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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 on 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 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 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

Pursuant to § 2.2-4011 of the Code of Virginia, an agency, upon consultation with the Attorney General, and at the discretion of the Governor, may adopt emergency regulations that are necessitated by an emergency situation. An agency may also adopt an emergency regulation when Virginia statutory law or the appropriation act or federal law or federal regulation requires that a regulation be effective in 280 days or less from its enactment. 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 no more than 12 months in duration; however, may be extended for six months under certain circumstances as provided for in § 2.2-4011 D. 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 expires 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 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; William R. Janis; Robert L. Calhoun; Frank S. Ferguson; E.M. Miller, Jr.; Thomas M. Moncure, Jr.; James F. Almand; Jane M. Roush.

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).

**March 2010 through November 2010**

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*Filing deadlines are Wednesdays unless otherwise specified.*
PETITIONS FOR RULEMAKING

TITLE 2. AGRICULTURE

PESTICIDE CONTROL BOARD

Agency Decision


Statutory Authority: § 3.2-3906 of the Code of Virginia.

Name of Petitioner: Cecil R. Harris, Jr., County Administrator, Hanover County; Kimberly A. Hynes, Executive Director, Central Virginia Waste Management Authority.

Nature of Petitioner's Request: Requesting that certain government employees who utilize FIFRA 25(b) minimum-risk pesticide products be exempt from the applicator certification requirements of the Virginia Pesticide Control Act when the only intended use of those products is to prevent immediate personal harm from stinging or biting insects.

Agency Decision: Request granted.

Statement of Reason for Decision: The Pesticide Control Board determined at its January 21, 2010, meeting that the requested exempt uses could be accomplished with minimal risk to the public health and safety. The board intends to hold a public hearing at its April 15, 2010, meeting prior to initiating regulatory action through the exempt process.

Agency Contact: Liza Fleeson, Program Manager, Office of Pesticide Services, Virginia Department of Agriculture and Consumer Services, Oliver Hill Building, 102 Governor Street, 1st Floor, Richmond, VA 23219, telephone (804) 371-6559, FAX (804) 786-9149, or email liza.fleson.vdacs.virginia.gov.


TITLE 12. HEALTH

STATE BOARD OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Agency Decision

Title of Regulation: 12VAC35-115. Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the Department of Mental Health, Mental Retardation and Substance Abuse Services.

Statutory Authority: § 37.2-202 and 37.2-400 of the Code of Virginia.

Name of Petitioner: Steven Shoon.

Nature of Petitioner's Request: Adjust the complaint resolution process to remove the director or director's designee from handling the Human Rights Complaint when the director or director's designee's conduct, position, or circumstances renders them unable to perform an impartial review of the Human Rights Complaint. This includes prohibiting the director of appointing a designee for handling the Human Rights Complaint.

Agency Decision: Take no action.

Statement of Reason for Decision: The program director or designee is the only person who has the authority to grant the person the relief requested. There is an appeal process available when a person does not agree with the program director or designee's decision.

Agency Contact: Linda B. Grasewicz, Senior Planner, Department of Behavioral Health and Developmental Services, 1220 Bank Street, Richmond, VA 23218-1797, telephone (804) 786-0040, FAX (804) 371-0092, or email linda.grasewicz@dbhds.virginia.gov.

VA.R. Doc. No. R10-40; Filed December 10, 2010, 4:48 p.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 1. ADMINISTRATION

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Withdrawal of Proposed Regulation


Statutory Authority: § 2.2-2818 of the Code of Virginia.

The Department of Human Resource Management has WITHDRAWN the proposed regulation entitled, 1VAC55-20, Commonwealth of Virginia Health Benefits Program, which was published in 26:11 VA.R. 1458-1463 February 1, 2010.

Agency Contact: Charles Reed, Associate Director, Department of Human Resource Management, 101 N. Fourteenth St., 13th Floor, Richmond, VA 23219, telephone (804) 786-3124, FAX (804) 371-0231, or email charles.reed@dhrm.virginia.gov.

V.A.R. Doc. No. R10-2223; Filed January 29, 2010, 5:06 p.m.

TITLE 8. EDUCATION

GEORGE MASON UNIVERSITY

REGISTRAR'S NOTICE: George Mason University is exempt from the Administrative Process Act in accordance with § 2.2-4002 A 6 of the Code of Virginia, which exempts educational institutions operated by the Commonwealth.

Summary:
This action repeals the current space use regulation and promulgates a new space use regulation to incorporate university policies within designated areas. The only change made to the regulation since publication of the proposed regulation was grammatical.

CHAPTER 31
SPACE USE

8VAC35-31-10. Scope.
This chapter applies to all George Mason University faculty, staff, students, university contractors, and the general public.

George Mason University facilities are intended primarily for the use of its students, faculty, and staff in their efforts to advance the educational mission of the university. No use shall be permitted that is inconsistent with the mission of the university.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:
"Educational enclave" means that portion of university property in academic buildings, administrative office buildings, student residence buildings, dining facilities, athletic facilities, [ or ] child care facilities [ or ] that portion of university property in use for university-sponsored or university-sanctioned sporting, entertainment, or educational events.
"University property" means any property owned, leased, or controlled by George Mason University.

8VAC35-31-40. Entry upon, and use of, university property.
A. Entry upon, or use of, university property in the educational enclave shall be in accord with all applicable university policies.
B. Entry upon, or use of, university property outside the educational enclave for noncommercial purposes is permitted if otherwise lawful and does not interfere with educational functions.
C. Entry upon, or use of, university property for commercial purposes shall be in accord with all applicable university policies.

Final Regulation


8VAC35-31. Space Use (adding 8VAC35-31-10 through 8VAC35-31-50).


Effective Date: February 3, 2010.

Agency Contact: Kenneth W. Hubble, Agency Regulatory Coordinator, George Mason University, 4400 University Drive, Fairfax, VA 22030, telephone (703) 993-3091, or email khubble@gmu.edu.
8VAC35-31-50. Persons lawfully in charge.

In addition to individuals authorized by university policy, George Mason University police officers are lawfully in charge for the purposes of forbidding entry upon or remaining upon university property in violation of this regulation.

V.A.R. Doc. No. R10-2188; Filed February 1, 2010, 2:57 p.m.

Final Regulation
Title of Regulation: 8VAC35-40. Vending Sales and Solicitation (repealing 8VAC35-40-10 through 8VAC35-40-160).
Effective Date: February 3, 2010.
Agency Contact: Kenneth W. Hubble, Agency Regulatory Coordinator, George Mason University, 4400 University Drive, Fairfax, VA 22030, telephone (703) 993-3091, or email khubble@gmu.edu.

Summary:
This action repeals the Vending Sales and Solicitation regulation. Activity proscribed in this regulation is either subject to other regulation or governed by contract.
V.A.R. Doc. No. R10-2192; Filed February 1, 2010, 3:00 p.m.

Final Regulation
Effective Date: February 3, 2010.
Agency Contact: Kenneth W. Hubble, Agency Regulatory Coordinator, George Mason University, 4400 University Drive, Fairfax, VA 22030, telephone (703) 993-3091, or email khubble@gmu.edu.

Summary:
This action repeals the Poster Posting Policy and Procedures regulation. Activity proscribed in the regulation is either subject to other regulation or governed by contract.
V.A.R. Doc. No. R10-2193; Filed February 1, 2010, 3:02 p.m.

 TITLE 12. HEALTH

STATE BOARD OF HEALTH

Final Regulation

REGISTRAR'S NOTICE: The State Board of Health 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 where no agency discretion is involved. The State Board of Health will receive, consider, and respond to petitions from any interested person at any time with respect to reconsideration or revision.

Title of Regulation: 12VAC5-20. Regulations for the Conduct of Human Research (amending 12VAC5-20-80, 12VAC5-20-100, 12VAC5-20-120).
Statutory Authority: § 32.1-12.1 of the Code of Virginia.
Effective Date: March 31, 2010.
Agency Contact: Kathy Wibberly, PhD, Director, Division of Primary Care and Rural Health, Department of Health, 109 Governor Street, 10th Floor, Richmond, VA 23219, telephone (804) 864-7426, or email kathy.wibberly@vdh.virginia.gov.

Summary:
The amendments conform the regulation to Chapter 754 of the 2002 Acts of Assembly, which (i) changes the definition of human research to include research development, testing, and evaluation and make the overall definition consistent with federal regulations; (ii) broadens the list of legally authorized representatives who can provide informed consent on behalf of a subject should a subject be deemed incapable of making an informed decision concerning participation in human research, including, in priority order, parent or parents of a minor, agents appointed under an advance directive that specifically authorizes research, legal guardians, spouses, children, parents of an adult subject, and adult siblings; (iii) prohibits a legally authorized representative to consent to (a) participation on behalf of a prospective subject if he knows that it is contrary to the religious beliefs or basic values of the prospective subject, and (b) research involving nontherapeutic sterilization, abortion, psychosurgery, or admission to a facility or hospital for the mentally ill or mentally retarded; and (iv) changes the terminology of "competent" and "not competent" to "capable" and "incapable" of making an informed decision and provides consistency between the standards of the human research review committee and other applicable sections of state law.

In addition, the amendments conform the regulation to Chapter 413 of the 2007 Acts of Assembly, which requires each human research review committee of a state institution or agency to ensure that an overview of...
The committee shall require reports from approved research projects at least annually to ensure conformity with the approved proposal. The frequency of such reports shall be consistent with the nature and degree of risk of each research project. The committee shall also require a report from the research project at the conclusion of the project.

12VAC5-20-100. Informed consent.

A. To conduct human research, informed consent of the participant or his legally authorized representative must be obtained, subscribed to in writing by the participant or his legally authorized representative and supported by the signature of a witness not involved in the conduct of research, except as provided for in subsections F and H of this section. If the participant is a minor otherwise capable of rendering informed consent, consent shall be subscribed to in writing by both the minor and his legally authorized representative.

B. "Informed consent" means the knowing and voluntary agreement, without undue inducement or any element of force, fraud, deceit, duress, or other form of constraint or coercion, of a person who is capable of exercising free power of choice. For the purposes of human research, the basic elements of information necessary to such consent shall include:

1. A reasonable and comprehensible explanation to the person of the proposed procedures or protocols to be followed, their purposes, including descriptions of any attendant discomforts, and risks and benefits reasonably to be expected;

2. A disclosure of any appropriate alternative procedures or therapies that might be advantageous for the individual;

3. An instruction that the person may withdraw his consent and discontinue participation in the human research at any time without prejudice to him;

4. An explanation of any costs or compensation that may accrue to the person and, if applicable, the availability of third party reimbursement for the proposed procedures or protocols;

5. An offer to answer any inquiries by any individual concerning the procedures and protocols;

6. A statement that the study involves research, and an explanation that includes identification of any procedures that are experimental; the expected duration of the
individual's participation; a statement describing the extent, if any, to which confidentiality of records identifying the participant will be maintained; and if any data from this study are published, the individual will not be identified without his written permission;

7. A statement that there may be other risks not yet identified;

8. A disclosure of any appropriate alternative procedures or therapies that might be advantageous for the individual;

9. A statement that participation is voluntary. Refusal to participate will involve no penalty or loss of benefits to which the individual is otherwise entitled, and the individual may discontinue participation at any time without penalty or loss of benefits to which he is otherwise entitled;

10. An explanation of whom to contact for answers to pertinent questions about the research and research participants' rights, and whom to contact in the event of a research-related injury; and

11. For research involving more than minimal risk, an explanation as to whether any compensation or medical care is available if injury occurs and, if so, what is included or where further information may be obtained.

Information shall be provided in a manner that is understandable to the individual with regard to his educational level and language of greatest fluency.

B. A legally authorized representative may not consent to nontherapeutic research unless it is determined by the committee that such research will present no more than a minor increase over minimal risk to the participant.

C. An investigator shall seek such consent only under circumstances that provide the prospective participant or the representative sufficient opportunity to consider whether or not to participate and that assure absence of coercion or undue influence. The information that is given to the participant or the representative shall be in language understandable to the participant or the representative with regard to his educational level and language of greatest fluency.

D. No informed consent form shall include any language through which the prospective participant waives or appears to waive any of his legal rights, including any release of any individual, institution or agency or any agents thereof from liability for negligence.

E. Notwithstanding consent by a legally authorized representative, no person who is otherwise capable of rendering informed consent shall be forced to participate in any human research. In the case of persons suffering from organic brain diseases causing progressive deterioration of cognition for which there is no known cure or medically accepted treatment, the implementation of experimental courses of therapeutic treatment to which a legally authorized representative has given informed consent shall not constitute the use of force.

F. The committee may approve a consent procedure which omits or alters some or all of the elements of informed consent set forth in 12VAC5-20.10, or waives the requirement to obtain informed consent provided the committee finds and documents that:

1. The research involves no more than minimal risk to the participants;

2. The omission, alteration or waiver will not adversely affect the rights and welfare of the participants;

3. The research could not practically be performed without the omission, alteration or waiver; and

4. Whenever appropriate, the participants will be provided with additional pertinent information after participation.

G. Except as provided in subsection H of this section, the consent form may be B. Consent may take the form of either of the following:

1. A written consent document that embodies the elements of informed consent required by 12VAC5-20.10 this section. This form may be read to the participant subject or the participant subject's legally authorized representative, but, in any event, the investigator shall give either the participant subject or the representative adequate opportunity to read it before it is signed and witnessed; or

2. A short form written consent document stating that the elements of informed consent required by 12VAC5-20.10 has this section have been presented orally to the participant subject or the participant's subject's legally authorized representative. When this method is used, there shall be a witness to the oral presentation. Also, the committee shall approve a written summary of what is to be said to the participant subject or the representative. Only the short form itself is to be signed by the participant subject or the representative. However, the witness shall sign both the short form and a copy of the summary, and the person actually obtaining consent shall sign a copy of the summary. A copy of the summary and a copy of the short form shall be given to the participant subject or the representative.

H. The committee may waive the requirement that the investigator obtain written informed consent for some or all participants if it finds that the only record linking the participant and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality. Each participant will be asked whether he wants documentation linking him to the research, and the participant's wishes shall govern. In cases where the documentation requirement is waived, the committee may
require the investigator to provide participants with a written statement explaining the research.

12VAC5-20-120. Committee records.

A. Documentation of committee activities shall be prepared and maintained and shall include the following:

1. Copies of all research proposals reviewed, scientific evaluations that may accompany the proposals, approved sample consent documents, progress reports submitted by investigators, and reports of injuries to participants;

2. Minutes of committee meetings which shall be in sufficient detail to show attendance at the meetings; actions taken by the committee; the vote on these actions including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of controversial issues and their resolution;

3. Records of continuing review activities;

4. Copies of all correspondence between the committee and the investigators;

5. A list of committee members;

6. Written procedures for the committee; and

7. Statements of significant new findings provided to participants.

B. The records required by this chapter shall be retained for at least three years, and records relating to research which is conducted shall be retained for at least three years after completion of the research. All records shall be accessible for inspection and copying by authorized employees or agents of the department at reasonable times and in a reasonable manner.

C. An overview of approved human research projects and the results of such projects will be made public on the department's website unless otherwise exempt from disclosure under the Virginia Freedom of Information Act (§ 2.2-3700 et seq. of the Code of Virginia).

V.A.R. Doc. No. R10-1415; Filed February 8, 2010, 2:26 p.m.

TITLE 16. LABOR AND EMPLOYMENT

SAFETY AND HEALTH CODES BOARD

REGISTRAR’S NOTICE: The following regulations are exempt from the Administrative Process Act in accordance with § 2.2-4006A 4 c of the Code of Virginia, which excludes regulations that are necessary to meet the requirements of federal law or regulations, provided such regulations do not differ materially from those required by federal law or regulation. The Safety and Health Codes Board will receive, consider, and respond to petitions by any interested person at any time with respect to reconsideration or revision.

Final Regulation


Statutory Authority: § 40.1-22 of the Code of Virginia.

Effective Date: April 15, 2010.

Agency Contact: John J. Crisanti, Planning and Evaluation Manager, Department of Labor and Industry, Powers-Taylor Building, 13 South Thirteenth Street, Richmond, VA 23219, telephone (804) 786-4300, FAX (804) 786-8418, TTY (804) 786-2376, or email john.crisanti@doli.virginia.gov.

Summary:

Federal OSHA issued this final rule to revise the personal protective equipment (PPE) sections of its general industry, shipyard employment, longshoring, and marine terminals standards (29 CFR 1910, 1915, 1917 and 1918 of the Code of Federal Regulation) regarding requirements for eye and face protective devices, head protection, and foot protection. Federal OSHA updated the references in its regulations to recognize more recent editions of the applicable national consensus standards, and deleted editions of the national consensus standards that PPE must meet if purchased before a specified date. Additionally, federal OSHA amended paragraph (a)(3)(v)[a] in 29 CFR 1910.94 that requires safety shoes to comply with a specific American National Standards Institute (ANSI) standard. It also amended paragraph (b)(2)(ii)(I) in 29 CFR 1910.252 that requires filter lenses and plates in eye-protective equipment to meet a test for transmission or radiant energy specified by another ANSI standard. In amending these paragraphs, federal OSHA will require this safety equipment to comply with the applicable PPE design provisions in 29 CFR 1910, subpart I.
Note on Incorporation by Reference: Pursuant to § 2.2-4103 of the Code of Virginia, 29 CFR Part 1910, General Industry Standards; 29 CFR Part 1915, Shipyard Employment Standards; 29 CFR Part 1917, Marine Terminals Standards; and 29 CFR Part 1918, Longshoring Standards for Hazard Communications are declared documents generally available to the public and appropriate for incorporation by reference. For this reason the documents will not be printed in the Virginia Register of Regulations. Copies of the documents are available for inspection at the Department of Labor and Industry, 13 South 13th Street, Richmond, Virginia 23219, and in the office of the Registrar of Regulations, General Assembly Building, 9th and Broad Streets, Richmond, Virginia 23219.

On January 14, 2010, the Safety and Health Codes Board adopted federal OSHA’s revised final rule on Updating OSHA Standards Based on National Consensus Standards; Personal Protective Equipment, as published in 74 FR 46350 on September 9, 2009, with an effective date of April 15, 2010.

Federal Terms and State Equivalents: When the regulations, as set forth in the revised final rule for Updating OSHA Standards Based on National Consensus Standards; Personal Protective Equipment, are applied to the Commissioner of the Department of Labor and Industry or to Virginia employers, the following federal terms shall be considered to read as follows:

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<td>Commissioner of Labor and Industry</td>
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<tr>
<td>Agency</td>
<td>Department</td>
</tr>
<tr>
<td>October 9, 2009</td>
<td>April 15, 2010</td>
</tr>
</tbody>
</table>

VA.R. Doc. No. R10-2316; Filed February 9, 2010, 1:31 p.m.

Summary:
As part of the ongoing review of its regulations, federal OSHA revised its Acetylene Standard for general industry by updating references to national consensus standards published by standards developing organizations (SDO standards). This rulemaking is a continuation of federal OSHA’s ongoing effort to update references to SDO standards used throughout its rules.

The revised standard requires that employers ensure that in-plant transfer, handling, storage, and use of acetylene cylinders comply with Compressed Gas Association Pamphlet G-1-2003, Acetylene. Piping systems, as well as facilities and equipment, used to generate acetylene or to fill acetylene cylinders are now required to comply with National Fire Protection Standard NFPA 51A, Standard for Acetylene Charging Plants.

References to publications that reference the Acetylene Standard are updated to reflect the latest edition of the publication.

Note on Incorporation by Reference: Pursuant to § 2.2-4103 of the Code of Virginia, 29 CFR Part 1910, General Industry Standards, is declared a document generally available to the public and appropriate for incorporation by reference. For this reason the document will not be printed in the Virginia Register of Regulations. The document is available for inspection at the Department of Labor and Industry, 13 South 13th Street, Richmond, Virginia 23219, and in the office of the Registrar of Regulations, General Assembly Building, 9th and Broad Streets, Richmond, Virginia 23219.


Federal Terms and State Equivalents: When the regulations, as set forth in the clarifications and correcting amendments to the final rule for the General Industry Standards, 29 CFR Part 1910, are applied to the Commissioner of the Department of Labor and Industry or to Virginia employers, the following federal terms shall be considered to read as follows:

<table>
<thead>
<tr>
<th>Federal Terms</th>
<th>VOSH Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 CFR</td>
<td>VOSH Standard</td>
</tr>
<tr>
<td>Assistant Secretary</td>
<td>Commissioner of Labor and Industry</td>
</tr>
<tr>
<td>Agency</td>
<td>Department</td>
</tr>
<tr>
<td>November 9, 2009</td>
<td>April 15, 2010</td>
</tr>
</tbody>
</table>

VA.R. Doc. No. R10-2315; Filed February 9, 2010, 1:33 p.m.
The Commonwealth Transportation Board is claiming an exemption from the Administrative Process Act in accordance with § 2.2-4002 B of the Code of Virginia, which exempts regulations relating to the award or denial of state contracts, as well as decisions regarding compliance therewith.

24VAC30-410. Professional and Nonprofessional Services (repealing 24VAC30-410-10).

Statutory Authority: § 33.1-12 of the Code of Virginia.

Effective Date: February 4, 2010.

Agency Contact: Linda M. Cheatham, Director, Administrative Services Division, Department of Transportation, 1401 East Broad St., Richmond, VA 23219, telephone (804) 371-6716, or email linda.cheatham@vdot.virginia.gov.

Summary:
This action repeals 24VAC30-250, Guidelines for the Procurement and Management of Professional Services, 24VAC30-350, Administrative Manual/Procurement and Surplus Property Manual, and 24VAC30-410, Professional and Nonprofessional Services based on a recommendation of the Office of the Attorney General's Government and Regulatory Reform Task Force to combine these regulations due to their common content areas. In response to this recommendation, the Virginia Department of Transportation (VDOT) reviewed all three regulations and determined that the content is out of date or the subject matter is addressed in other laws, regulations, and 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.

**BOARD OF ACCOUNTANCY**

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. at the Board of Accountancy, 9960 Mayland Drive, Suite 402, Richmond, VA 23233, telephone (804) 367-8505, FAX (804) 527-4409.

Questions regarding interpretation or implementation of these documents may be directed to Dreana L. Gilliam at the above address.

**Guidance Documents:**

- Board of Accountancy Rights and Responsibilities on FOIA, rev. 5/27/2009
- Adjudication Manual, rev. 2/21/2008

**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, VA 23219. Copies are available online at the Department of Accounts website [www.doa.virginia.gov](http://www.doa.virginia.gov) and the respective document's specific web link is listed below with the document title. Hardcopies 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, telephone (804) 225-3051, or 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.
  [http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm)
- Financial Statement Preparation for Agencies and Institutions, updated annually.
- Year End Closing Procedures, prepared annually.
  [http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm](http://www.doa.virginia.gov/General_Accounting/Year_End_Close/Year_End_Memo.cfm)

**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:

[2076] Guidance Documents:

[VDA-1] Aging Services - State Plan for Aging Services 2007 thru 2011 (10/30/08)
[VDA-10] Service Standard - Legal Assistance Funded by Title III-B of the Older Americans Act (2009) (1/1/09)
[VDA-11] Virginia Long-Term Care Ombudsman Program (9/30/03)
[VDA-2] Care Coordination for Elderly Virginians (1/28/04)
[VDA-7] Senior Employment - Senior Community Services Employment Program (2008 thru 2011) (7/1/08)
[VDA-8] Service Standard - Title III and Title V Service Standards (2003) (10/1/03)

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, Virginia (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. Ryan Davis at (804) 786-8899.

For guidance documents relating to approved capture drugs and methods approved for animal euthanasia, contact Dr. Dan Kovich at (804) 786-2483.

For guidance documents relating to avian influenza, contact Dr. Charles Broaddus at (804) 786-2483.

For guidance documents relating to 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. Frank Fulgham 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.

**Guidance Documents:**

**Board of Agriculture and Consumer Services**

Approved Capture Drugs and Drug Administering Equipment (7/20/09)
Avian Influenza (H5 and H7) Proclamation (12/4/09)
Dairy Services Procedure Manual (12/14/09)
Food Safety & Security Field Operations Manual (6/15/06)
Guidelines for Approving Industrial Co-Products for Agricultural Use under the Virginia Fertilizer & Agricultural Liming Materials Laws (7/1/94)
Guidelines for Enforcement of the Virginia Code Relating to Motor Fuels and Lubricating Oils - Civil Penalty Assessment Decision Matrix (10/1/08)
Guidelines for Enforcement of the Virginia Weights and Measures Law - Civil Penalty Assessment Decision Matrix (10/1/08)
Guidelines for the Virginia Ginseng Management Program (12/1/09)
Labeling of Certain Motor Fuel Dispensers (6/29/09)
Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements (7/20/09)
Multi-tier Pricing of Motor Fuels (10/28/09)
Virginia Cotton Boll Weevil Trapping Program, 2009 Guidelines (12/1/09)
Virginia Shipping Requirements for Package Bees and Queens (11/1/09)

[751] Virginia Cooperative Gypsy Moth Suppression Program, 2010 Guidelines (9/1/09)
[756] Virginia Entry Requirements for Honey Bee Hives and Appliances (11/1/09)

**Pesticide Control Board**

Interpreting PPE Standards on Pesticide Labels (9/1/99)
Agents of the Virginia Cooperative Extension Program Proctoring Commercial Applicator Examinations (5/5/03)
Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores (5/5/03)
Applicator Recertification Options: Approval Procedures for Recertification Courses (5/25/03)
Applicator Testing in Order to Recertify (5/5/03)
Commercial Carpet Cleaners who Apply Pesticides for Flea and Tick Control (5/5/03)
Discontinuance Policy (10/14/04)
Guidelines for Enforcement of the Virginia Pesticide Control Act (2/1/09)
Product Registration: Submission of Labels (11/12/08)
Product Registration: When Two Pesticide Products May Be Registered for Single Fee (6/24/09)
Product Registration: Submission of 24(c) Special Local Need Registration (3/25/08)
Requests for Lists of Certified Applicators; Licensed Pesticide Businesses, and/or Registered Pesticide Products (6/1/09)
Supervision of Registered Technicians (Including Government Employees and Not-for-Hire Individuals) (12/9/09)

State Milk Commission
[2728] Informational Memorandum VASMC B92-1 (3/13/92)
[2729] Informational Memorandum VASMC B92-2 (3/13/92)
[2730] Informational Memorandum VASMC B93-2 (6/18/93)
[2730] Informational Memorandum VASMC B93-3 (6/18/93)
[2732] Informational Memorandum VASMC B93-4 (6/18/93)
[2733] Informational Memorandum VASMC B93-5 (6/18/93)

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:
Circular Letter 06-01 (2/14/06)
Circular Letter 06-02 (6/29/06)
Guidance Documents

Circular Letter 94-1 (3/16/94)
Circular Letter 98-1 (1/1/98)
Circular Letter 98-2 (2/1/98)
Farm Winery Remote – Festivals Bulletin, (7/19/01)
Licensee Bulletin - Vol.56, No.1 (1/1/00)
Licensee Bulletin Vol. 56, No. 4 (1/1/00)
Licensee Bulletin Vol.56, No.3 (1/1/00)
Retail Licensee Guide (1/1/01)
Virginia's Licensing Process (1/1/02)
Wholesale Licensee Bulletin (9/1/97)

ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. to 5 p.m. in the office of the Assistive Technology Loan Fund Authority, 1602 Rolling Hills Drive, Suite 107, Richmond, VA 23229. Copies may be obtained free of charge by contacting Sandra Prince at the same address, by telephone or TTY at (804) 662-9000 or by FAX at (804) 662-9533.

Questions regarding interpretation or implementation of these documents may be directed to Joey Wallace, Executive Director, Assistive Technology Loan Fund Authority, 8004 Franklin Farms Drive, Richmond, VA 23288, telephone (804) 662-9000, FAX (804) 662-9533 or email joey.wallace@atlfa.org.

Guidance Documents:

Assistive Technology Loan Fund Authority Loan Manual, issued April 1997 and revised April 2001, §§ 51.5-53 through 51.5-59.
Assistive Technology Loan Fund Authority Organizational By Laws, issued September 2007.

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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/aud/aud_guidelines.htm](http://www.dhp.virginia.gov/aud/aud_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://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 Leslie L. Knachel, Executive Director of the Board at the address above or by telephone at (804) 367-4630. Copies are free of charge.

Guidance Documents:

30-2, By-Laws of the Board of Audiology and Speech-Language Pathology, revised October 8, 2009
30-3, Board guidance on use of confidential consent agreements, re-adopted October 9, 2008
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, revised October 8, 2009
30-6, Board guidance on definition of active practice, adopted April 30, 2008

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:


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

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 http://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 Aviation Regulations (24VAC5-20). The Virginia Aviation Regulations (24VAC5-20) 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 OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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. Copies of the following documents may be obtained by contacting Linda Grasewicz, Office of Planning and Development, P.O. Box 1797, Richmond, VA 23218-1797, telephone (804) 786-0040, FAX (804) 371-0092 or email linda.grasewicz@dbhds.virginia.gov.

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 Susan Elmore (804) 786-0946 or email susan.elmore@dbhds.virginia.gov.


Comprehensive State Plan 2010-2016, issued December 8, 2009, § 37.2-315, no charge, contact Charline Davidson at (804) 786-7357 or email charline.davidson@dbhds.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@dbhds.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@dbhds.virginia.gov.

Determining the Status of Infant/Toddler Development in Relation to the Three Offices of Special Education Programs (OSEP) Outcomes, issued February 1, 2008, no charge, contact Mary Ann Discenza (804) 371-6592 or email maryann.discenza@dbhds.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@dbhds.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@dbhds.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@dbhds.virginia.gov.

FY 2010 Community Services Performance Contract; Central Office, State Facility, and Community Services Board Partnership Agreement; and Community Services Performance Contract General Requirements Document, issued May 1, 2009, § 37.2-508, no charge, also available on the Department's website at wwwdbhds.virginia.gov or contact Paul R. Gilding at (804) 786-4982 or by email at paul.gilding@dbhds.virginia.gov.

Guidance Documents

Questions regarding interpretation or implementation of these documents may be directed to Cherry A. Evans at the same address, telephone (804) 236-3631, FAX (804) 236-3635 or email cherry.evans@doav.virginia.gov.

Functional Outcomes/Indicators, issued by the Part C Early Intervention Office, January 10, 2008, no charge, contact Mary Ann Discenza at (804) 371-6592 or email maryann.discenza@dbhds.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, no charge, contact Kathleen Sadler at (804) 786-8044 or email kathleen.sadler@dbhds.virginia.gov.

Volume 26, Issue 13 Virginia Register of Regulations March 1, 2010 2079
Guidance Documents

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@dbhds.virginia.gov.

Indicator Ratings, Virginia's System of Determination of Child Progress, issued January 10, 2008, no charge, contact Beth Tolley at (804)371-6595 or email beth.tolley@dbhds.virginia.gov.

Infant and Toddler Connection of Virginia Practice Manual, effective August 2009, no charge, contact Mary Ann Discenza at (804) 371-6592 or email maryann.discenza@dbhds.virginia.gov.

Licensing Intensive In-Home Guidance, effective November 17, 2009, no charge, § 37.2-403, contact Les Saltzberg at (804) 786-1747 or email les.saltzberg@dbhds.virginia.gov.

List of Standardized Measures of Intellectual Functioning, effective November 10, 2008 § 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@dbhds.virginia.gov.

Medicaid Documentation to Support Reimbursement for Integrated Treatment of Co-Occurring Mental Health and Substance Use Disorders in Community Mental Health Rehabilitation Services, Office of Substance Abuse Services Guidance Bulletin No. 2007-1, issued April 16, 2007, no charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@dbhds.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 Margaret Anne Lane at (804) 225-4649 or email margaret.lane@dbhds.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@dbhds.virginia.gov.

Office of Licensing: Protocols, latest revision June 4, 2007, §§ 37.2-505 and 37.2-411, no charge, contact Les Saltzberg at (804) 786-1747 or email les.saltzberg@dbhds.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@dbhds.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@dbhds.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@dbhds.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@dbhds.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@dbhds.virginia.gov.

Substance Abuse Residential Purchase of Services (SARPOS), Office of Substance Abuse Services Guidance Bulletin No. 2007-03, issued July 26, 2007, no charge, contact Margaret Anne Lane at (804) 225-4649 or email margaret.lane@dbhds.virginia.gov.


Virginia's System for Determination of Child Outcomes Implementation Instructions, issued January 14, 2008, no charge, contact Beth Tolley (804) 371-6595 or email beth.tolley@dbhds.virginia.gov.

VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE

Copies of the following document may be viewed during regular workdays from 8 a.m. until 5 p.m. in the offices of the Virginia Department of Business Assistance, 1220 Bank Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Mr. Preston Wilhelm at the same address, telephone (804) 371-8132, FAX (804) 371-8137 or email preston.wilhelm@vdba.virginia.gov.

Questions regarding interpretation or implementation of the Virginia Department of Business Assistance Workforce Services Jobs Investment Program Guidelines may be directed to Mr. Preston Wilhelm, Director, Virginia Jobs Investment Program, Virginia Department of Business Assistance, 1220 Bank Street, 3rd Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Mr. Preston Wilhelm at the same address, telephone (804)
STATE CERTIFIED SEED BOARD

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 Certified Seed Board, 330 Smyth Hall, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Dr. Jim McKenna 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 Lane, 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
State Certified Seed Board Annual Report, 2007
State Certified Seed Board Annual Report, 2008
State Certified Seed Board Annual Report, 2009

CHRISTOPHER NEWPORT UNIVERSITY

Copies of the following documents may be viewed during regular workdays from 8 a.m. until 5 p.m. in the Office of Institutional Research, Analysis and Reports, 1 University Place, Newport News, VA 23606. Copies may be obtained free of charge by contacting Carol Safko, Director of Reports at the same address, FAX (757) 594-7508, telephone (757) 594-7609 or email irar@cnu.edu or through Town Hall. Internet addresses for accessing the documents are listed below.

Questions regarding interpretation or implementation of these documents may also be directed to Carol Safko, Director of Reports, at the same address.

Guidance Documents:
Undergraduate Course Catalog and academic policies, revised May 2009 http://undergradcatalog.cnu.edu/
Graduate Course Catalog and academic policies, revised May 2009 http://gradstudies.cnu.edu/gradcat.pdf

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
Guidance Documents


Division of Natural Heritage


Division of Planning and Recreation Resources

DCR - PRR - 001, 2007 Virginia Outdoors Plan, 2008 [a plan for meeting Virginia's outdoor recreational needs and conserving the environment (a 716 page document)], §§ 10.1-200 and 10.1-207, cost: $48 plus $7 for shipping and handling - CD Rom version available for $2.50 plus $1.50 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 - 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
Guidance Documents

**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 G. 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 - 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. The master plan was given a 5-year review, amended and presented to the Board of Conservation and Recreation on 04/28/2009 and adopted by Joseph H. Maroon on 06/10/2009, §§ 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. The master plan was given a 5-year review, amended and presented to the Board of Conservation and Recreation on...
Guidance Documents


Division of Soil and Water Conservation

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

DCR - SW - 015, DCR Guidance for Fall Applied Manure Nitrogen Rates for Small Grains, Document currently under revision, 4VAC5-15-150

DCR - SW - 016, DCR Guidance for Manure Storage Facilities for Nutrient Management Plans Developed for a VPA Permit, 01/01/2001, 9VAC25-192

DCR - SW - 017, Grant Project Management Manual, 12/01/07

Division of State Parks

DCR - SP - 004, Virginia State Parks, Chippokes Plantation State Park, 06/01/2003, §§ 10.1-200 and 10.1-201
DCR - SP - 017, Virginia State Parks, Leesylvania State Park, 12/01/2006, §§ 10.1-200 and 10.1-201
DCR - SP - 025, Shot Tower Historical State Park, 09/01/1998, §§ 10.1-200 and 10.1-201
DCR - SP - 033, Wilderness Road State Park, 11/01/1999, §§ 10.1-200 and 10.1-201
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

Chesapeake Bay Local Assistance Board
Guidance Documents


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


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

DCR - CBLAB - 012, Department Checklist Used to Evaluate the Consistency of Locally Proposed or Adopted Comprehensive Plans, 01/01/1992, 9VAC10-20-80


DCR - CBLAB - 014, Board Guidance Document: Resource Protection Area - Buffer Area Encroachments, 06/15/2009, 9VAC10-20-130, subdivision 3


DCR - CBLAB - 017, Board Guidance Document: Exceptions, 09/16/2002, 9VAC10-20-150 C

DCR - CBLAB - 018, Board Guidance Document: Nonconforming Structures and Uses, 09/16/2002, 9VAC10-20-150 A


DCR - CBLAB - 021, Board Guidance Document: Administrative Procedures for the Designation and Refinement of Chesapeake Bay Preservation Area Boundaries, 09/15/2008, 9VAC10-20-60


DCR - CBLAB - 023, Memorandum of Understanding between the Chesapeake Bay Local Assistance Department and the Department of Forestry, 12/15/2000, 9VAC10-20-120-10

DCR - CBLAB - 024, Letter to Henrico County, 03/03/2000, regarding the location of fences in the RPA, 9VAC10-20-130

DCR - CBLAB - 025, Letter to Hanover County, 04/20/2000, regarding the location of fences in the RPA, 9VAC10-20-130

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


DCR - CBLAB - 085, Procedural Policies for Local Program Review, 06/16/2008, 9VAC10-20

DCR - CBLAB - 086, Resource Protection Areas: Nontidal Wetland, 12/10/2007, 9VAC10-20

Chippokes Plantation Farm Foundation

DCR - CPFF - 003, Chippokes Calendar of Events brochure, §§ 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

Virginia Land Conservation Foundation


DCR - VLCF - 005, Virginia's Land Preservation Tax Credit Brochure, 10/31/2007, § 58.1-512

DCR - VLCF - 006, Land Preservation Tax Credit Questions and Answers, 02/01/2008, § 58.1-512

Virginia Scenic River Board


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

DCR - VSRB - 006, Virginia's Scenic Rivers Program...its mission and process, 12/01/2006, §§ 10.1-400, 10.1-402 and 10.1-411

Virginia Soil and Water Conservation Board


DCR - VSWCB - 003, Financial Commitments for Establishment of a New Soil and Water Conservation District (SWCD/district), or Realignment of an Existing District, 10/15/2003


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)


STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Copies of the following forms and documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone at (804) 371-9733 or toll-free in Virginia at (866) 722-2551, or FAX (804) 371-9654. The forms may be downloaded from the Clerk's Office section on the State Corporation Commission's homepage (www.scc.virginia.gov/clk/index.aspx).

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 615/815, Corporate Annual Registration Fee Notice, revised annually, §§ 13.1-615 and 13.1-815


SCC 631/830, Application for Reservation or for Renewal of Reservation of a Corporate Name, revised March 2008, §§ 13.1-631 and 13.1-830

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


SCC 710N, Articles of Amendment - Changing the Name of a Virginia Stock Corporation By Unanimous Consent of the Shareholders, revised July 2007, § 13.1-710


SCC 722.4, Guide for Articles of Domestication (Foreign stock corporation intending to become a Virginia stock corporation), revised April 2008, § 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 April 2008, § 13.1-722.5


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 Existence (By the initial directors or the incorporators of a Virginia stock corporation), revised July 2007, § 13.1-751


SCC 819, Articles of Incorporation - Virginia Nonstock Corporation, revised April 2008, § 13.1-819


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 898.4, Guide for Articles of Domestication (Foreign nonstock corporation intending to become a Virginia nonstock corporation), revised April 2008, § 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 April 2008, § 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 April 2008, § 50-73.11

LPA-73.11:3, Certificate of Limited Partnership of a Domestic or Foreign Partnership Converting to a Virginia Limited Partnership, revised April 2008, § 50-73.11:3


LPA-73.52:4, Certificate of Cancellation of a Virginia Limited Partnership, revised April 2009, § 50-73.52:4

LPA-73.54, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Partnership, revised April 2008, § 50-73.54
LPA-73.57, Amended Application for Registration as a Foreign Limited Partnership, revised April 2009, § 50-73.57
LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised April 2009, § 50-73.58
LPA-73.67, Limited Partnership – 2009 Annual Registration Fee Assessment Notice, revised annually, § 50-73.67
LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised April 2008, § 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 April 2008, § 13.1-1010.1
LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Domestic Limited Liability Company, revised April 2008, § 13.1-1011.1
LLC-1013, Application for Reservation or for Renewal of Reservation of a Limited Liability Company Name, revised July 2006, § 13.1-1013
LLC-1014NP, Articles of Amendment - Changing the Name and/or the Principal Office Address of a Virginia Limited Liability Company - By the Members, July 2008, § 13.1-1014
LLC-1050, Articles of Cancellation of a Virginia Limited Liability Company, revised April 2009, § 13.1-1050
LLC-1052, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Liability Company, revised April 2009, § 13.1-1052
LLC-1055, Amended Application for Registration as a Foreign Limited Liability Company, revised April 2009, § 13.1-1055
LLC-1062, Limited Liability Company Annual Registration Fee Assessment Notice, 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 April 2008, § 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 April 2008, § 13.1-1078
UPA-93, Statement of Partnership Authority, revised April 2008, § 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 May 2008, § 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 2009, § 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-136, Statement of Amendment of a Statement of Registration of a Domestic or Foreign Registered Limited Liability Partnership, revised July 2005, § 50-73.135
UPA-137, Statement of Cancellation of a Statement of Registration of a Domestic Registered Limited Liability Partnership, revised April 2006, § 50-73.137
UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised April 2006, § 50-73.139
Guidance Documents

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 April 2008, § 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 April 2008, § 13.1-1216


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


BTA 1238, Articles of Cancellation of a Virginia Business Trust, revised April 2009, § 13.1-1238

BTA 1242, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Business Trust, revised April 2009, § 13.1-1242

BTA 1245, Amended Application for Registration as a Foreign Business Trust, revised April 2009, § 13.1-1245

BTA 1246, Articles of Cancellation of a Certificate of Registration as a Foreign Business Trust, revised April 2009, § 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 21, 2009, § 8.9A-509


UCC3, UCC Financing Statement Amendment, revised May 22, 2002, § 8.9A-512

UCC3Ad, UCC Financing Statement Amendment Addendum, revised July 29, 1998, § 8.9A-512


UCC5, Statement of Claim, revised May 21, 2009, § 8.9A-518

UCC11, National Information Request, revised May 9, 2001, 5VAC5-30-40


Notice to Virginia Limited Liability Companies, revised April 2009, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised April 2009, § 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. Sheryl Ward at the same address, telephone (804) 371-9536, FAX (804) 371-9069 or email (sheryl.ward@scc.virginia.gov). Questions regarding interpretation or implementation of these documents may also be directed to Ms. Sheryl Ward. 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/puc.

Guidance Documents:


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 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 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 16, 2009, Concerning Annual Payphone Service Provider Registration for 2008 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407.

Letter, Director of Communications, dated December 16, 2009, Concerning Annual Operator Service Provider Registration for 2008 including the letter and the forms for the operator service provider annual registration, 20VAC5-407.

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.

Letter, Director of Communications, dated March 29, 2006, Concerning Telephone Company Sales and Use Tax Review and Verification.

Letter, Senior Telecommunications Specialist, dated November 24, 2009, Concerning Competitive Local Exchange Carrier/Interexchange Carrier Initial Tariff Preparation Instructions.

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/eaf.

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.

Guidance Documents:

Interest Rate to be Paid on Customer Deposits, revised December 15, 2009, 20VAC5-10-20, updated annually


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 Financial Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56

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

Instructions and Forms for June 30th Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 20VAC5-417-60

Instructions and Forms for December 31st Reporting Requirements for New Entrants and Certain ILECs, revised May 1, 2008, 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.

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

Guidance Documents:

Memorandum to All Electric Utilities re: Underground electric distribution facilities, July 10, 1970, § 56-265.1 et seq.


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.
Guidance Documents


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


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

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

Guidance Documents:

Banking Act


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


Savings Institutions Act


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

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

Mortgage Lender and Broker Act
BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, issued July 3, 1990, § 6.1-409 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-1611, Nontraditional Mortgage Products, issued March 29, 2007

Payday Loan Act

Forms and Instructions:

Banks
Bank Directors Responsibilities, revised November 1996
CCB-1117, Bank Directors Responsibilities Certification, revised March 2008
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 March 2008
CCB-1122, Oath of Office for Multiple Directors, revised January 2000
CCB-1122A, Oath of Office for Single Director, revised January 2000
CCB-1124, Application to Acquire a Virginia Bank Pursuant to Title 6.1, Chapter 14 of the Code of Virginia, revised March 2008
CCB-1125, Application of a Virginia Bank to Establish a Branch, revised March 2008
CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.1 of the Code of Virginia, revised March 2008
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 March 2008
CCB-1128, Application for Approval of Merger Pursuant to Title 6.1 of the Code of Virginia, revised March 2008
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 March 2008
CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised March 2008
CCB-1133, Notice to Establish an EFT Terminal, revised March 2008
Guidance Documents

CCB-1137A, Consent to Service of Process, 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 March 2008

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised March 2008


CCB-1146, Application to Convert Pursuant to Title 6.1 of the Code of Virginia, revised March 2008

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised March 2008

CCB-2206, Savings Institution Directors Responsibilities Certification, revised March 2008

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 March 2008

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 March 2008

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 March 2008


CCB-2212, Notice of Proposed Change of Location (Within One Mile) of a Main Office or Branch of a Savings Institution, revised March 2008

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 March 2008

CCB-2216, Application to Convert Pursuant to Title 6.1 of the Code of Virginia, revised March 2008

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 March 2008

CCB-1122, Oath of Office for Multiple Directors, revised January 2000

CCB-1122A, Oath of Office for Single Director, revised January 2000


CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.1 of the Code of Virginia, revised March 2008

CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised March 2008


Credit Unions


CCB-1137A, Consent to Service of Process, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-3302, Application for Permission to Establish and Operate a Credit Union Pursuant to § 6.1-225.14 of the Code of Virginia, revised March 2008

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 March 2008

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.1-225.27 of the Code of Virginia, revised March 2008

CCB-3307, Application of a Credit Union to Establish a Service Facility Pursuant to § 6.1-225.20 of the Code of Virginia, revised March 2008

CCB-3308, Credit Union Request for Field of Membership Expansion, revised March 2008

Consumer Finance Companies


CCB-1149, Depository Institution Authorization Form, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008


CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 6 of Title 6.1 of the Code of Virginia, revised March 2008

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised March 2008

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised March 2008

CCB-4407, Application for an Additional Office Pursuant to § 6.1-256.1 B of the Consumer Finance Act, revised March 2008

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 March 2008

Money Order Sellers and Money Transmitters


CCB-1149, Depository Institution Authorization Form, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

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 July 2009

CCB-5507, Annual Report of Money Transmitters, revised December 2009

CCB-5509, Surety Bond for Money Order Sales and Money Transmission, revised September 2009


CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised September 2008

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 March 2008

Check Cashers

CCB-5510, Check Casher Registration Form, revised March 2008

Payday Lenders


CCB-1149, Depository Institution Authorization Form, revised December 2004

CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.1 of the Code of Virginia, revised March 2008

CCB-5516, Surety Bond Pursuant to § 6.1-448 of the Code of Virginia, revised March 2008

CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Payday Lender Act, revised March 2008

CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to § 6.1-452 of the Code of Virginia, revised March 2008

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised March 2008

CCB-5521, Annual Report of Payday Lenders, revised December 2008
Industrial Loan Associations
CCB-6602, Annual Report of Industrial Loan Associations, revised December 2009
Credit Counseling Agencies
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 March 2008
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 March 2008
CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to the Credit Counseling Act, revised March 2008
CCB-7703, Surety Bond Pursuant to § 6.1-363.5 of the Code of Virginia, revised March 2008
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 March 2008
CCB-7705, Semi-Annual Report of Credit Counseling Agencies, revised July 2009
CCB-7706, Annual Report of Credit Counseling Agencies, revised December 2009
Mortgage Lenders and Mortgage Brokers
CCB-1149, Depository Institution Authorization Form, revised December 2004
CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008
CCB-8804, Application for a Mortgage Lender and/or Mortgage Broker Licensee Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised August 2009
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 March 2008
CCB-8809, Application for an Additional Office or Relocation of an Existing Office Pursuant to the Mortgage Lender and Broker Act, revised March 2008
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 August 2009
CCB-8811, Application for Exclusive Agent Qualification Pursuant to Chapter 16 of Title 6.1 of the Code of Virginia, revised March 2008
CCB-8812, Criminal History Records Consent and Fingerprinting Instructions, revised July 2008
CCB-8813, Surety Bond Pursuant to §§ 6.1-413 and 6.1-431.4 of the Code of Virginia, revised September 2009
Mortgage Loan Originators
CCB-8813, Surety Bond Pursuant to §§ 6.1-413 and 6.1-431.4 of the Code of Virginia, revised September 2009
CCB-8814, Surety Bond Pursuant to § 6.1-431.4 of the Code of Virginia, revised June 2009
CCB-8815, Employment Verification Form, revised August 2009
CCB-8816, Virginia Mortgage Business Certification Form, revised July 2009
CCB-8817, MLO Personal Financial Report, revised November 2009
MUA, Uniform Individual Mortgage License/Registration and Consent Form, revised January 2008
Trust Companies
CCB-1122, Oath of Office for Multiple Directors, revised January 2000
CCB-1122A, Oath of Office for Single Director, revised January 2000
CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised March 2008
CCB-1150, Employment and Business Affiliation Disclosure Form, revised March 2008
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 March 2008
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 March 2008

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 March 2008

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 March 2008

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised March 2008

Settlement Agents

CCB-10001, Settlement Agent Registration Form for a Financial Institution or its Affiliate or Subsidiary Pursuant to § 6.1-2.26 of the Code of Virginia, revised July 2009

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) 371-9694.

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/boi.

Administrative Letters:


Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1)

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1)

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33)


Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6)


Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7)

Administrative Letter 1977-12, Automobile Rating Territories, issued May 23, 1977

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1)

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-2190 (formerly § 38.1-279.33) and 38.2-2213 (formerly § 38.1-381)


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
Guidance Documents

Commission, issued February 16, 1978, § 38.2-2220
(formerly § 38.1-384)


Administrative Letter 1978-3, Notification Forms Regarding Refusal to Renew and Cancellation of Automobile, Fire and Homeowners Insurance Policies Pursuant to Section 38.1-381.5 and Section 38.1-371.2 of the Code of Virginia, issued May 25, 1978, §§ 38.2-2212 (formerly § 38.1-381.5) and 38.2-2114 (formerly § 38.1-371.2)


Administrative Letter 1978-5, (1) Amendment of Sections 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of Section 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of Section 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits Under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable Under an Individual Policy or Contract, issued June 15, 1978, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10)

Administrative Letter 1978-6, Motor Vehicle Safety Responsibility Act Financial Responsibility Requirements, issued June 8, 1978, §§ 38.2-2206 (formerly § 38.1-381 (b)) and 46.2-100 (formerly § 46.1-1 (8))

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


Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-381.5)


Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978

Administrative Letter 1978-14, Special Call for Workmen's Compensation Insurance Experience Data, issued October 27, 1978, § 38.2-1300 et seq. (formerly § 38.1-159 et seq.)

Administrative Letter 1978-15, Surety Bond Guarantee Program - Small Business Administration (SBA), issued December 1, 1978


Administrative Letter 1979-1, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-2, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-3, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 4, 1979

Administrative Letter 1979-5, The NAIC Program to Implement the President's Anti-Inflation Program, issued January 19, 1979

Administrative Letter 1979-7, Protection Against Uninsured Motorists Insurance, issued March 12, 1979

Administrative Letter 1979-8, Temporary Licenses for Life Agents, issued April 4, 1979, § 38.2-1830 (formerly § 38.1-310.4)

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§ 38.2-310 (formerly § 38.1-337) and 38.2-1904 (formerly § 38.1-279.33)

Administrative Letter 1979-10, Amendment to Administrative Letter 1979-7, issued March 27, 1979


Administrative Letter 1979-13, Qualification and Licensing of Agents, issued May 3, 1979, § 38.2-1800 et seq. (formerly § 38.1-327 et seq.)

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident/Sickness Insurance, issued May 10, 1979, §§ 38.2-508.3 (formerly § 38.1-52 (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 1979-23, Readability of All Insurance (property and casualty) Policies in Virginia, issued September 27, 1979

Administrative Letter 1979-24, Readability of All Insurance (life and health) Policies in Virginia, issued September 27, 1979

Administrative Letter 1979-25, Single Interest, issued October 2, 1979


Administrative Letter 1980-2, Homeowners Insurance (Offer As An Option a Provision Insuring Against Loss Caused or Resulting From Water Which Backs Up Through Sewers or Drains), issued March 31, 1980, § 38.2-2120 (formerly § 38.1-335.2)


Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980

Administrative Letter 1980-7, Certification of Insurance, issued July 5, 1980, §§ 38.2-513.2 (formerly § 38.1-52 (10a)) and 38.2-2105 (formerly § 38.1-366)

Administrative Letter 1980-10, 1980 Revisions in the NAIC Program to Implement the President's Anti-Inflation Program (COWPS), issued July 30, 1980


Administrative Letter 1980-12, Assignment of Points - Safe Driver Insurance Plan, issued November 10, 1980, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, § 38.2-3417 (formerly § 38.1-348.12)

Administrative Letter 1981-1, Termination of the President's Anti-Inflation Program (COWPS), issued March 10, 1981


Administrative Letter 1981-4, Virginia Insurance Information and Privacy Protection Act, issued May 13, 1981, §§ 38.2-600 (formerly § 38.1-52.14), 38.2-601 through 38.2-613 (formerly §§ 38.1-57.4 through 38.1-57.16), 38.2-617 (formerly § 38.1-57.24) and 38.2-618 (formerly § 38.1-57.25)

Administrative Letter 1981-5, 1981 Legislation - Effective July 1, 1981 (House Bill 1024/Pertaining to the Regulation of
Guidance Documents

Insurance Premium Finance Companies) issued June 5, 1981, §§ 38.2-4700 et seq. (formerly §§ 38.1-735 through 38.1-745)


Administrative Letter 1981-11, Filing Affidavits in Compliance with Surplus Lines Insurance Law, issued August 18, 1981, § 38.2-4806 (formerly § 38.1-327.52)


Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981

Administrative Letter 1981-15, Adverse Underwriting Decision Notice, issued October 15, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5)

Administrative Letter 1981-16, Adverse Underwriting Decision Notice (additional instructions to Administrative Letter 1981-15), issued October 22, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5)


Administrative Letter 1981-19, Notice to Be Provided to the Insured Pursuant to Section 38.1-327.52 of the Code of Virginia, issued November 30, 1981, § 38.2-4806 (formerly § 38.1-327.52)

Administrative Letter 1981-20, Adoption Date for the Revised "License Request" Form PIN050-A and Definition of the Conditions Under Which an "Interim Appointment" Form May be Utilized, issued December 16, 1981, § 38.2-1826 (formerly § 38.1-327.37)

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 1982-4, 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 1982-12, 1982 Legislation - Effective July 1, 1982 (Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service), issued June 5, 1982, § 13.1-400.1


Administrative Letter 1982-14, Collection of Unearned Commissions, issued November 5, 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

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)
Guidance Documents

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 1986-5, 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 1986-7, Cancellation of Vanpool Vehicles, issued May 19, 1986, § 38.2-2217.1 (formerly § 38.1-381.11)


Administrative Letter 1986-10, 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, §§ 38.2-3400 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 1986-16, 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 1986-23, Title Insurance Agents Examination, issued December 29, 1986, § 38.2-1814.1


Administrative Letter 1987-6, Dissolution of the Virginia Market Assistance Plan, issued April 16, 1987


Administrative Letter 1987-10, Revised Law and Procedures for Licensing and Appointment of Insurance Agents, issued June 1, 1987, §§ 38.2-126, 38.2-1800, 38.2-2503 and 38.2-3902

Administrative Letter 1987-12, Revision to Title Insurance Financial Responsibility Requirement, issued September 10, 1987, §§ 38.2-1814.1 and 38.2-1833

Administrative Letter 1987-13, Request for Assistance in Updating Agent Address Records, issued September 16, 1987, § 38.2-1826


Administrative Letter 1987-16, 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,
Guidance Documents


Administrative Letter 1988-5, Title Insurance Agent Examination, issued April 5, 1988, § 38.2-1814.1


Administrative Letter 1988-7, Virginia Birth-Related Neurological Injury Compensation Program, issued May 10, 1988, § 38.2-5002


Administrative Letter 1988-9, Implementation of 14VAC5-210 (formerly Insurance Regulation No. 28) - Reporting Dates, issued June 1, 1988, 14VAC5-210 (formerly Insurance Regulation No. 28)

Administrative Letter 1988-10 (recinds 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

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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 September 2009, 14VAC5-260
Annual Renewal Instructions - Multiple Employer Welfare Arrangements, revised December 2009, 14VAC5-410-40 D
Annual Renewal Instructions - Dental Plan Organizations, December 2009, § 38.2-6104
Annual Renewal Instructions - Purchasing Groups, revised December 2008, § 38.2-5108
Annual Renewal Instructions - Foreign Life and Health Insurance Companies, revised December 2009, § 38.2-1025
Annual Renewal Instructions - Foreign Property and Casualty Insurance Companies, revised December 2009, § 38.2-1025
Annual Renewal Instructions - Risk Retention Groups, revised December 2009, § 38.2-5103
Annual Renewal Instructions - Premium Finance Companies, revised December 2009, § 38.2-4703
Annual Renewal Instructions - Workers' Compensation Group Self-Insurers, December 2009, § 65.2-802
Annual Renewal Instructions - Accredited Reinsurers, revised December 2009, §§ 38.2-1316.2 and 38.2-1316.3
Annual Renewal Instructions - Authorized Reinsurers, revised December 2009, §§ 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 2009, § 38.2-1025
Annual Renewal Instructions - Health Maintenance Organization, revised December 2009, § 38.2-4318
Annual Renewal Instructions - All Domestic Companies, revised December 2009, § 38.2-1025
Annual Renewal Instructions - Automobile Clubs, revised December 2009, § 13.1-400.3
Annual Renewal Instructions - Viatical Settlement Provider, issued December 2009, §§ 38.2-6002 and 38.2-6004
Biennial Renewal Instructions - Home Service Contract Providers, January 2009, § 38.2-2619

Market Regulation Unit Guidance Documents:
Assigned Risk Workers' Compensation Insurance Rates, published April 2009
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 January 2009
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)
Virginia Small Employer Group Health Insurance Medical History Form, January 2009
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 April 2009
NAIC Product Review Filing Checklists for Life and Health, revised July 2009
NAIC Product Review Filing Checklists for Property and Casualty, revised April 2009
Statistical Report Form (VA SRF-2), revised 2007
Virginia Property and Casualty Product Requirements Locator, revised July 2008
Virginia Property and Casualty Filing Guidelines Handbook, revised February 2009
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

Life and Health Consumer Guides
2010 Tax Qualified Long-Term Figures, revised November 2009
2009 Guide to Health Insurance for People with Medicare, September 2008
A Shopper's Guide to Long-Term Care Insurance, revised February 2009
Virginia Long-Term Care Insurance Rate Guide, revised April 2008
Long-Term Care Insurance: The Choice is Yours. Virginia's Long-Term Care Partnership, published 2007
Consumer Alert - Seniors Beware, Question Credentials of "Senior Specialists," published August 2008
Consumer Complaint & Outreach Services Brochure, revised September 2009
Health Insurance, What to Do if a Health Insurance Company Denies Your Claim, published August 2008
Life & Health Complaint Form, revised May 2009
Attention Health Care Providers, Are You At The End Of Your Rope?, published August 2008
Facts About Long-Term Care Insurance in Virginia, revised August 2007
Helpful Coverage Tips for Parents of Special Needs Children, revised July 2009
List of Carriers that have Registered with the State Corporation Commission as Small Employer Carriers, revised June 2009
List of Insurance Companies Licensed to Sell Individual Health Insurance, revised August 2008
List of Long-Term Care Policies revised April 2008, and Companies with Approved Individual Long-Term Care Partnership Policies, revised March 2009
List of Medicare Supplement and Medicare Select Insurance Companies for Individuals Age 65 or Older, revised July 2009
List of Medicare Supplement and Medicare Select Insurance Companies for Individuals Under 65 and Eligible for Medicare due to Disability, revised July 2009
Life Insurance Information for Military Personnel, revised 2008
Medicare & You, revised September 2009
Prescription Drug Assistance Program in Virginia, revised April 2009
Tips on Obtaining Out-of-Network Services through Your Managed Care Health Insurance Plan, revised October 2005
Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), revised October 2005
Tips to Help You Appeal an Experimental Investigational Services Denial by Your MCHIP, revised October 2005
Tips to Help You Appeal a Prescription Medication Denial with Your Managed Care Health Insurance Plan, revised March 2009
Tips to Help You Understand and Appeal Health Plan Decisions When the Coverage is Self-Insured, revised July 2006
The Office of the Managed Care Ombudsman, revised January 2007
The Office of the Managed Care Ombudsman - 10 Tips to Help You Understand Your Coverage and Rights Under Your Manage Care Health Insurance Plan, revised October 2005
Virginia Health Insurance Guide for Consumers, revised May 2003
Virginia Insurance Counseling and Assistance Program, revised 2008

Property and Casualty Consumer Guides:
Seguro de Automoviles, Guia para el consumidor, revised 2006
Auto Insurance Sample Premium Tables 2009/10, revised 2009
Consumer Complaint & Outreach Services, revised 2009
Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, revised 2006
Guidance Documents

Seguro para Propietarios de Viviendas - Guia para el consumidor, revised 2006
Homeowners Insurance Sample Premium Tables 2009/10, revised 2009
Renters Insurance Consumer's Guide, revised 2005
Seguro para Inquilinos, Guia del Consumidor, 2006
State Corporation Commission Bureau of Insurance Consumer Complaint Form
Teenager's Guide to Auto Insurance, revised 2006
Title Insurance Consumer Guide, 2009
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:
Form 3001, Application for Individual License, March 2008
Form 4052, Application for Business Entity Insurance License, March 2008
PIN4151, Appointment Form, September 2008
PIN4921, Appointment Cancellation Form, September 2008
Licensing Procedures and Information for Insurance Consultants, July 2008
Licensing Procedures for Nonresident Insurance Agents to Obtain Authority in Virginia, July 2008
Licensing and Renewal Procedures for Nonresident Surplus Lines Brokers, July 2008
Licensing and Renewal Procedures for Viatical Settlement Brokers, July 2008
Forms for Surplus Lines Insurance:
Form 3001, Application for Individual Surplus Lines Broker License, March 2008
Form 4052, Application for Agency Surplus Lines Broker License, March 2008
Form SLB-2, Bond for Surplus Lines Broker, January 2004
Form SLB-3, Quarterly Combined Affidavit by Surplus Lines Broker, revised June 2008
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

Division of Securities and Retail Franchising

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission's Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 East Main Street, Richmond, VA. Copies may be obtained free of charge by contacting Kathy O'Sullivan at the same address, telephone number (804) 371-9784 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Questions regarding interpretation or implementation of these documents may be directed to Amanda Blanks, Investor Education Coordinator, at the same address, telephone number (804) 371-9088 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:
Capital Formation Alternatives for Small Business in Virginia, August 2002
NASAA Statements of Policy, July 2009 (Virginia Securities Act, 21VAC5-30-80)
Investor Education Publications
Securities Complaints, June 2003 (Virginia Securities Act)
Forms: (Virginia Securities Act)
Broker-Dealer Forms
Uniform Application for Broker-Dealer Registration (Form # BD), revised January 2008
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
Form D, Notice of Exempt Offering of Securities (Form # SEC Form D), revised September 2008
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)
Uniform Franchise Registration Application (Form # A), July 2008
Franchisor's Costs and Sources of Funds (Form # B), July 2008
Uniform Consent to Service of Process (Form # C), July 2008
Affidavit of Compliance - Franchise Amendment/Renewal (Form # E), July 2008
Guarantee of Performance (Form # F), July 2008
Franchisor's Surety Bond (Form # G), July 1999
Notice of Claim of Exemption (Form # H), July 2008
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 $0.50 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/urs.

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 July 2009, § 56-257.2, 70 pages

Damage Prevention Advisory Committee Bylaws, July 2009, § 56-265.31 et seq., 5 pages

Virginia Professional Excavator’s Manual, revised April 2007, 83 pages


Virginia Care: A Guide for Safe Excavation or Demolition, May 2007, 2 pages

Virginia Guía para Excavar o Demoler sin Peligro, May 2007, 2 pages


Impact Mole Best Practices, English and Spanish versions, August 2005, 9 pages

Dig with C.A.R.E. Keep Virginia Safe, Training DVD, English and Spanish versions, August 2008


**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 (http://www.scc.virginia.gov).

**Guidance Documents:**

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2008 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2009, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2009, § 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

Uniform System of Accounts for Class A Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company

Uniform System of Accounts for Class C Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company

**Forms for annual reports:**

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory Commission Form 1 and supplemental schedules, § 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
Guidance Documents

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. 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 804 371-9979, 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-6, Tax Report, Telecommunications Companies, revised December 2009, § 58.1-2628

CCTD-7, Tax Report, Gas Companies, revised December 2009, § 58.1-2628

CCTD-8, Tax Report, Water Companies, revised December 2009, § 58.1-2628


CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2009, § 58.1-2663

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2009, § 58.1-2663

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, November 1998, §§ 58.1-2640 and 58.1-2647


Real Estate Transaction Form Purchase/Conveyance, 1998, § 58.1-2628


Application for Registration as a Payphone Service Provider, revised October 14, 2009

Application for Registration as an Operator Service Provider, revised October 14, 2009

**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. Annual Reports for the years 2002 through 2008 are available on the commission website at www.scc.virginia.gov. Click on the Quick Link labeled Learn more about the Commission, then select Annual Reports for the list of available years. Hard copies of annual reports may be obtained for approximately $85 (price may vary depending on the year of the report) by contacting Tamara Harver at the address below, 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.
Copies of guidance documents may be viewed at Virginia Department of Corrections Headquarters during normal business hours (8 a.m. to 5 p.m., Monday through Friday). The office is located at 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained, at a cost of 20 cents per page, by contacting Janice Dow, Department of Corrections, Regulatory Coordinator at the above address, (804) 674-3303 x1128 or janice.dow@vadoc.virginia.gov.

Guidance documents may also be viewed and printed, at no cost, at the Virginia Regulatory Town Hall at http://www.townhall.virginia.gov.

**Guidance Documents:**

- [BOC Policy 10-1] Board of Corrections Policy Process (7/16/03)
- [BOC Policy 10-3] Equal Employment Opportunity (7/16/03)
- [BOC Policy 10-4] Budget (7/16/03)
- [BOC Policy 10-5] Sale Or Lease Of Gas, Oil, or Minerals (7/16/03)
- [BOC Policy 10-6] Real and Personal Property (7/16/03)
- [BOC Policy 10-7] Negotiations With Low Bidder (7/16/03)
- [BOC Policy 20-10] Agribusiness (7/16/03)
- [BOC Policy 20-11] Correctional Enterprises (7/15/03)
- [BOC Policy 20-12] Procurement (7/16/03)
- [BOC Policy 20-2] Sentence Reductions (7/16/03)
- [BOC Policy 20-3] Entry into Correctional Facilities (7/16/03)
- [BOC Policy 20-6] Record of Convictions and Register To Be Kept (7/16/03)
- [BOC Policy 20-7] Inmate Pay (7/16/03)
- [BOC Policy 20-8] Extending Limits of Confinement for Work & Educational Programs (7/16/03)
- [BOC Policy 20-9] Good Conduct Allowance and Earned Sentence Credits (7/16/03)
- [BOC Policy 30-1] Local Correctional Facility Standards (7/16/03)
- [BOC Policy 30-5] Purchase of Services Authorized (7/16/03)
- [BOC Policy 30-6] Cost of Maintenance of Jails (7/16/03)
- [Joint Policy 1-1] Graduated Release From Confinement (7/16/03)

**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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/counseling/counseling_guidelines.htm or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at coun@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the board at the address above or by telephone at (804) 367-4610. Copies are free of charge.

**Guidance Documents:**

- 115-1.1, Possible Disciplinary or Alternative Actions for Non-Compliance with Continuing Education Requirements, February 17, 2006
- 115-1.2, By-Laws of the Board, adopted June 3, 2005
- 115-1.3, Guidance on Meeting Degree Program Requirements for Professional Counseling Licensure, adopted August 8, 2008
- 115-1.4, Guidance on Technology-Assisted Counseling and Technology-Assisted Supervision, adopted August 8, 2008
- 115-1.5, Instruction Manual for Use of Sanction Reference Points in Disciplinary Cases, adopted June 5, 2009
- 115-2.1, Excerpt from 1987 Newsletter, guidance that hypnosis is an appropriate counseling tool, re-adopted August 8, 2008
- 115-4.2, Guidance on criminal history in consideration of an application for licensure or certification, revised August 9, 2008.
- 115-4.6, Authorization for the Executive Director to conduct a preliminary review of discipline cases and make a recommendation to a member of the Discipline Committee for appropriate disposition, adopted August 27, 1999, revised June 5, 2009
- 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

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, 1100 Bank Street, 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, 1100 Bank 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


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

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


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 for New Projects Starting July 1, 2010, Request for Proposals and Application Guidelines issued October, 2009


An Informational Guide for Domestic Violence Victims in Virginia, issued 1997, updated 2004 (currently under revision)

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 2009

Victim/Witness Grant Program Fiscal Years 2007 and 2008 Program Guidelines, issued April 2006

Victim/Witness Grant Program Fiscal Years 2009 and 2010 Program Guidelines, issued March 2008


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


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 2009-2010 Prosecution Grant Guidelines, developed September 2008
Guidance Documents

Virginia Domestic Violence Victim Fund 2009-2010 Competitive Grant Guidelines, developed July 2008


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 2010 - 2011, issued January 2009, §§ 19.2-152.2 through 19.2-152.7 and 9.1-173 through 9.1-183


Court Appointed Special Advocate (CASA) Program Guide, issued 1997, to be reissued 2010

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 http://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


Juvenile Law Handbook for School Administrators, issued 2001


Three-year Plan Update, 2006 - 2008, Under the Juvenile Justice and Delinquency Prevention Act (currently under revision)

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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/dentistry/dentistry_guidelines.htm or the Virginia Regulatory Townhall 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) 367-4538. 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 sanctioning for practicing with an expired license, December 12, 2008

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

60-9, Code of conduct for Board members, June 12, 2009

60-10, Policy on sanctioning for failure to comply with advertising guidelines, September 12, 2008

60-11, Guidance on treatment of patient if fees not paid, revised September 12, 2008

60-12, Board guidance on administration of topical oral fluorides by dental hygienists in the Virginia Department of Health, revised September 7, 2007

60-13, Administering sedation or anesthesia in a dental practice, adopted September 11, 2009
60-14, Bylaws of the Board of Dentistry, revised September 11, 2009

60-19, Guidelines on periodontal diagnosis and treatment, revised September 12, 2008

60-21, Board guidance for process of delegation of informal fact-finding to an agency subordinate, November 19, 2004

VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Economic Development Partnership, 19th Floor of Riverfront Plaza, 901 East Byrd Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Kim Ellett at the same address, telephone (804) 545-5610, FAX (804) 545-5611, or email kellett@yesvirginia.org.

Questions regarding interpretation or implementation of this document may be directed to Sandi McNinch, General Counsel, at the address above or email smcninch@yesvirginia.org.

Guidance Documents:

Guidelines for use of the Governor's Opportunity Fund, revised July 2009, § 2.2-115

Guidelines for use of the Virginia Investment Partnership, revised July 2009, §§ 2.2-5100 through 2.2-5104

Guidelines for use of the Major Eligible Employer Grant, revised and split from Guidelines for Virginia Investment Partnership July 2009, §§ 2.2-5100 through 2.2-5104

Guidelines for use of the Virginia Economic Development Investment Grant, revised July 2009, §§ 2.2-5100 through 2.2-5104

DEPARTMENT OF EDUCATION

The documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Education, 101 North 14th Street, 25th Floor, Richmond, VA 23219. 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
Guidance Documents

2005/ItemC-apr.pdf, April 2005, Section 1116(b)(7)(C)(iv) of the No Child Left Behind Act of 2001


Graduation and School Accreditation


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


Health, Safety, and Student Discipline


Guidelines for Specialized Health Care Procedures (http://www.doe.virginia.gov/VDOE/Instruction/Health/home.html), Revised 2004


Instruction


Criteria for the Virginia Index of Performance, Virginia's Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence (http://www.doe.virginia.gov/boe/meetings/2008/04-apr/agenda_items/item_1.pdf), April 2008


Criteria for the Virginia Index of Performance, Virginia's Incentive Program to Encourage and Recognize School Accountability Performance and Competence to Excellence (http://www.doe.virginia.gov/boe/meetings/2009/06_jun/agenda_items/item_f.pdf), Revised June 2009, 8VAC20-131-325

Licensure and Teacher Preparation


Guidelines for Mentor Teacher Programs for Beginning and Experienced Teacher Participation (http://www.doe.virginia.gov/VDOE/newvdoc/legislat.PDF), June 2000, § 22.1-305.1


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/inf16 9.html), June 2004


Guidance Documents


Definitions of At-Risk of Becoming Low-Performing and Low-Performing Institutions of Higher Education in Virginia as Required by Title II of the Higher Education Act (HEA) (http://www.doe.virginia.gov/boe/meetings/2008/11_nov/agenda_items/item_c.pdf), November 2008, Section 207 of Title II, Higher Education Act (HEA)


No Child Left Behind Act of 2001


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/3.5+6+7+5+4+7+2007/feb-itemD.pdf), February 2007, 8VAC20-131-10 et seq.


School Nutrition Programs


Special Education


Discipline of Students with Disabilities, 2000 (Currently under revision)


Special Programs


Standards for the Governor's Career and Technical Education Exemplary Standards Awards Program (http://www.doe.virginia.gov/boe/meetings/2008/03_mar/agenda_items/item_c.pdf), March 2008


Standards of Learning Testing Program

Guidelines for Participation of Limited English Proficient Students in the SOL Assessments (http://www.doe.virginia.gov/VDOE/Assessment/LEPSStudentparticipationguidelines.pdf), Updated 2008, No Child Left Behind Act of 2001 (NCLB), Section 1111 (b) (3) (C) (v) (II)


World-Class Instructional Design and Assessment (WIDA) English Language Proficiency (ELP) Standards (http://www.doe.virginia.gov/boe/meetings/2008/03_mar/agenda_items/item_d.pdf), March 2008, No Child Left Behind Act of 2001

Student Records


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
Guidance Documents


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/2008/.

DEPARTMENT OF EMERGENCY MANAGEMENT

Copies of the subject document may be viewed at http://www.vaemergency.com/library/plans/index.cfmregular. The document may be printed without restrictions, except as such rules as may apply in accordance with the Virginia Register.

If there are any questions, please contact George O’N. Urquhart, Virginia Department of Emergency Management, 10501 Trade Court, Richmond, VA 23236, telephone (804) 897-6500, or email george.urquhart@vdem.virginia.gov. Questions regarding interpretation or implementation of this document may be directed to George O’N. Urquhart at the address given above.

Guidance Document:

[COVEOP] Commonwealth of Virginia Emergency Operations Plan (9/1/07)

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.

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.

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, 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 45419-C, In re Purvis, issued June 13, 1994, § 60.2-608

Commission Decision 12665-C, Picard v. Hayes, Seay, Mattern and Mattern, issued October 4, 1979, § 60.2-612


Commission Decision 46472-C, Duncan v. Department of Corrections, issued November 15, 1994, § 60.2-612

Commission Decision 50908-C, In re Parnell, issued April 17, 1996, § 60.2-612(1)


Commission Decision 23806-C, Sysco v. Virginia Stage Company, issued August 31, 1984, § 60.2-612(7)


Commission Decision 47764-C, Lilliam v. Commonwealth Health Care, issued April 4, 1995, § 60.2-612(7)

Commission Decision 51212-C, Alderson v. Tultex Corporation, issued May 17, 1996, § 60.2-612(7)

Decision SUA-3, Fulk v. Rocco Farm Foods, issued August 11, 1975, § 60.2-612(7)

Decision UI-76-393, Corbett v. C and P Telephone Company, issued January 24, 1977, § 60.2-612(7)

Commission Decision 3153-C, Weaver v. Ideal Laundry and Dry Cleaners, issued October 16, 1957, § 60.2-618(1)
Commission Decision 5909-C, Mahew v. Capitol Concrete Rental Corporation, issued March 12, 1973, § 60.2-618(1)

Commission Decision 6514-C, Thompson v. Dow Badische Company, issued November 26, 1974, § 60.2-618(1)

Commission Decision 8298-C, Gross v. Command Deliveries, Inc., issued August 16, 1976, § 60.2-618(1)

Commission Decision 16998-C, Johnson v. Hall and Taylor Body Shop, issued November 6, 1981, § 60.2-618(1)

Commission Decision 24302-C, Young v. Mick or Mack, issued December 13, 1984, § 60.2-618(1)


Commission Decision 27729-C, Rasnake v. Pepsi Cola Bottling of Norton, issued July 31, 1987, § 60.2-618(1)

Commission Decision 33298-C, Pugh v. Christian Children's Fund, issued June 29, 1990, § 60.2-618(1)


Commission Decision 36673-C, Winisky v. Fauquier County School Board, issued December 2, 1991, § 60.2-618(1)


Commission Decision 37487-C, Beckner v. Harris Teeter Super Markets, issued April 2, 1992, § 60.2-618(1)

Commission Decision 38232-C, Wright v. Prince Edward County Department of Social Services, issued June 15, 1992, § 60.2-618(1)


Commission Decision 40968-C, Fields v. Bristol Home Health Services, issued May 12, 1993, § 60.2-618(1)

Commission Decision 41241-C, Jennings v. Craddock-Terry, Inc., issued March 24, 1993, § 60.2-618(1)


Commission Decision 46659-C, Alsip v. Department of the Army, issued October 27, 1994, § 60.2-618(1)

Commission Decision 46964-C, Barrington v. Virginia Power, issued January 17, 1995, § 60.2-618(1)


Commission Decision 5585-C, Newkirk v. Virginia National Bank, issued February 18, 1972, § 60.2-618(2)

Commission Decision 7340-C, Porter v. Wilson Trucking Company, issued January 5, 1976, § 60.2-618(2)

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)

Commission Decision 14088-C, Lee v. City of Roanoke, issued January 13, 1981, § 60.2-618(2)

Commission Decision 25853-C, Stevens v. Copy Systems, issued December 12, 1985, § 60.2-618(2)

Commission Decision 26734-C, Dawson v. Old Dominion Job Corps, issued March 28, 1986, § 60.2-618(2)

Commission Decision 28159-C, Cornett v. Harry C. Sutherland, CPA, issued April 23, 1987, § 60.2-618(2)

Commission Decision 28209-C, Garrett v. Chester Drugs, Inc., issued March 1, 1993, § 60.2-618(2)

Commission Decision 29748-C, Shelton v. Department of Labor, issued April 12, 1988, § 60.2-618(2)

Commission Decision 30052-C, Johnston v. Kennedy's Piggly Wiggly Stores, issued June 28, 1988, § 60.2-618(2)

Commission Decision 30317-C, Hodge v. Sentara Nursing Center, issued May 2, 1992, § 60.2-618(2)

Commission Decision 30397-C, Blount v. D.G.S.C., issued June 30, 1988, § 60.2-618(2)

Commission Decision 30470-C, Summers v. Turn-Key Homes, Inc., issued July 8, 1988, § 60.2-618(2)

Commission Decision 30524-C, Thomas v. Family Fashions by Avon, Inc., issued August 26, 1988, § 60.2-618(2)

Commission Decision 30609-C, Hogan v. Commonwealth of Virginia, issued September 12, 1988, § 60.2-618(2)

Commission Decision 30974-C, Garner v. Accomack County School Board, issued December 2, 1988, § 60.2-618(2)


Commission Decision 34000-C, Busler v. Rapoca Energy Company, issued December 14, 1990, § 60.2-618(2)

Commission Decision 34061-C, Spencer v. Regis Hair Stylists, issued February 6, 1991, § 60.2-618(2)

Commission Decision 34343-C, Carr v. Conagra, Inc., issued November 9, 1990, § 60.2-618(2)

Commission Decision 34603-C, Lambert v. Department of the Army, issued November 29, 1990, § 60.2-618(2)
Commission Decision 35174-C, Thomas v. Steven J. Chavis, issued February 11, 1991, § 60.2-618(2)

Commission Decision 35294-C, Baker v. Norfolk Shipbuilding and Drydock, issued (unknown), § 60.2-618(2)

Commission Decision 35309-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, § 60.2-618(2)


Commission Decision 35909-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, § 60.2-618(2)


Commission Decision 35909-C, Morrison v. J.T.M. Pizza, Inc., issued March 2, 1992, § 60.2-618(2)


Commission Decision 36510-C, Holloway v. Pearle Vision Center and The Price Club, issued August 29, 1991, § 60.2-618(2)

Commission Decision 36653-C, Parker v. Roadway Express, issued July 22, 1992, § 60.2-618(2)


Commission Decision 37615-C, Robinson v. Smithfield Packing Co., Inc., issued March 6, 1992, § 60.2-618(2)

Commission Decision 37762-C, Critten v. Sola Optical U.S.A., issued April 25, 1992, § 60.2-618(2)

Commission Decision 37934-C, Jefferson v. Heritage Garden Center, Inc., issued April 17, 1992, § 60.2-618(2)

Commission Decision 39082-C, Perry v. Newport News Shipbuilding, Inc., issued September 12, 1992, § 60.2-618(2)


Commission Decision 39862-C, Lauzonis v. Holiday Inn-South, issued December 7, 1992, § 60.2-618(2)


Commission Decision 42091-C, Hurley v. Wallace, issued July 10, 1993, § 60.2-618(2)

Commission Decision 42493-C, Layne v. Leslie G. Rowland, issued July 16, 1993, § 60.2-618(2)

Commission Decision 42703-C, Lee v. Gam Industries, Inc., issued July 30, 1993, § 60.2-618(2)


Commission Decision 43036-C, Stover v. Pulaski Furniture Corporation, issued October 2, 1993, § 60.2-618(2)


Commission Decision 44291-C, Liberty v. Hampton Roads Vending and Food Service, Inc., issued February 12, 1994, § 60.2-618(2)


Commission Decision 47019-C, Agnew v. Memorial Hospital of Martinsville, issued February 28, 1995, § 60.2-618(2)

Commission Decision 49303-C, Broad v. Town of Grottoes, issued September 23, 1995, § 60.2-618(2)


Commission Decision 50577-C, Billmrs v. Regional Enterprises, issued June 25, 1996, § 60.2-618(2)

Commission Decision 52458-C, Larrabee v. The Sealaw Group, issued June 16, 1996, § 60.2-618(2)

Commission Decision UCFE-246, Pryor v. Department of Defense, issued April 25, 1975, § 60.2-618(2)

Commission Decision 34269-C, Coleman v. Clinchfield Coal Company, issued February 6, 1991, § 60.2-618(2)

Commission Decision 43652-C, Hearn v. U. S. Army, issued November 30, 1993, § 60.2-618(3)
Guidance Documents

DEPARTMENT OF EMPLOYMENT DISPUTE RESOLUTION

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 4:30 p.m. at the Department of Employment Dispute Resolution (EDR), Main Street Centre, 600 E. Main Street, Suite 301, 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, Main Street Centre, 600 E. Main Street, Suite 301, 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 http://www.edr.virginia.gov. EDR does not charge for the downloading of rulings or decisions.

DEPARTMENT OF ENVIRONMENTAL QUALITY

The Department of Environmental Quality has numerous documents in use which guide staff in the implementation of the regulations adopted by the three boards: State Air Pollution Control Board, Virginia Waste Management Board and State Water Control Board. In accordance with state law, the department will publish an annual list of guidance documents.

The list which follows contains documents prepared by the department. It does not include documents which merely restate regulatory provisions in a different format such as checklists or boilerplates, nor does it include guidance documents developed by other federal and state agencies.

The majority of the guidance documents are available, at no charge, on the Virginia Regulatory Town Hall website: www.townhall.virginia.gov.
Guidance Documents

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.

Blue Ridge 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.

Blue Ridge Regional Office, 7705 Timberlake Road, Lynchburg, VA 24502, telephone (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:

Division of Enforcement Case Referrals (8/20/09)
Process for Early Dispute Resolution of Notices of Alleged Violation and Notices of Deficiency (9/1/05)
Regulatory Guidance Development (4/17/06)


[CEM-01] Civil Enforcement Manual - Introduction (4/28/09)
[CEM-02] Civil Enforcement Manual - Chapter One - Enforcement Policy (4/28/09)
[CEM-03] Civil Enforcement Manual - Chapter Two - General Enforcement Procedures (9/25/08)
[CEM-04] Civil Enforcement Manual - Chapter Two - General Enforcement Procedures (Continued) (12/1/99)
[CEM-05] Civil Enforcement Manual - Chapter Two - General Enforcement Procedures (Continued) (6/29/07)
[CEM-05a] Civil Enforcement Manual - Chapter Two - General Enforcement Procedures - Case Closure Amendments (11/24/09)
[CEM-06] Civil Enforcement Manual - Chapter Three - Priority, Timeliness and Certainty of Enforcement Actions (12/1/99)
[CEM-07] Civil Enforcement Manual - Chapter Four - Civil Charges and Penalties (12/15/09)
[CEM-08] Civil Enforcement Manual - Chapter Five - Incentives for Identifying and Resolving Violations (9/19/06)
[CEM-09] Civil Enforcement Manual - Chapter Five Continued - Voluntary Environmental Assessments (6/13/06)
[CEM-10] Civil Enforcement Manual - Chapter Six - Adversarial Administrative Actions (12/1/99)
[CEM-11] Civil Enforcement Manual - Chapter Six Continued - Formal Hearings (12/20/07)

Air Pollution Control Board

Vegetative Waste Burning at Closed Landfills (1/8/07)
[APG-100] Air Permitting Guidelines, New and Modified Sources (1/5/96)
[APG-101] Interim Guidance, Shell Buildings (1/30/87)
[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) (8/19/99)
[APG-103] Guidance on Permit Applicability - PM and PM-10 Sources (Memo No. 01-1002) (11/2/01)
[APG-105] Procedures for Shutting Down Sources (Memo No. 03-1006) (10/1/03)
[APG-106] Nitrogen Oxides Emissions during Fuel Transfers for GE Frame 7FA Turbines (Memo No. 03-1009) (11/22/03)
[APG-150] Air Permit Application Fee Guidance (Memo No. 05-1001) (7/29/05)
[APG-200A] Title V Air Permits Guidance Manual (12/19/05)
Guidance Documents

[APG-202] EPA's White Papers on Title V Operating Permit Program (Memo No. 97-1004) (8/19/97)

[APG-203] Utilization of the Wood Furniture Manufacturing Title V Permit Boilerplate (Memo No. 98-1001) (2/17/98)

[APG-204] Common Control Determinations for Title V Permit Applicability (Memo No. 98-1002) (3/5/98)

[APG-206] Existing Source Startup, Shutdown, and Malfunction Opacity Exclusion for Title V Permits (3/16/09)

[APG-213] Sample MACT Place Holder Conditions (3/5/04)

[APG-214] T5 NSR Conflicts (9/30/04)

[APG-250] Permit Writer's Guide to Acid Rain Permitting (Memo No. 03-1002) (3/26/03)

[APG-251] Title V Acid Rain Permit Conversion and Boilerplate (Memo No. 02-1007) (9/20/02)

[APG-252] Title V Acid Rain Permits, September 20, 2002 (9/20/02)


[APG-303] PSD Definitions (9/14/09)

[APG-304] Interpretation of "Designed to Accommodate" in the New Source Review Definition of "Modification" (10/16/98)

[APG-306] Relocation of Portable Non-Diesel Engines (10/25/02)

[APG-307] Interim Implementation of New Source Review for PM2.5 (10/10/06)


[APG-352] Permit and BACT Applicability under Chapter 80 Article 6 Permitting (Memo. No. 03-1004) (9/26/03)

[APG-353] Alternative Fuel Permitting (7/2/08)


[APG-400] Promulgation of State Operating Permits Manual (Memo No. 99-1006) (10/21/99)

[APG-400A] State Operation Permits Manual (9/30/99)


[APG-452] Section 112(g) Implementation Guidance (Policy No. 99-1007) (9/30/00)

[APG-453] Implementation Guidance for Incorporating State Toxics Requirements in Air Permits (Memo No. 02-1001) (2/11/02)


[APG-456] Regulation of Federal HAPs Under the State Toxics Program and State NSR Programs (9/1/04)

[APG-500] Nitrogen Oxides Budget Trading Program State Implementation Plan - Permit Application (Memo No. 02-1006) (9/6/02)

[APG-501] Permit Writer's Guide to the NOx Budget Trading Program (Memo No. 03-1001) (6/9/03)

[APG-551] Procedures for Permitting and Other Activities Associated with Coal Processing Plants (ADP Statement No. 2-96) (9/18/08)


[APG-553] Promulgation of Municipal Solid Waste Landfill Procedures and Boilerplate Permits (Memo No. 99-1005) (9/1/99)

[APG-553A] Municipal Solid Waste Landfill Procedures and Boilerplate Permits (9/1/99)

[APG-554] Permitting and Compliance Issues for Non-road Internal Combustion Engines (12/1/99)

[APG-554A] Internal Combustion Engine (12/1/99)

[APG-555] Boilerplate and Procedures for Poultry Incinerator Permits (Memo No. 02-1005) (7/11/02)

[APG-556] Exemption for Poultry Incinerators (Memo No. 03-1008) (10/31/03)

[APG-557] Incinerator Procedure for Writing New and Modified Permits (2/24/98)

[APG-558] Stone Processing Operations (1/3/05)

[APG-559] Coal Preparation Procedure for Writing New and Modified Permits (4/21/98)

[APG-560] Wood Fired Boiler Procedure for Writing New and Modified Permits (8/14/98)

[APG-561] Residual Oil Procedure for Writing New and Modified Permits for Boilers (9/17/98)

[APG-562] Natural Gas and Distillate Oil Procedure for Writing New and Modified Permits for Boilers (8/18/08)
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[SBAP-04] Fact Sheet - Lithographic Printing Processes (7/1/96)
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Planning District Commission Technical Assistance Grant Minimum Standards (12/17/07)
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Procedural Guidelines for Virginia’s Wastewater Revolving Loan Fund (2/1/04)
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Virginia Land Conservation Loan Program Guidelines (10/28/03)
Virginia Wastewater Revolving Loan Fund Program Design Manual (5/16/01)
Virginia Water Quality Improvement Fund - Guidelines (11/1/06)
[00-2003] Wetland Compensation Ratios (2/1/00)
[00-2006] Spiking Requirements for Metals Analysis (3/23/00)
[00-2008] Notification of Acceptance for Coverage by a General Permit (5/12/00)
[00-2010] Protocol for DEQ Action in the Event Unpermitted Discharges are Identified (8/22/00)
[00-2011] Guidance on Preparing VPDES Permit Limits based on Water Quality Standards for Toxics (8/24/00)
[00-2011] QL Related Update to Guidance Memo 00-2011 - Amendment 4 (1-3 no longer effective) (4/10/03)
[00-2012] Toxics Management Program Implementation (8/24/00)
[00-2014] Quality Assurance Project Plan for the State Lead Program (9/7/00)
[00-2015] Implementation Guidance for July 2000 Revisions to the VPDES Permit Regulation (9/27/00)
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[01-2001] Use of USGS 1980 Hydrologic Unit Map of the US to Determine Appropriate Hydrologic Unit Code for Compensatory Mitigation using Mitigation Bank Credits (1/8/01)
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[02-2012] Determination of Service Areas for Compensatory Mitigation Banks (7/12/02)

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[03-2006] Permitting ISTEA Exempted Municipally Owned Industrial Activity Storm Water Discharges (3/19/03)

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[90-016] Interpretation of Nutrient Policy (4/20/90)

[90-017] Use of State Model by Consultants (7/2/90)

[91-004] Permits/Certificates Approved at Board Meetings (2/1/91)

[91-006] Purchase of Sample Containers (2/20/91)

[91-007] Sample Volumes for Nonmetals Lab (2/20/91)


[91-026] Oil and Grease Analysis Manual (11/18/91)

[91-028] Procedure for Assigning Numbers to Permits (12/10/91)

[92-005] Pretreatment Program Priorities (2/27/92)


[92-013] Reporting of BOD5 Results for VPDES Monitoring (4/21/92)

[92-016] Virginia Pollution Abatement (VPA) Permit Manual (6/1/92)
[92-018] Virginia Pollution Abatement (VPA) Permit Program (8/28/92)


[93-008] DEQ Water Division Water Purification Systems Contaminants (4/20/93)

[93-023] Procedures for Processing VPA Permits for the Food Processing Category (9/20/93)

[94-003] Classification of Effluent/Water Quality Limiting Segments and Relationship with Antidegradation Tiers (3/22/94)

[94-012] Calcium Carbonate Equivalence Testing Requirements (10/20/94)

[94-014] Implementation of the VPA General Permit for Confined Animal Feeding Operations (11/16/94)

[94-017] VPA Farm Fertilizer and Chemical Dealerships (12/22/94)

[95-002] VPA Land Application of Water Treatment Plant Residuals (1/19/95)

[95-006] Updated Technical Criteria for VPA Industrial Land Application Program (9/28/95)

[95-008] General Permits (11/3/95)

[95-009] Nutrient Management Plans for Activities Covered Under the VPA General Permit for Confined Animal Feeding Operations (11/6/95)

[95-010] VPA Permit Application Forms Revision (11/6/95)

[96-001] Storm Water Permitting (3/15/96)

[96-002] QandG/TPH Limits for Certain Effluents (4/9/96)

[96-009] Obtaining Dissolved Metals Data (11/19/96)

[96-009] Obtaining Dissolved Metals Data - Amendment 1 (12/2/96)

[96-009] Obtaining Dissolved Metals Data - Amendment 2 (4/10/03)

[97-001] VPDES Toxic Management Program (1/3/97)

[97-002] Holding Time Requirements (3/14/97)

[97-2003] Standard Operating Procedure for the Electronic File Transfer of Data Sets from the National Computing Center STORET Database to a PC (9/12/97)


[98-2010] VPDES Permit and VPA Permit Ground Water Monitoring Plans (9/30/98)

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[GM03-2015] Method for Representing WLAs in Bacteria TMDLs (11/25/03)

[GM04-2003] Certification of Operator Requirements (1/20/04)

[GM04-2004] Permit Reviews and Issuance for VWP Applications Involving Water Withdrawal and Minimum In-Stream Flows (1/20/04)


[GM04-2007] Avoidance and Minimization of Impacts to Surface Waters (2/6/04)

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[GM04-2023] 2004 Joint Permit Application Form for Virginia Water Protection Permits (12/10/04)
[GM05-2001] Final 316(b) Phase II Rule Implementation (1/25/05)
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[GM05-2003] Revisions to the Virginia Water Protection Permit General Permits (1/26/05)
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[GM05-2005] Procedures-Closure or Abandonment of Lagoon or Sewage Treatment Works (4/14/05)
[GM05-2007] Pollution Response Program (PREP) Manual (4/15/05)
[GM05-2008] Determining Eligibility and Issuance of the VPA General Permit Regulation for Animal Feeding Operations (5/17/05)
[GM05-2010] CEDS Data Entry Rules (6/24/05)
[GM05-2011] TMDL Modifications in Response to New or Expanding Discharges (7/26/05)
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[GM05-2013] Duty to Apply for VPDES CAFO Permit in Lieu of 2005 U.S. 2nd Circuit Court of Appeals Decision (10/6/05)
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[GM05-2015] EPA Brownfields Grant Eligibility Review for Petroleum Contaminated Sites (11/29/05)
[GM05-2016] Lender Liability Exemption Guidelines (11/29/05)
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[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 (4/25/06)
[GM06-2005] Biosecurity Procedures for Poultry Farm Visits (5/24/06)
[GM06-2008] Local Government Certification for New VPDES Permitted Landfills (6/29/06)
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[GM06-2010] Guidelines for DEQ Review and Approval of Biological Monitoring QAPPs Submitted by Non-DEQ Sources (8/28/06)
[GM06-2011] Water Permit Fee Program Procedures (8/1/06)
[GM06-2012-Amd #1] Review Procedures for WQIF Grant Applications and Agreement Negotiations (12/10/07)
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[GM06-2015] VWP Permit Program Staff Manual (10/31/06)
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[GM06-2016] Significant Figures for Discharge Monitoring Reports - Amendment #1 (11/16/06)


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[GM07-2006] Tank Registration Database Operations (4/18/07)

[GM07-2007] Threatened and Endangered Species Screening for VPDES Permits (5/2/07)

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[GM07-2009] VPDES Permit Applications for Discharges in Shellfish Growing Areas (6/15/07)


[GM07-2011] Issuing a Certificate to Construct from a Final Engineering Report (7/30/07)

[GM07-2012] Assigning Operator License Classes (10/10/07)

[GM07-2013] CEDS DMR Data Entry Rules (10/25/07)

[GM08-2001] Processing of Priority Permits, Administrative Continuance of Expired Permits and Permitting (1/24/08)

[GM08-2002] Surface Water Impacts at Solid Waste Landfills (2/22/08)

[GM08-2003] Procedure for Designation of Vessel No Discharge Zones (2/28/08)

[GM08-2004] Regulation of Ditches under the Virginia Water Protection Permit Program (5/13/08)

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[GM08-2008] Investigating and Coordinating Complaints Related to Discharges of Sediment from Construction Sites (6/9/08)

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[GM08-2010] Implementation Guidance for Reissuance of the General VPDES Permit for Concrete Products Facilities VAG11 (6/30/08)

[GM08-2011] Permitting Dam Maintenance Activities in Surface Waters (7/30/08)

[GM08-2012] Farm Pond or Impoundment and Stock Pond or Impoundment Exemption from Virginia Water Protection Program Requirements (10/1/08)


[GM09-2003] Implementation of the VPDES General Permit for Potable Water Treatment Plants VAG64 (3/12/09)

[GM09-2004] Applying Compensatory Mitigation Preferences Provided in the EPA Mitigation Rule to Virginia Water Protection Permitting (3/19/09)


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[01-1995] Policy for Handling Investigation Derived Waste (9/1/03)

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[01-2001] Terminating Sites in the Voluntary Remediation Program (2/3/01)

[01-2002(01)] Submission Instruction 01 - Procedural Requirements (8/23/05)

[01-2002(02)] Submission Instruction 02 - Module III, IV and V Landfill Design Report (5/21/02)

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[03-1997] Notice of Expansion for Category 2 and Category 3 Facilities (8/17/97)

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[04-2003(15)] Submission Instruction 15 - Nature and Extent (7/14/03)
[04-2003(16)] Submission Instruction 16 - Assessment of Corrective Measures (7/14/03)
[04-2003(17)] Submission Instruction 17 - Corrective Action Plan (7/31/03)
[05-1995] Definition of Appropriate Container (9/1/03)
[05-1996] Siting Requirements for Hazardous Waste Management Facilities (7/26/96)
[05-2001] Certification of Satisfactory Completion of Remediation (6/14/01)
[06-1996] Disposal of Sharps (8/6/96)
[07-2003] Permitting Guidance for the 10 Year Permit Review (8/27/03)
[08-1993] P. E. Certifications Required for Permit by Rules (10/1/93)
[08-2001] Statement Regarding Data to be Incorporated into the Regulations for Solid Waste Management Planning (12/18/01)
[09-2001] Management of Dredged Material (12/31/01)
[09-2003] Submission Instruction 18 - Proposal for Presumptive Remedies (10/10/03)
[EE-151] Virginia Waste Tire Program - Waste Tire Certification Instructions (11/1/03)
[EE-160] Virginia Waste Tire Program - Standards for Use of Tire Chips in a Residential Septic Drainfield (8/1/97)
[EE-166] Virginia Waste Tire Program Utilization of Waste Tire Shred/Chips (8/1/02)
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[Waste GM01-2008] Surface Water Impacts at Solid Waste Landfills (2/22/08)
[Waste GM02-2008] Landfill Waste Disposal Limits (1/20/09)
[WGM No. 02-2009] On-Site Composting of Routine Animal Mortality (5/1/09)
[WGM No. 03-2009] On-Site Burial of Routine Animal Mortality (5/1/09)
[WGM No. 05-2009] Research Development and Demonstration Plans (11/9/09)

DEPARTMENT OF FIRE PROGRAMS

To obtain copies of the agency's guidance documents, please contact the Agency's Director of Administration at (804) 371-0220 or toll free at 1-(866) 4VAFIRE.

Please contact the Agency's Grant and Local Aid Manager, at (804) 371-0220 or toll free at 18664VAFIRE, for interpretive or implementation questions regarding the Virginia Fire Services Board guidance documents.

Please contact the Agency's State Fire Marshal's Office - headquarters office, at (804) 371-0220 or toll free at 1-(866) 4VAFIRE, for interpretive or implementation questions regarding the issuance of permits.

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 and the State Fire Marshal's Office link.

Copies of the agency's guidance documents are also available, free of charge, via the Town Hall website.

Copies of the agency's guidance documents can also be viewed at the VDFP headquarters office, 1005 Technology Park Drive, Glen Allen, VA 23059. Please contact the Agency's Director of Administration, (804) 371-0220 or toll free at 1-(866) 4VAFIRE, to schedule an appointment to view the guidance documents.

Guidance Documents:

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[SFMO - 10] Blasters Re-Certification Training Hours & Sources Policy Statement (7/1/08)

[SFMO - 2] Application for Emergency or Special Operations Permit to Use Explosives (7/28/09)

[SFMO - 3] Application for Annual Permit to Manufacture Explosives (7/28/09)

[SFMO - 4] Application for Annual Permit to Sell Explosives (7/28/09)

[SFMO - 5] Application for Annual Permit to Store Explosives (7/28/09)

[SFMO - 6] Application for Annual Permit to Use Explosives (7/28/09)


[SFMO - 8] Application to Renew a Background Clearance Card (BCC) Application to Renew Certification as a Blaster (7/28/09)


Virginia Fire Services Board

[3219] Aid-To-Localities Policy (8/15/09)

[3220] Burn Building Policy (10/9/09)

[3229] Virginia Fire Incident Reporting (VFIRS) Hardware Grant (8/15/09)

[3327] Burn Building Project Manual (10/27/09)

[3328] Training Mini-Grant Policy (8/15/09)

DEPARTMENT OF FORESTRY

Copies of the following documents may be viewed during regular work days from 7 a.m. until 5:30 p.m., Monday through Thursday, in the office of the Department of Forestry, 900 Natural Resources Drive, Suite 800, 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) 220-9042 or FAX (434) 296-2369.

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) 220-9028 or FAX (434) 296-2369 or email matt.poirot@dof.virginia.gov.

Guidance Documents:


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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/funeral/fun_guidelines.htm or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at fanbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Lisa R. Hahn, 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

65-5, Reciprocal agreement with the District of Columbia Board of Funeral Directors, adopted December 7, 1995

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, revised June 3, 2008

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, revised June 3, 2008


Volume 26, Issue 13 Virginia Register of Regulations March 1, 2010
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 GENERAL SERVICES**

Questions regarding interpretation of these Guidance Documents may be directed to Department of General Services (DGS) Agency Regulatory Coordinator, Rhonda M. Bishton at telephone: (804) 786-3311, FAX (804) 371-8305, or by email rhonda.bishton@dgs.virginia.gov.

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. in DGS Director's Office at 1100 Bank Street, 4th Floor, Richmond, VA 23219.

**Guidance Documents:**

- Environmental Laboratory Certification Program Application
- [DGS 08 Guidance] Department of General Services 2008 Guidance Document List
- [DGS Dir No. 15] DGS Directive No. 15 Indoor Clean Air Act
- [DGS Guidance] 2007 DGS Guidance Documents
- [Env Lab Appl] Environmental Laboratory Certification Program Application and Instructions
- [Lab Cert Applic] Environmental Laboratory Certification Application
- [Real Property Manual] Real Property Manual Chapter 1, Acquisition by Lease
- [Reg for Cap Square] Regulations for Capitol Square

Commonwealth of Virginia, Department of General Services, Virginia Federal Property Agency, State Plan of Operation, March 24, 2009

**Design-Build/Construction Management Review Board**

**Guidance Documents:**


**DEPARTMENT OF HEALTH**

Copies of the following documents are available 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 and others may obtain access to these documents. (The provision by the agency of a paper copy of a guidance document, upon a particular request, may involve a fee to be paid by the person requesting a document.)

Copies of the documents are also available directly from the various program offices of the Virginia Department of Health in Richmond, although a charge may apply. 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.

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.

- [ADJ-003] ADJ-003 2002 Guidelines and Policies for COPN IFFCs (11/1/02)
- [ADJ-005] Instructions and Model Petition for Good Cause (6/3/05)
- [ADJ-006] Memo: Communications (6/1/06)
- [CHS-002] Eligibility Guidance Document (8/9/07)
- [CHS-005] Managing Accounts Receivable for Patient Care (2/1/05)
- [COM-501(Reg)] Memo on New Public Participation Guidelines (PPGs) (12/15/08)
- [EMS -1010] Task Force Commander Checklist (6/6/99)
- [EMS -6028] EMS Agency Application Instructional Manual (8/6/08)
- [EMS-1004] EMS Physician Strike Teams SOP (2/7/02)
- [EMS-1011] EMS Task Force Standard Operating Procedures (11/30/99)
- [EMS-1014] Standard Operating Procedure for Virginia Critical Incident Stress Management Strike Teams (10/24/00)
- [EMS-1015] EMS Surge Planning Template (10/30/08)
- [EMS-1016] EMS Communications Manual (12/14/09)
- [EMS-1018] Hampton Roads Evacuation Lane Reversal - Standard Operating Procedure (5/5/08)
- [EMS-1030] Virginia Health and Medical (ESF-8) Emergency Operations Center Staff Standard Operating Procedure and Reference Guide (7/14/00)
- [EMS-1050] Virginia Office of EMS Accreditation of PSAP, Guidelines (12/15/09)
Guidance Documents


[EMS-3011] EVOC Requirements Clarification (12/8/04)

[EMS-3012] EVOC Equivalents (3/7/03)

[EMS-3013] Alternative Site Application for EMS Programs in Virginia (9/15/05)

[EMS-3015] Institutional Self Study for Intermediate Programs in Virginia (4/30/04)

[EMS-3016] Institutional Self Study for Paramedic Programs in Virginia (4/30/06)

[EMS-3019] CoAEMSP Standards and Guidelines (3/1/05)

[EMS-3020] Guidelines for the ALS Training Funds in Virginia - FY07 (7/1/06)

[EMS-3021] Training Program Administration Manual (7/1/05)

[EMS-3040A] ALS Coordinator Application (2/1/05)

[EMS-3041] BLS Individual Age, Clinical and Skill Performance Verification Record (1/1/06)

[EMS-3042A] Individual Tuition Reimbursement Application (6/22/06)

[EMS-3042F] BLS Student Permission Form (1/1/05)

[EMS-3043] Clinical Training Record (12/5/06)

[EMS-3044F] Course Approval Request Form (1/1/05)

[EMS-3045F] Course Summary Form (1/1/03)

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[EMS-3054] EMS Procedures Schedule (1/15/04)

[EMS-5001] VSTR User & Training Manual for Trauma Registrars (1/1/07)

[EMS-6011] The Accommodation Policy used by the Virginia Office of Emergency Medical Services (Office of EMS) (12/8/04)

[EMS-6011F] EMS Accommodation Request Form (12/1/02)

[EMS-6015] Federal Agency "Exemption from EMS Regulations" Notice (7/29/04)

[EMS-6018F] EMS Ground Ambulance Checklist (12/8/04)


[EMS-6021F] Air Ambulance Checklist (12/8/04)

[EMS-6024F] EMS Agency Drug Diversion Report Form (12/8/04)

[EMS-6026F] Application for EMS Agency License (12/14/07)

[EMS-6027F] Guidelines for EMS Agency Licensure Applicants (12/14/07)


[EMS-6028F] EMS Physician Application for Endorsement (12/5/06)

[EMS-6033A] Application for EMS Exemption (10/3/05)

[EMS-6034A] Application for EMS Variance (10/3/05)

[EMS-7008] Trauma Center Funds Disbursement Policy (8/7/07)


[EMS-7011] Resource Manual, Trauma Center Fund (11/1/05)

[EMS-7015] Virginia Statewide Trauma Registry Reporting Requirements (12/14/09)

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[EMS-7017] VPHIB Vendor Import Instructions (12/14/09)

[EMS-7018] VPHIB State Bridge (12/14/09)

[EMS-7019] VPHIB EMS Agency Instructions (12/14/09)

[EMS-7020] Virginia Minimum Data Set (12/14/09)

[EMS-7021] VPHIB Security Agreement (12/14/09)

[EMS-7022] New Electronic Patient Reporting Program Announcement (12/14/09)

[EMS-7023] VPHIB Field Bridge User Guide (12/14/09)

[EMS-7024] Required Submission of Prehospital Patient Care Reports by Non-Transport EMS Agencies (12/14/09)

[EMS-7101F] How to Complete the Durable DNR Form (4/13/06)

[EMS-7102] How to Purchase Durable Do Not Resuscitate Bracelets and Necklaces (12/14/09)

[EMS-7103F] How to Request Durable Do Not Resuscitate Forms (4/3/06)

[EMS-7104F] Virginia Durable DNR Request Form (4/1/06)

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[WTR-896(W)] Permits & Project Review - Policy for Issuing Operation Permits (9/8/06)


[WTR-899(W)] Ozone Treatment & Disinfection Credit (2/28/07)

[WTR-901(W)] Waterworks Business Operations Plans (8/24/07)

[WTR-902(W)] Exception to Surface Water Treatment Plant Loading Rates (10/23/07)

[WTR-904(W)] Results of Source Water Monitoring (2/26/08)

[WTR-905(W)] GUDI Determinations (5/5/08)

[WTR-906(W)] Procedures for Arsenic Removal Treatment Systems (5/27/08)

[WTR-907(W)] LCR Short Term Revisions & Clarifications (8/11/08)

[WTR-908(W)] State Only - Non Federal - Violations (10/6/08)

[WTR-909(W)] Stage 2 D/DBP IDSE Final (10/14/08)

[WTR-910(W)] Surveillance & Regulations – Ground Water Rule Implementation Procedures (10/1/09)

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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/bhp/bhp_guidelines.htm or the Regulatory Townhall 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

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

75-4, By-laws of the Board of Health Professions, adopted January 12, 2005

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, Henrico, VA 23233. Copies may also be downloaded from the Department's webpage at http://www.dhp.virginia.gov or the Regulatory Townhall at www.townhall.virginia.gov or requested at elaine.yeatts@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elaine 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
Guidance Documents

76-1.17, Publication of Notices and Orders on the Department Websites, revised June 17, 2008

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

76-7, Subpoenas for Disciplinary Hearings (Directive 3.3), October 1, 1996

76-7.3, Custodian of the Record, October 1, 2009

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

76-19.1, 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


76-36, Use of Grant Funds Derived from United States v. Dinkar N. Patel (Directive 5.10), May 1, 2005

76-37, Distribution of Controlled Substance Registration (CSR) Funds (Directive 5.11), May 1, 2005

76-38, Temporary Licenses Pursuant to Executive Order 97 (Directive 3.5), September 26, 2005

Enforcement Documents:


Frequently-Cited Inspection Deficiencies:

76-20.1, Community pharmacies, July 1, 2006

76-20.2, Hospital pharmacies, September 1, 2002

76-20.3, Funeral facilities, September 1, 2000

Inspection Plans and Inspection Reports:

76-21.2, 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
Guidance Documents

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) 367-4691.)

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:

Tuition Relief Guidelines
Virginia Tuition Relief Refund and Reinstatement Guidelines
Chart of Accounts for Virginia State-Supported Colleges and Universities (7/1/90)
Equipment Trust Funds Policies and Procedures (4/1/95)
Guidelines for Transfer, Articulation, and Dual Admissions (12/19/06)
Higher Education Facilities Condition Reporting Guidelines (3/23/01)
Higher Education Facilities Condition Reporting Guidelines, Instructions for Reporting Infrastructure Data (7/9/01)
Higher Education Fixed Assets Guidelines for Educational and General Programs (7/16/01)
Organizational Changes at Public Institutions: Policies and Procedures for Internal and Off-Campus Organizational Changes (12/1/03)
Policies and Procedures for Maintaining Auxiliary Enterprise Reserves and Investments Yields (4/30/90)
Policies and Procedures for Program Approval (5/1/02)
Program Productivity/Viability at Public Institutions (4/1/03)
Tuition Relief Guidelines (12/18/06)
Domicile Guidelines (10/15/09)

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.

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is currently collocated at the central office address given 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.

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.
Sweet Briar College Satellite Office, Department of Historic Resources, P.O. Box 64, Sweet Briar College Chapel, Room 202, Sweet Briar, VA 24595 (Send all mail inquiries to the P.O. Box), telephone (434) 381-6321.

Guidance Documents:

Virginia Landmarks Register/National Register of Historic Places:


Guidance Documents

Electronic Register Packet, revised October 2008, 36 CFR, Chapter 1, Part 60, 17VAC5-30 and 17VAC10-20

National Register Check List, revised July 2009, 36 CFR, Chapter 1, Part 60, 17VAC5-30 and 17VAC10-20

Legal Notification Form - State/Federal Register Process, prepared July 2009, § 10.1-2206.2, 17VAC5-30 and 17VAC10-20

Historic Designation Plaque Information Sheet, revised April 2008, § 10.1-2202, 17VAC5-30 and 17VAC10-20

How to Research Your Historic Property, revised 2006

Virginia Designation Style Sheet, 2007

Photographic Documentation Guidelines, prepared 2006, revised June 2009

Virginia Historical Highway Marker System:

Marker Program Application Form, prepared December 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


Tax Credit Information and Resources on the Internet, issued 2001, revised 2004, § 58.1-339.2

Sample Description of Rehabilitation Proposal, revised November 2007, § 58.1-339.2

Instructions to Apply for State and Federal Rehabilitation Tax Credits, issued 1997, revised 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:


Virginia Historic Preservation Easement Policies (#1 through #7), issued 2007, revised December 2008, § 10.1-2202.9

Archaeological Collections:

Virginia Department of Historic Resources State Collections Management Standards, issued 1999, revised 2003


Guidelines for Conducting Archaeological Investigations (48 CFR 44742, September 29, 1983), issued 2005


Archives Search Request and User Agreement (form), issued July 2009


DHR Survey File Procedures: Guidelines for Submission of Non-Electronic Survey and Mapping Data, revised May 2008

Review and Compliance:


Summary of Virginia State Historic Preservation Laws and Regulations, revised 2007


Assessing Visual Effects on Historic Properties, in draft

Certified Local Government Program:

How to Apply for Designation as a Certified Local Government in Virginia, 36 CFR Part 61.6, revised 2009

Grants:

Historic Preservation Grant Funds from the Commonwealth for Operations, revised 2007, § 10.1-2212

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, 600 East Main, Suite 300, Richmond, Virginia 23219. Copies may be obtained at agency cost by contacting Stephen W. Calhoun at the same address or by telephone (804) 371-7015.

Questions regarding interpretation or implementation of these documents may be directed to Stephen Calhoun at the above address or telephone number or by email at steve.calhoun@dhcd.virginia.gov.

Guidance Documents:

HOMEmortgage Down Payment Assistance Program Guidelines and Application, August 2009

Affordable Housing and Special Needs Housing Programs Guidelines 2009
Guidance Documents

Affordable Housing and Special Needs Housing Application, 2009:
- Emergency Shelter Grant (Federal) Operations Manual, 2009
- State Shelter Grant Operations Manual, 2009
- Child Services Coordinator Grant Operations Manual, 2009
- Housing Opportunities for Persons with AIDS Application, 2008
- Accessibility Rehabilitation Program Manual (Supplement to the Emergency Home Repair Program Manual)
- Livable Home Tax Credit Program Guidelines, November 2009
- Weatherization and Low-Income Housing Energy Assistance Annual State Plan, 2009
- Virginia Community Development Block Grant Program Design, 2010
- Regional Consortia Workforce Grants Program Design, July 2005
- Private Activity Bond Program Guidelines, 2008
- Indoor Plumbing Rehabilitation Loan Program Management Manual, December 2008
- 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
- Neighborhood Stabilization Program Action Plan
- Techrider Letter of Participation Guidelines
- Virginia Enterprise Initiative Program Design, 2004
- Virginia Individual Development Account Program Design, February 2005
- Neighborhood Stabilization Program Grant Management Manual, March 2009
- Virginia Appalachian Regional Commission Four Year Development Plan, 2007-2010

Virginia Appalachian Regional Commission ARC Annual Strategy Statement

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:
Homeownership Education Guide, February 2009, 13VAC10-40
Single Family Consumer Guide - A Home to Call Your Own; A Way to Make It Happen, April 2009, 13VAC10-40
Asset Management Operations Manual, October 20, 2006, 13VAC10-20
Operating Procedures, Assisted Multi-Family Program Compliance, November 28, 2000, 13VAC10-20
8-528-1, Subsidy Standards, February 2005, 13VAC10-70 and 13VAC10-80
8-910-1, Interim Reporting Requirements, September 2009, 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
Guidance Documents

8-1040-1, Informal Reviews for Applicants, July 1996, 13VAC10-70 and 13VAC10-80

8-1041-1, Informal Hearing Procedures for Participants, November 2008, 13VAC10-70 and 13VAC10-80

8-1400-1, Portability Notice for Families, November 2008, 13VAC10-70

VHDA Administrative Plan for Tenant Based Rental Assistance, July 2008, 13VAC10-70

VHDA PHA Plan, July 2008, 13VAC10-70

Application Manual - Low Income Housing Tax Credit Program, January 2009, 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:


The Local Choice Administrative Manual (http://www.thelocalchoice.state.va.us/policiesandproc/policiesandprocedureslist.htm), revised July 2006, cost $20


State Health Benefits Program

COVA Care Member Handbook (http://www.dhrm.virginia.gov/hbenefits/cova/covacare.html), July 2009


State Retiree Health Benefits Program


Guidance Documents


Medco Medicare Prescription Plan Evidence of Coverage for 2010
http://www.medcomedicare.com/medco/consumer/medicare/home.jsp?partner=pdpcova&accessLink=pdpcova20051101 (Documents and Forms)

Medco Medicare Prescription Plan 2010 Formulary
http://www.medcomedicare.com/medco/consumer/medicare/home.jsp?partner=pdpcova&accessLink=pdpcova20051101 (Documents and Forms)

The Local Choice Health Benefits Program

Key Advantage Member Handbook

TLC HDHP Member Handbook

Key Advantage Expanded Benefits Summary Insert

Key Advantage 200 Benefits Summary Insert

Key Advantage 300 Benefits Summary Insert

Key Advantage 500 Benefits Summary Insert

Kaiser Permanente Benefits Summary

Member Handbook Medicare Coordinating Plans

Dental/Vision Summary Handbook Insert

Medicare Complementary (Option I) Insert

Advantage 65 Medical Only Insert

Dental Vision Plan offered with Advantage 65 Insert

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) 516-9491 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) 516-9491 or FAX (804) 323-2797 or email kenneth.e.bailey@djj.virginia.gov.

Guidance Documents - Certification of Residential Facilities and Nonresidential Services:


Compliance Manual for Standards for Nonresidential Services Available to Juvenile and Domestic Relations District Courts (6VAC35-150), revised 2004

Standards for the Interim Regulation of Children's Residential Facilities (6VAC35-51), issued September 2008

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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 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 included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from 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.)

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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 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.

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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 Division of Community Programs, 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 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.

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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 Division of Community Programs, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Andrea McMahon, Interstate Compact Unit, Division of Community Programs, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Andrea McMahon, Interstate Compact

** * *

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, Division of Community Programs, Department of Juvenile Justice, 700 E. Franklin Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Andrea McMahon, Interstate Compact
Guidance Documents

Specialist at P. O. Box 1110, Richmond, VA 23218-1110, telephone (804) 692-0863 or FAX (804) 371-0773 or email andrea.mcmahon@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Andrea McMahon, Interstate Compact Specialist, P.O. Box 1110, Richmond, VA 23219-1110, telephone (804) 692-0863 or FAX (804) 371-0773 or email andrea.mcmahon@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:

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


Board of Juvenile Justice

Guidance Documents:

Grant 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

To obtain copies of documents or ask questions regarding interpretation or implementation of the guidance documents used by the Virginia Department of Labor and Industry, contact the following persons. For guidance documents concerning Cooperative Programs or the Voluntary Protection Program, contact Milford Stern, Virginia Department of Labor and Industry, Roanoke Regional Office, 3013 Peters Creek Road, Roanoke, VA 24019, (540) 562-3580, ext. 123. For guidance documents from the Consultation Program, contact Warren Rice, Virginia Department of Labor and Industry, 13 South 13th Street, Richmond, VA 23219, (804) 786-6613. For information on guidance documents for other Department of Labor and Industry programs, see the following list, which includes information on the agency contacts for those programs. Each of these persons can be reached at the headquarters office of the Virginia Department of Labor and Industry, 13 South 13th Street, Richmond, VA 23219:

Apprenticeship - Director, Division of Registered Apprenticeship, (804) 786-2382;

Boiler Division - Ed Hilton, (804) 786-3262;

Labor and Employment - Director, Division of Labor and Employment, (804) 786-2386;

Occupational Health - Director of Occupational Health Compliance, (804) 786-0574;
Occupational Safety - Director of Occupational Safety Compliance, (804) 786-2391;

Virginia Occupational Safety and Health (VOSH) Program - (for copies) Regina Cobb, (804) 786-0610; (for interpretation) John Crisanti, (804) 786-4300.

Copies of these documents are provided at a cost of $.10 per page. The Department of Labor and Industry's guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall website. Copies of these guidance 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, 13 South 13th Street, Richmond, VA 23219 or at any of the department's regional offices.

Apprenticeship Council

[APP - 01] Bylaws of the Virginia Apprenticeship Council (12/10/98)

[APP - 02] Standards of Apprenticeship for Barbers (2/6/95)

[APP - 03] Standards of Apprenticeship for Cosmetologists (7/26/99)

[APP - 04] Standards of Apprenticeship for Nail Technicians (8/25/95)

[APP - 05] Standards of Apprenticeship for Opticians (1/1/02)


[APP - 09] Apprenticeship Directive 81-4, Granting Credit for Previous Experience (5/21/81)

[APP - 10] Apprenticeship Directive 86-4, Part-Time Cosmetology Student/Apprentices (9/15/86)


[LEL - 01] Division of Labor and Employment Law Field Operations Manual - Chapter 1 Minimum Wage Act (12/20/07)

[LEL - 02] Division of Labor and Employment Law Field Operations Manual - Chapter 2 Use of Polygraphs In Certain Employment Situations (1/30/00)

[LEL - 03] Division of Labor and Employment Law Field Operations Manual - Chapter 3 Equal Pay (1/20/00)

[LEL - 04] Division of Labor and Employment Law Field Operations Manual - Chapter 4 Prevention of Employment (1/30/00)

[LEL - 05] Division of Labor and Employment Law Field Operations Manual - Chapter 5 Payment of Medical Exams as a Condition of Employment (1/30/00)

[LEL - 06] Division of Labor and Employment Law Field Operations Manual - Chapter 6 Right To Work (1/30/00)

[LEL - 07] Division of Labor and Employment Law Field Operations Manual - Chapter 7 Garnishment (12/17/07)

[LEL - 09] Division of Labor and Employment Law Field Operations Manual - Chapter 9 Child Labor (8/30/07)

[LEL - 10] Division of Labor and Employment Law Field Operations Manual - Chapter 10 Payment of Wage (7/2/03)


Safety and Health Codes Board

[01-001B] Program Directive Classification and Numbering System - VOSH (2/15/09)

[01-003] VOSH Internal Performance Audit Program (3/15/92)

[01-004] Responsibilities of the Central and Regional Office Directors and Managers (5/1/00)

[01-007] Cancellation of Selected VOSH Program Directives (Reference: ADM 8) (12/1/94)

[01-008] Statewide Settlement Agreements (Reference: CPL 2.90) (3/1/96)

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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 East 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 http://www.lva.lib.va.us/whatwedo/records/manuals/00m-toc.htm

Timely Destruction of Records available online at http://www.lva.lib.va.us/whatwedo/records/timely_destruction.htm

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, Henrico, VA 23233. Copies may also be downloaded from the board’s webpage at http://www.dhp.virginia.gov/nha/nha_guidelines.htm or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at ltc@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, revised December 1, 2009

THE LIBRARY OF VIRGINIA

Library Development and Networking Services Division

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Questions regarding interpretation or implementation of these documents may be directed to Carol Adams, Deputy Director, Library Development and Networking at the above address, telephone (804) 692-3774, FAX (804) 692-3771, email carol.adams@lva.virginia.gov.

Information Regarding Public Library Trustees:


Information Regarding Public Libraries:

Guidance Documents

95-9, Board Policy on Continuing Competency Hours for Dually Licensed Administrators, October 28, 2008

STATE LOTTERY DEPARTMENT

Copies of the following documents may be viewed during regular work days from 7:30 a.m. until 4 p.m. in the Legislative and Regulatory Affairs Office of the State Lottery Department, 900 East Main Street, Richmond, Virginia 23219. Questions regarding interpretation or implementation of these documents and requests for copies may be directed to Frank S. Ferguson, General Counsel and Director of Legislative and Regulatory Affairs, at the same address, telephone (804) 692-7901, FAX (804) 692-7102 or email ferguson@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(07), Virginia's Instant Game Lottery 1011; "Cash Cards," Final Rules for Game Operation, issued 10/23/07
02(08), Virginia's Instant Game Lottery 565; "Casino Royale," Final Rules for Game Operation, issued 03/21/08
24(08), Virginia's Fourteenth Online Game Lottery; "Fast Play Dodge Ball" Final Rules for Game Operation, issued 05/22/08
37(08), Virginia's Instant Game Lottery 1063; "Hot $100's," Final Rules for Game Operation, issued 07/23/08
39(08), Virginia's Instant Game Lottery 1057; "5 Times The Money," Final Rules for Game Operation, issued 07/25/08
40(08), Virginia's Instant Game Lottery 1071; "Colossal Cash," Final Rules for Game Operation, issued 09/02/08
43(08), Virginia's Instant Game Lottery 1075; "Blackjack," Final Rules for Game Operation, issued 08/28/08
44(08), Virginia's Instant Game Lottery 1062; "$120 Million Cash Blowout," Final Rules for Game Operation, issued 08/12/08
52(08), Virginia's Instant Game Lottery 1072; "WPT® $100,000 Hold'em Poker" Final Rules for Game Operation, issued 10/13/08
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71(08), Virginia's Instant Game Lottery 1096; "Tax Free $100,000" Final Rules for Game Operation, issued 11/06/08
73(08), Virginia's Instant Game Lottery 1100; "Spicy Hot Doubler" Final Rules for Game Operation, issued 11/06/08
74(08), Virginia's Instant Game Lottery 1090; "Stacks of Cash" Final Rules for Game Operation, issued 11/06/08
75(08), Virginia's Instant Game Lottery 1093; "Sizzlin' 7's" Final Rules for Game Operation, issued 11/06/08
78(08), Virginia's Instant Game Lottery 1097; "Beat The Dealer" Final Rules for Game Operation, issued 01/21/09
79(08), Virginia's Instant Game Lottery 1102; "$500,000 Jackpot" Final Rules for Game Operation, issued 12/23/08
82(08), Virginia's Instant Game Lottery 1105; "Platinum Payout" Final Rules for Game Operation, issued 01/21/09
84(08), Virginia's Instant Game Lottery 1061; "Dazzler Jewels" Final Rules for Game Operation, issued 12/23/08
85(08), Virginia's Instant Game Lottery 1065; "Jewel 7's" Final Rules for Game Operation, issued 12/23/08
88(08), Virginia's Instant Game Lottery 1085; "Maximum Millions" Final Rules for Game Operation, issued 12/23/08
89(08), Virginia's Instant Game Lottery 1103; "Face Cards" Final Rules for Game Operation, issued 01/21/09
01(09), Virginia's Instant Game Lottery 1089; 'Sacks of Cash" Final Rules for Game Operation, issued 01/19/09
02(09), Virginia's Instant Game Lottery 1107; "$100,000 Bankroll" Final Rules for Game Operation, issued 01/21/09
03(09), Virginia's Instant Game Lottery 1109; "Win Pigs Fly" Final Rules for Game Operation, issued 01/21/09
04(09), Virginia's Instant Game Lottery 1118; "Magic 8 Ball" Final Rules for Game Operation, issued 01/21/09
05(09), Virginia's Instant Game Lottery 1119; "Fabulous 5's" Final Rules for Game Operation, issued 01/21/09
06(09), Virginia's Instant Game Lottery 1120; "Flying Aces" Final Rules for Game Operation, issued 01/21/09
07(09), Virginia's Instant Game Lottery 1121; "Bass Pro Shops" Final Rules for Game Operation, issued 01/19/09
09(09), Virginia's Instant Game Lottery 1054; "Take The Money and Run" Final Rules for Game Operation, issued 02/03/09 unc pro unc 01/09/09
10(09), Virginia's Instant Game Lottery 1112; "Joker's Wild" Final Rules for Game Operation, issued 02/16/09
11(09), Virginia's Instant Game Lottery 1113; "On A Roll!" Final Rules for Game Operation, issued 02/16/09
13(09), Virginia's Instant Game Lottery 1124; "Double Dollars" Final Rules for Game Operation, issued 03/06/09
14(09), Virginia's Instant Game Lottery 1125; "Fire 'N Dice" Final Rules for Game Operation, issued 03/06/09
15(09), Virginia's Instant Game Lottery 1126; "Player's Club" Final Rules for Game Operation, issued 02/27/09
16(09), Virginia's Instant Game Lottery 1128; "The Money Game" Final Rules for Game Operation, issued 02/27/09
17(09), Virginia's Instant Game Lottery 1129; "Wild Bills" Final Rules for Game Operation, issued 03/06/09
18(09), Virginia's Instant Game Lottery 1130; "Cherry Doubler" Final Rules for Game Operation, issued 02/27/09
22(09), Virginia's Instant Game Lottery 1115; "7-11-21" Final Rules for Game Operation, issued 03/06/09
23(09), Virginia's Instant Game Lottery 1116; "Throw Me The Money" Final Rules for Game Operation, issued 03/06/09
24(09), Virginia's Instant Game Lottery 1133; "Bingo Doubler" Final Rules for Game Operation, issued 03/06/09
27(09), Virginia's Instant Game Lottery 1122; "Monopoly" Final Rules for Game Operation, issued 03/25/09
31(09), Virginia's Instant Game Lottery 1110; "Lucky Casino" Final Rules for Game Operation, issued 04/08/09
32(09), Virginia's Instant Game Lottery 1123; "Chill Out Cash" Final Rules for Game Operation, issued 04/08/09
34(09), Virginia's Instant Game Lottery 1114; "The Color of Money" Final Rules for Game Operation, issued 04/09/09
36(09), Virginia's On-line Lottery Game "Pick 3 With Boost" Final Rules for Game Operation, issued 05/01/09
39(09), Virginia's Instant Game Lottery 1135; "Flip Flop Cash" Final Rules for Game Operation, issued 05/28/09
40(09), Virginia's Instant Game Lottery 1136; "LUCKY $500!" Final Rules for Game Operation, issued 05/28/09
41(09), Virginia's Instant Game Lottery 1141; "Dollars & Diamonds" Final Rules for Game Operation, issued 05/28/09
42(09), Virginia's Twentieth On-Line Lottery Game, "Fast Play Bonus Bingo" Final Rules for Game Operation, issued 05/28/09
43(09), Virginia's Twenty-First On-Line Lottery Game, "Fast Play Find The 9's" Final Rules for Game Operation, issued 05/28/09
45(09), Virginia's Instant Game Lottery 1108; "Bonus Word Crossword" Final Rules for Game Operation, issued 06/28/09
46(09), Virginia's Instant Game Lottery 1127; "Right On The Money" Final Rules for Game Operation, issued 06/28/09
47(09), Virginia's Instant Game Lottery 1144; "$50,000,000 Redskins Mania" Final Rules for Game Operation, issued 06/28/09
48(09), Virginia's Instant Game Lottery 1148; "Spades" Final Rules for Game Operation, issued 06/28/09
49(09), Virginia's Instant Game Lottery 1150; "Ace In The Hole" Final Rules for Game Operation, issued 06/28/09
50(09), Virginia's Instant Game Lottery 1155; "Classic Poker" Final Rules for Game Operation, issued 06/28/09
51(09), Virginia's Instant Game Lottery 1111; "Corvette® Cash" Final Rules for Game Operation, issued 06/17/09
52(09), Virginia's Instant Game Lottery 1132; "High Card" Final Rules for Game Operation, issued 06/28/09
53(09), Virginia's Instant Game Lottery 1131; "Molten Money" Final Rules for Game Operation, issued 06/28/09
54(09), Virginia's Instant Game Lottery 1140; "Mega Money" Final Rules for Game Operation, issued 06/28/09
56(09), Virginia Lottery's Retailer Incentive Program, "Hail To The Redskins" Final Incentive Program Rules, issued 06/09/09
59(09), Virginia's Instant Game Lottery 1137; "Fast $100s" Final Rules for Game Operation, issued 08/14/09
60(09), Virginia's Instant Game Lottery 1146; "Virginia's Lucky Dog 2" Final Rules for Game Operation, issued 08/14/09
61(09), Virginia Lottery's "$50,000,000 Redskins Mania Sweepstakes" Final Rules for Game Operation; issued 07/31/09
63(09), Virginia's Instant Game Lottery 1139; "Fuzzy Dice" Final Rules for Game Operation, issued 09/11/09
64(09), Virginia's Instant Game Lottery 1143; "Hot $100,000" Final Rules for Game Operation, issued 09/11/09
65(09), Virginia's Instant Game Lottery 1147; "Goin' Green" Final Rules for Game Operation, issued 09/11/09
66(09), Virginia's Instant Game Lottery 1151; "100X The Money" Final Rules for Game Operation, issued 09/11/09
67(09), Virginia's Instant Game Lottery 1154; "All The Money" Final Rules for Game Operation, issued 09/11/09
68(09), Virginia Lottery's "It Pays To Play Sweepstakes" Final Rules for Game Operation, issued 09/18/09
69(09), Virginia Lottery's "3-4-5 Cash Second Chance Sweepstakes" Final Rules for Game Operation, issued 09/18/09
70(09), Virginia Lottery's Retailer Cashing Bonus Program Final Rules for Operation, issued 10/13/09
71(09), Virginia's Instant Game Lottery 1145; "Haunted Fortunes" Final Rules for Game Operation, issued 09/17/09 nunc pro tunc 09/15/09
72(09), Virginia's Instant Game Lottery 1156; "Candy Cane Tripler" Final Rules for Game Operation, issued 10/06/09
74(09), Virginia's Instant Game Lottery 1161; "Wonderland of Dough" Final Rules for Game Operation, issued 10/06/09
75(09), Virginia's Instant Game Lottery 1165; "The Perfect Gift!" Final Rules for Game Operation, issued 10/06/09
76(09), Virginia's Instant Game Lottery 1042; "Lightning 7's" Final Rules for Game Operation, issued 10/08/09
77(09), Virginia's Twenty-Second On-Line Game Lottery; "Virginia's New Year Millionaire Raffle" Final Rules for Game Operation, issued 10/30/09
79(09), Virginia's Instant Game Lottery 1142, "$200,000 Gold Rush" Final Rules for Game Operation, issued 11/11/09
80(09), Virginia's Instant Game Lottery 1149, "Classic Cash" Final Rules for Game Operation, issued 11/11/09
81(09), Virginia's Instant Game Lottery 1153, "Double Latte Cash" Final Rules for Game Operation, issued 11/11/09
82(09), Virginia's Instant Game Lottery 1157, "Happy Moo Year" Final Rules for Game Operation, issued 11/11/09
83(09), Virginia's Instant Game Lottery 1160, "Triple Fortune" Final Rules for Game Operation, issued 11/11/09
84(09), "Farm Fresh Holiday Incentive and 2nd Chance Super Bowl Party Pack Giveaway" Virginia Lottery Retailer Incentive Program Rules, issued 11/11/09
85(09), "Be a VIP with the Redskins – Trip Drawings" Virginia Lottery Retailer Incentive Program Rules, issued 11/12/09
86(09), Virginia's Instant Game Lottery 1152, "Jumbo Bucks" Final Rules for Game Operation, issued 11/23/09
87(09), "Have You Played?" Virginia Lottery Retailer Incentive Program Rules, issued 12/03/09
88(09), "Be A VIP With The Redskins – Trip Drawings" Virginia Lottery Retailer Incentive Program Rules, issued 12/08/09
89(09), "Just In Time For The Big Game Promotion" Virginia Lottery Retailer Incentive Program Rules with Miller Mart, issued 12/08/09
90(09), Virginia's Instant Game Lottery 1158, "Find The 9's Tripler" Final Rules for Game Operation, issued 12/15/09
91(09), Virginia's Instant Game Lottery 1163, "$15,000 Payday" Final Rules for Game Operation, issued 12/15/09
92(09), "Subscriptions Movie Fun Pack Sweepstakes" Final Rules for Game Operation, issued 12/10/09

Policies/Procedures:

Clerk Activated Terminal Policy, issued 07/01/01, 11VAC5-40-10 et seq.
Criteria for Lottery Advertising, issued 07/31/99, 11VAC5-20-60
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 2009

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 October 1990, § 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).
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.
Guidelines for the Establishment, Use and Operation of Tidal Wetland Mitigation Banks in Virginia.
Criteria for the Placement of Sandy Dredged Material along Beaches in the Commonwealth.

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

UNIVERSITY OF MARY WASHINGTON
Copies of the following documents may be viewed on 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, Associate 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, Associate Vice President for Human Resources, at the same address.

Guidance Documents:
University Policies http://www.umw.edu/policies/default.php
Academic Catalog (College of Graduate and Professional Studies) 2009-10 http://www.umw.edu/publications/catalog_cgps/
Academic Catalog (College of Arts & Sciences) http://www.umw.edu/publications/catalog_cas_mwc/
Adjunct Faculty Handbook (College of Graduate and Professional Studies) http://www.umw.edu/publications/adjunctbk_gp/default.php
Adjunct Faculty Handbook (College of Arts & Sciences) http://www.umw.edu/publications/adjfachandbook/default.php
Administrative & Professional Faculty Handbook, revised March 2006 - http://www.umw.edu/hr/employee_handbooks/documents/H ANDBOOK_AP_Faculty_06.pdf
Appendices to Commonwealth of Virginia Employee Handbook for Classified Employees, revised November 2004-
Guidance Documents

http://www.umw.edu/hr/employee_handbooks/classified_employe_handbo.php

Wage Employee Handbook, revised March 2006-
http://www.umw.edu/hr/employee_handbooks/documents/HANDBOOK_Wage_06.pdf

Faculty Handbook (College of Arts and Sciences)
http://www.umw.edu/publications/fac_hbk_cas_mwc/default.php

Faculty Handbook (College of Graduate and Professional Studies)
http://www.umw.edu/cgps/acaffairs/handbooks_publications/default.php


University of Mary Washington Student Handbook
http://www.umw.edu/studentaffairs/resources/student_handbook/default.php

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. to 5 p.m. in the office of the Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219. Copies of the Medicaid Memos, booklets, and brochures may be obtained at the specified charge by contacting the Freedom of Information Act (FOIA) staff at the same address, telephone (804) 371-6391 or FAX (804) 371-4981. Copies of the provider manuals and updates may be downloaded free of charge from the Internet at www.dmas.virginia.gov or printed copies may be purchased by calling Commonwealth Mailing at (804) 780-0076 to obtain an order blank. The order blank includes the manual prices for both paper and compact disc (CD) copies. The paper copies of manuals are priced individually (as noted by each manual on this list), and CDs are $18 per CD. Charges for paper copies are the cost of the individual manual, plus 5% sales tax, and $5.00 per manual for shipping and handling. Charges for CDs are $18 per CD, plus 5% sales tax and $5.00 for shipping and handling regardless of the quantity of CDs ordered. Provider manual updates are also available on the Internet free of charge (at the web address above) and from Commonwealth Mailing for $15 per update, plus 5% sales tax, and $5.00 shipping and handling per manual update.

DMAS Medicaid Memos, Booklets, and Brochures: Questions regarding interpretation or implementation of policies contained in these documents should be directed to the FOIA staff, at the numbers specified above, who will determine the appropriate staff person to respond and then direct the caller to that appropriate individual.

Special 7/31/95 Medicaid Memo, Nursing Facility and Community-Based Care Enrollment, Reimbursement, and Provision of Community-Based Care Services, issued July 31, 1995, 12VAC30-60-360 and 12VAC30-120 Part I, no charge for copy.

Special 9/1/95 Medicaid Memo, Change in Coordination of Benefits Procedures, issued September 1, 1995, 12VAC30-80-170, no charge for copy.

Special 2/16/96 Medicaid Memo, Time Frames by Which Cases Remanded by the Department of Medical Assistance Services (DMAS) Hearing Officers Must Be Completed, issued February 16, 1996, 12VAC30-110, unavailable in electronic format.

Special 9/13/96 Medicaid Memo, Contents of Notices to Medicaid Recipients, issued September 13, 1996, 12VAC30-10-410, no charge for copy.

Brochures 8/1/01, You Are Being Enrolled in the Medicaid Client Medical Management Program, issued December 5, 1996, 12VAC30-130-800 et seq., no charge for copy.


Special 7/14/97 Medicaid Memo, Reimbursement to Audiologists for Services Provided to Adults, issued July 14, 1997, 12VAC30-50-95 et seq., no charge for copy, not available electronically.

Special 1/16/98 Medicaid Memo, Placement of Individuals with Mental Retardation and Mental Illness in the Elderly and Disabled Waiver, issued January 16, 1998, 12VAC30-120-10 et seq., no charge for copy.


Special 7/13/98 Medicaid Memo, Billing for the Completion of the Assessment of Active Treatment Needs for Individuals With MI or MR Who Request Services Under the Elderly and Disabled Waiver and New Order Number for the Revised

Special 11/15/00 Medicaid Memo, Hospital-Based Ambulance Services Changes, issued November 15, 2000, 12VAC30-50-300 and 12VAC30-50-530, no charge for copy.


Special Revisions to the Pharmacy Claim Form and Introduction of a Pharmacy Compound Claim Form (ID # 04-16-2003); 12VAC30-50; no charge for copy.

Special Implementation of the New Virginia Medicaid Management Information Systems (MMIS) (ID #s 05-01-2003-01, 05-01-2003-02, 05-01-2003-03, 05-01-2003-04); 12VAC30-10; no charge for copy.

Special Telemedicine Services (ID # 06-10-2003-01); 12VAC30-50; no charge for copy.

Special Pharmacy Claims Processing Information in NCPDP Version 5.1 (ID # 06-10-2003-02); 12VAC30-80; no charge for copy.

Special Medicaid and FAMIS New ID Cards and Eligibility Verification (ID # 08-01-2003); 12VAC30-10 and 12VAC30-141; no charge for copy.

Special Escalation of HIPAA Transactions and Codes (ID # 08-08-2003); Public Law 104-191; no charge for copy.

Special Implementation of New Virginia Medicaid Management Information Systems (MMIS) (ID # 08-15-2003-01); 12VAC30-10; no charge for copy.

Special Changes to Residential Treatment Services Billing Process (ID # 09-01-2003); 12VAC30-50; no charge for copy.

Special Trading Partner Contingency Plan for HIPAA Transactions and Code Sets (ID # 09-16-2003-01); Public Law 104-191; no charge for copy.

Special Revised Effective Date for Changes to Residential Treatment Services Billing Process (ID # 10-01-2003); 12VAC30-50; no charge for copy.

Special VAMMIS Issues Resolution (ID # 10-08-2003); 12VAC30-10; no charge for copy.

Special Clarification of Billing for Residential Treatment Services for Children and Adolescents (ID # 02-27-2003); 12VAC30-50; no charge for copy.

Special Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 06-01-2003); 12VAC30-50; no charge for copy

Special Revised Effective Date for Prior Authorization of Non-Emergency, Outpatient MRI, PET and CAT Scans (ID # 07-01-2003); 12VAC30-50; no charge for copy.

Special Community Mental Health Services FAMIS Coverage (ID # 07-25-2003); 12VAC30-141; no charge for copy.

Special Clarification of New Pre-Authorization Requirements for Outpatient Psychiatric Services (Revised) (ID # 08-15-2003); 12VAC30-50; no charge for copy.

Special Changes to Billing for EPSDT Services and Summary of Blood Lead Screening Requirements (ID # 09-12-2003); 12VAC30-50; no charge for copy.

Special 12/1/2003 Prescriber ID Numbers for Pharmacy Claims; 12VAC30-50; no charge for copy.


Special 11/20/2003 Mandatory Use of ASC X12 Formats for Electronic Transactions; 12VAC30-10; no charge for copy.


Special 10/24/2003 Acknowledgement of BabyCare VAMMIS Issues; 12VAC30-50; no charge for copy.

HMO Project Managers Memos (various topics and dates); 12VAC30-120; no charge for copies.

Emergency Room Procedure Codes policy (9/25/2003); 12VAC30-50 and 12VAC30-80; no charge for copy.


Special 2/6/2004 Medicaid Memo, Request Required by Providers Receiving ASC X12 835 Transactions for the


Special 4/13/2004 Medicaid Memo, Claim Repayments Due to Claim Check, issued April 13, 2004, 12VAC30-10, no charge for memo copy.


Special 8/6/2004 Medicaid Memo, Rate Increase for Specific Home and Community-Based Waiver Services, issued August 6, 2004, 12VAC30-120, no charge for memo copy.

Special 8/16/2004 Medicaid Memo, Rate Increase for Obstetrical and Gynecological Services, issued August 16, 2004, 12VAC30-80, no charge for memo copy.


Special 9/1/2004 Medicaid Memo, Threshold/Polypharmacy Program, issued September 1, 2004, 12VAC30-50, no charge for memo copy.


Special 5/19/2005 Medicaid Memo, Change in Reimbursement Policy for School-Based Health Screenings of Children Enrolled in Medicaid Managed Care Organizations – Effective July 1, 2005, issued May 19, 2005, 12VAC30-50, no charge for memo copy.


Special 8/9/2005 Medicaid Memo, Expansion of Managed Care Organization (MCO) Program in Northern Virginia, issued August 9, 2005, 12VAC30-50, no charge for memo copy.
managed care organizations, issued September 8, 2005, 12VAC30-50, no charge for memo copy.

Special 9/8/2005 Medicaid Memo, Medicaid Disaster Relief for Victims of Hurricane Katrina, sent to all pharmacy providers, issued September 8, 2005, 12VAC30-50, no charge for memo copy.

Special 9/16/2005 Medicaid Memo, Clarification of BabyCare Claims Process & FAMIS MOMS Eligibility for BabyCare Services, issued September 16, 2005, 12VAC30-50, no charge for memo copy.

Special 9/16/2005 Medicaid Memo, Clarification of BabyCare Claims Process & FAMIS MOMS Eligibility for BabyCare Services, issued September 16, 2005, 12VAC30-50, no charge for memo copy.


Special 12/20/2005 Medicaid Memo, Monitoring Kidney Functions & the Classification Stages of Chronic Kidney Disease (CKD), issued December 20, 2005, 12VAC30-50, no charge for memo copy.


Special 3/31/2006 Medicaid Memo, Rate Increase for Personal Care and Related Services and Adult Day Health

Special 4/1/2006 Medicaid Memo, Increased Dispensing Fee for Brand Name Drug Products – May 1, 2006, issued April 1, 2006, 12VAC30-50, no charge for memo copy.


Special 5/22/2006 Medicaid Memo, Prior Authorization Transition Information – Change in Hospital Service Transition Date to KePRO - June 12th; One-time Change in PA Number for Certain Types of Requests; Clarification of Outpatient Psychiatric Service Limits, issued May 22, 2006, 12VAC30-50, no charge for memo copy.


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Special 7/13/2006 Medicaid Memo, Rate Increase for Private Duty Nursing and Services that are Unique to the MR and DD Waivers – July 1st 2006, issued July 13, 2006, 12VAC30-50, no charge for memo copy.

Special 7/14/2006 Medicaid Memo, BabyCare Covered Service Changes and Mileage Rate Increase, issued July 14, 2006, 12VAC30-50, no charge for memo copy.

Special 7/26/2006 Medicaid Memo, Request to Calculate and Report the Estimated Glomerular Filtration Rate (eGFR) Value for Medicaid Recipients, issued July 26, 2006, 12VAC30-50, no charge for memo copy.


Special 8/16/2006 Medicaid Memo, Coverage of spacers and peak flow meters through the Durable Medical Equipment and Supply (DME) Program, issued August 16, 2006, 12VAC30-50, no charge for memo copy.


Special 9/20/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued September 20, 2006, 12VAC30-50, no charge for memo copy.


Special 10/12/2006 Medicaid Memo, Clarification of School Services, issued October 12, 2006, 12VAC30-50, no charge for memo copy.


Services, and Intensive In-Home Services, issued October 23, 2006, 12VAC30-50, no charge for memo copy.


Special 12/14/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Outpatient Services, issued December 14, 2006, 12VAC30-50, no charge for memo copy.

Special 12/14/2006 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued December 14, 2006, 12VAC30-50, no charge for memo copy.


Special 1/10/2007 Medicaid Memo, Updates and Clarification of the Prior Authorization Process for Community Based Care Services, issued January 10, 2007, 12VAC30-50, no charge for memo copy.


Guidance Documents


Special 10/19/2007 Medicaid Memo, Outpatient Substance Abuse Services that require Prior Authorization for Fee-for-Service Enrollees, issued October 19, 2007, 12VAC30-50, no charge for memo copy.


Special 2/20/2008 Medicaid Memo, Physician Assistant Supervision Requirements, issued February 20, 2008, 12VAC30-50, no charge for memo copy.


Special 5/30/2008 Medicaid Memo, New Prior Authorization Process for Level A (Children's Group Home) and Level B
Guidance Documents


Special 8/15/2008 Medicaid Memo, Screening for Technology Assisted Waiver for Community Based Assessments, issued August 15, 2008, 12VAC30-50, no charge for memo copy.


Special 12/1/2008 Medicaid Memo, Modifications to the Virginia Medicaid Preferred Drug List (PDL) Program–Effective January 1, 2009; the US Food and Drug Administrations (FDA) Requirement to Phase-Out Chlorofluorocarbon-Containing (CFC) Propelled Albuterol Inhalers from the Market; and, Changes to the Enhanced Prospective Drug Utilization Review Program (Dose Optimization), issued December 1, 2008, 12VAC30-50, no charge for memo copy.


Special 2/10/2009 Medicaid Memo, Recommended Developmental Screening Tools for Well-child and Early Periodic Screening Diagnosis and Treatment (EPSDT) Visits, issued February 10, 2009, 12VAC30-50, no charge for memo copy.


Special 4/7/2009 Medicaid Memo, Excluded Individuals/Entities from State/Federal Healthcare Programs, issued April 7, 2009, 12VAC30-70, 30-80 and 30-90, no charge for memo copy.


Special 6/1/2009 Medicaid Memo, Rate Changes for Certain Contraceptive Supplies - Effective May 1, 2009, issued June 1, 2009, 12VAC30-80, no charge for memo copy.


Guidance Documents


Special 12/30/2009 Medicaid Memo, Rate Change for Clinical Laboratory Services, issued December 29, 2009, 12VAC30-80, no charge for memo copy.

Special 12/30/2009 Medicaid Memo, Rate Change for Intensive In-Home, Community-Based Residential Services (Level A), and Therapeutic Behavioral Services (Level B) for Children and Adolescents, issued December 29, 2009, 12VAC30-80, no charge for memo copy.

DMAS Guidance Documentation:

1/30/2008 Guidance Memorandum, Transportation Coverage for Adult Dental Services, issued January 30, 2008, no charge for memo copy.

2/6/2008 Guidance Memorandum, Early Periodic Screening Diagnosis and Treatment (EPSDT) Private Duty Nursing Services, issued February 6, 2008, no charge for memo copy.


DMAS Provider Manuals:


Community Mental Health Rehabilitation Services Provider Manual, first edition issued August 1, 2000/continuously revised, 12VAC30-50; $28.


Elderly or Disabled with Consumer Direction Waiver Services Provider Manual, first edition issued June 20, 2003/continuously revised, 12VAC30-50; $36.


Home Health Provider Manual, second edition issued June 1, 1999/continuously revised, 12VAC30-50-95 et seq., $24.

Guidance Documents

Hospital Provider Manual, second edition issued November 1, 2000/continuously revised, 12VAC30-50-95 et seq. and 12VAC30-70 Part V, $32.


Mental Retardation Community Services Provider Manual, first edition issued May 1, 2001/continuously revised, 12VAC30-50; $32.

Nursing Home Provider Manual, second edition issued April 15, 2000/continuously revised, 12VAC30-90 Part II, $32.


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, Henrico, VA 23233. Copies may also be downloaded from the board's web page at http://www.dhp.virginia.gov/medicine/medicine_guidelines.htm or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at medbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to William L. Harp, M.D., Executive Director of the Board, at the address above or by telephone at (804) 367-4600. Copies are free of charge.

Guidance Documents:

85-1, Bylaws of the Board of Medicine, revised April 4, 2008
85-2, Assistant Attorney General opinion of October 25, 1986 on who can do a school physical examination
85-3, Board motion, 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 February 19, 2008
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, 2004
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
Guidance Documents

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
85-23, 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 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, Regulatory Coordinator, 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.


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 Debbie Whitt 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 Debbie Whitt or Cindy Ashley, telephone (276) 523-8233, (276) 523-8235 or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Gavin M. Bledsoe, Hearings and Legal Services Officer, Department of Mines, Minerals and Energy, Division of Mined Land Reclamation, same address, telephone (276) 523-8157 or FAX (276) 523-8163.

Division of Mined Land Reclamation Procedures

Division of Mined Land Reclamation procedures may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Mines, Minerals and Energy, Customer Assistance Center, 3405 Mountain Empire Road, P.O. Drawer 900, Big Stone Gap, VA 24219. Inquiries may be directed to Debbie Whitt 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 Debbie Whitt 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 4VAC25-31, 4VAC25-35 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 4VAC25-31, 4VAC25-35 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 David Asbury, 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 David Asbury, Director, Division of Gas and Oil, same address and telephone.

Guidance Documents:

DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Accidents (4/10/00)
DM Chapter 14.2, Article 1, Section 45.1-161.8, Definitions, Operators (4/10/00)
DM Chapter 14.2, Article 1, Section 45.1-161.8, Surface Coal Mine and Underground Coal Mine (4/10/00)
DM Chapter 14.2, Article 1, Sections 45.1-161.28 through 30, Operator/Independent Contractor (Examinations and Record Keeping) (9/30/02)
DM Chapter 14.2, Article 2, Section 45.1-161.23, Technical Specialist (4/10/00)
DM Chapter 14.2, Article 3, Section 45.1-161.30.A, Performance of Certain Tasks by Uncertified Persons, Penalty (4/10/00)
DM Chapter 14.2, Article 3, Section 45.1-161.37.A, General Coal Miner Certification (4/10/00)
DM Chapter 14.2, Article 3, Section 45.1-161.38.A, First Class Mine Foreman Certification (4/10/00)
DM Chapter 14.2, Article 7, Section 45.1-161.77.A, Reports of Explosions and Mine Fires (4/10/00)
DM Chapter 14.2, Article 7, Section 45.1-161.78.A, Operator's Reports of Accidents; Investigations; Reports by Department (4/10/00)
DM Chapter 14.2, Article 8, Section 45.1-161.83, Review of Inspection Reports and Records (4/10/00)
DM Chapter 14.2, Article 8, Section 45.1-161.84.A, Advance Notice of Inspections; Confidentiality of Trade Secrets (4/10/00)
DM Chapter 14.2, Article 8, Section 45.1-161.85.A, Scheduling of Inspections (4/10/00)
DM Chapter 14.3, Article 5, Section 45.1-161.129, Blasting Practices (4/10/00)
DM Chapter 14.3, Article 11, Section 45.1-161.189.E, Electricity (9/30/02)
DM Chapter 14.3, Article 11, Section 45.1-161.193, Electricity (8/1/01)
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 (4/10/00)
DM Chapter 14.3, Article 11, Section 45.1-161.196, Repairs to Circuits and Electric Equipment (9/30/02)
DM Chapter 14.3, Article 12, Section 45.1-161.197, First Aid Equipment (4/10/00)
DM Chapter 14.3, Article 12, Section 45.1-161.199, Certified Emergency Medical Services Personnel (4/10/00)
DM Chapter 14.3, Article 13, Section 45.1-161.202.B, Emergency Response Plans; List of Next of Kin (4/10/00)
DM Chapter 14.3, Article 13, Section 45.1-161.205.F, Storage and Use of Flammable Fluids and Materials (9/30/02)
DM Chapter 14.3, Article 13, Section 45.1-161.206, Diesel Powered Equipment (9/30/02)

DM Chapter 14.3, Article 13, Section 45.1-161.207.B, Welding and Cutting (8/1/01)

DM Chapter 14.3, Article 14, Section 45.1-161.209, On-Shift Examinations (4/10/00)


DM Chapter 14.3, Article 14, Section 45.1-161.221.D, Coursing of Air (4/10/00)

DM Chapter 14.3, Article 16, Section 45.1-161.251.A, Employment of Inexperienced Underground Miners (4/10/00)

DM Chapter 14.3, Article 2, Section 45.1-161.109.A, Roof, Rib and Face Control (8/1/01)

DM Chapter 14.3, Article 2, Section 45.1-161.115.D, Supplies of Materials for Supports (4/10/00)

DM Chapter 14.3, Article 4, Section 45.1-161.124.A, Shop and Other Equipment (4/10/00)

DM Chapter 14.3, Article 6, 45.1-161.139, Inspection of Underground Equipment (4/10/00)

DM Chapter 14.3, Article 6, Section 45.1-161.141.E, Self Propelled Equipment (4/10/00)

DM Chapter 14.3, Article 6, Section 45.1-161.147, Operation of Equipment (4/10/00)

DM Chapter 14.3, Article 6, Section 45.1-161.149, Availability of Mantrips (4/10/00)

DM Chapter 14.3, Article 7, Section 45.1-161.159.A,C, Hoisting Engineer (4/10/00)

DM Chapter 14.3, Article 8, Section 45.1-161.162.A, Mine Openings and Escapeways (9/30/02)

DM Chapter 14.3, Article 8, Section 45.1-161.165, Maintenance of Mine Openings (4/10/00)

DM Chapter 14.3, Title 15, Section 45.1-161.238.D, Storage and Use of Flammable Fluids and Materials (9/30/02)

DM Chapter 14.4, Article 12, Section 45.1-161.288 and 290, Inspection of Electric Equipment and Wiring; Checking and Testing Methane Monitors (4/10/00)

DM Chapter 14.4, Article 2, Sections 45.1-161.256-257, Safety Examinations (4/10/00)

DM Chapter 14.4, Article 2, Section 45.1-161.258, Areas with Safety or Health Hazards (4/10/00)

DM Chapter 14.4, Article 4, Section 45.1-161.262, First Aid Equipment (4/10/00)

DM Chapter 14.4, Article 5, Section 45.1-161.267.L, Storage and Use of Flammable Fluids and Materials (9/30/02)

DM Procedure No. 1.03.01, Emergency Response Team (1/1/99)

DM Procedure No. 1.03.02, Rescue and Recovery Plan (10/1/00)

DM Procedure No. 1.04.05, Spot Inspection (10/1/00)

DM Procedure No. 1.04.06, Unlicensed Mine Sites (10/1/00)

DM Procedure No. 1.04.09, Administrative Review of Notices of Violation (1/1/97)

DM Procedure No. 1.04.10, Impoundment Inspections (7/18/01)

DM Procedure No. 1.05.01, Investigation of Accidents and Incidents (10/1/00)

DM Procedure No. 1.05.02, Inundation of Water and Gas (10/1/00)

DM Procedure No. 1.05.03, Methane Ignition (10/1/00)

DM Procedure No. 1.05.04, Serious Personal Injury (10/1/00)

DM Procedure No. 1.05.06, Unlicensed Mine Sites (10/1/00)

DM Procedure No. 1.05.09, Investigation Documents File (5/3/99)

DM Procedure No. 1.06.01, Plan Approvals (9/1/02)

DM Procedure No. 1.06.02, Map Submittals (10/1/00)

DM Procedure No. 1.07.01, Technical Instruction (1/29/99)

DM Procedure No. 1.07.03, Training and Accident Reduction (1/9/99)

DM Procedure No. 1.09.02, Recertification Requirements (1/1/97)

DM -RAS-1-S, Surface Mine, Auger, Highwall Miner Risk Assessment (4/1/99)

DM -RV-1-S, Report of Violation Form (3/1/99)

DMLR Procedure No. 3.6.01, Certification of Pollution Control Equipment (3/12/97)

DMME-IR-1, Request for Information Under FOIA (12/28/99)

DA Procedure No. 14.0.0 - Bond Administration to Include Coal Surface Mining Reclamation Fund Procedures/Tax Collection (5/15/02)

DM Division of Mines Personnel with Assigned Area and Telephone Numbers (12/1/03)
Guidance Documents

DM 08-02 Seventeenth Annual Virginia Coal Mine Safety Awards (2/6/08)

DM Chapter 14.2, Article 5, Section 45.1-161.57.A, License Required for Operation of Coal Mines (4/15/04)

DM Chapter 14.2, Article 5, Section 45.1-161.63.B.C, Notices to Department, Resumption of Mining Following Discontinuance (4/15/04)

DM Chapter 14.2, Article 9, Section 45.1-161.90.A, Notices of Violation (4/15/04)


DM Chapter 14.3, Article 14, Section 45.1-161.222, Actions for Excessive Methane (4/15/04)

DM Fatal Mine Accident Investigations (1/3/03)

DM Inspection Coordination (1/1/03)

DM LIC-01, License to Operate a Mine (12/13/05)

DM Memorandum of Agreement (Small Mine Assistance Training) (9/1/97)

DM Memorandum of Agreement DM/DMLR (BLASTING) (1/7/97)

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 (12/5/02)

DM Mine Emergency Directory (4/1/02)

DM Operator Memorandum 05-08 Surface Mine Maps (11/16/05)

DM Operator Memorandum 06-03A Emergency Response Plans (memo) (4/4/06)

DM Operator Memorandum 06-03B Generic Emergency Response Plan (4/4/06)

DM Operator Memorandum 06-03C Self Contained Self Rescuer Outby Storage Plan (4/4/06)

DM Operator Memorandum 06-03D Mine Emergency Evacuation and Firefighting Program of Instruction (4/4/06)

DM Operator Memorandum 06-03E Mine Emergency Scenarios Template (4/3/06)

DM Operator Memorandum 06-03F Mine Emergency Addendum to Existing Training Plan (4/4/06)

DM Operator Memorandum 06-06 Coalfield Employment Enhancement Tax Credit Production Labor Report (10/12/06)

DM Operator Memorandum 06-07 Alternative Seal Designs (10/12/06)

DM Operator Memorandum DM-05-05 Accident and Fatality Reports (9/7/05)

DM Operator Memorandum DM-08-01 Mine Incident Response, Rescue, and Recovery Plan (1/17/08)

DM/DMLR Memorandum of Agreement, Refuse Piles, Water and Silt Retaining Dams (5/29/97)

DM/DMLR Memorandum of Understanding, Reclamation Activities at Previously Licensed Coal Mine Sites (9/1/00)

DM-07-04 Map Submittal (7/1/07)

DMLR Procedure No. 1.2.01, Threatening, Abusing or Impeding a Division Employee (4/17/06)

State Minerals Management and Subaqueous Plans (5/1/91)


[DM-09-02] DM Operator Memorandum 09-02 Eighteenth Annual Virginia Coal Mine Safety Awards (2/10/09)

[DMM-U-1] DMM-U-1 Application for a Uranium Exploration Permit (10/12/07)


[DMM-U-6] DMM-U-6 Exploration Hole Plat Certification Legend (10/12/07)

[DMM-U-7] DMM-U-7 Uranium Exploration Drill Hole Completion Report (10/12/07)

[DMM-U-B] DMM-U-B Uranium Exploration Surety Bond (10/12/07)

DGO Landfarming Guidance Document (12/1/02)

DGO-11-S, Incident Report (2/1/99)

DGO-CO, Closure Order (2/1/99)

DGO-CO-E, Expiration of Closure (2/1/99)

DGO-COL, Lifting of Closure (2/1/99)

DGO-COM, Modification of Closure (2/1/99)

DGO-NOV, Notice of Violation (11/1/98)

DGO-NOV-C, Cancellation of Violation (2/1/99)

DGO-NOV-E, Extension of Violation (2/1/99)

DGO-NOV-M, Modification of Violation (2/1/99)

DGO-NOV-V, Vacation of Violation (2/1/99)

DGO-ROWB, Release of Well Operator's Bond (8/2/93)

DM Operator Memorandum DM 99-05, Reciprocity Agreement With West Virginia (5/7/99)
DM Procedure No. 1.05.08, Blasting Complaints (1/1/97)
DM Procedure No. 1.06.03, Mining Near Gas Wells (10/1/00)
DM Procedure No. 1.09.03, Revocation of Certification (1/1/97)
DM Procedure No. 1.09.04, Certification Requiring On Site Observation (1/1/97)
DMLR Procedure No. 2.2.06, Applications With Violations (3/12/97)
DMLR Procedure No. 2.2.07, Relinquishments (8/18/00)
DMLR Procedure No. 2.2.08, Corrections on Applications (8/18/00)
DMLR Procedure No. 2.2.09, Name Changes on Applications (8/18/00)
DMLR Procedure No. 2.2.10, Mining Under State Boundaries (8/17/00)
DMLR Procedure No. 2.3.02, Permitee--Official Changes (3/12/97)
DMLR Procedure No. 2.3.04, Temporary Cessation (8/18/00)
DMLR Procedure No. 2.3.05, Midterm Permit Evaluation (6/20/02)
DMLR Procedure No. 2.3.10, Permit Transfers, Assignment, or Sale of Rights (3/12/97)
DMLR Procedure No. 3.3.01, Permanent Program (Chapter 19) Enforcement and Inspection Procedures (8/18/00)
DMLR Procedure No. 3.3.03, Approving Regrading (9/26/02)
DMLR Procedure No. 3.3.04, Water Rights and Replacement (10/1/98)
DMLR Procedure No. 3.3.08, Alternative Enforcement Action (3/12/97)
DMLR Procedure No. 3.3.09, Performance Bond Forfeiture (2/11/02)
DMLR Procedure No. 3.3.10, Show Cause Order and Permit Suspension/Revocation (2/11/02)
DMLR Procedure No. 3.3.12, Coal Surface Mining Reclamation Fund (Pool Bond Fund) Tax Reporting/Payment (2/27/02)
DMLR Procedure No. 3.3.13, Third Party Disturbances of Reclaimed Sites (8/18/00)
DMLR Procedure No. 3.3.14, Certificate of Liability Insurance (8/18/00)
DMLR Procedure No. 3.3.15, Temporary Structures (9/26/02)
DMM Board of Mineral Mining Examiners Certification Requirements (Summary Sheets) (9/1/01)
DMM Communication Memorandum No. 01-93, Reclamation Schedule (3/20/93)
DMM Communication Memorandum No. 10-00, Employee Exposure to Noise Limits (9/13/00)
DMM General Mineral Miner Training Course Guide (3/1/01)
DMM-104c, Accident Report (5/1/99)
DMM-148, DMM Application Checklist (12/1/01)
Guidance Memorandum No. 29-09 Roads - Maintenance and Fugitive Dust Control (10/22/09)
Aquatic Species-Specific Protective Measures Guide to Permitted Coal Mining Activities in Virginia (2/17/09)
DGO Complaint Procedure by Landowners with Suspected Water Loss (1/1/99)
DGO Safety MOU between DMME and DOLI (6/1/01)
DGO-CI-S, Complaint Investigation (2/1/99)
DGO-GO-AP, Application for Payment (2/1/96)
DGO-GO-PA, Approval of Payment (2/1/96)
DGO-IR-S, Inspection Report (10/1/01)
DGO-P, Permit for Gas and Oil Operations (10/1/91)
DM Memorandum of Agreement between DMME's DM and West Virginia's DM Certification Reciprocity (5/15/01)
DM Surface General Coal Miner Certification for Surface Mines and Auger Mines Training Manual (5/1/03)
DM Underground General Coal Miner Certification for Underground Mines and Surface Area of Underground Mines (5/1/03)
DM Chapter 14.2, Article 5, Section 45.1-161.64.A, Licensing of Mines, Mine Maps are Required (4/15/04)
DM Chapter 14.3, Article 5, Section 45.1-161.128.B, Explosives and Blasting (4/15/04)
DM Chapter 14.3, Article 5, Section 45.1-161.158.F, Hoisting (4/15/04)
DM Chief Electrician (Surface) Certification Requirements (4/10/01)
DM Diesel Engine Mechanic Instructor Manual (5/1/03)
DM Electrical Maintenance Foreman (Surface) Certification Requirements (4/10/01)
DM Gas Detection Packet (5/1/03)
DM Mine Inspector Certification Requirements (7/1/01)
DM Procedure No. 1.04.12 - DM/DMLR Inspection of "RZ" Mines (9/16/08)
DM Procedure No. 1.04.11, Surface Mine Inspection - Ground Control Plans (2/1/06)
DM Procedure No. 1.04.13 - Substance Abuse (7/1/07)
DM Qualified Gas Detection Certification Requirements (11/26/02)
DM Surface Blaster Certification Requirements (4/10/01)
DM-07-03 Implementation of SB 1091 Changes to Coal Mine Safety Law (7/5/07)
DMLR (11/7/08)
DMLR Biosolids Use Guidelines (4/21/08)
DMLR Civil Penalty Assessment Manual (4/17/06)
DMLR Coal Combustion By-Products Guidelines (7/17/08)
DMLR Electronic Permitting Guide (7/17/08)
DMLR General Instructions for Electronic Application Preparation (8/14/02)
DMLR Government Financed Construction Guidelines (6/1/05)
DMLR Guidance Memo - 9-04, Requirements for Permit Transfer (2/17/04)
DMLR Guidance Memo 22-08, Forestry Reclamation Approach (2/1/08)
DMLR Guidance Memorandum 16-07, Permitting and Bonding of Shared Facilities (9/19/07)
DMLR Guidance Memorandum 17-07, Impoundments - Underground Mining (10/16/07)
DMLR Guidance Memorandum 18-07, Completed Areas and DGO Permitted Operations (10/16/07)
DMLR Guidance Memorandum 20-07, Permit Applications - Submittal of Corrections, Description of Attachments, and File Path Lengths (11/28/07)
DMLR Guidance Memorandum 26-09, Aquatic Species-Specific Protective Measures (2/17/09)
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DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

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Guidance Documents:

SWaM Certification Program Updates (09/08)

[SWaM Changes July 20] Changes to the SWaM Certification Process

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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

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PR021-07, Guidelines For Maintaining Records And Storing Records Off-Site

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

Volume 26, Issue 13 Virginia Register of Regulations March 1, 2010
Guidance Documents

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 to Issue Subsequent Temporary and Metal Plates, March 2009

**Guidance Documents: Dealer Licensing**

LI010-97, Certificate of Qualification, December 1997, §§ 46.2-1511 and 46.2-1512


"Process for Determining Sanctions" (July 1999)


"Review of the Dealer's Buyer's Order," MVDB Meeting Summary from January 1996, § 46.2-1530

"Delegation of Authority to the Executive Director and Office Manager," MVDB 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

Salespersons Must Be Employees dated March 2008

**Guidance Documents: Dealer Advertising**

AV010-00, Deviations from Standard Practices, June 2000


AV020-09, Advertising Display/Show Versus Display for Sale, September 2009

**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 Michie Longley at the same address, telephone (804) 367-0910, FAX (804) 367-4336 or email michie.longley@dmv.virginia.gov.

**Guidance Documents:**

AD-508, State Vehicles Assigned or Owned by DMV Policy, revised November 28, 2006, revised November 11, 2008

AD-508.1, How to Request for Occasional Use Policy, revised March 18, 2009
AD-508.2, How to Request Permanently Assigned Vehicle Policy, revised November 7, 2008
AD-508.3, Returning Mini-Pool Vehicle to DMV, revised November 28, 2006
AD-508.4, Reporting Accident/Loss Involving State Vehicle, revised November 11, 2008
CSMA 01, Contact Information for Vital Statistics, February 2005
CSMA 22, Special Identification Cards for State and Local Government Agencies and Organizations, revised December 4, 2009
DL 140, Vehicle Inspection Study Guide - Tractor Trailer, December 18, 2008
DL 143, Vehicle Inspection Study Guide - Combination Vehicles, May 21, 2007
DOIM-HQ, Dissemination of Information/Materials on DMV Property, issued March 1, 1993
DMV 7, Virginia webCAT - Virginia's Electronic Motor Carrier Solution, July 1, 2008
DMV 16, Parents in the Driver's Seat, August 20, 2009
DMV 25, Be an Online Dealer, March 2008
DMV 28, Frequently Asked Questions About Farm Vehicles, July 1, 2009
DMV 32, Preferred Services Flyer, July 1, 2008
DMV 33, Self-Service Center Brochure, April 2006
DMV 34, Virginia's Motorcycle Skills Test, July 1, 2007
DMV 34A, Virginia's Motorcycle Skills Test (for smaller testing area), July 1, 2007
DMV 39S, Manual del Conductor de Virginia - Reglas de la Carretera, 1 de Julio de 2009
DMV 39HS, Spanish Driver's Manual Bookmark (Seales hechas con la Mono), 11 de Septiembre 2009
DMV 52, Virginia's Secure Driver's Licenses and ID Cards/Organ Donation (Driver Renewal Insert), April 30, 2009
DMV 53, Turning 80? Come see us at DMV!, June 2004
DMV 54, Virginia's Secure Driver's Licenses and ID Cards (ID Card Renewal Insert), April 30, 2009
DMV 56, DMV Select Brochure (How to Become a DMV Select), September 2005
DMV 60, Virginia Commercial Driver's Manual, revised October 6, 2009
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, revised January 2009
DMV 109, Virginia's Size, Weight, and Equipment Requirements for Trucks, Trailers, and Towed Vehicles, July 1, 2008
DMV 110, Snap Dragon Coloring Book, July, 2002 (Online Only)
DMV 114, A Different Kind of Crash Course, The Virginia DI Program, revised November 10, 2009, § 46.2-489 et seq.
DMV 114S, Un Curso Intensivo Diferente Crash Course, revised 10 de Noviembre de 2009
DMV 115, Moving Violations and Point Assessments, The Virginia DI Program, October 2009, §§ 46.2-491 through 46.2-494
DMV 115S, Infracciones de la Circulacion y Calculo de Puntos, Octubre 2009
DMV 133, Virginia Motor Vehicle Rental Tax Questions and Answers Guidelines for Rentors, September 1997
DMV 134, Virginia Motor Vehicle Rental Regulations, October 2004, §§ 58.1-2400 through 58.1-2426, 24VAC20 - 100 through 100-540
DMV 137, Renew Your Vehicle Registration the Quick, Easy, No-Fee Way /Zero Fraud, June 24, 2009
DMV 140, Welcome to Virginia, June 11, 2009
DMV 140S, Bienvenido a Virginia, 24 de Junio de 2009
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, 2 Julio de 2008
DMV 142, Basic Steps to your Driver's License, October 1, 2009
DMV 142S, Pasos basicos para obtener su licencia de conducir o tarjeta de identificacion con foto, 1 de Julio de 2008
Guidance Documents

DMV 143, Re-Establishing your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, July 2002, § 46.2-323.1

DMV 168, Virginia is Tough on Drunk and Drugged Drivers, July 1, 2009

DMV 168S, Virginia es muy estricta con conductores borrachos y drogados, 1 de Julio de 2009

DMV 172, Child's Identification Card, April 15, 2009

DMV 172S, Tarjeta de identificación de niños, 25 de Febrero de 2009

DMV 173, What Can I do Online? August 2007

DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, January 1, 2008

DMV 177S, Documentos aceptables – Para obtener el título de un vehículo en Virginia, 2 de Julio de 2009

DMV 178, Clean Special Fuel, April 6, 2009

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, September 29, 2009

DMV 206, A Guide for Armed Forces, July 1, 2009

DMV 212, Experience and Knowledge – The Keys to Safe Motorcycle Riding, December 1, 2008

DMV 217, Important Testing Information, January 5, 2009

DMV 217S, Importante Información sobre los Exámenes para Obtener la Licencia de Manejar, 21 de Julio de 2008

DMV 222, Virginia's Secure Driver's Licenses and ID Cards Brochure, March 18, 2009

DMV 222S, Las Licencias de Conducir y las Taretas de Identidad de Virginia son documentos de alta seguridad, 1 de Mayo de 2009

DMV 223, Vehicle Safety Inspection/Virginia Insurance Requirements, May 21, 2009

DMV 225, Automated Clearing House Payment Options, December 4, 2009

DMV 226, Virginia Rider Training Program Policy and Procedures, May 2009

DMV 234, Hauling Permit Manual, September 2009

DMV Medical Advisory Board Guidelines

DMV Medical Advisory Board Seizure/Blackout Policy, 2005

DMV Medical Advisory Board Substance Abuse Policy, 2005

DMV Medical Advisory Board Dementia Policy, 2005

DMV Medical Advisory Board Policy for Drivers with Diabetes Requiring Insulin, 2005

DMV Medical Advisory Board Pain Management Policy, 2005

DMV Medical Advisory Board Policy for Drivers with Psychiatric Disorders, 2005

Driver Licensing Guide, updated on a regular basis, as necessary

DTS 30, Curriculum Requirements for Class A Driver Training Instruction Courses, January 9, 2008

Financial Responsibility Insurance Filing Via Internet, issued January 1999

Instructions to Contracted Hearings Officers, revised September 1997, § 46.2-1566

FR 3 Insurance Verification Annual Report, October 2009

HP 405, Escort Driver's Manual, June 1, 2006

IRP 5, Virginia International Registration Plan, October 2004

MCTS 247, Motor Carrier Guidelines, revised February 16, 2005, §§ 58.1-2700 et. seq., 46.2-703, 46.2-2000 et. seq., and 46.2-2100 et. seq.

MED 12, Disabled Parking Privileges Information, revised October 28, 2009, §§ 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 40, Vision Examination for Wearers of Biopic Telescopic Lens, October 20, 2009

MED 44, Driver Licensing Information for Biopic Telescopic Lens Wearers, revised June 2007, § 46.2-312

MED 80, Medical Fitness for Safe Driving, October 19, 2009

OA 448, Sample Tariff for Common Carriers Over Irregular Routes, November 2003

OA 449, Samples Tariff and Time Schedule for Common Carriers Over Regular Routes, November 2003

OA 450, Sample Tariff for Household Goods Carriers, October 2003

OA 451, Sample Tariff and Time Schedule for Sight-Seeing Carriers, November 2003


Volume 26, Issue 13 Virginia Register of Regulations March 1, 2010
RDT 382, IFTA Fuels Tax Rates, September 14, 2009
TSS 2, Virginia Alcohol-Related Motor Vehicle Statistics, July 30, 2009
TSS 3, Virginia Motor Vehicles Statistics, July 30, 2009
US 531, Information Use Agreement, April 4, 2008
US 531C, DMV Information – Use Criteria, November 8, 2004
US 531D, Information Use Agreement Addendum, October 21, 2004
US 531A/AR, Information Use Application, revised July 1, 2007, § 46.2-208
US 531E/ER, Application for Extranet Transaction Access, revised January 1, 2008, § 46.2-208
Vehicle Licensing Guide, updated on a regular basis, as necessary
VSA 6, Vehicle Color Codes
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 items are continuously updated throughout the year on a daily basis:

DMV Website - contents as of December 2009 include:

Online Transactions
Abandoned Vehicle Process, October 1, 2009
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
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
Abandoned Vehicle Process, October 1, 2009
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)
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 mcsonline@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.

Copies of the following documents may be viewed during normal work hours from 8 a.m. to 5 p.m. in the Harrison B. Wilson Archives at Norfolk State University, 700 Park Avenue, Norfolk, VA 23504. Copies may be obtained free of charge by contacting Annette Montgomery at (757) 823-2003, FAX (757) 823-2005, or email amontgomery@nsu.edu. The documents are also available online at www.nsu.edu.

Questions regarding the interpretation or implementation of these guidance documents may be directed to Sharon R. Hoggard, Director, News and Media Relations, telephone (757) 823-8374, FAX (757) 823-9206, or email srhoggard@nsu.edu.

Guidance Documents:
Administrative and Professional Faculty Handbook (Last updated: 7/1/2007)


NSU Graduate Catalogue (Last updated: 7/27/09)
http://www.nsu.edu/catalog/GraduateCatalog.html

NSU Undergraduate Catalogue (Last updated: 7/27/09)
http://www.nsu.edu/catalog/UndergraduateCatalog.html

Parking and Transportation Services (Last updated: 9/1/05)
http://www.nsu.edu/parking/transportation.html

Safety and Campus Security (Last updated: 10/2009)

Student Handbook (Last updated: 10/2007)
http://www.nsu.edu/studentaffairs/handbook.html

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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/nursing/nursing_guidelines.htm or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at nursebd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Jay Douglas, R.N., Executive Director of the Board, at the address above or by telephone at (804) 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 or the National Exam for State Licensing after national certification has been obtained, revised November 18, 2008

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, revised July 15, 2008

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 May 20, 2008

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


90-20, Board guidance on distance learning in RN and LPN Education Programs, revised August 31, 2009

90-21, Preparation of medications, letter from Executive Director, Corinne Dorsey, October 2, 1990

90-22, Requests for accommodation for NCLEX and NNAAP testing, adopted July 21, 2009

90-23, Decision-making model for determining RN/LPN scope of practice, adopted by the Board September 24, 1996

90-24, Use of simulation in nursing education programs, adopted July 21, 2009

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

90-28, Clinical hours for LPN to pre-licensure RN transition/bridge programs, adopted July 21, 2009

90-29, Definition of the term "administer" for patient in private residence and for students on a school field trip, adopted by the Board of Pharmacy on June 11, 1998, with concurrence of the Board of Nursing on July 21, 1998

90-30, Ability of registered nurses to take orders from physician assistants, letter from Executive Director, Nancy K. Durrett, September 3, 1998

90-31, Drug orders conveyed by pharmacists, letter from Executive Director, Nancy K. Durrett, September 8, 1998

90-32, Board opinion on adverse findings of neglect by certified nurse aides, adopted September 23, 1998, revised by Board motion, November 18, 2003

90-33, Authority of licensed nurse practitioners to write Do Not Resuscitate Orders, adopted by Board of Nursing, May 2009 and Board of Medicine, June 2009

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 OHSA Respiratory Standards are within the scope of practice of the registered nurse, adopted November 15, 2000

90-41, Board motion adopting article on patient abandonment by Dr. Shelley Conroy in the Spring 2001 Nursing Notes, adopted March 20, 2001

90-42, Board opinion on the delegation of circulating duties in the operating room to unlicensed persons, adopted July 17, 2001
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

90-57, By-laws of the Board of Nursing, revised September 16, 2008

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**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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at [http://www.dhp.virginia.gov/Optometry/optometry_guidelines.htm](http://www.dhp.virginia.gov/Optometry/optometry_guidelines.htm) or the Regulatory Townhall at [www.townhall.virginia.gov](http://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 Leslie Knackel, 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. Tufits, 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

105-18, Board motion on response to violations of continuing education requirement, June 8, 2005

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
Guidance Documents


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, Instruction manual on use of sanction reference points, adopted December 6, 2007

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES (VBPD)

Copies of the following document may be obtained either online at http://www.vaboard.org/grants.htm or may be viewed on regular work days from 8:30 a.m. until 4 p.m. in the office of the Board: 7th Floor, Washington Building, 1100 Bank Street, Richmond, Virginia 23219.

Copies may be obtained free of charge by contacting Lynne Talley, VBPD Grants Manager, by email at lynne.talley@vbpd.virginia.gov or by telephone at (804) 786-0016 or for TTY/Voice at 846-4464. Alternate formats are available upon request.

Questions regarding implementation of this document may be directed to Lynne Talley, VBPD Grants Manager, by email at lynne.talley@vbpd.virginia.gov or by telephone at 804 786-0016 or for TTY/Voice at 846-4464.

Guidance Document:

VBPD Grants Manual (Revised December 2009)
(http://www.vaboard.org/grants.htm)

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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/Pharmacy/pharmacy_guidelines.htm or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at pharmbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Elizabeth Scott Russell, Executive Director of the Board, at the address above or by telephone at (804) 367-4456. Copies are free of charge.

Guidance Documents:

110-1, List of categories of facility licenses and a brief description of each, revised September 2009

110-2, Instructions for applicants for pharmacist licensure, revised September 2009

110-3, Guidance on alternative delivery of prescriptions, pharmacy to physician type of delivery, December 2005

110-4, Continuing education guide for pharmacists, revised September 2009

110-5, Instructions and forms for reporting of thefts or losses of drugs, February 2009

110-6, Miscellaneous sanctions, September 2009

110-7, Practitioner/patient relationship and the prescribing of drugs for family or self, revised January 2009

110-8, Information on prescriptive authority in Virginia, revised September 2009

110-9, Pharmacy Inspection Deficiency Monetary Penalty Guide, September 2009

110-10, Board guidance on dispensing of drugs from mobile vans, revised April 2006

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

110-17, Instructions for graduates of foreign schools of pharmacy, revised September 2009

110-18, Interpretation of "administer" to include preparation for administration, June 11, 1998


110-24, Competency examination required and passing score, adopted June 6, 2009


110-27, Pharmacist-In-Charge responsibilities, revised September 2009

110-28, Guidance for free clinic pharmacy permit applicants, revised September 2009

110-29, Guidance document for physician dispensing, revised July 2009

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
Guidance Documents

110-32, Use of a drop-box for the collection of prescriptions, adopted December 12, 2007
110-33, Pharmacy interns as pharmacy technicians, pharmacy technician ratio, revised September 2009
110-34, Non-resident wholesale distributor guidance, revised September 2009
110-35, Requirements for prescription blanks, revised September 2009
110-36, Compliance with USP Chapter 797 on sterile compounding, Board motion, revised June 4, 2008
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
110-41, Changes a pharmacist can make to a Schedule II prescription, adopted March 11, 2009
110-42, Continuing education audit and recommended sanctions, adopted March 11, 2009

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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/PhysicalTherapy/phyther_guidelines.htm or the Regulatory Townhall at http://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
112-9, Board guidance on use of dry needling in physical therapy, revised February 15, 2008
112-10, Board guidance on credits for continuing competency requirements, adopted July 12, 2002 and May 7, 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
112-15, Board guidance on supervision of unlicensed persons in any setting, adopted April 3, 2009
112-16, Board guidance on use of initials with practitioner's name, adopted April 3, 2009

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 and Broad Streets).

Copies of guidance documents may also be obtained 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:
2010-2012 Biennium Non-State Agency Instructions (10/1/09)
Fast-Track Rulemaking Process: Letter/Fee Increases (12/9/05)
Small Business Impact Legislation 2005 - Implementation on Town Hall Website (12/9/05)
Guidance Documents

Town Hall Agency User Manual (8/16/07)
[2008-1] PPG Guidance (6/27/08)

**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, Deputy Executive Director and CFO, 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 Capital Outlay Manual, 07/01/97, §§ 2.2-1132, 2.2-4300, 2.2-4343, 62.1-132.1, and 62.1-132.6 - Available at: www.portofvirginia.com

Virginia Port Authority Travel Policy Supplement – Adopted by VPA Board of Commissioners, effective 01/01/09 - email copy available at no cost.

Virginia Port Authority Aid to Local Ports Policy - Revised 11/29/95 - email copy available at no cost.

**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 recordsmgmt@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):**

Guidelines for the Evaluation of the Need to Regulate Professions and Occupations (6/2/03)

New Board Member Training Manual (8/1/09)

[Policy #100-01] Establishing and Revising Policies and Related Procedures (9/21/09)

[Policy #100-02] Compliance with Americans with Disabilities Act (10/6/08)

[Policy #100-04] Release of Information (9/18/09)

[Policy #100-05] License Suspensions (9/18/09)

[Policy #100-06] Subpoenas/Service of Process/Notices (9/18/09)

[Policy #100-09] Gifts and Honoraria (9/23/09)

[Policy #100-11] Internet Web Site (5/23/05)

[Policy #100-13] Establishing and Revising Procedures and Forms (2/17/09)

[Policy #100-14] Public Service Hours (9/24/09)

[Policy #100-18] Alternative Dispute Resolution (9/25/09)

[Policy #200-18] Equal Employment Opportunity (8/18/04)

[Policy #300-01] Regulant Name & Address Change (10/9/09)

[Policy #300-02] Application & Application Fee Expiration (1/15/09)

[Policy #600-01] Examination Fees (11/8/05)

[Policy #600-02] Examination Site Conduct (3/20/06)

[Policy #700-03] Accounts Receivable & Debt Collection (8/30/05)

[Policy #700-04] Revenue Refunds (5/23/05)

[Policy #800-02] Filing of Complaints Against Regulants (2/10/03)

**Guidance Documents:**

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

APELSCIDLA Board Sanction Guidelines After 7/1/99 (3/6/03)

APELSCIDLA Board Sanction Guidelines Before 7/1/99 (3/6/03)

APELSCIDLA Resource Guide (5/29/09)

Board for Barbers and Cosmetology

[Policy #800-03] Random Inspections of Board for Barbers & Cosmetology Licensees (7/10/09)

Cemetery Board

Sample General Price List (10/23/08)
Guidance Documents

Board for Contractors

Board for Contractors Policies & Interpretations (9/26/06)

Real Estate Board

Broker Price Opinion Guidance Document (12/4/09)
Continuing & Post License Education Course Reporting Requirements (5/19/08)
Instructor Qualifications (5/19/08)
On-line Course Time Requirement (12/17/09)
Proof of Financial Responsibility for Board-Approved Education Providers (7/19/07)
Real Estate Advisory Council’s Report Regarding Post-Licensure Education (10/23/03)
Real Estate Distance Education Notarized Affidavit Requirement (5/19/09)
Real Estate Pre-License Instructor Guidance Document (3/24/08)

Real Estate Appraiser Board

Real Estate Appraiser - Submitting Assignments Electronically (3/5/09)
Real Estate Appraisers Experience Hours (11/18/03)
Signing Any Appraisal Report (2/21/06)

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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/Psychology/psychology_guidelines.htm or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at psy@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Evelyn Brown, Executive Director of the Board, at the address above or by telephone at (804) 367-4697. Copies are free of charge.

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
125-5.1, Board guidance on possible disciplinary action for non-compliance with continuing education requirements, July, 2006
125-5.2, Sanction Reference Manual, April 2009

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 p.m. in the office of Corey Hill, Chief of Public Transportation, Virginia Department of Rail and Public Transportation, 600 East Main Street, Suite 2102, 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:

DRPT Public Transportation and Commuter Assistance Grant Program Application Guidance – includes guidance on applying for funds from the following state and federal programs:

State Aid Grant Programs
- Operating Assistance
- Capital Assistance
- Demonstration Assistance
- Technical Assistance
- Public Transportation Intern Program
- TDM /Commuter Assistance
- Transportation Efficiency Improvement Fund (TEIF) Projects
- Senior Transportation Program

Federal Aid Grant Programs
- FTA Section 5303 - Metropolitan Planning
Guidance Documents

- FTA Section 5304 - Statewide Planning
- FTA Section 5307 - Small Urban Areas Program
- FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities
- FTA Section 5311 - Rural Areas
- FTA Section 5316 - Jobs Access and Reverse Commute Program (JARC)
- FTA Section 5317 - New Freedom Program

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, 600 East Main Street, Suite 2102, 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 Program Application Procedures
- Rail Enhancement Fund Application Procedures

DEPARTMENT OF REHABILITATIVE SERVICES

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the department's central office located at 8004 Franklin Farms Drive, Richmond, VA 23229. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling (804) 662-7000 (toll free 1-800-552-5019). TTY users call (804) 662-9040 (toll free 1-800-464-9950).

Vocational Rehabilitation Program, including Supported Employment Guidance Documents:

State Plan for the State Vocational Rehabilitation Services Program, effective October 1, 2009 through September 30, 2010, Elizabeth Smith. Also available on DRS website at http://www.vadrs.org/publications.htm

Field Rehabilitation Services Policy and Procedures Manual, first 10 pages front and back are free and $0.15 each additional page (number of pages varies by policy), updated monthly, Liz Smith. Also available on DRS website at http://www.vadrs.org/FRS/FRSmanuals/frsmanual.asp


DRS Business Services Packet (including information about tax incentives for employers), revised 2008, Aileen Colorado. Also available on DRS website at http://www.vdrds.org/bsoverview.htm


New Counselor Skills and Competencies Checklist, revised August 2008, Susan Gaillard


Training and Facilities Manual, updated monthly, Erica Lovelace for colleges and career/technical schools, Carrie Worrell for ESOs, Robert J. Johnson for Occupational Training and Driver Training vendors, Patricia Goodall for Life Skills Services vendors, and Theresa Preda for ESOs that provide Independent Living Services

Services Reference Manual (services fee schedule), updated monthly, Robert J. Johnson.


Independent Living Services Program Guidance Documents, Theresa Preda:


Brain Injury Services Program Guidance Documents, Patricia Goodall. Also available on DRS Website at

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Guidance Documents

http://www.vadrs.org/formscabinet/Formscabinet.asp?pass=et1&t1=BI/SCIS&pg=

Brain Injury Direct Services (BIDS) Fund: BIDS Application Form; BIDS Eligibility Criteria, both revised October, 2007.


Woodrow Wilson Rehabilitation Center

Guidance documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. at Woodrow Wilson Rehabilitation Center located in Fishersville, Virginia 22939-0010. For questions about interpretation or implementation, or to request a free copy, please contact the resource person named in the list below by calling toll-free 1 (800) 345-9972 or (540) 332-7000. TTY users call toll free 1 (800) 811-7893 or locally (540) 332-7239.


Admissions Criteria for Short Term Rehabilitation Unit, revised November 2005, Marjorie Adcock.

Vocational Services Guidance Documents:
PERT Internal Procedures Manual, revised April, 2008, Rusty Eddins.

Student Life Guidance Documents:


Other WWRC Guidance Documents:
WWRC Services listing/fee schedule, Greta Hedberg. Also available on WWRC website at http://wwrc.virginia.gov/feeschedule.htm.

Psychology Services: Behavioral and Mental Health Services Procedures and Fees, revised October 2006

Vendor Application for Licensed Behavioral Health Services Provider, revised October 2006, available on DRS website at http://www.vadrs.org/formscabinet/%5Cdocuments%5CPublic%5CVendor%20Application%20for%20Licensed%20Behavioral%20Health%20Services%20Provider_PSYADM01.doc


WWRC Master Plan, Russ Neyman

RICHARD BLAND COLLEGE

Copies of the following documents may be viewed during the hours of 8 a.m. to 5 p.m., Monday through Friday, in either the Library or the Office of the Provost at Richard Bland College. Copies may be obtained free of charge by contacting Ms. Karen Peffer, Office of the Provost, Richard Bland College, 11301 Johnson Road, Petersburg, VA 23805, telephone (804) 862-6242. Electronic versions of the following documents are accessible for viewing at, and may be printed from, the URLs listed below.

Guidance Documents:
ADA Manual and Policies: Center for Student Affairs: www.rbc.edu/PDFS/ADA_MANUAL.pdf

Adjunct Faculty Policies and Procedures Manual, 2008: Administration: www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf

Catalogue (current): Administration, Admissions Office: www.rbc.edu/PDFS/RBC_Catalog0810.pdf

Council on Academic Integrity Constitution: Center for Student Affairs: www.rbc.edu/HonorCode/PDF_Documents/constitution.pdf
DEPARTMENT OF SOCIAL SERVICES

Guidance Documents:

Faculty Handbook: Administration, Division Secretaries: www.rbc.edu/Faculty/fac-handbook.pdf
Student Conduct Policy: Center for Student Affairs: www.rbc.edu/PDFS/Student_Conduct_Policy.pdf
Student Handbook: Center for Student Affairs: www.rbc.edu/PDFS/Stud_Hdbk_09_10.pdf

Questions regarding interpretation or implementation of these guidance documents may be directed to Dr. Virginia Cherry, Library Director, telephone (804) 862-6208, vcherry@rbc.edu.

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, 801 East Main 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, 801 East Main 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 guidance documents.

Guidance Documents:

Appeals and Fair Hearings

Administrative Disqualification Hearings, Virginia Department of Social Services, November 2006
Benefit & Services Appeals, October 1, 2002, free
Child Support Enforcement Appeals, October 1, 2002, free

Division of Benefit Programs


Energy Assistance Program Quick Reference Guides (crisis, fuel and cooling), revised (cooling June 2009 ($1.13), crisis September 2009 ($1.15), fuel September 2009 ($0.83), 22VAC40-680

Volume V, Virginia Supplemental Nutrition Assistance Program, revised October 2009, § 63.2-801, ($22.11), http://dssiad.dss.state.va.us/FoodStampManual/pageview.html


Child Care and Early Childhood Development


Division of Child Support Enforcement

Division of Child Support Enforcement Program Manual, November 2009, 22VAC40-880, initial CD-ROM at $35 annually which includes updates every 90 days
Commissioner's Office

Division of Community and Volunteer Services
Neighborhood Assistance Program Donor Fact Sheet, revised July 2009, § 58.1-439.18 et seq., free
Neighborhood Assistance Program Project Fact Sheet, revised July 2009, § 58.1-439.18 et seq., free
Family & Children's Trust Fund - Small Grant Awards Policy Statement, revised November 1997, § 63.2-2103, free
Volunteer Services Manual, July 2008

Division of Family Services
Title IV-E Eligibility Manual, revised October 2005, 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
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
Broadcast 4702, Virginia Caregivers Grant Program, January 2008
Broadcast 5369, Virginia Caregivers Grants Program, January 2009
Broadcast 4757, Adult Protective Services and Mandated Reporters Brochures, February 2008
Broadcast 5097, State Median Income for Adult Services Cases, August 2008
Broadcast 5745, State Median Income for Adult Services Cases, July 2009
Broadcast 5147, Change in Auxiliary Grant Rate for Assisted Living Facilities and Adult Foster Care, November 2008
Broadcast 5901, 2010 Auxiliary Grant Rate to Remain the Same, October 2009
Broadcast 5197, Child and Family Services Review, September 2008, free
Broadcast 5546, Adult Protective Services: Online Training, April 2009
Broadcast 5682, New System of Record Data Requirements for ASAPS, June 2009
Broadcast 5696, Revised Adult Protective Services (APS) Minimum Training Standards, June 2009
Broadcast 5963, Auxiliary Grant Training Course, Phase I, November 2009
Broadcast 5690, Foster Care and Adoption Rate Structuring for Additional Daily Supervision (ADS), effective 10/1/09 (PDF) Wed Jun 17, 2009
Broadcast 5774, Foster Care and Adoption Rate Structuring: Action Required (PDF) Wed Aug 5, 2009
Broadcast 5790, Rate Structuring Training: Action Required (PDF) Mon Aug 17, 2009
Broadcast 5841, Rate Structuring for Additional Daily Supervision: Guidance Manual and Forms (PDF) Fri Sep 18, 2009
Broadcast 5877, Rate Structuring for Additional Daily Supervision: Forms (PDF) Fri Oct 2, 2009
Broadcast 5897, Rate Structuring for Additional Daily Supervision: Cost Claiming and Changes to Budget Lines in Foster Care and Adoption (PDF) Fri Oct 23, 2009
Broadcast 5977, Child Welfare Court Forms in SPARK Forms Drawer (PDF) Thu Dec 3, 2009
Broadcast 5932 Foster Family Evacuations Due to Weather Conditions: Procedures for Tracking Children in Foster Care (PDF) Thu Nov 12, 2009
Broadcast 5905, Independent Living Services for Foster Care Youth in Virginia (PDF) Thu Oct 29, 2009
Broadcast 5885, Guidance and FAQs Regarding Provider/Families Who Are Due to Renew September – December, 2009 (PDF) Fri Oct 9, 2009
Broadcast 5876, Foster Care Agreement (PDF) Thu Oct 1, 2009
Broadcast 5853, Revised Foster Care Guidance Now Available (PDF) Wed Sep 23, 2009
Broadcast 5830, updated link to Resource Foster and Adoptive Family Home Approval Standards (22VAC40-211) (PDF) Tue Sep 15, 2009
Broadcast 5825, Resource Foster and Adoptive Family Home Approval Standards (22VAC40-211) (PDF) Fri Sep 11, 2009
Broadcast 5757, Educational Information for Youth in Foster Care or Adopted (PDF) Wed Jul 29, 2009
Broadcast 5736, Foster Care Financial Agreement Template for Placing Children with Agency Approved Providers (Foster Parents) (PDF) Thu Jul 16, 2009
Broadcast 5731, Responsibility Change for the Respite Care and Contingency Fund Programs, Effective July 13, 2009 (PDF) Tue Jul 14, 2009
Broadcast 5719, Elimination of "Continued Foster Care" as an Allowable Permanency Goal for Children in Foster Care, effective July 1, 2009 (PDF) Wed Jul 1, 2009
Broadcast 5589, Foster Care Agreement and Children's Residential Facilities Agreement (PDF) Tue Apr 28, 2009
Broadcast 5576, Foster Care Agreement (PDF) Wed Apr 22, 2009
Broadcast 5432, Revised Compliance Form for Department Approved Providers (PDF) Tue Feb 17, 2009
Broadcast 5422, Independent Living Funding Package Application for SFY 2010 – due March 9, 2009 (PDF) Tue Feb 10, 2009
Broadcast 5409, FY 2010 Respite Care Funding Package Application (PDF) Wed Feb 4, 2009

**Division of Finance**

Finance FY 2009 Local Allocations by FIPS (revised), free
Finance FY 2009 Consolidated Eligibility and Service Staff and Operations Allocations by DIPS, free

**Division of Human Resource Management**


Chapter 3, General Leave, of the Human Resources Manual for Local Departments of Social Services, revised July 2007,
Guidance Documents


Local Compensation Plan Form, Deviating, for Local Department of Social Services, revised effective November 2008, § 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 November 2008, § 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


SOP Section 2.1 - Alcohol and Drugs, revised July 2008
SOP Section 2.2 - Awards for Length of Service, revised July 2008
SOP Section 2.4 - Compensatory Leave, revised July 2008

SOP Section 2.6 - Equal Employment Opportunity, revised July 2008
SOP Section 2.7 - Emergency Office Closings, revised July 2008
SOP Section 2.8 - Workplace Harassment, revised July 2008
SOP Section 2.9 - Hours of Work, revised July 2008
SOP Section 2.10 - Identification Badge, November 2004
SOP Section 2.11 - Employment Eligibility Verification, November 2004
SOP Section 2.12 - Layoff, revised July 2008
SOP Section 2.13 - Performance Planning and Evaluation, revised July 2008
SOP Section 2.14 - Probationary Period, November 2004
SOP Section 2.15 - Recruitment, Screening and Selection, November 2004
SOP Section 2.16 - Reporting Time Worked, revised July 2008
SOP Section 2.17 - Standards of Conduct, revised July 2008
SOP Section 2.18 - Telecommuting and Alternate Work Schedules, revised July 2008
SOP Section 2.19 - Temporary Help, November 2004
SOP Section 2.20 - Temporary Work Force Reduction, November 2004
SOP Section 2.21 - Termination/Separation, revised July 2008
SOP Section 2.22 - Training and Development, November 2004
SOP Section 2.23 - Tuition Reimbursement, November 2004
SOP Section 2.24 - Wage Employees, November 2004
SOP Section 2.25 - Leave Policy - General Provisions, revised July 2008
SOP Section 2.26 - Virginia Sickness and Disability Program, revised July 2008

Division of Information Systems

Virginia Department of Social Services Information Security Policy, revised May 2007, Title 63.2
Virginia Department of Social Services Information Security Standards, issued May 2007
Virginia Department of Social Services Acceptable Use Policy, October 2, 2006
VDSS Web Policy, effective July 1, 2004

Office of Background Investigations

Procedures for Conducting Background Investigations for CRFs as required by § 63.2-1726 of the Code of Virginia on Employees, Volunteers, and Contractual Service Providers Affiliated with Children's Residential Facilities, July 1, 2008, § 63.2-1726, free, http://www.dss.virginia.gov/facility/crf_background.cgi

Procedures For Conducting Background Investigations On Foster and Adoptive Parents, Adult Household Members, and Birth Parents Requested By Child-Placing Agencies (CPA) as required by § 63.2-901.1 of the Code Of Virginia, July 1, 2008, § 63.2-901.1, free, http://www.dss.virginia.gov/facility/cpa_background.cgi

Procedures for Conducting Name-Based Check When an Applicant's Fingerprints Are Unobtainable Due to Low Quality, July 2008, 63.2-1726, free, http://www.dss.virginia.gov/facility/crf_background.cgi

Technical Assistance for Background Checks for Assisted Living Facilities and Adult Day Care Centers, June 2009, 22VAC40-90, $5.00, http://www.dss.virginia.gov/facility/alf_regulations.cgi


Barrier Crimes for Child Day Programs, February 2007, §§ 63.2-1717 D. 7., 63.2-1719, 63.2-1720, 63.2-1721, 63.2-1724, 63.2-1725, http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/regulations_code/guidance_documents/background


Barrier Crimes for Child-Placing Agencies and for Foster and Adoptive Homes Approved By Child-Placing Agencies, February 2007, §§ 63.2-1719, 63.2-1720, and 63.2-1721, http://www.dss.virginia.gov/facility/cpa_background.cgi

Division of Licensing Programs


Direct Care Staff - Department Approved Educational Curriculum for Nursing Assistants, Geriatric Assistants or Home Health Aides, July 2007, 22VAC40-72, http://www.dss.virginia.gov/facility/alf_forms.cgi


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,
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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/social/social_guidelines.htm or the Regulatory Townhall 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


140-3, 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

DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the program that issued or has custody of the document. VDOT has indicated a URL for documents that are available online. Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided separately for each document or group of documents following the title of the document or documents.

FINANCE/PROGRAMMING

Guidance Documents: VDOT Info & Service: VDOT Budget and Supplement

Interprets/implements: § 33.1-12 (9) of the Code of Virginia

Copies of these 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, 1401 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.

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: http://www.virginiadot.org/about/vdot_budget.asp
Interprets/implements: § 33.1-12 (9) of the Code of Virginia
Copies of this 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, 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.

Preliminary Engineering
Guidance Document: Road Design Manual, revised October 2009
This document is available electronically from the VDOT Public Website at the following address: http://www.virginiadot.org/business/locdes/rdmanual-index.asp
Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

Interprets/implements: § 33.1-18 of the Code of Virginia
This document is available electronically from the VDOT Public Website at the following address: http://www.virginiadot.org/business/locdes/Manuals.asp
Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 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 July 29, 2009
Interprets/implements: § 15.2-2021 of the Code of Virginia
This document is available electronically from the VDOT Public website at the following address: http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM55.pdf
Questions regarding interpretation or implementation of the document may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-7221, or email thomas.pelnik@vdot.virginia.gov.

Interprets/implements: § 33.1-12 (2)(b) of the Code of Virginia
Guidance Documents

Interprets/implements: § 33.1-12 (2)(b) and § 56-556 et seq. of the Code of Virginia

**Guidance Document:** Guidelines for Evaluation of Design-Build Proposals, Revised February 13, 2009

Interprets/implements: § 33.1-12 (2)(b) of the Code of Virginia

Design-Build documents are available at: [http://www.virginiadot.org/business/design-build.asp](http://www.virginiadot.org/business/design-build.asp)

Questions regarding interpretation or implementation of these documents 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.

**PROJECT DELIVERY**

**Guidance Documents:**

VDOT Post Construction Manual (Imperial and Metric), revised January 2009, no charge


VDOT 2005 Construction Manual, revised July 2008, $11, no charge from Internet


VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Road and Bridge Specifications, revised July 2009, $10, no charge from Internet ([http://www.virginiadot.org/business/const/spec-default.asp](http://www.virginiadot.org/business/const/spec-default.asp))

VDOT Value Engineering Program Administration Manual, revised October 24, 2008, Code of Virginia, § 33.1-190.1, no charge

VDOT Construction Directive Memoranda, issued 1994 - present, no charge from Internet ([http://www.virginiadot.org/business/const/resources-cdmemolist07-10.asp](http://www.virginiadot.org/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.

These documents interpret/implement: § 33.1-13 of the Code of Virginia.

Documents and information regarding programs referenced in this entry are accessible from the Virginia Department of Transportation website at: [http://www.virginiadot.org/business/local-assistance.asp](http://www.virginiadot.org/business/local-assistance.asp)

Copies of the 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at the specified cost by contacting 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 same address, telephone, and FAX numbers given above.


Copies of this 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, 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) 786-2743 (or Hugh W. Adams, Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603. This document may also be accessed at: [http://www.virginiadot.org/business/local-assistance.asp](http://www.virginiadot.org/business/local-assistance.asp)

**Guidance Document:** Recreational Access Program Guide, revised December 2009

Interprets/implements: § 33.1-223 of the Code of Virginia, Recreational Access Fund Policy (24VAC30-301)

Copies of this 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, 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) 786-2743 (or Hugh W. Adams, Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603. This document may also be accessed at: [http://www.virginiadot.org/business/local-assistance.asp](http://www.virginiadot.org/business/local-assistance.asp)

**Guidance Document:** Enhancement Program Procedure Manual, October 2009
Guidance Documents

Interprets/implements: § 33.1-12 (9) and (11) of the Code of Virginia

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. This document may also be accessed at: http://www.virginiadot.org/business/resources/local_assistance/2009_Enhancement_Manual2.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 or pamela.liston@vdot.virginia.gov.

**Guidance Document:** Urban Construction Initiative Program Administration Guide, October 2009

Interprets/implements: § 33.1-23.3 of the Code of Virginia

Copies of this 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, 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 Cindy Clark at the same address, telephone (804) 371-6289. This document may also be accessed at: http://www.virginiadot.org/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf

Questions regarding interpretation or implementation of this document may be directed to Cindy Clark at the same address and telephone number given above.


Interprets/implements: Urban Maintenance and Construction Policy (24VAC30-325)


Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281)

**Guidance Document:** Locally Administered Projects Manual, July 2009


Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281), §§ 33.1-12 and 33.1-75.3 of the Code of Virginia

Copies of the above 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting 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.

**MAINTENANCE AND OPERATIONS**

**Guidance Documents:**


- Abandoned Vehicles on the Right-of-Way (Section 6.6.5), § 46.2-1210 of the Code of Virginia
- Budgets (Chapter 3), §§ 33.1-23.02 (B) and 33.1-23.1(B) of the Code of Virginia
- Contracts (Chapter 4), §§ 2.2-4301, 2.2-4303, 33.1-12 (2), and 33.1-190 of the Code of Virginia
- Dead Animal Removal (Section 11.5.2), § 18.2-323 of the Code of Virginia
- Debris on Highway or Roadside (Section 11.5.3), §§ 10.1-1424, 18.2-324, and 33.1-346 of the Code of Virginia
- Drainage (Chapter 5), §§ 2.2-4301, 2.2-4303, 33.1-12 (2) and 33.1-190 of the Code of Virginia
- Driveways of Volunteer Fire Departments and Rescue Squads (Section 14.2.9), § 33.1-200.1 of the Code of Virginia
- Dump Creating Fire Hazard to Public Bridge (Section 16.9.14), § 33.1-347 of the Code of Virginia
- Entrances/Land Use (Chapter 6, specifically, Sections 6.3, 6.5, and 6.6), §§ 33.1-197 through 33.1-199 of the Code of Virginia, 24VAC30-20-80 (pending repeal)
- Special Facilities (Chapter 15), §§ 33.1-252 and 33.1-268 of the Code of Virginia
- Fishing From Bridges (Section 16.9.1), § 33.1-207 of the Code of Virginia, 24VAC30-20-90
- Garden Week (Section 11.6), § 33.1-12 of the Code of Virginia
- Historical Markers (Section 11.7), §§ 10.1-2202 (12) of the Code of Virginia, 24VAC30-150-2100
Illegal Signs on Right-of-Way (Section 11.8.2), § 33.1-373 of the Code of Virginia, 24VAC30-20-160

Inmate Labor (Chapter 9), §§ 53.1-56, 53.1-57, and 53.1-58 of the Code of Virginia

Junkyards (Section 11.8), § 33.1-348 of the Code of Virginia

Landfills (Section 11.5.5.2), § 33.1-347 of the Code of Virginia

Litter Control and Disposal Operations (Section 11.5), §§ 10.1-1424, 18.2-323, 18.2-324, and 33.1-346 of the Code of Virginia

Mail Boxes and Newspaper Boxes (Section 6.6.3), §§ 33.1-12 and 33.1-206 of the Code of Virginia, 24VAC30-20-110

Miss Utility (Underground Utility Damage Prevention Act) (Section 6.1.1), § 56-265.14 of the Code of Virginia

Outdoor Advertising and Junkyards (Section 11.8), §§ 33.1-348, and 33.1-351 et seq. of the Code of Virginia

Pesticides and Fertilizers (Section 11.4), Virginia Pesticide Control Act (Title 3.2, Chapter 39 of the Code of Virginia)

Posted Roads and Bridges (Sections 12.3.7, 12.8 and 16.9.3), § 46.2-1104 of the Code of Virginia

Primary System Overhead Crossing and Underpass (Section 10.3), § 56.368-1 of the Code of Virginia

Provision of Materials and Use of Equipment by Local Governments and School Boards (Sections 1.15 and 7.3.8), § 33.1-195 of the Code of Virginia

Railroads (Chapter 10), §§ 56-405, 56-406.1, 56-406.2, and 56.368-1 of the Code of Virginia

Real Estate Signs on Right-of-Way and Collection Process (Sections 11.8.2.2 and 11.8.2.3), § 33.1-373 of the Code of Virginia

Rest Areas and Waysides/Picnic Areas (Sections 15.5 and 15.6), §§ 33.1-12 (3) and 33.1-218 of the Code of Virginia, 24VAC30-50-10

Restricted Structures (Sections 16.9.2 and 16.9.3), §§ 46.2-1104 and 46.2-1124 through 46.2-1127 of the Code of Virginia

Roads in State Institutions (Section 15.11), § 33.1-33 of the Code of Virginia

Roadway and Non-Roadway Lighting (Section 18.10), §§ 15.2-2020 and 46.2-100 of the Code of Virginia

School Zone Signs (Section 18.1.4), § 46.2-873 of the Code of Virginia

Sledding Play Areas Designated by Local Governments (Section 14.2.12), § 46.2-1302 of the Code of Virginia

Snow Emergency Routes (Section 14.2.10), § 46.2-1302 of the Code of Virginia

Snow Removal of Institutional Roads (Section 14.2.14), § 33.1-33 of the Code of Virginia

Speed Limits (Section 18.1.5), § 46.2-878 of the Code of Virginia

Steel Plates (Section 18.11), § 33.1-223.2:14 of the Code of Virginia

Road and Street Name Signs (Section 18.1.2), § 33.1-69.01 of the Code of Virginia

Trash Containers (Section 11.5.5.3), 24VAC30-150-2160

Tree and Brush Management (Section 11.3), § 33.1-371.2 of the Code of Virginia

Maintenance Division Directives (July 30, 2009):

Land Development Related Quitclaims (MDD 6.02), §§ 15.2-2265, 33.1-12 and 33.1-69 of the Code of Virginia

Copies of these 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, 1401 E. Broad St., Richmond, Virginia 23219. Mailing address: VDOT, 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) 786-0783. Additional copies and/or pages may be obtained at a cost of $0.15 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 Maintenance Division Director, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0816, or email at robert.prezioso@vdot.virginia.gov.

Guidance Document: Traffic Engineering Division Memoranda, issued 1967-present

Interpret/implement: § 33.1-12 (3) and (5) of the Code of Virginia, Classifying and Marking State Highways (24VAC30-520)

Copies of the Traffic Engineering Memoranda (1967-present), issued pursuant to authority set forth in § 33.1-12 (3) and (5) of the Code of Virginia 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, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Mark Hodges at the same address, telephone (804) 786-0816 or Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer.
Questions regarding interpretation or implementation of this Guidance Document:

- **Guidance Document**: Structure and Bridge Division Instructional and Informational Memorandum 27.6, Bridge Safety Inspections, Inventory and Inspection Requirements for Bridges and Large Culverts, issued January 2008
  - Interprets/implements: § 33.1-12 of the Code of Virginia, 23 CFR Part 650 Subpart C

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Harney at the same address, telephone (804) 786-3161, or FAX (804) 786-2988. This document is also available online at:

http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM27.6.pdf

Questions regarding interpretation or implementation of this document may be directed to Cynthia Harney at 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 78, Bridge Safety Inspections QC/QA Program, Establishing Quality Control and Quality Assurance Procedures to Maintain a High Degree of Accuracy and Consistency in the Inspection Program, issued January 2008
  - Interprets/implements: § 33.1-12 of the Code of Virginia, 23 CFR Part 650 Subpart C

Copies of this 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, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Harney at the same address, telephone (804) 786-3161, or FAX (804) 786-2988. This document is also available online at:

http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM78.pdf

Questions regarding interpretation or implementation of this document may be directed to Anwar Ahmad at 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2853 or FAX (804) 786-7787.

- **Guidance Document**: Land Development Manual, Volumes I and II
  - Interprets/implements: Minimum Standards of Entrances to State Highways (Code of Virginia § 33.1-198 and 24VAC30-71) and the Subdivision Street Requirements (§§ 33.1-69 and 33.1-229 and 24VAC30-91)

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

  - Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

  - Interprets/implements: Secondary Street Acceptance Requirements (24VAC30-92)

Copies of these 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, 1401 E. Broad St., 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) 786-0783. Additional copies and/or pages may be obtained at a cost of $0.15 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 Maintenance Division Director, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0816, or email at robert.prezioso@vdot.virginia.gov.

- **Guidance Documents**: VDOT General Notes for Subdivisions, revised May 2004, and Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000
  - Interpret/implement: Subdivision Street Requirements (24VAC30-91)

Copies of these 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.

- **Public Affairs**
  - **Guidance Document**: Virginia Official State Transportation Map Policy and Procedures, revised August 2005, no charge
  - Interprets/implements: § 33.1-36 of the Code of Virginia

- **Guidance Document**: Statement on the Use of VDOT County Map Series Digital Files, revised October 2008, no charge
Guidance Documents

Interprets/implements: § 33.1-84 of the Code of Virginia

Guidance Document: Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised September 2005;

Interprets/implements: § 33.1-62 et seq. of the Code of Virginia

Copies of these 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 at 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, FAX (804) 371-6846, or email vdotmapfiles@vdot.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

Policy


Interprets/implements: § 2.2-2822 of the Code of Virginia

Copies of this 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.

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) 294-6763, 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 policy regarding parking regulations (revised 7/12/07): https://policy.itc.virginia.edu/policy/policydisplay?id=PRM-010

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 2009

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 Street, 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.
The Undergraduate Prospectus may also be viewed on-line at 
http://www.virginia.edu/undergradadmission/prospectus.html

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 Rajiva Seneviratne, Assistant to 
the Vice Provost for Administration and Office Manager, 
P.O. Box 400308, Booker House, Charlottesville, VA 22904-
4226, telephone (434) 982-2814, or email rs9c@virginia.edu.

Individuals eligible to receive a complimentary copy of the 
Undergraduate or Graduate Record should contact Sheila 
Tolley, Associate University Registrar, Office of the 
University Registrar, P.O. Box 400203, Charlottesville, VA 
22904-4203, telephone (434) 924-6868, or email 
slt4@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 (800) 759-4667. The Undergraduate 
and Graduate Records may also be viewed on-line at 

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 
http://www.virginia.edu/provost/facultyhandbook/index.html

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, Office of the 
Executive Vice President and Provost, Booker House, P.O. 
Box 400308, Charlottesville, VA 22904, telephone (434) 982-
0119, or email johteahan@virginia.edu.

Claude Moore Health Sciences Library
The Health Sciences Library policies may be viewed online at 
may be obtained by contacting Gretchen Arnold, Library

Guidance Documents

Questions regarding interpretation or implementation of this document may be directed to Gretchen Arnold at the above telephone number, or email.

Library
The University Library Policies may be viewed online at 
http://www.lib.virginia.edu/policies. Copies may be obtained 
by contacting Diane Walker, Deputy University Librarian, 
telephone (434) 924-4606, or email dpw@virginia.edu. The 
documents are also available at any University Library public 
information desk during regular library hours (hours vary by facility).

Questions regarding interpretation or implementation of the policies may be directed to Diane Walker at the above telephone number or email.

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 kbm4n@virginia.edu. Internet address for accessing the document is listed below.

Questions regarding interpretation or implementation of this document may be directed to Patricia Clifton, Manager Contract Administration, University of Virginia, P.O. Box 400726, Charlottesville, VA 22904-4726, telephone (434) 982-5472, FAX (434) 982-4628, or email pcm8b@virginia.edu.

Guidance Document:

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.
Guidance Documents

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).

Guidance Documents:

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 the University regulations section of the University's Undergraduate and Graduate Records websites, http://records.ureg.virginia.edu/index.php and http://records.ureg.virginia.edu/index.php, respectively.

Alcohol and Drug Policy- "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2004

Discriminatory Harassment Policy, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2008

Sexual Assault, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2005. Policies and procedures may be viewed at http://sexualassault.virginia.edu/uva_policies.htm

Use of University Equipment, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2002

Use of University Facilities, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, revised Spring 2004

University Services and Activities, "Non-academic Regulations," University of Virginia Graduate and Undergraduate Records, 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 vpcio-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, 1215 Lee Street, Primary Care Center, Room 1122, P.O. Box 800809, Charlottesville, VA 22908-0809. 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 2009

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 22903. 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) 982-3851, 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 September 2009

Office of the Vice President for Research
Copies of the following document may be viewed Monday through Friday from 8 a.m. until 4:30 p.m. at One Boar's Head Pointe, 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/vpr/

Guidance Document:
Preventing and Addressing Discrimination and Harassment Policy
https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-009

Preventing and Addressing Retaliation Policy
https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-010

Equal Opportunity Programs Complaint Procedures
http://www.virginia.edu/eop/complaint.html ("Non-Academic Regulations," University of Virginia Undergraduate Record; "Non-Academic Regulations," University of Virginia Graduate Record.)

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, Henrico, VA 23233. Copies may also be downloaded from the board's webpage at http://www.dhp.virginia.gov/vet/vet_guidelines.htm or the Regulatory Townhall at www.townhall.virginia.gov or requested by email at vetbd@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Leslie Knackel, 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.
Guidance Documents

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, revised July 14, 2009

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

150-17, Sanctioning Reference Points Instruction Manual, adopted November 2006

150-18, Bylaws of the Board of Veterinary Medicine, adopted November 17, 2009

VIRGINIA CODE COMMISSION

Covers of the following documents may be viewed during regular workdays from 8 a.m. until 4:30 p.m. in the office of the Virginia 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@dls.virginia.gov. 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@dls.virginia.gov.

Guidance Documents:


Preparing and Filing Guidance Document Lists for Publication in the Virginia Register of Regulations (http://register.dls.virginia.gov/guidadoc.htm), revised November 2009, §§ 2.2-4008 and 2.2-4103

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 the Provost, The University of Virginia's College at Wise, 1 College Avenue, Smiddy Hall, Wise, VA 24293. Copies may be obtained free of charge 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 Catalog, August 2009, no charge

http://www.uvawise.edu/academics/catalog.html

Electronic versions of the following documents are accessible for viewing at, and may be printed from, the URLs listed below.

Questions regarding interpretation or implementation of this document may be directed to 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/SecureComputing/Policies

Library Circulation Policies:  
http://library.uvawise.edu/Circulation

**VIRGINIA COMMONWEALTH UNIVERSITY**

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 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.

Questions concerning interpretation or implementation of this guidance document may be directed to Dr. Laura J. Moriarty (same telephone number as above).

**Guidance Document:**

Faculty Handbook  
http://www.provost.vcu.edu/faculty/handbook.html

* * *

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 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.

Questions concerning interpretation or implementation of this guidance document may be directed to Dr. Reuban Rodriguez (same telephone and address as above).

**Guidance Document:**

VCU Insider: Student Handbook and Resource Guide  
http://www.students.vcu.edu/insider.html

* * *

Copies of the following document may be viewed Monday through Friday from 8:00 a.m. until 4:00 p.m. in the Monroe Park Campus Customer Service Office at 1108 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.

Questions concerning interpretation or implementation of this guidance document may be directed to VCU Parking and Transportation Services Customer Service Office (same telephone and address as above).

**Guidance Document:**

Parking Guidelines  
http://www.bsv.vcu.edu/vcupark/facstaffguidelines.htm

**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.

1. Court Appointed Certification Application (Felony, Misdemeanor, Juvenile),  
(www.indigentdefense.virginia.gov), revised 2009, §§ 19.2-163.01, 19.2-163.03

2. Court Appointed Certification Application (Capital),  
(www.indigentdefense.virginia.gov), revised 2009, § 19.2-163.8

3. Court Appointed Certification Renewal Application (Felony, Misdemeanor, Juvenile and Capital),  
(www.indigentdefense.virginia.gov), revised 2009, §§ 19.2-163.01, 19.2-163.03

4. Standards of Practice For Indigent Defense Counsel,  
(www.indigentdefense.virginia.gov), issued 2007, § 19.2-163.01

5. Standards of Practice Enforcement Policies and Procedures,  
(www.indigentdefense.virginia.gov), issued 2007, § 19.2-163.01

6. Standards of Practice Enforcement Complaint Form,  
issued 2007, § 19.2-163.01

**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

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

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 President, c/o Director of Business Affairs, 312A Burruss Hall, Virginia Tech, Blacksburg, VA 24061. Copies may be obtained free of charge by contacting Shelia Collins, Office of the President, 310 Burruss Hall, Virginia Tech, Blacksburg VA 24061, telephone (540) 231-1358, FAX (540) 231-4265 or email shcollin4@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 Heidi M. McCoy, Director of Business Affairs, Office of the President, Virginia Tech, Blacksburg, VA 24061, telephone (540) 231-8118, FAX (540) 231-4265 or email heidim@vt.edu.

Guidance Documents:
Board of Visitors Bylaws (amended August 2009) http://www.bov.vt.edu/bylaws/bylaws.html
Undergraduate Course Catalog and Academic Policies, 2009-10 http://www.undergradcatalog.registrar.vt.edu/0910/index.html
Graduate Policies and Procedures and Course Catalog, 2009-10 http://grads.vt.edu/graduate_catalog/
Hokie Handbook (student handbook), 2009-10 http://www.hokiehandbook.vt.edu/
Virginia Tech University Policies http://www.policies.vt.edu/index.php

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 Kathy Dimond, at the same address, telephone (888) 827-3847, FAX (804) 786-1541 or email kdimond@varetire.org. 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@varetire.org.
Guidance Documents:

Applying for Disability Retirement – revised July 2009, Code of Virginia, Title 51.1, Chapters 1, 2, 3, 5

Applying for Service Retirement – revised July 2009, Code of Virginia, Title 51.1, Chapters 1, 3


Comprehensive Annual Financial Report, December 2009 – published annually, Code of Virginia, Title 51.1, Chapters 1-7


Employer Update – published monthly, Code of Virginia, Title 51.1, Chapters 1-7


Handbook for Members – Virginia Retirement System (Benefits for Eligible Political Subdivision Employees in Hazardous Duty Positions), summary plan description - published December 2009, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14

Handbook for Members – Virginia Retirement System, summary plan description revised June 2008, Code of Virginia, Title 51.1, Chapters 1-7, 10, 11, 13, 14


Member Benefit Profile – last published September 2009, Code of Virginia, Title 51.1, Chapters 1-7, 10

Member News – published semi-annually, Code of Virginia, Title 51.1, Chapters 1-7


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

VRS Guide to Retirement Benefits and Divorce – published July 2007, Code of Virginia, Title 51.1, Chapter 1

Virginia Sickness and Disability Program Handbook – revised January 2008, Code of Virginia, Title 51.1, Chapter 11

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Copies of the following documents may be viewed on regular work days from 8 a.m. until 4:30 p.m. at the office of the Virginia School for the Deaf and the Blind, East Beverly Street, Staunton, VA 24401. Copies may be obtained free of charge by contacting Becky Sigrist at P.O. Box 2069, Staunton, VA 24402, by telephone (540) 332-9000, or by email at becky.sigrist@vsdbs.virginia.gov.

Questions regarding interpretation of implementation of these documents may be directed to Janice Rankin, Director of Operations at (540) 332-9039 or email at janice.rankin@vsdbs.virginia.gov.

Guidance Documents:

Residential Guidelines from the Virginia Department of Behavioral Health and Developmental Services

Program of Studies, revised August 2008


Student Handbook, revised August 2009

Employee Handbook, revised August 2009

VSDB Board of Visitors By-laws

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
Notice is hereby given that the Virginia Department of Environmental Quality (DEQ) seeks comment on the proposed modifications to the bacteria Total Maximum Daily Load (TMDL) developed for Mattox Creek in King George and Westmoreland Counties.

The Mattox Creek TMDL was developed to address bacterial impairments in portions of the free-flowing and tidal segments of Mattox Creek. The TMDL was approved by the Environmental Protection Agency (EPA) on August 2, 2006, and can be found at the following website: http://www.deq.virginia.gov/tmdl/apptmdls/potrvr/mattox.pdf.

The Virginia Department of Environmental Quality seeks written comments from interested persons on the modification of this TMDL. In the Mattox Creek Bacteria TMDL approved by the U.S. EPA and the Virginia State Water Control Board in 2006, these changes are necessary for the following permitted dischargers:

- The Washington District Elementary School (VA0082058) is a Virginia Pollution Discharge Elimination System (VPDES) minor municipal plant in Montross, Virginia. The facility, which discharges to the free-flowing segment, was assigned a waste load allocation (WLA) of 2.2E+06 cfu/year, based on the available Discharge Monitoring Report (DMR) records at the time of issuance. The TMDL included a WLA 5x expansion factor for permitted facilities. DEQ proposes to revise the TMDL by increasing the bacteria WLA to 1.06E+10 cfu/year to accommodate this facility at a maximum design flow of 0.006 MGD at an E. coli concentration of 126 N/100mL. This change will also increase the WLA 5x expansion factor from 1.1E+07 to 5.3E+10 (for the free-flowing recreation impairment).

- The Washington District Elementary School (VA0082058) was not originally assigned WLAs for the downstream tidal impairments in the TMDL report. The TMDL included a WLA 5x expansion factor for permitted facilities. DEQ proposes to revise the TMDL by assigning a bacteria WLA of 2.93E+09 cfu/year to accommodate this facility at a maximum design flow of 0.006 MGD and assign a WLA 5x expansion factor of 1.47E+10 cfu/year at an Enterococci concentration of 35 N/100mL. This change will also increase the WLA 5x expansion factor from 1.17E+09 to 1.47E+10 cfu/year at a fecal coliform concentration of 14 N/100mL (for the tidal recreation impairment).

- The Outdoor World Harborview facility (VA0089087) is a Virginia Pollution Discharge Elimination System (VPDES) minor municipal plant in Oak Grove, Virginia. The facility, which discharges to the tidal segment, was assigned a WLA of 1.7E+05 cfu/year, based on the long-term average flow of the facility. The TMDL included a WLA 5x expansion factor for permitted facilities. DEQ proposes to revise the TMDL by increasing the bacteria WLA to 9.78E+09 cfu/year to accommodate this facility at a maximum design flow of 0.02 MGD. This change would also increase the WLA 5x expansion factor from 8.5E+05 to 4.89E+10 cfu/year at an Enterococci concentration of 35 N/100mL (for the tidal recreation impairment).

The proposed changes above will neither cause nor contribute to the nonattainment of Mattox Creek, as documented in the EPA approved TMDL report.

The public comment period for this modification will end on March 30, 2010. Written comments should include the name, address, and telephone number of the person submitting the comments and should be sent to Margaret Smigo, Piedmont Regional Office, Department of Environmental Quality, 4949-A Cox Road, Glen Allen, VA 23060, telephone (804) 527-5124, or email margaret.smigo@deq.virginia.gov.

Notice to Discuss a Study to Restore Water Quality in the Smith River Watershed

Public meeting: Monday, March 29, 2010, from 6:30 p.m. to 8:30 p.m., Henry County Administrative Building, Board Room. Directions: From Route 220, take the Collinsville exit. At first stop light, take a left onto King's Mountain Road. Administrative Building is approximately two miles on left at 3300 Kings Mountain Road, Martinsville, Virginia.

Purpose of notice: The Virginia Department of Environmental Quality (DEQ) announces the final public meeting to discuss a study to restore water quality in the Smith River watershed.

Description of study: Virginia agencies are working to identify sources of biological impairment (general standard) in the Smith River watershed. The general standard indicates the water quality does not support a natural aquatic invertebrate community.
The following is the "impaired" stream, the length of the impaired segment, location, and the reason for the impairment: Smith River, 13.77 miles, Henry County, Martinsville City, general standard (benthic).

The state agencies developed a total maximum daily load (TMDL) for the impaired waters. A TMDL is the total amount of a pollutant a water body can contain and still meet water quality standards. To restore water quality, contamination levels have to be reduced to the TMDL amount.

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 April 28, 2010. DEQ also accepts written and oral comments at the public meeting announced in this notice.

Contact for additional information: Mary Dail, Virginia Department of Environmental Quality, Blue Ridge Regional Office, 3019 Peters Creek Road, Roanoke, VA 24019, telephone (540) 562-6715, FAX (540) 562-6860, or email mary.dail@deq.virginia.gov.

### Total Maximum Daily Load for Four Mile Run

Announcement of a Total Maximum Daily Load (TMDL) study to restore water quality in the bacteria impaired portion of tidal Four Mile Run.

Purpose of notice: The Virginia Department of Environmental Quality (DEQ) and the Virginia Department of Conservation and Recreation announce the second public meeting for the Tidal Four Mile Run Bacteria TMDL study.

Public meeting: Monday, March 8, 2010, from 7 p.m. to 8 p.m., Shirlington Branch Library, 4200 Campbell Avenue, Campbell Meeting Room, Arlington, Virginia.

Meeting description: This is the final meeting for this project. The purpose of this meeting is to discuss the study with community members and present the project results.

Description of study: The tidal portion of Four Mile Run has been identified as impaired on the Clean Water Act § 303(d) list for not supporting the primary contact recreation use due to elevated levels of E. coli bacteria. Virginia agencies are working to identify the sources of bacteria contamination in this stream segment. The impaired segment of tidal Four Mile Run is located in Arlington County and the City of Alexandria. The Four Mile Run watershed covers parts of the City of Alexandria, City of Falls Church, Arlington County, and Fairfax County. Below is a description of the impaired portion of Four Mile Run that will be addressed in this study:

<table>
<thead>
<tr>
<th>Stream Name</th>
<th>Locality</th>
<th>Impairments</th>
<th>Area (mi²)</th>
<th>Upstream Limit</th>
<th>Downstream Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Mile Run</td>
<td>Arlington County, City of Alexandria</td>
<td>Recreational use impairment due to E. coli bacteria</td>
<td>0.0516</td>
<td>Tidal waters of Four Mile Run, approximately 1.46 rivermiles upstream from the mouth of the river</td>
<td>Confluence with the Potomac River</td>
</tr>
</tbody>
</table>

This study will focus on the tidal portion of Four Mile Run. A bacteria TMDL for the nontidal portion of Four Mile Run was completed in 2002. During this study, DEQ will develop a TMDL for the impaired stream segment. A TMDL is the total amount of a pollutant a water body can receive and still meet water quality standards. To restore water quality, pollutant 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 8, 2010, to April 6, 2010. 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, Department of Environmental Quality, 13901 Crown Court, Woodbridge, VA 22193, telephone (703) 583-3804, or email katie.conaway@deq.virginia.gov.

### DEPARTMENT OF FORESTRY

**Public Hearing Date Change on State Forests Regulations (Concealed Handguns)**

The Department of Forestry gives notice of a change in the date of the public hearing scheduled to receive comments on the proposed regulatory change to allow concealed handguns to be carried within state forests with a valid concealed weapons permit. The date is changed to March 4, 2010, beginning at 1 p.m. and ending at 4 p.m. The public hearing will be conducted at Buckingham Agriculture Center Auditorium, 13360 West James Anderson Hwy, Buckingham, VA 23921.

You may contact Ron Jenkins for additional information at (434) 220-9022 or by email at ron.jenkins@dof.virginia.gov.
STATE LOTTERY DEPARTMENT

Director's Orders

The following Director's Order of the State Lottery Department was filed with the Virginia Registrar of Regulations on January 29, 2010.

Director's Order Number Ten (10)
Certain Virginia Instant Game Lotteries; End of Games.

In accordance with the authority granted by §§ 2.2-4002 B 15 and 58.1-4006 A of the Code of Virginia, I hereby give notice that the following Virginia Lottery instant games will officially end at midnight on February 12, 2010.

Game 1011 Cash Cards
Game 1044 Welcome to Fabulous Las Vegas
Game 1046 Best of 7's
Game 1052 7 Come 11
Game 1071 Colossal Ca$h
Game 1072 WPT $100,000 Hold'em Poker
Game 1078 Aces High
Game 1083 EZ Grand
Game 1089 Sacks of Cash
Game 1097 Beat the Dealer
Game 1100 Spicy Hot Doubler
Game 1107 $100,000 Bank Roll
Game 1109 Win Pigs Fly
Game 1112 Joker's Wild
Game 1114 The Color of Money
Game 1115 7-11-21
Game 1116 Throw Me the Money
Game 1118 Magic 8 Ball
Game 1119 Fabulous 5's
Game 1121 Bass Pro Shops
Game 1122 Monopoly
Game 1123 Chill Out Cash
Game 1126 Player's Club
Game 1128 The Money Game
Game 1133 Bingo Doubler
Game 1135 Flip Flop Cash
Game 1145 Haunted Fortune
Game 1154 All the Money
Game 1156 Candy Cane Tripler
Game 1157 Happy Moo Year
Game 1159 Holiday Doubler
Game 1161 Wonderland Dough

The last day for lottery retailers to return for credit unsold tickets from any of these games will be March 19, 2010. The last day to redeem winning tickets for any of these games will be August 11, 2010, 180 days from the declared official end of the game. Claims for winning tickets from any of these games will not be accepted after that date. Claims that are mailed and received in an envelope bearing a postmark of the United States Postal Service or another sovereign nation of August 11, 2010, or earlier, will be deemed to have been received on time. This notice amplifies and conforms to the duly adopted State Lottery Board regulations for the conduct of lottery games.

This order is available for inspection and copying during normal business hours at the Virginia Lottery headquarters, 900 East Main Street, Richmond, Virginia; and at any Virginia Lottery regional office. A copy may be requested by mail by writing to Director's Office, Virginia Lottery, 900 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on the date of its signing and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ Paula I. Otto
Executive Director
January 29, 2010

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The following Director's Orders of the State Lottery Department were filed with the Virginia Registrar of Regulations on February 2, 2010 and February 3, 2010. The orders may be viewed at the State Lottery Department, 900 East Main Street, Richmond, VA, or at the office of the Registrar of Regulations, 910 Capitol Street, 2nd Floor, Richmond, VA.

Final Rules for Game Operation:

Director's Order Number Fourteen (10)
Virginia's Ninth Online Game Lottery; "Mega Millions"

Director's Order Number Fifteen (10)
Virginia's Twenty-Third Online Game Lottery; "Powerball"

Interim Rules for Game Operation (effective nunc pro tunc to January 31, 2010)

Director's Order Number Twenty-One (10)
"Mall Mania" Virginia Lottery Retailer Incentive Program Rules (effective 2/2/10)
VIRGINIA CODE COMMISSION

Notice to State Agencies

Mailing Address: Virginia Code Commission, 910 Capitol Street, General Assembly Building, 2nd Floor, Richmond, VA 23219.

Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed

Beginning with Volume 26, Issue 1 of the Virginia Register of Regulations dated September 14, 2009, the Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed will no longer be published in the Virginia Register of Regulations. The cumulative table may be accessed on the Virginia Register Online webpage at http://register.dls.virginia.gov/cumultab.htm.

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

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES


Correction to Final Regulation:

Page 2003, column 2, Effective Date, change "March 17, 2010" to "July 1, 2010"

VA.R. Doc. No. R10-2266; Filed February 17, 2010, 1:08 p.m.