the Mattaponi River to the Route 360 Bridge at Aylett;~~ and (iii)

the Rappahannock River, from the Rt. 360 Downing Bridge at Tappahannock, upstream to the Route 1 Falmouth Bridge.

4VAC20-530-32. Spawning Reaches Bycatch Area fishery. (Repealed.)

A. Any registered commercial fisherman meeting the conditions described in this section shall be eligible to participate in the American shad bycatch fishery in the Spawning Reaches Bycatch Area in 2007, as described in 4VAC20-530-20:

1. The registered commercial fisherman shall have reported harvests of striped bass from the Spawning Reaches Bycatch Area during the months of February or March in at least five years during the 1996 through 2005 period.
2. The registered commercial fisherman shall apply for a VMRC American Shad Spawning Reaches Bycatch Permit and possess that permit while fishing, landing, or selling his bycatch of American shad.
3. The registered commercial fisherman shall complete the VMRC American Shad Spawning Reaches Bycatch Survey Form to describe his pending fishing activity.

B. Except as described in subsection C of this section, it shall be unlawful for any person to possess aboard a vessel more than five American shad in any one day. When more than one registered and permitted fisherman is fishing on the same vessel, it shall be unlawful to possess more than five American shad aboard that vessel in any one day, except as described in subsection C of this section.

C. In any one day it shall be unlawful for any person permitted to harvest American shad as bycatch from the Spawning Reaches Bycatch Area to possess aboard a vessel or land any American shad if that person takes, harvests or possesses any American shad from the bycatch area described in 4VAC20-530-20 during that same day.

D. It shall be unlawful for any person to possess aboard a vessel or land any American shad from the Spawning Reaches Bycatch Area unless that person possesses at least an equal number of fish of only the following food-grade species: spot, croaker, bluefish, catfish, striped bass or white perch.

E. Possession of American shad by any person permitted in accordance with this section shall be lawful only when those American shad were harvested from the Spawning Reaches Bycatch Area, except as provided in 4VAC20-530-31 and subsection C of this section.

F. American shad harvested only as bycatch by anchored gill nets and staked gill nets may be possessed or retained for sale in accordance with the provisions of this regulation. It shall be unlawful for any person to harvest, land or possess any American shad taken by any commercial gear, except anchored gill net or staked gill net or any recreational gear.

G. Every fisherman permitted for the bycatch of American shad from the Spawning Reaches Bycatch Area shall contact the commission's interactive voice response system once weekly to report the following for the preceding weekly period: name, registration number, number of fishing trips taken, water body fished, number of nets set, number of American shad caught, and number retained.

VA.R. Doc. No. R08-1102; Filed January 28, 2008, 3:12 p.m.

Final Regulation

Title of Regulation: **4VAC20-720. Pertaining to Restrictions on Oyster Harvest (amending 4VAC20-720-40, 4VAC20-720-50, 4VAC20-720-60, 4VAC20-720-80).**

Statutory Authority: §28.2-201 of the Code of Virginia.

Effective Date: February 1, 2008.

Agency Contact: Brandy L. Battle, Agency Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002, or email brandy.battle@mrc.virginia.gov.

Summary:

These amendments (i) reopen the James River Hand Scrape Area and Thomas Rock Hand Scrape Area (James River) from February 1, 2008, through March 31, 2008, and (ii) close the James River Hand Scrape Area and the Thomas Rock Hand Scrape Area (James River) from January 1, 2008, through January 31, 2008, and April 1, 2008, through September 30, 2008.

4VAC20-720-40. Open season and areas.

The lawful seasons and areas for the harvest of oysters from the public oyster grounds and unassigned grounds are as follows:

1. James River Seed Area, including the Deep Water Shoal State Replenishment Seed Area: October 1, 2007, through April 30, 2008.
2. Seaside of Eastern Shore: for clean cull oysters only, October 1, 2007, through January 31, 2008.
3. The following areas shall be opened from October 1, 2007, through December 31, 2007: the Rappahannock River Areas 8 and 9; the Nomini River Hand Scrape Area; the James River Hand Scrape Area; the Upper Chesapeake Bay (Blackberry Hangs Hand Scrape Area); the York River Hand Scrape Area; and Deep Rock Patent Tong Area (Lower Chesapeake Bay); and the Thomas Rock Hand Scrape Area (James River).
4. The Rappahannock River Rotation Areas 1 and 6: October 1, 2007, through November 30, 2007.

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5. Tangier - Pocomoke Sounds Rotation Area 1: December 1, 2007, through February 28 29, 2008.

6. The James River Hand Scrape Area and the Thomas Rock Hand Scrape Area (James River): October 1, 2007, through December 31, 2007, and February 1, 2008, through March 31, 2008.

4VAC20-720-50. Closed harvest season and areas.

It shall be unlawful for any person to harvest oysters from the following areas during the specified periods:

1. All public oyster grounds and unassigned grounds in the Chesapeake Bay and its tributaries, including the tributaries of the Potomac River, except those areas listed in 4VAC20-720-40, are closed: October 1, 2007, through September 30, 2008.

2. James River Seed Area, including the Deep Water Shoal State Replenishment Seed Area: May 1, 2008, through September 30, 2008.

3. All public oyster grounds and unassigned grounds on the Seaside of Eastern Shore: for clean cull oysters, February 1, 2008, through September 30, 2008, and for seed oysters, all year.

4. The following areas shall be closed from January 1, 2008, through September 30, 2008: Rappahannock River Areas 8 and 9; the Nomini River Hand Scrape Area; ~~the James River Hand Scrape Area~~; Deep Rock Patent Tong Area (Lower Chesapeake Bay); ~~the Thomas Rock Hand Scrape Area (James River)~~ and the Upper Chesapeake Bay (Blackberry Hangs Hand Scrape Area); and the York River Hand Scrape Area.

5. The Rappahannock River Rotation Areas 1 and 6: December 1, 2007, through September 30, 2008.

6. Tangier - Pocomoke Sounds Rotation Area 1: October 1, 2007, through November 30, 2007, and March 1, 2008, through September 30, 2008.

7. The James River Hand Scrape Area and the Thomas Rock Hand Scrape Area (James River): January 1, 2008, through January 31, 2008, and April 1, 2008, through September 30, 2008.

4VAC20-720-60. Day and time limit.

A. It shall be unlawful to take, catch or possess oysters on Saturday and Sunday from the public oyster grounds or unassigned grounds in the waters of the Commonwealth of Virginia, except that this provision shall not apply to any person harvesting no more than one bushel per day by hand or ordinary tong for household use only during the season when the public oyster grounds or unassigned grounds are legally open for harvest. The presence of any gear normally associated with the harvesting of oysters on board the boat or

other vehicle used during any harvesting under this exception shall be prima facie evidence of violation of this chapter.

B. It shall be unlawful for any person to harvest or attempt to harvest oysters prior to sunrise or after 2 p.m. from the areas described in subdivisions 1, 3 ~~and~~ 5, ~~and~~ 6 of 4VAC20-720-40, except as described in 4VAC20-720-105.

C. It shall be unlawful for any person to harvest or attempt to harvest oysters in the Rappahannock River Rotation Areas 1 and 6 prior to 7 a.m. and after 1 p.m.

D. It shall be unlawful for a boat with an oyster dredge aboard to leave the dock until one hour before sunrise or return to the dock after sunset.

E. It shall be unlawful for a boat with a hand scrape aboard to leave the dock until one-half hour before sunrise or return to the dock after sunset.

4VAC20-720-80. Quotas and harvest limits.

A. In the James River Seed Area, including the Deep Water Shoal State Replenishment Seed Area, there shall be an oyster harvest quota of 80,000 bushels of seed oysters. It shall be unlawful for any person to harvest seed oysters from the James River Seed Area after the 80,000 bushel quota has been reached. In the James River Seed Area, including the Deep Water Shoal State Replenishment Seed Area, there shall be an oyster harvest quota of 15,000 bushels of clean cull oysters. It shall be unlawful for any person to harvest clean cull oysters from the James River Seed Area, including the Deep Water Shoal State Replenishment Seed Area, after the 15,000 bushel quota has been reached.

B. The lawful daily limit of clean cull oysters harvested from the areas as described in subdivisions 3 ~~and~~ 4, ~~and~~ 6 of 4VAC20-720-40 shall be determined by the number of registered commercial fishermen licensees on board the vessel multiplied by eight bushels. It shall be unlawful to possess on board any vessel or to land more than the daily limit of clean cull oysters.

C. In the Tangier - Pocomoke Sounds Rotation Area 1, where harvesting is allowed by dredge, there shall be a harvest limit of eight bushels per registered commercial fisherman licensee on board the vessel. It shall be unlawful for any registered commercial fisherman licensee to possess more than eight bushels per day. No blue crab bycatch is allowed. It shall be unlawful to possess on board any vessel more than 250 hard clams.

D. Harvesters who export the oysters to an out-of-state market or do not sell the oysters to a licensed and Department of Health certified Virginia buyer but sell the oysters directly to the public for human consumption shall report oysters harvested on a daily basis and pay oyster taxes weekly.

VA.R. Doc. No. R08-1135; Filed January 28, 2008, 3:17 p.m.

Final Regulation

Title of Regulation: 4VAC20-1040. Pertaining to Crabbing Licenses (adding 4VAC20-1040-35).

Statutory Authority: §28.2-201 of the Code of Virginia.

Effective Date: February 1, 2008.

Agency Contact: Brandy L. Battle, Agency Regulatory Coordinator, Marine Resources Commission, 2600 Washington Avenue, 3rd Floor, Newport News, VA 23607, telephone (757) 247-2248, FAX (757) 247-2002, or email brandy.battle@mrc.virginia.gov.

Summary:

This amendment establishes December 17, 2007, as the control date for management of all blue crab fisheries in Virginia.

4VAC20-1040-35. Control date.

The commission hereby establishes December 17, 2007, as the control date for management of all blue crab fisheries in Virginia. Participation by any individual in a crab fishery after the control date will not be considered in the calculation or distribution of crabbing rights should further entry limitations be established. Any individual entering the crab fishery after the control date will have no right to future participation in the crab fishery should further entry limitations be established.

VA.R. Doc. No. R08-1146; Filed January 28, 2008, 3:27 p.m.



TITLE 14. INSURANCE

STATE CORPORATION COMMISSION

Final Regulation

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: 14VAC5-270. Rules Governing Annual Audited Financial Reports (amending 14VAC5-270-10 through 14VAC5-270-150, 14VAC5-270-170, 14VAC5-270-180, adding 14VAC5-270-144, 14VAC5-270-146, 14VAC5-270-148, 14VAC5-270-174).

Statutory Authority: §§12.1-13 and 38.2-223 of the Code of Virginia.

Effective Date: January 1, 2010.

Agency Contact: Raquel Pino-Moreno, Principal Insurance Analyst, State Corporation Commission, 1300 East Main Street, 6th Floor, P.O. Box 1157, Richmond, VA 23218, telephone (804) 371-9499, FAX (804) 371-9511, or email raquel.pino-moreno@scc.virginia.gov.

Summary:

The amendments incorporate the revisions made by the National Association of Insurance Commissioners to its Annual Financial Reporting Model Regulation, which requires insurers and designated entities to comply with certain best business practices related to auditor independence, corporate governance, and internal controls over financial reporting. These revisions need to be promulgated two years in advance, because it will require affected insurers and designated entities to include two new reports with their current annual audited financial report filings. It will also require a change in the rotation period of the qualified independent certified public accountant (accountant) from the current seven-year rotation to a five-year rotation. Affected insurers and designated entities need time to review the new reporting requirements and to amend current agreements to allow for the five-year accountant rotation.

AT RICHMOND, JANUARY 23, 2008

COMMONWEALTH OF VIRGINIA

At the relation of the

STATE CORPORATION COMMISSION

CASE NO. INS-2007-00280

Ex Parte: In the matter of Adopting Revisions to the Rules Governing Annual Audited Financial Reports

ORDER ADOPTING RULES

By order entered herein September 26, 2007, all interested persons were ordered to take notice that subsequent to October 29, 2007, the State Corporation Commission ("Commission") would consider the entry of an order adopting revisions proposed by the Bureau of Insurance ("Bureau") entitled Rules Governing Annual Audited Financial Reports, set forth in Chapter 270 of Title 14 of the Virginia Administrative Code, unless on or before October 29, 2007, any person objecting to the adoption of the proposed new rules filed a request for hearing with the Clerk of the Commission ("Clerk").

The Order to Take Notice also required all interested persons to file their comments in support of or in opposition to the proposed revised rules on or before October 29, 2007.

On October 29, 2007, State Farm Mutual Automobile Insurance Company and its affiliates ("State Farm") filed comments to the proposed revisions and a request for hearing

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with the Clerk's Office. State Farm stated that it was opposed to the proposed revisions due to concerns regarding the cost of complying with the proposed amendments, as well as its belief that the impact of imposing the new requirements would far outweigh any potential benefit to the citizens of the Commonwealth of Virginia.

On October 30, 2007, The National Association of Mutual Insurance Companies ("NAMIC") filed comments to the proposed revisions with the Clerk. NAMIC opposed the adoption of the rules on similar grounds as State Farm. It requested a hearing, but made its request contingent on the Commission granting a hearing at the request of any other interested party.

On October 29, 2007, American Council of Life Insurers, American Insurance Association, America's Health Insurance Plans, Blue Cross Blue Shield Association, Property Casualty Insurers Association of America, and Reinsurance Association of America ("the Associations") collectively filed comments with the Clerk, in which they supported adoption of the rules on the grounds that they were limited in scope and enhanced the regulatory oversight of insurers without undue burden on the industry.

On December 12, 2007, the Commission entered an Order scheduling a hearing for February 6, 2008. The Order directed that any parties intending to appear and be heard at the hearing were to file a written notice of their intention to do so with the Clerk on or before January 6, 2008.

On January 4, 2008, the Property Casualty Insurers Association of America, by counsel, filed with the Clerk a request reserving the right to appear and be heard at the hearing scheduled for January 1, 2010, if such hearing was held.

On January 9, 2008, State Farm filed a letter with the Clerk withdrawing its request for a hearing.

Because NAMIC's request for a hearing was contingent upon the Commission granting a hearing at the request of any other interested party, it appears that a hearing in this matter is no longer necessary.

THE COMMISSION, having considered the proposed revisions and the filed comments, is of the opinion that the attached revisions to the rules should be adopted.

IT IS THEREFORE ORDERED THAT:

(1) The revisions at Chapter 270 of Title 14 of the Virginia Administrative Code entitled "Rules Governing Annual Audited Financial Reports" which amend the rules at 14 VAC 5-270-10 through 14 VAC 5-270-150, 14 VAC 5-270-170 and 14 VAC 5-270-180 and add new proposed rules at 14 VAC 5-270-144, 14 VAC 5-270-146, 14 VAC 5-270-148, and 14 VAC 5-270-174, and which are attached hereto and made a part hereof, should be, and they are hereby, ADOPTED to be effective January 1, 2010.

(2) AN ATTESTED COPY hereof, shall be sent by the Clerk of the Commission to the Bureau of Insurance in care of Deputy Commissioner Douglas C. Stolte, who forthwith shall give further notice of the adoption of the revisions to the rules by mailing a copy of this Order, including a clean copy of the attached final revised rules, to all licensed insurers, home protection companies, burial societies, fraternal benefit societies, health service plans, health maintenance organizations, legal services plans, dental or optometric services plans and dental plan organizations authorized by the Commission pursuant to Title 38.2 of the Code of Virginia, and certain interested parties designated by the Bureau of Insurance.

(3) The Commission's Division of Information Resources forthwith shall cause a copy of this Order, including a copy of the attached new rules, to be forwarded to the Virginia Registrar of Regulations for appropriate publication in the Virginia Register of Regulations and shall make this Order and the attached new rules available on the Commission's website, <http://www.scc.virginia.gov/caseinfo.htm>.

(4) The Bureau of Insurance shall file with the Clerk of the Commission an affidavit of compliance with the notice requirements of paragraph (2) of this Order.

CHAPTER 270

RULES GOVERNING ANNUAL AUDITED FINANCIAL REPORTS REPORTING

14VAC5-270-10. Purpose.

The purpose of this chapter is to improve the ~~Commission's monitoring commission's surveillance~~ of the financial condition of licensed companies by requiring (i) an annual examination audit of financial statements reporting the financial position and the results of operations of insurers by an Independent Certified Public Accountant of the financial statements reporting the financial position and the results of operations of insurers independent certified public accountant, (ii) Communicating Internal Control Related Matters Identified in an Audit, and (iii) Management's Report of Internal Control over Financial Reporting.

14VAC5-270-20. Applicability.

This chapter ~~(14VAC5-270-10 et seq.)~~ shall apply to all life, accident and ~~health~~, sickness, and property and casualty insurers licensed to transact the business of insurance in ~~Virginia this Commonwealth~~ under Chapter 10 (§38.2-1000 et seq.) of Title 38.2 of the Code of Virginia and all other ~~organizations entities~~ licensed to do business under any one or more of the following chapters of Title 38.2 of the Code of Virginia, subject to the limitations and/or exemptions as further stated in this chapter: ;

1. Chapter 11 - Captive Insurers.
2. Chapter 12 - Reciprocal Insurance.

- 3. Chapter 25 - Mutual Assessment Property and Casualty Insurers.
- 4. Chapter 26 (Article 1) - Home Protection Companies.
- ~~5. Chapter 38 - Cooperative Nonprofit Life Benefit Companies.~~
- ~~6. Chapter 39 - Mutual Assessment Life, Accident and Sickness Insurers.~~
- ~~7. 5. Chapter 40 - Burial Societies.~~
- ~~8. 6. Chapter 41 - Fraternal Benefit Societies.~~
- ~~9. 7. Chapter 42 - Health Services Plans.~~
- ~~10. 8. Chapter 43 - Health Maintenance Organizations.~~
- ~~11. 9. Chapter 44 - Legal Services Plans.~~
- ~~12. 10. Chapter 45 - Dental or Optometric Services Plans.~~
- ~~13. 11. Chapter 46 - Title Insurance.~~
- 12. Chapter 61 - Dental Plan Organizations.

14VAC5-270-30. Scope.

This chapter (~~14VAC5-270-10 et seq.~~) shall apply to all ~~organizations~~ entities listed in 14VAC5-270-20, hereinafter referred to as "insurers." Insurers having direct premiums written of less than \$1 million in any calendar year and having less than 1,000 policyholders or certificate holders of ~~directly~~ direct written policies at the end of such calendar year are exempt from the requirements of this chapter for such year unless the commission deems that compliance with the reporting requirements of this chapter is necessary to establish the financial condition of an insurer. Insurers having assumed premiums of \$1 million or more pursuant to contracts and/or treaties of reinsurance will not be so exempt.

Foreign or alien insurers filing the Audited Financial ~~Reports~~ Report in another state, pursuant to that state's requirements for filing ~~of~~ Audited Financial Reports and where ~~such~~ the requirements have been found by the commission to be substantially similar to the requirements herein, are exempt from ~~this chapter~~ 14VAC5-270-50 through 14VAC5-270-140 if:

- 1. ~~Copies~~ A copy of the Audited Financial Report, the ~~Report on Significant Deficiencies in Internal Controls Communicating Internal Control Related Matters Identified in an Audit,~~ and the Accountant's Letter of Qualifications, which are filed with ~~such~~ the other state, are filed with the commission in accordance with the filing dates specified in 14VAC5-270-50, 14VAC5-270-120, and 14VAC5-270-130, respectively; (Canadian insurers may submit accountants' reports as filed with the Canadian Office of the Superintendent of Financial Institutions); ~~and~~

- 2. A copy of any Notification of Adverse Financial Condition Report filed with ~~such~~ the other state is filed with the commission within the time specified in 14VAC5-270-110.

Foreign or alien insurers required to file Management's Report of Internal Control over Financial Reporting in another state are exempt from filing the report in this Commonwealth provided the other state has substantially similar reporting requirements and the report is filed with the commissioner of the other state within the time specified.

This provision shall not prohibit, preclude or in any way limit the commission's rights with respect to workpapers described in 14VAC5-270-140 ~~of this chapter~~ or its rights concerning the ordering and/or conducting and/or performing of examinations of insurers under Title 38.2 of the Code of Virginia.

14VAC5-270-40. Definitions.

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

"Accountant" ~~and or~~ "independent ~~Certified Public Accountant~~ mean certified public accountant" means an independent, certified public accountant or accounting firm in good standing with the American Institute of Certified Public Accountants ("AICPA") and in all states in which ~~such~~ the accountant or firm is licensed to practice; for Canadian and British companies, ~~they mean~~ it means a Canadian-chartered or British-chartered accountant.

"Affiliate" of a specific person or a person "affiliated" with a specific person means a person that directly or indirectly through one or more intermediaries, controls, is controlled by or is under common control with the specific person.

"Audit Committee" means a committee (or equivalent body) established by the board of directors of an entity for the purpose of overseeing the accounting and financial reporting processes of an insurer or group of insurers, and audits of financial statements of the insurer or group of insurers. The Audit Committee of an entity that controls a group of insurers may be deemed to be the Audit Committee for one or more of these controlled insurers solely for the purposes of this chapter at the election of the controlling person. If an Audit Committee is not designated by the insurer, the insurer's entire board of directors shall constitute the Audit Committee.

"Audited Financial Report" means and includes those items specified in 14VAC5-270-60.

"Commission" means the State Corporation Commission when acting pursuant to or in accordance with Title 38.2 of the Code of Virginia.

"Due date" means (i) June 1 for all domestic insurers; (ii) June 30 for all foreign or alien companies domiciled or

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entered through a state in which similar law, regulation or administrative practice provides for a June 30 filing date; and (iii) for all other insurers, the earlier of June 30 or the date established by the insurer's state of domicile or entry for filing similar audited financial reports.

"Group of insurers" means those licensed insurers included in the reporting requirements of Article 5 (§38.2-1322 et seq.) of Chapter 13 of Title 38.2 of the Code of Virginia, or a set of insurers as identified by an entity's management, for the purpose of assessing the effectiveness of internal control over financial reporting.

"Indemnification" means an agreement of indemnity or a release from liability where the intent or effect is to shift or limit in any manner the potential liability of the person or firm for failure to adhere to applicable auditing or professional standards, whether or not resulting in part from knowing or other misrepresentations made by the insurer or its representatives.

"Internal control over financial reporting" means a process effected by an entity's board of directors, management and other personnel designed to provide reasonable assurance regarding the reliability of the financial statements and includes those policies and procedures that:

1. Pertain to the maintenance of records that in reasonable detail accurately and fairly reflect the transactions and dispositions of assets;
2. Provide reasonable assurance that transactions are recorded as necessary to permit preparation of the financial statements and that receipts and expenditures are being made only in accordance with authorizations of management and directors; and
3. Provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use or disposition of assets that could have a material effect on the financial statements.

"NAIC" means the National Association of Insurance Commissioners.

"RBC" means risk-based capital.

"RBC Level" means a licensee's Company Action Level RBC, Regulatory Action Level RBC, Authorized Control Level RBC, or Mandatory Control Level RBC where:

1. "Company Action Level RBC" means, with respect to any licensee, the product of 2.0 and its Authorized Control Level RBC;
2. "Regulatory Action Level RBC" means the product of 1.5 and its Authorized Control Level RBC;
3. "Authorized Control Level RBC" means the number determined under the risk-based capital formula in accordance with the RBC Instructions; and

4. "Mandatory Control Level RBC" means the product of 0.70 and the Authorized Control Level RBC.

"SEC" means the United States Securities and Exchange Commission.

"Section 404" means Section 404 of the Sarbanes-Oxley Act of 2002 (15 USC §7201 et seq.) and the SEC's rules and regulations promulgated thereunder.

"Section 404 report" means management's report on "internal control over financial reporting" as defined by the SEC and the related attestation report of the independent certified public accountant.

"SOX compliant entity" means an entity that either is required to be compliant with, or voluntarily is compliant with, all of the following provisions of the Sarbanes-Oxley Act of 2002 (15 USC §7201 et seq.): (i) the preapproval requirements of Section 201 (Section 10A(i) of the Securities Exchange Act of 1934 (15 USC §78a et seq.)); (ii) the Audit Committee independence requirements of Section 301 (Section 10A(m)(3) of the Securities Exchange Act of 1934 (15 USC §78a et seq.)); and (iii) the internal control over financial reporting requirements of Section 404 (Item 308 of SEC Regulation S-K).

"Workpapers" means the records kept by the accountant of the procedures followed, the tests performed, the information obtained, and the conclusions reached pertinent to the accountant's examination of the financial statements of an insurer. Workpapers, accordingly, may include work programs, analyses, memoranda, letters of confirmation and representation, abstracts of company documents, and schedules or commentaries prepared or obtained by the accountant in the course of the examination of the financial statements of an insurer and which support the accountant's opinion thereof.

14VAC5-270-50. Filing General requirements related to filing and extensions for filing of annual Audited Financial Reports and Audit Committee appointment.

A. All insurers shall have an annual audit by an ~~Accountant~~ accountant and shall file an Audited Financial Report with the ~~Commission~~ commission on or before the applicable due date for the year ~~ended~~ ending the immediately preceding December 31 ~~immediately preceding~~.

The ~~Commission~~ commission may require an insurer to file an Audited Financial Report earlier than the due date with 90 days advance notice to the insurer.

B. An extension of the due date filing date may be granted by the ~~Commission~~ commission for periods of up to 30 days upon a showing by the insurer and its ~~Accountant~~ accountant of the reasons for requesting ~~such~~ an extension and upon determination by the ~~Commission~~ commission of good cause for an extension. The request for extension ~~must~~ shall be submitted in writing not less than 10 days prior to the due

date in sufficient detail to permit the ~~Commission~~ commission to make an informed decision with respect to the requested extension.

C. If an extension is granted in accordance with the provisions of subsection B of this section, an extension of 30 days also is granted to the filing of Management's Reports of Internal Control over Financial Reporting.

D. An insurer required to file an annual Audited Financial Report pursuant to this chapter shall designate a group of individuals as constituting its Audit Committee. The Audit Committee of an entity that controls an insurer may be deemed to be the insurer's Audit Committee for purposes of this chapter at the election of the controlling person.

14VAC5-270-60. Contents of annual Audited Financial Report.

The annual Audited Financial Report shall report the financial position of the insurer as of the end of the most recent calendar year and the results of its operations, cash ~~flows~~ flow, and changes in capital and surplus for the year then ended in conformity with statutory accounting practices prescribed, or otherwise permitted, by the insurer's state of domicile. The annual Audited Financial Report shall include the following:

1. Report of independent ~~Certified Public Accountant~~ certified public accountant.
2. Balance sheet reporting admitted assets, liabilities, capital, and surplus.
3. Statement of operations.
4. Statement of cash ~~flows~~ flow.
5. Statement of changes in capital and surplus.
6. Notes to financial statements. These notes shall be those required by the appropriate annual statement and NAIC accounting practices and procedures manual. The notes shall include a reconciliation of differences, if any, between the audited statutory financial statements and the annual statement filed pursuant to §§38.2-1300, 38.2-4126 or 38.2-4307 of the Code of Virginia with a written description of the nature of these differences.
7. The financial statements included in the annual Audited Financial Report shall be prepared in a form and using language and groupings substantially the same as the relevant sections of the annual statement the insurer filed with the commission, and the financial statements shall be comparative, presenting the amounts as of December 31 of the current year and the amounts as of the immediately preceding December 31. However, in the first year in which an insurer is required to file an Audited Financial Report, the comparative data may be omitted.

14VAC5-270-70. Designation of ~~Independent Certified Public Accountant~~ independent certified public accountant.

A. Each insurer required by this chapter to file an annual Audited Financial Report, ~~must~~ within 60 days after becoming subject to ~~such~~ the requirement, shall register with the commission in writing the name and address of the independent certified public accountant retained to conduct the annual audit set forth in this chapter.

B. As part of this registration, the insurer shall obtain a letter from the accountant and file a copy with the commission stating that the accountant is aware of the provisions of the insurance code and the rules and regulations of the insurance department of the state of domicile that relate to accounting and financial matters, and affirming that ~~he~~ the accountant will express ~~his~~ an opinion on the financial statements in ~~the~~ terms of their conformity to the statutory accounting practices prescribed or otherwise permitted by that department, specifying such exceptions as ~~he~~ the accountant may believe appropriate.

C. If the accountant who was the insurer's accountant for the immediately preceding filed Audited Financial Report is dismissed or resigns, the insurer shall notify the commission within five business days of this event. The insurer also shall furnish the commission with a separate letter within 10 business days of the above notification stating whether in the 24 months preceding ~~such~~ the event there were any disagreements with the former accountant on any matter of accounting principles or practices, financial statement disclosure, or auditing scope or procedure; ~~which disagreements, if not resolved to the satisfaction of the former accountant, would have caused him~~ the accountant to make reference to the subject matter of the disagreement in ~~his~~ the opinion. The disagreements required to be reported in response to this ~~section~~ subsection include those resolved to the former accountant's satisfaction and those not resolved to the former accountant's satisfaction. Disagreements contemplated by this ~~section~~ subsection are those that occur at the decision-making level, i.e., between personnel of the insurer responsible for presentation of its financial statements and personnel of the accounting firm responsible for rendering its report. The insurer also in writing shall request ~~such~~ the former accountant to furnish a letter addressed to the insurer stating whether the accountant agrees with the statements contained in the insurer's letter and, if not, stating the reasons for disagreement; and the insurer shall furnish ~~such~~ a responsive letter from the former accountant to the commission together with its own letter.

14VAC5-270-80. Qualifications of accountant.

A. The commission shall not recognize a person or firm as a qualified accountant if that person or firm:

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1. Is not in good standing with the AICPA and in all states in which the accountant is licensed to practice, or, for a Canadian or British company, that is not a chartered accountant; or

2. Has either directly or indirectly entered into an agreement of indemnity or release from liability, collectively referred to as indemnification, with respect to the audit of the insurer.

B. Except as otherwise provided in this chapter, the commission shall recognize an independent ~~Certified Public Accountant~~ certified public accountant as qualified as long as ~~he or she~~ the accountant conforms to the standards of ~~his or her~~ the profession, as contained in the AICPA Code of Professional Conduct of the AICPA and the Rules and Regulations, including the Standards of Practice, regulations of the Virginia Board of Accountancy (18VAC5-21) or similar code.

C. A qualified independent ~~Certified Public Accountant~~ certified public accountant may enter into an agreement with an insurer to have disputes relating to an audit resolved by mediation or arbitration. However, in the event of a delinquency proceeding commenced against the insurer under Chapter 15 (§38.2-1500 et seq.) of Title 38.2 of the Code of Virginia, the mediation or arbitration provisions shall operate at the option of the statutory successor.

D. ~~No partner or other person responsible for rendering a report~~ The lead (or coordinating) audit partner (having primary responsibility for the audit) may not act in that capacity for more than seven five consecutive years. Following any period of service, such ~~The person shall be disqualified from acting in that or a similar capacity for the same company or its insurance subsidiaries or affiliates for a period of two five consecutive years. An insurer may make application to the commission for relief from the above rotation requirement on the basis of unusual circumstances. This application shall be made at least 30 days before the end of the calendar year. The commission may consider the following factors in determining if the relief should be granted:~~

1. Number of partners, expertise of the partners or the number of insurance clients in the currently registered firm;

2. Premium volume of the insurer; or

3. Number of jurisdictions in which the insurer transacts business.

The insurer shall file, with its annual statement filing, the commission's letter granting relief from this subsection with the states in which it is licensed or doing business and with the NAIC. If the nondomestic state accepts electronic filing with the NAIC, the insurer shall file the letter granting relief in an electronic format acceptable to the NAIC.

E. The commission shall not recognize as a qualified accountant, ~~nor~~ or accept any annual Audited Financial Report prepared in whole or in part by; any person who:

1. Has been convicted of fraud, bribery, a violation of the Racketeer Influenced and Corrupt Organizations Act (~~48 USC §§1961-1968~~) (18 USC §1961 et seq.) or any dishonest conduct or practices under federal or state law;

2. Has violated the insurance laws of this Commonwealth with respect to any previous reports submitted under this chapter; or

3. Has demonstrated a pattern or practice of failing to detect or disclose material information in previous reports filed under the provisions of this chapter.

F. The commission may: (i) make a determination as to whether an accountant is qualified and may, based upon the facts considered, determine that such accountant is not qualified for purposes of expressing an opinion on the financial statements in the annual Audited Financial Report made pursuant to this chapter; and (ii) require the insurer to replace such accountant with another whose relationship with the insurer is qualified within the meaning of this chapter.

G. The commission shall not recognize as a qualified independent certified public accountant or accept an annual Audited Financial Report prepared in whole or in part by an accountant who provides to an insurer, contemporaneously with the audit, the following nonaudit services:

1. Bookkeeping or other services related to the accounting records or financial statements of the insurer;

2. Financial information systems design and implementation;

3. Appraisal or valuation services, fairness opinions or contribution-in-kind reports;

4. Actuarially oriented advisory services involving the determination of amounts recorded in the financial statements. The accountant may assist an insurer in understanding the methods, assumptions and inputs used in the determination of amounts recorded in the financial statement only if it is reasonable to conclude that the services provided will not be subject to audit procedures during an audit of the insurer's financial statements. An accountant's actuary may also issue an actuarial opinion or certification (opinion) on an insurer's reserves if the following conditions have been met:

a. Neither the accountant nor the accountant's actuary has performed any management functions or made any management decisions;

b. The insurer has competent personnel (or engages a third-party actuary) to estimate the reserves for which management takes responsibility; and

c. The accountant's actuary tests the reasonableness of the reserves after the insurer's management has determined the amount of the reserves;

5. Internal audit outsourcing services;

6. Management functions or human resources;

7. Broker or dealer, investment adviser, or investment banking services;

8. Legal services or expert services unrelated to the audit; or

9. Any other services that the commission determines, by regulation, are impermissible.

(In general, the principles of independence with respect to services provided by the accountant are largely predicated on three basic principles, violations of which would impair the accountant's independence. These principles are that the accountant cannot function in the role of management, cannot audit his own work, and cannot serve in an advocacy role for the insurer.)

H. Insurers having direct written and assumed premiums of less than \$100 million in any calendar year may request an exemption from subsection G of this section. The insurer shall file with the commission a written statement discussing the reasons why the insurer should be exempt from these provisions. An exemption may be granted if the commission finds, upon review of this statement, that compliance with this chapter would constitute a financial or organizational hardship upon the insurer.

I. An accountant who performs the audit may engage in other nonaudit services, including tax services, that are not described in or that do not conflict with subsection G of this section, only if the activity is approved in advance by the Audit Committee, in accordance with subsection J of this section.

J. All auditing services and nonaudit services provided to an insurer by the accountant of the insurer shall be preapproved by the Audit Committee. The preapproval requirement is waived with respect to nonaudit services if the insurer is a SOX compliant entity or a direct or indirect wholly-owned subsidiary of a SOX compliant entity or:

1. The aggregate amount of all nonaudit services provided to the insurer constitutes not more than 5.0% of the total amount of fees paid by the insurer to its accountant during the fiscal year in which the nonaudit services are provided;

2. The services were not recognized by the insurer at the time of the engagement to be nonaudit services; and

3. The services are promptly brought to the attention of the Audit Committee and approved prior to the completion of the audit by the Audit Committee or by one or more members of the Audit Committee who are the members of

the board of directors to whom authority to grant such approvals has been delegated by the Audit Committee.

K. The Audit Committee may delegate to one or more designated members of the Audit Committee the authority to grant the preapprovals required by subsection J of this section. The decisions of any member to whom this authority is delegated shall be presented to the full Audit Committee at each of its scheduled meetings.

L. The commission shall not recognize an accountant as qualified for a particular insurer if a member of the board, president, chief executive officer, controller, chief financial officer, chief accounting officer, or any person serving in an equivalent position for that insurer was employed by the accountant and participated in the audit of that insurer during the one-year period preceding the date that the most current statutory opinion is due. This subsection shall only apply to partners and senior managers involved in the audit. An insurer may make application to the commission for relief from the above requirement on the basis of unusual circumstances.

The insurer shall file, with its Annual Statement filing, the commission's letter granting relief from this subsection with the states in which it is licensed or doing business and the NAIC. If the nondomestic state accepts electronic filing with the NAIC, the insurer shall file the letter granting relief in an electronic format acceptable to the NAIC.

14VAC5-270-90. Consolidated or combined audits.

An insurer may make written application to the ~~Commission~~ commission for approval to include in its Audited Financial Report audited consolidated or combined financial statements in lieu of separate annual audited financial statements if the insurer is part of a group of insurance companies ~~which that~~ utilizes a pooling or 100% reinsurance agreement that affects the solvency and integrity of the insurer's reserves and ~~such~~ the insurer cedes all of its direct and assumed business to the pool. In such cases, a columnar consolidating or combining worksheet shall be filed with the report, as follows:

1. Amounts shown on the consolidated or combined Audited Financial Report shall be shown on the worksheet.

2. Amounts for each insurer subject to this section shall be stated separately.

3. Noninsurance operations may be shown on the worksheet on a combined or individual basis.

4. Explanations of consolidating and eliminating entries shall be included.

5. A reconciliation shall be included of any differences between the amounts shown in the individual insurer columns of the worksheet and comparable amounts shown on the Annual Statements of the insurers.

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14VAC5-270-100. Scope of ~~examination audit~~ and report of independent ~~Certified Public Accountant~~ certified public accountant.

Financial statements furnished pursuant to 14VAC5-270-60 hereof shall be examined by an ~~Accountant~~ accountant. The ~~examination audit~~ of the insurer's financial statements shall be conducted in accordance with generally accepted auditing standards. In accordance with Auditing (AU) Section 319 of the AICPA Professional Standards, Consideration of Internal Control in a Financial Statement Audit, the accountant shall obtain an understanding of internal control sufficient to plan the audit. To the extent required by AU Section 319, for those insurers required to file a Management's Report of Internal Control over Financial Reporting pursuant to 14VAC5-270-148, the accountant should consider (as the term should consider is defined in Statements on Auditing Standards (SAS) No. 102 of the AICPA Professional Standards, Defining Professional Requirements in Statements on Auditing Standards) the most recently available report in planning and performing the audit of the statutory financial statements. Consideration should also shall be given to such other the procedures illustrated in the Financial Condition Examiner's Examiners Handbook promulgated by the National Association of Insurance Commissioners NAIC as the ~~Accountant~~ accountant deems necessary.

14VAC5-270-110. Notification of adverse financial condition.

A. The insurer required to furnish the annual Audited Financial Report shall require the ~~Accountant~~ accountant to report in writing within five business days to the board of directors or its ~~audit committee~~ Audit Committee any determination by the ~~Accountant~~ accountant that the insurer has materially misstated its financial condition as reported to the ~~Commission~~ commission as of the balance sheet date under examination or that the insurer does not meet its minimum statutory capital and surplus requirements as of that date pursuant to Virginia law. An insurer that has received a report pursuant to this ~~paragraph~~ subsection shall forward a copy of the report to the ~~Commission~~ commission within five business days of receipt of ~~such~~ the report and shall provide the ~~Accountant~~ accountant making the report with evidence of the report being furnished to the ~~Commission~~ commission. If the ~~Accountant~~ accountant fails to receive ~~such~~ the evidence within the required five business day period, the ~~Accountant~~ accountant shall furnish to the ~~Commission~~ commission a copy of its report within the next five business days.

B. No ~~Accountant~~ accountant shall be liable in any manner to any person for any statement made in connection with ~~the above paragraph~~ subsection A of this section if ~~such~~ the statement is made in good faith in compliance with ~~the above paragraph~~ subsection A of this section.

C. If the ~~Accountant~~ accountant, subsequent to the date of the Audited Financial Report filed pursuant to this chapter, becomes aware of facts which might have affected ~~his~~ the report, the ~~Commission~~ commission notes the obligation of the ~~Accountant~~ accountant to take ~~such~~ action as prescribed in ~~Volume 1, AU Section 561 of the AICPA Professional Standards of the AICPA, Subsequent Discovery of Facts Existing at the Date of the Auditor's Report.~~

14VAC5-270-120. ~~Report on significant deficiencies in internal controls~~ Communicating internal control related matters identified in an audit.

A. In addition to the annual ~~audited financial statements~~ Audited Financial Report, each insurer shall furnish the ~~Commission~~ commission with a written ~~report~~ report communication as to any unremediated material weaknesses in its internal controls over financial reporting identified during the audit. The communication shall be prepared by the Accountant describing significant deficiencies in the insurer's internal control structure noted by the Accountant during the audit. Statement of Auditing Standards No. 60, Communication of Internal Control Structure Matters Noted in an Audit (AU Section 325 of the Professional Standards of the AICPA) requires an Accountant to communicate significant deficiencies (known as "reportable conditions") noted during a financial statement audit to the appropriate parties within an entity. No report should be issued if the Accountant does not identify significant deficiencies. If significant deficiencies are noted, the written report shall be filed annually by the insurer with the Commission accountant within 60 days after the filing of the annual Audited Financial Statements. The insurer is required to provide a description of remedial actions taken or proposed to correct significant deficiencies, if such actions are not described in the Accountant's report Report, and shall contain a description of any unremediated material weakness (as the term material weakness is defined in SAS No. 112 of the AICPA Professional Standards, Communicating Internal Control Related Matters Identified in an Audit) as of the immediately preceding December 31 (so as to coincide with the Audited Financial Report discussed in 14VAC5-270-50 A) in the insurer's internal control over financial reporting identified by the accountant during the course of the audit of the financial statements. If no unremediated material weaknesses were identified, the communication should so state.

B. The insurer is required to provide a description of remedial actions taken or proposed to correct unremediated material weaknesses, if the actions are not described in the accountant's communication.

C. The insurer is expected to maintain information about significant deficiencies communicated by the independent certified public accountant. The information should be made available to the examiner conducting a financial condition

examination for review and kept in a manner as to remain confidential.

14VAC5-270-130. Accountant's letter of qualifications.

The ~~Accountant~~ accountant shall furnish the insurer in connection with, and for inclusion in, the filing of the annual Audited Financial Report, a letter stating:

1. That ~~he~~ the accountant is independent with respect to the insurer and conforms to the standards of his profession as contained in the AICPA's Code of Professional Conduct and pronouncements of its Financial Accounting Standards Board, and the Standards of Practice of the Virginia Board for Accountancy, or similar code.
2. The background and experience in general, and the experience in audits of insurers of the staff assigned to the engagement and whether each is an ~~Accountant~~ accountant. Nothing within this chapter shall be construed as prohibiting the ~~Accountant~~ accountant from utilizing ~~such~~ staff as ~~he deems~~ deemed appropriate where such use is consistent with the standards prescribed by generally accepted auditing standards.
3. That the ~~Accountant~~ accountant understands the annual Audited Financial Report, and that its opinion thereon will be filed in compliance with this chapter and that the ~~Commission~~ commission will be relying on this information in the monitoring and regulation of the financial position of insurers.
4. That the ~~Accountant~~ accountant consents to the requirements of 14VAC5-270-140 ~~of this chapter~~ and that the ~~Accountant~~ accountant consents and agrees to make available for review by the ~~Commission~~ commission, its designee or appointed agent, the workpapers, as defined in 14VAC5-270-40.
5. That the ~~Accountant~~ accountant is properly licensed by an appropriate state licensing authority and that he is a member in good standing in the AICPA.
6. That the ~~Accountant~~ accountant is in compliance with 14VAC5-270-80.

14VAC5-270-140. Availability and maintenance of CPA independent certified public accountant workpapers.

Every insurer required to file the Audited Financial Report described in this chapter, shall require the ~~Accountant~~ accountant to make available for review by the ~~Commission's~~ commission's examiners, all workpapers prepared in the conduct of ~~his examination~~ the accountant's audit and any communications related to the audit between the ~~Accountant~~ accountant and the insurer, at the offices of the insurer, at the ~~Commission~~ commission or at any other reasonable place designated by the ~~Commission~~ commission. The insurer shall require that the ~~Accountant~~ accountant retain the workpapers and communications until the ~~Commission~~ commission has

filed a Report on Examination covering the period of the audit, but no longer than seven years from the date of the audit report.

In the conduct of the aforementioned periodic review by the ~~Commission's~~ commission's examiners, it shall be agreed that photocopies of pertinent workpapers may be made and retained by the ~~Commission~~ commission. ~~Such reviews~~ Reviews by the ~~Commission's~~ commission's examiners shall be considered investigations and all workpapers and communications obtained during the course of ~~such~~ investigations shall be confidential.

14VAC5-270-144. Requirements for Audit Committees.

A. This section shall not apply to foreign or alien insurers licensed in Virginia or an insurer that is a SOX compliant entity or a direct or indirect wholly-owned subsidiary of a SOX compliant entity.

B. The Audit Committee shall be directly responsible for the appointment, compensation and oversight of the work of any accountant (including resolution of disagreements between management and the accountant regarding financial reporting) for the purpose of preparing or issuing the Audited Financial Report or related work pursuant to this chapter. Each accountant shall report directly to the Audit Committee.

C. Each member of the Audit Committee shall be a member of the board of directors of the insurer or a member of the board of directors of an entity elected pursuant to subsection F of this section.

D. In order to be considered independent for purposes of this section, a member of the Audit Committee may not, other than in the capacity as a member of the Audit Committee, the board of directors, or any other board committee, accept any consulting, advisory or other compensatory fee from the entity or be an affiliated person of the entity or subsidiary thereof. However, if Virginia law requires board participation by otherwise nonindependent members, that law shall prevail and such members may participate in the Audit Committee and be designated as independent for Audit Committee purposes, unless they are an officer or employee of the insurer or one of its affiliates.

E. If a member of the Audit Committee ceases to be independent for reasons outside the member's reasonable control, that member, with notice by the responsible entity to the commission, may remain an Audit Committee member of the responsible entity until the earlier of the next annual meeting of the responsible entity or one year from the occurrence of the event that caused the member to be no longer independent.

F. To exercise the election of the controlling person to designate the Audit Committee for purposes of this chapter, the ultimate controlling person shall provide written notice to the commission of the affected insurers. Notification shall be

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made timely prior to the issuance of the statutory audit report and include a description of the basis for the election. The election can be changed through notice to the commission by the insurer, which shall include a description of the basis for the change. The election shall remain in effect for perpetuity, unless rescinded.

G. The Audit Committee shall require the accountant that conducts for an insurer any audit required by this chapter to timely report to the Audit Committee in accordance with the requirements of SAS No. 114 of the AICPA Professional Standards, The Auditor's Communication with those Charged with Governance, including:

1. All significant accounting policies and material permitted practices;
2. All material alternative treatments of financial information within statutory accounting principles that have been discussed with management officials of the insurer, ramifications of the use of the alternative disclosures and treatments, and the treatment preferred by the accountant; and
3. Other material written communications between the accountant and the management of the insurer, such as any management [letter] or schedule of unadjusted differences.

If an insurer is a member of an insurance holding company system, the reports required by this subsection may be provided to the Audit Committee on an aggregate basis for insurers in the holding company system, provided that any substantial differences among insurers in the system are identified to the Audit Committee.

H. The proportion of independent Audit Committee members shall meet or exceed the following criteria:

Prior Calendar Year Direct Written and Assumed Premiums		
<u>\$0 - \$300 million</u>	<u>Over \$300 million - \$500 million</u>	<u>Over \$500 million</u>
<u>No minimum requirements.</u> <u>See Notes A and B.</u>	<u>Majority (50% or more) of members shall be independent.</u> <u>See Notes A and B.</u>	<u>Supermajority of members (75% or more) shall be independent.</u> <u>See Note A.</u>

Note A: The commission has authority afforded by state law to require the entity's board to enact improvements to the independence of the Audit Committee membership if the insurer is in a RBC level event, meets one or more of the standards of an insurer deemed to be in hazardous financial condition, or otherwise exhibits qualities of a troubled insurer.

Note B: All insurers with less than \$500 million in prior year direct written and assumed premiums are encouraged to structure their Audit Committees with at least a supermajority of independent Audit Committee members.

Note C: Prior calendar year direct written and assumed premiums shall be the combined total of direct premiums and assumed premiums from nonaffiliates for the reporting entities.

I. An insurer with direct written and assumed premiums, excluding premiums reinsured with the Federal Crop Insurance Corporation and Federal Flood Program, less than \$500 million may make application to the commission for a waiver from the requirements of this section based upon hardship. The insurer shall file, with its annual statement filing, the commission's letter granting relief from this section with the states in which it is licensed or doing business and the NAIC. If the nondomestic state accepts electronic filing with the NAIC, the insurer shall file the letter granting relief in an electronic format acceptable to the NAIC.

14VAC5-270-146. Conduct of insurer in connection with the preparation of required reports and documents.

A. No director or officer of an insurer shall, directly or indirectly:

1. Make or cause to be made a materially false or misleading statement to an accountant in connection with any audit, review or communication required under this chapter; or
2. Omit to state, or cause another person to omit to state, any material fact necessary in order to make statements made, in light of the circumstances under which the statements were made, not misleading to an accountant in connection with any audit, review or communication required under this chapter.

B. No officer or director of an insurer, or any other person acting under the direction thereof, shall directly or indirectly take any action to coerce, manipulate, mislead or fraudulently influence any accountant engaged in the performance of an audit pursuant to this chapter if that person knew or should have known that the action, if successful, could result in rendering the insurer's financial statements materially misleading.

C. For purposes of subsection B of this section, actions that "if successful, could result in rendering the insurer's financial statements materially misleading" include, but are not limited to, actions taken at any time with respect to the professional engagement period to coerce, manipulate, mislead or fraudulently influence an accountant:

1. To issue or reissue a report on an insurer's financial statements that is not warranted in the circumstances (due to material violations of statutory accounting principles

prescribed by the commission, generally accepted auditing standards, or other professional or regulatory standards);

2. Not to perform audit, review or other procedures required by generally accepted auditing standards or other professional standards;

3. Not to withdraw an issued report; or

4. Not to communicate matters to an insurer's Audit Committee.

14VAC5-270-148. Management's Report of Internal Control over Financial Reporting.

A. An insurer required to file an Audited Financial Report pursuant to this chapter that has annual direct written and assumed premiums, excluding premiums reinsured with the Federal Crop Insurance Corporation and Federal Flood Program, of \$500 million or more shall prepare a report of the insurer's or group of insurers' internal control over financial reporting. The report shall be filed with the commission along with the Communicating Internal Control Related Matters Identified in an Audit pursuant to 14VAC5-270-120. Management's Report of Internal Control over Financial Reporting shall be as of the immediately preceding December 31.

B. Notwithstanding the premium threshold in subsection A of this section, the commission may require an insurer to file Management's Report of Internal Control over Financial Reporting if the insurer is in any RBC level event, or meets any one or more of the standards of an insurer deemed to be in hazardous financial condition pursuant to §§38.2-1038, 38.2-5505, 38.2-5506 and 38.2-5510 of the Code of Virginia.

C. An insurer or a group of insurers that is (i) directly subject to Section 404; (ii) part of a holding company system whose parent is directly subject to Section 404; (iii) not directly subject to Section 404 but is a SOX compliant entity; or (iv) a member of a holding company system whose parent is not directly subject to Section 404 but is a SOX compliant entity may file its or its parent's Section 404 Report and an addendum in satisfaction of this section's requirement provided that those internal controls of the insurer or group of insurers having a material impact on the preparation of the insurer's or group of insurer's audited statutory financial statements (those items included in 14VAC5-270-60) were included in the scope of the Section 404 Report. The addendum shall be a positive statement by management that there are no material processes with respect to the preparation of the insurer's or group of insurers' audited statutory financial statements (those items included in 14VAC5-270-60) excluded from the Section 404 Report. If there are internal controls of the insurer or group of insurers that have a material impact on the preparation of the insurer's or group of insurer's audited statutory financial statements and those internal controls were not included in the scope of the Section

404 Report, the insurer or group of insurers may file (i) a Management's Report of Internal Control over Financial Reporting pursuant to this section, or (ii) the Section 404 Report and a Management's Report of Internal Control over Financial Reporting pursuant to this section for those internal controls that have a material impact on the preparation of the insurer's or group of insurers' audited statutory financial statements not covered by the Section 404 Report.

D. Management's Report of Internal Control over Financial Reporting shall include:

1. A statement that management is responsible for establishing and maintaining adequate internal control over financial reporting;

2. A statement that management has established internal control over financial reporting and an assertion, to the best of management's knowledge and belief, after diligent inquiry, as to whether its internal control over financial reporting is effective to provide reasonable assurance regarding the reliability of financial statements in accordance with statutory accounting principles;

3. A statement that briefly describes the approach or processes by which management evaluated the effectiveness of its internal control over financial reporting;

4. A statement that briefly describes the scope of work that is included and whether any internal controls were excluded;

5. Disclosure of any unremediated material weaknesses in the internal control over financial reporting identified by management as of the immediately preceding December 31. Management shall not conclude that the internal control over financial reporting is effective to provide reasonable assurance regarding the reliability of financial statements in accordance with statutory accounting principles if there is one or more unremediated material weaknesses in its internal control over financial reporting;

6. A statement regarding the inherent limitations of internal control systems; and

7. Signatures of the chief executive officer and the chief financial officer (or equivalent position or title).

E. Management shall document and make available upon financial condition examination the basis upon which its assertions, required in subsection D of this section, are made. Management may base its assertions, in part, upon its review, monitoring, and testing of internal controls undertaken in the normal course of its activities.

1. Management shall have discretion as to the nature of the internal control framework used and the nature and extent of documentation in order to make its assertion in a cost

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effective manner and may include assembly of or reference to existing documentation.

2. Management's Report on Internal Control over Financial Reporting, required by subsection A of this section, and any documentation provided in support thereof during the course of a financial condition examination, shall be kept confidential by the commission.

14VAC5-270-150. Exemptions.

Upon written application of ~~any an~~ insurer, the ~~Commission~~ commission may grant an exemption from any provision and/or requirement of this chapter if the ~~Commission~~ commission finds, upon review of the application, that compliance with this chapter (~~14VAC5-270-10 et seq.~~) would constitute an undue financial or organizational hardship upon the insurer. An exemption may be granted at any time and from time to time for a specified period or periods. Upon written application of ~~any an~~ insurer, the ~~Commission~~ commission may, for a specified period or periods, permit an insurer to file annual Audited Financial Reports on some basis other than a calendar year basis.

14VAC5-270-170. Canadian and British companies.

A. ~~In the case of For~~ Canadian and British insurers, the annual Audited Financial Report shall be defined as the annual statement of total business on the form filed by ~~such~~ the companies with their domiciliary regulatory authority duly audited by an independent chartered accountant.

B. For ~~such~~ Canadian and British insurers, the letter ~~from the accountant~~ required in 14VAC5-270-70 shall state that the ~~Accountant~~ accountant is aware of the requirements relating to the annual Audited Financial Report filed with the ~~Commission~~ commission pursuant to this section and 14VAC5-270-50 and shall affirm that the opinion expressed is in conformity with ~~such~~ the requirements.

14VAC5-270-174. Retention of independent certified public accountant on or after January 1, 2010, and other effective dates.

A. Unless otherwise noted, the requirements of this chapter shall become effective for the reporting period ending December 31, 2010, and each year thereafter. An insurer or group of insurers not required to file a report because its total written premium is below the threshold that subsequently becomes subject to the reporting requirements shall have two years following the year the threshold is exceeded (but not earlier than December 31, 2010) to file a report. Likewise, an insurer acquired in a business combination shall have two calendar years following the date of acquisition or combination to comply with the reporting requirements.

B. The requirements of 14VAC5-270-80 D shall become effective for audits of the year beginning January 1, 2010, and thereafter.

C. The requirements of 14VAC5-270-144 shall become effective on January 1, 2010. An insurer or group of insurers that is not required to have independent Audit Committee members or only a majority of independent Audit Committee members (as opposed to a supermajority) because the total direct written and assumed premium is below the threshold and subsequently becomes subject to one of the independence requirements due to changes in premium shall have one year following the year the threshold is exceeded (but not earlier than January 1, 2010) to comply with the independence requirements. Likewise, an insurer that becomes subject to one of the independence requirements as a result of a business combination shall have one calendar year following the date of acquisition or combination to comply with the independence requirements.

14VAC5-270-180. Severability provision.

If any ~~section or portion of a section~~ provision of this chapter (~~14VAC5-270-10 et seq.~~) or the ~~applicability~~ application thereof to any person or circumstance is for any reason held to be invalid, the remainder of the ~~requirement or the applicability~~ chapter and the application of such the provision to other persons or circumstances shall not be affected thereby.

DOCUMENTS INCORPORATED BY REFERENCE

AICPA Professional Standards, Volume 1, June 1, 2007, American Institute of Certified Public Accountants.

AICPA Professional Standards, Volume 2, June 1, 2007, American Institute of Certified Public Accountants.

VA.R. Doc. No. R08-895; Filed January 29, 2008, 8:38 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD OF PSYCHOLOGY

Final Regulation

REGISTRAR'S NOTICE: The Board of Psychology is claiming an exemption from the Administrative Process Act in accordance with §2.2-4006 A 4 a of the Code of Virginia, which excludes regulations that are necessary to conform to changes in Virginia statutory law or the appropriation act where no agency discretion is involved. The Board of Psychology will receive, consider and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Titles of Regulations: 18VAC125-20. Regulations Governing the Practice of Psychology (amending 18VAC125-20-170).

18VAC125-30. Regulations Governing the Certification of Sex Offender Treatment Providers (amending 18VAC125-30-120).

Statutory Authority: §§54.1-2400 and 54.1-2408.2 of the Code of Virginia.

Effective Date: March 19, 2008.

Agency Contact: Evelyn B. Brown, Executive Director, Board of Psychology, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, telephone (804) 367-4697, FAX (804) 327-4435, or email evelyn.brown@dhp.virginia.gov.

Summary:

In conformance with §54.1-2408.2 of the Code of Virginia, the amendments provide for a three-year period after revocation of a license before a person can apply to a health regulatory board for reinstatement.

18VAC125-20-170. Reinstatement following disciplinary action.

A. Any person whose license has been revoked by the board under the provisions of 18VAC125-20-160 may, ~~two~~ three years subsequent to such board action, submit a new application to the board for reinstatement of licensure. The board in its discretion may, after a hearing, grant the reinstatement.

B. The applicant for such reinstatement, if approved, shall be licensed upon payment of the appropriate fee applicable at the time of reinstatement.

18VAC125-30-120. Reinstatement following disciplinary action.

A. Any person whose certificate has been revoked by the board under the provisions of 18VAC125-30-110 may, three years subsequent to such board action, submit a new application to the board for certification to the board. Any person whose certificate has been ~~revoked or~~ denied renewal by the board under the provisions of 18VAC125-30-110 may, two years subsequent to such board action, submit a new application to the board for certification to the board.

B. The board in its discretion may, after a hearing, grant reinstatement.

C. The applicant for reinstatement, if approved, shall be certified upon payment of the appropriate fees applicable at the time of reinstatement.

VA.R. Doc. No. R08-1081; Filed January 23, 2008, 4:09 p.m.



TITLE 20. PUBLIC UTILITIES AND TELECOMMUNICATIONS

STATE CORPORATION COMMISSION

Proposed Regulation

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.

The distribution lists that are referenced as Appendices A and B in the following order are not being published. However, these lists are available for public inspection at the State Corporation Commission, Document Control Center, Tyler Building, 1st Floor, 1300 East Main Street, Richmond, Virginia 23219, from 8:15 a.m. to 5 p.m., Monday through Friday; or may be viewed at the Virginia Code Commission, General Assembly Building, 2nd Floor, 910 Capitol Street, Richmond, Virginia 23219, during regular office hours.

Titles of Regulations: **20VAC5-200. Public Utility Accounting (repealing 20VAC5-200-30).**

20VAC5-201. Rules Governing Utility Rate Applications and Annual Informational Filings (adding 20VAC5-201-10 through 20VAC5-201-110).

20VAC5-403. Rules Governing Small Investor-Owned Telephone Utilities (amending 20VAC5-403-70).

Statutory Authority: §§12.1-13 and 56-585.1 of the Code of Virginia.

Public Hearing Information: A public hearing will be scheduled upon request.

Public Comment: Public comments may be submitted until 5 p.m. on April 14, 2008.

Agency Contact: Kim Pate, Manager of Audits, Public Utility Accounting Division, State Corporation Commission, P.O. Box 1197, 1300 East Main Street, Richmond, VA 23218, telephone (804) 371-9950, FAX (804) 371-9447, or email kim.pate@scc.virginia.gov.

Background:

Chapter 933 of the 2007 Acts of Assembly (i) requires incumbent utilities' rates to be reviewed in 2009 and biennially thereafter, subject to certain, statutory earnings benchmarks; (ii) establishes new cost-recovery mechanisms (including certain financial incentives) by which Virginia's incumbent electric utilities may recover their capital and operating costs, (iii) modifies statutory provisions governing cost recovery applicable to rate cases filed by all utilities to allow, for example, utilities'

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recovery in rates of costs that the Commission "finds reasonably can be predicted to occur during the rate year", and (iv) amends prior law governing performance-based regulation of gas utilities to include electric utilities within its scope.

The new regulatory scheme for Virginia electric utilities necessitates revisions to the Commission's existing rules governing utility rate increase applications ("Rate Case Rules"), 20 VAC 5-200-30, and the provisions of Chapter 933 of the 2007 Acts of Assembly correspondingly direct the Commission to promulgate such rules and regulations "as may be necessary" to implement this new legislation. Additionally, the necessity of changing the rules in order to implement Chapter 933 provides the Commission an opportunity to update and refine the provisions of these rules generally applicable to all utilities whose rates are subject to the commission's ratemaking authority.

Summary:

Based on Chapter 933 of the 2007 Acts of Assembly the commission proposes to repeal the existing Rate Case Rules in 20 VAC 5-200-30, and to promulgate revised Rate Case Rules 9 in a new Chapter 201 in Title 20 of the Virginia Administrative Code, consisting of 20 VAC 5-201-10 through 20 VAC 5-201-90.

The proposed rules include the following: (i) new general filing requirements; (ii) requirements for optional performance based rate regulation, biennial reviews and rate adjustment clauses; and (iii) refinement of general and expedited rate case requirements, annual informational filing requirements, temporary increase requirements and fuel factor requirements.

AT RICHMOND, JANUARY 29, 2008

COMMONWEALTH OF VIRGINIA

At the relation of the

STATE CORPORATION COMMISSION

CASE NO. PUE-2008-00001

Ex Parte: In the matter of revising the rules of the State Corporation Commission governing utility rate increase applications

ORDER FOR NOTICE AND COMMENT

The 2007 Session of the Virginia General Assembly of Virginia approved Senate Bill 1416 (and companion bill, House Bill 3068), enacted as Chapter 933 of the 2007 Acts of Assembly.¹ This legislation, *inter alia*, (i) requires incumbent electric utilities' rates to be reviewed in 2009 and biennially thereafter, subject to certain, statutory earnings benchmarks;² (ii) establishes new cost-recovery mechanisms (including certain financial incentives) by which Virginia's incumbent electric utilities may recover their capital and operating costs,³ (iii) modifies statutory provisions governing cost

recovery applicable to rate cases filed by all utilities to allow, *inter alia*, utilities' recovery in rates of costs that the Commission "finds reasonably can be predicted to occur during the rate year";⁴ and (iv) amends prior law governing performance-based regulation of gas utilities to include electric utilities within its scope.⁵

The new regulatory scheme for Virginia electric utilities thus necessitates revisions to the Commission's existing rules governing utility rate increase applications ("Rate Case Rules"), 20 VAC 5-200-30, and the provisions of SB 1416 correspondingly direct the Commission to promulgate such rules and regulations "as may be necessary" to implement this new legislation.

NOW THE COMMISSION, upon consideration of the matter, is of the opinion and finds that a proceeding should be established to revise its existing Rate Case Rules to reflect and to accommodate statutory changes enacted in Chapter 933 of the 2007 Acts of Assembly. Additionally, the necessity of making such changes also provides the Commission an opportunity to update and refine the provisions of these rules generally applicable to all utilities whose rates are subject to the Commission's ratemaking authority.

Accordingly, the Commission proposes to repeal the existing Rate Case Rules in 20 VAC 5-200-30, and to promulgate revised Rate Case Rules in a new Chapter 201 in Title 20 of the Virginia Administrative Code, consisting of sections 20 VAC 5-201-10 through 20 VAC 5-201-110. To initiate this proceeding, the Commission's Staff has prepared proposed rules ("Proposed Rules") which are appended to this Order. We will direct that notice of the Proposed Rules be given to the public and that interested persons be provided an opportunity to file written comments on, propose modifications or supplements to, or request oral argument on the Proposed Rules.

In addition, we note that the new legislation shortens the time periods within which electricity rate cases must be completed. These shorter time periods reduce the time available for discovery and analysis of the requested rate changes. To meet these shorter time frames, the Proposed Rules make several changes to current practice, with the goal of affording all parties due process. Thus, interested persons may comment on, among other things, whether the filing requirements set forth in the Proposed Rules should be expanded, reduced or otherwise modified to address such matters.

Accordingly, IT IS ORDERED THAT:

(1) This matter is docketed and assigned Case No. PUE-2008-00001.

(2) The Commission's Division of Information Resources shall forward a copy of this Order to the Registrar of Regulations for publication in the Virginia Register.

(3) On or before February 18, 2008, the Commission's Division of Information Resources shall publish the following notice as classified advertising in newspapers of general circulation throughout the Commonwealth of Virginia.

NOTICE TO THE PUBLIC
OF A PROCEEDING TO AMEND
REGULATIONS GOVERNING UTILITY
RATE INCREASE APPLICATIONS
CASE NO. PUE-2008-00001

The 2007 Session of the Virginia General Assembly of Virginia approved Senate Bill 1416 (and companion bill, House Bill 3068), enacted as Chapter 933 of the 2007 Acts of Assembly. This legislation: (i) requires incumbent electric utilities' rates to be reviewed in 2009 and biennially thereafter, subject to certain, statutory earnings benchmarks; (ii) establishes new cost-recovery mechanisms (including certain financial incentives) by which Virginia's incumbent electric utilities may recover their capital and operating costs; (iii) modifies statutory provisions governing cost recovery applicable to rate cases filed by all utilities to allow, *inter alia*, utilities' recovery in rates of costs that the Commission "finds reasonably can be predicted to occur during the rate year"; and (iv) amends prior law governing performance-based regulation of gas utilities to include electric utilities within its scope. In particular, the new legislation shortens the time periods within which electricity rate cases must be completed. These shorter time periods reduce the time available for discovery and analysis of the requested rate changes. To meet these shorter time frames, these proposed rules make several changes to current practice, with the goal of affording all parties due process.

The new regulatory scheme for Virginia electric utilities thus necessitates revisions to the Commission's existing rules governing utility rate increase applications ("Rate Case Rules"), 20 VAC 5-200-30, and the provisions of Chapter 933 of the 2007 Acts of Assembly correspondingly direct the Commission to promulgate such rules and regulations "as may be necessary" to implement this new legislation. Additionally, the necessity of making such changes also provides the Commission an opportunity to update and refine the provisions of these rules generally applicable to all utilities whose rates are subject to the Commission's ratemaking authority.

Accordingly, the Commission has established a proceeding in which it proposes to repeal the existing Rate Case Rules in 20 VAC 5-200-30, and to promulgate revised Rate Case Rules in a new Chapter 201 in Title 20 of the Virginia Administrative Code, consisting of sections 20 VAC 5-201-10 through 20 VAC 5-201-110 ("Proposed Rules"). The Proposed Rules were prepared

by the Commission's Staff, and are appended to the Commission's Order for Notice and Comment establishing this proceeding. Interested persons are encouraged to obtain copies of this Commission Order and the Proposed Rules. Copies are 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 5:00 p.m. Copies may also be downloaded from the Commission's website: <http://www.scc.virginia.gov/caseinfo.htm>

On or before April 14, 2008, any interested person may comment on, propose modifications or supplements to, or request oral argument on the Proposed Rules by filing an original and fifteen (15) copies of such comments with the Clerk of the Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118, making reference in such comments to Case No. PUE-2008-00001. 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.htm>.

All filings in this proceeding shall be directed to the Clerk of the Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118, making reference in such comments to Case No. PUE-2008-00001.

STATE CORPORATION COMMISSION

(4) On or before April 14, 2008, any interested person or respondent may comment on, propose modifications or supplements to by filing an original and fifteen (15) copies of such comments with the Clerk of the Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118, making reference in such comments to Case No. PUE-2008-00001. 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.htm>.

(5) On or before April 14, 2008, any person desiring to participate in this proceeding as a respondent shall file an original and fifteen (15) copies of a notice of participation with the Clerk of the Commission at the address in Ordering Paragraph (4), referencing Case No. PUE-2008-00001. Pursuant to Rule 5 VAC 5-20-80 of the Commission's Rules of Practice of Proceeding, any notice of participation shall set forth (i) a precise statement of the interest of the respondent; (ii) a statement of the specific action sought to the extent then known; and (iii) the factual and legal basis for the action.

(6) On or before April 14, 2008, any respondent herein may request oral argument in conjunction with the Commission's consideration of the Proposed Rules by filing any such request with the Clerk of the Commission at the address in

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Ordering Paragraph (4), referencing Case No. PUE-2008-00001. Any such request for oral argument shall state with specificity why the issues raised in such a request cannot be adequately addressed in written comments. If a sufficient request for oral argument is not received, the Commission may consider the matter and enter an order based upon the papers filed herein.

(7) The Commission Staff shall file a report with the Clerk of the Commission on or before May 9, 2008, concerning comments submitted to the Commission by interested parties and respondents concerning the Proposed Rules.

(8) This matter is continued for further Orders of the Commission.

AN ATTESTED COPY hereof shall be sent by the Clerk of the Commission to: all gas companies in Virginia as shown in Appendix A; all electric companies in Virginia as shown in Appendix B; Brian R. Greene, Esquire, SeltzerGreene, PLC, Bank of America Center, 1111 East Main Street, Suite 1720, Richmond, Virginia 23219; JoAnne L. Nolte, Esquire, The Conrad Firm, 1520 West Main Street, Suite 204, Richmond, Virginia 23220; Irene Leech, President, Virginia Citizens Consumer Council, 4220 North Fork Road, Elliston, Virginia 24087; Jeannie A. Adams, Esquire, Hancock, Daniel, Johnson & Nagle, PC, 4701 Cox Road, Suite 400, P.O. Box 72050, Glen Allen, Virginia 23255; James S. Copenhagen, Senior Attorney, NiSource Corporate Services Company, 1809 Coyote Drive, Chester, Virginia 23836; Edward L. Flippen, Esquire, McGuireWoods LLP, One James Center, 901 East Cary Street, Richmond, Virginia 23219-4030; James C. Dimitri, Esquire, McGuireWoods LLP, One James Center, 901 East Cary Street, Richmond, Virginia 23219-4030; Anthony Gambardella, Esquire, Woods Rogers P.L.C., 823 East Main Street, Suite 1200, Richmond, Virginia 23219; Guy T. Tripp, III, Esquire, and Richard D. Gary, Esquire, Hunton & Williams LLP, Riverfront Plaza, East Tower, 951 East Byrd Street, Richmond, Virginia 23219-4074; Karen L. Bell, Esquire, Dominion Resources, Inc., P.O. Box 26532, Richmond, Virginia 23261; Carl Daniel, Massanutten Public Service Utilities, 5701 Westpark Drive, Suite 101, Charlotte, North Carolina 28217; Norris Sisson, Dale Service Corporation, 5609 Mapledale Plaza, Dale City, Virginia 22193; Greg Odell, AquaSource Utility-Virginia, Inc., Aqua Virginia, Inc., 2414 Granite Road, Rockville, Virginia 23146; William Walsh, Manager, Virginia American Water Company, 2223 Duke Street, Alexandria, Virginia 22310; Tom McCabe, Manager-External Relations, Amelia Telephone Corporation, New Castle Telephone Company, and Virginia Telephone Company, 107 West Franklin Street, Quincy, Florida 32351-0189; Ralph Frye, Vice President, Burke's Garden Telephone Exchange, 9981 Mill Pond Run, Toano, Virginia 23168; C. Steve Parrott, State Executive - Virginia, Central Telephone Company of Virginia and United Telephone-Southeast, Inc., 14111 Capital Boulevard, Wake Forest, North Carolina

27587; L. Ronald Smith, President/General Manager, MGW Telephone Company, Inc., P.O. Box 105, Williamsville, Virginia 24487; Mary McDermott, NTELOS Telephone Inc. and Roanoke & Botetourt Telephone Company, P.O. Box 1990, Waynesboro, Virginia 22980; Hart Ashworth, Peoples Mutual Telephone Company, Inc., 123 Watts Street, P.O. Box 367, Gretna, Virginia 24557; David Ferguson, V.P. Customer Services, Shenandoah Telephone Company, P.O. Box 459, Edinburg, Virginia 22824; Lydia R. Pulley, Vice President and General Counsel, Mid-Atlantic-South, Verizon Virginia Inc., 600 East Main Street, Suite 1100, Richmond, Virginia 23219-2441; Robert W. Woltz, President, Verizon Virginia, Inc., 600 East Main Street, P.O. Box 27241, Richmond, Virginia 23261-7241; Donald G. Owens, Esquire, Troutman Sanders LLP, Troutman Sanders Building, 1001 Haxall Point, P.O. Box 1122, Richmond, Virginia 23218-1122; 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 Office of General Counsel and Divisions of Energy Regulation, Public Utility Accounting, and Economics and Finance.

¹ Chapter 933 amends and reenacts §§ 56-233.1, 56-234.2, 56-235.2, 56-235.6, 56-249.6, 56-576 through 56-581, 56-582, 56-584, 56-585, 56-587, 56-589, 56-590, and 56-594 of the Code of Virginia ("Code"); amends the Code by adding sections numbered 56-585.1, 56-585.2, and 56-585.3; and repeals §§ 56-581.1 and 56-583 of the Code, relating to the regulation of electric utility service.

² As described in SB 1416's legislative summary "[T]he ratemaking procedure requires the State Corporation Commission (SCC) to conduct a rate case for investor-owned utilities in 2009; thereafter, the SCC will review each utility's rates, terms, and conditions using two 12-month test periods ending December 31, 2010, though the SCC is given discretion to stagger the years in which it conducts such reviews. In these biennial reviews the SCC will determine fair rates of return on common equity for the utility's generation and distribution services, using any methodology it finds consistent with the public interest. However, the return shall not be set: (i) lower than the average of the returns on common equity reported to the Securities and Exchange Commission for the three most recent annual periods by a peer group of a majority of the other vertically-integrated investor-owned electric utilities in the southeastern United States with a Moody's bond rating of at least Baa: or (ii) higher than 300 basis points above that average."

³ As described in SB 1416's legislative summary "[E]ach utility may seek rate adjustment clauses to recover: (i) costs for transmission services provided by PJM Interconnection under applicable rates, terms and conditions approved by the Federal Energy Regulatory Commission (FERC) and costs of FERC-approved demand response programs; (ii) deferred environmental and reliability costs authorized under prior capped rate rules; (iii) costs of providing incentives for the utility to design and operate fair and effective demand-management, conservation, energy efficiency, and load management programs; (iv) costs of participation in the new renewable energy portfolio standard program; and (v) costs of projects that the SCC finds to be necessary to comply with state or federal environmental laws or regulations applicable to generation facilities used to serve the utility's native load obligations, which costs may include the enhanced rate of return for new base load generation if the project would reduce the need for construction of new generation facilities by enabling the continued operation of existing generation facilities. A utility may also apply a rate adjustment clause for recovery from customers of the costs of: (i) a coal-fired generation facility

that utilizes Virginia coal and is located in the coalfield region of the Commonwealth, (ii) one or more other generation facilities, or (iii) one or more major unit modifications of generation facilities, to meet the utility's projected native load obligations. The utility may recover an enhanced rate of return on common equity associated with the type of project, which may include projects utilizing nuclear power, renewable technologies, carbon capture facilities, combined cycle combustion turbines, and conventional coal facilities."

⁴ § 56-235.2 of the Code.

⁵ § 56-235.6 of the Code.

CHAPTER 201
RULES GOVERNING UTILITY RATE APPLICATIONS
AND ANNUAL INFORMATIONAL FILINGS

20VAC5-201-10. General filing instructions.

A. An applicant shall provide a notice of intent to file an application pursuant to 20VAC5-201-20, 20VAC5-201-40 and 20VAC5-201-70 to the commission 60 days prior to the application filing date.

B. Applications pursuant to 20VAC5-201-20 through 20VAC5-201-70 shall include:

1. The name and post office address of the applicant and the name and post office address of its counsel.
2. A full clear statement of the facts that the applicant is prepared to prove by competent evidence.
3. A statement of details of the objective or objectives sought and the legal basis therefore.
4. All direct testimony by which the applicant expects to support the objective or objectives sought.
5. Information or documentation conforming to the following general instructions:
 - a. Attach a table of contents of the company's application, including exhibits.
 - b. Each exhibit shall be labeled with the name of the applicant and the initials of the sponsoring witness in the upper right hand corner as shown below:

<u>Exhibit No. (Leave Blank)</u>
<u>Witness: (Initials)</u>
<u>Statement or</u>
<u>Schedule Number</u>
 - c. The first page of all exhibits shall contain a caption that describes the subject matter of the exhibit.
 - d. If the accounting and statistical data submitted differ from the books of the applicant, then the applicant shall include in its filing a reconciliation schedule for each account or subaccount that differs, together with an explanation describing the nature of the difference.
 - e. The required accounting and statistical data shall include all work papers and other information necessary

to ensure that the items, statements and schedules are not misleading.

C. These rules do not limit the commission staff or parties from raising issues for commission consideration that have not been addressed in the applicant's filing before the commission.

D. An application shall not be deemed filed per Chapter 10 (§56-232 et seq.) or Chapter 23 (§56-576 et seq.) of Title 56 of the Code of Virginia unless it is in full compliance with these rules.

E. The commission may waive any or all parts of these rate case rules for good cause shown.

F. Where a filing contains information that the applicant claims to be confidential, the filing may be made under seal provided it is accompanied by both a motion for protective order or other confidential treatment and an additional five copies of a redacted version of the filing to be available for public disclosure. Unredacted filings containing the confidential information shall, however, be immediately available to the commission staff for internal use at the commission.

G. Filings containing confidential (or redacted) information shall so state on the cover of the filing, and the precise portions of the filing containing such confidential (or redacted) information, including supporting material, shall be clearly marked within the filing.

H. Applicants shall file a disk containing a Microsoft Excel version of Schedules 1-5, 8-28, 36, 40, and 50, as applicable, with the Division of Public Utility Accounting, the Division of Economics and Finance and the Division of Energy Regulation or the Division of Communications, as appropriate. Additional Excel versions of such schedules shall be made available to parties upon request.

I. All applications, including direct testimony and Schedules 1-28, 30-39 and 41-50, as applicable, shall be filed in an original and 12 copies with the Clerk of the Commission, c/o Document Control Center, P.O. Box 2118, Richmond, Virginia 23218. One copy of Schedules 29 and 40 shall be filed with the Clerk of the Commission.

Two copies of Schedules 29 and 40 shall be submitted to the Division of Public Utility Accounting or the Division of Communications, as appropriate. Two copies of Schedule 40 shall be submitted to the Division of Energy Regulation.

J. For any application made pursuant to 20VAC5-201-20 and 20VAC5-201-40 through 20VAC5-201-70, the applicant shall serve a copy of the information required in 20VAC5-201-10 A and B 1 through 3, upon the Commonwealth's Attorney and chairman of the board of supervisors of each county (or equivalent officials in the counties having alternate forms of government) in this Commonwealth affected by the

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proposed increase and upon the mayor or manager and the attorney of every city and town (or equivalent officials in towns and cities having alternate forms of government) in this Commonwealth affected by the proposed increase. The applicant shall also serve each such official with a statement that a copy of the complete application may be obtained at no cost by making a request therefor orally or in writing to a specified company official or location. In addition, the applicant shall serve a copy of its complete application upon the Division of Consumer Counsel of the Office of the Attorney General of Virginia. All such service specified by this rule shall be made either by (i) personal delivery or (ii) first class mail, to the customary place of business or to the residence of the person served.

20VAC5-201-20. General and expedited rate increase applications.

A. An application for a general or expedited rate increase pursuant to Chapter 10 (§56-232 et seq.) of Title 56 of the Code of Virginia for a public utility having annual revenues exceeding \$1 million, shall conform to the following requirements:

1. Exhibits consisting of Schedules 1 through 44 and the utility's direct testimony shall be submitted. Such schedules shall be identified with the appropriate schedule number and shall be prepared in accordance with the instructions contained in 20VAC5-201-90.

2. An applicant subject to §56-585.1 of the Code of Virginia shall file Schedules 46 and 49 in addition to the schedules required in 20VAC5-201-20 A 1 in accordance with the instructions accompanying such schedules in 20VAC5-201-90.

3. An exhibit consisting of additional schedules may be submitted with the utility's direct testimony. Such exhibit shall be identified as Schedule 50 (this exhibit may include numerous sub-schedules labeled 50A et seq.).

B. The selection of a historic test period is up to the applicant. However, the use of overlapping test periods will not be allowed.

C. If not otherwise constrained by law or regulatory requirements, an applicant who has not experienced a substantial change in circumstances may file an expedited rate application as an alternative to a general rate application. Such application need not propose an increase in regulated operating revenues. If, upon timely consideration of the expedited application and supporting evidence, it appears that a substantial change in circumstances has taken place since the applicant's last rate case, then the commission may take appropriate action, such as directing that the expedited application be dismissed or treated as a general rate application. Prior to public hearing, and subject to applicable provisions of law, an application for expedited rate increase may take effect within 30 days after the date the application is

filed. Expedited rate increases may also take effect in less than 12 months after the applicant's preceding rate increase so long as rates are not increased as a result thereof more than once in any calendar year. An applicant making an expedited application shall also comply with the following rules:

1. In computing its cost of capital, as prescribed in Schedule 3 in 20VAC5-201-90, the applicant, other than those utilities subject to §56-585.1 of the Code of Virginia, shall use the equity return rate approved by the commission and used to determine the revenue requirements in the utility's most recent rate proceeding.

2. An applicant, in developing its rate of return statement, shall make adjustments to its test period jurisdictional results only in accordance with the instructions accompanying Schedule 25 in 20VAC5-201-90.

3. The applicant may propose new allocation methodologies, rate designs and new or revised terms and conditions provided such proposals are supported by appropriate cost studies. Such support shall be included in Schedule 40.

D. Rates authorized to take effect 30 days following the filing of any application for an expedited rate increase shall be subject to refund in a manner prescribed by the commission. Whenever rates are subject to refund, the commission may also direct that such refund bear interest at a rate set by the commission.

20VAC5-201-30. Annual informational filings.

Unless modified per a commission-approved alternative regulatory plan, each utility not subject to §56-585.1 of the Code of Virginia, and which is not requesting a base rate increase shall make an annual informational filing consisting of Schedules 1-7, 9, 11-12, 14-19, 21-22, 24-25, 27-31, 34-36, 38-40 and 44 as identified in 20VAC5-201-90. The test period shall be the current 12 months ending in the same month used in the utility's most recent rate application. This information shall be filed with the commission within 120 days after the end of the test period. Accounting adjustments reflected in Column (2) of Schedule 21 shall incorporate the ratemaking treatment approved by the commission in the utility's last rate case and shall be calculated in accordance with the Expedited Rules of Schedule 25. Requirements found in 20VAC5-201-10 B 2 through 4 may be omitted in Annual Informational Filings.

20VAC5-201-40. Optional performance-based regulations applications.

A. An applicant, other than those subject to §56-585.1 of the Code of Virginia, that files an application for performance-based regulation pursuant to §56-585.1 of the Code of Virginia shall file Schedules 1-32 and 34-43 as identified in 20VAC5-201-90.

B. An applicant subject to §56-585.1 of the Code of Virginia that files a performance-based regulation filing pursuant to §56-235.6 of the Code of Virginia shall file Schedules 1-46 and 49 as identified in 20VAC5-201-90.

20VAC5-201-50. Biennial review applications.

A. A biennial review application filed pursuant to §56-585.1 of the Code of Virginia shall include the following:

1. Exhibits consisting of Schedules 3, 6-7, 9-18, 40a and 44-45 as identified in 20VAC5-201-90 shall be submitted with the utility's direct testimony for two successive 12-month test periods.
2. Exhibits consisting of Schedules 1-2, 4-5, 8, 19-39, 40b-d, 41-43, 46, and 49 as identified in 20VAC5-201-90 shall be submitted with the utility's direct testimony for the second of the two successive 12-month test periods.
3. An exhibit consisting of additional schedules may be submitted with the utility's direct testimony. Such exhibit shall be identified as Schedule 50 (this exhibit may include numerous sub-schedules labeled 50A et seq.).
4. A reconciliation of Schedules 19 and 22 to the statement of income and comparative balance sheet contained in FERC Form No. 1.

B. The assumed rate year for purposes of determining ratemaking adjustment in Schedules 21 and 24, as identified in 20VAC5-201-90, shall begin on December 1 of the year following the two successive 12-month test periods.

C. For purposes of attaining timelines established for biennial reviews in §56-585.1 A 8 of the Code of Virginia, by March 31 of each year that a biennial review is not filed pursuant to §56-585.1 of the Code of Virginia, each investor-owned electric utility subject to §56-585.1 of the Code of Virginia shall submit two copies of Schedules 9-25, 27-29, 40, and 44-45 for the previous 12-month test period with the commission's Division of Public Utility Accounting, the Division of Economics and Finance and the Division of Energy Regulation. These schedules do not constitute an Annual Informational Filing and will not result in any findings or conclusions outside the context of legislated biennial reviews.

20VAC5-201-60. Rate adjustment clause filings.

An application filed pursuant to §56-582 or 56-585.1 A 4, 5 or 6 of the Code of Virginia shall include Schedules 46-48 as identified and described in 20VAC5-201-90, and that shall be submitted with the utility's direct testimony.

20VAC5-201-70. Temporary increases of rates.

A. Applicants that file a request for a temporary increase in rates pursuant to §56-245 of the Code shall include Schedules 1-43 as identified and described in 20VAC5-201-90.

B. Applicants subject to §56-585.1 of the Code of Virginia that file a request for a temporary increase in rates pursuant to §56-245 of the Code of Virginia shall file Schedules 44-46 and 49 as identified and described in 20VAC5-201-90 in addition to the schedules required in subsection A of this section.

C. Nothing in these rules shall be interpreted to apply to applications for temporary reductions of rates pursuant to §56-242 of the Code of Virginia.

20VAC5-201-80. Fuel factor filings.

A. In the event that an electric utility files an application to increase the fuel factor, fuel factor projections shall be filed six weeks prior to the proposed effective date. The filing shall include projections required by the commission's Fuel Monitoring System as well as the testimony and exhibits supporting the fuel factor projections.

B. Electric utilities not seeking a change in the fuel factor shall file fuel factor projections at least six weeks prior to the expiration of the last projection or as required by the commission.

20VAC5-201-90. Schedules and exhibits for Chapter 201.

The following schedules are to be used in conjunction with this chapter:

Schedule 1 - Historic Profitability and Market Data

Instructions: Using the format of the attached schedule and the definitions provided below, provide the data for the test year and four prior fiscal years. The information shall be compatible with the latest stockholder's annual report (including any restatements). Information in Sections A and B shall be compiled for the corporate entity that raises equity capital in the marketplace. Information in Section C shall be compiled for the subsidiary company that provides regulated utility service in Virginia.

Definitions for Schedule 1

<u>Return on Year</u>	<u>Earnings Available for Common</u>
<u>End Equity* =</u>	<u>Shareholders</u>
	<hr/>
	<u>Year End Common Equity</u>
	<hr/>
<u>Return on Average</u>	<u>Earnings Available for Common</u>
<u>Equity* =</u>	<u>Shareholders</u>
	<hr/>
	<u>The Average of Year End Equity</u>
	<u>for the Current & Previous Year</u>
	<hr/>
<u>Earnings Per Share</u>	<u>Earnings Available for Common</u>
<u>=</u>	<u>Shareholders</u>
	<hr/>
	<u>Average No. Common Shares</u>
	<u>Outstanding</u>

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Dividends Per Share = Common Dividends Paid per Share During the Year

Payout Ratio = DPS/EPS

Average Market Price** = (Yearly High + Yearly Low Price)/2

Dividend Yield = DPS/ Average Market Price**

Price Earnings Ratio = Average Market Price**/EPS

*Job Development Credits shall not be included as part of equity capital nor shall a deduction be made from earnings for a capital charge on these Job Development Credits in Schedule 1.

**An average based on monthly highs and lows is also acceptable. If this alternative is chosen, provide monthly market prices and sufficient data to show how the calculation was made.

Schedule 2 - Interest and Cash Flow Coverage Data

Instructions: This schedule shall be prepared using the definitions and instructions given below and presented in the format of the attached schedule. The information shall be provided for the test year and the four prior fiscal years based on information for the Applicant and for the consolidated company if Applicant is a subsidiary.

- Interest (Lines 3, 4, & 5) shall include amortization of expenses, discounts, and premiums on debt without deducting an allowance for borrowed funds used during construction.

- Income taxes (Line 2) shall include federal and state income taxes.

- Allowance for Funds Used During Construction ("AFUDC") (Line 8), where applicable, is total AFUDC -- for borrowed and other funds.

- Preferred dividends (Line 13) for a subsidiary may need to be allocated from the parent's total preferred dividends. Specify the allocation factor and the methodology used in a footnote.

- Construction expenditures (Line 15) are net of AFUDC.

- Common dividends (Line 16) for a subsidiary shall be stated per books. If the subsidiary's dividend payout ratio differs from the consolidated company's payout ratio, show in a footnote the subsidiary's common dividends based on the consolidated company's payout ratio.

Schedule 3 - Capital Structure and Cost of Capital Statement – Per Books and Average

Instructions: This schedule shall show the amount of each capital component per balance sheet, the amount for ratemaking purposes, the percentage weight in the capital structure, the component cost and weighted cost, using the

format in the attached schedule. The information shall be provided for the test period, the four prior fiscal years, and on a 13-month average or five-quarter average basis for the test period. The data shall be provided for the entity whose capital structure was approved for use in the applicant's last rate case.

In Part A, the information shall be compatible with the latest Stockholders' Annual Report (including any restatements). In Parts B, C, and D the methodology shall be consistent with that approved in the applicant's last rate case. Reconcile differences between Parts A and B for both end-of-test-period and average capital structures.

The amounts for short-term debt and revolving credit agreements (and similar arrangements) in Part B shall be based where possible on a daily average over the test year, or alternatively on a 13-month average over the test year. Except for the Part B amount for short-term debt and average amounts in Column (6), all other accounts are end-of-year and end-of-test period.

The component weighted cost rates equal the product of each component's capital structure weight for ratemaking purposes times its cost rate. The weighted cost of capital is equal to the sum of the component weighted cost rates. The Job Development Credits cost is equal to the weighted cost of permanent capital (long-term debt, preferred stock, and common equity).

For investor-owned electric utilities subject to §56-585.1 of the Code of Virginia, Parts A, B, C, and D shall be based on the utility's actual, end-of-period capital structure.

Schedule 4 - Schedules of Long-Term Debt, Preferred and Preference Stock, Job Development Credits, and Any Other Component of Ratemaking Capital

Instructions: For each applicable capital component, provide a schedule that shows, for each issue, the amount outstanding, its percentage of the total capital component, and effective cost based on the embedded cost rate. This data shall support the amount and cost rate of the respective capital components contained in Schedule 3, consistent with the methodology approved in applicant's last rate case. In addition, a detailed breakdown of all job development credits should be provided that reconciles to the per books balance of investment tax credits. These schedules should reflect disclosure of any associated hedging/derivative instruments, their respective terms and conditions (instrument type, notional amount and associated series of debt or preferred stock hedged, period in effect, etc.), and the impact of such instruments on the cost of debt or preferred stock.

Schedule 5 - Schedule of Short-Term Debt, Revolving Credit Agreements, and similar Short-Term Financing Arrangements

Instructions: Utilities that are not subject to §56-585.1 of the Code of Virginia shall provide data and explain the

methodology, which should be consistent with the methodology approved in the applicant's last rate case, used to calculate the cost and balance contained in Schedule 3 for short-term debt, revolving credit agreements, and similar arrangements.

Investor-owned electric utilities subject to §56-585.1 of the Code of Virginia shall file data consistent with the utility's end of test period capital structure and cost of short-term debt.

This schedule should also provide detailed disclosure of any hedging/derivative instruments related to short-term debt, their respective terms and conditions (instrument type, notional amount and associated series of debt hedged, period in effect, etc.), and the impact of such instruments on the cost of short-term debt.

Schedule 6 - Public Financial Reports

Instructions: Provide copies of the most recent Stockholder's Annual Report, Securities and Exchange Commission Form 10-K, and Form 10-Q for the applicant and the consolidated parent company if applicant is a subsidiary. If published, provide a copy of the most recent statistical or financial supplement for the consolidated parent company.

Schedule 7 - Comparative Financial Statements

Instructions: If not provided in the public financial reports for Schedule 6, provide comparative balance sheets, income statements, and cash flow statements for the test year and the 12-month period preceding the test year for the applicant and its consolidated parent company if applicant is a subsidiary.

Schedule 8 - Proposed Cost of Capital Statement

Instructions: Provide the applicant's proposed capital structure/cost of capital schedule. In conjunction, provide schedules that support the amount and cost of each component of the proposed capital structure, and explain all assumptions used.

Schedule 9 - Rate of Return Statement –Earnings Test – Per Books

Instructions: Applicants meeting each of the four following criteria may omit this schedule in Annual Informational Filings and rate applications: (1) the applicant is not subject to §56-585.1 of the Code of Virginia; (2) the applicant is not currently bound by a performance-based regulation plan authorized by the commission pursuant to §56-235.6 of the Code of Virginia; (3) the applicant has no Virginia jurisdictional regulatory assets on its books; and (4) the applicant is not seeking to establish a regulatory asset.

Use format of attached schedule.

Schedule 9 shall reflect average rate base, capital and common equity capital. Interest expense, preferred dividends and common equity capital shall be calculated by using the

average capital structure included in Schedule 3 B and average rate base.

Utilities not subject to §56-585.1 of the Code of Virginia shall file only Columns (1)-(3) on Schedule 9.

Schedule 10 - Rate of Return Statement – Earnings Test – Generation and Distribution Per Books

Instructions: For utilities subject to §56-585.1 of the Code of Virginia, Schedule 10 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 10A, reflecting generation only operations and Schedule 10B, reflecting distribution only operations, using the same format as Schedule 10.

Utilities not subject to §56-585.1 of the Code may omit Schedule 10.

Use format of attached schedule.

Schedule 10 shall reflect average rate base, capital and common equity capital. Interest expense, preferred dividends and common equity capital shall be calculated by using the average capital structure included in Schedule 3 B and average rate base.

Schedule 10 Columns (2) - (3) shall reflect revenues, expenses and rate base for each commission-approved rate adjustment clause pursuant to §§56-585.1 A 5 b, c and d or A 6 of the Code of Virginia.

Schedule 11 - Rate of Return Statement – Earnings Test – Adjusted to A Regulatory Accounting Basis

Instructions: Applicants meeting each of the four following criteria may omit this schedule in Annual Informational Filings and rate applications: (1) the applicant is not subject to §56-585.1 of the Code of Virginia; (2) the applicant is not currently bound by performance-based regulation plan authorized by the commission pursuant to §56-235.6 of the Code of Virginia; (3) the applicant has no Virginia jurisdictional regulatory assets on its books; and (4) the applicant is not seeking to establish a regulatory asset.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 11 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 11A, reflecting generation only operation, and Schedule 11B, reflecting distribution only operations, using the same format as Schedule 11.

Use format of attached schedule.

Schedule 11 adjustments in Column (2) shall reflect any financial differences between Generally Accepted Accounting Principles ("GAAP") and regulatory accounting as prescribed by the commission. Each Column (2) adjustment shall be separately identified and reflected in Schedule 16.

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A per books regulatory accounting adjustment to reflect Job Development Credit (JDC) Capital Expense shall be reflected in Schedule 11 Column (2), if applicable. Column (3) JDC Capital Expense shall be calculated as follows:

JDC Capital Expense = Rate Base (line 25) * weighted cost of JDC Capital in Schedule 3

The associated income tax savings shall be reflected in lines 5 and 6, Column (2) as follows:

Associated income tax savings = total average rate base (line 25) * weight of JDC capital (Sch. 3) * weighted cost of debt component of the JDC cost component (Sch. 3) * (Federal and State Income Tax rate * -1)

Schedule 11 Line 15 other income/(expense) shown in Column (3) shall be the current amount of other income/(expense) categorized as jurisdictional in the applicant's last rate case.

Schedule 12 - Rate Base Statement – Earnings Test – Per Books

Instructions: Applicants meeting each of the four following criteria may omit this schedule in Annual Informational Filings and rate applications: (1) the applicant is not subject to §56-585.1 of the Code of Virginia; (2) the applicant is not currently bound by performance-based regulation plan authorized by the commission pursuant to §56-235.6 of the Code of Virginia; (3) the applicant has no Virginia jurisdictional regulatory assets on its books; and (4) the applicant is not seeking to establish a regulatory asset.

Use format of attached schedule.

Utilities not subject to §56-585.1 of the Code of Virginia shall file only Columns (1)-(3) on Schedule 12.

Cash working capital allowance shall be calculated using a lead/lag study. Schedules 17 and 18 shall be provided detailing the cash working capital computation for Schedule 12 Columns (1) and (3). Applicants with jurisdictional per books operating revenues less than \$150 million may include a zero cash working capital requirement rather than perform a lead/lag study.

Schedule 13 - Rate Base Statement – Earnings Test – Generation and Distribution Per Books

Instructions: Utilities not subject to §56-585.1 of the Code of Virginia may omit Schedule 13.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 13 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 13A, reflecting generation only operations, and Schedule 13B, reflecting distribution only operations, using the same format as Schedule 13.

Use format of attached schedule.

Schedule 13 Columns (2)-(3) shall reflect rate base information for each Commission approved rate adjustment clause pursuant to §§56-585.1 A5 b, c and d or A6 of the Code of Virginia.

Cash working capital allowance shall be calculated using a lead/lag study. Schedules 17 and 18 shall be provided detailing the cash working capital computation for Schedule 13 Column (5). Applicants with jurisdictional per books operating revenues less than \$150 million may include a zero cash working capital requirement rather than perform a lead/lag study.

Schedule 14 - Rate Base Statement– Earnings Test – Adjusted to Regulatory Accounting Basis

Instructions: Applicants meeting each of the four following criteria may omit this schedule in Annual Informational Filings and rate applications: (1) the applicant is not subject to §56-585.1 of the Code of Virginia; (2) the applicant is not currently bound by performance-based regulation plan authorized by the Commission pursuant to §56-235.6 of the Code of Virginia; (3) the applicant has no Virginia jurisdictional regulatory assets on its books; and (4) the applicant is not seeking to establish a regulatory asset.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 14 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 14A, reflecting generation only operations, and Schedule 14B, reflecting distribution only operations, using the same format as Schedule 14.

Use format of attached schedule.

Cash working capital allowance shall be calculated using a lead/lag study. Schedules 17 and 18 shall be provided detailing the cash working capital computation for Schedule 14 Column (3). Applicants with jurisdictional per books operating revenues less than \$150 million may include a zero cash working capital requirement rather than perform a lead/lag study.

Schedule 14 Column (2) shall reflect adjustments necessary to identify any financial differences between Generally Accepted Accounting Principles and regulatory accounting as prescribed by the commission.

Schedule 15 - Schedule of Regulatory Assets

Instructions: If applicable per Schedules 9 and 12 instructions.

Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 15 shall reflect combined generation and distribution operations as well as generation only operations and distribution only operations.

All regulatory assets shall be individually listed with associated deferred income tax. Indicate whether the regulatory asset is included in financial reporting or is currently recognized for ratemaking purposes only.

Schedule 16 - Detail of Regulatory Accounting Adjustments

Instructions: If applicable per Schedules 9 and 12 instructions.

Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 16 shall reflect combined generation and distribution operations as well as generation only operations and distribution only operations.

Each regulatory accounting adjustment shall be numbered sequentially beginning with ET-1 and listed under the appropriate description category (Operating Revenues, Interest Expense, Common Equity Capital, etc.).

Each regulatory accounting adjustment shall be fully explained in the description column of this schedule. Regulatory accounting adjustments shall adjust from a financial accounting basis to a regulatory accounting basis. Adjustments to reflect going-forward operations shall not be included on this schedule.

Detailed workpapers substantiating each adjustment shall be provided in Schedule 29.

Schedule 17 - Lead/Lag Cash Working Capital Calculation – Earnings Test

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 17 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 17A, reflecting generation only operations, and Schedule 17B, reflecting distribution only operations, using the same format as Schedule 17.

Total Balance Sheet Net Source/Use of Average Cash Working Capital determined in Schedule 18 shall be included in the Total Cash Working Capital amount in this schedule.

The Total Cash Working Capital amount determined in this schedule shall be included in Schedules 12-14.

Schedule 18 - Balance Sheet Analysis – Earnings Test

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 18 shall reflect combined generation and distribution operations as well as generation only operations and distribution only operations.

All sources/uses of cash working capital shall be detailed in this schedule. The associated accumulated deferred income tax shall also be included as a source/use.

The Net Source/Use of Average Cash Working Capital determined in this schedule shall be included in Schedule 17.

Support for the above schedule shall include a list of all balance sheet subaccounts and titles. Indicate whether the account's impact is included in (1) the balance sheet analysis, (2) the capital structure, (3) the income statement portion of the lead/lag study, or (4) excluded from cost of service. Include a brief description of the costs included in each account.

Schedule 19 - Rate of Return Statement – Per Books

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 19 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 19A, reflecting generation only operations, and Schedule 19B, reflecting distribution only operations, using the same format as Schedule 19.

Utilities not subject to §56-585.1 of the Code of Virginia shall file only Columns (1)-(3) on Schedule 19.

Interest expense, preferred dividends and common equity capital shall be calculated by using the capital structure included in Schedule 3 or Schedule 8 and average rate year level rate base.

Schedule 20 - Rate of Return Statement – Generation and Distribution Per Books

Instructions: For utilities subject to §56-585.1 of the Code of Virginia, Schedule 20 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 20A, reflecting generation only operations, and Schedule 20B, reflecting distribution only operations, using the same format as Schedule 20.

Utilities not subject to §56-585.1 of the Code of Virginia may omit Schedule 20.

Use format of attached schedule.

Schedule 20 Columns (2)-(4) shall reflect revenues, expenses and rate base for each commission-approved rate adjustment clause pursuant to §§56-585.1 A 4, A 5 b, c and d or A 6 of the Code of Virginia.

Interest expense, preferred dividends and common equity capital shall be calculated by using the capital structure included in Schedule 3 or Schedule 8 and average rate year level rate base.

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Schedule 21 - Rate of Return Statement – Reflecting Ratemaking Adjustments

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 21 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 21A, reflecting generation only operations, and Schedule 21B, reflecting distribution only operations, using the same format as Schedule 21.

Schedule 21 Column (2) adjustments shall be separately identified and reflected in Schedule 25.

Interest expense, preferred dividends and common equity capital shall be calculated by using the capital structure included in Schedule 3 or Schedule 8 and average rate year level rate base.

After ratemaking adjustments, JDC capital expense shall be calculated as follows:

Total rate base (line 28) * weighted cost of JDC capital in Schedule 3 or 8

Schedule 22 - Rate Base Statement – Per Books

Instructions: Use format of attached schedule.

Utilities not subject to §56-585.1 of the Code of Virginia shall file only Columns (1)-(3) on Schedule 22.

Cash working capital allowance shall be calculated using a lead/lag study. Schedules 27 and 28 shall be provided detailing the cash working capital computation for Column (1), (3) and (7). Applicants with jurisdictional per books operating revenues less than \$150 million may include a zero cash working capital requirement rather than perform a lead/lag study.

Schedule 23 - Rate Base Statement – Generation and Distribution Per Books

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 23 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 23A, reflecting generation only operations, and Schedule 23B, reflecting distribution only operations, using the same format as Schedule 23.

Utilities not subject to §56-585.1 of the Code of Virginia may omit Schedule 23.

Schedule 23 Columns (2) - (4) shall reflect rate base information for each commission-approved rate adjustment clause pursuant to §§56-585.1 A 4, A 5 b, c and d or A 6 of the Code of Virginia.

Cash working capital allowance shall be calculated using a lead/lag study. Schedules 27 and 28 shall be provided

detailing the cash working capital computation for Column (5). Applicants with jurisdictional per books operating revenues less than \$150 million may include a zero cash working capital requirement rather than perform a lead/lag study.

Schedule 24 - Rate Base Statement – Adjusted – Reflecting Ratemaking Adjustments

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 24 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 24A, reflecting generation only operations, and Schedule 24B, reflecting distribution only operations, using the same format as Schedule 24.

Cash working capital allowance shall be calculated using a lead/lag study. Schedules 27 and 28 shall be provided detailing the cash working capital computation for Column (3). Applicants with jurisdictional per books operating revenues less than \$150 million may include a zero cash working capital requirement rather than perform a lead/lag study.

Schedule 25 - Detail of Ratemaking Adjustments

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 25 shall reflect combined generation and distribution operations as well as generation only operations and distribution only operations.

Each adjustment shall be numbered sequentially and listed under the appropriate description category (Operating Revenues, Interest Expense, Common Equity Capital, etc.).

Ratemaking adjustments shall reflect a rate year level of revenues and expenses. Rate base adjustments may reflect no more than a rate year average. In Expedited Filings, Column (4) Ratemaking Adjustments shall reflect a rate year level of only those types of adjustments previously approved for the applicant.

Detailed workpapers substantiating each adjustment shall be provided in Schedule 29.

Schedule 26 - Revenue Requirement Reconciliation

Instructions: For utilities subject to §56-585.1 of the Code of Virginia, Schedule 26 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 26A, reflecting generation only operations, and Schedule 26B, reflecting distribution only operations, using the same format as Schedule 26.

Provide a revenue reconciliation of each issue that affects the revenue requirement. All components of each issue shall be detailed (i.e. payroll and related = payroll, benefits, payroll taxes, and related tax effect). Cash working capital shall be

considered a separate issue rather than as a component of each issue.

Schedule 27 - Lead/Lag Cash Working Capital Calculation – Adjusted

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 27 shall reflect combined generation and distribution operations. Additionally, such utilities shall file Schedule 27A, reflecting generation only operations, and Schedule 27B, reflecting distribution only operations, using the same format as Schedule 27.

Total Balance Sheet Net Source/Use of Average Cash Working Capital determined in Schedule 28 shall be included in the Total Cash Working Capital amount in this schedule.

The Total Cash Working Capital amount determined in this schedule shall be included in Schedules 22-24.

Schedule 28 - Balance Sheet Analysis – Adjusted

Instructions: Use format of attached schedule.

For utilities subject to §56-585.1 of the Code of Virginia, Schedule 28 shall reflect combined generation and distribution operations as well as generation only operations and distribution only operations.

All sources/uses of cash working capital shall be detailed in this schedule. The associated accumulated deferred income tax shall also be included as a source/use.

The Net Source/Use of Average Cash Working Capital determined in this schedule shall be included in Schedule 27.

Support for the above schedule should include a list of all balance sheet subaccounts and titles. Indicate whether the account’s impact is included in (1) the balance sheet analysis, (2) the capital structure, (3) the income statement portion of the lead lag study, or (4) excluded from cost of service. Include a brief description of the costs included in each account.

Schedule 29 - Workpapers for Earnings Test and Ratemaking Adjustments

Instructions:

(a) Provide a detailed narrative explaining the purpose, methodology, any relative Financial Accounting Standards Board (FASB) statement and commission precedent for each adjustment identified in subsections (b) and (d) below.

(b) Provide a summary calculation of each earnings test adjustment included in Schedule 16. Each summary calculation shall identify the origin of each data item shown and include a reference to all source documents.

(c) Provide all documents and information necessary to support the summary calculation required in subsection (b) for each proposed earnings test adjustment. Amounts identified as per books costs shall include any documentation necessary to verify such amount to Schedule 40A. Working papers shall be indexed and tabbed for each adjustment and include the name, phone number and email address of all employees responsible for the adjustment. All documents and information as referenced above should include, but not be limited to, general ledgers, payroll distributions, billing determinants, invoices, and actuarial reports.

(d) Provide a summary calculation of each rate year adjustment included in Schedule 25. Each summary calculation shall identify the origin of each data item shown and include a reference to all source documents.

(e) Provide all documents and information necessary to support the summary calculation required in subsection (d) for each proposed rate year adjustment. Amounts identified as per books costs shall include any documentation necessary to verify such amount to Schedule 40b. Working papers shall be indexed and tabbed for each adjustment and include the name, phone number and email address of all employees responsible for the adjustment. All documents and information as referenced above should include, but not be limited to, general ledgers, payroll distributions, billing determinants, invoices, and actuarial reports.

(f) Investor-owned electric utilities subject to §56-585.1 of the Code of Virginia shall separately identify functional information for each earnings test and proposed rate year adjustment required in subsections (b) and (d)

Schedule 30 - Revenue and Expense Variance Analysis

Instructions: Applicant shall quantify jurisdictional operating revenues and system operating and maintenance (O&M) expenses by primary account as specified by the appropriate federal or state Uniform System of Accounts (Federal Energy Regulatory Commission, Federal Communications Commission, National Association of Regulatory Commissioners) (hereinafter referred to as "USOA account") during the test period and the preceding 12 months. Also, provide jurisdictional sales volumes by customer class for the test period.

Applicants not subject to §56-585.1 of the Code of Virginia shall provide a detailed explanation of all jurisdictional revenue and system expense increases or decreases of more than 10% during the test period compared to the previous 12-month period. The expense variance analysis applies to test period expense items greater than one-hundredth of one percent (.0001) of total Operating & Maintenance (O&M) expenses for utilities with O&M expenses exceeding \$100 million, and one-tenth of one percent (.001) of total O&M

Regulations

expenses for utilities with O&M expenses below \$100 million.

Applicants subject to §56-585.1 of the Code of Virginia shall provide a detailed analysis of all jurisdictional revenue and system expense increases or decreases of more than 10% during the 12-month test period compared to the previous 12-month period. The analysis shall be by month and identify applicant payroll and overheads as well as each third party cost by transaction. Additionally, the applicant shall have an accounts payable ledger or schedule of all accounts payable for review at the applicant's office as of the date of the applicant's filing.

Schedule 31 - Advertising Expense

Instructions: A schedule detailing advertising expense by USOA account and grouped according to the categories identified in §56-235.2 of the Code of Virginia shall be provided. Advertising costs that are not identifiable to any of those categories shall be included in a separate category titled "other." If applicant seeks rate relief, demonstrate that the applicant's advertising meets the criteria established in §56-235.2 of the Code of Virginia.

Schedule 32 - Storm Damage

Instructions: Provide a schedule identifying minor and major storm damage expense by month, FERC account and internal or third-party cost for the test year and the previous three years. Include a detailed description of the damage sustained, the length of outages associated with the storm damage and work necessary to restore service.

Schedule 33 - Scheduled and Unscheduled Generation Unit Outages

Instructions: This schedule applies to those applicants subject to §56-585.1 of the Code of Virginia. Provide a detailed schedule of each generating unit outage identifying whether the outage was scheduled or unscheduled, length of outage, description of cause of outage and cost by FERC account.

Schedule 34 - Miscellaneous Expenses

Instructions: Provide a description of amounts paid and USOA accounts charged for each charitable and educational donation, each payment to associated industry organizations, and all other miscellaneous general expenses. Advertising expenses included in Schedule 31 should be excluded from this schedule.

Schedule 35 - Affiliate Services

Instructions: For purposes of this schedule affiliate services shall be defined to include those services between regulated and nonregulated divisions of an incumbent utility. If any portion of the required information has been filed with the commission as part of an applicant's Annual Report of Affiliate Transactions, the applicant may reference such

report clearly identifying what portions of the required information are included in the Annual Report of Affiliate Transactions.

Provide a narrative description of each affiliated service received or provided during the test period.

Provide a summary of affiliate transactions detailing costs by type of service provided (e.g. accounting, auditing, legal and regulatory, human resources, etc.) for each month of the test period. Show the final USOA account distribution of all costs billed to or by the regulated entity by month for the test period.

Identify all amounts billed to an affiliate and then billed back to the regulated entity.

Cost records and market analyses supporting all affiliated charges billed to or by the regulated entity/division shall be maintained and made readily available for commission staff review. This shall include supporting detail of costs (including the return component) incurred by the affiliated interest rendering the service and the allocation methodology. In situations when the pricing is required to be the higher (lower) of cost or market and market is unavailable, note each such transaction and have data supporting such a finding available for commission staff review.

If affiliate charges are booked per a pricing mechanism other than that approved by the commission, the regulated entity shall provide a reconciliation of books to commission-approved pricing, including an explanation of why the commission-approved pricing is not used for booking purposes.

Schedule 36 - Income Taxes

Instructions: Provide a schedule detailing the computation of test period current state and federal income taxes on a total company and Virginia jurisdictional basis. Such schedule should provide a complete reconciliation between book and taxable income showing all individual differences. Additionally, provide a schedule detailing the computation of fully adjusted, current state and federal income taxes applicable to the Virginia jurisdiction.

Provide a schedule detailing the individual items of deferred state and federal income tax expense for the test period on a total company and Virginia jurisdictional basis. Additionally, provide a schedule detailing the computation of fully adjusted, deferred state and federal income tax applicable to the Virginia jurisdiction.

Provide a detailed reconciliation between the statutory and effective income tax rates for the test period. Schedule should quantify individual reconciling items by dollar amount and percentage. Individual items should include but not be limited to permanent differences (itemize), flow-through depreciation, excess deferred FIT amortization and deferred Investment Tax Credit (ITC) amortization.

Provide a detailed listing of individual accumulated deferred income tax and accumulated deferred ITC amounts as of the end of test period. Separately identify those items affecting the computation of rate base on both a total company and Virginia jurisdictional basis. Additionally, provide a detailed listing of individual accumulated deferred income tax and accumulated deferred ITC amounts for the earnings test rate base (if applicable), the end of test period rate base, and the fully-adjusted rate base, on a Virginia jurisdictional basis.

Provide stand-alone federal and state income tax returns applicable to the test period.

Provide a detailed reconciliation between the federal and state income tax liabilities per these stand-alone tax returns and the actual per book federal and state income tax liabilities for the test period, on a total company and Virginia jurisdictional basis.

Provide a detailed reconciliation between deferred federal and state income tax expense computed on a stand-alone basis and the actual per book deferred federal and state income tax expense, on a total company and Virginia jurisdictional basis.

Provide a detailed reconciliation between individual accumulated deferred federal and state income tax assets and liabilities computed on a stand-alone basis and the actual per book accumulated deferred income tax amounts as of the end of the test period, on a total company and Virginia jurisdictional basis. Additionally, provide a detailed listing of individual accumulated deferred income tax assets and liabilities computed on a stand-alone basis for the earnings test rate base (if applicable), the end of test period rate base, and the fully-adjusted rate base, on a Virginia jurisdictional basis.

Tax returns filed per this schedule may be excluded from the Microsoft Excel version required per 20VAC5-201-10 H.

Schedule 37 - Organization

Instructions: Provide an organizational chart of the applicant and its parent company detailing subsidiaries and divisions. Provide details of any material corporate reorganizations since the applicant's last rate case. Explain the reasons and any ratemaking impact of each such reorganization.

Schedule 38 - Changes in Accounting Procedures

Instructions: Detail any material changes in accounting procedures adopted by either the parent/service company or the utility since the applicant's last rate case. Explain any ratemaking impact of such changes.

Identify any write-offs or write-downs associated with assets (i.e. plant, tax accounts, etc.) that have been retained, transferred or sold.

Schedule 39 - Out-of-Period Book Entries

Instructions: Provide a summary schedule prepared from an analysis of journal entries showing "out-of-period" items booked during the test period. Show journal entry number, amount, USOA account and explanation of charge.

Schedule 40 - Jurisdictional and Class Cost of Service Study

Instructions: Use format of attached schedule.

Investor-owned electric utilities subject to §56-585.1 of the Code of Virginia shall provide separate generation, transmission and distribution information for subsections (a), (b) and (c) as well as bundled information. Transmission shall reflect the Virginia retail information that has been converted from the Federal Energy Regulatory Commission (FERC) approved wholesale information. Additionally, provide a detailed calculation and explanation showing how the FERC wholesale transmission information is converted to Virginia retail information.

(a) Provide detailed calculations for all jurisdictional allocations for each revenue, expense and rate base USOA account used to create Schedules 9 and 10. Allocations should be based on test year average data. Show the allocation basis for each primary USOA account and for any amount included therein with a unique allocation basis. Explain the methodology used and why such method is proposed. Discuss all changes in the applicant's operations that have materially changed any allocation factor since the last rate case.

(b) Provide detailed calculations for all jurisdictional allocations for each revenue, expense and rate base USOA account used to create Schedules 19 and 22. Show the allocation basis for each primary USOA account and for any amount included therein with a unique allocation basis. Explain the methodology used and why such method is proposed. Discuss all changes in the applicant's operations that have materially changed any allocation factor since the last rate case. For electric utilities, provide the calculations supporting the applicant's line loss percentages.

(c) Provide a class cost of service study used to create Schedules 21 and 24. Show the allocation basis for each primary USOA account and for any amount included therein with a unique allocation basis. Explain the methodology used and why such method is proposed. Discuss all changes in the applicant's operations that have materially changed any allocation factor since the last rate case.

(d) Applicant shall provide appropriate supporting cost data for new allocation methodologies or rate design proposals in expedited rate applications.

Regulations

Schedule 41 - Proposed Rates and Tariffs

Instructions: Provide a summary of the rates designed to effect the proposed revenue increase. Provide a copy of all tariff pages that the applicant proposes to revise in this proceeding, with revisions indicated by a dashed line (--) through proposed deletions and by underlining proposed additions.

Schedule 42 - Present and Proposed Revenues

Instructions:

(a) Provide the detailed calculations supporting total per books revenues in Column (3) of Schedule 21. The present revenues from each of the applicant's services shall be determined by multiplying the current rates times the test period billing units (by rate block, if applicable).

(b) Provide a detailed calculation supporting total adjusted revenues in Column (5) of Schedule 21. The proposed revenues from each of applicant's services shall be determined by multiplying the proposed rates by the adjusted billing units (by rate block, if applicable). Detail by rate schedule all miscellaneous charges and other revenues, if applicable. Reconcile per books billing units to adjusted billing units itemizing changes such as customer growth, weather, btu content and miscellaneous revenues. The revenue changes for applicant's services should be subtotaled into the applicant's traditional categories.

Schedule 43 - Sample Billing

Instructions: Electric, natural gas and water or sewer utilities shall provide a sample billing analysis detailing the effect on each rate schedule at representative levels of consumption.

Schedule 44 - Per Books Deferrals Recorded Pursuant to §§56-249.6, 56-582 and 58.1-3833 of the Code of Virginia

Instructions: Use format of attached schedule.

Applicant shall file a Schedule 44 for each per books deferral by month for the test year.

Investor-owned electric utilities subject to §56-585.1 of the Code of Virginia shall file Schedule 44 for both the first and second year of the two successive 12-month test periods in a biennial review.

Investor-owned electric utilities subject to §56-585.1 of the Code of Virginia shall identify off-system sales margins calculated pursuant to §56-249.6 of the Code of Virginia in Schedule 44 and demonstrate that such margins have no effect on Virginia jurisdictional returns reflected in Schedules 11 and Schedule 21 in a biennial review.

Schedule 45 - Rate Adjustment Clauses Pursuant to §56-585.1 A 4, 5 or 6 of the Code of Virginia

Instructions: Use format of attached schedule.

Applicant shall file a Schedule 45 for each rate clause approved by the commission by month for both the first and second year of the two successive 12-month test periods in a biennial review.

Provide a calculation of the Allowance for Funds Used During Construction rate that was recorded during the test year.

Provide support for the monthly Allowance for Funds Used During Construction accruals recorded on the applicant's books.

Provide a schedule of costs for each rate adjustment clause, by month and FERC account, for the test year. Indicate which clauses the applicant will propose to include in future base rates rather than through a separate rate adjustment clause.

Schedule 46 - Return on Equity Peer Group Benchmark

Investor-owned electric utilities subject to §56-585.1 of the Code of Virginia shall provide all documentation supporting the return on equity benchmark proposed pursuant to §56-585.1 A 2 a and b of the Code of Virginia. Such documentation shall include a complete list of all potential peer group utilities with corresponding returns calculated for each of the three years within the requisite three-year period. Securities and Exchange Commission documents in which such peer group returns are reported for the three-year period, a detailed explanation of why utilities were excluded from the proxy group, and a spreadsheet showing how such returns were calculated.

Schedule 47 - Rate Cap Adjustments filed Pursuant to §56-582 or §56-585.1 A5 of the Code of Virginia

Provide all documents, contracts, studies, investigations or correspondence that support projected costs for each rate adjustment. Such information should demonstrate that the costs are incremental and not reflected in previously approved rates.

Provide the annual revenue requirement for the projected cost by year by rate adjustment.

Provide a detailed description of the accounting procedures and internal controls that the company will institute to identify all costs associated with each rate adjustment.

Schedule 48 - Projected Rate Adjustment Clause Pursuant to §56-585.1 A 4, 5 b, c and d or 6 of the Code of Virginia

Instructions: Applicant shall provide a schedule of all projected costs by type of cost and year associated with each rate adjustment clause pursuant to §56-585.1 A 4, 5 b, c and d or 6 of the Code of Virginia that has been approved by the commission or for which the applicant is seeking initial approval.

Provide all documents, contracts, studies, investigations or correspondence that support projected costs proposed to be recovered via a rate adjustment clause.

Provide the annual revenue requirement over the duration of the proposed rate adjustment clause by year and by class.

Provide a detailed description of the accounting procedures and internal controls that the company will institute to identify all costs associated with each rate adjustment clause.

(a) For a rate adjustment clause filed pursuant to §56-585.1 A 4 of the Code of Virginia provide the docket/case number and FERC ruling approving the wholesale transmission rate/cost for which the applicant is seeking recovery approval.

(b) For a rate adjustment clause filed pursuant to §56-585.1 A 6 of the Code of Virginia provide information relative to the need and prudence of proposed generating unit addition(s). Such statement should demonstrate that the proposed generating unit is consistent with a least cost integrated resource plan.

Provide detailed information relative to the applicant's methodology for allocating the revenue requirement among rate classes and the design of the class rates.

Schedule 49 - Total Aggregated Revenues and Consumer Price Index ("CPI")

Investor-owned electric utilities subject to §56-585.1 of the Code of Virginia shall file the following:

(a) A detailed schedule showing the calculation of total aggregate regulated rates as defined in §56-585.1 A 9 of the Code of Virginia for each year beginning with calendar year 2010. Provide supporting documentation of the calculation of the average rate for each class.

(b) A schedule of annual increases in the United States Average Consumer Price Index as described in §56-585.1 A 9 of the Code of Virginia beginning with calendar year 2010. Additionally, include the annual compounded amount.

Schedule 50 - Additional Schedules

Reserved for additional exhibits presented by the applicant to be labeled 50A et seq.

COMPANY NAME
HISTORIC PROFITABILITY AND MARKET DATA
CASE NO. PUE-----

Exhibit No.: _____
Witness: _____
Schedule 1

<u>Consolidated Company Profitability and</u>	<u>4th Year</u>	<u>3rd Year</u>	<u>2nd Year</u>	<u>1st Year</u>	<u>Test Period</u>
<u>Capital Market Data</u>	<u>Prior</u>	<u>Prior</u>	<u>Prior</u>	<u>Prior</u>	

A. Ratios

Return on Year End Equity
Return on Average Equity

Earnings Per Share
Dividends Per Share
Payout Ratio

Market Price of Common Stock:

Year's High
Year's Low
Average Price

Dividend Yield on Common Stock:

Price Earnings Ratio

B. External Funds Raised

External Funds Raised - Debt:

Dollar Amount Raised
Coupon Rate
Bond Rating(s)

Regulations

(Rating Service)

External Funds Raised - Preferred Stock:

Dollar Amount Raised

Dividend Rate

Preferred Stock Rating(s)

(Rating Service)

External Funds Raised - Common Equity

Dollar Amount from Public Offering

Number Shares Issued

Average Offering Price

C. Subsidiary Data

Return on Year End Equity

Return on Average Equity

External Funds Raised - Bonds:

Dollar Amount Raised

Coupon Rate

Bond Rating(s)

(Rating Service)

External Funds Raised - Preferred Stock

Dollar Amount Raised

Dividend Rate

Preferred Stock Rating(s)

(Rating Service)

Equity Capital Transfer

From Parent

(Dollar Amount-Net)

COMPANY NAME
INTEREST AND CASH FLOW COVERAGE DATA
CASE NO. PUE-----

Exhibit No.: _____
Witness: _____
Schedule 2

<u>Coverage Ratios and Cash Flow Profile Data</u>	<u>4th Year</u>	<u>3rd Year</u>	<u>2nd Year</u>	<u>1st Year</u>	<u>Test</u>
	<u>Prior</u>	<u>Prior</u>	<u>Prior</u>	<u>Prior</u>	<u>Period</u>

A. Consolidated Company Data

Interest Coverage Ratio

Pre-Tax

Cash Flow Coverage Ratios

- a. Common Dividend Coverage
- b. Cash Flow Coverage of Construction Expenditures
- c. Cash After Dividends Coverage of Construction Expenditures

Data for Interest Coverage

- 1 Net Income
- 2 Income Taxes
- 3 Interest on Mortgages
- 4 Other Interest
- 5 Total Interest
- 6 Earnings Before Interest and Taxes (Lines 1+2+5)

Data for Cash Flow Coverage

- 7 Net Income
- 8 AFUDC
- 9 Amortization
- 10 Depreciation
- 11 Change in Deferred Taxes
- 12 Change in Investment Tax Credits
- 13 Preferred Dividends Paid
- 14 Cash Flow Generated (Lines 1-8+9+10+11+12-13)
- 15 Construction Expenditures
- 16 Common Dividends Paid

B. Subsidiary Data

Interest Coverage Ratio

Pre-Tax (Line 6+Line 5)

Cash Flow Coverage Ratios

- a. Common Dividend Coverage (Line 14,16)
- b. Cash Flow Coverage of Construction Expenditures (Line 14,15)

Regulations

c. Cash After Dividends Coverage of Construction Expenditures ((Lines 14-16),15)

Data for Interest Coverage

1 Net Income

2 Income Taxes

3 Interest on Mortgages

4 Other Interest

5 Total Interest

6 Earnings Before Interest and Taxes

Data for Cash Flow Coverage

7 Net Income

8 AFUDC

9 Amortization

10 Depreciation

11 Change in Deferred Taxes

12 Change in Investment Tax Credits

13 Preferred Dividends Paid

14 Cash Flow Generated

15 Construction Expenditures

16 Common Dividends Paid

COMPANY NAME
CAPITAL STRUCTURE AND COST OF CAPITAL STATEMENT - PER BOOKS AND AVERAGE
CASE NO. PUE-----

Exhibit No.:
Witness:
Schedule 3

<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	<u>(6)</u>
<u>4th Year</u>	<u>3rd Year</u>	<u>2nd Year</u>	<u>1st Year</u>	<u>Test</u>	<u>Five-Quarter</u>
<u>Prior</u>	<u>Prior</u>	<u>Prior</u>	<u>Prior</u>	<u>Period</u>	<u>or 13-Month</u>
					<u>Average</u>

A. Capital Structure Per Balance Sheet (\$)

Short-Term Debt
Customer Deposits
Other Current Liabilities
Long-Term Debt
Preferred & Preference Stock
Common Equity
Investment Tax Credits
Other Tax Deferrals
Other Liabilities
Total Capitalization

B. Capital Structure Approved for Ratemaking Purposes (\$)

Short-Term Debt⁽¹⁾
Long-Term Debt

- Preferred & Preference Stock
- Job Development Credits
- Common Equity
- Other (specify)
- Total Capitalization

C. Capital Structure Weights for Ratemaking Purposes

- Short-Term Debt
- Long-Term Debt
- Preferred & Preference Stock
- Job Development Credits
- Common Equity
- Other (specify)
- Total Capitalization (100%)

D. Component Capital Cost Rates (%)

- Short-Term Debt
- Long-Term Debt
- Preferred & Preference Stock
- Job Development Credits
- Common Equity (Authorized)
- Other (specify)

E. Component Weighted Cost Rates (%)

- Short-Term Debt
- Long-Term Debt
- Preferred & Preference Stock
- Job Development Credits
- Common Equity (Authorized)
- Other (specify)
- Weighted Cost of Capital

⁽¹⁾For ratemaking purposes, short-term debt shall be based on a daily average balance over the test year or alternatively on a 13-month average balance over the test year.

<u>COMPANY NAME</u>							
<u>RATE OF RETURN STATEMENT - EARNINGS TEST - PER BOOKS FOR THE TEST YEAR</u>							
<u>ENDED --/--/--</u>							
<u>USING THIRTEEN MONTH AVERAGE RATE BASE AND COMMON EQUITY</u>							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
<u>LINE NO.</u>	<u>Total Company</u>	<u>Non-Jurisdictional</u>	<u>Virginia Cost of Service Amount (1)-(2)</u>	<u>Retail Transmission Per Books</u>	<u>Generation Per Books</u>	<u>Distribution Per Books</u>	<u>Virginia Jurisdictional Gen. and Distr. Cost of Service (5)+(6)</u>
<u>1</u>	<u>OPERATING REVENUE</u>						
<u>2</u>	<u>OPERATING REVENUE DEDUCTIONS</u>						
<u>3</u>	<u>OPERATION & MAINTENANCE EXPENSE</u>						
<u>4</u>	<u>DEPRECIATION & AMORTIZATION</u>						
<u>5</u>	<u>FEDERAL INCOME TAXES</u>						

Exhibit No.: _____
 Witness: _____
 Schedule 9

Regulations

6	<u>STATE INCOME TAXES</u>							
7	<u>TAXES OTHER THAN INCOME TAXES</u>							
8	<u>(GAIN)/LOSS ON DISPOSITION OF PROPERTY</u>							
9	<u>TOTAL OPERATING REVENUE DEDUCTIONS</u>							
10	<u>OPERATING INCOME</u>							
11	<u>PLUS: AFUDC</u>							
12	<u>LESS: CHARITABLE DONATIONS</u>							
13	<u>INTEREST EXPENSE ON CUSTOMER DEPOSITS</u>							
14	<u>INTEREST ON SUPPLIER REFUNDS</u>							
15	<u>OTHER INTEREST EXPENSE (INCOME)</u>							
16	<u>ADJUSTED OPERATING INCOME</u>							
17	<u>PLUS: OTHER INCOME EXPENSE)</u>							
18	<u>LESS: INTEREST EXPENSE- BOOKED</u>							
19	<u>PREFERRED DIVIDENDS</u>							
20	<u>JDC CAPITAL EXPENSE</u>	<u>n/a</u>						
21	<u>INCOME AVAILABLE FOR COMMON EQUITY</u>							
22	<u>ALLOWANCE FOR WORKING CAPITAL</u>							
23	<u>PLUS: NET UTILITY PLANT</u>							
24	<u>LESS: OTHER RATE BASE DEDUCTIONS</u>							
25	<u>TOTAL AVERAGE RATE BASE</u>							
26	<u>TOTAL AVERAGE CAPITAL</u>							
27	<u>AVERAGE COMMON EQUITY CAPITAL</u>							
28	<u>% RATE OF RETURN EARNED ON AVG. RATE BASE</u>							
29	<u>% RATE OF RETURN EARNED ON AVG. COMMON EQ.</u>							

Column (2) nonjurisdictional shall include generation, transmission and distribution amounts attributable to nonjurisdictional customers.

Retail transmission shall not be excluded in this column.

COMPANY NAME
RATE OF RETURN STATEMENT - EARNINGS TEST
GENERATION AND DISTRIBUTION - PER BOOKS FOR THE TEST YEAR ENDED --/--/--
USING THIRTEEN MONTH AVERAGE RATE BASE AND COMMON EQUITY

Exhibit No.: _____
Witness: _____
Schedule 10

<u>LINE NO.</u>	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>
	<u>Virginia Juris. Cost of Service Including Rate Adjusting Clauses</u>	<u>Rate Adjustment Clause Pursuant to §56-585.1 A 5 b, c or d</u>	<u>Rate Adjustment Clause Pursuant to §56-585.1 A 6</u>	<u>Virginia Juris. Cost of Service Excluding Rate Adjustment Clauses (1)-(2)-(3)</u>
1	<u>OPERATING REVENUE</u>			
2	<u>OPERATING REVENUE DEDUCTIONS</u>			
3	<u>OPERATION & MAINTENANCE EXPENSE</u>			
4	<u>DEPRECIATION & AMORTIZATION</u>			
5	<u>FEDERAL INCOME TAXES</u>			
6	<u>STATE INCOME TAXES</u>			
7	<u>TAXES OTHER THAN INCOME TAXES</u>			
8	<u>(GAIN)/LOSS ON DISPOSITION OF PROPERTY</u>			
9	<u>TOTAL OPERATING REVENUE DEDUCTIONS</u>			
10	<u>OPERATING INCOME</u>			
11	<u>PLUS: AFUDC</u>			
12	<u>LESS: CHARITABLE DONATIONS</u>			
13	<u>INTEREST EXPENSE ON CUSTOMER DEPOSITS</u>			
14	<u>INTEREST ON SUPPLIER REFUNDS</u>			
15	<u>OTHER INTEREST EXPENSE/(INCOME)</u>			
16	<u>ADJUSTED OPERATING INCOME</u>			
17	<u>PLUS: OTHER INCOME/(EXPENSE)</u>			
18	<u>LESS: INTEREST EXPENSE- BOOKED</u>			
19	<u>PREFERRED DIVIDENDS</u>			

Regulations

20	<u>JDC CAPITAL EXPENSE</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
21	<u>INCOME AVAILABLE FOR COMMON EQUITY</u>				
22	<u>ALLOWANCE FOR WORKING CAPITAL</u>				
23	<u>PLUS: NET UTILITY PLANT</u>				
24	<u>LESS: OTHER RATE BASE DEDUCTIONS</u>				
25	<u>TOTAL AVERAGE RATE BASE</u>				
26	<u>TOTAL AVERAGE CAPITAL</u>				
27	<u>AVERAGE COMMON EQUITY CAPITAL</u>				
28	<u>% RATE OF RETURN EARNED ON AVG. RATE BASE</u>				
29	<u>% RATE OF RETURN EARNED ON AVG. COMMON EQ.</u>				

Column (1) amounts for utilities subject to §56-585.1 of the Code of Virginia shall come from Schedule 9 Column (7).

<u>COMPANY NAME</u>					
<u>RATE OF RETURN STATEMENT - EARNINGS TEST</u>					
<u>ADJUSTED TO A REGULATORY ACCOUNTING BASIS FOR THE TEST YEAR ENDED --/--/--</u>					
<u>USING THIRTEEN MONTH AVERAGE RATE BASE AND COMMON EQUITY</u>					
	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>
			<u>Virginia</u> <u>Jurisdictional</u> <u>Cost of</u> <u>Service after</u> <u>Adjustments</u> <u>(1)+(2)</u>	<u>Quantification</u> <u>of</u> <u>Over/Under</u> <u>Earnings</u>	<u>Cost of Service</u> <u>after</u> <u>Quantification</u> <u>(3)+(4)</u>
<u>LINE NO.</u>	<u>Per Books</u> <u>Virginia Juris.</u> <u>Cost of Service</u>	<u>Regulatory</u> <u>Accounting</u> <u>Adjustments</u>			
1	<u>OPERATING REVENUE</u>				
2	<u>OPERATING REVENUE DEDUCTIONS</u>				
3	<u>OPERATION & MAINTENANCE EXPENSE</u>				
4	<u>DEPRECIATION & AMORTIZATION</u>				
5	<u>FEDERAL INCOME TAXES</u>				
6	<u>STATE INCOME TAXES</u>				
7	<u>TAXES OTHER THAN INCOME TAXES</u>				
8	<u>(GAIN)/LOSS ON DISPOSITION OF PROPERTY</u>				
9	<u>TOTAL OPERATING REVENUE DEDUCTIONS</u>				

Exhibit No.: ___
Witness: ___
Schedule 11

<u>10</u>	<u>OPERATING INCOME</u>
<u>11</u>	<u>PLUS: AFUDC</u>
<u>12</u>	<u>LESS: CHARITABLE DONATIONS</u>
<u>13</u>	<u>INTEREST EXPENSE ON CUSTOMER DEPOSITS</u>
<u>14</u>	<u>INTEREST ON SUPPLIER REFUNDS</u>
<u>15</u>	<u>OTHER INTEREST EXPENSE/(INCOME)</u>
<u>16</u>	<u>ADJUSTED OPERATING INCOME</u>
<u>17</u>	<u>PLUS: OTHER INCOME/(EXPENSE)</u>
<u>18</u>	<u>LESS: INTEREST EXPENSE-BOOKED</u>
<u>19</u>	<u>PREFERRED DIVIDENDS</u>
<u>20</u>	<u>JDC CAPITAL EXPENSE</u>
<u>21</u>	<u>INCOME AVAILABLE FOR COMMON EQUITY</u>
<u>22</u>	<u>ALLOWANCE FOR WORKING CAPITAL</u>
<u>23</u>	<u>PLUS: NET UTILITY PLANT</u>
<u>24</u>	<u>LESS: OTHER RATE BASE DEDUCTIONS</u>
<u>25</u>	<u>TOTAL AVERAGE RATE BASE</u>
<u>26</u>	<u>TOTAL AVERAGE CAPITAL</u>
<u>27</u>	<u>AVERAGE COMMON EQUITY CAPITAL</u>
<u>28</u>	<u>% RATE OF RETURN EARNED ON AVG. RATE BASE</u>
<u>29</u>	<u>% RATE OF RETURN EARNED ON AVG. COMMON EQ.</u>

Column (1) amounts for utilities subject to §56-585.1 of the Code of Virginia shall come from Schedule 10 Column (4) and shall exclude Rate Adjustment Clauses.
Column (1) amounts for utilities not subject to §56-585.1 of the Code of Virginia shall come from Schedule 9 Column (3).

Regulations

COMPANY NAME
RATE OF RETURN STATEMENT - EARNINGS TEST
GENERATION AND DISTRIBUTION PER BOOKS
THIRTEEN-MONTH AVERAGE PER BOOKS RATE BASE

Exhibit No.: _____
Witness: _____
Schedule 13

<u>LINE NO.</u>	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>
	<u>Virginia Juris. Cost of Service Including Rate Adjustment Clauses</u>	<u>Rate Adjustment Clause Pursuant to §56-585.1 A 5 b, c or d</u>	<u>Rate Adjustment Clause Pursuant to §56-585.1 A 6</u>	<u>Virginia Juris. Cost of Service Excluding Rate Adjustment Clauses (1)-(2)-(3)</u>
1	<u>ALLOWANCE FOR WORKING CAPITAL</u>			
2	<u>MATERIAL AND SUPPLIES</u>			
3	<u>CASH WORKING CAPITAL (LEAD LAG STUDY)</u>			
4	<u>DEFERRED FUEL/DEFERRED GAS NET OF FIT</u>			
5	<u>OTHER WORKING CAPITAL</u>			
6	<u>TOTAL ALLOWANCE FOR WORKING CAPITAL</u>			
7	<u>NET UTILITY PLANT</u>			
8	<u>UTILITY PLANT IN SERVICE</u>			
9	<u>ACQUISITION ADJUSTMENTS</u>			
10	<u>CONSTRUCTION WORK IN PROGRESS</u>			
11	<u>PLANT HELD FOR FUTURE USE</u>			
12	<u>LESS:</u>	<u>ACCUMULATED PROVISION FOR DEPRECIATION</u>		
13		<u>AND AMORTIZATION</u>		
14		<u>CUSTOMER ADVANCES FOR CONSTRUCTION</u>		
15	<u>TOTAL NET UTILITY PLANT</u>			
16	<u>RATE BASE DEDUCTIONS</u>			
17	<u>CUSTOMER DEPOSITS</u>			
18	<u>SUPPLIER REFUNDS</u>			
19	<u>ACCUMULATED DEFERRED INCOME TAXES</u>			
20	<u>OTHER COST FREE CAPITAL</u>			
21	<u>TOTAL RATE BASE DEDUCTIONS</u>			
22	<u>TOTAL AVERAGE RATE BASE</u>			

Column (1) amounts for utilities subject to §56-585.1 of the Code of Virginia shall come from Schedule 12 Column (7).

COMPANY NAME
RATE BASE STATEMENT - EARNINGS TEST
ADJUSTED TO A REGULATORY ACCOUNTING BASIS
THIRTEEN-MONTH AVERAGE PER BOOKS RATE BASE

Exhibit No.: _____
 Witness: _____
 Schedule 14

<u>LINE NO.</u>	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>
<u> </u>	<u>Per Books Virginia</u> <u>Juris. Cost of</u> <u>Service</u>	<u>Regulatory</u> <u>Accounting</u> <u>Adjustments</u>	<u>Virginia</u> <u>Jurisdictional</u> <u>Cost of Service</u> <u>after Adjustments</u> <u>(1)+(2)</u>
1	<u>ALLOWANCE FOR WORKING CAPITAL</u>		
2	<u>MATERIAL AND SUPPLIES</u>		
3	<u>CASH WORKING CAPITAL (LEAD LAG STUDY)</u>		
4	<u>DEFERRED FUEL/DEFERRED GAS NET OF FIT</u>		
5	<u>OTHER WORKING CAPITAL</u>		
6	<u>TOTAL ALLOWANCE FOR WORKING CAPITAL</u>		
7	<u>NET UTILITY PLANT</u>		
8	<u>UTILITY PLANT IN SERVICE</u>		
9	<u>ACQUISITION ADJUSTMENTS</u>		
10	<u>CONSTRUCTION WORK IN PROGRESS</u>		
11	<u>PLANT HELD FOR FUTURE USE</u>		
12	<u>LESS: ACCUMULATED PROVISION FOR</u> <u>DEPRECIATION</u>		
13	<u>AND AMORTIZATION</u>		
14	<u>CUSTOMER ADVANCES FOR</u> <u>CONSTRUCTION</u>		
15	<u>TOTAL NET UTILITY PLANT</u>		
16	<u>RATE BASE DEDUCTIONS</u>		
17	<u>CUSTOMER DEPOSITS</u>		
18	<u>SUPPLIER REFUNDS</u>		
19	<u>ACCUMULATED DEFERRED INCOME TAXES</u>		
20	<u>OTHER COST FREE CAPITAL</u>		
21	<u>TOTAL RATE BASE DEDUCTIONS</u>		
22	<u>TOTAL AVERAGE RATE BASE</u>		

Column (1) amounts for utilities subject to §56-585.1 of the Code of Virginia shall come from Schedule 13 Column (4) and shall exclude Rate Adjustment Clauses.

Column (1) amounts for utilities not subject to §56-585.1 of the Code of Virginia shall come from Schedule 12 Column (3).

Regulations

20VAC5-201-100. Schedules 15 through 22 for Chapter 201.

The following schedules are to be used in conjunction with this chapter.

		<u>COMPANY NAME</u>				<u>Exhibit No.:</u> _____	
		<u>SCHEDULE OF REGULATORY ASSETS</u>				<u>Witness:</u> _____	
		<u>AS OF --/--/--</u>				<u>Schedule 15</u>	
		<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	<u>(6)</u>
<u>Account</u>	<u>Description</u>	<u>Start of Year</u>	<u>Year Juris.</u>	<u>Start of Year</u>	<u>Test Year</u>	<u>Test Year</u>	<u>End of Year</u>
<u>Number</u>		<u>Date System</u>	<u>Factor</u>	<u>Date Juris.</u>	<u>Amortization</u>	<u>Accruals</u>	<u>Date Adjusted</u>
		<u>Amount</u>		<u>Amount</u>	<u>Expense</u>		<u>Amount</u>
	<u>Individual Regulatory Asset</u>						
	<u>Related Deferred Income</u>						
	<u>Tax</u>						
	<u>Individual Regulatory Asset</u>						
	<u>Related Deferred Income</u>						
	<u>Tax</u>						
	<u>Individual Regulatory Asset</u>						
	<u>Related Deferred Income</u>						
	<u>Tax</u>						
	<u>Totals</u>						

		<u>COMPANY NAME</u>		<u>Exhibit No.:</u> _____	
		<u>DETAIL OF REGULATORY ACCOUNTING ADJUSTMENTS</u>		<u>Witness:</u> _____	
		<u>REFLECTED IN COL. (-) OF SCHEDULES -- AND --</u>		<u>Schedule 16</u>	
<u>ADJ.</u>		<u>ADJUSTMENT</u>		<u>AMOUNT</u>	
<u>NO.</u>					
		<u>INCOME ADJUSTMENTS</u>			
		<u>OPERATING REVENUE ADJUSTMENTS</u>			
		<u>OPERATION AND MAINTENANCE EXPENSES ADJUSTMENTS</u>			
		<u>DEPRECIATION EXPENSE ADJUSTMENTS</u>			
		<u>INCOME TAXES ADJUSTMENTS</u>			
		<u>TAXES OTHER THAN INCOME ADJUSTMENTS</u>			
		<u>GAIN ON PROPERTY DISPOSITION ADJUSTMENTS</u>			
		<u>CHARITABLE DONATIONS ADJUSTMENTS</u>			
		<u>OTHER INTEREST EXPENSE/(INCOME) ADJUSTMENTS</u>			
		<u>INTEREST EXPENSE ADJUSTMENTS</u>			
		<u>PREFERRED DIVIDENDS ADJUSTMENTS</u>			
		<u>JDC CAPITAL EXPENSE ADJUSTMENTS</u>			
		<u>ALLOWANCE FOR WORKING CAPITAL ADJUSTMENTS</u>			

ELECTRIC PLANT IN SERVICE ADJUSTMENTS
PLANT HELD FOR FUTURE USE ADJUSTMENTS
CONSTRUCTION WORK IN PROGRESS ADJUSTMENTS
ACCUMULATED DEPRECIATION AND AMORTIZATION ADJUSTMENTS
OTHER RATE BASE DEDUCTIONS ADJUSTMENTS
COMMON EQUITY CAPITAL ADJUSTMENTS

COMPANY NAME
LEAD/LAG CASH WORKING CAPITAL CALCULATION - EARNINGS TEST
 FOR THE YEAR ENDED --/--/--
SUPPORTING COLUMN -- OF SCHEDULE --

Exhibit No.: _____
Witness: _____
Schedule 17

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<u>Virginia</u> <u>Juris.</u>	<u>Per Books</u>						<u>Working</u>
<u>Per</u>	<u>Regulatory</u>	<u>Amounts</u>	<u>Average</u>	<u>Expense</u>	<u>Revenue</u>	<u>Net</u>	<u>Capital</u>
<u>Books</u>	<u>Accounting</u>	<u>After</u>	<u>Daily</u>	<u>(Lead)/Lag</u>	<u>Lag</u>	<u>(Lead)/L</u>	<u>(Provided)/</u>
<u>Amounts</u>	<u>Adjustments</u>	<u>Adj.</u>	<u>Amount</u>	<u>Days</u>		<u>ag Days</u>	<u>Required</u>

OPERATING
EXPENSES

O&M Expenses:

- Account # - Fuel Clause
- Account # - Fuel Clause
- Account # - Fuel Clause
- Account # - Deferred Fuel
- Payroll Expense
- Benefits and Pension Expense
- OPEB Expense
- Regulatory Asset Amortization Expense
- Uncollectible Expense
- Stores Issues
- Stored Undistributed
- Accrued Vacation Expense
- Prepaid Insurance Amortization Expense
- Worker's Compensation Expense
- Directors' Deferred Compensation Exp.
- Storm Damage Expense
- Transition Cost Expense
- Restructuring Expense

Regulations

Contingent Liabilities

Other O&M Expenses

Depreciation Expense:

Depreciation Expense

Amortization Expense

Amortization Expense

Amortization of Regulatory Assets

Federal Income Taxes:

Current

Deferred

DFIT on items excluded from Rate Base

Deferred ITC

State Income Tax Expense

Taxes Other Than Income:

Property Tax Expense

Valuation Tax Expense

Business and Occupation Tax Expense

Payroll Tax Expense

Other Taxes

AFUDC

Gain/Loss of Disposition of Property

Charitable Donations

Interest on Customer Deposits

Other Expense/Income (A-t-l)

Other Income/Expense (B-t-l)

Interest Expense

Preferred Dividends

JDC Expense

Income Available for Common Equity

Totals

Plus: Customer Utility Taxes

BALANCE SHEET ITEMS

TOTAL CASH WORKING CAPITAL

COMPANY NAME
BALANCE SHEET ANALYSIS - EARNINGS TEST
FOR THE THIRTEEN MONTHS ENDED --/--

Exhibit No.:
Witness:
Schedule 18

Additional Uses of Average Cash Working Capital

<u>Month</u> <u>Prior</u> <u>to</u> <u>Test</u> <u>Yr.</u>	<u>First</u> <u>Month</u> <u>of</u> <u>Test</u> <u>Yr.</u>	<u>Second</u> <u>Month</u> <u>of Test</u> <u>Yr.</u>	<u>Third</u> <u>Month</u> <u>of</u> <u>Test</u> <u>Yr.</u>	<u>Fourth</u> <u>Month</u> <u>of</u> <u>Test</u> <u>Yr.</u>	<u>Fifth</u> <u>Month</u> <u>of</u> <u>Test</u> <u>Yr.</u>	<u>Sixth</u> <u>Month</u> <u>of</u> <u>Test</u> <u>Yr.</u>	<u>Seventh</u> <u>Month</u> <u>of Test</u> <u>Yr.</u>	<u>Eighth</u> <u>Month</u> <u>of</u> <u>Test</u> <u>Yr.</u>	<u>Ninth</u> <u>Month</u> <u>of</u> <u>Test</u> <u>Yr.</u>	<u>Tenth</u> <u>Month</u> <u>of</u> <u>Test</u> <u>Yr.</u>	<u>Eleventh</u> <u>Month</u> <u>of Test</u> <u>Yr.</u>	<u>Twelfth</u> <u>Month</u> <u>of Test</u> <u>Yr.</u>	<u>Thirteen</u> <u>Month</u> <u>Average</u>
--	--	---	--	---	--	--	--	---	--	--	---	--	---

Account Account Title
Number

Individual
Uses of Cash
Working
Capital
Individual
Uses of Cash
Working
Capital
Individual
Uses of Cash
Working
Capital
Individual
Uses of Cash
Working
Capital

Total Additional Uses of
Average Cash Working
Capital

Additional Sources of
Average Cash Working
Capital

Account Account Title
Number

Individual
Sources of
Cash Working
Capital
Individual
Sources of
Cash Working
Capital
Individual
Sources of
Cash Working
Capital
Individual
Sources of
Cash Working
Capital

Thirteen
Month
Average

Regulations

Total Additional Sources
of Average Cash Working
Capital

Net (Source)/Use of
Average Cash Working
Capital

COMPANY NAME
RATE OF RETURN STATEMENT - PER BOOKS
FOR THE TEST YEAR ENDED --/--/--

Exhibit No.: _____
Witness: _____
Schedule 19

<u>Line No.</u>	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	<u>(6)</u>	<u>(7)</u>
	<u>Total Company</u>	<u>Non-Juris- dictional</u>	<u>Virginia Cost of Service Amount (1)-(2)</u>	<u>Retail Transmission</u>	<u>Generation</u>	<u>Distribution</u>	<u>Virginia Juris- dictional Gen. and Distr. Cost of Service (5)+(6)</u>
1	<u>OPERATING REVENUES</u>						
2	<u>BASE RATE REVENUES</u>						
3	<u>FUEL REVENUES</u>						
4	<u>LATE PAYMENT FEES</u>						
5	<u>OTHER OPERATING REVENUES</u>						
6	<u>TOTAL OPERATING REVENUES</u>						
7	<u>OPERATING REVENUE DEDUCTIONS</u>						
8	<u>OPERATION & MAINTENANCE EXPENSE</u>						
9	<u>DEPRECIATION & AMORTIZATION</u>						
10	<u>FEDERAL INCOME TAXES</u>						
11	<u>STATE INCOME TAXES</u>						
12	<u>TAXES OTHER THAN INCOME TAXES</u>						
13	<u>GAIN/LOSS ON DISPOSITION OF PROPERTY</u>						
14	<u>TOTAL OPERATING REVENUE DEDUCTIONS</u>						

<u>15</u>	<u>OPERATING</u> <u>INCOME</u>	
<u>16</u>	<u>PLUS:</u>	<u>AFUDC</u>
<u>17</u>	<u>LESS:</u>	<u>CHARITABLE DONATIONS</u>
<u>18</u>		<u>INTEREST EXPENSE ON CUSTOMER DEPOSITS</u>
<u>19</u>		<u>OTHER INTEREST EXPENSE/(INCOME)</u>
<u>20</u>	<u>ADJUSTED</u> <u>OPERATING</u> <u>INCOME</u>	
<u>21</u>	<u>PLUS:</u>	<u>OTHER INCOME/(EXPENSE</u>
<u>22</u>	<u>LESS:</u>	<u>INTEREST EXPENSE</u>
<u>23</u>		<u>PREFERRED DIVIDENDS</u>
<u>24</u>		<u>JDC CAPITAL EXPENSE</u>
<u>25</u>	<u>INCOME</u> <u>AVAILABLE FOR</u> <u>COMMON EQUITY</u>	
<u>26</u>	<u>ALLOWANCE</u> <u>FOR WORKING</u> <u>CAPITAL</u>	
<u>27</u>	<u>PLUS:</u>	<u>NET UTILITY PLANT</u>
<u>28</u>	<u>LESS</u>	<u>OTHER RATE BASE DEDUCTIONS</u>
<u>29</u>	<u>TOTAL RATE BASE</u>	
<u>30</u>	<u>TOTAL CAPITAL</u>	
<u>31</u>	<u>COMMON EQUITY</u> <u>CAPITAL</u>	
<u>32</u>	<u>% RATE OF RETURN EARNED ON RATE BASE</u>	
<u>33</u>	<u>% RATE OF RETURN EARNED ON COMMON EQUITY</u>	
<u>34</u>	<u>% RATE OF RETURN EARNED ON COMMON EQUITY</u>	

Column (2) nonjurisdictional shall include generation, transmission and distribution amounts attributable to nonjurisdictional customers. Retail transmission shall not be excluded in this column.

Regulations

COMPANY NAME
RATE OF RETURN STATEMENT
GENERATION AND DISTRIBUTION PER BOOKS
FOR THE TEST YEAR ENDED --/--/--

Exhibit No.:
Witness:
Schedule 20

<u>Line</u> <u>No.</u>	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>
	<u>Virginia Juris.</u> <u>Cost of</u> <u>Service</u> <u>Including Rate</u> <u>Adjustment</u> <u>Clauses</u>	<u>Rate</u> <u>Adjustment</u> <u>Clause</u> <u>Pursuant to</u> <u>§56-585.1 A5</u> <u>b, c or d</u>	<u>Rate</u> <u>Adjustment</u> <u>Clause</u> <u>Pursuant to</u> <u>§56-585.1 A6</u>	<u>Virginia Juris.</u> <u>Cost of</u> <u>Service</u> <u>Excluding</u> <u>Rate</u> <u>Adjustment</u> <u>Clauses</u> <u>(1)-(2)-(3)</u>
1	<u>OPERATING REVENUES</u>			
2	<u>BASE RATE REVENUES</u>			
3	<u>FUEL REVENUES</u>			
4	<u>LATE PAYMENT FEES</u>			
5	<u>OTHER OPERATING</u> <u>REVENUES</u>			
6	<u>TOTAL OPERATING REVENUES</u>			
7	<u>OPERATING REVENUE</u> <u>DEDUCTIONS</u>			
8	<u>OPERATION & MAINTENANCE</u> <u>EXPENSE</u>			
9	<u>DEPRECIATION &</u> <u>AMORTIZATION</u>			
10	<u>FEDERAL INCOME TAXES</u>			
11	<u>STATE INCOME TAXES</u>			
12	<u>TAXES OTHER THAN INCOME</u> <u>TAXES</u>			
13	<u>(GAIN)/LOSS ON DISPOSITION</u> <u>OF PROPERTY</u>			
14	<u>TOTAL OPERATING REVENUE</u> <u>DEDUCTIONS</u>			
15	<u>OPERATING INCOME</u>			
16	<u>PLUS: AFUDC</u>			
17	<u>LESS: CHARITABLE DONATIONS</u>			
18	<u>INTEREST EXPENSE ON CUSTOMER DEPOSITS</u>			
19	<u>OTHER INTEREST EXPENSE/(INCOME)</u>			
20	<u>ADJUSTED OPERATING</u> <u>INCOME</u>			
21	<u>PLUS: OTHER INCOME/(EXPENSE)</u>			

22	<u>LESS:</u>	<u>INTEREST EXPENSE</u>
23		<u>PREFERRED DIVIDENDS</u>
24		<u>JDC CAPITAL EXPENSE</u>
25		<u>INCOME AVAILABLE FOR COMMON EQUITY</u>
26		<u>ALLOWANCE FOR WORKING CAPITAL</u>
27		<u>PLUS: NET UTILITY PLANT</u>
28		<u>LESS: OTHER RATE BASE DEDUCTIONS</u>
29		<u>TOTAL RATE BASE</u>
30		<u>TOTAL CAPITAL</u>
31		<u>COMMON EQUITY CAPITAL</u>
32		<u>% RATE OF RETURN EARNED ON RATE BASE</u>
33		<u>% RATE OF RETURN EARNED ON COMMON EQUITY</u>
34		<u>% EQUITY RETURN AUTHORIZED</u>

Column (1) amounts for utilities subject to §56-585.1 of the Code of Virginia shall come from Schedule 19 Column (7).

<u>COMPANY NAME</u>						<u>Exhibit No.:</u>
<u>RATE OF RETURN STATEMENT</u>						<u>Witness:</u>
<u>REFLECTING RATEMAKING ADJUSTMENTS</u>						<u>Schedule 21</u>
<u>FOR THE TEST YEAR ENDED --/--/--</u>						
<u>LINE NO.</u>	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	
	<u>Per Books</u>	<u>Regulatory</u>	<u>Virginia</u>	<u>Quantification</u>	<u>Cost of Service</u>	
	<u>Virginia</u>	<u>Accounting</u>	<u>Jurisdictional</u>	<u>of Over/Under</u>	<u>after</u>	
	<u>Juris.</u>	<u>Adjustments</u>	<u>Cost of Service</u>	<u>Earnings</u>	<u>Quantification</u>	
	<u>Cost of</u>	<u>Adjustments</u>	<u>after</u>		<u>(3)+(4)</u>	
	<u>Service</u>		<u>Adjustments</u>			
			<u>(1)+(2)</u>			
1	<u>OPERATING REVENUES</u>					
2	<u>BASE RATE REVENUES</u>					
3	<u>FUEL REVENUES</u>					
4	<u>LATE PAYMENT FEES</u>					
5	<u>OTHER OPERATING REVENUES</u>					
6	<u>TOTAL OPERATING REVENUES</u>					
7	<u>OPERATING REVENUE DEDUCTIONS</u>					

Regulations

8	<u>OPERATION & MAINTENANCE EXPENSE</u>
9	<u>DEPRECIATION & AMORTIZATION</u>
10	<u>FEDERAL INCOME TAXES</u>
11	<u>STATE INCOME TAXES</u>
12	<u>TAXES OTHER THAN INCOME TAXES</u>
13	<u>(GAIN)/LOSS ON DISPOSITION OF PROPERTY</u>
14	<u>TOTAL OPERATING REVENUE DEDUCTIONS</u>
15	<u>OPERATING INCOME</u>
16	<u>PLUS: AFUDC</u>
17	<u>LESS: CHARITABLE DONATIONS</u>
18	<u>INTEREST EXPENSE ON CUSTOMER DEPOSITS</u>
19	<u>OTHER INTEREST EXPENSE/(INCOME)</u>
20	<u>ADJUSTED OPERATING INCOME</u>
21	<u>PLUS: OTHER INCOME/(EXPENSE)</u>
22	<u>LESS: INTEREST EXPENSE</u>
23	<u>PREFERRED DIVIDENDS</u>
24	<u>JDC CAPITAL EXPENSE</u>
25	<u>INCOME AVAILABLE FOR COMMON EQUITY</u>
26	<u>ALLOWANCE FOR WORKING CAPITAL</u>
27	<u>PLUS: NET UTILITY PLANT</u>
28	<u>LESS: OTHER RATE BASE DEDUCTIONS</u>
29	<u>TOTAL RATE BASE</u>
30	<u>TOTAL CAPITAL</u>
31	<u>COMMON EQUITY CAPITAL</u>
32	<u>% RATE OF RETURN EARNED ON RATE BASE</u>
33	<u>% RATE OF RETURN EARNED ON COMMON EQUITY</u>
34	<u>% EQUITY RETURN AUTHORIZED</u>

Column (1) amounts for utilities subject to § 56-585.1 of the Code of Virginia shall come from Schedule 20 Column (4) and shall exclude Rate Adjustment Clauses.

Column (1) amounts for utilities not subject to § 56-585.1 of the Code of Virginia shall come from Schedule 19 Column (3).

<u>COMPANY NAME</u> <u>RATE BASE STATEMENT - PER BOOKS</u> <u>AS OF --/--/--</u>							<u>Exhibit No.:</u> <u>Witness:</u> <u>Schedule 22</u>
<u>LINE</u> <u>NO.</u>	<u>(1)</u> <u>Total</u> <u>Company</u>	<u>(2)</u> <u>Non-</u> <u>Jurisdictional</u>	<u>(3)</u> <u>Virginia</u> <u>Cost of</u> <u>Service</u> <u>Amount</u> <u>(1)-(2)</u>	<u>(4)</u> <u>Retail</u> <u>Transmission</u> <u>Per Books</u>	<u>(5)</u> <u>Generation</u> <u>Per Books</u>	<u>(6)</u> <u>Distribution</u> <u>Per Books</u>	<u>(7)</u> <u>Virginia</u> <u>Jurisdictional</u> <u>Gen. and</u> <u>Distr. Cost of</u> <u>Service</u> <u>(5)+(6)</u>
<u>1</u>							
<u>2</u>							
<u>3</u>							
<u>4</u>							
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<u>12</u>	<u>LESS:</u>						
<u>13</u>							
<u>14</u>							
<u>15</u>							
<u>16</u>							
<u>17</u>							
<u>18</u>							
<u>19</u>							
<u>20</u>							
<u>21</u>							
<u>22</u>							

Column (2) nonjurisdictional shall include generation, transmission and distribution amounts attributable to nonjurisdictional customers.

Retail transmission shall not be excluded in this column.

Regulations

20VAC5-201-110. Schedules 23 through 45 and exhibits for Chapter 201.

The following schedules and exhibits are to be used in conjunction with this chapter.

	<u>COMPANY NAME</u>			<u>Exhibit No.:</u>
	<u>RATE BASE STATEMENT - GENERATION AND DISTRIBUTION PER BOOKS AS OF --/--/--</u>			<u>Witness:</u>
	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>Schedule 23</u>
<u>LINE NO.</u>	<u>Virginia Juris. Cost of Service Including Rate Adjustment Clauses</u>	<u>Rate Adjustment Clause Pursuant to §56-585.1 A 5 b, c or d</u>	<u>Rate Adjustment Clause Pursuant to §56-585.1 A 6</u>	<u>Virginia Juris. Cost of Service Excluding Rate Adjustment Clauses (1)-(2)-(3)</u>
<u>1</u>	<u>ALLOWANCE FOR WORKING CAPITAL</u>			
<u>2</u>	<u>MATERIAL AND SUPPLIES</u>			
<u>3</u>	<u>CASH WORKING CAPITAL (LEAD LAG STUDY)</u>			
<u>4</u>	<u>DEFERRED FUEL/DEFERRED GAS NET OF FIT</u>			
<u>5</u>	<u>OTHER WORKING CAPITAL</u>			
<u>6</u>	<u>TOTAL ALLOWANCE FOR WORKING CAPITAL</u>			
<u>7</u>	<u>NET UTILITY PLANT</u>			
<u>8</u>	<u>UTILITY PLANT IN SERVICE</u>			
<u>9</u>	<u>ACQUISITION ADJUSTMENT</u>			
<u>10</u>	<u>CONSTRUCTION WORK IN PROGRESS</u>			
<u>11</u>	<u>PLANT HELD FOR FUTURE USE</u>			
<u>12</u>	<u>LESS: ACCUMULATED PROVISION FOR DEPRECIATION</u>			
<u>13</u>	<u>AND AMORTIZATION</u>			
<u>14</u>	<u>CUSTOMER ADVANCES FOR CONSTRUCTION</u>			
<u>15</u>	<u>TOTAL NET UTILITY PLANT</u>			
<u>16</u>	<u>RATE BASE DEDUCTIONS</u>			
<u>17</u>	<u>CUSTOMER DEPOSITS</u>			
<u>18</u>	<u>SUPPLIER REFUNDS</u>			
<u>19</u>	<u>ACCUMULATED DEFERRED INCOME TAXES</u>			
<u>20</u>	<u>OTHER COST FREE CAPITAL</u>			
<u>21</u>	<u>TOTAL RATE BASE DEDUCTIONS</u>			
<u>22</u>	<u>TOTAL RATE BASE</u>			

Column (1) amounts for utilities subject to § 56-585.1 of the Code of Virginia shall come from Schedule 22 Column (7).

COMPANY NAME
RATE BASE STATEMENT REFLECTING RATEMAKING ADJUSTMENTS AS OF --/--
/--

Exhibit No.:
Witness:
Schedule 24

<u>LINE NO.</u>	<u>(1)</u> <u>Per Books Virginia</u> <u>Juris. Cost of</u> <u>Service</u>	<u>(2) Regulatory</u> <u>Accounting</u> <u>Adjustments</u>	<u>(3)</u> <u>Virginia Jurisdictional</u> <u>Cost of Service after</u> <u>Adjustments (1)+(2)</u>
<u>1</u>	<u>ALLOWANCE FOR WORKING CAPITAL</u>		
<u>2</u>	<u>MATERIAL AND SUPPLIES</u>		
<u>3</u>	<u>CASH WORKING CAPITAL (LEAD LAG STUDY)</u>		
<u>4</u>	<u>DEFERRED FUEL/DEFERRED GAS NET OF FIT</u>		
<u>5</u>	<u>OTHER WORKING CAPITAL</u>		
<u>6</u>	<u>TOTAL ALLOWANCE FOR WORKING CAPITAL</u>		
<u>7</u>	<u>NET UTILITY PLANT</u>		
<u>8</u>	<u>UTILITY PLANT IN SERVICE</u>		
<u>9</u>	<u>ACQUISITION ADJUSTMENT</u>		
<u>10</u>	<u>CONSTRUCTION WORK IN PROGRESS</u>		
<u>11</u>	<u>PLANT HELD FOR FUTURE USE</u>		
<u>12</u>	<u>LESS: ACCUMULATED PROVISION FOR DEPRECIATION</u>		
<u>13</u>	<u>AND AMORTIZATION</u>		
<u>14</u>	<u>CUSTOMER ADVANCES FOR CONSTRUCTION</u>		
<u>15</u>	<u>TOTAL NET UTILITY PLANT</u>		
<u>16</u>	<u>RATE BASE DEDUCTIONS</u>		
<u>17</u>	<u>CUSTOMER DEPOSITS</u>		
<u>18</u>	<u>SUPPLIER REFUNDS</u>		
<u>19</u>	<u>ACCUMULATED DEFERRED INCOME TAXES</u>		
<u>20</u>	<u>OTHER COST FREE CAPITAL</u>		
<u>21</u>	<u>TOTAL RATE BASE DEDUCTIONS</u>		
<u>22</u>	<u>TOTAL RATE BASE</u>		

Column (1) amounts for utilities subject to §56-585.1 of the Code of Virginia shall come from Schedule 23 Column (4) and shall exclude Rate Adjustment Clauses.

Column (1) amounts for utilities not subject to §56-585.1 of the Code of Virginia shall come from Schedule 22 Column (3).

Account # - Deferred Fuel

Payroll Expense

Benefits and Pension Expense

OPEB Expense

Regulatory Asset Amortization Expense

Uncollectible Expense

Stores Issues

Stored Undistributed

Accrued Vacation Expense

Prepaid Insurance Amortization Expense

Worker's Compensation Expense

Directors' Deferred Compensation Exp.

Storm Damage Expense

Transition Cost Expense

Restructuring Expense

Contingent Liabilities

Other O&M Expenses

Depreciation Expense:

Depreciation Expense

Amortization Expense

Amortization Expense

Amortization of Regulatory Assets

Federal Income Taxes:

Current

Deferred

DFIT on items excluded from Rate Base

Deferred ITC

State Income Tax Expense

Taxes Other Than Income:

Property Tax Expense

Valuation Tax Expense

Business and Occupation Tax Expense

Payroll Tax Expense

Other Taxes

AFUDC

Gain/Loss of Disposition of Property

Regulations

Charitable Donations

Interest on Customer Deposits

Other Expense/Income (A-t-l)

Other Income/Expense (B-t-l)

Interest Expense

Preferred Dividends

JDC Expense

Income Available for Common Equity

Totals

Plus: Customer Utility Taxes

BALANCE SHEET ITEMS

TOTAL CASH WORKING CAPITAL

COMPANY NAME
BALANCE SHEET ANALYSIS – ADJUSTED AS OF --/--/--

Exhibit No.:
Witness: _____
Schedule 28

Additional Uses of Cash Working Capital

<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>	<u>Fifth</u>	<u>Sixth</u>	<u>Seventh</u>	<u>Eighth</u>	<u>Ninth</u>	<u>Tenth</u>	<u>Eleventh</u>	<u>Twelfth</u>	<u>Thirteen</u>
<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>

Account
Number

Account Title

Individual Uses of Cash Working Capital

Total Additional Uses of Average Cash Working Capital

Additional Sources of Average Cash Working Capital

Account
Number

Account Title

Thirteen
Month
Average

Individual Sources of Cash Working Capital

Total Additional Sources of Average Cash Working Capital

Net (Source)/Use of Average Cash Working Capital

COMPANY NAME
JURISDICTIONAL COST OF SERVICE STUDY
(METHODODOGY) COST ALLOCATION STUDY
CASE NO. PUE-----

Exhibit No.:
Witness:
Schedule 40 A
and B

<u>Line</u> <u>No.</u>	<u>Description</u>	<u>(1)</u> <u>Total</u> <u>System</u>	<u>(2)</u> <u>Non-</u> <u>Juris.</u>	<u>(3)</u> <u>Virginia</u> <u>Per</u> <u>Books</u> <u>Amount</u> <u>(1)-(2)</u>	<u>(4)</u> <u>Rate</u> <u>Adjustment</u> <u>Clause</u> <u>Pursuant to</u> <u>§56-585.1</u> <u>A4</u>	<u>(5)</u> <u>Rate</u> <u>Adjustment</u> <u>Clause</u> <u>Pursuant to</u> <u>§56-585.1</u> <u>A5, b, c or</u> <u>d</u>	<u>(6)</u> <u>Rate</u> <u>Adjustment</u> <u>Clause</u> <u>Pursuant to</u> <u>§56-585.1</u> <u>A6</u>	<u>(7)</u> <u>Virginia</u> <u>Commission</u> <u>Jurisdictional</u> <u>Regulated</u> <u>Amount</u> <u>(3)-(4)-(5)-</u> <u>(6)</u>	<u>(8)</u> <u>Allocation</u> <u>Basis</u>
<u>10</u>	<u>Operating Revenues</u>								
<u>20</u>									
<u>30</u>	<u>Operating Expenses</u>								
<u>40</u>	<u>Depreciation Expenses</u>								
<u>50</u>	<u>Amortization</u>								
<u>60</u>	<u>Income Taxes</u>								
<u>70</u>	<u>State Income Taxes</u>								
<u>80</u>	<u>Taxes Other than Income</u>								
<u>90</u>									
<u>100</u>	<u>Total Operating Expenses</u>								
<u>110</u>									
<u>120</u>	<u>Net Operating Income</u>								
<u>130</u>									
<u>140</u>	<u>Adjustments to Operating Income</u>								
<u>150</u>									
<u>160</u>	<u>Add: AFUDC</u>								
<u>170</u>	<u>Less: Charitable Donations</u>								
<u>180</u>	<u>Interest Exp.-Customer Dep.</u>								
<u>190</u>									
<u>200</u>	<u>Adjusted Net Operating Income</u>								
<u>210</u>									
<u>220</u>	<u>Rate Base</u>								
<u>230</u>									
<u>240</u>	<u>ROR Earned on Rate Base</u>								

Regulations

COMPANY NAME
CLASS COST OF SERVICE STUDY (METHODOLOGY) COST ALLOCATION STUDY
CASE NO. PUE-----

Exhibit No.:
Witness:
Schedule 40C

<u>Line</u> <u>No.</u>	<u>Description</u>	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	<u>(6)</u>	<u>(7)</u>
		<u>Virginia</u> <u>Juris.</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Class</u>	<u>Allocation</u> <u>Basis</u>
10	<u>Operating Revenues</u>							
20								
30	<u>Operating Expenses</u>							
40	<u>Depreciation Expenses</u>							
50	<u>Amortization</u>							
60	<u>Income Taxes</u>							
70	<u>State Income Taxes</u>							
80	<u>Taxes Other than Income</u>							
90								
100	<u>Total Operating Expenses</u>							
110								
120	<u>Net Operating Income</u>							
130								
140	<u>Adjustments to Operating Income</u>							
150								
160	<u>Add: AFUDC</u>							
170	<u>Less: Charitable Donations</u>							
180	<u>Interest Exp.-Customer Dep.</u>							
190								
200	<u>Adjusted Net Operating Income</u>							
210								
220	<u>Rate Base</u>							
230								
240	<u>ROR Earned on Rate Base</u>							

COMPANY NAME
PER BOOKS DEFERRAL RECORDED PURSUANT TO
§§56-249.6, 56-582 AND 58.1-3833 OF THE CODE OF VIRGINIA FOR THE
YEAR ENDED --/--

Exhibit No.:
Witness:
Schedule 44

<u>LINE NO.</u>	<u>MONTH</u>	<u>A/C NO. DEBITS</u>	<u>A/C NO. CREDITS</u>	<u>A/C NO. BALANCE</u>
<u>1</u>	<u>BEGINNING BALANCE</u>			
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
<u>7</u>				
<u>8</u>				
<u>9</u>				
<u>10</u>				
<u>11</u>				
<u>12</u>				
<u>13</u>				
<u>14</u>	<u>ENDING BALANCE</u>			

COMPANY NAME
RATE ADJUSTMENT CLAUSES PURSUANT TO
§56-585.1 A4, A5 AND/OR A6 OF THE CODE OF VIRGINIA FOR THE
YEAR ENDED --/--

Exhibit No.:
Witness:
Schedule 45

<u>LINE NO.</u>	<u>MONTH</u>	<u>A/C NO. DEBITS</u>	<u>A/C NO. CREDITS</u>	<u>A/C NO. BALANCE</u>
<u>1</u>	<u>BEGINNING BALANCE</u>			
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
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<u>11</u>				
<u>12</u>				
<u>13</u>				
<u>14</u>	<u>ENDING BALANCE</u>			

Regulations

20VAC5-403-70. Exemptions.

A small telephone company subject to the Small Investor-Owned Telephone Utility Act (§56-531 et seq. of the Code of Virginia) shall be exempt, for all purposes, from the Rules Governing Utility Rate Increase Applications and Annual Informational Filings, ~~20VAC5-200-30~~ 20VAC5-201, as they may be modified from time to time.

VA.R. Doc. No. R08-1134; Filed January 30, 2008, 8:40 a.m.

TITLE 23. TAXATION

DEPARTMENT OF TAXATION

Fast-Track Regulation

Title of Regulation: **23VAC10-10. Guidelines for Public Participation in Regulation Development and Promulgation (amending 23VAC10-10-10 through 23VAC10-10-70, 23VAC10-10-80; repealing 23VAC10-10-90).**

Statutory Authority: §§2.2-4007.02 and 58.1-203 of the Code of Virginia.

Public Hearing Information: No public hearings are scheduled.

Public Comments: Public comments may be submitted until 5 p.m. on April 4, 2008.

Effective Date: April 19, 2008.

Agency Contact: Jennifer Lewis, Analyst, Department of Taxation, 600 East Main Street, Richmond, VA 23219, telephone (804) 371-2341, FAX (804) 371-2355, or email jennifer.lewis@tax.virginia.gov.

Basis: Section 58.1-203 of the Code of Virginia provides that the "Tax Commissioner shall have the power to issue regulations relating to the interpretation and enforcement of the laws of this Commonwealth governing taxes administered by the Department." Additionally, §2.2-4007.02 of the Code of Virginia requires agencies to develop, adopt and utilize public participation guidelines for soliciting the input of interested parties in the formation and development of its regulations pursuant to the provisions of this chapter. The authority for the current regulatory action is discretionary.

Purpose: This regulatory action is necessary to ensure a predictable and adequate revenue stream for the government to provide for the health, safety and welfare of its citizens. As the result of a comprehensive review of all of its regulations, TAX has identified numerous regulations that need to be promulgated, amended or repealed, including its Public Participation Guidelines. The purpose of this action is to update the guidelines to reflect changes in the APA made subsequent to the promulgation of the guidelines and to reflect the requirements of Executive Order 36 (2006) requiring all agencies to post all rulemaking actions on the

Virginia Regulatory Town Hall to ensure that the public is adequately informed of rulemaking activity.

Given the volume of regulatory actions planned by TAX, this regulatory action is necessary to update the guidelines to fully take advantage of the Town Hall and the changes in the APA that streamline the regulatory process.

Rationale for Using Fast-Track Process: As the changes to TAX's Public Participation Guidelines made by this regulatory action are consistent with the Administrative Process Act and Executive Order 36 (2006), this action is not expected to be controversial.

Substance: This regulatory action will amend TAX's Guidelines for Public Participation in Regulation Development and Promulgation (23VAC10-10) (guidelines) to reflect the establishment of the Virginia Regulatory Town Hall (Town Hall) and changes in the Administrative Process Act (APA).

This action will amend 23VAC10-10-10 to reflect changes in APA regarding the procedures for individuals and groups to petition TAX to promulgate or revise regulations.

23VAC10-10-10 currently provides that TAX will respond to petitions requesting revision or development of a regulation within 180 days from the date the petition is received by TAX. This provision is no longer consistent with the APA. This action amends 23VAC10-10-10 to simply state that TAX will handle requests for rulemaking as set forth in the APA. The APA sets forth detailed procedures for responding to requests for rulemaking that do not need to be repeated in the guidelines.

23VAC10-10-10 currently requires interested parties to contact TAX in writing to express interest in participating in the regulation development process generally, or in specific regulation development efforts, or to petition for the development or revision of a regulation or regulations. This action will amend 23VAC10-10-10 to reflect the establishment of the Town Hall by requiring interested parties to register and use the Town Hall to receive notification of the department's regulatory actions and meetings.

23VAC10-10-10 currently requires any person interested in participating in specific regulation development efforts or petitioning for the development or revision of a regulation or regulations to write to the Assistant Commissioner for Tax Policy. This action will amend 23VAC10-10-10 to specify that interested parties should notify the department's regulatory coordinator or other contact listed on the Town Hall.

23VAC10-10-20 currently requires TAX to take the following steps prior to the development of any regulation to identify associations, committees, groups, or individuals who may be interested in or affected by the proposal: (i) obtain annually from the Secretary of the Commonwealth a list of all registered lobbyists; (ii) utilize the statewide listing of business, professional, civic, and charitable associations and societies in Virginia published by the state Chamber of Commerce; (iii) utilize department subject matter files to identify persons who have previously raised questions or expressed an interest in the subject matter under consideration through requests for formal rulings or administrative appeals; (iv) utilize a standing list, compiled by TAX, of persons who have previously participated in public proceedings relative to similar subject matters or who have expressed an interest in all tax regulations; (v) utilize a standing list, compiled by TAX, of attorneys, certified public accountants, and corporate tax personnel who practice in the field of state and local taxation; and (vi) develop a list of persons who have petitioned for the development or revision of a regulation or notified the department of an interest in participating in the regulation development process. This action will amend 23VAC10-10-20 to specify that TAX will use these methods to identify and encourage interested parties to register with the Town Hall to receive notification of TAX's regulatory actions and meetings. Additionally, this action will create a procedure for TAX to request that the Department of Planning and Budget remove persons who have enrolled as registered users on the Town Hall with respect to the department's regulatory activities but are no longer interested in receiving such notification or whose electronic mail is returned as undeliverable from the Town Hall's list of registered users with respect to the department's regulatory activities.

23VAC10-10-30 currently requires TAX to prepare a Notice of Intended Regulatory Action (NOIRA) prior to the development of any regulation not exempt from the public participation provisions of the APA. This action will amend 23VAC10-10-30 to allow TAX to omit the NOIRA in situations where a NOIRA is not required by the APA.

23VAC10-10-30 currently details the content that TAX must place in the NOIRA. This action will amend 23VAC10-10-10 to simply state that the NOIRA issued by TAX must conform with the requirements of the APA. The APA sets forth detailed procedures for responding to requests for rulemaking that do not need to be repeated in the guidelines.

23VAC10-10-40 currently requires TAX to (i) send the NOIRA to all persons identified as having a potential interest in the regulation; (ii) publish the NOIRA in the Virginia Register; and (iii) request that industry, professional and taxpayer associations to whom the NOIRA is sent publish it in newsletters or journals or use any other means available to them to disseminate the notice to their membership. This

action amends 23VAC10-10-40 to limit the mandatory dissemination of the NOIRA to posting it on the Town Hall and publishing it in the Virginia Registrar.

23VAC10-10-50, which concerns the development of the working draft of the regulation by TAX, currently reiterates the APA requirement that it will not submit a proposed regulation publication in the Virginia Register until a minimum of 30 days after the notice is published in the Virginia Register. This action amends 23VAC10-10-50 to delete this requirement. As the APA requirement is clear and unambiguous, it does not need to be repeated in the guidelines.

23VAC10-10-70, which concerns the submission of the regulation under the APA by TAX, currently reiterates numerous requirements of the APA. This action amends 23VAC10-10-70 to delete these requirements. As the APA requirements are clear and unambiguous, they do not need to be repeated in the guidelines.

23VAC10-10-70 currently does not provide for the use of the Town Hall. This regulatory action will amend 23VAC10-10-70 to conform with Executive Order 36 (2006) Development and Review of Regulations Proposed By State Agencies. Executive Order 36 provides that "[i]n addition to requirements set out in the Virginia Administrative Process Act, agencies shall post all rulemaking actions on the Virginia Regulatory Town Hall to ensure that the public is adequately informed of rulemaking activity."

23VAC10-10-70 currently requires TAX to publish notice of the public hearing regarding a proposed regulation "in the Richmond Times-Dispatch or another newspaper of general circulation in the state capital." 23VAC10-10-70 was promulgated at a time when (former) §9-6.14:7.1 of the Code of Virginia required newspaper publication regarding any proposed regulatory action unless it was exempted from the regulatory process. Section 2.2-4007.03 of the Code of Virginia, a successor statute to §9-6.14:7.1 of the Code of Virginia, no longer requires newspaper publication. This action will eliminate the newspaper publication requirement. As amended by this action, 23VAC10-10-70 will comply with the requirement of §2.2-4007.03 of the Code of Virginia that the proposed regulation and general notice of opportunity for oral or written submittals as to the regulation shall be published in the Virginia Register.

23VAC10-10-80, which concerns the adoption period for regulations, currently reiterates numerous requirements of the APA. This action amends 23VAC10-10-80 to delete these requirements. As the APA requirements are clear and unambiguous, they do not need to be repeated in the guidelines.

23VAC10-10-80 currently does not provide for the use of the Town Hall. This regulatory action will amend 23VAC10-10-

Regulations

80 to conform to the requirements of Executive Order 36 (2006).

23VAC10-10-90 currently requires TAX to physically print and distribute any regulation. This regulatory action would repeal 23VAC10-10-90 because TAX's regulations are freely available on its website and that of the General Assembly.

Issues: The regulatory action poses no disadvantages to the public or the Commonwealth. The primary advantage to the public and to the Commonwealth is that by eliminating the cost of newspaper publication of notices of public hearings, it will decrease the cost to the Commonwealth and, ultimately, taxpayers of regulatory actions. The current requirement that TAX publish a notice of each public hearing in a newspaper of general circulation in the state capital is not only expensive, it does little to insure that the public will receive actual notice of public hearings. As there are several newspapers of general circulation in the state capital, interested parties would need to monitor each issue of each newspaper to obtain actual notice. Additionally, some or all of these newspapers may not be available throughout the Commonwealth or in other states. The Town Hall provides a simple, free notification service for interested parties to sign up and receive email notification of regulatory actions by specific agencies. TAX has already notified taxpayers, tax practitioners and other persons who have expressed an interest in its regulatory actions to sign up for this notification service.

Another advantage of this regulatory action to the Commonwealth and, ultimately taxpayers, is that by increasing its reliance on the Town Hall, the Commonwealth will be able to reduce its costs of mailing notices to interested parties and processing correspondence from interested parties.

Department of Planning and Budget's Economic Impact Analysis:

Summary of the Proposed Amendments to Regulation. The Department of Taxation (Department) proposes to amend its policies and procedures for public participation in the development and promulgation of regulations. The proposed amendments include the following changes. First, any person interested in participating in the regulation development process will need to contact the Department staff person listed on the Virginia Department of Planning and Budget's Virginia's Regulatory Town Hall. Second, the Department will notify stakeholders of regulatory activities via the Town Hall; instead of identifying interested parties before or during each regulatory change, the Department will initially encourage those individuals/entities to become registered users of Town Hall to receive general electronic notification of the Department's regulatory activities. Third, the Department may periodically request that registered Town Hall users indicate their desire to continue to receive notification of the Department's regulatory activity electronically. If the electronic mail is returned as

undeliverable, or there has been no response to a request from the Department, the Department may request that such persons be removed from the Town Hall's list of registered users. Finally, the method for disseminating a Notice of Intended Regulatory Action, a notice of a public hearing, a proposed regulation, a final regulation, and a published regulation will be limited to posting on the Town Hall and publishing in the Virginia Register of Regulations (when relevant).

Result of Analysis. The benefits likely exceed the costs for all proposed changes.

Estimated Economic Impact. The current regulation requires information dissemination about the Department's regulatory activity to occur almost entirely through paper (mailings and newspaper). Under the proposed amendments, all of that dissemination will be done electronically. First, under current regulation, any person interested in participating in the regulation development process contacts the Assistant Commissioner for Tax Policy whose address is listed in the regulation. Under the proposed amendment, the person would have to notify the Regulatory Coordinator or other agency contact listed on the Virginia Department of Planning and Budget's Virginia Regulatory Town Hall (Town Hall). Second, under current regulation, to disseminate a Notice of Intended Regulatory Action (NOIRA), the Department must send the notice to persons identified as having a potential interest in the regulation, publish the notice in the Virginia Register of Regulations (Virginia Register), and request that industry, professional, and taxpayer associations to whom the NOIRA is sent make it available to members. Under the proposed regulation, the Department must only post the NOIRA on the Town Hall and publish the NOIRA in the Virginia Register. Third, under current regulation, the Department shall furnish a copy of a proposed regulation to all interested parties, including a cover letter explaining the deadlines for submitting formal public comments under the Administrative Process Act (APA). Under the proposed regulation, the Department would be required only to post a proposed regulation to the Town Hall and publish it in the Virginia Register. Fourth, under current regulation, the time, date, and place of a public hearing must be clearly specified to interested parties, publicized in the Richmond Times Dispatch or another newspaper of general circulation in the state capital, and published in the Virginia Register. Under the proposed regulation, the Department would be required only to post the notice of a public hearing to the Town Hall and publish it in the Virginia Register. Fifth, under current regulation—the Department must send a copy of a final regulation—at least five days prior to adopting the regulation—with a summary of public comments to all interested parties. Under the proposed regulation, the Department must only post a final regulation to the Town Hall. Finally, under current regulation, the Department must

print and distribute the final, published regulation. This requirement is repealed in the proposed amendments.

The benefit of moving to an electronic format—with stakeholders being notified via email and the primary means of getting information being via the Town Hall web site—is in cost savings. According to the Department, publishing a regulatory change in a newspaper can cost the state several thousand dollars. In addition, depending on the size and state of the mailing list, one mailing generated from one regulatory change, can cost as much as a day of a full-time employee. When one adds the labor cost to the costs of paper, envelopes, and postage, and considers the number of regulatory changes the Department will make over a year, it is clear that moving to the electronic medium could provide significant cost savings.

The major cost of these amendments will be incurred by those stakeholders who do not have access to the internet, or who do not use the internet often enough to receive Department notification in a timely manner. If information about a regulatory change is not being disseminated across the state, the Department could run into problems with regulatory compliance and could spend more staff time and resources in dealing with unhappy constituents than would have been spent on dissemination through the newspaper or mailings. The Department argues, however, that most of their interested parties do use the internet regularly. The Department has already been requested by parties interested in their non-regulatory activity to send out all notification via email. In addition, the Department has mailed notices to all parties interested in regulatory activity on their current mailing list (around 4000 notices), alerting them that all future dissemination will happen through Town Hall and all notification will be via email. The Department has not received any complaints and less than five percent of the mailings were returned. Finally, the Department argues that because there are several newspapers of general circulation in the state capital, interested parties would need to monitor each issue of each newspaper to obtain notice of a regulatory change. In addition, these newspapers might not be available throughout the Commonwealth. Therefore, newspaper publication does little to insure that the public receives notices of public hearings.

The proposed amendments also include a section allowing the Department to periodically request that those persons who have enrolled as registered users on the Town Hall indicate their desire to continue to receive notification of the Department's regulatory activity electronically. When electronic mail is returned as undeliverable or there has been no response to a request from the Department, the Department may request that such persons be removed from the Town Hall's list of registered users. The benefit of this amendment is in being able to "clean the books" occasionally. The cost could be in deleting someone from the list who is

interested in the Department's regulatory activity, but who went on vacation and therefore could not respond to the request or whose server was temporarily down, causing the electronic mail to be returned as undeliverable. The Department has no intention of removing a party from the list quickly, however, and says that one undeliverable email will not result in removal.

On the whole, although it is important to remain vigilant about the reach of the electronic media, the benefits of these amendments outweigh the costs.

Businesses and Entities Affected. The proposed changes will affect all taxpayers and tax practitioners in the Commonwealth, particularly individuals and businesses interested in monitoring the Department's activities. As of August 6, 2006, there were 687 people signed up on Town Hall to be on the Department's mailing list.¹

Localities Particularly Affected. The proposed changes do not disproportionately affect any specific localities in the Commonwealth.

Projected Impact on Employment. The proposed changes are not anticipated to have any impact on employment.

Effects on the Use and Value of Private Property. The proposed amendments are not anticipated to have any negative effect on the use and value of private property.

Small Businesses: Costs and Other Effects. The proposed changes are not anticipated to add cost or otherwise affect small businesses.

Small Businesses: Alternative Method that Minimizes Adverse Impact. The proposal does not add cost or otherwise affect small businesses.

Real Estate Development Costs. The proposed amendments do not create additional costs related to the development of real estate for commercial or residential purposes.

Legal Mandate. The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with §2.2-4007.04 of the Administrative Process Act and Executive Order Number 36 (06). Section 2.2-4007.04 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. Further, if the proposed regulation has adverse effect on small businesses, §2.2-4007.04 requires that such economic impact analyses include (i) an identification and estimate of the number of small businesses subject to the regulation; (ii) the projected

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reporting, recordkeeping, and other administrative costs required for small businesses to comply with the regulation, including the type of professional skills necessary for preparing required reports and other documents; (iii) a statement of the probable effect of the regulation on affected small businesses; and (iv) a description of any less intrusive or less costly alternative methods of achieving the purpose of the regulation. The analysis presented above represents DPB's best estimate of these economic impacts.

¹ Source: Department of Taxation

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

Summary:

The amendments (i) require the department to utilize the Virginia Regulatory Town Hall as an additional means of notifying the public of its regulatory actions and activities, (ii) conform the regulation with the Administrative Process Act, (iii) delete redundant provisions that are set out the Administrative Process Act, and (iv) repeal the requirement that the agency physically print and distribute its regulations,

23VAC10-10-10. Generally.

These guidelines shall govern the development or revision of all regulations not exempt from the public participation provisions of the Administrative Process Act ("APA") (APA), Chapter 1-1-1 40 (§9-6-14-1 (§2.2-4000 et seq.) of Title 9 2.2 of the Code of Virginia. These guidelines seek to expand participation by providing for electronic exchange with the public and thereby increasing participation, reducing costs, and improving the speed of communication.

In developing any regulation ~~which that~~ it proposes, the Department of Taxation ("~~department~~") (department) is committed to soliciting a high level of input and comment from a broad cross section of interested taxpayers, professional associations, and industry associations. Such input and participation shall be actively solicited by the department.

The department will generally promulgate new regulations or revise existing regulations as the result of federal or state law changes, regulatory changes by other federal or state agencies, changes or clarifications in department policy, or upon petition by an individual or group. Petitions requesting revision or development of a regulation will be responded to by the department ~~within 180 days from the date the petition is received by the department~~ as provided for in the APA.

Any person who is interested in participating in the regulation development process generally, or in specific regulation development efforts, or who wishes to petition for

the development or revision of a regulation or regulations, should notify, preferably by email, the department's regulatory coordinator or other agency contact listed on the Virginia Department of Planning and Budget's Virginia Regulatory Town Hall (Town Hall) in writing. ~~Such notification of interest should be sent to Assistant Commissioner for Tax Policy, Department of Taxation, P.O. Box 1880, Richmond, Virginia 23282-1880.~~

Part II

Identification of Interested Parties

23VAC10-10-20. Identification of interested parties.

~~Prior to the development of any regulation, A. Any associations, committees, groups, or individuals interested in the department's regulatory activities should enroll as registered users on the Town Hall and choose to receive notification of the department's regulatory activities. Additionally, the department shall identify associations, committees, groups, or individuals whom it feels would be interested in or affected by the proposal its regulatory activities and request that they enroll as registered users on the Town Hall and choose to receive notification of the department's regulatory activities.~~ The methods for identifying interested parties generally shall include, but not be limited to, the following:

1. Obtain ~~annually~~—from the Secretary of the Commonwealth a list of all persons, taxpayer groups, associations and others who have registered as lobbyists for the annual General Assembly session. This list will be used to identify groups ~~which that~~ may be interested in the ~~subject matter of the proposed regulation~~ department's regulatory activities.
2. Utilize the statewide listing of business, professional, civic, and charitable associations and societies in Virginia published by the ~~State~~ Virginia Chamber of Commerce to identify industry and professional associations ~~which that~~ might be interested in the ~~regulation~~ department's regulatory activities.
3. Utilize department subject matter files to identify persons who have previously raised questions or expressed an interest in ~~the subject matter under consideration~~ state and local tax issues through requests for formal rulings or administrative appeals.
4. Utilize a standing list, compiled by the department, of persons who have previously participated in public proceedings relative to similar subject matters or who have expressed an interest in all tax regulations.
5. Utilize a standing list, compiled by the department, of attorneys, certified public accountants, and corporate tax personnel who practice in the field of state and local taxation.

6. Develop a list of persons who, in accordance with 23VAC10-10-10, petitioned for the development or revision of a regulation or notified the department of an interest in participating in the regulation development process.

B. The department may periodically request that those persons who have enrolled as registered users on the Town Hall with respect to the department's regulatory activities indicate their desire to continue to receive notification of the department's regulatory activity electronically. When either electronic mail is returned as undeliverable or there has been no response to the request from the department, the department may request that such persons be removed from the Town Hall's list of registered users with respect to the department's regulatory activities.

Part III

Notification of Interested Parties

23VAC10-10-30. Generally.

The department shall prepare a Notice of Intended Regulatory Action ("~~notice~~") (notice) prior to the development of any regulation when required by the APA. The notice shall ~~identify the subject matter and intent of the planned regulation(s) and shall specify a time deadline of at least 30 days for receipt of responses from persons interested in participating in the development process. The notice shall also state whether the department intends to conduct a public hearing on the regulation after its publication. See 23VAC10-10-70 conform to the requirements of the APA.~~

23VAC10-10-40. Dissemination of notice.

The methods for disseminating the notice to the public generally shall include, but not be limited to, the following:

- ~~1. Sending the notice to all persons identified pursuant to 23VAC10-10-20 as having a potential interest in the regulation Posting the notice on the Town Hall; and~~
- ~~2. Publishing the notice in The the Virginia Register of Regulations; and~~
- ~~3. Requesting that industry, professional and taxpayer associations to whom the notice is sent publish such notice in newsletters or journals or use any other means available to them to disseminate the notice to their membership.~~

23VAC10-10-50. Working draft.

The department may elect to begin development of a working draft of the regulation (see 23VAC10-10-60 B) during the period of time covered by the notice. Also, the department may choose to develop a working draft prior to this time and disseminate the draft to interested persons along with the notice in order to facilitate informed comments.

~~The department will not submit a proposed regulation to the Registrar of Regulations for publication in The Virginia~~

~~Register of Regulations until a minimum of 30 days after the notice is published in The Virginia Register of Regulations.~~

Part IV

Public Participation

23VAC10-10-70. Submission of the regulation under the Administrative Process Act.

Upon consideration of comments received in connection with the working draft, the department shall prepare a proposed regulation for submission under the APA. After submission of the proposed regulation to the Registrar of Regulations pursuant to the APA, the regulation will be published in ~~The~~ the Virginia Register of Regulations.

~~The department shall furnish to all interested parties identified in accordance with 23VAC10-10-20, post on the Town Hall a copy of the regulation as submitted under the APA, together with any other material that may be helpful in better understanding the regulation. A cover letter accompanying these documents shall explain the deadlines for submitting formal public comments under the APA. A minimum of 60 days shall be provided for the submission of written comments after the proposed regulation is published in The Virginia Register of Regulations.~~

Except in the case of nonsubstantive or noncontroversial changes, the department will generally conduct a public hearing on proposed regulations. If comment will be restricted to written submittals, the date and place to which submittals must be made shall be clearly specified.

~~In cases when the department states in the notice that it does not intend to hold a public hearing, no such hearing is required unless the Governor requests the department to do so or the department receives requests for a hearing from 25 or more persons.~~

Where a public hearing is to be held, the time, date, and place shall be ~~clearly specified in the department's ecommunications with interested parties. Additionally, notice of the public hearing will be publicized in accordance with the APA, including publication in the Richmond Times-Dispatch or another newspaper of general circulation in the state capital posted on the Town Hall and publication published in The~~ the Virginia Register of Regulations.

When a public hearing will be held, persons who will participate will be encouraged to submit written copies of their comments in advance or at the hearing in order to insure that all comments are accurately reflected in the formal transcript of the proceeding.

23VAC10-10-80. Adoption period.

Upon responding to all public comments on the proposed regulation and making any changes it deems necessary based upon such comments, the department may adopt the regulation.

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The final regulation will also be posted on the Town Hall and published in The the Virginia Register of Regulations. Generally, the final regulation will become effective 30 days after its publication in The Virginia Register of Regulations.

~~However, when one or more changes of substantial impact have been made between the proposed and final regulation, a person may petition the department to request an opportunity to submit additional comments on the change(s). In any case in which 25 or more such requests are received, the department will suspend the adoption of the regulation for 30 days to allow for additional public comment, except when the department determines that the change(s) in question are minor or inconsequential in their impact.~~

~~Similarly, the Governor has the discretion to suspend the regulatory process for 30 days to enable the department to seek additional public comment on any substantial change(s) made between the proposed and final regulations.~~

~~At In addition to the requirements specified in §2.2-4012 E of the Code of Virginia relating to the draft summary description of public comments, at least five days prior to adopting a regulation, the department will ~~send post~~ a copy of the final regulation together with a summary of public comments and its responses to all commentators and interested parties on the Town Hall.~~

~~23VAC10-10-90. Publication of final regulation. (Repealed.)~~

~~When any regulation is published, the department shall print and distribute such regulation. The distribution of any regulation shall be made with a goal of increasing voluntary tax compliance.~~

VA.R. Doc. No. R08-881; Filed January 11, 2008, 3:54 p.m.

FORMS

TITLE 6. CRIMINAL JUSTICE AND CORRECTIONS

DEPARTMENT OF CORRECTIONS

NOTICE: The following form has been filed by the Department of Corrections. The form is available by contacting Janice Dow, Regulatory Coordinator, Department of Corrections, P.O. Box 26963, Richmond, VA 23261-6963, telephone (804) 674-3303 ext. 1128.

Title of Regulation: **6VAC15-62. Standards for State Community Corrections Units.**

FORMS

Incident Report Form, rev. ~~10/06~~ 2/08.



Status:

- Initial
- Supplemental

Incident Report
Continuation Page

IR Number:	Date/Time of Incident:	Facility:

GUIDANCE DOCUMENTS

Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require annual publication in the *Virginia Register* of guidance document lists from state agencies covered by the Administrative Process Act and the Virginia Register Act. A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public.

Generally, the format for the guidance document list is: document number (if any), title of document, date issued or last revised, and citation of Virginia Administrative Code regulatory authority or Code of Virginia statutory authority. Questions concerning documents or requests for copies of documents should be directed to the contact person listed by the agency.

DEPARTMENT OF ACCOUNTS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Department of Accounts, 101 N. 14th Street, 2nd Floor, Richmond, Virginia 23219. Copies are available online at the Department of Accounts website (www.doa.virginia.gov); hardcopy of all documents except the CAPP Manual 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 email 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 email at jim.fisher@doa.virginia.gov.

Guidance Documents:

Agency Risk Management and Internal Control Standards (ARMICS), updated routinely. This document provides risk management and internal control standards for state agencies and institutions.

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.

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 email 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 email 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 FOR THE AGING

Copies of the following documents may be viewed during regular workdays from 9 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 James at the address above, telephone (804) 662-7049, FAX (804) 662-9354, or email janet.james@vda.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Janet James at the address above, telephone (804) 662-7049, FAX (804) 662-9354, or email janet.james@vda.virginia.gov.

Guidance Documents:

State Plan for Aging Services: October 1, 2003 - September 30, 2007, effective October 1, 2003, revised June 19, 2003, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), §2.2.703 A3

Title III and Title V Service Standards, revised October 1, 2003, interpreting 22VAC5-20-80

Care Coordination for Elderly Virginians Policies and Procedures Manual, January 28, 2004.

Senior Employment Services Coordination Plan (Title V), PY2004 issued July 1, 2004; PY2005 Modification effective July 1, 2005.

Cost Sharing/Fee for Service Policy, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), Section 315(a)(2), 315(a)(5), 315(c)(1), 315(c)(2), 315(a)(6) and 315(b)(4)(A); interpreting 12VAC5-200-110, 22VAC5-20-390, revised April 4, 2004.

Virginia Long-Term Care Ombudsman Program Policies and Procedures Manual, revised September 30, 2003.

Guidelines for a Client Appeals Process for Services Provided Under the Older Americans Act, implementing Title III and Title VII of the Older Americans Act of 1965 (amended), Section 306(a)(10) and Section 307(a)(5)(B), issued July 30, 2002. Title III-D Interim Guidelines, Issued March 2001

Minimum Procurement Guidelines, issued June 1, 2003

National Family Caregiver Support Program Guidelines, implementing Title III-E of the Older Americans Act of 1965 (as amended), Sections 306(a)(4)(A)(i), 306(a)(4)(B)(i)(I), 372(3), 373, 373(b) and interpreting 22VAC5-20-250, revised February 22, 2005.

Guidance Documents applying to all boards for this agency

Guidelines for a Client Appeals Process for Services Provided Under the Older Minimum Procurement Guidelines, issued June 1, 2003

Virginia Long-Term Care Ombudsman Program Policies and Procedures Manual, revised September 30, 2003.

[3092] State Plan for Aging Services: October 1, 2007 - September 30, 2011, effective October 1, 2007, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), §2.2.703 A3.

Board for the Aging

Guidance Documents applying to some or all chapters within this board

Care Coordination for Elderly Virginians Policies and Procedures Manual, January 28, 2004.

Cost Sharing/Fee for Service Policy, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), Sections 315(a)(2), 315(a)(5), 315(c)(1), 315(c)(2), 315(a)(6) and 315(b)(4)(A).

Senior Employment Services Coordination Plan (Title V), PY2004 issued July 1, 2004; PY2005 Modification effective July 1, 2005.

Title III and Title V Service Standards, revised October 1, 2003, interpreting 22VAC5-20-80

[3100] National Family Caregiver Support Program Guidelines, implementing Title III-E of the Older Americans Act of 1965 (as amended 2006), Sections 306(a)(4)(A)(i), 306(a)(4)(B)(i)(I), 372(3), 373, and interpreting 22VAC5-20-250, revised December 14, 2007.

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 Mr. Doug Saunders at (804) 692-0601.

For guidance documents relating to the State Milk Commission, contact Mr. Rodney Phillips 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 Mr. Andres Alvarez at (804) 786-3523.

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.

Board of Agriculture and Consumer Services

Guidance Documents applying to some or all chapters within this board

Approved Capture Drugs and Drug Administering Equipment

Dairy Services Procedure Manual

Food Safety & Security Field Operations Manual

Food Safety and Security Manual

Guidance Documents

Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws

Guidelines for the Virginia Ginseng Management Program

Invitation for Bids for the Cotton Boll Weevil Monitoring Program

Labeling of Cetane on Diesel Dispensers

Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements

Pre-Qualification Solicitation for the Gypsy Moth Trapping Program

Virginia Cooperative Gypsy Moth Suppression Program, 2008 Guidelines

Virginia Shipping Requirements for Package Bees and Queens

What is a Package?

[1743] Agricultural Stewardship Act Guidelines (Part 1)

[1744] Agricultural Stewardship Act Guidelines (Part 2)

[755] Invitation for Bids for the Gypsy Moth Treatment Program

[756] Virginia Entry Requirements for Honey Bee Hives and Appliances

Pesticide Control Board

Guidance Documents applying to some or all chapters within this board

Administrative Procedure for Processing Violations for Civil Penalty Assessment and Actions on Certificates, Licenses, and Registrations

Interpreting PPE Standards on Pesticide Labels

USDA Restricted Use Pesticide Recordkeeping and WPS Pesticide Application Information Requirements

Agents of the VA Cooperative Extension Program Proctoring Commercial Applicator Examinations

Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores

Applicator Recertification Options; Approval Procedures for Recertification Courses

Applicator Testing in Order to Recertify

Commercial Carpet Cleaners who Apply Pesticides for Flea and Tick Control

Handling of Information Changes on Applications for Recertification

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

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

Interpretation of Whether a Person Needs a Private Certificate or a Commercial Certificate to Engage in Producing Agricultural Commodities on Private Property

Issuance of Duplicate Applicator Certificates and Business Licenses

Issuance, Use, and Handling of Letters of Authorization (LOA) to Take Commercial Pesticide Applicator Certification Examination

Pesticide Applicator Reexamination Intervals

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

Supervision of Registered Technicians (Including Government Employees and Not-for-Hire Individuals)

Worker Protection Standard--Self Inspection Checklist

State Milk Commission

Guidance Documents applying to some or all chapters within this board

[2727] VA State Milk Commission Monthly Report Audit Manual

[2728] Informational Memorandum VASMC B92-1

[2729] Informational Memorandum VASMC B92-2

[2730] Informational Memorandum VASMC B93-2

[2730] Informational Memorandum VASMC B93-3

[2732] Informational Memorandum VASMC B93-4

[2733] Informational Memorandum VASMC B93-5

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Copies of guidance documents may 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 email 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 this agency and all its boards:

1852	Licensee Bulletin Vol. 56, No.2	01/01/2000
1878	Circular Letter 92-1	05/22/1992
1848	Licensee Newsletter - Spring 2003	03/01/2003
3393	Foam Board Advertising Approval	02/12/2006
3394	Circular Letter 06-01	02/14/2006
3395	Circular Letter 06-02	06/29/2006
3396	Circular Letter 06-03	09/15/2006
3397	Circular Letter 06-04	09/01/2006
3398	Circular Letter 07-01	04/23/2007
3399	Circular Letter 07-02	06/01/2007
3400	Circular Letter 07-03	06/29/2007
3401	Circular Letter 07-04	07/01/2007
3402	Circular Letter 07-05	07/01/2007
3403	Circular Letter 07-08	12/15/2007

Guidance documents pertaining to this board or specific regulations within this board:

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
1869	Circular Letter 92-2	11/23/1992
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

Guidance Documents

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 email arts@vca.virginia.gov. The document may be found on the Virginia Commission for the Arts homepage (<http://www.arts.virginia.gov>).

Questions regarding interpretation or implementation of this document may be directed to Peggy Baggett, Executive Director, at the address above or email peggy.baggett@vca.virginia.gov.

Guidance Document:

Guidelines For Funding, revised July 1, 2008 - June 30, 2010

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall at www.townhall.virginia.gov or requested by email at AudBD@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa R. Hahn, Executive Director of the Board at the address above or by telephone at (804) 367-4630. Copies are free of charge.

Guidance Documents:

30-1, Order for Board of Audiology and Speech-Language Pathology v. Eve. H. Silverstein, case decision on practice using Auditory Integration Training ("AIT"), May 15, 1997

30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, May 20, 1999

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 meeting continuing competency requirements, May 15, 2003

30-6, Board guidance on licensure of applicant prior to the conferring of the academic degree, November 6, 2003

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 email cherry.evans@doav.virginia.gov. The referenced guidance document can also be found on line 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 email cherry.evans@doav.virginia.gov.

Guidance Document:

Commonwealth of Virginia Airport Program Manual updated April 2006, which includes reference to Virginia Administrative Code Title 24, Chapter 20 to wit: Virginia Aviation Regulations, 24VAC5-20. The Virginia Administrative Code Title 24, Chapter 20, Virginia Aviation Regulations 24VAC5-20-10 and, The Airport Program Manual, 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.

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 Kathy C. Proffitt at the same address, telephone (804) 371-3145, FAX (804) 371-3157 or email kathy.proffitt@dbvi.virginia.gov.

Questions regarding the interpretation or implementation of these documents may be directed to Eva F. Ampey, 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 email eva.ampey@dbvi.virginia.gov.

Guidance Documents:

Randolph-Sheppard Vending Facility Program Operators Manual, issue March 1992, 22VAC45-20

Rehabilitation Teaching and Independent Living Services Policy and Procedure Manual, revised October 2007, 22VAC45-70 and 22VAC45-80

Virginia Department for the Blind and Vision Impaired Library and Resource Application for Service, revised November 2007

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

Education Services Policy and Procedure Manual, revised October 2006, §22.1-217, §22.1-217

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

VRCBVI Student Handbook, revised October 2000

Vocational Rehabilitation Policies and Procedures Manual, revised August 2007, 22VAC45-50

Low Vision Policies and Procedures Manual, revised August 2007

Orientation and Mobility Policy and Procedure Manual, revised September 2005

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

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, 9225 Atlee Branch 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

State Certified Seed Board Annual Report, 2005

State Certified Seed Board Annual Report, 2006

DEPARTMENT OF CHARITABLE GAMING

Copies of the following document may be viewed during regular workdays from 8:30 a.m. until 5 p.m. at the Department of Charitable Gaming, James Monroe Building,

17th Floor, 101 North 14th Street, Richmond, VA 23219-3684. Copies may be obtained free of charge by contacting Pam Doak, Office Manager, at telephone (804) 786-3014, FAX (804) 786-1079 or email at pam.doak@dcg.virginia.gov. These documents are also available on the department's website at www.dcg.virginia.gov. Questions regarding interpretation or implementation of these documents may be directed to Harry Durham, Interim Director of the Department of Charitable Gaming, at the address above or by telephone at (804) 786-2444, FAX (804) 786-1079, or email at harry.durham@dcg.virginia.gov.

Guidance Document:

Advisory Letter to all Charitable Gaming Permit and Exempt Authorization Holders - "Texas Hold'em" Poker Tournaments (9-27-04)

Charitable Gaming Board - Charitable Gaming Rules and Regulations - <http://www.dcg.virginia.gov/statute-reg/rules/default.shtm> (Eff. 8-9-06)

Charitable Gaming Board - Supplier Regulations - <http://www.dcg.virginia.gov/statute-reg/rules/default.shtm> (Eff. 8-9-06)

Charitable Gaming Bulletins - Available at <http://www.dcg.virginia.gov/resources/default.shtm>

Department of Charitable Gaming - Checklist - Bingo/Raffle - New - PDF Version - <http://www.dcg.virginia.gov/forms/licensing/read-check-new.pdf> (Eff. 7-18-06), Excel Version - <http://www.dcg.virginia.gov/forms/licensing/form-check-new.xls> (Eff. 7-18-06)

Department of Charitable Gaming - Checklist - Bingo/Raffle - Renewal - PDF Version - <http://www.dcg.virginia.gov/forms/licensing/read-check-renew.pdf> (Eff. 7-18-06), Excel Version - <http://www.dcg.virginia.gov/forms/licensing/form-check-renew.xls> (Eff. 7-18-06)

Form 201-N - Department of Charitable Gaming - Bingo/Raffle Application - New Applicant - PDF Version - <http://www.dcg.virginia.gov/forms/licensing/read-bingo-new-app.pdf> (Eff. 9-5-07), Excel Version - <http://www.dcg.virginia.gov/forms/licensing/form-bingo-new-app.xls> (Eff. 9-5-07)

Form 201-R - Department of Charitable Gaming - Bingo/Raffle Application - Renewal Applicant - PDF Version - <http://www.dcg.virginia.gov/forms/licensing/read-bingo-renew-app.pdf> (Eff. 11-5-07), Excel Version - <http://www.dcg.virginia.gov/forms/licensing/form-bingo-renew-app.xls> (Eff. 11-5-07)

Department of Charitable Gaming - Tax Information Disclosure Authorization - PDF Version -

Guidance Documents

<http://www.dcg.virginia.gov/forms/licensing/read-tax-info.pdf> (Eff. 1-19-06), Excel Version -
<http://www.dcg.virginia.gov/forms/licensing/form-tax-info.xls> (Eff. 1-19-06)

Department of Charitable Gaming - Permit Amendment -
PDF Version -
<http://www.dcg.virginia.gov/forms/licensing/read-permit-amend.pdf> (Eff. 1-19-06), Excel Version -
<http://www.dcg.virginia.gov/forms/licensing/form-permit-amend.xls> (Eff. 1-19-06)

Department of Charitable Gaming - Gaming Personnel
Information Update -
<http://www.dcg.virginia.gov/forms/licensing/read-update.pdf>
(Eff. 7-1-03)

Department of Charitable Gaming - Report of Game
Termination -
<http://www.dcg.virginia.gov/forms/licensing/termination.xls>
(Eff. 2-9-06)

Form 401 - Department of Charitable Gaming - Bingo Caller
Certificate of Registration Application 401 - PDF Version -
<http://www.dcg.virginia.gov/forms/call-mgr/bingo-caller-401.pdf> (Eff. 11-9-07), Excel Version -
<http://www.dcg.virginia.gov/forms/call-mgr/bingo-caller-401.xls> (Eff. 11-9-07)

Form 402 - Department of Charitable Gaming - Bingo
Manager Certificate of Registration Application 402 - PDF
Version - <http://www.dcg.virginia.gov/forms/call-mgr/bingo-man-402.pdf> (Eff. 11-9-07), Excel Version -
<http://www.dcg.virginia.gov/forms/call-mgr/bingo-man-402.xls> (Eff. 11-9-07)

Form 301 - Department of Charitable Gaming - Supplier
Permit Application -
<http://www.dcg.virginia.gov/forms/supplier/read-301.pdf>
(Eff. 3-29-07)

FORM 302 XLS – Department of Charitable Gaming –
Annual Supplier Sales and Transaction Report/ Form -302.xls
- <http://www.dcg.virginia.gov/forms/supplier/form-302.xls>
(Eff. 2-01-07)

FORM 302 PDF – Department of Charitable Gaming –
Annual Supplier Sales and Transaction Report/ Form -
302.pdf - <http://www.dcg.virginia.gov/forms/supplier/read-302.pdf>
(Eff. 2-01-07)

FORM 302 Instructions – Department of Charitable Gaming
– Annual Supplier Sales and Transaction Report/ Form -
302.instructions -
<http://www.dcg.virginia.gov/forms/supplier/instruct-302.pdf>
(Eff. 3-22-07)

Department of Charitable Gaming – Supplier Transaction
Reporting Format -

<http://www.dcg.virginia.gov/forms/supplier/form-format.xls>
(Eff. 2-01-07)

Form 303 - Department of Charitable Gaming - Certification
of Non-Permit Holder - Supplier Use Only
<http://www.dcg.virginia.gov/forms/supplier/read-303.pdf>
(Eff. 2-01-07)

Form 304 - Department of Charitable Gaming - Certification
of Non-Charitable Gaming/Gambling - Supplier Use Only -
<http://www.dcg.virginia.gov/forms/supplier/read-304.pdf>
(Eff. 2-01-07)

Department of Charitable Gaming – Instructions for
Submitting Electronic Financial Filing -
<http://www.dcg.virginia.gov/fin-reports/online-sub-instruct-rev.pdf>

Department of Charitable Gaming – Financial Reporting for
All Organizations - <http://www.dcg.virginia.gov/fin-reports/reporting.shtm>

Form 101 - Department of Charitable Gaming - Instructions -
Annual Financial Report -
<http://www.dcg.virginia.gov/forms/financial/instruct-101.pdf>
(Eff. 9-26-07)

Form 101 - Department of Charitable Gaming - Annual
Financial Report Form – xls. -
<http://www.dcg.virginia.gov/forms/financial/form-101.xls>
(Eff. 9-26-07)

Form 101 - Department of Charitable Gaming - Annual
Financial Report Form – pdf -
<http://www.dcg.virginia.gov/forms/financial/read-101.pdf>
(Eff. 9-26-07)

Form 102 - Department of Charitable Gaming – Quarterly
Financial Report Form – xls -
<http://www.dcg.virginia.gov/forms/financial/form-102.xls>
(Eff. 9-26-07)

Form 102 - Department of Charitable Gaming – Quarterly
Financial Report Form – pdf -
<http://www.dcg.virginia.gov/forms/financial/read-102.pdf>
(Eff. 9-26-07)

Form 102 - Department of Charitable Gaming - Instructions -
Quarterly Financial Report
<http://www.dcg.virginia.gov/forms/financial/instruct-102.pdf>
(Eff. 9-26-07)

Form 103 - Department of Charitable Gaming - Instructions -
Bingo Session Reconciliation Summary -
<http://www.dcg.virginia.gov/forms/g-manage/default.shtm>
(Eff. 7-26-07)

Form 104-A - Department of Charitable Gaming -
Instructions - Admission Sales Reconciliation Form - Paper -
<http://www.dcg.virginia.gov/forms/g-manage/default.shtm>
(Eff. 7-26-06)

- Form 104-B - Department of Charitable Gaming - Instructions - Floor Sales Reconciliation Form - Paper - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 104-C - Department of Charitable Gaming - Instructions - Decision Bingo Reconciliation Form - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 07-26-06)
- Form 104-D - Department of Charitable Gaming - Instructions - Raffle/Treasure Chest Sales Reconciliation Form - Bingo Session - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 07-26-06)
- Form 104-E - Department of Charitable Gaming - Instructions - Electronic Bingo Device Sales Form - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 07-01-07)
- Form 105 - Department of Charitable Gaming - Instructions - Instant Bingo/Seal cards/Pull-Tabs Reconciliation Form - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 105-A - Department of Charitable Gaming - Instructions - Instant Bingo/Seal Cards/Pull-Tabs Reconciliation Continuation Form - Instructions - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 106-A - Department of Charitable Gaming - Instructions - Storeroom Inventory Issue Form - Paper - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 106-B - Department of Charitable Gaming - Instructions - Storeroom Inventory Issue Form - Instant Bingo/Seal Cards/Pull-Tabs - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 107 - Department of Charitable Gaming - Instructions - List of Volunteer Workers - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 108 - Department of Charitable Gaming - Instructions - Prize Receipt Form - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 109-A - Department of Charitable Gaming - Instructions - Storeroom Inventory Form - Paper - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 109-B - Department of Charitable Gaming - Instructions - Storeroom Inventory Form - Instant Bingo/Seal Cards/Pull-Tabs - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-26-06)
- Form 110 - Department of Charitable Gaming - Instructions - Raffle Sales Reconciliation Form - (Non-Bingo) - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-1-03)
- Form 111 - Department of Charitable Gaming - Instructions - Instant Bingo/Seal Cards/Pull-Tabs Reconciliation Form - Non-Bingo - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-1-07)
- Form 111-A - Department of Charitable Gaming - Instructions - Instant Bingo/Seal Cards/Pull-Tabs Reconciliation Continuation Form (Non-Bingo) - <http://www.dcg.virginia.gov/forms/g-manage/default.shtm> (Eff. 7-1-07)
- Department of Charitable Gaming - Game Observation Program - <http://www.dcg.virginia.gov/forms/read-observe.pdf>
- Department of Charitable Gaming - Gaming Resources - <http://www.dcg.virginia.gov/resources/default.shtm>
- Department of Charitable Gaming - Security Tips for Organizations Conducting Charitable Gaming - <http://www.dcg.virginia.gov/training/tips.shtm>
- Department of Charitable Gaming - DCG Web Policy (available at <http://www.dcg.virginia.gov/web-policy.shtm>) or by directly contacting Betty B. Bowman at (804) 786-3015.
- Department of Charitable Gaming - DCG FOIA Policy (available at <http://www.dcg.virginia.gov/web-policy.shtm>) or by directly contacting Betty B. Bowman at (804) 786-3015.

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 email 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 email jchaffin@leg.state.va.us.

Guidance Documents:

Form, Style and Procedure Manual for Publication of Virginia Regulations (DRAFT) (<http://legis.state.va.us/codecomm/register/download/2006%20draft%20version4a.pdf>), revised March 2007, §2.2-4104

Guidance Documents

Preparing and Filing Guidance Document Lists, revised November 2007, §§2.2-4008 and 2.2-4103

Fast-Track Rulemaking Procedures, revised January 2008, §2.2-4012.1

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 and Faculty Affairs, 901 West Franklin Street, Richmond, VA 23284. Copies may be obtained free of charge by contacting (804) 828-6162.

These policies may also be downloaded at Virginia Commonwealth University's website (http://www.provost.vcu.edu/faculty_handbook.html). Questions concerning interpretation or implementation of the policies may be directed to Dr. Laura J. Moriarty (same telephone number 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 Associate Vice Provost and 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 email jmcoury@vcu.edu.

These policies may also be downloaded at Virginia Commonwealth University's website <http://www.students.vcu.edu/rg/>. Questions concerning interpretation or implementation of the policies may be directed to Dr. Reuban Rodriguez (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 a.m. until 4 p.m. in the Monroe Park Campus Customer Service Office at 1111 West Broad Street, Suite A, Richmond, VA 23284. Copies may be obtained free of charge by contacting the VCU Parking and Transportation Services' Customer Service Office at (804) 828-7275 or by email at parking@vcu.edu.

These policies may also be downloaded at Virginia Commonwealth University's website <http://www.bsv.vcu.edu/vcupark/facstaffguidelines.htm>. Questions concerning interpretation or implementation of the policies may be directed to VCU Parking and Transportation Services' Customer Service Office (same telephone and address as above).

Parking Guidelines

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) 819-4910, FAX (804) 819-4761 or email 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 email gdubois@vccs.edu.

Guidance Document:

Virginia Community College System Policy Manual, (approximately 319 pages), revised September 20, 2007, §§23-214 through 23-231.1, §25.

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 Dam Safety and Floodplain Management

DCR - DS - 006, The Floodplain Management Plan for the Commonwealth of Virginia, 2005 Revised Plan, 12/01/2005, §§10.1-600 - 603.23

DCR - DS - 009, Virginia Citizen's Guide to Floodplain Management, 12/01/2005. §§10.1-600 - 603.23

DCR - DS - 010, Virginia Local Officials Guide to Floodplain Management, 12/01/2005, §§10.1-600 - 603.23

Division of Natural Heritage

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 - 009, Natural Area Stewardship - Ecological Management, 06/01/1997, §§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 - 059, Natural Heritage Information Services, 07/01/2006, §§10.1-209 through 10.1-217

DCR - NH - 061, Natural Heritage Technical Document No. 95-9, North Landing River Natural Area Preserve Resource Management Plan, First Edition, 02/15/1995, §§10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 062, Natural Heritage Technical Document No. 95-10, Bethel Beach Natural Area Preserve Resource Management Plan, First Edition, 02/15/1995, §§10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH -063, Natural Heritage Ranks - Definition of Abbreviations Used on Natural Heritage Resource Lists of the Virginia Department of Conservation and Recreation, 05/01/1996, §§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

DCR - NH - 065, The Natural Communities of Virginia: Classification of Ecological Community Groups - Second Approximation, Natural Heritage Technical Report 04 - 01, 01/01/2004, §§10.1-209 through 10.1-217

DCR - NH - 066, Natural Heritage Resource Fact Sheet - Conserving Endangered Species (brochure), 07/01/1997, §§10.1-209 through 10.1-217

DCR - NH - 067, Native Plants for Conservation, Restoration and Landscaping - Master List (comb-bound booklet), 07/01/1997, §§10.1-209 through 10.1-217

DCR - NH - 068, Virginia Natural Heritage Program Twelve Year Report, 06/01/1998, §§10.1-209 through 10.1-217

DCR - NH - 071, Bull Run Mountains Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 072, Chub Sandhill Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 073, Chotank Creek Natural Area Preserve Resource Management Plan, First Edition, 12/01/2004, §§10.1-209 through 10.1-217, cost: \$25 (spiral bound report, shipping and handling included)

DCR - NH - 074, Virginia's Precious Heritage: A Report on the Status of Virginia's Natural Communities, Plants, and Animals, and a Plan for Preserving Virginia's Natural Heritage Resources, 2003, §§10.1-209 through 10.1-217, cost: \$5 (dvd, shipping and handling included)

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, 11/01/2006 (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, Land & Water Conservation Fund Grant Application Manual 2007, 09/07/2007 (describes the Virginia Outdoors Fund Grant Program and provides appropriate application instructions and forms), §10.1-200

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

DCR - PRR - 010, Bear Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 09/06/2002, and adopted by Joseph H. Maroon, 12/06/2002, §§10.107, 10.1-200 and 10.1-200.1

DCR - PRR - 011, Belle Isle State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of

Guidance Documents

Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 012, Caledon Natural Area Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 013, Chippokes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/02/1999, adopted by David G. Brickley, 05/16/2000. The Master Plan was revised and reviewed by the Board of Conservation and Recreation on 04/26/2006 and adopted by Joseph H. Maroon on 11/14/2006, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 014, Claytor Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David Brickley, 03/06/2001. The Master Plan was revised and reviewed by the Board of Conservation and Recreation on 08/04/2006 and adopted by Joseph H. Maroon on 08/12/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 015, Douthat State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 016, False Cape State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 017, First Landing State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 09/27/1999, and adopted by David G. Brickley, 11/15/1999. The Master Plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and renewed by Joseph H. Maroon on 12/17/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 018, Hungry Mother State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/06/2001, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 019, James River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998.

The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 020, Kiptopeke State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/11/2001, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 021, Lake Anna State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2001, and adopted by David G. Brickley, 01/08/2002. The Master Plan was revised and reviewed by the Board of Conservation and Recreation on 11/04/2004 and adopted by Joseph H. Maroon on 12/16/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 022, Mason Neck State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/17/2003, and adopted by Joseph H. Maroon, 02/19/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 023, New River Trail State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 04/26/1999, and adopted by David G. Brickley, 11/15/1999. The Master Plan was revised and reviewed by the Board of Conservation and Recreation on 01/08/2004 and approved by Joseph H. Maroon on 09/09/2005, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 024, Natural Tunnel State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/02/1999, and adopted by David G. Brickley, 05/16/2000, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 025, Occoneechee State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/07/2002, and adopted by Joseph H. Maroon, 06/09/2003. The Master Plan was revised and reviewed by the Board of Conservation and Recreation on 01/04/2005 and adopted by Joseph H. Maroon on 03/14/2005, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 026, Pocahontas State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998. The master plan was given a 5-year review by the Board of Conservation and Recreation on 11/04/2004 and was renewed by Joseph H. Maroon on 12/16/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 027, Raymond R. "Andy" Guest Jr./Shenandoah River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/12/2000, and adopted by David G. Brickley, 03/11/2001. The Master Plan was revised and reviewed by the Board of Conservation and Recreation on 04/29/2006 and adopted by Joseph H. Maroon on 11/14/2006, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 028, Sailor's Creek State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 09/06/2002, and adopted by Joseph H. Maroon, 12/04/2002, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 029, Sky Meadows State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/17/2003, and adopted by Joseph H. Maroon, 02/19/2004, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 030, Smith Mountain Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/07/2002, and adopted by Joseph H. Maroon, 06/06/2003, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 031, Staunton River Battlefield State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 12/07/1998, and adopted by David G. Brickley, 12/29/1998, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 032, Wilderness Road State Park Master Plan (formerly Karlan State Park), Reviewed by the Board of Conservation and Recreation on 06/30/1998 and 12/07/1998, and adopted by David G. Brickley on 07/02/1998 and 12/14/1998, updated 03/21/2002, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 033, Grayson Highlands State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004, and adopted by Joseph H. Maroon, 09/09/2005, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 034, Leesylvania State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004, and adopted by Joseph H. Maroon, 09/09/2005, §§10.1-107, 10.1-200 and 10.1-200.1

DCR - PRR - 035, Holiday Lake State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/06/2005, and adopted by Joseph H. Maroon, 12/20/2005, §§10.1-107, 10.1-200 and 10.1-200

DCR - PRR - 036, Twin Lakes State Park Master Plan, Reviewed by the Board of Conservation and Recreation on January 6, 2005, and adopted by Joseph H. Maroon, December 20, 2005, §§10.1-107, 10.1-200 and 10.1-200.

DCR - PRR - 037, York River State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/02/2005 and adopted by Joseph H. Maroon on 01/10/2006, §§10.1-107, 10.1-200 and 10.1-200.

DCR - PRR - 038, Westmoreland State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 06/02/2005 and adopted by Joseph H. Maroon on 01/10/2006, §§10.1-107, 10.1-200 and 10.1-200

DCR-PRR-039, Fairy Stone State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 01/08/2004 and adopted by Joseph H. Maroon, 12/20/2005, §§10.1-107, 10.1-200 and 10.1-200

DCR-PRR-040, Powhatan State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2006 and adopted by Joseph H. Maroon, 02/22/2007, §§10.1-107, 10.1-200 and 10.1-200

DCR-PRR-041, High Bridge State Park Master Plan, Reviewed by the Board of Conservation and Recreation on 11/30/2006 and adopted by Joseph H. Maroon, 02/22/2007, §§10.1-107, 10.1-200 and 10.1-200

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DCR - SW - 007, Virginia Nutrient Management Guidelines for Continuing Education Meetings, 05/01/1997, 4VAC5-15-40 A

DCR - SW - 008, Virginia Nutrient Management Certification Education and Experience Guidelines, Document currently under revision, 4VAC5-15-40 A

DCR - SW - 009, Virginia Nutrient Management Application Instruction Packet, 10/01/1997, 4VAC5-15-40 A 1

DCR - SW - 010, Virginia Nutrient Management Standards and Criteria, 10/01/2005, 4VAC5-15

DCR - SW - 014, DCR Guidance for Crop Nutrient Recommendations for Hay/Pasture Fields, 01/01/2001, 4VAC5-15-150

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DCR - SP - 001, Virginia State Parks, Bear Creek Lake State Park Guide, revised 12/01/2006, §§10.1-200 and 10.1-201

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DCR - SP - 003, Virginia State Parks, Caledon Natural Area Guide, 06/01/1995, §§10.1-200 and 10.1-201

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DCR - SP - 005, Virginia State Parks, Claytor Lake State Park Guide, 12/01/2006, §§10.1-200 and 10.1-201

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DCR - SP - 009, Virginia State Parks, False Cape State Park Guide, 04/01/1993, §§10.1-200, 10.1-201, and 10.1-205

DCR - SP - 010, Virginia State Parks, First Landing State Park and Natural Area Trail Guide, 12/01/2006, §§10.1-200 and 10.1-201

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DCR - SP - 033, Wilderness Road State Park, 11/01/1999, §§10.1-200 and 10.1-201

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DCR - SP - 039, Virginia State Parks, Bear Creek Lake State Park, Cumberland Multi-Use Trail Map and Guide, 04/01/2000, §§10.1-200 and 10.1-201

DCR - SP - 043, Virginia State Parks, Chippokes Farm and Forestry Museum, §§10.1-200 and 10.1-201

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DCR - CBLAB - 001, 1989 Atty. Gen. Ann. Rep, at 32 (to Delegate John G. Dicks, III, regarding vested rights), 10/19/1989, §10.1-2115

DCR - CBLAB - 002, 1990 Atty. Gen. Ann. Rep, at 33 (to Prince William County Attorney Sharon E. Pandak, regarding septic system requirements), 09/10/1990, 9VAC10-20-120 (7)

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DCR - CBLAB - 004, 1991 Atty. Gen. Ann. Rep, at 36 (to Delegate George F. Allen, regarding unconstitutional taking of agricultural land), 07/02/1991, 9VAC10-20-130 B4

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, 11/26/2001, §§10.1-2103.10 and 10.1-2104, and 9VAC10-20-250

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DCR - CBLAB - 009, Board Determination of Consistency Regarding Local Designation of Resource Protection Areas, 02/01/1992, 9VAC10-20-80

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

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DCR - CBLAB - 029, Letter to Chesterfield County, 02/13/2001, regarding stormwater management requirements for redevelopment, 9VAC10-20-120

DCR - CBLAB - 030, Letter to York County, 02/16/2001, regarding clarification of water dependent facilities, redevelopment and expansion of nonconforming structures, 9VAC10-20

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DCR - CBLAB - 038, Letter to City of Norfolk, 01/24/2002, regarding effective date of RPA buffer revisions, 9VAC10-20-130

DCR - CBLAB - 039, Letter to Fairfax County, 02/11/2002, regarding appurtenant structures of sewage treatment facilities, 9VAC10-20-150 B

DCR - CBLAB - 040, Letter to City of Poquoson, 03/15/2002, regarding an exception request, 9VAC10-20-150 C

DCR - CBLAB - 041, Letter to City of Poquoson, 04/03/2002, regarding permitted activities in RPAs, 9VAC10-20-130

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DCR - CBLAB - 042, Letter to York County, 05/14/2002, regarding an exception request, 9VAC10-20-150 C

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DCR - CBLAB - 048, Letter to James City County, 04/25/2003, regarding a silvicultural violation, 9VAC10-20-120.9

DCR - CBLAB - 049, Letter to Mathews County, 12/16/1993, regarding septic system criteria, 9VAC10-20-120 (7)

DCR - CBLAB - 050, Letter to Fairfax County, 01/12/1994, regarding reserve drainfield requirements on existing lots, 9VAC10-20-120 (7)

DCR - CBLAB - 051, Letter to the Town of Smithfield, 04/05/1994, regarding the inclusion of nontidal wetlands along intermittent streams as part of RPA, 9VAC10-20-80

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DCR - CBLAB - 057, Letter to Middlesex County, 06/12/1998, regarding buffer modifications, 9VAC10-20-130 B

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DCR - CBLAB - 059, Letter to James City County, 11/30/1998, regarding buffer modification and mitigation, 9VAC10-20-130 B

DCR - CBLAB - 060, Letter to Arlington County, 02/04/1999, regarding buffer encroachment by cantilevers, 9VAC10-20-130 B

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DCR - CBLAB - 068, Letter to Hanover County, 02/25/2004, regarding grandfathering and vesting issues, §10.1-2115

DCR - CBLAB - 069, Letter to all Tidewater Administrators, Mayors and Town and City Managers, 04/14/2004, regarding stream and wetland restoration in RPAs and vesting issues, 9VAC10-20-130.1.b and §15.2-2307

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DCR - CBLAB - 073, Letter to Mr. Billy Wood, private citizen, 06/09/2004, regarding formal exceptions, 9VAC10-20-150 C

DCR - CBLAB - 074, Letter to York County, 06/14/2004, regarding buffer protection, 9VAC10-20-130.3

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DCR - CBLAB - 086, Resource Protection Areas: Nontidal Wetland, 12/10/2007, 9VAC10-20

Chippokes Plantation Farm Foundation

DCR - CPFF - 002, Chippokes Farm and Forestry Museum brochure, 12/01/2004, §§3.1-22.6 through 3.1-22.12

DCR - CPFF - 003, Chippokes Calendar of Events brochure, §§3.1-22.6 through 3.1-22.12

DCR - CPFF - 004, Group Tour Guide, Chippokes Farm and Forestry Museum, §§3.1-22.6 through 3.1-22.12

DCR - CPFF - 005, SOL Programs Brochure, Chippokes Farm and Forestry Museum, §§3.1-22.6 through 3.1-22.12

DCR - CPFF - 006, Volunteering at the Chippokes Farm & Forestry Museum, 12/01/2002, §§3.1-22.6 through 3.1-22.12

DCR - CPFF - 007, Self-Guided Museum Tour Brochure, §§3.1-22.6 through 3.1-22.12

DCR - CPFF - 008, Self-Guided Farm Tour Brochure, §§3.1-22.6 through 3.1-22.12

Virginia Land Conservation Foundation

DCR - VLCF - 002, Virginia Land Conservation Foundation's 2008 Grant Program Manual, 11/29/2007, §§10.1-1017 through 10.1-1026

DCR - VLCF - 003, Virginia Land Conservation Foundation's Land Preservation Tax Credits, Conservation Value Review Criteria, 11/21/2006, §58.1-512

DCR - VLCF - 004, Procedural Guidelines for Land Conservation Tax Credits Conservation Value Review, 12/22/2006, §58.1-512

DCR - VLCF - 005, Virginia's Land Preservation Tax Credit Brochure, 10/31/2007, §58.1-512

Virginia Outdoors Foundation

DCR - VOF - 001, Easement Donation Guidelines, 01/17/2006, §§10.1-1800 through 10.1-1804

DCR - VOF - 002, Easement Approval Process (10-steps), 04/01/2004, §§10.1-1800 through 10.1-1804

DCR - VOF - 003, Template Conservation Easement, 07/02/2007, §§10.1-1800 through 10.1-1804

DCR - VOF - 004, Open-Space Lands Preservation Trust Fund, 06/01/1997, §§10.1-1800 through 10.1-1804

DCR - VOF - 005, Open-Space Easements in Virginia, 06/01/2001, §§10.1-1800 through 10.1-1804

DCR - VOF - 007, Open-Space Lands Preservation Trust Fund Application, Staff Handbook, 06/01/2006, §§10.1-1800 through 10.1-1804

DCR - VOF - 008, Summary Ranking Sheet for Open Space Preservation Trust Fund, 12/01/1997, §§10.1-1800 through 10.1-1804

Virginia Scenic River Board

DCR - VSRB- 002, Scenic River Designation Factsheet, 08/26/2005, §§10.1-400 and 10.1-402

DCR - VSRB - 003, A Guide to Citizen Involvement in the Scenic River Designation Process, 09/01/2005, §§10.1-400 and 10.1-402

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

DCR - VSRB - 006, Virginia's Scenic Rivers Program...its mission and process, 12/01/2006, §§10.1-400, 10.1-402 and 10.1-411

Guidance Documents

Virginia Soil and Water Conservation Board

DCR - VSWCB - 002, Virginia Soil & Water Conservation Board Policy on Financial Assistance for Soil & Water Conservation Districts, 05/17/2007, §§10.1-502 through 10.1-505

DCR - VSWCB - 003, Financial Commitments for Establishment of a New Soil and Water Conservation District (SWCD/district), or Realignment of an Existing District, 10/15/2003

DCR - VSWCB - 004, Dam Safety Fact Sheet 1: Rodent Control on Earthfilled Dams, 04/01/1998, §§10.1-604 through 10.1-613.5

DCR - VSWCB - 005, Fact Sheet for Dam Ownership: Vegetation and Erosion Control on Earthfill Dams, 01/01/2005, §§10.1-604 - 613.5

DCR - VSWCB - 011, Virginia Stormwater Management Handbook, 12/01/1999, §10.1-603.1, cost: \$78 (shipping and handling included)

DCR - VSWCB - 012, Stormwater Management Enforcement Manual, 11/01/2005, 4VAC50-60.

DCR - VSWCB - 013, Virginia Erosion and Sediment Control Handbook, Third Edition, 12/01/1992, 4VAC5-30, §§10.1-560 through 10.1-571, cost: \$53 (shipping and handling included)

DCR - VSWCB - 014, Virginia Erosion and Sediment Control Field Manual, Second Edition, 12/01/1995, 4VAC5-30, §§10.1-560 through 10.1-571, cost: \$25 (shipping and handling included)

DCR - VSWCB - 015, Virginia Erosion and Sediment Control Handbook AutoCad Drawings, 4VAC5-30, §§10.1-560 through 10.1-571, cost: \$30 (shipping and handling included)

DCR - VSWCB - 018, Virginia Dam Safety, Flood Prevention & Protection Assistance Fund Loan and Grant Manual, 09/01/2007, §10.1-603.16 et seq.

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 5:00 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/division/clk/corp.htm).

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) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Guidance Documents:

SCC 21.2, Expedited Service Request - Business Entity Filing, August 2007, §12.1-21.2

SCC 544, Articles of Incorporation of a Virginia Professional Stock Corporation, revised July 2005, §13.1-544

SCC 607/807, Guide for Articles of Correction for a Virginia Stock Corporation, revised July 2007, §§13.1-607 and 13.1-807

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

SCC 619, Articles of Incorporation of a Virginia Stock Corporation, revised July 2005, §13.1-619

SCC 631/830, Application for Reservation or for Renewal of Reservation of a Corporate Name, revised July 2006, §§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 635/834, Statement of Change of Registered Office and/or Registered Agent of a Corporation, revised July 2005, §§13.1-635, 13.1-764, 13.1-834 and 13.1-926

SCC 636/835, Statement of Resignation of Registered Agent of a Corporation, revised July 2005, §§13.1-636, 13.1-765, 13.1-835 and 13.1-927

SCC 710, Guide for Articles of Amendment - Virginia Stock Corporation, revised July 2007, §13.1-710

SCC 710N, Articles of Amendment - Changing the Name of a Virginia Stock Corporation By Unanimous Consent of the Shareholders, revised July 2007, §13.1-710

SCC 711, Guide for Articles of Restatement of a Virginia Stock Corporation, revised July 2007, §13.1-711

SCC 720, Guide for Articles of Merger of a Virginia Stock Corporation, revised June 2007, §13.1-720

SCC 722.4, Guide for Articles of Domestication (Foreign stock corporation intending to become a Virginia stock corporation), revised August 2006, §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 2007, §13.1-722.5

- SCC 722.12 - CORP, Guide for Articles of Entity Conversion (Virginia limited liability company converting to a Virginia stock corporation), revised July 2007, §13.1-722.12
- SCC 722.12 - LLC, Guide for Articles of Entity Conversion (Virginia stock corporation converting to a Virginia limited liability company), revised July 2007, §13.1-722.12
- SCC 743, Articles of Dissolution (Virginia stock corporation), revised July 2007, §13.1-743
- SCC 744, Articles of Revocation of Dissolution (Virginia stock corporation), revised July 2007, §13.1-744
- SCC 750, Articles of Termination of Corporate Existence (Virginia stock corporation), revised July 2007, §13.1-750
- SCC 751, Articles of Termination of Corporate (by the initial directors or the incorporators of a Virginia stock corporation), revised July 2007, §13.1-751
- SCC 759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised July 2005, §§13.1-759 and 13.1-921
- SCC 760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised July 2007, §§13.1-760 and 13.1-922
- SCC 767/929, Application for a Certificate of Withdrawal of a Foreign Corporation Authorized to Transact Business in Virginia, revised July 2007, §§13.1-767 and 13.1-929
- SCC 819, Articles of Incorporation - Virginia Nonstock Corporation, revised July 2005, §13.1-819
- SCC 888, Guide for Articles of Amendment - Nonstock Corporation, revised July 2007, §13.1-888
- SCC 888N, Articles of Amendment - Changing the Name of a Virginia Nonstock Corporation by Unanimous Consent of the Members or by the Directors Without Member Action, revised July 2007, §13.1-888
- SCC 889, Guide for Articles of Restatement of a Virginia Nonstock Corporation, revised July 2007, §13.1-889
- SCC 896, Guide for Articles of Merger - of a Virginia Nonstock Corporation, revised July 2007, §13.1-896
- SCC 898.4, Guide for Articles of Domestication (Foreign nonstock corporation intending to become a Virginia nonstock corporation), revised July 2007, §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 2007, §13.1-898.5
- SCC 904, Articles of Dissolution (Virginia nonstock corporation), revised July 2007, §13.1-904
- SCC 905, Articles of Revocation of Dissolution (Virginia nonstock corporation), revised July 2007, §13.1-905
- SCC 912, Articles of Termination of Corporate Existence (Virginia nonstock corporation), revised July 2007, §13.1-912
- SCC 913, Articles of Termination of Corporate Existence (by the initial directors or the incorporators of a Virginia nonstock corporation), revised July 2007, §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 a Limited Partnership Name, revised July 2006, §50-73.3
- LPA-73.5, Statement of Change of Registered Office and/or Registered Agent of a Limited Partnership, revised July 2007, §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 2007, §50-73.11
- LPA-73.11:3, Certificate of Limited Partnership of a Domestic or Foreign partnership Converting to a Virginia Limited partnership, revised July 2007, §50-73.11:3
- LPA-73.12, Certificate of Amendment of a Certificate of Limited Partnership, revised July 2007, §50-73.12
- LPA-73.13, Certificate of Cancellation of a Certificate of Limited Partnership, revised July 2007, §50-73.13
- LPA-73.54, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Partnership, revised July 2007, §50-73.54
- LPA-73.57, Certificate of Correction for a Foreign Limited Partnership, revised July 2007, §50-73.57
- LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised July 2007, §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 2007, §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 2007, §13.1-1010.1
- LLC-1011, Articles of Organization of a Domestic Limited Liability Company, revised July 2006, §13.1-1011
- LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Domestic Limited Liability Company, July 2007, §13.1-1011.1

Guidance Documents

LLC-1013, Application for Reservation or Renewal of Reservation of a Limited Liability Company Name, revised July 2006, §13.1-1013

LLC-1014, Guide for Articles of Amendment - Virginia Limited Liability Company, revised July 2007, §13.1-1014

LLC-1014N, Articles of Amendment - Changing the Name of a Virginia Limited Liability Company - By the Members, July 2007, §13.1-1014

LLC-1014.1, Guide for Articles of Restatement of the Articles of Organization of a Virginia Limited Liability Company, revised July 2007, §13.1-1014.1

LLC-1016, Statement of Change of Registered Office and/or Registered Agent of a Limited Liability Company, revised July 2006, §13.1-1016

LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised July 2005, §13.1-1017

LLC-1050, Articles of Cancellation of a Domestic Limited Liability Company, revised July 2007, §13.1-1050

LLC-1050.1, Articles of Reinstatement of a Domestic Limited Liability Company (Voluntarily Canceled), revised July 2006, §13.1-1050.1

LLC-1052, Application for Registration as a Foreign Limited Liability Company, revised April 2006, §13.1-1052

LLC-1055, Certificate of Correction for a Foreign Limited Liability Company, revised July 2007, §13.1-1055

LLC-1056, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Liability Company, revised July 2007, §13.1-1056

LLC-1062, Notice of Assessment of Registration Fee, revised annually, §13.1-1062

LLC-1077, Guide for Articles of Domestication (Foreign limited liability company intending to become a Virginia limited liability company), revised July 2007, §13.1-1077

LLC-1078, Guide for Articles of Organization Surrender (Virginia limited liability company to be domesticated under the laws of another jurisdiction), revised July 2007, §13.1-1078

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, §13.1-1103

UPA-93, Statement of Partnership Authority, revised July 2007, §50-73.93

UPA-94, Statement of Denial for a Partnership, revised August 2006, §50-73.94

UPA-115, Statement of Dissociation from a Partnership, revised January 2006, §50-73.115

UPA-121, Statement of Dissolution of a Partnership, revised January 2006, §50-73.121

UPA-83D-CANC, Cancellation of Partnership Statement (of any statement filed), revised January 2006, §50-73.83 D

UPA-83D-AMEND, Amendment to Partnership Statement (of any statement filed), revised January 2006, §50-73.83 D

UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised January 2006, §50-73.83 D

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 May 2007, §50-73.134

UPA-135, Certificate of Change of Registered Office and/or Registered Agent of a Registered Limited Liability Partnership, revised July 2005, §50-73.135

UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 2005, §50-73.135

UPA-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised July 2007, §50-73.136

UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised April 2006, §50-73.137

UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2004, §50-73.138

UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised April 2006, §50-73.139

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

BTA 1213, Guide for Articles of Correction to the Articles of Trust of a Domestic Business Trust, revised July 2007, §13.1-1213

BTA 1215, Application for Reservation or for Renewal of Reservation of a Business Trust Name, revised July 2006, §13.1-1215

BTA 1216, Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust, revised July 2007, §13.1-1216

BTA 1217, Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust, revised July 2007, §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 1222, Statement of Resignation of Registered Agent of a Business Trust, revised July 2005, §13.1-1222

BTA 1238, Articles of Cancellation of a Domestic Business Trust, revised July 2007, §13.1-1238

BTA 1239, Articles of Reinstatement of a Domestic Business Trust (Voluntarily Canceled), revised July 2006, §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 July 2007, §13.1-1245

BTA 1246, Articles of Cancellation of a Certificate of Registration as a Foreign Business Trust, revised July 2007, §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 January 2006, §12.1-19.1

UCC1, UCC Financing Statement, revised May 22, 2002, §8.9A-509

UCC1Ad, UCC Financing Statement Addendum, revised May 22, 2002, §8.9A-509

UCC1AP, UCC Financing Statement Additional Party, revised May 22, 2002, §8.9A-509

UCC3, UCC Financing Statement Amendment, revised May 22, 2002, §8.9A-512

UCC3Ad, UCC Financing Statement Amendment Addendum, July 29, 1998, §8.9A-512

UCC3AP, UCC Financing Statement Amendment Additional Party, revised May 22, 2002, §8.9A-512

UCC5, Correction Statement, May 27, 2004, §8.9A-518

UCC11, National Information Request, May 9, 2001, 5VAC5-30-40

Charter/Entrance Fee and Annual Registration Fee Schedule, revised February 2005, §§13.1-615.1, 13.1-616, 13.1-775, 13.1-775.1, 13.1-815.1, 13.1-816, 13.1-936, and 13.1-936.1

Business Registration Guide, A Cooperative Effort by the State Corporation Commission, the Virginia Employment Commission and the Department of Taxation, 8th Edition, revised 2005

Notice to Virginia Corporations, revised March 2007, §13.1-601 et seq., §13.1-801 et seq.

Notice to Foreign Corporations, revised March 2007, §13.1-757 et seq., §13.1-919 et seq.

Notice to Virginia Limited Liability Companies, revised March 2007, §13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised March 2007, §13.1-1051 et seq.

Division of Communications

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the 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 email (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. Additional information regarding the Division of Communications may be obtained by visiting <http://www.scc.virginia.gov/division/puc/index.htm>.

Guidance Documents:

Virginia Local Telephone Companies Telecommunications "Bill of Rights" adopted by Final Order in Case No. PUC-2003-00110 dated September 30, 2005.

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 November 1, 2006, Concerning and Clarifying the State Corporation Commission's new rules, effective December 1, 2006, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20VAC5-413.

Letter, Director of Communications, dated April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. Gives direction on (i) names on agreements, (ii) timely filing of agreements, (iii) notice requirements, and (iv) replacing existing agreements.

Letter, Director of Communications, dated December 14, 2007, Concerning Annual Payphone Service Provider Registration for 2007 including the letter and the forms for the payphone service provider annual registration.

Letter, Director of Communications, dated December 14, 2007, Concerning Annual Operator Service Provider

Guidance Documents

Registration for 2007 including the letter and the forms for the operator service provider annual registration.

Letter, Director of Communications, dated March 29, 2006, Concerning Telephone Company Sales and Use Tax Review and Verification.

Application for Registration as an Operator Service Provider, January 21, 2005, 20VAC5-407

Application for Registration as a Payphone Service Provider, January 21, 2005, 20VAC5-407

Division of Economics and Finance

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 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, telephone (804) 371-9295, FAX (804) 371-9935 or email econfin@scc.virginia.gov. Some of the documents may be downloaded from the division's website at <http://www.scc.virginia.gov/division/eaf/finplans.htm>.

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 email 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 15, 2006, 20VAC5-10-20, 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

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, §56-60

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, §56-60

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, §56-56

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

Instructions for Economic Reporting Requirements for New Entrants – Competitive Local Exchange and municipal Local Exchange Carriers, revised April 30, 2003, 20VAC5-417-60

Instructions for Interexchange Telecommunications Carriers Annual Reporting, November 5, 2001, 20VAC5-411-50

Division of Energy Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the SCC's Division of Energy Regulation, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Contact Sallie Holmes at the same address, telephone number (804) 371-9611, FAX (804) 371-9350 or email sallie.holmes@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.

Guidelines re: application requirements for a certificate of public convenience and necessity for water and sewerage utilities, November 1, 2006, §56-265.1 et seq.

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§56-46.1 and 56-265.1 et seq.

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

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

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

Form NMIN, Net Metering Interconnection Notification, September 2006, 20VAC5-315

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 email 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 email bfquestions@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:

Banking Act

BFI-AL-0201, Application for a Branch Office, revised and reissued July 1, 1999, §§6.1-39.3 and 6.1-194.26 of the Code of Virginia

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

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued January 22, 1996, §§6.1-60.1, 6.1-194.69 and 6.1-194.136 of the Code of Virginia

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

BFI-AL-0205, Securities Rating Services, issued June 21, 1978, §6.1-61 of the Code of Virginia

BFI-AL-0206, Loans in Violation of §6.1-61, issued December 16, 1977, §6.1-61 of the Code of Virginia

BFI-AL-0207, Obligations Subject to the Limits Specified, issued November 1, 1978, §6.1-61 of the Code of Virginia

BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, issued December 16, 1977, §§6.1-61 A 2 and 6.1-61 A 7 of the Code of Virginia

BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, issued November 9, 1981, §§6.1-61 and 6.1-78 of the Code of Virginia

BFI-AL-0210, Loans Secured by Real Estate, revised and reissued August 8, 2005, §§6.1-63 through 6.1-66 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued September 30, 2002, §§6.1-90 and 6.1-194.79 of the Code of Virginia

BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, issued May 7, 1991, §6.1-61 D of the Code of Virginia

BFI-AL-0215, Bank-Owned Life Insurance, revised and reissued April 1, 2004, §§6.1-6, 6.1-11, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia

Savings Institutions Act

BFI-AL-0201, Application for a Branch Office, revised and reissued July 1, 1999, §§6.1-39.3 and 6.1-194.26 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued January 22, 1996, §§6.1-60.1, 6.1-194.69 and 6.1-194.136 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued September 30, 2002, §§6.1-90 and 6.1-194.79 of the Code of Virginia

BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., issued February 12, 1987, §§6.1-194.4 and 6.1-194.69, subdivision 15 of the Code of Virginia

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, issued August 12, 1987, §6.1-194.69, subdivision 14 of the Code of Virginia

Credit Union Act

BFI-AL-0401, Investments of Funds by Credit Unions, reissued May 17, 1999, §6.1-225.57 of the Code of Virginia

Consumer Finance Act

BFI-AL-0601, Sales of Automobile Club Memberships, revised and reissued September 30, 2002, §6.1-267 of the Code of Virginia

Money and Interest

BFI-AL-0701, Judgment Rate of Interest, revised and reissued September 30, 2002, §6.1-330.54 of the Code of Virginia

BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued January 20, 2004, §6.1-330.71 of the Code of Virginia

BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks - Rule of 78, reissued July 1, 1990, §§6.1-330.84, 6.1-330.85, 6.1-330.86 and 6.1-330.89 of the Code of Virginia

Mortgage Lender and Broker Act

BFI-AL-1601, Mortgage Brokers as Named Payee on Mortgage Loan Notes, revised and reissued July 21, 2004, §6.1-409 of the Code of Virginia

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, §6.1-409 of the Code of Virginia

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BFI-AL-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, issued March 21, 1991, §§6.1-415 and 6.1-425 of the Code of Virginia

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and issued September 30, 2002, §6.1-429 of the Code of Virginia

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued September 30, 2002, §6.1-330.70 of the Code of Virginia

BFI-AL-1607, Fees Charged by Mortgage Brokers, issued December 1, 1995, §6.1-422 B 4 of the Code of Virginia

BFI-AL-1609, Minimum Mortgage Lender and Broker Surety Bond, issued May 22, 2001, §6.1-413 of the Code of Virginia

BFI-AL-1610, Prepayment Penalties in Alternative Mortgage Transactions, issued February 18, 2004, §§6.1-330.83 and 6.1-330.85 of the Code of Virginia

BFI-AL-1611, Nontraditional Mortgage Products, issued March 29, 2007

Payday Loan Act

BFI-AL-1801, Prohibition on Additional Security for Payday Loans, revised and reissued August 8, 2005, §6.1-459 of the Code of Virginia

BFI-AL-1802, Threatening Criminal Proceedings, issued October 26, 2007, §6.1-459 of the Code of Virginia

Forms and Instructions:

Banks

Bank Directors Responsibilities, revised November 1996

CCB-1117, Bank Directors Responsibilities Certification, revised December 1999

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised December 2004

CCB-1122, Oath of Office for Single Director, revised January 2000

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1124, Application to Acquire a Virginia Bank Pursuant to Title 6.1, Chapter 14 of the Code of Virginia, revised January 2005

CCB-1125, Application of a Virginia Bank to Establish a Branch, revised December 2004

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.1 of the Code of Virginia, revised January 2005

CCB-1127, Application by a Bank to Engage in the Trust Business Pursuant to Title 6.1, Chapter 2, Article 3 of the Code of Virginia, revised January 2005

CCB-1128, Application for Approval of Merger Pursuant to Title 6.1 of the Code of Virginia, revised December 2004

CCB-1129, Application of a Subsidiary Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.1, Chapter 2, Article 3.1 of the Code of Virginia, revised January 2005

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised December 2004

CCB-1133, Notice to Establish an EFT Terminal, revised January 2005

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to §6.1-383.1 of the Code of Virginia, revised December 2004

CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to §6.1-406 of the Code of Virginia, revised December 2004

CCB-1139, Application to Acquire a Virginia Bank Holding Company or Virginia Bank Pursuant to Title 6.1, Chapter 15 of the Code of Virginia, revised December 2004

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised December 1999

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1144, Application of a Bank Holding Company to Acquire a Federal Savings Institution Pursuant to §6.1-194.40 of the Code of Virginia, revised January 2002

CCB-1146, Application to Convert Pursuant to Title 6.1 of the Code of Virginia, revised December 2004

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-9905, Application to Establish a Trust Office, revised January 2005

Savings Institutions

Responsibilities of Savings Institutions' Directors, revised September 1991

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised December 2004

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.1 of the Code of Virginia, revised January 2005

CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised December 1999

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1146, Application to Convert Pursuant to Title 6.1 of the Code of Virginia, revised December 2004

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised January 2005

CCB-2206, Savings Institution Directors Responsibilities Certification, revised December 1999

CCB-2207, Application of a Savings Institution Holding Company for Acquisition of Control Pursuant to §6.1-194.87 of the Code of Virginia and 10VAC5-30, revised January 2005

CCB-2209, Application by an Out-of-State Savings Institution to Transact a Savings Institution Business in Virginia Pursuant to Title 6.1, Chapter 3.01, Article 5 of the Code of Virginia, revised January 2005

CCB-2210, Application to Acquire a Virginia Savings Institution Holding Company or Virginia Savings Institution Pursuant to Title 6.1, Chapter 3.01, Article 11 of the Code of Virginia, revised January 2005

CCB-2211, Notice of Intent to Acquire a Savings Institution Outside Virginia Pursuant to §6.1-194.105 of the Code of Virginia, revised January 2005

CCB-2212, Notice of Proposed Change of Location (Within One Mile) of a Main Office or Branch of a Savings Institution Pursuant to Title 6.1, Chapter 3.01 of the Code of Virginia, revised January 2005

CCB-2213, Notice of Intent to Establish a Non-Depository Office by a Savings Institution Pursuant to §6.1-194.26 of the Code of Virginia, revised January 2002

CCB-2215, Application for a Certificate of Authority to Begin Business as a Savings Bank Pursuant to Title 6.1, Chapter 3.01, Article 12 of the Code of Virginia, revised January 2005

Credit Unions

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-3302, Application for Permission to Establish and Operate a Credit Union Pursuant to §6.1-225.14 of the Code of Virginia, revised January 2005

CCB-3304, Consent to Service of Process (Insurer of Shares), revised September 1996

CCB-3305, Application by an Out-of-State Credit Union to Conduct Business as a Credit Union in Virginia Pursuant to §6.1-225.61 of the Code of Virginia, revised January 2005

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to §6.1-225.27 of the Code of Virginia, revised January 2005

CCB-3307, Application of a Credit Union to Establish a Service Facility Pursuant to §6.1-225.20 of the Code of Virginia, revised January 2005

CCB-3308, Credit Union Request for Field of Membership Expansion, revised January 2005

Consumer Finance Companies

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1149, Depository Institution Authorization Form, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-4401, Annual Report of a Consumer Finance Company, revised November 2007

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 6 of Title 6.1 of the Code of Virginia, revised June 2006

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised June 2006

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised June 2006

CCB-4407, Application for an Additional Office Pursuant to §6.1-256.1 B of the Consumer Finance Act, revised June 2006

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CCB-4408, Application for Permission to Acquire Control of a Consumer Finance Licensee Pursuant to §6.1-258.1 of the Code of Virginia, revised June 2006

Money Order Sellers and Money Transmitters

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1149, Depository Institution Authorization Form, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-5500, Application for a License to Engage in the Money Transmission and/or Money Order Sales Business Pursuant to Title 6.1, Chapter 12 of the Code of Virginia, revised August 2006

CCB-5507, Annual Report of Money Transmitters, revised November 2007

CCB-5509, Surety Bond for Money Order Sales and Money Transmission, revised December 1999

CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, revised June 2007

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised September 2007

CCB-5513, Deposit Agreement Under Virginia Code Title 6.1, Chapter 12 (Money Order Sales), revised August 1996

CCB-5514, Application for Permission to Acquire Control of a Money Transmitter Licensee Pursuant to §6.1-378.2 of the Code of Virginia, revised June 2006

Check Cashers

CCB-5510, Check Casher Registration Form, revised June 2006

Payday Lenders

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1149, Depository Institution Authorization Form, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.1 of the Code of Virginia, revised June 2006

CCB-5516, Surety Bond Pursuant to §6.1-448 of the Code of Virginia, revised May 2002

CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Payday Lender Act, revised June 2006

CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to §6.1-452 of the Code of Virginia, revised June 2006

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised June 2006

CCB-5521, Annual Report of Payday Lenders, revised November 2007

Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2007

Credit Counseling Agencies

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1148, Personal Information and Disclosure Statement for Directors of Credit Counseling Agencies, revised June 2006

CCB-1149, Depository Institution Authorization Form, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-7700, Application to Engage in the Business of a Credit Counseling Agency Pursuant to Title 6.1, Chapter 10.2 of the Code of Virginia, revised June 2006

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to the Credit Counseling Act, revised June 2006

CCB-7703, Surety Bond Pursuant to §6.1-363.5 of the Code of Virginia, revised July 2005

CCB-7704, Application for Permission to Acquire Control of a Credit Counseling Licensee Pursuant to §6.1-363.9 of the Code of Virginia, revised June 2006

CCB-7705, Semi-Annual Report of Credit Counseling Agencies, revised December 2007

CCB-7706, Annual Report of Credit Counseling Agencies, revised December 2007

Mortgage Lenders and Mortgage Brokers

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1149, Depository Institution Authorization Form, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-8802, Surety Bond Pursuant to §6.1-413 of the Virginia Code, revised December 1999

CCB-8804, Application for a Mortgage Lender and/or Mortgage Broker License Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised June 2006

CCB-8805, Annual Report of Mortgage Lenders and Brokers, revised November 2007

CCB-8808, Application for Permission to Acquire Control of a Mortgage Lender/Broker Licensee Pursuant to §6.1-416.1 of the Code of Virginia, revised June 2006

CCB-8809, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Mortgage Lender and Broker Act, revised June 2006

CCB-8810, Application for Additional Authority for a Mortgage Lender or Mortgage Broker Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised June 2006

CCB-8811, Application for Exclusive Agent Qualification Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised June 2006

Trust Companies

CCB-1123, Personal Financial Report and Disclosure Statement, revised June 2006

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised December 1999

CCB-1150, Employment and Business Affiliation Disclosure Form, revised June 2006

CCB-9900, Application of a Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.1, Chapter 2, Article 3.2 of the Code of Virginia, revised January 2005

CCB-9901, Certificate of a Control Person of a Trust Company Pursuant to §6.1-32.20 of the Code of Virginia, revised January 2005

CCB-9902, Bond for a Trust Company, revised December 1999

CCB-9904, Dual Service Certificate - Affiliated Trust Companies, revised January 2005

CCB-9905, Application to Establish a Trust Office, revised January 2005

CCB-9906, Application for Permission to Acquire Voting Shares of a Trust Company Pursuant to §6.1-32.19 of the Code of Virginia, revised January 2005

CCB-9907, Application of a Trust Company to Change the Location of a Main Office or Branch Pursuant to §6.1-32.21 of the Code of Virginia, revised January 2005

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised January 2005

Publications:

"The Compliance Connection," a newsletter for consumer finance companies, mortgage lenders, mortgage brokers, and industrial loan associations, published quarterly

"The Credit Union Reflection," a newsletter for state-chartered credit unions, published quarterly

"The Virginia State Banker," a newsletter for state-chartered banks, published quarterly

"Payday Pre\$\$," a newsletter for payday lenders, published on an as-needed basis

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>.

Administrative Letters:

Administrative Letter 1977-3, Insurance Problems Encountered by Handicapped or Disabled Persons, issued March 7, 1977

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§38.2-2107 (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

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(formerly §38.1-380.1), 38.2-2202 (formerly §38.1-380.2) and 46.2-465 (formerly §46.1-497.1)

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, §38.2-1904 (formerly §38.1-279.33)

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§38.2-2118 (formerly §38.1-279.49:1), 38.2-2204 (formerly §38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly §38.1-781)

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§38.2-1904 (formerly §38.1-279.33), 38.2-1910 (formerly §38.1-279.38) and 38.2-2213 (formerly §38.1-381.6)

Administrative Letter 1977-10, Lawyers Professional Liability Insurance, issued May 26, 1977

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, §38.2-2214 (formerly §38.1-381.7)

Administrative Letter 1977-12, Automobile Rating Territories, issued May 23, 1977

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§38.2-1928 (formerly §38.1-279.56), 38.2-2201 (formerly §38.1-380.1), 38.2-2202 (formerly §38.1-380.2) and 46.2-465 (formerly §46.1-497.1)

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§38.2-1904 (formerly §38.1-279.33) and 38.2-1928 (formerly §38.1-279.56)

Administrative Letter 1977-15, Amendment of Section 38.1-348.7 of the Code of Virginia Relating to Coverages for Mental Emotional or Nervous Disorders, Alcoholism and Drug Addiction, issued October 11, 1977, §38.2-3412 (formerly §38.1-348.7)

Administrative Letter 1977-16, 10% Set-Aside Clause - Local Public Works Act of 1977, issued November 14, 1977

Administrative Letter 1977-17, Medical Malpractice Liability Insurance Claims Report, issued December 21, 1977

Administrative Letter 1978-1, Use of Standard Automobile Insurance Forms Adopted by the State Corporation Commission, issued February 16, 1978, §38.2-2220 (formerly §38.1-384)

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978

Administrative Letter 1978-3, Notification Forms Regarding Refusal to Renew and Cancellation of Automobile, Fire and Homeowners Insurance Policies Pursuant to Section 38.1-381.5 and Section 38.1-371.2 of the Code of Virginia, issued

May 25, 1978, §§38.2-2212 (formerly §38.1-381.5) and 38.2-2114 (formerly §38.1-371.2)

Administrative Letter 1978-4, Implementation of Section 38.1-52.11 of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued May 31, 1978, §38.2-500 et seq. (formerly §38.1-49 et seq.) and §38.2-512 (formerly §38.1-52.11)

Administrative Letter 1978-5, (1) Amendment of Sections 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of Section 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of Section 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits Under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable Under an Individual Policy or Contract, issued June 15, 1978, §§38.2-3412 (formerly §38.1-348.7), 38.2-3413 (formerly §38.1-348.8), 38.2-3414 (formerly §38.1-348.9) and 38.2-3415 (formerly §38.1-348.10)

Administrative Letter 1978-6, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued June 8, 1978, §§38.2-2206 (formerly §38.1-381 (b)) and 46.2-100 (formerly §46.1-1 (8))

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

Administrative Letter 1978-8, The Use and Filing of Policy Forms (for Title Insurance Policies and Interim Binders), issued July 31, 1978, §38.2-1003 (formerly §38.1-76)

Administrative Letter 1978-9, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued August 14, 1978, §38.2-512 (formerly §38.1-52 (11))

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, §38.2-2212 (formerly §38.1-381.5)

Administrative Letter 1978-11, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued October 5, 1978, §38.2-512 (formerly §38.1-52 (11))

Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978

Administrative Letter 1978-14, Special Call for Workmen's Compensation Insurance Experience Data, issued October 27, 1978, §38.2-1300 et seq. (formerly §38.1-159 et seq.)

Administrative Letter 1978-15, Surety Bond Guarantee Program - Small Business Administration (SBA), issued December 1, 1978

Administrative Letter 1978-16, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued November 29, 1978

Administrative Letter 1979-1, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-2, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-3, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-5, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 19, 1979

Administrative Letter 1979-7, Protection Against Uninsured Motorists Insurance, issued March 12, 1979

Administrative Letter 1979-8, Temporary Licenses for Life Agents, issued April 4, 1979, §38.2-1830 (formerly §38.1-310.4)

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§38.2-310 (formerly §38.1-337) and 38.2-1904 (formerly §38.1-279.33)

Administrative Letter 1979-10, Amendment to Administrative Letter 1979-7, issued March 27, 1979

Administrative Letter 1979-11, Amendments to Administrative Letters 1979-7 and 1979-10, issued March 30, 1979

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979

Administrative Letter 1979-13, Qualification and Licensing of Agents, issued May 3, 1979, §38.2-1800 et seq. (formerly §38.1-327 et seq.)

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident/Sickness Insurance, issued May 10, 1979, §§38.2-508.3 (formerly §38.1-52 (7) (c)), 38.2-3407 (formerly §38.1-347.2), 38.2-3408 (formerly §38.1-347.1), 38.2-3412 (formerly §38.1-348-7) and 38.2-3541 (formerly §38.1-348-11)

Administrative Letter 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle

Insurance, issued May 18, 1979, §§38.2-2105 (formerly §38.1-366), 38.2-2206 (formerly §38.1-381), 38.2-2214 (formerly §38.1-381.7), 8.01-66, 8.01-66.1 and 46.2-372 (formerly §46.1-400)

Administrative Letter 1979-16, Revisions in the NAIC Program to Implement the President's Anti-Inflation Program, issued May 18, 1979

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979

Administrative Letter 1979-18, Commercial Multiple Peril Licensing and Filing Requirements, issued August 13, 1979

Administrative Letter 1979-19, Commercial Multiple Peril Licensing and Filing Requirements, issued August 14, 1979

Administrative Letter 1979-20, Adoption of Actuarial Guidelines by the Bureau of Insurance (for All Foreign Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§38.2-3130 through 38.2-3142 (formerly §38.1-456(6))

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§38.2-3130 through 38.2-3142 (formerly §38.1-456(6))

Administrative Letter 1979-22, The Arson Reporting-Immunity Act, issued August 30, 1979

Administrative Letter 1979-23, Readability of All Insurance (property and casualty) Policies in Virginia, issued September 27, 1979

Administrative Letter 1979-24, Readability of All Insurance (life and health) Policies in Virginia, issued September 27, 1979

Administrative Letter 1979-25, Single Interest, issued October 2, 1979

Administrative Letter 1980-1, Adoption of 14VAC5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14VAC5-320 (formerly Insurance Regulation No. 15)

Administrative Letter 1980-2, Homeowners Insurance (Offer As An Option a Provision Insuring Against Loss Caused or Resulting From Water Which Backs Up Through Sewers or Drains), issued March 31, 1980, §38.2-2120 (formerly §38.1-335.2)

Administrative Letter 1980-3, Regulation Numbering System, issued June 26, 1980

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980

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Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980

Administrative Letter 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4)

Administrative Letter 1980-9, Certification of Insurance, issued July 7, 1980, §§38.2-513.2 (formerly §38.1-52 (10a)) and 38.2-2105 (formerly §38.1-366)

Administrative Letter 1980-10, 1980 Revisions in the NAIC Program to Implement the President's Anti-Inflation Program (COWPS), issued July 30, 1980

Administrative Letter 1980-11, Modification of Agents' Examination Schedule, issued August 29, 1980

Administrative Letter 1980-12, Assignment of Points - Safe Driver Insurance Plan, issued November 10, 1980, §§38.2-1904 (formerly §38.1-279.33) and 38.2-2212 (formerly §38.1-381.5)

Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, §38.2-3417 (formerly §38.1-348.12)

Administrative Letter 1981-1, Termination of the President's Anti-Inflation Program (COWPS), issued March 10, 1981

Administrative Letter 1981-2, Deductible and Coinsurance Options, issued March 23, 1981, Repeals §38.1-348.12 and Enacts §38.2-3417 (formerly §38.1-348.12:1)

Administrative Letter 1981-3, 1981 Legislation by the General Assembly of Virginia (Pertaining to All Insurance Companies, Fraternal Benefit Societies and Prepaid Health Care Plans Licensed in Virginia), issued May 1, 1981

Administrative Letter 1981-4, Virginia Insurance Information and Privacy Protection Act, issued May 13, 1981, §§38.2-600 (formerly §38.1-52.14), 38.2-601 through 38.2-613 (formerly §§38.1-57.4 through 38.1-57.16), 38.2-617 (formerly §38.1-57.24) and 38.2-618 (formerly §38.1-57.25)

Administrative Letter 1981-5, 1981 Legislation - Effective July 1, 1981 (House Bill 1024/Pertaining to the Regulation of Insurance Premium Finance Companies) issued June 5, 1981, §§38.2-4700 et seq. (formerly §§38.1-735 through 38.1-745)

Administrative Letter 1981-6, 1981 Legislation - Effective July 1, 1981 (Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service), issued June 5, 1981, §13.1-400.1

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981

Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, §38.2-1314 (formerly §38.1-173)

Administrative Letter 1981-11, Filing Affidavits in Compliance with Surplus Lines Insurance Law, issued August 18, 1981, §38.2-4806 (formerly §38.1-327.52)

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981

Administrative Letter 1981-13, Cancellation of Motor Vehicle Liability Policy for Non-Payment at the Request of Premium Finance Company, issued October 30, 1981, §38.2-2212 (formerly §38.1-381.5)

Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981

Administrative Letter 1981-15, Adverse Underwriting Decision Notice, issued October 15, 1981, §§38.2-608 (formerly §38.1-57.11), 38.2-610 (formerly §38.1-57.13), 38.2-2114 (formerly §38.1-371.2) and 38.2-2212 (formerly §38.1-381.5)

Administrative Letter 1981-16, Adverse Underwriting Decision Notice (additional instructions to Administrative Letter 1981-15), issued October 22, 1981, §§38.2-608 (formerly §38.1-57.11), 38.2-610 (formerly §38.1-57.13), 38.2-2114 (formerly §38.1-371.2) and 38.2-2212 (formerly §38.1-381.5)

Administrative Letter 1981-17, 1981 Legislation by the General Assembly of Virginia, issued November 19, 1981

Administrative Letter 1981-19, Notice to Be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued November 30, 1981, §38.2-4806 (formerly §38.1-327.52)

Administrative Letter 1981-20, Adoption Date for the Revised "License Request" Form PIN050-A and Definition of the Conditions Under Which an "Interim Appointment" Form May be Utilized, issued December 16, 1981, §38.2-1826 (formerly §38.1-327.37)

Administrative Letter 1982-1, Notice to be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued January 7, 1982, §38.2-1826 (formerly §38.1-327.52)

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, §38.2-3729 (formerly §38.1-482.8)

Administrative Letter 1982-3, 14VAC5-340 (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner

Insurance Policies, issued February 19, 1982, 14VAC5-340 (formerly Insurance Regulation No. 17)

Administrative Letter 1982-4, Cancellation of Motor Vehicle Liability Insurance Policies by Insurers for Nonpayment of Premium Installments; or at the Request of Premium Finance Companies Because of Nonpayment of Premium Loan Installments, issued April 28, 1982, §38.2-2212 (formerly §38.1-381.5)

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982

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

Administrative Letter 1982-9, Uninsured Motorists Rule and Rate Revisions - Revision to Forms VA CP-19 and VA CP-20, issued May 28, 1982

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§38.2-124 and 38.2-125 (formerly §38.1-21)

Administrative Letter 1982-13, Competitive Pricing Rating Law Chapter 226 (H213), 1982 Acts of Assembly Rate Standards - Motor Vehicle Insurance, issued May 28, 1982, §38.2-1904 (formerly §38.1-279.33)

Administrative Letter 1982-14, Collection of Unearned Commissions, issued November 5, 1982

Administrative Letter 1982-15, Administrative Order 7582, entered August 6, 1982 - Uninsured Motorists Premium Modification Rule, issued November 15, 1982

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued December 21, 1982

Administrative Letter 1982-17, Compilation of Experience Sections 38.1-261 and 38.1-279.46, issued December 21, 1982, §§38.2-2012 (formerly §38.1-261) and 38.2-1919 (formerly §38.1-279.46)

Administrative Letter 1983-1, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), (formerly Insurance Regulation No. 20, repealed), 14VAC5-120 (formerly Insurance Regulation No. 21), and 14VAC5-130 (formerly Insurance Regulation No. 22), issued March 31, 1983, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), 14VAC5-120 (formerly Insurance Regulation No. 21) and 14VAC5-130 (formerly Insurance Regulation No. 22)

Administrative Letter 1983-2, Bracketed by Duration Credit Accident and Sickness Rates, issued March 31, 1983, §38.2-3725 (formerly §38.1-482.7:1 D)

Administrative Letter 1983-3, 1983 Legislation by the General Assembly of Virginia, issued April 8, 1983

Administrative Letter 1983-6, Adoption of New Mortality Tables Under 1982 Amendments to the Standard Nonforfeiture Law: Sections 38.1-456, 38.1-461, 38.1-462 and 38.1-464 through 38.1-467 of the Code of Virginia, as amended, issued July 28, 1983, §§38.2-3130 through 38.2-3142 (formerly §38.1-456), 38.2-3200 et seq. (formerly §§38.1-461, 38.1-462, and 38.1-464 through 38.1-467) of the Code of Virginia, as amended

Administrative Letter 1983-7, Property and Casualty Rule, Rate and Form Filings: Life, Accident and Sickness and All Other Filings Required by Section 38.1-342.1 of the Code of Virginia, issued October 19, 1983, §38.2-316 (formerly §38.1-342.1)

Administrative Letter 1983-8, Administrative Order No. 8255, issued October 19, 1983, §38.2-317 (formerly §38.1-279.48:1)

Administrative Letter 1983-12, Manual Rules Which Waive Premium Refunds or Charges, issued December 7, 1983

Administrative Letter 1983-13, Surplus Lines Brokers - Gross Premium Tax Report Calendar Year - 1983, issued December 30, 1983

Administrative Letter 1984-1, 1984 Legislation by the General Assembly of Virginia, issued April 27, 1984

Administrative Letter 1984-3, Form Approval Requirements as Provided by Section 38.1-342.1 of the Code of Virginia, issued June 18, 1984, §38.2-316 (formerly §38.1-342.1)

Administrative Letter 1984-4, Insurance in Connection with Variable Rate Loans, issued June 20, 1984 (replaced Administrative Letter 1983-11)

Administrative Letter 1984-5, Virginia Insurance Rating Laws (for all companies licensed to write property and casualty insurance in Virginia), issued June 25, 1984, §38.2-1831 (formerly §38.1-327.43)

Administrative Letter 1984-6, Hospital Billing Procedures Commencing October 1, 1984, issued September 18, 1984

Administrative Letter 1985-1, Surplus Lines Brokers Gross - Premium Tax Report Calendar Year - 1984, issued January 18, 1985, §38.2-4807 (formerly §38.1-327.53)

Administrative Letter 1985-2, Safe Driver Insurance Plans Section 38.1-279.33(c) of the Code of Virginia, issued January 31, 1985, §38.2-1904 (formerly §38.1-279.33 (c))

Administrative Letter 1985-3, Application for License as Surplus Lines Broker, issued February 4, 1985

Administrative Letter 1985-4, Misstatement of Age or Sex Adjustments in Universal Life Insurance Policies, issued February 21, 1985

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Administrative Letter 1985-6, Copayment Requirements, issued March 1, 1985, §38.2-4300 (formerly §38.1-863)

Administrative Letter 1985-8, Revised Instructions for Filing the "Declaration of Estimated License Tax and Estimated Assessment," issued March 1, 1985, §§38.2-407 (formerly §38.1-48.2), 58.1-2501 and 58.1-2520

Administrative Letter 1985-9, Legislation Enacted by the 1985 Session of the General Assembly of Virginia, issued April 23, 1985

Administrative Letter 1985-10, Pollution Liability Exclusion Endorsement, issued May 23, 1985

Administrative Letter 1985-11, "Refer to Company" Designations, issued May 30, 1985, §38.2-1906 (formerly §38.1-279.34)

Administrative Letter 1985-13, Rules Governing Group Self-Insurers of Liability under the Virginia Workers' Compensation Act, issued June 10, 1985

Administrative Letter 1985-14, Alteration of Administrative Letter 1985-10 on Pollution Liability Exclusion Endorsement, issued July 8, 1985

Administrative Letter 1985-15, New Regulatory Requirements, issued July 22, 1985, §§38.2-4902 (formerly §38.1-957) and 38.2-4905 (formerly §38.1-960)

Administrative Letter 1985-16, Administrative Order Number 8926 - Revised Uninsured Motorists Rates, issued August 12, 1985

Administrative Letter 1985-18, Reporting of Medical Malpractice Claims, §38.2-389.3:1, issued November 20, 1985

Administrative Letter 1985-19, Changes in the Licensing Procedure of Agents in Accordance with House Bill 1715, issued December 19, 1985, §38.2-218 (formerly §38.1-40)

Administrative Letter 1986-1, New Monthly Report Form for Surplus Lines Brokers, issued January 10, 1986

Administrative Letter 1986-2, Surplus Lines Brokers - Gross Premiums Tax Report - Calendar Year 1985, issued January 10, 1986, §38.2-4807 (formerly §38.1-327.53)

Administrative Letter 1986-3, Application for License as Surplus Lines Broker, issued January 22, 1986, §38.2-1800 (formerly §38.1-327.1)

Administrative Letter 1986-4, Virginia Market Assistance Plan, issued January 31, 1986

Administrative Letter 1986-5, Prohibition Against Insuring Lives or Persons of Residents of States in Which Insurer Is Not Licensed, issued April 30, 1986, §38.2-3102 (formerly §38.1-433)

Administrative Letter 1986-6, Legislation Enacted by the 1986 Session of the General Assembly of Virginia, issued May 11, 1986

Administrative Letter 1986-7, Cancellation of Vanpool Vehicles, issued May 19, 1986, §38.2-2217.1 (formerly §38.1-381.11)

Administrative Letter 1986-9, Surplus Lines Insurance Law Effective July 1, 1986, issued May 27, 1986

Administrative Letter 1986-11, Health Agent Study Course and Examination, issued June 4, 1986, §§38.2-1815 and 38.2-1816

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§38.2-4300 and 38.2-4302

Administrative Letter 1986-13, Requirements for Coverage for Mental Illness and Substance Abuse, issued June 26, 1986, §§38.2-3412, 38.2-3413 and 38.2-4300

Administrative Letter 1986-14, Senate Bill 250, Recodification of the Insurance Code - Title 38.2, issued July 1, 1986

Administrative Letter 1986-15, Health Agent Study Course - Administrative Letter 1986-11, issued June 30, 1986

Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986

Administrative Letter 1986-19 Prohibition Against the Payment or Receipt of Title Insurance Kickbacks, Rebates, Commissions and Other Payments, issued October 10, 1986, §38.2-4614

Administrative Letter 1986-20, New Regulatory Requirements, revised November 10, 1986, §38.2-4904.1

Administrative Letter 1986-21, Variable Contracts Examination, issued October 23, 1986, §38.2-1817

Administrative Letter 1986-22, 1980 Smoker/Nonsmoker Mortality Tables for Use in Determining Minimum Reserve Liabilities and Nonforfeiture Benefits, issued December 18, 1986, §§38.2-3130.1 and 38.2-316

Administrative Letter 1986-23, Title Insurance Agents Examination, issued December 29, 1986, §38.2-1814.1

Administrative Letter 1987-1, Gross Premiums Tax Report - Calendar Year 1986 Application for License, issued January 15, 1987, Administrative Letter 1986-23, Title Insurance Agents Examination, issued December 29, 1986, §38.2-1814.1

Administrative Letter 1987-2, §55-210.4:01 of the Code of Virginia - Unclaimed Property - Change of Beneficiary Forms, issued March 3, 1987, §55-210.4:01

Administrative Letter 1987-3, Chapter 12 of Title 37.1 of the Code of Virginia - Disclosure of Patient Information to Third Party Payors by Professionals, issued March 9, 1987, §§37.1-225 et seq. and 38.2-600 et seq.

Administrative Letter 1987-4, Appointment of the Clerk of the Commission as Agent for Service of Process, issued March 13, 1987, §38.2-1216

Administrative Letter 1987-5, 14VAC5-350 (formerly Insurance Regulation No. 25) - Rules Governing Surplus Lines Insurance, issued March 26, 1987, 14VAC5-350 (formerly Insurance Regulation No. 25)

Administrative Letter 1987-6, Dissolution of the Virginia Market Assistance Plan, issued April 16, 1987

Administrative Letter 1987-7, Legislation Enacted by the 1987 Session of the General Assembly of Virginia, issued April 30, 1987

Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§38.2-1810 and 18.2-111

Administrative Letter 1987-10, Revised Law and Procedures for Licensing and Appointment of Insurance Agents, issued June 1, 1987, §§38.2-126, 38.2-1800, 38.2-2503 and 38.2-3902

Administrative Letter 1987-12, Revision to Title Insurance Financial Responsibility Requirement, issued September 10, 1987, §§38.2-1814.1 and 38.2-1833

Administrative Letter 1987-13, Request for Assistance in Updating Agent Address Records, issued September 16, 1987, §38.2-1826

Administrative Letter 1987-15, 14VAC5-210 (formerly Insurance Regulation No. 28), issued October 7, 1987, §38.2-4311 and 14VAC5-210 (formerly Insurance Regulation No. 28)

Administrative Letter 1987-16, Revised Form for the Appointment of Insurance Agents, issued November 24, 1987, §38.2-1826

Administrative Letter 1988-1, Gross Premiums Tax Report - Calendar Year 1987 Application for License, issued January 15, 1988, §§38.2-400 and 38.2-403

Administrative Letter 1988-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1, issued January 26, 1988, §§38.2-117, 38.2-118 and 38.2-2228.1

Administrative Letter 1988-3, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued January 26, 1988, §§38.2-117, 38.2-118, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1988-4, Withdrawal of Administrative Letter 1983-5 dated June 1, 1983 and Amendments to Administrative Letter 1983-5 dated August 22, 1983, issued March 15, 1988

Administrative Letter 1988-5, Title Insurance Agent Examination, issued April 5, 1988, §38.2-1814.1

Administrative Letter 1988-6, Legislation Enacted by the 1988 Session of the General Assembly of Virginia, issued May 25, 1988

Administrative Letter 1988-7, Virginia Birth-Related Neurological Injury Compensation Program, issued May 10, 1988, §38.2-5002

Administrative Letter 1988-8, Report of Certain Liability Claims Required by Virginia Code Section 38.2-2228.1, issued May 25, 1988, §§38.2228.1 and 38.2-2500

Administrative Letter 1988-9, Implementation of 14VAC5-210 (formerly Insurance Regulation No. 28) - Reporting Dates, issued June 1, 1988, 14VAC5-210 (formerly Insurance Regulation No. 28)

Administrative Letter 1988-11, Administrative Letter 1988-10 (rescinds the application of Administrative Letter 1988-10), issued June 30, 1988, §38.2-305

Administrative Letter 1988-12, Withdrawal of Administrative Letter 1987-8, issued August 9, 1988, §§38.2-136 and 38.2-513

Administrative Letter 1988-13, Copayments for Inpatient Mental and Nervous Disorders, issued August 4, 1988

Administrative Letter 1988-14, Adoption of New Mortality Tables Pursuant to the 1982 Amendments to the Standard Nonforfeiture Law - Section 38.2-3209 K of the Code of Virginia, as amended, issued August 5, 1988, §38.2-3209 K

Administrative Letter 1988-16, 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 1989-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued February 1, 1989, §§38.2-117, 38.2-118, 38.2-218, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1989-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1, issued February 1, 1989, §§38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1989-3, Additional Instructions for Completion of Administrative Letter 1989-1 Regarding the

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Filing of Supplemental Reports Required by Virginia Code Section 38.2-1905.2, issued March 10, 1989, §38.2-1905.2

Administrative Letter 1989-5, Insurance Company Expenses, issued March 31, 1989, §38.2-1904

Administrative Letter 1989-6, Market Conduct Examinations, issued April 21, 1989, §§38.2-200, 38.2-515, 38.2-614, 38.2-1317, 38.2-1809, and 38.2-4315

Administrative Letter 1989-7, Legislation Enacted by the 1989 Session of the General Assembly of Virginia, issued June 23, 1989

Administrative Letter 1989-9, Approval of Living Benefit Provisions Attached to or Included in Life Insurance Policies, issued May 25, 1989, §§38.2-102 and 38.2-3503

Administrative Letter 1989-12, Long-Term Care Insurance Consumer's Guide, issued October 27, 1989, §38.2-5207

Administrative Letter 1989-13, Delayed Effect of Rate Filings, issued December 18, 1989, §38.2-1912

Administrative Letter 1989-14, Accelerated Approval Procedure for Medicare Supplement Forms and Rates Filings, issued December 21, 1989

Administrative Letter 1990-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1990, issued January 29, 1990, §§38.2-117, 38.2-118 and 38.2-1905.1

Administrative Letter 1990-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1990, issued January 29, 1990, §§38.2-117, 38.2-118 and 38.2-2228.1

Administrative Letter 1990-4, Workers' Compensation Insurance Rates, issued March 12, 1990

Administrative Letter 1990-6, Workers' Compensation and Employers' Liability Insurance Rate Deviations (withdrew Administrative Letter 1982-12), issued May 4, 1990, §38.2-2009

Administrative Letter 1990-7, Legislation Enacted by the 1990 Session of the General Assembly of Virginia, issued June 15, 1990

Administrative Letter 1990-9, Point Assignment Under a Safe Driver Insurance Plan, issued July 13, 1990, §38.2-1905

Administrative Letter 1990-10, Rate Filings Subject to the Provisions of Virginia Code Section 38.2-1912 F, issued July 10, 1990, §§38.2-1322, 38.2-1905.1, and 38.2-1912

Administrative Letter 1990-12, Senate Bill 131 - Coverage for Child Health Supervision Services, issued September 11, 1990, §38.2-3411.1

Administrative Letter 1990-13, Annual Statement Filing by Certain Insurers in Machine-Readable Format: Diskettes Required, issued October 12, 1990, §38.2-1300

Administrative Letter 1990-14, Clarification of Virginia Insurance Code Section 38.2-4904 - Annual Disclosure Statements, issued August 17, 1990, §38.2-4904

Administrative Letter 1990-15, Allocation of Group Premiums for Multijurisdictional Health Maintenance Organizations, issued October 1, 1990, §38.2-400

Administrative Letter 1990-17, Foreign and Alien Life Insurer's Reserve Valuation Certificate Requirements, issued October 12, 1990, §§38.2-3127 and 38.2-3143

Administrative Letter 1990-18, Underwriting Military Personnel, issued October 10, 1990

Administrative Letter 1990-20, Delayed Effect of Rate Filings, issued November 1, 1990, §38.2-1912

Administrative Letter 1990-22, Proposed Rules Governing Private Review Agents, issued November 13, 1990, §38.2-5300

Administrative Letter 1990-23, Long-Term Care Insurance Consumer's Guide, issued December 7, 1990, §38.2-5207

Administrative Letter 1991-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2, issued January 29, 1991, §§38.2-1905.1 and 38.2-1905.2

Administrative Letter 1991-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1991, issued January 29, 1991, §§38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1991-3, Premiums Charged for Credit Accident and Sickness Insurance, issued January 15, 1991, §38.2-3710

Administrative Letter 1991-4, Administrative Letter 1990-6 - Workers' Compensation and Employers' Liability Insurance Rate Deviations, issued February 13, 1991

Administrative Letter 1991-5, Effective Date of New Section 38.2-508.1 of the Code of Virginia, issued April 19, 1991, §38.2-508.1

Administrative Letter 1991-6, Workers' Compensation Insurance Rate Filings, issued April 16, 1991

Administrative Letter 1991-7, Contingency Reserve Funding Level Required by the Rules Governing Group Self-Insurers of Liability Under the Virginia Workers' Compensation Act, 14VAC5-370, (formerly Insurance Regulation No. 16), issued April 23, 1991, 14VAC5-370 (formerly Insurance Regulation No.16)

Administrative Letter 1991-8, "Rules Governing Minimum Standards for Medicare Supplement Policies" - 14VAC5-170 (formerly Insurance Regulation No. 35), Effective December 1, 1990, issued June 10, 1991, 14VAC5-170 (formerly Insurance Regulation No. 35)

Administrative Letter 1991-9, Private Passenger Automobile Medical Expense Coverage Effective July 1, 1991, issued May 29, 1991, §§38.2-124 and 38.2-2201

Administrative Letter 1991-10, Virginia Workers' Compensation Profitability, issued June 3, 1991

Administrative Letter 1991-11, Legislation Enacted by the 1991 Session of the General Assembly of Virginia, issued June 17, 1991

Administrative Letter 1991-12, Unfair Trade Practices Concerning Automobile Glass Claims, issued October 31, 1991, §38.2-510

Administrative Letter 1991-13, Preneed Funeral Contracts Funded by Life Insurance or Annuities, issued November 21, 1991, §54.1-2820

Administrative Letter 1992-1, Supplemental Report for Certain Lines and Subclassifications of Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Due May 1, 1992, issued January 17, 1992, §§38.2-117, 38.2-118, 38.2-218, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1992-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1992, issued January 17, 1992, §§38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1992-3, Requirements for Reinsurers Desiring to Qualify as Acceptable Reinsurers under Virginia Code Section 38.2-1316.2 or 38.2-1316.3, issued January 21, 1992, §§38.2-1316, 38.2-1316.2 through 38.2-1316.5

Administrative Letter 1992-5, 14VAC5-190 (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 12, 1992, §§38.2-218, 38.2-3419.1 and 14VAC5-190 (formerly Insurance Regulation No. 38)

Administrative Letter 1992-6, Prohibition Against the Payment or Receipt of Title Insurance Kickbacks Rebates, Commissions and other Payments, issued February 19, 1992, §§38.2-509 and 38.2-4614

Administrative Letter 1992-8, Required Filings of Insurers That Are Members of an Insurance Holding Company System, issued March 6, 1992, §38.2-1329

Administrative Letter 1992-9, Credit Accident and Sickness Insurance Rates, issued April 21, 1992, §§38.2-1301 and 38.2-3727

Administrative Letter 1992-10, Transactions Within a Holding Company System Involving Any Person Who Is Not an Affiliate, issued April 16, 1992, §§38.2-1331 and 38.2-4233

Administrative Letter 1992-11, Withdrawal of Administrative Letter 1992-7, issued May 15, 1992

Administrative Letter 1992-12, Legislation Enacted by the 1992 Session of the General Assembly of Virginia, issued July 16, 1992

Administrative Letter 1992-13, Mammogram Benefits in Medicare Supplement Policies, issued August 5, 1992, §38.2-3418.1

Administrative Letter 1992-16, Analysis of Excess Capital and Surplus Investments, issued August 14, 1992

Administrative Letter 1992-17, Asset Protection Act, Virginia Code §§38.2-1446 and 38.2-1447, issued August 14, 1992, §§38.2-1446 and 38.2-1447

Administrative Letter 1992-18, New Chapter 37.1 of Title 38.2, Code of Virginia, issued August 31, 1992, §§38.2-3725, 38.2-3726, 38.2-3727 and 38.2-3730

Administrative Letter 1992-20, House Bill 660 - Effective July 1, 1992 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued October 15, 1992, §§38.2-316 and 38.2-3113.1

Administrative Letter 1992-21, Hurricane Andrew, issued October 30, 1992

Administrative Letter 1992-22, Compliance with Virginia Code Section 38.2-4311, issued October 30, 1992, §38.2-4311

Administrative Letter 1992-23, New Chapter 37.1 of Title 38.2, Code of Virginia issued November 25, 1992, §38.2-3725

Administrative Letter 1992-24, Actuarial Opinion Submissions in Company Annual Statements, issued November 10, 1992 (withdrew Administrative Letter 1990-16)

Administrative Letter 1992-25, Assignment of Points Under Safe Drive Insurance Plans, issued December 15, 1992, §§38.2-602, 38.2-608, 38.2-609, 38.2-610 and 38.2-1905

Administrative Letter 1992-26, Administrative Letter 1992-20 - Modified Guaranteed Life Insurance and Modified Guaranteed Annuities, issued December 11, 1992, §§38.2-1443.1 and 38.2-3113.1

Administrative Letter 1993-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia Code Section 38.2-1905.2 Not Due Until May 1, 1994;

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Special Limited Data Call Due July 1, 1993, issued April 9, 1993, §38.2-1905.2

Administrative Letter 1993-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1993, issued April 9, 1993, §§38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1993-3, 14VAC5-190 (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued February 10, 1993, 14VAC5-190 (formerly Insurance Regulation No. 38)

Administrative Letter 1993-4, Delayed Effects of Rate Filings for Certain Lines and Subclassifications of Commercial Liability Insurance, issued January 28, 1993, §38.2-1912

Administrative Letter 1993-6, Installment Payment Plans, issued May 3, 1993

Administrative Letter 1993-7, Changes of Address and Telephone Numbers for the State Corporation Commission's Bureau of Insurance, issued March 25, 1993

Administrative Letter 1993-8, Special Data Call Due July 1, 1993 in Support of a Report to the General Assembly Pursuant to Section 38.2-1905.1 A of the Code of Virginia for Commercial Contractors Liability, Products and Completed Operations Liability, and Municipal Liability Insurance, issued April 27, 1993, §§38.2-218, 38.2-1905.1 A and 38.2-1905.2

Administrative Letter 1993-9, Building Ordinance or Law Coverage, issued April 19, 1993, §38.2-2124

Administrative Letter 1993-10, Use of Final Rates Filed by Rate Service Organizations for Property and Casualty Lines of Insurance Other Than Workers' Compensation, issued April 29, 1993, §38.2-1908

Administrative Letter 1993-12, Long-Term Care Insurance Reporting Requirements, issued May 3, 1993

Administrative Letter 1993-13, Legislation Enacted by the 1993 Session of the Virginia General Assembly, issued June 3, 1993

Administrative Letter 1993-15, Distribution of Information on Insureds in the Workers' Compensation Insurance Plan, issued October 4, 1993, §65.2-823

Administrative Letter 1993-19, 14VAC5-320 (formerly Insurance Regulation No. 15) (Revised) - Rules Establishing Minimum Reserve Standards for Individual and Group Accident and Sickness Insurance Contracts, issued November 5, 1993, 14VAC5-320 (formerly Insurance Regulation No. 15)

Administrative Letter 1994-1, Supplemental Reports for Potentially Noncompetitive Lines and Subclassifications of Commercial Liability Insurance as Required by Virginia

Code Section 38.2-1905.2 Due May 1, 1994, issued January 1994, §§38.2-117, 38.2-118, 38.2-119, 38.2-1905.1 and 38.2-1905.2

Administrative Letter 1994-2, Report of Certain Liability Claims as Required by Virginia Code Section 38.2-2228.1 Due September 1, 1994, issued February 17, 1994, §§38.2-117, 38.2-118, 38.2-218 and 38.2-2228.1

Administrative Letter 1994-3, Medicare Supplement Insurance Premiums Comparison Lists, issued January 11, 1994

Administrative Letter 1994-4, 14VAC5-190 (formerly Insurance Regulation No. 38): Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers, issued January 20, 1994, §§38.2-218, 38.2-3408, 38.2-3418.1, 38.2-3419.1 and 14VAC5-190 (formerly Insurance Regulation No. 38)

Administrative Letter 1994-5, Legislation Enacted by the 1994 Virginia General Assembly, issued July 5, 1994

Administrative Letter 1994-7, Mandatory Offer of Rental Reimbursement Coverage, issued July 5, 1994, §§38.2-2212 and 38.2-2230

Administrative Letter 1994-8, Freedom of Choice Requirements - Pharmacies and Ancillary Service Providers, issued October 17, 1994, §§38.2-316, 38.2-3407.7, 38.2-3407.8, 38.2-4209.1, 38.2-4209.2, 38.2-4312.1, and 38.2-4312.2

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Administrative Letter 2006-7, Online Address Changes, issued April 18, 2006

Administrative Letter 2006-8, Method of Implementation No Longer Required to be Stated in Filings; Withdrawal of Administrative Letter 2005-02, issued May 24, 2006

Administrative Letter 2006-9, Definition of Limited Burial Insurance Authority, issued May 30, 2006, §§38.2-1800, 38.2-3318.1 and 38.2-4000

Administrative Letter 2006-10, Legislation Enacted by the 2006 Virginia General Assembly, issued June 9, 2006

Administrative Letter 2006-11, Procedural Change: Displaying National Producer Numbers (NPN) in Lieu of Social Security/DMV-Assigned Numbers on Bureau of Insurance Correspondence, issued June 28, 2006

Administrative Letter 2006-12, Amendment to §38.2-231 of the Code of Virginia; Withdrawal of Administrative Letter 2005-11, issued July 7, 2006, §§38.2-111, 38.2-117, 38.2-118, 38.2-124, 38.2-231, 38.2-1903.1, 38.2-2114 and 38.2-2212

Administrative Letter 2006-13, Credit Life Insurance and Credit Accident and Sickness Insurance Premium Rates Effective January 1, 2007, issued September 25, 2006, §§38.2-3725 D, 38.2-3728 A and C1 and 38.2-3729 C

Administrative Letter 2006-14, Rules Governing Independent External Review of Final Adverse Utilization Review Decisions, 14VAC5-215. Final Adverse Decision Letters, issued September 29, 2006, §38.2-5900 of the Code of Virginia

Administrative Letter 2006-15, Schedule Rating Plans, Expense Modification Plans, Experience Rating Plans, and Facultative Reinsurance; Withdrawal of Administrative Letters 2001-12, 1998-14, 1985-12 and 1983-9, issued November 8, 2006, §§38.2-1901, 38.2-1904 C, D and E, 38.2-1905 and 38.2-1906

Administrative Letter 2006-16, Prospective Loss Cost Filing Requirements for Lines of Insurance Other than Workers' Compensation; Withdrawal of Administrative Letter 1990-5, issued November 8, 2006

Administrative Letter 2007-1, Flood Insurance Training Requirements for Insurance Agents with a Property and Casualty License or Personal Lines License Selling through the National Flood Insurance Program (NFIP), issued January 24, 2007

Administrative Letter 2007-2, 14VAC5-190: Rules Governing the Reporting of Cost and Utilization Data Relating to Mandated Benefits and Mandated Providers - 2006 Reporting Period, issued March 7, 2007, 14VAC5-190

Administrative Letter 2007-3, Chapter 200 of Title 14 of the Virginia Administrative Code Rules Governing Long-term Care Insurance, Long-Term Care Partnership Program, issued May 1, 2007, 14VAC5-200

Administrative Letter 2007-4, Change in Vendor Providing Insurance License Examinations, issued May 7, 2007

Administrative Letter 2007-5, Administrative Changes and Changes in Laws Governing Agent Licensing, issued May 7, 2007

Administrative Letter 2007-6, Legislation Enacted by the 2007 Virginia General Assembly, issued May 29, 2007

Administrative Letter 2007-7, Rules Governing Independent External Review of Final Adverse Utilization Review Decisions (14VAC5-215), issued June 29, 2007, §38.2-5900 et seq.

Administrative Letter 2007-8, Withdrawal of Administrative Letters 1985-5, 1985-17, 1990-11 and 1993-11, issued July 16, 2007

Administrative Letter 2007-9, Withdrawal of Administrative Letter 1985-7

Administrative Letter 2007-10, Consulting Contracts, issued September 26, 2007, §38.2-1839 A

Financial Regulation Unit Guidance Documents:

Dental Plan Organizations Requirements for Organizing and Licensing in Virginia, August 2004, §38.2-6102

Instructions for Completing the Initial Reinsurance Intermediary License Application, revised April 2007, §38.2-1348

Requirements for Surplus Lines Approval in Virginia for an Alien Carrier, revised May 2005, §38.2-4800

Requirements for Surplus Lines Approval in Virginia for a Foreign Carrier, revised May 2005, §38.2-4800

Application for the Establishment of a Managed Care Health Insurance Plan (MCHIP), revised July 2007, §38.2-5800

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

Licensing Requirements for a Home Service Contract Provider, July 2006, Article 2 of Chapter 26 of Title 38.2

Uniform Certificate of Authority Application, revised September 2007, §§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 January 2007, §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, §38.2-1359

Information Concerning Purchasing Group Registration, June 2007, §38.2-5108

Information Concerning Risk Retention Group Registration, May 2007, §§38.2-5102 and 38.2-5103

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 February 2007

Form A, Instructions for Application for Approval of Acquisition of Control of or Merger with a Domestic Insurer Pursuant to §38.2-1323, revised July 2006, 14VAC5-260

Form B, Instructions for Insurance Holding Company System Annual Registration Statement Pursuant to §38.2-1329, revised July 2006, 14VAC5-260

Form C, Instructions for Summary of Registration Statement Pursuant to §38.2-1329, revised July 2006, 14VAC5-260

Guidance Documents

Form D, Instructions for Prior Notice and Application for Approval of Certain Transactions Pursuant to §38.2-1331, revised July 2006, 14VAC5-260

Form E, Instructions for an Acquisition Statement Reporting Competitive Impact Data Pursuant to §38.2-1323, revised July 2006, 14VAC5-260

Form F, Instructions for Notice of Dividends and Distributions to Shareholders Pursuant to §§38.2-1329 E and 38.2-1330.1, revised July 2006, 14VAC5-260

Annual Renewal Instructions - Multiple Employer Welfare Arrangements, revised December 2007, 14VAC5-410-40 D

Annual Renewal Instructions - Purchasing Groups, revised December 2007, §38.2-5108

Annual Renewal Instructions - Foreign Life and Health Insurance Companies, revised December 2007, §38.2-1025

Annual Renewal Instructions - Foreign Property and Casualty Insurance Companies, revised December 2007, §38.2-1025

Annual Renewal Instructions - Risk Retention Groups, revised December 2007, §38.2-5103

Annual Renewal Instructions - Premium Finance Companies, revised December 2007, §38.2-4703

Annual Renewal Instructions - Workers' Compensation Group Self-Insurers, December 2007, §65.2-802

Annual Renewal Instructions - Accredited Reinsurers, revised December 2007, §§38.2-1316.2 and 38.2-1316.3

Annual Renewal Instructions - Authorized Reinsurers, revised December 2007, §§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 2007, §38.2-1025

Annual Renewal Instructions - Health Maintenance Organization, revised December 2007, §38.2-4318

Annual Renewal Instructions - All Domestic Companies, revised December 2007, §38.2-1025

Annual Renewal Instructions - Automobile Clubs, revised December 2007, §13.1-400.3

Annual Renewal Instructions - Viatical Settlement Provider, issued December 2007, §§38.2-6002 and 38.2-6004

Market Regulation Unit Guidance Documents:

Assigned Risk Workers' Compensation Insurance Rates, published April 2006

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 14VAC5-395

Credit Insurance Experience Exhibits Questionnaire, revised March 2005

Forms/Reports for Insurers: Long Term Care (14VAC5-200), Small Employer (14VAC5-234), Medicare Supplement (14VAC5-170) and Mandated Benefits (Form MB-1 and instructions) (14VAC5-190)

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 December 2005

NAIC Product Review Filing Checklists for Life and Health, issued July 2001

NAIC Product Review Filing Checklists for Property and Casualty, revised December 2005

Statistical Report Form (VA SRF-2), revised 2002

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 July 2005

Workers' Compensation Voluntary Market Loss Costs Multipliers, published October 2006

Administration and Taxation Unit Guidance Documents:

Instructions for Filing the Virginia Declaration of Estimated License Tax and Estimated Assessment, revised December 2006

Virginia Premium License Tax/Assessments Reports for Year Ended December 31, 2005, revised December 2006

Virginia Surplus Lines Filing Instructions, revised September 1996, electronic version revised September 2006

Life and Health Consumer Guides

Tax Qualified Long-Term Figures, revised November 2007

Fight Fake Insurance, Stop Call Confirm, published 2005

2007 Guide to Health Insurance for People with Medicare, revised 2007

Virginia Medicare Supplement Insurance Premium Comparison Guide, revised June 2007

A Shopper's Guide to Long-Term Care Insurance, revised 2006

Virginia Long-Term Care Insurance Rate Guide, revised September 2007

Consumer Alert - Discount Health Plans, What Consumers Should Know, published August 2005

Consumer Complaint & Outreach Services Brochure, revised November 2007

Life & Health Complaint Form, revised August 2006

Facts About Long-Term Care Insurance in Virginia, revised August 2007

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 October 2006

List of Insurance Companies Licensed to Sell Individual Health Insurance, revised October 2007

List of Long-Term Care Policies and Companies with Approved Individual Long-Term Care Partnership Policies, revised November 2007

List of Medicare Supplement and Medicare Select Insurance Companies in Virginia, revised December 2007

Prescription Drug Assistance Program in Virginia, revised April 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 Managed Care Health Insurance Plan, revised August 2005

Virginia Health Insurance Guide for Consumers, revised May 2003

Virginia Life Insurance Consumer's Guide, revised May 2006

What If Your Managed Care Company Says No?, revised 2006

Property and Casualty Guides:

Auto Insurance Consumer's Guide, revised 2006

Auto Insurance Sample Premium Tables 2007/08, revised 2007

Consumer Complaint & Outreach Services, revised 2006

Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, revised 2006

Homeowners Insurance Consumer's Guide, revised 2006

Homeowners Insurance Sample Premium Tables, revised 2007/08

Renters Insurance Consumer's Guide, revised 2005

Seguro para Inquilinos, guía del Cosumidor, 2006

State Corporation Commission Bureau of Insurance Consumer Complaint Form

Teenager's Guide to Auto Insurance, revised 2006

Virginia Commercial Insurance Consumer's Guide, revised 2003

When a Disaster Strikes: What To Do After an Insured Commercial Property Loss, revised 2005

When a Disaster Strikes: What To Do After an Insured Homeowners Loss, revised 2005

Forms and Instructions Respecting Licensing of Individuals and Agencies:

PIN3001, Application for Individual License, July 2007

PIN3701, Application for Consultants License and Viatical Settlement Brokers, July 2007

PIN3702, Application for Agency Consultants License and Viatical Settlement Brokers, April 2007

PIN4051, Application for Limited Lines License, July 2007

PIN4052, Application for Agency License, June 2007

PIN4151, Appointment Form, July 2006

PIN4921, Appointment Cancellation Form, July 2006

Licensing Procedures and Information for Insurance Consultants, July 2007

Licensing Procedures for Nonresident Insurance Agents to Obtain Authority in Virginia, July 2007

Licensing and Renewal Procedures for Nonresident Surplus Lines Brokers, July 2005

Licensing and Renewal Procedures for Resident Surplus Lines Brokers, July 2007

Licensing and Renewal Procedures for Viatical Settlement Brokers, July 2005

Guidance Documents

Forms for Surplus Lines Insurance:

Form SLB-1, Application for Surplus Lines Broker License, July 2007

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-5, Surplus Lines Quarterly Report, effective September 1999

Form SLB-7, Quarterly Gross Premiums Tax Report, effective September 1999

Form SLB-8, Annual Gross Premium Tax Report, revised May 2006

Form SLB-9, Notice of Insured, effective September 1996

Form SLB-10, Commercial Insured Waiver, effective September 1996

Form 30-A, Important Notice: Replacement of Life Insurance or Annuities (agent), April 2007, 14VAC5-30

Form 30-B, Notice Regarding Replacement, April 2007, 14VAC5-30

Form 30-C, Important Notice: Replacement of Life Insurance or Annuities (no agent), April 2007, 14VAC5-30

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

Uniform Franchise Offering Circular Filing Reminders, February 1999, §13.1-561

NASAA Statements of Policy, July 2003 (Virginia Securities Act, 21VAC5-30-80)

Investor Education Publications

Securities Consumer's Guide, March 2001 (Virginia Securities Act)

Securities Complaints, June 2003 (Virginia Securities Act)

Get the Facts about Investing Online, August 2003 (Virginia Securities Act)

Investor "Bill of Rights," September 2002 (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)

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

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

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 21VAC5-30-50 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

Notice of Claim of Exemption (Form # H), July 2007

Escrow Agreement (Form # K), July 2007

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 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 \$.50 a page. To obtain copies, contact Renee Salmon at the same address, telephone number (804) 371-9947, FAX (804) 371-9734 or email renee.salmon@scc.virginia.gov. Some of the documents may be downloaded from the Division website at <http://www.scc.virginia.gov/division/urs/index.htm>

Questions regarding interpretation or implementation of these documents may be directed to James Hotinger, Assistant Director, 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 email james.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

Damage Prevention Advisory Committee Bylaws, August 2005, §56-265.31 et seq., 7 pages

Virginia Professional Excavation Manual, revised June 2004, 85 pages

Virginia Underground Utility Marking Standards, March 2004, 20 pages

Virginia Care: A Guide for Safe Excavation or Demolition, May 2007, 2 pages

Guidance Documents

State Corporation Commission Underground Damage Prevention Act Incident Report, DPA-1, revised March 2005, 2 pages

Exposing Underground Utility Lines: Requirements and Best Practices, June 2005, 12 pages

Impact Mole Best Practices, August 2005, 9 pages

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 \$.50 a 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. Some of the listed documents may be downloaded from the Division of Public Utility Accounting section on the State Corporation Commission's homepage (www.scc.virginia.gov/division/pua/index.htm).

Guidance Documents:

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2006 §56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2007, §56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2007, §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, 2007, §56-249

Forms for annual reports:

Supplemental Schedules Reflecting Virginia Data to be Filed with the Annual Financial and Operating Report for Electric 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 A 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 Class C Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, §56-249. Length of report varies by company

Guidelines:

Guidelines on the recording and recovery of regulatory assets, issued March 29, 1995, 2 pages, §56-249

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4 (Public Affiliates Interests Act) and Chapter 5 (Utility Transfers Act)) as follows:

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§56-76 through 56-87

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§56-88 through 56-92

Supplemental Guidelines for Filing Applications Under Streamlined Review (Under Title 56, Chapter 5, Utility Transfers Act), 1 page, §§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 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 email 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 email roy.adams@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

CCTD-1, State Tax Bills, all updated annually, Chapter 26 of Title 58.1

CCTD-3, Tax Report, Electric Companies, revised December 2007, §58.1-2628

CCTD-6, Tax Report, Telecommunications Companies, revised December 2007, §58.1-2628

CCTD-7, Tax Report, Gas Companies, revised December 2007, §58.1-2628

CCTD-8, Tax Report, Water Companies, revised December 2007, §58.1-2628

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2007, §58.1-2654

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2007, §58.1-2663

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2007, §58.1-2663

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2007, §58.1-2663

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, November 1998, §§58.1-2640 and 58.1-2647

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised December 2004, §§58.1-2901 and 58.1-2902

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised December 2004, §§58.1-2905 and 58.1-2906

Real Estate Transaction Form Purchase/Conveyance, 1998, §58.1-2628

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, §58.1-2660

Application for Registration as a Payphone Service Provider, revised January 21, 2005

Application for Registration as an Operator Service Provider, revised January 21, 2005

**The State Corporation Commission issues an annual report each year that 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 at the Virginia Department of Corrections during normal business hours. The Virginia Department of Corrections is located at 6900 Atmore Drive, Richmond, VA 23235.

Guidance documents may also be viewed and printed, at no cost, at the Virginia Regulatory Town Hall at <http://www.TownHall.state.va.us/L/viewagency.cfm-agencynumber=701&display=documents>

Copies of guidance documents may also be obtained, at a cost of \$.20 per page, by contacting Janice Dow, DOC Regulatory Coordinator at the above address, (804) 674-3303 x1128 or janice.dow@vadoc.virginia.gov.

Guidance Documents applying to all boards for this agency

[BOC Policy 10-1] Board of Corrections Policy Process

[BOC Policy 10-3] Equal Employment Opportunity

[BOC Policy 10-4] Budget

[BOC Policy 10-5] Sale Or Lease Of Gas, Oil, or Minerals

[BOC Policy 10-6] Real and Personal Property

[BOC Policy 10-7] Negotiations With Low Bidder

[BOC Policy 10-8] Volunteer Program

[BOC Policy 20-10] Agribusiness

[BOC Policy 20-11] Correctional Enterprises

[BOC Policy 20-12] Procurement

[BOC Policy 20-2] Sentence Reductions

[BOC Policy 20-3] Entry into Correctional Facilities

Guidance Documents

[BOC Policy 20-6] Record of Convictions and Register To Be Kept

[BOC Policy 20-7] Inmate Pay

[BOC Policy 20-8] Extending Limits of Confinement for Work & Educational Programs

[BOC Policy 20-9] Good Conduct Allowance and Earned Sentence Credits

[BOC Policy 30-1] Local Correctional Facility Standards

[BOC Policy 30-5] Purchase of Services Authorized

[BOC Policy 30-6] Cost of Maintenance of Jails

[Joint Policy 1-1] Graduated Release From Confinement

Board of Corrections

Guidance Documents applying to some or all chapters within this board

[BOC Policy 10-2] Board of Corrections Regulations

[BOC Policy 30-2] Furlough, Work, Educational & Rehabilitative Releases from Local Correctional Facilities

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall 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) 367-4610. Copies are free of charge.

Guidance Documents:

115-1, Board actions

115-1.1, Possible Disciplinary or Alternative Actions for Non-Compliance with Continuing Education Requirements, February 17, 2006

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

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 8:30 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, VA 23219, telephone (804) 786-8003 or email judith.kirkendall@dcjs.virginia.gov.

Guidance Documents:

Combined Training School Policy, revised September 1994, §9.1-102

Training Exemption Guidelines, revised September 1998, §9.1-116

Instructor Certification/Recertification Process, September 1999, 6VAC20-80

Partial In-service Credit Policy Guidelines, revised February 1993, 6VAC20-30

Q-Target Policy, revised November 1991, 6VAC20-30

Waiver of Minimum Qualifications Guidelines, revised May 1, 1994, §15.2-1705

Electronic Media In-service Training Guidelines, issued December 1993, 6VAC20-30

Physical Examination Policy, revised September 1994, 6VAC20-20 and 6VAC20-50

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, 6VAC20-30

Guidelines for Allowing Individuals to Attend Criminal Justice Mandated Training Prior to Employment, revised November 1994

Radar Operator Training Guidelines, revised March 15, 1995, §9.1-102

Private Security Training Exemption Guidelines, revised November 13, 2003, 6VAC20-170

Private Security Criminal History Waiver Guidelines, issued December 10, 2003, 6VAC20-170

Private Security Sanctions Publication Guidelines, revised September 4, 2003, 6VAC20-170

Private Security Compliance Agent Experience Guidelines, issued February 10, 1997, 6VAC20-170

Topical Outlines and Learning objectives for Private Security, revised August 22, 2003, 6VAC20-170

Criminal Justice Services Board Regional Criminal Justice Training Academy Policy, revised May 3, 1995, 6VAC20-90

Byrne Justice Assistance Grant Program Guidelines and Application Instructions for New Projects Starting July 1, 2008, issued November, 2007

Child Witness Testimony in Court: Using Closed Circuit Equipment, revised September 2004, reprinted December 2005

Use of Closed-Circuit Television in Virginia Courtrooms: 1994-2003, issued December 2005

An Informational Guide for Domestic Violence Victims in Virginia, issued 1997, updated 2004

An Summary of Virginia's Crime Victim and Witness Rights Act, revised August 2005 (reprinted January 2006)

STOP Violence Against Women Grant Program, issued July 2007

Victim/Witness Grant Program Fiscal Years 2007 and 2008 Program Guidelines, issued April 2006

An Informational Guide for Sexual Assault Victims in Virginia, issued 1989, revised April 2004, reprinted June 2006

Guidance Documents

Sexual Assault Grant Guidelines and application; issued February 2007

Sexual Assault Program Codebook developed 1999, revised 2002

Victim/Witness Grant Program Codebook, revised March 2007

Stalking: A Guide for Victims issued May 2001

Virginia Domestic Violence Victim Fund Program Codebook for Prosecution Grantees, developed February 2005, updated, September 2006

Virginia Domestic Violence Victim Fund Program Codebook for Victim Service Grantees, developed July 2005, updated August 2005

Virginia Domestic Violence Victim Fund 2007-2008 Prosecution Grant Guidelines, developed September 2006

Virginia Domestic Violence Victim Fund 2007-2008 Competitive Grant Guidelines, developed July 2006

Domestic Violence Protective Orders: A Guide for Victims of Domestic Violence in Virginia, updated July 2004

Protective Orders: A Guide for victims of Stalking or Serious Bodily Injury in Virginia, updated September 2004

Program Guide: Comprehensive Community Corrections Act for Local-Responsible Offenders and Pretrial Services Act, FY 2007-2008, issued January 2007, §§19.2-152.2 through 19.2-152.7 and 9.1-173 through 9.1-183

Community Criminal Justice Boards of Virginia: Information and Ideas for New and Continuing Members, issued 2000, §9.1-178

"Bench Card" for PSA and CCCA, revised March 2006, §§9.1-173 through 9.1-183, 19.2-303.2, and 19.2-152.2 through 19.2-152.7

Program Guide: Virginia School Resource Officer Incentive Grants Program Guidelines, issued 2001; to be reissued April 2006

Court Appointed Special Advocate (CASA) Program Guide, issued 1997, to be reissued 2008

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 website at www.dcjs.virginia.gov

Evidence Handling and Laboratory Capabilities 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

Juvenile Law Handbook for School Administrators, issued 2001

Certified Crime Prevention Community Program Manual, updated 2001

School Resource Reporting Requirements Manual, issued June 2001

Three-year Plan Update, 2006 - 2008, Under the Juvenile Justice and Delinquency Prevention Act

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall at www.townhall.virginia.gov or requested by email at denbd@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) 367-4583. Copies are free of charge.

Guidance Documents:

60-1, Board policy on confidential consent agreements, adopted July 11, 2003

60-2, Sanction reference point instruction manual, adopted July 22, 2005

60-3, Board guidance on the meaning of an "updated health history," adopted December 9, 2005

60-4, Board guidance on the meaning of "morbidity" for reporting of adverse reactions, adopted March 3, 2006

60-5, Board policy on sanctioning for failure to meet continuing education requirements, March 3, 2006

60-6, Board policy on policy on sanctioning for practicing with an expired license, March 3, 2006

60-7, Board guidance on practice names, adopted July 11, 2003

60-8, Special bulletin on clarification of general supervision, adopted September 30, 2002, revised December 2006

- 60-8.1, Bulletin article on general supervision, Spring 2003
- 60-11, Board minutes, Completion of treatment of patient if fees not paid, October 1-2, 1997
- 60-12, Board guidance on administration of topical oral fluorides by dental hygienists in the Virginia Department of Health, revised September 7, 2007
- 60-19, Perio Guidelines Recommendations adopted by the Board of Dentistry, April 28, 2000
- 60-21, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 19, 2004

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. Single 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, FAX (804) 225-2524, or email 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, as shown below, or at: <http://www.doe.virginia.gov/VDOE/PC/guidance.shtml>

Guidance Documents:

Administration and Governance

- List of Board of Education Regulations Identified as Waivable for Charter School Purposes (http://www.doe.virginia.gov/VDOE/Instruction/boe_waivable_cs.pdf), June 1999, §22.1-16
- Use of Literary Fund Loan Proceeds, Supts. Memo. No. 6, Regulatory (<http://www.pen.k12.va.us/VDOE/suptsmemos/1996/reg006.html>), May 31, 1996, 8VAC20-100.
- Approved School Bus Specifications, (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/oct-itemF.pdf), October 2007 (updated annually), Article VIII, §4, Constitution of Virginia; §§22.1-176, 22.1-177, 22.1-178, 22.1-181, and 22.1-186
- Model Guidelines for the Wearing of Uniforms in Public Schools (<http://www.doe.virginia.gov/VDOE/PC/uniforms.pdf>), 1996, §22.1-79.2
- Guidelines on the Recitation of the Pledge of Allegiance, (<http://www.pen.k12.va.us/VDOE/suptsmemos/2001/inf107a.pdf>), 2001, §22.1-202
- Guidelines Concerning Religious Activity in Public Schools (<http://www.doe.virginia.gov/VDOE/PC/religion.pdf>), 1995, §22.1-280.3

Acceptable Use Policy: A Handbook (<http://www.doe.virginia.gov/VDOE/Technology/AUP/home.shtml>), revised 2001, §22.1-70.2

Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students (<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf197a.pdf>), 2000, §22.1-199.1 B 4

Guidelines: Minute of Silence (<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf122a.pdf>), 2000, §22.1-203

Guidelines for Honorary High School Diplomas for Veterans of World War II, the Korean War, and the Vietnam War (<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf147a.pdf>), 2002, §§22.1-17.4 and 2.2-3309.1

Criteria and Process for the Board of Education to Review Charter School Applications, Consistent with Existing State Law (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2004/jul21min.pdf), Pages 143-145, July 2004, §22.1-212.9

Guidelines for Establishing Joint or Regional Continuation High Schools or Programs (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2004/may26min.pdf), pages 98-99, May 2004, §22.1-26

Criteria for Review of Private Educational Management Companies (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2005/ItemC-apr.pdf), April 2005, Section 1116(b)(7)(C)(iv) of the No Child Left Behind Act of 2001

Eligibility Criteria for Cost-Saving and Service-Sharing Agreements Between School Divisions in the Commonwealth of Virginia (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2005/ItemJ-jul.pdf), July 2005, §22.1-98.2

Process for Initiating a Governor's Career and Technical Academy (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/nov-itemE.pdf), November 2007

Graduation and School Accreditation

Guidelines Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2006/ItemB-oct.pdf), Revised October 2006, 8VAC 20-131.

Delegating the Approval of Other States' Comprehensive Subject Area Assessments as Substitute Tests, Pursuant to the Board of Education's Guidance Document Governing Certain Provisions of the Regulations Establishing Standards of Accrediting Public Schools in Virginia

Guidance Documents

(http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/may30agenda.pdf), May 2007

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students (http://www.doe.virginia.gov/VDOE/Verified_credit.pdf), July 2002, 8VAC20-131-50 B

Guidelines for Awarding Differentiated Numbers of Verified Credit for Career and Technical Education Certification and Licensure Examinations (<http://www.pen.k12.va.us/VDOE/suptsmemos/2002/adm045a.pdf>), 2002, 8VAC 20-131.

Interpretation of Regulations for Certain Transfer Students (<http://www.pen.k12.va.us/VDOE/suptsmemos/2002/int002.html>), 2002, 8VAC 20-131-50

Criteria for Identifying Schools for School-Level Academic Reviews (<http://www.doe.virginia.gov/VDOE/suptsmemos/2005/inf202a.pdf>), September 2005, 8VAC 20-131.

Guidelines Establishing an Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence, (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/jul-itemI.pdf), July 2007, 8VAC 20-131-325

Health, Safety, and Student Discipline

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (HIV) (<http://www.longwood.edu/vchetrc/HIVSchoolGuidelines.htm>), 1990, §22.1-271.3

Virginia School Health Guidelines (<http://www.vahealth.org/schoolhealth/onlinepubs.htm#vshguidelines>), Revised May 1999

Guidelines for Specialized Health Care Procedures (<http://www.doe.virginia.gov/VDOE/Instruction/Health/home.html>), Revised 2004

Guidelines for Training of Public School Employees in the Administration of Insulin and Glucagon (<http://www.doe.virginia.gov/VDOE/Instruction/Health/insulin-glucagon.pdf>), September 1999, §§8.01-225, 22.1-274, 22.1-275.1, 54.1-2901, 54.1-3001, 54.1-3005, and 54.1-3408

Guidelines for Suicide Prevention (<http://www.pen.k12.va.us/VDOE/Instruction/prevention.pdf>), Revised 2003, §22.1-272.1

Guidelines for Student Drug-Testing in the Public Schools (<http://www.pen.k12.va.us/VDOE/PC/DrugTestingGuidelines.pdf>), June 2004, §§22.1-279.6 and 22.1-279.7

Student Conduct Policy Guidelines (http://www.pen.k12.va.us/VDOE/Instruction/Sped/stu_conduct.pdf), Revised 2006, §22.1-279.6

Virginia School Search Resource Guide (includes student search guidelines) (<http://www.safeanddrugfreeva.org/SearchGuideJul00.pdf>), July 2000, §22.1-277.01:2

School Safety Audits: Protocol, Procedures, and Checklists (<http://www.pen.k12.va.us/VDOE/Instruction/schoolsafety/safetyaudit.pdf>), June 2000, §22.1-278.1

Policy Regarding Medication Recommendation by School Personnel (<http://www.pen.k12.va.us/VDOE/suptsmemos/2002/adm054.html>), August 2002, §22.1-274.3

Resource Guide for Crisis Management and Emergency Response in Virginia Schools (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/nov-itemH.pdf), November 2007, §22.1-278.1

Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines (<http://www.doe.virginia.gov/VDOE/suptsmemos/2003/inf209a.pdf>), 2003, §22.1-298

Guidelines for Managing Asthma in Virginia Schools: A Team Approach (<http://www.doe.virginia.gov/VDOE/Instruction/PE/ManagingAsthmaGuidelines.pdf>), 2003, §2.1-274.2

Instruction

Guidelines for the K-3 Record for Reading and Mathematics (<http://www.doe.virginia.gov/VDOE/suptsmemos/1999/inf128.html>), 1999, 8VAC20-131-80

Objectives for Personal Living and Finance (<http://www.doe.virginia.gov/VDOE/Instruction/CTE/persfin.pdf>), 1999, §22.1-253.13:1 B

Criteria for Character Education Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2000/inf045.html>), 2000, §22.1-208.01

Board of Education Guidelines for Family Life Education Programs (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/jul-itemD.pdf), Revised July 2007, §22.1-207.1

Curriculum and Administrative Guide for Driver Education in Virginia (http://www.doe.virginia.gov/VDOE/Instruction/PE/ca_guide.html), 2001, §22.1-205

Guidelines for Banking-at-School Demonstration Partnership Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf092a.pdf>), 2002, §22.1-208.2:3

Individual Student Alternative Education Plan (ISAEP) Program Guidelines (<http://www.doe.virginia.gov/VDOE/suptsmemos/2003/inf041a.pdf>), 2003, §22.1-254

Guidelines for Alternatives to Animal Dissection
(http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-35.html), July 2004, §§22.1- 200.01

Licensure and Teacher Preparation

The Virginia License Renewal Manual
(<http://www.doe.virginia.gov/VDOE/Compliance/TeacherED/remanual.pdf>), 1998, §§22.1-298

Local Eligibility License Guidelines
(<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf125.html>) September 2000, §§22.1-298, 22-1-299, 22.299.3 and 22.1-303

Guidelines for Uniform Evaluation of Superintendents, Teachers, and Administrators and Instructional Central Office Personnel
(<http://www.doe.virginia.gov/VDOE/newvdoe/evaluation.pdf>), January 2000, §§22.1-253.13:5, 22.1-293, 22.1-294, 22.1-295, 22.1-298, 22.1-303, 22.1-303.1, 22.1-305, 22.1-305.1, 22.1-60.1, 22.1-299.2 and 23-9.2:3.4

Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation
(<http://www.doe.virginia.gov/VDOE/newvdoe/legislat.PDF>), June 2000, §§22.1-305.1

Standards Governing the Issuance of a Regular Five Year License to Individuals Holding a Local Eligibility License
(<http://www.pen.k12.va.us/VDOE/suptsmemos/2000/inf125.html>), September 2000, §§22.1-298, 22-1-299, 22.299.3 and 22.1-303

Implementation of Legislation Authorizing the Hiring of Retired Public School Teachers and Administrators for Critical Shortage Areas
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2001/inf111.html>), August 7, 2001, §51.1-155

The Virginia Requirements of Quality and Effectiveness for Beginning Teacher Mentor Programs in Hard-To-Staff Schools
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2006/inf169.html>), June 2004

Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Experienced Teachers
(<http://www.doe.virginia.gov/VDOE/newvdoe/BOEItemIIonHOUSSE.pdf>), Revised April 2005, No Child Left Behind (NCLB) Act of 2001

Virginia's Definition of Alternate Route for Highly Qualified Teachers
(http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-21.html), April 2004, No Child Left Behind (NCLB) Act of 2001

Virginia Requirements to Be a Highly Qualified Special Education Teacher
(http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2006/ItemP-sep.pdf), Revised September 2006, No Child Left Behind (NCLB) Act of 2001

06/ItemP-sep.pdf), Revised September 2006, No Child Left Behind (NCLB) Act of 2001

Virginia's High Objective Uniform State Standard of Evaluation (HOUSSE) for Visiting International Faculty (VIF) Cultural Exchange Teachers
(http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/mar-itemG.pdf), March 2007

Guidelines for Prescribed Professional Teacher's Examinations
(<http://www.doe.virginia.gov/VDOE/newvdoe/praxis.pdf>), July 2006, §§22.1-298

High-Quality Professional Development Criteria
(<http://www.doe.virginia.gov/VDOE/nclb/HQPDcriteria4-04.pdf>), April 2004, No Child Left Behind Act of 2001

Criteria for Implementing Experiential Learning Credits for Alternate Route Applicants Seeking Initial Licensure
(http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2005/2005-18.html), October 2005, §§22.1-298

Policy Statement for Implementing in Virginia Approved Programs the Virginia Communication and Literacy Assessment
(http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2005/2005-23.html), November 2005

No Child Left Behind Act of 2001

Persistently Dangerous Schools and Unsafe School Choice Options
(<http://www.doe.virginia.gov/VDOE/nclb/nclbdangerousschools.pdf>), April 2003

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
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/inf110a.pdf>), 2002

Criteria for the Providers of Supplemental Education Services Under the No Child Left Behind Act of 2001
(http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2002/2002-24.html), July 2002

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
(<http://www.doe.virginia.gov/VDOE/suptsmemos/2004/inf069.html>), Revised January 2004

Revision to the Terminology Used in the Criteria and Disclaimers to Identify and Select Instructional Interventions in Regulations Establishing Standards for Accrediting Public Schools in Virginia
(http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/feb-itemD.pdf), February 2007

Guidance Documents

Guidelines for School Division Rewards Allowable Under the No Child Left Behind Act of 2001 (<http://www.pen.k12.va.us/VDOE/suptsmemos/2004/inf151a.pdf>), 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 (http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2004/2004-44.html), October 2004

Process for Submitting Locally Developed and/or Selected English Language Proficiency Assessments for Board of Education Approval (http://www.doe.virginia.gov/VDOE/VA_Board/resolutions/2003/2003-1.html), January 2003

School Nutrition Programs

Agreement to Participate in the School Nutrition Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2006/reg001.html>), Updated annually, May 2006, 7 CFR 210.16 Para. a. 5

Guidelines for Accommodating Children with Special Dietary Needs in School Nutrition Programs (<http://www.doe.virginia.gov/VDOE/suptsmemos/2002/reg008.html>), October 2002

Special Education

Rights and Procedural Safeguards for Special Education Related to Free and Appropriate Public Education (http://www.doe.virginia.gov/VDOE/Instruction/Sped/proc_safe.pdf), Revised 2006, Individuals with Disabilities Education Improvement Act (IDEA; P.L. 108-446; 20 USC §1400 et seq.)

Discipline of Students with Disabilities, 2000 (Currently under revision)

Guidelines for the Development of Policies and Procedures for Managing Student Behaviors in Emergency Situations: Focusing on Physical Restraint and Seclusion (<http://www.doe.virginia.gov/VDOE/sess/EmergBehaviorGd.pdf>), November 2005, §22.1-276 et seq., §22.1-279.1, 8VAC20-80-10

Required Modifications to Local Procedures and Policies (<http://www.doe.virginia.gov/VDOE/sess/spedannualplan/guidancedocument.pdf>) November 2005, IDEA '04 §1412(a)(11)(A)(iii), 1412(a)(24), and 1412(a)(25)

Alternative Special Education Staffing Plan Procedures (<http://www.doe.virginia.gov/VDOE/sped/AltStfPln-ProceduresReqForm.doc>), January 2001, 8VAC 20-80-45

Procedures for Receiving and Resolving Complaints which Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities (http://www.doe.virginia.gov/VDOE/Instruction/complaint_r

[es_proced.pdf](#)), February 2000, 34 CFR 300.151, et. seq.; §22.1-214 E, 8VAC20-80-78

Guidelines for Schools for Students with Disabilities Fund (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2007/jun28-itemD.pdf) June 2007, Appropriation Act (Item 5.06, Chapter 3, 2006 Special Session I)

Special Programs

The Virginia Plan for the Gifted (<http://www.doe.virginia.gov/VDOE/Instruction/Gifted/VAPlanforGifted1996.pdf>), 1996, 22.1-253.13:1. Standard 1, 8VAC 20-40.

Procedures for Initiating an Academic Year Governor's School (<http://www.doe.virginia.gov/VDOE/Instruction/Govschools/boeaygsprocess.pdf>), 1998, 8VAC 20-40.

Standards of Learning Testing Program

Guidelines for Participation of Limited English Proficient Students in the SOL Assessments (<http://www.doe.virginia.gov/VDOE/Assessment/LEPsol.html>), October 1997, Public Law 103-382 (Improving America's Schools Act, Title VII, Part E, Section 7501 (8))

Procedures for Participation of Students with Disabilities in the Assessment Component of Virginia's Accountability System (<http://www.doe.virginia.gov/VDOE/Assessment/Assess.PDF/SWDsol.pdf>), 2002, No Child Left Behind Act of 2001, §2.2-5200 et. seq.

Process for School Divisions to Submit Locally-Developed and/or Selected English Language Proficiency Assessments for Board Approval (http://www.doe.virginia.gov/VDOE/VA_Board/Meetings/2005/ItemI-oct.pdf), Revised October 2005, Title I, Part A, of the No Child Left Behind Act of 2001

Comprehensive Services Act (CSA) for At Risk Youth and Families Implementation Manual (<http://www.doe.virginia.gov/VDOE/studentsrvcs/csa-funding.pdf>), Revised 2002, Individuals with Disabilities Education Act (IDEA) (20 USC §§1400, et. seq.), 8VAC 20-80, §2.2-5200 et. seq.

Handbook for Homebound Services (<http://www.doe.virginia.gov/VDOE/sess/Homebound.pdf>), Revised 2005, 8VAC 20-131-100, 8VAC 20-131-180

Student Records

Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools (<http://www.doe.virginia.gov/VDOE/studentsrvcs/MSSRedit.pdf>), Revised 2004, §§2.1-377-386, 20-124.6, 34 CFR Part 99, 8VAC20-150.

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. All actions and resolutions of the Board of Education as they relate to implementation of policy may be viewed at <http://www.doe.virginia.gov/boe/resolutions/index.shtml>

Guidance to Local School Officials

The Virginia Department of Education provides ongoing regulatory and nonregulatory guidance to local school boards and superintendents. The official communications are made in weekly Superintendent’s Memoranda, which may be viewed at <http://141.104.22.210/VDOE/suptsmemos/2007>

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 of Elections 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, by telephone or fax and will be directed to the appropriate staff member.

I. CANDIDATE QUALIFICATION

A. Certification of Candidate Forms – By General Registrars and Electoral Boards

1. SBE-505(4), Senate of Virginia, §24.2-505
2. SBE-505(5), House of Delegates, §24.2-505
3. SBE-505(6), /SBE-612(6), Clerk of Court shared, §§24.2-505, 24.2-612
4. SBE-505(7)/SBE-612(7), Commonwealth's Attorney (shared), §§24.2-505, 24.2-612
5. SBE-505(8)/SBE-612(8), Sheriff (shared), §§24.2-505, 24.2-612
6. SBE-505(9)/SBE-612(9), Treasurer (shared), §§24.2-505, 24.2-612
7. SBE-505(10)/SBE-612(10), Clerk of Court, §§24.2-505, 24.2-612
8. SBE-505(11)/SBE-612(11), Commonwealth’s Attorney, §§24.2-505, 24.2-612

9. SBE-505(12)/SBE-612(12), Sheriff, §§24.2-505, 24.2-612
10. SBE-505(13)/SBE-612(13), Commissioner of Revenue, §§24.2-505, 24.2-612
11. SBE-505(14)/SBE-612(14), Treasurer, §§24.2-505, 24.2-612
12. SBE-505(15)/SBE-612(15), Board of Supervisors, §§24.2-505, 24.2-612
13. SBE-505(16)/SBE-612(16), County Board, §§24.2-505, 24.2-612
14. SBE-505(17)/SBE-612(17), City Council Offices, §§24.2-505, 24.2-612
15. SBE-505(18)/SBE-612(18), Town Council Offices, §§24.2-505, 24.2-612
16. SBE-505(19)/SBE-612(19), City School Board, §§24.2-505, 24.2-612
17. SBE-505(20)/SBE-612(20), Town School Board, §§24.2-505, 24.2-612
18. SBE-505(21)/SBE-612(21), Local Vacancy – November w/June Filing Deadline, §§24.2-505, 24.2-612
19. SBE-505(22)/SBE-612(22), Local Vacancy – November w/August Filing Deadline, §§24.2-505, 24.2-612
20. SBE-505(23)/SBE-612(23), County School Board, §§24.2-505, 24.2-612
21. SBE-505(24)/SBE-612(24), Soil and Water Conservation Director, §§24.2-505, 24.2-612
22. SBE-505(25)/SBE-612(25), Local Vacancy – May Election, §§24.2-505, 24.2-612
23. SBE-505(26)/SBE-612(26), Local Vacancy – Other than May or November, §§24.2-505, 24.2-612

B. Certification of Candidates by Political Party Chairs

1. SBE-511(1), U.S. Senate, §24.2-511
2. SBE-511(2), U.S. House of Representatives, §24.2-511
3. SBE-511(3), Governor, Lieutenant Governor, Attorney General, §24.2-511
4. SBE-511(4), Senate of Virginia, §24.2-511
5. SBE-511(5), House of Delegates, §24.2-511
6. SBE-511(6), Clerk of Court, §24.2-511
7. SBE-511(7), Commonwealth’s Attorney (shared), §24.2-511
8. SBE-511(8), Sheriff (shared), §24.2-511
9. SBE-511(9), Treasurer (shared), §24.2-511

Guidance Documents

10. SBE-511(10), Clerk of Court, §24.2-511
 11. SBE-511(11), Commonwealth's Attorney, §24.2-511
 12. SBE-511(12), Sheriff, §24.2-511
 13. SBE-511(13), Commissioner of Revenue, §24.2-511
 14. SBE-511(14), Treasurer, §24.2-511
 15. SBE-511(15), Board of Supervisors, §24.2-511
 16. SBE-511(16), Country Board, §24.2-511
 17. SBE-511(17), City Council Offices, §24.2-511
 18. SBE-511(21), Local Vacancy – November w/June Filing Deadline, §24.2-511
 19. SBE-511(22), Local Vacancy – November w/August Filing Deadline, §24.2-511
- C. Method of Nomination – By Political Party Chairs
1. SBE-516(1A), President, §24.2-516
 2. SBE-516(1B), U.S. Senate, §24.2-516
 3. SBE-516(2), U.S. House of Representative, §24.2-516
 4. SBE-516(3), Governor, Lieutenant Governor, Attorney General, §24.2-516
 5. SBE-516(4), Senate of Virginia, §24.2-516
 6. SBE-516(5), House of Delegates, §24.2-516
 7. SBE-516(CO), Constitutional Officers, §24.2-516
 8. SBE-516(15), Board of Supervisors, §24.2-516
 9. SBE-516(16), County Board, §24.2-516
 10. SBE-516(17), City Council Officers, §24.2-516
 11. SBE-516(21), Local Vacancy, §24.2-516
- D. Candidate Forms
1. SBE-505/520, Declaration of Candidacy, Rev 12/07, §§24.2-505, 24.2-520
 2. SBE-545, Petition of Qualified Voters for Presidential Primary, Rev 12/07, §24.2-545
 3. SBE-543, Petition of Qualified Voters for Electors for President and Vice President, Rev 12/07, §24.2-543
 4. SBE-506/521, Petition of Qualified Voters (all other offices), Rev 12/07, §§24.2-506, 24.2-521
 5. SBE-501(1)/542, Certificate of Candidate Qualification for Elector for President and Vice President, Rev 12/07, §§24.2-501, 24.2-542
 6. SBE-501(2), Certificate of Candidate Qualification for Member of United States Senate, Rev 12/07, §24.2-501
7. SBE-501(3), Certificate of Candidate Qualification for Member, House of Representatives, Rev 12/07, §24.2-501
 8. SBE-501(4), Certificate of Candidate Qualification for Governor and Lieutenant Governor, Rev 12/07, §24.2-501
 9. SBE-501(5), Certificate of Candidate Qualification for Attorney General, Rev 12/07, §24.2-501
 10. SBE-501(6), Certificate of Candidate Qualification for General Assembly, Rev 12/07, §24.2-501
 11. SBE-501(7), Certificate of Candidate Qualification for Local Office, Rev 12/07, §24.2-501
 12. SBE-501(8), Certificate of Candidate Qualification for City or Town Officer, Rev 12/07, §24.2-501
 13. RECEIPT, Documents Presented at Time of Filing for Statewide Office, Rev 12/04, §24.2-501, 24.2-503, 24.2-505, 24.2-506, 24.2-507
- E. Candidate Bulletins
- Note: Bulletins for special elections are issued as needed.
1. Federal Law, Deadlines and Ballot Access Requirements for President, Rev 12/07, Title 24.2
 2. U.S. Senate, Rev 10/07, Title 24.2
 3. U.S. House of Representatives, Rev 10/07, Title 24.2
 4. Statewide Office, Rev 12/04, Title 24.2
 5. General Assembly, Rev 12/06, Title 24.2
 6. Local Offices (November), Rev 10/07, Title 24.2
 7. City Offices (May), Rev 10/07, Title 24.2
 8. Town Offices (Vienna) [May], Rev 10/07, Title 24.2
 9. Towns Offices (Floyd) [November], Rev 12/04, Title 24.2
 10. Town Offices (Excluding the Towns of Blacksburg & Leesburg) [May], Rev 10/07, Title 24.2
 11. Do's and Don'ts on a Primary Election Day, Rev 12/04, Title 24.2
 12. Guidelines for Pollworkers and Authorized Representatives - Primary Election, Rev 12/04, Title 24.2
 13. Do's and Don'ts on a General or Special Election Day, Rev 12/04, Title 24.2
 14. Guidelines for Pollworkers and Authorized Representatives – General and Special Elections, Rev 12/04, Title 24.2
- F. Referendum Documents
1. SBE-684.1(1), Petition of Qualified Voters for Referendum, Rev 12/04, §24.2-684.1

2. Statement of Petitioner for Local Referendum, Rev 12/04, Title 24.2
3. Certificate of Receipt and Acceptance for Local Referendum, Rev 12/04, Title 24.2
4. Bulletin - Referendum Provisions - In General, Rev 12/04, Title 24.2
5. Bulletin - Direct Election of School Board Members, Rev 12/04, Title 24.2
6. Bulletin - Pari-Mutual Wagering, Rev 12/04, Title 24.2

II. VOTER Registration

1. VA-NVRA-1, Virginia Voter Registration Form, Rev 09/05, §24.2-418
2. Interactive (fillable) Virginia Voter Registration Form, §24.2-418
3. SBE-13, Voter Registration Card, Rev 04/07, §§24.2-411.1, 24.2-423, 24.2-424, 24.2-428, 24.2-643, 24.2-651.1
4. SBE-418A, Household Voter Registration Data, Rev 6/97, §24.2-418
5. SBE-427, Request to Cancel Voter Registration, Rev 07/99, §24.2-427
6. SBE 422, Denial of Application for Virginia Voter Registration, Rev 04/01, §24.2-422
7. Petition for Appeal of Denial of Virginia Voter Registration, §24.2-422
8. 11/21/2007 Memorandum on Use of Paper Ballots and Persons Under 18 Years of Age
9. 12/12/2007 Policy Directive on Registration of 17 Year Olds for Presidential Year Elections
10. Virginia Election Registration Information System (VERIS) Voter Registration Lookup
11. NVRA Purge Instructions
12. 2006 Confirmation Mailing Instructions
13. Guidelines for Conducting Voter Registration Drives, Rev 1/04

III. ABSENTEE Voting Materials

1. SBE-701, Absentee Ballot Application, Rev 08/07, §§24.2-700, 24.2-701
2. SBE-706-1, Ballot Within (Envelope A), Rev 8/99, §24.2-706
3. SBE-706-2, Ballot(s) [Envelope B], Rev 7/03, §24.2-706
4. USC 1973ff-1(B), Ballot(s) [Envelope B] UOCAVA, 5/04, §24.2-706

5. SBE-705.1, Business/Personal/Medical Emergency AB Application, Rev 7/05, §24.2-705.1
6. SBE-705, Emergency Absentee Ballot Application, Rev 7/05, §24.2-705
7. SBE-710-1, Emergency AB Applicants List, Rev 7/01, §24.2-710
8. SBE-710-2, Business/Personal/Medical Emergency AB Applicants List, Rev 7/01, §24.2-710
9. SBE-706-4, Instructions Voting An AB [All others], Rev 07/06, §24.2-706
10. SBE-706-4.MS, Instructions Voting An AB [Accu-Vote and Marksense], Rev 07/06, §24.2-706
11. SBE-706-4Optech, Instructions Voting An AB [Optech], Rev 07/06, §24.2-706
12. SBE-706-4Patriot, Instructions Voting An AB [Patriot Only], Rev 07/06, §24.2-706
13. SBE-706-4UOCAVA, Instructions Voting An AB [All others – For Uniformed and Overseas Voters], Rev 7/06, §24.2-706
14. SBE-706-4ES&S_UOCAVA, Instructions Voting An AB [iVotronic Only – For Uniformed and Overseas Voters], Rev 7/06, §24.2-706
15. SBE-706-4MS_UOCAVA, Instructions Voting An AB [Marksense – For Uniformed and Overseas Voters], Rev 7/06, §24.2-706
16. SBE-706-4Optech_UOCAVA, Instructions Voting An AB [Optech – For Uniformed and Overseas Voters], Rev 7/06, §24.2-706
17. SBE-706-4Patriot_UOCAVA, Instructions Voting An AB [Patriot Only – For Uniformed and Overseas Voters], Rev 7/06, §24.2-706
18. SBE-705.2, Instructions Voting An Emergency AB [All others without a CAP], Rev 07/06, §24.2-705
19. SBE-705.2MS, Instructions Voting An Emergency AB [Accu-Vote & Optech without a CAP], Rev 07/06, §24.2-705
20. SBE-705 Patriot, Instructions Voting An Emergency AB [Patriot without a CAP], Rev 07/06, §24.2-705
21. SBE-703.2(3), Instructions Voting A Replacement AB [All Others], Rev 07/05, §24.2-703.2
22. SBE-703.2(3)MS, Instructions Voting A Replacement AB [Accu-Vote & Optech], Rev 07/05, §24.2-703.2
23. SBE-703.2(3) Patriot, Instructions Voting A Replacement AB [Patriot], Rev 7/05, §24.2-703.2
24. SBE-649(AB), Request For Assistance In Voting An AB, Rev 7/05, §24.2-649

Guidance Documents

25. SBE-705-1, Statement of Designated Representative, Rev 9/99, §24.2-705

26. SBE-703.2(2), Statement of Designated Representative of Physically Disabled or Ill Voter, Rev 7/02, §24.2-703.2

27. SBE-703.2(1), Statement of Physically Disabled or Ill Voter, Rev 7/02, §24.2-703.2

28. SBE HAVA-1, Voter ID Instructions for Absentee Voters, 8/04, §24.2-707

29. SBE-703.1, Annual Application for an Absentee Ballot due to Physical Disability or Illness, Rev 12/01, §24.2-703.1

30. Guidelines for localities that email ballots, 9/07, §24.2-713

IV. ELECTION ADMINISTRATION

A. Affidavits and Statements Printing of Ballots

1. SBE-616, Statement of Printer, Rev 1/01, §24.2-616

2. SBE-616(T), Statement of Printer Town Elections Only, Rev 1/01, §24.2-616

3. SBE-617, Statement of Electoral Board Representative, Rev 1/01, §24.2-617

4. SBE-618(1), Certificate Of Number Of Ballots Delivered To EB Rep, Rev 9/97, §24.2-618

5. BE-618(1)T, Certificate Of Number Of Ballots Delivered To EB Rep- Town Elections Only, Rev 1/01, §24.2-618

6. SBE-618(2), Certificate Of Number Of Ballots Received From Printer, Rev 9/97, §24.2-618

7. SBE-618(2)T, Certificate Of Number Of Ballots Received From Printer - Town Elections Only, Rev 1/01, §24.2-618

8. SBE-619(1), Affidavit Of Witness To Affixing Of Seal, Rev 1/01, §24.2-619

9. SBE-619(2), Affidavit Of Person Affixing Seal, Rev 1/01, §24.2-619

10. SBE-621, Receipt For Ballots, Rev 9/97, §24.2-621

11. SBE-621T, Receipt For Ballots - Town Elections Only, Rev 1/01, §24.2-621

B. Officer Instructions

1. Election Day Guide -- AccuVote TSX, Rev 11/07, §24.2-600 et seq.

2. Election Day Guide – AccuVote OS, Rev 11/07, §24.2-600 et seq.

3. Election Day Guide – AVC Advantage, Rev 11/07, §24.2-600 et seq.

4. Election Day Guide – Edge NC, Rev 11/07, §24.2-600 et seq.

5. Election Day Guide – Edge, Rev 11/07, §24.2-600 et seq.

6. Election Day Guide – eSlate, Rev 11/07, §24.2-600 et seq.

7. Election Day Guide – Insight, Rev 11/07, §24.2-600 et seq.

8. Election Day Guide – iVotronic, Rev 11/07, §24.2-600 et seq.

9. Election Day Guide – iVotronic CAP, Rev 11/07, §24.2-600 et seq.

10. Election Day Guide – M100, Rev 11/07, §24.2-600 et seq.

11. Election Day Guide - Optech, Rev 11/07, §24.2-600 et seq.

12. Election Day Guide – Patriot, Rev 11/07, §24.2-600 et seq.

13. Election Day Guide – WINvote, Rev 11/07, §24.2-600 et seq.

14. Election Day Guide – WINvote CAP, Rev 11/07, §24.2-600 et seq.

15. What if...Quick Reference To Problems, Rev 11/07, Title 24.2

16. SBE-611.1, Officer of Elections Oath, Rev 7/02, §24.2-611.1

17. SBE-649A, Outside Polls Voter Envelope[All Other], Rev 7/94, §24.2-649

18. SBE-711.1, Rejected Absentee Ballots Log, Rev 8/02, §24.2-711.1

19. Dual Primary Instructions, Rev 5/07, §24.2-530

20. What to Do When a Voter Changes His Mind instructions, Rev 5/07, §§24.2-530, 24.2-604

21. Officer of Election Accessibility Etiquette and Awareness Training, 10/2005

C. Posters and Signs

1. SBE-613, Explanation of Political Party Abbreviations [November Elections Only], Rev 12/07, §24.2-613 (Changes for each General or Special Election)

2. SBE-643S, Attention All Voters, Rev 3/01, §24.2-643

3. Full Legal Name Signs, §24.2-643

4. Notice - New Procedure [Accu-Vote and Optech], §24.2-600 et seq.

5. SBE-604, Prohibited Area And Activities Signs, Rev 1/04, §24.2-604
6. SBE-HAVA-2, Election Date and Hours Notice [Federal Elections Only], 42 USCS §15482(b)(1)(B) §24.2-603
7. SBE-HAVA-3, Voter ID Requirements [federal elections only], Rev 7/04, 42 USCS §15483(b) §24.2-643
8. SBE-HAVA-4, Voters Rights and Responsibilities Poster (includes instructions on voting a provisional [conditional] ballot) For All Elections, Rev 03/06, 42 USCS §15301 et seq. §24.2-600 et seq.
9. SBE-HAVA-5, Provisional Voter Notice, Rev 08/06, 42 USCS §15482 §24.2-653

D. Reports

1. Ballot Record Report – Marksense, Rev 11/07, §24.2-600 et seq.
2. Incident Report – Marksense, §24.2-600 et seq.

E. Statement of Results

1. DRE & Optical Scan Voting System, 09/07, §24.2-667
2. DRE Voting System and Paper CAP, 09/07, §24.2-667
3. DRE Voting System and not counting absentee, §24.2-667
4. Paper Ballot CAP, §24.2-667
5. Unilect DRE and Not Counting Absentee Ballots, §24.2-667
6. Unilect DRE and Optical Scan CAP, §24.2-667
7. Write-Ins Certification, §24.2-667
8. Yellow Printer Return Sheet Optical Scan, 09/07, §24.2-667
9. Yellow Printer Return Sheet-DRE, 09/07, §24.2-667
10. Yellow Printer Return Sheet, DRE and Optical Scan, 09/07, §24.2-667

F. Statement of Voter Forms

1. SBE-708, Absentee Ballot Not Received, Rev 8/99, §24.2-708
2. SBE-643B, Affirmation of Identity, Rev 7/00, §24.2-643
3. SBE-649, Request For Assistance/Affirmation of Eligibility, Rev 7/04, §24.2-649
4. SBE-651 Affirmation of Eligibility, Rev 7/04, §24.2-651 (new form approved 10/07 effective 01/08)
5. SBE-651 Statement of Challenger Form, Rev 7/07, §24.2-651 (new form approved 10/07 effective 01/08)

6. SBE-651 (PVP), Affirmation of Eligibility [Presidential Ballot Only], Rev 7/04, §24.2-651

7. SBE-653, Provisional Vote envelope, Rev 7/06, §24.2-653

G. Ballots and Voting Equipment

1. SBE-612, Certificate of Number of Ballots Ordered to Be Printed, Rev 12/07, §24.2-612 (specific to each election)
2. Fax Certification of Ballot Content Accuracy By Secretary of the Electoral Board or General Registrar, §24.2-612
3. Voting Equipment Testing and Programming - Certification of Completion by Electoral Board, §24.2-632, 24.2-633
4. SBE-659, Request to Inspect Sealed Election Materials, 11/07, §§24.2-659, 24.2-669
5. Instructions for Retrieving Results from Voting Equipment after Election Night, 11/07, 24.2-659, 24.2-669

H. 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.

1. Abstracts of Votes for Electors for President and Vice President of the United States
2. Abstracts of Votes for Write-Ins Certification - Electors for President and Vice President
3. Abstracts of Votes for Member, United States Senate
4. Abstracts of Votes for Member, House of Representatives
5. Abstracts of Votes for Governor
6. Abstracts of Votes for Lieutenant Governor
7. Abstracts of Votes for Attorney General
8. Abstracts of Votes for Member, Senate of Virginia
9. Abstracts of Votes for Member, House of Delegates
10. Abstracts of Votes for Clerk of Court (shared by a county and one or more cities)
11. Abstracts of Votes for Commonwealth's Attorney (shared by a county and one or more cities)
12. Abstracts of Votes for Sheriff (shared by a county and one or more cities)

Guidance Documents

13. Abstracts of Votes for Treasurer (shared by a county and one or more cities)
 14. Abstracts of Votes for Clerk of Court
 15. Abstracts of Votes for Commonwealth's Attorney
 16. Abstracts of Votes for Sheriff
 17. Abstracts of Votes for Commissioner of Revenue
 18. Abstracts of Votes for Treasurer
 19. Abstracts of Votes for Member, Board of Supervisors
 20. Abstracts of Votes for County Board (Arlington County - even numbered years)
 21. Abstracts of Votes for Mayor - City (May)
 22. Abstracts of Votes for Mayor - Town (May)
 23. Abstracts of Votes for Mayor (November)
 24. Abstracts of Votes for Member, City Council (May)
 25. Abstracts of Votes for Town Council (May)
 26. Abstracts of Votes for Member, City Council (November)
 27. Abstracts of Votes for Town Council (November)
 28. Abstracts of Votes for Member, School Board - City (May)
 29. Abstracts of Votes for Member, School Board - Town (May)
 30. Abstracts of Votes for Member, School Board - City (November)
 31. Abstracts of Votes for Member, School Board - County (November)
 32. Abstracts of Votes for School Board (Arlington County even-numbered years)
 33. Abstracts of Votes for Soil and Water Conservation Director
 34. Abstracts of Votes for Write-Ins Certification (all offices)
 35. Abstracts of Votes for Write-Ins Certification - Continuation (all offices)
- I. Recount Documents
- Note: All Recount documents were created to implement the various provisions of Chapter 8 of Title 24.2.
1. Standards for Recounts of Virginia Elections, Rev 07/07
 2. Ballot Examples for Handcounting Paper or Paper-based Ballots for Virginia Elections or Recounts (Appendix A to Recount Standards), Rev 07/02
 3. PB-I, Instructions for Recount Officials Paper Ballots Only, Rev 12/05
 4. PB-II, Instructions for Recount Coordinators Paper Ballots Only, Rev 12/05
 5. DE-I-Paper, Instructions for Recount Officials DRE and Paper Ballots, Rev 12/05
 6. DE-II-Paper, Instructions for Recount Coordinators DRE and Paper Ballots, Rev 12/05
 7. DE-I-MS, Instructions for Recount Officials DRE and Marksense Ballot Tabulators, Rev 12/05
 8. DE-I-MS, Instructions for Recount Coordinators DRE and Marksense Ballot Tabulators, Rev 12/05
 9. MS-I, Instructions for Recount Officials Marksense Ballot Tabulators, Rev 12/05
 10. MS-II, Instructions for Recount Coordinators Marksense Ballot Tabulators, Rev 12/05
 11. SBE-654R MS Precinct Results Pollbooks and Marksense Ballots, Rev 12/05
 12. SBE-654R DE Precinct Results
 13. SBE-654R1 PB Pollbooks and Paper Ballots, Rev 12/05
 14. SBE-654R1 Pollbooks and Paper Ballots, Rev 12/05
 15. SBE-654R2 Challenged Ballot Form, Rev 12/05
 16. SBE-654R6, Recount Reimbursement - Officer of Election, Rev 12/07
 17. SBE-654R7, Recount Reimbursement – Alternate, Rev 12/07
- V. Campaign Finance
- A. Candidate Campaign Committee Forms:
1. SBE-945 – Candidate Campaign Committee: Summary on the Laws and Policies, Rev. 7/07, §24.2-946
 2. SBE-947.1 – Candidate Campaign Committee: Statement of Organization, Rev. 1/07, §24.2-947.1
 3. SBE-947.4(i) – Candidate Campaign Committee: Reporting Schedule, Rev. 1/08, §24.2-947.6, §24.2-947.7, and §24.2-947.8
 4. SBE-947.4 – Candidate Campaign Committee: Regular Report Cover Sheet, Rev. 1/08, §24.2-947.4
 5. SBE-945A – Schedule A Reporting Form, Rev. 8/06, §24.2-945
 6. SBE-945B – Schedule B Reporting Form, Rev. 8/06, §24.2-945

7. SBE-945C – Schedule C Reporting Form, Rev. 8/06, §24.2-945
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 3. Electronic Precinct Record Listing Program User's Manual, 10/07, §24.2-444
 4. Electronic Alpha Roster Program User's Manual, 10/07, §24.2-404
 5. General Registrar and Electoral Board Manual, Rev 04/07, Title 24.2
 6. List of Those Who Voted Program User Manual, 10/07, §24.2-600 et seq.
 7. Voting Equipment Replacement Policy and Procedures, Rev 3/04, 42 USCS §15301 et seq.
 8. Emergency Voting Procedures for Military and Pilot Program Information, Rev 08/07, §24.2-631

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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 Kathy H. Thompson, Executive Policy Analyst at the Governor's Office for Workforce Development, Old City Hall, Room 135, Richmond, VA 23219, telephone (804) 371-2649. Unless otherwise indicated, there is a \$1.00 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 Kathy H. Thompson, Executive Policy Analyst at the Governor's Office for Workforce Development, Old City Hall, Room 135, Richmond, VA 23219, telephone (804) 371-2649. All Workforce Investment Act Guidance Documents provide interpretive guidance for P.L. 105-220 and 20 CFR Part 652

Unemployment Insurance Guidance Documents:

Precedent Decision Manual, revised January 1997, §60.2-100 et seq. and 16VAC5-10, \$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, 16VAC5-10, \$10

Interoffice Communication on The 28-Day Rule, issued July 11, 1996, 16VAC5-60-10 F

Interoffice Communication on Interpretation of the Two-Week Limitation on Benefits Set Out in Section 60.2-612(8) of the Code of Virginia, issued January 3, 1997, §60.2-612(8)

Interoffice Communication on Party Tape Recording Hearing, issued March 19, 1997, §60.2-623

Commission Decision 54991-C, Meade v. Buster Brown Apparel, Inc., issued November 25, 1997, §60.2-229(A)

Commission Decision 41251-C, Williams v. U. S. Army, issued March 19, 1993, §60.2-604

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Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, §60.2-612(7)

Decision SUA-3, Fulk v. Rocco Farm Foods, issued August 11, 1975, §60.2-612(7)

Decision UI-76-393, Corbett v. C and P Telephone Company, issued January 24, 1977, §60.2-612(7)

Commission Decision 3153-C, Weaver v. Ideal Laundry and Dry Cleaners, issued October 16, 1957, §60.2-618(1)

Commission Decision 5909-C, Mahew v. Capitol Concrete Rental Corporation, issued March 12, 1973, §60.2-618(1)

Commission Decision 6514-C, Thompson v. Dow Badische Company, issued November 26, 1974, §60.2-618(1)

Commission Decision 8298-C, Gross v. Command Deliveries, Inc., issued August 16, 1976, §60.2-618(1)

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Commission Decision 16998-C, Johnson v. Hall and Taylor Body Shop, issued November 6, 1981, §60.2-618(1)

Commission Decision 24302-C, Young v. Mick or Mack, issued December 13, 1984, §60.2-618(1)

Commission Decision 26561-C, Bartley v. Atlantic Research Corp., issued February 28, 1986, §60.2-618(1)

Commission Decision 27729-C, Rasnake v. Pepsi Cola Bottling of Norton, issued July 31, 1987, §60.2-618(1)

Commission Decision 33298-C, Pugh v. Christian Children's Fund, issued June 29, 1990, §60.2-618(1)

Commission Decision 34957-C, Edwards v. Landmark Builders of the Triad, issued January 18, 1991, §60.2-618(1)

Commission Decision 36673-C, Winisky v. Fauquier County School Board, issued December 2, 1991, §60.2-618(1)

Commission Decision 37072-C, Boardwine v. Tennessee Investment Casting Company, issued December 20, 1991, §60.2-618(1)

Commission Decision 37487-C, Beckner v. Harris Teeter Super Markets, issued April 2, 1992, §60.2-618(1)

Commission Decision 38232-C, Wright v. Prince Edward County Department of Social Services, issued June 15, 1992, §60.2-618(1)

Commission Decision 40365-C, Hampe v. Krisp-Pak Company, Inc., issued March 3, 1994, §60.2-618(1)

Commission Decision 40827-C, Meador v. Bunker Hill Packing Corp., issued April 1, 1993, §60.2-618(1)

Commission Decision 40968-C, Fields v. Bristol Home Health Services, issued May 12, 1993, §60.2-618(1)

Commission Decision 41241-C, Jennings v. Craddock-Terry, Inc., issued March 24, 1993, §60.2-618(1)

Commission Decision 43248-C, Zumbaugh v. GTE Government Systems, Inc., issued October 1, 1993, §60.2-618(1)

Commission Decision 46659-C, Alsip v. Department of the Army, issued October 27, 1994, §60.2-618(1)

Commission Decision 46964-C, Barrington v. Virginia Power, issued January 17, 1995, §60.2-618(1)

Commission Decision 50372-C, Fedelez v. Bell Atlantic Virginia, Inc., issued March 9, 1996, §60.2-618(1)

Commission Decision 5585-C, Newkirk v. Virginia National Bank, issued February 18, 1972, §60.2-618(2)

Commission Decision 7340-C, Porter v. Wilson Trucking Company, issued January 5, 1976, §60.2-618(2)

Commission Decision 7446-C, McAfee v. Harvey's Chevrolet Corp., issued February 2, 1976, §60.2-618(2)

Commission Decision 11446-C, Wertz v. Russell Transfer, Inc., issued January 10, 1979, §60.2-618(2)

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Commission Decision 34000-C, Busler v. Rapoca Energy Company, issued December 14, 1990, §60.2-618(2)

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Commission Decision 34603-C, Lambert v. Department of the Army, issued November 29, 1990, §60.2-618(2)

Commission Decision 35174-C, Thomas v. Steven J. Chavis, issued February 11, 1991, §60.2-618(2)

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Commission Decision 35309-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, §60.2-618(2)

- Commission Decision 35866-C, *Bishop v. Crown Central Petroleum Corp.*, issued June 24, 1991, §60.2-618(2)
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- Commission Decision 36653-C, *Parker v. Roadway Express*, issued July 22, 1992, §60.2-618(2)
- Commission Decision 36655-C, *Simonson v. Sligh Plumbing and Heating Company*, issued November 27, 1991, §60.2-618(2)
- Commission Decision 36794-C, *Jordan v. Newport News Shipbuilding, Inc.*, issued December 17, 1991, §60.2-618(2)
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- Commission Decision 37762-C, *Critton v. Sola Optical U.S.A.*, issued April 25, 1992, §60.2-618(2)
- Commission Decision 37934-C, *Jefferson v. Heritage Garden Center, Inc.*, issued April 17, 1992, §60.2-618(2)
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- Commission Decision 39702-C, *Butts v. Jones, Blechman, Woltz and Kelly, P.C.*, issued October 15, 1992, §60.2-618(2)
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- Commission Decision 40195-C, *Slacum v. R. H. Walker and Associates*, issued January 11, 1993, §60.2-618(2)
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- Commission Decision 41966-C, *Cobble v. United Consumers, Inc.*, issued June 28, 1993, §60.2-618(2)
- Commission Decision 42083-C, *Girma v. News Emporium, Inc.*, issued June 7, 1993, §60.2-618(2)
- Commission Decision 42091-C, *Hurley v. Wallace*, issued July 10, 1993, §60.2-618(2)
- Commission Decision 42493-C, *Layne v. Leslie G. Rowland*, issued July 16, 1993, §60.2-618(2)
- Commission Decision 42703-C, *Lee v. Gam Industries, Inc.*, issued July 30, 1993, §60.2-618(2)
- Commission Decision 42977-C, *Bland v. Bristol Newspapers, Inc.*, issued August 28, 1993, §60.2-618(2)
- Commission Decision 43306-C, *Stover v. Pulaski Furniture Corporation*, issued October 2, 1993, §60.2-618(2)
- Commission Decision 43933-C, *Yousef v. Avis Rent-A-Car System, Inc.*, issued January 7, 1994, §60.2-618(2)
- Commission Decision 44291-C, *Liberty v. Hampton Roads Vending and Food Service, Inc.*, issued February 12, 1994, §60.2-618(2)
- Commission Decision 44375-C, *Turner v. Christiansburg Garment Co., Inc.*, issued March 29, 1994, §60.2-618(2)
- Commission Decision 45948-C, *Robins v. Security Transcontinental, Inc.*, issued August 26, 1994, §60.2-618(2)
- Commission Decision 45991-C, *Sydenstricker v. Boddie-Noell Enterprises*, issued July 28, 1994, §60.2-618(2)
- Commission Decision 47019-C, *Agnew v. Memorial Hospital of Martinsville*, issued February 28, 1995, §60.2-618(2)
- Commission Decision 49303-C, *Broad v. Town of Grottoes*, issued September 23, 1995, §60.2-618(2)
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- Commission Decision 34269-C, *Coleman v. Clinchfield Coal Company*, issued February 6, 1991, §60.2-618(3)
- Commission Decision 43652-C, *Hearn v. U. S. Army*, issued November 30, 1993, §60.2-618(3)
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- Commission Decision 30679-C, *Russell v. Richard T. Traylor*, issued August 24, 1988, §60.2-618(4)
- Commission Decision 39904-C, *Warren v. Orion Associates, Inc.*, issued November 19, 1992, §60.2-618(5)
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Commission Decision 43213-C, *Forehand v. J. B. Denny Company, et al*, issued September 10, 1993, §60.2-619(C)

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Commission Decision 53842-C, *Wilson v. Four J's, Inc.*, issued December 12, 1997, §60.2-619(C)

Commission Decision 40782-C, *Luther v. Dynamic Engineering, Inc., et al*, issued March 2, 1993, §60.2-620(A)

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Commission Order 42777-C, *Royster v. Halifax-South Boston Community Hospital*, §60.2-620(A)

Commission Decision 33733-C, *Gonzalez v. Thornhill*, issued June 22, 1990, §60.2-620(B)

Commission Decision 42124-C, *Lasalle v. Great Falls Shell*, issued June 29, 1993, §60.2-620(B)

Commission Decision 51212-C, *Alderson v. Tultex Corporation*, issued May 17, 1996, 16VAC5-60-20 F

Commission Decision 39240-C, *Edwards v. Newport News Shipbuilding, Inc.*, issued August 31, 1992, 16VAC5-80-20 I

Commission Decision 42406-C, *Singleton v. Wilds*, issued July 8, 1993, 16VAC5-80-20 I

Commission Decision 33733-C, *Gonzalez v. Thornhill*, issued June 22, 1990, 16VAC5-80-30 A 1

Workforce Investment Act Guidance Documents:

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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
FGM #02-08 Definition of Family Income
FGM #02-09 LWIB Recertification
FGM #03-01 Credentials and Certifications
FGM #03-02 Training Special Populations
FGM #03-03 Registration and Exit
FGM #03-04 Supplemental Data
FGM #03-05 Timely Data Entry - Rescinded
FGM #03-06 2003 Poverty and 70% Lower Living Standard Income Levels Rescinded
FGM #04-01 2004 Poverty and 70% Lower Living Standard Income Levels Rescinded
FGM #05-01 Compliance Review CAP Guidance
FGM #05-02 Corrective Action Plans
FGM #05-03 Youth Work Experience
FGM #05-04 Timely Data Entry
FGM #05-05, Expenses Prohibited Under WIA
FGM #05-06, Program Income
FGM #05-07, 2005 Poverty and 70% Lower Living Standard Income Levels
FGM #05-08, Individual Training Accounts For Out-of-School and/or Older Youth
FGM #05-09, Local Area Incumbent Worker Training Service Provisions

FGM #05-10, 2006 Poverty and 70% Lower Living Standard Income Levels
FGM #05-11, Credentials and Certifications
FGM #05-12, WIA Program Participation and Performance Measures
FGM #05-13, Program Exit
FGM #05-14, Timely Data Entry
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

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) 232-3842, FAX (804) 786-0100 or email 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 email 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.

Frequently Asked Grievance Questions, October 24, 2006.

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

Guidance Documents

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 1105, Richmond, VA 23218, telephone (804) 629-4147.

Requests for copies or questions regarding interpretation of the FOIA policy should be directed to: Central Office FOIA Officer, 629 E. Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 629-4035.

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 1105, Richmond, VA 23218, 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, P.O. Box 3000, 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 Officer, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218.

Guidance Documents applying to all boards for this agency

[EGM No. 2-2007] Department of Environmental Quality Formal Hearing Procedures (Enforcement Guidance Memorandum No. 2-2006

Air Pollution Control Board

Guidance Documents applying to some or all chapters within this board

Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency

Regulatory Guidance Development

Vegetative Waste Burning at Closed Landfills

Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 9-2005

[11-2002] Ability to Pay Guidance: Local Governments

[12-2002] Ability to Pay Guidance: Bankrupt Entities

[13-2002] Ability to Pay Guidance: Corporations

[14-2002] Ability to Pay Guidance: Individuals

[15-2002] Ability to Pay Guidance: Partnerships

[APG-100] Air Permitting Guidelines, New and Modified Sources

[APG-101] Interim Guidance, Shell Buildings

[APG-102] 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 10.1-1307.01 (Localities Particularly Affected) (Memo No. 99-1004)

[APG-103] Guidance on Permit Applicability - PM and PM-10 Sources (Memo No. 01-1002)

[APG-104] Confidentiality Policy (Memo No. 02-1002)

[APG-105] Procedures for Shutting Down Sources (Memo No. 03-1006)

[APG-105A] Comments Received for the Procedures for Shutting Down Sources

[APG-106] Nitrogen Oxides Emissions during Fuel Transfers for GE Frame 7FA Turbines (Memo No. 03-1009)

- [APG-150] Air Permit Application Fee Guidance (Memo No. 05-1001)
- [APG-200] New Title V Procedures Manual (Memo No. 99-1002)
- [APG-200A] Title V Air Permits Guidance Manual
- [APG-201] Implementation of Exclusionary General Permit Regulation (Memo No. 90-1002)
- [APG-202] EPA's White Papers on Title V Operating Permit Program (Memo No. 97-1004)
- [APG-203] Utilization of the Wood Furniture Manufacturing Title V Permit Boilerplate (Memo No. 98-1001)
- [APG-204] Common Control Determinations for Title V Permit Applicability (Memo No. 98-1002)
- [APG-205] Chapter 9, CAM Guidance (Memo No. 01-1001)
- [APG-206] Existing Source Startup, Shutdown, and Malfunction Opacity Exclusion for Title V Permits
- [APG-207] Chapter 10 Procedure for State Only Changes (Memo No. 02-1003)
- [APG-208] Chapter 11, Procedure for Changing a Facility from a Major Title V Facility to a Synthetic Minor Facility (Memo No. 02-1004)
- [APG-209] Title V Permit Changes
- [APG-210] Title V Boilerplate Changes
- [APG-211] Chapter 12, Procedures for Renewal of Federal Operating Permits (Memo No. 03-1003)
- [APG-212] Title V Template Changes: Titles and Language Update
- [APG-213] Sample MACT Place Holder Conditions
- [APG-214] T5 NSR Conflicts
- [APG-215] Title V Boilerplate Style Update
- [APG-250] Permit Writer's Guide to Acid Rain Permitting (Memo No. 03-1002)
- [APG-251] Title V Acid Rain Permit Conversion and Boilerplate (Memo No. 02-1007)
- [APG-252] Title V Acid Rain Permits, September 20, 2002
- [APG-301] Memorandum of understanding between Shenandoah National Park and Commonwealth of Virginia regarding PSD permitting issues
- [APG-302] Memorandum of understanding between Jefferson National Forest and Commonwealth of Virginia Regarding PSD Permitting Issues
- [APG-303] PSD Definitions
- [APG-304] Interpretation of "Designed to Accommodate" in the New Source Review Definition of "Modification"
- [APG-305] Incidental CO Emission Increases from Utility NOx Control Efforts
- [APG-306] Relocation of Portable Non-diesel Engines
- [APG-307] Interim Implementation of New Source Review for PM2.5
- [APG-350] New Source Review Permits Program Manual
- [APG-350A] Article 6 - Minor New Source Review Permit Program Manual, Draft
- [APG-351] Guidance on Confidential Information and Responding to FOIA Requests for Air Permitting Records, New Source Review Manual (Memo No. 03-1005)
- [APG-352] Permit and BACT Applicability under Chapter 80 Article 6 Permitting (Memo. No. 03-1004)
- [APG-400] Promulgation of State Operating Permits Manual (Memo No. 99-1006)
- [APG-400A] State Operation Permits Manual
- [APG-450] Primary Authority for Implementation and Enforcement of 40 CFR Part 63 Standards in Virginia (Memo No. 98-1003)
- [APG-451] Incorporating State Toxics Requirements in Title V Permits (Memo No. 00-1001)
- [APG-452] Section 112(g) Implementation Guidance (Policy No. 99-1007)
- [APG-453] Implementation Guidance for Incorporating State Toxics Requirements in Air Permits (Memo No. 02-1001)
- [APG-454] Policy for Formaldehyde Emission Estimates
- [APG-455] EPA Guidance on Case-by-Case MACT for POTWs (Memo No. 97-1003)
- [APG-456] Regulation of Federal HAPs Under the State Toxics Program and State NSR Programs
- [APG-500] Nitrogen Oxides Budget Trading Program State Implementation Plan - Permit Application (Memo No. 02-1006)
- [APG-501] Permit Writer's Guide to the NOx Budget Trading Program (Memo No. 03-1001)
- [APG-551] Procedures for Permitting and other Activities Associated with Coal Processing Plants (ADP Statement No. 2-96)
- [APG-552] Evaluation and Air Permitting Requirements for Landfills in Virginia (ADP Statement No. 1-96)
- [APG-553] Promulgation of Municipal Solid Waste Landfill Procedures and Boilerplate Permits (Memo No. 99-1005)

Guidance Documents

- [APG-553A] Municipal Solid Waste Landfill Procedures and Boilerplate Permits
- [APG-554] Permitting and Compliance Issues for Non-road Internal Combustion Engines
- [APG-554A] Internal Combustion Engine
- [APG-555] Boilerplate and Procedures for Poultry Incinerator Permits (Memo No. 02-1005)
- [APG-556] Exemption for Poultry Incinerators (Memo No. 03-1008)
- [APG-557] Incinerator Procedure for Writing New and Modified Permits
- [APG-558] Stone Processing Operations
- [APG-559] Coal Preparation Procedure for Writing New and Modified Permits
- [APG-560] Wood Fired Boiler Procedure for Writing New and Modified Permits
- [APG-561] Residual Oil Procedure for Writing New and Modified Permits for Boilers
- [APG-562] Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers
- [APG-563] Wood Coating Procedure for Writing New and Modified Permits
- [APG-564] Wood Working Procedure for Writing New and Modified Permits
- [APG-565] Concrete Plant Procedure for Writing New and Modified Permits
- [APG-566] Asphalt Plant Procedure for Writing New and Modified Permits
- [APG-567] Miscellaneous Coatings Procedure for Writing New and Modified Permits
- [APG-568] Printing Procedure for Writing New and Modified Permits
- [AQP-01] Procedures for Testing Facilities Subject to Emission Standards for Volatile Organic Compounds
- [AQP-02] Procedures for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations
- [AQP-03] Procedures for the Measurement of Capture Efficiency for Determining Compliance with Volatile Organic Compound Emission Standards Covering Surface Coating Operations and Graphic Arts Printing Processes
- [AQP-04] Procedures for Maintaining Records for Surface Coating Operations and Graphic Arts Printing Processes
- [AQP-08] Procedures for Preparing and Submitting Emission Statements for Stationary Sources
- [AQP-09] Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities
- [AQP-11] Implementation of the Prevention of Significant Deterioration (PSD) of Air Quality Program
- [AQP-12] Factors to be Considered in Determining the Suitability of a Proposed Facility to Locate at a Particular Site
- [AQP-14] Control Technology Requirements for Emissions of NOx from Electric Generating Combined Cycle Turbines
- [AQP-15] Public Comments at State Air Pollution Control Board Meetings
- [ASOP-01] Complaints
- [ASOP-02] Inspections
- [ASOP-03] Visible Emissions Evaluations
- [ASOP-04] CEM Audit Evaluation
- [ASOP-05] Gasoline Delivery Tank Operation, Testing and Certification
- [ASOP-06] Title V Report/Certification Evaluations
- [ASOP-07] VOC Testing
- [ASOP-08] Particulate Testing: Role of Agency Observer
- [ASOP-09] VOC Sampling and Analysis
- [ASOP-10] Review of CEM Reports
- [ASOP-11] The NOx Trading Program
- [ASOP-13] Tax Certifications
- [ASOP-17] Compliance Assistance
- [EGM] Enforcement Manual
- [EGM No. 05-001] Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001)
- [EGM No. 1-2006] Voluntary Environmental Assessments (Enforcement Guidance Memorandum No. 1-2006)
- [EGM No. 3-2006] Supplemental Environmental Projects (SEPs) - Enforcement Guidance Memorandum No. 3-2006
- [GM00-2016] Chain of Custody Policy and Procedures - Amendment 1
- [MSOP-01] Professional Responsibilities and Conduct of Mobile Source Operations Staff
- [MSOP-02] Field Activity Procedures
- [MSOP-03] Station/Facility Permitting/Certification and Renewal Procedures
- [MSOP-04] Complaint Procedures and Investigations

[MSOP-05] Procedures for Operating State Vehicles
[MSOP-06] Data Disk Procedures and Vehicle Inspection Report Voiding Process
[MSOP-07] Vehicle Emissions Inspection Station Recognition Program
[MSOP-08] Exemption of Non-Conforming Vehicles
[MSOP-09] Special "Covert" Inspection Procedures
[MSOP-10] Kit-Car Vehicles
[MSOP-11] Emissions Inspection Deferral Request
[MSOP-12] Remote Visual Observation Inspection Procedures
[MSOP-13] Enforcement Procedures and Schedule of Penalties
[No. 2-2006] Civil Charges and Civil Penalties in Administrative Actions
[SBAP-01] Small Business Assistance Program Modification Procedures for Modification of Work Practices, Technical Methods or Time Frame
[SBAP-02] Guide to Compliance Requirements for Dry Cleaners
[SBAP-03] Fact Sheet - Wood Furniture Operations
[SBAP-04] Fact Sheet - Lithographic Printing Processes
[SBAP-05] Fact Sheet - Flexographic, Rotogravure, and Publication Rotogravure Printing Lines
[SBAP-06] Fact Sheet - Small Business Assistance Program

Board of Environmental Quality

Guidance Documents applying to some or all chapters within this board

FY2007 Virginia Coastal Resources Management Program Grant Proposal Guidance
Litter Prevention and Recycling Grant Programs
Planning District Commission Technical Assistance Grant Minimum Standards
Procedure for Environmental Impact Review
Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency
Regulatory Guidance Development
Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 9-2005
Virginia Litter and Recycling Educational Projects
[11-2002] Ability to Pay Guidance: Local Governments

[12-2002] Ability to Pay Guidance: Bankrupt Entities
[13-2002] Ability to Pay Guidance: Corporations
[14-2002] Ability to Pay Guidance: Individuals
[15-2002] Ability to Pay Guidance: Partnerships
[EGM] Enforcement Manual
[EGM No. 05-001] Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001)
[EGM No. 1-2006] Voluntary Environmental Assessments (Enforcement Guidance Memorandum No. 1-2006)
[EGM No. 3-2006] Supplemental Environmental Projects (SEPs) - Enforcement Guidance Memorandum No. 3-2006
[GM00-2016] Chain of Custody Policy and Procedures - Amendment 1
[No. 2-2006] Civil Charges and Civil Penalties in Administrative Actions

State Water Control Board

Guidance Documents applying to some or all chapters within this board

Procedural Guidelines for Virginia's Wastewater Revolving Loan Fund
Procedure for Uncontested Termination of Ground Water Withdrawal Permits and Special Exceptions
Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency
Public Comment at State Water Control Board Meetings
Regulatory Guidance Development
Virginia Agricultural BMP Loan Program Guidelines
Virginia Brownfield Remediation Loan Program Guidelines
Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 9-2005
Virginia Land Conservation Loan Program Guidelines
Virginia Wastewater Revolving Loan Fund Program Design Manual
Virginia Water Quality Improvement Fund - Guidelines
[00-2003] Wetland Compensation Ratios
[00-2004] Reimbursement Guidance Manual - 3rd Edition
[00-2006] Spiking Requirements for Metals Analysis
[00-2008] Notification of Acceptance for Coverage by a General Permit

Guidance Documents

- [00-2010] Protocol for DEQ Action in the Event Unpermitted Discharges are Identified
- [00-2011] Guidance on Preparing VPDES Permit Limits Based on Water Quality Standards for Toxics
- [00-2011] QL Related Update to Guidance Memo 00-2011 - Amendment 4 (1-3 no longer effective))
- [00-2012] Toxics Management Program Implementation
- [00-2013] Quality Assurance Project Plan for the Alternate Water Supply Program
- [00-2014] Quality Assurance Project Plan for the State Lead Program
- [00-2015] Implementation Guidance for July 2000 Revisions to the VPDES Permit Regulation
- [00-2018] Implementation of the VPA General Permit Regulation for Poultry Waste Management
- [01-2001] Use of USGS 1980 Hydrologic Unit Map of the U.S. to Determine Appropriate Hydrologic Unit Code for Compensatory Mitigation using Mitigation Bank Credits
- [01-2002] Implementation Guidance for Financial Assurance Regulation
- [01-2003] Standard Operating Procedures for Clean Metals Sampling - Amendment 1
- [01-2005] Interim Guidance for Spray Irrigation and Reuse of Wastewater
- [01-2007] Implementation Guidance for December 2000 Revisions to the VPDES Permit Regulation
- [01-2008] Numbering of Outfalls for VPDES Permits
- [01-2011] Monitoring Toxic Trace Metals in Surface Waters
- [01-2012] Siting of Storm Water BMPs in Surface Waters and the Application of Temperature Standard to Impoundments
- [01-2013] Checklists for Wastewater Laboratory Inspections
- [01-2013] Checklists for Wastewater Laboratory Inspections - Amendment 3
- [01-2013] Checklists for Wastewater Laboratory Inspections - Amendment 2
- [01-2017] DEQ Staff Biosecurity Procedures and Response to Suspected and/or Confirmed Outbreak of Foot & Mouth Disease
- [01-2020] 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
- [01-2021] Virginia Department of Transportation Interagency Transfer Process for Permit Application Fees
- [01-2024] Storage Tank Program Technical Manual, Third Edition
- [01-2025] Petroleum Storage Tank Compliance Manual
- [02-2001] Confined Animal Feeding Operation (CAFO) Inspection Checklist
- [02-2002] Fish Kill Guidance Manual Second Edition
- [02-2004] Targeted Lake and Reservoir Monitoring
- [02-2006] VPDES-VPA Inspection Strategy
- [02-2008] Authorization of Remediation Equipment for Reimbursement Using Lease Versus Purchase Analysis
- [02-2010] Water Compliance Auditing Manual
- [02-2011] Clarification of Farm or Stock Pond Exemption from Virginia Water Protection Permit Program Requirements
- [02-2012] Determination of Service Areas for Compensatory Mitigation Banks
- [02-2013] Evaluation of Vapor Monitoring Data for Petroleum Storage Tank Release Detection
- [02-2015] Repeal of the Sewerage Regulations and VDH's Adoption of Sewage Collection and Treatment Regulations
- [02-2016] Issuance of Virginia Water Protection Permits for Surface Water Impacts in the Potomac River
- [02-2018] Revision to Petroleum Clean-up AAF Verification Procedures
- [02-2019] Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume II, 5th Edition
- [02-2020] MTBE Corrective Action Requirements
- [03-2001] Reporting Operator Misconduct or Convictions
- [03-2004] Managing Water Monitoring Programs While Under Reduced Resources
- [03-2006] Permitting ISTEPA Exempted Municipally Owned Industrial Activity Storm Water Discharges
- [03-2007] Implementation of bacteria standards in VPDES Permits
- [03-2009] Implementation Guidance for Reissuance of VPDES General Permit for Cooling Water Discharges
- [03-2011] Implementation Guidance for Reissuance of the General VPDES Permit for Ready-Mixed Concrete Plants VAG 11
- [10-2002] Underground Storage Tank Financial Responsibility: Frequently Asked Questions
- [11-2002] Ability to Pay Guidance : Local Governments
- [12-2002] Ability to Pay Guidance: Bankrupt Entities

- [13-2002] Ability to Pay Guidance: Corporations
- [14-2002] Ability to Pay Guidance: Individuals
- [15-2002] Ability to Pay Guidance: Partnerships
- [90-011] Interpretation of Nutrient Policy
- [90-016] Use of State Model by Consultants
- [91-004] Permits/Certificates Approved at Board Meetings
- [91-006] Purchase of Sample Containers
- [91-007] Sample Volumes for Nonmetals Lab
- [91-020] Modifications to September 8, 1989, Guidance Memo VPDES Permitting Strategy for Discharges Resulting from UST Remediation Projects and Similar Projects
- [91-026] Oil and Grease Analysis Manual
- [91-028] Procedure for Assigning Numbers to Permits
- [92-005] Pretreatment Program Priorities
- [92-006] Authorization to Issue Certifications for Tax Exemptions
- [92-006] Authorization to Issue Certifications for Tax Exemptions for Underground Storage Tanks - Addendum 5
- [92-013] Reporting of BOD5 Results for VPDES Monitoring
- [92-016] Virginia Pollution Abatement (VPA) Permit Manual
- [92-018] Virginia Pollution Abatement (VPA) Permit Program
- [93-007] Virginia Pollution Abatement (VPA) Manual Update-New PAN Uptake Tables
- [93-008] DEQ Water Division Water Purification Systems Contaminants
- [93-023] Procedures for Processing VPA Permits for the Food Processing Category
- [94-003] Classification of Effluent/Water Quality Limiting Segments and Relationship with Antidegradation Tiers
- [94-012] Calcium Carbonate Equivalence Testing Requirements
- [94-014] Implementation of the VPA General Permit for Confined Animal Feeding Operations
- [94-017] VPA Farm Fertilizer and Chemical Dealerships
- [95-002] VPA Land Application of Water Treatment Plant Residuals
- [95-006] Updated Technical Criteria for VPA Industrial Land Application Program
- [95-008] General Permits
- [95-009] Nutrient Management Plans for Activities Covered Under the VPA General Permit for Confined Animal Feeding Operations
- [95-010] VPA Permit Application Forms Revision
- [96-001] Storm Water Permitting
- [96-002] OandG/TPH Limites for Certain Effluents
- [96-009] Obtaining Dissolved Metals Data
- [96-009] Obtaining Dissolved Metals Data - Amendment 1
- [96-009] Obtaining Dissolved Metals Data - Amendment 2
- [97-001] VPDES Toxic Management Program
- [97-002] Holding Time Requirements
- [97-2003] Standard Operating Procedure for the Electronic File Transfer of Data Sets from the National Computing Center STORET Database to a PC
- [98-2005] Reduced Monitoring
- [98-2007] Evaluation of Calibration Curve Linearity
- [98-2010] VPDES Permit and VPA Permit Ground Water Monitoring Plans
- [98-2011] Inspection Checklists for Analyses of Mercury by Cold Vapor and Metals
- [99-2003] Use of Method 1664 for Total Petroleum Hydrocarbons (TPH) Determination in VPDES Permits
- [99-2009] Implementation of the VPDES General Permit for Storm Water Discharges Associated with Industrial Activity
- [EGM] Enforcement Manual
- [EGM No. 05-001] Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001)
- [EGM No. 1-2006] Voluntary Environmental Assessments (Enforcement Guidance Memorandum No. 1-2006)
- [EGM No. 1-2007] Process for Issuing Administrative Orders to Prevent or Minimize Sanitary Sewer Overflows
- [EGM No. 2-2006 A1] Civil Charges and Civil Penalties in Administrative Actions - (Enforcement Guidance Memorandum No. 2-2006, Amendment 1)
- [EGM No. 3-2006] Supplemental Environmental Projects (SEPs) - Enforcement Guidance Memorandum No. 3-2006
- [GM00-2016] Chain of Custody Policy and Procedures - Amendment 1
- [GM01-2013] Checklists for Wastewater Laboratory Inspections
- [GM01-2013] Checklists for Wastewater Laboratory Inspections - Amendment 5

Guidance Documents

- [GM01-2013] Checklists for Wastewater Laboratory Inspections - Amendment 6
- [GM01-2013] Checklists for Wastewater Laboratory Inspections - Amendment 4A
- [GM01-2024] Clarification of Statistical Inventory Reconciliation Release Detection Guidance for Underground Storage Tanks - Amendment 1
- [GM03-2003] Interpretation for Water Monitoring of GM00-2016 - Chain of Custody Policy and Procedures - Amendment 1
- [GM03-2011] Implementation Guidance for Modification of the General VPDES Permit for Concrete Products Facilities (VAG11) - Amendment 1
- [GM03-2012] HSPF Model Calibration and Verification for Bacteria TMDLs
- [GM03-2013] Method for Calculating E. Coli TMDLs based on Fecal Coliform Monitoring
- [GM03-2014] Reporting of Data Generated During Approved Training Programs
- [GM03-2015] Method for Representing WLAs in Bacteria TMDLs
- [GM04-2001] Implementation of the VPDES General Permit for Discharges from Petroleum Contaminated Sites - Amendment 1
- [GM04-2001] Implementation of the VPDES General Permit for Discharges from Petroleum Contaminated Sites and Hydrostatic Discharges
- [GM04-2003] Certification of Operator Requirements
- [GM04-2004] Permit Reviews and Issuance for VWP Applications Involving Water Withdrawal and Minimum In-Stream Flows
- [GM04-2005] Water Quality Monitoring Consolidated Guidance Memorandum - Amendment 2
- [GM04-2005-Am1] Water Quality Monitoring Consolidated Guidance Memorandum - Amendment 1
- [GM04-2007] Avoidance and Minimization of Impacts to Surface Waters
- [GM04-2009] Guidance on Wetlands Created During Mining Operations
- [GM04-2010] Public Participation Procedures for Water Quality Management Planning
- [GM04-2011] Implementation of the VPDES General Permit Regulation for Nonmetallic Mineral Mining Facilities - 2004 Reissuance
- [GM04-2012] Coordination of Water Permit Programs with the Dept. of Health
- [GM04-2013] VPDES Manual - June 2004
- [GM04-2014] Procedures-Project Evaluation & Processing of Plans & Specs for Sewage Collection Systems and Treatment Works
- [GM04-2015] Local Review Program
- [GM04-2018] Requirements for VWPP to Impact Wetlands within Storm Water Best Management Practices
- [GM04-2019] Revised Commercial Laboratory Inspection Procedures
- [GM04-2021] Guidance for Exceptional State Waters Designations in Antidegradation Policy Section of WQS Regulation
- [GM04-2022] Procedures for Establishing Boating No Discharge Zones
- [GM04-2023] 2004 Joint Permit Application Form for Virginia Water Protection Permits
- [GM05-2001] Final 316(b) Phase II Rule Implementation
- [GM05-2002] Procedure for Terminating Uncontested Permits
- [GM05-2003] Revisions to the Virginia Water Protection Permit General Permits
- [GM05-2004] EPA Review of VPDES Permits for 2005
- [GM05--2005] Procedures-Closure or abandonment of Lagoon or Sewage Treatment Works
- [GM05-2006] Virginia Petroleum Storage Tank Fund Third Party Disbursement Guidelines
- [GM05-2007] Pollution Response Program (PREP) Manual
- [GM05-2008] Determining Eligibility and Issuance of the VPA General Permit Regulation for Animal Feeding Operations
- [GM05-2010] CEDS Data Entry Rules
- [GM05-2011] TMDL Modifications in Response to New or Expanding Discharges
- [GM05-2012] Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills
- [GM05-2013] Duty to Apply for VPDES CAFO Permit in Lieu of 2005 U.S. 2nd Circuit Court of Appeals Decision
- [GM05-2014] Modifications to the VPA General Permit Regulation for Poultry Waste Management
- [GM05-2015] EPA Brownfields Grant Eligibility Review for Petroleum Contaminated Sites
- [GM05-2016] Lender Liability Exemption Guidelines

- [GM06-2001] Implementation of the 2006 Reissuance of the VPDES General Permit Regulation for Seafood Processing Facilities - VAG52
- [GM06-2002] Implementation of the VPDES General Permit for Coin Operated Laundries VAG72
- [GM06-2003] Implementation Guidance for Reissuance of the General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 Gallons Per Day
- [GM06-2004] Geographical Information System (GIS) Data Plotting Procedure
- [GM06-2005] Biosecurity Procedures for Poultry Farm Visits
- [GM06-2006] Guidelines for Underground Storage Tank Cathodic Protection Evaluation
- [GM06-2007] Definition of Aboveground Storage Tanks for the Purpose of Eligibility for Va. Petroleum Storage Tank Reimbursement
- [GM06-2008] Local Government Certification for New VPDES Permitted Landfills
- [GM06-2009] Review and Approval of Operation and Maintenance Manuals for Municipal Sewage Treatment Works
- [GM06-2010] Guidelines for DEQ Review and Approval of Biological Monitoring QAPPs Submitted by Non-DEQ Sources
- [GM06-2011] Water Permit Fee Program Procedures
- [GM06-2012-Amd #1] Review Procedures for WQIF Grant Applications and Agreement Negotiations
- [GM06-2013] Implementation of the Reissued VPDES General Permit for Car Wash Facilities (VAG75)
- [GM06-2014] Revisions to the Virginia Water Protection General Permits 9VAC25-660, 9VAC25-670, 9VAC25-680, 9VAC25-690 (Effective August 1, 2006)
- [GM06-2015] VWP Permit Program Staff Manual
- [GM06-2016] Significant Figures for Discharge Monitoring Reports
- [GM06-2016] Significant Figures for Discharge Monitoring Reports - Amendment 1
- [GM07-2001] Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume III, Application Process: For Work Authorized On Or After March 1, 2007
- [GM07-2002] The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume IV, 007 UCR Schedules: For Work Authorized On Or After March 1, 2007;
- [GM07-2003] The Virginia Petroleum Storage Tank Fund Reimbursement Guidance Manual, Volume V, Reconsideration Procedures Applicable to initial Reimbursement Decisions issued after March 1, 2007
- [GM07-2004] Investigation and Characterization of Discharges from Heating Oil Tanks
- [GM07-2005] Authorization to Issue Certification for Tax Exemptions of Stormwater Management - Amendment 1
- [GM07-2006] TANK REGISTRATION DATABASE OPERATIONS
- [GM07-2007] Threatened and Endangered Species Screening for VPDES Permits
- [GM07-2008] Permitting Considerations for Facilities in the Chesapeake Bay Watershed - Amendment 2
- [GM07-2009] VPDES Permit Applications for Discharges in Shellfish Growing Areas
- [GM07-2010] 2008 Water Quality Assessment Guidance Manual
- [GM07-2011] Issuing a Certificate to Construct from a Final Engineering Report
- [GM07-2012] Assigning Operator License Classes
- [GM07-2013] CEDS DMR Data Entry Rules
- [GM99-2006] Storage Tank Program Quality Management Plan - Amendment 1
- [GM99-2007] Implementation Guidance for Reissued VPDES General Permit VAG84, Nonmetallic Mineral Mining
- [GMWRD06-100] Ground Water Withdrawal Permit Procedures Manual
- [No. 2-2006] Civil Charges and Civil Penalties in Administrative Actions
- [WQS-1] Water Quality Standards Interpretation - New Standards (1992)
- [WQS-2] Water Quality Standards Interpretation of Biologically Based Flows, Low Flow Application and Mixing Zones
- [WQS-3] Water Quality Standards Interpretation of Fecal Coliform Bacteria and Mixing Zones
- [WQS-4] Water Quality Standards Interpretation of Cyanide Standard

Virginia Waste Management Board

Guidance Documents applying to some or all chapters within this board

Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency

Guidance Documents

- Public Comments at Virginia Waste Management Board Meetings
- Regulatory Guidance Development
- Vegetative Waste Burning at Closed Landfills
- Virginia Freedom of Information Act Compliance - Agency Policy Statement No. 9-2005
- [01-1994] Gas Condensate Recirculation
- [01-1995] Policy for Handling Investigation Derived Waste
- [01-1997] Discarded Sandblast Grit Policy
- [01-1999] Guidance for Determining Eligibility of Sites for the Voluntary Remediation Program
- [01-2001] Terminating Sites in the Voluntary Remediation Program
- [01-2002(01)] Submission Instruction 01 - Procedural Requirements
- [01-2002(02)] Submission Instruction 02 - Module III, IV and V Landfill Design Report
- [01-2002(04)] Submission Instruction 04 - Design Plans and Report for Other Storage and Treatment Units
- [01-2002(05)] Submission Instruction 05 - Groundwater Monitoring and Sampling and Analysis Plans for New Solid Waste Disposal Facilities
- [01-2002(06)] Submission Instruction 06 - Closure and Post Closure Requirements
- [01-2002(07)] Submission Instruction 07 - Emergency (Contingency) Plans
- [01-2002(08)] Submission Instruction 08 - Operation Manual
- [01-2002(09)] Submission Instruction 09 - Requirements for Financial Assurance Mechanisms
- [01-2002(11)] Submission Instruction 11 - Groundwater Monitoring Sampling and Analysis Plan for Existing Regulated CDD and Industrial Landfills
- [01-2002(12)] Submission Instruction 12 - Groundwater Monitoring Sampling and Analysis Plan for Sanitary Landfills
- [01-2002(13)] Submission Instruction 13 - Gas Management and Control System Facilities
- [01-2002(14)] Submission Instruction 14 - Groundwater Annual Report
- [01-2005] Guidance for Soil Analysis Required for Facilities Treating Petroleum Contaminated Soil Under the Provisions of 9VAC20-80-360
- [02-1993] Seismic Impact Zone - Part A Requirements
- [02-1997] Activities on Closed Landfills
- [02-2002] Guidance Document Development
- [02-2002(03)] Submission Instruction 03 - Design Plans and Report for Incinerators and Energy Recovery Facilities
- [02-2003] Guidance on Procedures for Reporting NPL-Caliber Landfills Progress to EPA
- [02-2004] Submission Instruction 19 - Alternate Source Demonstrations
- [02-2004] Submission Instruction 21 - Monitored Natural Attenuation
- [03-1993] Clarification of Final Cover Designs and Alternate Designs
- [03-1994] Risk Based Closure - (REAMS) Risk Exposure and Analysis Modeling System
- [03-1997] Notice of Expansion for Category 2 and Category 3 Facilities
- [03-2001] Local Landfill Certification for Non-Captive Industrial Landfills
- [03-2002] Guidance for Assessing Groundwater at Voluntary Remediation Sites
- [03-2004] Waste Division Review of Environmental Review Reports as Required by NEPA
- [03-2005] Siting and Groundwater Monitoring for Landfills and the Vicinity of Wetlands
- [04-1993] HELP Model - Leachate generation for tank design
- [04-1994] Guidelines for Special Waste Disposal
- [04-1994(SPSW-1)] Guidelines for Special Waste Disposal (Form SPSW-1)
- [04-1994(SPSW-2)] Guidelines for Special Waste Disposal (Form SPSW-2)
- [04-1994(SPSW-3)] Guidelines for Special Waste Disposal (Form SPSW-3)
- [04-1996] Addendum to Policy for Handling Investigation Derived Waste
- [04-1999] Guidance for Facility Property Boundary Modifications
- [04-2003(15)] Submission Instruction 15 - Nature and Extent
- [04-2003(16)] Submission Instruction 16 - Assessment of Corrective Measures
- [04-2003(17)] Submission Instruction 17 - Corrective Action Plan
- [05-1995] Definition of Appropriate Container

[05-1996] Siting Requirements for Hazardous Waste Management Facilities

[05-2001] Certification of Satisfactory Completion of Remediation

[06-1996] Disposal of Sharps

[06-2001] Guidance on the Director's Determination in §10.1-1408.1 D 1 of the Code of Virginia - Permit by Rule Submissions

[06-2003] Brownfields Manual

[07-1996] Closure Documents - Survey Plat Guidance

[07-2003] Permitting Guidance for the 10 Year Permit Review

[08-1993] P. E. Certifications Required for Permit by Rules

[08-2001] Statement Regarding Data to be Incorporated into the Regulations for Solid Waste Management Planning

[09-1993] Thermal Treatment Facility Inspection Guidance

[09-2001] Management of Dredged Material

[09-2003] Submission Instruction 18 - Proposal for Presumptive Remedies

[11-2002] Ability to Pay Guidance: Local Governments

[12-2002] Ability to Pay Guidance: Bankrupt Entities

[13-2002] Ability to Pay Guidance: Corporations

[14-2002] Ability to Pay Guidance: Individuals

[15-2002] Ability to Pay Guidance: Partnerships

[16-2002] Guidance for Certification of Waste Oil Burning Equipment for the State Income Tax Credit

[17-2002] Solid Waste Financial Assurance Procedures

[18-2002] Hazardous Waste Financial Assurance Procedures

[EE-151] Virginia Waste Tire Program - Waste Tire Certification Instructions

[EE-160] Virginia Waste Tire Program - Standards for Use of Tire Chips in a Residential Septic Drainfield

[EE-166] Virginia Waste Tire Program Utilization of Waste Tire Shred/Chips

[EGM] Enforcement Manual

[EGM No. 05-001] Notices of Alleged Violation (NOAVs): Formats and Processes for Warning Letters and Notices of Violation (GM-DE-05-001)

[EGM No. 1-2006] Voluntary Environmental Assessments (Enforcement Guidance Memorandum No. 1-2006)

[EGM No. 3-2006] Supplemental Environmental Projects (SEPs) - Enforcement Guidance Memorandum No. 3-2006

[GM00-2016] Chain of Custody Policy and Procedures - Amendment 1

[GM06-2005] Coordination of Permitting Requirements for Wetlands and the Siting of Solid Waste Landfills

[No. 2-2006] Civil Charges and Civil Penalties in Administrative Actions

[Waste GM01-2007] Post-Closure Care Termination & Submission Instruction No. 20

DEPARTMENT OF FIRE PROGRAMS

Copies of the agency's guidance documents can also be viewed at the Virginia Department of Fire Programs head quarters office, 1005 Technology Park Drive, Glen Allen, VA 23059. Please contact the Policy, Planning and Legislative Manager, (804) 371-0220 or toll free at 1-(866) 4VAFIRE, to schedule and appointment to view the guidance documents.

Please contact the Grants and Local Aid manager, (804) 371-0220 or toll free at 1-(866) 4VAFIRE, with questions regarding interpretation or implementation of the guidance document policies. Copies of the guidance documents can be retrieved free of charge via the agency's website, www.vafire.com, under the Grants & Local Aid link.

Copies of the agency's guidance documents are also available, free of charge, via the Town Hall website.

Virginia Fire Services Board

Guidance Documents applying to some or all chapters within this board

Aid-To-Localities Policy

Burn Building Attachment B

Burn Building Policy

Training Min-Grant Policy

Virginia Fire Incident Reporting (VFIRS) Hardware Grant

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

Guidance Documents

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 Poirot, Department of Forestry, 900 Natural Resources Drive, Suite 800, Charlottesville, VA 22903, telephone (434) 977-6555 or FAX (434) 296-2369 or email matt.poirot@dof.virginia.gov.

Guidance documents pertaining to this agency and all its boards:

2874, Procedure, Alternate Management Plans, (AMP) Form 3.74A, 09/30/2004

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall 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) 367-4479. Copies are free of charge.

Guidance Documents:

65-1, Guidance on time credit for continuing education, adopted June 5, 2007

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

65-11, Inspection Guidance Document, adopted January 17, 2001

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

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; copies of larger documents may be obtained at cost as provided for under the Virginia Freedom of Information Act. 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:

Administrative – General (revised 2007)

Department of Game and Inland Fisheries Mission Statement, January 1990, §29.1-103

Department of Game and Inland Fisheries Annual Budget: Fiscal Year 2008 Planned Management Strategic Document (<http://www.dgif.virginia.gov/about/PlannedManagementStrategicDocumentFY2008.pdf>), June 7, 2007, §29.1-103

Rights of Requesters and Responsibilities of the Department of Game and Inland Fisheries Under the Virginia Freedom of Information Act (<http://www.dgif.virginia.gov/about/policies.asp#foia>), July 1, 2004, §2.2-3704.1

DGIF Media Services Policy, Media Services Project Request Form, Copyright Notice, Video/Still Photo Use License Agreement, and Media Fees, revised effective April 1, 2007, §29.1-103

Administrative – Board General Policies and Guidelines (reviewed 2007)

Board of Game and Inland Fisheries Governance Manual, December 14, 2005, §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 Constituency and Communications, December 14, 2005, §§29.1-103 and 29.1-109

Board Policy on Ethical Behavior and Practices, December 14, 2005, §§29.1-103 and 29.1-109

Board Policy on Mission Focus to Staff Activities, December 14, 2005, §29.1-103

Board Policy on Use of Scientific Principles and Procedures in Natural Resources Management, December 14, 2005, §§29.1-103 and 29.1-109(A)

Board Procedures for Wildlife Regulations, revised January 1997, §§29.1-103, 29.1-501 and 29.1-502

Administrative – Capital Programs (revised 2007)

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).

Board Policy on Real Property Conveyances, March 27, 2007, §29.1-103, 29.1-109.

Capital Programs Administrative Procedures Manual (on capital budgeting, capital outlay, boating access site selection process (revised August 2007), 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 (revised February 2006), leasing real property, (real property) licenses and other temporary agreements, easements, trespass and boundary (revised June 2006), 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 (revised Oct 2007), shoreline management plan, trespass notice letter, boundary marking guide sheets (revised February 2005), facilities work request (December 2005), and facilities fire alarm contact process (January 2007)), October 2000, §§29.1-103 and 29.1-105

Administrative - Lifetime Hunting and Fishing Licenses (revised 2007)

Application for Lifetime Hunting and Fishing Licenses (<http://www.dgif.virginia.gov/licenses/lifetime/lifetime-license-application.pdf>), 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 (<http://www.dgif.virginia.gov/forms/PERM/PERM-035.pdf>), revised December 1, 2007, §§29.1-302 and 29.1-309.1

Application for Resident Disabled Special Lifetime Hunting, Trapping, Freshwater, Saltwater Fishing License (<http://www.dgif.virginia.gov/forms/PERM/PERM-032.pdf>), revised December 1, 2007, §§28.2-302.10, 29.1-302.1, 29.1-302.2, and 29.1-309.1

Resident Disabled Lifetime Licenses Physician's Affidavits (<http://www.dgif.virginia.gov/forms/PERM/PERM-034.pdf>), revised December 1, 2007, §§29.1-302.1 and 29.1-302.2

Application for Replacement of Resident Disabled Lifetime License or Resident Disabled Saltwater Lifetime License (<http://www.dgif.virginia.gov/forms/PERM/PERM-036.pdf>), revised December 1, 2007, §29.1-334

Game Wildlife (revised 2007)

Hunting and Trapping in Virginia, 2007-2008 Regulations (<http://www.dgif.virginia.gov/downloads/2007-2008-hunting-regulations.pdf>), June 2007, §§29.1-103, 29.1-501 and 29.1-502

2007-2008 Virginia Migratory Waterfowl Seasons and Bag Limits (<http://www.dgif.virginia.gov/hunting/regulations/2007-2008-waterfowl-seasons.pdf>), August 2007, §29.1-103

2007-2008 Doves, Woodcock, Snipe, Rails, Falconry, September Canada Goose and September Teal (Virginia migratory game bird seasons and bag limits) (<http://www.dgif.virginia.gov/hunting/regulations/doverailswoodcocksnipe.asp>), July 2007, §29.1-103

Board Procedures for Non-Regulatory Matters and Migratory Bird Seasons and Bag Limits, January 1994, §29.1-103

Wildlife Information Publication No. 07-1, Virginia Deer Management Plan 2006-2015 (<http://www.dgif.virginia.gov/wildlife/deer/management-plan/virginia-deer-management-plan.pdf>), June 2007, §29.1-103

Virginia Black Bear Management Plan, 2001-2010 (<http://www.dgif.virginia.gov/wildlife/bear/blackbearmanagementplan.pdf>), revised March 2002, §§29.1-103, 29.1-109, and 29.1-501

Guidance Documents

Deer Management Assistance Program (DMAP) 2007 Regulations for Participants Application (<http://www.dgif.virginia.gov/wildlife/deer/dmap-rules.pdf>), Application (<http://www.dgif.virginia.gov/wildlife/deer/dmap-application.pdf>) and DMAP Biologist Contact Information (<http://www.dgif.virginia.gov/wildlife/deer/dmap-map.pdf>), 2007, §§29.1-103

Wildlife Damage Control Assistance Program (DCAP) 2007 Rules, §29.1-103

A Guide to Virginia's Wildlife Management Areas, revised July 1996, available on-line only, §29.1-103

Rules for Wildlife Management Areas (<http://www.dgif.virginia.gov/hunting/regulations/wmarules.pdf>), §29.1-103

Fish (revised 2007)

Freshwater Fishing in Virginia - January 1 - December 31, 2008 (<http://www.dgif.virginia.gov/downloads/2008-fishing-regulations.pdf>), §§29.1-103, 29.1-501 and 29.1-502

Fish Division Procedure and Criteria for Issuing Fish Stocking Authorizations and the Virginia Fish Stocking Authorization Application (www.dgif.virginia.gov/forms/PERM/PERM-003.pdf), revised August 2004, §29.1-103

Fish Division "Kid's Fishing Day" trout-stocking policy, July 31, 1998, §29.1-103

Fish Division Delayed Harvest Trout Waters Management Guidelines, May 27, 1998, §29.1-103

Striped Bass Fishing Tournament Application and Permit (www.dgif.virginia.gov/forms/PERM/PERM-004.pdf), April 1981, §§29.1-501 and 29.1-502

Threatened and Endangered Species, Wildlife Diversity, and Environmental Review (revised 2007)

Board Policy "Comprehensive Management of Ecosystems, Habitats, and Fish and Wildlife Populations," March 21, 2006, §29.1-103

Board Policy "Evaluation of and Response to the Changing Landscape of Virginia," March 21, 2006, §29.1-103

Board Policy "Conservation of Endangered and Threatened Species," March 21, 2006, §§29.1-103, 29.1-563 through 29.1-568 and 29.1-570

Virginia Wildlife Action Plan (<http://www.bewildvirginia.org/wildlifeplan/virginia-wildlife-action-plan.pdf>), September 16, 2005, §29.1-103

Special Status Species in Virginia (<http://www.dgif.virginia.gov/wildlife/virginiatescspecies.pdf>), January 1, 2008, §§29.1-563 through 29.1-568 and §29.1-570

2007 Official Listing of Native and Naturalized Fauna in Virginia (<http://www.dgif.virginia.gov/wildlife/virginianativenaturalizedspecies.pdf>), January 1, 2008, §29.1-100

Bald Eagle Protection Guidelines for Virginia (<http://www.dgif.virginia.gov/wildlife/birds/bald-eagle-protection-guidelines.pdf>), 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

Red-Cockaded Woodpecker Safe Harbor Evaluation Form for Virginia Landowners, April 2000, §§29.1-563 through 29.1-568 and §29.1-570

Red-Cockaded Woodpecker Safe Harbor Cooperative Agreement for Landowners Near the Nature Conservancy's Piney Grove Preserve in Sussex County, Virginia, October 2000, §§29.1-563 through 29.1-568 and §29.1-570

Appalachian Water Shrew Recovery Plan, approved March 2, 1994, §§29.1-563 through 29.1-568 and §29.1-570

Canebrake Rattlesnake Recovery Plan, approved February 1, 1991, §§29.1-563 through 29.1-568 and §29.1-570

Eastern Big-Eared Bat Recovery Plan, approved July 16, 1990, §§29.1-563 through 29.1-568 and §29.1-570

Wilson's Plover Recovery Plan, approved May 28, 1991, §§29.1-563 through 29.1-568 and §29.1-570

Virginia Wildlife Species Profile: Bog Turtle, No. 030061.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/030061_1_BogTurt.pdf), November 1999, §§29.1-563 through 29.1-568 and §29.1-570

Virginia Wildlife Species Profile: Canebrake Rattlesnake, No. 030013.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/030013_1_Canebrake.pdf), October 1999, §§29.1-563 through 29.1-568 and §29.1-570

Virginia Wildlife Species Profile: Eastern Hellbender, No. 020020.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/020020_1_Hellbender.pdf), November 1999, §§29.1-563 through 29.1-568 and §29.1-570

Virginia Wildlife Species Profile: Eastern Tiger Salamander, No. 020052.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/020052_1_TigSal.pdf), October 1999, §§29.1-563 through 29.1-568 and §29.1-570

Virginia Wildlife Species Profile: Spotted Salamander, No. 020049.1 (http://www.dgif.virginia.gov/wildlife/species-profiles/020049_1_SpottedSalamander.pdf), October 1999, §§29.1-563 through 29.1-568 and §29.1-570

profiles/020049_1_SpotSal.pdf), November 1999, §§29.1-563 through 29.1-568 and §29.1-570

Standard Environmental Review Procedures, November 20, 1992, §29.1-103

Permitting for Threatened and Endangered Species, and Scientific and Wildlife Salvage Collection (reviewed 2006)

Board Policy "Conservation of Endangered and Threatened Species," on permits to take threatened and endangered species, March 21, 2006, §§29.1-563 through 29.1-568 and 29.1-570

Threatened and Endangered Species Permit Application and Permit Information, revised November 27, 2002 (<http://www.dgif.virginia.gov/forms/TE-permit-2003.doc>), §§29.1-412, 29.1-417, and 29.1-568

Threatened/Endangered Species Permit Special Conditions, January 2003, §§29.1-412, 29.1-417, and 29.1-568

Scientific Collection or Salvage Permit Application and Permit Information, revised November 27, 2002 (<http://www.dgif.virginia.gov/forms/scp-permit-2003.doc>), §§29.1-412, 29.1-417, 29.1-418

Scientific Collection Permit Special Conditions, January 2003, §§29.1-412, 29.1-417, 29.1-418

Wildlife Salvage Permit Special Conditions, January 2003, §§29.1-412, 29.1-417, 29.1-418

Supplemental Amendment Form for Scientific Collection or Salvage Permit, March 24, 1992, §§29.1-412, 29.1-417, 29.1-418

Scientific Collection, Salvage, and T&E Annual Permit Report and Report Instructions (http://www.dgif.virginia.gov/permits/vert_permit_report_06.zip; http://www.dgif.virginia.gov/permits/invert_permit_report_04.zip) July 2006, §§29.1-412, 29.1-417, 29.1-418

Permitting - Generally (revised 2007)

Animal Population Control Permit for Furbearing Animals, Application and Permit Information, September 1, 2007, §29.1-501

Commercial Nuisance Animal Permit Application to Capture, Transport, and Release or Euthanize Wildlife, and Permit Conditions, October 17, 2007, §29.1-103 and 29.1-501

Permit Application to Collect Snapping Turtles, Crayfish, and Hellgrammites for Sale, and Permit Conditions, revised September 12, 2007, §29.1-412

Dog Field Trial Permit Application and Conditions, revised February 1, 2006, §§29.1-417 and 29.1-422

Permit Application to Exhibit Wild Animals in Virginia, and Permit Conditions, revised September 11, 2007, §29.1-412 and 29.1-417

Import and Possess Certain Non-Native (Exotic) Wildlife in Virginia Permit Application and Permit Conditions, revised November 1, 2005, §§29.1-412, 29.1-417 and 29.1-542

Exotic Species - Import Certain Non-Native Wildlife (Tilapia, Clawed Frog) Permit Application and Permit Information, revised 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 August 4, 2006, §29.1-542

Falconry Permit Application, revised May 11, 2005, §§29.1-412 and 29.1-419

Falconry Regulations, Facilities and Equipment Examination Guidance Document, March 1, 2003, §§29.1-412 and 29.1-419

Permit Application to Operate a Foxhound Training Preserve and Annual Reporting Form, revised June 11, 2007, §§29.1-103, 29.1-412 and 29.1-417

Permit Conditions for the Operation of Foxhound Training Preserves in Virginia, revised June 11, 2007, §§29.1-103, 29.1-412 and 29.1-417

Permit to Deal in Furs Application and Permit Conditions, revised May 1, 2007, Title 29.1, Chapter 4

Gill Net Permit Application and Permit Conditions, revised October 2, 2007, §§29.1-412 and 29.1-416

Haul Seine Permit to Catch Minnows and Chubs for Sale Application and Permit Conditions, revised August 1, 2006, §§29.1-412 and 29.1-416

Haul Seine Permit to Take Nongame Fish for Sale Application and Permit Conditions, revised August 15, 2007, §§29.1-412 and 29.1-416

Haul Seine Permit to Take Fish for Personal Use Application and Permit Conditions, revised August 15, 2007, §§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 15, 2007, §§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 (Fisheries, Wildlife) Application and Permit Conditions, revised November 1, 2007, §§29.1-103, 29.1-412 and 29.1-417

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Permit to Possess, Propagate, Buy, and Sell Certain Wildlife in Virginia (Raptors) Application and Permit Conditions, revised, November 16, 2006, §§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 December 1, 2004, §§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 April 12, 2007, §§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 11, 2007, Title 29.1, Chapter 4

Boating (revised 2007)

Virginia Boating Safety Education Compliance Requirement (<http://www.dgif.virginia.gov/boating/education/faq.asp>), 2007, §29.1-735.2

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

Virginia Watercraft Owner's Guide (www.dgif.virginia.gov/boating/wog), revised 2006, §29.1-701

Boat Virginia, A Course on Responsible Boating, revised 2007, §29.1-701

Personal Watercraft in Virginia, A Course for a Safe and Responsible Ride, 2003, §29.1-701

Personal Watercraft (PWC) - Safety Brochure (www.dgif.virginia.gov/boating/pwc), revised 2005, §29.1-701

Life Jackets, 2003, §29.1-701

Boat Safe without Drugs or Alcohol, 2003, §29.1-701

Reporting a Boating Accident (<http://www.dgif.virginia.gov/boating/accident.asp>), 2006, §29.1-701

Watercraft Dealer Licensing Fact Sheet, revised 2006, §29.1-701

Law Enforcement (reviewed 2007)

Law Enforcement Division Policy Number 1, Division Role and Authority, March 15, 2006

Law Enforcement Division Policy Number 26, Problem Wildlife Response, March 15, 2006

Law Enforcement Division Policy Number 27, Illegal Captive Wildlife, September 25, 2006

Permit for Persons Permanently Unable to Walk to Shoot from a Stationary Vehicle, February 2002, §29.1-521.3

Physician's Affirmation as to One's Permanent Inability to Walk to Shoot from a Stationary Vehicle, revised August 2003, §29.1-521.3

Revised Replacement Values for Illegally Taken Wildlife and Fish, August 25, 2005, §29.1-551

Sportsman's Pledge, Release of Landowner from Liability, and Landowner's Permission to Hunt card (http://www.dgif.state.va.us/forms/PUBR/permission_to_hunt.pdf), 1992, §§29.1-103, 29.1-509 and 29.1-521

DEPARTMENT OF GENERAL SERVICES

Division of Engineering and Buildings

Bureau of Capital Outlay Management

Copies of the following documents may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Bureau of Capital Outlay Management, 3rd Floor, 202 N. Ninth Street, Richmond, VA 23219. Copies may be downloaded at no cost from the Bureau's website, <http://bcom.dgs.virginia.gov>. Printed copies may be obtained for \$50 per copy. An order form, which must accompany all payments, may be downloaded from the above website. An order form may also be obtained by writing to the Bureau or by personal appearance at the above address. Payment can be made by cash, check, or credit card (VISA and MasterCard only). Checks should be made payable to the Treasurer of Virginia. As the Bureau cannot accept payments directly, please return completed order forms and payments to the DGS Fiscal Services address noted on the order form.

Questions regarding interpretation of these documents may be directed to W. Michael Coppa, Director, Bureau of Capital Outlay Management, 3rd Floor, 202 N. Ninth Street, Richmond, VA 23219, telephone (804) 786-4398, FAX (804) 225-4709 or email mike.coppa@dgs.virginia.gov.

Guidance Documents:

2004 Construction and Professional Services Manual, Oct 2004 (Rev 1), §2.2-1132

Bureau of Facilities Management

Copies of the following documents may be viewed during regular business hours from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Janie Barnes, 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 email bruce.brooks@dgs.virginia.gov.

Guidance Documents:

Department of General Services Directive 3-90, Cable Installation, March 1990, §2.2-1129 et seq.

Department of General Services Directive 12A, Agency Space Plans, §2.1-481

Department of General Services Directive No. 14, Policies and Procedures for the Use of Parking Facilities, July 1, 2004

Department of General Services Directive No. 15, Indoor Clean Air, April 27, 2005, §15.1-291.1 et seq.

Division of Real Estate Services

Copies of the following documents may be viewed during regular business hours 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 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 email bea.brito@dgs.virginia.gov. 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 Charles Hess, Director, Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673 or email charles.hess@dgs.virginia.gov.

Guidance Documents:

Department of General Services, Division of Engineering and Buildings, Directive No.1 (revised) dated June 15, 1984, Attachments K and L, revised August 12, 1986.

Real Property Management Manual, Chapter One: Acquisition by Lease, issued December 15, 1993

Real Property Management Manual, Chapter Two: Fee Acquisition, issued December 10, 2002

Real Property Management Manual - Chapter Five: "Leasing Land and Space for Placement of Communication Towers And Antennas On State-Owned Property," issued December 19, 1997

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, 1111 E. Broad Street, P. O. Box 1199, Richmond, Virginia 23218-1199, telephone (804) 786-3846, FAX (804) 371-7877 or email bob.sievert@dgs.virginia.gov.

Guidance Documents:

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 process is free and 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 applying to all boards for this agency

[EMS-3013] Alternative Site Application for EMS Programs in Virginia

[EMS-3015] Institutional Self Study for Intermediate Programs in Virginia

[EMS-3016] Institutional Self Study for Paramedic Programs in Virginia

[EMS-3019] CoAEMSP Standards and Guidelines

[EMS-3020] Guidelines for the ALS Training Funds in Virginia - FY07

[EMS-3021] Training Program Administration Manual

[EMS-3031C] Accreditation Funding Contract

Guidance Documents

- [EMS-3032C] EMT-Enhanced Funding Contract
- [EMS-3033C] EMT-Enhanced to EMT-Intermediate Funding Contract
- [EMS-3034C] EMT-Intermediate Funding Contract
- [EMS-3035C] EMT-Intermediate to EMT-Paramedic Funding Contract
- [EMS-3036C] EMT-Paramedic Funding Contract
- [EMS-3037C] RN to EMT-Paramedic Funding Contract
- [EMS-3038C] EMT-Shock Trauma to EMT-Enhanced Transition Funding Contract
- [EMS-3039C] EMT-Cardiac Technician to EMT-Intermediate Transition Funding Contract
- [EMS-3040A] ALS Coordinator Application
- [EMS-3040C] EMS Auxiliary Program Funding Contract
- [EMS-3041] BLS Individual Age, Clinical and Skill Performance Verification Record
- [EMS-3041C] Standard Continuing Education Funding Contract
- [EMS-3042A] Individual Tuition Reimbursement Application
- [EMS-3042F] BLS Student Permission Form
- [EMS-3043] Clinical Training Record
- [EMS-3043A] Organizational Tuition Reimbursement Application
- [EMS-3044] Auxiliary Summary Roster
- [EMS-3044F] Course Approval Request Form
- [EMS-3045] CE Summary Roster
- [EMS-3045F] Course Summary Form
- [EMS-3046] Course Roster
- [EMS-3046] EMS Course Roster
- [EMS-3047] Transition Summary Roster
- [EMS-3047F] PA and NP Paramedic Competency Summary Form
- [EMS-3048] Prerequisites for EMS Training Program, Criminal History and Standards of Care
- [EMS-3049F] Reimbursement Claim Form
- [EMS-3050F] Small Course Approval Form
- [EMS-3051] Student Course Fee Summary
- [EMS-3052] Equivalency Challenge For Virginia EMT Certification
- [EMS-3053] EMS Medication Schedule
- [EMS-3054] EMS Procedures Schedule
- [EMS-3055] EMS Specialty Teams MEs and Skills Schedule
- [EMS-6028F] EMS Physician Application for Endorsement
- [EMS-6033A] Application for EMS Exemption
- [EMS-6034A] Application for EMS Variance
- [EMS-7101F] How to Complete the Durable DNR Form
- [EMS-7102] How to Purchase Durable DDNR Bracelets and Necklaces
- [EMS-7103F] How to Request Durable Do Not Resuscitate Forms
- [EMS-7104F] Virginia Durable DNR Request Form
- [EPI-111] Refugee and Immigrant Health Program Manual
- [FAM 101] Children With Special Health Care Needs Pool of Funds Guidelines
- [FAM 403] Newborn Screening Facts-Questions Providers Frequently Ask About Newborn Screening

State Board of Health

Guidance Documents applying to some or all chapters within this board

- WTR-884(W) Use of Emergency Wells
- [ADJ-003] ADJ-003 2002 Guidelines and Policies for COPN IFFCs
- [ADJ-005] Instructions and Model Petition for Good Cause
- [ADJ-006] Memo: Communications
- [CHS-002] Eligibility Guidance Document
- [CHS-005] Managing Accounts Receivable for Patient Care
- [EMS -1010] TASK FORCE COMMANDER CHECKLIST
- [EMS-1004] EMS Physician Strike Teams SOP
- [EMS-1011] EMS Task Force Standard Operating Procedures
- [EMS-1014] STANDARD OPERATING PROCEDURE FOR VIRGINIA CRITICAL INCIDENT STRESS MANAGEMENT STRIKE TEAMS
- [EMS-1016] EMS Communications Directory
- [EMS-1030] Virginia Health and Medical (ESF-8) Emergency Operations Center Staff STANDARD OPERATING PROCEDURE AND REFERENCE GUIDE
- [EMS-2001] Regional Council Designation Manual
- [EMS-3010] Medication Kit Storage Clarification Letter
- [EMS-3011] EVOC Requirements Clarification

- [EMS-3012] EVOC Equivalents
- [EMS-5001] VSTR User & Training Manual for Trauma Registrars
- [EMS-6011] The Accommodation Policy used by the Virginia Office of Emergency Medical Services (Office of EMS)
- [EMS-6011F] EMS Accommodation Request Form
- [EMS-6015] Federal Agency "Exemption from EMS Regulations" Notice
- [EMS-6018F] EMS Ground Ambulance Checklist
- [EMS-6019F] Nontransport EMS Vehicle Checklist
- [EMS-6021F] Air Ambulance Checklist
- [EMS-6024F] EMS Agency Drug Diversion Report Form
- [EMS-6026F] Application for EMS Agency License
- [EMS-6027] Guidelines for EMS Agency Licensure Applicants
- [EMS-7002] OEMS Data Element Dictionary - Technical Manual - Appendix B
- [EMS-7003] PPCR Data Dictionary User Format - Appendix A
- [EMS-7004] PPCR Data File Format
- [EMS-7008] Trauma Center Funds Disbursement Policy
- [EMS-7009] PPCR Manual
- [EMS-7010] Trauma Registry System File Upload & Submission Manual
- [EMS-7011] Resource Manual, Trauma Center Fund
- [EMS-7012] PPCR Vendor Approval Process
- [EMS-7013] PPDR Software User Manual
- [EMS-7014] PPCR Educational Manual
- [EMS-7105] DDNR Sample Form
- [EMS-7106] DDNR Training Presentation
- [EMS-8001] Grant Program - Reimbursement Instructions
- [EMS-8002F] Grant Program - Award Acceptance Form
- [EMS-8003F] Grant Program - Equipment Status/Final Report Form
- [EMS-8004] RSAF - Rescue Truck Extrication Questionnaire
- [EMS-8005] RSAF Special Priorities Questionnaire
- [ENV-001] ENV-001 Private Well Regulations Implementation Manual
- [ENV-003] ENV-003 Time limit to Appeal Certain Case Decisions
- [ENV-004] ENV-004 Tire Chip Aggregate
- [ENV-012] ENV-012 FORTA NYLON and FORTA CFP Fibers in Place of Welded Fabric in Precast Septic Tanks
- [ENV-013] ENV-013 Variance from Maintenance Contract Requirements in Discharge Regulations
- [ENV-014] ENV-014 Terralift
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- [ENV-017] ENV-017 Approval of AK Industries Polyethylene Septic Tank
- [ENV-018] ENV-018 Approval of Xactics Polyethylene Septic Tanks
- [ENV-019] ENV-019 Permanent Pump and Haul - General Permit
- [ENV-020] ENV-020 Spray Irrigation Sewage Systems
- [ENV-021] ENV-021 Tuf-Tite Distribution Boxes
- [ENV-022] ENV-022 Mass Drainfield Reviews
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- [ENV-024] ENV-024 Preliminary Approval of Sewage Discharge Systems
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- [ENV-030] ENV-030 Fees for Closed-loop Heat Pump Wells
- [ENV-031] ENV-031 Water Softener Regeneration Discharge into Drainfields
- [ENV-032] ENV-032 Defining Onsite Sewage Permit Construction Backlogs
- [ENV-033] ENV-033 Authority When Inspecting Pump Station Electrical Controls
- [ENV-034] ENV-034 Procedure for issuing certification letters in lieu of sewage disposal system construction permits under the Sewage Handling and Disposal Regulations; validity and renewal of permits
- [ENV-035] ENV-035 Procedure for prioritizing applications for onsite sewage disposal system construction permits and certification letters under the Sewage Handling and Disposal Regulations.

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- [ENV-036] ENV-036 Old Sand Filter Systems Which do not Discharge Which were permitted under LHS-120 Permits or Constructed Before Permits Were Required
- [ENV-037] ENV-037 Sand Filter Systems Permitted under Individual VPDES of NPDES Permits which do not discharge
- [ENV-038] ENV-038 Discharging Sewage Treatment Systems not Registered Under the VPDES General Permit Operating Without a Current Individual VPDES Permit
- [ENV-039] ENV-039 Fee Collection for Conditional Permit Applications
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- [ENV-041] ENV-041 Procedure for applying for an Experimental Permit
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- [ENV-043] ENV-043 Using new or Unconventional Methods, Processes and Equipment Where Conventional Onsite System has failed
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- [ENV-045] ENV-045 Guidelines for Designating Prohibited Discharge Areas
- [ENV-046] ENV-046 Approval of the United Baffle and Gas Deflector
- [ENV-047] ENV-047 Revalidation of Permits-Expired or Unexpired
- [ENV-048] ENV-048 Estimated versus Real Water Use as it Relates to Soil Absorption Field Design
- [ENV-049] ENV-049 Approval of Polylok Pipe Seals
- [ENV-050] ENV-050 Policy for Permitting Sewage Disposal Systems in Utility Company Rights-of-Way or Easements
- [ENV-051] ENV-051 Approval for Use of PTI 4-foot Diameter Double Wall Pipe as a Gravity Main in Undisturbed Soil
- [ENV-052] ENV-052 Construction Standards for Existing Discharging Sewage Treatment Systems now Coming under General Permit
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- [ENV-059] ENV-059 CAPROLAN-RC Nylon Fibers in Place of Welded Fabric in Precast Septic Tanks
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- [ENV-097] ENV-097 Variance to the Sewage Handling and Disposal Regulations
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- [ENV-099] ENV-099 Interim Procedure to Qualify a CPSS as an Authorized Onsite Soil Evaluator
- [ENV-101] ENV-101 Large Subsurface Wastewater Systems/Mass Drainfields
- [ENV-103] ENV-103 Amendments to ENV-100
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- [ENV-109] ENV-109 Black Hills Bentonite, LLCV./Geo Pro, Inc. Grout Approval
- [ENV-110] ENV-110 Zoeller Distribution Box Model 173-0001
- [ENV-111] ENV-111 AlasCan/ClearWater Letter
- [ENV-112] ENV-112 Puraflo Letter
- [ENV-113] ENV-113 AOSE Courtesy copies of approvals and denials
- [ENV-114] ENV -114 Advantex Letter
- [ENV-115] ENV-115 VDH Onsite Quality Review Process
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- [ENV-132] ENV-132 BORA-CARE and Standoff to Wells
- [ENV-133] ENV-133 Approval of FRALO Plastech Mfg. SEPTECH Single-Compartment Septic Tanks Models ST-750, ST-1060,ST-1250 & ST1500
- [ENV-134] ENV-134 Enviro Loo (Eloo) Privy, Model #2040
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- [ENV-381] ENV-381 Moldy Cheese
- [ENV-396] ENV-396 Nature and Frequency of Services
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- [ENV-398] ENV-398 Foodservice Critical Procedures Report
- [ENV-399] ENV-399 Revalidation of Restaurant Permits
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- [ENV-402] ENV-402 Migrant Labor Camp Interpretation - Laundry Trays
- [ENV-403] ENV-403 Handling Milk and Dairy Product Complaints
- [ENV-408] ENV-408 Approved Water Supplies
- [ENV-410] ENV-410 Drive Through Coffee Kiosks
- [ENV-411] ENV-411 Virginia Food Regulations Mobile Food Establishment Matrix
- [ENV-412] ENV-412 Demonstration of Knowledge
- [ENV-413] ENV-413 Establishment Fees
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- [ENV-415] ENV-415 Temporary Food Establishment Policy
- [ENV-416] ENV-416 Outdoor Cooking Guidelines
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- [ENV-420] ENV-420 Condemnation and Impoundment of Food
- [ENV-421] ENV-421 Re-use of Plastic Pickle Buckets
- [ENV-422] Establishment Fees
- [ENV-423] Reduced Oxygen Packaging (ROP) for Cook-Chill and Sous-Vide Processing without a Variance
- [ENV-424] Foodservice Protection - Temporary Food Establishments
- [EPI-100] Public Safety Employees and Testing for Blood-borne Pathogens

Guidance Documents

- [EPI-101] Letter to Physicians on Use of Zidovudine with Pregnant Women with HIV
- [EPI-102] Memorandum: STD/HIV Interview Periods
- [EPI-103] Memorandum: Bloodborne Pathogen Training for School Personnel and Management of Exposure-Prone Incidents in Schools
- [EPI-104] Memorandum: Law Enforcement Officer and Deemed Consent
- [EPI-105] HIV Partner Counseling and Referral Services Guidance
- [EPI-106] Memorandum: Tattoo Parlors and Piercing Salons
- [EPI-107] Memorandum: Additional Clarification on Tattoo Parlors and Piercing Salons
- [EPI-108] HIV/STD Operations Manual
- [EPI-109] HIV/STD Reporting Requirements for Physicians
- [EPI-110] Policy on Youth Involvement in HIV Prevention
- [EPI-201] Minimum immunization Requirements for Entry into Child Care and School
- [EPI-301] Virginia Disease Control Manual
- [EPI-302] Rabies Control Guidelines
- [EPI-303] Psittacosis Control Guidelines for Local Health Departments
- [EPI-304] Guidelines for Investigating Bites and Other Exposures from Nonhuman Primates
- [EPI-306] Beach Monitoring Protocol
- [EPI-307] Memorandum: LaCrosse Encephalitis
- [EPI-308] Memorandum and Fact Sheets: Drinking Water and Cryptosporidium
- [EPI-309] Communicable Disease Reference Chart for School Personnel
- [EPI-310] Virginia Arbovirus Surveillance and Response Plan
- [EPI-311] Guidelines for Infection Control in Virginia Department of Health Personnel
- [EPI-312] SARS Public Health Emergency Response Plan
- [EPI-313] Guidance for Organizations Hosting Travelers from Countries Impacted by SARS
- [EPI-314] SARS Reporting - Letter to Health Care Providers
- [EPI-315] SARS Surveillance Tools for Public Health Follow-up
- [EPI-317] Pandemic Influenza Response Plan
- [EPI-318] Isolation and Quarantine Guide for Communicable Diseases of Public Health Threat
- [EPI-319] VDH Public Health Emergency Response Plan for Zoonotic Diseases Using Monkeypox as a Prototype
- [EPI-320] Human Rabies Prevention Policy
- [EPI-404] Virginia Tuberculosis Control Laws Guidebook
- [EPI-405] Virginia Tuberculosis Homeless Incentive and Prevention Program
- [EPI-600] Advisory Guidelines for Fish with Dioxin
- [EPI-601] Advisory Guidelines for Fish with Kepone
- [EPI-602] Advisory Guidelines for Fish with Mercury
- [EPI-603] Advisory Guidelines for Fish with PBDEs
- [EPI-604] Advisory Guidelines for Fish with PCBs
- [EPI-700] Guidance for the Retention of X-Ray Records
- [EPI-701] Policy on Exposure Control Location and Operator Protection
- [EPI-702] Guidance for requesting U.S. DOT exemption E-10656 upon receiving scrap metal or related recycling material that is radioactively contaminated
- [EPI-703] Guidance for requesting U.S. DOT exemption E-11406 upon receiving trash or refuse with radioactive material
- [EPI-704] X-ray Fluorescence Device Regulatory Guide
- [EPI-705] Policy on Bone Densitometry Equipment and Operator Licensure
- [EPI-706] Guidance on Healing Arts Screening Programs
- [EPI-707] Guidance on Film Processing Chemicals: Disposal or Reclamation
- [EPI-708] Guidance For Inspections at Mammography Facilities
- [EPI-709] Guidance For Mammography Facilities Regarding Patient Notification Requirements: Poor Quality Mammograms
- [EPI-710] Guidance on Radon Testing and Mitigation
- [EPI-711] Guidance for Citizens with Complaints Against a Radon Professional
- [EPI-712] Policy on training requirements for Industrial Radiographers
- [EPI-713] Guidance on the Response to Radiological Terrorist Threats
- [FAM 102] Hospital Protocols for Newborn Hearing Screening

- [FAM 103] Protocols for Diagnostic Audiological Assessment: Follow-up for Newborn Hearing Screening
- [FAM 104] Virginia School Health Guidelines
- [FAM 105] Guidelines for Specialized Health Care Procedures
- [FAM 106] School Entrance Health Form
- [FAM 106A] School Health Entrance Form Instructions
- [FAM 107] High-Risk Virginia ZIP Codes by Number
- [FAM 107A] High-Risk Virginia Zip Codes by Location
- [FAM 108] Guidelines for Childhood Lead Poisoning Screening and Management of Children with Confirmed Elevated Blood Levels
- [FAM 110] Virginia's Newborn Hearing Screening, Program, Protocols for Medical Management
- [FAM 111] Information Systems: Security and Confidentiality Policies, Procedures and Standards, Division of Child and Adolescent Health (DCAH)
- [FAM 112] Virginia Bleeding Disorders Program Fact Sheet
- [FAM 112A] Virginia Bleeding Disorders Program Pool of Funds Guidelines
- [FAM 201] Virginia Women, Infants' and Children (WIC) Program Policy and Procedure Manual
- [FAM 202] Virginia Women, Infants' and Children (WIC) Program Vendor Manual
- [FAM 401] Eligibility Criteria for State Funding of Abortion to Terminate Pregnancy as the Result of Rape or Incest, or Fetal Deformity
- [FAM 402] Procedures Manual for the Virginia Congenital Anomalies Reporting and Education System
- [FAM 406] Family Planning Program, Voluntary Sterilization Services Procedure
- [FAM 409] Every Woman's Life Program Manual (Breast and Cervical Cancer Screening)
- [FAM 410] Breast and Cervical Early Detection Program Orientation Manual
- [FAM 411] Perinatal Guidelines
- [FAM-VCR 2007] Virginia Cancer Registry Manual
- [FAM-VCR part 1] Virginia Cancer Registry Manual
- [FULL LIST] Master List of VDH Guidance Documents [ADJ-WTR(W)], 12/13/2002
- [OIM-001] Income Statement Reconciliation
- [OIM-002] Ambulatory Surgical Hospital Historical Filing
- [OIM-003] Hospital Historical Filing
- [OIM-004] Nursing Home Historical Filing
- [OIM-005] Psychiatric Hospital Historical Filing
- [OIM-006] Rehabilitation Hospital Historical Filing
- [OIM-007] Ambulatory Surgical Hospital Indicator Definitions
- [OIM-008] Hospital Indicator Definitions
- [OIM-009] Nursing Home Indicator Definitions
- [OIM-010] Psychiatric Hospital Indicator Definitions
- [OIM-011] Rehabilitation Hospital Indicator Definitions
- [OIM-501] Responding to FOIA Requests
- [PRM-002] VA Conrad State 30 J-1 Visa Waiver Pro
- [PRM-003] Loan Repayment Program in VA for Physicians/Phy. Assistants/Nurse Practitioners
- [PRM-007] The Mary Marshall Nursing Scholarship Program for LPNs
- [PRM-008] The Mary Marshall Nursing Scholarship Program for RNs
- [PRM-009] Virginia's Nurse Practitioner/Nurse Midwife Scholarship Program
- [PRM-010] IRB Standard Operating Procedures
- [QHC-009] Criminal Records - Barrier Crimes
- [QHC-011] Extended Power Outages
- [QHC-012] CNA Training Waive
- [QHC-013] Hospice Service
- [QHC-016] Notification Of Ombudsmen
- [QHC-017] Facility Investigations of Abuse
- [QHC-018] Reporting Abuse Neglect, and Exploitation
- [QHC-020] Feeding/hydration Assistants
- [QHC-021] Consumer guide to restraint usage in nursing facilities
- [QHC-022] Electronic monitoring of resident rooms
- [QHC-023] Receiving out of system medications
- [QHC-024] About nursing home inspections
- [QHC-026] Frequently asked questions for nursing facilities
- [QHC-026] Informal dispute resolution process
- [QHC-028] Compliance with COPN conditions
- [QHC-029] Impact of Criminal Convictions on Nurse Licensure or Certification and Employment in Virginia

Guidance Documents

- [QHC-030] ADLs for HCOs
- [QHC-031] AIA Guideline
- [QHC-033] Nursing Facility Emergency Planning
- [QHC-034] Exemptions from Home Care Licensing
- [QHC-035] Home Care/Hospice Emergency Planning
- [QHC-036] Hospice Frequently Asked Questions
- [QHC-037] COPN IFFC guideline
- [QHC-038] COPN Electronic Submission
- [QHC-039] Advanced directives
- [QHC-040] Sex offender advisory
- [QHC-041] Restraint usage in nursing facilities
- [QHC-042] Surety bonds for home care organizations
- [RMB-001] GUIDANCE DOCUMENT for Regulations Governing Standards and Charges for Medical Care Services to Individuals
- [WTR-066 (SF)] WTR-066 (SF) Uncertified Product in the Marketplace
- [WTR-071(W)] Hydrogen Sulfide Removal
- [WTR-100 (SF)] WTR-100 (SF) Seams of Food Contact Surfaces
- [WTR-128 (SF)] WTR-128 (SF) Detention/Destruction of Product/Samples
- [WTR-131 (SF)] WTR-131 (SF) Shellfish/Crustacea Plant Equipment
- [WTR-132 (SF)] WTR-132 (SF) Interplant Transportation of Cooked Crab Claws
- [WTR-136 (SF)] WTR-136 (SF) Application for Shellfish /Crustacea Plant Process Schematic
- [WTR-137 (SF)] WTR-137 (SF) Compliance with Uniform Statewide Building Code
- [WTR-138 (SF)] WTR-138 (SF) Deactivation, Cancellation, Reactivation Form
- [WTR-171 (SF)] WTR-171 (SF) Random Seawater Collection
- [WTR-177 (SF)] WTR-177 (SF) Soft Shell Clams from Maryland
- [WTR-180 (SF)] WTR-180 (SF) Utensil Washing Requirements and Procedures
- [WTR-182 (SF)] WTR-182 (SF) Notice of Certification Expiration
- [WTR-186 (SF)] WTR-186 (SF) Documentation on Inspection Forms
- [WTR-193 (SF)] WTR-193 (SF) Enforcement
- [WTR-199 (SF)] WTR-199 (SF) Tags
- [WTR-200(W)] Complaint Investigations
- [WTR-202 (SF)] WTR-202 (SF) Water Supply - How to Sample
- [WTR-204 (SF)] WTR-204 (SF) Permitting of Wells
- [WTR-206] WTR-206 (SF) Buffer Zones Around Marinas
- [WTR-212 (SF)] WTR-212 Improper Out-of-State Shellstock Tags
- [WTR-214 (SF)] WTR-214 (SF) Licensing of Well Drillers
- [WTR-216 (SF)] WTR-216 (SF) Chilling of Surf Clam and Ocean Quahog Interstate Shipments
- [WTR-217 (SF)] WTR-217 (SF) Approval Process for an Existing Well
- [WTR-218 (SF)] WTR-218 (SF) Sewage Discharge Buffer Calculations for Single Family Facilities and Graywater Discharges
- [WTR-220 (SF)] WTR-220 (SF) FDA Inspections and Warning Letters
- [WTR-221 (SF)] WTR-221 (SF) Certification and Enforcement
- [WTR-226 (SF)] WTR-226 (SF) Notice of Emergency Closure and Reopenings
- [WTR-227 (SF)] WTR-227 (SF) Aquaculture Operations
- [WTR-228 (SF)] WTR-228 (SF) Shellfish Wet Storage Application and Permit Issuance
- [WTR-230 (SF)] WTR-230 (SF) Areas Scheduled to be Sewered
- [WTR-232 (SF)] WTR-232 (SF) Relay Areas
- [WTR-238 (SF)] WTR-238 (SF) Use of Rodac Plates
- [WTR-244 (SF)] WTR-244 (SF) Marine Biotoxins
- [WTR-259(W)] Replacement of Filter Sand with Granular Activated Carbon (GAC)
- [WTR-261 (SF)] WTR-261 (SF) Sample Collection and Hydrographic Data Measurement and Collection
- [WTR-265 (SF)] WTR-265 (SF) Shoreline Survey Preparation and Procedure
- [WTR-267 (SF)] WTR-267 (SF) Marina Inspection Form
- [WTR-268(W)] Monthly Reports on Fluoridation
- [WTR-269 (SF)] WTR-269 (SF) Harvester's Tag
- [WTR-270 (SF)] WTR270 (SF) Handling of Fish for Testing by VIMS

- [WTR-273 (SF)] WTR-273 (SF) Shellstock Commingling Plan
- [WTR-274 (SF)] WTR-274 (SF) Thermomtet Calibration Guidelines
- [WTR-275 (SF)] WTR-275 (SF) Wet Storage Permits
- [WTR-276 (SF)] WTR-276 (SF) Intermediate Processing Plan
- [WTR-276(W)] Interaction with the Board of Housing and Community Development (HCD)
- [WTR-278 (SF)] WTR-278 (SF) Hard Clams as Bait
- [WTR-280] WTR-280 (SF) Zip Lock Type Bags for Packing Crab Meat
- [WTR-282 (SF)] WTR-282 (SF) Classification Guidelines
- [WTR-283 (SF)] WTR-283 (SF) Safety Protocol for Seawater Sampling Program
- [WTR-285 (SF)] WTR-285 (SF) Interstate Shipments
- [WTR-287 (SF)] WTR-287 (SF) Inspections at Campgrounds and Trailer Parks
- [WTR-288 (SF)] WTR-288 (SF) Phytoplankton Sampling Program
- [WTR-290 (SF)] WTR-290 (SF) Seawater Sampling Data Entry
- [WTR-291 (SF)] WTR-291 (SF) Blower Tank Air Filters
- [WTR-292 (SF)] WTR-292 (SF) Conch/Whelk Operations, Certifications and Bacteriological Standards
- [WTR-294 (SF)] WTR-294 (SF) Policy for Virginia's Public Health Shellfish Program
- [WTR-296 (SF)] WTR-296 (SF) HACCP Certification Requirements for Shellfish Plants
- [WTR-297 (SF)] WTR-297 (SF) Inspection Frequency and Corrective Action Plans
- [WTR-298 (SF)] WTR-298 (SF) Prioritization of Work Effort
- [WTR-298(W)] Bottled Water-Sanitary Surveys in Conjunction with the DACS
- [WTR-300 (SF)] WTR-300 (SF) Adoption of the HACCP Rule as Policy
- [WTR-301 (SF)] WTR-301 (SF) Small Business Loan Sources
- [WTR-302 (SF)] WTR-302 (SF) Product Sampling Procedure
- [WTR-304 (SF)] WTR-304 (SF) Contingency Plan for the Control of *Vibrio parahaemolyticus* in Oysters
- [WTR-307 (SF)] WTR-307 (SF) Pesticide and Heavy Metal Sampling in Shellstock
- [WTR-308 (SF)] WTR-308 (SF) Monitoring Program/Laboratory - Bacterial Source Tracking (BST)
- [WTR-310 (SF)] WTR-310 (SF) Use of Truck Bodies/Trailers for Storage and Refrigeration
- [WTR-310(W)] State Corporation Commission
- [WTR-312 (SF)] WTR-312 (SF) Statement of Certification
- [WTR-315 (SF)] WTR-315 (SF) Sampling Processing Facility Water
- [WTR-315(W)] Iodine Disinfection
- [WTR-316 (SF)] WTR-316 (SF) Relay Purging Standard
- [WTR-318 (SF)] WTR-318 (SF) Facility Certification Timetables
- [WTR-321(SF)] WTR-321(SF) Shipments to Non-European Union Countries
- [WTR-322(SF)] WTR-322(SF) Protocol for Collection of Shellfish for Biotoxin
- [WTR-324(SF)] WTR-324(SF) Boat Dealers
- [WTR-325(SF)] WTR-325(SF) Repeat Violation Procedures
- [WTR-327 (SF)] WTR-327 (SF) Policy for Virginia Public Health Shellfish Program
- [WTR-327(W)] Requirements of Connect to Water and Sewage Systems
- [WTR-328 (SF)] WTR-328 (SF) Parameters for Developing Shellfish Buffer Zones
- [WTR-328(W)] Certification Requirements
- [WTR-432(W)] Sample Collection/Analysis
- [WTR-449(W)] McLean Fe and Mn Filters
- [WTR-453(W)] Enforcement
- [WTR-514(W)] Individual Home Booster Pumps
- [WTR-529(W)] Enforcement (Replacement pages for WTR-453)
- [WTR-547(W)] Distribution System-Precast Concrete Water Reservoirs
- [WTR-549(W)] Sample Collection-Consecutive Systems
- [WTR-566(W)] Infilco Degremont SUPERPULSATOR (TM) Clarifier-Flocculator
- [WTR-596(W)] Equipment-Streaming Current Monitors
- [WTR-599(W)] Sample Collection/Analysis Required Chemical Analysis
- [WTR-655(W)] Enforcement-Informational Notices

Guidance Documents

- [WTR-657(W)] Distribution System-Fire Pump For Small Systems
- [WTR-658(W)] Surveillance-Bacteriological Sampling Site Report (BSSR)
- [WTR-680(W)] Treatment-Fluoride
- [WTR-690(W)] Inventory MSIS and DWIMS
- [WTR-697(W)] Licensing of Well Drillers
- [WTR-704(W)] Abandonment of Waterworks
- [WTR-740(W)] Technical Assistance Lead and Copper Rule Desktop Evaluations
- [WTR-743(W)] Inspections Confined Space Entry
- [WTR-746(W)] Trenchless Pipe Construction
- [WTR-747(W)] Emergency Orders in Response to Inadequate Residential Water Service
- [WTR-748(W)] Chemical Additives to Potable Water
- [WTR-753(W)] Emergency Response Manual
- [WTR-764(W)] Phase II/V Notice of Violation Informational Notices
- [WTR-769(W)] Monitoring of Additives to Drinking Water
- [WTR-777(W)] Recreational Use of Domestic Water Supply Reservoirs
- [WTR-781(W)] Utility Records Management Schedule
- [WTR-782(W)] Distribution System - Air Release Valves
- [WTR-784(W)] Permit Application/Comprehensive Business Plan
- [WTR-785(W)] Sample Collection/Analysis Raw Groundwater MPN Sampling
- [WTR-786(W)] Chlorination, Disinfection and Monitoring
- [WTR-793(W)] Project Tracking Log (PTLOG)
- [WTR-795(W)] PE Seal
- [WTR-798(W)] Bacteriological
- [WTR-801(W)] Cross Connection Control
- [WTR-802(W)] Pitless Adapters and Watertight Well Caps
- [WTR-807(W)] Contaminants Methylethy Tertiary Bently Ether (MTBE)
- [WTR-808(W)] Lead and Copper Rule Operational Control Monitoring
- [WTR-810(W)] Package Water Treatment Plants
- [WTR-812(W)] Monitoring Requirements for Consecutive Waterworks
- [WTR-813(W)] Well Development
- [WTR-816(W)] Notice of Violation Format/Definitional Changes
- [WTR-817(W)] Cartridge Filtration
- [WTR-818(W)] Water Sampling and Analysis - TOC Testing
- [WTR-819(W)] IESWTR - Disinfection Profiling and Benchmarking
- [WTR-823(W)] Data Management (SDWIS)
- [WTR-824(W)] SDWIS Data Reports and Retrieval Program (R & R)
- [WTR-827(W)] Information
- [WTR-829(W)] Emergency Response
- [WTR-831(W)] Technical Assistance Code of Virginia - MTBE
- [WTR-834(W)] Miscellaneous - Consumer Confidence Report Implementation Instructions
- [WTR-835(W)] Cross Connection Control
- [WTR-837(W)] Permits - Permit Application/Comprehensive Business Plan - Noncommunity
- [WTR-839(W)] UV Disinfection Systems for Public Water Supplies
- [WTR-840(W)] Standby Generators/Fuel Tanks
- [WTR-841(W)] Interim Guidance on Waterworks Classification
- [WTR-842(W)] Board for Water and Wastewater Operators vs. Dept of Health Responsibilities
- [WTR-844(W)] Enforcement Boil Water Notices
- [WTR-845(W)] IESWTR - Filtration
- [WTR-846(W)] Sample Collection & Analysis-D/DBP Testing Requirement
- [WTR-847(W)] Sample Collection - Stage I - Disinfection ByProducts Rule (BDPR)
- [WTR-850(W)] Plan Processing Review of Changes to Disinfection
- [WTR-851(W)] Surveillance Sanitary Surveys
- [WTR-852(W)] Surveillance - Source Water Assessment Program Implementation Manual
- [WTR-859(W)] Public Notification Implementation
- [WTR-861(W)] Transient Noncommunity Waterworks Procedures Manual
- [WTR-862(W)] General Permit & Local Review Programs

[WTR-864(W)] WTR-864(W) Protection/Preservation of Farm and Forest Lands

[WTR-865(W)] Design Capacity Evaluation of Waterworks

[WTR-866(W)] Sample Collection and Analysis - Emergency Sampling Utilizing DCLS

[WTR-867(W)] Emergency Response - M256A1 Chemical Agent Detector Kit

[WTR-868(W)] Emergency Response - Vulnerability Assessments and VSAT

[WTR-869(W)] Turbidity Treatment Technique for Other Filtration Technologies

[WTR-870(W)] Emergency Response-Waterworks Guide for Contamination Threats to Water Supplies

[WTR-872(W)] Enforcement and Public Notification - Radionuclides Monitoring/Scheduling and CCR Reporting

[WTR-874(W)] Emergency Response - Overview of EPA Response Protocol Toolbox

[WTR-879(W)] Permits & Project Review - Construction Permits and Processing of Reports, Plans, and Specifications

[WTR-880(W)] Treatment Hollow Fiber, Positive Pressure Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology

[WTR-884(W)] Use of Emergency Wells

[WTR-885(W)] Permits and Project Review - Operation Permits

[WTR-886(W)] Secondary Maximum Contaminant Levels

[WTR-891(W)] Surveillance & Regulations - Stage 2 DBP Rule 40/30 Certifications and Very Small System Waivers

[WTR-892(W)] Surveillance & Regulations - Long Term 2 Rule - Source Water Monitoring

[WTR-893(W)] Procedure - Sample Collection - Bacteriological Samples at TNC Waterworks

[WTR-894(W)] Sample Collection & Analysis - Special Sampling Procedures

[WTR-895(W)] Surveillance & Regulations - Stage 2DBP - Initial Distribution System Evaluation - System Specific Study and Standard Monitoring Plan

[WTR-896(W)] Permits & Project Review - Policy for Issuing Operation Permits

[WTR-897(W)] System Evaluation, Design & Construction - MIOX Mixed Oxidant Treatment Systems

Virginia Health Planning Board

Guidance Documents applying to some or all chapters within this board

[EMS-1016] EMS Communications Directory

[EMS-2001] Regional Council Designation Manual

[EMS-7002] OEMS Data Element Dictionary - Technical Manual - Appendix B

[EMS-7003] PPCR Data Dictionary User Format - Appendix A

[EMS-7004] PPCR Data File Format

[EMS-7008] Trauma Center Funds Disbursement Policy

[EMS-7009] PPCR Manual

[EMS-7010] Trauma Registry System File Upload & Submission Manual

[EMS-7011] Resource Manual, Trauma Center Fund

[EMS-7012] PPCR Vendor Approval Process

[EMS-7013] PPDR Software User Manual

[EMS-7014] PPCR Educational Manual

[EMS-7105] DDNR Sample Form

[EMS-7106] DDNR Training Presentation

[EMS-8001] Grant Program - Reimbursement Instructions

[EMS-8002F] Grant Program - Award Acceptance Form

[EMS-8003F] Grant Program - Equipment Status/Final Report Form

[EMS-8004] RSAF - Rescue Truck Extrication Questionnaire

[EMS-8005] RSAF Special Priorities Questionnaire

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall at www.townhall.virginia.gov or requested by email at bhp@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) 367-4403. Copies are free of charge.

Guidance Documents:

75-1, Recommended Policy and Procedures in Disciplinary Cases Involving Board Members, adopted October 1993

Guidance Documents

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the Department's webpage at www.dhp.virginia.gov or the Regulatory Town Hall 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 Yeatts, Agency Regulatory Coordinator, at the address above or by telephone at (804) 367-4688. Copies are free of charge.

Department Directives:

76-1, Mission Statement of the Department (Directive 1.1), December 15, 2005

76-2.1, Internet Privacy Policy (Directive 1.9), September 15, 2003

76-3, Promulgation of Rules (Directive 2.1), March 16, 2006

76-4, Availability of copies of law and regulation (Directive 2.2), revised

76-4.1, Publication of Notices and Orders on the Department websites (Directive 1.17), April 1, 2005

76-4.2, Web policy with regards to a visitor's use of the site (Directive 1.18), May 1, 2006

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

76-10, Unlicensed activity (Directive 4.2), July 1, 1996

76-11, Reports to National Practitioner Data Bank (Directive 4.3), August 14, 1996

76-12, Requesting Information from The National Practitioner Data Bank (Directive 4.4), August 14, 1996

76-13.1, 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, 2006

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), May 15, 2000

76-26, Compliance with Licensure Laws (Directive 4.7), October 21, 2003

76-27, Extension of Time for Active Duty Servicemen (Directive 1.12), July 1, 2004

76-28, Disclosure of Information (Directive 1.6), September 27, 2005

76-29, Disclosure of Information to Health Practitioner Intervention Program (Directive 1.7), March 16, 2006

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, revised September 4, 2007

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:

76-20, Adjudication Manual - Disciplinary process, July 1, 2006.

Frequently-cited Inspection Deficiencies:

76-20.1, Community pharmacies, July 1, 2006

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

76-21.1:4, humane society, September 16, 2003

76-21.1:5, wholesale distributors, May 2005

76-21.1:6, medical equipment suppliers, October 2006

76-21.1:7, warehouser, September 2006

76-21.1:8, manufacturers, January 1989

76-21.1:9, practitioners licensed to sell controlled substances, July 2006

76-21.1:10, controlled substance registration inspection report A, September 16, 2003

76-21.1:11, controlled substance registration inspection report B, September 16, 2003

76-21.1:12, robotic inspection report, September 16, 2003

76-21.1:13, sterile compounding report, September 16, 2003

76-21.1:14, automation report, September 16, 2003

76-21.1:16, alternative delivery inspection form, February 27, 2006

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, Inspection summary, May 2006

76-21.5, Pharmacy inspection report, May 22, 2006

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 email lindawoodley@schev.edu. All documents are available on SCHEV's website at <http://www.schev.edu>.

Guidance Documents applying to all boards for this agency

Tuition Relief Guidelines

Virginia Tuition Relief Refund and Reinstatement Guidelines

Chart of Accounts for Virginia State-Supported Colleges and Universities

Equipment Trust Funds Policies and Procedures

Guidelines for Transfer, Articulation, and Dual Admissions

Higher Education Facilities Condition Reporting Guidelines

Higher Education Facilities Condition Reporting Guidelines, Instructions for Reporting Infrastructure Data

Higher Education Fixed Assets Guidelines for Educational and General Programs

Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes

Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields

Policies and Procedures for Program Approval

Program Productivity/Viability at Public Institutions

Tuition Relief Guidelines

Guidance Documents

Board of Higher Education for Virginia

Guidance Documents applying to some or all chapters within this board

Tuition Relief Guidelines

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 the agency archives manager, Quatro Hubbard, at the address above, telephone (804) 367-2323 ext. 124 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 the Richmond office manager or receptionist at the address above.

Agency forms, information in the documents listed below and the agency publication lists are also available on the agency website at <http://www.dhr.virginia.gov>.

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is currently collocated at the central office address given above):

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.

Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519, 5357 Main Street, Stephens City, VA 22655 (send all mail inquiries to the P.O. Box), telephone (540) 868-7029.

Guidance Documents:

Virginia Landmarks Register/National Register of Historic Places:

Virginia's Historical Registers: A Guide for Property Owners, prepared 1995, revised 2000, 17VAC5-30 and 17VAC10-20

Preliminary Information Forms for Archaeological Sites, Architectural Properties, and Historic Districts, revised 2004

Electronic Register Packet, updated 2007, 36 CFR, Chapter 1, Part 60, 17VAC5-30 and 17VAC10-20

National Register Check List, updated 2007, 36 CFR, Chapter 1, Part 60, 17VAC5-30 and 17VAC10-20

National Register of Historic Places Form, Federal form updated for DHR use in 2006, 36 CFR, Chapter 1, Part 60, 17VAC5-30 and 17VAC10-20

Owner of Record Form, updated 2007, §10.1-2206.2, 17VAC5-30 and 17VAC10-20

Quick Check List- updated 2007, 17VAC5-30 and 17VAC10-20

Historic Designation Plaque Information sheet 2007, §10.1-2202, 17VAC5-30 and 17VAC10-20

How to Research your Historic Property, updated 2007

Virginia Designation Style Sheet 2007

Photographic Documentation Guidelines, prepared 2006, updated 2007

Virginia Historical Highway Marker System:

Marker Program Application Form, updated 2007, §10.1-2202 and §10.1-2204

Virginia and National Historic Rehabilitation Tax Credits:

State and Federal Tax Credits: Comparison of the Programs, prepared December 2007, §58.1-339.2

Rehabilitation Tax Credits: Frequently Asked Questions, issued 2000, updated 2007, §58.1-339.2

Tax Credit Information and Resources on the Internet, issued 2001, updated 2004, §58.1-339.2

Sample Description of Rehabilitation Proposal, updated November 2007, §58.1-339.2

Instructions to Apply for State and Federal Rehabilitation Tax Credits, issued 1997, updated 2006, §58.1-339.2

Sample CPA Certification, issued 2002, revised November 2007, §58.1-339.2

Eligible and Ineligible Expenses, prepared October 2007, §58.1-339.2

The Real Meaning of the 24-Month Measuring Period, issued 2005

Historic Preservation Easements:

Vision and Choice: Protecting Your Historic Landmark, published 1990, revised 2001, §10.1-2202.9

Virginia Historic Preservation Easement Policies (#1 through #7), issued 2007, §10.1-2202.9

Archaeological Collections:

Virginia Department of Historic Resources State Collections Management Standards, revised 2007, §10.1-2202 (15)

Survey and Inventory:

Guidelines for Conducting Cultural Resource Survey in Virginia: Additional Guidance for the Implementation of the Federal Standards Entitled "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines" (48 FR 44742, September 29, 1983), issued 1999, Revised 2001

Guidelines for Conducting Survey in Virginia for Cost Share Projects: Additional Guidance for the Implementation of the Federal Standards Entitled "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines" (48 FR 44742, September 29, 1983), issued 2005

Virginia Department of Historic Resources, Data Sharing System User Manual, February 2002, revised 2006

Archives Search Request and User Agreement (form) issued 2000, revised 2006

Guidelines for electronic submission of Archaeological Survey data, June 2002, revised 2006

Guidelines for electronic submission of Architectural Survey data, June 2002, revised 2006

Guidelines for Visitors Using the DHR Archives, revised 2006.

Survey File Procedures: Guidelines for Submission of Non-electronic Survey and Mapping Data, revised June 2006

Review and Compliance:

State and Federal Regulations Related to the Preservation of Historic Properties in the Commonwealth of Virginia, prepared 1996, revised 2001

Summary of Virginia State Historic Preservation Laws and Regulations. Prepared 2007

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

Cell Tower Review Process and Application, issued 2001, 36 CFR Part 800

Certified Local Government Program:

How to Apply for Designation as a Certified Local Government in Virginia, 36 CFR Part 61, revised 2002

Grants:

Historic Preservation Grant Funds from the Commonwealth for Operations, revised 2007, §10.1-2212

Application for Operations Appropriation - Historic Organizations, revised 2007, §10.1-2212

Historic Preservation Grant Funds from the Commonwealth for Rehabilitation or Restoration, revised 2007, §10.1-2213

Application for Historic Preservation Funds, §10.1-2213

Application for Capital Expense Appropriation - Historic Entities, revised 2007, §10.1-2213

Guidelines for Disbursement of State Grant for Restoration of a Presidential Home, issued 2006, §10.1-2213.1

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 2007 Appropriation Act (Chapter 847, 2007 Acts of the Assembly)

Other:

Putting Virginia's History to Work: Virginia's Comprehensive Historic Preservation Plan, published 2001, 36 CFR Part 61

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 email at steve.calhoun@dhcd.virginia.gov. Guidance documents of the Commission on Local Government are listed separately.

Guidance Documents:

HOMEownership Down Payment Assistance Program Guidelines, August 2007

Affordable Housing and Special Needs Housing Programs Guidelines 2007

State Homeless Housing Assistance Resources Program Guidelines:

Homeless Intervention Program Guidelines, revised 2007

Emergency Shelter Grant (Federal) Guidelines, revised 2007

Shelter Support Grant (State) Guidelines, revised May 2005

Child Care for Homeless Children Guidelines, revised 2007

Guidance Documents

HOME Match Funds for the Supportive Housing Program Manual, 2007

Child Services Coordinator Program Guidelines, 2007

Housing Opportunities for Persons with AIDS Program Guidelines, revised August 2007

Community Housing Development Organization Assistance Program Guide and Manual, revised November 2001

Community Housing Development Organization Certification Program Guide and Application Manual, revised July 2005

Emergency Home Repair Program Manual, 2007-08

Virginia Lead Safe Home Implementation Manual, 2007

Accessibility Rehabilitation Program Manual (Supplement to the Emergency Home Repair Program Operations Manual)

Supportive Housing Minor Rehabilitation Program, September 2004

Weatherization and Low-Income Housing Energy Assistance Annual State Plan, 2007

Virginia Community Development Block Grant Program: Program Design Manual, revised December 2004

Community Improvement Grant Contract Negotiation Guide, revised September 2002, 24 CFR Part 570

Community Improvement Grant Management Manual, revised September 2002, 24 CFR Part 570

Regional Consortia Workforce Grants Program Design, July 2005

Industrial Site Redevelopment Grant Program Design, July 2005

Planning Grant Prospectus and Manual, 2004

Rural Virginia Housing Rehabilitation Demonstration Program Proposal Format, 2004

Virginia Disaster Recovery Program Request for Proposals, 2005

Indoor Plumbing Rehabilitation Loan Program Management Manual, October 1999

Virginia Enterprise Zone Program Instruction and Application Manuals:

General Income Tax Credit Instruction Manual, October 2005

Job Grant Instruction Manual, October 2005

Main Street Program Guidelines, December 2003

Techrider Letter of Participation Guidelines

Virginia Enterprise Initiative Program Design, 2004

Virginia Individual Development Account Program Design, February 2005

Handbook on State Certification for Code Officials and Inspectors, 2003

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the offices of the Virginia Housing Development Authority, 601 S. Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Judson McKellar at the same address or by telephone 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.

Guidance Documents:

3.1-3.23, Single-Family Origination Guide, March 2007, 13VAC10-40

Single-Family Exhibits Guide, March 2007, 13VAC10-40

Single-Family Loan Documents Guide, November 2007, 13VAC10-40

VHDA Homeownership Program Guidelines for Realtors and Lenders, July 2006, 13VAC10-40

Single-Family Policy and Procedures Manual, November 2007, 13VAC10-40

Single-Family Loan Reservation Systems Guide, April 2005, 13VAC10-40

Single-Family Servicing Guide, April 1997, 13VAC10-40

Homeownership Education Guide, September 2007, 13VAC10-40

Single Family Consumer Guide - A Home to Call Your Own; A Way to Make It Happen, June 2007, 13VAC10-40

Multi-Family Development Policy and Procedures Manual, September 21, 2007, 13VAC10-20

Resolution Adopting Minimum Standards for Multi-Family Loans, November 7, 2007, 13VAC10-20

Asset Management Operations Manual, October 20, 2006, 13VAC10-20

Operating Procedures, Assisted Multi-Family Program Compliance, November 28, 2000, 13VAC10-20

Program Compliance Rules Guide, July 13, 2004, 13VAC10-20

Housing Choice Voucher Operations Manual, October 2003, 13VAC10-70 and 13VAC10-80

8-528-1, Subsidy Standards, February 2005, 13VAC10-70 and 13VAC10-80

8-910-1, Interim Reporting Requirements, February 2005, 13VAC10-70 and 13VAC10-80

8-1002-1, Owner Termination of Tenancy Requirements, January 1997, 13VAC10-70 and 13VAC10-80

8-1012-1, Crime and Alcohol Abuse by Family Member, July 1997, 13VAC10-70 and 13VAC10-80

8-1040-1, Informal Reviews for Applicants, July 1996, 13VAC10-70 and 13VAC10-80

8-1041-1, Informal Hearing Procedures for Participants, July 1996, 13VAC10-70 and 13VAC10-80

8-1400-1, Portability Notice for Families, June 1996, 13VAC10-70

8-545-2, Family's Guide to Rental Vouchers, April 2002, 13VAC10-70

VHDA Administrative Plan for Tenant Based Rental Assistance, July 2005, 13VAC10-70

VHDA PHA Plan, July 2005, 13VAC10-70

Application Manual - Low Income Housing Tax Credit Program, December 12, 2007, 13VAC10-180

Federal Low-Income Housing Tax Credit Program, Compliance Monitoring Manual, January 2002, 13VAC10-180

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, 101 North 14th Street, 13th Floor, Richmond, VA 23219. Copies may be obtained by contacting Linda Morton at the same address, or by telephone at (804) 786-6432, FAX (804) 371-0231, or by email at linda.morton@dhrm.virginia.gov. Unless otherwise noted, copies are available at no charge. Questions regarding interpretation or implementation of these documents may be directed to Linda Morton.

Guidance Documents:

Personnel Management Information System User's Manual (<http://web1.dhrm.virginia.gov/itech/>), revised September 2000

Policies and Procedures Manual (<http://www.dhrm.virginia.gov/hrpolicy/policy.html>), (individual policies are updated on a regular basis), last revised June 2006

Human Resource Management Manual (<http://www.dhrm.virginia.gov/resources/manuals.html>), revised July 2003

Salary Structure (<http://www.dhrm.virginia.gov/compensation/salarystructure.html>), revised November 25, 2007

Job Structure (<http://www.dhrm.virginia.gov/compensation/jobstructure.html>), revised September 2000

Employee Handbook (contents available on-line and updated on regular basis) (<http://www1.dhrm.virginia.gov/office/ahrs/eehandbook.html>), last revised January 2008

Employee Suggestion Program Procedures Manual (<http://www.dhrm.virginia.gov/resources/manuals.html>), revised December 2003

Employee Recognition Program Handbook (<http://www.dhrm.virginia.gov/resources/manuals.html>), September 2000

Handbook for Agency Heads (<http://www.dhrm.virginia.gov/resources/manuals.html>) (contents available on-line and updated on a regular basis), last revised September 2004

Telecommuting Assistance and Guidance for Agencies (<http://www.dhrm.virginia.gov/resources/telecommute/information.html>), June 2007

State Workforce Planning Report (<http://www.dhrm.virginia.gov/customers/management.html>), last revised July 2007

Health Insurance Manual (<http://www.dhrm.virginia.gov/resources/benefitsadmin/benefitsadmintoc.html>), revised June 2005, cost \$20

The Local Choice Administrative Manual (<http://www.thelocalchoice.state.va.us/policiesandproc/policiesandprocedureslist.htm>), revised July 2006, cost \$20

Workers' Compensation Claims Procedural Manual (<http://www.dhrm.virginia.gov/workerscomp.html>), revised October 2007

State Health Benefits Program

COVA Care Member Handbook (<http://www.dhrm.virginia.gov/hbenefits/cova/covacare.html>), July 2007

COVA HDHP Member Handbook (<http://www.dhrm.virginia.gov/hbenefits/cova/hdhptoc.html>), July 2007

State Retiree Health Benefits Program

Guidance Documents

Member Handbook Medicare Coordinating Plans
(<http://www.dhrm.virginia.gov/hbenefits/retirees/medicare/retiree.html>), January 2006

Dental/Vision Insert
(<http://www.dhrm.virginia.gov/hbenefits/retirees/medicare/retiree.html>), January 2006

Prescription Drug Insert
(<http://www.dhrm.virginia.gov/hbenefits/retirees/medicare/retiree.html>), January 2006

Prescription Drug Insert
(<http://www.dhrm.virginia.gov/hbenefits/retirees/medicare/retiree.html>), Amendment January 2008

Prescription Drug Summary of Benefits
(<http://www.medcoonline.com/medco/consumer/medicare/home.jsp?partner=pdpccova&accessLink=pdpccova20051101>), January 2008

Prescription Drug 2008 Formulary
(<http://www.medcoonline.com/medco/consumer/medicare/home.jsp?partner=pdpccova&accessLink=pdpccova20051101>)

Prescription Drug 2008 Evidence of Coverage
(<http://www.medcoonline.com/medco/consumer/medicare/home.jsp?partner=pdpccova&accessLink=pdpccova20051101>)

The Local Choice Health Benefits Program

Key Advantage Member Handbook
(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansActive.htm), July 1, 2006

TLC HDHP Member Handbook
http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansActive.htm), July 1, 2007

Key Advantage Expanded Benefits Summary Insert
(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansActive.htm), Effective July 1, 2007

Key Advantage 200 Benefits Summary Insert
(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansActive.htm), Effective July 1, 2007

Key Advantage 300 Benefits Summary Insert
(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansActive.htm), Effective July 1, 2007

Key Advantage 500 Benefits Summary Insert
(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansActive.htm), Effective July 1, 2007

Member Handbook Medicare Coordinating Plans
(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansMedicareRetirees.htm), January 2006

Dental/Vision Summary Insert

(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansMedicareRetirees.htm), January 2007

Medicare Complementary (Option I) Insert
(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansMedicareRetirees.htm), January 2007

Advantage 65 Medical Only Insert
(http://www.thelocalchoice.state.va.us/planinfo/plans2007_08/plansMedicareRetirees.htm), January 2007

VIRGINIA INDIGENT DEFENSE COMMISSION

Copies of the following documents may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Indigent Defense Commission, 1604 Santa Rosa Road, Ste. 109, Richmond, VA 23229. Free copies may be accessed and downloaded from the Commission's website at www.indigentdefense.virginia.gov.

Questions regarding interpretation and implementation of these documents may be directed to Danielle Ferguson, Standards of Practice Enforcement Attorney, 1604 Santa Rosa Road, Ste. 109, Richmond, VA 23229, telephone (804) 662-7249, FAX (804) 662-7359 or email dferguson@idc.virginia.gov.

Court Appointed Certification Application (Felony, Misdemeanor, Juvenile), (www.indigentdefense.virginia.gov), revised 2007, §19.2-163.01, 19.2-163.03

Court Appointed Certification Application (Capital), (www.indigentdefense.virginia.gov), revised 2007, §19.2-163.8

Court Appointed Certification Renewal Application (Felony, Misdemeanor, Juvenile), (www.indigentdefense.virginia.gov), revised 2007, §19.2-163.01, 19.2-163.03

Court Appointed Certification Renewal Application (Capital), (www.indigentdefense.virginia.gov), revised 2007, §19.2-163.8

Standards of Practice For Indigent Defense Counsel, (www.indigentdefense.virginia.gov), issued 2007, §19.2-163.01

Standards of Practice Enforcement Policies and Procedures, (www.indigentdefense.virginia.gov), issued 2007, §19.2-163.01

Standards of Practice Enforcement Complaint Form, issued 2007, §19.2-163.01

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, State House, 1736 Chatsworth Ave., Bon Air, VA 23235. Copies may be obtained free of charge by contacting Ken Bailey at Bon Air Juvenile Correctional Center, State House, 1736 Chatsworth Ave., Bon Air, VA 23235, telephone (804) 323-2359 or FAX (804) 323-2797 or email kenneth.e.bailey@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Ken Bailey, Certification Manager, Department of Juvenile Justice, State House, 1736 Chatsworth Ave., Bon Air, VA 23235, telephone (804) 323-2359 or FAX (804) 323-2797 or email kenneth.e.bailey@djj.virginia.gov.

Guidance Documents – Certification of Residential Facilities and Nonresidential Services:

6VAC35-140 Standards for Juvenile Residential Facilities Compliance Manual with Interpretive Guidelines, revised January 2007, 6VAC35-140.

Compliance Manual for Standards for Nonresidential Services (6VAC35-150) Available to Juvenile and Domestic Relations District Courts, revised 2004

Compliance Manual Standards for Interdepartmental Regulation of Children’s Residential Facilities, 22VAC42-11, issued December 2004, 22VAC42-11.

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 or email robert.wilburn@djj.virginia.gov.

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 email marilyn.miller@djj.virginia.gov.

Guidance Documents – Design and Construction of Juvenile Facilities:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001, §16.1-309.5 (see Detention Homes and other services)

(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 at (804) 786-5402 or email marilyn.miller@djj.virginia.gov.)

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 or email lynette.greenfield@djj.virginia.gov.

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) 371-0773 or email lynette.greenfield@djj.virginia.gov.

Guidance Documents - Grants:

Department of Juvenile Justice Grants Manual, revised January 2003.

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 email (if available) or paper copy by contacting Donielle Langhorne, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email donielle.langhorne@djj.virginia.gov.

Questions regarding interpretation or implementation of the documents may be directed to Scott Reiner, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219, telephone (804) 371-0720 or email scott.reiner@djj.virginia.gov.

Guidance Documents – Virginia Community Crime Control Act (VJCCA) (§16.1-309.2):

VJCCA Manual, revised January 2006, §16.1-309.2

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

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obtained free of charge by contacting Donielle Langhorne at P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 786-6295 or email 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 email marilyn.miller@djj.virginia.gov.

Guidance Documents - Detention Homes and other services

Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, revised March 2001, §16.1-309.5

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Copies of the following document may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the State and Local Partnerships Unit of the 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 email 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 email donielle.langhorne@djj.virginia.gov.

Guidance Documents – Community Programs Reporting System

Reference Manual for Reporting Community-Based Service Data to the Department of Juvenile Justice, July 2004, §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 Letta Porter at the same address, telephone (804) 692-0167 or FAX (804) 371-0773 or email letta.porter@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Letta Porter, Interstate Compact Specialist, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23219-1110, telephone (804) 692-0167 or FAX (804) 371-0773 or email letta.porter@djj.virginia.gov.

Guidance Documents - Interstate Compact Relating to Juveniles:

Interstate Compact Relating to Juveniles, Form I: Requisition for Runaway Juvenile, revised January 2007, §16.1-323

Interstate Compact Relating to Juveniles, Form II: Requisition for Escape or Absconder, Requisition for Juvenile Charged With Being Delinquent (Rendition Amendment), revised August 2002, §16.1-323

Interstate Compact Relating to Juveniles, Form III: Consent for Voluntary Return by Runaway, Escapee, Absconder, or Juvenile Charges as Delinquent, revised August 2003, §16.1-323

Interstate Compact Relating to Juveniles, Form IV: Parole or Probation Investigation Request, revised January 2007, §16.1-323

Interstate Compact Relating to Juveniles, Form V: Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State, revised August 2000, §16.1-323

Interstate Compact Relating to Juveniles, Form IA/VI: Application for Services and Waiver, revised January 2007, §16.1-323

Interstate Compact Relating to Juveniles, Form A: Petition for Requisition to Return a Runaway Juvenile, revised January 2007, §16.1-323

Interstate Compact Relating to Juveniles: Out of State Travel Permit and Agreement to Return, revised January 2007, §16.1-323

Interstate Compact Relating to Juveniles, Home Evaluation Report, revised January 2007

Interstate Compact Relating to Juveniles, Quarterly Progress Report, revised August 2000

Guidance Documents applying to all boards for this agency

Guidelines for Approval and Reimbursement for Local Facility Construction

Interstate Compact for Juveniles - Form A

Interstate Compact for Juveniles - Form I

Interstate Compact for Juveniles - Form IA/VI

Interstate Compact for Juveniles - Form II

Interstate Compact for Juveniles - Form III

Interstate Compact for Juveniles - Form IV

Interstate Compact for Juveniles - Form V

Interstate Compact for Juveniles - Home Evaluation Report

Interstate Compact for Juveniles - Out of State Travel Permit and Agreement

Interstate Compact for Juveniles - Quarterly Progress Report
Reference Manual for Reporting Community-Based Service Data
Virginia Community Crime Control Act (VJCCCA) Manual

Board of Juvenile Justice

Guidance Documents applying to some or all chapters within this board

Grant Manual
Guidance Document for Standards for Juvenile Residential Facilities Compliance Manual
Guidance Document for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts
[3212] Length of Stay Guidelines

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 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 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 Board for Barbers and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised February 6, 1995, §§40.1-117 through 40.1-127

Standards of Apprenticeship for Opticians developed by the Virginia State Board of Opticians and the Division of Apprenticeship Training, Virginia Department of Labor and Industry, revised 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 03-05 Guidelines Governing Out of State Businesses, March 21, 2002

Apprenticeship Directive 3-07, Registration for Barber, Cosmetology, Nail Technician, September 7, 1998

Apprenticeship Directive 03-09, Progressive Wage Policy, March 20, 2003

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

Guidance Documents

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 may be made to Melodee Brown at the same address, telephone (804) 371-2321 or FAX (804) 371-2324.

Guidance Document:

Boiler and Pressure Vessel Safety Compliance, Operations Manual, Chapter One - Organization and Administrative Procedures, Chapter Four - Inspection Procedures, Chapter Seven - Penalties, Chapter Eight - Post Violation and Penalty Issuance Processes, and Chapter Nine - Legal Process, revised September 25, 2006, Virginia Code §§40.1-51.5 through 40.1-51.19:5.

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 may 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 Law, 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), August 30, 2007; copies free

Division of Labor and Employment Law Field Operations Manual, Chapter 1, Minimum Wage Act, revised December 20, 2007, §§40.1-28.8 through 40.1-28.12.; Chapter 2, Use of Polygraphs in Certain Employment Situations, revised January 30, 2000, §40.1-51.4:4; Chapter 3, Equal Pay, revised January 30, 2000, §40.1-28.6; Chapter 4, Prevention of Employment, revised January 30, 2000, §40.1-27; Chapter 5, Payment of Medical Exams as a Condition of Employment, revised January 30, 2000, §40.1-28; Chapter 6, Right to Work, revised January 30, 2000, §§40.1-58 through 40.1-69; Chapter 7, Garnishment, revised December 17, 2007, §34-29, 16VAC15-20 and 16VAC15-21, Chapter 8, Day of Rest, Repealed 2005, formerly §§40.1-28.1 through 40.1-28.4:1; Chapter 9, Child Labor, revised August 30, 2007, §§40.1-78 through 40.1-116; 16VAC15-30, 16VAC15-40, and 16VAC15-50, Chapter 10, Payment of Wage, revised January 30, 2000, §40.1-29

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 may 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:

Voluntary Protection Program (VPP) Policies and Procedures Manual, revised January 12, 2004

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 may be made to Warren Rice at the Virginia Department of Labor and Industry, Richmond Regional Office, North Run Business Park, 1570 East Parham Road, Richmond, Virginia 23228, telephone (804)371-3104, ex 125 or FAX (804) 371-3166.

Questions regarding interpretation or implementation of the program may be directed to Warren Rice, Consultation Program Manager, at the above address.

Guidance Document:

OSHA Instruction TED 3.6 Consultation Policy and Procedures Manual, July 1, 2003, available on OSHA website, www.osha.gov, under "compliance" click on "consultation," in the search box, enter TED 3.6 or www.townhall.virginia.gov

Job Safety and Health Poster, April 4, 2005, available on DOLI's website under publications, www.doli.virginia.gov

Training Requirements/OSHA Standards and Training Guidelines, July 1, 1998, 16VAC25-90 through 16VAC25-130, 16VAC25-175 and 16VAC25-190, available on OSHA's website at www.osha.gov, go to newsroom and click on publications or www.townhall.virginia.gov

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 \$.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 Documents:

Virginia Occupational Safety and Health Program Interpretations of Health Standards, revised October 17, 2003, 16VAC25-90-1910 and 16VAC25-175-1926

2007 Health Interpretations, December 20, 2007, 16VAC25-90-1910 and 16VAC25-175-1926

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 \$.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 Documents:

Virginia Occupational Safety and Health Program Interpretations of Safety Standards, revised October 17, 2003, 16VAC25-90-1910 and 16VAC25-175-1926

2007 Safety Interpretations, Issued December 20, 2007, 16VAC25-85-1904, 16VAC25-90-1910 and 16VAC25-175-1926

Virginia Occupational Safety and Health Program

Guidance documents are available through www.townhall.virginia.gov. Guidance documents may be requested through the department's homepage: 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 March 10, 2006, 16VAC25-10-10 through 16VAC25-30-30 and 16VAC25-60-10 through 16VAC25-190-1928, copies \$.10 per page, 7,515 pages

VOSH Field Operations Manual, revised December 18, 2007, 16VAC25-10-10 through 16VAC25-30-30 and 16VAC25-60-10 through 16VAC25-190-1928, 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 \$.25 per page by contacting Elizabeth M. Lewis, at the above address, telephone (804) 692-3762, FAX (804) 692-3771, email elizabeth.lewis@lva.virginia.gov.

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, email wayne.modlin@lva.virginia.gov.

Information Regarding Public Library Trustees:

Virginia Public Library Trustees Handbook, 2005 edition available online at www.lva.lib.va.us/whatwedo/ldnd/govadmin/trustee/2005Handbook/index.htm

Questions regarding interpretation or implementation of these documents may be directed to Elizabeth M. Lewis, Director, Library Development and Networking, at the above address,

Guidance Documents

telephone (804) 692-3762, FAX (804) 692-3771, email elizabeth.lewis@lva.virginia.gov

Information Regarding Public Libraries:

Public Library Directors' Manual, 2000

Planning for Library Excellence, 2000, available online at www.lva.lib.va.us/whatwedo/ldnd/govadmin/pfle/index.htm

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 \$.25 per page by contacting Patrice Morgan, Archival and Records Management Services Division, at the above address, telephone (804) 692-3600, FAX (804) 692-3603, email patrice.morgan@lva.virginia.gov.

Virginia Public Records Manual, revised April 2000, available online at www.lva.lib.va.us/whatwedo/records/manuals/00m-toc.htm

Timely Destruction of Records available online at www.lva.lib.va.us/whatwedo/records/timely_destruction.htm

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, 501 N. 2nd Street, Richmond, VA 23219-1321. Copies may be obtained free of charge by contacting the Commission on Local Government at the same address, telephone (804) 786-6508, or FAX (804) 371-7090. The following documents are also available at www.dhcd.virginia.gov by clicking on "Commission on Local Government," then "technical assistance."

Guidance Documents:

Information Sheets:

1. Agreements Defining Town Annexation Rights, June 2007
2. Alternative Approaches to Interlocal Concerns, April 2006
3. Alternative Forms of County Government in Virginia, March 2006
4. Annulment of Town Charter, June 2007
5. Boundary Changes of Towns and Cities, June 2007
6. Boundary Line Adjustment by Agreement, June 2007
7. Consolidation of Local Governmental Units, June 2007

8. Functional Authority of Virginia Local Governments, March 2006

9. Post-Boundary Change Actions, June 2007

10. Reversion of a City to Town Status, June 2007

11. Taxing Powers Granted to Virginia Counties, Cities, and Towns, June 2006

12. Town Incorporation, June 2007

13. Voluntary Settlements of Annexation, Transition, or Immunity Issues, June 2007

14. Discretionary Authorities and Special Districts Available to Local Governments in Virginia, April 2006

15. Direct State Financial Assistance to Local Governments in Virginia, August 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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall at www.townhall.virginia.gov or requested by email at lrc@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4595. 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

95-4, 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 25, 2005

95-8, Bylaws of the Board of Long-Term Care Administrators, October 31, 2006

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, at the costs listed below, 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 \$.05 per page
 Faculty Handbook - \$14.00
 Parking Regulations - \$.05 per page
 Student Handbook - Online
 University Catalogs: Undergraduate - \$14.00 and Graduate-\$9.00

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, Interim Director, at the same address, telephone (804) 692-7901, FAX (804) 692-7102 or email fferguson@valottery.com.

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 (11VAC5-31-10 through 11VAC5-31-190) and the games conducted by the Virginia Lottery (11VAC5-41-10 through 11VAC5-41-340). 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

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

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

46(04), Virginia Instant Game Lottery 630; "Win For Life," Final Rules for Game Operation, issued 09/06/04 nunc pro tunc

05(05), Virginia Instant Game Lottery 638; "Weekly Grand," Final Rules for Game Operation, issued 02/11/05

26(05), Virginia Instant Game Lottery 668; "Set For Life," Final Rules for Game Operation, issued 04/26/05

39(05), Virginia Ninth Online Game Lottery; "Mega Millions" Final Rules for Game Operations, issued 05/09/05

41(05), Virginia Instant Game Lottery 678; "Emerald Green 7's," Final Rules for Game Operation, issued 05/27/05

49(05), Virginia Instant Game Lottery 682; "Treasure Chest," Final Rules for Game Operation, issued 06/23/05

59(05), Final Rules for Operation; "Subscription Program," for Virginia Lottery On-line Games, issued 08/08/05

01(06), Virginia Instant Game Lottery 709; "Diamond White 7's," Final Rules for Game Operation, issued 01/30/06

06(06), Virginia Instant Game Lottery 713; "Blackjack," Final Rules for Game Operation, issued 01/30/06

09(06), Virginia Instant Game Lottery 721; "\$100,000 Mega Multiplier," Final Rules for Game Operation, issued 03/13/06

14(06), Virginia Instant Game Lottery 722; "Ca\$h Windfall," Final Rules for Game Operation, issued 03/13/06

Guidance Documents

- 16(06), Virginia Tenth Online Game Lottery; "Win For Life," Final Rules for Game Operation, issued 02/22/06
- 18(06), Virginia Instant Game Lottery 717; "Lucky X 5," Final Rules for Game
- 21(06), Virginia Instant Game Lottery 727; "Double Triple Cashword," Final Rules for Game Operation, issued 04/11/06
- 24(06), Virginia Instant Game Lottery 298; "Monthly Money," Final Rules for Game Operation, issued 04/12/06
- 34(06), Virginia Instant Game Lottery 731; "\$1,000,000 Cash Spectacular," Final Rules for Game Operation, issued 06/26/06
- 40(06), Virginia Instant Game Lottery 749; "Casino Cash," Final Rules for Game Operation, issued 06/29/06
- 45(06), Virginia Instant Game Lottery 730; "Best of 7's," Final Rules for Game Operation, issued 08/10/06
- 62(06), Virginia Instant Game Lottery 761; "Aces Wild," Final Rules for Game Operation, issued 10/16/06
- 66(06), Virginia Instant Game Lottery 765; "Big Bucks Doubler," Final Rules for Game Operation, issued 11/14/06
- 70(06), Virginia Instant Game Lottery 769; "Super Lucky 7's," Final Rules for Game Operation, issued 12/11/06
- 01(07), Virginia Instant Game Lottery 734; "Beginner's Luck," Final Rules for Game Operation, issued 02/06/07
- 02(07), Virginia Instant Game Lottery 770; "Green Thumb," Final Rules for Game Operation, issued 02/06/07
- 07(07), Virginia Instant Game Lottery 775; "Mini Ruby Red 7's," Final Rules for Game Operation, issued 02/06/07
- 08(07), Virginia Instant Game Lottery 776; "Junior Ruby Red 7's," Final Rules for Game Operation, issued 02/06/07
- 09(07), Virginia Instant Game Lottery 777; "Super Ruby Red 7's," Final Rules for Game Operation, issued 02/06/07
- 10(07), Virginia 11th On-Line Lottery Game; "Fast Play Bingo," Final Rules for Game Operation, issued 02/01/07 nunc pro tunc
- 12(07), Virginia Instant Game Lottery 733; "One-Eyed Jacks," Final Rules for Game Operation, issued 04/03/07
- 18(07), Virginia Instant Game Lottery 738; "Hit \$200,000," Final Rules for Game Operation, issued 04/24/07
- 20(07), Virginia Tenth Online Game Lottery; "Win For Life," Final Rules for Game Operation, issued 05/02/07
- 21(07), Virginia Instant Game Lottery 784; "\$21,000 Blackjack Tripler," Final Rules for Game Operation, issued 05/29/07
- 23(07), Virginia Instant Game Lottery 789; "Game Card Series," Final Rules for Game Operation, issued 05/29/07
- 24(07), Virginia Instant Game Lottery 786; "One Word Cashword," Final Rules for Game Operation, issued 05/29/07
- 28(07), Virginia Instant Game Lottery 795; "Blackjack," Final Rules for Game Operation, issued 05/29/07
- 29(07), Virginia Instant Game Lottery 796; "Ruby Red 7's," Final Rules for Game Operation, issued 05/29/07
- 30(07), Virginia Instant Game Lottery 791; "Captain Cash Tripler," Final Rules for Game Operation, issued 06/25/07
- 31(07), Virginia Instant Game Lottery 793; "Welcome To Fabulous Las Vegas," Final Rules for Game Operation, issued 06/25/07
- 32(07), Virginia Instant Game Lottery 790; "Double Take," Final Rules for Game Operation, issued 06/25/07
- 33(07), Virginia Instant Game Lottery 792; "Xtreme Green," Final Rules for Game Operation, issued 06/25/07
- 34(07), Virginia Instant Game Lottery 798; "Blackjack Doubler," Final Rules for Game Operation, issued 07/24/07
- 36(07), Virginia Instant Game Lottery 800; "Trick or Treat Doubler," Final Rules for Game Operation, issued 07/24/07
- 37(07), Virginia Instant Game Lottery 801; "Pumpkin Patch Cash Tripler," Final Rules for Game Operation, issued 07/25/07
- 38(07), Virginia Instant Game Lottery 804; "Extreme 7's," Final Rules for Game Operation, issued 07/25/07
- 39(07), Virginia Instant Game Lottery 787; "Cashword," Final Rules for Game Operation, issued 07/30/07
- 40(07), Virginia Instant Game Lottery 334; "Lucky 7's Bingo," Final Rules for Game Operation, issued 07/30/07
- 41(07), Virginia Instant Game Lottery 803; "Deal Or No Deal," Final Rules for Game Operation, issued 07/30/07
- 42(07), Virginia Instant Game Lottery 335; "Gold Bar Bingo," Final Rules for Game Operation, issued 08/06/07
- 43(07), Virginia Instant Game Lottery 805; "Blackjack Bonus," Final Rules for Game Operation, issued 08/06/07
- 45(07), Virginia Instant Game Lottery 799; "Super Blackjack," Final Rules for Game Operation, issued 08/16/07
- 46(07), Virginia Instant Game Lottery 1000; "A Wreath of Franklins," Final Rules for Game Operation, issued 09/23/07
- 47(07), Virginia Instant Game Lottery 1001; "Candy Cane Cash," Final Rules for Game Operation, issued 09/23/07

48(07), Virginia Instant Game Lottery 1002; "Season's Greetings," Final Rules for Game Operation, issued 10/02/07

49(07), Virginia Instant Game Lottery 1004; "\$1,000,000 Holiday Greenery," Final Rules for Game Operation, issued 10/02/07

50(07), Virginia Instant Game Lottery 820; "Lightning 7's," Final Rules for Game Operation, issued 10/02/07

51(07), Virginia Instant Game Lottery 1003; "Money Tree," Final Rules for Game Operation, issued 10/02/07

52(07), Virginia Instant Game Lottery 1005; "Cash Flurries Doubler," Final Rules for Game Operation, issued 10/02/07

53(07), Virginia Instant Game Lottery 1006; "Cool 7's," Final Rules for Game Operation, issued 10/02/07

54(07), Virginia Instant Game Lottery 1007; "Snowflake & 7's," Final Rules for Game Operation, issued 10/02/07

55(07), Virginia Instant Game Lottery 1012; "Pink Panther," Final Rules for Game Operation, issued 09/27/07

56(07), Virginia Instant Game Lottery 1013; "\$100,000 Mega Multiplier," Final Rules for Game Operation, issued 09/27/07

57(07), Virginia Instant Game Lottery 1014; "Diamond White 7's," Final Rules for Game Operation, issued 10/15/07

59(07), Virginia Instant Game Lottery 1008; "7 Come 11," Final Rules for Game Operation, issued 10/23/07

60(07), Virginia Instant Game Lottery 1009; "Cut The Deck," Final Rules for Game Operation, issued 10/23/07

61(07), Virginia Instant Game Lottery 1011; "Cash Cards," Final Rules for Game Operation, issued 10/23/07

62(07), Virginia Instant Game Lottery 1010; "\$100,000 Double Action 2 The Sequel," Final Rules for Game Operation, issued 10/23/07

65(07), Virginia Instant Game Lottery 1016; "Whole Lotta \$100's," Final Rules for Game Operation, issued 12/21/07

66(07), Virginia Instant Game Lottery 1017; "Lucky Green," Final Rules for Game Operation, issued 12/21/07

67(07), Virginia Instant Game Lottery 1018; "Big Money," Final Rules for Game Operation, issued 12/21/07

Policies/Procedures:

Clerk Activated Terminal Policy, issued 07/01/01, 11VAC5-40

Criteria for Lottery Advertising, issued 07/31/99, 11VAC5-20-60

Lotto South Drawings, issued 09/04/01, 11VAC5-40-40

Mail Claims Processing, issued 01/01/97, 11VAC5-30-330 through 11VAC5-30-740 and 11VAC5-40-310 through 11VAC5-40-690

On-Line Game Drawings (#007, rev. 8), issued 09/07/01, 11VAC5-40-40

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, 11VAC5-30-300

Scratch Ticket Returns, issued 12/03/01, 11VAC5-30-320

Virginia Lottery Retailer Manual, issued 2001, 11VAC5-30 and 11VAC5-40

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 2007

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 John Bull 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 5 (iv).

Guidance Documents

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.

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 Documents:

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Rick Lauderman, Chief, Law Enforcement Division, Marine Resources Commission, Newport News, VA 23607, telephone (757) 247-2278 or FAX (757) 247-2020.

Guidelines on Repeat Offenders, revised July 1996, §28.2-232

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

The agency person to contact to obtain copies of the 2007 Agency Guidance Document List, or to ask interpretive and/or implementation questions is: Brian McCormick, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, Virginia 23219, telephone (804) 371-8856.

There are no costs associated with obtaining a printed copy of this document. Agency Guidance Documents are available on the Virginia Regulatory Town Hall at no charge. The 2007 DMAS Guidance Document List is located on the Guidance Documents page for DMAS on the Town Hall.

Guidance Documents applying to all boards for this agency

Change in the Distribution of Virginia Medicaid Provider Manuals

2006 Guidance Document List

2007 List of Agency Guidance Documents

[04 Guidance Doc List] 2004 List of DMAS Guidance Documents

[04-16-2003] Revisions to the Paper Pharmacy Claim Form and Introduction of a Pharmacy Compound Claim Form

[05-01-2003-01] Implementation of the New Virginia Medicaid Management Information System (MMIS)

[05-01-2003-02] Implementation of the New Virginia Medicaid Management Information System (MMIS)

[05-01-2003-03] Implementation of the New Virginia Medicaid Management Information System (MMIS)

[05-01-2003-04] Implementation of the New Virginia Medicaid Management Information System (MMIS)

[06-10-2003-01] Telemedicine Services

[06-10-2003-02] Pharmacy Claims Processing Information in NCPDP Version 5.1

[08-01-2003] Medicaid and FAMIS NEW ID Cards and Eligibility Verification

[08-08-2003] Escalation of HIPAA Transactions and Code Sets Testing

[08-15-2003-01] Implementation of the New Virginia Medicaid Management Information System (MMIS)

[09-01-2003] Changes to Residential Treatment Services Billing Process

[09-16-2003-01] Trading Partner Contingency Plan for HIPAA Transactions and Code Sets

[10-01-2003] Revised Effective Date for Changes to Residential Treatment Services Billing Process

[10-08-2003] VAMMIS Issues Resolution

[2004-02-17] EPSDT Personal Care Services

Board of Medical Assistance Services

Guidance Documents applying to some or all chapters within this board

Certification of Coverage Required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Change in Coordination of Benefits Procedures

Clarification of DMAS Reimbursement of School-Based Services

Clarification of Medicaid Reimbursable Transportation Services

Clarification of Reimbursement for Physician Direction of Mental Health Clinics

Contents of Notices to Medicaid Recipients

HIPAA Transactions and Code Sets Update

Implementation of the New Virginia Medicaid Management System (MMIS)

Medallion II Expansion Within Virginia

Medicaid Payment of Medicare Parts A and B Coinsurance

New Virginia Medicaid Management Information System (MMIS) and HIPAA Update

Preauthorization of Outpatient and Orthotic Services

School-Based Health Services Recognized by the Department of Medical Assistance Services for Reimbursement

Systems Specifications for Point of Services Claims Submission Information Alert

Termination of DMAS School-Based Services Coverage for Individualized Education Program Plan Meetings

Virginia Medicaid Handbook - 5/1/97 Continually Revised

[02-27-2003] Clarification of Billing for Residential Treatment Services for Children and Adolescents

[06-01-2003] Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans

[07-01-2003] Revised Effective Date for Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans

[07-25-2003] Community Mental Health Services FAMIS Coverage

[08-15-2003-02] Clarification of New Pre-Authorization Requirements for Outpatient Psychiatric Services (Revised)

[09-12-2003] Changes to Billing for EPSDT Services and Summary of Blood Lead Screening Requirements

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's web page at www.dhp.virginia.gov or the Regulatory Town Hall 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) 367-4600. Copies are free of charge.

Guidance Documents:

85-2, Assistant Attorney General opinion of October 25, 1986 on who can do a school physical examination

85-3, Board motion on process for an applicant requesting an Informal Conference, adopted June 22, 2006

85-4, Listing of approved schools for physician assistant licensure and prescriptive authority, revised December 3, 2007

85-5, Guidance of questions concerning medical records, revised June 22, 2006

85-6, Guidance on competency assessments for three paid claims, revised October 31, 2007

85-11, Sanctioning Reference Points Instruction Manual, adopted by Board, January 2004

85-13, Board motion, Guidelines on Performing Procedures on the Newly Deceased for Training Purposes, January 22

85-15, Board motion, Guidelines Concerning the Ethical Practice of Surgery and Invasive Procedures, January 22, 2004

85-16, Questions and Answers on Continuing Competency Requirements for the Virginia Board of Medicine, revised December 3, 2007

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 April 18, 2006

85-19, Practitioner Information System - Glossary of Terms, revised April 18, 2006

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

85-26, Board motion, Compliance with Law for Licensed Midwives, adopted June 21, 2007

85-27, Board motion, Role of Licensed Midwives in Newborn Hearing Screening, Documentation, and Reporting, adopted June 21, 2007

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, FAX (804) 371-0092 or email wendy.brown@co.dmhmrzas.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to the staff persons listed with each document. Any charge for obtaining copies is listed with each document.

Guidance Documents

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 charge, contact Cynthia Smith (804) 786-0946 or email cynthia.smith@co.dmhmrzas.virginia.gov.

Approval for Transition Planning Conference, Infant & Toddler Connection of Virginia, issued September 14, 2007, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Are the "Other Services" Listed on a Child's IFSP Covered Under Virginia's Early Intervention Insurance Mandate?, Infant & Toddler Connection of Virginia, issued November 2004, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Buprenorphine Products for the Pharmacologic Management of Opioid Addiction, Office of Substance Abuse Services Bulletin No. 2004-01, issued July 14, 2004, 21 CFR Part 291, 42 CFR Part 8, §54.1-3400 et seq. of the Code of Virginia, 12VAC 35-105-790, 18VAC110-20, no charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

Buprenorphine Products for the Pharmacologic Management of Opioid Addiction, Office of Substance Abuse Services Bulletin No. 2007-02, update June 8, 2007, 21 CFR Part 291, 42 CFR Part 8, §54.1-3400 et seq. of the Code of Virginia, 12VAC35-105-790, 18VAC110-20, no charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

Child Progress Determination, Questions to Guide the Discussion of Functional Indicators, Determination of Child Progress Training, issued February 2007, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Child Moving to Virginia from Another State with IFSP, Policy Page, Infant & Toddler Connection of Virginia, issued January 1998, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Clarification about Auditory Verbal Therapy: Use of Certified Auditory Verbal Therapists; Natural Environments; Cochlear Mapping, Infant & Toddler Connection of Virginia, issued February 2004, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Clarification about Financial Responsibility when Custody Location is Different from Foster Care Location, Infant & Toddler Connection of Virginia, issued February 1995, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Clarification about Part H Personnel Standards, Infant & Toddler Connection of Virginia, issued November 1994, no

charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Clarification on the Presence and Role of the Service Coordinator in an IFSP Review and Whether a Family Receives a Copy of the IFSP Review Every Time there is a IFSP Review?, Infant & Toddler Connection of Virginia, issued October 2004, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Clarification of use of Parental Prior Notice Form when Completing Parent Approval for Transition Planning Conference, Infant & Toddler Connection of Virginia, issued September 18, 2007, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Comprehensive State Plan 2006-2012, issued December 7, 2005, §37.2-315, no charge, contact Charline Davidson at (804) 786-7357 or email charline.davidson@co.dmhmrzas.virginia.gov.

Criminal History Background Checks for Direct Consumer Care Personnel in Adult Substance Abuse Treatment Programs, Office of Substance Abuse Bulletin No. 2005-01, issued March 28, 2005, §§37.2-416 and 37.2-506 of the Code of Virginia, no charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

CSB Procurement Procedures Manual, revised 2002, §§37.2-508 and 37.2-608, no charge, contact Joy Lazarus at (804) 786-4512 or email joy.lazarus@co.dmhmrzas.virginia.gov.

Decision Tree with Prompts for Summary Rating Discussions, Developed by the Early Childhood Outcome Center-Modified with Prompts by Virginia, issued February 21, 2007, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Discharge Protocols for Community Services Boards and State Mental Health Facilities, issued November 5, 2001, §§37.2-837 and 37.2-505, no charge, contact Russell Payne at (804) 786-1395 or email russell.payne@co.dmhmrzas.virginia.gov.

Documentation of Service Provision, Including Service Coordination In Virginia's Part C Early Intervention System, issued December 2006, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

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 & Toddler Connection of Virginia, issued August 2003, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Expanded Newborn Screening Services, Memo to Local System Managers, issued July 10, 2006, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Federal Requirements for Transition Referral, The Policy Pages, Responses to Questions as Received by the Infant & Toddler Connection of Virginia, issued July 2001, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Financial Management Standards/Accounts Receivable and Reimbursement Procedures, Volume III, issued May 27, 2003, §37.2-504, no charge, contact John F. Jackson at (804) 786-3942 or email john.jackson@co.dmhmrzas.virginia.gov.

Financial Management Standards Guide for Community Services Boards, revised July 2002, no charge, contact Ken Gunn at (804) 786-1555 or email ken.gunn@co.dmhmrzas.virginia.gov.

FY 2008 Community Services Performance Contract; Central Office, State Facility, and Community Services Board Partnership Agreement; and Community Services Performance Contract General Requirements Document, issued May 31, 2007, §37.2-508, no charge, also available on the Department's website at www.dmhmrzas.virginia.gov or contact Paul R. Gilding at (804) 786-4982 or by email at paul.gilding@co.dmhmrzas.virginia.gov.

Guidance on Contents of Local Interagency Agreements and Contracts, Infant & Toddler Connection of Virginia, issued August 2003, no charge, contact Mary Ann Discenza at (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

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 at (804) 786-8044 or email kathleen.sadler@co.dmhmrzas.virginia.gov.

Human Rights Regulations-Restrictions on the Use of Telephones and Visitation Privileges, Office of Substance Abuse Services Guidance Bulletin No. 2003-02, issued April 2, 2003, 12VAC35-115, no charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

Implementation of Procedural Safeguards as a Child and Family Enter, Participate In, and Exit the Infant & Toddler Connection of Virginia, issued December 2002, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Individualized Part C Early Intervention Supports and Services in Everyday Routines, Activities and Places, Infant & Toddler Connection of Virginia, issued September 2003, no charge, contact Mary Ann Discenza at (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Individualized Part C Early Intervention Supports and Services in Everyday Routines, Activities and Places, Infant & Toddler Connection of Virginia, issued October 2003, no charge, contact Mary Ann Discenza at (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Individualized Early Intervention and Supports and Services in the Infant & Toddler Connection of Virginia, Family Information, issued January 15, 2004, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Indicator Ratings, Virginia's System of Determination of Child Progress, issued February 2007, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Documenting Use of Virginia's Part C Hearing and Vision Screening, Infant & Toddler Connection of Virginia, Policy Pages, issued June 2005, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Interim IFSP, Infant & Toddler Connection of Virginia, The Policy Page, Issued November 1997, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

List of Standardized Measures of Intellectual Functioning, issued October 31, 2006, §19.2-264.3:1.2, no charge, contact James Morris, Ph.D. at (804) 786-2615 or (804) 786-9044 or email james.morris@co.dmhmrzas.virginia.gov.

Natural Environments & Individualized Family Service Plans, Questions and Answers, Infant & Toddler Connection of Virginia, Technical Assistance Document, issued September 17, 2001, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Newborn Screen & Development, Facts about genetic diseases new since March 2006 (Excluding Cystic Fibrosis), issued June 2006, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

No Show for Appointments and Intervention Visits, Infant & Toddler Connection of Virginia, issued May 2006, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Notice of Child and Family Safeguards in the ITCV Early Intervention System, Infant & Toddler Connection of Virginia, issued December 2002, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Managed Withdrawal Training Manual, Office of Substance Abuse Services Guidance Bulletin No. 2003-01, issued March 31, 2003, 12VAC35-105-1080, no charge, contact

Guidance Documents

Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

Office of Human Rights, Protocols, Procedures and Practices Manual, revised effective January 2002, §§37.2-400 and 37.2-204, no charge, contact Margaret Walsh at (804) 786-3988 or email margaret.walsh@co.dmhmrzas.virginia.gov.

Office of Licensing: Protocols, latest revision June 4, 2007, §§37.2-505 and 37.2-411, no charge, contact Leslie Anderson at (804) 786-1747 or email leslie.anderson@co.dmhmrzas.virginia.gov.

Part C Ability to Pay Practices, Infant & Toddler Connection of Virginia, issued May 2002, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Part C Evaluation and Assessment Questions and Answers, Infant & Toddler Connection of Virginia, issued August 2002, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Part C Medicaid MCO Exemption Process, Infant & Toddler Connection of Virginia, issued April 2007, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

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 charge, contact Mary Ann Discenza at (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

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 contact Mary Ann Discenza at (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

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 charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

Procedural Safeguards: Commonly Asked Questions and Their Answers, issued December 2002, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

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 Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

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 charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

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, 12VAC35-105-150, no charge, contact contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@co.dmhmrzas.virginia.gov.

Start Date for IFSP Supports and Services: Questions & Answers, Infant & Toddler Connection of Virginia, issued July 2007, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Strengthening Partnerships: A Guide to Family Safeguards in the ITCV Part C Early Intervention System, issued December 2002, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Clarification of federal requirements for screening and identification, The Policy Pages, Responses to Questions as Received by the Infant & Toddler Connection of Virginia, issued July 2001, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

Virginia's System for Determination of Child Progress, Implementation Instructions, issued February 21, 2007, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@co.dmhmrzas.virginia.gov.

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 David Spears, Department of Mines, Minerals and Energy, 202 North Ninth Street, 8th Floor, Richmond, VA 23219, telephone (804) 692-3212, FAX (804) 692-3237, or david.spears@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 Lola Varner or Cindy Ashley at the same address, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of 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) 523-8226 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

Guidance Documents

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 4VAC25-130.

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.

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 4VAC25-30 and 4VAC25-40.

Questions regarding interpretation or implementation of these procedures may be directed to Conrad Spangler, same address, telephone (434) 951-6312 or FAX (434) 951-6325.

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 4VAC25-30 and 4VAC25-40.

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 (DGO)

Division of Gas and Oil Memoranda to Operators and Bulletins

Division of Gas and Oil memoranda to operators and bulletins may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Division of Gas and Oil, 230 Charwood Drive, P.O. Box 1416, Abingdon, VA 24212. Copies may be obtained by contacting Diane Davis at the same address, telephone (276) 676-5423 or FAX (276) 676-5459.

Questions regarding interpretation or implementation of these documents may be directed to Bob Wilson, Director, Division of Gas and Oil, same address and telephone.

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 applying to all boards for this agency

DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents

DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators

DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine

DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 45.1-161.30, Operator/Independent Contractor (Examinations and Record Keeping)

DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist

DM Chapter 14.2, Article 3, Section 45.1-161.30.A, Performance of Certain Tasks by Uncertified Persons, Penalty

DM Chapter 14.2, Article 3, Section 45.1-161.37.A, General Coal Miner Certification

DM Chapter 14.2, Article 3, Section 45.1-161.38.A, First Class Mine Foreman Certification

DM Chapter 14.2, Article 7, Section 45.1-161.77.A, Reports of Explosions and Mine Fires

DM Chapter 14.2, Article 7, Section 45.1-161.78.A, Operator's Reports of Accidents; Investigations; Reports by Department

DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records

DM Chapter 14.2, Article 8, Section 45.1-161.84.A, Advance Notice of Inspections; Confidentiality of Trade Secrets

DM Chapter 14.2, Article 8, Section 45.1-161.85.A, Scheduling of Inspections

DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices

DM Chapter 14.3, Article 11, Section 45.1-161.189.E, Electricity

DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity

DM Chapter 14.3, Article 11, Section 45.1-161.195 B.C.D., Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors

DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment

DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment

DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel

DM Chapter 14.3, Article 13, Section 45.1-161.202.B, Emergency Response Plans; List of Next of Kin

DM Chapter 14.3, Article 13, Section 45.1-161.205.F, Storage and Use of Flammable Fluids and Materials

DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment

DM Chapter 14.3, Article 13, Section 45.1-161.207.B, Welding and Cutting

DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations

DM Chapter 14.3, Article 14, Section 45.1-161.210.J, Weekly Examinations

DM Chapter 14.3, Article 14, Section 45.1-161.221.D, Coursing of Air

DM Chapter 14.3, Article 16, Section 45.1-161.251.A, Employment of Inexperienced Underground Miners

DM Chapter 14.3, Article 2, Section 45.1-161.109.A., Roof, Rib and Face Control

DM Chapter 14.3, Article 2, Section 45.1-161.115.D, Supplies of Materials for Supports

DM Chapter 14.3, Article 4, Section 45.1-161.124.A, Shop and Other Equipment

DM Chapter 14.3, Article 6, Section 45.1-161.139, Inspection of Underground Equipment

DM Chapter 14.3, Article 6, Section 45.1-161.141.E, Self Propelled Equipment

DM Chapter 14.3, Article 6, Section 45.1-161.143.A.B, Transportation of Material

DM Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment

DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips

DM Chapter 14.3, Article 7, Section 45.1-161.159.A.C, Hoisting Engineer

DM Chapter 14.3, Article 8, Section 45.1-161.162.A, Mine Openings and Escapeways

DM Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings

Guidance Documents

DM Chapter 14.3, Title 15, Section 45.1-161.238.D, Storage and Use of Flammable Fluids and Materials

DM Chapter 14.4, Article 12, Section 45.1-161.288 and 45.1-161.290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors

DM Chapter 14.4, Article 2, Section 45.1-161.256-257, Safety Examinations

DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards

DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment

DM Chapter 14.4, Article 5, Section 45.1-161.267.L, Storage and Use of Flammable Fluids and Materials

DM Notice to Operators, DM 02-07, Submittal of Annual Report and Tax Affidavit

DM Operator Memorandum DM 00-02, On-Shift Examination of All Mobile Equipment

DM Operator Memorandum DM 01-04, Verification of Current Mine Foreman Certifications

DM Operator Memorandum DM 01-07, Surface Mining Within 200 Feet of a Gas Well or Pipeline

DM Operator Memorandum DM 02-05, Division of Mines Rescue and Recovery

DM Operator Memorandum DM 97-17, On-Site Examination of Mine Foremen by a Mine Inspector

DM Operator Memorandum DM 99-03, Required Submittal of Annual Affidavits to the Department of Mines, Minerals and Energy

DM Operator Memorandum DM-02-01, State-Designated Mine Rescue

DM Procedure No. 1.03.01, Emergency Response Team

DM Procedure No. 1.03.02, Rescue and Recovery Plan

DM Procedure No. 1.03.03, State Designated Mine Rescue

DM Procedure No. 1.04.01, Inspection of Coal Mines

DM Procedure No. 1.04.02, 5-Day Spot Inspection

DM Procedure No. 1.04.03, Reopening Inspection

DM Procedure No. 1.04.04, Regular Inspections

DM Procedure No. 1.04.05, Spot Inspection

DM Procedure No. 1.04.06, Risk Assessment

DM Procedure No. 1.04.07, Independent Contractors

DM Procedure No. 1.04.08, Smoking Articles Inspection

DM Procedure No. 1.04.09, Administrative Review of Notices of Violation

DM Procedure No. 1.04.10, Impoundment Inspections

DM Procedure No. 1.05.01, Investigation of Accidents and Incidents

DM Procedure No. 1.05.02, Inundation of Water and Gas

DM Procedure No. 1.05.03, Methane Ignition

DM Procedure No. 1.05.04, Serious Personal Injury

DM Procedure No. 1.05.05, Unintentional Roof Falls

DM Procedure No. 1.05.06, Unlicensed Mine Sites

DM Procedure No. 1.05.07, Safety Complaints

DM Procedure No. 1.05.09, Investigation Documents File

DM Procedure No. 1.05.10, Safety Issues Involving Coal Mines and Gas Well Activities

DM Procedure No. 1.06.01, Plan Approvals

DM Procedure No. 1.06.02, Map Submittals

DM Procedure No. 1.07.01, Technical Instruction

DM Procedure No. 1.07.02, Small Mine Safety Service

DM Procedure No. 1.07.03, Training and Accident Reduction

DM Procedure No. 1.08.01, Licensing

DM Procedure No. 1.08.02, Licensing Through Initial Reclamation of Mine Sites

DM Procedure No. 1.08.03, Requests Through the Freedom of Information Act

DM Procedure No. 1.08.04, Other Requests for Assistance

DM Procedure No. 1.09.01, Certification of Miners

DM Procedure No. 1.09.02, Recertification Requirements

DM -RAS-1-S, Surface Mine, Auger, Highwall Miner Risk Assessment

DM -RV-1-S, Report of Violation Form

DM-CI-1S, Complaint Investigation Report

DM-CM-3S, Inspection Report

DM-DC-01, Operator Assistance Request

DM-DE-01-S, Diesel Equipment Approval Form

DM-F-1-S, Accident Investigation

DM-F-2-S, Roof Fall Investigation

DM-IGN-1-S, Ignition Investigation

DM-IMP-1-S, Impoundment Inspection Form

DM-IU-1-S, Inundation Investigation

DMLR Procedure No. 3.6.01, Certification of Pollution Control Equipment	DM Memorandum of Agreement DM/DMLR (BLASTING)
DMLR--A Citizen's Guide to Coal Mine Complaint Resolution	DM Memorandum of Understanding Between the Virginia Department of Mines, Minerals and Energy Divisions of Mined Land Reclamation and Mines and the U.S. Department of Labor Mine Safety and Health Administration District 5, Norton, Virginia
DMME-IR-1, Request for Information Under FOIA	DM Mine Emergency Directory
DM-RAU-1-S, Underground Mine Risk Assessment	DM Operator Memo, 96-02, General Coal Miner Certification
DM-TS-1-S, Field Report Form	DM Operator Memorandum 05-02 State-Designated Mine Rescue Teams
DM-V-1-S, Notice of Violation	DM Operator Memorandum 05-04 Ground Control Plans
DM-V-1-S-CO, Closure Order	DM Operator Memorandum 05-06 Ground Control Plan Update
DM-V-2-S, Correct, Modify Extend or Vacate Violations or Closures	DM Operator Memorandum 05-08 Surface Mine Maps
DM-WI-1-S, Special Written Instructions	DM Operator Memorandum 05-09 Ground Control Plans
Responding to Requests for Information	DM Operator Memorandum 05-10 Submittal of Annual Report and Tax Affidavits
DA Procedure No. 14.0.0 - Bond Administration to Include Coal Surface Mining Reclamation Fund Procedures/Tax Collection	DM Operator Memorandum 06-03A Emergency Response Plans (memo)
DM Division of Mines Personnel with Assigned Area and Telephone Numbers	DM Operator Memorandum 06-03B Generic Emergency Response Plan
DM 06-01 State Designated Mine Rescue Teams	DM Operator Memorandum 06-03C Self Contained Self Rescuer Outby Storage Plan
DM 06-02 Symposium on Wireless Communications Technology February 13, 2006, and Discussions on Underground Mine Safety	DM Operator Memorandum 06-03D Mine Emergency Evacuation and Firefighting Program of Instruction
DM 07-01 State-Designated Mine Rescue	DM Operator Memorandum 06-03E Mine Emergency Scenarios template
DM Chapter 14.2, Article 5, Section 45.1-161.57.A, License Required for Operation of Coal Mines	DM Operator Memorandum 06-03F Mine Emergency Addendum to Existing Training Plan
DM Chapter 14.2, Article 5, Section 45.1-161.63.B.C, Notices to Department; Resumption of Mining Following Discontinuance	DM Operator Memorandum 06-06 Coalfield Employment Enhancement Tax Credit Production Labor Report
DM Chapter 14.2, Article 9, Section 45.1-161.90.A, Notices of Violation	DM Operator Memorandum 06-07 Alternative Seal Designs
DM Chapter 14.3, Article 11, Section 45.1-161.195.A, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors	DM Operator Memorandum DM 03-03
DM Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane	DM Operator Memorandum DM-05-05 Accident and Fatality Reports
DM Coal Mine Electrical Certification/Qualification Program	DM/DMLR Memorandum of Agreement, Refuse Piles, Water and Silt Retaining Dams
DM Fatal Mine Accident Investigations	DM/DMLR Memorandum of Understanding, Reclamation Activities at Previously Licensed Coal Mine Sites
DM Inspection Coordination	DM/MSHA MOU regarding Mine Rescue
DM LIC-01, License to Operate a Mine	DM-07-04 Map Submittal
DM Memo to Operators 03-01, Mine Rescue Teams	DM-CM-1 License Application for Coal Mining
DM Memorandum of Agreement (Small Mine Assistance Trng)	

Guidance Documents

DM-CM-2 Coal Mining Schedule

DMLR Procedure No. 1.2.01, Threatening, Abusing or Impeding a Division Employee

DM-TC-1 Coalfield Employment Enhancement Tax Credit Production/Labor Report

DM-TC-1 Coalfield Employment Enhancement Tax Credit Production/Labor Report

State Minerals Management and Subaqueous Plans

[DMM-U-1] DMM-U-1 Application for a Uranium Exploration Permit

[DMM-U-5] DMM-U-5 Uranium Exploration Hole Report of Plugging Completion

[DMM-U-6] DMM-U-6 Exploration Hole Plat Certification Legend

[DMM-U-7] DMM-U-7 Uranium Exploration Drill Hole Completion Report

[DMM-U-B] DMM-U-B Uranium Exploration Surety Bond

Board of Mines, Minerals And Energy

Guidance Documents applying to some or all chapters within this board

DGO Landfarming Guidance Document

DGO-11-S, Incident Report

DGO-CO, Closure Order

DGO-CO-E, Expiration of Closure

DGO-COL, Lifting of Closure

DGO-COM, Modification of Closure

DGO-CO-V, Vacation of Closure

DGO-NOV, Notice of Violation

DGO-NOV-C, Cancellation of Violation

DGO-NOV-E, Extension of Violation

DGO-NOV-M, Modification of Violation

DGO-NOV-V, Vacation of Violation

DGO-ROWB, Release of Well Operator's Bond

DM Notice to All Applicants for Certification Examination

DM Operator Memorandum 99-06, Practical Exercises Included in Examinations

DM Operator Memorandum DM 02-04, 2003 Certification Examination Schedule

DM Operator Memorandum DM 97-15, Certification Examination -- First Aid Section

DM Operator Memorandum DM 99-05, Reciprocity Agreement With West Virginia

DM Operator Memorandum DM 99-08, Update of Virginia's Mine Foreman Continuing Education Activities

DM Operator Memorandum DM-97-18, Advanced First Aid Trainees

DM Procedure No. 1.05.08, Blasting Complaints

DM Procedure No. 1.06.03, Mining Near Gas Wells

DM Procedure No. 1.09.03, Revocation of Certification

DM Procedure No. 1.09.04, Certification Requiring On Site Observation

DMLR Guide to Water Replacement and Subsidence Repair

DMLR Memoranda to Operators No. 11-82, Archaeological Sites or Historic Places

DMLR Memoranda to Operators No. 11-94, Public Notice and Comment Periods

DMLR Memoranda to Operators No. 12-83, Permit Revisions

DMLR Memoranda to Operators No. 12-94, Application (Corrections) Submittal; Anniversary Fees

DMLR Memoranda to Operators No. 13-86, Application Processing Time Limit

DMLR Memoranda to Operators No. 1-87, Significant and Insignificant Revisions

DMLR Memoranda to Operators No. 1-90, Baseline Hydrologic Data Requirements (PHC Assessment)

DMLR Memoranda to Operators No. 2-85, Confidential Information

DMLR Memoranda to Operators No. 2-91, Cost Bond--Long Term Facilities

DMLR Memoranda to Operators No. 2-95, Coal Combustion By-Products Guidelines

DMLR Memoranda to Operators No. 2-99, Reduction--Copies of Complete Application Submittal

DMLR Memoranda to Operators No. 3-83, Certificates of Deposit

DMLR Memoranda to Operators No. 3-89, Filing Application-- Public Participation Process

DMLR Memoranda to Operators No. 3-90, Standardized Reporting Form (Quarterly Acid-Base Monitoring)

DMLR Memoranda to Operators No. 3-92, Updating Ownership and Control Info

DMLR Memoranda to Operators No. 3-96, Guidelines for Husbandry and Reclamation Practices

DMLR Memoranda to Operators No. 3-98, Permit Streamline Procedures	DMLR Procedure No. 2.2.06, Applications With Violations
DMLR Memoranda to Operators No. 3-99, Groundwater Monitoring Frequency	DMLR Procedure No. 2.2.07, Relinquishments
DMLR Memoranda to Operators No. 4-84, Permit Renewals	DMLR Procedure No. 2.2.08, Corrections on Applications
DMLR Memoranda to Operators No. 4-85, Notice of Effluent Non-Compliance Reports	DMLR Procedure No. 2.2.09, Name Changes on Applications
DMLR Memoranda to Operators No. 4-98, Remining Incentives	DMLR Procedure No. 2.2.10, Mining Under State Boundaries
DMLR Memoranda to Operators No. 5-84, Reclamation Fees	DMLR Procedure No. 2.3.01, Permanent Program--Revision Applications
DMLR Memoranda to Operators No. 5-91, Certification of Maps, Plans & Cross Sections	DMLR Procedure No. 2.3.02, Permittee--Official Changes
DMLR Memoranda to Operators No. 5-93, Contractor Information in Public Notices	DMLR Procedure No. 2.3.04, Temporary Cessation
DMLR Memoranda to Operators No. 5-95, Highwall Settlement Guidelines	DMLR Procedure No. 2.3.05, Midterm Permit Evaluation
DMLR Memoranda to Operators No. 5-98, Permit Information--Acreage Amendments	DMLR Procedure No. 2.3.08, Completion Review
DMLR Memoranda to Operators No. 6-88, Waiver to Mine Within 300 Feet	DMLR Procedure No. 2.3.09, Bond Release
DMLR Memoranda to Operators No. 6-95, Biosolids Use Guidelines	DMLR Procedure No. 2.3.10, Permit Transfers, Assignment, or Sale of Rights
DMLR Memoranda to Operators No. 7-92, Public Notices	DMLR Procedure No. 3.3.01, Permanent Program (Chapter 19) Enforcement and Inspection Procedures
DMLR Memoranda to Operators No. 7-94, NPDES Monitoring and Reporting Requirements	DMLR Procedure No. 3.3.03, Approving Regrading
DMLR Memoranda to Operators No. 8-82, Air Pollution Control Plan	DMLR Procedure No. 3.3.04, Water Rights and Replacement
DMLR Memoranda to Operators No. 8-85, NPDES Enforcement Policy	DMLR Procedure No. 3.3.08, Alternative Enforcement Action
DMLR Memoranda to Operators No. 8-92, NPDES Permits/StormWater Discharge	DMLR Procedure No. 3.3.09, Performance Bond Forfeiture
DMLR Memoranda to Operators No. 9-89, Mining Operations Near Facilities	DMLR Procedure No. 3.3.10, Show Cause Order and Permit Suspension/Revocation
DMLR Memoranda to Operators No. 9-92, DMLR Blasters Endorsement Certification	DMLR Procedure No. 3.3.12, Coal Surface Mining Reclamation Fund (Pool Bond Fund) Tax Reporting/Payment
DMLR Memoranda to Operators No. 9-93, Company Structure Master File	DMLR Procedure No. 3.3.13, Third Party Disturbances of Reclaimed Sites
DMLR Memoranda to Operators No. 9-98, Permit Streamline Procedures	DMLR Procedure No. 3.3.14, Certificate of Liability Insurance
DMLR Procedure No. 2.2.11, Priority Review of Applications	DMLR Procedure No. 3.3.15, Temporary Structures
DMLR Procedure No. 2.2.05A, Applicant Violator System/Ownership and Control Investigations	DMLR Procedure No. 4.1.02, Realty Procedures
	DMLR Procedure No.3.3.07, Certification of Ponds, Roads, Fills and Stream Channel Diversions
	DMLR-AML-001, AML Project Approval Sheet
	DMLR-AML-090, Commonwealth of Virginia Standard Bid Bond
	DMLR-AML-130, Reclamation Construction Inspection Report Abandoned Mined Lands
	DMLR-AML-147, Complaint Investigation Report Abandoned Mined Lands

Guidance Documents

DMLR-AML-168, AML Suspend/Resume Work Order	DMM Communication Memorandum No. 10-00, Employee Exposure to Noise Limits
DMLR-AML-170, Notice of Bond Release	DMM General Mineral Miner Training Course Guide
DMLR-AML-260, AML Site Evaluation Matrix	DMM-104c, Accident Report
DMLR-AML-301, Public Notice of Intent to Enter To Conduct Reclamation Activities (Virginia Abandoned Mine Land Program)	DMM-148, DMM Application Checklist
DMLR-AML-302, Landowner Contact	DGO Complaint Procedure by Landowners with Suspected Water Loss
DMLR-AML-303, Realty Completion Memorandum	DGO Safety MOU between DMME and DOLI
DMLR-AML-304, Notice of Lien	DGO-CI-S, Complaint Investigation
DMLR-AML-305, Lien Waiver	DGO-GO-AP, Application for Payment
DMLR-AML-306, Request for Title Search Services	DGO-GO-PA, Approval of Payment
DMLR-AML-307, Property Owner List	DGO-IR-S, Inspection Report
DMLR-AML-308, Lien Determination	DGO-P, Permit for Gas and Oil Operations
DMLR-AML-309, Estates To Be Appraised	DM Memorandum of Agreement between DMME's DM and West Virginia's DM Certification Reciprocity
DMLR-AML-310, Review of Appraisal Report	DM Surface General Coal Miner Certification for Surface Mines and Auger Mines Training Manual
DMLR-AML-311, Realty Analysis Justification of Lien Waiver	DM Underground General Coal Miner Certification for Underground Mines and Surface Area of Underground Mines
DMLR-ENF-0194S, Revision Order	DM Advanced First Aid Certification Requirements
DMLR-ENF-032S, Complaint Investigation	DM Advanced First Aid Instructor Requirements
DMLR-ENF-044S, Inspection Report	DM Automatic Elevator Operator Certification Requirements
DMLR-ENF-045S, Notice of Violation	DM Board of Coal Mining Examiners Instructor Certification Requirements
DMLR-ENF-046S, Cessation Order	DM Chapter 14.2, Article 5, Section 45.1-161.62.A&C, Licensing of Mines-Annual Reports
DMLR-ENF-047S-C0, Cessation Order, Modification, Termination, and Vacation	DM Chapter 14.2, Article 5, Section 45.1-161.64.A, Licensing of Mines, Mine maps are required
DMLR-ENF-047S-NOV, Notice of Violation, Modification, Termination, and Vacation	DM Chapter 14.3, Article 5, Section 45.1-161.128.B, Explosives and Blasting
DMLR-ENF-047S-RON, Revision Order Notice, Modification, Termination and Vacation	DM Chapter 14.3, Article 5, Section 45.1-161.158.F, Hoisting
DMLR-ENF-099, Addendum--Complaint Form (Blasting)	DM Chief Electrician (Surface and Underground) Certification Requirements
DMLR-PT-008, Application Checklist and Routing Slip	DM Chief Electrician (Surface) Certification Requirements
DMLR-PT-019, Combined Permit to Conduct Coal Surface Mining Operations (CSMO) and to Discharge Under the National Pollutant Discharge Elimination System (NPDES)	DM Diesel Engine Mechanic Instructor Certification Requirements Manual
DMLR-PT-237, Written Findings	DM Diesel Engine Mechanic Instructor Manual
DMLR-PT-256, MidTerm Review CheckList	DM Dock Foreman Certification Requirements
DMM Board of Mineral Mining Examiners Certification Requirements (Summary Sheets)	DM Electrical Maintenance Foreman (Surface and Underground) Certification Requirements
DMM Communication Memorandum No. 01-93, Reclamation Schedule	

DM Electrical Maintenance Foreman (Surface) Certification Requirements	DMLR Guidance Memorandum 16-07 Permitting and Bonding of Shared Facilities
DM First Class Mine Foreman Certification Requirements	DMLR Guidance Memorandum 17-07 Impoundments - Underground Mining
DM First Class Shaft or Slope Foreman Certification Requirements	DMLR Guidance Memorandum 18-07 Completed Areas and DGO Permitted Operations
DM Gas Detection Packet	DMLR Guidance Memorandum 19-07 Acreage Amendments, Anniversary Reports, and Temporary Cessations
DM General Coal Miner Certification Requirements	DMLR Guidance Memorandum 20-07 Permit Applications - Submittal of Corrections, Description of Attachments, and File Path Lengths
DM Hoisting Engineer Certification Requirements	DMLR Guidance Memorandum No. 10-05 Requirements for Haulroad Construction and Design
DM Mine Inspector Certification Requirements	DMLR Guidance Memorandum No. 11-05 Ground Control Plan
DM Operator Memo, 96-02, General Coal Miner Certification	DMLR Guidance Memorandum No. 12-05, Permit Signs and Markers
DM Operator Memorandum DM 03-02	DMLR Guidance Memorandum No. 13-05, Anniversary Materials
DM Preparation Plant Foreman Certification Requirements	DMLR Guidance Memorandum No. 14-05 Watersheds with Adopted TMDLs
DM Qualified Gas Detection Certification Requirements	DMLR Guidance Memorandum No. 15-07 Potential Problem Discharges during Reclamation and Bond Release
DM Surface Blaster Certification Requirements	DMLR Guidance Memorandum No. 2-01, Reforestation Reclamation Practices
DM Surface Electrical Repairman Certification Requirements	DMLR Guidance Memorandum No. 3-01, Permit Application/Priority Reviews
DM Surface Facilities Foreman for Shops, Labs, and Warehouses Certification Requirements	DMLR Guidance Memorandum No. 4-02, Approximate Original Contour Guidelines
DM Surface Foreman Certification Requirements	DMLR Guidance Memorandum No. 5-02, Updated Application Submittal Procedures
DM Top Person Certification Requirements	DMLR Guidance Memorandum No. 6-03, Permit Fees
DM Underground Diesel Engine Mechanic Certification Requirements	DMLR Guidance Memorandum, No. 7-03, Bond Reduction/Release Applications and Completion Reports
DM Underground Diesel Engine Mechanic Instructor Certification Requirements	DMLR Procedure No. 1.2.02, Hazardous/Toxic Waste Reporting
DM Underground Electrical Repairman Certification Requirements	DMLR Procedure No. 2.1.04, Exemption for Extraction of Coal When it is Incidental to Extraction of Other Minerals
DM Underground Shot Firer Certification Requirements	DMLR Procedure No. 2.1.06, Exemptions for Government Financed Projects
DM-07-03 Implementation of SB 1091 Changes to Coal Mine Safety Law	DMLR Procedure No. 2.2.01, Permit Review Quality and Completeness Check
DM-07-05 Examination Fees	DMLR Procedure No. 2.2.02, Confidentiality of Permit Application Information
DM-BCME-6 Substance Abuse Reporting Form	
DMLR Memo to Operators (Change to 8-85), 1-9-2004	
DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, Administrative Hearings Manual	
DMLR Abandoned Mined Land Water Project Review Manual	
DMLR Civil Penalty Assessment Manual	
DMLR General Instructions for Electronic Application Preparation	
DMLR Guidance Memo - 9-04 - Requirements for Permit Transfer	

Guidance Documents

DMLR Procedure No. 2.2.03, Proof of Application Filing	DMLR-PT-012, Premining -v- Postmining Analysis
DMLR Procedure No. 2.2.04, Application Processing Time Limit	DMLR-PT-013, Surety Bond
DMLR Procedure No. 2.2.05, Applicant Violator System (AVS) and Ownership/Control	DMLR-PT-013A Surety Bond/Federal Lands
DMLR Procedure No. 2.2.12, Terms of Issuance (TOI) Terms of Approval (TOA)	DMLR-PT-013B, Surety Bond Rider
DMLR Procedure No. 2.3.03, Anniversary Fees/Reports	DMLR-PT-026, Certificate of Deposit Form
DMLR Procedure No. 2.3.06, Permit Renewals	DMLR-PT-026, Form Letters to Banks Issuing a Certificate of Deposit for Coal Operator
DMLR Procedure No. 2.3.07, Completion Letters	DMLR-PT-026A, Form Letters to Banks Issuing a Certificate of Deposit for Coal Operator, Federal Lands
DMLR Procedure No. 2.3.11 Ground Control Plans	DMLR-PT-028, Anniversary Notification
DMLR Procedure No. 3.1.06, Citizen Complaint Investigation	DMLR-PT-028b Anniversary Letter for Self-Bonded Permits
DMLR Procedure No. 3.3.05, NPDES Permits	DMLR-PT-034D Certification of Coal Surface Mining and Reclamation Permit Application
DMLR Procedure No. 3.3.06, Coal Exploration	DMLR-PT-034info Request for DMLR Permit Data
DMLR Procedure No. 3.3.11, Operations on Federal Lands (USFS -- Federal Land Management Agency)	DMLR-PT-240 Affidavit Certifying No Change to Permit Application Information
DMLR Procedure No. 3.3.16, Sediment Pond Effluent limits	DMLR-PT-244 Affidavit Certifying Payment of Reclamation Fees
DMLR Procedure No. 3.3.17 Tree Planting	DMLR-PT-255, Irrevocable Letter of Credit
DMLR Procedure No. 3.4.01, Suspension and Revocation of DMLR Blaster Endorsement Certification	DMM - 101, Permit/License Application
DMLR Procedure No. 3.5.01, Bond Forfeiture Reclamation	DMM - 103, Notice of Application to Mine
DMLR Procedure No. 4.1.01, Reclamation Project--Eligibility	DMM - 109, Revised map legend form
DMLR Procedure No. 4.1.04, AML Enhancement Projects	DMM - 112, Relinquishment of Mining Permit Form
DMLR Procedure No. 4.1.05, AML Contract Provisions, Ground Control Plan	DMM - 161, Permit Transfer Acceptance Form
DMLR Procedure No.2.1.03, Unpermitted/Exempted Sites	DMM - Mineral Mine Operator's Manual
DMLR State Reclamation Plan	DMM 165 Contractor Annual Report Worksheet
DMLR Virginia Coal Surface Mining and Reclamation Permanent Regulatory Program, A Guide to Bond Reduction/Release	DMM 166 Contractor Identification Form
DMLR-AML-007, External Mine Portal Investigation (Bat Habitat Suitability)	DMM Abandoned Mineral Mining Inventory Protocol
DMLR-AML-056, Notice of Award	DMM Acknowledgement of Certificate of Deposit as Bond
DMLR-AML-171, Reclamation Construction Final Inspection Abandoned Mined Lands	DMM By-Laws of Orphaned Land Advisory Committee
DMLR-AML-314	DMM Certification Requirements for Blaster
DMLR-DT-000, Certification Checklist Pollution Control Equipment and Facilities Section 58.1-3660 of the Code of Virginia	DMM Certification Requirements for Foreman
	DMM Communication Memorandum 02-93
	DMM Communication Memorandum No. 01-05, Electronic Blast Detonator Systems
	DMM Communication Memorandum No. 01-98
	DMM Communication Memorandum No. 01-99
	DMM Communication Memorandum No. 02-99
	DMM Communication Memorandum No. 03-99

DMM Communication Memorandum No. 10-00	DMM Procedure No. 4.12, Mineral Mining Quarrying Schedule (Tonnage Report)
DMM Contractor Memorandum Regarding Annual Reports	DMM Procedure No. 4.13, Permit Application Review
DMM Education and Training Plan for Mineral Mining	DMM Procedure No. 4.14, Hearing Procedure
DMM Excavation Activity Evaluation Chart	DMM Procedure No. 4.15, Termination of License Requirement
DMM Informational Brochure for Public Hearings	DMM Procedure No. 4.18, Contractor Information
DMM Internal Communication and Directive Regarding Broken or Damaged Windows on Mobile Equipment and Haulroad Dust Control Measures	DMM Procedure No. 4.19, Confidential Files
DMM Mineral Mine Electrician Certification	DMM Procedure No. 4.2, Permit Renewal and Progress Reports
DMM Mineral Mine Emergency, Rescue and Recovery Plan	DMM Procedure No. 4.20, Permit Transfers
DMM Mineral Mine Operators and Mineral Mine Contractors Memorandum	DMM Procedure No. 4.3, Additional Bond Required at Anniversary Time
DMM Operator Memorandum, Waste Materials Brought Onto Mine Sites	DMM Procedure No. 4.4, Bond Reduction and Release
DMM Operators Memorandum - Mine Safety Maps	DMM Procedure No. 4.5, Completion Material/Permit Close-Out
DMM Operator's Memorandum 03-01-90	DMM Procedure No. 4.6, Amendments
DMM Operators Memorandum: Transferability of Mineral Mining Permits	DMM Procedure No. 4.7, Change in Operating Officials
DMM Procedure 5.1, Training and Certification of Mineral Mining Industry Personnel	DMM Procedure No. 4.8, Temporary Cessation of Surface Mines
DMM Procedure No. 2.1, Operator Assistance	DMM Procedure No. 4.9, Exemption for Extraction of Coal Which is Incidental to the Extraction of Other Minerals
DMM Procedure No. 2.10, Closure Orders	DMM Procedure No. 5.2, Certification of Mineral Mining Industry Personnel by the Board of Mineral Mining Examiners
DMM Procedure No. 2.11, Recommending Bond Forfeitures	DMM Procedure No. 5.6, Accident Reports and Posting
DMM Procedure No. 2.12, Safety/Health/Reclamation Complaints	DMM Procedure No. 5.7, Education and Training Plan and Service
DMM Procedure No. 2.13, Blasting Complaint Investigations	DMM Risk Assessment
DMM Procedure No. 2.14, Accident/Fire Investigations	DMM Surface Blaster Certification Student Guide
DMM Procedure No. 2.15, Unlicensed Mine Sites	DMM Surface Foreman's Certification Study Guide
DMM Procedure No. 2.4, Inspections	DMM Waivered Locality Performance Evaluation
DMM Procedure No. 2.5, Inspection Frequency; Safety	DMM-102, Initial Site Investigation
DMM Procedure No. 2.6, Inspection Frequency; Reclamation	DMM-104, Inspection Report
DMM Procedure No. 2.7, Inspection Reports	DMM-104a, Inspection Report Continuation Sheet
DMM Procedure No. 2.8, Special Orders/Notices of Violation	DMM-104b, Notice/Order Form
DMM Procedure No. 2.9, Notice of Non-Compliance	DMM-104b-s, Violation Form
DMM Procedure No. 3.1, General Procedures for Reclaiming Orphaned Land Sites	DMM-104d, Bond Release Inspection
DMM Procedure No. 4.1, Relinquishments and Repermitting	DMM-104e, Blasting Complaint Investigation
DMM Procedure No. 4.10, Field Approval	DMM-104f, Complaint Investigation
DMM Procedure No. 4.11, Initial Site Inspection	

Guidance Documents

DMM-104f-s, Complaint Investigation
DMM-104s, Inspection Report (Computer)
DMM-104s-s, Inspection Form
DMM-106, Renewal--Special Order Notice
DMM-106a, Renewal--Special Order Attachment--Bond Information
DMM-106b, Renewal--Special Order Attachment
DMM-106c, Renewal--Special Order Attachment
DMM-106e, Renewal--Special Order Notice--License Renewal Fee
DMM-106f, Renewal Notice
DMM-106g, Renewal--Special Order Notice
DMM-106h Renewal--Minerals Reclamation Fund
DMM-106i, Renewal--Bond/No License
DMM-106j, Renewal--Restricted Permit/No License
DMM-106k, Renewal--Special Order Notice
DMM-106m, Renewal--Materials Reclamation Fund
DMM-106n, Renewal--Special Order Notice
DMM-106p, Renewal--Restricted/No License
DMM-107, Surety Bond Form
DMM-110, Notice of Non-Compliance
DMM-111, Release of Bond
DMM-115, Permit/License for Mineral Mining
DMM-135, Reclamation Construction Inspection Report
DMM-146, Operators memo/ Ann. Tonnage Report
DMM-153, Red Tag Closure Order
DMM-157, License Renewal and Transfer Application
DMM-157, License Renewal/Transfer Application
DMM-162s, Contractor Contact Report
DMM-163, Permit Renewal Checklist
DMM-164, Certification of No Changes in Permit Map
DMM-167, Surety Bond Rider
DMM-168, General Permit for Sand and Gravel Operations
DMM-169, Certificate of Deposit Example

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, email dboard@mvb.virginia.gov or FAX (804) 367-1053.

Questions regarding interpretation or implementation of these documents may be directed to Bruce Gould, Executive Director, Motor Vehicle Dealer Board, at the same address and telephone numbers noted above.

Guidance Documents: Dealer Practices

PR010-97, Variance for Hours of Operation, May 1997, §46.2-1533

PR020-97, Off-Site Storage of Records, May 1997, §46.2-1529

PR030-97, Temporary Supplemental Licenses for Used Car Sales, December 1997, §46.2-1516; and Temporary Supplemental Licenses for Used Car Sales (Rev.1), August 2000

PR050-97, Wholesale Sales Agreement, December 1997, §46.2-1530

"Dealers Who Are Not Maintaining Hours," MVDB Meeting Summary from July 1998

"Procedures For Violations of Minimum Hours And Established Place of Business," MVDB Meeting Summary from July 1998

Resolution on Educational and Warning Letters, January 10, 2005, Board Meeting

Resolution on Action on Adjudicated Cases That Do Not Involve the Transaction Recovery Fund, May 8, 2006, Board meeting

Guidelines For Maintaining Records And Storing Records Off-Site, October 2007

Guidance Documents: Dealer Licensing

LI010-97, Certificate of Qualification, December 1997, §§46.2-1511 and 46.2-1512

LI020-01, Dual Licensing Process, July 2001

"Guidelines for Review of Applicants Who Have a Criminal History" (March 17, 1998)

"Process for Determining Sanctions" (July 1999)

"Salesperson and Dealer-Operator Test," MVDB Meeting Summaries from March 1996, May 1996 and September 1996

"Review of the Dealer's Buyer's Order," MVDB Meeting Summary from January 1996, §46.2-1530

"Delegation of Authority to the Executive Director and Office Manager," Meeting Summaries from March 1996, September 1996, September 1997 and July 1999

"Bonding Requirements," Memorandum from the executive director to the members of the Board dated October 27, 2000

Temporary Agent Licensing Guidelines, effective July 1, 2007

Guidance Documents: Dealer Advertising

AV010-00, Deviations from Standard Practices June 2000

"Delegation of Authority to the Executive Director and Office Staff for Enforcing Regulations and Determining Civil Penalties," MVDB Meeting Summaries, January 1996, and November 1998.

Guidance Documents: Administration

AD010-95, Board Meetings (Parliamentary Guidelines), May 1997

AD020-95, Board Meetings (Public Comment), May 1997

AD030-96, Board Meetings (Meeting Documentation), Rev. December 2002

AD040-95, Board Meetings (Vice-Chair), May 1997

AD050-96, Board Meetings (Meeting Dates and Times), December 2001

AD060-95, Executive Director (Office Supplies), May 1997

AD070-95, Executive Director (Board Guidance), May 1997

AD075-99, MVDB 800 Toll Free Customer Service Line, May 1999

AD080-00, MVDB American Express Purchase Policy, September 2000

AD090-00, MVDB Annual Loss Analysis Policy, September 2000

AD0100-00, MVDB Internet Privacy Policy, October 2000

AD0-105-01, MVDB Purchasing Policy

AD110-02, MVDB, Internal Database System Data Manipulation, Storage, Mainframe and Record Deletion Policy

AD111-02, MVDB Freedom of Information Act Compliance

AD120-02, MVDB Minority, Women & Small Business Source Procurement Policy

Guidance Documents: Internal Process

MVDB-01, Qualifications, October 1999

MVDB-02, Initial Salesperson Licensing, October 1999

MVDB-03, Monthly Renewals, November 1999

MVDB-04, Dealer Licensing, October 1999

MVDB-05, Nonprofit Organization Consignment Processing, April 2000

MVDB-06, Permanent and Temporary Supplemental Licensing, May 2000

MVDB-07, Field Inspections, June 2000

MVDB-08, Plate and Decal Inventory, August 2000

DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular business hours, Monday through Friday, 8:30 a.m. until 5 p.m. in Legislative Services, Room 724, at the Department of Motor Vehicles, 2300 West Broad Street, Richmond, VA 23220. Copies totaling under ten pages may be obtained for no charge. Copies totaling ten pages or more may be obtained at a cost of \$.50 a page. Requests for copies of these documents may be made by contacting Marc Copeland at the same address, telephone (804) 367-1875, FAX (804) 367-6631 or email marc.copeland@dmv.virginia.gov.

Guidance Documents:

A DMV Guide for Family Members and Friends of the Recently Deceased, revised July 2000

AD 107, Request for Use of DMV Facilities, revised April 25, 1994

AD 305, Resolving Contractual Disputes, revised January 14, 1984, §11-69

AD 305.1, Resolving Contractual Disputes: How to Handle Contractual Disputes, issued October 14, 1983

AD 307, Contractor Contracts: Bids for Contracts Under \$100,000, issued December 6, 1985, §11-57

AD 308, Contractor Contracts: Negotiations with Low Bidder, issued December 6, 1985

AD 309, Procurement Records Searching and Copying Charges, issued December 6, 1985, §2.1-342

AD-508, State Vehicles Assigned or Owned by DMV Policy, revised November 28, 2006

AD-508.1, How to Request for Occasional Use Policy, revised November 28, 2006

AD-508.2, How to Request Permanently Assigned Vehicle Policy, revised March 1, 2002

AD-508.3, Returning Mini-Pool Vehicle to DMV, revised November 28, 2006

AD-508.4, Reporting Accident/Loss Involving State Vehicle, revised November 28, 2006

AD 509, CommuniPlate Issuance Guidelines, issued October 30, 1997, §46.2-726

DMV Seizure/Black-out Policy, revised 2005, §46.2-322

Guidance Documents

- DOIM-HQ, Dissemination of Information/Materials on DMV Property, issued March 1, 1993
- Driver Licensing Guide, updated on a regular basis, as necessary
- Financial Responsibility Insurance Filing Via Internet, issued January 1999
- Instructions to Contracted Hearings Officers, revised September 1997, §46.2-1566
- Insurance Verification Activities Annual Report
- DL 140, Vehicle Inspection Study Guide – Tractor Trailer, May 21, 2007
- DL 141, Vehicle Inspection Study Guide – Straight Truck/School Bus, May 21, 2007
- DL 142, Vehicle Inspection Study Guide – Coach/Transit Bus, May 21, 2007
- DL 143, Vehicle Inspection Study Guide – Combination Vehicles, May 21, 2007
- MCTS247, Motor Carrier Guidelines, revised February 16, 2005, §§58.1-2700 et. al, 46.2-703, 46.2-2000 et. al, and 46.2-2100 et. al
- MED 5, Minimum Vision Requirements for Licensed Drivers of Motor Vehicles, revised June 2007, §46.2-311
- MED 12, Virginia Parking Placards and Plates for Customers with Disabilities, revised July 2007, §§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 June 2007, §§10.1-1402 (11), 10.1-1405, 10.1-1450 and 46.2-341.9:1
- MED 44, Driver Licensing Information for Wearers of Biotopic Telescopic Lens, revised June 2007, §46.2-312
- MED 80, Medical Fitness for Safe Driving, July 2007
- Memorandum from Richard D. Holcomb to All DMV Investigators Re: Sale of Trailer Kits and Trailers, dated August 13, 1996, §46.2-1992.6 et seq.
- Memorandum from Richard D. Holcomb to All On-line Dealers Re: Processing Fee, dated November 21, 1995
- Memorandum from Richard D. Holcomb to Holders of Drive-Away License Plates Re: Drive-Away License Plate Usage, dated May 23, 1994, §46.2-733
- Memorandum from Richard D. Holcomb to Motor Vehicle Dealers, DMV Personnel, CVR Personnel Re: Transfer of License Plates to Leased Vehicles, dated September 7, 1995
- DMV 2, Virginia Motorcycle Operator Manual, September 6, 2007
- DMV 7, Virginia webCAT - Virginia's Electronic Motor Carrier Solution, April 2003
- DMV 16, Parents in the Driver's Seat, July 1, 2007
- DMV 32, Alternative Services card, March 23, 2007
- DMV 33, Self-Service Center brochure, April 2006
- DMV 34, Alternate Motorcycle Skill Test, July 1, 2007
- DMV 34A, Alternate Motorcycle Skill Test (for smaller testing area), July 1, 2007
- DMV 39, Virginia Driver's Manual - Rules of the Road, July 2007 & November 2007
- DMV 39S, Manual del Conductor de Virginia - Reglas de la Carretera, Julio de 2007
- DMV 52, Saving lives through organ and tissue donation/Legal Presence, January 26, 2007
- DMV 60, Virginia Commercial Driver's Manual, July 17, 2007
- DMV 72, Automobile Liability Insurance Reporting Requirements/Reporting Guide for Insurance Companies, May 2003
- DMV 105, DMV Guide for family members and friends of the recently deceased, September 2003
- DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, July 2006
- DMV 110, Snap Dragon Coloring Book, July, 2002 (Online Only)
- DMV 114, A Different Kind of Crash Course, The Virginia DI Program, July 1, 2007, §46.2-489 et seq.
- DMV 114S, Un Curso Intensivo Diferente Crash Course, 31 de Julio de 2007
- DMV 115, Moving Violations and Point Assessments, The Virginia DI Program, July 1, 2007, §§46.2-491 through 46.2-494
- DMV 115S, Infracciones de la Circulacion y Calculo de Puntos, 31 de Julio de 2007
- DMV 132, Virginia Fuels Tax Act Guidelines, dated August 2000, §58.1-2200 et. al
- DMV134, Virginia Motor Vehicle Rental Regulations, October 2004, §§58.1-2400 - 2426, 24VAC20 -100 through 100-540
- DMV 137, Special Plates/Zero Fraud, January 2006
- DMV 138, Congratulations on your new driver's license! July 2002
- DMV 140, Welcome to Virginia?, September 5, 2007

DMV 140S, Recien Llegado a Virginia?, 12 de Septiembre de 2007

DMV 141, Acceptable Documents for Obtaining a Driver's License or Photo Identification Card, effective July 1, 2007

DMV 141S, Documentos aceptables para obtener una licencia de conductor o una tarjeta de identificacion con foto, (1de Agosto de 2007)

DMV 142, Basic Steps to your Driver's License, effective July 2005

DMV 142S, Pasos basicos para obtener su licencia de conducir o tarjeta de identificacion con foto, (Julio de 2005)

DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, July 2002, §46.2-323.1

DMV 166, Are You Covered? To protect our citizens, Virginia law requires insurance coverage for all motor vehicles, July 2003

DMV 168, Virginia is Tough on drunk and drugged drivers, August 1, 2007

DMV 168S, Virginia es estricto sobre conductors borrachos y adrogados, (12 de Septiembre de 2007)

DMV 170, Driver Training School Manual, April 2005

DMV 173, What Can I do Online? August 2007

DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, November 21, 2005

DMV 178, Clean Special Fuel, July 2007

DMV 181, Voter Registration Application Instructions, Large Print, August 14, 2006

DMV 200, Failure to Show for CDL Skills Test Appointment, May 23, 2007

DMV 201, DMV Fees, August 14, 2007

DMV 202, Overweight Penalties, June 1, 2007

HP 405, Escort Driver's Manual, June 1, 2006

IRP 5, Virginia International Registration Plan, October 2004

Procedures for Implementation of Regional Initial 1% Vehicle Registration Fees Imposed Pursuant to HB 3202, October 31, 2007

Procedures for Implementing, Enforcing and Collecting the Local Rental Car Transportation Fee, October 31, 2007

Procedures for Implementation of \$10 Annual Regional License Fee, October 31, 2007

RDT131, International Fuels Tax Agreement Guidebook, July 26, 2005, §58.1-2700 et seq.

RDT 382, IFTA Fuels Tax Rates, March 6, 2007

Recommended Guidelines of the Medical Control Advisory Board, Administrative Procedures, revised November 1995, §§46.2-200, 46.2-203, 46.2-204 and 46.2-322.

SB97-005A, Mechanics and Storage Lien: Program Enhancements Special Bulletin, issued August 15, 1997, §§43-32 through 43-34

Special Employee Identification Card Program for Agencies/Organizations in State and Local Governments Information Sheet, revised October 2004, §46.2-345

TSS 10A, Guidelines for Submission of Highway Safety Grant Applications, January 30, 2006

US531A/AR, Information Use Application, revised July 2007, §46.2-208

US531E/ER, Application for Extranet Transaction Access, revised July 2007, §46.2-208

Vehicle Licensing Guide, updated on a regular basis, as necessary

Virginia International Registration Plan, issued September 1997, §46.2-703

Virginia International Registration Plan, issued September 1997

Virginia Motor Vehicle Dealer Manual, revised July 1997

VSA 86, To Secure Virginia Title and Transfer or Buy License Plates, January 24, 2006

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 2007 include:

ONLINE TRANSACTIONS

Address Change

Administrative Hearing Request

Compliance Summary Request

Disabled Parking Placard Renewal

Driver's License Renewal

Driver's License Replacement

Hauling Permits

ID Card Renewal

ID Card Replacement

Guidance Documents

Insurance Verification
Organ Donor Status Change
Original Electronic Title Print
Overweight Citation Payment
PIN Administration
Plate Purchase
Prospective Purchaser Inquiry (PPI)
Record at a Glance
Record Request
Registration Card Replacement
Report a Vehicle Sold or Traded
Souvenir Plate Orders
Title Replacement
Trip Permit Purchase
Vehicle Registration Renewal
What Have I Done Online

Citizen Services

Legal Presence
Disability Services
Driver Services
Family of Deceased
Fees
Fuels Tax Refund
Hauling Permits
ID Services
Local Vehicle Registration Program (LVR)
Medical Information
Record Services
Vehicle Services

Information for Businesses

Business Opportunities
Commercial Driver Improvement Clinic Program
Dealer Services
Electronic Lien Program
Fuels Tax
Governmental Access to DMV Records
Insurance Industry Services
Motor Carrier Services
Non-Governmental Access to DMV Records
Online Dealer
Online Fleet
Online Salvage Pools
Rental Tax
Salvage and Nonrepairable Vehicles
Size and Weight Enforcement
Voluntary Driving Record Monitoring Program
Webcat

General DMV Information

A message from the Commissioner
Business Opportunities
Commonwealth Transportation Fund (CTF) Revenues
Contact Us
DMV Legislation
DMV News

Employment Opportunities
Freedom of Information Act (FOIA)
Insurance Consumer Information
Office Locations
Outside of VA?
Personal Property Tax Relief (PPTR)
Privacy and Security
Recognition and Awards
Resources
Safety
Selective Service Registration
Vehicle Consumer Information
Voter Registration
Website Survey

DMV Forms and Publications

DMV Forms Online

Moving ?

New to Virginia?
Leaving Virginia?
Moving Within Virginia

Temporarily Outside of Virginia? Copies of Motor Carrier Services bulletins relating to motor carrier issues and requirements totaling under ten pages may be obtained for no charge. Copies of these documents totaling ten pages or more may be obtained at a cost of \$.50 a page. Requests for copies of these documents may be made by contacting Department of Motor Vehicles, Motor Carrier Services, 2300 West Broad Street, Richmond, VA 23220-0001, telephone (804) 367-0040, FAX (804) 367-1746 or email mconline@dmv.virginia.gov.

The DMV website contents documents may be viewed and downloaded at no charge by visiting www.dmv.virginia.gov. 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 Charles Sheldon, Department of Motor Vehicles, Web Services, Room 411, 2300 West Broad Street, Richmond, VA 23220, telephone (804) 367-2869, FAX (804) 367-1578 or email charles.sheldon@dmv.virginia.gov.

VIRGINIA MUSEUM OF FINE ARTS

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. at the Virginia Museum of Fine Arts Administrative Annex, 201 N. Boulevard, Richmond, VA 23220. Copies may be obtained free of charge by contacting Trudy Norfleet at the same address, telephone (804) 340-1506, or email trudy.norfleet@vmfa.museum. Internet addresses for accessing the documents are found below.

Questions regarding interpretation or implementation of these documents may be directed to Kenton Towner, Director of

Risk Management and Protective Services, Virginia Museum of Fine Arts, 201 N. Boulevard, Richmond, VA 23220, telephone (804) 340-1488, or email kenton.towner@vmfa.museum.

Guidance Documents:

Guided Group Tour Policy 4-98, revised 2003

Smoking Policy 3-00, revised 2002

Gallery Guidelines Policy 7-00, revised 2004

Lost and Found Property Policy 2-01, revised 2004

Virginia Museum of Fine Arts Calendar, Bi-monthly

Adult and Teacher Programs, Quarterly

Adult and Teen Studio Programs, Quarterly

Guidelines for Wedding Receptions at the Virginia Museum of Fine Arts, May 2004

Guidelines for Special Visits to the Virginia Museum of Fine Arts, March 2005

Virginia Museum of Fine Arts Parking Deck Information and Guidance, April 2007, 8VAC103-20

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall 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) 367-4515. 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

90-7, Sanctioning Reference Points Instruction Manual, adopted by Board, May 2006

90-8, Board opinion on delegation of collection of specimens for gonorrhea and chlymydia, adopted January 1993, revised November 18, 2003

90-9, Board Guidelines for Prescription Drug Administration Training Program for Child Day Care, revised September 18, 2007

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

90-11, Board guidance on Continuing Competency and Protocol Requirements Violations for Nurse Practitioners, adopted by Board of Nursing May 15, 2007 and Board of Medicine June 21, 2007

90-12, Delegation of authority to Board of Nursing registered nurse discipline staff, revised July 17, 2007

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

90-18, Guidance regarding prescriptive authority in Virginia, prepared by Elizabeth Russell, revised December 2005.

90-19, Board interpretative statement on bolusing epidural anesthesia by Registered Nurses, adopted September 23, 1997, amended September 22, 1998, revised by Board motion, November 18, 2003

90-21, Preparation of medications, letter from Executive Director, Corinne Dorsey, October 2, 1990

90-22, Execution of a Do Not Resuscitate Order, letter from Executive Director, Nancy Durrett, February 19, 1998

Guidance Documents

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

90-34, Board motion on review and challenge of NCLEX, adopted July 20, 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, March 21, 2007

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

90-52, 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, revised September 2006

90-56, Protocol requirements for licensed nurse practitioners, adopted by the Board of Medicine on October 18, 2007 and the Board of Nursing on November 14, 2007

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall 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) 367-4508. Copies are free of charge.

Guidance Documents:

105-1, Consent Order for Richard D. Ayuso, O.D.; September 26, 1990, Practice in mercantile establishment; advertising

105-2, Order by the Board for Eustace F. Bourne, O.D.; January 5, 1990, Practice in mercantile establishment; advertising

105-3, Consent Order for Paul T. Edwards, O.D.; December 19, 1994, Practice in mercantile establishment

105-4, Consent Order for Louis A. Espejo, O.D.; October 24, 1995, Practice in mercantile establishment

105-5, Consent Order for Nava Ezra, O.D.; August 21, 1996, Practice in mercantile establishment; indirect control and supervision over practice by sublessor

105-6, Consent Order for Solomon Holsveig, O.D.; May 15, 1997, Practice in mercantile establishment

105-7, Consent Order for Barry M. Lebowitz, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist

105-8, Consent Order for Marcia K. Leverett, O.D.; May 9, 1995, Practice in mercantile establishment; indirect control and supervision over practice by non-optometrist; advertising

105-9, Consent Order for Blake A. Mitvick, O.D.; January 26, 1996, Practice in mercantile establishment

105-10, Consent Order for Gilbert J. Nelson, O.D.; February 17, 1995, Practice in mercantile establishment

105-11, Consent Order for Jane Atkinson Trump, O.D.; October 18, 1995, Practice in mercantile establishment

105-12, Consent Order for David A. Tufts, O.D.; February 2, 1997, Practice in mercantile establishment

105-13, Consent Order for Michael E. Zalar, O.D.; November 4, 1995, Practice in mercantile establishment

105-14, Matrix of disciplinary sanctions, 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

105-25, Current Procedural Terminology (CPT) Codes for Optometry, revised May 18, 2007

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

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. at the office of the Virginia Board for People with Disabilities, 202 N. 9th Street, 9th Floor, Ninth Street Office Building, Richmond, VA 23219. Please note that Policy and Procedures Directives are issued occasionally for the purpose of updating the Grants Manual and Board Member Reference Books. Copies of these documents may be obtained by contacting Nan Pemberton at the same address, telephone (804) 786-7335, FAX (804) 371-3157 or email nan.pemberton@vbpd.virginia.gov.

Questions regarding the interpretation or implementation of these documents may be directed to Nan Pemberton, Director of Administration, at the address above.

Guidance Documents:

Grants Manual, revised September 2007 (www.vaboard.org)

Virginia Board for People with Disabilities Board Member By-Laws, revised September 2004

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall 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) 367-4456. Copies are free of charge.

Guidance Documents:

110-1, List of categories of facility licenses and a brief description of each, revised May 2007

110-2, Information on Applying for Pharmacist Licensure, revised August 2007

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

Guidance Documents

110-6, Destruction of Schedule II through V Drugs, June 2006

110-7, Practitioner/patient relationship and the prescribing of drugs for family or self, February 2006

110-8, Information on prescriptive authority in Virginia, revised July 2007

110-9, Recommendations for confidential consent agreements or pre-hearing consent orders, revised December 12, 2007

110-10, Board guidance on dispensing of drugs from mobile vans, revised April 2006

110-11, Board guidance on stat-drug boxes in assisted living facilities, effective June 5, 2006

110-12, Board guidance on compliance packaging labeling, effective March 29, 2007

110-13, Consent Order for the Board of Pharmacy v. CVS/pharmacy, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, October 9, 1997

110-14, Consent Order for the Board of Pharmacy v. Eckerd Corporation, case decision holding the corporate owner responsible for violations of pharmacy laws and regulations, August 19, 1997

110-15, Guidance on substituting albuterol HFA inhalers for albuterol CFC inhalers, adopted March 29, 2007

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 June 5, 2006

110-18, Interpretation of "administer" to include preparation for administration, June 11, 1998

110-20, Guidance for pharmacies providing prescriptions blanks to prescribers, December 8, 1998

110-21, Sanction Reference Points Manual, adopted September 12, 2007

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, June 5, 2006

110-27, Pharmacist-In-Charge responsibilities, revised May 2007

110-28, Guidance for free clinic pharmacy permit applicants, August 2006

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, revised June 2007

110-31, Approved capture drugs and drug administering equipment, Directive from the State Veterinarian, revised June 2007

110-32, Use of a drop-box for the collection of prescriptions, adopted December 12, 2007

110-33, Use of Pharmacy Interns as Pharmacy Technicians - Interpretation of §54.1-3321 (C), Board motion, January 14, 2004

110-34, Guidance on Entities that do not Need to Register as a Non-resident Wholesale Distributor, March 29, 2007

110-35, Requirements for Prescription Blanks, Board motion, April 13, 2004, revised April 25, 2007

110-36, Compliance with USP Chapter 797 on Sterile Compounding, Board motion, revised June 5, 2006

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 5, 2006

110-39, Guidelines for Requests for NAPLEX and Virginia Drug Law Examination Accommodations, Board motion, September 13, 2005

110-40, Issuing a New Pharmacy Permit Prior to the Opening Date, adopted March 29, 2007

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall at www.townhall.virginia.gov or requested by email at ptboard@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa Russell Hahn, Executive Director of the Board, at the address above or by telephone at (804) 367-4674. Copies are free of charge.

Guidance Documents:

112-1, By-Laws of the Board of Physical Therapy, revised January 27, 2006

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

112-4, Board guidance on requirement for licensure for instructors in a physical therapy program, adopted July 11, 2003, readopted January 19, 2007

112-5, Board guidance on acceptance of TOEFL iBT as equivalent to TOEFL and TSE examinations, adopted October 28, 2005, readopted January 19, 2007

112-6, Board guidance on licensure of kinesiotherapists as physical therapists, adopted July 11, 2003, readopted January 19, 2007

112-7, Board guidance on physical therapists and Individualized Educational Plans in public schools, November 15, 2002

112-8, Board guidance on review of non-routine applications from non-approved schools, adopted March 7, 2003, readopted January 19, 2007

112-10, Board guidance on credits for continuing competency requirements, adopted July 12, 2002 and May 7, 2004, readopted January 19, 2007

112-11, Board guidance on functional capacity evaluations, adopted August 20, 2004, readopted January 19, 2007

112-12, Board guidance on physical therapy services in home health, readopted January 19, 2007

112-13, Board guidance on requirements of applicant who has failed the examination for three times, excerpts from Board minutes of January 28, 2005, readopted January 19, 2007

112-14, Board guidance on electromyography (EMG) and sharp debridement in the practice of physical therapy, adopted October 26, 2007

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 at no cost from Melanie Kielb West, Associate Director and Counsel for Regulatory Affairs, at (804) 786-8812 or by email at melanie.west@dpb.virginia.gov.

Guidance Documents applying to all boards for this agency

Fast-track Rulemaking Process: Letter/Fee Increases

Nonstate Agency Budget Request Instructions and Form

Small Business Impact Legislation 2005 - Implementation on Town Hall website

Town Hall Agency User Manual

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, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233. Copies may be obtained by contacting Dawn Waters at the same address, telephone (804) 367-8583, FAX (804) 527-4293 or email recordsmgt@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, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8583, FAX (804) 527-4293, or email dawn.waters@dpor.virginia.gov.

Guidance Documents applying to all boards for this agency

Guidelines for the Evaluation of the Need to Regulation Professions and Occupations

New Board Member Training Manual

[Policy #100-02] Compliance with Americans with Disabilities Act

[Policy #100-04] Release of Information

[Policy #100-05] License Suspensions

[Policy #100-06] Subpoenas/Service of Process/Notices

[Policy #100-09] Gifts and Honoraria

[Policy #100-11] Internet Web Site

[Policy #100-13] Establishing and Revising Procedures and Forms

[Policy #100-14] Public Service Hours

[Policy #100-18] Alternative Dispute Resolution

[Policy #200-18] Equal Employment Opportunity

[Policy #300-01] Regulant Name & Address Change

[Policy #600-01] Examination Fees

Guidance Documents

[Policy #600-02] Examination Site Conduct

[Policy #700-03] Accounts Receivable & Debt Collection

[Policy #700-04] Revenue Refunds

[Policy #800-02] Filing of Complaints Against Regulants

Auctioneers Board

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

Guidance Documents applying to some or all chapters within this board

APELSCIDLA Board Sanction Guidelines After 7/1/99

APELSCIDLA Board Sanction Guidelines Before 7/1/99

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Barbers

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Branch Pilots

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Contractors

Guidance Documents applying to some or all chapters within this board

Board for Contractors Policies & Interpretations

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Cosmetology

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Geology

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Hearing Aid Specialists

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Opticians

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Professional Soil Scientists and Wetland Professionals

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Waste Management Facility Operators

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board of Bar Examiners

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board of Professional and Occupational Regulation

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Real Estate Appraiser Board

Guidance Documents applying to some or all chapters within this board

Real Estate Appraisers Experience Hours

Signing Any Appraisal Report

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Real Estate Board

Guidance Documents applying to some or all chapters within this board

Proof of Financial Responsibility for Board-Approved Education Providers

Real Estate Advisory Council's Report Regarding Post-Licensure Education

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Virginia Board for Asbestos, Lead and Home Inspectors

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Cemetery Board

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Board for Barbers and Cosmetology

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

Fair Housing Board

Guidance Documents applying to some or all chapters within this board

[Policy #100-01] Establishing and Revising Policies and Related Procedures

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall 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) 367-4697. 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

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

Guidance Documents

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

125-5, Board motions

125-5.1, Board guidance on possible disciplinary action for non-compliance with continuing education requirements, July, 2006

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 Assistant Vice President for Administration and Chief of Staff to the Executive Vice President and Chief Operating Officer, 312 Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Kathy Sanders at 321 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-3852, FAX (540) 231-4830 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, Assistant Vice President for Administration and Chief of Staff to the Executive Vice President and Chief Operating Officer, Virginia Tech, Blacksburg, VA 24061, telephone, (540) 231-5706, FAX (540) 231-4830 or email lwilkes@vt.edu.

Guidance Documents:

Board of Visitors Bylaws, amended November 2006 (<http://www.bov.vt.edu/bylaws.php>)

Faculty Handbook, revised July 2007 (http://www.provost.vt.edu/documents/FHB_July_2007.pdf)

Special Research Faculty Handbook, revised June 2005 (http://www.provost.vt.edu/documents/research_handbook_june_2005.pdf)

Virginia Tech Employee Handbook, revised August 2007 (<http://www.hr.vt.edu/downloads/handbook.pdf>)

Undergraduate Course Catalog and Academic Policies, 2007-08, <http://www.undergradcatalog.registrar.vt.edu>

Graduate Policies and Procedures and Course Catalog, 2007-08 (<http://www.grads.vt.edu/academics/gcat/index.html>)

Hokie Handbook (student handbook), 2007-08 (<http://www.hokiehandbook.vt.edu/>)

2005 Jeanne Clery Act Report (<http://www.police.vt.edu>)
See Crime Statistics

Parking Rules and Regulations, 2007-08 (http://facilities.vt.edu/documents/parking/rules_07-08.pdf)

VIRGINIA PORT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of Rodney W. Oliver, Director of Finance, or David M. James, Director of Contracts and Real Estate, 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:

Virginia Port Authority Purchasing Policies and Procedures Manual, revised November 23, 2004, §62.132.1, 62.132.6 and 11-35. Cost: \$15

Virginia Port Authority Capital Outlay Manual, May 1997, §2.2-1132, 2.2-4300, 2.2-4343, 62.1-132.1, and 62.1-132.6, \$30.

Virginia Port Authority Travel Policies and Procedures, revised December 18, 2006 - email copy available at no cost.

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Rail and Public Transportation (DRPT) is subdivided by the work unit that issued or has custody of the document.

Transit and Congestion Management

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5:00 p.m. in the office of Corey Hill, Chief of Transit and Congestion Management, Virginia Department of Rail and Public Transportation, 1313 East Main Street, Suite 300, Richmond, VA 23219. Copies may be obtained for a fee (varies depending on document) by contacting Corey Hill at the same address, telephone (804) 786-4443 or FAX (804) 255-3752 or for free online at www.drpt.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Corey Hill at the same address and phone number.

Guidance Documents:

FTA Section 5303 FY 2008 Grant Application Certification and Resolution Documents Package

FTA Section 5310 FY 2009 Grant Application Program Certifications Package

Grant Application Information and Instructions Package for State Capital Assistance

FTA Section 5316 Job Access and Reverse Commute (JARC) FY 2009 Program Information and Instructions Package

FTA Section 5317 New Freedom FY 2009 Program Information and Instructions Package

FTA Section 5310 FY 2009 Grant Application Narrative Documents Package

Grant Application Information for the State Public Transportation Intern Program

Overview of Financial Assistance for Public Transportation in Virginia Administered by DRPT

Resolution Authorizing the Application for State Aid to Public Transportation

Grant Application Information for State Public Transportation Technical Assistance

Grant Application Information for State Transportation Efficiency Improvement Fund (TEIF) Assistance

Rail Transportation

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 Kevin Page, Chief of Rail Transportation, Virginia Department of Rail and Public Transportation, 1313 East Main Street, Suite 300, Richmond, VA 23219. Copies may be obtained for a fee (varies depending on document) by contacting Kevin Page at the same address, telephone (804) 786-3963 or FAX (804) 255-3752 or for free online at www.drpt.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Kevin Page at the same address and phone number.

Guidance Documents:

Railroad Industrial Access Program Application Procedures

Rail Preservation FY2009 Program Application Procedures

Rail Enhancement Fund Application Procedures

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 (888) 827-3847, FAX (804) 786-1541 or email 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 1-888-827-3847, FAX 1-804-786-1541 or email jchenault@vrs.state.va.us.

Guidance Documents:

Applying for Disability Retirement – revised July 2007, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Applying for Service Retirement – revised July 2007, Code of Virginia, Title 51.1, Chapters 1, 3

Choosing Your Retirement Plan – Guidelines and Provider Information for employees of colleges and universities who are eligible to select the Optional Retirement Plan for Higher Education, revised July 2007, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Choosing Your Retirement Plan – Guidelines for Employees Eligible to Select the Optional Retirement Plan for School Superintendents, revised February 2006, Code of Virginia, Title 51.1-126.6, www.varetire.org

Choosing Your Retirement Plan – Guidelines for Political Appointees eligible to select the Optional Retirement Plan for Political Appointees, revised June 2005, Code of Virginia, Title 51.1-126.5, www.varetire.org

Composite Copy of the Deferred Compensation Plan of the Commonwealth of Virginia Plan Document – revised June 2004, Code of Virginia, Title 51.1, Chapter 6, www.vadcp.com

Composite Copy of the Master Trust for the Deferred Compensation Plan of the Commonwealth of Virginia – revised October 2004, Code of Virginia, Title 51.1, Chapter 6, www.vadcp.com

Composite Copy of the Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education – revised December 2005, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Comprehensive Annual Financial Report, December 2007 – published annually, Code of Virginia, Title 51.1, Chapters 1-7

Guidance Documents

Deferred Compensation Plan and Cash Match Plans Plan Features and Highlights – revised May 2004, Code of Virginia, Chapter 6, www.vadcp.com

Deferred Compensation and Cash Match Plans Planning Guide – revised January 1, 2002, Code of Virginia, Title 51.1, Chapter 6, www.vadcp.com

Employer Manual - revised July 2007, Code of Virginia, Title 51.1, www.varetire.org

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

Handbook for Members – State Police Officers’ Retirement System, summary plan description – published October 2005, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members – Virginia Law Officers’ Retirement System, summary plan description – revised September 2005, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Retirement System (Benefits for Eligible Political Subdivision Employees in Hazardous Duty Positions), summary plan description – published July 2007, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members - Virginia Retirement System, summary plan description – revised October 2007, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan for Higher Education – published September 2004, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Handbook for Participants in The Commonwealth of Virginia Optional Retirement Plan For School Superintendents – revised July 2005, Code of Virginia, Title 51.1–126.6, 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

Master Trust For The Optional Retirement Plan of the Commonwealth of Virginia for Employees of Institutions of Higher Education – published July 2002, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org.

Member Benefit Profile – last published September 2007, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member Bulletin – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Optional Retirement Plan of the Commonwealth of Virginia For Employees of Institutions of Higher Education Investment Policy Statement – revised July 2004, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Optional Retirement Plan for Political Appointees – Plan Features and Highlights – revised July 2005, Code of Virginia, Title 51.1, Chapter 2, www.varetire.org

Optional Retirement Plan for School Superintendents Plan Features and Highlights – revised December 2004, Code of Virginia, Title 51.1–126.6, www.vadcp.com.

Pre-Retirement Planning Guide – revised July 2007, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5, www.varetire.org

Retiree Handbook – revised July 2006, Code of Virginia, Title 51.1, Chapters 1-7

Retiree News – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7

Retirement Benefits Under the Workforce Transition Act – revised January 2003, Code of Virginia, Section 2.2–3200, www.varetire.org

VRS Retirement Benefits and Divorce – revised May 1996, addendum printed July 2003, Code of Virginia, Title 51.1, Chapter 1

Virginia Retirement System, 2005 Edition - revised July 2007, Code of Virginia

Virginia Sickness and Disability Program Handbook – revised July 2006, Code of Virginia, Title 51.1, Chapter 11

Virginia Supplemental Retirement Plan – published July 2004, Code of Virginia, Title 1.1–617, www.vadcp.com.

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 Legislative & Regulatory Affairs, Department of Social Services, 7 North 8th Street, Richmond, VA 23219-1849, telephone (804) 726-7902 or email 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 homepage (<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

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

Division of Benefit Programs

Volume IX, Energy Assistance Policy Manual, revised June 2007, 22VAC40-680, \$22.90 (can also be accessed via the Internet at www.dss.virginia.gov/files/division/bp/ea/manual/ea_manual.pdf)

Energy Assistance Program Quick Reference Guides (crisis, fuel and cooling), revised (cooling June 2007, crisis September 2007, fuel September 2007), 22VAC40-680, \$3.10

Volume V, Food Stamp Certification Policy Manual, revised October 2007, §63.2-801, \$81 (may also be accessed via the Internet @ www.dss.virginia.gov/benefit/fs/manual.cgi)

Food Stamp Program Quick Reference Guide, revised October 2007, §63.2-801, \$3.60 (46 pages)

Electronic Benefits Transfer (EBT) Policies and Procedures Guide, revised September 17, 2007 (120 pages)

Volume XIII, Medicaid Policy Manual, revised July 2007, §32.1-323 et seq., \$78.75 (may also be accessed via the Internet at http://www.dss.virginia.gov/benefit/me_famis/manual.cgi)

Volume II - Part IV- GR Policy Manual, January 2007 may be accessed at <http://www.dss.virginia.gov/benefit/gr/manual.cgi>.

Volume II – Part V - State/Local Hospitalization Policy Manual, February 2007 may be accessed <http://www.dss.virginia.gov/benefit/slh/index.html>.

Temporary Assistance for Needy Families (TANF) Policy Manual (VIEW included), revised October 2007, §63.2-600, \$54.60 (may also be accessed via the Internet at <http://www.dss.virginia.gov/benefit/tanf/manual.cgi>)

Child Care and Development

Child Care Services Policy (Volume VII, Sect. II, Chapter D, Social Services Policy Manual) revised October 2007

Child Care Policy Frequently Asked Questions, (Volume VII, Section II, Chapter D), December 1, 2007

Division of Child Support Enforcement

Division of Child Support Enforcement Program Manual, October 1, 2006, 22VAC40-880, initial CD-ROM at \$35 annually which includes updates every 90 days

Commissioner's Office

Commissioner's Memoranda to Local Departments of Social Services, free, 2007

Division of Community and Volunteer Services

Neighborhood Assistance Program Donor Fact Sheet, revised July 2007 §63.2-2000 et seq., free

Neighborhood Assistance Program Project Fact Sheet, revised July 2007, §63.2-2000 et seq., free

Neighborhood Assistance Program Contribution Notification Forms, A, B, C, D, and E, revised July 2007, §63.2-2005 et seq., free

Family & Children's Trust Fund - Small Grant Awards Policy Statement, revised November 1997, §63.2-2103, free

Virginia AmeriCorps Policy & Procedures Manual, revised November 2007

Virginia Refugee Resettlement Program Manual, free

Statewide Human Services Information & Referral Manual, June 2002, §63.2-222, free

Division of Family Services

Title IV-E Eligibility Manual, revised October 2005, free

FS- Volume II – Auxiliary Grants Policy Manual – Part III, February 1, 2002

Guidance Documents

Assisted living Facility Assessment Manual, revised October 2007, 22VAC40-745, free
www.dss.virginia.gov/family/as/aps.cgi

Child Protective Services (CPS) Policy (Vol. VII, Sec. III, Chapter A, Social Services Policy Manual) revised January 2007, free

Foster Care Policy (Vol. VII, Sect. III, Chapter B, Social Services Policy Manual) revised March 2007

Generic Policy (Vol. VII, Sec. 1, Social Services Policy Manual) Chapters A, B, C, G H, and F of this section covers policy on Intake and Case Management, Confidentiality, Purchase of Services, Appeals, and Standards for Agency-Approved Providers.

Adoption Policy (Vol. VII, Sec. III, Chapter C, Social Services Policy Manual), revised July 2006, free

Adoption Policy (Vol. VII, Sec. III, Chapter D, Social Services Policy Manual), revised July 2007, free

User's Manual: Virginia Uniform Assessment Instrument (UAI), revised July 2005, 22VAC40-745, free

User's Manual: Virginia Uniform Assessment Instrument (UAI) for Private Pay Residents of Adult Care Residences, revised July 2005, 22VAC40-71-170 et seq. and 22VAC40-745, 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

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

The Virginia Department of Social Services Reasonable Candidacy Manual, July 2007, free,
www.dss.virginia.gov/family/fc/candidacy

Foster Care Broadcast 4147, Foster Parent Contingency Fund Policy, March 2007

Foster Care Broadcast 4171, Implementation HB2504, National Background Checks, March 2007

Foster Care Broadcast 4188, FY 2008 Foster Parent and Adoption Subsidy Rate Increase, April 2007

Foster Care Broadcast 4339, Custody Relinquishment, June 2007

Foster Care Broadcast 4551, National Criminal Background Checks, October 2007

Foster Care Independent Living Broadcast 4437, Educational and Vocational Training

Foster Care Broadcast 4378, Reasonable Candidacy, July 2007

Foster Care Broadcast 4472, OASIS Accuracy, September 2007

Adult Services Broadcast 4317, Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program, July 2007, free

Adult Services Broadcast 4180, Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program, April 2007, free

Interstate Compact on the Placement of Children (ICPC) Broadcast 4198, Safe & Timely Placement of Children Act.

Adult Services Policy (Vol. II, Sec. IV, Chapter A, Social Services Policy Manual), revised July 2007
www.dss.virginia.gov/family/as/manual

Adult Services Policy (Vol. II, Sec. IV, Chapter B, Social Services Policy Manual), revised May 2007
www.dss.virginia.gov/family/as/manual

Adult Services Policy (Vol. II, Sec. IV, Chapter C, Social Services Policy Manual), revised May 2007
www.dss.virginia.gov/family/as/manual

Adult Services Policy (Vol. II, Sec. IV, Chapter D, Social Services Policy Manual), revised May 2007
www.dss.virginia.gov/family/as/manual

Adult Services Policy (Vol. II, Sec. IV, Chapter E, Social Services Policy Manual), revised May 2007
www.dss.virginia.gov/family/as/manual

Division of Finance

Finance- LASER Expenditures Guidelines Manual, revised June 2007, free

Finance- LASER Expenditure Guidelines Manual Updates, June 2007, free

Finance- Final Allocations for Local Departments of Social Services – FY ending June 30, 2008, free

Finance- Finance and Administration Guidelines Manual for LDSS (Local Departments of Social Services), May 2002, free

Division of Human Resource Management

Chapter 1, EEO and Hiring, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, §63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter1.pdf>

Chapter 2, Compensation, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, §63.2-219, free; available at

<http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter2.pdf>

Chapter 3, General Leave, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, §63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter3.pdf>

Chapter 4, Medical Leaves of Absence, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, §63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter4.pdf>

Chapter 5, Operations of an Agency, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, §63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter5.pdf>

Chapter 6, Standards of Performance and Evaluation, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, §63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter6.pdf>

Chapter 7, Discipline and Termination of Employment, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, §63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter7.pdf>

Chapter 8, Personnel Records, of the Human Resources Manual for Local Departments of Social Services, revised July 2007, §63.2-219, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/files/local/manual/chapter8.pdf>

Local Compensation Plan Form, Deviating, for Local Department of Social Services, revised effective July 2007, §63.2-330, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/local/classification.cgi>

Local Compensation Plan Form, Non-Deviating, for Local Department of Social Services, revised effective July 2007, §63.2-330, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/local/classification.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; available at <http://spark.dss.virginia.gov/divisions/dhrm/vdss/procedures/index.cgi>

Management/Recruitment Selection Guide V3, October 24, 2004, free; available at <http://www.localagency.dss.state.va.us/divisions/dhrm/procedures.cgi>

Division of Information Systems

Virginia Department of Social Services Information Security Policy, revised May 2007, §63.2

Virginia Department of Social Services Information Security Standards, issued May 2007

Virginia Department of Social Services Internet Policy, July 1, 2004, free and available at <http://www.localagency.dss.state.va.us>

Virginia Department of Social Services Acceptable Use Policy, October 2, 2006

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, July 12, 2007, §63.2-1726, free

Standards Manual for Interdepartmental Regulation of Children's Residential Facilities, July 1, 2000, 22VAC42-10, free

Division of Licensing Programs

Criteria for Training, April 2007, free

Curriculum Outline for Assisted Living Facility Administrators, August 2007, 22VAC40-72, free

Direct Care Staff – Department Approved Adult Care Residence Training, January 2002, 22VAC40-72

Direct Care Staff – Department Approved Educational Curriculum for Nursing Assistants, Geriatric Assistants or Home Health Aides, January 2002, 22VAC40-72

Request for First Aid and Cardiopulmonary Resuscitation (CPR) Course Approval for Child Day Centers, Assisted Living Facilities and Adult Day Care Centers, October 2006

Information related to Background Checks for Child Welfare Agencies, January 2005, 22VAC40-191-60 A 4

Information for Religiously Exempt Child Day Centers, August 2004, §63.2-1716

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

Notification to State Regulated Care Facilities of the 2000 Uniform Statewide Building Code and the 2000 Statewide

Guidance Documents

Fire Prevention Code Requirements, September 2000, 22VAC40-110

Requirements for Proof of Child Identity and Age for Licensed Child Day Centers & Certified Preschools, July 1999, §63.2-1809

Requirements for Proof of Child Identify and Age for Licensed Family Day Homes, February 1999, §63.2-1809

Risk Assessment and Adverse Enforcement Guidance Manual, October 24, 2007

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Assisted Living Facilities, revised June 2003, 22VAC40-71

Technical Assistance for Standards for Assisted Living Facilities, May 2007, 22VAC40-72

Technical Assistance for Minimum Standards for Licensed Family Day Homes, December 2007, 22VAC40-110

Technical Assistance Questions and Answers for Minimum Standards for Licensed Child Day Centers, revised September 2005, 22VAC15-30

Technical Assistance Questions and Answers for Standards and Regulations for Licensed Adult Day Care Centers, October 2003, 22VAC40-60

Division of Strategy Management and Research

Institutional Review Board Guidelines & Procedures Manual, July 2006; §63.2-217, 63.2-218, and 63.2-104, and 22VAC40-890 and 22VAC40-910; free and available at www.dss.virginia.gov/about/irb.cgi under "Policies/Procedures Manual"

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall at www.townhall.virginia.gov or requested by email at socialwork@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) 367-4441. 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

140-2.2, Summary of Virginia statutes regarding maintenance and release of client records, 2000

140-3, Assistant Attorney General Opinions

140-3.1, Interpretation of §32.1-127.1:02 regarding the release of medical records, September 20, 1995

140-3.2, Interpretation of §32.1-127.1:03 pertaining to release of health care records, April 7, 1997

140-4, Minutes of the Board

140-4.1, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to the Chair of the Discipline Committee or his designee for appropriate disposition, February 26, 1999

140-4.2, Board guidance on possible disciplinary or alternative actions in response to non-compliance with continuing education requirements, September 16, 2005

140-5, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 19, 2004

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 email 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 email mccauley@vsb.org.

Guidance Document:

Unauthorized Practice of Law (UPL) Guidelines, issued June 1997, 15VAC5-80

VIRGINIA STATE UNIVERSITY

Please find below the following guidance documents filing for Virginia State University. Additional information on these documents may be obtain from the Virginia State University website at www.vsu.edu.

Undergraduate Catalog

Graduate Catalog

2020 Vision Plan - In Focus

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 Forms

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 760IP, Individual Automatic Extension Payment (Replaces the 760E), Annually
- 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 765, Unified Nonresident Individual Income Tax Return, Annually
- Form 765 Inst, Instructions For Filing Unified Nonresident Individual Income Tax Return, Annually
- Schedule L (Form 765), Unified Nonresident Income Tax Return List of Participants
- 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

Guidance Documents

Form 760PMT, ELF/iFile/Telefile Payment Voucher, Annually

Form EST-80, Estate Tax Return, 03/2007

Form GFD, General Fund Donation Voucher, 07/2005

Form OIC-Ind, OIC Offer in Compromise Individual, 03/2003

Form PAR101, Power of Attorney Release Form, 06/2006

Form PP-2, Partial Payment Voucher, 09/1997

Form PT-1, Probate Tax Return, 06/2003

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, 11/2007

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, 11/2007

Business Forms

Unless otherwise noted, questions can be directed to Customer Service at (804) 367-8037.

Corporate Taxes

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 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) 371-0730

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 306T, Allocation of Coal Employment and Production Incentive Tax Credit Between Interested Parties, 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) 786-2800

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, 12/2006

Form OIC Bus, Offer in Compromise Business, 11/2002

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

Rolling Stock Tax on Railroad and Freight Car Companies

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, 05/2006, (804) 786-2450

Form EG-2, Worksheet for VA Egg Board and Conversion Calculations for Egg Products, 05/2005, (804) 786-2450

Forest Products

Form 1034, Forest Products Tax Return, 08/2005, (804) 786-2450

Form 1034/1035 Inst, 1034 - 1035 Forest Products Tax Return Instructions, 08/2005, (804) 786-2450

Form 1035, Forest Product Tax Return - Small Manufacturers, 03/2005, (804) 786-2450

Miscellaneous

Form 404, Soft Drink Excise Tax Return, 09/2005, (804) 786-2450

APL-45 - Virginia Apple Excise Tax, 10/2006, (804) 786-2450 (VDACS: (804) 786-3530)

Form CO-1, Virginia Corn Assessment, 05/2006, (804) 786-2450

Form CX-1, Virginia Cotton Assessment, 08/2006, (804) 786-2450

Form PN-1, Peanut Excise Tax Return, 05/2006, (804) 786-2450

Form SG-1, Virginia Small Grains Assessment, 05/2006, (804) 786-2450

Form SH-1, Sheep Tax Return, 05/2006, (804) 786-2450

Cigarette and Tobacco Products

Form TT-1A, Application for Permit to Purchase and Affix Tobacco Revenue Stamps, 09/2007, (804) 786-3503

Form TT-2, Order for Virginia Cigarette Tax Stamps, 08/2006, (804) 367-8465 TT-7, Virginia Consumer Cigarette Tax Return, 09/2006, (804) 371-0730

Form TT-8, Tobacco Products Tax Return and Instructions, 01/2007, (804) 371-0730

Form TT-12, Application for Tobacco Tax Credit Certificate, 08/2006, (804) 367-8465

Form TT-13, Monthly Report of Cigarette Wholesaler, 08/2006, (804) 371-0730

Form TT-14, Monthly Report of Non-Resident Cigarette Wholesaler, 02/2007, (804) 371-0730

Form TT-18, Monthly Report of Cigarette Manufacturer and Instructions, 11/2005, (804) 371-0730

Form TT-19NPM, Tobacco Product Manufacturer Certification for Non-Participating Manufacturers, 12/2006, (804) 786-3183

Form TT-19PM, Tobacco Product Manufacturer Certification for Participating Manufacturers, 12/2006, (804) 371-0730

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Virginia Tax Bulletin No. 86 - 13, Stamping 25 Cigarette Packages in Cartons of 10, August 18, 1986

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- Virginia Tax Bulletin No. 89 - 7, Increase in Corn Assessment, September 22, 1989
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Virginia Tax Bulletin No. 92 - 6, Interaction of the Allied-Signal Decision with Virginia Corporate Income Taxes, June 15, 1992

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- Virginia Tax Bulletin No. 99 - 11, Retail Sales and Use Tax, Food Tax Reduction Program, October 1, 1999
- Virginia Tax Bulletin No. 00 - 1, Interest Rates, Second Quarter, March 28, 2000
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- Virginia Tax Bulletin No. 04-3 (PD 04-30) 07/09/2004, Third Quarter 2004 Interest Rates
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- Virginia Tax Bulletin No. 04-05 (PD 04-220) 12/17/2004, First Quarter Interest Rates 2005
- Virginia Tax Bulletin No. 05-1, (PD 05-27) 03/07/2005, Important Information Regarding 2004 Virginia Income Tax Returns
- Virginia Tax Bulletin No. 05-2, (PD 05-39) 03/18/2005, Second Quarter Interest Rates 2005
- Virginia Tax Bulletin No. 05-3, (PD 05-61) 04/18/2005, Financial Corporation Apportionment and Nexus
- Virginia Tax Bulletin No. 05-4, (PD 05-57) 04/13/2005, Exemption Eligibility Expanded - For Nonprofit Organizations
- Virginia Tax Bulletin No. 05-5, (PD 05-67) 04/26/2005, Extensions and Other Tax Benefits to Members of the Armed Forces Serving in Areas Designated as Combat Zones

Virginia Tax Bulletin No. 05-6, (PD 05-69) 05/06/2005, Important Information Regarding Filing Requirements For Pass-Through Entities

Virginia Tax Bulletin No. 05-7, (PD 05-78) 05/31/2005, Food Tax Rate Reduction

Virginia Tax Bulletin No. 05-8, (PD 05-98) 06/23/2005, Third Quarter Interest Rates 2005

Virginia Tax Bulletin No. 05-9, (PD 05-152) 09/16/2005, Important Information Regarding Hurricane Katrina Disaster Relief: FEMA and American Red Cross Debit Cards

Virginia Tax Bulletin No. 05-10, (PD 05-154) 09/23/2005, Fourth Quarter Interest Rates 2005

Virginia Tax Bulletin No. 05-11 (PD 05-172) 12/21/2005, First Quarter Interest Rates 2006

Virginia Tax Bulletin No. 06-1, (PD 06-25) 03/16/2006, Virginia's Fixed-Date Conformity to the Internal Revenue Code Advanced to December 31, 2005

Virginia Tax Bulletin No. 06-2, (PD 06-26) 03/15/2006, Second Quarter Interest Rates 2006

Virginia Tax Bulletin No. 06-3, (PD 06-57) 06/22/2006, Third Quarter Interest Rates 2006

Virginia Tax Bulletin No. 06-4, (PD 06-60) 07/07/2006, Retail Sales and Use Tax Treatment of Government Contractors

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Virginia Tax Bulletin No. 06-6, (PD 06-93) 09/22/2006, Fourth Quarter Interest Rates 2006

Virginia Tax Bulletin No. 06-7 (PD 06-149) 12/19/2006, First Quarter Interest Rates 2007

Virginia Tax Bulletin No. 06-8 (PD 06-150) 12/27/2006, Virginia and Maryland UPDATE Reciprocal Income Tax Agreement

Virginia Tax Bulletin No. 07-1, (PD 07-7) 02/23/2007, Virginia's Fixed-Date Conformity to the Internal Revenue Code Advanced to December 31, 2006

Virginia Tax Bulletin No. 07-2, (PD 07-10) 03/15/2006, Second Quarter Interest Rates 2007

Virginia Tax Bulletin No. 07-3, (PD 07-11) 03/15/2007, Cigarette Tax Increased Compliance Efforts

Virginia Tax Bulletin No. 07-4, (PD 07-28) 04/05/2007, Allocation of Virginia's Earned Income Credit for Taxpayers Using the Married Filing Separately Status

Virginia Tax Bulletin No. 07-5, (PD 07-32) 04/09/2007, Advertisements For The Absorption Of Sales Tax

Virginia Tax Bulletin No. 07-6, (PD 07-33) 04/18/2007, Six-Month Filing, Payment Extension Following Virginia Tech Tragedy

Virginia Tax Bulletin No. 07-7, (PD 07-96) 06/22/2007, Third Quarter Interest Rates 2007

Virginia Tax Bulletin No. 07-8, (PD 06-149) 09/17/2007, Fourth Quarter Interest Rates 2007

Virginia Tax Bulletin No. 07-9, (PD 06-149) 12/17/2007, Fourth Quarter Interest Rates 2007

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.

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 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 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 December 2006, Vols. 1-4, 2,000 pages

Office of Compliance, Statistical Sampling Audit Manual, 200 pages, Published July 2007

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 Customer Relations/Compliance/Collections, Department of Taxation, 3600 West Broad Street, Richmond, VA 23230.

Guidance Documents

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.

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Guidance Documents:

Commonwealth of Virginia, Department of Taxation, Office of Compliance, Procedures for Safeguarding Federal Tax Information, July 1981, revised September 30, 2004, 16 pages

Commonwealth of Virginia, Department of Taxation, Office of Compliance, Collection Procedures Manual, December 1, 2006, 103 pages

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 work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Asset Management Division, located in the Brookfield Corporate Complex, 6600 W. Broad Street, Richmond, Virginia. Mailing address: VDOT, Asset Management Division, 1401 E. 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 obtained at a cost of \$.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Robert E. Prezioso, P.E., Acting Asset Management Director, VDOT, 1401 E. Broad Street, Richmond, VA 23219, telephone (804) 662-7371, FAX (804) 662-9405, or email robert.prezioso@vdot.virginia.gov.

Guidance Documents:

Asset Management Best Practices Manual:

Abandoned Vehicles (Section 6.6.5), §46.2-1210

Budgets (Chapter 3), §§33.1-23.02 (B) and 33.1-23.1(B)

Contracts (Chapter 4), §§2.2-4301, 2.2-4303, 33.1-12(2), and 33.1-190

Dead Animal Removal (Section 11.5.2), §18.2-323

Debris on Highway or Roadside (Section 11.5.3), §§10.1-1424, 18.2-324, and 33.1-346

Drainage (Chapter 4), §§2.2-4301, 2.2-4303, 33.1-12(2) and 33.1-190

Driveways of Volunteer Fire Departments and Rescue Squads (Section 14.2.9), §33.1-200.1

Dump Creating Fire Hazard to Public Bridges (Sections 11.5.5.2 and 16.9.14), §33.1-347

Entrances, Asset Management Directive 6.0 (Chapter 6, specifically, Sections 6.3 and 6.5), §§33.1-197 through 33.1-199

Ferries, Bridges, and Turnpikes (Chapter 15), §§33.1-252 and 33.1-268

Fishing From Bridges (Section 16.9.1), §33.1-207, 24VAC30-20-90

Garden Week (Section 11.6), §33.1-12

Historical Markers (Section 11.7), §§10.1-2202 (12), 24VAC30-150-2100

Illegal Signs on Right-of-Way (Section 11.8.2), §33.1-373, 24VAC30-20-160

Inmate Labor (Chapter 9), §§53.1-56, 53.1-57, and 53.1-58

Landfills (Section 11.5.5.2), §33.1-347

Litter and Debris (Sections 11.5.2 and 11.5.3), §§10.1-1424, 18.2-323, 18.2-324, and 33.1-346

Newspaper Boxes (Section 6.6.3), §33.1-206, 24VAC30-20-110

Outdoor Advertising and Junkyards (Section 11.8), §33.1-348

Pesticide Use (Section 11.4), Virginia Pesticide Control Act (Title 3.1, Chapter 14.1, Articles 1 and 2 of the Code of Virginia)

Political Signs on Right-of-Way (Sections 11.8.2.1 and 11.8.2.3), §33.1-373, 24VAC30-20-160

Posted Roads and Bridges (Sections 12.3.7, 12.8 and 16.9.3), §46.2-1104

Primary System Overhead Crossing and Underpass (Section 10.3), §56.368-1

Provision of Materials and Use of Equipment by Local Governments and School Boards (Sections 1.15 and 7.3.8), §33.1-195

Railroads (Chapter 10), §§56-405, 56-406.1, 56-406.2, and 56.368-1

Real Estate Signs on Right-of-Way (Sections 11.8.2.2 and 11.8.2.3), §33.1-373

Rest Areas and Waysides (Sections 15.5 and 15.6), §§33.1-12(3) and 33.1-218, 24VAC30-50-10

Restricted Structures (Sections 16.9.2 and 16.9.3), §§46.2-1104 and 46.2-1124 through 46.2-1127

Roads in State Institutions (Section 15.11), §33.1-33

Roadway Lighting (Section 18.10), §§15.2-2020 and 46.2-100

School Zone Signs (Section 18.1.4), §46.2-873

Sledding Play Areas Designated by Local Governments (Section 14.2.12), §46.2-1302

Snow Emergency Routes (Section 14.2.10), §46.2-1302

Speed Limits (Section 18.1.5), §46.2-878

Steel Plates (Section 18.11), §33.1-223.2:14

Street Name Signs (Section 18.1.2), §33.1-69.01

Trash Containers (Section 11.5.5.3), 24VAC30-150-2160

Asset Management Program Manual:

Budgets, Asset Management Directive 3.0 (draft), §§33.1-23.02, 33.1-23.1, 33.1-25, 33.1-28, 33.1-37, 33.1-49, 33.1-57 and 33.1-69

Contracts, Asset Management Directive 4.0 (draft), Title 2.2, Chapter 43, §§2.2-4301, 2.2-4303, 33.1-12(2), and 33.1-190

Disposal of Materials, Asset Management Directive 1.02, §§2.2-1124B, 2.2-1153 through 2.2-1156, 2.2-4374, 33.1-195, 55-210.2, et seq.

Drainage, Asset Management Directive 4.0 (draft), §§10.1-560 et seq., 10.1-603 et seq., 33.1-223.2:4, 4VAC50-30, 4VAC3-20, 9VAC25-750 and 24VAC30-91-110

Facilities Management, Asset Management Directive 15.0 (draft), §§33.1-218, 33.1-247 et seq., 24VAC30-50-10

Hazardous Materials Incidents, Asset Management Directive 8.0 (draft), Title 49, Subtitle III, Chapter 51

Inmate Labor, Asset Management Directive 9.0 (draft), §§53.1-56, 53.1-57, and 53.1-58

Land Development, Asset Management Directive 6.0 (draft), §§33.1-12, 33.1-197 through 33.1-199

Railroads, Asset Management Directive 10.0 (draft), §§56-405, 56-406.1, 56-406.2, and 56-368.1

Roadsides, Asset Management Directive 11.0 (draft), §§3.1-262, 3.1-189 et seq., 3.1-296.11 et seq., 10.1-2202 et seq., 10.1-560 et seq., 10.1-603 et seq., 33.1-209 et seq., 33.1-347, 33.1-348, 33.1-351 seq., 33.1-371.1 et seq., 33.1-

371.2 et seq., 9VAC25-180-10 seq., 9VAC25-750-10 et seq., 24VAC30-120-10 seq., and 24VAC30-150-2090 B

Snow and Ice Control, Asset Management Directive 14.0 (draft), §33.1-200.1 and 46.2-1302

Structures, Asset Management Directive 16.0 (draft), §§33.1-207, 33.1-268, 33.1-347, 46.2-1104, and 46.2-1124 through 46.2-1127

Systems Infrastructure Management, Asset Management Directive 17.0, §§33.1-23.02 and 33.1-23.1

Traffic Control and Safety, Asset Management Directive 18.0 (draft), §§15.2-2020, 33.1-69.01, 33.1-223.2:14, 33.1-373, 46.2-100, 46.2-873 and 46.2-878

Land Development Manual, Volumes I and II, which supports the Minimum Standards of Entrances to State Highways (§33.1-198 and 24VAC30-71) and the Subdivision Street Requirements (§§33.1-69 and 33.1-229 and 24VAC30-91)

Traffic Impact Analysis Regulations Administrative Guidelines, issued September 2007, 24VAC30-155 (available at <http://www.virginiadot.org/projects/chapter527/>)

Scheduling and Contract Division

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 Virginia Department of Transportation's Scheduling and Contract Division, 1401 E. Broad St., 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 (listed under the "Construction" category) and the Instructional Memoranda (listed under the "Location & Design" category) are available at the following Internet address: <http://www.virginiadot.org/business/manuals-default.asp>

Guidance Documents:

VDOT Construction and Maintenance Claims and Notice of Intent to File Claim (NOI) Manual, revised May 2006, no charge

VDOT Emergency Contract Manual, revised July 2007, no charge

VDOT Post Construction Manual (Imperial and Metric), revised 1997, no charge

VDOT 2005 Construction Manual, revised August 2004, \$11 (also available at

Guidance Documents

<http://www.virginia.gov/business/const/resources/2005%20Construction%20Manual.pdf>)

VDOT Construction Phase Inspection Manual, revised December 2001, no charge (also available at <http://www.virginia.gov/business/const/resources/Inspection%20Manual.pdf>)

VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Value Engineering Program Administration Manual, revised March 1, 2007, §33.1-190, no charge

VDOT Construction Directive Memoranda, issued 1994 – 2007, no charge from Internet (<http://www.virginia.gov/business/const/resources-cdmemolist07-10.asp>)

Each memorandum is generally two pages or less in length and pertains 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.

Financial Planning Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Financial Planning Division, located in the Highway Building, 1221 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-6065 or faxing (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 email john.lawson@vdot.virginia.gov.

Guidance Documents:

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by the Code of Virginia, §33.1-12(9). These items may also be viewed at the VDOT website at the following address: VDOT Info & Service: VDOT Budget and Supplement <http://www.virginia.gov/projects/reports-budget.asp>.

Innovative Project Delivery Division

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Innovative Project Delivery Division, located at 1221 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-1103 or faxing

(804) 786-7221. These documents are also accessible via the Internet from the following addresses:

Public-Private Transportation Act: Commonwealth of Virginia Public-Private Transportation Act of 1995 Guidelines, revised October 31, 2005, §56-556: <http://www.virginia.gov/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 email thomas.pelnik@vdot.virginia.gov.

Design-Build: Design-Build Procurement Manual, Revision March 1, 2007, §33.1-12(2)(b): http://www.virginia.gov/business/resources/Final_DB_Manual_070801.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 email thomas.pelnik@vdot.virginia.gov.

Local Assistance Division

Documents and information regarding programs referenced in this entry are accessible from the Virginia Department of Transportation website at: <http://www.virginia.gov/business/local-assistance.asp>

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 Local Assistance Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess 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. This document may also be accessed at: <http://www.virginia.gov/business/local-assistance.asp>

Guidance Document:

Economic Development Access Program Guide, revised July 2007, §33.1-221, 24VAC30-271 (Economic Development Access Fund Policy)

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 Local Assistance Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. This document may also be accessed at: http://www.virginia.gov/projects/resources/2005_EnhancementManual%203_.pdf

For more information on this program or to obtain a copy of the application packet, please contact the Transportation Enhancement Program Staff at 1-800-444-7832 or (804) 786-2264, FAX (804) 786-2603, or email h.chenault@vdot.virginia.gov, pamela.liston@vdot.virginia.gov, or cynthia.clark@vdot.virginia.gov.

Guidance Document:

Enhancement Program Procedure Manual, March 2005, §§33.1-12 (9) and (11)

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 Local Assistance Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Mark White, Urban Policy Manager, at the same address, telephone (804) 786-3438. This document may also be accessed at: http://www.virginia.gov/business/resources/UCI_Guidelines.pdf

Questions regarding interpretation or implementation of this document may be directed to Mark White, Urban Policy Manager, at the same address and telephone number given above.

Guidance Document:

Urban Construction Initiative Program Administration Guide, August 2007, §§33.1-23.3

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, 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. These documents may also be accessed via the websites provided below.

Questions regarding interpretation or implementation of these documents may be directed to Jennifer B. Debruhl, Assistant Division Administrator, at the same address, telephone number, and FAX number given above.

Guidance Documents:

Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, January 2007, 24VAC30-325 (Urban Maintenance and Construction Policy) http://www.virginia.gov/business/resources/Urban_Manual_1-1-07_Final.pdf

Revenue Sharing Program Guide, 2006, 24VAC30-280 (Revenue Sharing Program) http://www.virginia.gov/business/resources/A1_WKSHP_Revenue_Sharing_Guide_REVISE2.pdf

Guide for Local Administration of VDOT Projects, August 2007, 24VAC30-280 (Revenue Sharing Program), §§33.1-12 and 33.1-75.3, Code of Virginia http://www.virginia.gov/business/resources/LAP_Guide.pdf

VDOT Construction Oversight Guide for Locally Administered Projects, February 2007, §§33.1-12 and 33.1-75.3, Code of Virginia, http://www.virginia.gov/business/resources/CNOversightGuide_Final_20807.pdf

Location and Design Division

The following document is available electronically from the VDOT Public Website at the following address: <http://www.virginia.gov/business/manuals-default.asp>

Questions regarding interpretation or implementation of this document may be directed to the Policies and Procedures Section Manager at the Virginia Department of Transportation's Location and Design Division, Policies and Procedures Section located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

Guidance Document:

VDOT Public Involvement Policy and Procedure Manual, revised January 2007, §33.1-18

The following document is available electronically from the VDOT Public Website at the following address: <http://www.extranet.vdot.state.va.us/locdes/electronic%20pub/iim/IIM55.pdf>

Questions regarding interpretation or implementation of this document may be directed to the Policies and Procedures Section Manager at the Virginia Department of Transportation's Location and Design Division, Policies and Procedures Section located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

Guidance Document:

Instructional and Informational Memorandum IIM-LD-55, Curb Ramps and Sidewalks, revised August 20, 2007

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. at 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 Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983 or Mark Hodges at the same address, telephone (804) 786-2868.

Guidance Documents

Guidance Document:

Traffic Engineering Division Memoranda, issued 1967-present, §33.1-12 (3) and (5), 24VAC30-520 (Classifying and Marking State Highways)

Questions regarding interpretation or implementation of this document may be directed to the State Traffic Engineer during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation's Traffic Engineering Division, located in the VDOT Annex Building, 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, 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, 2007, §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 Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Assistant Public Affairs Director at the same address, telephone (804) 786-2717, FAX (804) 786-6250, or email donna.mayes@vdot.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to the Assistant Public Affairs Director.

Guidance Documents:

Virginia Official State Transportation Map Policy and Procedures, revised August 2005, §33.1-36, no charge

Statement on the Use of VDOT County Map Series Digital Files, revised December 2006, §33.1-84, no charge

Operations and Security Division - Transportation Emergency Operations Center

Copies of the following documents may be viewed at the Emergency Operations Center (EOC) within VDOT's Operations and Security Division, located at 1221 E. Broad Street, 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 email 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 Document:

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)

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 23219, telephone (804) 786-1830, or FAX (804) 225-4700. This document is also available via the Internet at <http://vtrc.virginiadot.org/PubDetails.aspx?PubNo=07-R3>.

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:

Intellectual Property: a Handbook for Employees of the Virginia Department of Transportation, Fifth Edition, issued August 2006, §2.2-2822, no charge

Right of Way and Utilities Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting the State Utilities Engineer at the same address, telephone (804) 786-2931 or FAX (804) 786-1706.

Questions regarding interpretation or implementation of this document may be directed to the State Utilities Engineer.

Guidance Document:

Utility Relocation Policies and Procedures Manual, Volume II, revised November 2004, 24VAC30-210 (Policy on Placing Utilities Underground)

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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting William E. Meador, Relocation Program Manager, at the same address, telephone (804) 786-2928 or FAX (804) 786-1706.

Guidance Document:

Guidance Document for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, Rev. July 1, 2006, 24VAC30-41 (Rules and Regulations Governing Relocation Assistance)

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, 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 Anwar Ahmad at Structure and Bridge Division, VDOT Annex Building, 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. Copies may be obtained free of charge by contacting Guy Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120, or FAX (540) 332-9267.

Questions regarding interpretation or implementation of these documents may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

Guidance Documents:

VDOT General Notes for Subdivisions, revised May 2004, 24VAC30-91 (Subdivision Street Requirements)

Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000, 24VAC30-91 (Subdivision Street Requirements)

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, 9960 Mayland Drive, Suite 300, Richmond, VA 23233. Copies may also be downloaded from the board's webpage at www.dhp.virginia.gov or the Regulatory Town Hall 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 Elizabeth Young, Executive Director of the Board, at the address above or by telephone at (804) 367-4497. Copies are free of charge.

Guidance Document:

150-1, Drug recordkeeping at shared facilities, from newsletter of January 1988, revised November 14, 2007

150-2, Expanded duties for Licensed Veterinary Technicians, excerpt from Board minutes of February 12, 2003

150-3, Distance learning programs and preceptorships for veterinary technicians, Board motion of May 21, 2003

150-4, "Chip" clinics outside approved facilities, excerpt from Board minutes of June 15, 1994, revised November 14, 2007

150-6, Mobile facilities allowed to change location without an inspection, excerpt from Board minutes of December 19, 1995, revised November 14, 2007

150-7, Use of term "specialist" or "specialty," excerpt from Board minutes of August 13, 1996

150-9, Board motion on content of a medical record, excerpt from Board minutes of February 3, 2005

150-10, Interpretation of regulatory provisions for inspectors, adopted November 14, 2007

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

150-16, Board motion on protocol to follow upon discovery of a loss or theft of drugs, adopted November 9, 2005

Guidance Documents

150-17, Sanctioning Reference Points Instruction Manual, adopted November 2006

150-18, Bylaws of the Board of Veterinary Medicine, adopted July 12, 2007

UNIVERSITY OF VIRGINIA

Unless noted otherwise, the documents below are used in interpreting the Code of Virginia, §23-76.

Office of the Vice President and Chief Financial Officer

Department of Parking and Transportation Services

Copies of the following document may be viewed Monday through Friday from 7:30 a.m. until 5 p.m. at the Department of Parking and Transportation Services, 1101 Millmont Street, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Rebecca White, Director of Parking and Transportation Services, P.O. Box 400000, Charlottesville, VA 22904-4000, telephone (434) 924-6763, FAX (434) 924-3980, or email rwc6j@virginia.edu. Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of the policies may be directed to Rebecca White at the above address, telephone number, or email.

Guidance Document:

University of Virginia Graduate and Undergraduate Record, Chapter 5 (UVA Parking Regulations): http://records.ureg.virginia.edu/content.php?catoid=7&page=08d_department_of_parking.html, revised August 2003, §23-9.2:3

Conference Services

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 5 p.m. at the Housing Division Conference Services, Kent House, Bonnycastle Drive, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting Mary Kay Ohaneson, Director of Conference Services, at P.O. Box 400734, Charlottesville, VA 22904-4734, telephone (434) 924-4479, FAX (434) 924-1027, or email mko5c@virginia.edu.

Questions regarding interpretation or implementation of the policies may be directed to Mary Kay Ohaneson at the above address, telephone number, or email.

Guidance Document:

Conference Services Agreement, revised 2005

Office of the Vice President and Chief Financial Officer

Copies of the following document may be viewed Monday through Friday from 7 a.m. until 3:30 p.m. in 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) 982-2315, or email lmm2z@virginia.edu. Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of this document may be directed to Lynn Mitchell at the above address, telephone number, or email.

Guidance Document:

University of Virginia Policy Directory (<http://www.virginia.edu/uvapolicies/>)

Office of the Executive Vice President and Provost

Copies of the Undergraduate Prospectus may be viewed at the Office of Admission, Peabody Hall, Charlottesville, VA 22903, Monday through Friday from 8:30 a.m. until 5 p.m. Questions regarding viewing may be directed to Senem Kudat, Assistant Dean of Admission, at the same address, telephone (434) 982-3200, or email 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 address, telephone number, or email.

Copies of the Undergraduate and Graduate Records may be viewed in the Office of the Executive Vice President and Provost, Madison Hall, Charlottesville, VA Monday through Friday from 8:30 a.m. until 5 p.m. Questions regarding viewing may be directed to Shirley Rothlisberger, Executive Assistant to the Provost, Madison Hall, P.O. Box 400226, Charlottesville, VA 22904-4226, telephone (434) 924-8419, or email srr8w@virginia.edu.

Individuals eligible to receive a complimentary copy of the Undergraduate or Graduate Record should contact Sheila Tolley, Outreach and Resource Coordinator, Office of the University Registrar, P.O. Box 400203, Charlottesville, VA 22904-4203, telephone (434) 924-6868, or email sft4t@virginia.edu. Other persons may obtain copies of the Undergraduate and Graduate Records from the University of Virginia Bookstore, P.O. Box 400820, Charlottesville, VA 22904-4820, telephone (434) 924-3721. The cost is \$7. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation and implementation of the Undergraduate and Graduate Records may be directed to J. Milton Adams, Vice Provost for Academic Programs, Office of the Executive Vice President and Provost, Booker House, P. O. Box 400308, Charlottesville, VA 22904-4226, telephone (434) 924-3728, or email jma@virginia.edu.

Copies of the Faculty Handbook may be viewed on-line at www.virginia.edu/provost/. Computer terminals are available

at Alderman Library, McCormick Road at University Avenue, Charlottesville, VA, Monday through Thursday from 8 a.m. until 12 a.m., Friday from 8 a.m. until 9 p.m., Saturday from 9 a.m. until 8 p.m., and Sunday from 10 a.m. until 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.

Questions regarding interpretation and implementation of the Faculty Handbook may be directed to John Teahan, Assistant to the Vice Provost for Administration and Chief Of Staff, Office of the Executive Vice President and Provost, Booker House, P. O. Box 400308, Charlottesville, VA 22904, telephone (434) 982-0119, or email johnteahan@virginia.edu.

Guidance Documents:

University of Virginia's Undergraduate Prospectus (<http://www.virginia.edu/OfStud.html>), Fall 2007

University of Virginia Undergraduate and Graduate Record (<http://www.virginia.edu/docs.html>), 2006-2007

University of Virginia Faculty Handbook (<http://www.virginia.edu/provost/>)

Claude Moore Health Sciences Library

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. in the office of Gretchen Arnold, 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 email gvn8r@virginia.edu. Internet address for accessing the documents is listed below.

Questions regarding interpretation or implementation of this document may be directed to Gretchen Arnold at the above address, telephone number, or email.

Guidance Document:

University of Virginia Claude Moore Health Sciences Library User Eligibility Policy <http://www.healthsystem.virginia.edu/internet/library/wdc-lib/admin/policy/eligibility.cfm>, updated October 2007

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, telephone (434) 924-4606, or email dpw@virginia.edu. Internet address for accessing the documents is listed below.

Questions regarding interpretation or implementation of the policies may be directed to Diane Walker at the above address, telephone number, or email.

Guidance Document:

University Library Policies (<http://www.lib.virginia.edu/policies/>), November 2007

**Office of the Vice President for Management and Budget
Facilities Management**

Copies of the Higher Education Capital Outlay Manual (HECOM) may be viewed Monday through Friday from 8 a.m. until 5 p.m. in the Office of Facilities Planning and Construction, University of Virginia, 575 Alderman Road, P.O. Box 400726, 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 email kbn4n@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 22904-4726, telephone (434) 982-5472, FAX (434) 982-4628, or email pcm8b@virginia.edu.

Guidance Document:

Higher Education Capital Outlay Manual (<http://www.fm.virginia.edu/fpc/HECOMManual/HECOM-RevIV-CompleteManual.pdf>), Edition 2, thru Revision Va of Oct 9, 2007

Procurement Services

The following documents 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 same address, telephone (434) 924-4019, FAX (434) 982-2690, or email end@virginia.edu. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of the policies may be directed to Eric Denby at the above address, telephone number, or email.

These documents 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:

Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (<http://www.odu.edu/af/materiel/departments/purchasingmanual.pdf>), July 2006

Guidance Documents

Commonwealth Accounting Policies and Procedures (CAPP) Manual (http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm), September 2007.

Commonwealth of Virginia Executive Order 33 Enhancing Opportunities for Small, Women and Minority Owned Businesses (http://www.governor.virginia.gov/Initiatives/ExecutiveOrders/pdf/EO_33.pdf), August 2006.

Office of the Senior Vice President for Development and Public Affairs

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, Development and Public Affairs, at the same address, telephone (434) 924-6022, or FAX (434) 924-0556.

Questions regarding interpretation or implementation of this document may be directed to Julian Bivins at the above address or telephone number.

Guidance Document:

DPA Mission and Values Statement, October 1991 (revised April 2006)

Office of the Vice President and Chief Student Affairs Officer

Division of Student Affairs

Copies of the following documents may be viewed Monday through Friday 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 email 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 above address, telephone number, or email.

Guidance Documents:

Unless stated otherwise, the documents also may be viewed and printed from Chapter 5 of the University's Graduate and Undergraduate Records 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

Office of the Vice President and Chief Information Officer

Office of Information Technologies/Department of Information Technology and Communication

Copies of the following document may be viewed and printed from the URL listed below.

Questions regarding interpretation or implementation of this document may be directed to James L. Hilton, 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 email vpicio-state@virginia.edu.

Guidance Documents:

University of Virginia university-wide computing policies and procedures (<http://www.itc.virginia.edu/policy>)

Office of the 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, McKim Hall, 3rd Floor, Room 3004, P.O. Box 800810, Charlottesville, VA 22908-0810. 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 email snb4af@virginia.edu.

Questions regarding interpretation or implementation of this document may be directed to Sally Barber at the above address or telephone number.

Guidance Document:

Medical Center Policy Manual, revised 2007

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, 1224 Jefferson Park Avenue, Room 313-B, P.O. Box 800705, 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 email jpk7a@virginia.edu.

Questions regarding interpretation or implementation of this document may be directed to James P. Keathley at the above address and telephone number.

Guidance Document:

Medical Center Policy #0189, Procurement Guidelines, Revised October 2006

Office of the Vice President for Research and Graduate Studies

Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. at One Morton Drive, 3rd Floor, Charlottesville, VA 22904. Copies may be obtained free of charge by contacting Jeff Blank at the same address, telephone (434) 924-3990, or email jdb9b@virginia.edu.

Questions regarding interpretation or implementation of the policies may be directed to Jeff Blank at the above address or telephone number; Web address: <http://www.virginia.edu/vprgs/> or <https://etg07.itc.virginia.edu/policy/policydisplay?id=%27RES-001%27>.

Guidance Document:

Copyright Law, Ch. 5 - "Non-academic Regulations," University of Virginia Graduate and Undergraduate Record, revised April 1, 2004

Office of the President

Office of Equal Opportunity Programs

Copies of the following documents 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 at the same address, telephone (434) 924-3200, or email ds7sb@virginia.edu. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of the policies may be directed to Darlene Scott-Scurry at the above address, telephone number, or email; Web address: <http://www.virginia.edu/eop/>.

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

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, VA 24293, telephone (276) 328-0102 or FAX (276) 328-0251.

Guidance Document:

Admissions Viewbook, August 2007, no charge

Copies of the following documents can be viewed during regular workdays 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, VA 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 2007, 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.

Guidance Documents

Questions regarding interpretation or implementation of this document may be directed to Keith Fowlkes, Vice Chancellor for Information Technology, The University of Virginia's College at Wise, 1 College Avenue, Wise, VA 24293, telephone (276) 376-4578 or 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 Documents:

Computing Policies: <http://www.uvawise.edu/oit/policies.html>

Library Use Policies: <http://lib.uvawise.edu/services.htm>

UNIVERSITY OF MARY WASHINGTON

Copies of the following documents 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, FAX (540) 654-1078, telephone (540) 654-1046, or email sjohnson@umw.edu. Internet addresses for accessing the documents are below.

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 Documents:

Academic Catalog (CGPS) 2006-07 - http://www.umw.edu/publications/catalog_gp_0607/default.php

Academic Catalog (College of Arts & Sciences) http://www.umw.edu/publications/catalog_cas_mwc/default.php

Adjunct Faculty Handbook (CGPS), revised October 2004- http://www.umw.edu/publications/adjuncthbk_gp/default.php

Adjunct Faculty Handbook (College of Arts & Sciences), revised August 2004- <http://www.umw.edu/publications/adjfachandbook/default.php>

Administrative & Professional Faculty Handbook, revised March 2006

http://www.umw.edu/hr/employee_handbooks/documents/HANDBOOK_AP_Faculty_06.pdf

Appendices to Commonwealth of Virginia Employee Handbook for Classified Employees, revised November 2004 http://www.umw.edu/hr/employee_handbooks/documents/ClassifiedEmployeeHandbook_2004.doc

Faculty Handbook, revised October 2006- http://www.umw.edu/publications/fac_hbk_cas_mwc/default.php

Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act Report, revised September 2006

http://www.umw.edu/police/statistics/crime_and_arrest/crime_statistics.php

Student Handbook http://www.umw.edu/studentaffairs/resources/student_handbook/default.php

University Policies- <http://www.umw.edu/policies/default.php>

Wage Employee Handbook, revised March 2006

http://www.umw.edu/hr/employee_handbooks/documents/HANDBOOK_Wage_06.pdf

GENERAL NOTICES/ERRATA

AIR POLLUTION CONTROL BOARD

Potomac River Generating Station

The State Air Pollution Control Board has requested the Department of Environmental Quality post the particulate emissions final test report submitted by Mirant Potomac River, LLC, for public review on the DEQ's Mirant webpage. The final report provides information concerning stack emissions resulting from the use of sodium bicarbonate of SO₂, PM₁₀, PM_{2.5}, Condensable Particulate Emissions, Hydrochloric Acid, and Hydrogen Fluoride. The State Air Pollution Control Board requests that the public review the final test report and provide comments concerning the test results reported. Please submit all comments to the contact below.

If you have questions, please contact Terry Darton at (703) 583-3845. The public comment period advertised in the December 21, 2007, public notice has been extended until 5 p.m. on February 13, 2007, to ensure that the public is provided adequate time for review and comment on the submitted test report. The link to the information on the website is:
<http://www.deq.virginia.gov/air/permitting/Mirant.html>.

Agency Contact: Terry Darton, Air Permit Manager, Department of Environmental Quality, Northern Regional Office, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3845, or email thdarton@deq.virginia.gov.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Total Maximum Daily Load - Accotink Creek and Difficult Run

Announcement of Total Maximum Daily Load (TMDL) studies to restore water quality in parts of Accotink Creek and Difficult Run that have benthic and bacteria impairments.

Purpose of notice: The Virginia Department of Environmental Quality (DEQ) and the Virginia Department of Conservation and Recreation (DCR) announce the second public meeting on the Accotink Creek and Difficult Run TMDL studies.

Public meeting: Wednesday, March 5, 2008, at 7 p.m., Fairfax County Government Center, Conference Rooms 2 and 3, 12000 Government Center Parkway, Fairfax, VA 22035.

Meeting description: This is the second public meeting for this project. The purpose of this meeting is to present the draft TMDL reports to the public, and discuss the study with community members.

Description of study: This study addresses two streams located in Fairfax County: Accotink Creek and Difficult Run.

Below is a description of the impaired portions of Accotink Creek and Difficult Run that will be addressed in this study:

Stream Name	Locality	Impairments	Area (miles)	Upstream Limit	Downstream Limit
Accotink Creek	Fairfax County City of Fairfax	Fecal Coliform Bacteria	7.35	Confluence of Accotink Creek with Calamo Branch	Start of the tidal waters of Accotink Bay
Difficult Run	Fairfax County City of Fairfax	E. Coli Bacteria Benthic	2.93	Confluence of Difficult Run with Captain Hickory Run	Confluence of Difficult Run with the Potomac River

This study covers portions of Accotink Creek and Difficult Run that were identified as impaired on the Clean Water Act §303(d) list for not supporting the primary contact recreation use due to elevated levels of bacteria, as well as a portion of Difficult Run that was listed on the 303(d) list for not meeting the aquatic life use due to poor health in the benthic biological community. Virginia agencies are working to identify the sources of bacteria contamination in the impaired portions of Accotink Creek and Difficult Run, and to identify the stressors that are affecting the benthic community in Difficult Run. During the study, DEQ will develop a total maximum daily load for each impaired stream segment, for each specific impaired use. A TMDL is the total amount of a pollutant a water body can receive and still meet water quality standards. To restore water quality, contamination levels have to be reduced to the TMDL allocated amount.

How to comment: The public comment period on the materials presented at the public meeting will extend from March 6, 2008, to April 4, 2008. DEQ accepts written comments by email, fax, or postal mail. Written comments should include the name, address, and telephone number of the person commenting, and be received by DEQ during the comment period. Please send all comments to the contact listed below.

Contact for additional information: Katie Conaway, Virginia Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3804, or email mkconaway@deq.virginia.gov.

Total Maximum Daily Load-King George County

Purpose of notice: The Virginia Department of Environmental Quality (DEQ), Virginia Department of Health and the Virginia Department of Conservation and Recreation announce a total maximum daily load (TMDL) study for fecal coliform bacteria in shellfish propagation waters located in King George County, Virginia.

Public meeting: Wednesday, March 5, 2008, at 7 p.m., L. E. Smoot Memorial Library, 9533 Kings Highway, King George, VA 22485.

General Notices/Errata

Meeting description: This is the first public meeting for this project. The purpose of this meeting is to present the draft TMDL study to community members.

Description of study: The impaired segments are located in VDH Growing Area 001A-036 and include portions of Upper Machodoc Creek, and its tributaries, Williams Creek, Deep Creek, and Gambo Creek. These impaired waterbodies are located in King George County, Virginia.

The affected water body segments are identified in Virginia's 1998 303(d) TMDL Priority List and Report as impaired due to exceedances 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.

How to comment: The public comment period on the materials presented at the meeting will extend from March 5, 2008, to April 4, 2008. DEQ accepts written comments by email, fax, or postal mail. Written comments should include the name, address, and telephone number of the person commenting, and be received by DEQ during the comment period. Please send all comments to the contact listed below.

Contact for additional information: Chester Bigelow, Virginia Department of Environmental Quality, 629 East Main Street, Richmond, VA 23240, telephone (804) 698-4554, or email cbigelow@deq.virginia.gov.

Total Maximum Daily Load - Mountain Run, Mine Run Watersheds

Announcement of a public comment period for modifications to the TMDL study to restore water quality in the Mountain Run, Mine Run Watersheds in Orange County, Virginia.

Purpose of notice: To seek public comment on modifications of the water quality improvement study entitled "Bacteria TMDLs for Mountain Run and Mine Run, Orange County, Virginia" by the Virginia Department of Environmental Quality (VDEQ).

Description of study: Total maximum daily loads (TMDLs) of bacteria were developed to address bacteria impairments in the Mountain Run and Mine Run watersheds. These TMDLs were approved by the Environmental Protection Agency on November 15, 2005, and can be found at the following website:

<http://www.deq.virginia.gov/tmdl/apptmdls/rappvr/mtnmine.pdf>. Following the approval of this TMDL, it became apparent that the Virginia Pollutant Discharge Elimination System (VPDES) Permit for Locust Grove Elementary School (VA0078131) was inadvertently omitted from the wasteload allocation (WLA) for Mine Run. While the original TMDL did leave room from some growth of point sources in the watershed, the growth allotted was not enough to cover

the wasteload allocation for Locust Grove Elementary School. Accordingly, the purpose of this modification memo is to (i) update the WLA for Mine Run to include the load from Locust Grove Elementary School (VA0078131), (ii) update the WLA for Mine Run to include the load from two general permits for domestic sewage discharge that were permitted following the approval of this TMDL by EPA, and (iii) include a growth factor of five times the individual point source load for Mine Run (i.e. five times the WLA for Locust Grove Elementary School) to account for the future growth and expansion of point sources in the watershed.

The proposed increase in WLA will not cause a water quality exceedance because Virginia's Water Quality standards for bacteria require that treated effluent discharged into a receiving stream meet the bacteria criteria for the stream. VDEQ has performed additional modeling to confirm that at five times the wasteload allocation, the water quality standard would not be exceeded if permitted dischargers are required to discharge at an E. coli concentration of 126 cfu/100ml. DEQ is currently seeking written comments on the modification of this TMDL. To review the proposed revisions to the wasteload allocation tables and TMDL equation tables, please contact Katie Conaway using the information listed below.

How a decision is made: The modifications to the Mountain Run, Mine Run Bacteria TMDL will undergo a 30-day public comment period. After public comments have been considered and addressed, DEQ will prepare a TMDL modification document and submit the document to EPA for approval.

How to comment: DEQ accepts written comments by email, fax or postal mail. Written comments should include the name, address, and telephone number of the person commenting, and be received by DEQ at the address provided below during the comment period, February 18, 2008, to March 18, 2008.

Contact for additional information: Katie Conaway, Virginia Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3804, or email mkconaway@deq.virginia.gov.

VIRGINIA CODE COMMISSION

Elimination of the Calendar of Events Section

Effective July 1, 2007, the Calendar of Events section is no longer published in the Virginia Register of Regulations. Chapter 300 of the 2007 Acts of Assembly amended the Administrative Process Act by eliminating the requirement that all state agency meeting notices be published in the Virginia Register. In lieu of publication in the Virginia Register, the Virginia Freedom of Information Act was amended to require that agencies post meeting notices on the agency's website and on the Commonwealth Calendar

maintained by the Virginia Information Technologies Agency. To access the Commonwealth Calendar, please visit the Commonwealth of Virginia's homepage at www.virginia.gov and click on the calendar on the right side of the screen. Public hearing information is still published in the Register and can be found with the corresponding proposed regulation.

Page 3449, 4VAC20-720-110 C, lines 3 and 4, change 4VAC20-720-105 to 4VAC20-720-106.

VA.R. Doc. No. R07-254

Notice to State Agencies

Mailing Address: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219.

Filing Material for Publication in the Virginia Register of Regulations

Agencies are required to use the Regulation Information System (RIS) when filing regulations for publication in the Virginia Register of Regulations. The Office of the Virginia Register of Regulations implemented a web-based application called RIS for filing regulations and related items for publication in the Virginia Register. The Registrar's office has worked closely with the Department of Planning and Budget (DPB) to coordinate the system with the Virginia Regulatory Town Hall. RIS and Town Hall complement and enhance one another by sharing pertinent regulatory information.

The Office of the Virginia Register is working toward the eventual elimination of the requirement that agencies file print copies of regulatory packages. Until that time, agencies may file petitions for rulemaking, notices of intended regulatory actions and general notices in electronic form only; however, until further notice, agencies must continue to file print copies of proposed, final, fast-track and emergency regulatory packages.

ERRATA

TITLE 4. CONSERVATION

MARINE RESOURCES COMMISSION

Title of Regulation: **4VAC20-720. Pertaining to Restrictions on Oyster Harvest (amending 4VAC20-720-10, 4VAC20-720-60 through 4VAC20-720-110; adding 4VAC20-720-105).**

Publication: 23:21 VA.R. 3447-3449 May 24, 2007.

Correction to Final Regulation:

Page 3447, 4VAC20-720-105 was repealed in 16:3 VAR 294-295 October 25, 1999. The VAC number was incorrectly reused in 23:21 VA.R 3447-3449 May 24, 2007. Change the added section from 4VAC20-720-105 to 4VAC20-720-106.

Page 3448, 4VAC20-720-60 B, line 4, change 4VAC20-720-105 to 4VAC20-720-106.

